

## **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.

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: **BOARD OF ESTIMATES' RECESS** :  
: **SEPTEMBER 2, 2015** :  
: .....  
: .....

The Board of Estimates is scheduled to be in recess at 9:00 a.m. and 12:00 noon on September 2, 2015.

The Board of Estimates will not receive or open bids on September 2, 2015. The Board of Estimates will reconvene on September 9, 2015.

## **BOARD OF ESTIMATES' AGENDA - AUGUST 26, 2015**

Parking Authority of - Parking Facility Rate Adjustment  
Baltimore City (PABC)

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

The Board is requested to approve an adjustment to the monthly rate at the City-owned Arena Garage, located at 99 S. Howard Street that is managed by the PABC. The Parking Facility Rate Adjustment is effective upon Board approval.

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

N/A

### **BACKGROUND/EXPLANATION:**

The PABC is charged with managing the City of Baltimore's parking assets. Proper stewardship of those assets requires that the PABC realize the best possible return on the City's parking investments.

Pursuant to Article 31, §13(f)(2) of the Baltimore City Code, subject to the approval of the Board of Estimates, the PABC may set the rates for any parking project. The PABC believes that rate adjustments at this parking facility are warranted at this time.

To bring the monthly rate charged at the Arena Garage in line with its surrounding facilities, the PABC staff developed the submitted rate adjustment recommendation. This rate adjustment was unanimously approved by the PABC Board of Directors.

**AGENDA****BOARD OF ESTIMATES****08/26/2015**PABC - cont'd

| Location        | Proposed Transient Rate Changes | Proposed Monthly Rate Changes |                           |                           |                                  |
|-----------------|---------------------------------|-------------------------------|---------------------------|---------------------------|----------------------------------|
| Arena<br>Garage | No Proposed rate adjustments    | Regular Monthly Rate          |                           |                           |                                  |
|                 |                                 | Regular Rate                  | Current Rate<br>\$ 160.00 | Proposed Rate<br>\$165.00 | Last Rate Change<br>January 2014 |

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

## AGENDA

### BOARD OF ESTIMATES

08/26/2015

Parking Authority of - Parking Facility Rate Adjustment  
Baltimore City (PABC)

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

The Board is requested to approve an adjustment to the transient rates at the City-owned Baltimore Street Garage, located at 15 Guilford Avenue that is managed by the PABC. The Parking Facility Rate Adjustment will be effective upon Board approval.

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

N/A

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

The PABC is charged with managing the City of Baltimore's parking assets. Proper stewardship of those assets requires that the PABC realize the best possible return on the City's parking investments.

Pursuant to Article 31, §13(f)(2) of the Baltimore City Code, subject to the approval of the Board of Estimates, the PABC may set the rates for any parking project. The PABC believes that rate adjustments at this parking facility are warranted at this time.

To bring these transient rates charged at Baltimore Street Garage in line with its surrounding facilities, the PABC staff developed the submitted rate adjustment recommendations. These rate adjustments were unanimously approved by the PABC Board of Directors.

**AGENDA****BOARD OF ESTIMATES****08/26/2015**PABC - cont'd

| <b>Location</b>         | <b>Proposed Transient Rate Changes</b> |               |                  | <b>Proposed Monthly Rate Changes</b> |
|-------------------------|--|---------------|------------------|--------------------------------------|
| Baltimore Street Garage | <b>Regular Transient Rates</b>         |               |                  | <b>Regular Monthly Rate</b>          |
|                         | Current Rate                           | Proposed Rate | Last Rate Change | No Proposed rate adjustment          |
|                         | Up to 2 hours \$ 11.00                 | \$ 12.00      | June 2014        |                                      |
|                         | Up to 3 hours \$ 14.00                 | \$ 15.00      | June 2014        |                                      |

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

## AGENDA

BOARD OF ESTIMATES

08/26/2015

Circuit Court for Baltimore City - Grant Award

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

The Board is requested to approve and authorize acceptance of a Grant Award from the Behavioral Health Systems Baltimore, Inc. to the LINKS Project. The period of the Grant Award is July 1, 2015 through June 30, 2016.

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

\$17,500.00 - 5000-540216-1100-109400-405001

### **BACKGROUND/EXPLANATION:**

The LINKS Project is a part of the Juvenile Court Services office established in 2004 to address the immediate support needs of youth and families involved in the child welfare and delinquency system. The LINKS Project serves nearly 250 youth and families each year. Traditionally, referrals are made directly by Juvenile Court masters and judges.

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

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

Baltimore City District Court - Employee Expense Statement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the expense statement for Ms. Cory Pollock for the month of April 2015.

**AMOUNT OF MONEY AND SOURCE:**

\$172.80 - 4000-400515-1100-576600-603050

**BACKGROUND/EXPLANATION:**

Ms. Pollock LCSW-C incurred this expense for a conference required in her position as a Clinical Social Worker, Mental Health evaluator for the Baltimore City District Court, Medical Services FAST program. This request was originally submitted by mail by Ms. Pollock back in April 2015; however, it was not received by the Medical Services Division for approval until July 2015. The original request appeared to have been lost in the mail and therefore is being resubmitted.

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

08/26/2015

#### Police Department - Grant Awards

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

1. **GOVERNOR'S OFFICE OF CRIME** **\$ 15,152.00**  
**CONTROL AND PREVENTION**

Account: 5000-597416-2041-195800-600000

The New/Replacement Body Armor grant will provide funding to replace 16 vests with imminent expiration dates for sworn officers and 16 new vests for anticipated new hires.

2. **GOVERNOR'S OFFICE OF CRIME** **\$2,763,600.00**  
**CONTROL AND PREVENTION**

Account: 5000-511216-2041-196700-600000

The Neighborhood Foot Patrol Program grant will provide funds to assist the Police Department to continue its pursuit to strengthen communities and eliminate violent crime. The Neighborhood Foot Patrol Program will deploy police officers to walk foot patrol throughout communities to bolster public trust, significantly reduce violent crime, and improve public safety in the City.

3. **GOVERNOR'S OFFICE OF CRIME** **\$ 50,189.00**  
**CONTROL AND PREVENTION**

Account: 5000-587916-2013-212900-600000

The Domestic Violence Unit Program grant is designed to increase the efficiency and effectiveness of ex-parte/protective order data entry services and to reduce

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

Police Department - cont'd

the high occurrence of domestic violence in the City. This grant will provide funding for the services of a contractual administrative assistant who will provide data entry and coordination of the overall operation of the program, while Police Officers will work on an overtime basis to increase the number of orders served.

4. **GOVERNOR'S OFFICE OF CRIME** **\$ 65,000.00**  
**CONTROL AND PREVENTION**

Account: 5000-597116-2013-212900-600000

The Police Department's Gun Violence Reduction Program grant assists in developing and implementing strategies specifically intended to reduce gun related crimes in the State of Maryland. The goal is to reduce firearm related crimes by supporting the Multi-Jurisdictional Gun Trace Task Force and Baltimore's Gun Offender Registry. This award funds a Data Entry Operator and a Gun Trace Analyst.

5. **GOVERNOR'S OFFICE OF CRIME** **\$2,454,422.00**  
**CONTROL AND PREVENTION**

Account: 5000-511516-2013-198400-600000

The Violent Crime Reduction-Drug Interdiction Initiative grant provides the Police Department with the resources to combat violent crime and drug related violence. This project will deploy Police Officers to suppress violent crime and deter the creation of street level drug organizations. The officers will target violent offenders,

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

Police Department - cont'd

eliminate open air drug markets, dismantle violent drug organizations, dismantle gang recruitment capabilities, and debrief all arrestees' forwarding information to other units.

The Grant Awards are late because the notice of awards were not received until recently.

**APPROVED FOR FUNDS BY FINANCE**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

**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) - Option</u>  |                           |                 |               |
| 1. Geraldine Cottman,<br>a Life Estate With<br>Full Powers, Remainder<br>to Stephanie A.<br>Cottman, Regina M.<br>Cottman and Roslyn D.<br>Cottman as Joint<br>Tenants | 4723 Park Heights<br>Ave. | F/S             | \$12,500.00   |

Funds are available in account 9910-903183-9588-900000-704040,  
Park Heights Project.

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

DHCD - Condemnations

|   |                           |                 |             |
|---|---------------------------|-----------------|-------------|
| 2. Kwang E. Lee and<br>Ok S. Lee  | 4804 Park Heights<br>Ave. | F/S             | \$75,000.00 |
| Funds are available in account 9910-903183-9588-900000-704040,<br>Park Heights Project. |                           |                 |             |
| 3. Frank Angelo Manno<br>and Rose Elizabeth<br>Manno                                    | 4841 Park Heights<br>Ave. | G/R<br>\$120.00 | \$ 800.00   |

Funds are available in account 9910-903183-9588-900000-704040,  
Park Heights Project.

**AGENDA****BOARD OF ESTIMATES****08/26/2015****OPTIONS/CONDEMNATION/QUICK-TAKES:**

| <u>Owner(s)</u>  | <u>Property</u>           | <u>Interest</u> | <u>Amount</u> |
|--|---------------------------|-----------------|---------------|
| <u>DHCD - Condemnations - cont'd</u>   |                           |                 |               |
| 4. Clarence Small<br>and Annie Mae<br>Small as life<br>tenants and Peggy<br>Abdool (deceased),<br>Clarence Small, Jr.,<br>Francois A. Abdool,<br>Taber Jamal Small and<br>Sharif Jamal Small | 4817 Park Heights<br>Ave. | L/H             | \$29,700.00   |

Funds are available in account 9910-903183-9588-900000-704040,  
Park Heights Project.

**DHCD - Condemnation/Redemption**

|                               |                   |                    |           |
|-------------------------------|-------------------|--------------------|-----------|
| 5. Frieda and Manny<br>Peretz | 900 N. Castle St. | Sub-G/R<br>\$78.00 | \$ 520.00 |
|-------------------------------|-------------------|--------------------|-----------|

Funds are available in account 9910-906409-9588-900000-704040,  
EBDI Project Phase II.

The Board is requested to approve acquisition of the ground rent interest by condemnation, or in the alternative may, SUBJECT to the prior approval of the Board, make application to the Maryland Department of Assessments and Taxation to redeem or extinguish the ground rent interest for this property.

**AGENDA****BOARD OF ESTIMATES****08/26/2015****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> |                           |                 |               |
| 6. CE Realty, LLC<br>(Previous Owner)            | 4666 Park Heights<br>Ave. | F/S             | \$25,000.00   |

Funds are available in account 9910-903183-9588-900000-704040, Park Heights Project.

On September 17, 2014, the Board approved the acquisition of the Fee Simple interest in the property located at 4666 Park Heights Avenue for the amount of \$10,000.00 based upon an independent appraisal report. The previous owner produced a report that valued the property at \$72,375.00. After negotiations, the parties agreed to settle the case for \$35,000.00. Therefore, the Board is requested to approve an additional \$25,000.00 in settlement of the case.

**TRANSFER OF FUNDS**

\* \* \* \* \*

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

14

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

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

**TRANSFERS OF FUNDS**

| <b><u>AMOUNT</u></b>                             | <b><u>FROM ACCOUNT/S</u></b>                                   | <b><u>TO ACCOUNT/S</u></b>   |
|--|--|--|
| <u>Mayorality-Related/Department of Planning</u> |  |  |
| 1. <b>\$100,000.00</b><br>General Funds          | 9904-922027-9129<br>Capital Project<br>Priorities -<br>Reserve | 9904-922027-9197<br>Broadband Infra-<br>structure Plan -<br>Active |

This transfer will provide funds for the Smarter City Initiative. This initiative will provide oversight and coordination of the Baltimore City fiber assets, including City-owned and controlled, as well as other public and private assets, creating metrics to establish benchmarks for broadband in Baltimore City, developing pilot projects in coordination with MOIT and City agencies to demonstrate the viability of using the City's owned and peered assets to enable broadband deployment. Creating a more robust broadband infrastructure is key to achieving the City's goals across various areas including economic development, workforce development, public safety, and transportation. Coordinating the several activities across the various contributing entities, both with Baltimore City government agencies and offices and with external agents is critical to success.



**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

Mayors' Office of - Agreements and Amendment to Grant Agreement  
Human Services

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

**1. BEHAVIORAL HEALTH SYSTEMS BALTIMORE, INC. \$69,760.00**

Account: 4000-486316-6051-452200-603051

Behavioral Health Systems Baltimore, Inc. will use funds to provide mental health services in conjunction with the City's Head Start programs. The recipients of the services are the children and families participating in the Head Start programs. The period of the agreement is July 1, 2015 through June 30, 2016.

The agreement is late because of a delay in the receipt of funding from the Office of Head Start.

**MWBOO GRANTED A WAIVER.**

**2. THE WOMEN'S HOUSING COALITION, INC. \$ 66,589.50**

Account: 4000-496215-3573-591435-603051

The Women's Housing Coalition, Inc. will provide permanent housing and supportive services to 29 individuals. The period of the agreement is October 1, 2015 through September 30, 2016.

**MWBOO GRANTED A WAIVER.**

**3. JOBS, HOUSING AND RECOVERY, INC. \$100,496.00**

Account: 4000-496215-3573-591458-603051

Jobs, Housing and Recovery, Inc. will provide permanent housing and supportive services to seven households. The

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

Mayor's Office of - cont'd  
Human Services

period of the agreement is October 1, 2015 through September 30, 2016.

**MWBOO GRANTED A WAIVER.**

GRANT AGREEMENT

4. **MANNA HOUSE, INC.** **\$89,736.00**

Account: 1001-000000-3572-327220-603051

Manna House, Inc. will provide breakfast and case management to 50 homeless men per day in the City. The period of the agreement is July 1, 2015 through June 30, 2016.

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

**MWBOO GRANTED A WAIVER.**

AMENDMENT TO CONTRACT

5. **MARIAN HOUSE, INC.** **\$90,580.00**

Account: 4000-496215-3572-591419-603051

On March 4, 2015, the Board approved an agreement with Marian House, Inc. in the amount of \$58,068.00. This amount was incorrect, the correct amount is \$90,580.00. The mistake occurred at the administrative level. This Amendment No. 1 to contract will correct the amount of the agreement. All other terms of the agreement will remain the same. The period of the agreement is March 1, 2015 through February 29, 2016.

**MWBOO GRANTED A WAIVER.**

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

Mayor's Office of - cont'd  
Human Services

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

Mayor's Office on Criminal Justice - Notice of Extension

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the Notice of Extension of the Intergovernmental Agreement with the Housing Authority of Baltimore City (HABC). The period of the extension is July 1, 2015 through June 30, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$400,000.00 - 1001-000000-2251-247700-603026

**BACKGROUND/EXPLANATION:**

The HABC and Baltimore City have entered into intergovernmental agreements since 2009 for the purpose of maintaining, repairing, replacing, and upgrading HABC security cameras and associated equipment. Currently, there are 182 cameras in operation and maintained by the City as part of the CitiWatch system. The extension will continue this partnership for fiscal year 2016.

The Notice of Extension is late because of the administrative process.

**MBE/WBE REQUIREMENT:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

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

## AGENDA

BOARD OF ESTIMATES

08/26/2015

Mayor's Office of Employment Development - Inter-governmental Agreement

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

The Board is requested to approve and authorize execution of the Inter-governmental Agreement with the Department of Human Resources, Baltimore City Department of Social Services (DHR/BCDSS). The period of the agreement was June 29, 2015 through August 7, 2015.

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

\$1,000,000.00 - 4000-809615-6397-456000-404001

### **BACKGROUND/EXPLANATION:**

The purpose of the Inter-governmental Agreement was to provide funding for the 2015 Youth Works Summer Jobs Program. The program provided summer employment and training opportunities to eligible Baltimore City residents between the ages of fourteen and twenty-one. These opportunities included work experiences with private sector, nonprofit, and City and State government employers throughout Baltimore.

This Inter-governmental Agreement is late because of the additional time necessary to reach a comprehensive understanding between the parties.

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Land Disposition Agreement with EHM @ Harwood, LLC, Developer, for the sale of the City-owned vacant buildings located at 452 E. Lorraine Avenue and 423 Whitridge Avenue, in the Harwood neighborhood.

**AMOUNT OF MONEY AND SOURCE:**

\$ 5,000.00 - 452 E. Lorraine Avenue  
5,000.00 - 423 Whitridge Avenue  
**\$10,000.00** - Purchase Price

**BACKGROUND/EXPLANATION:**

The properties will be purchased and renovated with a combination of public funds and grants. The Developer will receive approximately \$100,000.00 from the City through the use of Bond funds. The Developer also received a \$30,000.00 lead paint abatement grant from the DHCD, State of Maryland, and a \$50,000.00 loan from the France-Merrick Foundation.

The project will consist of two City-owned vacant buildings to be totally rehabilitated and returned to residential use as single-family dwellings. When completed, the properties will be rented to low-income tenants with disabilities at affordable rates.

The properties have been journalized and approved for sale on June 27, 2011 and December 22, 2010, respectively.

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

N/A - The properties are being sold at the price determined in accordance with the Appraisal Policy of Baltimore City through the Waiver Valuation process.

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

The Developer will purchase the properties for a price that is less than \$50,000.00 and will receive 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****08/26/2015**

Department of Housing and - Community Development Bond Fund  
Community Development      Deferred Loan

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a Community Development Bond Fund Deferred Loan (Bond Fund Loan) to EHM @ Harwood, LLC (Borrower), a wholly owned-subsubsidiary of Empire Homes of Maryland, Inc. 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:**

| <u>Sources</u>                         |                     | <u>Uses</u>                  |                     |
|--|---------------------|------------------------------|---------------------|
| CDA/Shelter & Transitional Grant Funds | \$266,393.00        | Construction                 | \$384,058.00        |
| City Community Development Bond Funds  | 115,000.00          | Fees Related to Construction | 32,870.00           |
| CDA/Lead Paint Grant                   | 30,000.00           | Financing Fees               | 16,032.00           |
| Affordable Housing Trust               | 50,000.00           | Acquisition                  | 13,100.00           |
| France-Merrick Foundation              | 50,000.00           | Development Fee              | 60,567.00           |
| Deferred Development Fee               | <u>12,234.00</u>    | Reserves                     | <u>17,000.00</u>    |
| <b>Total</b>                           | <b>\$523,627.00</b> |                              | <b>\$523,627.00</b> |

Account: 9910-907835-9588

**BACKGROUND/EXPLANATION:**

Proceeds of the Bond Fund Loan will be used to support a portion of the hard and construction-related costs for the rehabilitation of properties located at 452 East Lorraine Avenue and 423 Whitridge Avenue in the Harwood Community of Baltimore City.



## AGENDA

### BOARD OF ESTIMATES

08/26/2015

#### DHCD - cont'd

Empire Homes of Maryland, Inc. (EHM) is a non-profit Community Housing Development Organization whose mission is to develop, manage, and maintain affordable residential properties for low-income individuals and those with disabilities. The EHM provides multiple housing options that include transitional housing, scattered site independent living, single-family homes, mid-sized multi-family buildings, and an assisted living facility. Since 2002, the EHM has developed, managed, or leased housing throughout Baltimore City and Baltimore County. Using a wide range of public and private financing sources, the EHM has developed in excess of 303 units of scattered site supportive rental housing. The organization serves special populations (i.e., disabled, homeless youth and adults, and persons living with HIV/AIDS) whose incomes are at or below 30% of the area median income, adjusted for family size.

In the summer of 2014, the EHM submitted a proposal for capital assistance through the DHCD's Notice of Funding Availability process for the redevelopment of 423 Whitridge Avenue and 452 East Lorraine Avenue in the Harwood Community of Baltimore City. The EHM will acquire the houses from the City through the Vacants to Value program. The houses have completely deteriorated and are in need of total reconstruction. When completed, the two and three-bedroom single-family row houses will allow the EHM to serve homeless families from the City's Continuum of Care waitlist. The residents will receive the benefit of the EHM's Sponsored Based Shelter Plus Care subsidies to cap the resident portion of the rents to no more than 30% of their income. As required by the Shelter Plus Care program, supportive services and case management will be available to the residents. The housing units must remain affordable for 15 years.

#### PARTICIPATING PARTIES

##### A. Owner/Developer

EHM @ Harwood, LLC will be the borrower of record. The Borrower is a wholly owned subsidiary of EHM.

## AGENDA

### BOARD OF ESTIMATES

08/26/2015

DHCD - cont'd

#### B. General Contractor/Architect

Maryland Bay Construction, Inc. will act as the general contractor and will post a 100% Payment and Performance Bond. ATI, Inc. will provide architectural services.

#### C. Participating Lenders:

##### CDA - 1<sup>st</sup> lien position

The Community Development Administration (CDA), a unit of the Division of Development Finance of the Maryland Department of Housing and Community Development, will be providing a grant from its Shelter and Transitional Housing Facility Grant Program funds in the amount of \$266,393.00 (the State Grant). The State Grant will be recoverable and in first lien position. Sponsors must agree to maintain the project for its intended use for a minimum of 15 years.

##### Baltimore City Bond Fund Deferred Loan - 2<sup>nd</sup> lien position

During the construction phase, interest will be at the rate of zero percent per annum on sums advanced. During the Permanent Loan Period, the interest rate charged would be at the rate of zero percent per annum. The construction phase will be for a period not to exceed 12 months from the date of closing which includes time permitted for cost certification, if required. The Permanent Loan Period will be no less than 15 years commencing at the end of the construction phase (the Permanent Loan Period). It is intended that if the Borrower complies with all applicable terms and covenants of the loan, the payment of the outstanding principal will be forgiven at the Maturity Date of the loan. The entire principal and any interest will be due and payable in the event of a refinancing, sale, transfer, conveyance or any encumbrance of the Project or portion thereof without prior written consent of DHCD. Should an event of default occur, interest will accrue from the date of the default

## AGENDA

### BOARD OF ESTIMATES

08/26/2015

DHCD - cont'd

at the prime rate of interest plus four percent (P+4%). The last day of the Permanent Loan Period will constitute the Maturity Date. The Bond Fund Loan will be long-term, subordinate, non-recourse debt.

#### Grants & Deferred Developer Fee

The project expects to include as gap financing grants in the approximate amounts of \$50,000.00 from the Frances-Merrick Foundation and \$50,000.00 from the Maryland Affordable Housing Trust Program. The CDA will also provide a grant from its Special Loan Program funds, a Lead Paint Abatement Grant in the amount of \$30,000.00.

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

Article 5, Subtitle 28 of the Baltimore City Code for Minority and Women's Business Opportunity is fully applicable and no request for a waiver of exception has been made.

**THE DEPARTMENT OF FINANCE REVIEWED AND RECOMMENDS APPROVAL.**

#### **TRANSFER OF FUNDS**

| <u>AMOUNT</u>          | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u> |
|------------------------|-----------------------|---------------------|
| <b>\$115,000.00</b>    | 9910-902848-9587      | 9910-907835-9588    |
| 30 <sup>th</sup> Comm. | Home Program -        | EHM @ Harwood       |
| Dev. Bonds             | Reserve               |                     |

This transfer will provide Community Development Bonds for the construction costs to rehabilitate a property in the Harwood Community of Baltimore City.

(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**

**08/26/2015**

Department of Housing and - Weatherization Assistance  
Community Development Grant Agreement

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

The Board is requested to approve and authorize execution of the Weatherization Assistance Grant Agreement with the Maryland Department of Housing and Community Development, (MD-DHCD). The period of the Weatherization Assistance Grant Agreement is effective upon Board approval through June 30, 2016.

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

\$1,063,042.00 - 5000-594114-5971-439500-603051

### **BACKGROUND/EXPLANATION:**

The Federal Department of Energy (DOE) has authorized the State of Maryland to operate a Weatherization Assistance Program (WAP) for low income families in the State of Maryland pursuant to the provisions of the Energy Conservation and Production Act, 42 U.S.C. Section 6851 et seq., as amended (the Act) and the federal regulations set forth in 10 CFR Part 440, as amended.

The Department is receiving \$1,063,042.00 in DOE 2015 funds to continue its operation of the WAP. Approximately 200 low-income families will benefit from these services during the period of the grant.

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

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

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

**AGENDA****BOARD OF ESTIMATES****08/26/2015**

Department of Housing and      - Community Development  
Community Development (DHCD)      Bond Fund Loan

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize a Community Development Bond Fund Loan (the City Bond Loan) to the CHAI-Fallstaff Limited Partnership (the Borrower), a wholly owned subsidiary of Comprehensive Housing Assistance, Inc. (CHAI). 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:**

| <u>Sources</u>   |                       | <u>Uses</u>    |                       |
|------------------|-----------------------|----------------|-----------------------|
| TRF Loan         | \$ 770,000.00         | Construction   | \$1,715,343.00        |
| CDA RHP Loan     | 1,815,000.00          | Const. Fees    | 319,500.00            |
| State EmPOWER    | 87,000.00             | Financing Fees | 259,650.00            |
| Loan             |                       |                |                       |
| City Bond Loan   | 550,000.00            | Acquisition    | 832,000.00            |
| State Lead Paint | 10,000.00             | Reserves       | 87,831.00             |
| Loan             |                       | Dev. Fee       | <u>399,899.00</u>     |
| Deferred Fee     | 364,723.00            |                |                       |
| Interim Income   | 10,000.00             |                |                       |
| Tenant Services  | <u>7,500.00</u>       |                |                       |
| <b>Total</b>     | <b>\$3,614,223.00</b> | <b>Total</b>   | <b>\$3,614,223.00</b> |

Account: 9910-906845-9588

**BACKGROUND/EXPLANATION:**

Incorporated in 1970, CHAI is an agency of The Associated Jewish Community Federation of Baltimore that provides services in three basic areas: elderly housing planning and development,

## AGENDA

### BOARD OF ESTIMATES

08/26/2015

DHCD - cont'd

residential housing services, and neighborhood organization and development. CHAI is committed to and provides a range of services that promote fair housing and improved opportunities for low-income groups, minorities, the disabled, and the elderly.

CHAI has submitted a proposal for the rehabilitation of an existing three-story, garden-style, walk-up residential apartment building built in the 1950's as a market rate apartment complex, known as the CHAI Fallstaff Apartments located at 3800 - 3810 Fallstaff Road. Upon completion of the rehabilitation, the Project will result in the conversion from a market rate building to a primarily affordable family housing project. Located in the Fallstaff neighborhood of Baltimore City, the Project will consist of the construction/rehabilitation of 16 rental units, of which, 14 units (the Affordable Units) will be affordable to families with incomes at or below 60% of the Area Median Income (AMI) adjusted for family size, and two market rate units. Of the Affordable Units, four units will be affordable for persons with incomes at or below 30% of the AMI, five units will be affordable for persons with incomes at 40% - 50% of the AMI, five units will be affordable for persons with incomes at 50% - 60% of the AMI.

The Housing Authority of Baltimore City (HABC) intends to support the Project by providing Project-Based Section 8 subsidies in the form of Project Based Housing Choice Vouchers for a minimum of 15 years for four units (the PBV Units). The PBV Units will be a subset of the Affordable Units.

CHAI will designate two of the PBV Units as units for Non-Elderly Persons with Disabilities (the NED Units). The term NED Unit is defined as a household that meets the following cri-

## AGENDA

### BOARD OF ESTIMATES

08/26/2015

DHCD - cont'd

teria: (i) whose sole member, head of household, or head of household's spouse has a disability and is under age 62; (ii) which is eligible for a one-bedroom public housing unit or for a two-bedroom public housing unit because a second bedroom is needed for disability-related reasons; and (iii) which is on HABC's waiting list for public or Section 8 subsidized housing.

In addition to the NED Units, one of the PBV Units will be a Bailey Long-Term Affordable "UFAS" unit. Long Term Affordable units are those units that are reserved and leased upon initial occupancy for individuals from the HABC's public housing waiting list and will remain affordable for a period of 40 years, in accordance with the Bailey Consent Decree.

Finally, one of the PBV Units will be targeted and restricted to an individual or a family who is suffering from chronic homelessness.

Proceeds of the City Loan will finance or refinance a portion of the hard construction costs for the Affordable Units.

Chaney & Associates prepared an appraisal dated May 20, 2015, for the private bank lender. The estimated market value of the property, as completed and stabilized with income restricted rents with consideration to the affordable rents, favorable financing and Payment in Lieu of Taxes (PILOT), is \$1,340,000.00. The appraised value is below the total development of the Project, which is common for affordable housing transactions involving subsidized rents and subordinate governmental financing. The rents are considered "restricted" because they are supported with financing that requires long-term income and rent restrictions. As a result, the rent levels

DHCD - cont'd

for the Affordable Units are set below the market rate, thereby decreasing the property's appraised value. Gap financing such as the City's Loan and other governmental sources are in place in order to allow for continuing affordability. The appraised value meets the underwriting standards for the must pay permanent superior mortgage. The Department is comfortable with recommending the City Loan as described under these circumstances. In addition, the developer has submitted and the Board of Estimates will consider a PILOT agreement, which has been considered in determining the as-built valuation.

**PARTICIPATING PARTIES:**

**A. Owner/Developer:**

CHAI-Fallstaff Limited Partnership (the Borrower), a wholly-owned subsidiary of Comprehensive Housing Assistance (CHAI), Inc. will be the Borrower of record.

**B. General Contractor/Architect:**

Harkins Builders, Inc. will act as the general contractor. The contractor will post a 100% Payment and Performance Bond. Marks, Thomas Architects will provide architectural services.

**C. Participating Lenders:**

**The Reinvestment Fund (TRF): 1<sup>st</sup> Lien Construction/Permanent**

The Reinvestment Fund will provide construction and permanent loan funds to the Borrower of up to an aggregate amount of \$770,000.00 (the TRF Loan) to assist with the financing of the project, consisting of approximately \$375,000.00 (Note A) and approximately \$395,000.00 of energy financing (Note B). The TRF Loans will have a construction term of 12 months (the Construction Period) and a permanent term of up to 15-years following construction completion (the Term Period). The annual



## AGENDA

### BOARD OF ESTIMATES

08/26/2015

DHCD - cont'd

interest rate will be fixed on "Note A" at approximately 7% and on "Note B" at approximately 3%. During the Construction Period, the Borrower will make monthly payments of accrued and unpaid interest only at the stated rate on the principal balance of the loans outstanding during the preceding calendar month. During the Term Period, the Borrower will repay the TRF Loan in monthly payments that would be required to amortize the principal balance of the TRF Loan in full over a hypothetical 25-year period with a balloon payment at maturity.

#### **MD DHCD (EmPOWER) + CDA (Rental Housing): 2<sup>nd</sup> Lien Construction/Permanent:**

The Maryland Department of Housing and Community Development (MD DHCD) will be providing a loan of approximately \$87,000.00 from the State's EmPower Program (the EmPOWER Loan) and the Community Development Administration (CDA), a unit of the Division of Development Finance of the MD DHCD, will be providing a loan from its Rental Housing Program funds in the approximate amount of \$1,815,000.00 (the RHP Loan, and together with the RHP Loan, the State Loans). The State Loans will be in second-lien position. Interest on the RHP Loan and the EmPower Loan will accrue on sums advanced at the rate of 0%. The Borrower will make annual contingent payments on the RHP Loan based on available cash flow in accordance with the CDA requirements following payment of Project expenses authorized by CDA, including superior loan payments. Payments on the EmPOWER Loan will be deferred until maturity or an event of default. The State Loans will be long-term, subordinate, non-recourse debt.

#### **Baltimore City Bond Loan: 3<sup>rd</sup> Lien Construction/Permanent:**

The Borrower will provide a valid third lien mortgage on the Project to secure the City Loan. The construction phase will be

## AGENDA

### BOARD OF ESTIMATES

08/26/2015

DHCD - cont'd

for a period of approximately 12-months from the date of closing, which includes the time permitted for cost certification (the Construction Loan Period). During the Construction Loan Period, the interest will be at the rate of 0% per annum on sums advanced and no payments will be required. The Permanent Loan Period will be 40 years commencing at the conversion of the Construction Loan Period and during this period, the interest rate charged will be at the rate of 0% per annum. During the Permanent Loan Period, annual payments of principal and interest will be due from the available cash flow, in accordance with the CDA requirements or as otherwise agreed to by the parties following the payment of Project expenses authorized by the CDA. To the extent such cash flow is not available, required payments due and owing will be deferred. The outstanding principal balance, plus any deferred and accrued payments, will be due and payable at the maturity of the City Loan. The City Loan will be long-term, non-recourse, subordinate debt.

The entire principal and any interest of the City Loan will be due and payable in the event of a refinancing, sale, transfer, conveyance or any encumbrance of the Project or portions thereof, without the prior written consent of the Department. Should an event of default occur under the loan documents, interest will accrue from the date of the default at the prime rate of interest declared by the Wall Street Journal from time to time, plus 4% (P+4%).

**MD DHCD (Lead Paint): 4<sup>th</sup> Lien Construction/Permanent:**

The MD DHCD will be providing a loan of approximately \$10,000.00 from its lead paint funds (the Lead Paint Loan). The Lead Paint Loan will be in fourth-lien position. The interest on the Lead

## AGENDA

### BOARD OF ESTIMATES

08/26/2015

DHCD - cont'd

Paint Loan will accrue on sums advanced at the rate of 0% and the term will be 20 years. No payments of principal and interest will be required until maturity, at which time the outstanding principal balance will be due and payable.

#### **Grants and Deferred Development Fee:**

The Project expects to include as gap financing grants in the approximate amounts of \$150,000.00 from the Maryland Affordable Housing Trust Program.

However, if for some reason, such funds are not available at the time of the project closing, the funds will be replaced by an increase in the deferred developer's fee.

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

Article 5, Subtitle 28 of the Baltimore City Code for Minority and Women's Business Opportunity is fully applicable and no request for a waiver or exception has been made.

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

#### **TRANSFER OF FUNDS**

| <u>AMOUNT</u>               | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u> |
|-----------------------------|-----------------------|---------------------|
| <b>\$550,000.00</b>         | 9910-902848-9587      | 9910-906845-9588    |
| 30 <sup>th</sup> Comm. Dev. | Home Program          | CHAI Fallstaff      |
| Bonds                       | Reserve               | Apartments          |

This transfer will provide Community Development Bonds for the construction costs to rehabilitate 16 rental units in the Fallstaff neighborhood of Baltimore City.

(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

08/26/2015

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

| VENDOR | AMOUNT OF AWARD | AWARD BASIS |
|--------|-----------------|-------------|
|--------|-----------------|-------------|

### Bureau of Purchases

1. APPLIED TECHNOLOGY  
SERVICES, INC. \$37,319.90 Sole Source  
Contract No. 08000 - Upgrade License Plate Recognition  
System - Department of Transportation/Safety Division -  
Req. No. R703667

The License Plate Recognition System (LPR) was procured under a Maryland State contract from this vendor. The Department of Transportation would like to upgrade their system to expand the LPR hardware platform, which can be done by upgrading two of their existing LPR vehicles. Since the LPR hardware was previously purchased from Applied Technology Services this sole source will maintain the equipment compatibly.

2. INFORMATION TECHNOLOGY  
SOLUTIONS \$29,999.00 Sole Source  
Contract No. 08000 - Vampire Forensic Tactical Device -  
Baltimore City Police Department - Req. No. R706511

Information Technology solutions is the sole source for Vampire Forensic Tactical Device.

3. CHANNING BETE  
COMPANY, INC. \$47,437.68 Sole Source  
Contract No. 08000 - Specialty Items Used for Teaching  
Pedestrian and Bicycle Safety - Department of Transporta-  
tion - Req. No. R705372

Channing Bete Company, Inc. is the sole proprietor of these educational books. The books will be used to reinforce pedestrian and bicycle safety principles taught through the Department of Transportation Safety City Program.

4. UNIVAR USA, INC. \$200,000.00 Renewal  
Contract No. B50003714 - Sulfur Dioxide Liquid in One Ton  
Container - Department of Public Works, Bureau of Water and  
Wastewater - P.O. No. P529083

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

| VENDOR | AMOUNT OF AWARD | AWARD BASIS |
|--------|-----------------|-------------|
|--------|-----------------|-------------|

Bureau of Purchases - cont'd

On October 15, 2014, the Board approved the initial award in the amount of \$250,000.00. The award contained four 1-year renewal options. This renewal in the amount of \$200,000.00 is for the period October 15, 2015 through October 14, 2016, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

5. MARTIN SUPPLY COMPANY,  
 INC. \$ 33,000.00 Renewal  
 Contract No. B50003642 - Sign, Screen and Digital Printing  
 Supplies - Department of Public Works, Office of the  
 Director - P.O. No. P528329

On August 13, 2014, the Board approved the initial award in the amount of \$33,000.00. The award contained two 1-year renewal options. This renewal in the amount of \$33,000.00 is for the period August 14, 2015 through August 15, 2016, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

6. FERGUSON ENTERPRISES,  
 INC. \$200,000.00 Renewal  
 Contract No. B50002465 - Water Meter Expansion Connectors -  
 Department of Public Works, Bureau of Water and Wastewater  
 - P.O. No. P521302

On August 15, 2012, the Board approved the initial award in the amount of \$300,000.00. The award contained two 1-year renewal options. On August 27, 2014, the Board approved the first renewal in the amount of \$300,000.00. This final renewal in the amount of \$200,000.00 is for the period

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

| VENDOR | AMOUNT OF AWARD | AWARD BASIS |
|--------|-----------------|-------------|
|--------|-----------------|-------------|

Bureau of Purchases - cont'd

September 3, 2015 through September 2, 2016. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

- |   |              |              |         |
|---|--------------|--------------|---------|
| 7.  | SKALAR, INC. | \$ 20,000.00 | Renewal |
| Contract No. 08000 - Consumable Parts for Skalar San++ Analyzer Systems - Department of Public Works, Bureau of Water and Wastewater - P.O. No. P528790 |              |              |         |

On September 17, 2014, the Board approved the initial award in the amount of \$65,000.00. The award contained three 1-year renewal options. This renewal in the amount of \$20,000.00 is for the period September 17, 2015 through September 16, 2016, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

- |   |                   |              |         |
|---|-------------------|--------------|---------|
| 8.  | SMITH-BLAIR, INC. | \$100,000.00 | Renewal |
| Contract No. B50002456 - Pipe Repair Clamps - Department of Public Works, Bureau of Water and Wastewater - P.O. No. P521288 |                   |              |         |

On August 15, 2012, the Board approved the initial award in the amount of \$50,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$100,000.00 is for the period September 21, 2015 through September 20, 2016. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

- |   |                                    |              |         |
|---|------------------------------------|--------------|---------|
| 9.  | DATA UNLIMITED INTERNATIONAL, INC. | \$600,000.00 | Renewal |
| Contract No. 08000 - Annual System Support - Police Department - Crime Lab - P.O. No. P529943 |                                    |              |         |

On August 18, 2010, the Board approved the initial award in

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

| VENDOR | AMOUNT OF AWARD | AWARD BASIS |
|--------|-----------------|-------------|
|--------|-----------------|-------------|

Bureau of Purchases - cont'd

the amount of \$382,747.98. This is the first of two 1-year renewal options under the final amended agreement. Subsequent actions have been approved. This renewal in the amount of \$600,000.00 is for the period August 18, 2015 through August 17, 2016, with one 1-year renewal option remaining. These services support the Laboratory Information Management System (LIMS) for the Baltimore Police Crime Lab. The above amount is the City's estimated requirement.

- |   |                   |              |         |
|---|-------------------|--------------|---------|
| 10.   | LOCATION AGE, LLC | \$100,000.00 | Renewal |
| Contract No. 08000 - CoBLAM software Support Agreement - Department of Housing and Community Development - P.O. No. P525010 |                   |              |         |

On September 11, 2013, the Board approved the initial award in the amount of \$99,980.00. The award contained three 1-year renewal options. On September 3, 2014, the Board approved the first renewal in the amount of \$100,000.00. This second renewal in the amount of \$100,000.00 is for the continued use of the City of Baltimore Land Asset Manager software licenses, technical support and maintenance required by Baltimore Housing and Community Development for automation of specific functions relating to the City's Vacants to Value program, including property acquisition, stabilization, management and disposition. This renewal in the amount of \$100,000.00 is for the period September 11, 2015 through September 10, 2016, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

- |  |                        |              |         |
|--|------------------------|--------------|---------|
| 11.  | SECURITY EQUIPMENT CO. | \$ 20,000.00 | Renewal |
| Solicitation No. B50003093 - Stihl Landscaping Equipment and Replacement Parts - P.O. No. P524915 - Departments of Transportation, Recreation and Parks and Public Works |                        |              |         |

**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> |
|----------------------|-------------------------------|---------------------------|
|----------------------|-------------------------------|---------------------------|

Bureau of Purchases - cont'd

On September 18, 2013, the Board approved the initial award in the amount of \$100,000.00. The award contained four 1-year renewal options. This renewal in the amount of \$20,000.00 is for the period September 18, 2015 through September 17, 2016, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

- |   |              |         |
|---|--------------|---------|
| 12. GETINGE USA, INC.   | \$ 25,410.00 | Renewal |
| Contract No. 08000 - Autoclave Preventive Maintenance - Department of Public Works, Water and Wastewater - P.O. No. P529371 |              |         |

On November 18, 2014, the City Purchasing Agent approved the initial award in the amount of \$24,673.00. The award contained two 1-year renewal options. This renewal in the amount of \$25,410.00 is necessary for the continuity of preventive maintenance for the autoclave equipment for the Patapsco Wastewater Treatment Plant, Ashburton Water Filtration Plant, and Montebello Filtration Plant facilities. This renewal in the amount of \$25,410.00 is for the period October 1, 2015 through September 30, 2016 with one 1-year renewal option remaining.

- |  |              |         |
|--|--------------|---------|
| 13. HD SUPPLY WATERWORKS, LIMITED<br>PARTNERSHIP<br>L/B WATER SERVICE, INC.  | \$200,000.00 | Renewal |
| Contract No. B50002106 - MJ Gate Valves - Department of Public Works, Bureau of Water and Wastewater - P.O. Nos. P518384 and P518385 |              |         |

On October 5, 2011, the Board approved the initial award in the amount of \$400,000.00. The award contained two 1-year



**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> |
|----------------------|-------------------------------|---------------------------|
|----------------------|-------------------------------|---------------------------|

Bureau of Purchases - cont'd

renewal options. On September 3, 2014, the Board approved the first renewal in the amount of \$100,000.00. This final renewal in the amount of \$200,000.00 is for the period October 15, 2015 through October 14, 2016. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**14. **FIRST CALL**

FERGUSON ENTERPRISES, INC.

**SECOND CALL**HD SUPPLY WATERWORKS, LIMITED  
PARTNERSHIP

\$100,000.00

Renewal

Contract No. B50002447 - Poly Vinyl Chloride Pipe and Fittings - Department of Public Works, Bureau of Water and Wastewater - P.O. Nos. P521295 and P521294

On August 22, 2012, the Board approved the initial award in the amount of \$120,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$100,000.00 is for the period September 9, 2015 through September 8, 2016. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**15. CORRELLI INCORPORATED \$1,000,000.00 Increase

Contract No. B50002613 - Aftermarket Parts and Service for Heavy Trucks and Equipment - Department of General Services, Fleet Management - P.O. No. P522357

On December 5, 2012, the Board approved the initial award in the amount of \$2,500,000.00. The award contained two 1-year renewal options. Two increases have been approved. Due to increased usage, an increase in the amount of \$1,000,000.00 is necessary. This increase will make the

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

| <b>VENDOR</b> | <b>AMOUNT OF AWARD</b> | <b>AWARD BASIS</b> |
|---------------|------------------------|--------------------|
|---------------|------------------------|--------------------|

Bureau of Purchases - cont'd

award amount \$5,400,000.00. The contract expires on January 31, 2016 with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

16. THE IRVIN H. HAHN  
 COMPANY, INC. \$ 0.00 Extension  
 Contract No. B50000784 - Police Badges and Insignias -  
 Police Department, Sheriff's Office, etc. - P.O. No.  
 P505784

On December 10, 2008, the Board approved the initial award in the amount of \$125,000.00. The award contained two 1-year renewal options. All renewals were exercised and three extensions were previously approved. Subsequent actions have been approved. Authority is requested to extend the contract while adequate specifications are drafted for a very large variety of badges, in order that a new solicitation B50003980 can be advertised and awarded. The extension is for the period September 16, 2015 through December 15, 2015.

**MWBOO GRANTED A WAIVER.**

17. AETNA HEALTH AND LIFE  
 INSURANCE COMPANY \$ 61,054.00 Increase  
 Contract No. B50000452 - Health Maintenance Organization  
 (HMO) and Point of Service (POS) Medical Plans for City  
 Employees/Retirees and Dependents - Department of Human  
 Resources - Req. No. R706740

On August 6, 2008, the Board approved the initial award to Aetna Health and Life Insurance Company for HMO and PPO for medical plans for City Employees/Retirees and Dependents. This increase is for a pilot program for one-year for

**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> |
|----------------------|-------------------------------|---------------------------|
|----------------------|-------------------------------|---------------------------|

Bureau of Purchases - cont'd

Aetna's Jellyvision "ALEX" system to provide City employees an informative enrollment tool that allows employees to compare and select the best plan based on their personal information from among all the plans from all the vendors offered by the City.

**MWBOO SET GOALS OF 14% MBE AND 5% WBE.**POS Administrative Fee 2014

|  | <u>Commitment</u> | <u>Performed</u> |       |
|--|-------------------|------------------|-------|
| <b>MBE:</b> Time Printers, Inc.                    | 14%               | \$ 5,182.10      | 18.5% |
| <b>WBE:</b> Well Workplace d/b/a<br>Well Advantage | 5%                | \$ 9,147.54      | 32.6% |

**MWBOO FOUND VENDOR IN COMPLIANCE.**HMO Administrative Fee 2014

|  |     |             |       |
|--|-----|-------------|-------|
| <b>MBE:</b> Time Printers, Inc.                    | 14% | \$10,653.25 | 17.6% |
| <b>WBE:</b> Well Workplace d/b/a<br>Well Advantage | 5%  | \$18,805.30 | 31.0% |

**MWBOO FOUND VENDOR IN COMPLIANCE.**

18. TANGO HEALTH, INC.                      \$275,000.00                      Agreement  
Contract No. 06000 - ACA (Affordable Care Act) Compliance  
and IRS Reporting - Department of Human Resources - Req.  
No. R706975

The Board is requested to approve and authorize execution of an Agreement with Tango Health, Inc. The period of the Agreement is August 25, 2015 through August 25, 2016, with five 1-year renewal options.

**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> |
|----------------------|-------------------------------|---------------------------|
|----------------------|-------------------------------|---------------------------|

**Bureau of Purchases - cont'd**

The City advertised Solicitation No. B50003785 which opened on November 26, 2014, with no responses. Solicitation B50003930 opened on February 11, 2015, with all three responses being deemed non-responsive. The City entered into negotiations with the low vendor Equifax Workplace Solutions; however, the vendor refused to execute the City's Business Associate Agreement. The Patient Protection and Affordable Care Act ("ACA", P.L. 111-148, as amended) is a Federal law that requires the City to offer health and prescription drug coverage to its full-time eligible (FTE) employees, i.e. those employees working 30 or more hours per week/per month or the City would potentially incur certain penalties beginning in 2015, as defined under IRS Code Section 4980H(a) or (b).

The City is further required to submit reports to the IRS pursuant to IRS Code Sections 6055 and 6056 beginning in 2016, regarding the type and period of coverage for covered employees and whether minimum essential coverage was offered to the City's employees meeting the threshold requirements. The vendor will provide services to ensure the City's continued compliance with the ACA through monitoring of the City's approximately 15,000 employees, ongoing determinations regarding employee eligibility in accordance with the evolving ACA legal landscape, and preparation of required and necessary IRS reports consistent with current and future regulatory requirements.

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

**MWBOO GRANTED A WAIVER.****Department of General Services**

|   |              |         |
|---|--------------|---------|
| 19. TRIONFO BUILDERS, INC.                | \$ 35,300.00 | Low Bid |
| GS 15809, Kitchen Upgrade - Engine Co. 30 |              |         |

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

Office of the State's Attorney - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Memorandum of Understanding (MOU) with the State of Maryland, Department of Public Safety and Correctional Services (DPSCS). The period of the MOU is July 1, 2015 through June 30, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$194,500.00 - 4000-403716-1150-118100-601001

**BACKGROUND/EXPLANATION:**

The DPSCS will reimburse the Office of the State's Attorney for the salary and benefits of three Assistant State's Attorneys that will work as prosecutors in the Baltimore City Drug Treatment Court Initiative. The MOU is late because the grant award was recently received from the State.

**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

08/26/2015

### BOARDS AND COMMISSIONS

#### 1. Prequalification of Contractors

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

|  |                  |
|--|------------------|
| Adira Construction, Inc.                   | \$ 8,000,000.00  |
| Allied Control Services, Inc.              | \$ 8,000,000.00  |
| Alpha Painting & Construction Co., Inc.    | \$124,731,000.00 |
| C & D Waterproofing Corp.                  | \$ 8,000,000.00  |
| C & N Associates, LLC                      | \$ 972,000.00    |
| Case Foundation Company                    | \$105,345,000.00 |
| Chereco Company, Inc.                      | \$ 8,000,000.00  |
| Cole Roofing Company, Inc.                 | \$ 8,000,000.00  |
| Contracting Specialists, Incorporated-DC   | \$ 1,500,000.00  |
| Cossentino Contracting Company, Inc.       | \$ 8,000,000.00  |
| Cotten Construction Company                | \$ 3,564,000.00  |
| Denver-Elek, Inc.                          | \$ 65,502,000.00 |
| Fireline Corporation                       | \$ 8,000,000.00  |
| Furbish Company, LLC                       | \$ 8,000,000.00  |
| Gradeline Construction Co., Inc.           | \$ 1,500,000.00  |
| Gray & Son, Inc.                           | \$ 93,951,000.00 |
| LB Construction Enterprises, Inc.          | \$ 1,323,000.00  |
| M.C. Dean, Inc.                            | \$617,679,000.00 |
| Machado Construction Co., Inc.             | \$ 20,151,000.00 |
| McEnroe Voice & Data Corporation           | \$ 1,500,000.00  |
| McGee Mobile Crane, Inc.                   | \$ 1,500,000.00  |
| Park Lane Construction & Development Corp. | \$ 8,000,000.00  |
| PC Construction Company                    | \$433,332,000.00 |
| Starlight Security, Inc.                   | \$ 639,000.00    |
| Sunryse Construction Services, Inc.        | \$ 8,000,000.00  |
| T.E.A.M Service Corporation of New York    | \$ 4,500,000.00  |
| Utilities Unlimited, Inc.                  | \$ 7,335,000.00  |

**BOARDS AND COMMISSIONS** - cont'd2. 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:

|                                    |  |
|------------------------------------|--|
| Accurate Infrastructure Data, Inc. | Engineer<br>Property Line Survey             |
| ATI, Inc.                          | Engineer<br>Architect                        |
| Baker, Ingram & Associates         | Engineer                                     |
| Core Studio Design, LLC            | Landscape Architect                          |
| Dewberry Engineers, Inc.           | Engineer                                     |
| EDSA                               | Landscape Architect                          |
| Floura Teeter Landscape Architects | Landscape Architect                          |
| Hanover Land Services, Inc.        | Engineer<br>Land Survey                      |
| HDR Engineering, Inc.              | Architect<br>Landscape Architect<br>Engineer |
| Heery International, Inc.          | Architect<br>Engineer                        |
| Henry Adams, LLC                   | Engineer                                     |
| Hill International, Inc.           | Engineer                                     |

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

**BOARDS AND COMMISSIONS** - cont'd

Land Studies, Inc.

Engineer  
Landscape Architect

Pure Engineering Services, Inc.

Engineer

So-Deep, Inc./So-Deep US, P.C

Engineer  
Property Line Survey

The OLIN Partnership (d.b.a. "OLIN")

Landscape Architect

Wallace, Montgomery & Associates,  
LLP

Engineer  
Land Survey

Whitney Bailey Cox and Magnani, LLC

Landscape Architect  
Architect  
Land Survey  
Engineer



**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

**EXTRA WORK ORDERS AND TRANSFER OF FUNDS**

\* \* \* \* \*

The Board is requested to approve

all of the

Extra Work Orders

as listed on the following pages:

48 - 49

The EWOs have been reviewed and approved

by the Department of

Audits, CORC, and MWBOO

unless otherwise indicated.

In connection with the Transfers of Funds,  
pursuant to Charter provisions, reports have

been requested from the Planning

Commission, the Director of Finance

having reported favorably thereon.

**AGENDA****BOARD OF ESTIMATES****08/26/2015****EXTRA WORK ORDERS**

|           |               |            |      |        |
|-----------|---------------|------------|------|--------|
| Contract  | Prev. Apprvd. |            | Time | %      |
| Awd. Amt. | Extra Work    | Contractor | Ext. | Compl. |

Department of Transportation

1. EWO #003, \$857,217.78 - TR 14007, Resurfacing Highways at Various Locations, Sector III

|                |              |                          |   |   |
|----------------|--------------|--------------------------|---|---|
| \$2,499,261.98 | \$421,214.95 | P. Flanigan & Sons, Inc. | - | - |
|----------------|--------------|--------------------------|---|---|

This authorization is to cover the cost of additional assigned locations and to account for existing project overruns. This change order will also satisfy the contract completion.

2. **TRANSFER OF FUNDS**

| <u>AMOUNT</u>  | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u> |
|----------------|-----------------------|---------------------|
| \$1,168,499.55 | 9950-904214-9514      | 9950-903867-9514-2  |
| GF (HUR)       | New Construction      | Contingencies -     |
|                | Major Reconstruc-     | Resurfacing High-   |
|                | tion - Local          | ways - SW III       |
|                | Resurfacing           | TR 14007            |
|                | Northwest Sector      |                     |

This transfer will cover the deficit and fund Change Order No. 3, for Project TR 14007, Resurfacing Highways at Various Locations, Sector III by P. Flanigan & Sons, Inc. in the amount of \$857,217.78.

3. EWO #007, \$66,462.81 - TR 08310, Rehabilitation of Central Avenue and Storm Drain: Eastern Avenue to Madison Avenue

|                 |              |                |   |   |
|-----------------|--------------|----------------|---|---|
| \$27,776,125.47 | \$503,527.35 | Monumental     | - | - |
|                 |              | Paving & Exca- |   |   |
|                 |              | vating Inc.    |   |   |

**AGENDA****BOARD OF ESTIMATES****08/26/2015****EXTRA WORK ORDERS**

|           |               |            |             |
|-----------|---------------|------------|-------------|
| Contract  | Prev. Apprvd. | Time       | %           |
| Awd. Amt. | Extra Work    | Contractor | Ext. Compl. |

**Department of Transportation**

This authorization is to pay for work caused by failing BGE equipment and failing infrastructure as well as the needed upgrade to electric services for down businesses. It was agreed to utilize the contractor in order to expedite the process.

**4. TRANSFER OF FUNDS**

| <b><u>AMOUNT</u></b> | <b><u>FROM ACCOUNT/S</u></b> | <b><u>TO ACCOUNT/S</u></b> |
|----------------------|------------------------------|----------------------------|
| \$66,462.81          | 9950-903256-9509             | 9950-902256-9508-2         |
| Other                | Constr. Reserve              | Contingencies -            |
|                      | Central Avenue               | Central Avenue             |
|                      | Reconstruction               | Reconstruction             |
|                      | Phase I                      | Phase I                    |

This transfer will provide funds for Change Order No. 7, Project TR 08310, Rehabilitation of Central Avenue and Storm Drain, Eastern Avenue to Madison Avenue with Monumental Paving & Excavating, Inc. in the amount of \$66,462.81.

## **AGENDA**

### **BOARD OF ESTIMATES**

**08/26/2015**

Baltimore Development - Land Disposition Agreement  
Corporation (BDC)

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

The Board is requested to approve and authorize execution of the Land Disposition Agreement with HTA Development LLC, Developer, for the purchase of City-owned properties located at 213, 215 Park Avenue; 105-107 Clay Street and 208, 210-216 N. Liberty Street.

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

\$300,000.00

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

On February 19, 2014, BDC released an RFP for six scattered sites located in Ward 4, Section 10, in the Market Center Neighborhood, 11<sup>th</sup> Council District. The Developer submitted a proposal that was awarded for the Property. The Developer's proposed workforce housing project is expected to include between 70-74 residential units, and outdoor amenity space. The Developer intends to finance the redevelopment of the City-owned properties primarily through State low-income housing tax credits. The Developer has applied for HOME funds through HCD, and has received design approvals through the Baltimore City Urban Design Architectural Review Panel.

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

Article 5, Subtitle 28 of the Baltimore City Code, Minority and Women's Business Enterprise Program is fully applicable, and the Developer has signed the Commitment to Comply with the MBE and WBE goals. MWBOO set goals of 27% MBE and 10% WBE.

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

**AGENDA****BOARD OF ESTIMATES****08/26/2015**Health Department - FY 2016 Unified Grant Awards**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the FY 2016 Unified Grant Awards for the period effective July 1, 2015 through June 30, 2016.

**AMOUNT OF MONEY AND SOURCE:**

The funding is provided by the State of Maryland Department of Health and Mental Hygiene.

| <b><u>GRANT NO.</u></b> | <b><u>GRANT DESCRIPTION</u></b>                         | <b><u>AMOUNT</u></b> |
|-------------------------|---|----------------------|
| CH560CFT                | Core Public Health Services                             | \$ 8,940,735.00      |
| MH3740TH                | Healthcare for the Homeless                             | \$ 664,582.00        |
| CH580OIP                | Oral Disease & Injury Prevention                        | \$ 34,480.00         |
| CH831PHP                | Public Health Emergency Preparedness                    | \$ 406,554.00        |
| CH831PHP                | Cities Readiness Initiative                             | \$ 96,998.00         |
| MA411HSP                | Expanded ACC  | \$ 498,000.00        |
| CH903BBH                | Babies Born Healthy Initiative                          | \$ 870,000.00        |
| PR051PHP                | PHEP Ebola Supplemental                                 | \$ 67,000.00         |
| CH929MHP                | Children with Special Health Care Needs                 | \$ 28,356.00         |
| FHB64HVP                | Home Visiting Planning Grant                            | \$ 361,265.00        |
| FHB66PRE                | Personal Responsibility Educ. Program                   | \$ 390,000.00        |
| FHD19MMH                | Maryland Million Hearts                                 | \$ 44,104.00         |
| FHC69CHS                | Child Health Systems Improvement                        | \$ 1,813,924.00      |
| FHD39MIC                | HFA Expansion   | \$ 1,155,731.00      |
| FHE41ABS                | Abstinence Education                                    | \$ 170,000.00        |
| FHD95TSC                | Tobacco Enforcement Initiative Support Synar Compliance | \$ 150,000.00        |
| FHC250DH                | State and Local Public Health Actions                   | \$ 161,509.00        |
| FH201FFP                | Reproductive Health/Family Planning                     | \$ 562,327.00        |

**AGENDA****BOARD OF ESTIMATES****08/26/2015**Health Department - cont'd

| <u>GRANT NO.</u> | <u>GRANT DESCRIPTION</u>                   | <u>AMOUNT</u>          |
|------------------|--|------------------------|
| FH386HTA         | Healthy Teens/Young Adults                 | \$ 899,563.00          |
| FHD62SQI         | Surveillance and Quality Improvement       | \$ 191,180.00          |
| W1213WIC         | WIC  | \$ 2,506,600.00        |
| FH219PYD         | Children/Adolescent Health Advocacy        | \$ 40,143.00           |
| FHC88SHN         | School Health Nurse                        | \$ 95,818.00           |
| FHC84LPO         | Lead Paint Poisoning Prevention            | \$ 848,552.00          |
| MA055DCE         | Adult Day Care                             | \$ 136,753.00          |
| MA005EPS         | Administrative Care Coordination           | \$ 2,505,500.00        |
| MA157ACM         | PWC Eligibility                            | \$ 2,087,343.00        |
| MA365GTS         | General Transportation Grant               | \$ 8,171,266.00        |
| CH051STD         | Sexually Transmitted Disease               | \$ 151,013.00          |
| CH350IMM         | Immunization-HEP-IAP, HEP-B                | \$ 764,100.00          |
| AD697CMA         | AIDS Case Management                       | \$ 2,832,688.00        |
| AD419RWS         | RW-B Health Support Services               | \$ 2,478,473.00        |
| FHD08SCC         | Climate Change                             | \$ 15,000.00           |
| AD712HCV         | Community Base Prgm to Test & Cure HEP C   | \$ 222,676.00          |
| AD714PFC         | Partnership for Care                       | \$ 155,000.00          |
| AD615NEP         | Needle Exchange Program                    | \$ 290,860.00          |
| FHB39CPE         | Cancer Prev, Educ, Scrn, Diag-Non Clinical | \$ 22,000.00           |
| CH586TPG         | Tobacco Use Prevention - Community-Based   | \$ 100,000.00          |
| CH586TPB         | Tobacco Use-Cessation                      | \$ 177,057.00          |
|                  | <b>TOTAL</b>                               | <b>\$41,107,150.00</b> |

**BACKGROUND/EXPLANATION:**

As the fiscal year progresses, supplements, modifications, and/or reductions will be processed through the granting administrations with revised Unified Grant Awards being issued. The most current Unified Award document will be the official award of record.

**APPROVED FOR FUNDS BY FINANCE**

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

## AGENDA

### BOARD OF ESTIMATES

08/26/2015

#### Health Department - Agreements

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

1. **MICHAEL BAUM, PH.D.** **\$ 20,000.00**

Account: 4000-425516-3110-306700-603018

The consultant will perform on-site evaluations of clients referred for nursing home placements and on-site evaluations of clients in nursing homes. Mr. Baum will review psychological reports for patients in nursing homes, submit written psychological reports to the Department's Adult Evaluation and Review Services Program, and delineate a treatment plan for each patient. The period of the Agreement is July 1, 2015 through June 30, 2016.

The consultant will be reimbursed at the rate of \$200.00 per comprehensive psychological evaluation, and \$50.00 for each review of a psychological evaluation.

The Agreement is late because the Department was waiting for signatures.

2. **THE JOHNS HOPKINS UNIVERSITY** **\$ 289,757.00**

Account: 4000-422514-3030-271500-603051

The Johns Hopkins University will provide Sexually transmitted disease services with the emphasis on surveillance and data management. The surveillance manager and the epidemiologist will complete all reports required for internal management, external funding agencies, as well as responding to custom queries. The period of the Agreement is January 1, 2015 through December 31, 2015.

The Agreement is late because budget revisions delayed processing.

**MWBOO GRANTED A WAIVER.**

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

Health Department - cont'd

**3. HEALTHCARE ACCESS MARYLAND, INC. \$2,042,937.00**

Account: 4000-421116-3080-294600-603051

HealthCare Access Maryland, Inc. (HCAM) will continue to assist City residents in accessing comprehensive health care services. The HCAM works closely with Managed Care Organizations to assist Medicaid/Medicaid eligible clients obtain proper and adequate health care services through their insurance and serves as a local resource for information to eligible residents in the City. The period of the Agreement is July 1, 2015 through June 30, 2016.

The Agreement is late because budget revisions delayed processing.

**MWBOO GRANTED A WAIVER.**

**4. ROSEMARIE MANOR, LLC \$ 124,800.00**

Account: 5000-534016-3044-273304-603051

The Department would like to disburse State Subsidized Assisted Housing Funds for low income residents at Rosemarie Manor, LLC located at the following facilities: 3809 Belle Avenue, Baltimore, Maryland 21215, 3300 Alto Road and 3333 Alto Road, Baltimore, MD 21216.

These facilities are enrolled in the Senior Assisted Living Group Home Subsidy Program and provide subsidized senior assisted housing services for individuals age 62 and over, who have temporary or periodic difficulties with the activities of daily living. The Senior Assisted Housing residents receive shelter, meals, housekeeping, personal care services, and 24-hour on-site supervision. The period of the Agreement is July 1, 2015 through June 30, 2016.



**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

Health Department - cont'd

The Agreement is late because of the wait time on grant information and signatures from the organization.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

## AGENDA

BOARD OF ESTIMATES

08/26/2015

### Health Department - Agreements

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

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

#### SENIOR COMPANION PROGRAM

- |    |  |               |
|----|--|---------------|
| 1. | <b>TODAY'S CARE AND FAMILY, INC.</b>   | <b>\$0.00</b> |
| 2. | <b>KESWICK MULTI-CARE CENTER, INC.</b> | <b>\$0.00</b> |

The above-listed organizations will serve as Volunteer Stations for the Senior Companion Program. Through a grant from the Corporation for National and Community Services, the Department sponsors the Senior Companion Program. The grant pays for 100% of the cost of Senior Companions to volunteer to assist special needs clients who want to remain in their homes. While the senior companions are on duty, the grant provides for their life insurance, transportation and other benefits. The period of the agreement is July 1, 2015 through June 30, 2016.

The Agreements are late because the Department was waiting for signatures.

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

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

## **AGENDA**

### **BOARD OF ESTIMATES**

**08/26/2015**

#### Health Department - 2<sup>nd</sup> No-Cost Extension to Grant Agreement

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

The Board is requested to approve a 2<sup>nd</sup> No-Cost Extension to the Grant Agreement with the Abell Foundation. The period of the agreement will be extended through September 1, 2015.

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

No additional funding is associated with this action.

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

On October 30, 2013, the Board approved the initial grant agreement in the amount of \$50,000.00 for the period October 1, 2013 through September 30, 2014 for the Teen Pregnancy Preventative Initiative.

On October 29, 2014, the Board approved a no-cost extension to the grant, which extended the Project period from October 1, 2014 through January 31, 2015, to allow the Department to complete its research.

The Department was unable to complete the research within the extended time period and requested another no-cost extension.

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

N/A

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

##### **AUDITS NOTED THE TIME EXTENSION.**

(The 2<sup>nd</sup> No-Cost Extension to Grant Agreement has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

Department of General Services - Developers' Agreements

The Board is requested to approve and authorize execution of the various developers' agreements.

|    | <u>DEVELOPER</u>               | <u>NO.</u>  | <u>AMOUNT</u>       |
|----|--------------------------------|-------------|---------------------|
| 1. | <b>FC 1812 ASHLAND<br/>LLC</b> | <b>1423</b> | <b>\$ 78,744.00</b> |

FC 1812 Ashland, LLC would like to install a new sewer main to its proposed construction located in the vicinity of 1812 Ashland Avenue. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$78,744.00 has been issued to FC 1812 Ashland, LLC which assumes 100% of the financial responsibility.

|    |                                   |             |                     |
|----|-----------------------------------|-------------|---------------------|
| 2. | <b>1715 THAMES STREET<br/>LLC</b> | <b>1418</b> | <b>\$537,116.00</b> |
|----|-----------------------------------|-------------|---------------------|

1715 Thames Street, LLC would like to install new water, sewer, sanitary and streetscape improvements to its proposed construction located in the vicinity of 1715 Thames Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$537,116.00 has been issued to 1715 Thames Street, LLC which assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

Department of Transportation - Minor Privilege Permit Applications

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

| <u>LOCATION</u>           | <u>APPLICANT</u> | <u>PRIVILEGE/SIZE</u>                        |
|---------------------------|------------------|--|
| 1. 209 Key Highway        | Harbor Quay, LLC | Single face<br>electric sign<br>24.9 sq. ft. |
| Annual Charge: \$ 70.30   |                  |  |
| 2. 464 E. Cross<br>Street | Michael W. Myers | Balcony 40 sq. ft.                           |
| Annual Charge: \$140.60   |                  |  |

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

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

Department of Transportation - Traffic Mitigation Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Traffic Mitigation Agreement with 1400 Greenmount LLC.

**AMOUNT OF MONEY AND SOURCE:**

\$369.22 - 9950-909095-9512-000000-490375

**BACKGROUND/EXPLANATION:**

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Impact Study was required for the Development. The Developer proposes to perform the Scope of Work for Open Works located at 1400 Greenmount Avenue, renovating a 38,815 sq. ft. former warehouse to an Artist Community Center. The Developer agrees to make a one-time contribution in the amount of \$369.22 to fund the City's multimodal transportation improvements in the Development's vicinity to the extent practicable.

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

## AGENDA

BOARD OF ESTIMATES

08/26/2015

### 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 Traffic Engineering Services Agreement with Rummel, Klepper & Kahl, LLP for Project No. 1209. The period of the On-Call Traffic Engineering Services Agreement is effective upon Board approval for three years.

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

\$1,500,000.00 - 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 Commissions and now desires to utilize the services of Rummel, Klepper & Kahl, 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 traffic impact studies for economic development projects including recommendations for traffic mitigation under adverse conditions, designing traffic control devices including signals, vehicle detection equipment, signs, pavement markings, and traffic calming installations. Other services include technical reports, cost estimates and contract documents, signal and traffic engineering, studies including warrant, accident investigation analysis, travel time and delay, speed studies, parking studies, intersection capacity, pedestrian safety, bicycle facilities and traffic calming, feasibility analysis and alternatives development for highway, bridge and transit including identifying planning, engineering, and operational safety, traffic, and signal timing analysis.

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

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.

|   |                     |            |
|---|---------------------|------------|
| <b>MBE:</b> RJM Engineering, Inc.         | \$180,000.00        | 12%        |
| SAMMS Engineering, LLC                    | <u>225,000.00</u>   | <u>15%</u> |
|   | <b>\$405,000.00</b> | <b>27%</b> |
| <br><b>WBE:</b> iDesign Engineering, Inc. | <br>\$150,000.00    | <br>10%    |

**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.)



08/26/2015

63

BBMR - cont'd

**BACKGROUND/EXPLANATION:**

The transfer is necessary to fund an Ambulance Strike Team. Initially, Federal funding was appropriated within an unallocated Federal fund account in the Fiscal 2015 Ordinance of Estimates. With this AAO, funding will be moved from the unallocated grant source, in accordance with the actual grant award.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

## AGENDA

### BOARD OF ESTIMATES

08/26/2015

Mayor's Office of Minority and Women-Owned Business Development - Governmental/Charitable Solicitation Application

#### ACTION REQUESTED OF B/E:

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to benefit the Baltimore City Foundation, Inc. for the 2015 Supplier Diversity and Inclusion (SDI) Minority Enterprise Development (MED) Week. The period of the campaign will be effective upon Board approval through December 31, 2015.

#### AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

#### BACKGROUND/EXPLANATION:

The SDI/MED Week is designed to show that the City of Baltimore is open for business for Minority and Women-Owned Business Enterprises. The 2015 SDI/MED Week will be held on October 26 - 30, 2015.

The campaign will support the costs associated with the event, i.e. production, fundraising, programs, and advertising. The solicitations will be made to the business community by letters, phone calls, and at the event.

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

## AGENDA

### BOARD OF ESTIMATES

08/26/2015

#### Bureau of Water and Wastewater - Agreement

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

The Board is requested to approve and authorize execution of an Agreement with the Community College of Baltimore County (CCBC). The period of the Agreement is July 20, 2015 through December 4, 2015.

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

\$16,704.00 - 2070-000000-5501-396404-603020  
12,528.00 - 2070-000000-5501-396804-603020  
12,528.00 - 2070-000000-5501-396904-603020  
**\$41,760.00** - Water Utility

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

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

The CCBC has an extensive background in Instrumentation 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 and second year sessions of the four year instruction of the class of trainees hired as Instrumentation Technician Apprentices. The training will take place on-site using existing equipment and materials.

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

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

## AGENDA

### BOARD OF ESTIMATES

08/26/2015

#### Employee Expense Statements

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

#### DEPARTMENT OF PUBLIC WORKS/ BUREAU OF WATER AND WASTEWATER

1. **ANTHONY CIANFERANO** **\$352.80**

Account: 9960-907719-9557-900020-705050

The expense statements for Mr. Cianferano are for the months of April and September 2014. The original expense statements for Mr. Cianferano were misplaced during the approval process.

2. **RONALD HAYES** **\$209.88**

Account: 2071-000000-5601-398500-603002

The originally submitted expense account for Mr. Hayes for April 2015, was returned for corrections in data. The resubmitted request exceeded the 40 day limit for acceptance and approval.

3. **SARA ANSTINE** **\$ 69.37**

\$17.87 - 2071-000000-5471-609100-603002

\$51.50 - 2071-000000-5471-609100-603003

The Division of Customer Support and Services inadvertently failed to have Mrs. Anstine's employee mileage expense report processed in time to be received by the Bureau of Accounting and Payroll Services.

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

Employee Expense Statements - cont'd

DEPARTMENT OF PUBLIC WORKS/  
BUREAU OF WATER AND WASTEWATER - cont'd

4. **NIRANJANA TEJANI** **\$200.00**

Account: 2071-000000-5501-399602-603022

Ms. Tejani is entitled to reimbursement for getting her Environmental Health Specialist License. Ms. Tejani waited on the actual license to come before submitting her expense statement. She was informed to submit her paperwork without the license. When it was received by the Bureau of Accounting and Payroll Services, she was informed that it had exceeded the 40 work day period.

5. **RICKEY BELL** **\$100.00**

Account: 2071-000000-5521-632301-603022

Mr. Bell is entitled to reimbursement for getting his Water Treatment 4 License. He did not turn in his paper work in a timely manner, as he was unaware that he was eligible for reimbursement until after the 40 days from the end of April 2015. This time frame exceeded the 40 work day period for submission of the expense report to the Bureau of Accounting and Payroll Services. Mr. Bell has been made aware of the proper procedures for submitting reimbursements and other eligible activities.

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**

**08/26/2015**

Department of Public Works/Office - Expenditure of Funds  
of Fiscal Management

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the expenditure of funds to pay the Baltimore Metropolitan Council, Inc.

**AMOUNT OF MONEY AND SOURCE:**

\$26,000.00 - 2071-000000-5181-399800-603026

**BACKGROUND/EXPLANATION:**

The funding of \$26,000.00 will be used as Baltimore City's share of costs to hire a contractor to develop a Watershed Management Plan document to support an expanded watershed monitoring effort.

The Baltimore Metropolitan Council, Inc. an entity governed by the City and five surrounding counties, provides coordination and staff to support the Reservoir Watershed Management Program which is a cooperative program developed by the City of Baltimore, local municipal governments, and key state agencies in order to: monitor water quality trends in the three metropolitan water supply reservoirs, promote regulatory policies and actions which will protect them, address emerging new technical issues involving the reservoirs, comment on land-use trends, local government policies, utility plans, and provide proposed land-use decisions, in the watersheds that could affect one or more of the three City-owned drinking water reservoirs. The fundamental goal of the program is to ensure that the three reservoirs and their respective watersheds will continue to serve as sources of high-quality raw water for the Baltimore Metropolitan water supply system.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

## AGENDA

### BOARD OF ESTIMATES

08/26/2015

Department of Public Works/ - Pilot Project Agreement  
Office of Asset Management

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

The Board is requested to approve and authorize execution of a Leak Detection Pilot Project Agreement with L/B Water Service, Inc. The period of the Leak Detection Pilot Agreement is effective upon Board approval for one year.

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

\$0.00

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

L/B Water Service, Inc. approached the Department of Public Works - Office of Asset Management with an offer to supply and install leak detection technologies at agreed upon locations throughout the Baltimore Metro Water Distribution System. The pilot will test each technology's effectiveness at detecting and correlating leaks within the system. L/B Water Service, Inc. and the City agreed to conduct this pilot project at absolutely no cost or expense for the City pursuant to the terms of the agreement.

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



**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Partial Release of Retainage agreement with Monumental Paving & Excavating, Inc. for Water Contract No. 1251R, Repaving Utility Cuts at Various Locations.

**AMOUNT OF MONEY AND SOURCE:**

\$204,239.96 - 2071-000000-5521-000000-200001

**BACKGROUND/EXPLANATION:**

On October 9, 2013, Monumental Paving & Excavating, Inc. was granted a Conditional Acceptance of Water Contract 1251R. Monumental Paving and Excavating, Inc. has requested a Partial Release of Retainage for \$204,239.96. Currently the City is holding \$254,324.04 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$50,084.08. The remaining amount of \$50,084.08 is sufficient to protect the interest of the City.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

## AGENDA

### BOARD OF ESTIMATES

08/26/2015

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

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

The Board is requested to approve the assignment of Task No. 015 to Rummel, Klepper & Kahl, LLP under Project No. 1402, On-Call Project and Construction Management Assistance Services Inspection Services. The duration of this task is approximately six months.

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

\$101,202.56 - 9956-905644-9551-900020-705032

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

The Office of Engineering and Construction is in need of continued assistance from Rummel, Klepper & Kahl, LLP to provide on-site inspection services on S.C. 900 Improvements to Sanitary Sewers in Upper Jones Falls and Maryland Avenue Areas in the Jones Falls Sewershed for the Bureau of Water and Wastewater, Department of Public Works.

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

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

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**APPROVED FOR FUNDS BY FINANCE**

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

## **AGENDA**

### **BOARD OF ESTIMATES**

**08/26/2015**

Department of Public Works/Office - Amendment No. 2 to Agreement  
Engineering and Construction

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

The Board is requested to approve and authorize execution of the Amendment No. 2 to Agreement with Rummel, Klepper & Kahl, LLP under S.C. 852R, PAS Denitrification Filters and Related Work for the Enhanced Nutrient Removal Facilities at the Patapsco Wastewater Treatment Plant (PWWTP). The Amendment No. 2 to Agreement extends the period through June 2017.

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

\$0.00

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

The original agreement for SC 852R - Denitrification Filters and Related Work for the Enhanced Nutrient Removal Facilities at the PWWTP commenced on May 5, 2010. The original agreement expires on December 6, 2015. This agreement will allow the consultant to continue providing post award engineering services up to the completion of the project. During this time extension, the consultant will provide services to prepare engineer's operation and maintenance manual, start up and performance testing, conditional acceptance inspection, final acceptance inspection, record drawings, update City maintenance information system, and operational assistance with performance verification and certification. The Consultant was approved by the Office of Boards and Commissions and Architectural and Engineering Awards Commission.

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

#### **AUDITS NOTED THE NO-COST TIME EXTENSION.**

(The Amendment No. 2 to Agreement has been approved by the Law Department as to form and legal sufficiency.)

PERSONNEL MATTERS

\* \* \* \* \*

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

75 - 100

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

**PERSONNEL**

|  | <u>Hourly Rate</u> | <u>Amount</u>     |
|--|--------------------|-------------------|
| <u>Office of Civil Rights and Wage Enforcement</u> |                    |                   |
| 1. <b>LILLIE LEWIS</b>                             | \$ 8.25            | <b>\$8,580.00</b> |

Account: 1001-000000-1561-171501-601009

Ms. Lewis will continue to work as a Contract Services Specialist II (Office Assistant I). Her duties will include, but are not limited to filing, answering the telephones, sorting mail, and covering the reception desk. The period of the agreement is effective upon Board approval for one year.

2. Upgrade the following two classes:

- a. Classification: Civilian Review Board Investigator  
Job Code: 10132  
From Grade: 903 (\$42,500.00 - \$68,000.00)  
To Grade: 906 (\$48,700.00 - \$77,800.00)

Classification: Community Relations Representative  
Job Code: 84221  
From Grade: 089 (\$42,600.00 - \$51,722.00)  
To Grade: 904 (\$45,100.00 - \$72,200.00)

Office of the City Council

|                            |         |                   |
|----------------------------|---------|-------------------|
| 3. <b>MICHAEL L. SWIFT</b> | \$90.00 | <b>\$6,750.00</b> |
|----------------------------|---------|-------------------|

Account: 1001-000000-1000-104800-601009

Mr. Swift will continue to work as a Contract Service Specialist II (Parliamentarian), and report to the President of the City Council. His duties will include, but are not limited to attending City Council meetings and providing technical support to the President of City Council. He will also provide advice on parliamentary procedures, review and comment on questions of parliamentary procedures, and educate the President and City Council on parliamentary procedures. The period of the agreement is effective upon Board approval for one year.

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

**PERSONNEL**

|                                       | <u>Hourly Rate</u> | <u>Amount</u>      |
|---------------------------------------|--------------------|--------------------|
| <u>Department of General Services</u> |                    |                    |
| 4. <b>MICHAEL O'CONNOR</b>            | \$33.33            | <b>\$39,996.00</b> |

Account: 1001-000000-1981-194700-601009

Mr. O'Connor will continue to work as a Contract Services Specialist I (Financial Assessment Specialist). His duties will include, but are not limited to, reviewing the Fleet Management Consultant's recommendations and providing oversight of the implementation project that will phase in new operational and financial structures by Mercury Associates. He will also develop an internal service fund for the Building Maintenance Division and assist in the implementation of that fund so that structure is in place when General Services prepares for the FY 17 budget. This will include developing funding structures to support the reorganization of the Department of General Services, including the establishment of the Property Management Bureau and Contract Administration Section, development of a defined procedure to capture Capital Funding, and tracking and reporting Expenditures, attending meetings within the Department and other Agencies on behalf of the CFO such as Citistat statistical prep, Outcome Budget assessments and reviews, and other budget related meetings, and making recommendations regarding the budgetary and fiscal structure with an emphasis on improvements. The period of the agreement is effective upon Board approval for one year.

5.   Create the following new classifications:

- a.   Classification:   Analyst/Programmer Supervisor  
                    Job Code:   33145  
                    Grade:   929 (\$64,600.00 - \$103,200.00)

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

**PERSONNEL**

Hourly Rate

Amount

Department of General Services - cont'd

Create the following position:

b. Classification: Analyst/Programmer Supervisor  
Job Code: 33145  
Grade: 929 (\$64,600.00 - \$103,200.00)  
Position No.: To be determined by BBMR

State's Attorney's Office

|    |                          |         |                    |
|----|--------------------------|---------|--------------------|
| 6. | <b>CHRISTINE BARRATT</b> | \$33.20 | <b>\$39,840.00</b> |
|----|--------------------------|---------|--------------------|

Account: 5000-504716-1150-118300-601009

Ms. Barratt will work as a Contract Services Specialist II (Attorney). She will be responsible for reviewing and expediting charging documents for the Juvenile Justice Center, making decisions to release or charge juvenile offenders based on principles of law and producing and providing recommendations on charges if they should be reduced or upgraded. The period of the agreement is effective upon Board approval for one year.

|    |                        |         |                    |
|----|------------------------|---------|--------------------|
| 7. | <b>WILLIAM E. COLE</b> | \$32.54 | <b>\$57,985.00</b> |
|----|------------------------|---------|--------------------|

Account: 1001-000000-1150-118000-601009

Mr. Cole will continue to work as a Contract Services Specialist I (Investigator). He will be responsible for investigating homicide cases, locating and interviewing witnesses and act as a liaison with police agencies. The salary is a 2% increase in the hourly rate from the previous contract. The period of the agreement is effective upon Board approval for one year.

**AGENDA****BOARD OF ESTIMATES****08/26/2015****PERSONNEL**

|   | <u>Hourly Rate</u> | <u>Amount</u>      |
|---|--------------------|--------------------|
| <u>State's Attorney's Office - cont'd</u> |                    |                    |
| 8. <b>ROBERT W. BITTINGER</b>             | \$32.54            | <b>\$57,985.00</b> |

Account: 1001-000000-1150-118000-601009

Mr. Bittinger will continue to work as a Contract Services Specialist I (Investigator). He will be responsible for ordering the analysis of drugs, obtaining lab reports, ascertaining the correct names and/or dates of birth of juveniles being prosecuted in Juvenile Court, and locating witnesses and interviewing victims and witnesses. The salary is a 2% increase in the hourly rate from the previous contract. The period of the agreement is effective upon Board approval for one year.

|                                |         |                    |
|--------------------------------|---------|--------------------|
| 9. <b>MICHAEL A. TOWNSEND</b>  | \$27.20 | <b>\$48,470.00</b> |
| 10. <b>YOLANDA V. ROBINSON</b> | \$27.20 | <b>\$48,470.00</b> |

Account: 1001-000000-1150-11800-601009

Mr. Townsend and Ms. Robinson will each continue to work as a Contract Services Specialist I (Investigator). They will be responsible for assisting the Assistant State's Attorneys in the movement of cases, inputting of charges, finalizing of charging documents, finding open warrants and communicating with Public Safety staff and members of the Baltimore City Police Department. The salary is a 1% increase in the hourly rate from the previous contract. The period of the agreement is effective upon Board approval for one year.

|                             |         |                    |
|-----------------------------|---------|--------------------|
| 11. <b>SAMUEL D. BOWDEN</b> | \$28.00 | <b>\$55,552.00</b> |
|-----------------------------|---------|--------------------|

Account: 1001-000000-1150-118000-601009

Mr. Bowden will work as a Contract Services Specialist I (Investigator). His duties will include, assisting in preparing prosecution cases by locating persons of interest, researching pertinent documents and verifying information. The Department of Human Resources recommends granting this employment contract. The period of the agreement is effective upon Board approval for one year.



**AGENDA****BOARD OF ESTIMATES****08/26/2015****PERSONNEL**Hourly RateAmountState Attorney's Office - cont'd

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

Mayor's Office of Criminal Justice

|                                    |         |                    |
|------------------------------------|---------|--------------------|
| 12. <b>THOMAS CORY TURNER</b>      | \$25.00 | <b>\$32,500.00</b> |
| 13. <b>D'LEON BARNETT</b>          | \$25.00 | <b>\$32,500.00</b> |
| 14. <b>PRECIOUS GRANT</b>          | \$25.00 | <b>\$32,500.00</b> |
| 15. <b>CARL BARRINGTON HEADLEY</b> | \$25.00 | <b>\$32,500.00</b> |

Account: 1001-000000-2252-729400-601009

Mr. Turner, Mr. Barnett, Ms. Grant, and Mr. Headley will each continue to work as a Contract Services Specialist II (Youth Connector). Their duties will include, but are not limited to creating needs assessment tools based on evidence based models and in consultation with other stakeholders, assessing every youth at the connection center to identify needs; identifying services and making connections for youth and their families, participating in the strategic planning for service delivery at the Centers, building relationships to promote the Centers as safe places for youth, collecting data from youth, their families and from participating agencies, delivering and coordinating recreational activities, life skills training and educational opportunities, and assisting in supervision and transportation of youth. The period of the agreement is effective upon Board approval through July 31, 2016.

**AGENDA****BOARD OF ESTIMATES****08/26/2015****PERSONNEL**

|                             | <u>Hourly Rate</u> | <u>Amount</u>      |
|-----------------------------|--------------------|--------------------|
| <u>Police Department</u>    |                    |                    |
| 16. <b>SHEILA T. PETERS</b> | \$14.42            | <b>\$30,000.00</b> |
| 17. <b>DAVID M. WERNER</b>  | \$14.42            | <b>\$30,000.00</b> |

Account: 1001-000000-2042-198100-601009

Ms. Peters and Mr. Werner, retirees, will each continue to work as a Contract Services Specialist I for the Records Management Section. They will be responsible for reviewing original National Crime Information Center (NCIC) entries, police reports, and supporting documentation. In addition, they will access local, state, and federal databases for additional information, update records on the NCIC, and prepare supplemental reports. The period of the agreement is August 28, 2015 through August 27, 2016.

|                             |         |                    |
|-----------------------------|---------|--------------------|
| 18. <b>ERNESTINE RUFFIN</b> | \$14.42 | <b>\$30,000.00</b> |
|-----------------------------|---------|--------------------|

Account: 1001-000000-2042-198100-601009

Ms. Ruffin, retiree, will continue to work as a Contract Services Specialist I for the Human Resources Section - Applicant Investigation Unit. She will be responsible for conducting pre-employment investigations for police officer applicants and civilian applicants and conducting local, state, and national records and warrants checks. In addition, Ms. Ruffin will investigate references, conduct neighborhood canvasses, interview applicants, gather all vital documents, and summarize into pre-employment files. The period of the agreement is August 28, 2015 through August 27, 2016.

**AGENDA****BOARD OF ESTIMATES****08/26/2015****PERSONNEL**Hourly RateAmountPolice Department - cont'd

19.   **ALBERT M. DIGGS**                      \$14.42                      **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Mr. Diggs, retiree, will continue to work as a Contract Services Specialist I for the Overtime and Secondary Employment Unit. He will be responsible for coordinating, scheduling oversight, and billing associated with permanent sites and events. Mr. Diggs will also maintain and administer the record of members in violation of their respective responsibilities. The period of the agreement is August 28, 2015 through August 27, 2016.

20.   **DOUGLAS W. KERR**                      \$14.42                      **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Mr. Kerr, retiree, will continue to work as a Contract Services Specialist I for the Property Section - Inventory Control Unit. He will be responsible for inventory and accountability of all Department equipment and will assist all other units in the Property Section, as needed. In addition, Mr. Kerr will identify and label all non-expendable property and enter it into the Consolidated Management Receipt database. The period of the agreement is August 28, 2015 through August 27, 2016.

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

**PERSONNEL**

|                                   | <u>Hourly Rate</u> | <u>Amount</u>      |
|-----------------------------------|--------------------|--------------------|
| <u>Police Department - cont'd</u> |                    |                    |
| 21. <b>KATHY L. KLINE</b>         | \$14.42            | <b>\$30,000.00</b> |

Account: 1001-000000-2042-198100-601009

Ms. Kline, retiree, will continue to work as a Contract Services Specialist I for the Internal Affairs Division. She will be responsible for handling the initial intake of complaints from citizens and members of the agency and ensuring proper notifications are made through channels and forwarded to supervisors for assignment to an Internal Affairs Division Investigator. In addition, Ms. Kline will conduct preliminary investigations of complaints from City Hall and the Police Commissioner's Office. The period of the agreement is August 28, 2015 through August 27, 2016.

|                           |         |                    |
|---------------------------|---------|--------------------|
| 22. <b>NANCY P. BYERS</b> | \$14.42 | <b>\$30,000.00</b> |
|---------------------------|---------|--------------------|

Account: 1001-000000-2042-198100-601009

Ms. Byers, retiree, will continue to work as a Contract Services Specialist I for the Communications Information Retrieval Unit. She will be responsible for audio reproduction of recordings of 911 and 311 calls from the public, police radio dispatchers, and other recorded calls. Ms. Byers will reproduce calls that require research in the computer-aided dispatch system and the recording system. In addition, she will search for individual audio files, placing them in the order of occurrence, and produce a CD or tape. The period of the agreement is August 28, 2015 through August 27, 2016.

**ON JANUARY 3, 1996, THE BOARD OF ESTIMATES APPROVED A WAIVER OF THE ADMINISTRATIVE MANUAL POLICY 212-1, PART I. THIS WAIVER ALLOWED THE BALTIMORE POLICE DEPARTMENT TO HIRE RETIRED POLICE OFFICERS ON A CONTRACTUAL BASIS.**

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

**PERSONNEL**

Police Department - cont'd

23. Reclassify the following position:

Position No. 2044-35596:

From: Police Captain  
Job Code: 10277  
Grade: 83P (\$117,200.00)

To: Operations Officer V  
Job Code: 00089  
Grade: 936 (\$76,100.00 - \$121,700.00)

Costs: \$6,631.00 - 1001-000000-2003-195500-601001

24. Reclassify the following position:

Position No. 2041-46384:

From: Police Lieutenant Colonel  
Job Code: 10279  
Grade: 85P (\$130,500.00)

To: Police Major  
Job Code: 10278  
Grade: 84P (\$123,900.00)

Costs: (\$9,725.00) - 1001-000000-2042-220000-601062

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

**PERSONNEL**

Police Department - cont'd

25. Abolish the following vacant 14 positions:

a. Position No.: 2041-18743

Classification: Community Service Officer  
Job Code: 41179  
Grade: 080 (\$30,834.00 - \$36,271.00)

b. Position No.: 2044-19241

Classification: Fingerprint Technician Supervisor  
Job Code: 71146  
Grade: 086 (\$37,774.00 - \$45,563.00)

c. Position No.: 2003-50149

Classification: Training Officer  
Job Code: 33672  
Grade: 927 (\$59,600.00 - \$95,400.00)

d. Position No.: 2041-18561

Classification: Typist III  
Job Code: 33253  
Grade: 078 (\$29,378.00 - \$33,879.00)

e. Position No.: 2003-16638

Classification: Typist III  
Job Code: 33253  
Grade: 078 (\$29,378.00 - \$33,879.00)

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

**PERSONNEL**

Police Department - cont'd

- f.        Position No.: 2003-16640  
  
          Classification: Typist III  
                          Job Code: 33253  
                          Grade: 078 (\$29,378.00 - \$33,879.00)
  
- g.        Position No.: 2041-18565  
  
          Classification: Word Processing Operator III  
                          Job Code: 33258  
                          Grade: 078 (\$29,378.00 - \$33,879.00)
  
- h.        Position No.: 2041-35572  
  
          Classification: Computer Operator III  
                          Job Code: 33132  
                          Grade: 086 (\$37,774.00 - \$45,563.00)
  
- i.        Position No.: 2042-18577  
  
          Classification: Secretary II  
                          Job Code: 33232  
                          Grade: 078 (\$28,378.00 - \$33,879.00)
  
- j.        Position No.: 2042-18590  
  
          Classification: Typist II  
                          Job Code: 33252  
                          Grade: 075 (\$27,652.00 - \$31,432.00)

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

**PERSONNEL**

Police Department - cont'd

- k.        Position No.: 2041-18564  
  
            Classification: Typist III  
                         Job Code: 33253  
                         Grade: 078 (\$29,378.00 - \$33,879.00)
  
- l.        Position No.: 2003-16639  
  
            Classification: Typist III  
                         Job Code: 33253  
                         Grade: 078 (\$29,378.00 - \$33,879.00)
  
- m.        Position No.: 2042-18576  
  
            Classification: Typist III  
                         Job Code: 33253  
                         Grade: 078 (\$29,378.00 - \$33,879.00)
  
- n.        Position No.: 2010-33508  
  
            Classification: Word Processing Operator III  
                         Job Code: 33258  
                         Grade: 078 (\$29,378.00 - \$33,879.00)

Costs: (\$684,405.00) - Account Nos. - Various

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a request from the Baltimore City Police Department to abolish the above listed 14 positions. The abolishment of these vacant positions was to occur in the FY16 budget, but due to timing challenges, that action did not happen. Therefore, the Police Department has requested that these positions be abolished to help offset the Cost of Living Adjustment received by the Fraternal Order of Police.



**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

**PERSONNEL**

Baltimore City Health Department

|                       | <u>Hourly Rate</u> | <u>Amount</u>      |
|-----------------------|--------------------|--------------------|
| 26. <b>ANJA FRIES</b> | \$18.23            | <b>\$37,919.00</b> |

Account: 1001-000000-3001-599000-601009

Ms. Fries will work as a Contract Services Specialist II (Special Assistant). Her duties will include, but will not be limited to assisting the Deputy Commissioner of Population Health & Disease Prevention with program strategy, development and implementation in the areas of clinical services, field health and emergency preparedness. The period of the agreement is effective upon Board approval through August 31, 2016.

|                              |         |                    |
|------------------------------|---------|--------------------|
| 27. <b>PAULINE HOULIARAS</b> | \$25.00 | <b>\$ 1,750.00</b> |
|------------------------------|---------|--------------------|

Account: 1001-000000-2401-258300-601009

Ms. Houliaras will work as an Animal Hearing Panel Member for the Bureau of Animal Control. Her duties will include, but will not be limited to providing notices of hearings in writing to the aggrieved party, any interested party, and the office at least five days before the hearing, and attend hearings as scheduled by the Chairperson of the Panel. She will also conduct hearings in an orderly, but informal manner, insuring procedural due process in accordance with Panel Hearing Procedure Regulations. In addition, she will be responsible for obtaining all relevant evidence pertaining to the issues in question and to limit the evidence to that which has bearings on the issues involved at the hearing, etc. The period of the agreement is effective upon Board approval for eleven months.

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

**PERSONNEL**

Health Department - cont'd

Hourly Rate

Amount

28. Reclassify the following position:

Position No. 3254-47961

c. From: Social Services Coordination Supervisor

Job Code: 81175

Grade: 923 (\$57,200.00 - \$91,700.00)

To: Social Program Administrator II

Job Code: 81152

Grade: 927 (\$60,800.00 - \$97,300.00)

Cost \$4,656.00 - 5000-532816-3044-273300-601001

29. Reclassify the following position:

Position No. 3100-33430

From: Office Supervisor

Job Code: 33215

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

To: Office Support Specialist III

Job Code: 33213

Grade: 078 (\$29,672.00 - \$34,218.00)

Cost (\$7,864.05) - 6000-624915-3100-295900-601001

Department of Law

30. **HERSH STEIN**

\$33.00

**\$39,600.00**

Account: 1001-000000-5824-408970-601009

Mr. Stein, retiree, will work as a Contract Service Specialist I (Special Assistant City Solicitor). His

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

**PERSONNEL**

Department of Law - cont'd

Hourly Rate

Amount

duties will include, but will not be limited to reviewing title reports in connection with the City's acquisition of interests in real property, searching Land Records and other public records to obtain title information, render legal advice to City agencies concerning acquisition of real property interests and issues of Real Property law. He will also review and approve for legal sufficiency Options, Contracts of Sale, Deeds, and Easements. He will represent the City at settlements of real property acquisitions, review and approve settlement sheets, fees and other charges of title companies, process post settlement procedures established by the Law Department and City agencies. The period of the agreement is effective upon Board approval for one year.

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

Department of Transportation

31. **PATRICK A. FLEMING**

\$43.27

**\$90,001.60**

Account: 2076-000000-2351-256200-601009

Mr. Fleming will work as a Contract Services Specialist II (Special Senior Manager of Legislative Affairs). His duties will include, but will not be limited to formulating and implementing legislative policies, practices, and procedures and establishing long-term goals for the Department, particularly in regards to Traffic Enforcement Officer Protections and responsibilities, conducting studies of major or controversial Local, State and Federal legislation as it pertains to the Department. He will also analyze and recommend actions on proposed bills in line

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

**PERSONNEL**

Department of Transportation - cont'd

Hourly Rate

Amount

with the goals and mission of the Department, attend and lead legislative and operational meetings to discuss pending legislative proposals and solicit reactions to determine those proposals' political, operational, and fiscal impacts. He will represent the Department at other legislative, operational and community meetings, forums, and conferences related to the work of the Department, monitor bills at the local and state levels through all levels of the legislative process, and act as a liaison between the Department and officials that represent the City at the local, state and federal levels. The period of the agreement is effective upon Board approval for one year.

Fire Department

32. Create the following position:

Classification: Deputy Fire Chief

Job Code: 10213

Grade: 84F (\$129,587.00)

Cost \$204,747.00 - 1001-000000-2121-226300-601061

33. Create the following position:

a. Classification: Fire Risk Reduction Officer

Job Code: 41288

Grade: 343 (\$69,425.00 - \$86,738.00)

Reclassify the following position:

Position No. 2121-12609

b. From: Battalion Fire Chief

Job Code: 41259

Grade: 343 (\$69,425.00 - \$86,738.00)

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

**PERSONNEL**

Fire Department - cont'd

To: Fire Risk Reduction Officer  
Job Code: 41288  
Grade: 343 (\$69,425.00 - \$86,738.00)

Cost \$0.00

Department of Human Resources

34. a. Create the following new salary grade:

Grade No.: 99P

(\$190,800.00 - \$243,800.00)

b. Abolish the following salary grade:

Grade No.: 89P

(\$190,800.00 - \$243,800.00)

c. Adjust the grade of the following classification:

Classification: Police Commissioner

Job Code: 10282

From: Grade 89P (\$190,800.00 - \$243,800.00)

To: Grade 99P (\$190,800.00 - \$243,800.00)

On July 1, 2014, the Board approved the creation of Grade 89P in conjunction with the creation of other Baltimore City Police Department senior sworn command ranks in fixed salary relationships with the maximum seniority salary of the Police Lieutenant classification of the Fraternal Order of Police Supervisory Unit II.

All of the other salary grades created at the time were flat salaries consistent with the intent of the fixed

## AGENDA

### BOARD OF ESTIMATES

08/26/2015

#### PERSONNEL

##### Department of Human Resources - cont'd

salary relationship being established. However, as the salary associated with Grade 89P does not adhere to the flat salary point, but has a range, it is necessary to assign a new grade designator to this grade in order to align it with other similar salary ranges. This will resolve programming issues in HRIS that were discovered in processing the most recent MAPS Cost of Living Adjustments. This position is considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

##### 35. Reclassify the following 3 positions:

###### Position No.: 16131

From: Executive Director I

Job Code: 00095, Grade 990 (\$115,000.00 - \$189,700.00)

To: Executive Director III

Job Code: 00097, Grade 992 (\$129,500.00 - \$213,700.00)

###### Position No.: 24037

From: Executive Director II

Job Code: 00096, Grade 991 (\$122,000.00 - \$201,300.00)

To: Executive Director III

Job Code: 00097, Grade 992 (\$129,500.00 - \$213,700.00)

###### Position No.: 43649

From: Executive Director I

Job Code: 00095, Grade 990 (\$115,000.00 - \$189,700.00)

## AGENDA

BOARD OF ESTIMATES

08/26/2015

### PERSONNEL

#### Department of Human Resources - cont'd

To: Executive Director II  
Job Code: 00096, Grade 991 (\$122,000.00 - \$201,300.00)

On June 25, 2014, the Board approved the implementation of the Managerial and Professional Society (MAPS) classification and compensation study. Following implementation of this comprehensive study which included a new classification evaluation plan, the Decision Band Method (DBM) and the development of an entirely new salary structure consisting of open salary ranges on July 1, 2014; agencies and affected employees were given the opportunity to submit appeals of the determinations. The Appeals were conducted in a two-step process of 1<sup>st</sup> Level Reviews by the Department of Human Resources and a 2<sup>nd</sup> Level Appeal Review evaluations conducted by the MAPS Appeals Committee. The Committee included the following six voting members: the Deputy Chief of Staff, the Chief of Staff of the Office of the President of the City Council, the Director of Human Resources, the Director of Finance, the Labor Commissioner, and the Chief of the Law Department's Litigation Division. Each agency also designated a representative to address any questions that might be raised by the Committee. When requested to appear before the Committee to address inquiries, the Agency Designee voted on their Agency's appeal submission(s).

On June 10, 2015, the Board approved the results of those appeals that were submitted. The above listed position actions reflect the outcomes of the 1<sup>st</sup> and 2<sup>nd</sup> Level Appeal determinations which were omitted from the original Board memo.

As appeals of the original study, DHR requests authorization to apply the same implementation procedures. Class and Position Actions will be retroactive to July 1, 2014. Employees will be placed laterally within the new salary range. Employees will not receive salary increases except under the following two conditions:

## AGENDA

BOARD OF ESTIMATES

08/26/2015

### PERSONNEL

#### Department of Human Resources - cont'd

- (1) The employee's current salary is below the minimum salary of the new salary range. They will be placed at the minimum of the new salary range.
- (2) The employee did not receive the full 2% Cost of Living Adjustment (COLA) and the 2% MAPS salary Adjustment in July of 2014 due to being at or above the maximum of the salary range at that time. The employee will receive any outstanding portion, providing that it does not increase the employee's salary above the maximum of the new salary range.

Employees who are eligible to receive a salary increase will be paid retroactive to July 1, 2014, or the date they entered into the appealed position, whichever is later.

Employees in a position which was determined to be a lower DBM Rating and Grade will be placed laterally into the new salary range. Those employees whose salary is above the maximum of the new salary range will be Red Circled; that is, they will be frozen at their current salary until such time as the salary range can accommodate their salary. They will not be eligible to receive any Cost of Living (COLA) increase or other adjustments until their salary falls below the maximum of the new range.

Cost \$0.00

#### 36. Reclassify the following position:

Position No. 1603-10027

Classification: Purchasing Assistant

Job Code: 33501

Grade: 081 (\$32,076.00 - \$38,001.00)



**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

**PERSONNEL**

Department of Human Resources - cont'd

Classification: Accounting Assistant III

Job Code: 34133

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

Cost \$5,257.00 - 1001-000000-1603-172500-601001

37. Reclassify the following position:

Position No.: 1603-47493

From: HR Specialist II

Job Code: 33628

Grade: 927 (\$60,800.00 - \$97,300.00)

To: Recruitment & Talent Acquisition

Specialist II

Job Code: 33678

Grade: 927 (\$60,800.00 - \$97,300.00)

There are no costs associated with this action.

38. Create the following position:

Classification: HR Business Partner

Job Code: 33679

Grade: 931 (\$69,600.00 - \$111,300.00)

Position: to be assigned by BBMR

Costs: \$130,527.00 - 1001-000000-1603-172500-601001

39. Reclassify the following position:

Position No.: 1603-47028

From: Operations Officer III

Job Code: 00087

Grade: 929 (\$64,600.00 - \$103,200.00)

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

**PERSONNEL**

Department of Human Resources - cont'd

To: HR Specialist II  
Job Code: 33629  
Grade: 927 (\$60,800.00 - \$97,300.00)

Cost: (\$4,750.00) - 1001-000000-1603-172500-601001

40. Create the following two positions:

a. Classification: Operations Officer III  
Job Code: 31111  
Grade: 929 (\$64,600.00 - \$103,200.00)  
Position No.: to be assigned by BBMR

b. Classification: HR Business Partner  
Job Code: 33679  
Grade: 931 (\$69,600.00 - \$111,300.00)  
Position No.: to be assigned by BBMR

Cost: \$121,719.00 - 1001-000000-1603-172500-601001  
\$130,527.00 - 1001-000000-1603-172500-601001

Department of Finance

41. Create the following three positions:

a. Classification: Operations Manager I  
Job Code: 00090  
Grade: 939 (\$80,500.00 - \$132,600.00)  
Position No.: to be assigned by BBMR

b. Classification: Program Coordinator  
Job Code: 31192  
Grade: 923 (\$57,200.00 - \$91,700.00)  
Position No.: to be assigned by BBMR

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

**PERSONNEL**

Department of Finance

- c. Classification: Administrative Coordinator  
Job Code: 31100  
Grade: 087 (\$39,701.00 - \$47,990.00)  
Position No.: to be assigned by BBMR

Cost: \$288,541.00 - 6000-604816-1550-771400-601001

Department of Planning

- 42. Reclassify the following position:

Position No.: 1872-51067

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

To: City Planner II  
Job Code: 74137  
Grade: 927 (\$60,800.00 - \$97,300.00)

Cost: \$72,713.00 - 1001-000000-1872-187400-601001

- 43. Reclassify the following position:

Position No.: 1875-50759

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

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

**PERSONNEL**

Dept. of Planning - cont'd

To: City Planner II  
Job Code: 74137  
Grade: 927 (\$60,800.00 - \$97,300.00)

Cost: \$83,418.00 - 1001-000000-1875-187400-601001

Mayor's Office

44. Reclassify the following position:

Position No.: 2301-33548

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

To: Office Manager  
Job Code: 00021  
Grade: 906 (\$48,700.00 - \$77,800.00)

Cost: \$7,648.00 - 1001-000000-2301-248700-601001

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

**PERSONNEL**

Mayor's Office of Economic and Neighborhood Development

|                            | <u>Hourly Rate</u> | <u>Amount</u>      |
|----------------------------|--------------------|--------------------|
| 45. <b>JASON HARDEBECK</b> | \$80.00            | <b>\$44,000.00</b> |

Account: 9904-922027-9127-900000-709009

Mr. Hardebeck will work as a Contract Services Specialist II (Broadband Coordinator). His duties will include, but are not limited to, coordinating a GIS map of all the City fiber assets, including City-owned and controlled as well as other public and private assets, creating metrics to establish benchmarks for broadband in the City. He will also develop pilot projects in coordination with the Mayor's Office of Information Technology and City agencies to demonstrate the viability of using the City's owned and peered assets to enable broadband deployment. He will recommend implementation steps for the City's broadband strategy, including formation of an organizational structure and staffing as required, represent the Mayor's Office at all public meetings regarding broadband and field community concerns and questions, and perform other projects relating to broadband and technology city-wide.

PERSONNEL

Baltimore Convention Center

46. Create the following position:

Classification: PC Support Technician

Job Code: 07103

Grade: 087 (\$39,701.00 - \$47,990.00)

Position No.: To be assigned by BBMR

Cost: \$19,000.00 - 1001-000000-5311-391300-601001

## AGENDA

### BOARD OF ESTIMATES

08/26/2015

#### Department of Human Resources - Consultant Agreements

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

#### AGREEMENTS

|                          | <u>Rate of Pay</u>  | <u>Amount</u>       |
|--------------------------|---------------------|---------------------|
| 1. <b>ALEXIA CLIFTON</b> | \$70.00 per<br>hour | <b>\$ 22,750.00</b> |

Account: 1001-000000-1602-725700-603018

Ms. Clifton will design, coordinate, lead physical activities, and have primary oversight for ongoing weekly physical activities throughout FY 15 as a part of the Wellness Program. The period of the agreement is effective upon Board approval for one year.

|                              |             |                     |
|------------------------------|-------------|---------------------|
| 2. <b>MARY ANN FOREMAN,</b>  | \$70.00 per | <b>\$ 22,750.00</b> |
| <b>ALWAYS GINGA FIT INC.</b> | hour        |                     |

Account: 1001-000000-1602-725700-603018

Ms. Foreman will coordinate, lead physical activities, and have overall responsibility for ongoing weekly physical activities throughout FY 15. The period of the agreement is effective upon Board approval for one year.

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

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

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

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

The Board is requested to  
approve award of  
the formally advertised contracts  
listed on the following pages:  
103 - 105  
to the low bidder meeting specifications,  
or reject bids on those as indicated  
for the reasons stated.



**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Bureau of Purchases

- |    |  |                             |              |
|----|--|-----------------------------|--------------|
| 1. | B50004206, Storm<br>Drain Video<br>Camera and<br>Accessories | Atlantic Machinery,<br>Inc. | \$ 87,800.00 |
|----|--|-----------------------------|--------------|

(DPW - Ashburton - Water Quality Mgt.)

**MWBOO GRANTED A WAIVER.**

- |    |  |                                     |                |
|----|--|-------------------------------------|----------------|
| 2. | B50004177, Paving<br>Materials - Hot<br>and Cold Patch | P. Flanigan & Sons,<br>Incorporated | \$6,756,750.00 |
|----|--|-------------------------------------|----------------|

(DOT, DPW)

**MWBOO GRANTED A WAIVER.**

- |    |   |  |               |
|----|---|--|---------------|
| 3. | B50004153, Water-<br>Works Repair Parts | HD Supply Waterworks,<br>Limited Partnership | \$ 300,000.00 |
|----|---|--|---------------|

Ferguson Waterworks,  
LLC

(DPW - Water and Wastewater)

**MWBOO GRANTED A WAIVER.**

- |    |  |  |                |
|----|--|--|----------------|
| 4. | B50004145, Fiber<br>Optic Cable<br>Installation,<br>Maintenance and<br>Repair Services | Highlander Contracting<br>Company, LLC<br><br>Bluestar Technologies,<br>Inc. | \$1,000,000.00 |
|----|--|--|----------------|

(MOIT, DPW, and Others)

AGENDA

BOARD OF ESTIMATES

08/26/2015

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases

**MWBOO SET GOALS OF 17% MBE AND 5% WBE.**

Highlander Contracting Company, LLC

|   |             |     |
|---|-------------|-----|
| <b>MBE:</b> Machado Construction<br>Company, Inc. | \$53,975.00 | 17% |
|---|-------------|-----|

|                                     |             |    |
|-------------------------------------|-------------|----|
| <b>WBE:</b> Cuddy & Associates, LLC | \$15,875.00 | 5% |
|-------------------------------------|-------------|----|

**MWBOO FOUND VENDOR IN COMPLIANCE.**

Bluestar Technologies, Inc.

|                                |             |     |
|--------------------------------|-------------|-----|
| <b>MBE:</b> A-Connection, Inc. | \$64,260.00 | 17% |
|--------------------------------|-------------|-----|

|  |             |    |
|--|-------------|----|
| <b>WBE:</b> The Allocated Formula<br>Group, Inc. | \$15,120.00 | 4% |
|--|-------------|----|

|                |                    |          |
|----------------|--------------------|----------|
| K Supply, Inc. | 3,780.00           | 1%       |
|                | <u>\$18,900.00</u> | <u>5</u> |

**MWBOO FOUND VENDOR IN COMPLIANCE.**

|    |   |                                    |                 |
|----|---|------------------------------------|-----------------|
| 5. | B50004056, Enterprise<br>Technology Staffing<br>Support | Telecommunication<br>Systems, Inc. | \$15,000,000.00 |
|----|---|------------------------------------|-----------------|

Skyline Network  
Engineering, LLC  
d/b/a Skyline  
Technology  
Solutions

(MOIT, DPW, DOT and Others)

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

AGENDA

BOARD OF ESTIMATES

08/26/2015

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases

Telecommunication Systems, Inc.

**MBE:** Bithgroup Technologies, Inc. 27%

**WBE:** Realistic Computing, Inc. 10%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

Skyline Network Engineering, LLC d/b/a Skyline Technology Solutions

**MBE:** Full Circle Solutions, Inc. 27%

**WBE:** Bay-Tek Consulting, Inc. 10%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

6. B50004074, J.I.T. Rudolph's Office & \$9,000,000.00  
Office Supplies Computer Supply,  
Inc.

(City-wide)

**MWBOO SET GOALS AT 5% MBE AND 0% WBE.**

**MBE:** Sue Ann's Office Supply, Inc. 5%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**A PROTEST WAS RECEIVED FROM WHITEFORD, TAYLOR, AND PRESTON, L.L.P. ON BEHALF OF MY OFFICE PRODUCTS.**

**A RESPONSE TO THE PROTEST FROM WHITEFORD, TAYLOR, AND PRESTON, L.L.P. ON BEHALF OF MY OFFICE PRODUCTS WAS RECEIVED FROM RUDOLPH'S OFFICE & COMPUTER SUPPLY, INC.**

**AGENDA****BOARD OF ESTIMATES****08/26/2015****TRAVEL REQUESTS**

| <u>Name</u>                             | <u>To Attend</u>   | <u>Fund Source</u> | <u>Amount</u> |
|---|--|--------------------|---------------|
| <u>Office of the Labor Commissioner</u> |  |                    |               |
| 1. Yvette Brown                         | International Public Management Association for Human Resources International Training Conference and Expo<br>Denver, CO<br>Sept. 27 - Oct. 1, 2015<br>(Reg. Fee \$649.00) | General Funds      | \$2,228.60    |

The subsistence rate for this location is \$229.00 per night. The cost of the hotel is \$199.00 per night plus taxes of \$29.35 per night. The airfare in the amount of \$418.20 and the registration fee in the amount of \$649.00 were pre-paid on a City-issued credit card assigned to Ms. Deborah F. Moore-Carter.

The Office of the Labor Commissioner is requesting additional subsistence of \$10.00 per day for meals and incidentals and a required fee of \$50.00 round trip for luggage. Therefore, Ms. Brown will be disbursed \$1,161.40.

Department of Public Works

|                    |   |               |            |
|--------------------|---|---------------|------------|
| 2. Rudolph S. Chow | 2015 National Brownsfields Training Conference<br>Chicago, IL<br>Sept. 1-3, 2015<br>Reg. Fee \$200.00 | General Funds | \$1,172.64 |
|--------------------|---|---------------|------------|

The airfare in the amount of \$319.00 and the registration fee were prepaid by a City-issued procurement card assigned to Ms. Lyque O'Connor. The amount of funds to be disbursed to Mr. Chow is \$653.64.

**AGENDA****BOARD OF ESTIMATES****08/26/2015****TRAVEL REQUESTS**

| <u>Name</u>  | <u>To Attend</u>  | <u>Fund Source</u>                          | <u>Amount</u> |
|--|---|---|---------------|
| <u>Department of Public Works/Office of Sustainable Energy</u> |   |   |               |
| 3. Theodore Atwood   | 2015 World Energy Engineering Congress<br>Orlando, Fl<br>Sept. 30 -<br>Oct. 2, 2015<br>(Reg. Fee - Complimentary) | Public Service Commission<br>(Exelon Grant) | \$1,276.93    |

The subsistence rate for this location is \$171.00 per day. The cost of the hotel is \$159.00 per night plus total hotel taxes of \$42.93. The airfare in the amount of \$776.00 was pre-paid on a City-issued credit card assigned to Mr. Atwood. As Mr. Atwood is a speaker at one of the sessions, the registration fee in the amount of \$595.00 is complimentary and covered by the World Energy Engineering Congress.

The Department is requesting additional subsistence of \$28.00 per day for meals and incidentals. Mr. Atwood will be disbursed \$500.93.

Department of Planning

|                  |   |               |           |
|------------------|---|---------------|-----------|
| 4. Jessica Varsa | Bilbao Urban Innovative and Leadership Dialogues<br>Bilbao, Spain<br>Sept. 15 - 20, 2015<br>(Reg. Fee \$250.00) | General Funds | \$ 864.87 |
|------------------|---|---------------|-----------|

Pursuant to AM 240-5, for travel outside the continental United States, each City representative must include a proposed amount for a daily subsistence allowance on the travel request which the representative believes to be both reasonable and economical. The Board will determine the final monetary amount of the daily subsistence allowance and stipulate the rate in its approval.

## AGENDA

### BOARD OF ESTIMATES

08/26/2015

#### TRAVEL REQUESTS

| <u>Name</u> | <u>To Attend</u> | <u>Fund<br/>Source</u> | <u>Amount</u> |
|-------------|------------------|------------------------|---------------|
|-------------|------------------|------------------------|---------------|

#### Department of Planning - cont'd

The representative has proposed a daily subsistence rate of \$50.00 for this travel request.

The German Marshall Fund of the United States gave Ms. Varsa a scholarship of \$1,000.00 towards her total transportation of \$1,404.87, leaving a balance of \$404.87. The registration fee of \$250.00 was prepaid using a City-issued credit card assigned to Jamie Cramer. The German Marshall Fund of the United States is sponsoring any remaining expenses. Therefore, the disbursement amount to Ms. Varsa will be \$614.87.

#### Health Department

|    |                 |  |                               |            |
|----|-----------------|--|-------------------------------|------------|
| 5. | Samantha Sileno | 2015 CityMatCH Annual<br>Urban Maternal and<br>Child Health (MCH)<br>Leadership Conference<br>Salt Lake City, UT<br>Sept. 26 - 30, 2015<br>(Reg. Fee \$500.00) | Home<br>Visiting<br>Expansion | \$1,773.34 |
|----|-----------------|--|-------------------------------|------------|

Ms. Sileno, a non-City employee, is a Center for Disease Control Public Health Associate who has been assigned to the Maternal and Child Health (MCH) Bureau. She submitted two abstracts for presentation at the CityMatCH Conference in Salt Lake City, Utah and has been invited to present at the conference along with the Assistant Commissioner for Maternal and Child Health, and the Fetal and Infant Mortality Review Director.

Ms. Sileno has been an integral part of the Department's Citywide infant mortality strategy, B'more for Healthy Babies, and she will be highlighting accomplishments related to improving access to Long Acting Reversible Contraceptives and the strategic analysis of trends in infant deaths to further drive down the infant mortality rate in Baltimore City.

**AGENDA****BOARD OF ESTIMATES****08/26/2015****TRAVEL REQUESTS**

| <u>Name</u>  | <u>To Attend</u>  | <u>Fund Source</u>         | <u>Amount</u> |
|--|---|----------------------------|---------------|
| <u>Health Department</u> - cont'd  |   |                            |               |
| <p>The subsistence rate for this location is \$167.00 per night. The cost of the hotel is \$164.00 per night plus hotel taxes of \$20.66 per day. The airfare in the amount of \$314.70 and the registration were pre-paid on a City-issued credit card assigned to Ms. Whitney Tantleff.</p> <p>The Department is requesting additional subsistence of \$37.00 per day for meals and incidentals. Therefore, Ms. Sileno will be disbursed \$958.64. This trip involves week-end travel.</p> |   |                            |               |
| 6. Ebony Alderman-McCauley   | 2015 FGP RSVP SCP Directors Training Event<br>Reston, VA<br>Sept. 08 - 11, 2015<br>(Reg. Fee \$375.00)                              | Federal                    | \$1,375.32    |
| <p>The registration fee was prepaid using Expenditure Authorization No. EA000170338. The disbursement to Ms. McCauley will be \$1,000.32.</p>  |   |                            |               |
| 7. Rebecca Dineen<br>Cathy Costa   | The 2015 CityMatch Annual Urban MCH Leadership Conference<br>Salt Lake City, Utah<br>Sept. 26 - 30, 2015<br>(Reg. Fee \$500.00 ea.) | Home Visiting<br>Expansion | \$3,861.38    |

The subsistence rate for this location is \$167.00 per day. The hotel cost is \$164.00 per night, plus taxes of \$20.66 per night. The Department is requesting additional subsistence of \$37.00 per day for food and incidentals. The registration fees and airfare were prepaid using a City-issued procurement card assigned to Whitney Tantleff. The disbursement to Ms. Dineen is \$958.64. The disbursement to Ms. Costa is \$958.64.

**AGENDA****BOARD OF ESTIMATES****08/26/2015****RETROACTIVE TRAVEL APPROVAL**

|  | <u>Name</u>   | <u>To Attend</u>      | <u>Fund Source</u> | <u>Amount</u> |
|--|---------------|-----------------------|--------------------|---------------|
| <u>Department of Housing and Community Development</u> |               |                       |                    |               |
| 8.   | Julia Day*    | 2015 Reclaiming       | General            | \$1,823.86    |
|  | Wendi Redfern | Vacant Properties     | Funds              |               |
|  |               | Conference            |                    |               |
|  |               | Detroit, MI           |                    |               |
|  |               | May 18 - 21, 2015     |                    |               |
|  |               | (Reg. Fee \$475.00) * |                    |               |

Ms. Day showcased "Vacants to Value" as one of the effective new strategies being used to help address the challenges presented by blighted properties. Ms. Redfern assisted Ms. Day on a panel presentation.

This request is late because the Agency did not understand the travel process for submission to the Board of Estimates. The Department requests retroactive travel approval. The requested travel reimbursement is as follows:

**TRAVEL REIMBURSEMENT**

|              |                   |                 |
|--------------|-------------------|-----------------|
|              | Ms. Day           | Ms. Redfern     |
| Airfare      | \$ 272.20         | \$252.20        |
| Hotel        | 327.00            | 327.00          |
| Hotel taxes  | 49.05             | 49.05           |
| Food         | 27.32             | 45.04           |
| Registration | 475.00            |                 |
|              | <b>\$1,150.57</b> | <b>\$673.29</b> |

|    |                   |   |               |            |
|----|-------------------|---|---------------|------------|
| 9. | Michael Braverman | Clinton Global Initiative (CGI) America | General Funds | \$1,217.50 |
|    |                   | Denver, CO                              |               |            |
|    |                   | June 8 - 10, 2015                       |               |            |



## AGENDA

### BOARD OF ESTIMATES

08/26/2015

#### TRAVEL REIMBURSEMENT - cont'd

Mr. Braverman travelled to Denver, Colorado to attend the CGI America held on June 8 - 10, 2015. The subsistence rate for this location is \$229.00. Mr. Braverman's registration fee for the conference was waived.

The request is late because Mr. Braverman did not receive the invitation until mid-May, with a decision deadline of May 26, 2015. The Department felt that Mr. Braverman's presence would be beneficial for Baltimore's continued partnership with the Clinton Global Initiative. As such, Mr. Braverman accepted the invitation.

The hotel cost for the first night is \$299.00 plus taxes of \$44.10. The hotel cost for the second night is \$239.00 plus hotel taxes of \$35.25. Additional subsistence is requested due in the amount of \$70.00 for the first night and \$10.00 for the second night, for food and incidentals.

#### TRAVEL REIMBURSEMENT

|    |                   |           |
|----|-------------------|-----------|
| \$ | 617.35            | - Hotel   |
|    | 545.00            | - Airfare |
|    | 55.15             | - Taxi    |
|    | <u>\$1,217.50</u> |           |

**AGENDA**

**BOARD OF ESTIMATES**

**08/26/2015**

**PROPOSALS AND SPECIFICATIONS**

1. Department of Public Works/  
Office of Eng. & Construction - WC 1306, Washwater Lake  
Residuals Removal at the  
Montebello Water Filtration  
Plant  
**BIDS TO BE RECV'D: 9/30/2015**  
**BIDS TO BE OPENED: 9/30/2015**
2. Department of Public Works/  
Office of Eng. & Construction - WC 1337, Urgent Need Water  
Infrastructure Rehabilitation  
**BIDS TO BE RECV'D: 9/30/2015**  
**BIDS TO BE OPENED: 9/30/2015**
3. Department of General Services - GS 15805, Courthouse East  
Beam Repairs  
**BIDS TO BE RECV'D: 10/14/2015**  
**BIDS TO BE OPENED: 10/14/2015**

**12:00 NOON**

**ANNOUNCEMENT OF BIDS RECEIVED**

**AND**

**OPENING OF BIDS, AS SCHEDULED**