

## NOTICES :

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

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

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

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

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

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



**BOARD OF ESTIMATES' AGENDA - MAY 27, 2015**

Department of Real Estate - Amendment to Sublease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Amendment to Sublease Agreement with Greibo.K Designs, LLC, Sub-lessee, for the rental of a portion of the property known as 34 Market Place, being on the 2<sup>nd</sup> Floor, consisting of 1,727 square feet.

**AMOUNT OF MONEY AND SOURCE:**

| <u>Years 1 - 3</u> | <u>Monthly Rent</u> |
|--------------------|---------------------|
| \$28,283.39        | \$2,356.95          |

The rent will increase by 3% of the previous year upon each renewal.

**BACKGROUND/EXPLANATION:**

This amendment corrects the annual rent amount for the sublease. On January 28, 2015, the Board approved the Sublease Agreement for annual rental payments in the amount of \$25,926.00. The amount was submitted in error. The correct amount should be \$28,283.39 annually. All other terms and conditions contained in the January 28, 2015 Sublease Agreement remain unchanged.

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/27/2015**

Space Utilization Committee - Transfer of Jurisdiction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve to transfer of the property known as 5800 Ethelbert Avenue (Block 4441B, Lot 11) from the jurisdiction of the Baltimore City Board of School Commissioners to the jurisdiction of the Department of Recreation and Parks.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Department of Recreation and Parks will add the transferred property to the adjacent parcel known as 3500 W. Northern Parkway. This will allow for site improvements to include a renovated baseball diamond, multi-purpose field, and ADA accessible walking loop.

The Space Utilization Committee approved this transfer of jurisdiction on May 12, 2015.

**AGENDA**

**BOARD OF ESTIMATES**

**05/27/2015**

Space Utilization Committee - License Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a License Agreement with Civic Works, Inc., Licensee, for the rental property known as Hilltop House, also known as 2445 Rose Street, which is located in Clifton Park containing 3,500 sq. ft. and a 900 sq. ft. garage. The period of the agreement is April 3, 2015 through December 31, 2015 with no renewal options.

**AMOUNT OF MONEY AND SOURCE:**

The annual rent will be \$1.00, if demanded.

**BACKGROUND/EXPLANATION:**

The leased premises will be used as office space and storage for the Civic Works Program. This will be temporary occupancy while the Clifton Mansion is being rehabilitated. The Licensor is responsible for any capital improvements, exterior maintenance, and grass cutting. The Licensee accepts the premises "as-is," will keep the premises clean and free of trash and debris and provide utilities, telephone service, security, and shovel the walk to the driveway only. The Licensee will also provide janitorial services, maintenance and repairs, one time painting of the interior, repair the plaster and drywall in the interior, replace damaged pieces of oak flooring, and provide liability insurance.

The License Agreement is late because of the administrative process.

The Space Utilization Committee approved the License Agreement on May 12, 2015.

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/27/2015**

Space Utilization Committee - Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement with 3331 Eastbourne, LLC, landlord, for the rental of the property known as 3311 Eastbourne Avenue consisting of approximately 3,900 sq. ft. for the building and 21,257 sq. ft. of land, 1723 S. Clinton Street (parking lot) consisting 2,508 sq. ft. of land, and a portion of 1715/21 S. Clinton Street (parking lot) consisting of 5,570 sq. ft. of land. The period of the Lease Agreement is June 1, 2015 through May 31, 2020, with the option to renew for one five-year term.

**AMOUNT OF MONEY AND SOURCE:**

|        | <u>Annual Rent</u> | <u>Monthly Installments</u> |
|--------|--------------------|-----------------------------|
| Year 1 | \$120,000.00       | \$10,000.00                 |
| Year 2 | \$123,600.00       | \$10,300.00                 |
| Year 3 | \$127,308.00       | \$10,609.00                 |
| Year 4 | \$131,128.04       | \$10,927.33                 |
| Year 5 | \$135,061.88       | \$11,255.16                 |

**BACKGROUND/EXPLANATION:**

The Bureau of Solid Waste (BSW) will use the building for office space for the operations of the Skimmer Boats. The parking lots will be used for BSW's vehicles and equipment, and the piers will be used for dockage of the Skimmer Boats. The Landlord will provide an allowance in the amount \$5.00 per sq. ft. for tenant improvements, all necessary repairs to exterior masonry walls and roof, and provide space at 1800 S. Clinton Street to attach the City-owned floating piers currently located at 3201 Boston Street. The BSW is responsible for utilities, janitorial, pest control, and computer services, snow and ice removal, taxes, keeping premises clean and in a sanitary condition, trash removal from the building and parking lots, maintenance and repairs, and liability insurance under the City's self-insurance program.

**AGENDA**

**BOARD OF ESTIMATES**

**05/27/2015**

Space Utilization Committee - cont'd

The Space Utilization Committee approved this Lease Agreement on May 19, 2015.

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/27/2015**

**BOARDS AND COMMISSIONS**

1. Prequalification of Contractors

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

|                                 |                    |
|---------------------------------|--------------------|
| ACM Services, Inc.              | \$ 1,500,000.00    |
| Caplan Bros., Inc.              | \$ 8,000,000.00    |
| Congressional Contracting, Inc. | \$ 4,743,000.00    |
| Deca, Inc.                      | \$ 8,000,000.00    |
| Kiewit Infrastructure South Co. | \$1,576,260,000.00 |
| L&J Waste Recycling, LLC        | \$ 1,500,000.00    |
| Milton Electric Company, Inc.   | \$ 1,500,000.00    |
| Shrader Electric Co., Inc.      | \$ 1,500,000.00    |
| Sparks Quality Fence Co.        | \$ 1,071,000.00    |

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              |
| CEM Design                       | Architect             |
| Colimore Architects, Inc.        | Architect             |
| JGS Engineering, LLC             | Engineer              |
| RMF Engineering, Inc.            | Engineer<br>Architect |
| Stevens Architectural Consulting | Architect             |



PERSONNEL MATTERS

\* \* \* \* \*

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

8 - 22

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**

**05/27/2015**

**PERSONNEL**

|  | <u>Hourly Rate</u> | <u>Amount</u>      |
|--|--------------------|--------------------|
| <u>Fire Department</u>   |                    |                    |
| 1. <b>SHANI BUGGS</b>  | \$25.00            | <b>\$18,750.00</b> |
| Account: 4000-471312-2023-212602-601009  |                    |                    |
| <p>Ms. Buggs will work as a Contract Services Specialist II (Policy Analyst). She will be responsible for analyzing and providing recommendations on homeland security policies and strategies, incorporating those that prevent and deter violence, including but not limited to plans for a violent crime reduction plan for final approval by the Director of Emergency Management. The period of the Agreement is effective upon Board approval for one year.</p>  |                    |                    |
| <u>Mayor's Office of Information Technology</u>  |                    |                    |
| 2. <b>JOE GLENN</b>  | \$46.35            | <b>\$28,979.00</b> |
| Account: 1001-000000-1472-165800-601009  |                    |                    |
| <p>Mr. Glenn, retiree, will continue to serve as a Senior Systems Analyst. The salary is in compliance with AM 212-1, Part I. He will provide analysis and programming support for the Water and Wastewater billing system, assist with the Legacy Water billing system and daily requests, assist with the extraction of data to facilitate the migration to UMAX and provide historic knowledge involving the water billing system. The period of the agreement is effective upon Board approval for one year.</p> |                    |                    |
| 3. <b>VALERIE D. WILLIAMS</b>  | \$18.47            | <b>\$20,592.00</b> |
| Account: 1001-000000-1471-165700-601009  |                    |                    |
| <p>Ms. Williams will work as a Technical Purchaser. This contract is a 7% increase in the hourly rate from the previous contract period. Her duties will include, but are not limited to requesting quotes from vendors and preparing appropriate documentation to submit for purchasing.</p>  |                    |                    |

**AGENDA**

**BOARD OF ESTIMATES**

**05/27/2015**

**PERSONNEL**

Hourly Rate

Amount

Mayor's Office of Information Technology - cont'd

She will also be responsible for maintaining the awarded vendor list for correct contact information, vendor eligibility, and performing follow-up on approvals for purchasing. She will distribute newly cut PO's, logs all PO's and verify shipping schedules for all purchases, check invoices and reconcile receipts on delivered items, submit payment requests, and maintain accurate inventory of all purchased hardware, software and services. Ms. Williams additional duties include monitoring purchase requests on PMO (project management office), providing financial reports, monitoring agency invoice approval system, routing items, and preparing/securing agency procurement justifications. The period of the Agreement is effective upon Board approval for six months.

Department of Human Resources

4. **NADINE BROWN-PULLIAM** \$18.24 **\$37,939.00**

Account: 1001-000000-1603-175200-601009

Ms. Brown-Pulliam will work as a Contract Services Specialist II (HR Assistant II). Her duties will include, but are not limited to assisting the Recruitment and Talent Acquisition Division with planning, administering, and monitoring test groups to ensure compliance with direction and guidelines. She will also assist the Test Administrator in securing test materials, preparing the testing area and assigning seating, escorting candidates into specified testing areas during various types of tests, distributing test papers and test instruments, checking identification, observing and monitoring candidates being tested, collecting, and counting and collating (numerical/alpha-betical) of all test materials.

**AGENDA**

**BOARD OF ESTIMATES**

**05/27/2015**

**PERSONNEL**

Hourly Rate

Amount

Department of Human Resources - cont'd

She will demonstrate the use of test instruments or discuss practice exercises to familiarize individuals with testing material, and timing the test with watch, clock, or other timers. Other duties will include monitoring the test group to insure compliance with directions and notify the Test Administrator of suspicions of dishonesty, or other adverse situations. Ms. Brown-Pulliam will also perform customer service functions by answering employee requests and questions, assisting the supervisor with various research projects and/or special projects, scheduling meetings and interviews, as requested by the supervisor, and various administrative support duties. The period of the Agreement is effective upon Board approval for one year.

Police Department

5. **ALLAN D. CARREIRA** \$32.50 **\$67,600.00**

Account: 4000-475715-2252-694200-601009

Mr. Carreira will continue to work as a Contract Services Specialist II (Court Operations Specialist). He will be responsible for tracking and updating all felony gun cases for GunStat, overseeing the Civil Citation Pilot Program, and reviewing and analyzing the Criminal Citation program. Mr. Carreira will also be working extensively with Civil and Criminal Citations, assisting the Baltimore Police with warrant projects, tracking FTAs, and conducting court and case disposition research. The period of the Agreement is effective upon Board approval for one year.

**AGENDA**

**BOARD OF ESTIMATES**

**05/27/2015**

**PERSONNEL**

|                                       | <u>Hourly Rate</u> | <u>Amount</u>      |
|---------------------------------------|--------------------|--------------------|
| <u>Department of General Services</u> |                    |                    |
| 6. <b>RONALD CHRISTMAS</b>            | \$31.45            | <b>\$37,740.00</b> |

Account: 2030-000000-1890-189900-601009

Mr. Christmas, retiree, will continue to work as an Information Systems and Network Specialist. The salary is in compliance with AM 212-1 Part II. His duties will include, but are not limited to providing system administration and oversight for implementation and technical support of the Fleet License Plate Recognition System, and for Fleet Management's EJ Ward Fuel System in order to import commercial credit card fuel transactions. He will also provide technical support during implementation of the AVL (Auto Vehicle Locator/Fuel) Conceiver global positioning systems to be installed in all City vehicles, and the implementation of the Archibus software system to support the Department's new Facilities Management System. He will assist in the training and technical support for the Fiscal Section, Executive Staff, Design/Construction Division, and Building Maintenance Division staff who will be utilizing the system. The period of the Agreement is effective upon Board approval for one year.

7. Reclassify the following positions:

Position No. 1981-20085

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

**AGENDA**

**BOARD OF ESTIMATES**

**05/27/2015**

**PERSONNEL**

Hourly Rate

Amount

Department of General Services - cont'd

To: Office Assistant III  
33213  
078 (\$29,378.00 - \$33,879.00)

Position No. 1981-20086

b. Classification: Word Processing Operator II  
Job Code: 33257  
Grade: 075 (\$27,652.00 - \$31,432.00)

To: Office Assistant III  
33213  
078 (\$29,378.00 - \$33,879.00)

Cost: \$7,116.00

These positions are considered Positions of Trust in accordance with the policy outlined in AM 237-1.

Board of Liquor License Commission

|    |                          |         |                   |
|----|--------------------------|---------|-------------------|
| 8. | <b>WENDELL WRIGHT</b>    | \$15.00 | <b>\$3,600.00</b> |
| 9. | <b>CLEVELAND BRISTER</b> | \$15.00 | <b>\$3,600.00</b> |

Account: 1001-000000-2501-259500-601063

The above-listed retirees will each continue to serve as a Liquor Board Inspector. The salary is in compliance with AM 212-1 Part I. Their duties will include, but are not limited to visiting locations that have been issued special or one day licenses, monitoring the sale and service of alcohol at the one day licensed events or extensions of licenses, participating in undercover investigations and completing inspection reports for licensed premises in the City. The period of the Agreement is effective upon Board approval for one year.