

## **NOTICES :**

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

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

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

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

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

NOTICES - cont'd

2.

BOARD OF ESTIMATES' RECESS  
DECEMBER 26, 2018 AND JANUARY 2, 2019

The Board of Estimates is scheduled to be in recess at 9:00 a.m. and 12:00 noon on December 26, 2018 and January 2, 2019.

The Board of Estimates will not receive or open bids on December 26, 2018 and January 2, 2019. The Board of Estimates will reconvene on January 9, 2019, at 9:00 a.m.

3. DEADLINE FOR JANUARY 9, 2019 AGENDA SUBMISSION

THE DEADLINE FOR THE JANUARY 9, 2019 BOARD OF ESTIMATES' AGENDA IS DECEMBER 19, 2018, NO LATER THAN 2:00 P.M.

4.

JANUARY 9, 2019 BOARD OF ESTIMATES HEARING  
ON  
PROPOSED WATER/WASTEWATER/STORMWATER RATE  
ADJUSTMENTS AND ENHANCED CUSTOMER ASSISTANCE  
PROGRAM

The Board of Estimates Hearing on Proposed Water/Waste-Water/Stormwater Rate Adjustments and Enhanced Customer Assistance Program (Baltimore H2o Assists) will be held on Wednesday, January 09, 2019, at 9:00 a.m., Room 215, City Hall, 100 N. Holliday Street. <https://comptroller.baltimorecity.gov/>

## **BOARD OF ESTIMATES' AGENDA - DECEMBER 19, 2018**

Labor Commissioner - Memorandum of Understanding

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

The Board is requested to **NOTE** receipt of the Memorandum of Understanding (MOU) for FY 2019 - 2021 between the City of Baltimore and the Baltimore City Police Department and the:

- Baltimore City Lodge No. 3, Fraternal Order of Police, Inc.  
Unit I - Police Officers, Police Agents and Flight Officers
- Baltimore City Lodge No. 3, Fraternal Order of Police, Inc.  
Unit II - Police Sergeants and Police Lieutenants

### **AMOUNT OF MONEY AND SOURCE:**

Wage increases for employees covered by the MOU are included in the budget for the Baltimore City Police Department.

### **BACKGROUND/EXPLANATION:**

In accordance with the Municipal Employees Relations Ordinance (MERO), negotiations were conducted and concluded with the Fraternal Order of Police, Unit I and Unit II for Fiscal Years 2019-2021. The results of the negotiations have been reduced to writing in the form of the submitted Memorandum of Understanding.

### **MBE/WBE PARTICIPATION:**

N/A

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

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

**BOARDS AND COMMISSIONS**

1. Prequalification of Contractors

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

Atlantida Builders, Inc.	\$ 1,500,000.00
DACCO SCI, INC.	\$ 920,000.00
United Constructors Group, LLC	\$ 1,330,000.00

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:

Rummel, Klepper & Kahl, LLP.	Engineer Landscape Architect Land Survey
Whitney Bailey Cox and Magnani, LLC.	Land Survey Landscape Architect Architect Engineer

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

Department of Real Estate - Agreement of Sale

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement of Sale with Paquin-Stith Community Development Company, LLC, Purchaser, for the property known as 2200 Sinclair Lane (Block 4199, Lot 002A).

**AMOUNT OF MONEY AND SOURCE:**

\$250,000.00 - Purchase price - a good faith deposition of \$5,000.00 to be paid within two days of the Board's approval.

\$250,000.00 - Purchase Money Mortgage.

**BACKGROUND/EXPLANATION:**

The property has been vacant for several years and has been heavily vandalized. The Developer proposes to renovate the existing building. The building consists of approximately 58,240 square feet and will be used as a Charter School and provide space for up to 350 students in grades five through eight.

On April 10, 2018, at the request of the Department of Transportation, the Space Utilization Committee declared the property surplus and assigned it to the Department of Real Estate for disposition.

The authority to sell this property by City Council Ordinance No.18-192 was approved on November 9, 2018. The purchase price will be secured by a Purchase Money Mortgage. The Purchase Money Mortgage of \$250,000.00 will be forgiven upon the issuance of a Certificate of Completion.

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

Department of Real Estate - cont'd

**STATEMENT OF PURPOSE AND RATIONALE FOR SALE:**

The property is the former Lawrence G. Paquin School and was appraised on March 14, 2018. The fair market appraised value of this property is \$1,160,000.00.

The property has been vacant for several years and has been vandalized to the point that the renovation costs is greater than the fair market value. Therefore, the Department of Real Estate recommends the sale of this property for less than the appraised value.

**MBE/WBE PARTICIPATION:**

The Developer has signed the Commitment Comply with the Minority and Women's Business Enterprise Program of Baltimore City.

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

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

Space Utilization Committee - Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement with Park Heights Community Health Alliance, Inc., Landlord, for the rental of the property known as 4151 Park Heights Avenue, being rooms 219, 220, and 221 consisting of approximately 1,232 square feet of space. The period of the Lease Agreement is October 1, 2018 through September 30, 2019 with the option to renew for one year period.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$18,000.00	\$1,500.00

**BACKGROUND/EXPLANATION:**

The property will be used for office space for the Mayor's Office of African American Male Engagement (MOAMME). The Landlord will pay the gas, electricity, water, heating and air conditioning bills for the property. The Landlord will maintain the common areas and will be responsible for repairs to common systems, including but not limited to heating, cooling, bathroom and plumbing systems. The Landlord will make all necessary repairs to exterior walls, roof, gutter, downspouts, glass and windows, and elevator. The Tenant agrees to keep the leased premises in good order and condition. The Tenant will be responsible for hiring and paying a maintenance/janitorial crew to clean and maintain the leased premises.

The Space Utilization Committee approved this Lease Agreement at its meeting on December 4, 2018.

The agreement is late because of the administrative review process.

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

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

Space Utilization Committee - Communications License Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Communications License Agreement with T-Mobile Northeast LLC, Licensee, for the rental of a portion of the garage roof space located at 221 North Paca Street. The period of the Communications License Agreement is for five years, beginning upon the completion of the installation of transmission and equipment lines with the option to renew for an additional five-year period.

**AMOUNT OF MONEY AND SOURCE:**

Annual

\$40,000.00 - Year 2019

\$41,600.00 - Year 2020

\$43,264.00 - Year 2021

\$44,994.56 - Year 2022

\$46,794.34 - Year 2023

**BACKGROUND/EXPLANATION:**

The premises will be used for cellar telephone communication. The City will be responsible for the maintenance of its building.

The Licensee will be responsible for liability insurance, utilities, maintenance of its area and repairs to their equipment and compliance with all FCC and FAA rules and regulations.

The Parking Authority of Baltimore City has reviewed the plans for installation and maintenance of this equipment, and they have approved those plans.

The Board of Municipal and Zoning Appeals approved the use of the premises on April 18, 2018.



**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

Space Utilization Committee - cont'd

The Space Utilization Committee approved this Communication License Agreement on December 4, 2018.

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

TRANSFERS OF FUNDS

\* \* \* \* \*

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

9 - 10

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

12/19/2018

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>		
1. <b>\$38,000.00</b>	9938-910061-9475	9938-911061-9474
1 <sup>st</sup> Public & Parks Facilities	FY 16 Baltimore Playground Program (Reserve)	FY 16 Baltimore Playground Program (Active)

This transfer will provide funds to cover the costs associated with the construction of concrete pads for Riverside Park Exercise Equipment.

2. <b>\$45,000.00</b>	9938-910083-9475	9938-911083-9474
1 <sup>st</sup> Parks & Public Facilities	FY 17 Historic Park Facilities Renovations (Reserve)	FY 17 Historic Park Facilities Renovations (Active)

This transfer will provide funds to cover the costs for mold and asbestos abatement for Cylburn Carriage House.

Department of General Services

3. \$122,000.00	9916-901513-9194	9916-909720-9197
General Funds	City Hall Exterior Surface Replace- ment (Reserve)	City Hall Elevator Upgrade (Active)
160,000.00	9916-901615-9194	9916-909720-9197
2 <sup>nd</sup> Public <u>Building</u>	City Hall Electri- cal Systems Up- Grade (Reserve)	City Hall Elevator Upgrade (Active)
<b>\$282,000.00</b>		

TRANSFERS OF FUNDS

AMOUNT

FROM ACCOUNT/S

TO ACCOUNT/S

Department of General Services - cont'd

This transfer will provide funds to the Department to replace the elevators in City Hall. The elevators have a high priority status for the importance of service provided to both the public and other City agencies. The current elevators have exceeded their useful life and need to be replaced.

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**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

Employees' Retirement System - Investment Management Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested by the Board of Trustees of the Employees' Retirement System (ERS) to approve the Investment Management Agreement with RhumbLine Advisors Limited Partnership (RhumbLine).

The ERS also requests authority to approve subsequent agreements related to the Investment Management Agreement.

**AMOUNT OF MONEY AND SOURCE:**

\$50,000,000.00 - approximately of ERS funds

No General Funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

The ERS conducted a search for a mid-cap growth equity manager and, as a result of that search, selected RhumbLine Mid-cap Growth Index Fund (Fund). The search and selection process was conducted with the assistance and advice of the ERS' investment advisor, Marquette Associates, Inc. The ERS approves the Investment Management Agreement and other agreements/materials distributed in connection with the Investment Management Agreement. The ERS may need to approve subsequent agreements related to the Investment Management Agreement for additional allocations to the Fund.

**MWBOO GRANTED A WAIVER.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

Employees' Retirement System - Investment Management Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested by the Board of Trustees of the Employees' Retirement System (ERS) to approve the Investment Management Agreement with D.F. Dent and Company, Inc.

The ERS also requests authority to approve subsequent agreements related to the Investment Management Agreement.

**AMOUNT OF MONEY AND SOURCE:**

\$50,000,000.00 - approximately of ERS funds

No General Funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

The ERS conducted a search for a mid-cap growth equity manager and, as a result of that search, selected D.F. Dent's mid-cap growth investment program. The search and selection process was conducted with the assistance and advice of the ERS' investment advisor, Marquette Associates, Inc. The ERS approves the Investment Management Agreement and other agreements/materials distributed in connection with the Investment Management Agreement. The ERS may need to approve subsequent agreements related to the Investment Management Agreement for additional allocations to the Fund.

**MWBOO GRANTED A WAIVER.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

Employees' Retirement System - Subscription Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested by the Board of Trustees of the Employees' Retirement System (ERS) to approve the Subscription Agreement with RLJ Equity Partners Fund II, L.P., managed by RLJ Equity Partners, LLC.

The ERS also requests authority to approve subsequent agreements related to the Subscription Agreement.

**AMOUNT OF MONEY AND SOURCE:**

\$20,000,000.00 - approximately of ERS funds

No General Funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

ERS conducted a search for a private equity investment manager and, as a result of that search, selected RLJ Equity Partners, LLC. The search and selection process was conducted with the assistance and advice of the ERS' investment advisor, Pension Consulting Alliance, LLC. The ERS may need to approve subsequent agreements related to the Investment Management Agreement for additional allocations to the Fund.

**MWBOO GRANTED A WAIVER.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

Department of Recreation and Parks - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 11 to Mahan Rykiel Associates, Inc., under Project 1233, On-Call Design Services. The period of the task assignment is approximately 24 months.

**AMOUNT OF MONEY AND SOURCE:**

\$29,329.01 - 9938-911083-9474-000000-703032

**BACKGROUND/EXPLANATION:**

This task will include miscellaneous structural design services for various Recreation and Parks Capital Projects.

**MBE/WBE PARTICIPATION:**

Including this task, the Consultant achieved the following percentages:

**MBE:** 15.38%

**WBE:** 18.18%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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



**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

Department of Recreation and Parks - cont'd

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$30,000.00	9938-910083-9475	9938-911083-9474
1 <sup>st</sup> Parks & Public Facilities	FY17 Historic Park Facility Renovations (Reserve)	FY17 Historic Park Facility Renovations (Active)

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1233, Task No. 11, assigned to Mahan Rykiel Associates, Inc.

(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**

**12/19/2018**

Department of Recreation and Parks - Removal Contract

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Removal Contract with Verizon - MD, Inc. (Verizon) and authorize an expenditure of funds to pay for removal of 7 poles along Kelly Avenue.

**AMOUNT OF MONEY AND SOURCE:**

\$6,045.00 - 9938-907740-9474-900000-707063 (MVR)

**BACKGROUND/EXPLANATION:**

On March 1, 2017, the Board awarded TR 11319, Jones Falls Trail - Phase V, to Allied Contractors, Inc. The purpose of this contract is for the removal of poles to provide clearance for improvements for project TR 11319. The work performed consisted of the removal of 7 poles (P2-P8) along Kelly Avenue. Verizon estimates the total cost of the work performed to be \$6,045.00.

**MBE/WBE PARTICIPATION:**

**DBE Goal: 28%**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

Department of Recreation and Parks - Transfer of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the transfer of funds to the Baltimore City Foundation, Inc. for the Mayor's Office of Employment Development's Summer Youth Works Program.

**AMOUNT OF MONEY AND SOURCE:**

\$265,856.50 - 2028-000000-4803-776800-600004

**BACKGROUND/EXPLANATION:**

This transfer of funds is from the Table Games Revenue to the Baltimore City Foundation, Inc. for the Mayor's Office of Employment Development's Summer Youth Works Program for FY 2019. Last summer the Department provided 190 jobs for Baltimore's youth and it fulfilled its commitment to the Summer Youth Program.

**APPROVED FOR FUNDS BY FINANCE**

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

Department of Transportation (DOT) - Developers' Agreements

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

	<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
1.	<b>2101 EAST BIDDLE STREET LLC</b>	<b>1493</b>	<b>\$165,140.00</b>

2101 East Biddle, LLC, would like to install new water, storm drain, sanitary sewer, conduit, and roadway improvements to its proposed new building located at 2101 East Biddle Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City standards.

A Performance Bond in the amount of \$165,140.00 has been issued to 2101 East Biddle Street, LLC which assumes 100% of the financial responsibility.

2.	<b>REDEEMED CHRISTIAN CHURCH OF GOD, HOUSE OF PRAISE BALTIMORE</b>	<b>1546</b>	<b>\$ 41,239.00</b>
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The Redeemed Christian Church of God, House of Praise Baltimore desires to upgrade the existing water and sanitary sewer services to construct a building addition located at 6101 Moravia Park Drive. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

An Irrevocable Letter of Credit in the amount of \$41,239.00 has been issued to The Redeemed Christian Church of God, House of Praise Baltimore which assumes 100% of the financial responsibility.

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

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

Department of Transportation - Minor Privilege Permit Applications

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

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 3202 Spaulding Avenue  \$672.00 - Annual Charge	Ronald D. Billy	One canopy 32' x 10'
2. 716 S. Broadway  \$337.50 - Annual Charge	JSP Partners, LLC	Outdoor seating 36 sq. ft.
3. 633 Aisquith Street  \$223.13 - Annual Charge	Monument Street Apartment, LLC	Extend existing planter wall and fence 58.4 sq. ft.
4. 301 E. Fort Avenue  \$ 70.30 - Flat Charge	Kid Rocket, LLC	Fire lift access safety ramp 70' x 4' on Fort Avenue 22' x 4' on Battery Avenue

Since no protests were received, there are no objections to the approvals.

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 19 to Sabra & Associates, Inc., Consultant, under Project 1183, Traffic Signal & ITS and Traffic Engineering, On-Call Consultant Services. The period of the Task Assignment is 6 months.

**AMOUNT OF MONEY AND SOURCE:**

\$189,574.27 - 9950-901069-9512-900020-703032

**BACKGROUND/EXPLANATION:**

This authorization provides for the design upgrade for replacement of area communication cabinets to accommodate fiber-optic and copper communication cables; along with the design backbone/trunk fiber-optic cable in the existing conduit system. The scope also includes, obtaining permits, signature/approvals, coordinating with various agencies within the Baltimore City Department of Transportation, the State Highway Administration and the Federal Highway Administration.

**DBE PARTICIPATION:**

The Consultant will comply with Title 49 of the Federal Regulations parts 26 (49CFR26) and the DBE goal established in the original agreement.

**DBE: 25%**

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 04 to WSP USA (formerly Parsons Brinckerhoff, Inc.) Consultant, under Project 1209, On-Call Traffic Engineering Services. The period of the Task Assignment is 12 months.

**AMOUNT OF MONEY AND SOURCE:**

\$338,165.27 - 9950-901069-9512-900020-703032

**BACKGROUND/EXPLANATION:**

This authorization provides for systems engineering support, needs/requirement definition documents, development of traffic signal controller, Advance Transportation Management System (ATMS), upgrade and bid evaluation/recommendations support to the Baltimore City Department of Transportation. The scope of work will include but is not limited to an evaluation and assessment of the existing city-wide signal infrastructure, develop requirements, develop, signal controller specification and ATMS, Request for Proposal, advertisement and demonstration evaluation for Baltimore City Traffic Signal and ITS Section.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 27.00%

**WBE:** 10.00%

**APPROVED FOR FUNDS BY FINANCE**

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

PERSONNEL MATTERS

\* \* \* \* \*

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

23 - 43

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.



PERSONNEL

Office of Civil Rights and Wage Enforcement

1. a. Abolish the following vacant position:

Position No.: 52591

Classification: Program Compliance Assistant Supervisor  
Job Code: 31502  
Grade: 085 (\$38,926.00 - \$46,904.00)

b. Create the following position:

Classification: Program Compliance Officer II  
Job Code: 31505  
Grade: 927 (\$64,505.00 - \$103,208.00)  
Position No.: 52591

Cost: \$32,795.00 - 1001-000000-6560-796700-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Employees' Retirement System

2. Reclassify the following vacant position:

Position No.: 48275

From: Analyst/Programmer II  
Job Code: 33144  
Grade: 092 (\$51,800.00 - \$63,075.00)

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

**PERSONNEL**

Employees' Retirement System - cont'd

To: Agency IT Specialist I  
Job Code: 33147  
Grade: 923 (\$60,655.00 - \$97,277.00)

Cost: \$27,698.00 - 6000-604019-1520-168600-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Fire and Police Retirement Systems

3. Create the following position:

Classification: Medical Claims Processor I  
Job Code: 33241  
Grade: 084 (\$37,741.00 - \$45,044.00)  
Position No.: To be determined by BBMR

Cost: \$10,762.00 - 6000-604119-1540-171400-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Department of General Services

	<u>Hourly Rate</u>	<u>Amount</u>
4. <b>DERRICK MCCORVEY</b>	\$24.03	\$45,657.00

Account: 1001-000000-1981-777500-601009

Mr. McCorvey will work as a Contract Services Specialist II. His duties will include but are not limited to formulating,

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

**PERSONNEL**

Department of General Services - cont'd

Hourly Rate

Amount

collecting, and analyzing expenditures of City-owned buildings. He will also consult with contractors, engineers, architects, and construction project supervisors to ascertain cost estimates for purchasing/acquiring property and proposed renovation costs. Mr. McCorvey will negotiate, prepare, and draft real estate agreements for City and State agencies.

He will coordinate for the Inter-agency Energy Measures Committee, which is attempting to save the City money through increasing buildings' efficiency. He will also input real estate and space consolidation data into the Archibus System to ensure accuracy of square footage, building plans and specifications, and emergency exits. He will also assess facility conditions to ascertain maintenance needs and enter work requests into the Archibus System for repairs/maintenance. The period of the agreement is effective upon Board approval for one year.

5. **SAMARA SINGLETARY**                      \$17.85                      \$33,915.00

Ms. Singletary will work as a Contract Services Specialist II. Her duties will include but are not limited to assisting in the hiring process, including setting up interviews, scheduling interviews, tallying interview scores, contacting candidates, setting up candidates for physicals and processing background checks. She will also track and update Department of Transportation cards, driver's licenses, and City driving permits, set up Department of Transportation physicals and driver training classes for new and current employees. She will help conduct Exit Interviews and process termination checklist forms for submission to Central Payroll, create and maintain personnel files and supervisor files, collect pertinent documents from files for grievances, unemployment hearings, and salary studies, and prepare and conduct New

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

**PERSONNEL**

Department of General Services - cont'd

Hourly Rate

Amount

Employee Orientation on a bi-weekly basis. Ms. Singletary will also assist with special projects and investigations and compile interview notes for review by the HR Business Partner. The period of the agreement is effective upon Board approval for one year.

Health Department

6.	<b>VA' SAMA WILLIAMS</b>	\$17.00	\$15,912.00
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Ms. Williams will work as a Contract Services Specialist II. Her duties will include but are not limited to responding to internal and external Human Resources (HR) related inquiries or requests and provide assistance, redirecting HR related calls and/or distribute correspondence to the appropriate person of the team, maintain records of personnel related data in both paper and the database. She will also ensure that all employment requirements are met, act as a liaison with other departments or functions, support the recruitment/hiring process, schedule meetings, HR events and maintain the team's agenda, coordinate training sessions and seminars, and maintain reporting metric database. Ms. Williams will perform orientations, onboarding and updating records, produce and submit reports on general HR activity. The agreement is effective upon Board approval through June 30, 2019.

7. Create the following position:

Classification: Purchasing Assistant  
Job Code: 33501  
Grade: 081 (\$34,039.00 - \$40,327.00)  
Position No.: To be determined by BBMR

Cost: \$54,426.00 - 1001-000000-3001-262300-601001

PERSONNEL

Health Department - cont'd

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

8. Reclassify the following vacant position:

Position No.: 14187

From: Secretary III  
Job Code: 33233  
Grade: 084 (\$37,741.00 - \$45,044.00)

To: Accounting Assistant III  
Job Code: 34133  
Grade: 084 (\$37,741.00 - \$45,044.00)

There are no costs associated with this action.

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Department of Human Resources

9. Reclassify the following vacant position:

Position No.: 10038

From: Operations Manager III  
Job Code: 00092  
Grade: 960 (\$96,133.00 - \$158,557.00)

To: Operations Director I  
Job Code: 00093  
Grade: 967 (\$103,624.00 - \$170,834.00)

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

**PERSONNEL**

Department of Human Resources - cont'd

Cost: \$12,060.00 - 1001-000000-1603-172500-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

10. Reclassify the following vacant position:

Position No.: 10001

From: Operations Director II  
Job Code: 00094  
Grade: 969 (\$113,196.00 - \$186,856.00)

To: Operations Director I  
Job Code: 00093  
Grade: 967 (\$103,624.00 - \$170,834.00)

Cost Savings: \$15,613.00 - 1001-000000-1603-172500-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Baltimore City Office of Information and Technology

	<u>Hourly Rate</u>	<u>Amount</u>
11. <b>ERNESTO STEWART</b>	\$32.00	\$86,400.00
12. <b>JAMAHL SMITH</b>	\$24.00	\$69,120.00

Messrs. Stewart and Smith will work as a Contract Services Specialist II. Their duties will include but are not limited to installing and testing hardware and peripheral components, loading appropriate software packages, providing customization

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

**PERSONNEL**

Baltimore City Office of Information and Technology

	<u>Hourly Rate</u>	<u>Amount</u>
and adaptation of existing programs that meet user's requirements. They will evaluate and confirm the compatibility of new operating systems and programs by testing existing programs/systems, evaluate and confirm specifications against established standards, recommend changes, and make modifications. They will install, configure and maintain all PC related hardware and systems including troubleshooting and diagnosing network problems, configure laptops and desktops for various agencies depending on their needs, and provide on-demand support for end user issues relating to system performance and availability. The agreement is effective upon Board approval for one year.		
13. <b>DANTEH SEMA</b>	\$32.00	\$92,160.00

Mr. Sema will work as a Contract Services Specialist II. His duties will include but are not limited to providing on-demand support for end-user issues (including VIP users, e.g. Comptroller, Mayor, etc.) related to system performance and availability; monitors Service Desk ticket queue, resolves tickets and escalations, resolving problems and/or requests, installing and testing hardware and peripheral components, loads appropriate software packages (e.g. operating systems, networking components and office application). He will install, configure and maintain all PC-related hardware and software systems including troubleshooting and diagnosing network problems, PC updates and standard software, troubleshoot Web browsers and basic network connectivity, configure laptops and desktops for various agencies depending upon their needs, increase memory when users experience slowness, provide customization and adaptation of existing programs that meet user's requirements. Mr. Sema will evaluate and confirm compatibility of new operating systems and

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

**PERSONNEL**

Baltimore City Office of Information and Technology

Hourly Rate

Amount

programs by testing existing programs/systems against new programs/systems, evaluate and confirm specifications against established standards, recommend changes and make modifications, troubleshoot and diagnose network problems, PC updates and standard software, browsers and basic network connectivity. The agreement is effective upon Board approval for one year.

Department of Law

14. Reclassify the following vacant position:

Position No.: 10038

From: Operations Officer I  
Job Code: 00085  
Grade: 923 (\$60,655.00 - \$97,277.00)

To: OIG Agent  
Job Code: 10210  
Grade: 927 (\$64,505.00 - \$103,208.00)

Cost Savings: \$21,670.00 - 1001-000000-1081-109300-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

15. Reclassify the following vacant position:

Position No.: 15482

From: Assistant Solicitor  
Job Code: 10198  
Grade: 929 (\$68,562.00 - \$109,554.00)



**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

**PERSONNEL**

Department of Law - cont'd

To: Chief Solicitor  
Job Code: 10199  
Grade: 936 (\$80,735.00 - \$129,114.00)

Cost: \$15,597.00 - 1001-000000-1763-175200-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Mayor's Office of Employment Development

16. Reclassify the following filled position:

Position No.: 52512

From: Operation Officer I  
Job Code: 00085  
Grade: 923 (\$60,655.00 - \$97,277.00)  
Position No.: 52512

To: Professional Services  
Job Code: 01225  
Grade: 923 (\$60,655.00 - \$97,277.00)

There are no costs associated with this action.

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

**PERSONNEL**

Mayor's Office of Human Services

17. Create the following position:

Classification: HR Generalist II

Job Code: 33677

Grade: 923 (\$60,655.00 - \$97,277.00)

Position No.: To be determined by BBMR

Cost: \$78,858.00 - 5000-586219-1191-594700-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

18. Create the following position:

Classification: Program Compliance Supervisor

Job Code: 00418

Grade: 931 (\$73,868.00 - \$118,085.00)

Position No.: To be determined by BBMR

Cost: \$104,955.00 - 4000-490919-3571-267800-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

19. Reclassify the following filled position:

Position No: 44648

From: Human Services Manager

Job Code: 84325

Grade: 923 (\$60,655.00 - \$97,277.00)

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

**PERSONNEL**

Mayor's Office of Human Services - cont'd

To: Operations Officer I  
Job Code: 31109  
Grade: 923 (\$60,655.00 - \$97,277.00)

There are no costs associated with this action.

Department of Planning

	<u>Hourly Rate</u>	<u>Amount</u>
20. <b>AVA I. RICHARDSON</b>	\$33.28	\$63,457.00

Account: 6000-608319-1875-187400-601009

Ms. Richardson will work as a Contract Services Specialist II with the Office of Sustainability and the Natural Resources Defense Council to create a work plan using strategies from the Rescue and Recycling Landscape Assessments as well as a narrative describing the needs and vision of the city related to food waste prevention, food recovery and recycling of food waste. Ms. Richardson will implement the work plan by engaging stakeholders from schools, businesses, city agencies and residents to build community support from existing and new partners and identify funding possibilities. The agreement is effective upon Board approval for one year.

21. <b>PRUDENCE JOHNSON</b>	\$23.00	\$21,942.00
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Account: 1001-000000-1877-187400-601001

Ms. Johnson will work as a Contract Services Specialist II. This position will coordinate and schedule meetings, assemble meeting materials and prepare agendas, make travel arrangements, complete accounts payable and receivable functions, prepare periodic financial reports, oversee the

AGENDA

BOARD OF ESTIMATES

12/19/2018

PERSONNEL

Department of Planning - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
approval process of contracts and grant agreements, assist visitors and answer telephone lines, assign permits, lead the removal of surplus property and work with the City's Office of Information Technology to resolve IT problems and activities. The agreement is effective upon Board approval for six-months.		

Department of Recreation and Parks

22. <b>CHARLES GREENSFELDER</b>	\$25.00	\$25,000.00
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Account: 6000-680519-4792-369500-601009

Mr. Greensfelder will work as a Contract Services Specialist II for City-owned Ice Rinks. This position performs quality control checks and develops preventive methods for maintaining the ice, provides janitorial services, trains coworkers on how to operate and maintain equipment, and assists the facility manager with overall supervision and promotion of the ice rink and its programs. The period of the agreement is effective upon Board approval for one year.

23. <b>ASHLEY A. JONES</b>	\$25.00	\$47,650.00
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Account: 5000-577719-4781-361835-601009

Ms. Jones will work as a Contract Services Specialist II. This position is responsible for continuous improvement of the

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

**PERSONNEL**

Department of Recreation and Parks - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
Department's playground safety program; managing the Playground Maintenance Program which includes performing regular safety audits and repairs of playground equipment; scheduling and tracking playground repairs and related costs; maintain records of City playground inventory and providing workforces training in playground equipment repairs. The agreement is effective upon Board approval for one year.		
24. <b>ALISON LYNCH</b>	\$27.81	\$53,005.86

Account: 1000-000000-4711-362100-601009

Ms. Lynch will work as a Contract Services Special II. This Position posts updates, news and announcements to Facebook, Twitter, Instagram, and LinkedIn accounts following the Department's brand standards and guidelines. She will also perform research to find articles, stories, resources, or other content relevant to the customer base and post it to LinkedIn, Twitter, Instagram, Facebook, and YouTube pages that invites conversation and interaction, and update LinkedIn, Twitter, Instagram, Facebook and YouTube accounts with current and relevant photos, video, or other content from the Department's activities and events. In addition, she will analyze and report on activity of social media networks as well as the official Department's website and recommend change/edits to superiors. Other duties include meeting with Department managers to determine best practices, researching ways to automate and streamline processes, creating and implementing the Department's Social Content Strategy, growing the Departments' online social networks by increasing followers and interactions, improving the Department's reach through analytic research, responding to posts or comments to

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

**PERSONNEL**

Department of Recreation and Parks - cont'd

Hourly Rate                      Amount

bring value to user's interactions, engaging with other City agencies online by liking, commenting, and reporting their content, creating accompanying images for social media post, i.e. phonographs, videos, or graphics, and developing graphics for posters, signage, social media, logos, events, targeted emails, websites and newsletters, etc. The agreement is effective upon Board approval for one year.

25.    **HANSBERRY R. MOORE**            \$10.10                      \$10,504.00

Account: 1001-000000-4803-746800-601009

Mr. Moore will work as a Contract Services Specialist I. This position will supervise the recreation center and gym during the Mayor's Violence Reduction Initiative (VRI) extended evening and weekend program hours for teens and young adults. Additionally, this position will serve as a front desk liaison during senior programming hours. The agreement is effective upon Board approval for one year.

26.    Create the following position:

Classification: Operations Officer I  
Job Code: 31109  
Grade: 923 (\$60,655.00 - \$97,277.00)  
Position No.: To be assigned by BBMR

Cost: \$89,242.00 - 1001-000000-4803-372000-607007

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

**PERSONNEL**

Department of Recreation and Parks - cont'd

27. Create the following position:

Classification: Program Coordinator  
Job Code: 31192  
Grade: 923 (\$60,655.00 - \$97,277.00)  
Position No.: To be assigned by BBMR

Cost: \$89,242.00 - 1001-000000-4803-372000-607007

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

28. Create the following two positions:

Classification: Liaison Officer II  
Job Code: 31422  
Grade: 093 (\$54,044.00 - \$65,897.00)  
Position No.: To be assigned by BBMR

Cost: \$161,532.00 - 1001-000000-4803-372000-607007

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

29. Create the following position:

Classification: Recycling Coordinator  
Job Code: 53855  
Grade: 927 (\$64,505.00 - \$103,208.00)  
Position No.: To be assigned by BBMR

Cost: \$94,178.00 - 1001-000000-4783-796600-607015

PERSONNEL

Department of Recreation and Parks - cont'd

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

30. Create the following position:

Classification: Environmental Policy Analyst  
Job Code: 31137  
Grade: 927 (\$68,505.00 - \$103,208.00)  
Position No.: To be assigned by BBMR

Cost: \$94,178.00 - 1001-000000-4783-583800-601009

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

31. Create the following position:

Classification: Recreation Center Director II  
Job Code: 83212  
Grade: 084 (\$37,741.00 - \$45,044.00)  
Position No.: To be assigned by BBMR

Cost: \$64,546.00 - 1001-000000-4803-371531-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.



**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

**PERSONNEL**

Department of Recreation and Parks - cont'd

	<u>Rate of Pay</u>	<u>Amount</u>
32. <b>TAYLOR B. BRANN</b>	\$26.75	<b>\$50,985.50</b>

Account: 1001-000000-4783-583800-601009

Ms. Brann will continue to work as a Contract Services Specialist II. She will conduct forest inspection and quality assurance re-inspections, documenting contract performance and formulate recommendations. She will also attend meetings on behalf of the Division, train volunteers on forest stewardship programs and advise employees on forest conservation and invasive species control best practices. The period of the agreement is effective upon Board approval for one year.

33. <b>SHAUN PRESTON</b>	\$36.51	<b>\$69,588.06</b>
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Account: 1001-000000-4783-796600-601009

Mr. Preston will continue to work as a Contract Services Specialist II. He will oversee the urban forestry wood waste recycling program, promote and market the program to maximize participation, administer and manage recycling contracts, operate heavy equipment vehicles and work with BGE on land swap agreements and create contact lists. This is a 2% increase from the previous contract period. The period of the agreement is effective upon Board approval for one year.

34. <b>NATHAN RANDOLPH</b>	\$37.11	<b>\$70,731.66</b>
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Account: 1001-000000-4783-363600-601009

Mr. Randolph will continue to work as a Contract Services Specialist II. He will participate in the planning and design process of the forestry tree inventory GIS database structure, and serve as an expert and point of contact for CityWorks

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

**PERSONNEL**

Department of Recreation and Parks - cont'd

	<u>Rate of Pay</u>	<u>Amount</u>
<p>software and ArcGIS. He will lead ongoing training efforts and ensure that data is properly entered. He will also produce reports and maps of tree inventory, perform related analysis and distribute data, collect GIS and other data using mobile devices and professional GPS units, maps forestry projects, invasive management and prioritize reforestation and management of the current tree canopy. This is a 2% increase from the previous contract period. The period of the agreement is effective upon Board approval for one year.</p>		
35. <b>MALLORY RICHARDS</b>	\$32.00	<b>\$ 4,992.00</b>
Account: 6000-680519-4792-369500-601009		
<p>Ms. Richards will continue to work as a Contract Services Specialist II. She will plan, organize and instruct the ice skating program, maintain records and prepare reports and create events to showcase participants' achievements. The period of the agreement is effective upon Board approval for one year.</p>		
36. <b>KATHLEEN A. SACK</b>	\$32.00	<b>\$16,640.00</b>
Account: 6000-680518-4792-369900-601009		
<p>Ms. Sack will work as a Contract Services Specialist II. This position will provide figure skating instructions for the Learn to Skate Program, summer camp and in preparation for the US Figure Skating National Proficiency test. The Department of Human Resources recommends granting this employment contract.</p>		

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

**PERSONNEL**

Department of Recreation and Parks - cont'd

	<u>Rate of Pay</u>	<u>Amount</u>
37. <b>JOANN OH</b>	\$32.00	<b>\$16,640.00</b>

Account: 6000-680518-4792-369900-601009

Ms. Oh will work as a Contract Services Specialist II. This position will provide figure skating instructions for the Learn to Skate Program, summer camp and in preparation for the US Figure Skating National Proficiency test. The Department of Human Resources recommends granting this employment contract.

38. <b>AMANDA G. KOCH</b>	\$32.00	<b>\$16,640.00</b>
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Account: 6000-680518-4792-369900-601009

Ms. Koch will work as a Contract Services Specialist II. This position will provide figure skating instructions for the Learn to Skate Program, summer camp and in preparation for the US Figure Skating National Proficiency test. The Department of Human Resources recommends granting this employment contract.

39. Reclassify the following filled position:

From: Recreation Program Assistant  
Job Code: 83120  
Grade: 084 (\$37,741.00 - \$45,044.00)  
Position No.: 50032

To: Operations Specialist I  
Job Code: 31107  
Grade: 906 (\$51,708.00 - \$82,608.00)

PERSONNEL

Department of Recreation and Parks - cont'd

Cost: \$8,544.00 - 1001-000000-4805-371400-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

State's Attorney's Office

40. Create the following Non-Civil Service position:

Classification: Agency IT Specialist III  
Job Code: 10260  
Grade: 929 (\$68,562.00 - \$109,554.00)  
Position No.: To be assigned by BBMR

Cost: \$96,028.00 - 5000-510619-1150-118000-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

41. Create the following Non-Civil Service position:

Classification: Agency IT Specialist I  
Job Code: 10258  
Grade: 923 (\$60,655.00 - \$97,277.00)  
Position No.: To be assigned by BBMR

Cost: \$77,306.00 - 5000-510619-1150-118000-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

**PERSONNEL**

State's Attorney's Office - cont'd

	<u>Rate of Pay</u>	<u>Amount</u>
42. <b>KIRA BARAN</b>	\$20.41	<b>\$38,926.00</b>

Account: 1001-000000-1150-118000-601009

Ms. Baran will work as a Contract Services Specialist II. She will review cases involving the Gun Trace Task Force, review police reports, charges and case details, collect documents for review by Assistant State's Attorneys to determine if the conviction was tainted and use various software programs (JIS, LIMS, Arrest viewer) to gather documents for case reviews. The period of the agreement is effective upon Board approval for six months.

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

The Board is requested to  
approve award of  
the formally advertised contracts  
listed on the following pages:

45 - 48

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

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

AGENDA

BOARD OF ESTIMATES

12/19/2018

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works/Office  
of Construction and Engineering

- 1. SC 921, Improvements to the Gwynns Falls Sewershed Collection System - Area B Baltimore City Metra Industries Inc. \$10,839,582.00

MBE/WBE PARTICIPATION:

Metra Industries, Inc. has complied with the requirements of the Maryland Department of the Environment's Disadvantage Business Enterprise (DBE) Program. As part of their bid, Metra Industries, Inc. has committed to utilize the following DBE goals:

<b>DBE/MBE:</b> S&J Service, Inc.	\$ 700,000.00	6.46%
EICCI, Inc.	252,000.00	2.32%
	<u>\$ 952,000.00</u>	<u>8.78%</u>
 <b>DBE/WBE:</b> Fallsway Construction	 \$ 550,000.00	 5.07%
Empire Landscaping	150,000.00	1.38%
R&R Contracting Utilities	1,584,333.12	14.62%
Advantage Manhole	450,000.00	4.15%
	<u>\$2,734,333.12</u>	<u>25.23%</u>

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 1,754,864.56	9956-907622-9549	
Wastewater Revenue Bonds	Sewer System Rehab Gwynns Falls	
1,497,613.00	" " "	
State Water Quality Revenue		

AGENDA

BOARD OF ESTIMATES

12/19/2018

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

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

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
8,454,271.00	" " "	
State Revenue		
<u>\$11,706,748.56</u>	-----	9956-908661-9551-6 Construction

The transfer of funds will cover the costs of SC 921, Improvements to the Gwynns Falls Collection System-Area B, Baltimore City.

Bureau of Procurement

- 3. B50005414, Maintenance \$ 4,000,000.00  
Repair and Installation Rolling Doors, Inc.  
Services for Various Baltimore Precision  
Overhead Doors Door, Inc.  
  
Overhead Door Co. of  
Baltimore, Inc.  
  
All About Doors

(DGS, DPW, DOT, BCFD, etc.)

MBE/WBE PARTICIPATION:

On November 30, 2018, MWBOO approved a pre-solicitation waiver request. Small businesses were encouraged to bid as the prime contractor, as the scope of work is limited, and the services are emergency in nature. Historically, subcontractor participation has been difficult to achieve on emergency service contracts.

**MWBOO GRANTED A WAIVER**



AGENDA

BOARD OF ESTIMATES

12/19/2018

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Procurement

4. B50005499, 37-Foot                    Altec Industries,            \$    112,403.00  
    Bucket Truck                            Inc.

(Dept. of General Services,  
  Fleet Management)

**MBE/WBE PARTICIPATION:**

On April 12, 2018 MWBOO determined no goals would be set because of no opportunity to segment the contract. This is a commodity purchase from an authorized dealer who is required to provide associated pre-delivery inspection and warranty repairs.

**MWBOO GRANTED A WAIVER**

5. B50005536, Lawn Mowers            Turf Equipment and            \$    268,270.74  
  Supply Company

(Dept. of General Services,  
  Fleet Management)

**MBE/WBE PARTICIPATION:**

On May 15, 2017, it was determined that no goals would be set because of no opportunity to segment the contract. This is a commodity purchases from an authorized dealer who is required to provide associated pre-delivery inspection and warranty repairs.

**MWBOO GRANTED A WAIVER**

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Bureau of Procurement - cont'd

- |    |   |                                |    |      |
|----|---|--------------------------------|----|------|
| 6. | B50005258, Master Lease Agreement Program | Grant Capital Management, Inc. | \$ | 0.00 |
|----|---|--------------------------------|----|------|

Vendors were solicited by posting on CitiBuy, e-Maryland Marketplace and local newspapers. Two proposals were received on April 4, 2018 and the price proposal for Grant Capital Management, Inc. was opened on October 13, 2018. On June 6, 2018, the Law Department determined Banc of America Public Capital Corporation's proposal to be non-responsive due to the vendor's submission of conditions that attempted to make material changes to the terms and conditions of the RFP.

Award is recommended to the sole responsive, responsible proposal meeting the minimum required score. This award establishes a Master Lease Agreement with Grant Capital Management, Inc. for financing of capital procurements whereby funds are authorized by the Board of Estimates at the time an agency requests to utilize the program. Interest rates are governed by a discount off the internationally accepted ICE Swap.

(Dept. of Finance)

**MBE/WBE PARTICIPATION:**

On September 28, 2017, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER**

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

Mayor's Office of Human Services - Ratification of Amendment No. 2 to Agreement and First Amendment to Interagency Agreement, and Agreements

The Board is requested to ratify Amendment No. 2 to Agreement and approve and authorize execution of the First Amendment to Interagency Agreement, and Agreements.

RATIFICATION OF AMENDMENT NO. 2

1. **THE BALTIMORE STATION, INC.** **\$182,778.72**

Account: 1001-000000-3572-781800-603051

On October 4, 2017, the Board approved the Agreement with The Baltimore Station, Inc. in the amount of \$1,073,100.00 to operate a men's emergency overnight overflow shelter to provide shelter and support services for up to 124 homeless men each night.

On August 8, 2018, the Board ratified Amendment No. 1 to increase the funding by \$375,482.23 and extend the agreement through August 31, 2018 to cover operating expenses while a RFP was conducted to select a replacement provider.

The Board is requested to ratify Amendment No. 2 which increased the funding by \$182,778.72 and extended the agreement through September 30, 2018 to cover one additional month of operating expenses as the project transitioned between operators. This makes the total agreement amount \$1,631,360.95.

The Amendment No. 2 is late because of a delay at the administrative level.

MOHS - cont'd

AMENDMENT TO INTERAGENCY AGREEMENT

2. **MARYLAND DEPARTMENT OF HEALTH** **\$367,162.00**

Account: 1001-000000-3572-772800-603051

On July 25, 2018, the Board approved the Interagency Agreement with the Maryland Department of Health (MDH) for the "Assistance in Community Integration Services" Pilot Program, under which the MOHS will provide 100 medically vulnerable homeless individuals with supportive services after they move into permanent housing. As a requirement of funding, the MOHS will transfer to the MDH, in advance, its 50% matching obligation of the total project cost using local, non-federal funds.

Upon receipt of the MOHS' matching obligation, the MDH will draw down matching federal funds and will transfer back to the MOHS the combined non-federal funds and its corresponding federal match. Due to an oversight, acceptance of the MOHS' matching obligation and receipt of funding for the initial period of the Agreement, January 1, 2018 to June 30, 2018, was excluded from the approved memo. Therefore, the State required \$22,425.00 matching obligation for the same period is included in this memo with the grant award increase of \$344,737.00 totaling \$367,162.00.

This Amendment to Interagency Agreement will increase the award by \$344,737.00 and extend the grant period through June 30, 2019.

The Amendment to Interagency Agreement is late because of a delay at the administrative level.

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

MOHS - cont'd

AGREEMENTS

3. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$102,551.50**

Account: 4000-407017-3571-757200-603051

Under the terms of this Continuum of Care Program Agreement, the Associated Catholic Charities, Inc. will provide permanent housing and supportive services to 12 clients as a part of its Project Fresh Start. The funds will be used to cover case management personnel costs and client housing costs. The period of the Continuum of Care Program Agreement is December 1, 2018 through November 30, 2019.

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

4. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$ 45,093.38**

Account: 1001-000000-3572-772800-603051

Under the terms of this Provider Agreement, the Associated Catholic Charities, Inc. will use the funds to cover the personnel costs of Winter Shelter Coordinators to help direct clients between partner homeless agencies providing emergency overnight shelter beds to homeless individuals and families on nights that the temperature falls below 32 degrees Fahrenheit. The funds will be used to cover personnel costs, utilities, shelter operating costs and food for clients. The period of the Provider Agreement is October 15, 2018 through March 15, 2019.

The Provider Agreement is late because of a delay at the administrative level.

**MWBOO GRANTED A WAIVER.**

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

MOHS - cont'd

5. **THE MARYLAND CENTER FOR VETERANS EDUCATION AND TRAINING, INC.** **\$193,589.68**

Account: 1001-000000-3572-772800-603051

Under the terms of this Provider Agreement, The Maryland Center for Veterans Education and Training, Inc. will use the funds to provide 60 emergency overnight shelter beds for homeless men and women on nights that the temperature falls below 32 degrees Fahrenheit. The funds will be dispersed on a per diem basis and will be used to cover personnel costs, utilities, shelter operating costs and food for clients. The period of the Provider Agreement is October 15, 2018 through March 15, 2019.

The Provider Agreement is late because of a delay at the administrative level.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

(The Amendment No. 2 to Agreement, First Amendment to Interagency Agreement, and Agreements have been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

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

The Board is requested to approve and authorize execution of the Community Development Block Grant (CDBG) Agreements.

**1. ROBERTA'S HOUSE, INC. \$100,000.00**

Account: 2089-208919-5930-736126-603051

Roberta's House, Inc. will utilize the funds to provide grief counseling and bereavement support services, free of charge to low- and moderate-income youth and their families who have experienced acute emotional distress related to a death and/or traumatic loss. The period of the agreement is July 1, 2018 through June 30, 2019.

**FOR FY 2019, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$128,000.00 AS FOLLOWS:**

**MBE: \$34,560.00**

**WBE: \$12,800.00**

**2. FRANCISCAN CENTER, INC. \$ 65,185.00**

Account: 9998-908722-9593-900000-706047

Franciscan Center, Inc. will utilize the funds to procure a contract to complete the roof replacement at their building located at 101 W. 23<sup>rd</sup> Street. The poor condition of the roof over their main building and food pantry has caused water to infiltrate the building causing mold and other interior damage. The period of the agreement is effective upon Board approval for three months.

**FOR FY 2019, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$0.00.**

**MBE: \$0.00**

**WBE: \$0.00**

**MWBOO GRANTED A WAIVER.**

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

Department of Housing and - cont'd  
Community Development

On August 8, 2018, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2018 Annual Action Plan for the following formula programs:

1. Community Development Block Grant (CDBG)
2. HOME Investment Partnership Act (HOME)
3. Emergency Shelter Grant Entitlement (ESG)
4. Housing Opportunity for People with AIDS (HOPWA)

The Department began negotiating and processing the CDBG agreements effective July 1, 2018 and beyond, as outlined in the Plan, pending approval of the Resolution. Consequently, the agreements were delayed due to final negotiations and processing.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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



**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

Department of Housing and - Loan Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Loan Agreement with the Neighborhood Impact Investment Fund, Inc. (NIIF). The Loan Agreement is effective upon Board approval through December 31, 2048.

**AMOUNT OF MONEY AND SOURCE:**

\$51,700,000.00 - 9910-908221-9588

**BACKGROUND/EXPLANATION:**

On June 16, 2018, the Board approved a Lease with the Maryland Economic Development Corporation (MEDCO) relating to the Marriott Garage, the Redwood Garage, and the Water Street Garage (together, the "Parking Facilities"). Under the terms of the Lease, MEDCO provided the City \$54,314,393.62 as an Initial Rental Installment payment (the "Parking Facilities Proceeds").

The Parking Facilities Proceeds were appropriated in the City of Baltimore Fiscal Year 2019 Budget under capital program 588-050, the Community Enterprise Program. The Community Enterprise Program seeks to create a new financing program to catalyze creating a public-private investment fund to provide capital to support real estate and business development in underinvested neighborhoods aligned with the City's goals and strategic community development efforts.

Under the auspices of the Community Enterprise Program, the NIIF, a Maryland nonstock corporation was formed on November 27, 2018. NIIF was created for the following purposes: (i) to act as a neighborhood investment fund to invest in development and redevelopment within areas of Baltimore City that are distressed and suffer from community deterioration and a lack of private investment as depicted on the Eligible Impact Investment Neighborhoods map included in the Loan Agreement as Exhibit A, (ii) to leverage capital investments to the NIIF in order to provide capital or credit-enhancement to businesses and projects

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

Department of Housing and - cont'd  
Community Development

in distressed communities in Baltimore City and catalyze new development, industry, and inclusive economic opportunities to meet core community needs, such as housing, employment, community facilities, services and wealth-building opportunities, and (iii) to reduce the burdens of Baltimore City utilizing capital in efficient ways to combat community deterioration and economic blight, and strategically encourage and empower private investment for the purpose of community reinvestment.

The term of the Loan Agreement is 30 years at 0% interest. The balance of the Parking Facilities Proceeds will support additional efforts under the Community Enterprise Program, including the Community Catalyst Grants program launched in July 2018 and expenses related to the creation of NIIF.

The Loan Agreement includes the following key Borrower provisions and covenants:

- NIIF is required to furnish an Annual Report to the City which will include annual audited statements consisting of 1) a balance sheet, income statement and statement of cash flows; 2) a list of outstanding project investments made by NIIF; 3) a description of the economic and community benefits as result of NIIF's investments; and 4) a description of any losses or material events of default.
- NIIF must deploy at least \$20,000,000.00 as investments or credit enhancement for investments by June 30, 2024 in the Eligible Impact Investment Neighborhoods. In addition, on each five-year anniversary, NIIF will report to the City the deployment amount for the immediately preceding five-year period, which will have equaled at least \$20,000,000.00 in new deployment for such five-year period.
- NIIF is required to host an annual public meeting to permit investors and citizens an opportunity to review NIIF's investment activity.

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

Department of Housing and - cont'd  
Community Development

- NIIF agrees to adopt a Diversity, Equity and Inclusion Policy to support the growth of local, minority and women-owned businesses and to promote the hiring of Baltimore City residents.
- NIIF will maintain in good standing its existence as a Maryland nonstock corporation.
- NIIF will be limited in its ability to amend its charter document and bylaws, including its ability to change its corporate purposes from those described above within Baltimore City.

NIIF intends to utilize the loan proceeds for the following permitted uses under the terms of the Loan Agreement:

- To advance community and economic development efforts in economically disinvested or distressed areas of Baltimore City, defined as Eligible Impact Investment Neighborhoods.
- To finance property acquisition, property improvements, equipment purchases, business operations and reserve funds within the Eligible Impact Investment Neighborhoods.
- To invest directly in property ownership or businesses operating within or expanding into Eligible Impact Investment Neighborhoods.
- To lend and/or invest directly, through joint venture, or to a sub-borrower in Eligible Impact Investment Neighborhoods.
- To issue guaranties and credit enhancements for investments being made by other parties in Eligible Impact Investment Neighborhoods.
- To be held by NIIF to satisfy liquid covenants and establish reserves.

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

Department of Housing and - cont'd  
Community Development

- To invest reserves in permitted investment instruments.
- To satisfy any operating costs of NIIF not otherwise covered from its revenues.

**THE TRANSFER OF FUNDS IN THE AMOUNT OF \$54,314,393.62 WAS APPROVED BY THE BOARD OF ESTIMATES ON DECEMBER 12, 2018.**

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

Department of Housing and                    - Lien Release  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the release of liens, plus all accrued interest and/or penalties on the vacant property located at 25 N. Port Street (Block 1725, Lot 078), for the transferee, MLMLG Company, LLC, Michael Knoepfle, authorized member.

**AMOUNT OF MONEY AND SOURCE:**

\$99,836.68 plus all accrued interest and/or penalties

**BACKGROUND/EXPLANATION:**

Pursuant to the Annotated Code of Maryland, Tax Property 14-806, the Board is given the authority to release liens against real property under certain circumstances. In this case, the property in question complies with all requirements of the lien release law.

The property is a vacant lot and the liens of \$99,836.68 exceed its assessed value of \$12,000.00. The buyer/developer/The MLMLG Company, LLC, Michael Knoepfle, authorized member, will build a new single family home for sale to a home-owner at market rate. The property will be returned to productive use within a reasonable time, thus eliminate blighting conditions and returning it to the Tax rolls of Baltimore City. The release of liens on the property will make it financially feasible for redevelopment and prevent tax abandonment. The developer will be using private funds.

At the settlement, the transferee will pay the City \$32,515.00 which is the contract sales price (net realty fee of \$2,845.00). This amount exceeds the combination of the flat tax and water charges (\$5,513.38) and is higher than the assessed value (\$12,000.00) of the property. The amount paid will be applied to

DHCD - cont'd

satisfy the water bill, real estate taxes and flat tax first, then any other liens, including a Purchase Money Mortgage, that have accrued prior to the date of this lien release.

Any additional property tax assessments, water charges, and liens that accrue from the date of this lien release will be the responsibility of the transferee to pay prior to settlement. Failure to record the deed and pay the \$32,515.00, within 120 days from the date of approval by the Board, will void this release.

**MBE/WBE PARTICIPATION:**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

Department of Housing and                    - Lien Release  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the release of liens, plus all accrued interest and/or penalties on the vacant property located at 27 N. Port Street (Block 1725, Lot 077), for the transferee, MLMLG Company, LLC, Michael Knoepfle, authorized member.

**AMOUNT OF MONEY AND SOURCE:**

\$39,013.74 plus all accrued interest and/or penalties

**BACKGROUND/EXPLANATION:**

Pursuant to the Annotated Code of Maryland, Tax Property 14-806, this Board is given the authority to release liens against real property under certain circumstances. In this case, the property in question complies with all requirements of the lien release law.

The property is a vacant lot and the liens of \$74,377.05 exceed its assessed value of \$12,000.00. The buyer /developer/The MLMLG Company, LLC, Michael Knoepfle, authorized member, will build a new single family home for sale to a home-owner at market rate. The property will be returned to productive use within a reasonable time, thus eliminate blighting conditions and returning it to the Tax rolls of Baltimore City. The release of liens on the property will make it financially feasible for redevelopment and prevent tax abandonment. The developer will be using private funds.

At the settlement, the transferee will pay the City \$32,515.00 which is the contract sales price (net realty fee of \$2,845.00). This amount exceeds the combination of the flat tax and water charges (\$2,848.31) and is higher than the assessed value (\$12,000.00) of the property. The amount paid will be applied to

DHCD - cont'd

satisfy the water bill, real estate taxes and flat tax first, then any other liens, including a Purchase Money Mortgage, that have accrued prior to the date of this lien release.

Any additional property tax assessments, water charges, and liens that accrue from the date of this lien release will be the responsibility of the transferee to pay prior to settlement. Failure to record the deed and pay the \$32,515.00, within 120 days from the date of approval by the Board, will void this release.

**MBE/WBE PARTICIPATION:**

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

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



**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

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

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**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Third Amendment to Land Disposition Agreement (LDA) with 2101 East Biddle, LLC, Developer.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The City entered into a Land Disposition Agreement dated April 26, 2017 with 2101 East Biddle, LLC, for the sale of 2101 E. Biddle Street. The property was deeded to the Developer on August 17, 2017 and recorded among the Land Records of Baltimore City in Liber MB 19797, folio 205.

The authority to sell 2101 E. Biddle Street was within, the Middle East Urban Renewal Plan. In selling the property, the City received an \$180,000.00 Purchase Money Deed of Trust from the Developer. The Third Amendment to LDA will facilitate the Developer's ability to procure construction financing. The City will accommodate the Developer's request, and help the Developer expedite project development.

The City has conveyed all of its right, title, and interest in 2101 E. Biddle Street to the Developer for \$200,000.00, which was paid with a \$20,000.00 down payment and a \$180,000.00 Purchase Money Deed of Trust dated December 28, 2017 and recorded along the Land Records of Baltimore City in Liber MB 19797, folio 210. The subordination of the City's Purchase Money Deed of Trust, which is still intended to be released upon closing of the construction financing in favor of a new confessed judgment note, was approved under the Second Amendment to Land Disposition Agreement.

The project will still be funded with Historic Tax Credits and other public and private funds. Point one in this Third Amendment

**AGENDA**

**BOARD OF ESTIMATES**

**12/19/2018**

Department of Housing and - cont'd  
Community Development

to Land Disposition Agreement revises the definition of "Completion of Rehabilitation" and clarifies when the Developer may request a Certificate of Completion. Point Two in this Third Amendment to Land Disposition Agreement provides for the Department to execute an Estoppel Certificate and Mortgagee's Rights Agreement that characterizes the parties' state of compliance with the LDA, provides assurances to the construction lenders that the City approves of the construction loans, and provides that further changes to the LDA will not be made without notice to, and approval from, the construction lenders.

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