

## Employee of the Month: January



### Congratulations Dominic DeMarco: You are the January 2017 DGS Employee of the Month!

For Dominic “Nick” DeMarco, service at Fleet Management is in his blood; Nick’s father retired from Fleet and his older brother also works at Fleet. Nick is an Automotive Mechanic and has been with the Division Baltimore DGS’s Fleet Management for 10 years. Nick specializes in Ford Diesel Engines and in Mitsubishi and UD Diesel Emissions Systems.

Nick’s supervisor, Rob Schley, says that “He is one of my ‘go to’ people.” Adding “He is always on time and prepared to work. Nick is able to multi-task or switch gears whenever needed.”

Nick enjoys being around his co-workers. He says that his co-workers are fun to be around and that they make the work days go by more quickly.

Outside of work, Nick enjoys tinkering on classic and muscle cars; he also likes to collect them. His two favorite vehicles are his ‘73 Mustang and ‘65 Lincoln.

Mr. Schley also said that Nick “Will perform any work assignment given, without hesitation or resistance,” that he “is very dependable and reliable; he always gets the job done and right on schedule.”

Nick looks forward to continuing his work at Fleet with hopes of moving up within the organization. He likes that his job provides him the ability to support his family which consists of a girlfriend, and two children— a boy age four and a girl who is one year old.

## Kudos to Krystal:

### **Grainger - Direct Deliveries** Submitted by Coleman DeVries

The DGS Business Process Improvement Office is completing its first successful round of **direct** paper product deliveries to five downtown facilities. These facilities use 80% of various paper products supplied by Grainger for the City government. This means that the in-house delivery workload will decrease, saving the City thousands of dollars per year in labor hours.

This is not possible were it not for Krystal. She has been extremely cooperative as she assumed the responsibility of examining then entering additional requisitions required to make this process more efficient.

Operations Assistant Cole DeVries said “I am fortunate to be able to work with a team that has the agency’s, and the City’s, best interests in mind!”

## **Automotive Students Attend Fleet Open House**

On Friday, December 9th, thirty-five 11th and 12th grade students attended an Open House at the Fleet’s George L. Winfield Facility to learn about the division’s functions and career opportunities. The students came from Mergenthaler Vocational-Technical (Mervo), Forest Park, and Edmondson-Westside high schools to learn about work opportunities with the City of Baltimore. The event deepens a relationship between DGS and local educational institutions to enhance opportunities for year round employment opportunities for City youth.

## **NOMINATE SOMEONE TO BE THE NEXT EMPLOYEE OF THE MONTH**

### ANYONE CAN NOMINATE A CO-WORKER!

There are 2 ways you can nominate your staff/team member!

1. Handy ballots located throughout General Services
2. E-mail DGS\_H.R.@baltimorecity.gov

Employee nominated must exemplify the mission of the Department of General Services which is to provide effective and efficient government services to the people of Baltimore and to the City agencies we serve. We provide healthy work environments, safe and reliable vehicles for City employees, and deliver high quality support services. The Department of General Services is a key partner in improving the life for Baltimore City employees and citizens. All nominated employees must exhibit performance in at least one of the following characteristics: Customer Service, Behavior, Performance, External Recognition, Work Related Accomplishments, Improved Efficiency/Cost Savings in the Work Place.

All employees will remain a candidate for 6 months once they have been nominated.

Should you have questions regarding the Employee of the Month process please call Catherine Burns at (410) 396-3627.

## Back to the Future – Baltimore Edition

Submitted by: Varghese Paraniyam

It was a beautiful morning after the Winter Solstice when the Fiscal Administration team mounted our 15 passenger Ford van for a trip back in time. Well... not really, but on this morning we would be walking the floors of the house where Mary Pickersgill sewed the garrison flag that a young lawyer, Francis Scott Key, would someday write a poem titled “The Star-Spangled Banner.” The Fiscal Administration team toured several of our historic properties all supported by the work of DGS Facility Maintenance Division: The Peale Center, The Phoenix Shot Tower, Carroll Mansion and, finally, The Star-Spangled Banner Flag House.

The Peale Center is the oldest museum building in North America and was the City Hall for Baltimore (1830-1875). During the War of 1812 and the bombardment of Fort McHenry, Rembrandt Peale and his family stayed in the museum with hopes that when British soldiers came across the building they would spare it as a residence rather than as a piece of history. Fortunately, the Continental soldiers rallied and the British troops were turned back on that stormy night. The next day our flag remained in sight.

The Phoenix Shot Tower, erected in 1828, was the tallest building in the United States at that time. The “Shot Tower” was used to make shot for hunting. The process encompassed melting lead, pouring it through a colander, and allowing it to fall 215 feet to cool and form perfect spheres before landing in a water barrel at the base of the tower. Over 2.5 million pounds of shot was produced in a year using only 3 workers. Talk about LEAN workflows! (Continued on next page)

## Back to the Future – Baltimore Edition

(Continued from page one)



The Carroll Mansion housed as many “Charles” and “Mary’s” as there were signers of the Declaration of Independence. Perhaps not as many, but Charles Carroll of Carrollton was the last living signer of the Declaration. He spent his winters in Baltimore at the Carroll Mansion. The Carroll family has deep rooted Catholic ties which led to the eventual creation of the Archdiocese of Baltimore, the first Catholic Diocese in the United States, and its first Arch Bishop, John Carroll.

Finally, this staff of penny-pinchers and numbers-crunchers ventured over to The Star-Spangled Banner Flag House. This structure and recently renovated visitors center, takes you back to the time of Baltimore’s boom, literally: people could hear the bombs bursting in air, from here. The house where Mary Pickersgill lived was the site where the famed Star-Spangle Banner was sewed. The facility was a wonderful time travel in history and features a map embedded in their courtyard of stones from every state. The Visitor Center features an amazing entryway, where visitors are greeted by a 30’ x 42’ stained glass window of our stars and stripes.

On this day in 2016, the Fiscal Administrative team took a trip in time and learned how Baltimore flourished in America’s early history. This is the city we serve, and the city we love!

We thank Jackson Gilman-Forlini, Historic Properties Coordinator, for being an excellent tour guide. Thanks to Paula Hankins, Director of Carroll Mansion and Amanda Shores Davis, Director of The Star-Spangled Banner Flag House for their impressive presentations.

### DGS New Hires and Retirees

New Hires	
Employee	Title
Emily Kollin	Fleet Quality Control Analyst
Craig Curtis	Architect II
Retirements	
Kurt Fulp	Tire Maintenance Worker I



Congratulations to Cole DeVries on obtaining his Project Management Professional certification. This is something you worked hard for and should be extremely proud and happy about. Keep pushing.

## DGS: How does that work?

### MAJOR PROJECTS DIVISION

What is Major Projects? Major Projects is one of four divisions within the Department of General Services for which some of our colleagues and coworkers may need a little explanation of its mission.

Here goes: The short definition is that the Division does design and construction management of City owned buildings.

How do we do it? Employees participate in capital planning which tries to anticipate needs of all departments except the school system over a six year period (the Capital Improvement Plan), taking into account critical needs like structures which have exceeded their useful life; necessary improvements mandated by growth and /or change in programming; life safety issues. Examples of each of these as either a completed project or one currently in process are the Fallsway Homeless Shelter, the Hampden Library, the Able Wolman Municipal Building elevator replacements, and the Police Headquarters fire safety project.

Major Projects is staffed by three architects, two engineers, four construction project managers, and five field inspectors who oversee design and construction activities. Bambi Stevens, the Division Chief, holds a degree in architecture as well as a *juris doctorate* law degree.

After a project is identified and financing is established, the team selects a consulting design firm that is best suited to the requirements of the project and is selected from a prequalified list of companies. Similar to medical professionals, different firms excel at different types of projects. The extensive background and knowledge of a firm’s capabilities and their strengths helps Division architects and engineers guide the selections. In some instances only one designer is suited and qualified to take on the project (an example is the stonework restoration to the City Hall).

At the same time, a project manager from the Major Projects staff is assigned. He or she will lead the design process until completion. The design team will seek input from the end user and from citizen users depending on their role in the final design and program. Often, the Facilities Maintenance Division is included in these discussions encompassing practicality and pitfalls.

The selected designer goes through a three part process which is standard in the construction industry:

- Schematic Design – the development of the program and general characteristics and space use of the project. Usually at the end of this phase we have drawings which are about 30% complete.
- Design Development – refining the program and defining methods, means and materials to construct the project. Usually at the end of this phase we have drawings which are about 65% complete.
- Contract Drawings – the documents, working drawings and a written specification which delineate exactly what is to be built and how. These are 100% drawings and written specifications of several hundred pages that are used to bid the job and then build it. A schedule of the scope of work is usually developed at this time.

At this point neither a hammer was picked up nor did a shovel get put in the ground! This is such an important process, though, that done well or poorly it can mean the difference between successes, waste, or struggles of all kinds.

Next month we will continue the examination of Major Projects processes.



Congratulations to the winners of the first DGS Deck the Doors and Desks Decorating Contest! Appearing left to right, group winners: Renee Johnson, Jasmine Gaines, and Gladys Inman, and individual winner Catherine Burns.

### Follow DGS on Social Media!



### REMINDER: Changed address? New number?

Have you changed your address, obtained a new phone number, recently added a new member to the family? If so, please see your Human Resources Office about documents to update your new status.