

NOTICE:

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

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

b. Matters may be protested by a person or any entity directly and specifically affected by a pending matter or decision of the Board. In order for a protest to be considered, the protestant must be present at the Board of Estimates meeting.

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

The full text of the Resolution is posted in the Department of Legislative Reference, the President of the Board's web site, (http://www.baltimorecitycouncil.com/boe_agenda.htm) and the Secretary to the Board's web site (<http://www.comptroller.baltimorecity.gov/BOE.html>).

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

BOARD OF ESTIMATES' AGENDA - JANUARY 28, 2015

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:

Broughton Construction Company, LLC	\$ 7,380,000.00
C.F. Masonry Specialists, Inc.	\$ 8,000,000.00
CEEPCO Contracting, LLC	\$ 6,525,000.00
Daisy Concrete, Inc. of Maryland	\$ 35,874,000.00
Donald Excavating, Inc.	\$ 1,500,000.00
Layne Inliner, LLC	\$210,492,000.00
Witmer Masonry, Inc.	\$ 27,198,000.00

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:

Brightfield, Inc.	Engineer
Prime AE Group, Inc.	Architect Engineer Landscape Architect
Sidhu Associates, Inc.	Engineer
The Robert B. Balter Company	Engineer

TRANSFERS OF FUNDS

* * * * *

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

3

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

AGENDA

BOARD OF ESTIMATES

01/28/2015

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>		
1. \$100,000.00 30 th CDB	9910-906970-9587 Urban Agriculture Matching Grant - Reserve	9910-902972-9588 Hoffman Street Walther Avenue Homegrown Baltimore Site Preparation

This transfer will provide funding for preparing new urban agriculture sites for the Homegrown Baltimore Land Leasing Initiative. These City-owned vacant properties are to be leased to qualified urban farmers for five plus years.

Department of Recreation and Parks

2. \$ 10,000.00 Rec. & Parks 27 th Series	9938-907049-9475 Cahill Community Center - Reserve	9938-908049-9474 Cahill Community Center - Active
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This transfer will provide funds to cover the costs associated with design services for proposed improvements at Gwynns Falls/Leakin Park.

AGENDA

BOARD OF ESTIMATES

01/28/2015

Department of General Services - 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. 505 S. Broadway	Carolina's Restaurant, Inc.	Outdoor seating 12' x 5'
Annual Charge: \$337.50		
2. 3600 Elm Avenue k/a 900 - W. 36 th St.	Vincent R. Cuffari	Outdoor seating 80 sq. ft.
Annual Charge: \$337.50		
3. 418 South Clinton Street	418 South Clinton, LLC	Egress stairway 292" x 36"
Annual Charge: \$234.40		
4. 439 E. Patapsco Avenue	Maco Properties, LLC	Dumpster 4 yd. 6' x 4'
Annual Charge: \$336.00		

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

AGENDA

BOARD OF ESTIMATES

01/28/2015

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- | | | |
|-----------------------------------------------------------------------------------------------------|-------------|---------|
| 1. FISHER SCIENTIFIC | \$29,673.38 | Low Bid |
| Solicitation No. B50003908 - Chemical Library for Trace Lab - Police Department - Req. No. R678804. | | |

This is a one-time purchase.

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|---------------------------------------------------------------------------------------|-------------|---------|
| 2. GOVERNMENT SCIENTIFIC SOURCE, INC. | \$10,000.00 | Renewal |
| Solicitation No. B50003343 - 200 Proof Ethanol - Police Department - Req. No. R652396 | | |

On February 4, 2014, the City Purchasing Agent approved the initial award in the amount of \$20,000.00. The award contained three 1-year renewal options. This renewal in the amount of \$10,000.00 is for the period February 5, 2015 through February 4, 2016, with two 1-year renewal options remaining.

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|----------------------------------------------------------------------------------------------|---------|---------|
| 3. THE GUN SHOP INC. a/k/a THE GUN SHOP | \$ 0.00 | Renewal |
| Contract No. B50002221 - Force on Force Marker Rounds - Police Department - P.O. No. P519089 | | |

On January 11, 2012, the Board approved the initial award in the amount of \$43,900.00. The award contained three 1-year renewal options. Three renewals have been exercised. This final renewal in the amount of \$0.00 is for the period January 11, 2015 through January 10, 2016. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------|
| 4. MYKA CORP., d/b/a CHEMDRY ELITE | \$ 40,000.00 | Renewal |
| Contract No. B50001761 - Provide Carpet, Drapery and Furniture Cleaning Services for Various Baltimore City Buildings - Department of General Services, etc. - P.O. No. P516733 | | |

On February 16, 2011, the Board approved the initial award in

AGENDA

BOARD OF ESTIMATES

01/28/2015

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

the amount of \$60,000.00. The award contained four 1-year renewal options. Three renewals and an increase have been approved by the Board. This final renewal in the amount of \$40,000.00 is for the period February 16, 2015 through February 15, 2016. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

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|-----------------------------------------------------------------------------------------|---------|---------|
| 5. DRAEGER SAFETY, INC. | \$ 0.00 | Renewal |
| Contract No. B50001868 - SCBA Equipment & Supplies - Fire Department - P.O. No. P519602 | | |

On March 7, 2012, the Board approved the initial award in the amount of \$3,250,000.00. The award contained four 1-year renewal options. The first renewal has been exercised. The SCBA equipment is self-contained breathing apparatus used by the Fire Department. This second renewal in the amount of \$0.00 is for the period February 29, 2015 through February 28, 2016, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

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|-------------------------------------------------------------------------|---------|---------|
| 6. MUNICIPAL EMERGENCY SERVICES, INC. | \$ 0.00 | Renewal |
| Contract No. B50003162 - Fire Hose - Fire Department - P.O. No. P526529 | | |

On February 26, 2014, the Board approved the initial award in the amount of \$150,000.00. The award contained five 1-year renewal options. This renewal in the amount of \$0.00 is for the period February 26, 2015 through February 25, 2016, with four 1-year renewal options remaining. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

01/28/2015

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

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|----------------------------------------------------------------------------|--------------|---------|
| 7. PRO-FIX MEDICAL REPAIR & SALES, LLC | \$ 75,000.00 | Renewal |
| Contract No. 08000 - Stretcher Repair - Fire Department - P.O. No. P522468 | | |

On January 23, 2013, the Board approved the initial award in the amount of \$75,000.00. The award contained three 1-year renewal options. On January 8, 2014, the Board approved the first renewal in the amount of \$75,000.00. This renewal in the amount of \$75,000.00 is for the period January 22, 2015 through January 22, 2016, with one 1-year renewal option remaining.

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|------------------------------------------------------------------------------------------|--------------|---------|
| 8. RANGE MAINTENANCE, INC. | \$100,000.00 | Renewal |
| Contract No. B50001634 - Police Range Maintenance - Police Department - P.O. No. P516167 | | |

On February 9, 2011, the Board approved the initial award in the amount of \$100,000.00. The award contained five 1-year renewal options. This renewal in the amount of \$100,000.00 is for the period of February 2, 2015 through February 1, 2016, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

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|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------|
| 9. BLACKBOARD, INC. | \$ 68,465.25 | Renewal |
| Harford County Community College Contract No. 08P-008-E-Learning Content Management System - Department of Human Resources - Req. No. R688360 | | |

On February 23, 2011, the Board approved the initial award in the amount of \$298,841.59. The award contained two 1-year renewal options. On February 11, 2013, the City Purchasing Agent approved a decrease in the amount of \$59,708.15. On February 12, 2014, the Board approved the first renewal in the amount of \$65,205.00.

AGENDA

BOARD OF ESTIMATES

01/28/2015

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

This final renewal in the amount of \$68,465.25 is for the period February 23, 2015, through February 22, 2016.

MWBOO GRANTED A WAIVER.

10. INTERACT 911 MOBILE SYSTEMS, INC.	\$ 0.00	Renewal
Contract No. 08000 - Pocket Cop Mobile Data Systems - Police Department - P.O. No. P512851		

On January 13, 2010, the Board approved the initial award in the amount of \$1,547,875.20. The award contained five 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$0.00 is for the period January 13, 2015 through January 12, 2016. The above amount is the City's estimated requirement.

11. SMITH MEDICAL PARTNERS, LLC	\$200,000.00	Selected Source
Contract No. 06000 - Provide Ortho Products - Health Department - Req. No. R683624		

The vendor is the selected distributor to provide the Ortho Evra products to the Health Department under the Title X Family Planning provision of the 340B Drug Plan. The 340B Drug Pricing Program requires drug manufacturers to provide outpatient drugs to eligible health care organizations at significantly reduced prices. The above amount is the City's estimated requirement. The period of the award is January 21, 2015 through January 20, 2016, with three 1-year renewal options.

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

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

01/28/2015

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Purchases

12. ROY KIRBY & SONS, INC. \$ 29,981.86 Increase
Contract No. B50003536 - Engine 51 Kitchen Renovations - Fire Department - P.O. No. P527544

On June 11, 2014, the Board approved the initial award in the amount of \$35,822.00. This increase in the amount of \$29,981.86 is necessary to allow additional work to complete the project, including unanticipated requirements and additional items requested by residents, or required per inspections. This increase in the amount of \$29,981.86 will make the award amount \$65,803.86.

13. ROY KIRBY & SONS, INC. \$ 41,261.72 Increase
Contract No. B50003539 - Squad 54 Kitchen Renovations - Fire Department - P.O. No. P527543

On June 11, 2014, the Board approved the initial award in the amount of \$37,100.00. This increase in the amount of \$41,261.72 is necessary to allow additional work to complete the project, including unanticipated requirements and additional items requested by residents, or required per inspections. This increase in the amount of \$41,261.72 will make the award amount \$78,361.72.

14. PHYSIO-CONTROL, INC. \$ 50,000.00 Increase
Contract No. 08000 - Lifepak Defibrillators and Equipment - Fire Department - P.O. No. P516657

On March 30, 2011, the Board approved the initial award in the amount of \$125,000.00. The award contained three 1-year renewal options. The third renewal was approved on March 14, 2014. The contract expires March 29, 2015. This increase in the amount of \$50,000.00 is necessary to maintain continuous operation of the Fire Department's Lifepak Defibrillators. This increase in the amount of \$50,000.00 will make the award amount \$3,047,000.00. The above amount is the City's estimated requirement.

AGENDA

BOARD OF ESTIMATES

01/28/2015

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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

15. <u>THE PUBLIC GROUP, LLC</u>	<u>Revenue</u>	<u>Extension</u>
County of Fairfax Virginia Contract No. RQ10-124129-40A - On-Line Auction Services - Finance Department - P.O. No. P514346		

On June 16, 2010, the Board approved the initial award. The award contained two 1-year renewal options. An extension is necessary to coincide with the expiration of the County of Fairfax Virginia's contract. The period of the extension is February 1, 2015 through July 31, 2015.

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

Department of General Services

16. <u>TITO CONTRACTING CO.</u>	<u>\$30,150.00</u>	<u>Low Bid</u>
GS 14835, Kitchen Upgrade, Engine 5		
17. <u>TITO CONTRACTING CO.</u>	<u>\$22,022.00</u>	<u>Low Bid</u>
GS 14837, Kitchen Upgrade, Engine 46		
18. <u>TITO CONTRACTING CO.</u>	<u>\$33,416.00</u>	<u>Low bid</u>
GS 14836, Kitchen Upgrade, Engine 57		

AGENDA

BOARD OF ESTIMATES

01/28/2015

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community (DHCD)- Options</u>			
1. Lee and Joyce, Inc.	4719 Park Heights Avenue	G/R \$120.00	\$ 1,100.00
2. Emma P. Ward & Samuel Abiri Payne-Ward	4732 Park Heights Avenue	L/H	\$22,275.00
3. Emma P. Ward & Samuel Abiri Payne-Ward	4746 Park Heights Avenue	L/H	\$29,975.00
4. Grace C. Steele, Power of Attorney for Lennard Simon	4818 Park Heights Avenue	F/S	\$29,000.00

Funds are available in account 9910-903180-9588-900000-704040, Park Heights Project.

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

DHCD - Condemnations

5. Annette McKinney	4747 Park Heights Avenue	F/S	\$30,000.00
6. Tilson Realty, Inc.	4823 Park Heights Avenue	G/R \$120.00	\$ 800.00

Funds are available in account 9910-903180-9588-900000-704040, Park Heights Project.

AGENDA

BOARD OF ESTIMATES

01/28/2015

OPTIONS/CONDEMNATION/QUICK-TAKES:

DHCD - cont'd

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
7. Denise Clark Keys	1904 Herbert Street	L/H	\$19,700.00

Funds are available in account 9910-910634-9588-900000-704040, Whole Block Demo Project.

Department of Law - Settlement

8. Edward J. Makowski	900-902 N. Chester Street	F/S	\$65,000.00
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On April 12, 2012, the City filed a condemnation to acquire the fee simple interest for the property located at 900-902 N. Chester Street. On April 4, 2012, the Board approved acquisition of the fee simple interest in the amount of \$95,000.00, based upon an independent appraisal. The regular condemnation suit was delayed. The owner wanted to retain the property. As it became imperative for the City to acquire the property for project development, a quick-take condemnation suit was filed on May 29, 2013, more than a year after the initial condemnation suit. A total of \$92,000.00 was paid into the Court Registry. The owner opposed the quick-take condemnation suit. After a hearing, the Circuit Court for Baltimore City awarded the City possession and title on June 28, 2013. Pursuant to the Code of Public Local Laws, the owner appealed the taking of the property to the Maryland Court of Appeals. The Court of Appeals sustained the taking. However, the owner was entitled to a valuation trial. The City updated the value of the property to the date of taking. The City's appraiser offered values that ranged from \$100,000.00 (comparable sales) to \$140,000.00 (income approach). The owner's appraiser offered a value of \$225,000.00. The owner of the property interest demanded \$300,000.00. At the pre-trial conference the owner cut off negotiations. After the pre-trial, the parties negotiated and agreed to settle the condemnation case for \$160,000.00 minus the prior approval of \$95,000.00. Therefore, the Board is requested to approve an additional \$65,000.00.

Funds are available in account 9910-906416-9588-900000-704040.

AGENDA

BOARD OF ESTIMATES

01/28/2015

Department of Transportation - Traffic Mitigation Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Traffic Mitigation Agreement with BJ's Wholesale Club at 4701 O' Donnell Street, LLC. The period of the Traffic Mitigation Agreement is effective upon Board approval until termination is deemed in writing by the Department.

AMOUNT OF MONEY AND SOURCE:

\$153,941.89 - 9950-917089-9512-900000-490375

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 the BJ's Wholesale Club at 4701 O'Donnell Street constructing an approximate 89,277 sq. ft. wholesale club. The Developer agrees to make a one-time contribution in the amount of \$153,941.89 to fund the City's multimodal transportation improvements in the project's vicinity.

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

AGENDA

BOARD OF ESTIMATES

01/28/2015

Department of Transportation - Employee Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve the expense statement for Ms. Shubha Adhikari for the months of June, July, and October 2014.

AMOUNT OF MONEY AND SOURCE:

\$ 19.49 - Mileage (Oct. 11, 2014)
30.51 - Mileage (Oct. 28, 2014)
30.51 - Mileage (Oct. 29, 2014)
3.20 - Parking/Tolls (June 23, 2014)
1.60 - Parking/Tolls (July 14, 2014)
8.00 - Parking/Tolls (Oct. 11, 2014)
4.00 - Parking/Tolls (Oct. 28, 2014)
4.00 - Parking/Tolls (Oct. 29, 2014)
\$101.31 - 1001-000000-2301-249000-603002

BACKGROUND/EXPLANATION:

Ms. Adhikari incurred expenses during the months of June, July, and October 2014 while performing her duties as a Red Line Coordinator. This request is late because the Project ID number and Employee ID number was incorrect and was inadvertently overlooked in the interdepartmental mail.

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

EXTRA WORK ORDERS

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The Board is requested to approve
all of the
Extra Work Orders
as listed on the following page:

16

The EWOs have been reviewed and approved
by the Department of Audits, CORC,
and MWBOO unless otherwise indicated.

AGENDA

BOARD OF ESTIMATES

01/28/2015

EXTRA WORK ORDERS

<u>Contract</u>	<u>Prev. Apprvd.</u>	<u>Contractor</u>	<u>Time</u>	<u>%</u>
<u>Awd. Amt.</u>	<u>Extra Work</u>		<u>Ext.</u>	<u>Compl.</u>

Dept. of Transportation

1. EWO #036, (\$3,126.55) - TR 03382, Reconstruction of Key Highway from E. of Lawrence Street to Covington Street

\$7,987,254.00 \$1,893,285.08 Allied Contractors, - 100
Inc.

This authorization is necessary for payment of overrun items, deduction of amounts not needed due to underrun or not used items, and to balance out the contract.

Dept. of Public Works - Office of Engineering & Construction

2. EWO #056, \$36,612.00 - WC 1164, Towson Finished Water Reservoir Cover and Miscellaneous Repairs

\$18,393,000.00 \$1,067,316.13 Whiting-Turner - -
Contracting Co.,
Inc.

AGENDA

BOARD OF ESTIMATES

01/28/2015

Department of Planning - Report on Previously
Approved Transfers of Funds

At the meeting on January 14, 2015, the Planning Commission reviewed and approved Transfers of Funds. The same transfers of funds were approved by the Board of Estimates, 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. Today, the Board is requested to **NOTE 28** favorable reports on Transfers of Funds approved by the Board of Estimates at the meetings on December 24, 2014 and January 14, 2015.

AGENDA

BOARD OF ESTIMATES

01/28/2015

Department of Planning - Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the execution of a Grant Agreement with Waverly Main Street, Inc. (WMS). The period of this agreement is effective upon Board approval for one year.

AMOUNT OF MONEY AND SOURCE:

\$16,100.00 - 9905-926005-9188-900000-703032

BACKGROUND/EXPLANATION:

The WMS will run a program to improve water quality and landscaping at the public parking lot at 32nd St. and Barclay St., which is the site of the weekly 32nd Street Farmers' Market. The WMS will contract with a landscape architect and the job training crew of Civic Works to complete this work. Outcomes will include the removal of 430 sq. ft. of pavement, 20 cubic yards of compacted urban soils, and invasive trees and plants; and the installation of rain garden soil mix, a 124 linear ft. rubble masonry wall, 3 trees, 70 shrubs, and 634 perennials. The WMS is uniquely positioned to do this work because of its creation of the 2013 Greenmount Avenue Master Plan, which this agreement will help advance, and because of their strong partnerships with the businesses, local residents, non-profits, and other nearby interests working to improve this particular stretch of Greenmount Avenue.

The funds for this program are drawn from the City's Critical Area Management Program offset fee fund, which developers pay into when they disturb land close to the waterfront and cannot meet mitigation requirements on site. Waverly Main Street, Inc. is a non-profit formed in 2011 to promote the revitalization of the Waverly Business District located on Greenmount Avenue between 28th and 35th Streets. Grantees are chosen via an open application process.

AGENDA

BOARD OF ESTIMATES

01/28/2015

Department of Planning - cont'd

The goals of the program include improving water quality by reducing stormwater pollution, conserving and protecting wildlife habitat, and improving quality of life for the citizens of Baltimore. All grant allocations are pre-approved by the State's Critical Area Commission.

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

01/28/2015

Fire and Police Employees' - Subscription and Investment
Retirement System (F&P) Management Agreements

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Subscription and Investment Management Agreements for its investment in the Thomas White Emerging Markets Fund, LLC, managed by Thomas White International, LTD (Thomas White).

AMOUNT OF MONEY AND SOURCE:

\$60,000,000.00 - F&P Funds

No General Fund monies are involved in this transaction.

BACKGROUND/EXPLANATION:

All funds and expenses will be expended from the F&P. Thomas White will be managing approximately \$60,000,000.00 of F&P funds in the Thomas White Emerging Markets Fund, a commingled fund investing in emerging market securities.

The F&P Board of Trustees conducted a search for emerging market investment managers and, as a result of that search, selected Thomas White as 1 of 2 emerging market investment managers to receive and invest a total of approximately \$120,000,000.00 of F&P funds. The other investment manager, Lee Munder Capital Group, LLC, was selected by the Board in 2014.

The search and selection process was conducted with the assistance and advice of the F&P's investment advisor, Summit Strategies Group.

MWBOO GRANTED A WAIVER.

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

AGENDA

BOARD OF ESTIMATES

01/28/2015

Space Utilization Committee - Sub-Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Sub-Lease Agreement with Greibo.K Designs, LLC, sub-tenant, for rental of a portion of the property known as 34 Market Place, being on the 2nd floor, consisting of 1,727 square feet. The period of the Sub-Lease Agreement is December 1, 2014 through November 30, 2017, with one 1-year renewal option.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$25,926.00	\$2,160.50

BACKGROUND/EXPLANATION:

The leased premises will be used for its office by Greibo.K Designs, LLC. The sub-lessee accepts the sublet space in its current condition. The sub-lessee will be responsible for the maintenance of the sublet space at its own expense and cost. The sub-landlord will be responsible for all inclusions such as maintaining the premises in good, clean and safe repair and condition, ordinary wear and tear expected per the Master Lease with Thirty-Four Market Place, LLC.

Provided the sub-lessee is not in default of any of the terms of this lease, the sub-lessee has the option to renew this sub-lease at a rate of 3% above the previous year.

The Space Utilization Committee approved this Sub-Lease Agreement on January 13, 2015.

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

AGENDA

BOARD OF ESTIMATES

01/28/2015

Department of Public Works/ - Employee Expense Statement
Bureau of Water and Wastewater

ACTION REQUESTED OF B/E:

The Board is requested to approve the Employee Expense Statement for Mr. Travis Minott for September 25, 2014.

AMOUNT OF MONEY AND SOURCE:

\$25.00 - (Water Sampler Certification class fee for
Travis Minott)
25.00 - (Water Sampler Certification class fee paid by Travis
Minott on behalf of Milton Weisenburg)
\$50.00 - 2071-000000-5521-630212-603020

BACKGROUND/EXPLANATION:

The employees attended the Maryland Rural Water Works Sampler Certification class.

The Bureau agrees that the employee is entitled to reimbursement for attending this class. The employee was notified of the pending class on September 25, 2014 and a travel request was submitted for traveling this same date. A check in the amount of \$50.00 was forwarded to Maryland Rural Works (\$25.00 per student, as Mr. Minott also paid the fee for Mr. Milton Weisenburg). The sales receipt was not forwarded to the DPW in a timely manner to submit to the Bureau of Accounting and Payroll Services.

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

01/28/2015

Health Department - Ratification of License
and Service Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify the License and Service Agreement with Netsmart Technologies, Inc. The period of the Agreement was to be effective upon Board approval through November 30, 2014.

AMOUNT OF MONEY AND SOURCE:

\$20,000.00 - 5000-520114-3030-702900-603051

BACKGROUND/EXPLANATION:

As per Federal requirements, the Department's Family Planning clinics must install an electronic health record. Several years ago, the Department purchased the Insight Family Planning Module. This module will meet the requirements of an electronic health record and is being adapted for use. For efficiency and in order to provide the best clinical care to clients, the Family Planning historical data in the current data system, Ahlers, must be converted. Netsmart Technologies, Inc. will convert existing family planning data from the Ahlers database to Insight software already used by the Department.

The Insight Family Planning Module is designed for health departments that receive Title X funding under the Public Health Service Act. The Department's Family Planning Clinics are Title X funded.

The License and Service Agreement is late because it was misplaced during the initial administrative review process in October, 2014.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

01/28/2015

Health Department - Agreements and Grant Agreement

The Board is requested to approve and authorize execution of the various agreements. The period of the Agreement is July 1, 2014 through June 30, 2015, unless otherwise indicated.

AGREEMENTS

1. **UNIVERSITY OF MARYLAND, BALTIMORE** **\$ 35,600.00**

Account: 5000-520115-3030-702900-603051

The Adolescent and Young Adult Health Center of the University of Maryland, Baltimore will provide access to reproductive health services to the uninsured and underinsured citizens of Baltimore City. Services include, but are not limited to education, contraception, screening and referral of reproductive-related cancers and education, and screening of sexually transmitted infections,

The Agreement is late because the Department was waiting for budget revisions.

2. **COMMUNITY CONNECTIONS, INC.** **\$ 12,100.00**

Account: 6000-618714-3080-595600-603018

The agreement is for training and consultation for Creating Cultures of Trauma-informed Care-B'more Fit for Healthy Babies.

A system that is trauma informed has at its center the core principles of safety, trustworthiness, choice collaboration, and empowerment for and with the consumer. The core principles also need to be present for the staff in order for them to be able to provide a trauma-informed system. The period of the Consultant Agreement is January 1, 2015 through December 31, 2015.

The consultant will outline the way support and care for the entire staff is essential, how staff support is an organization obligation as well as a personal and professional concern, how stressed systems can be traumatizing for the staff working in them, and how in

AGENDA

BOARD OF ESTIMATES

01/28/2015

Health Department - cont'd

these systems we can apply much of what we know about trauma and abuse to the program as a whole.

The consultant will also address fatigue and burnout, levels of work-related stress, and what a multi-level response to stress in the workplace might look like. Participants will be asked to engage in exercises to develop work plans for creating a psychologically healthy workplace.

The Agreement is late because it was misplaced during the Departments internal review process.

MBE/WBE PARTICIPATION:

N/A

3. THE JOHNS HOPKINS UNIVERSITY \$74,483.00

Account: 4000-425615-3023-599602-603051

The Johns Hopkins University will continue to provide Psychosocial Support Services to accommodate the increasing number of uninsured and underinsured HIV infected clients, from childhood to age 24 years to access needed health and supportive services.

This Agreement is late because the Infectious Disease and Environmental Health Administration programmatically manages Ryan White Part D services. The providers are asked to submit a budget, budget narrative, and scope of services. The BCHD thoroughly reviews the entire package before preparing a contract and submitting it to the Board of Estimates. These budgets are many times revised because of inadequate information from the providers. This review process is required to comply with the grant requirements.

MWBOO GRANTED A WAIVER.

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

01/28/2015

Health Dept. - cont'd

GRANT AGREEMENT

4. **UNIVERSITY OF MARYLAND MEDICAL CENTER** **\$11,000.00**
(UMMC)

Account: 6000-619415-3041-688200-406001

The UMMC Cancer Program and the Baltimore City Health Department Cancer Program will work together to manage the Baltimore City Cancer Coalition (Coalition), which is charged with promoting public awareness of cancer screening and treatment services.

The UMMC will contribute \$11,000.00 towards the funding of an administrative agent to coordinate the Coalition activities. The BCHD will also contribute \$11,000.00.

The UMMC Cancer Program will assist the Department in the identification and scoring of grant applications from potential vendors expressing an interest in serving as the administrative agent of the Coalition.

The Agreement is late because revisions delayed the process.

MBE/WBE PARTICIPATION:

N/A

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

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

01/28/2015

Enoch Pratt Free Library - TRANSFER OF LIFE-TO-DATE
SICK LEAVE

The Board is requested to approve the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Ms. Mary Knauer.

The Board is also requested to grant a waiver/exception from the policy, AM-203-03, which allows a maximum of 30 days of sick leave transfer, to grant an additional 47 days for a total of 77 sick leave days.

The transfer of sick leave days is necessary in order for the designated employee to remain in pay status with continued health coverage. The City employees have asked permission to donate the sick leave days that will be transferred from their LIFE-TO-DATE sick leave balance as follows:

<u>Donors</u>	<u>No. of Days</u>	<u>Donors</u>	<u>No. of Days</u>
Shama Brightful	2	Alprescia M. Rivers	5
Barbara B. Collins	2	Susan P. Pluhar	1
Julia C. Johnson	1	Kim Leith	1
Carla Hayden	5	Eva Slezak	2
Glenda Lindenbaum	1	John A. Richardson	2
Gordon Krabbe	5	Richard B. Fisher	1
Katherine A. Durner	5	Sonia Perry	1
Rosemarie Mensuphu-Bey	5	Eric Thorton	2
Faith T. Edmonds	5	Kennard Hopkins	3
Judith Cooper	5	Vivian Fisher	2
Angela Matthews	3	Stuart Ragland	2
Deborah Taylor	3	Devon Ellis	1
Monalisa DeGross	3	Naomi Haftler	1
Shirley Harley	2	Eunice Anderson	1
Clarence B. Mollock	<u>3</u>	Jan Westervelt	<u>2</u>
	50		27

Total Days: **77**

THE LABOR COMMISSIONER RECOMMENDED APPROVAL.

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

The Board is requested to
approve award of
the formally advertised contract
listed on the following page:

29

to the low bidder meeting specifications.

AGENDA

BOARD OF ESTIMATES

01/28/2015

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases

1.	B50003871, Auto- motive Hardware and Fasteners	Robnet, Inc.	\$300,000.00
----	------------------------------------------------------	--------------	--------------

(Department of General
Services)

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

01/28/2015

Mayor's Office of Human -Inter-Governmental Agreement
Services (MOHS)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Inter-Governmental Agreement with the Maryland State Department of Human Resources (MDHR). The period of the Agreement is July 1, 2014 through June 30, 2015.

AMOUNT OF MONEY AND SOURCE:

\$2,337,374.00 - 5000-585915-1191-719000-600000

BACKGROUND/EXPLANATION:

Under the terms of this Inter-Governmental Agreement, the MOHS, through its Baltimore Community Action Partnership Program, will use funding from the MDHR to pay 36 staff members working at its Family Investment Administration, Office of Home Energy Programs.

The Inter-Governmental Agreement is late because of a delay at the administrative level.

APPROVED FOR FUNDS BY FINANCE

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

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

AGENDA

BOARD OF ESTIMATES

01/28/2015

Mayor's Office of Human Services - Agreements

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

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

Account: 4000-496214-3573-591404-603051

Associated Catholic Charities, Inc. will provide housing assistance and support services to twenty-four households. Services include, but are not limited to case management, education services, employment assistance, life skills training, and substance abuse treatment. The period of the Agreement is January 1, 2015 through December 31, 2015.

MWBOO GRANTED A WAIVER.

2. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$3,391,600.00**
(ACC)

Account: 1001-000000-3572-327206-603051

Associated Catholic Charities, Inc. will operate and provide shelter and supportive services to the homeless population of Baltimore at the Housing Resources Center located at 600 Fallsway. The ACC will use funds to cover salaries and operating costs for managing the shelter and associated programs. By approval of the Board, the award may be renewed for two 1 calendar year periods in the same award amount and with the same terms and conditions. The period of the Agreement is July 1, 2014 through June 30, 2015.

The Agreement is late because of the delays in negotiating the contract terms.

MBE/WBE PARTICIPATION:

FOR FY 2015, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$343,070.00, AS FOLLOWS:

AGENDA

BOARD OF ESTIMATES

01/28/2015

Mayor's Office of Human Services - cont'd

MBE: \$92,628.90

WBE: \$34,307.00

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

01/28/2015

Mayor's Office of Employment Development - Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant Agreement with Second Chance, Inc. The period of the Grant Agreement is January 5, 2015 through June 30, 2015.

AMOUNT OF MONEY AND SOURCE:

\$48,920.00 - 4000-807515-6312-465905-603051
4000-807115-6312-465905-603051
4000-806715-6312-465905-603051
1001-000000-6331-465915-603051

BACKGROUND/EXPLANATION:

This Grant Agreement authorizes Second Chance, Inc. to provide Deconstruction Worker training for ten eligible participants enrolled in an on-the-job employer based customized training program. Deconstruction Worker training will include learning basics steps to deconstruct a building and to salvage materials. Participants will develop job search skills that will enable them to obtain employment in the deconstruction, construction and business industry. Training will also include learning safety requirements, deconstruction tool usage, health hazard recognition and prevention, and management of salvaged materials.

The obligation level of this Grant Agreement will not exceed \$48,920.00. The funds will be drawn from four different accounts 4000-807515-6312-465905-603051, 4000-807115-6312-465905-603051, 4000-806715-6312-465905-603051, and 1001-000000-6331-465915-603051. The accounts and the amount drawn from those accounts cannot be determined until the participants are registered.

The Grant Agreement is late because additional time was necessary to reach a comprehensive understanding between the parties.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

PERSONNEL MATTERS

* * * * *

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

35 - 50

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

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

AGENDA

BOARD OF ESTIMATES

01/28/2015

PERSONNEL

Hourly Rate

Amount

Department of Finance

- | | | |
|------------------------------|---------|--------------------|
| 1. COMMANDER B. JONES | \$17.17 | \$26,785.20 |
|------------------------------|---------|--------------------|

Account: 1001-000000-1480-166400-60109

Mr. Jones will continue to work as a Contract Services Specialist II (Licensed Inspector). He will be responsible for conducting City-wide on-site inspections of gas stations, pawnbrokers, open-air garages, massage parlors, theaters, skating rinks, bars, club restaurants, movie houses, amusement arcades, and other establishments for a variety of business occupational and amusement type licenses required by Article 15 of the Baltimore City Code. The period of the Agreement is effective upon Board approval for one year.

Fire Department

- | | | |
|-------------------------|---------|--------------------|
| 2. MARC DeSIMONE | \$38.94 | \$40,500.00 |
|-------------------------|---------|--------------------|

Account: 1001-000000-2131-238200-601009

Mr. DeSimone will work as a Contract Services Specialist II (Director of Training and Education). He will provide oversight and assistance in the implementation of the City's homeland security and emergency management training and exercise strategy. In addition, he will develop, design and implement training plans and programs for the Baltimore City Fire and Police Academies and collaborate with stakeholders to plan and execute learning/development activities to support Academy growth initiatives and strategic goals. He will also serve as a liaison to the Department of Human Resources' City of Baltimore University for Police and Fire leadership training. The period of the Agreement is effective upon Board approval for six months.

AGENDA

BOARD OF ESTIMATES

01/28/2015

PERSONNEL

Hourly Rate

Amount

Mayor's Office

- 3. **MARY PAT FANNON** \$70.00 **\$87,500.00**

Account: 1001-000000-1250-152900-603018

Ms. Fannon will continue to work as a Contract Services Specialist II (Senior Advisor) for the Mayor's Office on fiscal policy and legislative matters. She will also provide advice to the Mayor's Office of Governmental Relations in reference to the Maryland General Assembly's consideration and adoption of legislation impacting the interests of Baltimore City. The period of the Agreement is effective upon Board approval for one year.

- 4. Create the following position:

- a. Classification: Executive Assistant
 - Job Code: 10083
 - Grade: 904 (\$44,200.00 - \$70,800.00)
 - Position No.: To be assigned by BBMR

Abolish the following two positions:

Position Nos.: 1480-48595 and 1480-12557

- b. Classification: Office Assistant II
 - Job Code: 33212
 - Grade: 075 (\$27,652.00 - \$31,432.00)

Reclassify the following positions:

Position No. 1250-15994

- c.
 - From: Executive Secretary
 - Job Code: 00010
 - Grade: 921 (\$36,974.00 - \$62,660.00)
 - To: Operations Officer I
 - Job Code: 00085
 - Grade: 923 (\$56,100.00 - \$89,900.00)

AGENDA

BOARD OF ESTIMATES

01/28/2015

PERSONNEL

Mayor's Office - cont'd

Position No. 6301-16448

- d. From: Executive Assistant
 Job Code: 10083
 Grade: 904 (\$44,200.00 - \$70,800.00)

- To: HR Business Partner
 Job Code: 07371
 Grade: 931 (\$68,200.00 - \$109,100.00)

Position No. 3540-15982

- e. From: Executive Assistant
 Job Code: 10083
 Grade: 904 (\$44,200.00 - \$70,800.00)

- To: Operations Officer I
 Job Code: 00085
 Grade: 923 (\$56,100.00 - \$89,900.00)

Costs: \$82,451.00 - 1001-000000-5721-401300-601001
 (\$30,282.00) - 1001-000000-1250-152800-601001
 \$29,425.00 - 1001-000000-6301-399800-601001
 (\$24,914.00) - 1001-000000-3540-326400-601001

Office of the City Council

5.	ANGELA BROWN	\$16.94	\$20,322.00
----	---------------------	---------	--------------------

Account: 1001-000000-1000-107100-601009

Ms. Brown, retiree, will work as a Contract Services Specialist I (Secretary I). Her duties will include, but are not limited to maintaining appointment schedules and arranging meetings and conferences, composing correspondence, preparing reports, and making travel arrangements, logging and routing correspondence, and attending meetings, conferences and similar situations to gather or present information. The period of the Agreement is effective upon Board approval for one year.

AGENDA

BOARD OF ESTIMATES

01/28/2015

PERSONNEL

Hourly Rate

Amount

Department of Recreation and Parks

6. **JOHN KIRK** \$26.75 **\$51,003.16**

Account: 6000-680514-4792-369501-406001

Mr. Kirk will work as a Contract Services Specialist II (Sports Facility Director). His duties will include, but are not limited to managing and organizing the activities and functions of the Ice Arena; supervising the performance of part-time personnel; and recommending the hiring, promoting, disciplining and firing of part-time personnel to the Department's Division Chief of Youth and Adult Sports. He will also oversee City-wide and district-wide recreational sports programs at the Ice Arena and develop cost analysis for facility operations at the Ice Arena, and develop and implement sales and marketing programs. He will arrange and schedule special program events, recruit and train personnel and volunteers for the Department's Recreation Division, receive, count and deposit revenue, make nightly bank deposits and maintain records. In addition, he will approve the disbursement of funding for operational expenses of the Ice Arena, prepare, maintain and monitor the facility budget, negotiate the services of individuals, groups and facility rentals, and oversee the maintenance of operating equipment. The period of the Agreement is effective upon Board approval for one year.

7. **STEPHANIE HELMS** \$23.00 **\$41,860.00**

Account: 1001-000000-4783-583800-603026

Ms. Helms will continue to work as a Contract Specialist II (Environmental Conservation Analyst). Her duties will include, but are not limited to performing daily tasks with the TreeBaltimore Program such as collecting and tracking tree planting data, providing maintenance for the program's

AGENDA

BOARD OF ESTIMATES

01/28/2015

PERSONNEL

Hourly Rate

Amount

Department of Recreation and Parks

nursery, assisting with educational and volunteer outreach, providing expertise and labor alongside the Department's non-profit partners during tree planting and maintenance events, coordinating the implementation of forest conservation plans for the Department's representative in the City's efforts to procure and implement a City-wide GIS-based tree inventory system. The period of the Agreement is effective February 1, 2015 for one year.

Department of General Services

8. **GIA MONTGOMERY** \$18.50 **\$17,600.00**

Account: 1001-000000-1911-730900-601009

Ms. Montgomery will continue to work as a Contract Services Specialist II (Program Coordinator). Her duties will include, but are not limited to performing both coordination between applicants and agencies and the data entry work of the right-of-way uses across the City as part of a proposed transfer of food and merchant street vendor and food truck licensing and regulatory activity under the purview of the Right-of-Way Section. The period of the Agreement is effective upon Board approval for six months.

9. **HANIFAH PARKER-MORRISON** \$25.66 **\$48,765.00**

Account: 2030-000000-1890-189300-601009

Ms. Parker-Morrison will work as a Contract Services Specialist II (Research Analyst). Her duties will include, but are not limited to collecting, compiling, verifying and reviewing data and statistics on DGS, Fleet Management Programs, preparing reports, charts, graphs and statistical

AGENDA

BOARD OF ESTIMATES

01/28/2015

PERSONNEL

Department of General Services

tabulation and other documents using various data and statistics. In addition, she will be responsible for participating in surveys and researching projects and recommending data collection procedures and forms, answering inquiries and corresponding with various officials and agencies, and assisting in the coordination of interdepartmental and departmental activities with other City departments and divisions and with outside agencies. The period of the Agreement is effective upon Board approval for one year.

10. Create the following Position:

- a. Classification: Program Coordinator
Job No.: 31192
Grade: 923 (\$56,100.00 - \$89,500.00)
Position No.: to be assigned by BBMR

Reclassify the following two Positions:

b. Position No. 1890-24131:

From: Accounting Assistant I
Job Code: 34131
Grade: 075 (\$27,652.00 - \$31,432.00)

To: Accounting Assistant II
Job Code: 34132
Grade: 078 (\$29,378.00 - \$33,879.00)

c. Position No. 1982-49289:

From: Building Repairer
Job Code: 53111
Grade: 429 (\$30,867.00 - \$34,004.00)

AGENDA

BOARD OF ESTIMATES

01/28/2015

PERSONNEL

Department of General Services - cont'd

To: Public Building Maintenance Coordinator
Job Code: 53231
Grade: 432 (\$33,612.00 - \$37,587.00)

Cost: \$81,369.35 - 1001-000000-1981-194600-601001
(1 Program Coordinator)

2,233.58 - 2030-000000-1890-189500-601001
(1 Accounting Assistant II)

3,621.80 - 2009-000000-1982-192500-601001
\$87,224.93 (1 Public Building Maintenance Coordinator)

Health Department

11. **ROGER RYAN** \$20.00 \$ **960.00**

Account: 5000-535715-3024-268400-601009

Mr. Ryan will work as a Contract Services Specialist II (Strength Trainer Instructor). Mr. Ryan will be responsible for coordinating and teaching strength training using weights and elastic tubing, as well as stretching and relaxing muscular range of movements, and hand and finger coordination. He will also be responsible for coordinating classroom set-up and maintaining a roster of class participation and attendance. The period of the Agreement is effective upon Board approval through May 22, 2015.

12. **MARGARITA GABRIELA** \$15.00 \$ **9,750.00**
VARELA HESLIN

Account: 4000-427815-3030-294500-601009 \$ 1,950.00
5000-520015-3030-702900-601009 \$ 7,800.00

Ms. Heslin will work as a Contract Services Specialist II (Youth Development Aide). Her duties will include, but are not limited to providing support to clients in need of health insurance, and providing assistance in clinical operations for the Adolescent and Reproductive Health and Immunization Programs. She will also be responsible for

AGENDA

BOARD OF ESTIMATES

01/28/2015

PERSONNEL

Health Dept. - cont'd

Hourly Rate

Amount

assisting in recruitment of youth and young adults and chaperoning program participants while on trips or other program activities. The period of the Agreement is effective upon Board approval through June 30, 2015.

13. **ROSZETTA RYAN** \$20.00 **\$ 1,680.00**

Account: 5000-535715-3024-268400-601009

Ms. Ryan will continue to work as a Contract Service Specialist II (Aquatic Aerobics Instructor) for the Oliver Senior Center. She will be responsible for coordinating and teaching Aerobic Exercising using weights and elastic tubing, as well as stretching and relaxing, muscular range of movements and hand and finger coordination. She will also teach how to use weights and coordinate classroom set-up and maintain a roster of class participants and attendance. The period of the Agreement is effective upon Board approval through June 30, 2015.

Mayor's Office of Criminal Justice (MOCJ)

14. **ERIN CUNNINGHAM** \$26.00 **\$29,744.00**

Account: 4000-476515-2252-690500-601009

Ms. Cunningham will continue to work as a Contract Services Specialist II (Visitation Center Supervisor). She will be responsible for overseeing supervised visitation and monitoring exchange services as well as support the operations of the Visitation Center through administrative duties. The period of the Agreement is March 1, 2015 through February 29, 2016.

AGENDA

BOARD OF ESTIMATES

01/28/2015

PERSONNEL

MOCJ - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
15. LYNELL HENRY	\$25.00	\$12,000.00

Account: 1001-000000-2252-729400-603026

Mr. Henry will work as a Contract Services Specialist II (Youth Connector). His duties will include, but are not limited to creating needs assessment tool based on evidence-based models and in consultation with other stakeholders, assessing every youth at the connection center to identify needs, identifying services and making connections for youth and their families, participating in strategic planning for service delivery at the Centers, building relationships to promote the Centers as safe places for youth, collecting data from youth, their families and from participating agencies, delivering and coordinating recreational activities, life skills training and educational opportunities and assisting in supervision and transportation of youth. The period of the Agreement is effective upon Board approval through June 30, 2015.

16. Reclassify Position No. 2252-49575:

From: Criminal Justice Associate
 Job Code: 00111
 Grade: 903 (\$41,700.00 - \$66,700.00)

To: Senior Criminal Justice Associate
 Job Code: 10250
 Grade: 904 (\$44,200.00 - \$70,000.00)

Cost: \$21,903.00 - 1001-000000-2252-729400-603026

AGENDA

BOARD OF ESTIMATES

01/28/2015

PERSONNEL

Baltimore City Orphans' Court

17. a. Create the following non-civil service class:

00895 - Retired Chief Judge Orphans' Court
Grade: 996 (\$100.00 - \$42,250.00)

b. Adjust the salary of the following positions:

00831 - Associate Judge Orphans' Court

From: Grade 82E (\$62,500.00)
To: Grade 82E (\$74,000.00)

00832 - Chief Judge Orphans' Court

From: Grade 84E (\$72,500.00)
To: Grade 84E (\$84,500.00)

00894 - Retired Judge Orphans' Court

From: Grade 998 (\$100.00 - \$31,250.00)
To: Grade 998 (\$100.00 - \$37,250.00)

Cost: \$29,500.00 - 1001-000000-1121-117700-601001

The House of Delegates passed House Bill 1206 which amends the compensation for Elected and Retired Judges for Baltimore City Orphans' Court. To ensure that Baltimore City is in compliance with the passing of the House Bill, the DHR is requesting approval from the Board of Estimates to approve the above class actions with an effective date of December 2, 2014 to comply with the beginning of the Judges' term of office.

AGENDA

BOARD OF ESTIMATES

01/28/2015

PERSONNEL

Department of Transportation

18. Reclassify Position No. 2301-35715:

From: Program Compliance Officer I
Job Code: 31501
Grade: 087 (\$39,308.00 - \$47,515.00)

To: Program Compliance Officer II
Job Code: 31502
Grade: 927 (\$59,600.00 - \$95,400.00)

Cost: \$24,038.00 - 1001-000000-2301-383700-601001

Dept. of Public Works - Office of Engineering & Construction

19. Create the following positions:

- a. Classification: Engineer I
Job Code: 72111
Grade: 927 (\$59,600.00 - \$95,400.00)
(9 Positions)
Position No.: to be assigned by BBMR
- b. Classification: Engineer Associate II
Job Code: 72712
Grade: 089 (\$42,600.00 - \$51,722.00)
(1 Position)
Position No.: to be assigned by BBMR
- c. Classification: Public Works Inspector I
Job Code: 42211
Grade: 084 (\$35,212.00 - \$42,026.00)
(1 Position)
Position No.: to be assigned by BBMR

AGENDA

BOARD OF ESTIMATES

01/28/2015

PERSONNEL

Department of Public Works - cont'd

d. Classification: Grants Procurement Officer
Job Code: 31754
Grade: 904 (\$44,200.00 - \$70,800.00)
(1 Position)

Position No.: to be assigned by BBMR

Costs: \$529,036.00 - 2072-000000-5181-390700-601001
(Engineer I, 6 positions)

\$210,982.00 - 2072-000000-5181-734400-601001
(Engineer I, 1 position)
(Public Works Inspector I, 1 position)
(Engineer Associate II, 1 position)

\$ 68,253.00 - 2072-000000-5181-389700-601001
(Grants Procurement Officer, 1 position)

\$176,345.00 - 2072-000000-5601-613800-601001
(Engineer I, 2 positions)

DPW - Bureau of Water & Wastewater

20. Reclassify Position No. 5471-22677:

From: Word Processing Operator III
Job Code: 33258
Grade: 078 (\$29,378.00 - \$33,879.00)

To: Office Assistant III
Job Code: 33213
Grade: 078 (\$29,378 - \$33,879.00)

Cost: \$0.00 - 2071-000000-5471-609300-601001

AGENDA

BOARD OF ESTIMATES

01/28/2015

PERSONNEL

DPW - Bureau of Water & Wastewater

21. Reclassify Position No.5471-49994:

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

To: Collections Representative I
Job Code: 34253
Grade: 080 (\$30,384.00 - \$36,271.00)

Cost: \$48,688.00 - 2071-000000-5471-609400-601001

Department of Human Resources

22. a. Adjust the salary of the following salary ranges:

Grade 801	FROM: (\$7.96)	TO: (\$8.00)
Grade 851	FROM: (\$7.25)	TO: (\$8.00)
Grade 901	FROM: (\$7.78 - \$10.88)	TO: (\$8.00 - \$10.88)
Grade 905	FROM: (\$7.78 - \$36.38)	TO: (\$8.00 - \$36.38)
Grade 910	FROM: (\$14,819 - \$16,942)	TO: (\$15,255 - \$17,500)
Grade 974	FROM: (\$7.25 - \$8.70)	TO: (\$8.00 - \$9.00)
Grade 975	FROM: (\$7.25 - \$9.35)	TO: (\$8.00 - \$9.35)
Grade 976	FROM: (\$7.25 - \$10.10)	TO: (\$8.00 - \$10.10)
Grade 977	FROM: (\$7.25 - \$15.00)	TO: (\$8.00 - \$18.00)
Grade 979	FROM: (\$7.25 - \$14.18)	TO: (\$8.00 - \$14.18)
Grade 980	FROM: (\$7.25 - \$14.10)	TO: (\$8.00 - \$14.10)
Grade 981	FROM: (\$7.25 - \$17.60)	TO: (\$8.00 - \$17.60)
Grade 982	FROM: (\$7.25 - \$50.00)	TO: (\$8.00 - \$50.00)
Grade 983	FROM: (\$7.25 - \$90.00)	TO: (\$8.00 - \$90.00)
Grade 984	FROM: (\$7.25 - \$10.00)	TO: (\$8.00 - \$10.00)
Grade 985	FROM: (\$7.25 - \$20.00)	TO: (\$8.00 - \$20.00)
Grade 986	FROM: (\$7.25 - \$30.00)	TO: (\$8.00 - \$30.00)

AGENDA

BOARD OF ESTIMATES

01/28/2015

PERSONNEL

Dept. of Human Resources - cont'd

b. Abolish the following three obsolete classes:

Classification:	Special Aide Blue Chip	Leader Blue Chip
Job Code:	07102	07101
Grade:	850 (\$5.15)	973 (\$5.15 - \$9.90)

Classification:	Study Student
Job Code:	01039
Grade:	92D (\$7.25 - \$100.00)

AMOUNT OF MONEY AND SOURCE:

It is estimated that the above salary actions will have an annual cost of \$30,562.14 to the General Fund. The annual cost to other funds is estimated at \$21,459.33.

BACKGROUND/EXPLANATION:

Maryland State legislation stipulates a mandated increase to the minimum wage; which raises the minimum wage from \$7.25 per hour to \$8.00 per hour effective January 1, 2015.

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.

The Department of Human Resources has also identified the above three obsolete, unpopulated Job Classifications and Salary Grades for abolishment.

In recommending the above adjustment of the minimum of the salary range for the class of Work Study Student (10112) from a Grade 981 (\$7.25 - \$17.60) to (\$8.00 - \$17.60), 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:

AGENDA

BOARD OF ESTIMATES

01/28/2015

PERSONNEL

Dept. of Human Resources - cont'd

	<u>Educational Category</u>	<u>Present Plan</u>	<u>Proposed Plan</u>
(1)	High School Student	\$ 7.25 - \$10.10	\$ 8.00 - \$10.10
(2)	First Year of College	\$ 8.20 - \$11.85	\$ 9.00 - \$11.85
(3)	Second Year of College	\$ 9.10 - \$12.85	\$10.00 - \$12.85
(4)	Third Year of College	\$10.10 - \$14.60	\$11.00 - \$14.60
(5)	Fourth Year of College	\$11.50 - \$15.85	\$12.00 - \$15.85
(6)	Graduate School	\$12.10 - \$17.60	\$14.00 - \$17.60

Office of the Inspector General

23. Reclassify Position No. 1081-49445:

From: OIG Agent
 Job Code: 10210
 Grade: 927 (\$59,600.00 - \$94,400.00)

To: OIG Lead Agent
 Job Code: 10211
 Grade: 929 (\$63,300.00 - \$101,200.00)

Cost: \$10,516.00 - 1001-000000-1081-109300-601001

Mayor's Office of Employment Development (MOED)

24. Reclassify the following Positions:

a. From: New Position
 Job Code: 90000
 Grade: 900 (\$1.00 - \$204,000.00)
 Job No.: 6311-50422

To: Operations Officer I
 Job Code: 00085
 Grade: 923 (\$56,100.00 - \$89,900.00)

AGENDA

BOARD OF ESTIMATES

01/28/2015

PERSONNEL

MOED - cont'd

- b. From: New Position
Job Code: 90000
Grade: 900 (\$1.00 - \$204,000.00)
Job No.: 6311-50425

To: Human Services
Job Code: 01223
Grade: 918 (\$32,934.00 - \$57,383.00)

- c. From: New Position
Job Code: 90000
Grade: 900 (\$1.00 - \$204,000.00)
Job No.: 6311-50426

To: Facilities/Office Services I
Job Code: 01221
Grade: 911 (\$23,663.00 - \$41,277.00)

There are no costs associated with these actions.

AGENDA

BOARD OF ESTIMATES

01/28/2015

Baltimore City Police Department - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant Award with the Governor's Office of Crime Control and Prevention (GOCCP). The period of the Grant Award is from October 1, 2014 through June 30, 2015.

AMOUNT OF MONEY AND SOURCE:

\$20,997.00 - 4000-475415-2041-212600-600000

BACKGROUND/EXPLANATION:

The Department received a Grant Award from the GOCCP for the "Learning for Life."

The "Learning for Life Academy" camp will mentor and educate approximately fifty youths from Baltimore City. The Academy will be comprised of physical activity courses, sessions to develop life-skills, character building, and will aid with breaking down stereotypes and barriers in communication that youth may have with police officers. The camp is aimed to foster a positive experience between the City's youth and police officers.

MBE/WBE REQUIREMENT:

N/A

APPROVED FOR FUNDS BY FINANCE

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

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

AGENDA

BOARD OF ESTIMATES

01/28/2015

Office of Engineering and Construction - Employee Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve the Employee Expense Statement for Mr. Anthony Cianferano for mileage for the month of September 2014.

AMOUNT OF MONEY AND SOURCE:

\$199.36 - 9960-907719-9557-900020-705050

BACKGROUND/EXPLANATION:

Mr. Cianferano originally submitted this expense report in November 2014. It was returned because the expense exceeded the deadline for submission.

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

01/28/2015

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 017 to Moffatt & Nichol, under Project No. 1154.1 On-Call Storm Water Study and Engineering Design Services. This task assignment is approximately eight months.

AMOUNT OF MONEY AND SOURCE:

\$232,943.37 - 9958-913715-9520-900020-703032

BACKGROUND/EXPLANATION:

This task will involve the design of Storm Drain Contract 7770 which will include the installation of approximately 1,800 linear feet of replacement storm drain and the design of an underground pipe storage and pipe attenuation facility in the rear of 4909 Harford Road.

The recommendations were developed in the Northeast Baltimore Drainage Study in which specific drainage improvement alternatives were developed based on the identification of inadequacies in the existing storm drain system. The study area is a 336-acre drainage area with the downstream boundary beginning at the discharge point into a contributing stream of Herring Run, north of the Harford Road Bridge over Herring Run Park and its intersection with Argonne Drive. The drainage area maintains a west boundary along Grindon Avenue, a northern boundary is in the 3100 block of Evergreen Avenue and an eastern boundary with Walther Boulevard.

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

AGENDA

BOARD OF ESTIMATES

01/28/2015

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$300,000.00	9958-932004-9522	9958-913715-9520-3
Stormwater	Constr. Reserve	Engineering
Utility Funds	Storm Water	
	Management	

This transfer will fund Project 1154.1 Task 17, On-Call Stormwater Study.

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

AGENDA

BOARD OF ESTIMATES

01/28/2015

Department of Public Works/Office - Amendment No. 4 to
of Engineering and Construction Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 4 to Agreement with Gannett Fleming, Inc., under WC 1164, Towson Finished Water Reservoir Cover Post-Award Services. The original agreement expired January 14, 2015. The Amendment No. 4 will extend the agreement for eight months.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On October 9, 2012, the Board approved Amendment No. 2 with the Consultant to continue design for the Towson Finished Water Reservoir Cover and Miscellaneous Repair for a period of 12 months until January 14, 2015.

The post award services contract needs to be extended past the January 14, 2015 date because the County would only review stormwater management plans pending acceptance of utility agreements by the City. The City has accepted the agreements in principle, and the County's formal review is proceeding. However, the project should not be advertised until the County approval is granted and it was anticipated that this would not take place until early December at the latest. As a result, there was not enough time to advertise, bid, and respond to bid questions by January 14, 2015, based on this County approval date. Therefore, eight months is needed for these engineering services.

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

AUDITS NOTED THE TIME EXTENSION.

(The Amendment No. 4 to Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

01/28/2015

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 001 to Whitman, Requardt & Associates, LLP. (WRA) under Project No. 1178W, On-Call Civil/Structural Engineering Services. The original contract will expire July, 20 2017. The duration of this task assignment is approximately 24 months.

AMOUNT OF MONEY AND SOURCE:

\$203,925.91 (Baltimore County)
203,925.91 (Baltimore City Wastewater Revenue Bonds)
\$407,851.82 - 9956-906684-9551-900020-703032

BACKGROUND/EXPLANATION:

The WRA will provide engineering services under this task, including development of technical recommendations, reporting and concept design to the City for near and long-term alternatives for Back River and Sparrows Point (Patapsco River) discharges based on the results of the Virginia Institute of Marine Science (VIMS) work. The WRA will coordinate the services provided by VIMS and also participate in meetings with the City, VIMS and Maryland Department of the Environment (MDE) as needed. The VIMS will provide scientific services for development of the Phase II, Back River Water Quality Model to evaluate the redirection of discharge of Sparrows Point (Patapsco River) flows to Back River. The Phase II Modeling will be based on in-stream water sampling and real-time data collection from Back River. The VIMS will also coordinate the modeling results with the MDE. The VIMS will document the Phase II WQ Modeling and results in a final report.

MWBOO GRANTED APPROVAL.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

01/28/2015

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$250,000.00	9956-923008-9549	
Wastewater	Constr. Reserve	
Revenue	Back River -	
Bonds	Sparrows Point	
	Outfall	
250,000.00	" "	
County Ap-		
propriation		
<u>\$500,000.00</u>		
\$407,851.82	-----	9995-906684-9551-3
		Design
92,148.18	-----	9995-906684-9551-9
<u>\$500,000.00</u>		Administration

The funds are required to cover the costs of Project 1178, (Task 1), SC 935, Sparrows Point Discharge. Under this task the consultant will evaluate future discharge alternatives for effluent water currently generated at the Back River Wastewater Treatment Plant.

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

AGENDA

BOARD OF ESTIMATES

01/28/2015

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>Department of Recreation and Parks</u>			
1. Mary Hardcastle Desiree Shelley	2015 MAEOE Environ- mental Education Conference Ocean City, MD Feb. 6-7, 2015 (Reg. Fee \$110.00 ea.)	Permit Account	\$ 532.00

The subsistence rate for this location is \$156.00 per night for each attendee. The cost of the hotel for each attendee is \$97.59 per night. The hotel tax is \$10.25 per night plus a recurring charge of \$1.49 for each attendee. The registration fee in the amount of \$110.00 for Ms. Hardcastle and Ms. Shelley was pre-paid on a City-issued credit card assigned to Ms. Fran Spero. Therefore, each attendee will be disbursed \$156.00.

Ms. Hardcastle and Ms. Shelley will stay at the hotel on Friday night because they are scheduled to be presenters early on Saturday. The attendees will travel together to the conference in a City vehicle.

Department of Public Works

2. Rudy Chow	The Utility Manage- ment Conference Austin, TX Feb. 17 - 20, 2015 (Reg. Fee \$795.00)	General Fund	\$2,036.25
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The subsistence rate for this location is \$210.00 per night. The cost of the hotel is \$189.00 per night plus the hotel tax of \$28.35 per night. The registration fee in the amount of \$795.00 was pre-paid on a City-issued credit card assigned to Ms. Lyque O'Connor.

The Department is requesting additional subsistence in the amount of \$57.00 to cover the cost of meals and incidentals. Therefore, Mr. Chow will be disbursed \$1,241.25.

AGENDA

BOARD OF ESTIMATES

01/28/2015

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>Department of General Services</u>			
3. Willem Elsevier	VFA Facility Basic Training Feb. 11 - 13, 2015 Boston, MA (Reg. Fee \$1,300.00)		\$2,310.20
<u>Police Department</u>			
4. Timothy E. Hamilton	2015 Crash Data Retrieval Summit Dallas, TX January 26 - 28, 2015 (Reg. Fee \$799.00)	Asset Forfeiture Fund	\$1,802.20
5. Christine Hurley	20 th Annual Nat'l. CODIS Conference Oklahoma City, OK Nov. 16 - 20, 2014	Fed'l. Grant	\$1,194.42

The subsistence rate for this location is \$153.00 per night. The cost of the hotel is \$83.00 per night plus occupancy taxes of \$44.40. The Department paid an advance of \$200.00 from its Petty Cash for this travel which was included in the total. The Department is requesting a reimbursement to Ms. Hurley of \$944.42.

AGENDA

BOARD OF ESTIMATES

01/28/2015

TRAVEL REIMBURSEMENT:

Police Department - cont'd

Christine Hurley \$ 994.42

	<u>Allowable Expense</u>	<u>Actual Expense</u>
Airfare	\$ 606.20	\$ 606.20
Baggage Fees	50.00	50.00
Subsistence	612.00	482.68
Occupancy Tax	44.00	44.00
Meals	<u>44.00</u>	<u>11.54</u>
	\$1,312.20	\$1,194.42
Cash Advanced	200.00	<u>(200.00)</u>
		\$ 994.42

The Department paid an advance of \$200.00 from petty cash funds. In accordance with AM-240-1, Petty Cash funds should not have been utilized for travel. The Department apologizes for this administrative error and will make every effort to prevent this in the future.

Employees' Retirement System

- 6. Dorothy L. Bryant Opal Financial Group, Inc. Special Funds \$4,407.30
- Doris Brightful Public Funds Summit Scottsdale, AZ Jan. 11 - 15, 2015

On January 11 - 15, 2015, Ms. Bryant and Ms. Brightful travelled to Scottsdale, AZ to attend the Opal Financial Group, Inc. Public Funds Summit.

The subsistence for this location is \$212.00 per day.

The cost of the hotel for Ms. Bryant was \$342.90 per night (including taxes) plus a one-time hotel charge of \$12.00. The cost of the hotel per night for Ms. Brightful was \$410.97 (including taxes) plus a one-time hotel charge of \$12.00.

AGENDA

BOARD OF ESTIMATES

01/28/2015

ERS - cont'd

Ms. Bryant requested additional subsistence of \$130.90 per night for the hotel, the one-time hotel charge of \$12.00 and \$40.00 per day for five days for food and incidentals (including one day for the return travel across the country). The total requested subsistence, ground transportation and airfare totaled \$2,031.84. However, her actual expenses were \$1,980.01. Therefore, the requested reimbursement for Ms. Bryant is as follows:

Airfare	\$ 338.20	
Hotel	1,371.60	(four nights including taxes)
Hotel charge	12.00	(one-time fee)
Meals	113.21	
Taxi	40.00	(1/11/15 Airport to hotel)
Taxi	40.00	(1/15/15 Hotel to airport)
Parking	40.00	(long-term)
Incidentals	<u>25.00</u>	(\$10.00 tip bell boy, \$15.00 tip to maid)
	\$1,980.01	

Ms. Brightful requested additional subsistence of \$198.97 per night for the hotel and the one-time \$12.00 hotel costs and \$40.00 a day for five days for food and incidentals (including one day for the return travel across the country). The total requested subsistence, ground transportation and airfare totaled \$2,429.08. Ms. Brightful lost her receipts and therefore submitted an affidavit of the costs she incurred for which she requested reimbursement as follows:

Airfare	\$ 513.20	
Hotel	1,643.88	(four nights including taxes)
Hotel charge	12.00	(one-time fee)
Meals	113.21	
Transportation	60.00	
Tips, Incidentals/other	<u>85.00</u>	
	\$2,427.29	

AGENDA

BOARD OF ESTIMATES

01/28/2015

ERS - cont'd

The Employees' Retirement System is requesting the Board to approve the travel request and reimbursement to Ms. Bryant and Ms. Brightful.

AGENDA

BOARD OF ESTIMATES

01/28/2015

Police Department - Governmental/Charitable
Solicitation Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse a governmental/charitable solicitation application for submission to the Board of Ethics of Baltimore City for donations from Under Armour for police uniforms for a District to be determined. The period of the solicitation will be effective upon Board approval through May 2015.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

The Project is a collaboration between the Police Department and the private sector to potentially improve the quality and durability of police uniforms and relieve some strain on the Police Department budget. The program is limited to a district to be determined. There will be no suggestion that potential donors might receive special access or favored treatment from any City agency or official.

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

12:00 NOON

ANNOUNCEMENTS OF BIDS RECEIVED

AND

OPENING OF BIDS, AS SCHEDULED