

## **NOTICES :**

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

a. Anyone wishing to speak before the Board, whether individually or as the spokesperson of an entity must notify the Clerk of the Board in writing no later than 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/>) and the Secretary to the Board's web site (<http://comptroller.baltimorecity.gov/files/resolution-protestspdf>).

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

NOTICES - cont'd:

2. 

BALTIMORE CITY OFFICES WERE CLOSED ON MONDAY,  
OCTOBER 9, 2017 IN OBSERVANCE OF COLUMBUS DAY.

ALL PROTESTS MUST BE RECEIVED NO LATER THAN 8:45 AM  
ON WEDNESDAY OCTOBER 11, 2017 PRECEDING THE BOARD OF  
ESTIMATES' MEETING.

**BOARD OF ESTIMATES' AGENDA - OCTOBER 11, 2017**

**BOARDS AND COMMISSIONS**

1. Prequalification of Contractors

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

Break Bread Logistics, LLC	\$ 1,500,000.00
Colossal Contractors, Inc.	\$ 8,000,000.00
Delaware Elevator, Inc.	\$ 8,000,000.00
Dutchland, Inc.	\$ 8,000,000.00
Highlander Contracting Company, LLC	\$61,500,000.00
Mid-Atlantic General Contractors, Inc.	\$ 8,000,000.00
R & S Construction Co., Inc.	\$ 970,000.00

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:

O'Brien & Gere Engineers, Inc.	Engineer
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**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Space Utilization Committee - Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement with The Empowerment Center, Inc., Tenant, for the rental of the property known as 801 Braddish Avenue (formerly known as Lafayette Elementary School No. 202), containing 39,045 sq. ft. The period of the Lease Agreement is September 1, 2016 through August 31, 2018, with the right to renew for one 2-year term.

**AMOUNT OF MONEY AND SOURCE:**

Annual rent \$1.00, if demanded.

**BACKGROUND/EXPLANATION:**

The leased premises will be used as a Charter School operated by The Empowerment Center, Inc., for students Pre-K through 8th grade.

The Tenant will be responsible for building structural defects, foundation, roof, walls, gutters, downspouts, air conditioning, ventilating & heating systems, water, and electric supply lines. The Tenant accepts the premises in its "as is" condition and is responsible for all equipment, licenses, janitorial services, maintenance, utilities, snow removal, landscaping, and repair of outside playground area of building, including removal of trash and maintenance debris.

The Tenant is responsible for telephone/computer services, reinstallation of windows, and removal of graffiti. The Tenant agrees it will not keep gasoline or other flammable liquids, ignitable or explosives on the leased premises. The tenant will be responsible for visitors, will seal off water foundation in building, and will maintain liability insurance.

The Space Utilization Committee approved this Lease Agreement on September 26, 2017.

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Space Utilization Committee - cont'd

This Lease Agreement is late because the Tenant did not sign the Lease until agreement was reached on maintaining the capital improvements.

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Department of Real Estate - Interdepartmental Lease Agreement Renewal

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of the Interdepartmental Lease Agreement between the Department of General Services, Landlord, and the Department of Planning (DOP), Tenant, for the rental of a portion of the property known as the Benton Building, located at 417 E. Fayette Street, consisting of approximately 16,689 sq. ft. on the eighth floor. The period of the renewal is July 1, 2017 through June 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$180,158.35	\$15,013.20

Account: 1001-000000-1877-187400-603096

**BACKGROUND/EXPLANATION:**

On January 9, 2013, the Board approved the original Interdepartmental Lease Agreement for the period of July 1, 2012 through June 30, 2013, with 5 one-year renewal options. The DOP would like to exercise its fifth renewal option for the period July 1, 2017 through June 30, 2018. All other rental terms and conditions of the original Interdepartmental Lease Agreement remain unchanged.

The Interdepartmental Lease Agreement renewal request is late because of delays in the administrative process.

**APPROVED FOR FUNDS BY FINANCE**

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Department of Real Estate - Interdepartmental Lease Agreement Renewal

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of the Interdepartmental Lease Agreement between the Department of General Services, Landlord, and the Department of Transportation (DOT), Tenant, for the rental of a portion of the property known as the Benton Building, located at 417 E. Fayette Street, consisting of approximately 37,344 sq. ft. on the fifth floor. The period of the renewal is July 1, 2017 through June 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$403,141.05	\$33,595.09

Account: 1001-000000-2301-248700-603096

**BACKGROUND/EXPLANATION:**

On March 20, 2013, the Board approved the original Interdepartmental Lease Agreement for the period of July 1, 2012 through June 30, 2013, with 5 one-year renewal options. The DOT would like to exercise its fifth renewal option for the period July 1, 2017 through June 30, 2018. All other rental terms and conditions of the original Interdepartmental Lease Agreement remain unchanged.

The Interdepartmental Lease Agreement renewal request is late because of delays in the administrative process.

**APPROVED FOR FUNDS BY FINANCE**

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Department of Real Estate - Lease Agreement Renewal

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Lease Agreement Renewal between the Department of General Services, Landlord and the Health Department, Tenant, for the rental of a portion of property known as the Benton Building located at 417 E. Fayette Street, consisting of approximately 18,556 sq. ft. on the 6<sup>th</sup> floor. The period of the renewal is July 1, 2017 through June 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$200,314.06	\$16,692.84

Account: 1001-000000-3252-273300-603096

**BACKGROUND/EXPLANATION:**

On October 3, 2013 the Board approved the Interdepartmental Lease Agreement for the period of July 1, 2013 through June 30, 2014, with five one-year renewal options.

The tenant would like to exercise its fifth renewal option for one year, from July 1, 2017 through June 30, 2018.

All other rental terms and provisions of the Lease Agreement dated October 22, 2013 shall remain in full force and effect.

The Lease Agreement Renewal is late because of delays in the administrative process.

**APPROVED FOR FUNDS BY FINANCE**

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Department of Real Estate - Amendment to Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Amendment to Lease Agreement with Allen & Son Moving and Storage, Inc., Tenant.

**AMOUNT OF MONEY AND SOURCE:**

Monthly Rate

\$5,919.13            \$41,433.91 (7 month rate) - 8/1/2017 - 2/28/2018

\$6,155.90            \$73,870.74 (annual rate) - 3/1/2018 - 2/28/2019

**BACKGROUND/EXPLANATION:**

On March 1, 2012 the Board approved a Lease Agreement for March 1, 2012 through February 28, 2017, with a two-year renewal option, effective March 1, 2017. The Tenant exercised its right to renew the lease for two years.

The lease is for the rental of warehouse space at 3000 Druid Park Drive, Baltimore City, Maryland, 21215, consisting of approximately 13,730 sq. ft. This amendment will allow for an extension of the lease period, an increase of 1,600 sq. ft. of office space to the leased premises at 3000 Druid Park Drive and to adjust the rent payable during the current term and the renewal as a result of the increase in square footage to the leased premises.

From August 1, 2017 through February 28, 2018, the total revised rent for the new amount of square footage (15,330) is \$41,433.91, payable in equal monthly installments of \$5,919.12. Effective March 1, 2018 through February 28, 2019, the total revised amount of rent for 15,330 sq. ft. is \$73,870.74 annually, payable in equal monthly installments of \$6,155.90.

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Department of Real Estate - cont'd

The utilities are included in the rent for the new office space of approximately 1,600 sq. ft. The utilities are not included in the rent for the warehouse space which is approximately 13,730 sq. ft. and are paid separately by the Tenant as described in the original lease agreement.

All other conditions, provisions, and terms of the original lease agreement dated March 1, 2012 remain in full force and effect.

**APPROVED FOR FUNDS BY FINANCE**

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

AGENDA

BOARD OF ESTIMATES

10/11/2017

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development - Options</u>			
1. William H. Parham and Majorie E. Parham, Deceased	436 E. Biddle St.	F/S	\$11,000.00
Funds are available in CDBG Funds, account no. 9990-907714-9593-900001-704040, Johnston Square Project.			
2. The National Lutheran Home for the Aged, Inc.	2617 Hafer St.	G/R \$37.50	\$ 312.50
Funds are available in account no. 9910-908636-9588-900000-704004, FY16 Whole Block Demolition Project.			
3. Betty Whitfield, Handy Womble, Deceased, Katie M. Womble, Deceased	1315 Myrtle Ave.	L/H	\$19,200.00
Funds are available in City Bond Funds, account no. 9910-905142-9588-900000-704040, Upton Ball Fields Project.			
4. The Marion I. and Henry J. Knott Foundation, Inc.	2314 E. North Ave.	G/R \$96.00	\$ 800.00
Funds are available in account no. 9910-906126-9588-900000-704004, FY 17 CORE Demo Project.			

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

AGENDA

BOARD OF ESTIMATES

10/11/2017

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnation or Redemption</u>			
5. Josephine R. Johnson	1336 Argyle Ave.	G/R \$75.00	\$ 500.00

Funds are available in account no. 9910-905142-9588-900000-704040, Upton Ball Fields Project.

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

Law Department - Payment of Settlement

6. Masoud Mardi (Prior Owner)	911 E. Chase St.	L/H	\$15,700.00
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On March 1, 2017, the City approved the acquisition by condemnation of the leasehold interest in the property located at 911 E. Chase Street in the amount of \$49,300.00, based upon the higher of two independent appraisal reports. The property owner filed an answer refusing the City's offer and presented the City with an appraisal valuating the property at \$90,000.00. The parties agreed to settle the case for \$65,000.00. Therefore, the Department is requesting an additional \$15,700.00.

Funds are available in account no. 9910-910715-9588-900000-704040.

AGENDA

BOARD OF ESTIMATES

10/11/2017

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Law Department - Payment of Settlement</u>			
7. Osborne I. King, Jr. (Prior Owner)	1105 W. Lexington Street	F/S	\$28,000.00

On September 28, 2016, the Board approved the acquisition by condemnation of the fee simple interest in the property located at 1105 W. Lexington Street in the amount of \$32,000.00, based upon the higher of two independent appraisal reports.

The property owner filed an answer refusing the City's offer and presented the City with an appraisal valuating the property at \$85,000.00 plus a \$63,750.00 claim for loss rent for a total value of \$148,750.00. The parties agreed to settle the case for \$60,000.00. Therefore, the Department is requesting an additional \$28,000.00.

Funds are available in account no. 9910-914135-9588-900000-704040.

TRANSFERS OF FUNDS

\* \* \* \* \*

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

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

AGENDA

BOARD OF ESTIMATES

10/11/2017

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Planning</u>		
1. \$ 69,250.00	9904-923004-9127	
General Funds	Various Improve-	
	ments Peoples Court	
58,000.00	9904-902152-9129	
1 <sup>st</sup> Cultural	Baltimore City	
Institution	Heritage Areas	
Loan	(Reserve)	
<u>\$127,250.00</u>	-----	9904-901152-9127
		Baltimore City
		Heritage Areas
		(Active)

This transfer is to fund the Heritage Area's Small Cap Grant program that makes small, but strategic capital grants to improve, protect, and restore historic and cultural sites within the Baltimore National Heritage Area. Small Cap Grants require the grantee to match funds 1:1 with other investments. To date, the program has leveraged approximately \$13.00 for every \$1.00 of Small Cap funds distributed.

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Land Disposition Agreement with BREAD - Baltimore Real Estate and Development, LLC., Developer, for the sale of the City-owned property located at 930 N. Broadway.

**AMOUNT OF MONEY AND SOURCE:**

\$20,000.00 - Purchase Price, payable at the time of Settlement

**BACKGROUND/EXPLANATION:**

The City will convey all of its rights, title, and interests in 930 N. Broadway to BREAD - Baltimore Real Estate and Development, LLC.

The project will involve a full rehabilitation and renovation of the property for re-sale. The property is located in the Gay Street neighborhood.

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

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

In accordance with the Waiver Valuation Process of the Appraisal Policy, the DHCD determined the property located at 930 N. Broadway to be valued at \$18,000.00. The property is being sold for \$20,000.00. The statement of purpose and rationale does not apply because the property will be sold above the valuation price of \$18,000.00.

**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.)

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Law Department - Settlement Agreement and Release

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Settlement Agreement and Release for the action brought by John Rau, III against Major Byron Conaway, the Baltimore City Police Department and the Mayor & City Council of Baltimore for alleged battery and state constitutional torts.

**AMOUNT OF MONEY AND SOURCE:**

\$135,000.00 - 1001-000000-2041-716700-603070

**BACKGROUND/EXPLANATION:**

On September 28, 2015, near the 2400 block of Washington Blvd., Major Conaway approached the Plaintiff after observing suspected narcotics activity. There are conflicting accounts regarding the incident that followed. According to Major Conaway, the Plaintiff did not respond to his commands and refused to show his hands and was displaying characteristics of an armed person. Fearing the Plaintiff was moving to gain a tactical advantage to discharge his weapon, Major Conaway fired his service weapon striking the Plaintiff in the thigh. No drugs, weapons, or cash were found on the Plaintiff.

The Plaintiff claims that he suffered physical, emotional, mental, and financial injuries, including, but not limited to, a gunshot wound, multiple surgeries, pain and suffering, mental anguish, humiliation, disgrace, loss of dignity, costs, and expenses of legal proceedings, lost wages, and other expenses. The Plaintiff attributes his injuries to the excessive conduct and rush to judgment by the officer. The Plaintiff also alleges that the force was excessive under the circumstances.

As a result of the incident, the Plaintiff filed suit seeking \$1,000,000.00 in compensatory and punitive damages and attorneys'

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Law Department - cont'd

fees. Because of conflicting factual issues and given the uncertainties and unpredictability of jury verdicts, the parties propose to settle the matter for a total sum of \$135,000.00 in return for a dismissal of the litigation.

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

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Law Department - Settlement Agreement and Release

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Settlement Agreement and Release of the claim by Mr. Dawron Richardson, Plaintiff, against the Mayor and City Council of Baltimore arising out of an auto accident that occurred on September 7, 2016 at Reisterstown Road and Strathmore Avenue.

**AMOUNT OF MONEY AND SOURCE:**

\$33,000.00 - 2036-000000-1750-703800-603020

**BACKGROUND/EXPLANATION:**

On September 7, 2016, the vehicle in which the Plaintiff was a passenger struck a manhole cover that was loose and partially sticking up. The manhole cover lodged in the vehicle causing it to overturn and ignite into flames. The City had received prior complaints about this particular manhole cover. The Plaintiff suffered serious bodily injuries to his back and incurred lost wages.

Based on a review by the Settlement Committee of the Law Department of the legal and factual issues specific to this claim, a recommendation to the Board of Estimates is made to approve the settlement of this claim.

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Department of Transportation - Minor Privilege Permit Application

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

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 3700 Fleet Street	Highlandtown Development, LLC	Single face electric sign, 38.51 sq. ft.

Flat Charge: \$404.35

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Department of Transportation - Developers' Agreements

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

	<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
1.	<b>BLUE POINT SNF, LLC</b>	<b>1510</b>	<b>\$ 55,241.00</b>

Blue Point SNF, LLC would like to install new utilities to its proposed new building located in the vicinity of 2525 West Belvedere Avenue. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$55,241.00 has been issued to Blue Point SNF, LLC, which assumes 100% of the financial responsibility.

2.	<b>BREWERS GREEN DEVELOPMENT LLC</b>	<b>1468</b>	<b>\$220,532.00</b>
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Brewers Green Development, LLC would like to install new utilities to its proposed new building located in the vicinity of 3401-3423 Brewers Green Way. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$220,532.00 has been issued to Brewers Green Development, LLC which assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

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

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

AGENDA

BOARD OF ESTIMATES

10/11/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

- |                                                                                                                     |         |         |
|---------------------------------------------------------------------------------------------------------------------|---------|---------|
| 1. ALLOGRAM, INC.                                                                                                   | \$ 0.00 | Renewal |
| Contract No. B500004161 - Various Trophies and Awards - Department of Recreation and Parks, etc. - P.O. No. P533187 |         |         |

On October 7, 2015, the Board approved the initial award in the amount of \$70,679.49. The award contained four 1-year renewal options. On October 5, 2016, the Board approved the first renewal in the amount of \$0.00. This second renewal in the amount of \$0.00 will ensure the continuous availability of various trophies and awards to agencies throughout the city for various programs and activities. The period of the renewal is October 7, 2017 through October 6, 2018, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On June 30, 2015, MWBOO determined that no goals would be set because of no opportunity to segment the contract. To date, only \$24,837.30 has been spent on this contract.

**MWBOO GRANTED A WAIVER.**

- |                                                                                                                                         |              |         |
|-----------------------------------------------------------------------------------------------------------------------------------------|--------------|---------|
| 2. NOAH GARRISON d/b/a THE                                                                                                              | \$ 40,000.00 | Renewal |
| GARRISON LANDSCAPE DIVISION Contract No. B50004495 - Landscape Maintenance Services - Department of General Services - P.O. No. P537224 |              |         |

On November 2, 2016, the Board approved the initial award in the amount of \$40,000.00. The award contained four 1-year renewal options. This first renewal in the amount of \$40,000.00 is for the period November 2, 2017 through November 1, 2018, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

AGENDA

BOARD OF ESTIMATES

10/11/2017

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 the MBE/WBE subcontracting threshold of \$50,000.00. To date, only \$24,422.00 has been spent on this contract.

- |                                                                                                                             |              |             |
|-----------------------------------------------------------------------------------------------------------------------------|--------------|-------------|
| 3. CFI SERVICES, INC.                                                                                                       | \$ 26,600.00 | Sole Source |
| Contract No. 08000 - Sodium Hypochlorite Dispensers - Department of Public Works - Wastewater Facilities - Req. No. R775391 |              |             |

The vendor is the manufacturer's sole authorized distributor of this equipment. This equipment must be compatible with currently installed equipment at the Back River Wastewater Treatment Plant, to eliminate the need to modify the piping and electrical wiring. This is a one-time procurement.

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 is recommended.

**MBE/WBE PARTICIPATION:**

Not applicable. The total award is below the subcontracting threshold of \$50,000.00. Additionally, this meets the requirement for certification as a sole source procurement as these commodities are only available from the distributor, and are not available from subcontractors.

AGENDA

BOARD OF ESTIMATES

10/11/2017

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

- 4. BOUND TREE MEDICAL,  
LLC  
MIDWEST MEDICAL SUPPLY  
CO., L.L.C.  
MOORE MEDICAL LLC

\$ 0.00	Extension
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Contract No. B50002139 - Emergency Medical Supplies - Baltimore City Fire and Police Department - P.O. Nos. P518749, P518750 and P518751

On November 23, 2011, the Board approved the initial award in the amount of \$550,000.00. The award contained five renewal options. Subsequent actions have been approved and all renewals have been exercised. This extension is necessary to allow the Fire Department continued use of the required emergency medical supplies contract while Solicitation No. B50005166 is advertised. The period of the extension is November 21, 2017 through March 31, 2018. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On February 24, 2011, MWBOO determined that no goals would be set because of no opportunity to segment the contract. MBEs and WBEs have been identified for upcoming solicitation.

**MWBOO GRANTED A WAIVER.**

- 5. BELTWAY INTERNATIONAL, LLC  
WEST END SERVICE, INC.

\$ 0.00	Extension
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Contract No. B50002515 - O.E.M. Parts, Service and Warranty Repairs for International Heavy Duty Trucks - Department of General Services - Fleet Management - P.O. Nos. P521601 and P521602

AGENDA

BOARD OF ESTIMATES

10/11/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Purchases

On September 26, 2012, the Board approved the initial award in the amount of \$1,500,000.00. The award contained two renewal options. On November 5, 2014, the Board approved an increase in the amount of \$750,000.00. Both renewals have been exercised. This extension is necessary to continue services for the Department of General Services - Fleet Management to allow for Solicitation No. B50005160, opening November 29, 2017, to be awarded. The period of the extension is November 1, 2017 through February 1, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On July 5, 2012, MWBOO determined that no goals would be set because of no opportunity to segment the contract. There are currently no MBEs or WBEs certified to provide warranty repairs on International trucks.

**MWBOO GRANTED A WAIVER.**

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

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. HOUSE OF RUTH MARYLAND, INC. \$ 79,198.00**

Account: 4001-407118-3572-755700-603051

The House of Ruth Maryland, Inc. will utilize the funds to operate an emergency shelter and provide rapid re-housing assistance to 200 homeless women and their children who have experienced domestic violence.

The agreement is late because of a delay in receiving the project budget from the House of Ruth Maryland, Inc.

**MWBOO GRANTED A WAIVER.**

**2. UNIVERSITY OF MARYLAND, BALTIMORE \$347,349.00**

Account: 4000-490818-3571-762400-603051

The University of Maryland, Baltimore will utilize the funds to provide housing assistance when available and case management support services to 680 HIV positive clients.

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

**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**

**10/11/2017**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the First Amendment to Agreement (Amendment) between the Southwest Partnership, Inc. and MOED's Employment Connection Center. The Amendment will extend the period of the agreement through December 31, 2017.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On January 11, 2017 the Board approved an agreement in the amount of \$20,000.00 for the period of October 1, 2016 through September 30, 2017. The agreement utilized in-kind resources for MOED to recruit and employ a Career Navigator to provide workforce services for residents in the Southwest Partnership neighborhood.

This amendment will extend the period of the agreement for the scope of services to be completed.

**APPROVED FOR FUNDS BY FINANCE**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

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 Community Mediation Program, Inc. The period of the Agreement is July 1, 2017 through June 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$43,000.00 - 1001-000000-1151-117900-603026

**BACKGROUND/EXPLANATION:**

The State's Attorney Office has been in partnership with the Community Mediation Program, Inc. for over ten years.

The mission of the Community Mediation Program, Inc. is to reduce interpersonal conflict, community violence and animosity by increasing the use of non-violent conflict resolution strategies and by making mediation more accessible in Baltimore City.

The Agreement is late because the signed agreement was recently received from the Community Mediation Program, 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.)

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Circuit Court for Baltimore City - Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the Grant Award from the Maryland Mediation and Conflict Resolution Office of the Administrative Office of the Courts. The period of the Grant Award was July 1, 2017 through June 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$14,550.00 - 5000-579718-1100-109400-405001

**BACKGROUND/EXPLANATION:**

The grant award will provide funding for training and education for the Juvenile Court's roster mediators as well as for mediator fees.

**APPROVED FOR FUNDS BY FINANCE**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Department of Public Works - Perpetual and Temporary  
Construction Easement Agreement

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

The Board is requested to approve and authorize execution of a Perpetual and Temporary Construction Easement Agreement with Oak Creek Apartments, LLC.

**AMOUNT OF MONEY AND SOURCE:**

\$14,476.00 - 9956-905653-9551-900020-704040

**BACKGROUND/EXPLANATION:**

The Department determined the combined fair market value of the Perpetual and Temporary Construction Easement to be \$14,476.00.

The City will acquire a Perpetual Easement and a Temporary Construction Easement on a portion of a property owned by Oak Creek Apartments, LLC, located at 6200 Chinquapin Parkway. This agreement will allow the City's contractor, construction access to relocate and install a new sanitary sewer main within the new easement, and perform stream restoration improvements in conjunction with the Public Works Sanitary Sewer Project No. SC 910.

**MBE/WBE PARTICIPATION:**

N/A - Irrespective to Article 5, Subtitle 28-4, this item is not the result of City procurement and the above entity is responsible for all cost, MWDBE goals do not apply.

**APPROVED FOR FUNDS BY FINANCE**

(The Perpetual Easement and a Temporary Construction Easement has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Department of Public Works/ - Partial Release and Full Release  
Office of Eng. & Constr. of Retainage Agreements

The Board is requested to approve and authorize execution of the release of retainage agreements with the following contractors for the various contracts:

	<u>Contractor</u>	<u>Contract No.</u>	<u>Amount</u>
1.	<b>MERRELL BROS., INC.</b>	<b>WC 1306</b>	<b>\$188,739.17</b>

Account: 9960-905596-9557-000000-200001

As of November 17, 2016, Merrell Bros., Inc. has completed 100% of all work for WC 1306, Watershed Lake Residuals Removal at the Montebello Water Filtration Plant. The contractor has requested a partial release of retainage in the amount of \$188,739.17. Currently, the City is holding \$198,739.17 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$10,000.00. The remaining \$10,000.00 is sufficient to protect the interest of the City.

2.	<b>MONUMENTAL PAVING AND EXCAVATING, INC.</b>	<b>WC 1325</b>	<b>\$254,331.43</b>
----	-------------------------------------------------------	----------------	---------------------

Account: 2071-000000-5521-608903-603026

As of October 12, 2016, Monumental Paving and Excavating, Inc. has completed 100% of all work for WC 1225 Repaving Utility Cuts at Various Locations. The contractor has requested a full release of retainage in the amount of \$254,331.43. Currently, the City is holding \$254,331.43 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$0.00.

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Department of Public Works/ - cont'd  
Office of Eng. & Constr.

**MWBOO APPROVED THE RELEASES OF RETAINAGE.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Department of Public Works - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve payment of the membership dues for the National Association of Clean Water Agencies (NACWA). The period of the Membership is October 1, 2017 to September 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$ 9,010.00	-	2070-000000-5541-399300-603022
14,840.00	-	2071-000000-5541-398600-603022
2,650.00	-	2072-000000-5181-613400-603022
<u>26,500.00</u>	-	<u>1001-000000-1901-190300-603022</u>
<b>\$53,000.00</b>		

**BACKGROUND/EXPLANATION:**

The NACWA provides a viable option for public agencies as Clean Water Act regulations and enforcement continue to expand, making the case for a new approach that lets municipalities act as the drivers for prioritizing compliance with existing and new Clean Water Act regulations. The annual membership is for 18 Executives.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

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. Dennis Fulton for expenses incurred for his State Operator's certification renewal.

**AMOUNT OF MONEY AND SOURCE:**

\$50.00 - 2070-000000-5501-397201-603020

**BACKGROUND/EXPLANATION:**

Mr. Fulton paid for his State Operator's certification renewal on July 17, 2017. However, he failed to submit his expense form on time. The expense form is now outside of the guidelines set by the AM-240-11.

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.**

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

The Board is requested to  
approve award of  
the formally advertised contracts  
listed on the following pages:  
34 - 35  
to the low bidder meeting specifications,  
or reject bids on those as indicated  
for the reasons stated.

In connection with the Transfer of Funds,  
a report has been requested  
from the Planning Commission,  
the Director of Finance having reported favorably  
thereon, as required by the provisions  
of the City Charter.

AGENDA

BOARD OF ESTIMATES

10/11/2017

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works/Office  
of Engineering and Construction

- 1. SC 953, Sanitary Spiniello Companies \$12,233,000.00  
Sewer Collection  
System Improvements  
in the High Level  
Sewershed

DBE/MBE :

Advanced Underground, Inspection, LLC	\$1,028,047.00	8.40%
James Little, D/B/E Little Contractors	<u>1,173,900.00</u>	<u>9.60%</u>
	<b>\$2,201,947.00</b>	<b>18.00%</b>

DBE/WBE :

R & R Contracting Utilities, Inc.	\$1,957,300.00	16.00%
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2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$12,233,000.00	9956-904620-9549	
SWQL's	Constr. Reserve	
	Sewer System Rehab.	
	High Level	
4,080,580.00	" "	
Wastewater		
Revenue Bonds		
<b>\$16,313,580.00</b>		
\$ 1,223,300.00	-----	9956-906647-9551-2
		Extra Work
1,223,300.00	-----	9956-906647-9551-3
		Design
900,000.00	-----	9956-906647-9551-5
		Inspection

AGENDA

BOARD OF ESTIMATES

10/11/2017

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

DPW/OEC - cont'd

12,233,000.00	-----	9956-906647-9551-6
		Construction
<u>733,980.00</u>	-----	9956-906647-9551-9
<b>\$16,313,580.00</b>		Administration

The funds are needed to award SC 953, Improvements to the High Level Sewershed.

Bureau of Purchases

- 3. B50005114, Liquid PVS Chemical Solutions, \$200,000.00  
Sodium Bisulfide Inc.  
for Wastewater  
Treatment Plants

(Dept. of Public Works -  
Wastewater Facilities)

**MWBOO GRANTED A WAIVER.**

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Health Department - Agreements and Renewal

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

AGREEMENTS

1. **HEALTHY TEEN NETWORK, INC. (HTN)** **\$170,000.00**

Account: 4000-480618-3080-279200-603051

The HTN will collaborate with the Department to update the teen pregnancy prevention needs assessment and provide training and technical assistance for the HTN's Getting to Outcomes project curricula. The period of the agreement is July 1, 2017 through June 30, 2018.

The agreement is late because budget reviews and approvals delayed its processing.

**MWBOO GRANTED A WAIVER.**

2. **BALTIMORE COUNTY MARYLAND DEPARTMENT OF AGING** **\$ 20,000.00**

Account: 4000-425518-3110-306700-603007

Under the terms of this Regional Community Resource Directory Sponsorship Agreement, the funds will allow the Department's Office of Aging & Care Services to provide potential sponsors for inclusion in the Annual Edition for 2018 of the Baltimore County Department of Aging Regional Community Resource Directory. The period of the agreement is September 1, 2017 through August 31, 2018 with 4 one-year renewal options.

The agreement is late because of delays in the signatory process.

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Health Department - cont'd

**3. AIDS ACTION BALTIMORE, INC. \$ 82,000.00**

Account: 4000-499016-3023-513200-603051

Aids Action Baltimore, Inc. will use CLEAR: (Choosing Life Empowerment! Action! Results!) evidence-based, health promotion intervention for males and females 16 years of age and older living with HIV/AIDS and high-risk, HIV-negative individuals. This one-on-one intervention will provide clients with the skills necessary to live their best life and be able to make healthy choices. The goal of the intervention is to: maintain health, reduce transmission of HIV and other sexually transmitted infections, and improve the quality of life. The period of the agreement is January 1, 2017 through December 31, 2017.

The agreement is late because budget revisions delayed its processing.

**MWBOO GRANTED A WAIVER.**

**4. THE JOHNS HOPKINS HOSPITAL/SCHOOL OF MEDICINE (JHU SOM) \$145,500.00**

Account: 4000-499016-3023-513201-603051

The JHU SOM will provide routine HIV tests at the JHU to include testing, counseling, linkages to care, and referrals for partner services and prevention services, including pre-exposure prophylaxis. The period of the agreement is January 1, 2017 through December 31, 2017.

The agreement is late because budget review and approval delayed its processing.

**MWBOO GRANTED A WAIVER.**

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Health Department - cont'd

RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP) AGREEMENT

5. **ST. JAMES APARTMENTS, LP** **\$ 0.00**

The Department was awarded a grant from the Corporation of National and Community Services to develop and/or operate volunteer services programs, specifically the Retired and Senior Volunteer Program. Under the terms of the RSVP, the services are performed by persons 55 years of age and older.

The RSVP volunteers serve in a diverse range of nonprofit private organizations, public agencies, faith-based groups, or an eligible proprietary health care agency. The assignments include, but are not limited to health and other education, assisting seniors to live independently, mentoring and tutoring children, visiting nursing home residents, disaster preparedness and response, delivery of health services, food collection and distribution, and assisting organizations with capacity building through planning, organization, and grant writing. The period of the agreement is July 1, 2016 through June 30, 2019.

The agreement is late because revisions delayed its processing.

RENEWAL OF AGREEMENT

6. **BALTIMORE CITY BOARD OF SCHOOL COMMISSIONERS (BCBSC)** **\$360,000.00**

Account: 4000-480618-3080-279200-603051

On July 26, 2017, the Board ratified the agreement with the BCBSC in the amount of \$635,875.00 for the period of July 1, 2016 through June 30, 2017. The agreement contained one

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Health Department - cont'd

1-year renewal option. This renewal will allow the BCBSC to complete U-Choose Evidence-Based Teen Pregnancy Prevention services in middle and high schools in Baltimore City. The period of the renewal is July 1, 2017 through June 30, 2018.

The agreement is late because revisions delayed its processing.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED (EXCEPT ITEM NO. 5) AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Health Department - Notice of Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Notice of Award (NOA) from the Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for HIV, Viral Hepatitis, STDS and TB Prevention. The period of the NOA is September 30, 2017 through September 29, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$1,842,496.00 - 4000-484718-3023-71800-404001

**BACKGROUND/EXPLANATION:**

The NOA funding will be used for the Project: "Baltimore: Projects to Reduce HIV Infections and Improve Engagement in HIV Medical Care Among Men Who Have Sex with (MSM) and Transgender Persons."

This NOA provides funding to support increased efforts to reduce HIV infections among MSM and Transgender populations with an emphasis on MSM and Transgender Persons. The Department will collaborate with community partners across the city to provide prevention, education, and essential support services.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Department of Planning - First Amendment to Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a First Amendment to Grant Agreement (First Amendment) with the Parks & People Foundation. The First Amendment extends the Agreement through October 4, 2018.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On May 4, 2016, the Board approved the original Grant Agreement with the Parks & People Foundation in the amount of \$22,000.00 for the period of May 4, 2016 through November 4, 2017. The funding has been utilized to provide grants to winning Baltimore City applicants of the Neighborhood Greening Grants program to implement their winning ideas for greening projects on vacant lots.

There were few applications for the 2016 grant program. The original term of the 2016 Grant Agreement lapses on November 4, 2017. The First Amendment will extend the Grant Agreement to October 4, 2018. The extension will also allow the Parks & People Foundation to re-advertise the program and recruit additional applicants to apply. The grant program and award amounts per the grantee have been modified to reflect the new timeline. In addition, Parks & People Foundation will have additional time to complete final phase payments to awardees to complete their projects, and submit the final report to the City as required by the grant agreement.

**APPROVED FOR FUNDS BY FINANCE**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

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 Mr. Dereck Stewart. The period of the agreement is effective upon Board approval for one year, with an option to renew for one additional 1-year term.

**AMOUNT OF MONEY AND SOURCE:**

\$41,600.00 - 1001-000000-1601-172500-603026

**BACKGROUND/EXPLANATION:**

Mr. Stewart will to serve as an Independent Contractor with the Department of Human Resources.

Mr. Stewart possesses extensive experience in computer and graphic design producing top-quality designs, logos, graphics, promos, ads, posters, banners, exhibit, video, and web content. He is also a strategic and creative thinker with experience working in the public and private sector.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Bureau of the Budget and - Grant Award and a Memorandum of  
Management Research      Understanding/Appropriation  
Adjustment Order No. 26

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a grant award from National Recreation and Parks Association and the Walt Disney Company to Baltimore City Department of Recreation and Parks Department, Service 4731: Park Programs.

The Board is also requested to approve and authorize execution of the Memorandum of Understanding (MOU). The period of the MOU is effective upon Board of Estimates approval to May 1, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$15,000.00 - 6000-605318-4792-658800-406001

No appropriation adjustment action is required.

**BACKGROUND/EXPLANATION:**

The Memorandum of Understanding is for Meet Me at the Park Play Spaces grant program. Families are sometimes reluctant to explore a woodland trail without guidance even with signage and a clear path. Natural elements and activity stations installed along the Gwynns Falls Trail will help families feel more comfortable moving and exploring nature along a beautiful, accessible, and easy-skill hiking trail in Gwynns Falls/Leakin Park.

**MBE/WBE PARTICIPATION:**

N/A

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Office of the City Council - 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 Mr. Zeke Cohen and staff to solicit donations from local individuals, businesses, civic leaders, the foundation community, and the general population to start a fund to send student organizers from City Springs Elementary/Middle School (City Springs) to Houston, Texas. The period of the campaign will be effective upon Board approval through April 1, 2018.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

Donations will be solicited from Baltimore businesses, civic leaders, the foundation community, and the general population. A potential donor list will be comprised of individuals and corporate entities that contribute to the economic, social, and cultural vitality of Baltimore City. Most of the individual and corporate entities fitting that description are not controlled donors. However, those potential donors who are controlled donors, with respect to the City or the Board of Estimates, will not be targeted or singled out in any way and will be solicited, if at all, in the same manner as all other potential donors.

After Hurricane Harvey devastated the Houston metro area, students at City Springs Elementary/Middle School mobilized to raise \$1,000.00 to support the victims. City Spring's students will be offered the opportunity to travel to Houston and connect with other young people who have been impacted by the hurricane. The fund will be used to pay for student travel and accommodations.

Office of the City Council - cont'd

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**

**10/11/2017**

Office of the City Council - 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 Mr. Zeke Cohen and staff to solicit donations from local individuals, businesses, civic leaders, the foundation community, and the general population to start a fund to adequately equip children with the tools, resources, and networks to pursue career and/or college goals upon graduation. The period of the campaign will be effective upon Board approval through October 1, 2018.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

Donations will be solicited from Baltimore businesses, civic leaders, the foundation community, and the general population. A potential donor list will be comprised of individuals and corporate entities that contribute to the economic, social, and cultural vitality of Baltimore City. Most of the individual and corporate entities fitting that description are not controlled donors. However, those potential donors who are controlled donors, with respect to the City or the Board of Estimates, will not be targeted or singled out in any way and will be solicited, if at all, in the same manner as all other potential donors.

In many of the Baltimore City Public Schools, college and career exploration and planning is facilitated by counseling staff also tasked with supporting the existing academic, personal/social needs of students. The fund seeks to provide additional funding to bolster college and career preparatory services, and intentional career pathways offered in City schools. The students will have increased access to academic mentoring, college tours, career

Office of the City Council - cont'd

fairs, and SAT/ACT preparation. The fund will be used to pay for programming related to career and college readiness, including but not limited to additional staff positions, events, and materials.

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**

**10/11/2017**

Bureau of the Budget and                    - Grant Award and Appropriation  
Management Research (BBMR)            Adjustment Order No. 25

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a Grant Award to the Office of the State's Attorney for Baltimore City, Service 115 (Prosecution of Criminals), from the State of Maryland - Governor's Office of Crime Control and Prevention (GOCCP). The period of the Grant Award is July 1, 2017 through June 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$18,166.00 - The funds will come from the GOCCP. The appropriation will be placed in a State Fund, detailed fund number 506818. The account number will appear as 5000-506818-1150-123456-789123.

No appropriation adjustment action is required.

**BACKGROUND/EXPLANATION:**

The GOCCP awarded this grant to the Office of the State's Attorney for Baltimore City's Internet Crimes Against Children Initiative program. The program allows for prosecutors to attend training courses provided by the International Crimes Against Children Task Force.

The goal of the conference that was held September 26 - 28, 2017 in Redmond, WA was to expand the efforts and knowledge-base of law enforcement investigators, digital forensic examiners, and prosecutors by providing highly specialized lab and lecture-based training focused on investigating and prosecuting technology-facilitated crimes against children. Under the terms of the Grant Award, the funds provided registration fees, hotel accommodations, per diem, and travel costs.

The Grant Award is late because the notification of the award was recently received from the State.

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

BBMR - cont'd

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Mayor's Office on Criminal Justice (MOCJ) - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorized execution of the Agreement with Strong City Baltimore, Inc. The period of the Agreement is September 6, 2017 through September 6, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$59,924.00 - 2026-000000-2251-731900-601010

**BACKGROUND/EXPLANATION:**

MOCJ in partnership with the Baltimore Casino Local Development Council, will supervise a Baltimore Corps Fellow (Fellow) to assist with community organizing for the South Baltimore neighborhoods that comprise the Casino Impact Area, also known as the "South Baltimore Gateway" (Project). The budget source for this activity is Casino Local Impact Grant (LIG) funds appropriated through MOCJ, and the term of the Fellow's Project is one year.

The purpose of the Project is to improve community engagement and public safety in these neighborhoods. The Fellow will develop and support neighborhood-based public safety strategies and programs by working with community organizations, faith-based institutions, service providers, government agencies, and residents to promote collaboration and cooperation, and to leverage additional human capital and financial resources.

Baltimore Corps is the program by which young professionals are matched with public service opportunities such as this one. Baltimore Corps Fellows are employed by Strong City Baltimore, Inc., which serves as the fiscal sponsor for Baltimore Corps and

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

MOCJ - cont'd

is the employer of record, providing HR services and administering salary and benefits for Fellows.

**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**

**10/11/2017**

Mayor's Office of Criminal Justice - Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the Grant Award from the U.S. Department of Justice. The period of the Grant Award is October 1, 2017 through September 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$549,956.00 - 4000-401418-2254-785400-600000

**BACKGROUND/EXPLANATION:**

The "Baltimore City's Visitation Center Continuation and Civil Legal Services Expansion Project" is intended to improve the response of all aspects of the civil and criminal justice systems to families with a history of domestic violence, dating violence, sexual assault, stalking, or cases involving allegations of child sex abuse.

**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**

**10/11/2017**

Baltimore Development - Third Amendment to Land  
Corporation (BDC)                      Disposition Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Third Amendment to the Land Disposition Agreement (LDA) with Historic Pigtown Development II, LLC for the sale of the properties located at 925 - 937 Washington Boulevard.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On August 31, 2011, the Board approved the original LDA, which included the contiguous properties from 925 - 937 Washington Boulevard. Under the terms of that LDA, the vacant properties at 929, 931, and 937 Washington Boulevard were demolished.

On May 13, 2015, the Board approved the Second Amendment to the LDA, which further permitted the demolition of the vacant properties located at 925 and 927 Washington Boulevard. The original Developer was required to resurface and fence the entire lots from 925 - 937 Washington Boulevard, and shorten the deadline for the redevelopment of the property.

This Third Amendment to the LDA will allow the original Developer to transfer the properties to Paul's Place Community Kitchen, LLC (the new Developer), specify development milestones, and place a Deed restriction on the properties to ensure they remain on the tax rolls for a specified period of time.

The new Developer will redevelop the property into a three-story building with an oversized kitchen, a restaurant, training

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

BDC - cont'd

rooms, a multipurpose room for catering and community use, offices, and parking. This project will continue the commercial revitalization of the Pigtown neighborhood and support important workforce development services in Baltimore City.

**MBE/WBE PARTICIPATION:**

The Developer will continue to comply with the Minority and Women's Business Enterprise goals established in the original LDA.

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

**THE PROTEST FROM THE CITIZENS OF PIGTOWN COMMUNITY HAS BEEN WITHDRAWN.**

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Police Department - Registration Reimbursement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of reimbursement funds and to complete the Registration Reimbursement Approval Form from the Maryland Department of Public Safety and Correctional Services (DPSCS). The period of reimbursement is from July 1, 2017 and remains effective until funds are fully expended.

**AMOUNT OF MONEY AND SOURCE:**

\$273,800.00 - 5000-588518-2021-212900-600000

**BACKGROUND/EXPLANATION:**

These funds are the Department's annual reimbursement for sex offender registrants.

The Maryland Department of Public Safety and Correctional Services (DPSCS) is mandated under Criminal Procedure Article subsection 11-713(3) and (4), and under COMAR 12.06.01.17 to reimburse each local law enforcement unit annually for processing registration statements, fingerprints, photographs, and for performing community notification requirements. The rate for reimbursement is \$200.00 per sexual offender registration, with 1,369 active registrants for this reimbursement period. The DPSCS has determined the total reimbursement for FY 2017 to be \$273,800.00.

This request is late because of late receipt of the reimbursement documents.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Police Department - Intergovernmental Agreements

The Board is requested to approve and authorize execution of the Intergovernmental Agreements between the various City Agencies.

**1. DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD) \$160,000.00**

Account: 4000-481917-2255-793400-600000

On October 12, 2016, the Board approved and authorized a grant award for the "JAG 12" grant, Award No. 2016-DJ-BX-0963. A portion of the funds were allocated to the Department of Housing and Community Development, Code Enforcement Division. This agreement will provide funding for attorneys, paralegals, and paralegal assistants in DHCD Code Enforcement Division who will aim to reduce crime through crime prevention programs and strategic legal interventions to abate nuisances. The term of this agreements from July 1, 2017, through June 30, 2019.

**2. CIRCUIT COURT OF BALTIMORE CITY \$135,000.00**

Account: 4000-481917-2255-793400-600000

On October 12, 2016, the Board approved and authorized a grant award for the "Jag 12" grant, Award No. 2016-DJ-BX-0963. A portion of the funds were allocated to the Circuit Court of Baltimore City. The Circuit Court of Baltimore City will utilize the funds to support crime reduction and deterrence by offering crime prevention programs in the community, in addition to developing community services opportunities and support for offenders. The term of this agreement is from October 1, 2017 through September 30, 2018.

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Police Department - cont'd

**3. STATE'S ATTORNEY'S OFFICE OF BALTIMORE CITY** **\$ 50,000.00**

Account: 4000-481917-2255-793400-600000

On October 12, 2016, the Board approved and authorized a grant award for the "Jag 12" grant, Award No. 2016-DJ-BX-0963 in the amount of \$743,842.00. A portion of the funds were allocated to the Baltimore City State's Attorney Office. Funded by this grant, the Office of the State's Attorney will utilize the funds to continue their Smartphone Service. The term of this agreement is from July 1, 2017 through June 30, 2019.

**4. UNIVERSITY OF MARYLAND MEDICAL SYSTEM CORPORATION, R. ADAMS CROWLEY SHOCK TRAUMA CENTER** **\$100,000.00**

Account: 4000-481917-2255-793400-600000

On October 12, 2016, the Board approved and authorized a grant award for the "Jag 12" grant, Award No. 2016-DJ-BX-0963. A portion of the funds were allocated to the University of Maryland Shock Trauma Unit for its Violence Prevention Program (VPP) to prevent violent personal injury among Baltimore City's most at-risk populations through research. The VPP includes three direct service projects including the Violence Intervention Project, Promoting Healthy Alternatives for Teens Project, an after-school program and, My Future, My Career, as well as donor specific research projects. The term of this agreement is from October 1, 2017 through September 30, 2018.

The Intergovernmental Agreements are late due to late receipt of the documents.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Department of Human Resources - Performance Audit Report FY 14  
and FY 15: Update on the Agency's  
Automation Infrastructure

**ACTION REQUESTED OF B/E:**

The Board is requested to **NOTE** receipt of the Department of Human Resources (DHR) Performance Audit Report FY 14 and FY 15: Update on the Agency's Automation Infrastructure.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On March 8, 2017 the Department of Audits issued a Performance Audit Report to the Department of Human Resources ("DHR") for the period July 1, 2013 through June 30, 2015. Subsequently, the Board of Estimates requested that the DHR provide a report underscoring the status of DHR automation infrastructure pursuant to recommendations provided in the initial Performance Audit Report.

In accordance with the Board of Estimates request, the following is a report on the status of automation for the DHR's Classification & Compensation and Recruitment & Talent Acquisitions Divisions specifically named in the Performance Audit Report.

**I. Technology Infrastructure**

**a. Background**

Currently, the DHR's Human Resources Information System (HRIS), namely the ADP Enterprise System), launched in 2007, is comprised of an antiquated software version (for which vendor technical support is no longer available), and more than 200 City specific customizations that do not have cross-functionality throughout all of DHR's Divisions; nor does it integrate with the City's technology resources resulting in

DHR - cont'd

protracted, manual processes for both DHR and other City agencies increasing the likelihood of human errors. The current HRIS hinders the City's ability to readily provide essential real-time information that can assist with current and future operational business needs including daily tasking and predictive analytics (i.e. predicting future trends and outcomes based on current and historical data analysis and validation). Moreover, the limitations of the current HRIS' functionality poses a high risk for non-compliance with Federal and State laws and regulations, increasing the City's exposure for potential litigation.

The DHR recognizes the need for and would eagerly embrace an enterprise wide systems solution to replace the existing HRIS. Consideration of a commercially available Enterprise Resources Planning (ERP) solution is in the development stages. Driven by the Mayor's Office of Information Technology (MOIT) in collaboration and will take the cooperation of Purchases, the Mayor's Office of Information Technology (MOIT) and Legal Department to be fully implemented and operational. Accordingly, the DHR's acquisition of a new HRIS is dependent, in part, on the City procurement of an enterprise solution.

**b. Progress Since Audit Report**

To advance the attainment of a new HRIS system, the DHR initiated discussions with MOIT and the Bureau of Purchases on April 20, 2017. Discussions centered around DHR technology needs; covered the feasibility of a new HRIS system; established a timeline for pending and planned DHR technological procurements; and provided DHR with an understanding of MOIT's plan to procure a Technology Integrator which DHR learned is slated to be acquired in advance of significant technology procurements. In response to previous discussions and in advance of the April 20th meeting, DHR conducted a thorough needs analysis and provided an outline of DHR's full technology needs to MOIT and Purchases.

DHR - cont'd

Following the April 20<sup>th</sup> meeting and in consultation with MOIT and Purchases, the DHR developed an interim plan to address technology needs that includes: exercising options for retraining DHR and Agency staff on the proper use and functionality of the current HRIS system; increased utilization of current available software tools like the Woofu, a web based form application that has increased DHR's ability to accept electronic requests and advances towards the goal of a paperless DHR operation; and the review and revision of policies and procedures to enhance operational efficiency.

**c. Next Steps**

It is estimated that the acquisition and implementation of the new ERP, inclusive of a new HRIS, may take upwards of two fiscal years. DHR is committed to continue to actively advocate, support and participate in the acquisition of the enterprise solution. Given the ongoing adverse impact of retaining the current HRIS, DHR will be steadfast in ensuring full cooperation and partnership with the City's stakeholders engaged in the ERP acquisition process.

**II. Recruitment & Talent Acquisition**

**a. Technology Infrastructure**

An applicant tracking system (ATS) is a software application that enables the electronic handling of recruitment needs. The City currently utilizes NeoGov as its ATS. Though NeoGov is utilized widely in the public sector, it lacks the sophistication needed to fully meet the City's recruitment needs. Most of the Recruitment recommendations contained in the Audit Report, could be more seamlessly addressed with a more robust ATS.

DHR - cont'd

**b. New Programs and Initiatives**

Absent a more robust ATS, Recruitment has established several internal procedures to more accurately report the full life-cycle of a recruitment. The revised procedures more accurately identify ownership in each step of the recruitment process. The Full Life-Cycle Recruitment Report now segregates the portions of the recruitment process according to ownership; and calculates the time-to-fill metric based on when the requisition has been fully submitted as opposed to when it is "in progress" which is an indicator that the requisition is still with an Agency awaiting approval.

The metric that tracks the Total number of Days to fill a vacancy has been recalibrated to include procedurally standard formulas that are captured on the Full Life-Cycle Report. These metrics will more accurately reflect the actual time it takes DHR to process a recruitment.

**c. Staffing**

To address the City's need to attract highly qualified and skilled applicant pool, DHR has developed two new Senior Recruiter positions that will assist the Recruitment Division with identifying and creatively insourcing executive level and hard to fill candidates for various positions. The persons' selected for these positions will work in concert with Agencies to source and identify viable candidates for hard-to-fill Civil Service and Non-Civil Service vacancies.

**d. Metrics & Key Performance Indicators**

The Recruitment & Talent Acquisition Division has developed quantifiable Key Performance Indicators (KPIs) that provide accountability, responsibility, and transparency for both the

DHR - cont'd

Division and the Agency. The KPIs measure and provide insight on the Recruitment Division and Partner Agencies progress against standards and timelines. DHR will use the data to identify, diagnose, and remedy areas of deficiency through additional training, guidance, or support.

1. *Supplemental Questions*. Agencies that use supplemental questions as a tool to further examine the KSAs (knowledge, skills, and abilities) of an applicant during the application process significantly shorten the time to fill. The use of supplemental questions enables Agencies to filter a qualified group of applicants that may have skills beyond the minimum qualifications necessary to address the unique needs of an agency. Agencies that do not opt to use this recruitment tool, often generate longer lists and experience an elongated time-to-fill positions.
2. *DHR Specialist Scorecard*. On a monthly basis, partner Agency HR practitioner is asked to complete a detailed scorecard and provide pertinent feedback that may result in the further streamlining of recruitment processes and procedures; the implementation of new and/or additional training; and will be used to inform specialist performance evaluations.

**e. Next steps**

The implementation of LEAN initiatives continues; by establishing Kiosk centers in agencies where there is widespread use of paper applications (DOT, DPW, DGS, and Recreation & Parks); DHR is working to transition all City applicants to online applications and is slated to eliminate paper applications by December 31, 2017.

An HR training series is scheduled to be launched spring, 2018 for new and existing HR practitioners across the City. The

DHR - cont'd

Recruitment Division will continue to use the data from the referenced KPIs and CitiStat to conceptualize, develop and implement initiatives that will further improve efficiency and effectiveness and streamline the recruitment process.

### III. Classification & Compensation

#### a. Technology Infrastructure

The Performance Audit reported an over-reliance on manual systems due to a lack of sufficient automated systems and inconsistent application of timing metrics.

Moderate advances toward automation have been made to the Classification & Compensation (C&C) Division's technology infrastructure. In partnership with HRIS, C&C completed a SWOT analysis on current practices and systems; following which recommendations were developed, approved, and implemented. These interim measures will immediately impact and enhance manual systems:

1. *Development of a test database.* Effective May 1, a test database was implemented to permit the Division to enter and assess the impact of position and employee changes in the database prior to actual processing in HRIS. This change provides an opportunity to verify that intended actions are implemented as desired. Utilization of the test database will promote a higher degree of validity and reliability.
2. *Electronic Submissions.* Currently classification and compensation project requests submissions are hand-delivered to the Division. Beginning fall 2017, partner Agencies will be required to submit project requests electronically via the web-based Woofu Submission System. The use of the Woofu submission system will provide consistent benchmarks for the calculation of processing time.

DHR - cont'd

These interim measures will acquaint Agency partners with a paperless process in preparation for the eventual automation of all classification and classification processes. The need for the automation of the classification and classification processes has been included in DHR's overall technology needs assessment.

**b. New Programs and Initiatives**

Key Performance Indicators are focused on three performance considerations:

1. *Time-based measurement.* The majority of functions and tasks require Board of Estimates (BoE) approval pending review by the Expenditure Control Committee (ECC) and the Mayor, via the Pre-BoE review process. The ECC review cycles is monthly; Board of Estimates and Pre-Board of Estimates occur weekly.
2. *Quantity-based measurement.* Over the last 24 month period, the number of classification and compensation project requests has increased by 300%, from an average of 20 projects each month to an average of 115 monthly project submissions.)
3. *Staffing levels and background experience.* The Division is challenged in staff recruitment, i.e., Compensation experienced talent is affected by low supply and high demand.

Since the Performance Audit, C&C established several internal procedures that address the previously flawed reporting of data points associated with classification and compensation timeline. The Division continues to review, refine, and clarifying criteria to assigning project levels and completion times for small, medium, and large projects.

DHR - cont'd

**c. Staffing**

DHR has recently received preliminary approval to increase staff by five positions, from seven to 12 positions total to meet increased classification and compensation project demands. The additional staff are needed to meet the aforementioned performance measures. One of the new positions will be primarily responsible for tracking submissions from receipt through completion and approval. This position will serve as the central point-of-contact, for intra and inter-agency, project status. The four remaining positions will join the existing C&C analyst and assist in the processing of classification and compensation projects.

**d. Metrics & Key Performance Indicators**

In response to Audit findings, C&C reviewed the current criteria for assigning project levels and redefined the process to better clarify criteria for assigning project level/complexity to project requests and submissions. C&C has established the following project levels and metrics:

1. *Level I - Standard, small projects* -Salary exceptions to policy and certain position changes that require the approval of the Director and Chief Human Capital Officer.

This group comprises 25% of the Division's staff and time resources. The success of this KPI is quantified by 85% of small projects being completed within two weeks of submission.

2. *Level II - Standard, medium projects* -Position change requests that require the review and/or approval of the Expenditure Control Committee, Mayor's Pre-BoE, and the Board of Estimates.

This group comprises 25% of the Division's staff and time resources. The success of this KPI is quantified by 85% of medium projects being completed within one month of submission.

DHR - cont'd

3. *Level III - Non-standard, large projects* -Citywide, multiple-agencies, and complex compensation, salary studies. Projects that require the review and/or approval of the Expenditure Control Committee, Mayor's Pre-BoE, and the Board of Estimates.

This group comprises 50% of the Division's staff and time resources. The success of this KPI is quantified by 85% of large projects being completed within four months of submission.

**e. Next Steps**

The DHR will undergo a comprehensive review of the C&C Division to assess how its organizational structure, business processes, and human capital will help to achieve short- and long-term business needs. The review will assist in determining whether there are performance gaps and opportunities for improvement. Improvements may require changes in staffing, including reassignments; changes in roles and responsibilities; or elimination of positions.

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Department of Audits - Response to the Report of the Department  
of Human Resources

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**ACTION REQUESTED OF B/E:**

The Board is requested to **NOTE** receipt of the Department of Audits' response to the report of the Department of Human Resources.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On March 29, 2017, the Quadrennial Performance Audit of the Department of Human Resources for fiscal years 2014 and 2015 was presented to the Board of Estimates. The Board requested that the Department of Human Resources provide an update in the beginning of fiscal year 2018 on the status of the automation for its Classification and Compensation, and Recruitment and Talent Acquisitions Divisions specifically named in the Audit Report.

The Department of Human Resources by memorandum dated August 21, 2017 provided an update on automation.

Department of Audits - cont'd**Department of Audits' Response to the August 21, 2017 Report  
of the Department of Human Resources to the Board of Estimates**

The Department of Audits previously conducted a performance audit of the internal controls and related policies, processes, and procedures for selected performance measures within the Department of Human Resources (DHR). The purpose of our audit was to determine whether DHR met its targets for selected performance measures and to assess whether the internal controls and the related policies and procedures to monitor, control, and report activities related to those performance measures produced valid and reliable information. Our Audit Report was presented to the Board of Estimates (Board) on March 29, 2017.

As a result of our audit, we made several recommendations to improve the effectiveness of DHR's control procedures. In accordance with the City Charter and the Biennial Audit Oversight Commission (BAOC) policies, we are scheduled to conduct another Performance Audit of DHR, including a follow-up of all previous audit findings and recommendations, during calendar year 2018. However, at the March 29, 2017 meeting, the Board recognized the need to automate various tasks performed by DHR. Also, Comptroller Joan M. Pratt requested that DHR report back to the Board at the beginning of fiscal year 2018 on the status of automation for DHR's Classification & Compensation and Recruitment & Talent Acquisitions Divisions specifically named in the Performance Audit Report.

The following items relating to automation needs were discussed at the March 29, 2017 Board meeting:

- The need to put a process in place for online testing and grading for filling Civil Service positions, including the development of a timeline and cost for putting the process in place.

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Department of Audits - cont'd

- An update of DHR's assessment of its software, and its estimated completion.
- An estimate of when the pilot plan will be initiated and completed for electronic classification and compensation requests, submissions and reporting.

**DHR's August 21, 2017 Memo to the Board of Estimates on the Update of the Agency's Automation Infrastructure**

DHR's August 21, 2017 memo to the Board on the update of its automation infrastructure mainly addressed our recommendations to automate DHR's processes. The memo also addressed some, but not all, of our other recommendations. According to the memo, consideration of a commercially available Enterprise Resources Planning (ERP) solution is in the development stages and will require the cooperation of the Bureau of Purchases, the Mayor's Office of Information Technology (MOIT), and the Law Department to be fully implemented and operational. Also according to DHR's memo, it has initiated discussions with MOIT and the Bureau of Purchases, and the discussions centered on DHR's technology needs, the feasibility of a new HRIS system, and the establishment of a timeline for pending and planned DHR technological procurements, etc. Also according to the memo, DHR has consulted with MOIT and the Bureau of Purchases and developed an interim plan to address technology needs and the retraining of DHR and Agency staff. DHR estimates that the acquisition and implementation of the new ERP, inclusive of a new HRIS, may take upwards of two fiscal years.

The Recruitment Division has established several internal procedures to more accurately report the full life-cycle of recruitment. According to DHR, the revised procedures more accurately identify and segregate agency responsibilities for each step of the recruitment process, and calculate the time-to-fill metric based on when the requisition has been fully submitted.

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

DHR - cont'd

DHR is working to transition all City applicants to online applications and is slated to eliminate paper applications by December 31, 2017.

Moderate advances toward automation have been made to the Classification & Compensation (C&C) Division's technology infrastructure. In partnership with HRIS, C&C completed an analysis on current practices and systems, following which recommendations were developed, approved, and implemented.

Interim measures will acquaint Agency partners with a paperless process in preparation for the eventual automation of all C&C processes.

Key Performance Indicators are focused as follows: (1) Time-based measurement; (2) Quantity based-measurement; and, (3) Staffing levels and background experience.

C&C continues to review, refine, and clarify criteria to assign project levels and completion times for small, medium, and large projects. Also, C&C has recently received preliminary approval to increase staff by five positions to meet increased project demands.

In response to audit findings, C&C reviewed the current criteria for assigning project levels and redefined the process to better clarify criteria for assigning project level/complexity to project requests and submissions.

DHR plans to undergo a comprehensive review of the C&C Division to assess how its organizational structure, business processes, and human capital will help to achieve short and long-term business needs.

**Further Audit Review**

As part of our calendar year 2018 Performance Audit and Follow-up of DHR, we plan to verify the corrective actions included in DHR's August 21, 2017 memo to the Board, any subsequent updates, and follow-up on any audit recommendations not included in DHR's August 21, 2017 memo. The audit recommendations not addressed in DHR's memo include the following:

- In accordance with the City's Administrative Manual (Section AM-502-1), DHR should continue to establish and improve its policies and procedures to adequately maintain records.
- DHR should continue to establish written policies and procedures to document the methodology for developing the performance measure targets and reporting actual results.
- DHR should periodically review the Life Cycle Report for completeness and accuracy.
- DHR should meet with the Department of Finance to discuss possibly modifying the performance measures to address only the DHR's responsibilities, rather than incorporating requesting agencies' responsibilities over which DHR has no control.

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

Department of Recreation and Parks - Donation Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Donation Agreement with the Cal Ripken, Sr. Foundation, Inc. (Foundation). The period of the Donation Agreement is effective upon Board approval and will end on final acceptance of the project by the City.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The construction cost is approximately \$2,600,000.00 and the Cal Ripken Sr. Foundation, Inc. agrees to donate the entire cost of the project. The City will not participate in the funding of this project and the Foundation is solely responsible for any unanticipated extra costs during the construction.

The Foundation is collaborating with the Baltimore City Department of Recreation and Parks to design and facilitate the construction of a combination football/soccer athletic field with a synthetic playing surface at Baybrook Park. This multi-purpose, low-maintenance facility is designed to provide a cohesive recreational and educational experience for athletic teams.

**APPROVED FOR FUNDS BY FINANCE**

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

AGENDA

BOARD OF ESTIMATES

10/11/2017

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office</u>			
1. Catherine Pugh	National Energy Marketers Association Western Area Policy Summit Las Vegas, NV Oct. 22 - 24, 2017 (Reg. Fee \$695.00)	General Funds	\$ 835.00

As Ms. Pugh is a keynote speaker at the National Energy Marketers Association Western Area Policy Summit, the airfare cost and hotel cost were paid by the National Energy Marketers Association (NEM). The registration cost of \$695.00 was prepaid on a City-issued procurement card assigned to Renee Newton.

The Department is requesting additional subsistence of \$80.00 meals and incidentals and \$60.00 for ground transportation. Therefore, the disbursement to Ms. Pugh is \$140.00.

2. Karen Stokes	National Energy Marketers Association Las Vegas, NV Oct. 22 - 24, 2017 (Reg. Fee \$0.00)	General Funds	\$ 967.23
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The subsistence rate for this location is \$166.00 per night. The hotel cost is \$179.00 per night, plus hotel taxes of \$23.95 per night, resort fee of \$35.00 per night, resort tax fee of \$4.68 per night, and processing fee of \$17.01 and

AGENDA

BOARD OF ESTIMATES

10/11/2017

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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Mayor's Office - cont'd

airfare cost of \$324.96 was prepaid using a City-issued procurement card assigned to Renee Newton.

The Department is requesting additional subsistence of \$80.00 for meals and incidentals. Therefore, the disbursement to Ms. Stokes is \$140.00.

3. James T. Smith	Baltimore Metro-politan Council Chesapeake Connect 2017 Cleveland, OH Nov. 5 - 7, 2017 (Reg. Fee \$1,500.00)	General Funds	\$1,500.00
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The registration fee of \$1,500.00 was paid using a City-issued procurement card assigned to Renee Newton. The registration fee includes airfare, hotel, and meals. Therefore there is no disbursement to Mr. Smith.

Baltimore City Council

4. Sharon Middleton	2017 Large Urban County Caucus Symposium Salt Lake City, UT Oct. 24 - 28, 2017 (Reg. Fee \$0.00)	Elected Officials Expense Account	\$1,312.84
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The subsistence rate for this location is \$174.00 per night. The cost of the hotel is \$144.00 per night, plus hotel taxes of \$17.86 per night, and a resort fee of \$10.00 per night.

AGENDA

BOARD OF ESTIMATES

10/11/2017

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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Baltimore City Council - cont'd

The Department is requesting additional subsistence in the amount of \$10.00 per day for meals and incidentals. Ms. Middleton will be disbursed \$1,312.84.

Department of Public Works

5. Rudolph S. Chow	Association of Metropolitan Water Agencies 2017 Executive Management Conference St. Simons Island, GA Oct. 15 - 18, 2017 (Reg. Fee \$835.00)	Water Utility	\$1,837.13
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The registration fee in the amount of \$835.00 was prepaid by City-issued credit card assigned to Ms. Tianna Hines. The airfare cost of \$310.96 includes \$30.00 for reserved seating, which is requested to be approved. The amount to be disbursed to Mr. Chow is \$1,002.13.

Office of the State's Attorney

6. Petra Aaron	Forensic Evidence Training Phoenix, AZ Dec. 10 - 14, 2017 (Reg. Fee \$675.00)	Federal Grant Funds	\$1,944.85
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The transportation costs of \$439.50 and hotel costs of \$558.35 were prepaid using a City-issued procurement card assigned to

AGENDA

BOARD OF ESTIMATES

10/11/2017

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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Office of the State's Attorney - cont'd

Robin Haskins. The registration costs of \$675.00 were paid using EA000215073. Therefore, the disbursement to Ms. Aaron is \$272.00.

Department of Recreation and Parks

7. Asia Scott	2017 Computer Science for All Summit: Celebration St. Louis, MO Oct. 16 - 18, 2017 (Reg. Fee \$20.00)	General Funds	\$ 852.59
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The subsistence rate for this location is \$179.00 per night. The cost of the hotel for October 16, 2017 is \$140.00 and \$145.00 for October 17, 2017, plus total hotel taxes of \$46.63.

The airfare in the amount of \$420.96 and the registration fee in the amount of \$20.00 were prepaid on a City-issued credit card assigned to Mr. Kenn King. The Department is requesting additional subsistence in the amount of \$1.00 for October 16, 2017 and \$6.00 for October 17, 2017 for meals and incidentals. Ms. Scott will be disbursed \$411.63.

Fire & Police Employees' Retirement System (F&P)

8. N. Anthony Calhoun	63 <sup>rd</sup> Annual Employee Benefits Conference Las Vegas, NV Oct. 21 - 28, 2017 (Reg. Fee \$1,550.00)	Special Funds - Fire & Police	\$3,617.65
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AGENDA

BOARD OF ESTIMATES

10/11/2017

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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F&P - cont'd

The subsistence rate for this location is \$166.00 per night. The cost of the hotel for October 21, 2017 is \$279.00, and \$229.00 per night for October 22 - 24, 2017. The total hotel tax is \$129.25, plus a resort fee of \$15.00 per night.

The registration fee in the amount of \$1,950.00, which included a \$400.00 deposit for the hotel, was prepaid on a City-issued credit card assigned to Mr. N. Anthony Calhoun. The F&P is requesting additional subsistence in the amount of \$113.00 for October 21, 2017 and \$63.00 per day for October 22 - 24, 2017 to cover the cost of the hotel and \$40.00 per day for meals and incidentals. Mr. Calhoun will stay in Las Vegas on October 26 - 28, 2017 at his own expense. Mr. Calhoun will be disbursed \$1,267.65.

RETROACTIVE TRAVEL APPROVAL

Mayor's Office

9. Catherine E. Pugh	Black Corporate Directors Conf. Laguna Beach, CA Sept. 8 - 10, 2017 (Reg. Fee \$0.00)	General Funds	\$40.00
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The Black Corporate Directors paid the cost of registration, airfare, ground transportation, hotel accommodations, and meals during the conference. The Office of the Mayor is requesting subsistence of \$40.00 to cover the cost of a return flight upgrade.

This request is late because the invitation from the sponsor and the decision to accept the invitation did not allow enough

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

**RETROACTIVE TRAVEL APPROVAL AND REIMBURSEMENT**

Mayor's Office - cont'd

time to present the travel to the Board beforehand. The Department requests retroactive travel approval. The requested travel reimbursement is as follows:

**TRAVEL REIMBURSEMENT**

**\$40.00** - Subsistence

10. Karen Stokes	Black Corporate Directors Conf. Laguna Beach, CA Sept. 8 - 10, 2017 (Reg. Fee \$0.00)	General Funds	\$40.00
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The Black Corporate Directors paid the cost of registration, airfare, ground transportation, hotel accommodations, and meals during the conference. The Office of the Mayor is requesting subsistence of \$40.00 to cover the cost of a flight upgrade.

This request is late because the invitation from the sponsor and the decision to accept the invitation did not allow enough time to present to the travel the Board beforehand. The Department requests retroactive travel approval. The requested travel reimbursement is as follows:

**TRAVEL REIMBURSEMENT**

**\$40.00** - Subsistence

11. Shonte Eldridge	Smart City in Focus Invitation to Summit Yinchaun, China Sept. 18 - 22, 2017	General Funds	\$ 140.00
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**TRAVEL REIMBURSEMENT**

Mayor's Office - cont'd

On September 13, 2017, the Board approved the travel request in the amount of \$220.00. The cost of travel and hotel accommodations were paid by the event sponsor; however, the cost of the VISA in the amount of \$140.00 was not covered. Subsistence is requested for the cost of the VISA, which was not previously requested. Therefore, the Office of the Mayor is requesting Ms. Eldridge be reimbursed as follows:

**REIMBURSEMENT**

\$140.00 - Subsistence

**AGENDA**

**BOARD OF ESTIMATES**

**10/11/2017**

**PROPOSALS AND SPECIFICATIONS**

1. Department of Public Works/Office of Engineering and Construction - SC 963, Improvements to the Sanitary Sewers in the South West Area of Baltimore City and Maidens Choice Pressure Sewer Assessment and Uplands Sewer Replacement  
**BIDS TO BE RECV'D: 11/08/2017**  
**BIDS TO BE OPENED: 11/08/2017**
  
2. Department of General Services - GS 16816, Mitchell Courthouse Elevator Upgrade  
**BIDS TO BE RECV'D: 11/22/2017**  
**BIDS TO BE OPENED: 11/22/2017**

**12:00 NOON**

**ANNOUNCEMENTS OF BIDS RECEIVED**

**AND**

**OPENING OF BIDS, AS SCHEDULED**