

**MINUTES****REGULAR MEETING**

Honorable Bernard C. "Jack" Young, President  
Honorable Stephanie Rawlings-Blake, Mayor  
Honorable Joan M. Pratt, Comptroller and Secretary  
George A. Nilson, City Solicitor - **ABSENT**  
Rudolph S. Chow, Director of Public Works  
David E. Ralph, Deputy City Solicitor  
S. Dale Thompson, Deputy Director of Public Works  
Bernice H. Taylor, Deputy Comptroller and Clerk

President: "Good Morning, the June 29, 2016, meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiency of these hearings, persons who are disruptive to the hearings will be asked to leave the hearing room immediately. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing. I will direct the Board members attention to the memorandum from my office dated June 27, 2016, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

MINUTES

Deputy City Solicitor: "I MOVE the approval of the items on the routine agenda."

Comptroller: "Second."

President: "All those in favor say AYE. All opposed NAY. The Motion carries, the routine agenda has been adopted."

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**MINUTES****BOARDS AND COMMISSIONS**1. Prequalification of Contractors

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

Allan Myers MD, Inc.	\$520,911,000.00
Brightfields, Inc.	\$ 8,000,000.00
CB Flooring, LLC	\$ 76,779,000.00
Cianbro Corporation	\$475,101,000.00
Corman Marine Construction, Inc.	\$ 50,000,000.00
Cuddy & Associates, LLC	\$ 5,670,000.00
Highland Turf, Inc. d/b/a HTI Contractors	\$ 8,000,000.00
Roofing and Sustainable Systems, Inc.	\$ 8,000,000.00
Soil & Land Use Technology, Inc.	\$ 1,500,000.00
Structural Preservations Systems, LLC	\$570,978,000.00
Super Excavators, Inc.	\$ 90,306,000.00
T&D Plumbing & Heating Co., Inc.	\$ 8,000,000.00
Traffic Systems, Inc.	\$ 8,000,000.00
Wohlsen Construction Company	\$203,463,000.00

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:

AECOM Technical Services, Inc.	Engineer
	Landscape Architect
Bryant Associates, Inc.	Land Survey
	Engineer
CDM Smith, Inc.	Engineer
Hatch Mott MacDonald, LLC	Engineer

There being no objections, the Board, UPON MOTION duly made and seconded, approved the prequalification of contractors and architects and engineers for the listed firms.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Options</u>			
1. Amy Sue Nochumowitz, Substitute Trustee under the Deed of Trust for Ross Adam Nochumowitz	2236 E. North Avenue	G/R \$120.00	\$ 1,100.00
Funds are available in account 9910-905507-9588-900000-704040.			
2. Ashland, LLC	1719 Brunt Street	G/R \$36.00	\$ 300.00
Funds are available in account 9910-907079-9588-900000-704040, Tax Sale Ground Rents Project.			
3. Orrin Nixon	2222 Druid Hill Avenue	G/R \$100.00	\$ 667.00
Funds are available in account 9910-905788-9588-900000-704040, Druid Hill Project.			
4. Turf, LLC	2622 Loyola Northway	G/R \$120.00	\$ 1,100.00
Funds are available in account 9910-903183-9588-900000-704040, Park Heights Project.			
5. William A. Grant	3122 Virginia Avenue	G/R \$78.00	\$ 715.00
Funds are available in account No. 9910-903183-9588-900000-704040, Park Heights Project.			

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Options - cont'd</u>			
6. The Marion I. and Henry J. Knott Foundation, Inc.	3118 and 3120 Virginia Avenue	G/R \$96.00	\$ 1,760.00
Funds are available in account 9910-903183-9588-900000-704040, Park Heights Project.			
7. Ground Rents, LLC	106 S. Catherine Avenue	G/R \$96.00	\$ 880.00
Funds are available in account 9910-908636-9588-900000-704040.			
8. Ground Rents, LLC	2758 Fenwick Avenue	G/R \$84.00	\$ 770.00
Funds are available in account 9910-908636-9588-900000-704040.			
9. Uptown Homes, LLC	4408 Daytona Avenue	G/R \$180.00	\$ 1,200.00
Funds are available in account 9910-908636-9588-900000-704040.			
10. Chisa S. Shango	930 N. Broadway	L/H	\$10,000.00
Funds are available in account No. 9910-908044-9588-900000- 704040.			

In the event that the option agreement/s fail/s 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.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations</u>			
11. Henry M. Hurst	2208 Druid Hill Avenue	F/S	\$10,000.00
Funds are available in account 9910-905788-9588-900000-704040, Druid Hill Project.			
12. Crossbrook, LLC	2216 Druid Hill Avenue	G/R \$90.00	\$ 600.00
Funds are available in account 9910-905788-9588-900000-704040, Druid Hill Project.			
13. Grady's Investment Group, LLC	2226 Druid Hill Avenue	L/H	\$24,333.00
Funds are available in account 9910-905788-9588-900000-704040, Druid Hill Project.			
14. David L. Goldberg, Steven M. Goldberg, Lawrence W. Baitch, Daniel B. Baitch, Karen B. Baitch, Isabel S. Rosenbloom, Ronald L. Levine, Sally M. Levine, Ann S. Grossman, and I. William Grossman, Guardian of I. Robert Grossman and Jonathan M. Grossman, as Tenants in Common	2029-2031 Druid Hill Avenue	G/R \$120.00	\$ 800.00
Funds are available in account No. 9910-905788-9588-900000-704040, Druid Hill Project.			

**MINUTES****OPTIONS/CONDEMNATION/QUICK-TAKES:**

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations</u> - cont'd			
15. Henry M. Hurst	2235 Druid Hill Avenue	L/H	\$10,600.00

Funds are available in account 9910-905788-9588-900000-704040, Druid Hill Project.

16. Jesse Snider	2706 Kennedy Avenue	L/H	\$31,250.00
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Funds are available in account 9910-908636-9588-900000-704040, FY16 Whole Block Demo Project.

UPON MOTION duly made and seconded, the Board approved and authorized the foregoing options, condemnations, and quick-takes.

**MINUTES**

Department of Real Estate - Assignment of Tax Sale Certificate

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of a Tax Sale Certificate to Ms. Cherlye L. Wilson for an amount that is less than the lien amount for the property located at 3527 Hickory Avenue.

**AMOUNT OF MONEY AND SOURCE:**

<u>Property Address</u>	<u>Assessed Value</u>	<u>Flat Taxes &amp; Water</u>	<u>Total Liens</u>	<u>Assignment Amount</u>
3527 Hickory Avenue	\$1,200.00	\$861.24	\$46,624.52	\$1,200.00

**BACKGROUND/EXPLANATION:**

The City acquired the Tax Sale Certificate for 3527 Hickory Avenue in the total amount of \$46,624.52.

Ms. Wilson has offered to purchase the Tax Sale Certificate for 3527 Hickory Avenue in the amount of \$1,200.00, file a petition to foreclose, acquire title to the property and return it to productive use. The assignment amount of \$1,200.00 is based on the most recent MD Tax Assessment as compared to the most recent flat taxes and water bills. The assignment amount will cover the flat taxes and water bills.

UPON MOTION duly made and seconded, the Board approved the assignment of the Tax Sale Certificate to Ms. Cherlye L. Wilson for an amount that is less than the lien amount for the property located at 3527 Hickory Avenue.

**MINUTES**Space Utilization Committee - Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Lease Agreement with SAFT, LLC, Tenant, for the rental of the premises consisting of 852 sq. ft., known as the Hollywood Diner, located at 400 East Saratoga Street. The period of the Lease Agreement is effective upon Board approval for three years.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installment</u>
\$14,400.00	\$1,200.00

**BACKGROUND/EXPLANATION:**

In October of 2015, the Department of Real Estate received an unsolicited proposal for the operation of the Hollywood Diner to operate as a Food Truck Park.

The Tenant will be responsible for all routine maintenance and capital improvements of the Hollywood Diner, the lawn, sidewalks, and adjacent parking lots, heating-ventilation-air conditioning (HVAC), utilities and dumpster area during the term of the lease agreement. The Tenant will also be responsible for any interior and/or exterior improvements to the Hollywood Diner, including but not limited to signage, painting, industrial cleaning, trash removal, and security during the term of the lease agreement. The Tenant will also accept all equipment that currently exists in the Diner in "as is" condition and will be solely responsible for any maintenance or repair to the equipment. Any additional equipment and supplies needed to run and operate the Hollywood Diner will be the sole responsibility of the Tenant.

The Space Utilization Committee approved this Lease Agreement on June 14, 2016.

**MINUTES**

Space Utilization Committee - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with SAFT, LLC, Tenant, for the rental of the premises consisting of 852 sq. ft., known as the Hollywood Diner, located at 400 East Saratoga Street.

**MINUTES**Space Utilization Committee - Inter-Departmental Lease Renewals

The Board is requested to approve the Inter-Departmental Lease Renewals between the Department of General Services, Landlord and the Baltimore Police Department, Tenant for the below-listed locations. The period of the lease renewal is for the period July 1, 2016 through June 30, 2017, unless otherwise indicated.

	<u>Location</u>	<u>Monthly Rent</u>	<u>Annual Rent</u>
1.	3201 Boston St. 1 <sup>st</sup> and 2 <sup>nd</sup> Floors Marine Unit	\$ 5,148.36	\$ 61,780.34

Account: 1001-000000-2617-197500-603096

On November 18, 2015, the Board approved the original lease agreement. This is the first renewal. The rental space is approximately 7,342 sq. ft.

2.	601 E. Fayette St. Headquarters Building	\$267,910.94	\$3,214,931.38
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Account: 1001-000000-2041-716600-603096

On November 18, 2015, the Board approved the original lease agreement. This is the first renewal. The rental space is approximately 319,857 sq. ft.

3.	601 E. Fayette St. Headquarters Annex Building	\$ 61,423.03	\$ 737,076.35
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Account: 1001-000000-2041-716600-603096

On November 18, 2015, the Board approved the original lease agreement. This is the first renewal. The rental space is approximately 95,298 sq. ft.

**MINUTES**Space Utilization Committee - cont'd

	<u>Location</u>	<u>Monthly Rent</u>	<u>Annual Rent</u>
4.	411 Holliday St. Police Department Mounted Police	\$5,277.07	\$63,324.78

Account: 1001-000000-2016-199200-603096

On November 18, 2015, the Board approved the original lease agreement. This is the first renewal. The rental space is approximately 10,467 sq. ft.

5.	3101 Swann Drive K-9 Unit	\$2,706.48	\$32,477.70
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Account: 1001-000000-2016-197500-603096

On November 18, 2015, the Board approved the original lease agreement. This is the first renewal. The rental space is approximately 2,866 sq. ft.

The Baltimore Police Department will continue to use the leased premises for administrative offices.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the Inter-Departmental Lease Renewals between the Department of General Services, Landlord and the Baltimore Police Department, Tenant for the foregoing locations.

MINUTES

TRANSFERS OF FUNDS

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UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

2366 - 2369

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

## MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
1. <b>\$250,000.00</b> FED	9950-903280-9509 Constr. Res. Wilkins Ave. Gateway Reconstruction	9950-902326-9508-3 Design Wilkens Ave. Bridge over Gwynns

This transfer is to cover the deficit and to meet the costs of the project "Wilkins Ave. Bridge over Gwynns."

2. <b>\$300,000.00</b> FED	9950-918027-9509 Constr. Res. Cherry Hill Light Rail Station	9950-920030-9508 Cherry Hill Light Rail Station Enhancements
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This transfer is to cover the deficit and to meet the costs of the project "Cherry Hill Light Rail Station Enhancements."

3. <b>\$100,000.00</b> FED	9950-903416-9507 Constr. Res. Hawkins Point Road Bridge	9950-902412-9506-5 Inspection Frederick Ave. Bridge Over Gwynns
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This transfer will cover the deficit and fund the costs on project TR 20350, Replacement of Frederick Ave. Bridge over Gwynns Falls & CSX RR.

**MINUTES****TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation - cont'd</u>		
4. <b>\$200,000.00</b>	9950-903416-9507	9950-902416-9506-3
FED	Constr. Res. Hawkins Point Road Bridge	Design Hawkins Point Road Bridge

This transfer will cover the deficit and fund the costs on project "Improvements to Hawkins Point Road."

5. <b>\$267,265.00</b>	9950-944002-9507	9950-931011-9508
FED	Constr. Res. Reserve for Close- outs	Bike Share Infra- structure

This transfer will cover the procurement of bikes and other related expenses on project, "Bike Share Infrastructure" with Bewegen Technologies, Inc. in the amount of \$607,465.00.

Department of Housing and Community Development

6. <b>\$420,000.00</b>	9910-904979-9587	9910-903976-9588
Motor Vehicle Fund Revenue	East Baltimore Redevelopment (Reserve)	EBDI - Phase 1-D

This transfer will provide funding supporting site improvements to public areas and rights-of-ways within the 88-acre East Baltimore redevelopment area. This work will be managed by the Department of Transportation.

7. <b>\$ 21,000.00</b>	9910-9587-902935	9910-9588-907036
28 <sup>th</sup> Comm. Dev. Bonds	Healthy Neigh- borhoods - 28 <sup>th</sup> Comm. Dev. Bonds (Reserve)	Healthy Neigh- borhoods - 28 <sup>th</sup> Comm. Dev. Bonds

**MINUTES****TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
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Department of Housing and Community Development - cont'd

This transfer will move appropriations to provide funds that will be used for block and neighborhood capital projects, as they pertain to the Healthy Neighborhoods, Inc. initiative. This action will add the remaining \$21,000.00 from Healthy Neighborhood's FY15 funds to their existing grant agreement.

8. \$ 100,000.00	9910-907109-9588	9910-906011-9588
General Funds	Booster Program V2V	Employee Homebuying Assist

This transfer will provide funds for Baltimore Housing's Homeownership Incentive program for fiscal year 2016.

Baltimore Development Corporation

9. \$ 5,000,000.00	9910-908859-9600	
	Property Mgmt. & Main	
72,566.82	9910-994001-9600	
	Unallocated Res.	
5,460,654.85	9910-905825-9603	
	Westwide Downtown	
28,604.94	9910-994001-9600	
	Unallocated Res.	
6,303.50	9910-904573-9600	
	Fayette/Lombard St.	
2,921.24	9910-906983-9600	
	Arts & Entertainment	
45,629.49	9910-905575-9600	
	E. Balto. Coml.	
<u>98,074.50</u>	9950-901870-9600	
	Business Incubators	
<b>\$10,714,755.34</b>		

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Developments - cont'd</u>		
\$ 5,072,566.82	-----	9910-905825-9603 Westside Downtown
5,460,654.85	-----	9910-994001-9600 Unallocated Reserve
28,604.94	-----	9910-905825-9603 Westside Downtown
6,303.50	-----	9910-905825-9603 Westside Downtown
<u>146,625.23</u>	-----	9910-905825-9603 Westside Downtown
<b>\$10,714,755.34</b>		

This transfer will complete the funding of the original Westside Downtown project in preparation for closing. M&CC Real Property, Other Funds, and GO Bond appropriations are being transferred in since all eligible reimbursements have been received from the State grants.

Department of General Services

10. \$ 250,000.00	9916-935005-9194	9916-907105-9197
6 <sup>th</sup> Public	City Hall	City Hall Exterior
Building Loan	Exterior Stone	Stone Walls Renovation - Active
	Walls - Reserve	

These renovations are necessary for public safety issues and to prevent future deterioration of the building, which includes possible falling debris landing on City employees and citizens in and around City Hall.

**MINUTES**Health Department - Agreements and Grant Agreement

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

1. **THE JOHNS HOPKINS UNIVERSITY (JHU)** **\$ 35,376.00**

Account: 4000-480316-3150-736900-603051

The JHU will provide case management support to enhance engagement and retention in Hepatitis C Virus care, for individuals found to be infected with Hepatitis C at the Department's STD/HIV/TB clinics. Case management will include a baseline assessment of barriers to and facilitators of treatment adherence. The case manager will assist with ensuring appropriate insurance coverage, assist with applications for medication co-pay assistance programs, linkage to other resources (e.g. food stamps, housing), and provide patient navigation services (e.g. appointment scheduling, appointment reminders, arranging transportation).

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

2. **TOTAL HEALTH CARE, INC.** **\$100,377.00**

Account: 5000-569716-3023-274433-603051

Total Health Care, Inc. will provide psychosocial counseling services for 133 clients to identify barriers to adherence to maintaining engagement with medical/case management services.

The agreement is late because the State of Maryland Department of Health and Mental Hygiene's Prevention and Health Promotion Administration programmatically manages State Special services.

**MINUTES**Health Department - cont'd

The providers are asked to submit a budget, budget narrative, and scope of services. The Department thoroughly reviews the entire package before preparing a contract and submitting it to the Board. These budgets are many times revised because of inadequate information from the providers. This review is required to comply with grant requirements.

**MWBOO GRANTED A WAIVER.**

3. **SISTERS TOGETHER AND REACHING, INC.** **\$110,000.00**

Account: 4000-499016-3023-513200-603051

Sisters Together and Reaching, Inc. will complete at least 1,300 HIV tests to include testing, counseling, linkage to care, and referrals for partner services and prevention services. The period of the agreement is January 1, 2016 through December 31, 2016.

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

**MWBOO GRANTED A WAIVER.**GRANT AGREEMENT

4. **THE ANNIE E. CASEY FOUNDATION** **\$ 50,000.00**

Account: 6000-616316-3160-308600-404001

The grant agreement from The Annie E. Casey Foundation provides funds to support the expansion and mobilization of the Safe Streets Program in Sandtown-Winchester. The period of the grant agreement is November 1, 2015 through September 30, 2016.

**MINUTES**

Health Department - cont'd

The grant agreement is late because of an administrative oversight.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Agreements and the Grant Agreement.

**MINUTES**

Health Department - Amendment to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Amendment to Agreement with HealthCare Access Maryland, Inc. (HCAM).

**AMOUNT OF MONEY AND SOURCE:**

\$367,018.00 - 4000-421016-3080-294600-603051

**BACKGROUND/EXPLANATION:**

On August 12, 2015, the Board approved the original agreement with the HCAM in the amount of \$1,729,501.00 for the period of July 1, 2015 through June 30, 2016 to provide services for the Maryland Children's Health Program Eligibility Determination.

The Department received supplemental funding from the State of Maryland, Department of Health and Mental Hygiene in the amount of \$367,018.00 to support salaries/fringe related to Verification Check List services, security services and language translation services for the Maryland Children's Health Program Eligibility Determination. This amendment makes the total award \$2,096,519.00. All other terms and conditions of the original agreement remain unchanged.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to Agreement with HealthCare Access Maryland, Inc.

**MINUTES**

Health Department - Amendment to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Amendment to Agreement with HealthCare Access Maryland, Inc. (HCAM).

**AMOUNT OF MONEY AND SOURCE:**

\$135,148.00 - 4000-421116-3080-294600-603051

**BACKGROUND/EXPLANATION:**

On August 26, 2015, the Board approved the original agreement with the HCAM in the amount of \$2,042,937.00 for the period of July 1, 2015 through June 30, 2016 to assist City residents in accessing comprehensive health care services.

The Department received supplemental funding from the State of Maryland, Department of Health and Mental Hygiene in the amount of \$135,148.00 to support additional staff for referral backlog, purchase of additional software for census reporting, and replacement of outdated computer equipment. This amendment makes the total award \$2,178,085.00. All other terms and conditions of the original agreement remain unchanged.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to Agreement with HealthCare Access Maryland, Inc.

**MINUTES**

Health Department - Employee Expense Statement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an employee expense statement to reimbursement to Maryanne Brennan for expenses incurred during the month of February 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$37.80 - 5000-533516-3255-316200-603002

**BACKGROUND/EXPLANATION:**

The mileage reimbursement for mileage to reimbursement Ms. Brennan was submitted in a timely manner but the account number was incorrect and therefore had to be resubmitted. During this time, it was inadvertently misplaced and overlooked.

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.

The Department apologizes for the lateness.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the employee expense statement to reimburse Ms. Maryanne Brennan for expenses incurred during the month of February 2016.

**MINUTES**

Department of Housing and - Fourth Amendment to Land Disposition  
Community Development and Development Agreement

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**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Fourth Amendment to Land Disposition and Development Agreement (Fourth Amendment) with the Poppleton Development I, LLC for the Poppleton Redevelopment Project. The Board is further requested to authorize the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

In 2005, the City awarded a development site in the Poppleton neighborhood to La Cite Development, LLC, which formed the entity Poppleton Development I, LLC, Developer. The Agreement was approved by the Board on September 27, 2006. The Agreement called upon the City to acquire the remaining privately owned properties in the development site, clear the site of structures, and convey the property to the Developer. The Developer is to construct approximately 1,650 units of new rental and for-sale housing and 100,000 square feet of commercial retail space in multiple phases.

A First Amendment to the Agreement was approved on April 3, 2013. The First Amendment revised the list of properties to be conveyed, clarified the purchase price of properties, and revised the timetable and certain terms for the development of the Project.

## MINUTES

DHCD - cont'd

The Second Amendment to the Agreement was approved on October 8, 2014. The Second Amendment extended the closing of Phase IA by nine months to July 3, 2015, revised the list of properties to be conveyed as part of Phase IA, moving five properties from Phase IB to Phase IA, and shifted the obligation to remove and cap all utilities and utility poles from the Phase I site area from the City to the Developer. The Developer will be paid \$550,000.00 for the utility work.

The Third Amendment to the Agreement was approved on July 15, 2015. The Third Amendment extended the closing of Phase IA by six months to January 3, 2016, with the option, at the sole discretion of the Commissioner of the Department, to allow for an additional six-month extension. On November 13, 2015, the closing on Phase IA was extended to July 3, 2016.

The proposed Fourth Amendment provides the Developer with an extension to October 31, 2016, in order to obtain a written firm commitment from the United States Department of Housing and Urban Development ("HUD") to provide the required Section 221(d) (4) Mortgage Insurance for the financing of Phase IA of the Project, such firm commitment signed by a Federal Housing Commissioner, acting on behalf of the Secretary of HUD. If the Developer is successful in obtaining a firm commitment for Mortgage Insurance from the HUD Federal Housing Administration within the specified time provided, the Commissioner of the Department, at his sole discretion, may provide the Developer an additional extension beyond October 31, 2016 to close on Phase IA of the Project. If the Developer has obtained a firm commitment, but in the event that the Federal Housing Commissioner, acting on behalf of the Secretary of HUD, fails to endorse a mortgage note for insurance within 150 days after the execution date of the firm commitment, the agreement may be terminated by the Commissioner of the Department, at his sole discretion. If the Developer fails to obtain the Firm Commitment from HUD FHA by October 31, 2016, then the agreement terminates.

**MINUTES**

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Fourth Amendment to the Land Disposition and Development Agreement with the Poppleton Development I, LLC for the Poppleton Redevelopment Project. The Board also authorized the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law.

**MINUTES**

Department of Housing and - Community Development Block  
Community Development Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Community Development Block Grant (CDBG) Agreement with Learning is For Tomorrow, Inc. (LIFT). The period of the CDBG Agreement is July 1, 2015 through June 30, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$63,370.00 - 2089-208916-5930-435134-603051

**BACKGROUND/EXPLANATION:**

LIFT will conduct a literacy program. The literacy program will offer personalized, participatory, and comprehensive literacy and support services to low- and moderate-income illiterate adults. The program curriculum includes pre-GED/GED preparation, literacy, math, computer labs, life skills classes, and tutoring. The CDBG funds will be utilized to subsidize operating costs.

On June 17, 2015, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2015 Annual Action Plan for the following formula programs:

1. Community Development Block Grant (CDBG)
2. HOME
3. Emergency Solutions Grant (ESG)
4. Housing Opportunities for Persons with AIDS (HOPWA)

**MINUTES**

DHCD - cont'd

Upon approval of the resolution, the DHCD's Contracts Section began negotiating and processing the CDBG agreements as outlined in the Plan to be effective July 1, 2015 and beyond.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Community Development Block Grant Agreement with Learning is For Tomorrow, Inc.

**MINUTES**

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 litigation brought by Wellington D. Gray, Plaintiff, against the City and the National Railroad Passenger Corporation (Amtrak), in connection with a slip and fall at Penn Plaza, Penn Station.

**AMOUNT OF MONEY AND SOURCE:**

\$95,000.00 - 2044-000000-1450-703800-603070

**BACKGROUND/EXPLANATION:**

On February 14, 2012, the Plaintiff was serving as an Amtrak Police Officer. Around 4 p.m. he and his partner responded to a phone call for a disabled train in East Baltimore. When they returned to Penn Station after the call, they parked along the Penn Station Plaza. It was approximately 8:45 p.m. and dark when the Plaintiff exited his vehicle and began walking on the sidewalk toward Penn Station. As the Plaintiff proceeded to the crosswalk, he stepped on a cracked portion of the sidewalk, causing him to fall forward. The Plaintiff's momentum caused him to fall forward into a passing vehicle, striking the back left portion of the vehicle with his head, right neck, and shoulder. As a result of the incident, the Plaintiff suffered significant injuries.

In order to resolve this litigation economically and to avoid the expense, time, and uncertainties of further protracted litigation, the parties have agreed to completely settle the matter for \$95,000.00, including attorney's fees. In return, the Plaintiff has agreed to dismiss all claims related to the incident.

**MINUTES**

Law Department - cont'd

The Law Department's Settlement Committee has reviewed this matter, and recommends to the Board of Estimates that settlement of this matter be approved in the amount requested.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release for litigation brought by Wellington D. Gray, Plaintiff, against the City and the National Railroad Passenger Corporation, in connection with a slip and fall at Penn Plaza, Penn Station.

**MINUTES**

Police Department - Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Consultant Agreement with Computer & Network Consultants, Inc. The period of the Consultant Agreement is effective upon Board approval for one year, with an additional one year renewal option.

**AMOUNT OF MONEY AND SOURCE:**

\$88,400.00 - 1001-000000-2041-220100-603026

**BACKGROUND/EXPLANATION:**

The Consultant will provide expert consulting services as a Computer Software Engineer. The Consultant will also assist the Department in the development and maintenance of its Lotus Notes System and its applications.

**APPROVED FOR FUNDS BY FINANCE****AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Consultant Agreement with Computer & Network Consultants, Inc.

## MINUTES

Police Department - Acceptance of Letters of Intent of Grant Awards

The Board is requested to approve acceptance of the Letters of Intent of Grant Awards from the Governor's Office of Crime Control and Prevention (GOCCP) for the below-listed projects. The period of the Grant Award is July 1, 2016 through June 30, 2017, unless otherwise indicated.

<u>Projects</u>	<u>Amount</u>
1. <b>GUN VIOLENCE REDUCTION</b>	<b>\$65,000.00</b>

Account: 5000-588117-2013-212900-600000

This program assists the Department in developing and implementing strategies specifically intended to reduce gun related crimes in the State of Maryland. The goal is to reduce firearm related crimes by supporting the Multi-Jurisdictional Gun Trace Task Force and Baltimore's Gun Offender Registry. The grant award will fund positions for a Data Entry Operator and a Gun Trace Analyst within the Crime Laboratory Firearms Unit of the Department.

2. <b>DOMESTIC VIOLENCE UNIT PILOT</b>	<b>\$50,165.00</b>
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Account: 5000-588017-2013-212900-600000

This program is designed to increase the efficiency and effectiveness of ex parte/protective orders data entry service and to reduce high occurrence of domestic violence in Baltimore City. This grant will provide funding for the services of a contractual administrative assistant who will provide data entry and coordination of the overall operation of the program, while Police Officers work on an overtime basis to increase the number of orders served.

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

Police Department - cont'd

UPON MOTION duly made and seconded, the Board approved acceptance of the Letters of Intent of Grant Awards from the Governor's Office of Crime Control and Prevention for the foregoing projects.

**MINUTES**

Baltimore Police Department - Inter-Agency Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Inter-Agency Agreement with the Office of the State's Attorney. The period of the agreement is July 1, 2015 through September 30, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$49,995.00 - 4000-474014-2252-694202-607001

**BACKGROUND/EXPLANATION:**

On October 9, 2013, the Board approved and authorized acceptance of a grant award from the U.S. Department of Justice for the "JAG IX" grant. Funded by this grant, the Office of the State's Attorney will utilize current cellular technology to enhance the ability to communicate with defense attorneys, police officers, victims, and witnesses related to court cases.

The Inter-Agency Agreement is late because of the late receipt of documents.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Inter-Agency Agreement with the Office of the State's Attorney.

**MINUTES**

Baltimore Development - Memorandum of Understanding Corporation (BDC)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with Pompeian, Inc. (the Company).

**AMOUNT OF MONEY AND SOURCE:**

\$1.00 - Purchase price for 140 N. Janney Street

**BACKGROUND/EXPLANATION:**

Pompeian, Inc. is a for-profit, multi-national corporation, which has a manufacturing facility located at 4201 Pulaski Highway, in Baltimore City. The Company has expressed the need to expand its business operations to remain within the City, through the sale and development of 140 N. Janney Street (Janney Street property), and the construction of a public park.

Through this MOU, the Company has committed to spending \$1,000,000.00 for expansion over the next five years. This will result in additional jobs. There are currently 80 employees that currently work at the facility.

Given the limited availability of developable property surrounding the Company's current facility at 4201 Pulaski Highway, Pompeian, Inc. seeks to acquire a portion of the Janney Street property from the City. Because the existing public park will be displaced, the Company and the City have agreed that a new public park (the Replacement Park) will be constructed on land retained by the City and on the City-owned roadbed of East Fairmont Avenue, which will need to be closed by a separate Ordinance (collectively, the Fairmount Property). The City will continue to retain title to the Fairmount Property after the construction of the Replacement Park.

**MINUTES**

BDC - cont'd

Subject to the terms and conditions set forth in a Land Disposition Agreement (LDA) to be negotiated by the City and the Company (including the satisfaction of certain conditions precedent), the Company intends to purchase the Janney Street Property from the City for a purchase price in an amount equal to \$1.00 and will pay \$237,000.00 for the construction of the Replacement Park, an amount equal to the appraised value of the Janney Street Property.

The LDA will further stipulate that, if within ten years, Pompeian, Inc. requires the Replacement Park for further expansion of its business operations, it will have the option to purchase the park, provided that a new replacement park is built by Pompeian, Inc. In order to exercise this option, Pompeian, Inc. will order an appraisal at the time the option is exercised.

Entering into the LDA is contingent upon the City enacting an Ordinance authorizing the sale of the Janney Street Property.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with Pompeian, Inc.

**MINUTES**

Circuit Court for Baltimore City - Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Consultant Agreement with Mr. Andre Cherry. The period of the Consultant Agreement is July 1, 2016 through June 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$ 40,000.00	-	1001-000000-1100-109501-603026
38,000.00	-	4000-401516-1100-116800-603026
29,100.00	-	5000-544417-1100-117400-603026
<u>\$107,100.00</u>		

**BACKGROUND/EXPLANATION:**

Mr. Cherry will work as the Fiscal Administrator/Grant Accountant for the Circuit Court for Baltimore City (Circuit Court). He will manage the Circuit Court's general fund appropriations and grants on a daily basis to ensure fiscal accuracy and proper reporting. Under the direction of the Administrative Judge, Mr. Cherry will be the first point of contact on all fiscal matters related to the Circuit Court's general fund appropriations and grants received from external organizations.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Consultant Agreement with Mr. Andre Cherry.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

On the recommendations of the City agencies  
hereinafter named, the Board,

UPON MOTION duly made and seconded,  
awarded the formally advertised contracts  
listed on the following pages:

2391 - 2394

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

Item Nos. 1 and 2 were **DEFERRED** until July 13, 2016.

The Comptroller **ABSTAINED** on Item No. 3.

MINUTES

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Department of Public Works (DPW)/Office  
of Engineering and Construction

1. WC 1343, Water Appurtenances Installations and Small Main Repairs & Installations at Various Locations J. Fletcher Creamer & Son, Inc. \$4,810,850.00

<b>MBE:</b> Machado Construction Company, Inc.	\$ 5,000.00	0.10%
Dough Boy Hauling	50,000.00	1.00%
AB Trucking & Contracting, LLC	50,000.00	1.00%
Manuel Luis Construction Company, Inc.	<u>336,759.00</u>	<u>7.00%</u>
	<b>\$441,759.00</b>	<b>9.10%</b>

**WBE:** R&R Contracting Utilities, Inc. \$ 97,000.00 2.01%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

2. **TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
\$5,213,376.75	9960-909100-9558	
Water Revenue Bonds	Constr. Reserve	Water Infrastructure Rehabilitation
1,737,792.25	9960-910300-9958	
<u>Balto. County</u>	Constr. Reserve	Water Facilities
<b>\$6,951,169.00</b>		

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

DPW - cont'd

\$ 481,085.00		9960-904143-9557-2 Extra Work
481,085.00		9960-904143-9557-3 Engineering
937,606.00		9960-904143-9557-5 Inspection
4,810,850.00		9960-904143-9557-6 Construction
240,543.00		9960-904143-9557-9 Administration
<b>\$6,951,169.00</b>		

The funds are required to cover the costs of the award for WC 1343, Appurtenances Installations and Small Main Repairs and Installations.

**A PROTEST AND A SUPPLEMENTAL PROTEST HAVE BEEN RECEIVED FROM R.E. HARRINGTON PLUMBING & HEATING CO., INC.**



Plumbing and Heating Co., Inc.  
300 W 23<sup>rd</sup> Street, Baltimore, Maryland 21211  
410-466-4800 · 24 Hour Service · Fax: 410-466-0700

June 6, 2016

**VIA HAND DELIVERY**

Honorable Joan Pratt, Baltimore City Comptroller  
Ms. Harriet Taylor, Deputy Comptroller/Secretary  
Baltimore City Board of Estimates - City Hall  
100 N. Holliday Street, Suite 204  
Baltimore, Maryland 21202

Clerk to the Board of Estimates  
Board of Estimates Room 204, City Hall  
100 N. Holliday Street  
Baltimore, Maryland 21202

Director Rudolph S. Chow  
City of Baltimore Department of Public Works  
Abel Wolman Municipal Building, 6<sup>th</sup> Floor  
200 N. Holliday Street  
Baltimore, Maryland 21202

Minority & Women's Business Opportunity Office  
Room 101, City Hall  
Baltimore, Maryland 21202

Shari Montgomery, Contract Administrator  
City of Baltimore Department of Public Works  
Abel Wolman Municipal Building 6<sup>th</sup> Floor  
200 N. Holliday Street  
Baltimore, MD 21202

**Solicitation No.: Water Contract No. WC1343**  
**Project: Water Appurtenances Installation**  
**and Small Main Repairs & Installation,**  
**Re: BID PROTEST**

**To the Honorable Members:**

We are in receipt of the Department of Public Work's May 23, 2016 letter (received June 3, 2016) indicating that the Minority and Women's Business Opportunity Office found RE Harrington's bid submission for this solicitation non-compliant. As you are aware, RE Harrington is the low bidder for this Project. RE Harrington's bid - \$4,294,875- is \$515,975 less than the next low bidder, at \$4,810,850. Pursuant to Article VI of the City Charter, the Board of Estimates is to "award the contract, as an entirety to the lowest responsive and responsible bidder..." Charter, Article VI, §11 (h)(1)(ii).

A typographical error was made within the Part C Statement of Intent to Self-Perform – R.E. Harrington will in fact be self-performing \$4,015,708.12 of the instant contract. In addition, \$2,007,854.06 of RE Harrington's self-performed work will count toward the MBE goal on this solicitation, for a total MBE participation of 51.25%. Enclosed is a corrected Part C: Statement of Intent to Self Perform and corrected Part D: MBE/WBE Participation Affidavit.

We ask that this matter be re-evaluated in light of the correctly filled out form. It is long-standing City procurement practice to allow for the correction of a bid when a mistake is evident on its face. The City Code expressly provides that the Board of Estimates may waive minor defects and errors in a bidder's MBE or WBE submission. Art. 5, § 28-16, Baltimore City Code. And indeed, just this past November, the City waived a near identical mistake in regard to the Part C Statement of Intent to Self Perform when it awarded B50004150, Baltimore City Building Demolition to K&K Adams, Inc., despite the notation that it "failed to properly fill out the Statement of Intent to Self Perform."<sup>1</sup>

RE Harrington has performed City water contracts for the last 10 years. Indeed, the Part C: Statement of Intent to Self Perform states expressly that RE Harrington performs "underground utilities", which is the near entirety of this water main replacement Project. As such, the indication that RE Harrington can only self-perform 4% of the contract is a mistake which is self-evident directly on the face of Part C. Water main replacement is the bread and butter of RE Harrington's work, which is self-evident based upon its MBE certification to perform water and sewer line construction, specifically underground utility work, as set forth expressly on Part C, as well as RE Harrington's very name – RE Harrington Plumbing and Heating Co. Inc.

In addition, we note that the City has just recently added the "Part C" form in question: indeed, the City's prior form for self-performing MBE prime contractors was simply a modified Part B form, and did not require the total amount nor percentage of self-performed work. Attached please see RE Harrington's "Part B: MBE/WBE and Prime Contractor's Statement of Intent" form for WC 1330, which RE Harrington was awarded and is currently performing. We submit that the recent change to the form is not itself material, and moreover, potentially an *ultra vires* change to the procurement process. Regardless, RE Harrington is the only MBE prime contractor having submitted a bid on this solicitation, and should not be penalized on account of its MBE certification. Certainly, the City need not pay an additional \$515,975 because of a self-evident and immaterial mistake on the face of RE Harrington's bid.

Accordingly, we respectfully request that RE Harrington be awarded the contract in question, being the lowest responsive and responsible bidder. In doing so, the City would not only be faithfully conducting its duty under the Charter to "award the contract, as an entirety to the lowest responsive and responsible bidder..." but would also be realizing a savings to the City and taxpayers of Baltimore of \$515,975, the difference between RE Harrington's bid and the next low bid.

Respectfully submitted,



Robert E. Harrington, President

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<sup>1</sup> This matter is part of the public record, and can be found within the meeting minutes of the November 4, 2015 Board of Estimates meeting.

**PART C: STATEMENT OF INTENT TO SELF-PERFORM**

**PART A: INSTRUCTIONS MUST BE REVIEWED BEFORE COMPLETING THIS FORM, WITH PARTICULAR ATTENTION PAID TO SECTION 2, 3a, 3b and 3f.**

Name of Prime Contractor: Retfordington Plumbing and Heating Co. Inc.

Self-Performance to be counted toward the MBE  or WBE  goal. (Check One)

Brief Narrative Description of the Work/Service to be Self-Performed by the Prime Contractor:

Underground Utilities

Materials/Supplies to be furnished by the Prime Contractor:

Total Dollar Amount of Work/Services to be Self-Performed by the Prime Contractor on this Contract: \$ 4,015,708.12

Total Dollar Amount of Self-Performed Work to be counted toward the MBE or WBE Goal: (May count up to 50% of the total dollar amount of self-performed work): \$ 2,007,854.06

If this is a Requirements Contract, you may omit the Dollar Amount; however, the Percentage must be included.

Total Percentage of Total Contract to be Self-Performed by Prime Contractor on this Contract: 93.5 %

Percentage of Self-Performed Work to be counted toward the MBE or WBE Goal: (May count up to 50% of the total percentage of self-performed work): 50 %

(If MBE sub-goals apply, please indicate the sub-goal covered by this Statement of Intent.)

African American: \_\_\_\_\_%      Asian American: \_\_\_\_\_%  
Hispanic American: \_\_\_\_\_%      Native American: \_\_\_\_\_%

The undersigned Prime Contractor agrees to Self-Perform the Work/Service indicated above for the Dollar Amount and/or Percentage indicated to meet the MBE/WBE participation goals, subject to the Prime Contractor's execution of a contract with the City of Baltimore. The Prime Contractor is currently certified as an MBE or WBE with the City of Baltimore Minority and Women's Business Opportunity Office to perform the work described above.

Robert Kent  
Signature of Prime Contractor (REQUIRED)

6/3/2016  
Date

**PART D: MBE/WBE PARTICIPATION AFFIDAVIT**

The Undersigned authorized representative of Contractor does hereby make the following Affidavit: Contractor has read the Bidder Information and Instructions regarding the MBE/WBE Program. Contractor acknowledges the MBE goal of 9% and the WBE goal of 2% for this contract. Contractor has achieved the following participation:

MBE-\$ 2,201,123.44 or 51.25% and WBE-\$ 85,897.50 or 2%  
of the total contract amount which is \$ 4,294,875.00

My firm has made good faith efforts to achieve the MBE and WBE participation goals for this contract. I understand that, if awarded the contract, my firm must submit to the Minority and Women's Business Opportunity Office (MWBOO) copies of all executed agreements with the MBE and WBE firms being utilized to achieve the participation goals and other requirements of Article 5, Subtitle 28 of the Baltimore City Code (2014 Edition). I understand that these documents must be submitted prior to the issuance of a notice to proceed.

I understand that, if awarded the contract, my firm must submit to the MWBOO canceled checks and any other documentation and reports required by MWBOO verifying payments to the MBE and WBE firms utilized on the contract.

I understand that, if awarded this contract and I find that I am unable to utilize the MBEs or WBEs identified in my Statements of Intent, I must substitute other certified MBE and WBE firms to meet the participation goals. I understand that I may not make a substitution until I have obtained the written approval of MWBOO.

I understand that, if awarded this contract, authorized representatives of the City of Baltimore may examine, from time to time, the books, records and files of my firm to the extent that such material is relevant to a determination of whether my firm is complying with the MBE and WBE participation requirements of this contract.

I do solemnly declare and affirm under the penalty of perjury that the contents of the foregoing Affidavit are true and correct to the best of my knowledge, information and belief.

Robert E. Harrington Plumbing & Heating Robert E. Harrington  
Contractor Company Name Signature

300 W. 23rd Street Baltimore MD 21211 Robert E. Harrington  
Address Print Name and Title President

Sworn and subscribed before me this 10 day of June in the year 2016

[Signature]  
Notary Public



Plumbing and Heating Co., Inc.  
300 W 23<sup>rd</sup> Street, Baltimore, Maryland 21211  
410-466-4800 · 24 Hour Service · Fax: 410-466-0700

June 17, 2016

**VIA HAND DELIVERY**

The Honorable Stephanie Rawlings-Blake  
Mayor, City of Baltimore  
City Hall, 100 N. Holliday Street  
Suite 250  
Baltimore, MD 21202

Shari Montgomery, Contract Administrator  
City of Baltimore Department of Public Works  
Abel Wolman Municipal Building 6<sup>th</sup> Floor  
200 N. Holliday Street  
Baltimore, MD 21202

Honorable Joan Pratt, Baltimore City Comptroller  
Ms. Harriet Taylor, Deputy Comptroller/Secretary  
Baltimore City Board of Estimates - City Hall  
100 N. Holliday Street, Suite 204  
Baltimore, Maryland 21202

Clerk to the Board of Estimates  
Board of Estimates Room 204, City Hall  
100 N. Holliday Street  
Baltimore, Maryland 21202

Director Rudolph S. Chow  
City of Baltimore Department of Public Works  
Abel Wolman Municipal Building, 6<sup>th</sup> Floor  
200 N. Holliday Street  
Baltimore, Maryland 21202

Minority & Women's Business Opportunity Office  
Room 101, City Hall  
Baltimore, Maryland 21202

**Solicitation Nos.:    Water Contract No. WC1278**  
**Water Contract No. WC1343**  
**Water Contract No. WC1345**

**Re: SUPPLEMENTAL BID PROTEST**

**To the Honorable Members:**

This letter is intended as a supplement to my earlier letter dated May 20, 2016 in regard to WC 1278 and my letters of June 6, 2016 in regard to WC 1343 and 1345. As indicated in those letters, a typographical error was made within "Part C Statement of Intent to Self-Perform" – R.E. Harrington will in fact be self-performing over 90% of each contract, for a total MBE participation of over 50% for each project. If ever there was a model example of when Art. 5, § 28-16 of the Baltimore City Code should be utilized (providing for the waiver of minor defects and errors in a bidder's MBE submission), this would be it. Award of these contracts to R.E. Harrington will both save the City nearly \$1,000,000, as well as realize near-100% MBE participation, over 50% of which will accrue to the State MBE goal requirements. No other bidder can match either R.E. Harrington's price, nor its MBE participation percentage.

JUN 17 '16 PM 4:2

Moreover, that fact that RE Harrington can self-perform the vast majority of the contracts in question is self-evident. R.E. Harrington is certified by the MDOT MBE program to perform water and sewer line construction, specifically underground utility work. See, attached MBE Directory print-out. Here, the minimum R.E. Harrington would need to self-perform to be able to *itself* meet the 9% and 13% MBE goals on the WC1278 and WC1343 and 1345 contracts, respectively, would be 18% (WC 1278) and 26% (WC1343 and 1345). That R.E. Harrington, a certified MBE in the area of water and sewer line construction, specifically underground utility work, can perform 18% and 26% of a water main replacement project with its own forces, is self-evident.

However, there is even more reason to deem this error self-evident on the face of the bid. For each solicitation, R.E. Harrington included a range of other MBE subcontractors within its bid, thereby minimizing even further the percentage it would need to self-perform to be deemed compliant with the MBE goals. For WC1278, R.E. Harrington listed 7% MBE participation by others, meaning it would need to self-perform just 8% of the contract with its own forces to complete the final 4% MBE participation requirement. For WC1343 and WC1345, R.E. Harrington listed 8% MBE participation by others, meaning it would need to self-perform just 10% of the contract with its own forces to complete the final 5% MBE participation requirement. That R.E. Harrington, a certified MBE in the area of water and sewer line construction, specifically underground utility work, can perform 8% and 10% of a water main replacement project with its own forces, is most certainly self-evident. Accordingly, the error found within R.E. Harrington's Part C forms constitute clear errors on the face of the bid and are appropriately waived, in the best interests of the City and its taxpayers both on account of the nearly \$1,000,000 in savings which will be realized if R.E. Harrington was permitted to perform this work, as well as the high, 50% MBE goal participation R.E. Harrington has promised on these contracts.

Furthermore, award of these contracts to R.E. Harrington under condition that R.E. Harrington bring its MBE participation schedules into compliance within 10 days is supported by nearly 20 other decisions of the Board of Estimates in the last 24 months alone. A selection of such precedent is listed as follows:

<u>Contract No.</u>	<u>Department</u>	<u>Awardee</u>	<u>Date</u>	<u>BOE notes</u>
B50003985	Bureau of Purchasing	Arrow Systems Integration, Inc.	3/30/16	Bidder did not commit to any MBE goal - BOE granted 10 days to come into compliance; there were other bidder's but only awardee's price was deemed "fair and reasonable"
B50004346	Bureau of Purchasing	National Fire Protection, LLC	12/23/15	MWBOO found vendor in non-compliance - BOE granted vendor 10 days to come into Compliance
B50004150	Bureau of Purchasing	K&K Adams, Inc.	11/4/15	MWBOO found vendor in non-compliance for failure to properly fill out the statement of intent to self-perform; BOE awarded to vendor with 10 days to come into compliance
B50004207	Bureau of Purchasing	Aspen Building Products, Inc.	9/23/15	MWBOO found vendor in non-compliance - BOE granted 10 days to "engage MWBO to come into compliance"
TR15013	Dept. of Transportation	P. Flanigan & Sons, Inc.	6/10/15	MWBOO found vendor in non-compliance - City Council President Young motioned to award the contract to P. Flanigan "simply because this seems like an honest mistake to me..." and the motion was seconded by the mayor, which carried.

As can be seen from the above sampling, the Board has routinely exercised its inherent discretion to waive minor defects and errors in a bidder's MBE or WBE submission. Art. 5, § 28-16, Baltimore City Code. Moreover, the Board has correctly considered the best interests of the City, as it is duty-bound to do, in "award[ing] the contract, as an entirety to the lowest responsive and responsible bidder..." Charter, Article VI, §11 (h)(1)(ii).

We ask that this Board again act in the best interests of the City of Baltimore, whose citizens and taxpayers will realize a nearly \$1,000,000 savings by this Board simply exercising the authority granted to it by the City Code to waive the minor errors in R.E. Harrington's bid submission, subject to coming into full compliance within 10 days. Moreover, the nearly \$15,000,000 work of these contracts will be performed by a local firm, who pays Baltimore City property taxes, employs exclusively Baltimore City residents, and takes a leadership role in the economic revitalization of this great City.

I implore this Board to do the right thing – for the City, for the taxpayers, for R.E. Harrington, and for my employees, all of whom are your constituents.

Respectfully submitted,

A handwritten signature in black ink that reads "Robert E. Harrington". The signature is written in a cursive, flowing style with a large initial "R".

Robert E. Harrington, President



# Office of Minority Business Enterprise

Maryland Department of Transportation → Maryland's Official Certification Agency

## The MDOT Directory of Certified MBE, DBE, SBE and ACDBE Firms

[Complete Firm Profile](#)

[Frequently Asked Questions](#)

### Firm Detail

### NAICS - Product and Service Description

Firm Name:

R.E. HARRINGTON PLUMBING AND HEATING COMPANY

**237110 - MBE/DBE/SBE - WATER AND SEWER LINE AND RELATED STRUCTURES CONSTRUCTION**  
(SPECIFICALLY: UNDERGROUND UTILITIES-REPAIR AND SERVICE IN COMMERCIAL SECTOR ONLY)

Minority Status - Cert # - Date:

AFRICAN AMERICAN  
08-414  
8/18/2008

**237990 - MBE/DBE/SBE - OTHER HEAVY AND CIVIL ENGINEERING CONSTRUCTION**  
(SPECIFICALLY: HORIZONTAL DRILLING, E.G. UNDERGROUND PIPELINE, SEWER INSTALLATION)

Address:

300 WEST 23RD STREET  
BALTIMORE, MD 21211  
BALTIMORE CITY COUNTY

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References:

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BALTIMORE, MD 21213  
MR. PHIPPS  
410-483-6441

P & J CONTRACTING COMPANY, INC.  
3010 RIDGEWOOD AVENUE  
BALTIMORE, MD 21215

410-367-2475

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## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSDepartment of General Services

3. GS 15829, 2201 Potts & Callahan, \$207,900.00  
 Mosher St. Ware- Inc.  
 house Demolition

	<u>Dollar Amount</u>	<u>Percentage</u>
<b>MBE:</b> Best Fence, LLC	\$36,500.00	17.6%
L&J Waste Recycling, LLC*	19,700.00	9.5%
	<b>\$56,200.00</b>	<b>27.1%</b>
<b>WBE:</b> Morgan Construction Services, Inc.*	\$21,000.00	10.1%

\*L&J Waste Recycling, LLC and Morgan Construction Services, Inc. are not in good standing with the Department of Assessment and Taxation. The bidder will be allowed to substitute approved MBE's and WBE's, if L&J Waste Recycling, LLC and Morgan Construction Services, Inc. are not in good standing at the time of award.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

Bureau of Purchases

4. B50004575, Toro Jacobsen, a division \$ 73,700.00  
 Groundsmaster of Textron, Inc.  
 Mower

(Dept. of General Services)

**MWBOO GRANTED A WAIVER.**

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases - cont'd

5. B50004592, Chipper      Altec Industries,      \$330,516.00  
Truck with an      Inc.  
Aerial Lift

(Dept. of General Services)

**MWBOO GRANTED A WAIVER.**

6. B50004595, Regular      Altec Industries,      \$297,213.00  
Cab Truck with a      Inc.  
30 Foot Aerial  
Lift Bucket

(Dept. of General Services)

**MWBOO GRANTED A WAIVER.**

**MINUTES**

Office of the Mayor - Consultant Agreement

**ACTION REQUESTED OF B/E:**

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

**AMOUNT OF MONEY AND SOURCE:**

\$66,000.00 - 1001-000000-1220-145900-603021

**BACKGROUND/EXPLANATION:**

The Consultant will provide full service grant writing assistance to the City that includes reading, editing, developing graphics and tables to preserve space and enhance proposal, formatting, and providing feedback comments on grant proposals. Following are specific tasks that the Consultant will provide:

Task 1: Meet with the City's designated staff to review status of the current grant applications.

Task 2: Meet with the City's designated staff to review prior proposal issues and potential improvement strategies. Review and provide guidance on the proposal process and review and comment on draft concept papers as necessary.

Task 3: Plan and conduct a grant writing workshop focused on improvement strategies.

Task 4: Specific grant writing activities would include:

- Discuss guidelines/grant solicitation with the City's designated staff and set a timeline and grant proposal preparation plan in place.
- Analyze guidelines and provide checklist of required grant solicitation elements.

**MINUTES**

Office of the Mayor - cont'd

- Guide City personnel through initial drafts of proposal development by providing critical feedback to strengthen draft proposals.
- Provide technical assistance for re-write. This includes reading, editing, developing graphics and tables to preserve space and enhance proposal, formatting, and providing feedback comments on proposal.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Consultant Agreement with The Aremita Corporation.





## MINUTES

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

Therefore, pursuant to Article VI, Section 11 (e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

- |  |                 |           |
|--|-----------------|-----------|
| 6. MOTOROLA SOLUTIONS,<br>INC.   | \$15,000,000.00 | Agreement |
| Contract No. 08000 - 800 MHz Radio Facilities Maintenance Agreement - Mayor's Office of Information Technology, Baltimore City Fire Department and Baltimore City Police Department - Req. No. R731915 |                 |           |

The Board is requested to approve and authorize execution of an Agreement with Motorola Solutions, Inc. The period of the agreement is effective upon Board approval for five years.

Under this agreement, the vendor will provide the necessary maintenance of facility systems equipment for the City's 800 MHz radio communications infrastructure. The vendor is the manufacturer and sole provider of the critical maintenance required. The period of the agreement is effective upon Board approval for five years. The above amount is the City's estimated requirement.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

7.	GRAPHIC COMPUTER SOLUTIONS, INC. t/a	\$ 75,790.00	Purchase Agreement
	<u>JUDICIAL DIALOG SYSTEMS</u> Contract No. 08000 - Licenses to the Judicial Dialog Software - State's Attorney's Office - Req. No. R728687		

The Board is requested to approve and authorize execution of a Purchase Agreement with Graphic Computer Solutions, Inc. t/a Judicial Dialog Systems. The period of the Purchase Agreement is June 29, 2016 through June 28, 2017.

Judicial Dialog software is exclusively produced, supported and distributed by Judicial Dialog Systems and is only available for purchase directly from Judicial Dialog Systems. Judicial Dialog Systems is the provider of the Judicial Dialog Case Management software currently installed and in use by the State's Attorney's Office. The State's Attorney's Office is requesting to purchase additional licenses to access the Case Management software. The period of the agreement is June 29, 2016 through June 28, 2017.

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

## MINUTES

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

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|--|---------------|---------|
| 8. ARROW INTERNATIONAL,<br>INC.  | \$ 200,000.00 | Renewal |
| Contract No. 08000 - EZ-IO Needles & Equipment - Fire<br>Department - P.O. No. P529805 |               |         |

On August 13, 2014, the Board approved the initial award in the amount of \$120,000.00. The award contained five 1-year renewal options. Subsequent actions have been approved. This second renewal in the amount of \$200,000.00 is for the period August 12, 2016 through August 11, 2017, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

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|--|--------------|---------|
| 9. DUNBAR ARMORED d/b/a<br>DUNBAR ARMORED, INC.  | \$ 60,000.00 | Renewal |
| Contract No. B50003386 - Armored Transport Services -<br>Department of Finance, Department of Transportation, etc. -<br>P.O. No. P528141 |              |         |

On July 23, 2014, the Board approved the initial award in the amount of \$41,255.59. The award contained three 1-year renewal options. Subsequent actions have been approved. This renewal in the amount of \$60,000.00 is for the period August 1, 2016 through July 31, 2017 with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MWBOO SET GOALS OF 0% MBE AND 0% WBE.**

- |  |              |         |
|--|--------------|---------|
| 10. VIDSYS, INC.   | \$ 47,567.00 | Renewal |
| Contract No. 08000 - Maintenance and Support for PSIM<br>Software - Baltimore Police Department - Grants - P.O. No.<br>P534124 |              |         |

On January 14, 2015, the Board approved the initial award in the amount of \$47,566.89. The award contained three 1-year renewal options.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On January 20, 2016, the Board approved a ratification in the amount of \$47,567.00. This renewal in the amount of \$47,567.00 is for the period September 1, 2016 through August 31, 2017 with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

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|--|---------------------|----------------|
| 11. <u>RANCH CRYOGENICS, INC.</u>  | <u>\$ 38,678.00</u> | <u>Renewal</u> |
| Contract No. 07000 - Oxygen Generator Service -Department of Public Works - Wastewater Facilities - P.O. No. P527374 |                     |                |

On May 28, 2014, the Board approved the initial award in the amount of \$38,678.00. The award contained four 1-year renewal options. On April 29, 2015, the Board approved the first renewal in the amount of \$49,000.00. This second renewal in the amount of \$38,678.00 is for the period August 12, 2016 through August 11, 2017, with two 1-year renewal options remaining.

- |   |                |                |
|---|----------------|----------------|
| 12. <u>PITNEY BOWES, INC.</u>   | <u>\$ 0.00</u> | <u>Renewal</u> |
| Contract No. ADSP011-00000411-7 - Mailing Equipment, Supplies and Maintenance - Department of Public Works, Bureau of Water and Wastewater, Revenue Measuring and Billing - P.O. Nos. P528037 and P533214 |                |                |

On July 16, 2014, the Board approved the initial award in the amount of \$171,789.00. The award contained four 1-year renewal options. Subsequent actions have been approved. This competitively bid cooperative purchase contract is under the Western States contracting Alliance-National Association of State Procurement Officials (WSCA-NASPO), State of Maryland Addendum BPO001B3400006. This renewal is for the period September 1, 2016 through August 31, 2017, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

## MINUTES

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

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|--|--------------|-----------|
| 13. TIBURON,<br>INC.   | \$445,395.00 | Extension |
| Contract No. 08000 - Master Support Agreement - Mayor's Office of Information Technology, Baltimore City Fire Department and Baltimore City Police Department - P.O. No. P516311 |              |           |

On February 15, 2011, the Board approved the initial award in the amount of \$1,614,130.30. Subsequent actions have been approved. An extension is necessary to extend service for one additional year while the City undergoes extensive negotiations for a new contract with the vendor. The extension is for the period July 1, 2016 through June 30, 2017.

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|--|--------------|-----------|
| 14. ASSOCIATED BUILDING<br>MAINTENANCE, CO., INC.  | \$ 50,000.00 | Extension |
| Contract No. B50001548 - Provide Janitorial Services for the Department of General Services Area C - Department of General Services - P.O. No. P515613 |              |           |

On November 24, 2010, the Board approved the initial award in the amount of \$408,924.00. The award contained two renewal options. Subsequent actions have been approved. This extension is necessary to allow the Department of General Services to have the contracts for areas A, B, and C expire on the same date as Area D, as well as continue to provide services while the new solicitations are issued. The period of the extension is July 1, 2016 through October 15, 2016. The above amount is the City's estimated requirement.

**MWBOO SET GOALS OF 17% MBE AND 9% WBE.**



MINUTES

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

My Cleaning Services, Inc. originally named for WBE participation, withdrew from the contract. The vendor has yet to substitute an approved WBE. Guaranteed Cleaning Services, named by the vendor as replacement is not certified with Baltimore City.

**MWBOO FOUND VENDOR IN NON-COMPLIANCE.**

16. EASTERN SALT COMPANY,  
 INC. \$4,000,000.00 Extension  
 Contract No. B50002086 - Salt for Snow Melting - Department  
 of Transportation - P.O. No. P518444

On October 12, 2011, the Board approved the initial award in the amount of \$6,100,000.00. The award contained two renewal options. Both renewals and subsequent actions have been approved. This extension will provide a contractual source available to supply salt for the upcoming winter season. Salt commitments must be made well in advance of the season to ensure the supply. The negotiated rates for this extension will allow the City to obtain salt at a lower price than last season, and recently obtained by other governments in the surrounding area. The period of the extension is November 1, 2016 through October 31, 2017. The above amount is the City's estimated requirement.

<b>MBE:</b> Jeffrey's Trucking*	5%	0	
CBY Enterprises, Inc.	0%	\$146,012.24	7.1%
Total MBE:	<b>5%</b>	<b>\$146,012.23</b>	<b>7.1%</b>

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
<u>Bureau of Purchases</u>		
<b>WBE:</b> Fallsway Construction	0%	\$15,621.13 0.8%
Valentine Transportation	<u>2%</u>	<u>7,653.13</u> 0.4%
Total WBE:	<b>2%</b>	<b>\$23,274.26 1.1%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

17. DUII HOLDINGS, Amendment  
 LLC \$611,460.48 and Renewal  
 Contract No. 08000 - Annual System Support - Police  
 Department - Crime Lab - P.O. No. P534969

The Board is requested to approve and authorize execution of an Amendment to Agreement with DUII Holdings, LLC. This final renewal is for the period August 18, 2016 through August 17, 2017.

On August 18, 2010, the Board approved the initial award in the amount of \$382,747.98. The award contained five 1-year renewal options. Subsequent actions have been approved. This amendment is necessary to add function, utility and upgrade to the Laboratory Information Management System currently in use at the Baltimore Police Crime Lab. This renewal is the fifth and final renewal option and will be exercised under the amended terms.

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

## MINUTES

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 - cont'd

UPON MOTION duly made and seconded, the Board approved the informal awards, renewals, increases to contracts and extensions. The Board also approved and authorized execution of the Agreement with Abbott Informatics Corporation (item no. 5), Motorola Solutions, Inc. (item no. 6), Graphic Computer Solutions, Inc. t/a Judicial Dialog Systems (item no. 7), and approved and authorized execution of the Amendment to Agreement with the DUII Holdings, LLC (item no. 17).

**MINUTES**

Bureau of Purchases - Request for Authorization to Seek Master Lease Financing for Vehicle Procurement

**ACTION REQUESTED OF B/E:**

The Board is requested to authorize the Department of Finance to seek Master Lease financing for the purchase of vehicles to be awarded to vendors in separate solicitations with subsequent Board approval as required.

**AMOUNT OF MONEY AND SOURCE:**

\$22,334,600.00 - City's Master Lease through the Bureau of Treasury Management.

No additional funds are required. The total cost will be financed through the City's Master Lease program administered by the Bureau of Treasury Management.

**BACKGROUND/EXPLANATION:**

On March 13, 2013, the Board approved the City's use of a Master Lease vehicle financing approach, as part of the City's 10-year Financial Plan. On April 2, 2014, the Board approved the second round of financing under this plan, and on June 17, 2015, the Board approved the third round under this plan. This is the fourth round of such financing.

The awards for provision of specific vehicles have already received Board approval, or approval will be sought as required. This request for Board approval authorizes the financing of the future purchase of the following vehicles by gross vehicular weight (GVW).

	<u>Vehicle Count</u>	<u>Estimated Costs</u>
Six-year Tranche Total	385	\$ 16,311,100.00
<8500 GVW	254	\$ 6,275,000.00
8,051 - 10,000 GVW	15	\$ 477,000.00
10,001 - 14,000 GVW	1	\$ 46,000.00
14,001 - 16,000 GVW	9	\$ 1,674,000.00

## MINUTES

Bureau of Purchases - cont'd

	<u>Vehicle Count</u>	<u>Estimated Costs</u>
19,501 - 26,000 GVW	3	\$ 215,000.00
26,001 - 33,000 GVW	20	\$ 3,164,000.00
>33,000 GVW	12	\$ 2,690,000.00
Specialty Equipment	71	\$ 1,770,100.00
<u>Ten-year Tranche Total</u>	<u>38</u>	<u>\$ 6,023,500.00</u>
14,001 - 16,000 GVW	1	\$ 110,000.00
>33,000 GVW	9	\$ 5,060,000.00
Specialized Equipment	28	\$ 853,500.00
<u>Total Financing Amount</u>	<u>423</u>	<u>\$ 22,334,600.00</u>

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board authorized the Department of Finance to seek Master Lease financing for the purchase of vehicles to be awarded to vendors in separate solicitations with subsequent Board approval as required.

**MINUTES**

Department of General Services - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) between the Department of General Services and the Administrative Office of the Courts (AOC). The period of the MOU is June 1, 2016 through May 31, 2018.

**AMOUNT OF MONEY AND SOURCE:**

N/A - NO FUND REQUIRED

**BACKGROUND/EXPLANATION:**

The AOC will provide funding to the City for the remodeling of a portion of the third floor of the Mitchell Courthouse into a Jury Assembly Room (the "Project"). The AOC will provide funding for the construction and related costs of the Project in the not-to-exceed amount of \$650,000.00, unless approved and increased by the AOC. The funds have been determined based upon estimates from the City of \$575,000.00. The City will oversee and provide architectural and engineering services, construction, design management, and contract administration for the Project. Upon payment by the City to a consultant or contractor in accordance with the Project, the City will present evidence of such payment to the AOC for reimbursement.

**AUDITS NOTED THE MEMORANDUM OF UNDERSTANDING.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding between the Department of General Services and the Administrative Office of the Courts.

**MINUTES**

Bureau of Solid Waste - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with the Downtown Partnership of Baltimore, Inc. The period of the agreement is July 1, 2016 through June 30, 2017, with the option to renew for two additional one-year terms.

**AMOUNT OF MONEY AND SOURCE:**

\$350,000.00 - 1001-000000-5152-386200-603026

**BACKGROUND/EXPLANATION:**

The Department of Public Works, Bureau of Solid Waste, entered into an Agreement with the Downtown Partnership of Baltimore, Inc. for the period July 1, 2014 through June 30, 2015 to provide manpower to perform cleaning services in various areas of the Downtown Management District. The agreement contained the option to renew for an additional term of one year, which the Board approved on June 17, 2015. The one-year extension expires on June 30, 2016. The Bureau of Solid Waste and the Downtown Partnership of Baltimore, Inc. would like to continue the Agreement, and therefore, the Bureau of Solid Waste is submitting a new Agreement under the same terms and conditions, with the option to renew for two additional one-year terms.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with the Downtown Partnership of Baltimore, Inc.

**MINUTES**

Department of Planning - Cooperative Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Cooperative Agreement with the United States Environmental Protection Agency (EPA). The period of the Cooperative Agreement is January 1, 2016 through December 31, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$200,000.00 - 4000-408616-1875-187400-404001

**BACKGROUND/EXPLANATION:**

The Department has received a Brownfield Community-Wide Assessment Grant award from the EPA.

Brownfields are any land for which the use is complicated by real or perceived contamination. The EPA provides funds to assess and clean-up brownfields through several grant programs. Assessment is required before any entity may apply for clean-up funds. The Community-Wide Assessment program provides for target areas, rather than for individual parcels.

The City owns many parcels classified as brownfields, due to the City's long industrial history and to the past use of lead paint. These parcels are particularly concentrated in east and west Baltimore, where the need for creative reuse of land is also the highest.

This grant will provide funds for the assessment of up to seven brownfields in east and west Baltimore. The specific parcels to be assessed will be identified in partnership with non-profits that have signed on to support this project, as well as with community groups. Of the \$200,000.00 awarded by this grant, \$198,000.00 will be used for contractual costs, to include hiring a part-time contractor to help administer the project, and hiring environmental firms to perform the assessments.

**MINUTES**

Department of Planning - cont'd

The remaining \$2,000.00 will be used for meeting costs and supplies. After this grant is completed, the City will be eligible to apply to the EPA for clean-up funds if any contamination is found.

The Cooperative Agreement is late because negotiations with the grantor and the process of determining how signatures should be gathered took longer than expected.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Cooperative Agreement with the United States Environmental Protection Agency.

**MINUTES**

Department of Planning - First Amendment to Memorandum  
of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the First Amendment to Memorandum of Understanding with the National Resource Network (NRN). The First Amendment to Memorandum of Understanding (MOU) extends the period of the MOU through December 31, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00

**BACKGROUND/EXPLANATION:**

The original MOU approved by the Board set forth a schedule of activities for the NRN to provide assistance to the Department for public school redevelopment support and school closure reuse plans. This First Amendment to Memorandum of Understanding extends the period of the MOU through December 31, 2016. The Department requests this no-cost extension to complete the tasks set forth in Section 6 of the original MOU.

**MWBOO GRANTED A WAIVER****AUDITS NOTED THE TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to Memorandum of Understanding with the National Resource Network.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an Agreement with Hatch Mott, LLC under WC 1120. The period of the Agreement is effective upon Board approval for three and one-half years or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$ 530,627.72 - Baltimore City  
964,338.28 - Baltimore County  
**\$1,494,966.00** - 9960-901917-9557-900020-703032

**BACKGROUND/EXPLANATION:**

The agreement is for post-award services. The Consultant will provide engineering and inspection assistance during improvements to the Guilford Pumping Station Rehabilitation Project and the one year warranty period after the improvements.

**MBE/WBE PARTICIPATION:**

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

<b>MBE:</b> CC Johnson & Malhotra, PC	\$213,161.69	14.25%
Soil and Land Use	<u>21,976.28</u>	<u>1.47%</u>
Technology, Inc. <b>TOTAL:</b>	<b>\$235,137.97</b>	<b>15.72%</b>
 <b>WBE:</b> Carroll Engineering, Inc.	 \$ 56,358.19	 3.76%
Studio 50 Design, LLC	<u>117,035.52</u>	<u>7.82%</u>
<b>TOTAL:</b>	<b>\$173,393.71</b>	<b>11.58%</b>

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

Department of Public Works/Office - cont'd  
of Engineering and Construction

UPON MOTION duly made and seconded, the Board approved the Agreement with Hatch Mott, LLC under WC 1120. The President voted **NO**.

**MINUTES**

Department of Public Works/Office - Employee Expense Statement  
of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an employee expense statement to reimburse to Mr. John Eskandar for mileage and parking expenses incurred during the months of January, February, March, and April of 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$240.84 - 2070-000000-5601-398500-603002  
147.00 - 2070-000000-5601-398500-603003  
**\$387.84**

**BACKGROUND/EXPLANATION:**

This request is late because Mr. Eskandar previously submitted the employee expense statement for reimbursement incorrectly.

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.**

UPON MOTION duly made and seconded, the Board approved the employee expense statement to reimburse Mr. John Eskandar for mileage and parking expenses incurred during the months of January, February, March, and April of 2016.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Partial Release of Retainage Agreement with Bradshaw Companies for SC No. 932, Improvements to Lower Gwynns Run Interceptor Phase II (from Franklin Street).

**AMOUNT OF MONEY AND SOURCE:**

\$417,746.00 - 9956-905620-9551-000000-200001

**BACKGROUND/EXPLANATION:**

As of November 25, 2015, Bradshaw Companies has completed 100% of all work for SC No. 932. The contractor is requesting a partial release of retainage for \$417,746.00. The City holds \$596,780.00 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$179,034.00. The remaining \$179,034.00 is sufficient to protect the interest of the City.

**MWBOO HAS APPROVED THE RELEASE.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Partial Release of Retainage Agreement with Bradshaw Companies for SC No. 932, Improvements to Lower Gwynns Run Interceptor Phase II (from Franklin Street).

## MINUTES

Department of Transportation - Minor Privilege Permit Applications

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

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1.	20 N. Howard Street	FTP Centerpoint, LLC	Two bracket signs @ 24" x 36"
	Annual Charge:	\$140.60	
2.	8 N. Howard Street	FTP Centerpoint, LLC	Two bracket signs @ 24" x 36"
	Annual Charge:	\$140.60	
3.	3 W. North Avenue	Parkway Theatre, LLC	Two 4" ducts @ 30 linear ft.
	Annual Charge:	\$420.00	
4.	3601 Chestnut Avenue	Chestnut Flower, LLC	Outdoor seating 20' x 4'
	Annual Charge:	\$337.50	

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

There being no objections, the Board, UPON MOTION duly made and seconded, approved the minor privilege permits.

**MINUTES**

Department of Transportation - Traffic Mitigation Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Traffic Mitigation Agreement with MR 225 North Calvert Owner LP. The period of the agreement will commence upon Board approval and termination will be deemed in writing by the Department of Transportation.

**AMOUNT OF MONEY AND SOURCE:**

\$26,473.93 - 9950-906082-9512-000000-490375

**BACKGROUND/EXPLANATION:**

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Impact Study was required for the development. The Developer proposes to perform the scope of work for 225 N. Calvert Street (Ward 04, Section 120, Block 0611, Lot 003) constructing a 346,246 sq. ft. apartment complex with 340 units with 7,725 sq. ft. of retail. The Developer agrees to make a one-time contribution in the amount of \$26,473.93 to fund the City's multimodal transportation improvements in the project's vicinity.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Traffic Mitigation Agreement with MR 225 North Calvert Owner LP.

**MINUTES**

Department of Transportation - Traffic Mitigation Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Traffic Mitigation Agreement with Nelson Kohl Apartments, LLC. The period of the agreement will commence upon Board approval and termination will be deemed in writing by the Department of Transportation.

**AMOUNT OF MONEY AND SOURCE:**

\$9,632.36 - 9950-909092-9512-000000-490375

**BACKGROUND/EXPLANATION:**

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Impact Study was required for the development. The Developer proposes to perform the scope of work for Nelson Kohl Building at 20 E. Lanvale Street (Ward 12, Section 9, Block 408, Lots 37/41, 36, 35, 32/34, 42/43, 43A, 43B, 43D) constructing a 91,000 sq. ft. multi-family building with 103 units and 1,700 sq. ft. of market cafe. The Developer agrees to make a one-time contribution in the amount of \$9,632.36 to fund the City's multimodal transportation improvements in the project's vicinity.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Traffic Mitigation Agreement with Nelson Kohl Apartments, LLC.

**MINUTES**

Department of Transportation/Office - Supplemental  
of Engineering and Construction      Agreement No. 2

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Supplemental Agreement No. 2 with Century Engineering, Inc. for Project No. 799 Improvements to Hawkins Point Road Bridge. The Amendment No. 2 to Agreement will be effective upon Board approval for five years.

**AMOUNT OF MONEY AND SOURCE:**

\$356,597.27 - 9950-902416-9506-900010-703032

**BACKGROUND/EXPLANATION:**

The Department of Transportation has negotiated and procured the consulting agreement approved by the Office of Boards and Commissions and Architectural and Engineering Awards Commission and now desires to utilize the services of Century Engineering, Inc. The cost of services rendered will be on actual payroll rates not including overhead and burdens times a set multiplier. The payroll rates and multiplier have been reviewed and approved by the Department of Audits. The consultant will provide additional design engineering services encompassing addressing final review comments from the State Highway Administration and preparation of contract specifications, estimated construction cost, and plans for advertisement for bids.

**DBE PARTICIPATION:**

The Consultant will continue to comply with Title 49 Code of Federal Regulations parts 26 and the DBE goal established in the original Agreement.

**DBE:** 38.44 %

Sabra Wang and Associates, Inc.	\$ 93,831.76
Transvirion	<u>43,256.68</u>
<b>TOTAL:</b>	<b><u>\$137,088.44</u></b>

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

MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation/Off. of Engineering and Construction</u>		
1. \$328,069.49	9950-903416-9507	
FED	Hawkins Point Road	
	Bridge	
	(Constr. Res.)	
82,017.37	" "	
<u>MVR</u>		
<b>\$410,086.86</b>	-----	9950-902416-9506-3
		Hawkins Point Road
		Bridge
		(Design)

The funds are needed to cover the cost of Project 799, Improvements to Hawkins Point Road Bridge.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Supplemental Agreement No. 2 with Century Engineering, Inc. for Project No. 799, Improvements to Hawkins Point Road Bridge. The Transfer of Funds was approved, **SUBJECT** to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter. The President voted **NO**.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 1 to Century Engineering, Inc. under Project 1191, On-Call Consultant Services for Federal Aid Resurfacing and Reconstruction.

**AMOUNT OF MONEY AND SOURCE:**

\$112,543.27 - 9950-910056-9508-900010-703032

**BACKGROUND/EXPLANATION:**

The Consultant will provide engineering services in connection with concrete slab and joint repairs of Russell Street from Waterview Avenue to Russell Street Viaduct. The Consultant will prepare the contract document for construction of this project. The scope of services include but are not limited to repair of drainage structures, curb and gutter, median, and erosion and sediment control, along with maintenance of traffic and pavement marking.

**DBE PARTICIPATION:**

The Consultant will continue to comply with Title 49 Code of Federal Regulations parts 26 and the DBE goal established in the original Agreement.

**DBE:** 25.00%

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

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
2. \$103,539.81 FED	9950-908056-9509 Constr. Res. Citywide System Preservation	
25,884.95 <u>GF (HUR)</u>	9950-903550-9509 Constr. Res. Neighborhood Street Reconstruction	
<b>\$129,424.76</b>	-----	9950-910056-9508-3 (Design) Russell Street Concrete Pavement Rehab

The funds are needed to cover the cost of Task #1, Project 1191, On-Call Consultant Services for Federal Aid Resurfacing and Reconstruction with Century Engineering, Inc.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 1 to Century Engineering, Inc. under Project 1191, On-Call Consultant Services for Federal Aid Resurfacing and Reconstruction. The Transfer of Funds was approved, **SUBJECT** to the receipt of a favorable report from the

## MINUTES

Department of Transportation - cont'd

Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter. The President voted **NO**.

## MINUTES

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

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

<u>Carrier</u>	<u>Type of Coverage</u>	<u>Amount</u>
1. <b>AMERICAN BANKERS INSURANCE</b>	Flood Coverage	<b>\$ 9,057.00</b>

Account: 2043-000000-1450-162900-603014

On September 13, 2003, heavy rain from Hurricane Isabel caused flooding and inundated the Fire Boat Station at 2609 Leahy Street with 3' of flood water. A claim was made with FEMA. A Public Assistance reimbursement was obtained. Distribution of FEMA Public Assistance was contingent upon securing and maintaining flood coverage. The policy renews on August 27, 2016.

2. <b>AIG, INC.</b>	Marine Hull and Insurance	<b>\$103,268.00</b>
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Account: 2043-000000-1450-162900-603014

This policy covers various watercraft owned and/or operated by City agencies, including the Constellation. Markets for this exposure are limited. The renewed policy will have the same terms conditions as the expiring policy including terrorism coverage on the entire fleet. The policy renews on July 1, 2016.

## MINUTES

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

<u>Carrier</u>	<u>Type of Coverage</u>	<u>Amount</u>
3. <b>AIG, INC.</b>	Employee Crime Insurance	<b>\$ 17,348.00</b>

Account: 2043-000000-1450-162900-603014

The insurance policy will provide coverage for the loss of money, securities, or other financial instruments for which the City and the Baltimore City Public School System are legally liable. The marketplace is limited. AIG, Inc. will continue to provide this coverage for the coming year at no increase rate. The policy has a \$1,000,000.00 per occurrence limit, with a per occurrence deductible of \$10,000.00. The policy renews on July 1, 2016.

4. <b>GLOBAL AEROSPACE</b>	Aircraft Hull and Liability Insurance	<b>\$120,159.00</b>
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Account: 1001-000000-2010-197800-603014

This insurance policy provides both liability and hull coverage for the Baltimore City Police Department's fleet of helicopters. The policy renews on July 1, 2016.

5. <b>AON HUNTING T. BLOCK FINE ARTS INSURANCE</b>	Fine Arts Insurance	<b>\$259,847.00</b>
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Account: 2043-000000-1450-162900-603014

This policy is unique and superior to the standard Fine Arts

## MINUTES

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

<u>Carrier</u>	<u>Type of Coverage</u>	<u>Amount</u>
Insurance Policy.	It provides Fine Arts replacement cost and transit coverage to the Baltimore Museum of Art, The Walters Art Museum and any location owned, occupied, or controlled by the City. The policy renews on July 1, 2016.	
6. <b>LEXINGTON</b>	Master Property	<b>\$2,567,00.00</b>
<b>INSURANCE COMPANY</b>	Insurance	

Account: 2043-000000-1450-162900-603014

Because of adverse loss, such as the total fire loss of 1315 Division Street, an historical property, to a fire currently reserved at \$3,000,000.00 and the recent fire loss at the Mitchell Courthouse; currently reserved at \$5,000,000.00 with \$279,439.00 paid to date and late reporting of property losses by Baltimore City Public Schools, this year's property premium has resulted in a 6.22% rate increase and a 11% increase in premium or \$272,649.00 additional over last year.

With these obstacles to face, the ORM feels it is best to work with the incumbent carrier only, to obtain the most competitive pricing and comprehensive plan. While the renewal price reflects a 0.372% rate which represents a 6.22% increase from last year, the overall property rate still remains competitive at less than .04 cents per \$100.00 dollars of coverage. The policy renews on July 1, 2016.

## MINUTES

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

<u>Carrier</u>	<u>Type of Coverage</u>	<u>Amount</u>
7. <b>PHILADELPHIA INSURANCE COMPANY</b>	Convention Center Complex and Royal Farms Arena Insurance	<b>\$119,959.00</b>

Account: 2043-000000-1450-162900-603014

This policy provides liability coverage for the Convention Center Complex and Royal Farms Arena. The policy renews on July 1, 2016.

UPON MOTION duly made and seconded, the Board approved the renewal of the foregoing Insurance Policies with the incumbent carriers.

**MINUTES**

Department of Finance - Memorandum of Understanding and  
Governmental/Charitable Solicitation  
Application

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**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 the Department of Finance to allow the City to participate in the United Way of Central Maryland Campaign (UWCMC) and will take the place of the Combined Charity Campaign. The Board is further requested to approve and authorize execution of the Memorandum of Understanding (MOU) with the United Way of Central Maryland, Inc. (UWCM).

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

Historically, the City has had its own annual CCC whereby public servants<sup>1</sup> are able to voluntarily donate to charities. The City was responsible for the CCC, but it had the UWCM serve as the operating agency that assisted with the management of the campaign by providing professional staff support with fund development, marketing and fiscal management of contributions.

The UWCM has proposed to the City that it end the CCC and instead offer public servants the opportunity to voluntarily donate contributions directly to its UWCMC. With the UWCMC, the City would no longer be responsible for: 1) the operation for a charitable campaign for a period of time in the fall, and 2) the custody, accounting and distribution of donations from public servants to charities. The UWCM would be solely responsible for the operations related to the UWCMC. With the change from the CCC to the UWCMC, the parties believe:

<sup>1</sup> "Public servant" has the definition found at Art. 8 §2-23 of the Baltimore City Code. For purpose of this Application, the definition shall also include City retirees and employees of Visit Baltimore, Inc.

## MINUTES

Department of Finance - cont'd

- Charities would benefit from lower designation fees from employee gifts and reduced administrative work,
- public servants would benefit from the choice of more charities and from community engagement opportunities afforded UWCM donors, and
- the City would benefit from reduced overhead fees, increased community impact, and increased efficiencies through the de-duplication of efforts.

The UWCM has requested that the City provide in-kind support for the UWCMC through:

- Visible leadership support,
- campaign advisory committee,
- 10 FTE loaned executives,
- campaign coordinators,
- year-round community engagement, and
- awareness such as kick off events, email communications, thank you events, etc.

To memorialize the roles of the City and UWCM in the UWCMC, the parties have negotiated the MOU.

In order for City's involvement in the UWCMC, the Department is requesting the Ethics Board establish an exemption from or modification to Part IV. Gifts, Subtitle 6. Conflicts of Interest, Article 8 Ethics. of the Baltimore City Code. Under §6-26(b) of Article 8, the prohibition of solicitations does not apply to a solicitation if: 1) it is for the benefit of an

## MINUTES

Department of Finance - cont'd

official government program or activity or a City-endorsed charitable function or activity, and 2) it either: (i) is expressly allowed by a rule or regulation of the Ethics Board; or (ii) otherwise has been approved in advance by the Ethics Board, on the written request of the public servant and his or her agency. The UWCMC would be a City-endorsed charitable function or activity whereby public servants would be able to be involved with and solicit for a charitable campaign in which public servants can donate to charities.

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City for the Department of Finance to allow the City to participate in the United Way of Central Maryland Campaign and will take the place of the Combined Charity Campaign. The Board further approved and authorized execution of the Memorandum of Understanding with the United Way of Central Maryland, Inc. The Mayor **ABSTAINED**.

MINUTES

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

2435 - 2474

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

Item no. 34 was **WITHDRAWN**.

The Comptroller **ABSTAINED** on Item Nos. 3 and 11.

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Department of Law</u>		
1. <b>HANNA MARIE C. SHEEHAN</b>	\$29.72	<b>\$27,500.00</b>

Account: 2036-000000-1752-175200-601009

Ms. Sheehan will work as a Contract Services Specialist II (Assistant Solicitor/Special Assistant Solicitor). Ms. Sheehan's duties will include, but are not limited to assisting the Chief Solicitor of the Litigation Practice Group in advising and representing the City. The period of the agreement is effective upon Board approval for six-months.

2. <b>THOMAS P.G. WEBB</b>	\$44.82	<b>\$82,917.00</b>
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Account: 2036-000000-1752-175200-601009

The Department wishes to amend the contract to change the effective date to January 13, 2016.

Office of the Comptroller

3. <b>FRED WRIGHT</b>	\$20.01	<b>\$37,419.00</b>
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Account: 1001-000000-1300-157300-601009

Mr. Wright, retiree, will continue to work as a Contract Service Specialist I (Special Assistant). This is a 2% increase in the hourly rate from the previous contract period. He will be responsible for providing the safety and well-being of the Comptroller, escorting the Comptroller to meetings and public events, supervising the maintenance of the vehicle assigned to the Comptroller, delivering Citations and Resolutions to constituents, and assisting

MINUTES

PERSONNEL

Hourly Rate

Amount

Baltimore City Office of the Comptroller - cont'd

with the processing of Board of Estimates materials, and performing other duties as assigned. The period of the agreement is June 28, 2016 through June 27, 2017.

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

Baltimore City Health Department

4. **SHELLY CHOO** \$60.00 **\$91,478.00**

Account: 4000-499917-3080-294200-601009

Ms. Choo will continue to work as a Contract Services Specialist II (Public Health Physician/Senior Infant Health Advisor) for the Bureau of Maternal and Child Health. This is the same hourly rate from the previous contract period. Her duties will include, but are not limited to representing the Department in a variety of senior level functions such as Women's Detention Center Contraceptive and Reproductive Services (CARES) Needs Assessment and Infant Safe Sleep Initiative, leading the Department provider outreach work including managing the Medical Homes grant with the goal of improving communication and coordination of care between medical homes and Maternal and Child Health B'More for Healthy Babies programs. Ms. Choo will also conduct grand rounds and other senior level presentations on pre-conception, pregnancy, post pregnancy, and infant care topics for medical staff and other service providers to improve and inform health care delivery systems in hospitals, clinics, and community groups. The period of the agreement is July 1, 2016 through June 30, 2017.

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Baltimore City Health Department - cont'd</u>		
5. <b>JOHN COMER</b>	\$29.32	<b>\$30,500.00</b>
Account: 4000-430512-3160-308600-601009		
<p>Mr. Comer will work as a Contract Services Specialist II (Senior Youth Development Technician/Faith-Based Coordinator). His duties will include, but are not limited assisting with the B'More for Youth Collaborative to integrate the faith community into the implementation of the Baltimore City Plan to address violence affecting the youth. Mr. Comer will also coordinate and align efforts and resources with other existing youth serving strategies, provide planning and coordination between the faith based community, the Department, and other City agencies engaged in youth violence prevention efforts. The period of the agreement is July 1, 2016 through June 30, 2017.</p>		
6. <b>MARY SUE WELCOME</b>	\$25.00	<b>\$ 1,750.00</b>
Account: 1001-000000-2401-258300-601009		
<p>Ms. Welcome will work as a Contract Services Specialist II (Animal Control Investigator/Animal Hearing Panel Member). Her duties will include, but are not limited to providing for the resolution of disputes arising from the enforcement of Title 10 of the Baltimore City Health Code pertaining to the determination of whether an animal is a dangerous or vicious animal. The period of the agreement is July 1, 2016 through June 30, 2017.</p>		
7. <b>RUTHVEN ST. CLAIR</b>	\$15.50	<b>\$7,385.00</b>
Account: 4000-433516-3024-268400-601009		
<p>Mr. St. Clair will work as a Contract Services Specialist II (Program Assistant I/Office Support Specialist).</p>		

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Baltimore City Health Department - cont'd</u>		
<p>His duties will include, but are not limited to assisting the Division Chief in the operation of Community Services programs for seniors, and acting as a conduit between the programs and administrative body regarding program issues. Mr. St. Clair will also facilitate and ensure the reconciliation of invoices and services for programs within the Community Services Division, become familiar with or participate in training in the Citibuy and/or Citi Dynamics processes and other office and administrative duties. The period of the agreement is July 1, 2016 through September 30, 2016.</p>		
8. <b>LILLIAN HARRELL</b>	\$ 8.75	<b>\$ 9,100.00</b>
Account: 5000-532817-3044-273300-601009		
<p>Ms. Harrell will work as a Contract Services Specialist II (Office Support Specialist I/Waiver Program Office Assistant). Her duties will include, but are not limited to providing monthly telephone calls to participants to get updates on seniors' status, documenting status on report forms, meeting with case managers to discuss calls. She will also assist with copying resource documents and manuals, and assisting with data entry. The period of the agreement is July 1, 2016 through June 30, 2017.</p>		
9. <b>KIMBERLY LAGREE</b>	\$29.32	<b>\$30,500.00</b>
Account: 4000-430512-3160-308600-601009		
<p>Ms. Lagree will work as a Contract Services Specialist II (Senior Youth Development Technician/Faith-Based Coordinator). Her duties will include, but are not limited assisting with the B'More for Youth Collaborative to integrate the faith community into the implementation of the Baltimore City Plan to address violence affecting the youth. Ms. Lagree will also coordinate and align efforts and resources with other existing youth serving strategies, provide planning and coordination between the faith-based</p>		

## MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Baltimore City Health Department - cont'd</u>		
community, the Department, and other City agencies engaged in youth violence prevention efforts. The period of the agreement is July 1, 2016 through June 30, 2017.		
10. <b>LORENA YANEZ</b>	\$14.56	<b>\$21,200.00</b>
Accounts: 4000-499617-3080-294213-601009		\$10,600.00
4000-498917-3080-603000-601009		\$10,600.00
Ms. Yanez will continue to work as a Contract Services Specialist II (Community Health Educator I/Interpreter/Translator) for the Maternal and Infant Nursing Care and the Baltimore Infants & Toddlers programs. This is the same salary from the previous contract period. Her duties will include, but are not limited to acting as a liaison between providers and clients, conducting phone calls for the service provider staff to non-English speaking clients, scheduling client appointments, and translating program forms and documents. She will also represent Maternal and Infant Care and the Baltimore Infants & Toddlers programs at community meetings, health fairs, and events related to the City's Spanish speaking population. The period of the agreement is July 1, 2016 through June 30, 2017.		
11. <b>PATRICIA E. VAN STORY</b>	\$66.00	<b>\$68,640.00</b>
Account: 1001-000000-3030-271900-601009		
Ms. Van Story will continue to work as a Contract Services Specialist II (Public Health/Dentist). This is the same hourly rate as in the previous contract period. Her duties will include, but are not limited to performing general dentistry procedures, which include diagnostic, preventive, periodontal, restorative, removable, and fixed prosthodontics. Ms. Van Story will also provide minor oral surgery treatments, and on-site supervision over public health hygienist and clinic staff. In addition, she will give counsel to the Program Director in the administration of off-site and outreach care services, assist in the		

## MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Baltimore City Health Department - cont'd</u>		
development and implementation of collaborative care programs for the Health Department clinics and community partners, and assist the Program Director with clinic and program evaluations to comply with grant fund requirements and Federal, State and Local mandates. The period of the agreement is July 1, 2016 through June 30, 2017.		
12. <b>MARGARITA GABRIELA VARELA HESLIN</b>	\$15.00	<b>\$19,500.00</b>

Account: 5000-520117-3030-702900-601009

Ms. Heslin will work as a Contract Services Specialist II (Youth Development Aide II/Interpreter). This is the same hourly rate as in the previous contract period. Her duties will include, but are not limited to providing assistance in clinical operations for the Adolescent and Reproductive Health and Immunization Programs. She will also be responsible for assisting in recruitment of youth and young adults and chaperoning program participants while on trips or other program activities, and providing interpretation services for providers. The period of the agreement is July 1, 2016 through June 30, 2017.

13. <b>KRISTINE M. GARCIA</b>	\$18.70	<b>\$38,896.00</b>
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Account: 1001-000000-3150-307700-601009

Ms. Garcia will continue to work as a Contract Services Specialist II (Program Assistant II). This is a 10% increase in the hourly rate from the previous contract period. Her duties will include, but are not limited to purchasing, balancing the budget, keeping inventory of supplies, developing, and administering support services for program participants, assisting with quality assurance and improvement processes to meet program goals, managing reportable disease reports, report stamping, sorting mail and identifying and mailing reports to other jurisdictions.

## MINUTES

PERSONNELHourly RateAmountBaltimore City Health Department - cont'd

She will also assist in writing grants and producing reports for program activities, managing program website, maintaining accurate filing system of disease reports, coordinating archiving of case and outbreak investigation files, and assisting with answering phone calls. Ms. Garcia will also manage fiscal and expenditure management, including assistance with subcontracts. The period of the agreement is July 1, 2016 through June 30, 2017.

14. **DEMETRIA J. RODGERS**                      \$25.75                      **\$13,390.00**

Account: 4000-422716-3030-702900-601009

Ms. Rodgers, retiree, will continue to work as a Contract Services Specialist I (Health Program Administrator I/Nursing Coordinator). This is a 1% decrease in the hourly rate from the previous contract period. Her duties will include, but are not limited to assisting with overseeing the activities of nursing and support clinical personnel, and planning and developing management and mid-level clinical in-service training programs. The period of the agreement is July 1, 2016 through June 30, 2017.

15. **DAVID W. NEVERDON**                      \$23.00                      **\$27,600.00**

Account: 5000-570317-3041-605800-601009

Mr. Neverdon, retiree, will work as a Contract Services Specialist I (Tobacco Control Enforcement Officer). His duties will include, but are not limited to enforcing tobacco control laws for the City regarding tobacco retailers and product placement, issuing citations to violators of tobacco control laws, and conducting routine field investigations at retail sites.

## MINUTES

PERSONNELHourly RateAmountBaltimore City Health Department - cont'd

Mr. Neverdon will also maintain computer data files, prepare reports on complaints, investigations and outcomes, and testify in adjudicative Environmental Control Board hearings, when a violator appeals a citation. The period of the agreement is for one year effective upon Board approval.

These salaries are in compliance with AM 212-1, Part I.

16. **GRACE E. MANDEL** \$75.00 **\$49,950.00**

Account: 6000-616216-3030-772700-601009

Ms. Mandel will work as a Contract Services Specialist II (Health Program Administrator II/Project Manager). Her duties will include, but are not limited to being responsible for the overall coordination of the B'Friend Initiative, convening groups within each work stream, ensuring collaboration across teams, and measuring individual work stream performance against the project timeline. She will also report to project directors on the status of the project and to escalate any issues which may impede the project execution, handle all reporting to the funder, including participation on monthly check-in-calls, and quarterly reports. The period of this agreement is effective upon Board approval for six-months.

17. Create the following position:

Classification: Administrative Coordinator

Job Code: 3110

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

Position No.: To Be Determined by BBMR

Cost: \$61,115.24 - 1001-000000-3150-307700-601001

## MINUTES

PERSONNEL

Baltimore City Health Department - cont'd

18. Create the following position:

Classification: Health Program Administrator I

Job Code: 61111

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

Position No.: To Be Determined by BBMR

Cost: \$86,106.84 - 6000-616016-3100-295900-601001

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

19. New hourly rates for temporary classifications as follows:

Classification	Job Code	Grade		Hiring	Full Performance	Experienced	Senior
School Health Aide	10221	032	<b>From</b>	\$14.19	\$14.44	\$15.13	N/A
			<b>To</b>	\$14.47	\$14.73	\$15.43	N/A
Medical Office Assistant	10222	033	<b>From</b>	\$15.40	\$15.77	\$17.46	\$17.73
			<b>To</b>	\$15.55	\$15.93	\$17.63	\$17.91
Licensed Practical Nurse	10223	034	<b>From</b>	\$18.15	\$18.79	\$20.72	N/A
			<b>To</b>	\$18.51	\$19.17	\$21.13	N/A
Community Health Nurse I	10224	035	<b>From</b>	\$26.19	\$29.48	\$30.22	\$30.97
			<b>To</b>	\$26.72	\$30.07	\$30.82	\$31.59
Community Health Nurse II	10225	036	<b>From</b>	\$30.84	\$33.72	\$34.55	\$35.42
			<b>To</b>	\$31.46	\$34.39	\$35.24	\$36.13

## MINUTES

PERSONNELBaltimore City Health Department - cont'd

Classification	Job Code	Grade	Hiring	Full Performance	Experienced	Senior	
Nurse Practitioner	10226	037	From	\$36.02	\$39.22	\$40.21	\$41.21
			To	\$36.74	\$40.00	\$41.01	\$42.03
Hearing & Vision Tester	10251	038	From	\$13.41	\$13.58	\$13.99	N/A
			To	\$13.68	\$13.85	\$14.27	N/A

Cost: \$1,872.00 - 6000-624917-3100-295900-601002

The Department of Human Resources has reviewed a request from The Health Department to adjust the hourly rates for the above classifications. Positions in these classifications perform temporary summer work for the Health Department in city schools. This change will maintain pay parity of these classifications with the comparable 10-month regular classifications which received salary adjustments effective July 1, 2015. The work of these classifications is of the same nature and scope as the regular classifications.

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

20. Create the following position:

Classification: Office Support Specialist III

Job Code: 33213

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

Position Nos.: To be assigned by BBMR

Cost: \$49,365.22 - 6000-616016-3100-295900-601001

21. Create the following position:

Classification: Hearing and Vision Tester (10 months)

Job Code: 63331

Grade: 460 (\$23,636.00 - \$24,662.00)

Position Nos.: To be assigned by BBMR

Cost: \$41,312.97 - 6000-616016-3100-295900-601001

MINUTES

PERSONNEL

Health Department

22. Create the following two positions:

Classification: Hearing and Vision Tester (10 months)

Job Code: 63331

Grade: 460 (\$23,636.00 - \$24,662.00)

Position Nos.: To be assigned by BBMR

Cost: \$82,625.94 - 6000-616016-3100-295900-601001

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

Police Department

	<u>Hourly Rate</u>	<u>Amount</u>
23. <b>NAWSATH ASHARAFF</b>	\$14.42	<b>\$30,000.00</b>

Account: 5000-588017-2013-212900-600000

Mr. Asharaff will continue work as a Contract Services Specialist II (Data Entry Operator I/Data Entry Operator) for the Ex Parte/Protective Order Entry and Service Initiative. He will check information in the database, file and maintain personal information, check orders and information upon court request, and perform telephone duties. The period of the agreement is effective upon Board approval through June 30, 2017.

24. <b>DOUGLAS W. KERR</b>	\$14.42	<b>\$30,000.00</b>
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Account: 1001-000000-2042-198100-601009

Mr. Kerr, retiree, will continue to work as a Storekeeper/Contract Services Specialist I for the Property Section - Inventory Control Unit.

**MINUTES****PERSONNEL**Police DepartmentHourly RateAmount

He will be responsible for inventory and accountability of all department equipment and will assist all other units in the Property Section, as needed. In addition, Mr. Kerr will identify and label all non-expendable property and enter it into the database. The period of the agreement is August 28, 2016 through August 17, 2017.

25. **KATHY L. KLINE** \$14.42 **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Ms. Kline, retiree, will continue to work as a Civilian Review Board Investigator/Contract Services Specialist I for the Internal Affairs Division. She will be responsible for handling the initial intake of complaints from citizens and members of the agency and ensuring proper notifications are made through channels and forwarded to supervisors for assignment to an Internal Affairs Division Investigator. In addition, Ms. Kline will conduct preliminary investigations of complaints from City Hall and the Police Commissioner's Office, review all new case entries from the Command Investigation Unit with Blue team (initial electronic compliant system), assign case numbers for tracking, and forward to proper area for investigation. She will also handle all requests from Legal Affairs, the State's Attorney's Office, and the U.S. Attorney's Office for copies of case book, handle IAS documents and reports, assist with training new detectives in learning the IAPro system, conduct research for various issues, and handle special projects assigned by the Chief of the Office of Professional Responsibility. The period of the agreement is August 28, 2016 through August 27, 2017.

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Police Department</u>		
26. <b>ERNESTINE RUFFIN</b>	\$14.42	<b>\$30,000.00</b>

Account: 1001-000000-2042-198100-601009

Ms. Ruffin, retiree, will continue to work as a Recruitment and Talent Acquisition Specialist I/Contract Services Specialist I for the Human Resources Section - Applicant Investigation Unit. She will be responsible for conducting pre-employment investigations for police officer applicants and civilian applicants and conducting local, state, and national records and warrants checks. In addition, Ms. Ruffin will investigate references, conduct neighborhood canvasses, interview applicants, gather all vital documents, and summarize into pre-employment files. The period of the agreement is August 28, 2016 through August 27, 2017.

27. <b>ELIZABETH GEISELMAN</b>	\$14.42	<b>\$30,000.00</b>
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Account: 5000-588117-2013-212900-600000

Ms. Geiselman, retiree, will continue to work as a Contract Service Specialist I (Firearms Examiner/Gun Trace Task Force Analyst). She will be responsible for analyzing new gun submissions for weapons violations, tracking convicted gun offenders, analyzing new Protective Orders/Ex partes for weapons, and analyzing ammunitions logs. In addition, Ms. Geiselman will create timelines, organizational charts and maps for the purpose of enforcement and prosecution, and create, capture, and coordinate data for investigation purposes. This is the same salary as in the previous contract period. The period of the agreement is effective upon Board approval through June 30, 2017.

MINUTES

PERSONNEL

Police Department

	<u>Hourly Rate</u>	<u>Amount</u>
28. <b>BARBARA DARGAN</b>	\$14.42	<b>\$30,000.00</b>

Account: 5000-588117-2013-212900-600000

Ms. Dargan, retiree, will continue to work as a Contract Services Specialist I (Firearms Examiner/Gun Trace Task Force Analyst). She will analyze new gun submissions for weapons violations, track convicted gun offenders, analyze new Protective Orders/Ex partes for weapons, analyze ammunition logs, create timeline, organizational charts and maps for the purpose of enforcement and prosecution, create, capture and coordinate data for investigation purposes. This is the same salary as in the previous contract period. The period of the agreement is July 1, 2016 through June 30, 2017.

29. <b>DAVID M. WERNER</b>	\$14.42	<b>\$30,000.00</b>
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Account: 1001-000000-2042-198100-601009

Mr. Werner, retiree, will continue to work as a Police Information Technician/Contract Services Specialist I for the Records Management Section. He will be responsible for reviewing original National Crime Information Center (NCIC) entries, police reports, and supporting documentation. In addition, he will access local, state, and federal databases for additional information, update records on the NCIC, and prepare supplemental reports. The period of the agreement is August 28, 2016 through August 27, 2017.

## MINUTES

PERSONNELPolice Department

	<u>Hourly Rate</u>	<u>Amount</u>
30. <b>NANCY P. BYERS</b>	\$14.42	<b>\$30,000.00</b>

Account: 1001-000000-2042-198100-601009

Ms. Byers, retiree, will continue to work as an Audio-Visual Technologist/Contract Services Specialist I for the Communications Information Retrieval Unit. She will be responsible for audio reproduction of recordings of 911 and 311 calls from the public, police radio dispatchers, and other recorded calls. Ms. Byers will reproduce calls that require research in the computer-aided dispatch system and the recording system. In addition, she will search for individual audio files, placing them in the order of occurrence, and produce a CD or tape. The period of the agreement is August 28, 2016 through August 27, 2017.

31. <b>ALBERT M. DIGGS</b>	\$14.42	<b>\$30,000.00</b>
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Account: 1001-000000-2042-198100-601009

Mr. Diggs, retiree, will continue to work as a Secretary II/Contract Services Specialist I for the Overtime Unit. He will be responsible for the schedule and assignment of all secondary employment requests, maintain and administer the records of members in violation of their respective responsibilities. The period of the agreement is August 28, 2016 through August 27, 2017.

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

MINUTES

PERSONNEL

Police Department

32. Reclassify the following position:

From: Forensic Scientist Supervisor  
Job Code: 71136  
Grade: 936 (\$76,100.00 - \$121,700.00)  
Position No.: 2024-19489

To: Operations Officer V  
Job Code: 31113  
Grade: 936 (\$76,100.00 - \$121,700.00)

Cost: \$0.00

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

City Circuit Court for Baltimore City

	<u>Hourly Rate</u>	<u>Amount</u>
33. JOHN UMHOLTZ, II	\$32.85	\$59,956.83
34. HAJRAH AHMAD	\$32.85	\$59,956.83
35. ASHLEY JONES	\$32.85	\$59,956.83

Account: 5000-544416-1100-117001-601009

Mr. Umholtz and Ms. Jones each will continue to serve as Contract Services Specialist IIs (Assistant Counsel/Assistant Counsel). They will review motions and make recommendations in a wide variety of civil non-domestic cases, perform legal research for either the masters or judges and draft opinions and orders. The salary is a 2% increase in the hourly rate from the previous contract periods. The period of the Agreements is July 1, 2016 through June 30, 2017.

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Circuit Court for Baltimore City</u>		
36. <b>PENNY GEORGE</b>	\$32.56	<b>\$38,410.00</b>

Account: 5000-540316-1100-109400-601009

Ms. George will work as a Contract Services Specialist II, Licensed Clinical Social Worker. Her duties will include developing social work assessments and written treatment plans for consideration by Judges, establishing new resources and developing partnerships with participants and preparing and overseeing the distribution of detailed written evaluation reports and recommendations for the Judge's review. The period of the agreement is July 1, 2016 through June 30, 2017.

Department of Recreation and Parks

37. <b>KATHY SACK</b>	\$32.00	<b>\$ 6,400.00</b>
38. <b>JOANN OH</b>	\$32.00	<b>\$ 6,400.00</b>
39. <b>MANDY KOCH</b>	\$32.00	<b>\$ 6,400.00</b>

Account: 6000-680516-4792-369900-601009

Ms. Sack, Ms. Oh, and Ms. Koch will each work as a Contract Services Specialist II (Ice Skating Instructor/Program Coordinator). Their duties will include, but are not limited to providing instructions in figure skating skills for participants in the Learn to Skate Program and summer camps, including skills that are the basis for the U.S. Figure Skating National Proficiency Tests. They will also evaluate student performance to determine mastery of specific skills and advancement to the next level and assist students in planning an individual presentation program to music. In addition, they will provide instruction to members of the Youth and Adult Performance Troupe. The period of the agreement is effective upon Board approval for one year.

**MINUTES****PERSONNEL**Department of Recreation and Parks

	<u>Hourly Rate</u>	<u>Amount</u>
40. <b>KLIFFI BLACKSTONE</b>	\$21.00	<b>\$40,026.00</b>

Account: 1001-000000-4783-583800-601009

Ms. Blackstone will work as a Contract Services Specialist II (Contract Administrator I/Contract Administrator). She will examine the locations and completion of work assigned to the maintenance crews by the City Arborists or General Foreman, record necessary site data, maintain database for assigned tree maintenance work, and dollar values of each assignment. She will also schedule meetings, maintain files, and perform quality assurance in consultation with the Department Urban Forestry staff. The period of the Agreement is effective upon Board approval for one year.

41. Classify the following position:

From: New Position  
 Job Code: 90000  
 Grade: 900 (\$1.00 - \$204,000.00)  
 Position No.: 4711-50773

To: Office Support Specialist III  
 Job Code: 33213  
 Grade: 078 (\$29,672.00 - \$34,218.00)

Cost: \$0.00 - 1001-000000-4711-618200-601001

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

**MINUTES****PERSONNEL**42. Classify the following position:

From: New Position  
 Job Code: 90000  
 Grade: 900 (\$1.00 - \$204,000.00)  
 Position No.: 4711-50772

To: Administrative Analyst II  
 Job Code: 31312  
 Grade: 923 (\$57,200.00 - \$91,700.00)

Cost: \$0.00 - 1001-000000-4711-618200-601001

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

Office of the State's Attorney

	<u>Hourly Rate</u>	<u>Amount</u>
43. <b>FRANKLIN L. SAVAGE, III</b>	\$27.20	<b>\$54,400.00</b>

Account: 1001-000000-1150-118000-601009

Mr. Savage will work as a Contract Services Specialist II (Investigator, SAO/Investigator). He will investigate felony, homicide, and violent crime cases, locate and interview witnesses, and act as a liaison with police agencies. The period of the Agreement is effective upon Board approval for one year.

44. <b>ALBERT M. MARCUS, SR.</b>	\$27.20	<b>\$54,400.00</b>
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Account: 1001-000000-1150-118000-601009

Mr. Marcus, retiree, will work as a Contract Services Specialist I (Investigator, SAO/Investigator). He will investigate felony, homicide, and violent crime cases, locate and interview witnesses, and act as a liaison with police agencies.

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Office of the State's Attorney - cont'd</u>		

In March, 1999, the Board approved a waiver of AM-212-1 to hire retired Police Officers as Investigators for the Office of State's Attorney with no restrictions on the number of work hours and rate of pay. The period of the Agreement is effective upon Board approval for one year.

Department of General Services

45. <b>JOSHUA BORNFIELD</b>	\$26.30	<b>\$49,970.00</b>
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Account: 1001-000000-1982-272800-601009

Mr. Bornfield will continue to work as a Contract Services Specialist II, Event Organizer for the War Memorial Building. His duties will include, but are not limited to locating and scheduling performers for at least three concert events per month, publicizing, marketing, and promoting events to the general public via traditional media outlets and social online media, staffing evening and weekend events with prior approval, keeping records and statistical information on event attendance and revenue and reporting financial information to General Services Administration. He will also report quarterly to the War Memorial Commission, and to the liaison for the City of Baltimore Department of General Services, grow events to a profitable level for the agency over time, and raise revenue not less than \$25,000.00 for the first year. He will further demonstrate partnership planning by enlisting, coordinating and collaborating events with other art and performance related government agencies, social or non-profit organizations/institutions working with Baltimore City Public Schools and other community anchors to bring student productions to the venue, making special efforts to program holiday celebrations and events befitting the building and raising the profile of the building as a venue to attract larger ensembles in future years. The period of the agreement is July 7, 2016 through July 6, 2017.

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Department of General Services</u>		
46. <b>SHAQUITA GAUSE</b>	\$30.00	<b>\$57,000.00</b>

Account: 1001-000000-7340-721700-601009

Ms. Gause will serve as a Contract Services Specialist II (Construction Project Supervisor I/Construction Project Manager). Her duties will include, but are not limited to the oversight of scheduling, inspection, administration, and completion of major construction projects. In addition, she will consult with technical staff, consultants, contractors, and other City agencies for completion of major construction for buildings, reviewing and evaluate construction schedules, analyze and handle potential delays and claims, and recommend appropriate actions. She will schedule and conduct pre-construction and progress meetings, assist in coordinating and processing payments to contractors and recommend solutions to problems arising during construction. This is a 5% increase in the hourly rate from the previous contract period. The period of the Agreement is effective upon Board approval for one year.

47. <b>LEANDRE D. BOWLING</b>	\$20.00	<b>\$38,000.00</b>
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Account: 1001-000000-718100-601009

Leandre D. Bowling will work as a Contract Services Specialist II, Archibus CADD/Architect. Duties will include, but are not limited to creating, correcting, and converting architectural drawings to CADD drawings, uploading to and maintaining CADD drawings to Archibus, assisting in spearheading the Archibus Space Management and Emergency Preparedness module effort. Other duties will also include conducting project field inspections of

**MINUTES****PERSONNEL**Hourly RateAmountDepartment of General Services - cont'd

building sites, materials, landscaping, and methods of construction to monitor and insure the proper implementation of project plans and specifications. The period of the agreement is July 7, 2016 through July 6, 2017.

Department of Public Works48. Reclassify the following position:

From:

Classification: Utility Meter Reader I

Job Code: 34311

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

Position No.: 5471-23997

To:

Classification: Store Supervisor I

Job Code: 33565

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

Cost: \$4,300.00 - 2071-000000-5471-609200-601001

This position is being reclassified to comply with a settlement agreement per the Office of Labor Commissioner. The effective date is retroactive to February 2, 2015, as per the agreement.

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

49. a. Abolish the following two position:

Classification: Office Support Specialist II

Job Code: 33212

Grade: 075 (\$29,929.00 - \$31,746.00)

Position No.: 5471-24025

**MINUTES****PERSONNEL**Department of Public Works - cont'd

Classification: Civil Engineering Drafting Technician I  
 Job Code: 72511  
 Grade: 079 (\$30,278.00 - \$35,348.00)  
 Position No.: 5501-22952

b. Create the following position:

Classification: Administrative Analyst II  
 Job Code: 31312  
 Grade: 923 (\$57,200.00 - \$91,700.00)  
 Position No.: To be assigned by BBMR

Cost: (\$11,040.00) - 2071-000000-5471-400504-601001

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

50. a. Abolish the following three positions:

Classification: Chemist III  
 Job Code: 71523  
 Grade: 093 (\$50,927.00 - \$62,096.00)  
 Position No.: 5501-22835

Classification: Heavy Equipment Operator I  
 Job Code: 54431  
 Grade: 093 (\$32,114.00 - \$35,378.00)  
 Position No.: 5501-22208

Classification: Civil Engineering Drafting  
 Technician II  
 Job Code: 72512  
 Grade: 083 (\$34,297.00 - \$40,788.00)  
 Position No.: 5501-23269

**MINUTES****PERSONNEL**Department of Public Works - cont'db. Create the following position:

Classification: Research Analyst II  
Job Code: 34512  
Grade: 923 (\$57,200.00 - \$91,700.00)  
Position No.: To be assigned by BBMR

Cost: (\$4,353.00) - 2071-000000-5471-400504-601001

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

51. a. Abolish the following two positions:

Classification: Office Support Specialist III  
Job Code: 31213  
Grade: 078 (\$29,672.00 - \$34,218.00)  
Position No.: 5471-34279

Classification: Laborer Crew Leader I  
Job Code: 52932  
Grade: 486 (\$14.70 - \$15.37)  
Position No.: 5501-23465

b. Create the following position:

Classification: Administrative Analyst II  
Job Code: 31312  
Grade: 923 (\$57,200.00 - \$91,700.00)  
Position No.: To be assigned by BBMR

Cost: (\$13,631.00) - 2071-000000-5471-400504-601001

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

**MINUTES****PERSONNEL**Department of Public Works52. Reclassify the following position:

From:

Classification: Radio Dispatcher II

Job Code: 33372

Grade: 082 (\$33,140.00 - \$39,199.00)

Position No.: 5471-35768

To:

Classification: Radio Dispatcher Supervisor

Job Code: 33375

Grade: 085 (\$36,681.00 - \$44,199.00)

Cost: \$4,047.00 - 2071-000000-5471-609500-601001

The position is being reclassified to comply with a settlement per the Office of the Labor Commissioner. The effective date is to be retroactive to September 28, 2015, per the agreement.

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

53. Abolish the following eight positions:

Classification: Chemist II

Job Code: 71522

Grade: 089 (\$43,026.00 - \$52,239.00)

Position No.: 5501-22850

Classification: Heavy Equipment Operator I

Job Code: 54431

Grade: 429 (\$32,114.00 - \$35,378.00)

Position No.: 5520-23642

Classification: Mechanical Maint. Tech. II

Job Code: 54363

Grade: 432 (\$34,970.00 - \$ 39,106.00)

Position Nos.: 5501-23440; 5501-23291

Classification: Mechanical Maint. Tech. III

Job Code: 54364

Grade: 435 (\$38,381.00 - \$43,829.00)

Position No.: 5520-23670

**MINUTES****PERSONNEL**

Department of Public Works - cont'd

Classification: Mechanical Maint  
Tech Supervisor

Job Code: 54365

Grade: 088 (\$41,326.00 - \$50,069.00)

Position Nos.: 5520-23700

Classification: Electrical Maint  
Tech. II

Job Code: 54352

Grade: 432 (\$34,970.00 - \$39,106.00)

Position Nos.: 5501-47135; 5520-23736

Cost: (\$ 64,371.00) - 2070-000000-5501-396600-601001  
 ( 50,521.00) - 2071-000000-5520-608600-601001  
 ( 108,292.00) - 2070-000000-5501-393000-601001  
 ( 58,475.00) - 2071-000000-5520-630200-601001  
 ( 62,213.00) - 2071-000000-5520-609000-601001  
( 108,292.00) - 2071-000000-5520-609000-601001  
**(\$452,164.00) - Total Savings**

54. Abolish the following twelve positions:

Classification: Water Treatment Tech Supervisor  
 Job Code: 54315  
 Grade: 088 (\$41,326.00 - \$50,069.00)  
 Position Nos: 5520-23567; 23568

Classification: Laborer  
 Job Code: 52931  
 Grade: 482 (\$14.16 - \$14.63)  
 Position Nos: 5520-23649; 23661; 21173; 5520-32414

Classification: Painter II  
 Job Code: 52272  
 Grade: 429 (\$32,114.00 - \$35,378.00)  
 Position No: 5501-23311

Classification: Operations Engineer  
 Job Code: 72193  
 Grade: 929 (\$64,600.00 - \$103,200.00)  
 Position No: 5601-23506

**MINUTES****PERSONNEL**Department of Public Works - cont'd

Classification: Painter I  
 Job Code: 52271  
 Grade: 426 (\$30,411.00 - \$32,584.00)  
 Position No: 5501-23331

Classification: Carpenter II  
 Job Code: 52242  
 Grade: 429 (\$32,114.00 - \$35,378.00)  
 Position No: 5501-46330

Classification: Utilities Installer & Repairer III  
 Job Code: 31109  
 Grade: 428 (\$31,482.00 - \$34,241.00)  
 Position No: 5501-22194

Classification: Office Support Specialist II  
 Job Code: 33212  
 Grade: 075 (\$27,929.00 - \$31,746.00)  
 Position No: 5471-24029

Costs: (\$ 94,287.50) - 2071-000000-5520-608600-601001  
 ( 94,287.50) - 2070-000000-5520-630200-601001  
 ( 124,426.00) - 2071-000000-5520-608600-601001  
 ( 50,521.00) - 2070-000000-5501-393000-601001  
 ( 91,752.00) - 2071-000000-5601-734600-601001  
 ( 48,360.00) - 2070-000000-5501-396473-601001  
 ( 50,521.00) - 2070-000000-5501-396483-601001  
 ( 49,719.00) - 2070-000000-5501-604300-601001  
 ( 45,209.00) - 2071-000000-5471-609500-601001  
**(\$649,083.00) - Total Savings**

The Department of Human Resources has completed its reorganizational study from The Department of Public Works. This submission is part of the Balti-Meter Project.

## MINUTES

PERSONNELDepartment of Public Works - cont'd55. Abolish the following fourteen positions:

Classification: Utilities Installer & Repairer III

Job Code: 53513

Grade: 428 (\$31,482 - \$34,241)

Position Nos.: 5471-22673, 22694, 32511, 22676, 5501-32476

Classification: Utilities Installer & Repairer Supervisor II

Job Code: 53516

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

Position No.: 5501-22152

Classification: Water Service Representative I

Job Code: 34321

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

Position No.: 5471-24008

Classification: Office Support Specialist III

Job Code: 33213

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

Position No.: 5471-23965

Classification: Utilities Installer & Repairer II

Job Code: 53512

Grade: 485 (\$14.60 - \$15.15)

Position Nos.: 5471-22477; 22494; 22611; 22681

Classification: Laborer

Job Code: 52931

Grade: 482 (\$14.16 - \$14.63)

Position Nos.: 5471-22713, 32510

MINUTES

PERSONNEL

Department of Public Works - cont'd

Costs: (\$149,157.00) - 2071-000000-5471-609200-601001  
 (\$ 49,719.00) - 2071-000000-5471-609100-601001  
 (\$ 49,719.00) - 2070-000000-5501-604300-601001  
 (\$ 47,422.00) - 2071-000000-5471-609100-601001  
 (\$ 47,422.00) - 2071-000000-5471-400500-601001  
 (\$ 96,610.00) - 2071-000000-5471-609100-601001  
 (\$ 96,610.00) - 2071-000000-5471-609200-601001  
 (\$ 94,287.00) - 2071-000000-5471-609220-601001

Mayor's Office of Information Technology (MOIT)

56. Reclassify the following position:

<u>From:</u>	<u>To:</u>
Classification: HR Generalist II	HR Business Partner
Job Code: 33677	33679
Grade: 923 (\$57,200.00 - \$91,700.00)	931 (\$69,600.00 - \$111,300.00)
Position No.: 51138	

Cost: \$8,795.00 – 1001-000000-1471-165700-601001

57. a. Reclassify the following positions:

<u>From:</u>	<u>To:</u>
Classification: Operations Director II	IT Director
Job Code: 00094	10185
Grade: 969 (\$106,700.00 - \$176,100.00)	969 (\$106,700.00 - \$176,100.00)
Position No.: 12279	

Classification: IT Division Manager	IT Director
Job Code: 10142	10185
Grade: 942 (\$85,400.00-\$140,800.00)	969 (\$106,700.00- \$176,100.00)
Position No.: 51139	

## MINUTES

PERSONNELMOIT - cont'dFROM:

Classification: IT Division Manager  
 Job Code: 10142  
 Grade: 942 (\$85,400.00 - \$140,800.00)  
 Position Nos.: 49940, 49332

Classification: IT Project Manager  
 Job Code: 10153  
 Grade: 929 (\$64,600.00 - \$103,000.00)  
 Position Nos.: 12313, 49938, 49937

Classification: Operations Director II  
 Job Code: 00094  
 Grade: 969 (\$106,700.00 - \$176,100.00)  
 Position No.: 51308

Classification: Operations Director I  
 Job Code: 00093  
 Grade: 967 (\$97,600.00 - \$161,000.00)  
 Position No.: 51431

Classification: System Supervisor  
 Job Code: 33155  
 Grade: 931 (\$69,600.00 - \$111,300.00)  
 Position No.: 12355

Classification: IT Project Manager  
 Job Code: 10153  
 Grade: 929 (\$64,600.00 - \$103,000.00)  
 Position Nos.: 34808, 49936, 49827

Classification: System Supervisor  
 Job Code: 33155  
 Grade: 931 (\$69,600.00-\$111,300.00)  
 Position No.: 12326

TO:

IT Division Manager  
 10188  
 967 (\$97,600.00 - \$161,000.00)

IT Manager  
 10186  
 942 (\$84,400.00 - \$140,800.00)

IT Division Manager  
 10188  
 967 (\$97,600.00 - \$161,000.00)

IT Division Manager  
 10188  
 967 (\$97,600.00 - \$161,000.00)

IT Manager  
 31112  
 942 (\$85,400.00 - \$140,800.00)

IT Project Manager  
 10187  
 939 (\$80,500.00 - \$132,600.00)

IT Project Manager  
 31114  
 939 (\$80,500.00- \$132,600.00)

## MINUTES

PERSONNELMOIT - cont'd

Classification: Network System Admin. Job Code: 33193 Grade: 936 (\$76,100.00 - \$121,700.00) Position No.: 33944	IT Project Manager 31114 939 (\$80,500.00 - \$132,600.00)
Classification: GIS Supervisor Job Code: 33190 Grade: 927 (\$60,800.00 - \$97,300.00) Position No.: 48038	IT Supervisor 31111 936 (\$76,100.00 - \$121,700.00)
Classification: IT Specialist Job Code: 33159 Grade: 902 (\$69,600.00 - \$111,300.00) Position Nos.: 49636, 49657	IT Supervisor 31111 936 (\$76,100.00 - \$121,700.00)
Classification: System Analyst Job Code: 33151 Grade: 927 (\$60,800.00 - \$97,300.00) Position Nos.: 12330, 12331, 12337, 12357, 12336, 12340	IT Specialist II 31109 927 (\$60,800.00 - \$97,300.00)
Classification: IT Specialist Job Code: 33159 Grade: 902 (\$40,100.00 - \$64,100.00) Position Nos.: 50708, 50720, 50707, 50711, 50706, 47719, 50717, 47258, 50719, 47378	IT Specialist II 31109 927 (\$60,800.00 - \$97,300.00)
Classification: IT Specialist Job Code: 33159 Grade: 902 (\$40,100.00 - \$64,100.00) Position Nos.: 47495, 50718, 50715, 50713	IT Specialist I 31107 923 (\$57,200.00 - \$91,700.00)

Costs: \$ 00.00

At the request of the Mayor's Office of Information Technology (MOIT), the Department of Human Resources conducted a compensation study (the Study) that included direct municipal/state governments, and industry. MOIT reports difficulty in

**MINUTES****PERSONNEL**

MOIT - cont'd

attracting and retaining talent sufficient to meet the Agency's mission. The results of the Study confirm and identify the major challenge, i.e., availability/unavailability of IT talent fluctuates. Current trends confirm limited supply, higher demand for knowledgeable and experienced talent.

The Agency relies primarily on external temporary employment agencies to meet its current need for professional IT human resources. The Agency agrees that (i) this practice shall change in favor of converting and/or hiring talent as regular Baltimore City Government, and (ii) to reduce current contractual arrangements over the next 12 months.

The recommendations apply to MOIT only; other agencies' IT classifications are being addressed separately.

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

58. a. Create the following new nine Civil Service Classifications:

Classification: IT Assistant/Associate  
Job Code: 31106  
Grade: 907 (\$53,100.00 - \$85,100.00)

Classification: IT Specialist I  
Job Code: 31107  
Grade: 923 (\$57,200.00 - \$91,700.00)

Classification: IT Specialist II  
Job Code: 31109  
Grade: 927 (\$60,800.00 - \$97,300.00)

## MINUTES

PERSONNELMOIT - cont'd

Classification: IT Specialist III  
Job Code: 31110  
Grade: 929 (\$64,600.00 - \$103,200.00)

Classification: IT Supervisor  
Job Code: 31111  
Grade: 936 (\$76,100.00 - \$121,700.00)

Classification: IT Manager  
Job Code: 31112  
Grade: 942 (\$85,400.00 - \$140,800.00)

Classification: IT Project Manager  
Job Code: 31114  
Grade: 942 (\$85,400.00 - \$140,800.00)

Classification: IT Division Manager  
Job Code: 31115  
Grade: 967 (\$97,600.00 - \$161,000.00)

Classification: IT Director  
Job Code: 31116  
Grade: 969 (\$106,700.00 - \$176,100.00)

b. Create the following four new Non-Civil Service Classifications:

Classification: IT Director  
Job Code: 10185  
Grade: 969 (\$106,700.00 - \$176,100.00)

Classification: IT Manager  
Job Code: 10186  
Grade: 942 (\$85,400.00 - \$140,800.00)

**MINUTES****PERSONNEL**

MOIT - cont'd

Classification: IT Project Manager

Job Code: 10187

Grade: 942 (\$85,400.00 - \$140,800.00)

Classification: IT Division Manager

Job Code: 10188

Grade: 967 (\$97,600.00 - \$161,000.00)

Cost: \$0.00

At the request of the MOIT, the Department of Human Resources conducted a compensation study (the Study) that included direct municipal/state governments, and industry. MOIT reports difficulty in attracting and retaining talent sufficient to meet the Agency's mission. The results of the Study confirm and identify the major challenge, i.e., availability/unavailability of IT talent fluctuates. Current trends confirm limited supply, higher demand for knowledgeable and experienced talent.

The Agency relies primarily on external temporary employment agencies to meet its current need for professional IT human resources. The Agency agrees that (i) this practice shall change in favor of converting and/or hiring talent as regular Baltimore City Government, and (ii) to reduce current contractual arrangements over the next 12 months.

The recommendations apply to MOIT only; other agencies' IT classifications are being addressed separately.

**MINUTES****PERSONNEL**Department of Planning59. Reclassify the following position:

From:

Classification: Database Specialist

Job Code: 33102

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

Position No.: 1870-15093

To:

Classification: City Planner Supervisor

Job Code: 74139

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

Cost: \$11,216.00 - 1001-000000-1873-187400-601001

Department of Human Resources60. Abolish the following three unpopulated classes:

Classification: Data Entry Operator I

Job Code: 33111

Grade: 075 (\$27,929.00 - \$31,746.00)

Classification: Data Entry Operator II

Job Code: 33112

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

Classification: Data Entry Supervisor I

Job Code: 33115

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

Costs: \$0.00

**MINUTES****PERSONNEL**DHR - cont'd61. Adjust the Salary of the following Salary ranges:

Grade 801	FROM: (\$8.25)	TO: (\$8.75)
Grade 851	FROM: (\$8.25)	TO: (\$8.75)
Grade 901	FROM: (\$8.25 - \$10.88)	TO: (\$8.75 - \$11.53)
Grade 905	FROM: (\$8.25 - \$36.38)	TO: (\$8.75 - \$36.38)
Grade 910	FROM: (\$15,730.00 - \$17,983.00)	TO: (\$16,686.00 - \$19,023.00)
<b>*Grade 972</b>	<b>FROM: (\$8.25 - \$10.50)</b>	<b>TO: (\$8.75 - \$10.75)</b>
Grade 974	FROM: (\$8.25 - \$9.00)	TO: (\$8.75 - \$9.25)
Grade 975	FROM: (\$8.25 - \$9.35)	TO: (\$8.75 - \$9.35)
Grade 976	FROM: (\$8.25 - \$10.10)	TO: (\$8.75 - \$10.25)
Grade 977	FROM: (\$8.25 - \$15.00)	TO: (\$8.75 - \$18.00)
Grade 979	FROM: (\$8.25 - \$14.18)	TO: (\$8.75 - \$14.18)
Grade 980	FROM: (\$8.25 - \$14.10)	TO: (\$8.75 - \$14.10)
Grade 981	FROM: (\$8.25 - \$17.60)	TO: (\$8.75 - \$17.60)
Grade 982	FROM: (\$8.25 - \$50.00)	TO: (\$8.75 - \$50.00)
Grade 983	FROM: (\$8.25 - \$90.00)	TO: (\$8.75 - \$90.00)
Grade 984	FROM: (\$8.25 - \$10.00)	TO: (\$8.75 - \$10.25)
Grade 985	FROM: (\$8.25 - \$20.00)	TO: (\$8.75 - \$20.00)
Grade 986	FROM: (\$8.25 - \$30.00)	TO: (\$8.75 - \$30.00)

Costs: \$558,571.00 - Various

**BACKGROUND/EXPLANATION:**

Maryland State Legislation stipulates a mandated increase to the minimum wage, which raises the minimum wage from \$8.25 per hour to \$8.75 per hour effective July 1, 2016.

At this time, the Department of Human Resources has reviewed the Class File and has identified the above salary ranges, which require adjustment in order to be fully in compliance with the Minimum Wage Legislation. Some of the ranges listed above have had salary range maximums increased as well as minimums in order to preserve the existing span of the range.

\*Grade 972 incorporated the Summer Youth Works kids.

**MINUTES****PERSONNEL**DHR - cont'd

In recommending the above adjustment of the minimum of the salary range for the class of Work Study Student (10112) from a Grade 981 (\$8.25 - \$17.60) to (\$8.75 - \$18.20), the Department of Human Resources is not only complying with the Minimum Wage Legislation, but is also adjusting the salary structure within the range to allow the agencies greater flexibility to recruit and compensate students. The revisions to the internal salary structure are as follows:

	<u>Educational Category</u>	<u>Present Plan</u>	<u>Proposed Plan</u>
(1)	High School Student	\$ 8.25 - \$10.10	\$ 8.75 - \$10.10
(2)	First Year of College	\$ 9.00 - \$11.85	\$ 9.75 - \$11.85
(3)	Second Year of College	\$10.00 - \$12.85	\$10.75 - \$13.45
(4)	Third Year of College	\$11.00 - \$14.60	\$11.75 - \$15.20
(5)	Fourth Year of College	\$12.00 - \$15.85	\$12.75 - \$16.45
(6)	Graduate School	\$14.00 - \$17.60	\$14.75 - \$17.60

Department of Housing and Community Development62. a. Create the following classification:

Classification: Historic Preservation Officer  
 Job Code: 74195  
 Grade: 929 (\$64,600.00 - \$103,200.00)

b. Classify the following new position:

From: New Position  
 Job Code: 90000  
 Grade: 900 (\$1.00 - \$204,000.00)  
 Position No.: 5823-50681

**MINUTES****PERSONNEL**DHCD - cont'd

To: Historic Preservation Officer  
 Job Code: 74195  
 Grade: 929 (\$64,600.00 - \$103,200.00)

Cost: \$95,961.62 - 1001-000000-5832-179600-601001

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

Mayor's Office of Employment Development63. Classify the following new Position:

From: New Position  
 Job Code: 90000  
 Grade: 900 (\$1.00 - \$204,000.00)  
 Position No.: 6311-50424

To: Human Services  
 Job Code: 01223  
 Grade: 918 (\$33,263.00 - \$57,957.00)

Cost: \$0.00 - 2026-000000-6311-733900-601001

64. Classify the following new Position:

From: New Position  
 Job Code: 90000  
 Grade: 900 (\$1.00 - \$204,000.00)  
 Position No.: 6311-50423

**MINUTES****PERSONNEL**Mayor's Office of Employment Development - cont'd

To: Facilities/Office Services I  
 Job Code: 01221  
 Grade: 911 (\$23,900.00 - \$41,690.00)

Cost: \$0.00 - 2026-000000-6311-733900-601001

65. Reclassify the following Position No. 3571-46831:

From: Office Support Specialist II  
 Job Code: 33212  
 Grade: 075 (\$27,929.00 - \$31,746.00)

To: Office Support Specialist III  
 Job Code: 33213  
 Grade: 078 (\$29,672.00 - \$34,218.00)

Savings: \$2,205.00 - 4000-490916-3571-267800-601001

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

Baltimore City Sherriff66. Amendment to the following Classification:

Classification: Sheriff  
 Job Code: 01410  
 From Grade: 86E (\$114,050.00)  
 To Grade: 86E (\$132,600.00)

Cost: \$34,246.08 - 1001-000000-1182-138800-601001

On April 27, 2016, the Board approved the salary adjustment for the classification of Sheriff to be effective as of that date. The amendment will change the date retroactively to July 1, 2014.

**MINUTES****PERSONNEL**Baltimore City Fire Department

67. a. Create the following new Non-Civil  
Service Classification:

Classification: Fire Commander  
 Job Code: 00110  
 Grade: 80F (\$120,000.00)

- b. Reclassify the following Positions:

From: Staff Aide to the Fire Chief  
 Job Code: 10206  
 Grade: 342 (\$60,986.00 - \$75,222.00)  
 Position No.: 2101-12570

To: Fire Commander  
 Job Code: 00110  
 Grade: 80F (\$120,000.00)

From: Fire Command Staff  
 Job Code: 10212  
 Grade: 929 (\$64,600.00 - \$103,200.00)  
 Position No.: 2132-49114

To: Fire Commander  
 Job Code: 00110  
 Grade: 80F (\$120,000.00)

Cost: \$50,896.00 - 1001-000000-2101-225900-601061

Cost: \$27,795.00 - 1001-000000-2132-228200-601061

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

## MINUTES

Mayor's Office of Human Services (MOHS) - Continuum of Care  
Program Agreements and  
Head Start Amendment  
No. 2 to Agreement

The Board is requested to approve and authorize execution of the Continuum of Care Program Agreements and the Head Start Amendment No. 2 to Agreement.

1. **ST. AMBROSE HOUSING AID CENTER** **\$ 24,294.00**  
**INC.**

Account: 4000-407016-3571-759140-603051

On March 16, 2016, the Board approved a three-month advance of funds in the amount of \$10,544.00 to allow the organization to provide supportive services contracts for homeless individuals. The agreement includes an additional \$24,294.00 making the total contract amount \$34,838.00. Under the terms of this agreement, in the amount of \$24,294.00, the organization will provide case management services to four formerly homeless individuals and ten families who reside in housing units leased or managed by the St. Ambrose Housing Aid Center, Inc. Among the population served are individuals and families with chronic mental illness and/or substance abuse problems that compromise full functioning, persons with HIV/AIDS, domestic violence victims, veterans, families, and single adults. The period of the agreement is April 1, 2016 through March 31, 2017.

2. **ST. AMBROSE HOUSING AID CENTER** **\$ 31,799.51**  
**INC.**

Account: 4000-407016-3571-759101-603051

On March 16, 2016, the Board approved a three-month advance of funds in the amount of \$9,004.00 to allow the organization to provide supportive services contracts for homeless individuals.

## MINUTES

MOHS - cont'd

The agreement includes an additional \$31,799.51 making the total contract amount \$40,803.51. Under the terms of this agreement, in the amount of \$31,799.51, the organization will provide case management support services to four households. The period of the agreement is February 1, 2016 through January 31, 2017.

3. **ST. AMBROSE HOUSING AID CENTER** **\$ 109,246.00**  
**INC.**

Account: 4000-407016-3571-759401-603051

On March 16, 2016, the Board approved a three-month advance of funds in the amount of \$35,591.00 to allow the organization to provide support services contracts for homeless individuals. The agreement includes an additional \$109,246.00 making the total contract amount \$144,837.00.

Under the terms of this agreement, in the amount of \$109,246.00, the organization will provide support services to nine families or individuals. The period of the agreement is April 1, 2016 through March 31, 2017.

4. **ST. AMBROSE HOUSING AID CENTER** **\$ 123,702.00**  
**INC.**

Account: 4000-407016-3571-759120-603051

The organization will provide housing assistance to six families. The period of the agreement is July 1, 2016 through June 30, 2017.

The supportive housing services program (item nos. 3 and 4) works to move the families to self-sufficiency using a home-based approach that utilizes the building of life skills, employability skills, and connection to community resources, if appropriate. It is a program based upon client needs to determine appropriate services.

## MINUTES

MOHS - cont'd

Some individuals in this program have been determined to be permanently disabled by the Social Security Administration. The program objective remains the same in that it strives to move individuals and families to self-sufficiency and focuses upon establishing the foundation for independence by creating a program addressing financial independence through reducing old debt and acquiring new life skills leading to better employability. In addition, the program encourages savings by helping clients resolve old legal issues and providing regular counseling.

5. **MARIAN HOUSE, INC.** **\$ 67,173.00**

Account: 4000-407016-3571-758341-603051

On March 16, 2016, the Board approved a three-month advance of funds in the amount of \$23,407.00 to allow the organization to provide support services contracts for homeless individuals. The agreement includes an additional \$67,173.00 making the total contract amount \$90,580.00.

Under the terms of this agreement, in the amount of \$67,173.00, the organization will provide support services to nine families or individuals. The period of the agreement is March 1, 2016 through February 28, 2017.

6. **PROJECT PLASE, INC.** **\$1,192,454.00**

Account: 4000-407016-3571-756801-603051

On March 16, 2016, the Board approved a three-month advance of funds in the amount of \$386,288.00 to allow the organization to provide rental assistance contracts to serve homeless individuals. The agreement includes an additional \$1,192,454.00 making the total contract amount \$1,578,742.00.

## MINUTES

MOHS - cont'd

Under the terms of this agreement, in the amount of \$1,192,454.00, the organization will provide support services to homeless individuals transitioning out of homelessness and accessing permanent housing through Sponsor-Based Rental Assistance. The housing assistance is located in 103 scattered-site unit apartments, both one-bedroom and family units. The population includes those heads of households having histories affected by chronic mental illness, chronic substance abuse, and persons living with HIV/AIDS. Many have other physical health issues as well.

The rental assistance program is coupled with the organization's Permanent Housing Services, through the U.S. Department of Housing and Urban Development's Supportive Housing Program and Housing Opportunities for People With Aids Case Managers, which ensures that individuals will receive services in their home, individually tailored, and focused on stability in housing and functioning. The period of the agreement is April 1, 2016 through March 31, 2017.

7. **GOVANS ECUMENICAL DEVELOPMENT CORPORATION** **\$ 241,196.50**

Account: 4000-407016-3571-764400-603051

On March 16, 2016, the Board approved a three-month advance of funds in the amount of \$79,046.00 to allow the organization to provide supportive services to homeless individuals. The agreement includes an additional \$241,196.50 making the total contract amount \$320,242.50.

The Govans Ecumenical Development Corporation will provide rental housing assistance to 25 homeless households. The period of the agreement is April 1, 2016 through March 31, 2017.

## MINUTES

MOHS - cont'd

8. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$ 702,009.00**

Account: 4000-407016-3571-757700-603051

Under the terms of this agreement, the organization will use the funds to offset the cost of operating its permanent housing project "REACH Combined." These costs will include leasing permanent housing units, staff salaries for case managers, and utility costs for the housing units. The funding will also offset some other minor operating costs and costs for supportive services. The period of the agreement is January 1, 2016 through December 31, 2016.

**MWBOO GRANTED A WAIVER FOR ITEM NOS. 3 - 8.**

9. **NEW VISION HOUSE OF HOPE, INC.** **\$ 29,146.00**

Account: 4000-480014-3572-333633-603051

New Vision House of Hope, Inc. will provide transportation to homeless women to and from their emergency overnight overflow shelter. Under the terms of this agreement, in the amount of \$29,146.00, the funds will be used to purchase a passenger van and to cover insurance, registration, and maintenance costs for the van. The period of the agreement is January 1, 2016 through December 31, 2016.

The Continuum of Care Program Agreements are late because of delays at the administrative level.

10. **DAYSPRING PROGRAMS, INC.** **\$ 62,626.00**

Account: 4000-486316-6051-515600-603051

On May 27, 2015, the Board approved a two-month advance of funds to Dayspring Programs, Inc. in the amount of \$444,150.00. On July 29, 2015, the Board approved a Head

**MINUTES**

MOHS - cont'd

Start grant agreement for the period July 1, 2015 through June 30, 2016 in the amount of \$2,220,750.00 to pay for the operations of the Head Start center, making the award amount \$2,664,900.00.

On March 9, 2016, the Board approved an amendment no. 1 to increase the contract amount by \$2,065,500.00, making the total amount of the agreement \$4,730,400.00. This amendment no. 2 will increase the contract by \$62,626.00, making the new total of the agreement \$4,793,026.00.

The additional funds approved by the Department of Health and Human Services will be used to address immediate health and safety repairs and maintenance at four Head Start centers. The program will maintain full enrollment of 584 Head Start eligible children and provide services for six hours a day, five days a week for 170 days of the year.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Continuum of Care Program Agreements and the Head Start Amendment No. 2 to Agreement.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Human Resources</u>			
1. Mary Talley Pervis Lee	Society of Human Resources Annual Conference and Exposition Washington, DC June 19 - 22, 2016 (Reg. Fee \$1,520.00 ea.)	General Funds	\$5,068.51

The Department is requesting the cost for hotel accommodations in the amount of \$627.00 and hotel taxes in the amount of \$81.51 for Ms. Talley only.

The registration fee in the amount of \$1,520.00 and the workshop fees in the amount of \$660.00 for Ms. Talley have been prepaid on EA000185137. Therefore, Ms. Talley will be disbursed \$708.51.

The registration fee in the amount of \$1,520.00 and the workshop fees in the amount of \$660.00 for Mr. Lee have been prepaid on EA000185135. No funds will be disbursed to Mr. Lee.

Department of Public Works/Bureau of Water and Wastewater

2. Gurminder Singh	WEF/IWA Nutrient Removal and Recovery Denver, CO July 10 - 13, 2016 (Reg. Fee \$1,185.00)	Waste Water Utility	\$2,784.22
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The subsistence rate for this location is \$241.00 per night. The cost of the hotel is \$296.67 per night plus taxes of \$43.76 per night. The Department is requesting additional subsistence of \$55.67 per night to cover the cost of the hotel and \$40.00 per day for meals and incidentals.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
Department of Public Works/ <u>Bureau of Water and Wastewater - cont'd</u>			
The registration costs of \$1,185.00 and airfare costs of \$397.93 were prepaid using a City-issued procurement card assigned to Tianna Haines. Therefore, the disbursement to Mr. Singh is \$1,201.29.			
3. Michael Gallagher	Water Environment Federation and the International Water Association Conference Denver, CO July 9 - 13, 2016 (Reg. Fee \$895.00)	Waste Water Utility Funds	\$2,693.97

The subsistence rate for this location is \$241.00 per night. The cost of the hotel is \$239.00 per night plus taxes of \$35.25 per night. The registration fee in the amount of \$895.00 was pre-paid on a City-issued credit card assigned to Ms. Tianna Haines.

The Department is requesting additional subsistence of \$38.00 per day for meals and incidentals. Therefore, Mr. Gallagher will be disbursed \$1,798.97.

UPON MOTION duly made and seconded, the Board approved the foregoing travel requests.

**MINUTES**

President: "There being no more business before the Board, the meeting will recess until bid opening at 12 noon. Thank you."

\* \* \* \* \*

## MINUTES

Clerk: "The Board is now in session for the receiving and opening of bids."

**BIDS, PROPOSALS, AND CONTRACT AWARDS**

Prior to the reading of bids received today and the opening of bids scheduled for today, the Clerk announced that **NO ADDENDA WERE RECEIVED** extending the dates for receipt and opening of bids. There were no objections.

Thereafter, UPON MOTION duly made and seconded, the Board received, opened, and referred the following bids to the respective departments for tabulation and report:

Department of Public Works

- ER 4036, Urgent Need Stream  
Repair 1

Monumental Paving & Excavating,  
Inc.  
Metra Industries

## MINUTES

Department of General Services - GS 15806, Restrooms & Roof  
Replacement, Baltimore Police  
Department Southeast  
District, 5710 Eastern Avenue

JLN Construction Services, LLC  
JA Argetakis Contracting Co.  
Trionfo Buildings, Inc.

Bureau of Purchases - B50004602, Emergency Vehicle  
Lighting, and Accessories

East Coast Emergency Lighting, Inc.  
Brekford Corp.  
Priority Install, LLC  
Beyer Ford/Beyer Fleet

\* \* \* \* \*

There being no objections, the Board, UPON MOTION duly made  
and seconded, adjourned until its next regularly scheduled  
meeting on Wednesday, July 13, 2016.



JOAN M. PRATT  
Secretary