

NOTICE:

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

a. Anyone wishing to speak before the Board, whether individually or as the spokesperson of an entity must notify the Clerk of the Board in writing no later than noon on the Tuesday preceding any Board meeting, or by an alternative date and time specified in the agenda for the next scheduled meeting. The written protest must state (1) whom you represent and the entity that authorized the representation; (2) what the issues are and the facts supporting your position; and (3) how the protestant will be harmed by the proposed Board action.

b. Matters may be protested by a person or any entity directly and specifically affected by a pending matter or decision of the Board. In order for a protest to be considered, the protestant must be present at the Board of Estimates meeting at 9:00 A.M., in Room 215, City Hall.

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

The full text of the Resolution is posted in the Department of Legislative Reference, the President of the Board's web site, (http://www.baltimorecitycouncil.com/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

BOARD OF ESTIMATES' AGENDA - SEPTEMBER 27, 2017

BOARDS AND COMMISSIONS

1. Prequalification of Contractors

In accordance with the Rules for Prequalification of Contractors, as amended by the Board on November 21, 2016, the following contractors are recommended:

American Sideworks, LLC	\$ 8,000,000.00
Appalachian Stream Restoration, LLC	\$ 5,840,000.00
Case Foundation Company	\$725,670,000.00
Freestate Baltimore, LLC	\$ 25,000,000.00
Work Capacity Rating Underwritten by Blanket Guarantee of \$25,000,000.00 from the Parent Company, MKD, LLC	
G.E. Tignall & Co., Inc.	\$197,940,000.00
Oscar Renda Contracting, Inc.	\$815,580,000.00
SEH Excavating, Inc.	\$ 5,630,000.00
Singer Services, Inc. dba ServiceMaster by Singer	\$ 1,500,000.00
The Fireline Corporation	\$ 66,460,000.00

2. Prequalification of Architects and Engineers

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

Coastal Resources, Inc.	Engineer
	Landscape Architect

AGENDA

BOARD OF ESTIMATES

09/27/2017

BOARDS AND COMMISSIONS - cont'd

Hill International, Inc.

Engineer

James Posey Associates, Inc.

Engineer

AGENDA

BOARD OF ESTIMATES

09/27/2017

Labor Commissioner - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to **NOTE** receipt of the Memorandum of Understanding (MOU) for FY 2017 - 2019 between the City of Baltimore and the City Union of Baltimore (CUB):

FY 2017-2019, the City of Baltimore and CUB Unit I
FY 2017-2019, the City of Baltimore and CUB Unit II

AMOUNT OF MONEY AND SOURCE:

The negotiated wage increases have been budgeted.

BACKGROUND/EXPLANATION:

In accordance with the Municipal Employees Relations Ordinance (MERO), negotiations were conducted and concluded with the City Union of Baltimore, Local 800, Units I and II for Fiscal Years 2017 - 2019. The results of the negotiations have been reduced to writing in the form of the submitted Memorandum of Understanding (MOU).

MBE/WBE PARTICIPATION:

N/A

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

AGENDA

BOARD OF ESTIMATES

09/27/2017

Mayor's Office of Human Services - Provider Agreements

The Board is requested to approve and authorize execution of the Provider Agreements. The period of the agreement is July 1, 2017 through June 30, 2018, unless otherwise indicated.

1. ST VINCENT DE PAUL OF BALTIMORE, INC. \$170,284.00

Account: 5000-529118-3572-766600-603051

St. Vincent De Paul of Baltimore, Inc. will utilize the funds to provide shelter and support services to 150 homeless individuals and families in Baltimore at their Sarah's Hope - Mount Street shelter program.

The agreement is late because of a delay in receiving the final state grant notice of award.

MWBOO GRANTED A WAIVER.

2. HOUSE OF RUTH MARYLAND, INC. \$234,756.00

Account: 5000-525618-5940-765600-603051

House of Ruth Maryland, Inc. will utilize the funds to provide temporary shelter, meals, counseling and/or information and referrals for services to 200 women and their children who are homeless over the course of one year.

The agreement is late because of a delay in receiving the state grant award notice.

MWBOO GRANTED A WAIVER.

3. FUND FOR EDUCATIONAL EXCELLENCE, INC. \$ 90,860.94

Account: 1001-000000-4460-798400-603051

Fund for Educational Excellence, Inc. will utilize the funds to cover the personnel costs of an Out-of-School-Time

AGENDA

BOARD OF ESTIMATES

09/27/2017

MOHS - cont'd

Manager, Contracts Process and System Development who will work on city-wide initiatives with the Baltimore City Foundation and Baltimore City Public School System to effectively engage youth outside of formal school programming and oversee the internal grants management process. The period of the agreement is September 1, 2017 through June 30, 2018.

The agreement is late because of a delay in receiving the budget from the provider.

MWBOO GRANTED A WAIVER.

4. HARFORD COUNTY, MARYLAND \$201,874.00

Account: 4000-490818-3573-763206-603051

Baltimore City is the grantee for the Baltimore Eligible Metropolitan Statistical Area (BEMSA) for the Housing Opportunities for People with AIDS program. The BEMSA includes Baltimore City, Baltimore, Anne Arundel, Carroll, Harford, Howard and Queen Anne's counties. Harford County, Maryland will utilize the funds to provide rental assistance to low-income individuals or to families who have a family member with AIDS.

The agreement is late because of a delay in receiving the budget from Harford County.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

09/27/2017

Office of the State's Attorney - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with The Baltimore Child Abuse Center, Inc. The period of the agreement is July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$50,000.00 - 1001-000000-1151-117900-603026

BACKGROUND/EXPLANATION:

The mission of the Baltimore Child Abuse Center, Inc. is to provide all reported victims of child sexual abuse in Baltimore and their non-offending caretakers, with comprehensive interviews, medical treatment, referrals and crisis counseling services, with a goal of preventing future sexual child abuse.

The funds will be utilized to support the operational expenses of the forensic interviewer as outlined in the scope of work.

The agreement is late because the signed agreement was recently received from the Baltimore Child Abuse Center, Inc.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

TRANSFERS OF FUNDS

* * * * *

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

8 - 9

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

AGENDA**BOARD OF ESTIMATES****09/27/2017****TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of General Services</u>		
1. \$50,000.00	9916-905001-9194	9916-903154-9197
1 st Public Building	Constr. Reserve -	Engine 46 Roof
Loan Other Fund	Unalloted	Replacement
Revenue		(Active)
 \$16,450.17	 9916-905001-9194	 9916-903154-9197
1 st Public Building	Constr. Reserve -	Engine 46 Roof
Loan Other Fund	Unalloted	Replacement
<u>Revenue</u>		(Active)
 \$66,450.17		

This transfer will provide funds to the Department to replace the roof at Engine 46 and all associated in-house costs. Engine 46 has chronic roof leaks which affect the normal operation and functions of the firehouse. A full roof replacement is necessary to alleviate the conditions of the building. The roof is currently dilapidated, leaking and in need of full replacement.

Department of Planning

2. \$50,000.00	9904-901119-9129	9904-902119-9127
1 st Cultural	AVAM Roof	AVAM Roof
Institution	Replacement	Repair
Loan	(Reserve)	(Active)

Through a FY16/FY17 Bond Bill, the American Visionary Art Museum was awarded funding to perform work on the roof at the

AGENDA

BOARD OF ESTIMATES

09/27/2017

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Planning</u> - cont'd		
Jim Rouse Visionary Center. This transfer will reimburse AVAM for work performed on its roof in FY17.		

AGENDA

BOARD OF ESTIMATES

09/27/2017

Mayor's Office of Communication - 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 for Ms. Marva Williams to solicit businesses, organizations, and donors for donations of goods and services and financial support for the Baltimore Fall Festival. The period of the campaign will be effective upon Board approval through November 30, 2017.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

The Baltimore Fall Festival will be held October or November 2017 on the War Memorial Plaza. This event will celebrate the arrival of Fall with arts & crafts, community resources, entertainment, and a winter coat drive for Baltimore City residents in need.

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.

MBE/WBE PARTICIPATION:

N/A

AGENDA

BOARD OF ESTIMATES

09/27/2017

Space Utilization Committee - License Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the License Agreement with University of Maryland Baltimore County (UMBC), Licensee, for the rental of a portion of the property known as 3301 Waterview Avenue, for use of 12% of space in the Lower Level, containing 36 seats and rowing related equipment. The period is November 16, 2016 through November 15, 2017, with the option to renew for two additional one-year terms.

AMOUNT OF MONEY AND SOURCE:

\$1,080.00 - annual rent

BACKGROUND/EXPLANATION:

The use will be for the storage of boats and rowing related equipment on the lower level. The Licensee will have the right to use on a daily basis the locker rooms, toilets, shower rooms and ergometer room on the upper level. Licensee at its own expense may perform some modifications to the Leased Premises to make it suitable for the purpose of storing boats, which must be approved by the Licensor. The Licensee may use the parking area, the facility manager will have the sole discretion to restrict access to the park at any time for purposes of other events and activities at the facility. Trailers may be parked outside of Leased Premises for the purpose of loading and unloading of boats, with prior approval. Licensee must move or use a boat(s) at least 2 times during the year, the boat will be put out of building into the Pen area if not moved. Licensee must use a daily log for the boat(s). They must notify the facility manager of practices and special events at least six months in advance. The facility manager will conduct meetings with Licensee on a quarterly basis. If a boat is removed and/or replaced with another boat, Tenant must notify the Facility Manager. Licensee is responsible for Liability Insurance.

AGENDA

BOARD OF ESTIMATES

09/27/2017

Space Utilization Committee - cont'd

The Space Utilization Committee approved the License Agreement on September 12, 2017.

This License is late getting to the Board of Estimates due to the negotiations to determine the best use for the storage of the boats and use of the facility.

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

AGENDA

BOARD OF ESTIMATES

09/27/2017

Space Utilization Committee - Transfer of Building Jurisdiction

ACTION REQUESTED OF B/E:

The Board is requested to approve the Transfer of Building Jurisdiction for the property located at 1400 E. Federal Street (Block 1115, Lot 015) from the inventory of the Department of General Services to the inventory of the Department of Housing and Community Development (DHCD).

BACKGROUND/EXPLANATION:

The property known as 1400 E. Federal Street will be transferred to the DHCD so that Community Development Block Grant funds can be used for building improvements throughout the facility.

The Space Utilization Committee approved this transfer of jurisdiction on September 12, 2017.

AGENDA

BOARD OF ESTIMATES

09/27/2017

Space Utilization Committee - Transfer of Building Jurisdiction

ACTION REQUESTED OF B/E:

The Board is requested to approve the Transfer of Building Jurisdiction for the property known as 1014 W. Franklin Street (Block 128, Lot 048) from the inventory of the Comptroller/Unallocated (32) to the inventory of the Department of Housing and Community Development.

BACKGROUND/EXPLANATION:

The Owner of 1008 W. Franklin Street submitted an application for 1010 and 1012 W. Franklin Street. It was brought to the Department of Real Estate's attention that 1014 W. Franklin Street was also available for sale. The Department of Real Estate offered 1014 W. Franklin Street to the Owner to see if she was interested in obtaining that lot as well and she said yes. Per the Owner, she has been taking care of the vacant lot under the Adopt-A-Lot program.

The Space Utilization Committee approved this transfer of jurisdiction on September 12, 2017.

AGENDA

BOARD OF ESTIMATES

09/27/2017

Department of Housing and - Acquisition by Gift
Community Development (DHCD)

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the fee simple interest in the property located at 570 Wilson Street, Block 0338, Lot 058 by gift from Mr. Aladdin Bolad, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

The Owner agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total. Therefore, no City funds will be expended.

BACKGROUND/EXPLANATION:

The DHCD, Land Resources Division strategically acquires and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improve neighborhoods in Baltimore City.

Mr. Bolad has offered to donate to the City, title to the property at 570 Wilson Street. With this Honorable Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. Accepting this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Department will acquire the properties subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through August 31, 2017, other than water bills which must be paid as part of the transaction is as follows:

AGENDA**BOARD OF ESTIMATES****09/27/2017**DHCD - cont'd

Real Property Taxes	2017-2018	\$ 23.49
Real Property Taxes	2016-2017	39.57
Real Property Taxes	2015-2016	101.16
Real Property Taxes	2014-2015	117.72
Real Property Taxes	2013-2014	145.66
Miscellaneous Bills	#6873731	362.88
Miscellaneous Bills	#7390180	18,241.12
Miscellaneous Bills	#8271819	205.37
Property Registration	#412715	<u>379.20</u>
Total Taxes Owed:		\$19,616.17

AGENDA

BOARD OF ESTIMATES

09/27/2017

Department of Housing and - Acquisition by Gift
Community Development (DHCD)

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the leasehold interest in the property located at 2837 Waldorf Avenue, Block 3196F, Lot 024 by gift from CEW, LLC, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

The Owner agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total. Therefore, no City funds will be expended.

BACKGROUND/EXPLANATION:

The DHCD, Land Resources Division strategically acquires and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improve neighborhoods in Baltimore City.

CEW, LLC has offered to donate to the City, title to the property at 2837 Waldorf Avenue. With this Honorable Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. Accepting this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Department will acquire the properties subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through July 31, 2017, other than water bills which must be paid as part of the transaction is as follows:

AGENDA

BOARD OF ESTIMATES

09/27/2017

DHCD - cont'd

Tax Cert #314177	Date: 5/16/16	\$23,394.03
Real Property Taxes	2017-2018	70.46
Real Property Taxes	2016-2017	846.30
Real Property Taxes	2015-2016	1,041.07
Real Property Taxes	2014-2015	1,125.68
Real Property Taxes	2013-2014	134.28
Real Property Taxes	2012-2013	163.30
Real Property Taxes	2011-2012	1,577.10
Real Property Taxes	2010-2011	2,280.37
Miscellaneous Bills	#6669436	136.71
Miscellaneous Bills	#6725113	916.30
Miscellaneous Bills	#6972806	202.56
Miscellaneous Bills	#7107295	308.84
Miscellaneous Bills	#7308729	216.15
Miscellaneous Bills	#7446099	163.38
Miscellaneous Bills	#7599905	267.11
Miscellaneous Bills	#7738487	226.05
Miscellaneous Bills	#8054587	233.35
Miscellaneous Bills	#8266306	93.57
Miscellaneous Bills	#8297368	162.40
Environmental Fine	52469939	150.00
Environmental Fine	52895778	1,500.00
Environmental Fine	53379152	1,515.00
Environmental Fine	54545827	1,500.00
Registration	423614	1,400.40
Total Taxes Owed:		\$39,624.41

AGENDA

BOARD OF ESTIMATES

09/27/2017

Department of Housing and Community Development (DHCD) - Acquisition by Gift

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the leasehold interest in the property located at 2636 Maempel Lane, Block 2178, Lot 042 by gift from Mr. James Bogoflowski, Jr. Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

The Owner agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total. Therefore, no City funds will be expended.

BACKGROUND/EXPLANATION:

The DHCD, Land Resources Division strategically acquires and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improve neighborhoods in Baltimore City.

Mr. Bogoflowski, Jr. has offered to donate to the City, title to the property at 2636 Maempel Lane. With this Honorable Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. Accepting this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Department will acquire the properties subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through July 14, 2017, other than water bills which must be paid as part of the transaction is as follows:

AGENDA

BOARD OF ESTIMATES

09/27/2017

DHCD - cont'd

Real Property Taxes	2017-2018	\$ 70.46
Real Property Taxes	2016-2017	<u>84.60</u>
Total Taxes Owed:		\$155.06

AGENDA

BOARD OF ESTIMATES

09/27/2017

Department of Housing and - Acquisition by Gift
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the leasehold interest in the property located at 1410 Holbrook Street (Block 1131, Lot 017) by gift from Erasto Ortiz Gonzalez and Jose Luis Ortiz, Owners, SUBJECT to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

The Owners agree to pay for any title work and all associated settlement costs, not to exceed \$600.00 total. Therefore, no City funds will be expended.

BACKGROUND/EXPLANATION:

The DHCD, Land Resources division strategically acquires and manages vacant or abandoned properties, ultimately enabling these properties to be returned to productive use and improve neighborhoods in Baltimore City.

Erasto Ortiz Gonzalez and Jose Luis Ortiz have offered to donate to the City, title to the property at 1410 Holbrook Street. With this Honorable Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. Accepting this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Department will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through July 28, 2017, other than water bills, which must be paid as part of the transaction is as follows:

AGENDA**BOARD OF ESTIMATES****09/27/2017**DHCD - cont'd

Real Property Taxes	Tax year 2010/2011	\$ 237.09
Real Property Taxes	Tax year 2011/2012	206.28
Real Property Taxes	Tax year 2012/2013	231.56
Real Property Taxes	Tax Year 2013/2014	235.64
Real Property Taxes	Tax Year 2014/2015	196.54
Real Property Taxes	Tax Year 2015/2016	168.82
Real Property Taxes	Tax Year 2016/2017	39.57
Real Property Taxes	Tax Year 2017/2018	<u>23.49</u>
	Total Real Property Taxes	1,338.99

Tax Sale	Tax sale dated 10/22/2014	5,457.63
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Miscellaneous Bill	Bill No. 5374467	184.02
Miscellaneous Bill	Bill No. 6262976	217.32
Miscellaneous Bill	Bill No. 6394613	411.89
Miscellaneous Bill	Bill No. 6562227	230.78
Miscellaneous Bill	Bill No. 6748610	371.01
Miscellaneous Bill	Bill No. 7083926	272.80
Miscellaneous Bill	Bill No. 7580269	336.50
Miscellaneous Bill	Bill No. 7700438	275.02
Miscellaneous Bill	Bill No. 8251829	<u>11,539.29</u>
	Total Miscellaneous Bill	13,838.63

Environmental Fine	No. 52652500	1,500.00
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Prop. Registration	Registration No. 805246	<u>1,803.40</u>
	Total	\$23,938.65

MBE/WBE PARTICIPATION:

N/A

AGENDA

BOARD OF ESTIMATES

09/27/2017

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

The Board is requested to approve and authorize execution of the Side Yard Land Disposition Agreement with DMT Worldwide Delivery Service, LLC, Purchaser, for the sale of City-owned property located at 1635 W. Lexington Street.

AMOUNT OF MONEY AND SOURCE:

\$1,000.00 - Purchase price

BACKGROUND/EXPLANATION:

The lot will be sold for \$1,000.00 of which \$400.00 be held in escrow by the City for the benefit of the Purchaser to be applied at settlement for closing costs including transfer taxes, recordation fees, taxes and associated title services. The Purchaser will be using private funds to pay for the acquisition and maintenance of the property.

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

The City has agreed to convey the property known as 1635 W. Lexington Street to the adjacent property owner. As a condition of conveyance, the Purchaser has agreed to the terms of the Side Yard Land Disposition Agreement, which prohibits development of the parcel for a minimum of ten years.

AGENDA

BOARD OF ESTIMATES

09/27/2017

DHCD - cont'd

The City may dispose of the Property by virtue of Article 28, Subtitle 8 of the Baltimore City Code (2011 Edition); Article II, Section 15 of the Baltimore City Charter, 2011 Edition; and Article 13 of the City Code. The property was journalized and approved for sale on May 11, 2015.

STATEMENT OF PURPOSE AND RATIONALE:

The property is being sold for \$1,000.00, as the purchaser holds title on the adjacent property as non-owner-occupied. The rationale for the conveyance is the sale will serve a specific benefit to the immediate community and elimination of blight, and return the property to the tax rolls.

MBE/WBE PARTICIPATION:

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

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

AGENDA

BOARD OF ESTIMATES

09/27/2017

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

The Board is requested to approve and authorize execution of the Side Yard Land Disposition Agreement with Ms. Shirlean Cole-Jones for the sale of City owned, properties located at 4223 and 4225 Pimlico Road.

AMOUNT OF MONEY AND SOURCE:

\$1,495.00 - Purchase price

BACKGROUND/EXPLANATION:

The lot will be sold for \$1,495.00 of which \$800.00 will be held in escrow by the City for the benefit of the Purchaser to be applied at settlement for closing costs including transfer taxes, recordation fees, taxes, and associated title services. The Purchaser will be using private funds to pay for the acquisition and maintenance of the property.

The DHCD, Land Resources Division strategically acquires and manages vacant or abandoned properties, ultimately enabling these properties to be returned to productive use and improve neighborhoods in Baltimore City.

The City has agreed to convey the properties known as 4223 and 4225 Pimlico Road to the adjacent property owner. As a condition of conveyance, Ms. Shirlean Cole-Jones has agreed to the terms of the Side Yard Land Disposition Agreement, which prohibits development of the parcel for a minimum of ten years.

AGENDA

BOARD OF ESTIMATES

09/27/2017

DHCD - cont'd

The City may dispose of the Property by virtue of Article 28, Subtitle 8 of the Baltimore City Code (2011 Edition); Article II, Section 15 of the Baltimore City Charter, 2011 Edition; and Article 13 of the City Code. The property located at 4225 Pimlico Road was journalized and approved for sale on December 3, 2012.

STATEMENT OF PURPOSE AND RATIONALE:

The property is being sold for \$1,495.00, as the purchaser holds title on the adjacent property as owner-occupied. The rationale for the conveyance is the sale will serve a specific benefit to the immediate community and elimination of blight, and return the property to the tax rolls.

MBE/WBE PARTICIPATION:

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

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

AGENDA

BOARD OF ESTIMATES

09/27/2017

Department of Housing and - Side Yard Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Side Yard Land Disposition Agreement with Ms. Tyshieka Bailey for the sale of the City-owned properties located at 2047 and 2049 Pennsylvania Avenue.

AMOUNT OF MONEY AND SOURCE:

The lot will be sold for \$2,000.00 of which \$800.00 will be held in escrow by the City for the benefit of the Purchaser to be applied at settlement for closing costs including transfer taxes, recordation fees, taxes, and associated title services.

BACKGROUND/EXPLANATION:

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

The City has agreed to convey the properties knowns as 2047 and 2049 Pennsylvania Avenue to the adjacent property owner. As a condition of conveyance, Ms. Bailey has agreed to the terms of the Side Yard Land Disposition Agreement, which prohibits development of the parcel for a minimum of ten years.

The City may dispose of the Properties by virtue of the following legal authorities: Article 28, Subtitle 8 of the Baltimore City Code (2011 Edition) (the City Code); Article II, Section 15 of the Baltimore City Charter, 2011 Edition; and Article 13 of the City Code. The properties located at 2047 and 2049 Pennsylvania Avenue were journalized and approved for sale on December 22, 2010 and December 6, 2012.

DHCD - cont'd

STATEMENT OF PURPOSE AND RATIONALE:

The properties are being sold for \$2,000.00, as the purchaser holds title on the adjacent property as non-owner-occupied. The rationale for the conveyance is the sale will serve a specific benefit to the immediate community, eliminate blight, and return the property to the tax rolls.

MBE/WBE PARTICIPATION:

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

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

AGENDA

BOARD OF ESTIMATES

09/27/2017

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Druid Park Lake Partners, LLC, Developer, for the sale of the City-owned lots located at 825 Druid Park Lake Drive and 2515 Linden Avenue.

AMOUNT OF MONEY AND SOURCE:

\$347,944.00

BACKGROUND/EXPLANATION:

The Developer intends to redevelop the property into apartment and mixed use space building. The redevelopment will produce approximately 140 new high-quality, apartment units at 825 Druid Park Lake Drive and approximately 15 new larger square footage apartment units at 2515 Linden Avenue. Both parties will have off street parking for residents.

The City may dispose of the Properties by virtue of the following legal authorities: Article 28, Subtitle 8 of the Baltimore City Code and Article 13, Section 2-7 (h) of the Baltimore City Code - 2010 Edition of the City Code.

STATEMENT OF PURPOSE AND RATIONALE FOR SALE:

The lot at 825 Druid Park Lake Drive was valued at \$142,972.00 per an appraisal dated September 23, 2016 and will be sold for \$285,944.00. The lot at 2515 Linden Avenue was valued at \$62,000.00

AGENDA

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Department of Housing and - cont'd
Community Development

per an appraisal dated April 3, 2017 and will be sold for \$62,000.00. Both lots are being sold for \$347,944.00 total.

MBE/WBE PARTICIPATION:

The Developer will not receive any City funds or incentives for the purchase or redevelopment, therefore MBE/WBE is not applicable.

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

AGENDA

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Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Mr. Keith Barr and Ms. Amelia Cox, Purchasers, for the sale of City-owned properties located at 2401, 2403, and 2405 Lakeview Avenue.

AMOUNT OF MONEY AND SOURCE:

\$5,000.00 - Purchase price

BACKGROUND/EXPLANATION:

The City will convey all of its rights, title, and interests in 2401, 2403 & 2405 Lakeview Avenue to Mr. Barr and Ms. Cox for \$5,000.00 of which \$1,200.00 will be held in escrow by the City.

The DHCD, Land Resources Division strategically acquires and manages vacant or abandoned properties, ultimately enabling these properties to be returned to productive use and improve neighborhoods in Baltimore City.

The City has agreed to convey the properties located at 2401-2405 Lakeview Avenue to the adjacent property owner. As a condition of conveyance, Mr. Keith Barr and Ms. Amelia Cox have agreed to the terms of the Land Disposition Agreement, which include language prohibiting development of the parcel for a minimum of ten years. The Purchasers will be using the vacant lots as greenspace for their home. The properties are in the Reservoir Hill (Healthy Neighborhoods Initiative) neighborhood.

The authority to sell the properties is given under Baltimore City Code, Article 13, § 2-7(h).

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DHCD - cont'd

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

In accordance with the Waiver Valuation Policy, the DHCD has determined the properties located at 2401-2405 Lakeview Avenue to, be valued at \$8,837.64. The properties are being sold for \$5,000.00.

The purchasers hold title on the adjacent property as owner-occupied. The rationale for the conveyance is the sale will serve a specific benefit to the immediate community, elimination of blight, and return the property to the tax rolls.

MBE/WBE PARTICIPATION:

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

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

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Department of Housing and - Partial Lien Release
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Partial Lien Release of fourteen of twenty-five rental units as further described below in conjunction with a \$750,000.00 HOME Investment Partnership Program loan for the development project known as the Bradford Street Townhomes.

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

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

In 1993 the Board approved the HOME Investment Partnerships Program Loan (HOME) in the principal amount of \$750,000.00 to the Bradford Street Development Corporation, an affiliate of Neighborhood Rental Services, Inc. HOME funds were used to assist with a portion of the hard construction costs only for the rehabilitation and new construction of 25 rental units located at: 2325, 2044, 2046, 2108, 2112, 2308 East Fayette Street, 2048 East Orleans Street, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 512, 514, 521, 523 North Bradford Street, 429 North Castle Street, 228 North Madeira Street, 201 North Rose Street, and 230 Duncan Street.

The breakdown of the 25 units consisted of 14 rehabbed rental units and 11 new construction units are as follows:

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Department of Housing and - cont'd
Community Development

REHABBED UNITS	NEW CONSTRUCTION UNITS
501 N. Bradford Street	2325 East Fayette Street
502 N. Bradford Street	2044 East Fayette Street
503 N. Bradford Street	2046 East Fayette Street
504 N. Bradford Street	2108 East Fayette Street
505 N. Bradford Street	2112 East Fayette Street
506 N. Bradford Street	2308 East Fayette Street
507 N. Bradford Street	2048 East Orleans Street
508 N. Bradford Street	429 North Castle Street
509 N. Bradford Street	228 North Madeira Street
510 N. Bradford Street	201 North Rose Street
512 N. Bradford Street	230 Duncan Street
514 N. Bradford Street	
521 N. Bradford Street	
523 N. Bradford Street	

All of the units were rented to individuals and families with incomes at or below 60% of the Area Median Income (AMI) adjusted for family size.

The HOME loan was subordinate to a first lien on the project securing a loan from the Community Development Administration (CDA), a unit of the Division of Development Finance of the Maryland Department of Housing and Community Development of the State of Maryland (First Lender) to the borrower in the amount of \$1,000,000.00 at an interest rate of 2% for a term of 35 years (Permanent Loan Period). The approximate amount of the outstanding balance on the CDA debt is \$545,000.00. The CDA is also holding a lender replacement escrow account in the amount of \$159,000.00.

The City made a construction/permanent loan from amounts available under the HOME Program in the principal amount not to exceed \$750,000.00 (the HOME Loan) that is secured by a second lien on

AGENDA

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09/27/2017

Department of Housing and - cont'd Community Development

the project at an interest rate of 0% with a permanent loan period of 10 years for the rehabilitated properties and 20 years for the new construction properties. If the borrower complies with all terms and conditions of the loan documents during each of the Periods of Affordability, their outstanding principal balance of the loan is to be forgiven at the expiration of the Period of Affordability. The Period of Affordability (POA) for the rehabbed units expired in 2008. The POA for the new construction units expires in November 2018. The borrower, Bradford Street Development Corporation, was an entity that was wholly owned by the Patterson Park Community Development Corporation. On December 3, 2009, Patterson Park Development filed for bankruptcy protection under Chapter 11. Protiviti, Inc. was appointed by the courts as the bankruptcy plan administrator.

A sales contract has been submitted to the plan administrator for the sale of the 14 rehabbed units to Remington Passage, LLC, which is an affiliate company of The Dominion Group. The contract sales price for the 14 Bradford Street units is \$420,000.00. The projected net proceeds after fees and commissions will be \$386,000.00. The funds from the lender replacement escrow account in addition to the net sales proceeds of sale (i.e. \$159,000.00 + \$386,000.00) are to be used to pay of the outstanding balance of the CDA debt which is \$545,000.00.

In return and subject to the Board's approval, the Department will release its lien on the 14 rehabbed units and receive a \$25,000.00 payment which will be applied to the outstanding loan balance of its HOME loan. The restrictive covenants for the rehabbed units will remain in place to ensure that the units remain affordable and serve the target population of the HOME program. Additionally,

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Department of Housing and - cont'd
Community Development

the restrictive covenants and affordability requirements for the 11 new construction units will remain in place.

THE DEPARTMENT OF FINANCE REVIEWED AND RECOMMENDED APPROVAL.

MBE/WBE PARTICIPATION:

N/A

AGENDA

BOARD OF ESTIMATES

09/27/2017

Health Department - Agreements and Grant Agreement

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

AGREEMENTS

1. **HEALTH FREEDOM, INC.** **\$10,000.00**

Account: 5000-570417-3041-605800-603051

The Organization will work with the Baltimore City Health Department's Office of Chronic Disease Prevention to provide sustained walking programs to all Baltimore residents with a specific focus on the following zip codes, 21202, 21205, 21213, 21215, 21216, 21217, 21218, 21223, 21225, 21226, and 21229.

In addition, the organization will facilitate walking groups in a minimum of three of the aforementioned communities and provide group leaders to ensure the occurrence of weekly walks. The organization will designate specific times and places for monthly community walks with a minimum of two walks in a city park or green space during the season per walking group.

This agreement is late because of administrative and program delays.

2. **JOHN HOPKINS UNIVERSITY, SCHOOL OF PUBLIC HEALTH** **\$94,305.00**

Account: 4000-483318-3160-308000-603051

The BCHD Dating Matter's Program will collaborate with Johns Hopkins Bloomberg School of Public Health to perform an evaluation of the Dating Violence/Youth Violence Prevention Project. The program will be implemented in 4 schools,

AGENDA

BOARD OF ESTIMATES

09/27/2017

Health Department - cont'd

starting with the 9th grade class in one school. Each year, an additional school 9th grade class will be added and an additional grade for the existing school. The period of the agreement is September 1, 2017 through August 31, 2018.

MWBOO GRANTED A WAIVER.

3. **LIGHT HEALTH AND WELLNESS** **\$38,453.00**
COMPREHENSIVE SERVICE, INC.

Account: 4000-424518-3023-273314-603051

The Organization will provide limited short term assistance to support emergency, temporary or transitional housing to enable a client or family to gain and maintain outpatient/ambulatory health services. Housing related referral services include assessment, search placement advocacy, and the fees associated with these services. The period of the agreement is July 1, 2017 through June 30, 2018.

This agreement is late because of the delay in receiving an acceptable budget and scope of services.

4. **LIGHT HEALTH AND WELLNESS** **\$ 4,090.00**
COMPREHENSIVE SERVICE, INC.

Account: 4000-424518-3023-273318-603051

The Organization will provide non-emergency transportation services that enable an eligible client to access or be retained in core medical or support services. The period of the agreement is July 1, 2017 through June 30, 2018.

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

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

09/27/2017

Health Department - cont'd

GRANT AGREEMENT

**5. COUNCIL OF STATE & TERRITORIAL
EPIDEMIOLOGISTS (CSTE) \$50,000.00**

Account: 6000-602218-3030-776200-406001

The CSTE will provide funds for the Baltimore City Health Department (BCHD) to develop and launch the Surveillance of Opioid Overdose and Notification (Project SOON) in Baltimore. The BCHD will explore Emergency Medical Service (EMS) data; explore 911 call data; and identify predictive data sources. The BCHD will also convene EMS workshops and investigate the association between 911 calls, non-fatal EMS overdoses and fetal overdoses. The BCHD will participate in a webinar, in coordination with the CSTE staff to share methodologic details, implementation strategies and lessons learned from Project SOON with the public health community. The agreement period is September 1, 2017 through March 2, 2018.

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

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

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PROPOSALS AND SPECIFICATIONS

1. Department of Public Works/ - SC 976, Sewer Collection
Office of Engineering and System Improvements in the
Construction Greenmount, Hamden, and
Bolton Hill Areas of the
Jones Falls Sewershed
BIDS TO BE RECV'D: 11/01/2017
BIDS TO BE OPENED: 11/01/2017

2. Department of Public Works/ - WC 1366, Urgent Need Water
Office of Engineering and Infrastructure Rehabilitation
Construction
BIDS TO BE RECV'D: 10/18/2017
BIDS TO BE OPENED: 10/18/2017

AGENDA

BOARD OF ESTIMATES

09/27/2017

Mayor's Office of Employment Development - Individual Training
Account Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Individual Training Account Agreement with the Community College of Baltimore County (CCBC). The period of the agreement is July 1, 2017 through June 30, 2018, unless terminated earlier.

AMOUNT OF MONEY AND SOURCE:

\$30,000.00 - 4000-807517-6312-467253-603051
4000-806717-6312-467253-603051

BACKGROUND/EXPLANATION:

Under this agreement, the CCBC will provide training in areas specified on the Department of Labor, Licensing and Regulation list of approved training providers.

The training will consist of the programs described in the Workforce Innovation and Opportunity Act (WIOA) training programs online and will include any participant in attendance policies, academic benchmarks and the means of measuring achievements, completion standards and the total hours of each course in a certificate program. The money will be drawn from two different accounts FY17 WIOA Adult and the FY17 WIOA Dislocated Worker. The accounts and the amounts drawn from these accounts cannot be determined until the participants are registered.

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

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAS NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

09/27/2017

Department of Planning - No-Cost Notice of Grant Extension

ACTION REQUESTED OF B/E:

The Board is requested to concur with the No-Cost Notice of Grant Extension from the Maryland Department of Planning, Maryland Historical Trust (MHT). The No-Cost Amendment to Grant Agreement extends the period of the agreement through September 29, 2018.

AMOUNT OF MONEY AND SOURCE:

\$0.00

BACKGROUND/EXPLANATION:

On July 20, 2016, the Board approved the Grant Agreement with the MHT in the amount of \$30,390.00, for the period of June 20, 2016 through September 29, 2017. The funding from the MHT grant is being used to implement the following specific elements:

Funding from the MHT will be utilized to implement the following specific elements:

- to complete preliminary best practices research and conduct an assessment of historic and cultural resources to identify high priority historic areas and buildings that are most significantly impacted by natural hazards and climate changes, and
- to develop a tangible resiliency tool kit for historic buildings based on building type and vulnerabilities to natural hazards. The guidelines will help to craft new Commission on Historic and Architectural Preservation Design Guidelines. A development document will be created to guide specific preservation and conservation efforts for historic structures vulnerable to flooding events.

There have been several recent staff changes that have impacted the Department's ability to complete the work products within

AGENDA

BOARD OF ESTIMATES

09/27/2017

Department of Planning - cont'd

the original timeframe. In addition to the departure of the original lead for this work, the new lead in the Office of Sustainability began employment with the City in June 2017. The Department has now assembled an expanded team who will be ramping up activity to ensure successful completion of the grant deliverables. The MHT authorized the No-Cost Grant Extension which will extend the period of the agreement through September 29, 2018. There are no proposed changes to the grant deliverables or the budget.

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE NO-COST TIME EXTENSION.

(The No-Cost Notice of Grant Extension has been approved by the Law Department as to form and legal sufficiency.)

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BOARD OF ESTIMATES

09/27/2017

Department of Planning - No-Cost Modification Number One to
Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the No-Cost Modification Number One to Memorandum of Understanding (MOU) with the Department of Natural Resources, Chesapeake and Coastal Service (DNR). The No-Cost Modification Number One extends the period of the MOU through February 28, 2018.

AMOUNT OF MONEY AND SOURCE:

\$0.00

BACKGROUND/EXPLANATION:

On November 9, 2016, the Board approved the MOU with the DNR in the amount of \$37,000.00 for the period of November 1, 2016 through October 31, 2017. The funding from the Coastal Adaptation Planning and Implementation grant is being used to update, enhance, and expand the city's Disaster Preparedness Project and Plan (DP3).

There have been several recent staff changes that have impacted the Department's ability to complete the work products within the original timeframe. In addition to the departure of the original lead for this work, the new lead in the Office of Sustainability was recently employed by the City in June 2017. The Department will now be ramping up activity to ensure successful completion of the grant deliverables. The DNR authorized the No-Cost Modification Number One, which will extend the period of the MOU through February 28, 2018.

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE NO-COST TIME EXTENSION.

AGENDA

BOARD OF ESTIMATES

09/27/2017

Department of Planning - cont'd

(The No-Cost Modification Number One to the Memorandum of Understanding 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:

47 - 78

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.

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BOARD OF ESTIMATES

09/27/2017

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Department of Real Estate</u>		
1. GUY THOMAS JACOBS	\$32.88	\$39,456.00

Account: 1001-000000-1320-158100-601009

Mr. Jacobs, a retiree, will work as a Contract Services Specialist I (Real Estate Appraiser I/Special Real Estate Appraiser). He will prepare appraisal reports; review and evaluate appraisals of independent appraisers; prepare financial models such as cash flow projections, anticipate returns on investment; perform analysis on income and expense projections for City financed development projects; determine fair market value for sales and rental rates, analyze and evaluate Tax Increment Financing, Payments in Lieu of Taxes, Low Income Housing Tax Credits, and other atypical financing methods. The period of the agreement is effective upon Board approval for one year.

Fire Department

2. ANDREA SMITH	\$10.00	\$ 2,500.00
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Account: 1001-000000-3191-308700-601009

Ms. Smith will work as a Contract Services Specialist II (Nurse Practitioner). She will participate in and provide clinical expertise for the development of the Fire Department's Alternative Destination Pilot Program; provide patient care for the Fire Department's EMS operational program; attend meetings, and participate in legal matters. The period of the agreement is effective upon Board approval for one year.

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BOARD OF ESTIMATES

09/27/2017

PERSONNEL

Fire Department - cont'd

3. a. Create the following New Classification:

Classification: Fire Respiratory Technicians ALS
Job Code: 41267
Grade: 368 (\$45,895.00 - \$69,653.00)

b. Reclassify the following Filled Position:

From: Fire Emergency Services Instructor
Job Code: 41244
Grade: 325 (\$44,269.00 - \$67,984.00)
Position No.: 47239

To: Fire Respiratory Technician ALS
Job Code: 41267
Grade: 368 (\$45,895.00 - \$69,653.00)

Costs: \$2,492.00 - 1001-000000-2112-226000-601061

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

	<u>Hourly Rate</u>	<u>Amount</u>
4. BARBARA J. HEMBERGER	\$35.61	\$26,387.01

Account: 1001-000000-2101-225900-601009

Ms. Hemberger, retiree, will continue to work as a Contract Services Specialist I (Project Coordinator/Special Projects Coordinator). She will schedule and attend meetings; assemble materials, take and transcribe minutes; manage contact lists,

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BOARD OF ESTIMATES

09/27/2017

PERSONNEL

Fire Department - cont'd

create and maintain lists of donors and donations for the Fire Departments' Annual Golf Tournament and completes all paperwork for authorization to hold the tournament. This is a 10% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

The Baltimore City Fire Department is requesting a waiver of the hourly rate portion of the AM 212-1, Part I.

5. Adjust the grade for the following Classification:

From: Fire Apparatus Officer ALS
Job Code: 41299
Grade: 374 (\$64,135.00 - \$77,904.00)
Position No.: 13945

To: Fire Apparatus Officer ALS
Job Code: 41299
Grade: 373 (\$58,252.00 - \$70,759.00)

(\$7,145.00) - 1001-000000-2142-225900-601061

The Department of Human Resources reviewed a submission from the Fire Department to make an administrative correction to the classification referenced above that was approved by the Board of Estimates on June 28, 2017. This correction will allow the agency to compensate the employee for receiving the Advance Life Support certification at the correct rate of pay.

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

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BOARD OF ESTIMATES

09/27/2017

PERSONNEL

Hourly Rate

Amount

Department of General Services

6. **VARGHESE PARANILAM** \$41.06 **\$78,014.00**

Account: 1001-000000-1981-194700-601009

Mr. Paranilam will continue to work as a Contract Services Specialist II (Agency IT Specialist III/Business Process Analyst & Project Manager). He will assist the Department's Business Process Improvement Unit (BPIU) in the observation of service operations. His duties will include documenting workflows and processes necessary to develop complete user stories, requirements documents and user story maps; identify and solve technical and or database requirements for various business process improvement projects developed or lead by the Department's BPIU or Fiscal and Strategic Management staff. In addition, Mr. Paranilam will serve as project lead for the initiative to take the agency paperless in five years through coordination and documentation of cross division services, the design of workflows, assistance in the development and communication of design standards and the management of vendor communications for supporting systems and ensuring successful adoption of Integrify® as the platform for electronic workflows across the department. This is a 20% increase in the hourly rate from the previous contract period. The period of the agreement is October 27, 2017 through October 26, 2018.

7. **ABOGAN APETON** \$26.17 **\$49,729.00**

Account: 2030-000000-1890-189300-601009

Mr. Apetoh will continue to work as a Contract Services Specialist II (Research Analyst I). He will collect, compile,

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BOARD OF ESTIMATES

09/27/2017

PERSONNEL

Department of General Services

Hourly Rate

Amount

verify and review data and statistics; prepare reports, charts, graphs and statistical tabulations and other documents using various data and statistics; participate in survey and research projects and recommend data collection procedures and forms; answer inquiries and correspond with various officials and agencies and assist in the coordination of interdepartmental and departmental activities with other City departments and divisions and with outside agencies. This is a 2% increase in the hourly rate from the previous contract period. The period of the agreement is September 29, 2017 through September 28, 2018.

8. **JAPP HAYNES** \$21.05 **\$39,995.00**

Account: 1001-000000-1981-718100-601009

Mr. Haynes will work as a Contract Services Specialist II (Architect I). Mr. Haynes will create interior images of City-owned buildings for emergency, space planning and real estate purposes; develop a Standard Operating Procedure for critical 360 step-by-step guides; create Revit Models for Internal Services Funds buildings and other City-owned buildings assigned; assist Architects with building verifications to gather specific data such as square footage, assets and emergency equipment; create or edit CAD drawings for internal Archibus System; conduct field surveys in order to make changes to information gathered and the final stage of inputting these changes into the internal systems. The period of the agreement is September 28, 2017 through September 27, 2018.

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BOARD OF ESTIMATES

09/27/2017

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Department of General Services</u>		
9. JENNIFER BAEHR	\$22.00	\$41,800.00
Account: 1001-000000-1982-750800-601009		
Ms. Baehr will work as a Contract Services Specialist II (Project Coordinator). Ms. Baehr will perform building assessments for historic landmarks to identify facility needs; perform project management of special projects associated with historic property management; interface with historic site operators, and other government agencies; draft and edit agreements related to grant management, historic preservation easements and leases; provide administrative processing of equipment and supply purchases, artifact and exhibit loans and revenue intake for historic sites. The period of the agreement is September 28, 2017 through September 27, 2018.		
10. DAVID MARTIN	\$33.00	\$62,700.00
Account: 1001-000000-1981-194700-601009		
Mr. Martin will work as a Contract Services Specialist II (Administrative Analyst II). Mr. Martin will utilize a variety of database applications/analytical tools including MathLab, SQL, SAS, R, and Python; extract and summarize financial and operational data; utilize a hypothesis-driven problem-solving approach to design, construct, and test/iterate exploratory analyses that will reveal insight and opportunities for the Office of Fiscal and Strategic Management; create advanced analytical models that will lead to actionable insights that allow the Office of Fiscal and		

AGENDA

BOARD OF ESTIMATES

09/27/2017

PERSONNEL

Department of General Services

Strategic Management to make more informed business decisions; uncover historical data trends and apply them to future projections and collaborate with IT partners to deploy efficient, automated solutions that address business and operational needs. The period of the agreement is September 28, 2017 through September 28, 2018.

11. Reclassify the following 2 Vacant Positions:

From: Automotive Mechanic
Job Code: 52110
Grade: 434 (\$37,348.00 - \$42,182.00)
Position Nos.: 51951; 19827

To: Storekeeper II
Job Code: 33563
Grade: 080 (\$31,142.00 - \$36,634.00)

Cost: \$5,840.00 - 2030-000000-1890-189400-601001

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

12. Reclassify the following Vacant Position:

From: New Position
Job Code: 90000
Grade: 900 (\$1.00 - \$204,000.00)
Position No.: 51950

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BOARD OF ESTIMATES

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PERSONNEL

Department of General Services - cont'd

To: Operations Assistant II
Job Code: 31105
Grade: 903 (\$44,268.00 - \$70,788.00)

Cost: \$79,669.00 - 2030-000000-1890-189400-601001

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

Health Department

13. Reclassify the following Filled Position:

From: Nosologist
Job Code: 61220
Grade: 085 (\$36,681.00 - \$44,199.00)
Position No.: 3030-48517

To: Research Analyst I
Job Code: 34511
Grade: 088 (\$41,326.00 - \$50,069.00)

Costs: \$223.00 - 1001-000000-3030-776200-601001

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

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PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Health Department</u>		
14. DONA BOWLEY	\$ 9.25	\$ 9,139.00

Account: 4000-432918-3255-761200-601009

Ms. Bowley will continue to work as a Contract Services Specialist II (Care Aide/Kitchen Aide). Ms. Bowley will setup and breakdown kitchen and dining area; serve food on serving line; assist seniors that are unable to serve themselves; ensure that kitchen equipment is kept clean and sanitary; assist with ensuring food products are stored properly and stock the kitchen for the next day. The period of the agreement is October 1, 2017 through September 30, 2018.

15. FRANK FREEMAN	\$ 9.25	\$ 9,139.00
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Account: 4000-432918-3255-761200-601009

Mr. Freeman will continue to work as a Contract Services Specialist II (Care Aide/Kitchen Aide) for the Zeta Senior Center. Mr. Freeman will assist with setting up the room and breaking down the kitchen and dining area; serve food on serving line; ensure that kitchen equipment is clean and sanitary; food products are stored properly and stock the kitchen for the next day. The period of the agreement is October 1, 2017 through September 30, 2018.

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BOARD OF ESTIMATES

09/27/2017

PERSONNEL

Hourly Rate

Amount

Health Department

16. **DARLENE KESS** \$ 9.25 **\$ 9,139.00**

Account: 4000-433518-3024-268400-601009

Ms. Kess will continue to work as a Contract Services Specialist II (Office Support Specialist I/Office Assistant). Ms. Kess will provide office support to center management; act as a liaison between the public and center director; provide basic use of office equipment, phones, computer, copy and fax machines; register participants for membership, outings and class participation; maintain membership information in filing system; send out brochures and information to the public including center members and collect fees for membership, classes and outings. The period of the agreement is October 1, 2017 through September 30, 2018.

17. **MATTIE SHIVERS** \$ 9.25 **\$ 9,139.00**

Account: 4000-432918-3255-761200-601009

Ms. Shivers will continue to work as a Contract Services Specialist II (Food Service Worker II/Food Service Manager). Ms. Shivers will ensure the receipt and storage of food products; ensure that meals are served; ensure that the serving area and equipment are kept clean and sanitary; prepare and maintain paperwork, meal counts, collect funds; order supplies; prepare daily reports via the Touch Screen System and supervise food service aides. The period of the agreement is October 1, 2017 through September 30, 2018.

AGENDA**BOARD OF ESTIMATES****09/27/2017****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Health Department</u>		
18. ADRIENNE L. BLUMBERG	\$25.00	\$45,500.00

Account: 4000-433518-3024-268400-601009

Ms. Blumberg will continue to work as a Contract Services Specialist II (Health Program Administrator I/Interim Program Manager). Ms. Blumberg will oversee the day-to-day operation of a senior center including building management; establish program goals, plans, coordinate and approve activities for independent seniors in a senior center setting; participate in budget planning for program operation, may include grant research and writing; maintain and adhere to City procurement processes; supervise and evaluate program staff, provide recommendations for hire, promotion and/or termination, interact with the community to establish programming as well as community needs while serving in the best interest of the City. The period of the agreement is October 1, 2017 through September 30, 2018.

19. LUCRETIA SHANNON	\$14.00	\$23,296.00
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Account: 4000-433418-3044-761300-601009

Ms. Shannon will continue to work as a Contract Services Specialist II (Employee Benefits Assistant). Ms. Shannon will schedule and conduct various community outreach programs such as Benefits Checkup and Senior Health Insurance Program (SHIP); prepare Benefits Checkup reports for seniors and provide individualized counseling for seniors and their families. The period of the agreement is October 1, 2017 through September 30, 2018.

AGENDA

BOARD OF ESTIMATES

09/27/2017

PERSONNEL

Hourly Rate

Amount

Health Department

20. **ELIZABETH MICKLO** \$ 9.25 **\$ 9,139.00**

Account: 4000-432918-3255-761200-601009

Ms. Micklo will continue to work as a Contract Services Specialist II (CARE Aide/Nutrition Aide). Ms. Micklo will review mail, screen telephone calls and visitors, decide what matters come to Program Manager's attention; provide information or answers to questions not requiring Program Manager's attention; setup and serve for Eating Together Program meals; handle inventory supplies; assist seniors, and maintain resource files. The period of the agreement is October 1, 2017 through September 30, 2018.

Department of Housing and Community Development

21. Create the following position:

Classification: Operations Officer V

Job Code: 00089

Grade: 936 (\$79,152.00 - \$126,582.00)

Position No.: To be assigned by BBMR

Cost: \$137,948.90 - 1001-000000-1773-179600-601001

AGENDA

BOARD OF ESTIMATES

09/27/2017

PERSONNEL

Department of Housing and Community Development

22. Create the following position:

Classification: Operations Director II
Job Code: 00094
Grade: 969 (\$110,976.00 - \$183,192.00)
Position No.: To be assigned by BBMR

Cost: \$225,077.00 - 1001-000000-1773-179600-601001

23. Create the following position:

Classification: Operations Manager I
Job Code: 00090
Grade: 939 (\$83,742.00 - \$138,006.00)
Position No.: To be assigned by BBMR

Cost: \$185,171.00 - 1001-000000-1773-179600-601001

24. Create the following position:

Classification: Agency IT Manger III
Job Code: 33157
Grade: 960 (\$94,248.00 - \$155,448.00)
Position No.: To be assigned by BBMR

Cost: \$178,317.81 - 1001-000000-1773-179600-601001

25. Create the following position:

Classification: Special Assistant
Job Code: 10063
Grade: 089 (\$43,026.00 - \$52,239.00)
Position No.: To be assigned by BBMR

AGENDA

BOARD OF ESTIMATES

09/27/2017

PERSONNEL

Department of Housing and Community Development - cont'd

Cost: \$73,383.65 - 1001-000000-1773-179600-601001

26. Create the following position:

Classification: Executive Assistant

Job Code: 10083

Grade: 904 (\$46,920.00 - \$75,072.00)

Position No.: To be assigned by BBMR

Cost: \$91,790.96 - 1001-000000-1773-179600-601001

27. Create the following position:

Classification: Agency IT Supervisor

Job Code: 33150

Grade: 936 (\$79,152.00 - \$126,582.00)

Position No.: To be assigned by BBMR

Cost: \$138,614.00 - 1001-000000-1773-179600-601001

28. Reclassify the following vacant position:

From: Operations Manager II

Job Code: 00091

Grade: 942 (\$88,842.00 - \$146,472.00)

Position No.: 51980

To: Operations Director II

Job Code: 00094

Grade: 969 (\$110,976.00 - \$183,192.00)

Cost: \$49,414.78 - 1001-000000-1773-179600-601001

AGENDA

BOARD OF ESTIMATES

09/27/2017

PERSONNEL

Department of Housing and Community Development - cont'd

29. Reclassify the following vacant position:

From: Chief of Fiscal Services II
Job Code: 34427
Grade: 936 (\$79,152.00 - \$126,582.00)
Position No.: 46404

To: Operations Manager II
Job Code: 00091
Grade: 942 (\$88,842.00 - \$146,472.00)

Cost: \$49,414.78 - 1001-000000-1773-179600-601001

30. Create the following position:

Classification: Public Relations Supervisor
Job Code: 33415
Grade: (\$72,420.00 - \$115,770.00)
Position No.: To be assigned by BBMR

Cost: \$108,578.08 - 1001-000000-1773-179600-601001

31. Create the following position:

Classification: Operations Officer II
Job Code: 31110
Grade: 927 (\$63,240.00 - \$101,184.00)
Position No.: To be assigned by BBMR

Cost: \$107,354.30 - 1001-000000-1773-179600-601001

AGENDA

BOARD OF ESTIMATES

09/27/2017

PERSONNEL

Department of Housing and Community Development - cont'd

32. Create the following two positions:

Classification: Agency IT Specialist II

Job Code: 33148

Grade: 927 (\$63,240.00 - \$101,184.00)

Position Nos.: To be assigned by BBMR

Cost: \$224,020.00 - 1001-000000-1773-179600-601001

33. Create the following two positions:

Classification: Operations Officer I

Job Code: 31110

Grade: 923 (\$59,466.00 - \$95,370.00)

Position Nos.: To be assigned by BBMR

Cost: \$182,693.35 - 1001-000000-1773-179600-601001

34. Create the following position:

Classification: Director of Public Programs

Job Code: 10160

Grade: 936 (\$79,152.00 - \$126,582.00)

Position No.: To be assigned by BBMR

Cost: \$149,078.68 - 1001-000000-1773-179600-601001

35. Create the following position:

Classification: Program Analyst

Job Code: 31511

Grade: 927 (\$63,240.00 - \$101,184.00)

Position No.: To be assigned by BBMR

Cost: \$121,603.40 - 1001-000000-1773-179600-601001

AGENDA

BOARD OF ESTIMATES

09/27/2017

PERSONNEL

Department of Housing and Community Development - cont'd

36. Create the following position:

Classification: Operations Officer IV

Job Code: 31112

Grade: 931 (\$72,420.00 - \$115,770.00)

Position No.: To be assigned by BBMR

Cost: \$66,118.10 - 1001-000000-1773-179600-601001

The Department of Housing and Community Development and Baltimore City Housing Authority are now separate agencies. Reorganization plans require the creation or reclassification of these positions (item nos. 21-36).

These positions (item nos. 21-36) are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Employees' Retirement System

37. a. Create the following new Non-Civil Classification:

Classification: Chief Investment Officer

Job Code: 10285

Grade: 990 (\$119,646.00 - \$197,370.00)

b. Create the following position:

Classification: Chief Investment Officer

Job Code: 10285

Grade: 990 (\$119,646.00 - \$197,370.00)

Position No.: account number to be assigned by BBMR

AGENDA

BOARD OF ESTIMATES

09/27/2017

PERSONNEL

Employees' Retirement System - cont'd

Cost: \$169,663.24 - account number to be determined by BBMR

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

Board of Liquor License Commissioners

38. Abolish the following vacant position:

Classification: Assistant Chief Inspector

Job Code: 42943

Grade: 097 (\$60,534.00 - \$73,924.00)

Position No.: 15935

Savings: (\$91,890.00) - 1001-000000-2501-259500-601001

Mayor's Office

39. Create the following position:

Classification: Operations Manager II

Job Code: 00091

Grade: 942 (\$88,842.00 - \$146,472.00)

Position No.: To be determined by BBMR

AGENDA

BOARD OF ESTIMATES

09/27/2017

PERSONNEL

Mayor's Office - cont'd

Cost: \$169,311.00 - 6000-603118-1250-799100-601001

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

40. Create the following position:

Classification: Operations Officer V

Job Code: 00089

Grade: 936 (\$79,152.00 - \$126,582.00)

Position No.: To be determined by BBMR

Cost: \$110,923.00 - 6000-603118-1250-799100-601001

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

41. Create the following position:

Classification: Operations Officer V

Job Code: 00089

Grade: 936 (\$79,152.00 - \$126,582.00)

Position No.: To be determined by BBMR

Cost: \$110,923.00 - 6000-603118-1250-799100-601001

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

AGENDA

BOARD OF ESTIMATES

09/27/2017

PERSONNEL

Mayor's Office - cont'd

42. Create the following position:

Classification: Operations Manager I
Job Code: 00090
Grade: 939 (\$83,742.00 - \$138,006.00)
Position No.: To be determined by BBMR

Cost: \$150,394.00 - 6000-603118-1250-799100-601001

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

Mayor's Office of Criminal Justice

43. Reclassify the following vacant position:

Position No.: 47962

From: Operations Manager II
Job Code: 00091
Grade: 942 (\$88,842.00 - \$146,472.00)

To: Operations Director II
Job Code: 00094
Grade: 969 (\$110,976.00 - \$183,192.00)

Costs: \$155,269.00 - 1001-000000-2252-655400-601001

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

AGENDA

BOARD OF ESTIMATES

09/27/2017

PERSONNEL

Department of Planning

	<u>Hourly Rate</u>	<u>Amount</u>
44. AUSTIN DAVIS	\$25.00	\$ 28,000.00

Account: 4000-406918-1873-187400-601009

Mr. Davis, will work as a Contract Services Specialist II (Research Analyst I/Demographics Analyst). He will conduct analysis of population employment and other socio-economic trends in the City of Baltimore. Mr. Davis will also provide analysis, verification and validation of "ES 202" files of significant employers in the City of Baltimore for the Baltimore Metropolitan Council and participate in the preparation activities and training for the 2020 Decennial U.S. Census. The period of the agreement is effective upon Board approval for one year.

Police Department

45. Reclassify the following filled position:

Position No.: 19607

From: Motor Pool Worker I
Job Code: 54441
Grade: 423 (\$28,931.00 - \$30,504.00)

To: Motor Pool worker II
Job Code: 54442
Grade: 427 (\$30,781.00 - \$33,231.00)

Cost: \$3,588.00 - 1001-000000-2041-776600-601001

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

AGENDA

BOARD OF ESTIMATES

09/27/2017

PERSONNEL

Police Department - cont'd

46. a. Abolish the following vacant position:

Position No.: 16738

Classification: Police Captain

Job Code: 10277

Grade: 83P (\$119,544.00 FLAT)

Position No.: 16738

b. Create the following one position:

Classification: Operations Manager I

Job Code: 00090

Grade: 927 (\$83,742.00 - \$138,006.00)

Position No.: To be determined by BBMR

Costs: \$36,512.00 - 1001-000000-2042-220000-601001

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

47. Reclassify the following three filled positions:

Position Nos.: 17552, 19075, 35456

From: Police Lieutenant

Job Code: 41113

Grade: 741

To: Police Captain

Job Code: 10277

Grade: 83P (\$119,544.00 FLAT)

Costs: \$46,909.00 - 1001-000000-2042-220000-601002
1001-000000-2041-195800-601002

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

AGENDA

BOARD OF ESTIMATES

09/27/2017

PERSONNEL

Police Department - cont'd

48. Approval for overlap in employment in excess of 20 working days:
-

Position No.: 197533

Classification: Crime laboratory Technician I

Job Code: 71130

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

There are no costs associated with this action.

	<u>Hourly Rate</u>	<u>Amount</u>
49. NAWSATH BEGUM ASHARAFF	\$25.00	\$ 30,000.00

Account: 5000-588018-2021-667600-601009

Mr. Asharaff will continue to work as a Contract Services Specialist II (Office Support Specialist II/Contract Specialist II) for the "Ex-parte/Protective Order Entry and Service Initiative. He will censure inaccurate information contained in all ex-parte/protective orders, coordinate with the appropriate law enforcement jurisdiction to ensure the order is received and provide assistance by decreasing the time that ex-parte/protective orders from the courts are "tied up" administratively by setting in place a system of accountability between the Courts and the Baltimore City Police Department. The period of the agreement is retroactive from July 1, 2017 through June 30, 2018.

AGENDA**BOARD OF ESTIMATES****09/27/2017**Police Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
50. BARBARA DARGAN	\$14.42	\$ 30,000.00
51. ELIZABETH GEISELMAN	\$14.42	\$ 30,000.00

Account: 5000-504218-2013-792300-601009

Mses. Dargan and Geiselman, retirees, will each continue to work as a Contract Services Specialist I (Firearms Examiner/Gun Trace Task Force Analyst). They will analyze new gun submissions for weapons violations, track convicted gun offenders, and analyze new Protective Orders/Ex partes for weapons. In addition, Mses. Dargan and Geiselman will analyze ammunition logs, create timelines, organizational charts and maps for the purpose of enforcement and prosecution, and create, capture and coordinate data for investigation purposes. These are the same salaries as in the previous contract periods. The period of the agreement is July 1, 2017 through June 30, 2018.

The Director of Finance has recommended that the BPD write a letter to its state and federal grantors requesting that they provide timely notification (60 days prior to the start date of the grant period) of a grant award or letter of intent to fund, in an effort to obviate this situation in the future.

52.a CHARLES MITCHELL, SR.	\$14.42	\$ 30,000.00
b BENNIE CRUMP	\$14.42	\$ 30,000.00

Accounts:	4000-482217-2041-792500-601009	\$ 25,666.66
(for a. & b. ea.)	1001-000000-2021-212600-600000	\$ 4,333.34

Messrs. Mitchell and Crump, retirees, will each continue to work as a Contract Services Specialist I (Police Report Reviewer/Domestic Violence Victim/Witness Liaison). They will perform data entry of domestic violence reports into a database, evaluate procedures, and provide support to supervisors and unit detectives to enhance the effectiveness of the investigations. Messrs. Mitchell and Crump will develop and maintain communications with other agencies relating to victims of domestic violence, manage and maintain the databases and prepare Uniform Crime Report statistics for the Maryland State Police, and provide reports to

AGENDA

BOARD OF ESTIMATES

09/27/2017

Police Department - cont'd

the State's Attorney's Office, the Circuit Court, and the District Court for criminal prosecution of domestic cases. These are the same salaries as in the previous contract periods. The period of the agreement is October 1, 2017 through September 30, 2018.

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.

53. PAUL HERMAN	Annual Salary	\$130,000.00
		(Not-to-exceed)

Account: 1001-000000-2041 220100-601001

Mr. Herman, retiree, will work as the Data & Technology Chief for BPD's Strategic Services Bureau. It is imperative that the BPD immediately hire a Chief for the IT Division to implement the IT mandates identified in the Consent Decree and ongoing strategic management of the division. An extensive recruitment was conducted resulting in employment offers made to two different candidates with similar experiences to Mr. Herman. Both candidates declined stating the salary offer (\$94,248.00-\$155,448.00) was not sufficient.

Therefore, the BPD is requesting an exception to the number of hours and hourly rate requirements of AM 212-1 Part 1 (Contractual Agreements - Retired Employees) to hire Mr. Herman on an annual salary basis paid bi-weekly. Mr. Herman currently works in an IT Leadership position with the Annapolis Police Department. He has the experience, skills, and abilities necessary to be successful and meet the challenges associated with this position.

He served four years as the Commanding Officer for the BPD IT Division prior to retiring in 2008. His knowledge of BPD policies and procedures is beneficial as it reduces the learning curve compared to another candidate. He is the best candidate for the position. This executive level responsibility will require any candidate to work regularly more than 37 hours per week to manage the technical projects. Mr. Herman will not be paid in excess of the annual salary and will not be entitled to compensatory time or overtime.

AGENDA

BOARD OF ESTIMATES

09/27/2017

PERSONNEL

Police Department - cont'd

With the mandates identified in the Consent Decree, this is a mission critical position which will provide time sensitive strategic direction for the BPD's Data and Technology Division including:

- implementing and maintaining system compliance as identified in the Consent Decree Mandates,
- overseeing the BPD's entire technology portfolio including department wide infrastructure and policy,
- maintaining multiple IT systems for records, case and performance management, crime reporting and human resources, and
- ensuring the operability of all BPD systems (Body-worn Cameras, InPursuit, etc.).

Department of Public Works (DPW)

54. a. Create the following civil classification:

Classification: Water Quality Assurance Analyst
Job Code: 33814
Grade: 906 (\$50,694.00 - \$80,988.00)

b. Create the following position:

Classification: Water Quality Assurance Analyst
Job Code: 33814
Grade: 906 (\$50,694.00 - \$80,988.00)
Position No.: To be assigned by BBMR

Cost: \$77,583.00 - 2070-000000-5501-396600-601001

55. Create the following new classification:

Classification: Utility Meter Technician II
Job Code: 34309
Grade: 080 (\$31,142.00 - \$36,634.00)

There are no costs associated with this action.

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BOARD OF ESTIMATES

09/27/2017

PERSONNEL

Department of Public Works - cont'd

56. Reclassify the following filled position:

From: Marine Equipment Operator I
Job Code: 54513
Grade: 427 (\$30,781.00 - \$33,231.00)
Position No.: 34663

To: Marine Equipment Operator II
Job Code: 54514
Grade: 430 (\$32,975.00 - \$36,649.00)

Costs: \$4,624.00 - 1001-000000-5152-385900-601001

57. Reclassify the following vacant position:

From: New Position
Job Code: 90000
Grade: 900 (\$1.00 - \$204,000.00)
Position No.: 50014

To: Accountant II
Job Code: 34142
Grade: 923 (\$59,466.00 - \$95,370.00)

Costs: \$89,106.00 - 2071-000000-5521-274400-601001

58. Reclassify the following vacant positions:

From: New Position
Job Code: 90000
Grade: 900 (\$1.00 - \$204,000.00)
Position Nos.: 50024 and 49954

To: Budget Management Analyst II
Job Code: 31304
Grade: 929 (\$67,218.00 - \$107,406.00)

Costs: \$198,577.00 - 1001-000000-1901-190500-601001

59. Reclassify the following two vacant positions:

From: New Position
Job Code: 90000
Grade: 900 (\$1.00 - \$204,000.00)
Position Nos.: 49960 and 50027

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09/27/2017

PERSONNEL

Department of Public Works - cont'd

To: Accountant II
Job Code: 34142
Grade: 923 (\$59,466.00 - \$95,370.00)

Costs: \$178,211.00 - 1001-000000-1901-190500-601001

60. Reclassify the following vacant position:

From: Chief of Fiscal Services I
Job Code: 34426
Grade: 931 (\$72,420.00 - \$115,770.00)
Position No.: 23742

To: Accounting Manager
Job Code: 34146
Grade: 931 (\$72,420.00 - \$115,770.00)

There are no costs associated with this action

61. Reclassify the following filled position:

From: Operations Officer V
Job Code: 31113
Grade: 936 (\$79,152.00 - \$126,582.00)
Position No.: 50197

To: Operations Manager I
Job Code: 31114
Grade: 939 (\$83,742.00 - \$138,006.00)

AGENDA

BOARD OF ESTIMATES

09/27/2017

PERSONNEL

Department of Public Works - cont'd

Costs: \$12,729.00 - 1001-000000-1901-190500-601001

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

Hourly Rate

Amount

Department of Recreation and Parks

62.	ANN GREEN	\$18.00	\$34,257.60
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Account: 6000-680818-4782-717400-601009

Ms. Green will continue to work as a Contract Services Specialist II (Graphic Artist 1/Webmaster/Social Media and Volunteer Coordinator). Ms. Green will maintain the Horticultural Division's website and social media pages; keep the online calendar current, create meaningful content for special events and media campaigns; collect premium quality images; document activities that provide technical support to users to recruit volunteers; screen, interview and train volunteers; maintain volunteer statistics; record volunteer hours and maintain communication with volunteers to coordinate events calendars for Cylburn Arboretum and the Rawlings Conservatory. This is a 1% increase in the hourly rate from the previous contract period. The period of the agreement is October 27, 2017 through October 26, 2018.

63.	HAROLD MCCRAY	\$18.00	\$34,257.60
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Account: 1001-000000-4782-583800-601009

Mr. McCray will continue to work as a Contract Services Specialist II (Program Assistant I/City Farm Coordinator). Mr. McCray will administer rentals of community garden plots; write, distribute, collect and terminate rental agreements;

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BOARD OF ESTIMATES

09/27/2017

PERSONNEL

Department of Recreation and Parks

Hourly Rate

Amount

manage waiting lists, assign garden plots, orient new gardeners, conduct plot inspections, coordinate irrigation system and fence repairs; schedule and supervise garden clean ups; provide tools, hoses and mulch for garden use; research and identify potential city garden sites; research and identify grants and other potential funding sources to develop new gardens and to fund a part-time position; work with city agencies, community groups, nonprofits and other organizations to provide support for new gardens; coordinate seminars, workshops and one-on-one consulting to educate and train gardeners and supervise one part-time staff person. This is a 1% increase in the hourly rate from the previous contract period. The period of the agreement is October 27, 2017 through October 26, 2018.

64. **WILLIAM RUSKIN** \$32.58 **\$39,096.00**

Account: 5000-578716-4711-361850-601009

Mr. Ruskin will continue to work as a Contract Service Specialist I (Civil Engineer). Mr. Ruskin will provide project management for the Jones Fall Trail Phase V; coordinate development of engineering plans, specifications and cost estimates; review plans to assure Federal and State compliance and assist with final closeout of projects; assist in required testing and material certification clearance processes with the State Highway Administration; act as liaison with utility companies, the State Highway Administration, Department of Public Works and Department of Transportation; perform utility investigations and generate reports. The period of the agreement is October 28, 2017 through October 27, 2018.

AGENDA

BOARD OF ESTIMATES

09/27/2017

PERSONNEL

Department of Recreation and Parks

65. Reclassify the following 6 Positions:

From: Recreational Area Manager
Job Code: 83213
Grade: 089 (\$43,026.00 - \$52,239.00)
Position No.: 24327, 24331, 49024, 24329, 24334, 49023

To: Operations Specialist I
Job Code: 00083
Grade: 906 (\$50,694.00 - \$80,988.00)

Costs: \$465,810.00 - 1001-000000-4830-372000-601001

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

66. Reclassify the following Vacant Position:

From: Recreational Area Manager
Job Code: 83213
Grade: 089 (\$43,026.00 - \$52,239.00)
Position No.: 33735

To: Operations Specialist I
Job Code: 00083
Grade: 906 (\$50,694.00 - \$80,988.00)

Costs: \$77,635.00 - 1001-000000-4830-372000-601001

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

AGENDA

BOARD OF ESTIMATES

09/27/2017

PERSONNEL

Department of Recreation and Parks

67. Reclassify the following Vacant Position:

From: Recreational Area Manager
Job Code: 83212
Grade: 089 (\$43,026.00 - \$52,239.00)
Position No.: 24328

To: Operations Officer I
Job Code: 00085
Grade: 923 (\$59,466.00 - \$95,370.00)

Costs: \$21,630.00 - 1001-000000-4791-630500-601001

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

Office of the State's Attorney

68. Create the following Position:

Classification: Licensed Graduate Social Worker II
Job Code: 00841
Grade: 092 (\$48,812.00 - \$59,437.00)
Position No.: To be assigned by BBMR

Costs: \$72,000.00 - 5000-506418-1150-118000-601001

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

AGENDA

BOARD OF ESTIMATES

09/27/2017

Fire Department - Employee Expense Statements

ACTION REQUESTED OF B/E:

The Board is requested to approve an Employee Expense Statement to reimburse Mr. Jeffery S. Mengel for expenses incurred during the month of June 2017 for In-Service Training.

AMOUNT OF MONEY AND SOURCE:

\$850.00 - 1001-000000-2121-226500-603020

BACKGROUND/EXPLANATION:

This was originally submitted for Tuition Reimbursement shortly after completion of the course and then again in June 2017. Because it was in-service training tuition reimbursement was not appropriate. Reimbursement was requested on August 14, 2017.

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

09/27/2017

Department of Recreation and Parks - Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Grant Agreement with the Baltimore City Board of School Commissioners for the Baltimore City Public Schools, Grantee. The Grant Agreement is effective upon Board approval and will terminate upon completion of the James Mosher Field improvement project, unless terminated sooner in accordance with this agreement.

AMOUNT OF MONEY AND SOURCE:

\$300,000.00 - 9938-908016-9474

BACKGROUND/EXPLANATION:

This agreement will provide funding to Baltimore City Public Schools to make improvements to the field at James Mosher Elementary School (2400 W. Mosher Street/1000 Wheeler Avenue (block 2356/lot 001)). The Grantee agrees to accept and use the funds solely for the reconstruction of James Mosher Field, which will benefit the students, the little league and citizens of the surrounding community.

Funding for the James Mosher Field renovation is available in Recreation and Parks 23rd Series - Ripken Fields at Carroll Park (reserve) account.

AUDITS REVIEWED AND HAD NO OBJECTION.

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

09/27/2017

Department of Recreation and Parks - cont'd

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$300,000.00	9938-920019-9475	9938-908016-9474
Rec and Parks	Ripken Fields at	Ripken Fields at
23 rd Series	Carroll Park	James Mosher
	(Reserve)	(Active)

This transfer will provide funds to cover the costs associated with the construction of Ripken Athletic Field at James Mosher.

(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

09/27/2017

Department of Recreations and Parks - Omnibus Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Omnibus Agreement (Gwynns Falls Leakin Park Granite Pipeline) with Baltimore Gas and Electric Company (BGE). The agreement is effective upon Board approval and will terminate five years following the final acceptance of the Granite Project by the City.

AMOUNT OF MONEY AND SOURCE:

\$2,537,590.00 - 6000-680718-5051-385300-406001

BACKGROUND/EXPLANATION:

BGE owns and controls an existing underground natural gas pipeline which runs through City property operated and managed by the Department of Recreation and Parks located at 4921 Windsor Mill Road, Baltimore, MD 21207. The BGE wishes to relocate a section of the Granite Pipeline in order to continue safe and reliable delivery of natural gas to approximately 90,000 customers throughout the region to include Baltimore City and Baltimore County. The BGE shall make payment to the City in the amount stated in the Agreement as a contribution to the improvement of City parks.

Final acceptance will be defined as acceptance of the Granite Project by the City after the BGE and the City have verified that the equipment and systems are fully operational, all work is complete and the BGE has fulfilled its obligations under the new pipeline, the logging of 100 high valued trees identified by the City and for payment of the Log Pro-Rated Contribution, as applicable, abandonment of the Abandoned Pipeline, and payment of the BGE payment, it being acknowledged by the Parties that most, if not all, of the invasive plant control and integrated vegetation management required under this Agreement are expected to occur after the Final Acceptance.

APPROVED FOR FUNDS BY FINANCE

(The Omnibus Agreement (Gwynns Falls Leakin Park Granite Pipeline) has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

09/27/2017

Department of Transportation - Traffic Impact Study Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Traffic Impact Study Agreement with 1700 West 41st Street, LLC. The agreement is effective upon Board approval and termination and will be deemed in writing by the Department.

AMOUNT OF MONEY AND SOURCE:

\$29,137.70

BACKGROUND/EXPLANATION:

Pursuant to Baltimore City Ordinance 11-529, approved on May 9, 2012, it was determined that a Traffic Impact Study was required.

This agreement is necessary to perform a traffic impact analysis for Union Collective located at 1700 West 41st Street where the applicant has applied or intends to apply for a Building Permit in Baltimore City to perform the scope of work including an adaptive reuse of an existing building with the following: Brewery with 52,000 sq. ft., Fitness Center with 20,000 sq. ft., and a Light Industrial Use with 68,000 SF development with a total of 140,000 sq. ft. The Traffic Impact Study assesses the development and its relative traffic impacts.

The Traffic Impact Study was covered under Project No.1209, On-Call Traffic Engineering Services, Task No.1, with WSP USA formerly known as Parsons Brinckerhoff, Inc.

MBE/WBE PARTICIPATION:

N/A

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

AGENDA

BOARD OF ESTIMATES

09/27/2017

Department of Transportation/Office - Task Assignment
of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 08 to McCormick Taylor, Inc. under Project 1225 On-Call Design Consultant Services for Resurfacing and Reconstruction Projects. The period of the task assignment is approximately 15 months.

AMOUNT OF MONEY AND SOURCE:

\$ 30,000.00 - 9950-910100-9512-900010-703032
130,000.00 - 9950-902323-9527-900010-705032
123,770.32 - 9950-905627-9527-900010-705032
\$283,770.32

BACKGROUND/EXPLANATION:

This task will allow for the continuation of on-site engineering support for the Department's Engineering and Construction Division in connection with Contract Nos. TR11307, TR11318, TR10318 and TR 16302.

MBE/WBE PARTICIPATION:

The Vendor will comply with the MBE/WBE program in accordance with Article 5, Subtitle 28 of the Baltimore City Code and the MBE/WBE goals assigned to the original agreement.

MBE: 27%

WBE: 10%

APPROVED FOR FUNDS BY FINANCE

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

AGENDA**BOARD OF ESTIMATES****09/27/2017**Department of Transportation - cont'd**TRANSFERS OF FUNDS**

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
1.	\$152,231.45	9950-905645-9528	9950-902323-9527-5
	FED	Constr. Reserve	Inspection
		Intercity/Inter-	Key Highway
		modal Terminal	

This transfer will partially fund the costs associated with Task No. 8 on Project No. 1225, "On-Call Design Consultant Services for Resurfacing & Reconstruction with McCormick Taylor, Inc.

2.	\$136,147.35	9950-944002-9507	9950-905627-9527-5
	FED	Constr. Reserve	Inspection
		Reserve for	DOT Park Circle
		Closeouts	Intersection

This transfer will partially fund the costs associated with Task No. 8 on Project No. 1225, On-Call Design Consultant Services for Resurfacing & Reconstruction with McCormick Taylor, Inc.

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

AGENDA

BOARD OF ESTIMATES

09/27/2017

Circuit Court for Baltimore City - Grant Award (Ratification)

ACTION REQUESTED OF B/E:

The Board is requested to ratify acceptance of a Grant Award from Kaiser Permanente to the LINKS Program for the Adolescent Resource Fair at the Juvenile Justice Program. The fair was conducted on June 23, 2017.

AMOUNT OF MONEY AND SOURCE:

\$3,000.00 - 5000-540217-1100-109400-405001

BACKGROUND/EXPLANATION:

The LINKS Program is a part of the Circuit Court for Baltimore City, Juvenile Court Services (JCS) Office. The JCS LINKS Program was established in 2004 to address the immediate needs of youth and families involved in the child welfare and delinquency system. The goal of the program is to divert youth and families from Juvenile Court. The LINKS Program services more than 250 youth and families each year. Referrals are primarily made by the Magistrates and the Judges of the Juvenile Court.

The Grant Award is late because of delays in the administrative process.

APPROVED FOR FUNDS BY FINANCE

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

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

AGENDA

BOARD OF ESTIMATES

09/27/2017

Department of General Services - Partial Release of Retainage

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the partial release of retainage to Trionfo Builders, Inc. for GS15806, Restrooms & Roof Replacement - Police Department.

AMOUNT OF MONEY AND SOURCE:

\$37,132.56 - 9916-903953-9197-000000-200001

\$16,694.34 - 2029-000000-0000-000000-200001

BACKGROUND/EXPLANATION:

As of March 17, 2016, Trionfo Builders, Inc., has completed 100% of all work for GS15806. The Contractor requested a partial release of retainage for \$53,826.90. Currently, the City is holding \$54,826.90 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$1,000.00. The remaining amount of \$1,000.00 is sufficient to protect the interest of the City.

MWBOO HAS APPROVED THE RELEASE.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The agreement for the partial release of retainage has been approved by the Law Department as to form and legal sufficiency)

AGENDA

BOARD OF ESTIMATES

09/27/2017

Department of Human Resources - Consultant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Consultant Agreement with Ms. Alexia Clifton. The period of the Consultant Agreement is effective upon Board approval for one year.

AMOUNT OF MONEY AND SOURCE:

\$14,000.00 - 1001-000000-1602-725700-603018

BACKGROUND/EXPLANATION:

Ms. Clifton has progressive experience working in the wellness arena. She possesses specialized wellness certifications and credentials. Ms. Clifton will design, coordinate, lead physical activities, and have primary oversight for ongoing weekly physical activities throughout the FY 2018 as part of the City's Wellness Program.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

The Board is requested to
approve award of
the formally advertised contracts
listed on the following pages:
90 - 100
to the low bidder meeting specifications,
or reject bids on those as indicated
for the reasons stated.

AGENDA**BOARD OF ESTIMATES****09/27/2017****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS****Department of Transportation**

1. TR 11318, Key Highway at Light Street Intersection Improvements Manuel Luis Construction Co., Inc. \$6,325,113.50

DBE:

Traffic Systems, Inc.	\$ 500,000.00	7.90%
Chesapeake Guardrails	180,000.00	2.85%
Daco Construction Corp.	600,000.00	9.49%
Powell Trucking Co.	250,000.00	3.95%
Road Safety, LLC	125,000.00	1.98%
	\$1,655,000.00	26.17%

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 875,013.93 Federal	9950-903323-9528 Key Highway/Inner Harbor Intersect Constr. Reserve	
3,200,000.00 Federal	9950-906719-9514 Key Highway/Light Street Roundabout Constr. Reserve	
2,164,855.31 Federal	9950-908703-9528 Bayview Intermodal Station - Constr. Reserve	
39,078.01 Federal	9950-905645-9528 Intercity/Intermodal Terminal Constr. Reserve	
\$6,278,947.25		

AGENDA

BOARD OF ESTIMATES

09/27/2017

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation - cont'd

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$5,060,090.80	-----	9950-902323-9527-6 Struc. & Improv.
902,600.78	-----	9950-902323-9527-5 Inspection
316,255.67	-----	9950-902323-9527-2
<u>\$6,278,947.25</u>		Contingencies - Key Highway

This transfer will partially fund the costs associated with Award of TR 11318, Key Highway at Light Street Intersection Improvements with Manuel Luis Construction Co., Inc.

3. Department of Transportation

\$ 835,377.10	9962-941002-9563
Other	Constr. Reserve
	Conduit Replacement
	Program
\$ 798,144.60	----- 9962-909073-9562-6 Struc. & Improv.
37,232.50	----- 9962-909073-9562-5
<u>\$ 835,377.10</u>	Inspection - Key Highway at Light Street

This transfer will partially fund the costs associated with Award of Project TR 11318, Key Highway at Light Street Intersection Improvements with Manuel Luis Construction Co., Inc.

AGENDA

BOARD OF ESTIMATES

09/27/2017

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

4. Department of Public Works/Office
Engineering and Construction

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$255,053.00	9960-909100-9558	
Water Revenue	Constr. Reserve	
Bonds	Water Infrastr.	
	Rehabilitation	
361,226.00	9960-907101-9558	
Water Revenue	Constr. Reserve	
Bonds	Small Water Mains	
<u>\$616,279.00</u>		
\$ 46,688.00	-----	9960-911502-9557-2 Extra Work
46,688.00	-----	9960-911502-9557-3 Engineering
28,012.90	-----	9960-911502-9557-5 Inspection
466,878.10	-----	9960-911502-9557-6 Construction
28,012.00	-----	9960-911502-9557-9 Administration
<u>\$616,279.00</u>		

This transfer will provide funds to cover costs associated with award of TR 11318, Key Highway at Light Street Intersection Improvements.

AGENDA

BOARD OF ESTIMATES

09/27/2017

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation

5.	TR 17007, Structural Repairs on Bridges City Wide	Allied Contractors, Inc.	\$ 767,410.00
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MBE:	J&M Murphy Enterprises, Inc.	\$176,000.00	22.93%
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WBE:	Sunrise Safety Service, Inc.	\$ 17,617.00	2.29%
	S&L Trucking, LLC	51,480.00	6.70%
		<u>\$ 69,097.00</u>	<u>8.99%</u>

6. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 920,892.00	9950-905754-9507	
State Constr. Revenue	Constr. Reserve Annual Urgent Need Bridge Repair	
 \$ 767,410.00	-----	9950-901763-9506-6 Struc. & Improv.
 115,111.50	-----	9950-901763-9506-5 Inspection
 38,370.50	-----	9950-901763-9506-2
<u>\$ 920,892.00</u>		Contingencies - Structural Repairs On Bridges Citywide

This transfer will fund costs associated with award of TR 17007, Structural Repairs on Bridges Citywide with Allied Contractors, Inc.

AGENDA

BOARD OF ESTIMATES

09/27/2017

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works/Office of
Engineering and Construction (OE&C)

7. WC 1359, Urgent Spiniello Companies \$6,193,300.00
 Need Infrastructure
 Rehabilitation

MBE: Machado Construction \$557,400.00 9%
 Co., Inc.

WBE: R&R Contracting \$124,000.00 2%
 Utilities, Inc.

MWBOO FOUND VENDOR IN COMPLIANCE.

8. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$1,548,240.57	9960-904689-9558	
County Appro-	Constr. Reserve	
priations	Urgent Needs	
6,753,317.43	" "	
Water Revenue		
Bonds		
<u>\$8,301,558.00</u>		
\$ 619,330.00	-----	9960-907750-9557-
		900020-2,
		Extra Work
619,330.00	-----	9960-907750-9557-
		900020-3,
		Engineering

AGENDA

BOARD OF ESTIMATES

09/27/2017

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

DPW/OE&C - cont'd

498,000.00	-----	9960-907750-9557- 900020-5, Inspection
6,193,300.00	-----	9960-907750-9557- 900020-6, Construction
<u>371,598.00</u> \$8,301,558.00	-----	9960-907750-9557- 900020-9, Administration

This transfer will provide funds to cover costs associated with award of WC 1359, Urgent Needs Infrastructure Rehabilitation.

Department of Public Works/
Department of Recreation and Parks

9. RP 15802R, Latrobe DSM Properties, LLC \$ 906,051.00
Park Field House

MBE: Spears Mechanical \$ 39,000.00 4.3%
Contractors, Inc.

Priority Construction 205,756.00 22.7%
Corp. **\$244,756.00** **27.0%**

WBE: Cherry Hill \$141,600.00 15.6%
Fabrication, Inc.

MWBOO FOUND VENDOR IN COMPLIANCE.

AGENDA

BOARD OF ESTIMATES

09/27/2017

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Recreation and Parks

10. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$375,000.00	9938-913038-9475	
General Fund	Latrobe Park	
	Field House (Reserve)	
300,000.00	9938-913086-9475	
1 st Park	Latrobe Park Site	
& Public	Improvement (Reserve)	
Facilities		
270,000.00	9938-911095-9475	
Rec. & Parks	FY 18 Athletic	
<u>27th Series</u>	Field Renovation -	
	(Reserve)	
\$945,000.00	-----	9938-915038-9474
		Latrobe Park Field
		House (Active)

This transfer will provide funds to cover costs associated with the award of RP 15802R, Latrobe Park Field House.

Bureau of Purchases

- | | | | |
|-----|--|---------------------------|------------------------------|
| 11. | B50004701, Pickup and Payment for Unclean Brass Water Meters | Integrity Recycling, Inc. | N/A
Revenue
Generating |
|-----|--|---------------------------|------------------------------|

(Dept. of Public Works)

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

09/27/2017

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases

12.	B50004951, Environmental Remediation Services	\$2,000,000.00
	Total Environmental Concepts, Inc.	
	(Dept. of Housing and Community Development)	
	EQ Northeast, Inc.	
	Goel Services, Inc.	

MWBOO SET GOALS OF 11% MBE AND 6% WBE.

Total Environmental Concepts, Inc.

MBE:	First Potomac Environmental Co., inc.	5.5%
	Inspection Experts, Inc.	5.5%
		11.0%

WBE:	A2Z Environmental Group, LLC	6.0%
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MWBOO FOUND VENDOR IN COMPLIANCE.

EQ Northeast, Inc.

MBE:	Young's Floor Service and Remodeling Co., Inc.	11.0%
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WBE:	B and M Clean, LLC	4.0%
	A2Z Environmental Group, LLC	2.0%
		6.0%

MWBOO FOUND VENDOR IN COMPLIANCE.

Goel Services, Inc.

WBE:	Kalyani Environmental Solutions, LLC	11.0%
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AGENDA

BOARD OF ESTIMATES

09/27/2017

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases

MBE: A2Z Environmental Group, LLC 6.0%

MWBOO FOUND VENDOR IN COMPLIANCE.

13. B50005001, On-Site \$1,000,000.00
Preventative Columbia Fleet
Maintenance for Service, Inc.
Heavy Duty Fleet
Vehicles Fleetpro, Inc.

(Dept. of General
Services, Fleet Mgmt.)

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

Columbia Fleet Services, Inc.

MBE: Millennium Auto Parts \$10,000.00 1%

WBE: Maryland Chemical Co. \$10,000.00 1%

MWBOO FOUND VENDOR IN COMPLIANCE.

Fleetpro, Inc.

MBE: My Car Wash, LLC \$10,000.00 1%

WBE: Sue Ann's Office Supply \$10,000.00 1%
Inc.

MWBOO FOUND VENDOR IN COMPLIANCE.

14. B50005034, Fuel Beltway Inter- \$ 185,723.00
Tanker Truck national, LLC

(Dept. of General
Services)

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

09/27/2017

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases

15.	B50005026, Fuel Truck	Harbor Truck Sales and Service, Inc. d/b/a Baltimore Freightliner	\$207,045.00
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(Dept. of General
Services)

MWBOO GRANTED A WAIVER.

16.	B50005076, Supply Head Start Pre-K Educational Items	Items Nos. 2, 3, 4, 5, 8, 9, 12, 13, 17, 18, 20, 22, and 27 <u>School Specialty, Inc.</u>	\$ 9,471.44
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(Mayor's Office of
Human Services)

Item Nos. 1, 7, 10, 15, 23, 25, and 31 <u>S & S Worldwide, Inc.</u>	\$ 8,313.36
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Item Nos. 16, 19, 28, 29, and 30 <u>Charles J. Becker & Bros., Inc.</u>	\$ 7,749.72
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Item Nos. 6, 14, 21, 24, and 26 <u>Educate & Celebrate, Inc.</u>	\$18,723.12
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MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

09/27/2017

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases

17.	B50005115, Methanol for Wastewater Treatment Plant	<u>1st Call</u> Univar USA, Inc.	\$4,500,000.00
		<u>2nd Call</u> Colonial Chemical Solutions, Inc.	

(Dept. of Public Works
Wastewater Facilities)

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

09/27/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- | | | |
|--|---------|---------|
| 1. <u>SECURITY INSTRUMENTS, INC.</u> | \$ 0.00 | Renewal |
| Contract No. B50003047 - Smoke Alarms - Fire Department - P.O. No. P525156 | | |

On October 9, 2013 the Board approved the initial award in the amount of \$450,000.00. The award contained five 1-year renewal options. Three renewal options have been exercised. This fourth renewal of \$0.00 is for the period October 9, 2017 through October 8, 2018, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On June 25, 2013, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This contract is for the purchase of commodities.

MWBOO GRANTED A WAIVER.

- | | | |
|---|---------|---------|
| 2. <u>SAFEWARE, INC.</u> | \$ 0.00 | Renewal |
| Contract No. B50003108 - Revolution Traffic Cones - Department of Transportation - P.O. No. P525008 | | |

On September 11, 2013, the Board approved the initial award in the amount of \$129,300.00. The award contained two 1-year renewal options. On July 13, 2016, the Board approved an increase in the amount of \$50,000.00. On September 14, 2016, the Board approved the first renewal in the amount of \$100,000.00. This final renewal in the amount of \$0.00 is for the period October 1, 2017 through September 30, 2018. The above amount is the City's estimated requirement.

AGENDA

BOARD OF ESTIMATES

09/27/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

On August 9, 2013, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

- | | | | |
|---|---------------------------|--------------|---------|
| 3. | GENLYTE THOMAS GROUP, LLC | \$200,000.00 | Renewal |
| Contract No. B50003071 - Decorative Street Light Fixtures - Department of Transportation - P.O. No. P525014 | | | |

On September 11, 2013, the Board approved the initial award in the amount of \$1,998,095.00. The award contained two renewal options. On August 24, 2016, the Board approved the first renewal in the amount of \$0.00. This final renewal in the amount of \$200,000.00 is for the period October 1, 2017 through September 30, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On August 24, 2013, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

- | | | | |
|--|--------|--------------|---------|
| 4. | A.S.B. | \$ 14,700.00 | Renewal |
| Contract No. B50004778 - Janitorial Service for Enoch Pratt Branches 10 & 22 - Enoch Pratt Free Library - P.O. No. P537268 | | | |

On October 18, 2016, the City Purchasing Agent approved the initial award in the amount of \$14,700.00. The award contained three 1-year renewal options. This first renewal in the amount of \$14,700.00 is for the period November 1, 2017 through October 31, 2018, with two 1-year renewal options remaining.

AGENDA

BOARD OF ESTIMATES

09/27/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

Not applicable. Initial award was below MBE/WBE subcontracting threshold of \$50,000.00. A.S.B. is a certified MBE.

5. MARYLAND FIRE EQUIPMENT

CORPORATION	\$100,000.00	Renewal
Contract No. B50003046 - Firefighter Helmets - Baltimore City Fire Department - P.O. No. P524875		

On September 18, 2013, the Board approved the initial award in the amount of \$115,000.00. The award contained five 1-year renewal options. Subsequent actions have been approved, and three renewal options have been exercised. This fourth renewal in the amount of \$100,000.00 is for the period September 18, 2017 through September 17, 2018, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On June 25, 2013, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This procurement is for commodities only. There are currently no MBE/WBE's certified to provide the helmets.

MWBOO GRANTED A WAIVER.

6. WASTE EQUIPMENT SALES

AND SERVICE, LLC

NORRIS CHESAPEAKE TRUCK

SALES, LLC

	\$150,000.00	Renewal
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Contract No. B5003750 - O.E.M. Parts and Service for Sterling Heavy Trucks - Department of General Services - Fleet Management - P.O. Nos. P529190 and P529191

AGENDA

BOARD OF ESTIMATES

09/27/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On October 15, 2014, the Board approved the initial award in the amount of \$150,000.00. The award contained two 1-year renewal options. This first renewal in the amount of \$150,000.00 is for the period November 1, 2017 through October 2018, with one 1-year renewal option remaining.

MBE/WBE PARTICIPATION:

On August 19, 2014, MWBOO issued a waiver for automotive and heavy equipment, as there are currently no certified MBE/WBE dealerships.

MWBOO GRANTED A WAIVER.

- | | | |
|--|----------------|---------|
| 7. RSM US, LLP | \$5,215,000.00 | Renewal |
| Contract No. BP 07105 - Local Government Integrated Financial Systems - Department of Finance - P.O. No. P532176 | | |

On October 3, 2007, the Board approved the initial award in the amount of \$5,441,471.00. The award contained five 1-year renewal options. Subsequent actions have been approved. This renewal in the amount of \$5,215,000.00 will provide for the continuance of the implementation of upgrades from Microsoft Dynamics GP to Microsoft Dynamics AX which will also allow for upgrades to other various systems within the City and the cleanup and reconciliation of data being converted to support the new Microsoft Dynamics AX system as approved by the Board on November 4, 2015. The period of the renewal is October 3, 2017 through October 2, 2022, with one 5-year renewal option remaining. The above amount is the City's estimated requirement.

AGENDA

BOARD OF ESTIMATES

09/27/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

On December 6, 2006, MWBOO set goals of 3% MBE and 2% WBE. On August 21, 2013, MWBOO waived the goals for the remainder of the contract term, due to the nature of the contract which resulted in no further opportunity for subcontracting. However, due to the upgrade additional services will now be needed. The vendor originally utilized Full Circle Solutions to meet the 3% MBE and Aggarwal to meet the 2% WBE. The WBE Aggarwal is no longer in business, but the vendor intends to continue to use Full Circle Solutions. Additionally, the vendor is working with a woman-owned business which is in the process of applying for certification with the City.

MWBOO GRANTED A WAIVER.

- | | | |
|--|--------------|---------|
| 8. WOODLAWN MOTOR COACH,
INC. | \$400,000.00 | Renewal |
| Contract No. B50003063 - General Charter Bus Transportation
Service - Department of Recreation and Parks - P.O. No. P524780 | | |

On September 4, 2013, the Board approved the initial award in the amount of \$350,000.00. The award contained three renewal options. Two renewal options have been exercised and subsequent actions have been approved. This final renewal is necessary to continue transportation services for various City agencies primarily Recreation and Parks while a new solicitation B50005155 is advertised. This renewal in the amount of \$400,000.00 is for the period September 4, 2017 through September 3, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On August 15, 2013, it was determined that no goals would be set because of no opportunity to segment the contract. MBE

AGENDA

BOARD OF ESTIMATES

09/27/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

and one WBE have been identified for the upcoming solicitation.

MWBOO GRANTED A WAIVER.

9. **ITEMS 4 & 5**

YOUNG'S FLOOR SERVICE & REMODELING CO., INC.	\$ 75,000.00	
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ITEMS 1 & 3

P2 CLEANING SERVICES, LLC	75,000.00	
	\$150,000.00	Renewal

Contract No. B50004370 - Maintenance and Cleaning for Sports and Multi-purpose Floors - Department of Recreation and Parks - P.O. Nos. P537020 and P537021

On September 28, 2016, the Board approved the initial award in the amount of \$150,000.00. The award contained five 1-year renewal options. This first renewal in the amount of \$150,000.00 is for the period September 28, 2017 through September 27, 2018, with four 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 16, 2016, MWBOO set goals of 2% MBE and 0% WBE. Young's Floor Service & Remodeling Co., Inc. was found in compliance on September 11, 2017. Both vendors are also certified MBE's.

P2 Cleaning Services, LLC

	<u>Commitment</u>	<u>Performed</u>
MBE: See note below		

Contractor has to date performed less than \$50,000.00.

MWBOO FOUND VENDOR IN COMPLIANCE.

AGENDA

BOARD OF ESTIMATES

09/27/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

YOUNG'S FLOOR SERVICE & REMODELING CO., INC.

<u>Commitment</u>	<u>Performed</u>
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MBE: See note below

Contractor has to date performed less than \$50,000.00.

MWBOO FOUND VENDOR IN COMPLIANCE.

10. GROUP I

WITMER PUBLIC SAFETY
GROUP, INC. d/b/a MASON-
DIXON FIRE EQUIPMENT

GROUP 2-11

MUNICIPAL EMERGENCY
SERVICES, INC.

\$175,000.00

Renewal

Contract No. B50002883 - Fire Tools, Equipment, and Repair
Parts - Fire Department - P.O. Nos. P525223 and P525224

On October 16, 2013, the Board approved the initial award in the amount of \$150,000.00. The award contained six 1-year renewal options. Subsequent actions have been approved. This fourth renewal in the amount of \$175,000.00 is for the period October 16, 2017 through October 15, 2018, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 13, 2013, MWBOO determined that no goals would be set because of no opportunity to segment the contract. There are

AGENDA

BOARD OF ESTIMATES

09/27/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

currently no MBEs or WBE who are certified to provide the firefighting tools.

MWBOO GRANTED A WAIVER.

- | | | |
|--|--------------|----------|
| 11. <u>BSN SPORTS, LLC</u> | \$ 25,000.00 | Increase |
| <u>Contract No. B50003941 - Exercise Equipment and Recreation Supplies - Department of Recreation and Parks - P.O. No. P530596</u> | | |

On March 25, 2015, the City Purchasing Agent approved the initial award in the amount of \$22,686.80. The award contained two renewal options. Subsequent actions have been approved. This increase in the amount of \$25,000.00 is necessary to purchase additional equipment and supplies for two new recreation centers, Frederick and Fort Worthington Recreation Centers. This increase will make the award amount \$129,028.20. The contract expires on March 18, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. The initial award was below MBE/WBE subcontracting threshold of \$50,000.00. There are no certified MBE/WBE vendors who can provide this type of equipment.

- | | | |
|---|--------------|---------|
| 12. <u>CORRELLI INCORPORATED</u> | \$ 40,644.10 | Low Bid |
| <u>Solicitation No. B50005091 - Skid Steer Loader - Department of General Services - Req. No. R760599</u> | | |

Vendors were solicited by posting on CitiBuy, and 23 bidders were directly solicited. The four bids received were opened on August 18, 2017. Award is recommended to be made to the lowest responsive and responsible bidder.

AGENDA

BOARD OF ESTIMATES

09/27/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

Not applicable. The initial award was below MBE/WBE subcontracting threshold of \$50,000.00. There are currently no MBE/WBEs certified to sell this equipment.

- | | | |
|---|--------------|-------|
| 13. MODULAR GENIUS, INC. | \$ 46,362.00 | Award |
| Solicitation No. B50004972 - Furnish and Install a Pre-Fabricated Guard Booth - Department of Public Works - req. No. R758611 | | |

Vendors were solicited on CitiBuy. The sole bid received was opened on April 24, 2017, and was found to be fair and reasonable. Award is recommended to be made to the sole responsive, responsible bidder. The period of the award is September 30, 2017 through September 29, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. Award is below MBE/WBE subcontracting threshold of \$50,000.00.

- | | | |
|--|--------------|--------------|
| 14. ASSOCIATED BUILDING | | |
| MAINTENANCE | \$ 50,046.96 | Ratification |
| Contract No. 06000 - Janitorial Services for Area C - Department of General Services - Req. Nos. R761601 and R767308 | | |

This ratification for additional funds is necessary to pay the outstanding invoices for janitorial services rendered for one month before the new contract began on February 1, 2017. The period covered was January 1, 2017 through January 31, 2017.

AGENDA

BOARD OF ESTIMATES

09/27/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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

MBE/WBE PARTICIPATION:

MWBOO set goals of 17% MBE and 9% WBE. During the term of the original contract, the vendor was found in compliance on the following dates: October 13, 2010, November 4, 2011, August 22, 2013 and November 5, 2015.

- | | | |
|--|--------------|---|
| 15. AVOLVE SOFTWARE CORPORATION | \$ 45,104.73 | ProjectDox® Contract
Renewal Agreement |
| Contract No. 08000 - Software License and Services Agreement
- Department of Housing and Community Development - Req. No. P524738 | | |

The Board is requested to ratify the ProjectDox Contract Renewal Agreement. The period of the agreement was June 2, 2017 through September 26, 2017. The period of the ProjectDox® Contract Renewal Agreement is September 27, 2017 through June 1, 2018.

This software (ProjectDox) provides the ability to review electronic plans, and is integrated with the using agency's current permitting system Accela. This agreement was not finalized prior to the start of the software maintenance period. The maintenance agreement will provide the required support for the ProjectDox application.

AGENDA

BOARD OF ESTIMATES

09/27/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

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

MBE/WBE PARTICIPATION:

Not applicable. This is an agreement for maintenance of a proprietary software product under \$50,000.00.

MWBOO GRANTED A WAIVER.

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

16. BALTIMORE CITY BOARD OF Second Amendment
SCHOOL COMMISSIONERS Revenue Generating to Agreement
Contract - Printing and Graphic Services Agreement - Bureau of
Purchases, Digital Document Division - Req. No. N/A

The Board is requested to approve and authorize execution of the Second Amendment to Agreement with the Baltimore City Board of School Commissioners of the Baltimore City Public School System.

On June 26, 2013, the Board approved the initial award and as amended on April 27, 2016, wherein the City agreed to permit city schools to use the City's Digital Document Division for a variety of printing and graphic services. This second amendment to agreement will exercise the second of the two optional renewal terms in accordance with Section I(B) of the agreement. This amendment is retroactively effective July 1, 2017 and the expiration date is changed from June 30, 2017 to June 30, 2018.

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

AGENDA

BOARD OF ESTIMATES

09/27/2017

Department of Finance - Consultant Agreement

ACTION REQUESTED OF B/E:

The Board is to approve and authorize execution of the Consultant Agreement with Aremita Corporation. The period of the agreement is effective upon Board approval for one year.

AMOUNT OF MONEY AND SOURCE:

\$66,000.00 - 1001-000000-1220-146000-603018

BACKGROUND/EXPLANATION:

Approximately 20 years ago, the City's centralized grants department was disbanded as a result, grant(s) management within each agency became decentralized and non-standard. This resulted in an overall deterioration of the City's grants management program, resulting in diminished operational accountability. Over time, the existing grant management policies and procedures became outdated and non-compliant with federal OMB requirements.

Recently, an end-to-end series of grants management policies and procedures were approved by the Board of Estimates and a new Grants Management Office was formed. A centralized citywide database to track applications, awards, appropriations, expenditures and revenues is now operational and training packages, an informational newsletter, and software user manuals are under development.

With all of these recent changes, agency grant management staff need to be trained on the city's new Administrative Manual (AM) Policies. To this end, the Grants Management Office wishes to engage the services of a Consultant to provide the services described herein to the City. The Consultant will perform the following services in accordance with the agreement:

AGENDA

BOARD OF ESTIMATES

09/27/2017

Dept. of Finance - cont'd

The Consultant will develop and provide fundamental training on the Office of Management & Budget's OMB grants management circulars and the City of Baltimore's Administrative Manual (AM) grant management policies. To this end, the Consultant will:

Task 1: Meet with the city's grants management staff to develop a series of fundamental training programs that feature the Office of Management & Budget's Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards a.k.a. Uniform Guidance and the City of Baltimore Administrative Manual (AM) grants management policies. Training topics will include:

- The City's grant management AM policies;
- Uniform Guidance (OMB 200);
- CRM and SharePoint software;
- Sub-recipient roles & responsibilities;
- Preparing for grantor monitoring; and
- Preparing for surviving a single audit.

Task 2: Deliver this staff-training program, based on the topics defined in Task 1 to approximately 250 grant managers and Fiscal staff across the City, as well as completing training evaluation to determine future training needs and/or area for improvement.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

09/27/2017

Department of Public Works - Employee Expense Statements

ACTION REQUESTED OF B/E:

The Board is requested to approve an Employee Expense Statement to reimburse Mr. Willis Spencer for expenses incurred during the month of March 2017 for his Operators Certification.

AMOUNT OF MONEY AND SOURCE:

\$50.00 - 2071-000000-5521-393204-603020

BACKGROUND/EXPLANATION:

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

09/27/2017

Department of Public Works - Employee Expense Statements

ACTION REQUESTED OF B/E:

The Board is requested to approve an Employee Expense Statement to reimburse Mr. Albert Greene for expenses incurred during the month of November 2016 for his Operators Certification.

AMOUNT OF MONEY AND SOURCE:

\$50.00 - 2071-000000-5521-393204-603020

BACKGROUND/EXPLANATION:

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

09/27/2017

Department of Public Works - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement with the Waterfront Partnership of Baltimore, Inc. The period of the Agreement is effective upon Board approval for one year with an option to renew for two additional 1-year terms.

AMOUNT OF MONEY AND SOURCE:

\$17,090.50 - 2070-000000-5501-397210-603016

BACKGROUND/EXPLANATION:

The Department entered into an agreement with the Waterfront Partnership of Baltimore, Inc. on July 17, 2013 to provide cleaning and greening services on the grounds of the Eastern Avenue Pumping Station, which is located just east of the Inner Harbor in downtown Baltimore.

This agreement will allow for cleaning and greening services to continue to maintain a more attractive, safer and enjoyable waterfront area for local residents and visitors.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

09/27/2017

Department of Public Works (DPW) - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with Total Civil Construction and Engineering, LLC (TCCE). The period of the MOU is effective upon Board approval through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

This MOU is concerning the transportation of non-hazardous soil excavated from the East Campus Building 2 construction site on Fort George C. Meade, Maryland (Excavated Soil) to the Quarantine Road Municipal Landfill.

Pursuant to Maryland Refuse Disposal Permit No. 2014-WMF-0325 (Permit), the Quarantine Road Municipal Landfill (Landfill) must place uniform compacted layer of clean earth at least six inches in depth over exposed solid waste at the end of the day's operation (Daily Cover). In addition to permit compliance, Daily Cover prevents dust and odor problems, transmission of vector-borne disease, and illegal scavenging.

Currently, the Landfill has a limited stockpile for Daily Cover operations. Under the terms of this MOU, the TCCE will resupply the landfill's Daily Cover stockpile with Excavated Soil. The TCCE will transport the Excavated Soil during City work hours at no cost or liability to the Landfill, construct a stabilized construction entrance for trucks to safely travel to the stockpiling locations, and provide any necessary equipment to properly grade and compact the Excavated Soil. The City agrees

AGENDA

BOARD OF ESTIMATES

09/27/2017

DPW - cont'd

to bill the TCCE and the TCCE agrees to pay the City at the rate of \$20.00 per truck load of Excavated Soil. Additionally, the TCCE indemnifies and releases the City from all claims and liabilities.

MBE/WBE PARTICIPATION:

N/A

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

AGENDA

BOARD OF ESTIMATES

09/27/2017

Department of Public Works - Donation Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Donation Agreement from Ridge to Reefs, Inc.

AMOUNT OF MONEY AND SOURCE:

No City funds required for the donation agreement.

BACKGROUND/EXPLANATION:

The donation is valued at \$3,000.00.

This agreement will allow for the transfer of ownership of a field Flurometer. The donation of the field fluorometer will support isolating high concentration illicit discharges into Baltimore City's storm drain system and other assets. The fluorometer, made by Turner Designs, was purchased by Ridge to Reefs, Inc. under the terms of a Maryland State Chesapeake Bay Trust Grant.

This donation agreement memorializes the intent of Ridge to Reefs, Inc. to transfer ownership of the fluorometer via donation to Baltimore City for its Office of Compliance and Laboratories to test for, and isolate the origins of, illicit contaminants that could enter Baltimore's waterways.

MBE/WBE PARTICIPATION:

N/A

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

AGENDA

BOARD OF ESTIMATES

09/27/2017

Department of Public Works - Donation Agreement

ACTION REQUESTED OF B/E:

The Board of Estimates is requested to approve and authorize acceptance of a Donation Agreement from Belair-Edison Neighborhoods, Inc., Donor.

AMOUNT OF MONEY AND SOURCE:

No City funds required for the donation agreement.

BACKGROUND/EXPLANATION:

The Donation agreement will allow for the transfer of ownership of design plans for stormwater management structures owned by Belair-Edison Neighborhoods, Inc. and drafted by The Center for Watershed Protection under the terms of a Maryland State grant to the City of Baltimore.

The project at the core of this donation agreement comprises the design and construction of micro bio-retention facilities and storm water bump outs that naturally reduce and treat stormwater entering the City's waterways in the Belair-Edison neighborhood. These facilities are proposed on the 3300 block of Belair Road, and at the intersection of Erdman Avenue and Annetta Avenue.

The project was designed by the Center for Watershed Protections under the terms of a Maryland State grant from the Chesapeake Bay Trust, a division of the Maryland Department of Natural Resources. Belair-Edison Neighborhoods, Inc. has legal title to the plans and wishes to donate them to Baltimore City so the City can use them in the future construction of the proposed facilities. Construction of the facilities will contribute to the 20% impervious restoration requirement under the City's Municipal Separate Storm Sewer System (MS4) Permit.

MBE/WBE PARTICIPATION:

N/A

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

AGENDA

BOARD OF ESTIMATES

09/27/2017

Department of Public Works - Transfer of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve the transfer of funds to the Baltimore City Foundation, Inc. for the Care-A-Lot Program under BMORE Beautiful Care-A-Lot Program.

AMOUNT OF MONEY AND SOURCE:

\$35,000.00 Account No.: 1001-000000-5152-386504-603026

BACKGROUND/EXPLANATION:

The Department of Public Works requests approval to transfer funds to the Baltimore City Foundation for the BMORE Beautiful Care-A-Lot program, to provide grants to Baltimore neighborhoods and youth participants working to maintain identified vacant lots within their community. The funds will be dispersed to participating community organizations and youth participants based on invoiced maintenance visits and work completed. Funds previously allocated to the Clean Corps Campaign within the Department of Public Works will be transferred to fund this grant program.

APPROVED FOR FUNDS BY FINANCE

AGENDA**BOARD OF ESTIMATES****09/27/2017****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office</u>			
1. Catherine E. Pugh	Emerging Issues Policy Forum Manalapan, FL Oct. 7 - 11, 2017 (Reg. Fee \$0.00)	Non-City Fund	\$ 0.00

Ms. Pugh will be speaking at the Emerging Issues Policy Forum. The Emerging Issues Policy Forum will pay the cost of registration, airfare, ground transportation, hotel accommodations and meals during the forum. City funds will not be expended.

Mayor's Office of Information Technology

2. James Forsythe	Airbus Vesta 911 Installation and Management Training Brentwood, TN Oct. 29 - Nov. 11 2017 (Reg. Fee \$0.00)	800 Mhz Internal Revenue Service Fund	\$ 834.19
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The sponsor Carosel Industries will cover the costs associated with registration, hotel, and airfare. As the training site is over a mile in distance from the hotel and there is no public transportation in this area, the Department is requesting permission to rent a car at a cost of \$254.19 and food in the amount of \$40.00 per day. Therefore, Mr. Forsythe will be disbursed \$834.19.

AGENDA**BOARD OF ESTIMATES****09/27/2017****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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Pursuant to AM 240-8 if official business at the event site will require extensive inspection trips, tours or other unusual but necessary land travel, the Board of Estimates must approve the funds for such expenses in advance of the trip.

Department of Finance

3. Beverly Crosby	The 20 th Annual Utility Payment Conference Las Vegas, NV Oct. 15 - 19, 2017 (Reg. Fee \$550.00)	General Fund	\$1,884.65
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The registration cost in the amount of \$550.00 was paid by City check no. 1525137. Therefore, the disbursement to Ms. Crosby is \$1,334.65.

Circuit Court for Baltimore City

4. Robin S. Travis	Enhancing Cultural Responsiveness in Courts Chicago, IL Oct. 23 - 25, 2017 (Reg. Fee \$0.00)	State Grants - Courts	\$ 895.74
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Mayor's Office of Information Technology (MOIT)

5. Gayle Guilford	Gartner Symposium ITXPO® 2017 Orlando, FL Sept. 30 - Oct. 5, 2017	General Fund	\$1,597.37
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AGENDA**BOARD OF ESTIMATES****09/27/2017****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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MOIT - cont'd

The subsistence rate for this location is \$192.00 per night. The hotel cost is for the first night is \$231.80 plus hotel tax of \$23.37, and a hotel tourism fee of \$28.13. The hotel cost for nights 2-4 is \$129.00 per night plus hotel tax of \$23.37 per night and hotel tourism fee of \$23.00 per night. The Department is requesting additional subsistence in the amount of \$37.00 for the first night hotel cost and \$40.00 for meals and incidentals.

The registration fee was paid by Garnter, event sponsor.

The airfare fee in the amount of \$283.96 was prepaid by City-issued procurement card assigned to Ms. Charmane Baker. Therefore, the amount to be disbursed to Ms. Guilford is \$1,313.41.

RETROACTIVE TRAVEL APPROVAL**Department of Transportation**

6. Michelle Pourciau	Maryland Association of Counties Summer Conference Ocean City, MD Aug. 18 - 19, 2017 (Reg. Fee \$490.00)	General Funds	\$ 593.06
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On August 18 - 19, 2017, Ms. Pourciau traveled to Ocean City, MD to attend the Maryland Association of Counties Summer Conference. The allowed subsistence rate for this location is

AGENDA

BOARD OF ESTIMATES

09/27/2017

RETROACTIVE TRAVEL APPROVAL

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>Department of Transportation - cont'd</u>			

\$276.00 per day. The hotel rate was \$391.00 per night. The occupancy room taxes were \$41.06 per night. The registration costs of \$490.00 was prepaid a City-issued procurement card assigned to Dhirendra Sinha. Therefore, the reimbursement to Ms. Pourciau is \$593.07.

This request is late because of a last minute decision for Ms. Pourciau to attend the conference due to a scheduling conflict. The Department requests retroactive travel approval.

The requested travel reimbursement is as follows:

TRAVEL REIMBURSEMENT

\$141.30 - Mileage
391.00 - Hotel
41.06 - Hotel Tax
<u>19.71</u>
\$593.07

RETROACTIVE TRAVEL APPROVAL

Department of Audits

7. Audrey Askew*	Governmental	General	\$3,477.45
Michael Maguire**	Accounting and	Funds	
	Auditing Update		
	Conference		
	Washington, DC		
	Aug. 7 - 8, 2017		
	(Reg. Fees \$1,035.00*		
	\$1,145.00**)		

RETROACTIVE TRAVEL APPROVALDepartment of Audits

Ms. Askew and Mr. Maguire traveled to Washington, DC to attend the Governmental Accounting and Auditing Update Conference held on August 7 - 8, 2017. Ms. Askew also attended the Post-Conference Workshops held on August 9, 2017.

Ms. Askew

The subsistence rate for this location was \$241.00 per day. The hotel rate of \$199.00 per night, plus taxes of \$28.86 per night, and the registration fee in the amount of \$1,035.00 for Ms. Askew were prepaid on a City-issued credit card assigned to Mr. Abraham Elgamil.

Mr. Maguire

The subsistence rate for this location was \$241.00 per day. The hotel rate of \$215.00 per night, plus taxes of \$31.18 per night, and the registration fee in the amount of \$1,145.00 for Mr. Maguire were prepaid on a City-issued credit card assigned to Mr. Abraham Elgamil.

Ms. Askew and Mr. Maguire are not requesting reimbursement for mileage or parking. Pursuant to AM 240-8, except for expenses in connection for parking must be defrayed from the subsistence allowance. Therefore, Ms. Askew and Mr. Maguire used their subsistence to pay for parking pursuant to AM 240-8.

The travel requests are late because the Department gave pre-approval for the trips, however, the requests were not able to be presented to the Board before the trip.

AGENDA

BOARD OF ESTIMATES

09/27/2017

Department of Finance - Revised Administrative Manual Policies
AM 212-1 Part I, AM 213-1 Part I,
AM 213-1, Part II

ACTION REQUESTED OF B/E:

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

- AM 212-1 Part I, Contractual Agreements
- AM 213-1 Part I, Reinstatement
- AM 213-1 Part II, Subsequent Employment after Voluntary Separation from City Service

AMOUNT OF MONEY AND SOURCE:

There are no funds associated with these actions.

BACKGROUND/EXPLANATION:

The Administrative Manual (AM) communicates official City policies and procedures that affect the City's operations and its employees. By distilling provisions of the City Charter, Board of Estimates policies and rules, Memoranda of Understanding, as well as the decisions and directives of the City Administration, the published policies provide uniform and consistent operating rules. The listed revisions reflect rules to outdated or obsolete procedures and will provide greater clarity to City operations, functions and requirements.

This collection of AM revisions pertains to the issue of hiring former City employees.

AM-212-1 Part I Contractual Agreements:

The purpose of this policy is to establish the terms by which retired City employees may be hired to work for the City on a contractual basis. The revisions to this policy are as follows:

Department of Finance - cont'd

- Creating an exemption to the policy's requirements for work hours and rate determination for retired City of Baltimore Police Department employees who are under contract with the Baltimore Police Department.

AM-213-1 Part I Reinstatement:

The purpose of this policy is to establish the terms by which former City employees may be reinstated to a position in the same job classification from which they resigned. The revisions to this policy are as follows:

- City or Police Department employees seeking reinstatement with the Baltimore Police Department are exempt from this policy.

AM-213-1 Part II Subsequent Employment after Voluntary Separation from City Service:

The purpose of this policy is to establish the terms by which a City employee who has resigned from his/her position may return to City government employment in a different classification than that which they have previously held within one year of their resignation. The revisions to this policy are as follows:

- City or Baltimore Police Department employees seeking reinstatement with the Baltimore Police Department as exempt from this policy.

MBE/WBE PARTICIPATION:

N/A

Contractual Agreements

SCOPE

Retired City employees may be engaged to render services to the City on a contractual basis when the requesting agency is able to establish a need for the retiree's services and the retiree possesses the qualifications necessary to satisfy the requirements of the services to be rendered.

This policy applies to retired City employees who were members of one of the City's retirement systems and who are receiving periodically paid benefits at the time they enter into the contractual agreement. They must have been retired for at least 90 calendar days before beginning such services.

OVERVIEW

A retired City employee providing services must enter into a contractual agreement with the Mayor and the City Council of Baltimore. Contracts require a stipulated time period not to exceed one (1) year subject to a ceiling of 1200 paid work hours per contract year. Contractual agreements are contingent on funds being available and require the approval of the Board of Estimates. All contracts must be submitted to and approved by the Board of Estimates prior to the individual starting to perform any work under that contract. **A contract start date prior to the Board of Estimates approval date is unacceptable and will not be allowed.**

STEPS FOR NECESSARY APPROVALS

The following steps must be taken to have a contractual agreement approved for the services of a retired City employee.

1. **Law Department** - The head of the requesting agency must contact the appropriate solicitor in the Law Department for assistance with the preparation of the contractual agreement. The Law Department must approve the contractual agreement for form and legal sufficiency before it is submitted to the Department of Finance, Bureau of the Budget and Management Research, which is the second step.
2. **Bureau of the Budget and Management Research (BBMR)** - The agency's budget analyst must review the contract for funding availability before the contract is submitted to the Department of Personnel, which is the third step.
3. **Department of Personnel** - All contracts must be reviewed by the Classification and Compensation Division for appropriate compensation and conformance with applicable *Administrative Manual* policies, prior to submission to the Expenditure Control Committee (ECC) and the Board of Estimates. The Department of Personnel forwards their recommendations to BBMR for the budget analyst recommendation to the ECC.

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Contractual Agreements

4. **Expenditure Control Committee (ECC)** - Based on the recommendation, the ECC will approve or disapprove the contractual agreement. Documents for approved contractual agreements will be returned to BBMR for submission to the Board of Estimates. If the contractual agreement is not approved, all documents will be returned to the agency.
5. **Board of Estimates (B/E)** - Approved contracts by ECC will be submitted to the Board of Estimates by BBMR. (For specific dates, refer to the Department of Personnel memo on ECC and B/E Deadlines for the current year).

CONTRACT START DATE

All contracts must be submitted to and approved by the Board of Estimates before a retired City employee can start to perform any work under that contract. A contract start date prior to the Board of Estimates approval date is unacceptable and will not be allowed.

WORK HOURS

The retiree must work during the normal office hours of the agency to which he/she is assigned unless otherwise specified in the contractual agreement. A retired City employee who is under contract with the City may not work more than 1200 paid work hours per contract year.

This provision does not apply to a retired City or Baltimore Police Department employee who is under contract with the Baltimore Police Department.

RATE DETERMINATION

A retired City employee on contract shall be paid an appropriate rate on an hourly basis. The rate received can be no more than the difference between the maximum salary which the retiree would have received based upon his/her qualifications if he/she were employed full-time by the City in the classification at the time of the contract and the retiree's maximum City Retirement Systems benefit. To determine the maximum hourly rate, the dollar value of the difference is to be divided by the 1200 work hours allowed per contract year. Based upon review of the information submitted by the agency head, the appropriate solicitor in the Law Department must verify the hourly rate of pay stipulated in the contract as part of the review for legal sufficiency.

This provision does not apply to retired City or Baltimore Police Department employee who is under contract with the Baltimore Police Department.

DISALLOWED BENEFITS

Contractual employees do not receive health benefits, paid holidays, vacation leave, personal leave, sick leave benefits, compensatory time, death benefits, or new or additional retirement

*m****Contractual Agreements***

benefits. Lunch hours are not included as paid hours of work. City retirees under contract with the City are not represented by any employee union or professional association. However, a retiree under contract is covered by the provisions of the Maryland Workers' Compensation Act.

REPORTING OF TAXABLE INCOME

The retiree will receive a W-2 form from the City of Baltimore at the end of the calendar year in accordance with the guidelines of the Internal Revenue Service (IRS).

APPOINTMENT PROCESS

Retired City employees engaged on a contractual basis shall be entered on an ENTRY TICKET (28-1618-5142) as Grade 999 (\$5.15- \$90.00 Hourly), Class #00106, Contract Services Specialist I, Work Code 9, Appt. Code "X", with the appropriate hourly rate as stipulated in the approved contract.

Since a retiree on contract cannot work beyond one (1) year on an approved contract, a CUT-OFF NOTICE (28-1608-5144), used for the purpose of removal from the payroll, should be processed with the ENTRY TICKET.

CONTRACT REQUIREMENT

Contracts for retired City employees may not be amended to extend the originally approved ending date. The Board of Estimates must specifically approve a new contract for the additional time that the services of the City retiree are needed. The steps for approval must be repeated for each new contract to be submitted to the Board of Estimates.

RELATED DOCUMENTS

For additional information, see:

[AM-204-1](#) ANNUAL HOLIDAYS PART I

AM-205-4-2 PREPARING AN ENTRY TICKET AM-205-7-

1 CUT-OFF NOTICE

AM-207-1 WORK HOURS

Reinstatement**SCOPE**

An individual may be reinstated to a position in the same job classification from which he/she voluntarily resigned provided that not more than one (1) year has transpired since the employee's resignation. The position does not have to be in the same agency from which the employee resigned.

For reinstatement, the employee's entry date will be adjusted to reflect the period of absence. Vacation leave accrual rates and longevity-based salary increments will be based on the adjusted entry date. Any unpaid sick leave will be adjusted and restored.

If more than one (1) year has lapsed since the employee's resignation, the individual must follow the normal rules for applying for City government employment. Benefits are not restored. This policy, however, does not apply to the calculation of Employees' Retirement System service that is defined in Article 22 of the Baltimore City Code.

This Policy does not apply to City or Baltimore Police Department employees seeking reinstatement with the Baltimore Police Department.

REINSTATEMENT PROCESS

To be reinstated to a Civil Service position, an individual must contact the Department of Human Resources by letter relative to the request. If after investigation by the Department of Human Resources, it is determined that a position in the same classification from which the individual resigned is vacant, that funds are available for the position, and that the agency head wants to accept the employee, then the Department of Human Resources may approve the reinstatement request and notify the individual and the agency.

The hiring process may be initiated in accordance with established policies after Department of Human Resources approval of the reinstatement. To be reinstated to a non-Civil Service position, the individual must contact the appointing officer.

To resolve questions concerning adjusted entry date, leave accrual and sick leave balance, the hiring agency's human resources/personnel officer is asked to oversee the completion of AM-213-1-1, a form to document this information for the employee and agency. Employees are requested to complete the top portion of the form at the time of reentry and return it to the human resources/personnel office of the hiring agency. The human resources/personnel office inserts the reentry date and forwards the form to the Central Payroll Division for completion. The form is returned to the hiring agency where it is reviewed and signed by the human resources/personnel officer. The human resources/personnel officer forwards a copy of the completed form to the Retirement Systems, gives a copy to the employee and the original becomes part of the employee's

Reinstatement

personnel record. Discrepancies should be resolved in a reasonable time frame; however, the employee has 18 months in which to place a claim to the hiring agency for prior creditable service.

SALARY DETERMINATION

An employee who is reinstated to a position within a year from the date of separation shall be reentered either at the classification's entry level salary or at one salary level lower than the employee's salary level which he/she had been receiving at the time of separation, whichever is higher. After placement on the salary scale, appropriate longevity moneys will be restored. Employees must observe a full eighteen (18) month period before moving to the next level.

PROBATION PERIOD

There is no probation period requirement for an employee who is reinstated to a previously held classification provided that the requirement was satisfied during the original appointment. Vacation may be used as it is earned.

BENEFITS DETERMINATIONEntry Date

The original entry date of an employee who is reinstated shall be restored and then adjusted for the period transpired between separation and reinstatement subject to the one year reinstatement period. This entry date will be the official entry date and will be the basis for determining vacation leave accrual rates and longevity based salary increments.

Sick Leave

An individual who is reinstated will be credited with 50% of sick leave balance that was not converted to cash at the time of termination. (See AM-205-7).

Upon reinstatement a former employee who voluntarily separated may not repurchase sick leave for which he/she was paid.

Health Care

The Employees Benefits Section of the Department of Human Resources must be contacted for information on the health care benefits available to a reinstated employee.

Retirement Systems

The Employees' Retirement Systems must be contacted for information on Retirement System service credit for the reinstated employee.

DRUG/ALCOHOL TESTING AND PHYSICAL EXAM REQUIREMENT

Prior to reinstatement, all individuals are required to take pre-placement drug and alcohol screenings at the City of Baltimore Occupational Medical Services (Mercy Clinic) at 323 N. Calvert Street. The agency human resources/personnel office or designee must schedule an appointment for the testing by FAX: 410-332-0614. When reporting for the scheduled appointment, the individual must bring photo identification, along with the completed Management/HR Administration Drug/Alcohol Testing Order, (form # 28-1608-5156).

Only those individuals being considered for reinstatement in the following categories will be required to undergo physicals:

- All Commercial Drivers License (CDL) holders
- All employees who are required to frequently lift over 40 lbs.
- All health care workers
- All employees with potential exposure to hazardous materials, (ex. Chemicals, rodenticides, herbicides, lead, asbestos)
- All employees with exposure to noise in excess of 85 decibels
- All employees who are candidates for vaccination, (ex. hepatitis B, rabies)
- All employees who wear respirators

The agency human resources/personnel office or designee must schedule an appointment for the physical by FAX: 410-332-0614. For the scheduled appointment, the individual must bring photo identification, along with the completed Request for Services form (form #28-1608-5153) and the Management/HR Administration Drug/Alcohol Testing Order, (form # 28-1608-5156).

RELATED DOCUMENTS

AM-204-30 Part I DETERMINATION OF BENEFITS

AM-204-31 Part II DETERMINATION OF BENEFITS

[AM-204-12](#) LENGTH OF SERVICE

AM-205-7 SEPARATION AND PAYMENT AT TERMINATION

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AM-213-1 Part I

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Reinstatement

[AM-205-9](#) REHIRING IN A CIVIL SERVICE CLASS AFTER LAYOFF

AM-205-13 LONGEVITY INCREMENT

[AM 213-1, Part II](#) SUBSEQUENT EMPLOYMENT

[AM 213-1-1](#) REINSTATEMENT/SUBSEQUENT EMPLOYMENT RECORD

AM-231-1 HIRING AND TRANSFERS

m Subsequent Employment after Voluntary Separation from City Service

SCOPE

Subsequent employment pertains to employees who resign after the effective date of this policy and return to City government employment in a different classification than they previously held, within one (1) year of their voluntary termination. This category is different from reinstatement because the individual is not returning to the same job classification. An employee returning to the same classification is covered under AM-213-1, Part I, Reinstatement.

For the subsequent employment category, the employee's entry date will be adjusted to reflect the period of absence. Any unpaid sick leave will be adjusted and restored. Vacation leave accrual rates will be based on the adjusted entry date and the Memorandum of Understanding for the employee's representation in the new job classification.

If more than one (1) year has transpired, the individual will be considered a new hire without an adjusted entry date. Benefits are not restored. This policy, however, does not apply to the calculation of Employees' Retirement System service that is defined in Article 22 of the Baltimore City Code.

This Policy does not apply to City or Baltimore Police Department employees seeking reinstatement with the Baltimore Police Department

SUBSEQUENT EMPLOYMENT PROCESS

An individual may be considered for the benefits of subsequent employment with City government provided that the person is hired to a different classification than previously held and not more than one

(1) year has transpired since the employee's voluntary resignation from the City. For the purposes of hiring, the employee must follow the normal rules for applying for City government employment.

To resolve questions concerning adjusted entry date, leave accrual and sick leave balance, the hiring agency's human resources/personnel officer is asked to oversee the completion of AM-213-1-1, a form to document this information for the employee and agency. Employees are requested to complete the top portion of the form at the time of reentry and return it to the human resources/personnel office of the hiring agency. The human resources/personnel office inserts the reentry date and forwards the form to the Central Payroll Division for completion. The form is returned to the hiring agency where it is reviewed and signed by the human resources/personnel officer. The human resources/personnel officer forwards a copy of the completed form to the Retirement Systems, gives a copy to the employee and the original becomes part of the employee's personnel record. Discrepancies should be resolved in a reasonable time frame; however, the employee has 18 months in which to place a claim to the hiring agency for prior creditable service.

***m Subsequent Employment after Voluntary Separation
from City Service*****SALARY DETERMINATION**

An employee who is hired to a position within one (1) year from the date of separation will be hired at the entry level grade of the class unless approved for higher salary by the Director of Human Resources in accordance with AM 205-1. For eligible employees, longevity increments based on years of service will be restored according to the adjusted entry date and the representative organization of the current job classification. Employees must observe a full eighteen (18) month period before moving to the next level.

PROBATIONARY PERIOD

The employee will be required to serve a probationary period if selected to fill a vacant position in the Classified Civil Service. The probationary period of six (6) months is required to assess the employee's competency to fulfill the duties of the position. The employee may not use earned vacation leave until the probationary period is satisfactorily completed. With the concurrence of the supervisor, sick leave or personal leave may be used during the probationary period.

BENEFITSEntry Date

The original entry date of an employee who is subsequently employed shall be restored and then adjusted for the period transpired between separation and reentry, as long as the period is no longer than one (1) year. The adjusted entry date will be the basis for determining vacation leave accrual rates and longevity- based salary increments, as outlined in the new job classification.

Sick Leave

An individual who is subsequently employed will be credited with 50% of sick leave balance, which was not converted to cash at the time of termination. (See AM 205-7).

Upon re-entry, a former employee who voluntarily separated may not repurchase sick leave for which he/she was paid.

Health Care

The Employees' Benefits Section of the Department of Human Resources must be contacted for information on the health care benefits available for subsequent employment.

Retirement Systems

The Employees' Retirement Systems must be contacted for information on Retirement System service credit for the employee in the subsequent employment category.

*m Subsequent Employment after Voluntary Separation
from City Service***DRUG/ALCOHOL TESTING AND PHYSICAL EXAM REQUIREMENT**

In the subsequent employment category, all individuals are required to take pre-placement drug and alcohol screenings at the City of Baltimore Occupational Medical Services (Mercy Clinic) at 323 N. Calvert Street. The agency human resources/personnel office or designee must schedule an appointment for the testing by FAX: 410-332-0614. When reporting for the scheduled appointment, the individual must bring photo identification, along with the completed Management/HR Administration Drug/Alcohol

Testing Order, (form # 28-1608-5156).

Only those individuals being considered for subsequent employment in the following categories will be required to undergo physicals:

- All Commercial Drivers License (CDL) holders
- All employees who are required to frequently lift over 40 lbs.
- All health care workers
- All employees with potential exposure to hazardous materials, (ex. Chemicals, rodenticides, herbicides, lead, asbestos)
- All employees with exposure to noise in excess of 85 decibels
- All employees who are candidates for vaccination, (ex. hepatitis B, rabies)
- All employees who wear respirators

The agency human resources/personnel office or designee must schedule an appointment for the physical by FAX: 410-332-0614. For the scheduled appointment, the individual must bring photo identification, along with the completed Request for Services form (form #28-1608-5153) and the Management/HR Administration Drug/Alcohol Testing Order, (form # 28-1608-5156).

RELATED DOCUMENTS

[AM-204-12](#) LENGTH OF SERVICE

AM-204-30 Part I DETERMINATION OF BENEFITS AM-204-31

Part II DETERMINATION OF BENEFITS [AM-205-1](#) SALARY

AM-205-7 SEPARATION AND PAYMENT AT TERMINATION AM-205-13 LONGEVITY INCREMENT

[AM-213-1, Part I](#) REINSTATEMENT

[AM-213-1-1](#) REINSTATEMENT/SUBSEQUENT EMPLOYMENT RECORD

AM-231-1 HIRING AND TRANSFERS

AM-236-1 PROBATIONARY PERIOD

12:00 NOON

ANNOUNCEMENTS OF BIDS RECEIVED

AND

OPENING OF BIDS, AS SCHEDULED