

City Council of Hyattsville, Maryland

AGENDA

**City Council Regular Meeting
Monday, September 18, 2017
8:00 PM**



**Council Chambers
Hyattsville Municipal Building
4310 Gallatin Street, 3rd Floor
Hyattsville, MD 20781
(301) 985-5000 www.hyattsville.org**

CITY COUNCIL

[Mayor Candace B. Hollingsworth](#)
[Edouard Haba, Council President, Ward 4](#)
[Kevin Ward, Council Vice President, Ward 1](#)
[Bart Lawrence, Ward 1](#)
[Robert S. Croslin, Ward 2](#)
[Shani N. Warner, Ward 2](#)
[Carrianna Suiter, Ward 3](#)
[Thomas Wright, Ward 3](#)
[Paula J. Perry, Ward 4](#)
[Joseph Solomon, Ward 5](#)
[Erica Spell, Ward 5](#)

ADMINISTRATION

Tracey E. Nicholson, City Administrator
Laura Reams, City Clerk, 301-985-5009, lreams@hyattsville.org

WELCOME TO THE CITY OF HYATTSVILLE CITY COUNCIL MEETING! Your participation at this public meeting is valued and appreciated.

Agenda/Packet: The Agenda/Packet is available for review at the Hyattsville Municipal Building and online at www.hyattsville.org prior the scheduled meeting (generally available no later than the Friday prior to the scheduled Monday meeting). Please note, times given for agenda items are estimates only. Matters other than those indicated on the agenda may also be considered at Council discretion.

Americans with Disabilities Act: In compliance with the ADA, if you need special assistance to participate in this meeting or other services in conjunction with this meeting, please contact the City Clerk's Office at (301) 985-5009. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Audible Devices: Please ensure all audible devices are turned off or otherwise not audible when the City Council is in session. Thank you.

Consent Agenda: Items listed on the Consent agenda are considered to be routine in nature, and are normally approved by one motion. Please note that most items on the Consent agenda have been discussed at a previous meeting. If a Councilmember wishes to comment on a particular item, that item shall be removed from the Consent agenda to "action" to allow for additional discussion.

Public Input: If you wish to address the Council during the Public Comment period, please submit an Audience Participation Form to the City Clerk prior to the beginning of the meeting. Matters identified during Public Comment that are not on that meeting's agenda will be referred to staff for follow-up or considered on a future agenda. Issues that require a response will be addressed publically at the next regular Council meeting. Speakers are requested to keep their comments to no more than two (2) minutes per speaker. Written comments or supporting documents may be turned in to the City Clerk for distribution to the Mayor and Council.

Ways to Watch the Meetings Live: City Council meetings are broadcast live on cable television channel 71 (Comcast) and channel 12 (Verizon). You may also view meetings live online at hyattsville-md.granicus.com/MediaPlayer.php?camera_id=2

Replay Schedule: The meetings will be re-broadcast on cable television, channel 71 (Comcast) and channel 12 daily at 7:00 a.m., 1 p.m., and 8 p.m. Meetings are also able for replay online at www.hyattsville.org/councilagendas.

City Information: Sign up to receive text and email notifications about Hyattsville events, government, police and programs at www.hyattsville.org/list.aspx

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1. Call to Order and Council Roll Call

2. Pledge of Allegiance to the Flag

3. Approval of Agenda

4. Approval of the Minutes

4.a) Approval of the Minutes

HCC-56-FY18

I move that the Mayor and Council approve the Council Meeting Minutes for the following meetings: (1) Regular Council Meeting of March 6, 2017, (2) Council Work Session of March 15, 2017, (3) Regular Council Meeting of March 20, 2017, (4) Regular Council Meeting of April 3, 2017, (5) Public Hearing of April 12, 2017, (6) Council Work Session of April 12, 2017, (7) Public Hearing of April 17, 2017, (8) Regular Council Meeting of April 17, 2017, (9) Public Hearing of April 26, 2017, (10) Special Council Meeting of May 10, 2017, (11) Regular Council Meeting of May 15, 2017, and (12) Regular Council Meeting of August 7, 2017.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Minutes March 6 2017 FINAL.docx](#)

[Minutes March 15 2017 Final.docx](#)

[Minutes March 20 2017 FINAL.docx](#)

[Minutes Apr 3 2017 Final.docx](#)

[Minutes Apr 12 2017 PH Final.docx](#)

[Minutes Apr 12 2017 CM Final.docx](#)

[Minutes Apr 17 2017 PH FINAL.docx](#)

[Minutes Apr 17 2017 CM FINAL.docx](#)

[Minutes Apr 26 2017 PH FINAL.docx](#)

[Minutes May 10 2017 Final.docx](#)

[Minutes May 15, 2017 #1 Final.docx](#)

[Aug 7 2017 Minutes Final.docx](#)

5. Public Comment (8:10 p.m. – 8:20 p.m.) Limit 2 minutes per speaker

6. Presentations (8:20 p.m. - 9:00 p.m.)

6.a) Resolution to Extend Temporary Protected Status Visas (15 minutes)

HCC-58-FY18

Lead Sponsor: Executive Committee

Co-Sponsor(s): N/A

[Boston Globe.pdf](#)

6.b) FY-2015, FY-2016 & FY-2017 Audit (5 minutes)

HCC-60-FY18

N/A

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[RB FY 2015 Audit Rep Letter.doc](#)

6.c) Toole Design Group - Traffic Study Update (20 minutes)

HCC-61-FY18

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[HYATTSVILLE Toole Presentation.pdf](#)

7. Consent Items (9:00 p.m. - 9:05 p.m.)

7.a) Northwestern High School Night School and After School Activities Memorandums of Agreement

HCC-30-FY18

I move that the Mayor and Council approve the 2017 Memorandums of Understanding between the Board of Education of Prince George's County and the City of Hyattsville Police Department to have a police presence during night school and during sporting events and extracurricular activities.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Northwestern After School Activities MOUs.pdf](#)

7.b) Acceptance and Disbursement of Charitable Donation from the Shack Harris & Doug Williams Foundation, Inc. to Sergeant Anthony Knox

HCC-32-FY18

I move that the Mayor and Council authorize the City Treasurer to deposit into the City's general fund a check in the amount of \$10,000 from the Shack Harris & Doug Williams Foundation and pass through the charitable donation by issuing a check in the amount of \$10,000 to Sergeant Anthony Knox to be used to support the Knox family with medical and other related expenses.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Knox Charitable Donation.pdf](#)

7.c) FY18 Budget Appropriation: Target Grant for Operation Santa with a Badge

HCC-33-FY18

I move that the Mayor and Council accept and appropriate into the FY18 budget the grant award in the amount of \$2,000 from the Target Corporation for the purpose of supporting the Police Department Operation Santa With a Badge.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Target Grant Operation Santa with a Badge.pdf](#)

7.d) Schedule Public Hearing for Montgomery Housing Partnership Tax Abatement for October 2, 2017 at 7:30 PM.

HCC-44-FY18

I move that the Mayor and Council schedule a Public Hearing for October 2, 2017 at 7:30 p.m. to receive public testimony regarding a request by the Montgomery Housing Partnership for the City to provide \$225,000 in tax abatement to support the renovation of Parkview Manor Apartments.

Lead Sponsor: Executive Committee

Co-Sponsor(s): N/A

[Memo - Scheduling Public Hearing - MHP.docx](#)

[PM Pro Forma 6-9-17.pdf](#)

[MHP 15 Year Tax Credit Request.pdf](#)

[Parkview Manor Green Features 12-1-16 \(1\).pdf](#)

7.e) Purchase of Solid Waste Vehicle

HCC-45-FY18

I move that the Mayor and City Council authorize the expenditure of FY-2018 Capital Improvement Funds in an amount not to exceed \$190,000 for the purchase of a 2017 Freight-liner Truck with a M2 106 Leach Body from Grand Turk Equipment Company, utilizing the NJPA Purchasing Agreement.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[City of Hyattsville NJPA Quote \(2\).pdf](#)

[NJPA Joint Powers Agreement 2016.pdf](#)

7.f) Purchase of Parks Truck

HCC-46-FY18

I move that the Mayor and City Council authorize the expenditure of FY-2018 Capital Improvement Funds in an amount not to exceed \$52,000 for the purpose of purchasing a Chevrolet Silverado 2500HD pick up truck from Criswell Chevrolet utilizing the Montgomery County Bid Proposal.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[20160205095733878.pdf](#)

[Hyattsville CK25943.pdf](#)

7.g) Purchase of a Bucket Truck

HCC-47-FY18

I move that the Mayor and Council authorize the expenditure of FY-2018 Capital Improvement Funds in an amount not to exceed \$71,000 for the purpose of purchasing an Altec Telescoping Device mounted on a Ford F350 Truck, from Altec Utility Equipment, utilizing the Hagerstown Maryland purchase contract.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Altec Bid Proposal.pdf](#)

[Altec Mayor and Council.pdf](#)

[City of Hyattsville-AT200A-Quote356249-3.pdf](#)

[ITB B1620.17 Telescopic Basket Truck.pdf](#)

7.h) Appointment to the Code Compliance Advisory Committee

HCC-51-FY18

I move that the Mayor and Council appoint Lauren Drew (Ward 4) to the Code Compliance Committee for a term of 2 years to expire on September 19, 2019.

Lead Sponsor: Perry

Co-Sponsor(s): Spell

[Application Drew.pdf](#)

7.i) Re-appointment to the Education Advisory Committee

HCC-52-FY18

I move that the Mayor and Council re-appoint Dakarai Aarons (Ward 5) to the Education Advisory Committee for a term of 2 years to expire on September 19, 2019.

Lead Sponsor: Solomon

Co-Sponsor(s): Wright

[322532.pdf](#)

7.j) Appointment to the Hyattsville Environment Committee

HCC-53-FY18

I move that the Mayor and Council appoint John Fisher (Ward 1) to the Hyattsville Environment Committee for a term of 2 years to expire on September 19, 2019.

Lead Sponsor: Solomon

Co-Sponsor(s): Lawrence

[Application Fisher.pdf](#)

7.k) Hispanic Heritage Month Proclamation

HCC-59-FY18

I move that the Mayor and Council proclaim September 15 to October 15, 2017 as Hispanic Heritage Month in the City of Hyattsville.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

7.l) Rock Salt Purchase

HCC-48-FY18

I move that the Mayor and Council approve the purchase of rock salt from Morton Salt Company utilizing the State of Maryland contract rider, not to exceed \$35,000.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Maryland Rider Rock Salt 2016.pdf](#)

8. Action Items (9:05 p.m. - 9:30 p.m.)

8.a) FY-18 Renewal of Adirondack Tree Experts Contract (5 minutes)

HCC-49-FY18

I move that the Mayor and Council authorize the City Administrator to renew the City's contract with Adirondack Tree Experts for FY-18 tree work in the City in an amount not to exceed \$150,000. This contract has been reviewed and approved by the City Attorney for legal sufficiency.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

8.b) Purchase and Upfitting of Eight Replacement Police Vehicles (5 minutes)

HCC-50-FY18

I move that the Mayor and City Council authorize the expenditure of FY-2018 Capital Improvement Funds in an amount not to exceed \$405,000, for the purpose of purchasing 8 replacement police vehicles from Hertrich Ford, and the purchase of vehicle equipment and up-fitting from Global Public Safety LLC.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[FY2018 Vehicle Replacement.docx](#)

8.c) Office Care Commercial Cleaning Company Contract Extension (5 minutes)

HCC-54-FY18

I move that the Mayor and Council authorize the City Administrator to execute a one-year contract, renewable for up to two additional years, with Office Care Commercial Cleaning Company, for the purposes of facility cleaning services in an amount not to exceed \$62,460.00, upon the review and approval by the City Attorney for legal sufficiency.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

8.d) Bigbelly Waste and Recycling System (10 minutes)

HCC-55-FY18

I move that the Mayor and Council authorize the City Administrator to execute a one-year contract, renewable for up to three additional years, with Bigbelly Solar for Bigbelly duo trash stations in an amount not to exceed \$34,563.00, upon the review and approval by the City Attorney for legal sufficiency.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s):

9. **Discussion Items (9:30 p.m. - 10:05 p.m.)**
 - 9.a) **Amendment to Section 114-74 - Vehicle Impound Ordinance (10 minutes)**
HCC-43-FY18
Lead Sponsor: At the Request of the City Administrator
Co-Sponsor(s): N/A
[Memo - Impoundment Ordinance.docx](#)

[Impound Ordinance Amendment 8.30.17.docx](#)
 - 9.b) **Pet Waste Ordinance (15 minutes)**
HCC-63-FY18
Lead Sponsor: At the Request of the City Administrator
Co-Sponsor(s): N/A
[Memo - Pet Waste Ordinance.docx](#)

[Pet Waste Ordinance - 9.13.17.docx](#)

[MinutesrMarch_15_17_Approved.doc](#)

[Code Committee Recommendation - June 21, 2017.doc](#)

[Pet Waste - Leash Up Poster](#)
 - 9.c) **National Fitness Campaign Fitness Court & Grant Program (10 minutes)**
HCC-64-FY18
Lead Sponsor: At the Request of the City Administrator
Co-Sponsor(s): N/A
[NFC Grant Memo \(1\) \(1\) \(Tracey Nicholson\).docx](#)

[NFC Photo 1.jpg](#)

[NFC Photo 2.jpg](#)
10. **Council Dialogue**
11. **Community Notices and Meetings**
 - 11.a) **City Calendar: September 19 - October 2, 2017**
HCC-57-FY18
Lead Sponsor: At the Request of the City Administrator
Co-Sponsor(s):
[Main City Calendar September 19-October 2 2017.pdf](#)
12. **Motion to Adjourn**



Hyattsville City Council Agenda Item Report

Meeting Date: September 18, 2017
Submitted by: Nicola Konigkramer
Submitting Department: City Clerk
Item Type: Legislative
Agenda Section: Approval of the Minutes

SUBJECT

Approval of the Minutes

HCC-56-FY18

Recommendation:

I move that the Mayor and Council approve the Council Meeting Minutes for the following meetings: (1) Regular Council Meeting of March 6, 2017, (2) Council Work Session of March 15, 2017, (3) Regular Council Meeting of March 20, 2017, (4) Regular Council Meeting of April 3, 2017, (5) Public Hearing of April 12, 2017, (6) Council Work Session of April 12, 2017, (7) Public Hearing of April 17, 2017, (8) Regular Council Meeting of April 17, 2017, (9) Public Hearing of April 26, 2017, (10) Special Council Meeting of May 10, 2017, (11) Regular Council Meeting of May 15, 2017, and (12) Regular Council Meeting of August 7, 2017.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Minutes_March 6 2017_FINAL.docx](#)

[Minutes_March 15 2017_Final.docx](#)

[Minutes_March 20 2017_FINAL.docx](#)

[Minutes_Apr 3 2017_Final.docx](#)

[Minutes_Apr 12 2017_PH Final.docx](#)

[Minutes_Apr 12 2017_CM Final.docx](#)

[Minutes_Apr 17 2017_PH_FINAL.docx](#)

[Minutes_Apr 17 2017_CM_FINAL.docx](#)

[Minutes_Apr 26 2017_PH FINAL.docx](#)

[Minutes_May 10 2017_Final.docx](#)

[Minutes_May 15, 2017 #1_Final.docx](#)

[Aug 7 2017 Minutes_Final.docx](#)

Summary Background:

Please see attached minutes.

Next Steps:

Upon approval, final minutes will be posted on the City's website.

Fiscal Impact:

N/A

City Administrator Comments:

N/A

Community Engagement:

N/A

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Legal Review Required?

N/A



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
MONDAY, MARCH 6 2017

1.) [Call to Order and Council Roll Call](#)

Mayor Hollingsworth called the meeting to order at 7:34 p.m.

Present: Mayor Candace Hollingsworth
Council President Edouard Haba, W4
Council Vice President Bart Lawrence, W1
Robert Croslin, W2
Shani Warner, W2
Patrick Paschall, W3
Thomas Wright, W3
Paula Perry, W4
Joseph A Solomon, W5

Absent: Kevin Ward, W1
Ruth Ann Frazier, W5

Also present were the following City staff members:

City Administrator Tracey Nicholson
Assistant City Administrator James Chandler
Department of Public Works Project Manager Hal Metzler
Recreation Event Coordinator Cheryl Everhart
City Clerk, Laura Reams
Elections Coordinator, Nicola Konigkramer
Assistant City Clerk, Lillie Littleford

2) [Pledge of Allegiance to the Flag](#)

3) [Approval of Agenda](#)

Mayor Hollingsworth noted an amendment to the Agenda from the Clerk's Office for Motion # 141-03-FY17 (Motion to Close). She said the amendment was to remove the provision for closing the meeting for Council to obtain legal advice, stating that the City Attorney would not be present for the closed session. Mayor Hollingsworth clarified that the Council would still hold a closed session under the authority of the Annotated Code of Maryland State Government General Provisions Article Section 3-305(b) (5) to consider the investment of public funds, and (14) to discuss, before a contract is awarded or bids are opened, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

Councilmember Perry asked if Council could return to open session by 7:55 p.m., noting there were members of the public who would be waiting for the Council to return. Mayor Hollingsworth said the Council would try its best to return to open session in a timely manner.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Edouard Haba, W4 (Council Pres.)
SECONDER:	Patrick Paschall, W3
AYES:	Hollingsworth, Haba, Lawrence, Croslin, Warner, Paschall, Wright, Perry, Solomon
NAYS:	None
ABSENT:	Ward, Frazier



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
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4) [Motion to Close \(7:30 p. m. - 8:00 p.m.\)](#)

4.a Motion #141-03-FY17 Motion to Close I move that the Mayor and Council close the Council Meeting of March 6, 2017 in order to discuss such contract negotiations and to consider the investment of public funds. This session will be closed under the authority of the Annotated Code of Maryland State Government General Provisions Article Section 3-305(b) (5) to consider the investment of public funds, and (14) to discuss, before a contract is awarded or bids are opened, a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

[Motion to Close_cover.pdf](#) 

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Edouard Haba, W4 (Council Pres.)
SECONDER:	Joseph Solomon W5
AYES:	Hollingsworth, Haba, Lawrence, Croslin, Warner, Paschall, Wright, Perry, Solomon
NAYES:	None
ABSENT:	Ward, Frazier

Pursuant to the requirement of the Annotated Code of Maryland State Government Article 3-306(C)(2); this statement is included in these minutes:

A closed session of the Council of the City of Hyattsville was held at 7:39 p.m. on Monday, March 6, 2017, in the City of Hyattsville Municipal Building, Third Floor Council Chambers.

In addition to the City Council, the following staff members were present: City Administrator Tracey E. Nicholson, Assistant City Administrator Jim Chandler, City Treasurer Ron Brooks, City Clerk Laura Reams.

The authority under which the session was closed was the Annotated Code of Maryland State Government General Provisions Article Section 3-305(b) (5) to consider the investment of public funds and (14) to discuss, before a contract is awarded or bids are opened, a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

Topics Discussed: The Council considered the investment of public funds in a proposal for real estate development in the City and discussed possible contract parameters.

Action Taken: None taken.

The Council returned to open session at 8:22 p.m.

5) [Public Comment](#)

Leigh Ann Shan, a Ward 2 resident, addressed the Mayor and Council regarding the proposed Sanctuary City legislation. She said residents who were opposed to the legislation seemed to be concerned about possible loss of funding for the City, crime or both. She said she believed that the City would not lose federal funding, but if it did, it would be a small amount of the City's budget. Regarding concerns about crime, Ms. Shan stated that regardless of sanctuary city status, the City had laws that would be enforced.



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6) Presentations (8:10 p.m. - 8:45 p.m.)

6.a) City Administrator Update

[City Administrator Update_cover.pdf](#)

City Administrator Tracey Nicholson provided Council with an update on the FY15 budget. Ms. Nicholson said the auditors were in the final stages and staff expected the audit to be complete by the end of the month.

Administrator Nicholson updated Council on the status of the residential parking program. She said staff was working hard to develop a program to meet the needs of residents, visitors and local businesses and expected to present recommendations to the Council soon. Ms. Nicholson highlighted the implementation of the City's new pay-by-phone parking system, the Passport Parking app. Administrator Nicholson addressed a concern raised regarding parking signage in the City's Municipal Building lot; noting that the City planned to increase visitor parking at the municipal building from five (5) spaces to eight (8) spaces. She said official parking hours would end at 7:00 p.m. on week nights to ensure after hours visitors unlimited access to the parking lot.

6.b) Presentation of Check to Special Olympics of Prince George's County

[Special Olympics Presentation_cover.pdf](#)

Arrow Bikes & the Route One Velo racing team presented a check in the amount of \$5,400 to Special Olympics for funds raised at the recent Cyclocross event. Todd Harris, President of Route One Velo, provided background information on the event and introduced members of the cycling team.

6.c) Health, Wellness & Recreation Advisory Committee: FY18 Budget Recommendations

[HWRAC Presentation_cover.pdf](#)
[HWRAC City Council Presentation.pdf](#)

Mayor Hollingsworth introduced Mr. Gerald Jolly from the Health Wellness and Recreation Advisory Committee. Mr. Jolly thanked Mayor and Council for the opportunity to present the Health Wellness and Recreation Advisory Committee budget recommendations and introduced his fellow committee members, Lauren Como and Patricia Page. Mr. Jolly summarized the committee's three (3) budget recommendations: a welcome packet, community health needs assessment, and public awareness events. He noted that the requests aligned with the committee's 2017 theme of Community Engagement which aimed to address information sharing, health promotion, reduced isolation and increased social co-heaviness throughout the city as well as fostering a more welcoming environment for all residents.

Patricia Page summarized the proposed welcome packet, stating that it would include a welcome letter, a listing of local resources, health events, and special activities. She said the welcome packet was intended to be distributed in printed form to all residents and be available online. Ms. Page said the committee would compile and update the packet and a vendor would print and distribute the packet. Ms. Page said the benefits of a welcome packet included promotion of social cohesiveness and distribution of information. She noted that the anticipated cost of the welcome packet was \$5,000.

Mr. Jolly reviewed the committee's proposal for a community health needs assessment. Mr. Jolly said he understood that a study of the region was underway with the Metropolitan Council Governments (COG) and noted that while he believed the COG study could help inform the City, the COG study would not specifically differentiate the needs of Hyattsville. Mr. Jolly noted low City participation in a Prince George's County Study and said there was a need for a City-only assessment.



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Lauren Como presented the proposal for a partnership with local health experts to help develop and execute public awareness events about health disparities, with an initial focus on climate change. She said the committee hoped the event would raise public awareness and educate residents about the health impact of climate change, specifically regarding maternal health impacts. Ms. Como noted that the anticipated cost was \$2000 and said the committee had reached out to the Hyattsville Environment Committee (HEC) to ensure there was no duplication of efforts with the planned HEC speaker series.

Mayor Hollingsworth opened the floor for questions. Councilmember Warner asked how the committee would prioritize their budget requests. Mr. Jolly said they would like to first complete the welcome packet, followed by the health assessment. Council President Haba thanked the committee for the presentation and asked if the speaker event was distinctly different from the HEC proposal. Mr. Jolly said conversations between the two (2) committees were ongoing but they did see distinct differences between the events.

6.d) Hyattsville Community Development Corporation Program Update

[HY CDC Presentation_cover.pdf](#) 

[HYCDC_CoH Presentation_030617.pdf](#) 

Stuart Eisenberg, Executive Director of the Hyattsville Community Development Corporation (HYCDC) presented updates on seven (7) programs and upcoming events to the Mayor and Council. First, Mr. Eisenberg provided background information on Artways, a Sculptural Signage and Mapping Project, noting that Mayor Hollingsworth had served on the jury for the final design selection for the Rhode Island Avenue Trolley Trail. He explained that the project had produced sculpturally inspired signage for the trail system with a goal of promoting connectivity along the trails by providing information on food, entertainment, cultural, and heritage resources located in the trail system. Mr. Eisenberg provided a brief overview of the proposed locations for the signage.

Mr. Eisenberg introduced the second (2) item; Bursting on the Scene, a Community Paint Project to be held at the West Hyattsville Metro Station. He said the event would allow the public to join muralists in painting art on walls located along the pedestrian trail walkway and under the train overpass. Mr. Eisenberg then briefed the Council on the Gateway Arts District Learning Arts Resource Guide, an online and print guide to arts education resources in Prince George's County. He noted that the guides were available for distribution at the City building.

Mr. Eisenberg continued his presentation and announced the date for the 2017 Arts and Ales Festival noting that it was the 10th year for the downtown Hyattsville Arts Festival. He said the Maryland Brewers Association would be returning and noted a change in pricing structure for the event from the previous year. Mr. Eisenberg then updated Council on the Traffic Box Art Wraps project, noting that the Council had submitted a letter of support for the project. He said the project was currently in the implementation state and there was an online poll for design selection of the wraps. Mr. Eisenberg said the program was designed to creatively combat urban blight and provided a brief overview of locations that would receive the traffic box art wraps. He also highlighted a bill in the State legislature to ease the permitting process for these types of projects.

Mr. Eisenberg concluded his presentation with an overview of the proposed Stream Valley Artway to connect the trolley trail to stream valley trail. He noted that there was currently one (1) artwork present on the trail at the skate park and the HYCDC was currently working to obtain funding for a veteran's memorial. He shared a conceptual design of the proposed veteran's memorial and said public input sessions would be planned to support the project.

In closing, Mr. Eisenberg noted that the HYCDC may ask Councilmembers to participate in their projects in a variety of ways including participation on design juries, collaborating on sign locations and in the form of support for



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HYCDC grant applications. He briefly mentioned a pop-up mini golf project that was in the works and also noted that the HYCDC had an existing new resident welcome guide and would be interested in working with the Health and Wellness Advisory Committee on making that guide available in printed form. Mr. Eisenberg thanked council for the opportunity to make their presentation.

Mayor Hollingsworth asked the Council if there were any comments or questions. Seeing none, she asked City Administrator Nicholson to include the link to the online poll for traffic box designs on the City's website to encourage participation in the poll.

7) Consent Items (8:45 p.m. - 8:50 p.m.)

7.a Motion #142-03-FY17 Budget Appropriation: Share Our Strength Farmers Market Grant I move that the Mayor and Council accept and appropriate in the FY17 budget a \$7,000 grant from Share Our Strength to provide nutritional tours at the City's Farmers Market.

[Share our Strength Grant_cover.pdf](#)

[Share Our Strength Grant Farmers Market.pdf](#)

7.b Motion #: 143-03-FY17 Women's History Month Proclamation: I move that the Mayor and Council proclaim March Women's History Month in Hyattsville.

[2017 Womens History Month Proclamation_cover.pdf](#)

[Womens_History_Month_2017.docx](#)

7.c Motion #: 144-03-FY17 Microsoft Office 365 Licenses Purchase: I move that the Mayor and Council authorize the City Administrator to accept the proposal submitted by Dataprise Inc., 9600 Blackwell Road, Rockville, Maryland 20850 for the acquisition of Microsoft Office 365 licenses at a total cost not to exceed \$18,000.

[Office 365_cover.pdf](#)

7.d Motion #: 145-03-FY Hyattsville CDC: I move to authorize the Mayor, on behalf of the City of Hyattsville, to provide a letter of support to the Hyattsville Community Development Corporation for its Prince George's Arts & Humanities Council grant application for the expansion of the CDC's traffic box art wrap project.

[HY CDC LOS_PGAAH Grant.pdf](#)

[HCDC LOS_Art Box Wrap.docx](#)

7.e Motion #146-03-FY Hyattsville CDC: I move to authorize the Mayor, on behalf of the City of Hyattsville, to provide a letter of support to the Hyattsville Community Development Corporation for its Maryland Heritage Area Authority grant application.

[HY CDC LOS_MHAA Grant.pdf](#)

[Draft COH LOS_CDC MHAA Grant Application.docx](#)

7.f Motion #147-03-FY Anacostia Trails Heritage Area Inc. (ATHA): I move to authorize the Mayor, on behalf of the City of Hyattsville, to provide a letter of support to Anacostia Trails Heritage Area Inc. for its Preservation Maryland grant application.

[ATHA LOS_Preservation MD Grant.pdf](#)

[ATHA support letter.docx](#)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Solomon
AYES:	Hollingsworth, Haba, Lawrence, Croslin, Warner, Paschall, Wright, Perry, Solomon
NAYS:	None
ABSENT:	Ward, Frazier



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
MONDAY, MARCH 6 2017

8) Discussion Items (8:50 p.m. - 9:40 p.m.)

8.a Mt. Rainier's Request for HCPD to Provide Dispatch Services

[MR Dispatch Services_cover.pdf](#) 

City Administrator Tracey Nicholson introduced Hyattsville Police Officers Lieutenant Chris Purvis, Sergeant Richard Hartnett and Police Communications and Records Supervisor Sharon Hampton to present the request for the Hyattsville Police Department to provide dispatch services for Mt. Rainier. Administrator Nicholson said Mt. Rainier had requested dispatch assistance in years past, to which the City had declined. However, now with the City's transition to a new Computer Aided Dispatch System (CAD) system, staff believed the City could take on the additional dispatch responsibilities. Administrator Nicholson turned the briefing over to Lt. Purvis, Sgt. Hartnett and Supervisor Hampton to provide additional detail on the proposal. Mayor Hollingsworth noted that Mt. Rainier Mayor Malinda Miles was present to address questions for Mt. Rainier.

Lt. Purvis summarized the current capacity of City dispatch services, noting that the addition of services for Mt. Rainier would add approximately 9,000 annual calls for services to the existing 22,000 calls currently routed through the City's dispatch services. He said upon analysis of the requirements for Mt. Rainier, staff believed the City could absorb the additional duties, if a new dispatcher was hired for support. Lt. Purvis noted the City's long-time partnership with Mt. Rainier and said Mt. Rainier was looking for the level of customer service Hyattsville could provide. He said that staff had determined the cost of an additional dispatcher to be approximately \$58,000, fully loaded and stated that Mt. Rainier would cover those cost plus a buffer for overtime costs for a total annual cost of \$61,000. Lt. Purvis noted the proposal was for a three (3) year contract.

Councilmember Perry asked if the Police Department could handle the additional calls with only one (1) more dispatcher. Lt. Purvis said staff believed it could and noted that the City currently had two (2) dispatchers on each shift with occasional shortages for evening or midnight shifts. He said an additional dispatcher working a "power shift" from 4 p.m. to 12 a.m. could alleviate some of the existing shortcoming and, as needed, cover for dispatchers out on leave.

Councilmember Lawrence asked if the position was tied to the proposed Memorandum of Understanding (MOU), and if the agreement ended, what would happen to that staff member. Lt. Purvis stated that at that point the position was tied to the MOU but noted that in general, the City would like an additional position for dispatch as the City was growing.

Council President Haba thanked Lt. Purvis and welcomed Mayor Melinda Miles. He expressed support for the partnership and noted the benefits. He also inquired how the call center would distinguish between calls from Mt. Rainier and Hyattsville. Sgt. Hartnett said the procedure would not change, the address of the caller would be checked by the CAD system and the appropriate police jurisdiction would be sent to the call for service. He noted that a benefit of the arrangement was that the two (2) departments could back each other up when necessary. Lt. Purvis noted that the process was the same for current 911 calls for service that were routed to the City from the County. Councilmember Wright asked for clarification on the existing system in Mt. Rainier. Sgt. Hartnett clarified that the City of Bladensburg was currently providing dispatch services and the transition to Hyattsville would be seamless for residents of Mt. Rainier. Councilmember Paschall asked if the Council could move the item that evening.

Motion # 148-03-FY17 Mt. Rainier's Request for HCPD to Provide Dispatch Services I move that the Council authorize the City Administrator to enter into an MOU with the City of Mt. Rainier regarding HCPC providing dispatch services



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RESULT:	APPROVED [UNANIMOUS]
MOVER:	Paschall
SECONDER:	Lawrence
AYES:	Hollingsworth, Haba, Lawrence, Croslin, Warner, Paschall, Wright, Perry, Solomon
NAYS:	None
ABSENT:	Ward, Frazier

8.b HWRAC FY18 Budget Priority: Hyattsville Welcome Packet

[HWRAC Discussion_Welcome Packet_cover.pdf](#)

[Staff_Comments_Welcome_Packet-3-6-17.docx](#)

[City of Romulus Complete Welcome Packet 12.16.pdf](#)

Councilmember Solomon introduced the discussion item and thanked the Health, Wellness, and Recreation Advisory committee. Council President Haba asked what the estimated cost of \$5,000 was based upon. Mr. Jolly said the committee said they based the figures on adding five (5) to 10 additional pages to an existing welcome packet and added that efforts would be made to reduce the costs of production. Councilmember Croslin noted the HYCDC had an existing welcome packet and suggested the committee work with the HYCDC to not reinvent the wheel. Councilmember Paschall said he was supportive of the welcome packet but said he wanted to have a better understanding of how the funds would be spent. He also said he wanted to make sure the City had content review and the packet would be available in Spanish and English. Councilmember Paschall said the HYCDC welcome packet was a great starting point and noted that eliminating color printing may not make much of a cost difference.

Council Vice President Lawrence asked how the packet would be distributed. Mr. Jolly said the committee would work with leasing office and that paper copies would be available at the City building and an online version on the website. Council Vice President Lawrence asked if the City was notified when property deeds changed hands. Administrator Nicholson said she did not believe the City was notified on residential property sales but noted that packets could be left in leasing offices.

Council Vice President Lawrence asked if businesses would be included to which Ms. Como responded that they did not intend to include business. There was a brief discussion regarding branding and possible legal hurdles regarding endorsement in a partnership with the HYCDC on the welcome packet. Councilmember Croslin noted challenges with the distribution of the packet. Councilmember Warner expressed support for the packet and word of mouth distribution of an online version. Mr. Jolly said the committee had discussed an only electronic version but decided against it because there were residents who did not have access to the internet.

Council President Haba inquired about staff capacity to produce a packet of over 20 pages. Administrator Nicholson said the City would utilize a vendor for printing and that the length of the guide would certainly exceed eight (8) pages. Councilmember Wright stated his support but asked to see the estimated cost of \$5,000. He also asked if the guide could be distributed to all residents as a first run and suggested partnerships with civic associations. Mr. Jolly thanked for the advice and comments and stated that he would love to see the welcome packet in the hands of all residents. Councilmember Solomon said the \$5,000 estimated cost came from initial conversations with staff. Mayor Hollingsworth expressed support and said she appreciated the work of the HYCDC on their existing guide. She said she would like to see the committee take time to complete a detailed analysis of the existing guide to find which areas were not represented. She also asked for clarification from staff to determine the level of involvement from staff resources. Mr. Jolly noted that the HYCDC packet was currently only available in English, which was a limitation.

8.c HWRAC FY18 Budget Priority: Hyattsville Health Assessment



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[HWRAC Discussion_Health Assessment_cover.pdf](#) 
[Staff_Comments_Health_Assessment-3-6-17.docx](#) 
[Sample Health Assessment](#) 
[2010 Census Tracts_City Boundary.pdf](#) 

Mayor Hollingsworth said she and Director Rollow recently attended a meeting at COG on their health assessment study and after Director Rollow's discussion with the statistician, it was determined that data would be mined at the census block level and raw data may be available to the City upon study completion. Mayor Hollingsworth noted that the delivery date for the COG study was 2018. Councilmember Paschall expressed support for utilizing the COG study. He noted that the proposal was also for creating an action plan from the data. He asked what the cost would be to analyze the data and create the action plan. Councilmember Solomon said the cost remained the proposed \$10,000 and noted that the proposal also expanded the existing resident satisfaction survey. Councilmember Paschall asked for clarification if the \$10,000 cost was in addition to using the COG data. Mayor Hollingsworth stated that the \$10,000 was the cost of expanding the resident satisfaction survey and asked for further clarification from staff. After a brief discussion, it was unclear if the estimated funds included data analysis.

There was a discussion regarding staff capacity, scope and logistics of the proposal and timing of the completed assessment. Council Vice President Lawrence said he liked the idea in theory but had concerns about how the City could appropriately address any health problems revealed. He said he was unsure how the results would change the City's services in the future citing limited funding to expand programs. Mr. Jolly asked if the data showed that some of the services could be better served in different capacities, would the City be willing to make modifications to the existing program offerings. After some additional conversation, Mayor Hollingsworth thanked the committee for their work said she was not struggling with the question of the proposal as worthwhile, but if the proposal was appropriate for this budget cycle. Mr. Jolly advocated for the inclusion of the proposal in the budget.

8.d [HWRAC FY18 Budget Priority: Health Impacts of Climate Change Seminars](#)

[HWRAC Discussion_Climate Change_cover.pdf](#) 
[a_human_health_perspective_on_climate_change_full_report_508.pdf](#) 

There were no questions from Council on this item. Mayor Hollingsworth said she believed of the three (3) proposals, this one was most in line with how she thought the committee could be most useful, by providing direct engagement.

8.e [Hyattsville Senior Nutrition Program Partnership](#)

[Senior Nutrition_cover.pdf](#) 
[Staff_Comments_on_Senior_Nutrition_Program_03-06-17.docx](#) 

Councilmember Solomon provided background information on the proposal. He said the desire came from his interaction with seniors in his community and noted that those individuals in most need were sometimes reluctant to request assistance. He proposed a partnership with College Park Meals on Wheels to provide a low-cost comprehensive senior meals program. Councilmember Paschall asked how many people would be served by the program, what the per person cost would be, how many meals would be provided and if seniors were currently able to access similar programs.

Councilmember Solomon said the program was designed to serve 25 seniors three (3) meals per week with \$5,000 of the total \$25,000 funding allocated for promotion of the program. He noted that nine (9) residents currently participated in a similar program and paid out of pocket. Councilmember Paschall asked if those individuals would be eligible to participate in the City's program for free. Councilmember Solomon said that if they met the age requirement for eligibility they would be able to participate for free. He clarified that there was no income



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qualification proposed for program participation. Councilmember Wright said he would prefer to include some type of income eligibility requirement for the program. Councilmember Perry agreed that there should be an additional qualifier other than age but cautioned that it would have to be determined carefully as senior citizens were wary about providing personal information. Councilmember Solomon said he was not opposed to adding means testing. Council President Haba suggested researching the qualifications for Meals on Wheels.

Council President Lawrence asked if the City would be able to serve more seniors by offering transport to existing senior nutrition sites. Councilmember Solomon said the City would still have to absorb the cost per meal and pay for additional Call-a-Bus service to the site. He also noted that the cost per meal at the nutrition sites was higher than what he had proposed. Council Vice President Lawrence asked why the County would not offer transportation, to which Councilmember Solomon responded that the County had limited Call-a-Bus transportation capabilities.

Council Vice President Lawrence asked for more details on the proposed congregate meals program. Councilmember Solomon said the meals would be done in partnership with the County and were intended to be social events with a guest chef. He noted that the proposed location of area schools met the requirement for a full commercial kitchen.

9) [Council Dialogue \(9:40 p.m. - 9:50 p.m.\)](#)

Councilmembers announced upcoming events and encouraged individuals to run for office in the City.

10) [Community Notices and Meetings](#)

[Main City Calendar_Mar 7-15 2017.docx](#) 

11) [Motion to Adjourn](#)

The meeting adjourned at 10:10 pm.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Perry
SECONDER:	Croslin
AYES:	Hollingsworth, Haba, Lawrence, Croslin, Warner, Paschall, Wright, Perry, Solomon
NAYS:	None
ABSENT:	Ward, Frazier



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Present: Candace Hollingsworth, Mayor
Edouard Haba, W4 (Council President)
Bart Lawrence, W1 (Council Vice President)
Robert Croslin, W2
Shani Warner, W2
Patrick Paschall, W3
Thomas Wright, W3

Absent: Kevin Ward, W1
Paula Perry, W4
Ruth Ann Frazier, W5
Joseph A Solomon, W5

Also present were the following City staff members:

City Administrator Tracey E. Nicholson
Assistant City Administrator, Dir. of Community and Economic Development Jim Chandler
Police Chief Douglas Holland
City Treasurer Ron Brooks
City Clerk Laura Reams

1) [Call to Order and Council Roll Call](#)

Mayor Hollingsworth called the meeting to order at 8:05 p.m.

2) [Pledge of Allegiance to the Flag](#)

3) [Approval of the Agenda](#)

RESULT:	PASSED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Paschall
AYES:	Hollingsworth, Haba, Croslin, Warner, Paschall, Wright
NAYS:	None
ABSENT:	Lawrence, Ward, Perry, Frazier, Solomon

4) [Public Comment \(8:10 p.m. - 8:20 p.m.\) Limit 2 minutes per speaker](#)

There were no individuals wishing to address the Council.

5) [Presentations \(8:20 p.m. - 9:35 p.m.\)](#)

5.a Introduction of the Draft Budget for Fiscal Year 2018 (15 minutes)

[Intro FY18 Budget_cover.pdf](#) 

[Draft of FY2018 Budget Document 3 14 2017.pdf](#) 

Administrator Nicholson began the presentation for the FY18 Budget Proposal and noted the budget documents contained statements of revenues and expenditures broken down by department. Administrator Nicholson noted that the proposal would include funding for core programs and services and an appropriate level of investments. Administrator Nicholson stated the proposed operating budget totaled around \$25 million, the general fund budget increased by 5.6% to \$18 million, the capital improvements



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fund increased by 38% to \$9.9 million, and slight increases in both the special revenues fund and scheduled debt service payments. Administrator Nicholson added that the proposal used the real property tax rate of \$0.63 to \$100.00. Administrator Nicholson said that as current audits closed, cash reserves remained favorable. Administrator Nicholson highlighted increases by department, noting new positions within Human Resources and the Clerk's Office. City Administrator Nicholson acknowledged the budget preparation work of City Department Directors, particularly Treasurer Brooks and Accountant Mary Ellen Harding.

Treasurer Brooks addressed the Mayor and Council and thanked them for the opportunity to present the proposed FY18 budget. Treasurer Brooks noted the City continued to redefine and fine tune the budget document each year. Treasurer Brooks highlighted the six main sections of the budget document: the transmittal letter, statement of revenues, changes in fund balances, departmental expenditures, debt services, and capital improvements.

Treasurer Brooks noted Capital Revenues and Special Revenues would be discussed in the context of departmental budgets, with some adjustments made throughout the process. Treasurer Brooks provided an overview of major revenues and discussed the various revenue streams for the City. Treasurer Brooks said the City had done well with income tax in the past two years, increasing about 2.5%, proving that professional service and technical jobs were holding well.

Treasurer Brooks said expenditures, in the aggregate, had increased by 5.6%; mostly in salaries and contracted services. Treasurer Brooks clarified that contracted services encompassed any type of work related to an agreement, which could range from professional services, cleaning contracts, or studies.

Treasurer Brooks continued, and stated that the proposed budget would incorporate a 1.5% Cost-of-Living Adjustment (COLA), as well as increases in health insurance and worker's compensation costs.

Treasurer Brooks addressed the fund balance, noting that there was a balance of \$7.1 million after the FY2015 audit had been completed. Treasurer Brooks added that he anticipated the balance would increase after the FY2016 audit had been completed.

Treasurer Brooks provided background information on the Other Post-Employment Benefits (OPEB) balance, to which the City added \$420,000 each year, and had a current balance of \$1,686,000. Treasurer Brooks noted the City had to complete actuarial reports for fiscal years 2019-2020, and was currently using a pay-as-you-go system.

Councilmember Paschall thanked Treasurer Brooks for his presentation and noted that the last few audits had revealed increased fund balances by two to three million dollars. Treasurer Brooks clarified that he anticipated the fund balance to increase by one million dollars.

5.b FY18 Budget Review: Legislative & Administration (30 minutes)

[FY18 Budget Admin Legislative_cover.pdf](#)
[Draft of FY2018 Budget Mayor_031417.pdf](#)
[Draft of FY2018 Budget City Council_031417.pdf](#)
[Draft of FY2018 Budget City Administrator_031417.pdf](#)
[Draft of FY2018 Budget Legal_031417.pdf](#)
[Draft of FY2018 Budget Treasurer_031417.pdf](#)
[Draft of FY2018 Budget HR_031417.pdf](#)
[Draft of FY2018 Budget City Clerk_031417.pdf](#)
[Draft of FY2018 Budget Elections_031417.pdf](#)



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[Draft of FY2018 Budget IT_031417.pdf](#) 

Administrator Nicholson asked for questions to be held until the end of the presentations. Administrator Nicholson directed the Council's attention to the slides and noted that legislative, administrative and police operations would be discussed that evening. Administrator Nicholson began by presenting the proposed budgets for Mayor and Council. Administrator Nicholson added that the Mayor's budget remained relatively unchanged, with a salary increase due to the compensation review committee recommendation. Administrator Nicholson then reviewed Mayor and Council Initiatives: school aftercare, President's Task Force on 21st Century Policing, conceptual design for Magruder Park, Bikeshare networks, a circulator bus study, Environment Committee initiatives, safety improvements and speed mitigation in Ward 4, and an expanded community survey. Administrator Nicholson noted the respective proposed funds in the Council Budget to meet those initiatives as well as funding for professional development and sponsored events. Administrator Nicholson also noted the increased Council salaries.

Administrator Nicholson then presented the proposed City Administrator's Budget. Administrator Nicholson noted that the budget highlights would encompass highlights from all departments, which included: increased access to timely and accurate information, improved economic growth and opportunity, infrastructural improvements, completion of audits, identifying alternative funding opportunities, safety and security initiatives, community outreach initiatives, health and wellness initiatives, and improved customer service. Administrator Nicholson reviewed funding offset initiatives, which consisted of expanded internship opportunities, increased grant funding, and sponsorships. Administrator Nicholson noted the budget highlights which funded professional services, conferences, special projects, and the Council of Governments Membership. Administrator Nicholson then reviewed the breakdown of the proposed City Administrator Budget.

Administrator Nicholson presented the proposed Legal Services Budget and noted that the City's services would continue to be provided by Karpinski, Colaresi, & Karp, P.A. Administrator Nicholson reviewed the budget highlights for legal services; contract negotiations, personnel actions, meetings and hearings, drafting legislation, Public Information Act requests, real estate contracts, code compliance and litigation, Board of Supervisors of Elections support, and research and opinions. Administrator Nicholson noted a slight decrease in salary. Administrator Nicholson turned the presentation over to Treasurer Brooks to present the Finance Department Budget.

Treasurer Brooks reviewed the proposed budget highlights for the Finance Department, which consisted of funding for auditors Cohn/Reznick and Lindsey & Associates, a new Accountant position, a request for proposal (RFP) for an accounting firm to complete FY2016 and FY2017 audits, funding for professional development, an economic forecast report, and contracted services. Treasurer Brooks highlighted the increased capacity for financial management by bringing in an additional accountant. Treasurer Brooks noted that contracted services would consist of the new enterprise resource planning system and bank fees. Treasurer Brooks added that the City would be updating its procurement policy and bringing it before Council in the future.

Administrator Nicholson noted Human Resources Director, Vivian Snellman was out that evening, and that she would be conducting the Human Resources Budget presentation in her absence. Administrator Nicholson noted the continuation and implementation of open enrollment, medical, and life insurance programs; employee wellness programs, HEAL programs, and employee recognition; training and development; and an employee identification card program. Administrator Nicholson noted the proposed budget highlights of a Special Projects Coordinator, professional development, and employer of choice programs stated previously. Administrator Nicholson added that the biggest increases to the budget included FMLA and tuition assistance.



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City Clerk, Laura Reams presented the proposed City Clerk and Board of Supervisors of Elections budgets. Clerk Reams reviewed the FY2017 budget highlights in legislative management, elections, and public information and engagement. Clerk Reams highlighted the FY2018 budget requests for a full-time permanent coordinator and the continuation of a part-time Assistant Clerk, noting the various responsibilities for each position. Clerk Reams stated that the largest swing in salaries reflected the request of a full-time coordinator.

Clerk Reams presented the FY2017 budget highlights for the Board of Supervisors of Elections, noting the recommendation and implementation of revisions to the City's Election Code, as well as voter engagement efforts for the May 2017 Election. Clerk Reams presented the proposed FY2018 budget highlights, which included a reduction in wages due to the elimination of overtime costs associated with Election Days and funding for continued voter outreach and communications. Clerk Reams noted a sharp reduction in the FY2018 proposed budget as a result of having no scheduled election in that fiscal year.

Assistant Administrator Chandler presented the proposed FY2018 Information Technology Budget. Assistant Administrator Chandler reviewed the FY2017 budget highlights, including integrated virtual CIO and network engineering, upgraded wireless internet, updated IT security and firewall, additional on-site data capacity, professional staff development, and the selection of an ERP system. Assistant Administrator Chandler provided the proposed FY2018 budget highlights, which consisted of contracted services for licenses, virtual CIO and network engineering, ERP procurement and integration, and corrective action projects; supplies and materials; and travel and training. Assistant Administrator Chandler noted upcoming projects surrounding current issues with the City's phone system and the integration of the ERP system.

5.c FY18 Budget Review: Police (30 minutes)

[FY18 Budget Police_cover.pdf](#) 
[Draft of FY2018 Budget Police_031417.pdf](#) 

Chief Holland presented the proposed FY2018 Police Department Budget and noted that it had been a team effort across all segments of the department. Chief Holland noted organizational changes with the addition of a Captain as well as a Grant Coordinator and a Crime Analyst for the Hyattsville Safe Streets Initiative (HSSI). Chief Holland noted that the HSSI positions would be funded through grant money. Chief Holland then reviewed the department's FY2017 highlights which included: transitioning to a new CAD/RMS system, outfitting the entire patrol unit with body cameras, upgrading the CCTV system cameras and connectivity, hiring of four new Patrol Officers, and the completion of "Community Conversations" meetings. Chief Holland also highlighted arrest and citation statistics. Chief Holland noted the FY2018 budget highlights of funding for an additional civilian dispatcher, replacement of high maintenance vehicles, purchase of body cameras and video storage, replacement of side arms, recruitment efforts, and the implementation of Integrated Communications Assessment and Tactics (ICAT) training. Chief Holland presented various funding offset initiatives consisting of grant funding and speed camera revenue.

Council Discussion

Council President Haba first addressed questions about the proposed FY2018 Police Department Budget. Council President Haba asked for clarification on the funding for patrol positions, to which Chief Holland stated that there was funding for 44 positions, noting seven (7) current vacancies. Council President Haba asked for more clarification on the additional communications position, and Administrator Nicholson noted that the salary would be in the \$32,000 range with additional fringe benefits and overtime costs.

Councilmember Wright thanked the presenters and asked for more details on the \$18,000 increase in the "Other" line item of the proposed City Administrator Budget. Administrator Nicholson stated that there was



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\$20,000 for special projects and around \$6,000 for vehicle wrapping and branding within the "Other" budget. Administrator Nicholson added that the contracted services budget consisted of funding for a grant writing position and smaller professional services and trainings. Councilmember Wright asked if there was a reason for the decrease in the capital outlay in the proposed Finance Department Budget. Treasurer Brooks clarified that the department had an extra existing workstation for the new position and did not need the additional appropriation.

Council President Haba asked for a year to date breakdown of departmental expenditures. Treasurer Brooks stated the slides were from budget year to budget year, but the budget book had year to date snapshots. Council President Haba then asked for clarification on the skills and certification pay program within the Human Resources Budget. Administrator Nicholson highlighted skills and certification benefits that include language skills and a residency bonus. Treasurer Brooks added that the costs were inclusive and rolled into the benefits line item by department. Council President Haba then asked, when providing tuition assistance, if the City would then pay benefits for those skills earned. Administrator Nicholson confirmed that the City would not be paying twice for those skills.

Councilmember Paschall asked generally about the net gain of employees. Administrator Nicholson stated that the City had 106 full-time employees (FTE), would add one (1) full-time position, and would move two (2) part-time positions to full-time. Administrator Nicholson added that staff was requesting an additional two (2) part-time positions within residential parking and business and code licensing. Councilmember Paschall noted department heads had been reassigned to be employees under the City Administrator, rather than the Council, and asked for clarification on the process of wage increases. Administrator Nicholson stated department heads would fall into steps consistent with their previous salaries. Councilmember Paschall clarified that the FTE budget line item referred to the amount employees budgeted for rather than the number currently employed.

Councilmember Paschall addressed the proposed Council budget and asked what the UMD Ridership Program participation looked like. Administrator Nicholson noted 114 current riders with 189 riders in the past year. Assistant Administrator Chandler referenced communications with the UMD Department of Transportation and stated uncertainty of ridership satisfaction. Assistant Administrator Chandler added that it would be worth a discussion for Council to decide whether they should continue the program. Assistant Administrator Chandler stated that staff would have a recommendation for Council in November. Administrator Nicholson added that the City could increase marketing of the program and Councilmember Paschall confirmed that the Council would need to evaluate the program further. Councilmember Paschall asked how Council discretionary funds had been spent in the past and Treasurer Brooks responded that he would have a year-to-date report to Council at a later time.

Councilmember Paschall referenced the proposed Legal Services Budget and asked why the City had budgeted substantially higher than the actual in FY2016. Administrator Nicholson stated that the City had initially budgeted so high because there had been a motion on the floor for collective bargaining to include an in-house attorney. Councilmember Paschall stated \$70,000 year-to-date expenditure seemed low and wanted to know what the projected expenditure would be for FY2017. Treasurer Brooks said staff had adjusted the number up in the past few days based on recent activity and added that he thought projected expenditures would be closer to \$187,000 to \$189,000. Administrator Nicholson added that the bill for legal services did not necessarily come each month.

Councilmember Paschall directed his questions to the proposed Human Resources Budget and asked what would happen if the budgeted \$12,000 in tuition assistance were to be expended. Administrator Nicholson stated the Council would most likely see a budget amendment request and that the \$12,000 was intended to cover eight (8) employees. Councilmember Paschall stated support for the line item and that he would like to see a lot of money spent on it. Councilmember Paschall referenced Council President Haba's remarks



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regarding skills benefits and noted that he did not want employees to be prevented from gaining said benefits if they also received educational benefits. Administrator Nicholson stated the staff would use good judgement and clarified that employees who received skills training on behalf of the City would not be prohibited from receiving the according skills bonus.

Councilmember Paschall then asked for clarification on the \$21,000 change in salary to the proposed Clerk's budget for a full-time position. Clerk Reams stated the position had been funded in January for half of the year and the current budget proposal incorporated the salary for a full year.

Councilmember Paschall moved on to the proposed Police Department Budget and asked for clarification on the discrepancy in positions for the Patrol Budget. Chief Holland stated that thirty-two (32) was the accurate number and noted an additional correction to the Communications line-item, stating that the number should be \$2,000. Councilmember Paschall asked what the dotted lines around positions in the organizational chart for the Police Department represented. Chief Holland stated the lines denoted civilian positions.

Councilmember Wright asked to see year-to-year comparisons for statistics under the Police Department FY2017 Highlights. Chief Holland noted that the statistics were available online under the 2015 Annual Report, and that the 2016 Annual Report would be released soon. Council Vice President Lawrence referenced a change in the Patrol personnel and asked if it reflected a promotion. Chief Holland confirmed that an officer had moved from Private First Class to Corporal.

Council President Haba provided support for the skills and certification item within the proposed Human Resources Budget and added that he would like to see the City ensure that the program be structured appropriately so that employees are not able to double dip. Administrator Nicholson noted that she would confirm how many skills and certifications an employee could be paid for.

Council President Haba echoed prior remarks on regarding the UMD Shuttle line-item and stated he would like to see various proposals that the University had presented to the City. Council President Haba added that he believed there could be other options. Assistant Administrator Chandler confirmed the ridership numbers and said he would provide information on the options available to the City.

6) [Council Dialogue \(9:35 p.m. - 9:45 p.m.\)](#)

Councilmember Warner noted that there were two competitive races for Council in both Wards 1 and 5, and added that there were no candidates for the Ward 4 Council seat. Councilmember Warner stated residents had until 5:00 p.m. on March 31, 2017 to register as a candidate.

7) [Community Notices and Meetings](#)

7.a City Calendar: March 16-20, 2017 & FY-18 Budget Calendar

[Main City Calendar_Mar 16-20 2017.pdf](#) 
[FY18 Budget Meeting Schedule_Revised 031417.pdf](#) 

8) [Motion to Adjourn](#)

The meeting adjourned at 9:53 p.m.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Croslin



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SECONDER:	Lawrence
AYES:	Hollingsworth, Haba, Lawrence, Croslin, Warner, Paschall, Wright
NAYS:	None
ABSENT:	Ward, Perry, Frazier, Solomon



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
MARCH 20, 2017

Present: Candace Hollingsworth, Mayor
Edouard Haba, W4 (Council Pres.)
Bart Lawrence, W1 (Council VP)
Kevin Ward, W1
Robert Croslin, W2
Shani Warner, W2
Patrick Paschall, W3
Thomas Wright, W3
Paula Perry, W4
Ruth Ann Frazier, W5
Joseph A Solomon, W5

Absent: None

Also present were the following City staff members:

Assistant City Administrator, Dir. of Community and Economic Development Jim Chandler
Police Chief Doug Holland
City Treasurer Ron Brooks
Director of Human Resources Vivian Snellman
Director of Community Services Jake Rollow
Communications Outreach Coordinator Anthony DeSantis
City Clerk Laura Reams
Assistant City Clerk Lillie Littleford
City Attorney E.I. Cornbrooks, IV

1) [Call to Order and Council Roll Call](#)

The meeting was called to order at 8:01 p.m.

2) [Pledge of Allegiance to the Flag](#)

3) [Moment of Silence in Honor of Phil Houle](#)

Mayor Hollingsworth led a moment of silence in honor of resident, Phil Houle.

4) [Approval of Agenda](#)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Lawrence
SECONDER:	Perry
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Paschall, Wright, Perry, Frazier, Solomon
NAYS:	None
ABSENT:	None

6) [Public Comment \(8:10 p.m. – 8:20 p.m.\) Limit 2 minutes per speaker](#)

Thomas Tucker, a Ward 2 resident and Chair of the Police and Public Safety Citizen's Advisory Committee, addressed the Council on behalf of the committee. Mr. Tucker said the committee had recently reviewed



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the proposed sanctuary city ordinance and he provided a document of questions and thoughts from the committee on the ordinance for Council consideration.

Christopher Acevedo, a Ward 5 resident, testified in support of the proposed sanctuary city legislation.

Emily Palus, a Ward 3 resident, addressed the Mayor and Council regarding the agenda item for the sponsorship of the HY-Swap event, a free exchange of children's clothing, books, and gear organized by local volunteers. Ms. Palus detailed the benefits of the HY-Swap and asked the Council for consideration of future support and partnership.

David Thomas, a Ward 4 resident, addressed the Mayor and Council in opposition of the proposed sanctuary city ordinance. Mr. Thomas expressed concern that he did not have enough time to review the proposed ordinance. He referenced an incident in Montgomery County and an email from Councilmember Haba. He said he was concerned about unintended consequences of the ordinance.

Allen Jones, a Ward 4 resident, said he opposed the sanctuary city ordinance mostly because he did not understand how the Council could circumvent State and Federal law. He cited concerns with increased crime in his neighborhood.

David Lansing, a Ward 2 resident, said he supported the sanctuary city legislation. Mr. Lansing said he believed there were many good reasons for adopting the ordinance and one pragmatic one; ensuring a strong community police department.

Emily Acevedo, a Ward 5 resident, testified in support of the sanctuary city ordinance, stating that she did not want children to fear that their families would be taken away.

Nina Faye, a Ward 3 resident, addressed the Mayor and Council regarding the proposed ordinance on temporary structures. She said she believed it was reasonable to regulate temporary storage units located on streets, but was not supportive of regulations for private property.

Litzy Velasquez, a Ward 5 resident, testified in support of the proposed sanctuary city ordinance.

Sharick Velasquez, a Ward 5 resident, testified in support of the proposed sanctuary city ordinance.

Nicole Jiron, a Ward 5 resident, testified in support of the proposed sanctuary city ordinance.

Candida Garcia, a Ward 5 resident, addressed the Council with translation assistance from Communications Outreach Coordinator, Anthony DeSantis. Ms. Garcia urged the Council to adopt the sanctuary city legislation.

Heily Giron testified in support of the proposed sanctuary city ordinance.

Lee Cain, a Ward 3 resident, read excerpts from the bible; Matthew 25:34 and 25:40, and stated his support of the proposed sanctuary city legislation.

Joseph Riordon, a Ward 2 resident, said he was glad and proud to live in a country built by immigrants and a descendent of immigrants, but concerned that the sanctuary city legislation would set a precedent of violating federal law and would not solve problems with the federal immigration system.

Henry Giron said he was in support of the proposed sanctuary city ordinance.



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Mr. David Marshall, a Ward 2 resident, addressed the Mayor and Council on several topics. He thanked the Council for holding the budget public hearing after the release of the budget document. He also thanked DPW for the recent snow removal services. Mr. Marshall also said he was opposed to the proposed sanctuary city legislation.

7) [Presentations \(8:20 p.m. - 8:25 p.m.\)](#)

[Cover Page](#)

City Treasurer Brooks provided the Mayor and Council with an update on the FY15 audit. He said the audit was in the partner review stage and nearing completion. He said the audit completion stage often took 2-3 weeks and noted competing internal priorities with the FY18 budget cycle.

8) [Consent Items \(8:25 p.m. - 8:30 p.m.\)](#)

- 8.a Motion # 149-03-FY17 Appointment to the Health, Wellness and Recreation Advisory Committee I move that the Mayor and Council appoint Don Burger (Ward 1) to the Health, Wellness and Recreation Advisory Committee for a term of 2 years to expire on March 20, 2019.

[Cover Page](#)
[Don Burger_HWRAC Application_redacted.pdf](#)

- 8.b Motion # 150-03-FY17 Appointment to the Hyattsville Environment Committee I move that the Mayor and Council appoint Megan Haidet (Ward 3) to the Hyattsville Environment Committee for a term of 2 years to expire on March 20, 2019.

[Cover Page](#)
[Megan Haidet_HEC Application_redacted.pdf](#)

- 8.c Motion # 151-03-FY17 Appointment to the Ethics Commission Committee I move that the Mayor, with Council approval, appoint Franchesca Thomas (Ward 1) to the Ethics Commission Committee for a term of 3 years to expire on March 20, 2020.

[Cover Page](#)
[Franchesca Thomas_Ethics Application_redacted.pdf](#)

- 8.d Motion # 152-03-FY17 Schedule Public Hearing, April 12, 2017 I move that the Mayor and Council schedule a Public Hearing on Wednesday, April 12, 2017 at 7:30 PM in order to hear public comment on the Proposed Fiscal Year 2018 Budget.

[Cover Page](#)
[FY18_Budget_Meeting_Schedule_Revised_031417.pdf](#)

- 8.e Motion # 153-03-FY17 Council Discretionary Funds to Sponsor Spring 2017 Hy-Swap I move that the Mayor and Council authorize the expenditure of \$500 (\$250 each from Ward 2 and 3) in Council Discretionary Funds for the City of Hyattsville to sponsor the Spring 2017 HY-Swap event scheduled to take place in the City Building on April 8, 2017.

[Cover Page](#)
[HY-Swap Info Sheet 20170131.docx](#)



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RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Lawrence
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Paschall, Wright, Perry, Frazier, Solomon
ABSENT:	None

9) Action Items (8:30 p.m. - 8:50 p.m.)

- 9.a Motion # 154-03-FY17 Hyattsville Senior Nutrition Program Partnership (10 minutes)
I move that the Mayor and Council authorize the City Administrator to negotiate and execute Memorandums of Understandings with College Park Meals on Wheels, Prince George's County Department of Family Services, and Prince George's Public Schools for the purposes of implementing a Senior Nutrition Program in the City. I further move that the Mayor and Council authorize FY18 funding for the program in an amount not to exceed \$25,000.

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[Staff_Comments_on_Senior_Nutrition_Program_03-06-17.docx](#) 

Councilmember Solomon noted concerns voiced during the previous Council discussion regarding implementation of a method means testing for participation in the program. Councilmember Solomon proposed a solution of requiring participants to provide proof of participation in the Federal Supplemental Nutrition Assistance Program (SNAP) or completion of an affidavit from an individual stating they meet the qualifications for the SNAP program.

Councilmember Wright thanked Councilmember Solomon for the solution on means testing and stated his support for the program. Councilmember Paschall said it was an interesting idea but he was unconvinced that there was adequate need for the program and if \$25,000 was the appropriate level of investment for the City.

RESULT:	APPROVED [7-4]
MOVER:	Haba
SECONDER:	Solomon
AYES:	Haba, Ward, Croslin, Wright, Perry, Frazier, Solomon
NAYS:	Hollingsworth, Lawrence, Warner, Paschall
ABSENT:	None

- 9.b Motion # 155-03-FY17 Hyattsville Ambassador Program (10 minutes)
I move that the Mayor and Council appoint Mary Ann Dillon, Ann Barrett and Erica Riggio to serve as Hyattsville Ambassadors for a term of two (2) years to expire on May 1, 2019.

Cover Page 

[Memo - Ambassador Program Appointments.docx](#) 
[Hyattsville Ambassador Program Presentation FINAL.pdf](#) 
[Ambassador Program - Candidate Packet.pdf](#) 

Assistant City Administrator Chandler provided an overview of the Ambassador Program. He said appointed ambassadors would serve as a volunteer board with a mission to engage with community leaders, businesses, and property owners on the advantages of investing in Hyattsville. He briefly reviewed the



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direct benefits of the program which included creating avenues for dialogue between the City and the business community and a more cost-effective way for the City to participate in business recruitment and expansion. Mr. Chandler said ambassadors would be asked to maintain a digital presence to engage about Hyattsville in social media, be available for recruitment and touring efforts, and participation in placemaking initiatives.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Solomon
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Paschall, Wright, Perry, Frazier, Solomon
ABSENT:	None

10) Discussion Items (8:50 p.m. - 9:35 p.m.)

10.a.) Revisions to Ordinances for Temporary Structures & Enclosures: § 65-8, § 65-23.1, and § 65-27

Cover Page 

Memo - Temporary Unenclosed Storage Ordinances.docx 

Section 65-8 Temporary Storage Unit January 5 2017 (1).docx 

65-23.1 Revised 3.16.17.docx 

Code Committee Minutesr - Jan17_Aproved.doc 

Assistant City Administrator Chandler presented the proposed ordinance for temporary structures and enclosures. He noted the ordinance was previously discussed by Council in April 2016 and he highlighted some of the changes to the ordinance from that discussion. Mr. Chandler noted that the Code Compliance Advisory Committee reviewed the draft ordinance and adopted a position of support in January 2017. He said he thought the draft ordinance responded well to previous Council concerns and opened the floor to the Council for questions and discussion.

Councilmember Croslin expressed concern and asked for clarification on the provision allowing the City to go on people's property and inspect items in a private shed or structure. Assistant City Administrator Chandler said the City was often called upon and enabled to inspect private property for code or maintenance issues, noting that violations could be viewed from public property or the City was alerted by residents of violations on private property.

Councilmember Croslin said he believed the distinction was this ordinance allowed the City to inspect items in an enclosed shed or storage container. Assistant City Administrator Chandler noted that common violations could include debris or the operation of a construction business from a residential backyard. He cited a recent case of storage of chemicals used for commercial use, not allowable under zoning. Councilmember Croslin asked how the City could determine these violations and Mr. Chandler responded that sometimes contents of sheds were viewable from public property or neighbors by file a report. He noted that in instances of chemical or construction storage violations, the Code Compliance office was often asked why they could not act.

Councilmember Croslin asked about the process for entering private property. Assistant City Administrator Chandler said the City could not arbitrarily enter private property and highlighted section 65-8(D)(6) of the ordinance requiring the City to provide reasonable notice of an inspection of private property for solid waste, construction materials, or chemical storage. Council President Haba said that section was very problematic for him, stating it did not make any reference to reasonable cause. He also cited concerns with the application process and the fines.



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Assistant City Administrator Chandler asked if the preference was to eliminate section 65-8(D)(6) and operate under section 65-8(D)(7). Council Vice President Lawrence opined that if subsection six (6) was eliminated, then it did not make sense to retain subsection seven (7) as currently written. He also inquired about the proposed structure for escalation of violation fees, adding he believed the proposed structure escalated too steeply. City Attorney Cornbrooks noted that in practice, often multiple citations were utilized as a tool to negotiate restitution and was designed to gain compliance.

Councilmember Perry said she found it ironic to hear the Council addressing temporary storage. She said there were homes in the City with two (2) or three (3) sheds doing the same thing, and it was not addressed in the City Code. She said that zoning laws only allowed one (1) shed and questioned why the Council would move forward with addressing problems with temporary structures without addressing the other issue.

Mayor Hollingsworth echoed concerns about subsections six (6) and seven (7). She said she understood where the intent came from but believed the ordinance as written was speaking to the worse case scenario. Mayor Hollingsworth said she liked Council President Haba's point regarding the inclusion of reasonable cause and stated she was unsure if item C, which required an accurate diagram of the property to obtain a permit requirement section may pose an undue burden on residents.

After a brief clarification on fees, Mayor Hollingsworth said the item would come back in the future for action and asked if there were any additional comments. Councilmember Paschall agreed with the previous concerns raised by Council and said the list of restrictions seemed overly broad. Council President Haba asked to see a distinction in the application fees for private property and the public right of way, adding that use of the public right of way should incur a higher fee. Councilmember Perry added that she had heard of damage to roads from the weight of storage containers. Mayor Hollingsworth asked the Council if they were interested in seeing modifications in the ordinance to the fee structure to encourage use of private property over public right-of-way. Councilmember Paschall and Council Vice President Lawrence said they were opposed to a change in the fee structure because some residents did not have the option for placing storage containers on private property. Council President Haba suggested building exception clauses into the fee structure. Councilmember Wright asked for the inclusion of clarifying language on the reasons a permit may be granted an extension beyond the ninety (90) day initial term.

[10.b.\) Hyattsville Ordinance 2017-02, An Ordinance whereby the City Council establishes itself as a Sanctuary City and establishes that the City of Hyattsville does not intervene in federal immigration matters.](#)

[Cover Page](#) 

[Non-intervention Ordinance to Mayor and Council 3.15.17 DRAFT.pdf](#) 

Councilmember Paschall noted this was the first Council discussion regarding the proposed sanctuary city legislation, adding that it did not feel that way because the topic had long been a part of the community dialogue. He provided background on his personal reasons for bringing forward the legislation. Councilmember Paschall opened the discussion by asking the Police Department or City Attorney to weigh in with their comments on the ordinance.

City Attorney Cornbrooks said that there had been a tremendous amount of back and forth work on the ordinance between himself and Councilmember Paschall. He expressed his gratitude to Councilmember Paschall for listening to the concerns and added that many of the initial staff and legal concerns regarding the ordinance had been addressed. City Attorney Cornbrooks said the drafted ordinance allowed the City to legislate in an area it had the lawful authority to do so and noted there was nothing in the ordinance designed to prevent law enforcement personnel from enforcing the law.



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Police Chief Holland said the Police Department did have concerns with the initial draft of the ordinance, including concerns that officers would have to defy federal law and that the ordinance would interfere with the City's working relationship with U.S. Immigration and Customs Enforcement (ICE) on criminal investigations of violent crimes. Chief Holland said the department had been working very hard to gain the trust of the public but he believed there were a number of unreported crimes in the City because some individuals did not feel comfortable making police reports. He highlighted last year's adoption by the City of the President's Task Force for 21st Century Policing and said the report recommended that police forces decouple themselves from federal immigration enforcement. In closing, Chief Holland stated that the City's Police Department could support the language in the proposed ordinance.

City Attorney Cornbrooks stated that no language in the ordinance was intended to conflict with federal or state law. Council Vice President Lawrence stated that it had been suggested that the Council was telling the police to not do their job. Chief Holland said that was not the case and cited a portion of the ordinance specifically stating that the ordinance did not stop the Police Department from investigating or arresting criminals. Councilmember Perry asked if the ordinance would hinder the Police Department from using every resource possible in identifying MS-13 gang members. Chief Holland stated he did not feel that the ordinance changed the City's ability to operate the way they are currently operating. He said ICE criminal investigators had worked with the City in the past and the way the ordinance was written does not inhibit future partnerships.

Councilmember Frazier asked City Attorney Cornbrooks if the ordinance was a violation of her oath of office as a councilmember. City Attorney Cornbrooks assured her it was not and noted exceptions built into the ordinance.

Councilmember Warner said the City was already a sanctuary city in practice, and now the City was clearly communicating that to residents who were living in fear. She said services of the City included trash pick-up and public safety, things that were irrelevant to an individual's immigration status. Councilmember Warner said she believed the ordinance was in the interest of all resident's safety. She stated took her oath of office very seriously, believed she was abiding by that oath, and she was concerned about a lack of reciprocal listening on the part of those opposed to the ordinance. Councilmember Warner added that she would be nothing but proud to see the ordinance pass.

Councilmember Wright thanked everyone and noted that he had to educate himself prior to becoming a co-sponsor and said he knew the ordinance would not pass without police support and legal sufficiency. He said he was happy to hear that the latest draft of the ordinance resolved the concerns from the police department and City Attorney.

Council President Haba thanked the Council and staff for working as a team on the ordinance. He said there had been dramatic changes in the draft and the Council had listened to public input. He said he believed it was important for the City to be titled as a sanctuary city, as it had always been in practice.

Councilmember Ward said the title 'sanctuary city' did not bother him or make him feel one way or another, but the action had a deep feeling for him, stating that when you are not in the majority and are dependent on other people to make decisions to help you, you want people to see the best of you and stick up for you. Councilmember Solomon said he was continuously proud to be a member of the body. Mayor Hollingsworth outlined the next steps for the ordinance, stating that the first reading would be scheduled for April 3 with the second reading and adoption scheduled for April 17.

Councilmember Paschall addressed comments about changing draft language and making compromises. He said there had been no compromises in the intent of the ordinance and the purpose of the redraft was



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to make the ordinance clearer and less ambiguous. He said there were no substantive compromise, but clarifying language had been added to the motion. Councilmember Paschall added that when the motion makers submitted the legislation, they were not aware there was a criminal division of ICE. Councilmember Paschall said he also wanted to be clear that the City was not violating federal law and the ordinance was well within the lines of what the City has the authority to do so.

Councilmember Paschall then reviewed and addressed many of the concerns voiced by the public and the City's Police and Public Safety Citizen's Advisory Committee during the hearings on the sanctuary city ordinance. He said federal law did not require local government to participate in immigration enforcement. Councilmember Paschall also spoke to concerns regarding the term sanctuary city, possible loss of existing federal grant funding, and current Police Department collaboration with ICE. He invited residents with additional questions to contact him.

Councilmember Perry said she knew many residents on her street that were terrified that the City was taking this action, because they felt the ordinance was putting a target onto the City. She asked how Councilmember Paschall could explain this to them. Councilmember Paschall said he would explain that the point of the ordinance was to make clear the policy and practices of the City to those residents and that Hyattsville Police would not ask about immigration status and status would not be used against them. Councilmember Perry continued to assert that residents were afraid and not in favor of the ordinance. Councilmember Paschall said he was sorry to hear those sentiments and stated that every immigrant he had spoken to was in favor of the ordinance and he did not hear any immigrants speak out against the ordinance. Councilmember Perry said individuals had not come forward to speak out against the ordinance because they were afraid and said she was simply relaying comments given to her.

Councilmember Solomon asked if the City was notified of immigration raids. Chief Holland said the City had not been advised of any immigration raids in the community. Councilmember Solomon asked if there was any general instructions that could be given out to anyone that feels like they have been targeted. Chief Holland said he believed there was a pamphlet, titled "Know Your Rights" available to assist residents.

11) [Council Dialogue \(9:35 p.m. - 9:45 p.m.\)](#)

Council President Haba and Councilmember Warner shared personal memories in honor of Phil Houle. Councilmember Wright said he was glad to see the turnout for the sanctuary city discussion and mentioned an upcoming event. Councilmember Paschall asked the Council to considering supporting the HY-Swap on an annual basis at a level of \$1,000.

12) [Community Notices and Meetings](#)

[Main City Calendar_Mar 21-April 3 2017.pdf](#) 

13) [Motion to Adjourn](#)

The meeting adjourned at 10:10 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Croslin
SECONDER:	Lawrence
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Paschall, Wright, Perry, Frazier, Solomon
ABSENT:	None



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Present: Candace Hollingsworth, Mayor
Edouard Haba, W4 (Council President)
Bart Lawrence, W1 (Council Vice President), arrived at 7:39 p.m.
Robert Croslin, W2
Shani Warner, W2
Patrick Paschall, W3
Thomas Wright, W3
Paula Perry, W4
Ruth Ann Frazier, W5
Joseph A Solomon, W5, arrived at 7:39 p.m.

Absent: Kevin Ward, W1

Also present were the following City staff members:

City Administrator Tracey E. Nicholson
Assistant City Administrator, Dir. of Community and Economic Development Jim Chandler
Director of Community Services Jake Rollow
City Treasurer Ron Brooks
City Attorney Skip Cornbrooks
City Clerk Laura Reams
Assistant City Clerk Lillie Littleford
Elections Coordinator Nicola Konigkramer

1) [Call to Order and Council Roll Call](#)

Mayor Hollingsworth called the meeting to order at 7:34 p.m.

2) [Pledge of Allegiance to the Flag](#)

3) [Approval of Agenda](#)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Lawrence
SECONDER:	Warner
AYES:	Hollingsworth, Haba, Lawrence, Croslin, Warner, Paschall, Wright, Perry, Frazier, Solomon
NAYS:	None
ABSENT:	Ward

4) [Approval of the Minutes](#)

I move that the Mayor and Council approve the Council Meeting Minutes for the Council Meeting of December 19, 2016 and January 9, 2017.

[December 19 Minutes FINAL.pdf](#) 

[Jan 9 Minutes_FINAL.pdf](#) 

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Lawrence
SECONDER:	Perry
AYES:	Hollingsworth, Haba, Lawrence, Croslin, Warner, Paschall, Wright, Perry, Frazier, Solomon
NAYS:	None
ABSENT:	Ward



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5) Motion to Close (7:30 p.m.)

Motion #: 156-04-FY17 Motion to Close I move that the Mayor and Council close the Council Meeting of April 3, 2017 in order to discuss personnel matters and to consult with the City Attorney to obtain legal advice pertaining to contract negotiations, to discuss such contract negotiations and to consider the investment of public funds.

This session will be closed under the authority of the Annotated Code of Maryland State Government General Provisions Article Section 3-305(b) (1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals, (5) to consider the investment of public funds, (7) to consult with counsel to obtain legal advice and (14) to discuss, before a contract is awarded or bids are opened, a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

[Cover Page](#) 

The meeting closed at 7:39 p.m.

NOTE FOR THE RECORD: Council President Haba and Councilmember Solomon arrived at 7:39 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Lawrence
SECONDER:	Perry
AYES:	Hollingsworth, Haba, Lawrence, Croslin, Warner, Paschall, Wright, Perry, Frazier, Solomon
NAYS:	None
ABSENT:	Ward

Pursuant to the requirement of the Annotated Code of Maryland State Government Article 3-104(1)(2); this statement is included in these minutes:

A closed session of the Council of the City of Hyattsville was held at 7:39 p.m. on Monday, April 2, 2017, in the City of Hyattsville Municipal Building, Third Floor Council Chambers.

In addition to the City Council, the following staff members were present: City Administrator Tracey Nicholson, Assistant City Administrator Jim Chandler (left at 8:28 p.m.), City Attorney Skip Cornbrooks, Police Chief Douglas Holland, City Treasurer Ron Brooks, Human Resources Director Vivian Snellman (arrived at 8:29 p.m.), and City Clerk Laura Reams.

The authority under which the session was closed was the Annotated Code of Maryland State Government General Provisions Article Section 3-305(b) (1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals, (5) to consider the investment of public funds, (7) to consult with counsel to obtain legal advice and (14) to discuss, before a contract is awarded or bids are opened, a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.



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Topics Discussed: The Council obtained legal advice from the City Attorney regarding a proposal for a development in the City which included potential investment of public funds and personnel matters.

Action Taken: None taken.

The Council returned to open session on a motion made by Councilmember Perry, seconded by Councilmember Croslin and approved unanimously by the Body at 8:56 p.m.

6) [Public Comment \(8:05 p.m. – 8:15 p.m.\) Limit 2 minutes per speaker](#)

Sarah Harper, a Ward 1 resident, addressed the Mayor and Council in support of the proposed sanctuary city ordinance. Ms. Harper asked that the information be printed in both English and Spanish and noted that it was the responsibility of the City to educate residents on the proposal.

Nina Faye, a Ward 3 resident, addressed the Mayor and Council regarding the proposed residential parking program. Ms. Faye stated she did not agree with the commercial recommendations or the thirty (30) minute grace period. Ms. Faye added that the City's parks had not been addressed and that the community garden and Hyatt Park were in a residential parking zone. Ms. Faye also announced a fundraising yard sale over the weekend.

Jim Menasian, a Ward 3 resident, addressed the Mayor and Council regarding the nonbinding advisory referendum question to change the size of Council. Mr. Menasian requested more time and information from Council about the advantages and disadvantages of changing the size of Council. Mr. Menasian asked why this issue was being brought up at that time and stressed that residents needed more context to vote on the matter.

Leigh Ann Barlow, a Ward 5 resident, addressed the Mayor and Council in opposition of the proposed sanctuary city ordinance. Ms. Barlow expressed concerns for how the Council would vote on the issue and asked for more clarity on the potential loss of federal funding. Ms. Barlow warned that Police Officers would be negatively affected by the passing of the ordinance. Ms. Barlow then stressed the importance of gaining citizenship and urged Council to think hard before voting on the proposed ordinance.

7) [Presentations \(8:15 p.m. – 8:50 p.m.\)](#)

7.a Certification of 2017 Election Candidates (5 minutes)

[Cover Page](#) 

[2017 Certificate of Candidates for Election.pdf](#) 

Greta Mosher, Chair of the Board of Supervisors of Elections announced the Certified Candidates for Council in the May 2017 Election. The following Candidates were announced: Ward 1: Ian Herron, Talib Karim, and Bart Lawrence; Ward 2: Robert Croslin; Ward 3: Vinni Anandham, Ayanna Shivers, and Carrianna Suiter; Ward 4: Shirley Ann Bender and Edouard Haba; Ward 5: Derrika Durant, Erica Spell, and Ben Zeitler. Ms. Mosher noted Early Voting Days on Saturday, April 22nd and Saturday, April 29th at Magruder Park Recreation Center.

7.b FY-2015 Audit Update (5 minutes)

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Treasurer Brooks provided an update on the FY2015 Audit. Treasurer Brooks noted that Auditors were still working to provide a broad overview of how the City's fiscal position had increased. Treasurer Brooks added that he still planned to have the FY2015 and FY2016 Audits closed out by the end of the calendar year.

7.c ATHA Maryland Milestones Annual Update (10 minutes)

[Cover Page](#)

[Memo - ATHA Maryland Milestones.docx](#)

[ATHA Visitors Guide.pdf](#)

[ATHA Family Activities.pdf](#)

Aaron Marcavitch, Executive Director of the Anacostia Trails Heritage Area (ATHA), provided the annual Maryland Milestones Update. Mr. Marcavitch reviewed projects completed in the past year, noting that it was a rebuilding year. Mr. Marcavitch then highlighted ATHA's future endeavors, with the inclusion of Bowie, Cheverly, and Glendale to the Heritage Area, hosting themed bike rides, the Rivers to Rockets Rally, diversifying funding streams, and the establishment of a five-year plan. Mr. Marcavitch asked Council to contribute preferred projects to the five-year plan. Mr. Marcavitch added that ATHA was looking at how infrastructure affected programs and were increasing efforts to better tourism resources. Mr. Marcavitch thanked Council for their support over the years and opened the floor for questions.

Mayor Hollingsworth thanked the center for their support the past Saturday at the Our Hyattsville Exhibition and highlighted ways that residents could see the work that was done.

7.d Prince George's County DPW&T Capital Bikeshare Program (15 minutes)

[Cover Page](#)

[Memo - Prince Georges DPWT - CaBi Presentation.docx](#)

[Hyattsville City Council_4-3_17.pptx](#)

Director Chandler introduced Karen McAllister, Bicycle and Pedestrian Program Manager for Prince George's County, to discuss the County's plans to roll out Capital Bike Share and coordination with the City of Hyattsville. Ms. McAllister highlighted the M-NCPPC bike share feasibility study conducted over the past year, across the ATHA area and the National Harbor. Ms. McAllister noted that the areas studied were selected due to the connectivity and accessibility to D.C. and Alexandria, VA and that density was an important factor for bike share success.

Ms. McAllister listed the County's guiding principles for the study, including the Prince George's County DPW&T partnership, regional connectivity, the launching and blending of mBike and CaBi networks, and both County and municipal-level success. Ms. McAllister stated bike share was a great compliment to public transit, making the first and last miles of transportation available. Ms. McAllister continued to present the products of the feasibility study.

Ms. McAllister highlighted the different proposed phases of the Prince George's County DPW&T Capital Bike Share Program, specifically mapping out incorporated and unincorporated areas and in which phases they would be addressed. It was noted that in the Spring of 2018, Phase 1 would address areas bordering D.C. and Phase 1A would address the National Harbor. Ms. McAllister continued, Phase 2 would begin in 2019, addressing Riverdale Park, University Park, College Park, Berwyn Heights, and Greenbelt. Finally, Phases 3A and 3B would address Bladensburg, Edmonston, East Riverdale, Langley Park, Chillum, and other unincorporated areas of Prince George's County. Ms. McAllister noted phases could shift due to interests and funding. She concluded that there would be a total of 67 stations with 670 bicycles.



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Ms. McAllister presented images of different options for how stations could be built and highlighted station parts and procedures. Ms. McAllister then presented the bicycles and noted various benefits. Ms. McAllister stated the vendor would be Public Bike System Company (PBSC), the operator would be Motivate, and the marketing group would be Destination Sales & Marketing Group (DS&MG). She then expanded on the roles of the vendor, operator, and marketing group.

Ms. McAllister provided costs of the Bike Share Program, from \$2.00 single trip to \$85.00 for the year. She added that the program also had different types of corporate memberships and bulk passes. Ms. McAllister noted costs per phases, anticipated memberships, and revenues. Ms. McAllister added ways the program could help to offset the capital and installation costs, which included County support, advertising on map panels at stations, and system-wide sponsorships. Ms. McAllister noted that capital and installation costs had been included in the County FY2018 Budget and that operations and maintenance costs would be covered by advertising and sponsorships. Ms. McAllister then opened the floor for questions.

Councilmember Warner stated residents were excited about the program and asked if the City would have to wait a full year for implementation. Ms. McAllister clarified that Hyattsville would be included in Phase 1 in Spring of 2018.

Councilmember Wright stated he could not see the specific station locations on the map and asked if the new Purple Line would be included in the program. Ms. McAllister said the first and last mile complimenting transit would be along the Purple Line. It was added that the locations were up for discussion and suggestions. Councilmember Wright then asked more specific questions regarding offsetting costs, and Mauricio Hernandez highlighted advertising revenues as well as membership and ridership revenues.

Council President Haba thanked Ms. McAllister for the presentation and expressed excitement for the program. Council President Haba noted mBike would be ending in 2019, and Ms. McAllister clarified that she did not know if College Park would renew their contract, but that areas of College Park would be included in Phase 2.

8) Consent Items (8:50 p.m. - 8:55 p.m.)

8.a Motion #: 157-04-FY18 Arbor Day Proclamation I move that the Mayor and Council proclaim April 5th Arbor Day in the City of Hyattsville.

[Cover Page](#)

[Arbor Day Proclamation 2017.docx](#)

8.b Motion #: 158-04-FY17 County Zoning Variance Request V-20-17: 4915 42nd Place, Hyattsville I move that the Council authorize the Mayor to send a letter of support to the Prince George's County Board of Zoning Appeals, per the City of Hyattsville's Zoning Variance Policy, in support V-20-17, a request for a waiver of the front yard depth requirement of 25-feet allowing a variance of a 10.5-feet front yard depth.

[Cover Page](#)

[Memo - V-20-17 4915 42nd Place.pdf](#)

[City of Hyattsville Zoning Variance Policy Statement and Variance Process 10 3 11.pdf](#)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Solomon
AYES:	Hollingsworth, Haba, Lawrence, Croslin, Warner, Paschall, Wright, Perry, Frazier, Solomon
NAYS:	None



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ABSENT:	Ward
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9) Action Items (8:55 p.m. – 9:15 p.m.)

8.a Motion #: 159-04-FY17 Hyattsville Ordinance 2017-02, An Ordinance whereby the City Council establishes itself as a Sanctuary City and establishes that the City of Hyattsville does not intervene in federal immigration matters. (10 minutes) I move that the Mayor and Council introduce Hyattsville Ordinance 2017-02, an Ordinance whereby the City Council establishes itself as a Sanctuary City and establishes that the City of Hyattsville does not intervene in federal immigration matters (FIRST READING).

Cover Page

HO 2017-02 Non-intervention Ordinance to Mayor and Council 3.28.17_FINAL.pdf

Mayor Hollingsworth noted an error in the motion wording and asked City Attorney Cornbrooks if it would limit the Council's ability to pass the First Reading of the item that evening. Councilmember Paschall moved and Councilmember Solomon seconded to change the language of the preamble to the First Reading of the ordinance to replace the text that states "establish itself" to "established the City of Hyattsville as a Sanctuary City." Councilmembers Perry and Frazier voted "Nay" to the amended language.

Councilmember Perry noted signs outside of the prior Council Meeting where the item at hand was on the Discussion agenda. Councilmember Perry provided reasoning for why she wanted to oppose the ordinance and stated she did not want to see residents have false hopes or a false sense of security. Councilmember Frazier echoed Councilmember Perry's remarks.

Council President Haba thanked all members of staff and Council that worked on the ordinance and residents for coming to show both support and opposition. Council President Haba referenced Ms. Harper's public comment and emphasized that it was the Council and staff's responsibility to educate residents on what the legislation meant. Council President Haba offered that an increase in information available to residents could reduce false hope or expectations. Council President Haba summarized the meaning of the ordinance to state that City Police and staff would not seek to inquire about immigration status and added that relaying that message could help provide clarity.

RESULT:	APPROVED AS AMENDED [8-2]
MOVER:	Haba
SECONDER:	Paschall
AYES:	Hollingsworth, Haba, Lawrence, Croslin, Warner, Paschall, Wright, Solomon
NAYS:	Perry, Frazier
ABSENT:	Ward

8.b Motion #: 160-04-FY17 Resolution 2017-01: Maryland DHCD Sustainable Communities Designation (10 minutes) I move that the Mayor and Council introduce and adopt Hyattsville Resolution 2017-01, a Resolution of the Mayor and City Council of the City of Hyattsville, Maryland, for the purpose of designating the City of Hyattsville as a Sustainable Community, pursuant to the attached Sustainable Community map (and Sustainable Community Plan, as further described in the Sustainable Community Application, for approval either directly by the Department of Housing and Community Development of the State of Maryland or through the Smart Growth Subcabinet of the State of Maryland. (FIRST READING AND ADOPTION)

Cover Page

Memo - Maryland DHCD Sustainable Communities Designation.docx

Resolution 2017-01 Sustainable Communities - Hyattsville.doc



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[Sustainable Community Designated Area_03302017.pdf](#)

There was no discussion.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Warner
AYES:	Hollingsworth, Haba, Lawrence, Croslin, Warner, Paschall, Wright, Perry, Frazier, Solomon
NAYS:	None
ABSENT:	Ward

10) [Discussion Items \(9:15 p.m. – 9:55 p.m.\)](#)

10.a Electronic Sign Purchase (10 minutes)

[Cover Page](#)

[Electronic Sign Background_2017-04-03.docx](#)

Director Rollow presented the proposal to purchase two (2) electronic signs to broadcast and send messages to the community. Director Rollow noted two (2) existing non-electronic signs at Magruder Park and Ager Road, for which the Council had approved funding in the FY2016 budget to replace. Director Rollow stressed the need for electronic signs, to reduce the burden of having to manually change the existing signs for each new message. Director Rollow provided specific details and capabilities for the proposed signs, noting LED display, double-sided messaging, and full color display. Director Rollow added that internet service would be included in the purchase price and would allow changes to be made to the signs off-site or by phone. Director Rollow stated signs could be dimmed or shut off at night.

Director Rollow discussed options for locations after reevaluating the locations of the current signs. Director Rollow added that staff wanted to keep representation on both the East and West sides of the City. Director Rollow stated that staff would prefer having a sign in Centennial Park instead of Magruder Park, due to the higher level of traffic of both residents and non-residents. Director Rollow noted the construction on Ager Road over the next few years, concluding that the location of the old sign was not preferred. Director Rollow suggested moving the second sign to 3505 Hamilton Street, either permanently or temporarily, to coincide with the moving of the Police Department into the new location. Director Rollow said that staff had considered placing a sign on the Fire Department property, but that they would also be undergoing construction in the near future. Director Rollow asked for Council feedback and suggestions.

Councilmember Perry agreed that it would not make sense to locate a new sign on Ager Road at this time, but would like to see what moving it at a more feasible time would look like. Councilmember Perry also expressed support for the Centennial Park location and asked if the City could add a third sign.

Councilmember Solomon stated that he agreed with Director Rollow's assessment of locations and suggested the intersection of Queens Chapel Road and Ager Road for the second location. Councilmember Solomon added that the sign could be located somewhere on Adelphi Road, rather than just worrying about the East and West sides of the City.

Councilmember Warner stated her thoughts had evolved and was now fully supportive of purchasing at least two electronic signs. Councilmember Warner stressed the need for messages to be displayed in different languages.



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Councilmember Wright thanked Councilmember Solomon for highlighting the need for messaging in Ward 3 and stated that he hoped staff would consider those areas.

Council President Haba thanked staff for their work and stated he was glad to see this item finally appear on the dais. Council President Haba expressed concerns for the locations at 3505 Hamilton Street, stating that it did not get as much traffic as Ager Road. Council President Haba suggested putting a sign at a temporary location on Ager Road until the construction started.

Councilmember Solomon asked what the status was on the Ager Road Green Streets Project, and Assistant Administrator Chandler stated he would have to defer to Director of Public Works, Lesley Riddle who was not in attendance. Administrator Nicholson added that there was at least a design in the works for the project and Councilmember Solomon agreed that he would not want to wait for the County's project to be completed.

Mayor Hollingsworth asked if there was any hesitancy for moving the item that evening. Councilmember Perry stated she would like to see the Council vote and move forward with it. Councilmember Solomon asked if an amendment to the language would need to be made. There was discussion on whether the motion wording would include the location of the placement of signs. Council Vice President Lawrence concluded that the body would just move the purchase of the signs. Mayor Hollingsworth provided clarity on how the Council could determine location after the motion had passed. Councilmember Solomon stated that he was willing to move forward with the item, but was hesitant to vote that evening, without a full Council in attendance. Councilmember Warner added that it would be appropriate to move the item if it were time sensitive, but the dollar amount was too high to rush the vote. Councilmember Warner added that she supported the purchase, but would like to see the item on a different agenda as a matter of procedure.

NOTE FOR THE RECORD: Clerk Reams left the meeting at 9:15 p.m.

10.b Residential Parking Zone Committee (30 minutes)

[Cover Page](#) 

[Memo_-Residential_Parking_Zone_-_Staff_Review.docx](#) 

[RPZ Committee Recommendations - March 2017.pdf](#) 

[Residential Parking Committee Recommendations 9.29.16.pdf](#) 

Assistant Administrator Chandler provided background information on the Residential Parking Zone Committee's briefing of a series of recommendations to Council in January of 2017 and noted staff had reviewed those recommendations over the past few months and had prepared a response.

Assistant Administrator Chandler stated the Committee's two (2) most contentious issues with the residential parking plan were the two-hour grace period and concerns regarding commercial uses, and noted that those issues could not be resolved at the committee level. Assistant Administrator Chandler referenced conversations with Councilmember Perry and stated that each parking zone was designed to work for a specific reason; adjacency to schools, adjacency to the Metro, or commercial corridors. Assistant Administrator Chandler said that staff approached the issue by looking at the intent of each zone and categorizing them by types and frequency of usage.

Assistant Administrator Chandler noted that addressing issues in commercial parking issues was more difficult, but presented Council with a memorandum that provided three different options addressing the issues. Assistant Administrator Chandler highlighted the three proposals: taking commercial properties out of residential parking zones, or eliminating the grace period; leaving commercial properties in residential



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parking zones, with certain hours where residential parking is lifted; or metering areas in front of commercial properties. Assistant Administrator Chandler noted that the issue at hand was a long, on-going process and advised Council to think over the three options and discuss them with their residents. Assistant Administrator Chandler then asked for Council feedback to ensure that the next step forward would meet the need of residents.

Councilmember Perry asked what staff had proposed for residential parking zones adjacent to the Metro. Assistant Administrator Chandler stated that those zones would follow a similar approach to the commercial areas within residential parking zones. Assistant Administrator Chandler added that hours of enforcement tried to address parking issues near the Metro, but were inconsistent across the board and ineffective. Administrator Nicholson clarified that, in the proposal, commuter zones would have a 30-minute grace period, which would allow parking enforcement to rotate the area and assess if there was abuse in the commuter areas. Councilmember Perry highlighted specific problem areas and expressed concerns for parking enforcement efficiencies.

Councilmember Warner asked for clarification on the first option presented. Assistant Administrator Chandler summarized that the frontage of the commercial establishment would be removed from the residential zone and there would be no limitations to parking. Councilmember Warner noted parking issues in specific residential parking zones and asked if there was a way the City could determine an ongoing need for residential parking. Councilmember Warner asked if Council could see a list of residential parking zones and when they were established, to which Assistant Administrator Chandler replied that he could provide information going up to 25 years, or when the West Hyattsville Metro was built.

Council Vice President Lawrence added that he would like to see that information as well as complaints regarding residential parking zones that had a questionable need for zoning. Council Vice President Lawrence provided examples of streets where residents were unhappy with their current zoning.

Councilmember Wright thanked staff for their work and noted that the project would not be easy. Councilmember Wright asked if the upcoming traffic study would also address parking by default. Assistant Administrator Chandler stated that the study would address some of these issues, in part, but would not holistically resolve the issues.

Council Vice President Lawrence then asked if any multi-family units fell within residential parking zones, and asked how the City would distribute parking passes. Assistant Administrator Chandler stated he could provide more information at a later date.

Councilmember Paschall echoed Councilmember Warner's remarks, stating some residential parking zones were outdated, which was the root of the problem.

Council Vice President Lawrence asked for clarification on the hours of enforcement for the second option, and Assistant Administrator Chandler stated the hours would be from 8:00 p.m. to 6:00 a.m.

Councilmember Solomon clarified that the item would return as a discussion item at a later meeting.

11) [Council Dialogue \(9:55 p.m. – 10:05 p.m.\)](#)

Councilmember Paschall noted that he would miss the next Council Budget Work Session that was recently added to the calendar.



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Councilmember Warner offered congratulations to all certified Candidates and stated she was excited to see contested races in four (4) of the five (5) wards. Councilmember Warner offered advice to those who sought it.

Councilmember Wright noted that HYSWAP would be held the following weekend at the City Municipal Building.

Mayor Hollingsworth stated the Public Hearing on the referendum question was scheduled for April 17, 2017 and that Council had the option to offer responses to any questions from residents. Mayor Hollingsworth then noted that she did not typically offer personal comments during Council Dialogue, but felt as though she had to address some misconceptions about the sanctuary city ordinance. Mayor Hollingsworth stated she was looking forward to making the lives of immigrant residents safer through that measure.

12) [Community Notices and Meetings](#)

[City Calendar: April 4 - 12, 2017](#)

[Main City Calendar_Apr 4-12 2017.pdf](#) 

13) [Motion to Adjourn](#)

The meeting adjourned at 10:50 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Croslin
SECONDER:	Perry
AYES:	Hollingsworth, Haba, Lawrence, Croslin, Warner, Paschall, Wright, Perry, Frazier, Solomon
NAYS:	None
ABSENT:	Ward



PUBLIC HEARING OF THE CITY COUNCIL, HYATTSVILLE MD APRIL 12, 2017

Notice of Public Hearing:

The Mayor and City Council will hold a public hearing on the FY-2018 Proposed Budget on Wednesday, April 12 at 7:30 p.m. (prior to the City Council Meeting). The purpose of the public hearing is to allow for residents to comment on the proposed Fiscal Year 2018 (July 1, 2017 - June 30, 2018) Budget.

The Public Hearing will be held at the City Municipal Building, 4310 Gallatin Street, in the third floor Council Chambers. The Public Hearing will be broadcast live on Comcast Channel 71, Verizon Channel 12 and online at www.hyattsville.org/meetings. Budget Documents can be found at www.hyattsville.org/budget. Paper copies of the budget can be requested by calling 301-985-5009 or via email at cityclerk@hyattsville.org.

If you are unable to attend the hearing, comments may be directed to cityclerk@hyattsville.org or www.speakuphvl.com/meetings.

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1) Call to Order

Present: Candace Hollingsworth, Mayor
Edouard Haba, W4 (Council President)
Bart Lawrence, W1 (Council Vice President)
Robert Croslin, W2
Shani Warner, W2
Thomas Wright, W3
Paula Perry, W4
Ruth Ann Frazier, W5
Joseph A Solomon, W5

Absent: Kevin Ward, W1
Patrick Paschall, W3

Also present were the following City staff members:

City Administrator Tracey E. Nicholson
Assistant City Administrator and Director of Community and Economic Development, Jim Chandler
Director of Public Works Lesley Riddle
Director of Community Services Jake Rollow
City Treasurer Ron Brooks
Director of Human Resources Vivian Snellman
Lieutenant Sam Alexander
City Clerk Laura Reams

Mayor Hollingsworth called the meeting to order at 7:36 p.m.

2) [Public Comment \(7:35 p.m.\)](#)

There were no individuals present who wished to address the Mayor and Council.

Mayor Hollingsworth stated the Public Hearing would remain open until 7:45 p.m.



PUBLIC HEARING OF THE CITY COUNCIL, HYATTSVILLE MD APRIL 12, 2017

Mr. Marshall asked if the Council intended to re-open the meeting at the end of the scheduled Closed Session for the Council Work Session of April 12, 2017. Mayor Hollingsworth stated the Council did not intend to re-open the meeting.

3) [Motion to Adjourn](#)

Meeting adjourned at 7:45 p.m.



WORK SESSION OF THE CITY COUNCIL, HYATTSVILLE MD APRIL 12, 2017

1) Call to Order and Council Roll Call

Present: Candace Hollingsworth, Mayor
Edouard Haba, W4 (Council President)
Bart Lawrence, W1 (Council Vice President)
Robert Croslin, W2
Shani Warner, W2
Thomas Wright, W3
Paula Perry, W4
Ruth Ann Frazier, W5
Joseph A Solomon, W5

Absent: Kevin Ward, W1
Patrick Paschall, W3

Also present were the following City staff members:

City Administrator Tracey E. Nicholson
Assistant City Administrator and Director of Community and Economic Development, Jim Chandler
Director of Public Works Lesley Riddle
Director of Community Services Jake Rollow
City Treasurer Ron Brooks
Director of Human Resources Vivian Snellman
Lieutenant Sam Alexander
City Clerk Laura Reams

Mayor Hollingsworth called the meeting to order at 8:02 p.m.

2) Pledge of Allegiance to the Flag

3) Approval of Agenda

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Solomon
AYES:	Hollingsworth, Haba, Lawrence, Croslin, Warner, Wright, Perry, Frazier, Solomon
NAYS:	None
ABSENT:	Ward, Paschall

4) Public Comment (8:10 p.m. – 8:20 p.m.) Limit 2 minutes per speaker

Leigh Ann Barlow, a Ward 5 resident, addressed the Mayor and Council in opposition to the Sanctuary City Ordinance. Ms. Barlow stated each Councilmember swore to uphold the Constitution of the United States, and cited examples of resistance within the Constitution. Ms. Barlow noted the approval of 16 and 17-year-old voting and non-U.S. citizen voting as helping Councilmembers' careers. Ms. Barlow stressed the importance of citizenship and urged Council to rather help residents through the application process. Ms. Barlow expressed concerns for negative impacts on the Police Department.

5) Presentations (8:20 p.m. - 9:20 p.m.)

5.a FY18 Budget Review: Department of Public Works (15 minutes)



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[Draft of FY2018 Budget_Public Works 3 14 2017.pdf](#)

Mayor Hollingsworth noted that the Council had held a Public Hearing earlier that evening and that there were no individuals who wished to address the Council regarding the proposed FY2018 Budget. Mayor Hollingsworth added that residents could still send comments to the City Clerk at cityclerk@hyattsville.org or post them to www.speakuphvl.com/meetings.

Director Riddle presented the proposed FY2018 Department of Public Works Budget. Director Riddle began by presenting her organizational chart and introduced all supervisory staff present at the meeting, adding that she was not requesting any additional staff that year. Director Riddle provided details on FY2017 Highlights, which included the completion of Phase 1, construction of Phase 2, and design of Phase 3 of the University Hills Street and Sidewalk Improvement Project; expansion of the pilot composting program by 40 homes; installation and analysis of BigBelly solar trash and recycling units; playground installation at Dietz Park; and completion of Phase 1 and analysis of Phase 2 of the lighting upgrades in West Hyattsville.

Director Riddle presented the proposed FY2018 Budget Highlights, consisting of the City-wide traffic study, funding for staff to attend the National American Public Works Association (APWA) Conference, design for West Hyattsville Street and Sidewalk Improvement Project, design/build of the Department of Public Works facility, Phases 2 and 3 of the University Hills Street and Sidewalk Improvement Project, continued lighting retrofits, and vehicle replacements. Director Riddle then provided the All Funds Summary for the department, and noted savings in the overtime budget for FY2017 due to less snow removal being needed. Director Riddle noted increases in streets and sidewalk construction and painting as well as urban tree care. Mayor Hollingsworth then asked that all questions be held until the end of the presentations.

5.b FY18 Budget Review: Department of Community & Economic Development (15 minutes)

[Draft of FY2018 Budget_CED_3 14 2017.pdf](#)

Assistant Administrator Chandler presented the proposed FY2018 Department of Community and Economic Development Budget. Assistant Administrator Chandler provided an overview of the department, noting the request for an additional position in the Code division. Assistant Administrator Chandler noted FY2017 Highlights in the Speak Up Community Planning Sessions, Prince George's County Zoning Rewrite, recertification in Sustainable Maryland, 4310 Gallatin Street Redevelopment proposals, and the implementation of the Pay-by-Phone parking system. Assistant Administrator Chandler noted major developments within the City, including the Kiplinger Redevelopment, Riverfront at West Hyattsville Metro, and the Mall at Prince George's.

Assistant Administrator Chandler provided the proposed FY2018 Budget Highlights, which included the request for a part-time licensing clerk, Capital Bikeshare, a circulator study, the implementation of the sustainability plan, the Hyattsville Ambassador's Program, Commercial Façade Improvement Program, Placemaking Pilot Program, Residential Parking Zone Program, and an update to the "Being a Good Neighbor Guide." Assistant Administrator Chandler provide more details on the new position, stating it would allow the Code department to more efficiently move out licenses. Assistant Administrator Chandler noted that National Park(ing) day would take place on September 15, 2017 and that efforts to advertise Pay-by-Phone Parking would be increased during that project. Assistant Administrator Chandler then provided a breakdown of the Department's proposed budget.

5.c FY18 Budget Review: Department of Community Services (15 minutes)

[Cover Page](#)

[Draft of FY2018 Budget_Community Services_3 14 2017.pdf](#)



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Director Rollow provided an overview of the proposed FY2018 Department of Community Services Budget. Director Rollow noted organizational changes of the addition of a full-time coordinator for the cable studio, and the addition of another part-time AmeriCorps Vista volunteer through the Big Brother Big Sister Program. Director Rollow reviewed the FY2017 Highlights which included expanding communications and outreach, recreation and events, senior services, volunteer services, and youth programming through various programs and events.

Director Rollow presented the proposed FY2018 Budget Highlights of a full-time contract position for cable and video, a part-time temporary contract for the Farmer's Market, a community survey, Senior Meals Program funds, equipment for Summer Jams, an additional week of Camp Magruder, college prep activities for the Teen Advisory Committee, lifecycle replacement of video equipment, and the Aftercare Pilot Program. Director Rollow reviewed the departmental budgets for the upcoming fiscal year and noted adjustments made to account for overtime costs associated with the City Carnival.

Treasurer Brooks noted that the presentation concluded the proposed FY2018 Budget discussions for each department. Treasurer Brooks said that he would provide a list of budget adjustments made since the initial presentation. Assistant Administrator Chandler highlighted an oversight in the tax rebate from the University Town Center project that equated to around \$150,000 over the next three (3) years.

5.d FY18 Budget Review: Capital Improvement Plan (CIP) (15 minutes)

[Cover Page](#) 

[Revised #1 CIP FY 2018 Summary Page.pdf](#) 

Treasurer Brooks presented the proposed FY2018 Capital Improvements Plan (CIP) and noted that the document included in the Council Packet was revised down from initial estimates by approximately \$700,000. Treasurer Brooks started with the General Government Departments for FY2018, noting that a small request for equipment would be placed for General Administration. Treasurer Brooks said that the City was requesting the purchase of a new IT hardware and turned the presentation over to Assistant Administrator Chandler.

Assistant Administrator Chandler stated the City had three (3) servers that were set to be retired and a pending new Enterprise Resource Planning (ERP) system. Assistant Administrator Chandler highlighted the request to purchase a server, with a higher cost up front but long-term capability. Assistant Administrator Chandler added that staff had considered presenting Council with a budget amendment for the current fiscal year, but felt that they could wait until July 2017 to make a new purchase.

Treasurer Brooks then provided a brief overview of the proposed ERP system and turned the presentation over to Administrator Nicholson. Administrator Nicholson stated the selection of the ERP system had been a long process, but that it was in the final legal review. Administrator Nicholson added the customizable system would cost approximately \$600,000. Administrator Nicholson noted the recommendation would be presented to Council toward the end of April.

Treasurer Brooks then began the Police Department CIP presentation, and noted that Chief Holland was unable to attend the meeting. Administrator Nicholson summarized requests for nine (9) additional vehicles, body cameras, and mobile data terminals. Administrator Nicholson stated the purchase of cameras for new personnel would be around \$10,000 and would be accompanied by \$15,000 in licensing fees. Administrator Nicholson stated the City had budgeted for an additional three (3) CCTV's and had suggestions for locations. Administrator Nicholson expanded on body armor and weapons replacement, noting that the department was switching to nine (9) millimeter handguns for both economic and



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procedural efficiency. Treasurer Brooks stated there were additional body armor funds in the operating budget, and that the City often received grant funding as well.

Treasurer Brooks then introduced Director Riddle to present the largest portion of the CIP, for the Department of Public Works. Director Riddle added that additional funds would be needed to implement actionable projects that arise from the upcoming traffic study. Director Riddle noted that the City was in Phase 3 of the University Hills Sidewalk Reconstruction Project, with a projected completion in FY18. Director Riddle stated ADA improvements had increased, and the department was requesting funding to place ADA ramps in many different locations within the City. Director Riddle noted some initial funding for the design and concept plan for the West Hyattsville New Street Project and stated that it was the next area targeted for low impact design and sidewalk repair. Director Riddle then highlighted new vehicle purchases, replacing four (4) 13-year-old trash trucks, a 15-year-old parks truck, and a new bucket truck. Director Riddle expanded on the operational cost savings through purchase of the bucket truck, noting that it would allow the City to do pruning, replace pedestrian street lamps, and hang banners. Director Riddle noted, depending on Council's path forward, the design fee and environmental remediation for 3505 Hamilton Street. Director Riddle also cited funding for the continued repairs at 4310 Gallatin Street. Director Riddle highlighted funding for the replacement of trash totes and the expansion of the BigBelly trash and recycling receptacles. Director Riddle then noted the inclusion of funding for the concept plan for the reimagining of Magruder Park, as well as corresponding signage and community outreach.

Treasurer Brooks introduced the Community Services portion of the CIP Budget and reviewed the request for the purchase of new cable TV equipment. Treasurer Brooks noted that the funds for cable equipment moved from the general operating budget to PEG funds. Director Rollow added that almost all currently used equipment would be replaced. Treasurer Brooks noted that the use of PEG funds for the department caused a reduction in costs for the General Fund and that there was approximately \$500,000 in the PEG fund balance.

Treasurer Brooks turned the presentation over to Assistant Administrator Chandler for the Community and Economic Development Department CIP presentation. Assistant Administrator Chandler stated the department had four areas of requests: placemaking, actionable items related to the Sustainability Plan, automated license plate readers, and Bikeshare. Assistant Administrator Chandler summarized details for each of the budgeted items.

Treasurer Brooks concluded the presentation for the proposed CIP Budget and noted that the total amount for FY18 was \$9.2 million, reduced by \$700,000. Treasurer Brooks clarified that the City would use lease financing to fund various budget requests, including vehicle purchases and the ERP system. Treasurer Brooks added that larger infrastructure items were funded through the issuance of bonds and notes. Mayor Hollingsworth opened the floor for discussion.

Council Discussion

Councilmember Wright thanked staff for their presentations and noted specific discrepancies and questions within the proposed departmental budgets. Councilmember Wright asked for clarification for the contracted services line in the proposed DPW Budget. Director Riddle stated the increase in contracted services was for design funds and professional services as well as an increase in roadways and sidewalks. Councilmember Wright noted an increase in supplies and materials and Director Riddle clarified the department had an increase in sign replacement and painting on curbs, sidewalks, and crosswalks.

Councilmember Wright asked for clarification on the "other" line item in the proposed Community and Economic Development Budget. Assistant Administrator Chandler said the department was requesting an increase in funding for the Community Sustainability Plan implementation, but that the funds could need



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to move in the future. Councilmember Wright then asked about the increase in funding for parking compliance and Assistant Administrator Chandler stated the projected cost was for the implementation of the residential parking program.

Councilmember Wright asked for more details regarding contracted services in the proposed Community Services Budget. Director Rollow noted several items in contracted services, including the cable coordinator position, the AmeriCorps Vista position, the senior nutrition program, and the farmers market contract.

Councilmember Wright noted the funding for the facility renovation of 4310 Gallatin Street and Treasurer Brooks stated the funds reflected maintenance for the building. Treasurer Brooks added that the numbers would change if the Council were to act on something for the building. Councilmember Wright then asked what the overall percentage of debt services was, and Treasurer Brooks responded 15%.

Councilmember Warner asked Assistant Administrator Chandler if there was a year-to-year figure for the overall Community and Economic Development budget. Assistant Administrator Chandler clarified that the number had been removed from the presentation because parking was in a special fund. Assistant Administrator Chandler added that he would follow up with a total number with parking aside.

Councilmember Warner then asked what directors would have liked to have included in the proposed budgets. Assistant Administrator Chandler stated difficulties surrounding the timing of the budget season and said once the sustainability plan was adopted, there would be more of a consensus on priorities. Director Rollow noted that he would have liked to have been able to include a full-time position with benefits in lieu of the contracted coordinator position for the cable studio. Administrator Nicholson provided more details on the differences between the positions and noted the City would be contracting out a professional already trained in the field. Director Riddle noted that it was difficult to make decisions regarding the existing, aging fleet and would have liked to have additional funding for professional services and equipment. Administrator Nicholson added that it was a challenge to determine which vehicles needed replacing and when.

Councilmember Warner noted that the \$9 million budget and CIP seemed like a large number compared to the City's bond capacity and asked if the City was restrained in terms of facilities. Treasurer Brooks stated that some of the CIP items would be funded through currently issued bonds, which would slightly reduce the exposure amount.

Councilmember Solomon asked Director Riddle for clarity on where funds for the 37th Street Project would come from. Director Riddle stated that the location of funds would depend on the cost of the project, noting that if it were over \$10,000, it would come out of the CIP, and if it were under \$10,000 it would come out of the operating budget.

Council President Haba asked for clarification on increases in salaries and wages within the proposed Department of Public Works budget. Director Riddle stated a staff person would need to be moved to the Parks Division in order to resolve the overage in the Streets Division and that the final version of the budget would reflect the change in personnel.

Council President Haba asked for more information on the compost program, whether the program was expanding, and how the City would conciliate efforts between DPW and Community Services. Director Riddle said there were currently 60 residents in the program, with increased staff capacity needed to expand the program. Director Riddle added that costs of bins would be shared and that the program was cost neutral for the proposed budget. Director Riddle provided a general update of the program and stated it could continue to be a viable part of City operations. Director Rollow added that resident feedback for the program was positive. Council President Haba asked how residents could join the program, and Director



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Rollow noted that the City had stopped advertising, but residents could call the City to get on the waitlist, which was currently at 30. Director Riddle stated the City would try to absorb most of the waitlist that fall, but needed to be mindful of limited resources; one truck and one laborer. Council President Haba suggested providing additional funding for additional resources, to which Director Riddle responded that the City could also expand the program using a subcontractor.

Council President Haba asked for more details on the part-time licensing clerk position within the code department. Assistant Administrator Chandler stated that code had worked with less people since 2007, but had more businesses and rental properties within the City. Assistant Administrator Chandler noted internal delays for issuing licenses due to the City's existing personnel and individual licensing procedure. Assistant Administrator Chandler added that the additional position would help the department respond to customer inquiries and move paperwork at a quicker pace. Assistant Administrator Chandler stressed the current need for the position and stated he would like to have the person approved and in place soon. Council President Haba asked for clarity on the current capacity and Assistant Administrator Chandler stated that there were difficulties in scheduling appointments and follow-ups with businesses.

Council President Haba addressed Capital Bikeshare and MBike funds. Assistant Administrator Chandler clarified that \$28,000 in MBike funds were in the operating budget because MBike was not considered an asset. Council President Haba asked if the entire amount for Capital Bikeshare in the CIP was for the MBike program, to which Assistant Administrator Chandler confirmed and noted that the \$73,000 was reflective of a two (2) year cycle. Council President Haba noted that the Council would need to consider the best option regarding Capital Bikeshare and MBike and Mayor Hollingsworth noted Council would discuss the items outside of budget discussions.

Council President Haba asked for clarification on the placemaking line item under the proposed operating budget for Community and Economic Development. Assistant Administrator Chandler stated the sustainability plan would contain recommendations for actionable seed money that was consistent with the proposed budget. Assistant Administrator Chandler noted that there were some funds budgeted for items within the plan, but that the Council would need to discuss what items they would want to move forward with.

Council President Haba then suggested the proposed Community Services budget include revenues for City events to see what programs were cost neutral.

Council Vice President Lawrence noted an increase from \$235,000 to \$435,000 in the budget for Police vehicle replacement and asked for clarification on the schedule of replacement and the increase from FY16 and FY17 to FY18. Administrator Nicholson stated that the Police Department requested twelve to fifteen vehicles and that she believed that all the requests were critical and let the full request lie in the current budget. Council Vice President Lawrence asked if more money would need to be budgeted in the off years and Administrator Nicholson stated staff would need to review requests for the next three years.

Councilmember Wright asked for clarification on the 21% increase in revenues for fines. Assistant Administrator Chandler noted that the City had added parking lots at University Town Center as well as on Gallatin Street, which would provide more opportunities to park and more opportunities for people to not pay the meter. Councilmember Wright asked if the Passport Parking Program would reduce the number of fines for unpaid parking meters and Assistant Administrator Chandler said that the program had already proven successful. Councilmember Wright asked if staff anticipated any surprises, in terms of the budget, and Administrator Nicholson stated the proposed FY18 Budget was solid, with possible setbacks in terms of extreme weather, requirements for 4310 Gallatin Street, and with the Residential Parking Program. Administrator Nicholson added that staff included all critical requirements in the proposed Budget.



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NOTE FOR THE RECORD: Councilmember Frazier left Council Chambers at 9:33 p.m. and returned at 9:38 p.m.

6) Action Items (9:20 p.m. - 9:30 p.m.)

6.a Motion #: 163-04-FY17 Electronic Sign Purchase (10 minutes) I move that the Mayor and Council authorize the City Administrator to execute a contract with Art Display for two electronic signs at a total cost not to exceed \$50,000.

Cover Page 

[Electronic_Sign_Background_2017-04-12.docx](#) 

Council President Haba provided background information on the motion and said he had asked staff to consider the replacement of the electronic signs. Council President Haba noted the pending construction on Ager Road and highlighted the history of the project being delayed. Council President Haba asked what the cost would be of locating the sign at Ager Road and moving it once construction takes place. Council President Haba added that if the City placed the sign on Ager Road, and the County did begin roadwork, the County would likely be liable to move the sign and replace it after construction concluded. Council President Haba asked his colleagues to put the item on hold until staff could receive more clarity on the extra costs.

Administrator Nicholson stated staff's conclusion that Pepco would need to conduct a survey to determine electric lines for the sign placement at Ager Road. Councilmember Perry added that she wanted to see the City put the sign where there were already electrical lines in place and add a third sign later.

Councilmember Solomon stated he believed the location on Ager Road would be on Kirkwood Apartments property and asked for clarification. Councilmember Solomon added that there were no plans to shut down Ager Road. Director Riddle clarified that, during any major construction, lanes would be reduced and the line of disturbance would be significant. Director Riddle added that there would be both under and above-ground utility construction, that would likely disturb any electrical lining that had been added for the sign.

Councilmember Solomon asked if the signs being purchased could be moved, to which Director Rollow responded that the signs were permanent, not mobile. Director Rollow stated the more fiscally cautious path would be to put the sign at 3505 Hamilton Street and relocate it to Ager Road after construction was finished. Director Rollow then provided the logistics of relocating a sign, noting that landscaping would be necessary for the Ager Road location, while a sign mount was already in place at 3505 Hamilton Street.

Councilmember Solomon asked if the next year's budget could include funding for additional signs. Director Rollow stated staff would be open to that, stating that the technology would hopefully improve by that time. Administrator Nicholson added that the City could incorporate funding in the FY2019 budget for signage to cover University Hills and Ager Road.

Councilmember Croslin echoed Councilmember Solomon's remarks and noted two developments in the area around Ager Road, that would have to bring in electricity. Director Riddle added that the City could also ask for a specific drop to receive power for a sign.

Councilmember Wright stressed that it was important to have signage all over the City and that Council should take staff's recommendation on locations. Director Rollow clarified that any of the available options would be feasible and that it was Council's decision whether they wanted to take a risk on the Ager Road location. Director Rollow added that he understood the frustration with the delays in construction.



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Council President Haba expressed appreciation for staff feedback, but noted that the City had avoided constructing on Ager Road for three to four years for the same pending construction, and asked how much longer Council was willing to wait.

RESULT:	APPROVED [8-1]
MOVER:	Haba
SECONDER:	Solomon
AYES:	Hollingsworth, Lawrence, Croslin, Warner, Wright, Perry, Frazier, Solomon
NAYS:	Haba
ABSENT:	Ward, Paschall

7) Council Dialogue (9:30 p.m. - 9:40 p.m.)

Councilmember Solomon thanked the members of the Rosa Parks Elementary School PTA, Congressman Steny Hoyer, Mayor Hollingsworth, and other representatives that met that morning to hear the concerns of the PTA.

Councilmember Warner noted various events that happened the week prior, including: the Egg Hunt and Pancake Breakfast, HYSWAP, the Vine Crawl, and the opening of the Whole Foods in Riverdale Park.

Councilmember Wright congratulated and gave his best wishes to all Candidates running for Council. Councilmember Wright highlighted voting days and encouraged residents to go out and vote.

8) Community Notices and Meetings

[Main City Calendar_Apr 13-22 2017.pdf](#)

9) Motion to Close

9.a Motion #: 164-04-FY17 Motion to Close I move that the Mayor and Council close the Council Meeting of April 12, 2017 in order to discuss personnel matters.

This session will be closed under the authority of the Annotated Code of Maryland State Government General Provisions Article Section 3-305(b) (1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.

[Cover Page](#)

The meeting adjourned at 10:11 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Solomon
AYES:	Hollingsworth, Haba, Lawrence, Croslin, Warner, Perry, Frazier, Solomon
NAYS:	None
ABSENT:	Ward, Wright, Paschall

Pursuant to the requirement of the Annotated Code of Maryland State Government Article 3-104(1)(2); this statement is included in these minutes:



WORK SESSION OF THE CITY COUNCIL, HYATTSVILLE MD APRIL 12, 2017

A closed session of the Council of the City of Hyattsville was held at 10:11 p.m. on Monday, April 12, 2017, in the City of Hyattsville Municipal Building, Third Floor Council Chambers.

In addition to the City Council, the following staff members were present: Director of Human Resources, Vivian Snellman.

The authority under which the session was closed was the Annotated Code of Maryland State Government General Provisions Article Section 3-305(b) (1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.

Topics Discussed: The Mayor and Council reviewed a performance evaluation for the City Administrator.

Action Taken: None

The closed session ended at 10:35 p.m.



PUBLIC HEARING OF THE CITY COUNCIL, HYATTSVILLE MD
APRIL 17, 2017

Present: Candace Hollingsworth, Mayor
Edouard Haba, W4 (Council Pres.)
Bart Lawrence, W1 (Council VP)
Robert Croslin, W2
Shani Warner, W2
Patrick Paschall, W3
Thomas Wright, W3
Paula Perry, W4 (arrived at 7:43 p.m.)
Ruth Ann Frazier, W5
Joseph A Solomon, W5 (arrived at 7:44 p.m.)

Absent: Kevin Ward, W1

Also present were the following City staff members:

City Administrator Tracey E. Nicholson
City Treasurer Ron Brooks
City Clerk Laura Reams

1) [Notice of Public Hearing:](#)

[Cover Page](#) 

[Resolution 2016-05_Referendum_Composition of Council_FINAL_signed.pdf](#) 

2) [Call to Order](#)

Mayor Hollingsworth called the public hearing to order at 7:38 p.m. Mayor Hollingsworth said the purpose of the hearing was to hear input from residents on the 2017 election advisory referendum question regarding the size and composition of the City Council. She noted that the referendum was advisory and non-binding on the total number of Councilmembers, the number of wards, and Councilmembers elected per ward, and whether there should be any Councilmembers elected at-large by all voters of the City.

3) [Public Comment \(7:30 p.m.\)](#)

Nina Faye, a Ward 3 resident said she was in favor of leaving the Council size as it was; adding that her portion of Ward 3 felt underrepresented and she thought any reduction of number of Councilmembers may exacerbate the problem.

Jim Menasian, a Ward 3 resident, thanked Council for the opportunity to present his views on the change in council size. He said it was too early for him to have an opinion and asked how could he make an informed choice when he did not have all the information. Mr. Menasian said that there would be a census in three (3) years, followed by a redistricting of the wards, noting that the addition of many new developments in the City may change the ward distributions. He said there was a lack of information on the facts, costs, and benefits of a change in Council composition and he recommended a thorough debate instead of a referendum. Mr. Menasian asked why there was a rush to put the question on the ballot.

Mayor Hollingsworth asked if there were any other individuals present who wished to address the Council. Seeing none, she took the opportunity to read aloud the referendum resolution as it would appear on the ballot. Mayor Hollingsworth then invited her colleagues on the Council to make comments.

Councilmember Warner opened her comments by stating that her remarks weren't intended to sway anyone. She said that to characterize the discussion on the composition of Council as a sudden thing



mischaracterized the debate, stating that this had been a discussion topic for long periods of time, noting her own opinion on the subject had changed over time. She said when she was a candidate, her perception was very different, favoring more representation and she hadn't thought that the number of people represented by each council member was out of line with other cities. However, in her time on Council she had seen how the size of Council was a structural obstacle. Councilmember Warner noted that it may be difficult to convey those challenges to the public, but she believed the size of Council had fostered divisionism among members and led to lengthy meetings.

Councilmember Warner added that it was also difficult to coordinate the schedules of 11 councilmembers, especially in instances when all members were required to be present for some decisions.

Councilmember Warner continued to share her concerns regarding the size of Council, highlighting varying degrees of engagement among the wards, citing instances where there have been concerns about having no candidates for election in some wards. In closing, she said she believed it was important to use the ballot question to gain feedback from the voters, noting that any changes would likely not be implemented for several years.

Councilmember Wright said referendums typically occurred because there was a problem to be fixed, and the underlying problem in this instance may be inefficiency or inability of the Council to work together. He said he had a slightly different point of view, believing that efficiency alone should not come at the expense of representation. Councilmember Wright said efficiency could be maintained and controlled through effective leadership and civility. He urged voters to strongly consider the questions and the potential impacts of a change.

Councilmember Perry said the composition of Council had been discussed previously during her 18-year tenure on Council. She recalled previous public discussions in every ward and that the question never made it to a referendum because many residents said they were against a change. Councilmember Perry believed most were opposed to reducing the Council because having two (2) representatives was an advantage to both residents and the Council. She noted there were times the Council did not get along, but stated that a discussion was democracy and having less of a discussion would be a hindrance to democracy. She also added that residents in west Hyattsville were against the change because it could mean less representation for Wards 4 and 5.

Councilmember Croslin said he agreed with Councilmembers Wright and Perry. He said it was important to keep the current number of members, although he acknowledged the Council was a little large. Councilmember Croslin said there was a learning curve for new Councilmembers and the current structure with staggered terms allowed new members to learn from the other ward representative. He said he didn't want to see that advantage leave the council. Councilmember Croslin said in terms of cliques and disagreements on Council, members should be able to respectfully disagree with one another.

Councilmember Frazier said she agreed with Councilmembers Croslin and Perry. Regarding meeting length, she said the Mayor had the authority to set a speaking time limit and move on if comment length was excessive. Councilmember Frazier suggested that the Council be reminded of the rules of procedure. She added that she believed the number of Councilmembers should not be reduced.

Councilmember Paschall said he thought it was important to remind all what the Council was debating, stating that the debate was if the Council should spend funds investigating what other structures for composition of members and wards could look like. He added that there had been many debates on the issue over the years, on and off the dais. Councilmember Paschall said he didn't think the City should spend resources in exploring different structural options if the referendum results showed that the voters were not interested in a change. He continued that if voters indicated an interest in a change, it would begin a



PUBLIC HEARING OF THE CITY COUNCIL, HYATTSVILLE MD
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complex and possibly lengthy process. Councilmember Paschall questioned the idea that more Councilmembers equaled better representation, highlight chronic civic under engagement throughout the City. He stated that more did not equal better. Regarding meeting length, he agreed with Councilmember Warner that the number of Councilmembers contributed to long meetings. He also cited instances when the Council had difficulty making a quorum of six (6) members and cases where affirmative votes from all present members were required to pass items. In closing, Councilmember Paschall said he supported reducing the Council size, but did not support doing so hastily.

Council President Haba said the referendum was designed to invite people to express their opinion on the composition of Council. However, he thought the ballot questions were designed to lean toward a reduction and the questions should have been neutral. Council President Haba said he would be voting to keep the council the current size, noting that it was a part time job for many Councilmembers and having two (2) representatives was an advantage. Regarding meeting length, he said reducing the number of members would not resolve the fact that meetings run long and may increase cliques.

Councilmember Solomon said he was not necessarily in favor of reducing the number of members, but was interested in the question regarding at-large members. He said he thought it was an important question for the Council, noting growth in all wards in the City and cited data stating that 64% of cities in the United States utilized at-large members. Councilmember Solomon said he was in favor of adding at large members, possibly through reduction of the number of ward representatives.

Councilmember Wright clarified his earlier statement regarding efficiencies controlled through leadership. He said his comments were not a criticism of the City's current administration, adding that he had the upmost respect for the City's mayor. Councilmember Wright also said he agreed transparency in the process was important and he reiterated that he hoped voters would consider the impact of changes.

Councilmember Warner said she wanted to add to her earlier comments. She noted that Hyattsville had the second largest size Council in the State of Maryland. She said that the large size of Council allowed members with chronic absenteeism or disengagement to hide, noting that patterns of bad behavior seemed to fall unequally among the wards. Councilmember Warner said she believed there would be a stronger field of candidates and a greater likelihood for fully engaged Councilmembers with less available seats on the dais.

Councilmember Perry noted there was a mechanism in the Charter for the Council to handle absenteeism, stating that members who exceeded 50% absenteeism in a year could be removed from office. Regarding low voter turnout, Councilmember Perry said Councilmembers needed to engage with residents to make them want to vote. She said that in recent years elections had become more cumbersome and expensive which had turned residents away from running for office. Regarding at-large members, she said there were residents who lived on the east side, who had never visited West Hyattsville and she was concerned that if no at-large member was elected from the west side, the area would go without representation.

Scott Wilson, a Ward 2 resident, addressed the Council to provide his perspective. Mr. Wilson said he had served as a Councilmember for 16 years and the discussion on the composition of Council had come up during his tenure. He stated that he was against reducing the size of Council because he believed more representatives allowed them to avoid unintended consequences. Mr. Wilson said that when he served on Council they held a work session one week, followed by a Council meeting the next week, allowing members a week to talk with constituents before voting on an item. He also added with greater representation there was opportunity for more direct contact and knowledge sharing. Mr. Wilson said he had recently reviewed the City's budget documents and noted that the City's property tax revenue had quadrupled since 1999, while the assessable base had tripled in that same time frame. Mr. Wilson said he did not think that was a



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sustainable trajectory and he was dumbfounded at the number of full-time employees in the City. Mr. Wilson also said he was amazed at the amount of money spent in recent elections.

Council Vice President Lawrence said there was not much more to add to the conversation on the referendum concerning the size of the Council but he shared Councilmember Perry's concern that at-large positions could leave areas of the City underrepresented. He added that the Council already had an at-large position; the Mayor.

Mayor Hollingsworth provided insight into why she had proposed the referendum question. She said she had received a question on the size of Council on the candidate's questionnaire in 2011 and when the City had redistricted in 2012, they had several options before the Council that would have reduced the number of members on Council which did not pass. Mayor Hollingsworth stated that the question on the size of Council had very little to do with relationships and how well the Council got along with each other, it was more about how can the Council best get work done. She noted the City had seven (7) full-time, director level employees who often fielded responses from all 11 Councilmembers, expending the time of the resources. She said the question for the voters was how the City wanted to utilize its resources. She added that she believed that if the residents wanted an 11-member Council, she believed the Council should look at staffing appropriately, stating that wearing down seven (7) people was not sustainable or fair to those employees holding those positions.

Mayor Hollingsworth continued that while the conversation had revolved mostly around a reduction in members, there were also options for increasing the number of wards in the City, which could ensure greater geographical representation on Council. While the Mayor acknowledged that the referendum questions leaned toward a reduction, she assured residents that if the voters indicated that was not what they wanted, the City would not expend any more resources on this question. In closing, Mayor Hollingsworth stated that she was in favor of a reduction and hoped that residents would consider the operational impact on staff of a large Council. Mayor Hollingsworth invited residents to reach out to her with any questions.

4) [Motion to Adjourn](#)

The public hearing was adjourned at 8:35 p.m.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
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Present: Candace Hollingsworth, Mayor
Edouard Haba, W4 (Council Pres.)
Bart Lawrence, W1 (Council VP)
Robert Croslin, W2
Shani Warner, W2
Patrick Paschall, W3
Thomas Wright, W3
Paula Perry, W4
Ruth Ann Frazier, W5
Joseph A Solomon, W5

Absent: Kevin Ward, W1

Also present were the following City staff members:

City Administrator Tracey E. Nicholson
Assistant City Administrator, Dir. of Community and Economic Development Jim Chandler
Police Chief Doug Holland
City Treasurer Ron Brooks
Director of Human Resources Vivian Snellman
Director of Community Services Jake Rollow
Director of Public Works Lesley Riddle
City Clerk Laura Reams
Communications Outreach Coordinator Anthony DeSantis
City Planner, Katie Gerbes

1) [Call to Order and Council Roll Call](#)

Mayor Hollingsworth called the meeting to order at 8:40 p.m.

2) [Pledge of Allegiance to the Flag](#)

3) [Approval of Agenda](#)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Paschall
AYES:	Hollingsworth, Haba, Lawrence, Croslin, Warner, Paschall, Wright, Perry, Frazier, Solomon
NAYS:	None
ABSENT:	Ward

4) [Public Comment \(8:10 p.m. – 8:20 p.m.\) Limit 2 minutes per speaker](#)

Shirley Bender, a Ward 4 resident, addressed the mayor and Council to report a possible code violation in her neighborhood.

Lou Kerdock, a Ward 2 resident, said he was opposed to the sanctuary city legislation, citing concerns with crime, violation of federal law and possible loss of federal funding for the City. Mr. Kerdock criticized supporters of the ordinance and said the legislation was the end of Hyattsville as he knew it.



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Nina Faye, a Ward 3 resident, thanked those who attended the recent aging in place fundraiser, specifically highlighting the participation of Council President Haba and Council Vice President Lawrence. She also said she supported the proposed changes to the fence ordinance.

Maria De Leon, a Ward 5 resident, addressed the Council with translation assistance from Community Outreach Coordinator Anthony DeSantis. Ms. De Leon asked the Council to keep in mind that the legislation would benefit many families who would feel protected upon adoption and said she hoped the Council would carefully consider the vote.

Sharick Velasquez, a Ward 5 resident, testified in support of the sanctuary city legislation.

Ben Simasek, a Ward 3 resident, said he thought residents opposed to the sanctuary city legislation should listen to the Chief of Police who had stated the policy was in line with the City's community policing program. He also announced an upcoming clean-up day in Ward 3.

Jonathan Velasquez, a Ward 5 resident, testified in support of the sanctuary city legislation.

Litzy Velasquez, a Ward 5 resident, testified in support of the sanctuary city legislation.

Antonia Surro, addressed the Mayor and Council with translation assistance from Community Outreach Coordinator, Anthony DeSantis to state her support for the sanctuary city ordinance.

Candida Garcia, a Ward 5 resident, addressed the Mayor and Council with translation assistance from Community Outreach Coordinator Anthony DeSantis. Ms. Garcia thanked the Council for their consideration of the sanctuary city legislation. She noted Councilmember Solomon had recently attended a tour at Rosa Parks Elementary School and had listened to the concerns of teachers, parents, and families of the school regarding immigration. She added that she hoped the Council would adopt the ordinance.

5) [Presentations \(8:20 p.m. - 9:10 p.m.\)](#)

5.a [National Volunteer Week Recognition \(5 minutes\)](#)

[Cover Page](#) 

City Administrator Nicholson presented two (2) presidential lifetime achievement awards, representing over 4,000 hours of volunteer work to residents Barbara Morris and William Thomas. Ms. Morris was recognized for her work serving Hyattsville Elementary School and Mr. Thomas was recognized for his work serving Hyattsville Boy Scouts of American Troop #224. Ms. Nicholson noted that four additional residents also received this award but were not able to be present at the meeting that evening: Margaret Dee, Dawn LaChance, William LaChance, and Cathleen Hapeman. She offered her thanks and congratulations to all award winners.

5.b [FY-2015 Audit Update \(5 minutes\)](#)

[Cover Page](#) 

City Treasurer Brooks provided the Mayor and Council an update on the FY15 audit. He noted that the auditors were restating information in the Financial Highlights and Government Activities sections of the audit. He said staff was pushing to complete all close out activities and noted that review procedures for the FY16 audit had begun.



5.c Metro II at University Town Center – Adaptive Reuse Presentation (20 minutes)

[Memo - Metro II at UTC Adaptive Reuse.docx](#) 
[UTC Metro II Presentation - April 2017.ppt](#) 

Assistant City Administrator Chandler introduced representatives from the Bernstein Companies, which had recently acquired site control of the Metro II building located at University Town Center and intended to convert the vacant office building into residential multifamily units.

Matthew Tedesco, Attorney for the applicant introduced members of the project team to the Council and provided an overview of the project. Mr. Tedesco said the project was an adaptive reuse of the existing office building featuring an interior renovation with no changes proposed to the building exterior. He presented 3D renderings of the conceptual design and detailed the proposed residential amenities including a gymnasium and lounge. He noted that the project was filed under an expedited status with a Planning Board hearing scheduled for June. Mayor Hollingsworth said the project was coming forward because it would soon be presented to the City's Planning Committee for review and comment.

Councilmember Wright asked questions of clarification regarding the planned occupancy rated of the building and the number of available parking spaces. Mr. Tedesco confirmed that the site was planned as 100% rental units and 95 parking spaces were provided, primarily in the existing parking garage with some exterior spaces. Councilmember Wright asked if there was enough interest in the rental market to sustain the building. Mr. Tedesco provided insight into the desire to reactivate the office building, stating that there was not an existing office market and the proximity of Metro to the site made it an attractive market for rental units.

5.d Speak Up: Community Sustainability Plan Presentation (20 minutes)

[Cover Page](#) 
[Memo - Speak Up Community Sustainability Plan.docx](#) 
[Sustainability Plan_Presentation to Council.pdf](#) 

Assistant City Administrator Chandler introduced the presentation outlining the Community Sustainability Plan, noting the plan had been posted on the City's SpeakUp website. He described the process and intent of the plan development, highlighting strategic growth and the State of Maryland Sustainable Communities Designation. Assistant Administrator Chandler briefly reviewed the 2011 Community Sustainability Plan and noted that overall, 73% of the 2011 plan implementation steps were complete. Mr. Chandler then highlighted some of the challenges of the 2011 plan process including an intimidating document format, lack of social media integration, and noted that the 2011 community planning sessions had coincidentally occurred during a blizzard, leading to low resident participation. He said the team wanted to ensure that the 2017 plan was an approachable document.

Assistant Administrator Chandler introduced Community Planner, Katie Gerbes, Project Lead. Ms. Gerbes recapped the plan development process including pre-interviews with community stakeholders and public meetings. She said the plan was currently in Phase 5, Draft Release. Ms. Gerbes summarized the Strengths, Weakness, Opportunities, and Threats (SWOT) determined in the community visioning sessions and discussed the framework of the draft plan. She concluded that the plan was currently available for public comment on the SpeakUp HVL website and would close for comment on June 5. She encouraged the Council and residents to review the plan and highlighted two (2) upcoming public meetings. Councilmember Wright thanked the team for their work and said he was looking forward to the upcoming meeting.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
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6) Consent Items (9:10 p.m. - 9:15 p.m.)

- 6.a National Volunteer Week Proclamation Motion # 165-04-FY17 I move that the Mayor and Council proclaim April 23-29, 2017, National Volunteer Week in the City of Hyattsville.

[Cover Page](#)

[Volunteer Week 2017.docx](#)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Lawrence
AYES:	Hollingsworth, Haba, Lawrence, Croslin, Warner, Paschall, Wright, Perry, Frazier, Solomon
NAYS:	None
ABSENT:	Ward

7) Action Items (9:15 p.m. - 9:35 p.m.)

- 7.a Adoption of Hyattsville Ordinance 2017-02, Sanctuary City (10 minutes) Motion # 166-04-FY17 I move that the Mayor and Council adopt Hyattsville Ordinance 2017-02, Ordinance whereby the City Council establishes the City of Hyattsville as a Sanctuary City and establishes that the City of Hyattsville does not intervene in federal immigration matters. (SECOND READING & ADOPTION).

[Cover Page](#)

[HO 2017-02 Non-intervention Ordinance to Mayor and Council 4.5.17_FINAL.docx](#)

Councilmember Warner read prepared comments regarding the ordinance. Councilmember Warner addressed her comments to those who argued against the ordinance and stated that throughout the ordinance hearings she had listened to arguments that were false, racially tinged, and had heard harmful language utilized. She said she did not believe the opposition to the ordinance came from individuals who had read the proposed legislation and urged individuals to listen to the City's Police Chief and City Attorney's statements in support of the ordinance. She said Hyattsville was a welcoming and safe community and the vote would make the City stronger.

Councilmember Wright also read prepared comments on the ordinance. He stated that the ordinance clearly defined in at least four (4) specific sections how the City would respect federal law and noted that the Council oath of office was to uphold the constitution of the United States and there was nothing in the ordinance that had been deemed unconstitutional. He advocated for equal treatment of all humans.

Council President Haba said the adoption of the ordinance marked the beginning of the work and there needed to be education on what it meant to be a sanctuary city. He noted that while the ordinance would restrict Hyattsville Police Officers from enforcing immigration law, the ordinance did not prevent the Police from enforcing criminal law in the City. He asked that the City continue education efforts on the ordinance and said he was proud to see the City formalize the long standing practice of the Police Department.

Councilmember Solomon expressed his support for the ordinance and shared a story from a recent visit with students at Rosa Parks Elementary School. He said one of the first questions asked by a student was if the President of the United States had the authority to send his parents away. Councilmember Solomon said no student should have to ponder that question or question their family's safety in the community. He said he was proud to offer some bit of security to those children.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
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RESULT:	APPROVED [8-2]
MOVER:	Haba
SECONDER:	Solomon
AYES:	Hollingsworth, Haba, Lawrence, Croslin, Warner, Paschall, Wright, Solomon
NAYS:	Perry, Frazier
ABSENT:	Ward

7.b Change to Wall and Fence Ordinance (10 minutes)

Motion # 167-04-FY17 I move that the Council direct the City Attorney to revise portions of Chapter 68 Article II subsections (7), (8), and (17) to allow maintenance, repair and replacement of non-conforming fences and add subsection (18) to address safety standards. 68-7, C (7) "All fences or retaining walls and hedges legally existing on June 30, 2003 which do not comply with the general restrictions 1-6 above shall be deemed legal non-conforming uses."

68-7, C (8) A fence or retaining wall deemed to be a legal non-conforming use under this subsection which has been removed or destroyed through no fault of, and due to circumstances beyond the control of the owner may be replaced or repaired in a manner substantially identical in all material respects to the fence or wall so removed or destroyed provided it is not repaired or replaced with a fence or wall using a different material or varying the height or length of such fence or wall. The owner or his or her agent must apply for an exception if any of the stated changes are to occur or if 100% of the fence or wall is to be replaced. Nothing contained in this subsection shall be construed to prohibit the maintenance and repair of a non-conforming fence or wall as long as the fence or wall is not changed in character and repairs are made with substantially the same materials.

68-7, C (17) No fence or retaining wall may be erected or put in place without first obtaining a permit from the City, unless it is to maintain or repair a legal non-conforming fence or wall.

68-7, C (18) All maintenance, repairs and replacement of non-conforming fences must comply with the safety standards outlined in this Chapter. All fences and retaining walls, including those deemed a non-conforming use, within five feet of an intersection must be constructed in such a way that allows visibility for automobile and pedestrian traffic. Hedges and all plant material, with the exception of mature trees, must be trimmed or maintained in a way that: Allows signs to be visible to drivers. Keeps road users (vehicles, bicycles and pedestrians) visible to drivers. Allows pedestrians and bicyclist see motor vehicles. Keeps sidewalks and pedestrian paths clear of overhanging vegetation.

[Cover Page](#) 

[Chapter 68 Housing Standards.pdf](#) 

[County Code_Fences.pdf](#) 

Mayor Hollingsworth said she hoped that all legislation submitted by the current Council could be closed out before the next Council was seated. She directed the Council discussion to focus on directing the City Attorney to prepare a revised ordinance primarily regarding setting repair, maintenance and safety standards for fences. There was a brief discussion to clarify the intent of the ordinance. Mayor Hollingsworth summarized the discussion points as follows: remove the replacement threshold of 25% because it was too low, adjust the Code to allow for repairs to be completed to the entire length of a fence, and provide a provision for the repair of grandfathered fences. Assistant Administrator clarified that the City's Code Compliance Department did not have concerns on the proposed changes. He requested that the ordinance include clear definitions of the difference between maintenance and replacement thresholds.



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Council President Haba asked what the County restrictions were regarding fence replacement and maintenance. Assistant Administrator Chandler provided details on the County provisions, noting the regulations regarding replacement did not include a grandfather clause. Council President Haba asked if the City could set a different replacement threshold than the County. Assistant Administrator Chandler said that was a legal question and he would defer to the City Attorney. Council President Haba asked if the Council was going to suggest a threshold level and asked Councilmember Croslin what percentage threshold he had in mind. Councilmember Croslin suggested a threshold of 90%, stating that if the fence needed maintenance, residents should be able to maintain the entire fence and if the fence needed to be replaced, it should be subject to the rules of the County.

Councilmember Solomon asked if the County didn't care about the difference between replacement and maintenance, why the City Code should make the distinction. Assistant Administrator Chandler confirmed that the County did not make a distinction between maintenance and replacement. However, he said he believed it was important to provide such a distinction, in part to ensure residents had a clear understanding of when fence work triggered a permit. He detailed situations where he had heard feedback from residents that the fence permitting process was confusing and instances where a clear ordinance would benefit the both the City and residents.

Councilmember Paschall said he had requested staff research into the history of the City's fence ordinance to learn the purpose of the original legislation but the minutes from the original discussion were sparse and did not provide detail on the intent. He said he believed the City could write the ordinance as they deemed fit, but agreed it was prudent to write something cohesive with the County to avoid confusion for residents. Councilmember Paschall added that he didn't think the current proposal was clear and was interested in the City Attorney's comments.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Solomon
AYES:	Hollingsworth, Haba, Lawrence, Croslin, Warner, Paschall, Wright, Perry, Frazier, Solomon
NAYS:	None
ABSENT:	Ward

8) [Discussion Items \(9:35 p.m. - 10:00 p.m.\)](#)

8.a.) Acceptance of Request for Proposal Selection for City-Wide Traffic Study

[Cover Page](#)

Director of Public Works Lesley Riddle provided brief background information on the process for selecting a traffic study contractor and stated that Toole Design Group was recommended for the contract award. Mayor Hollingsworth requested to review the final scope of work for the study when the item returned for Council action.

8.b.) Phase 2 – MD500 Lighting Expenditure

[Cover Page](#)

[REV_MD 500 Lighting Memo_Phase2_Hyattsville_2017-0328.pdf](#)

[PedestrianLightingPolicy_09_09_2008 \(1\).pdf](#)

[MOU #5 MD500 Hyattsville \(002\)_10-3-2016.docx](#)

[MD 500_REV FR_LightingCost_Breakout_2017-0313_with_Contingency.pdf](#)

[EX_pLT-P001_MD500EXT.PDF](#)



[Environmental Design post approval form.pdf](#) 
[Decorative Pedestrian Light Pole_Details.pdf](#) 

Director Riddle provided background information on the Phase 2 lighting expenditure request for the State Highway Administration (SHA) MD500 Queens Chapel Road project. She said the project was for a small section of the road located in the City, but there were very little existing electrical structure and no existing lighting on that portion of the road. Director Riddle said the City's portion of the lighting cost was \$144,000 and briefly reviewed the diagrams for lighting installation.

Councilmember Wright asked if funds were included in the Capital Improvement Plan (CIP) budget for the expense and Director Riddle said funds were included in the 2019 CIP. Councilmember Wright asked if funds could be allocated to repair lights located on Belcrest Road. Director Riddle said Belcrest Road was owned by the Prince George's Department of Public Works and Transportation (DPW&T) and provided a brief update on the lighting project on Belcrest Road, stating that the lights were in the process of repair.

Council President Haba asked how many lighting poles would be installed and if the pole style would be the same as the Phase 1 stretch of the MD500 project. Director Riddle said 25 poles would be installed and confirmed the style would match Phase 1. Council President Haba asked what the distance would be between the lights. Director Riddle said the distance would depend on the existing overhead lamps and noted that the area currently had very few overhead lamps. Administrator Nicholson said staff would follow up with Council on the precise distance between poles.

9) [Council Dialogue \(10:00 p.m. - 10:10 p.m.\)](#)

Councilmember Wright thanked Councilmember Paschall for his work on the sanctuary city legislation.

Councilmember Warner shared a poem that reminded her of recent events.

Councilmember Paschall said he was impressed to see an improvement in the turnaround time for public availability of campaign finance reports. He noted that he was disappointed to see that half of the candidates failed to turn reports in on time, including two (2) candidates currently serving on Council. He urged candidates to submit reports on time. Moving on to the topic of the sanctuary city legislation, Councilmember Paschall said how proud he was of the City for adopting the ordinance and the Council's accomplishments over the last four (4) years to support immigrants, inclusion and diversity. He said the adoption was a shining light after a terrible process stating that during the process, rhetoric and vitriol had been directed toward immigrants. Councilmember Paschall continued, stating there had been offensive conduct and comments during the sanctuary city and the non-citizen voting discussions and that if the City's laws would allow it he would call for the removal of Councilmember's Perry and Frazier. He said he was glad to move on from the process and reiterated that he was proud of the City and its accomplishments.

Councilmember Solomon said he had the great opportunity to meet some of the candidates who are running for office and that he viewed elections as an opportunity to share ideas.

Councilmember Perry responded to Councilmember Paschall's comments by stating that his opinion was his own.

Councilmember Croslin said he was one (1) of the candidates who did not file their finance report and that he would submit the report soon, noting that his Treasurer was out of town. He said graduation season was approaching and asked the community to share news of local youth graduating from high school or college so they could be recognized by the Council.



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Council President Haba said he was sorry Councilmember Paschall was disappointed that he did not submit his campaign finance report. He suggested that Councilmember Paschall temper the tone of his language and recommended that he find a way to work with people peacefully.

Councilmember Frazier thanked Council President Haba for his comments and said she believed the legislation had been a rung in Councilmember Paschall's political ladder.

10) [Community Notices and Meetings](#)

[Main City Calendar_Apr 18-May 2 2017.docx](#) 

11) [Motion to Adjourn](#)

The meeting adjourned at 10:44 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Croslin
SECONDER:	Lawrence
AYES:	Hollingsworth, Haba, Lawrence, Croslin, Warner, Paschall, Wright, Perry, Frazier, Solomon
NAYS:	None
ABSENT:	Ward



PUBLIC HEARING OF THE CITY COUNCIL, HYATTSVILLE MD APRIL 26, 2017

Present: Candace Hollingsworth, Mayor
Edouard Haba, W4 (Council Pres.)
Bart Lawrence, W1 (Council VP)
Kevin Ward, W1
Robert Croslin, W2
Shani Warner, W2
Thomas Wright, W3
Patrick Paschall, W3

Absent: Paula Perry, W4
Ruth Ann Frazier, W5
Joseph A Solomon, W5

Also present were the following City staff members:
City Administrator Tracey E. Nicholson
City Treasurer Ron Brooks
Director of Human Resources Vivian Snellman
Assistant City Clerk Lillie Littleford

1) [Notice of Public Hearing:](#)

2) Call to Order

Mayor Hollingsworth called the public hearing to order at 7:35 p.m. Mayor Hollingsworth said the purpose of the hearing was to allow residents to comment on the proposed FY18 real property tax rate and noted that the Council had a motion on the agenda to set the rate at \$0.63 per \$100 of assessed value.

3) Public Comment (7:30 p.m.)

Mr. David Marshall, a Ward 2 resident, asked how many new staff members were included in the FY18 budget. Administrator Nicholson said she would follow up with that information. Mr. Marshall commented that the timing of the public hearing on the budget was appropriate and he was disappointed that there were no other members of the public present to make comment. He said he did not have an issue with the tax rate proposed but he was concerned with the number of additional staff members proposed with the tax revenue. He was concerned if the City added on too many staff members taxes would increase in the long term. He noted that if a tax rate increase had been proposed, the room would have been full of residents.

4) [Action Item](#)

4.a Motion # 168-04-FY17 Fiscal Year 2018 Real Property Tax Rate I move that the Mayor and Council set the City of Hyattsville's Real Property Tax Rate for Fiscal Year 2018 at \$0.63 per \$100.00 of assessed value.

[Cover Page](#) 
[2017 Constant Yield Tax Rate Certification.pdf](#) 
[Legal Notice Real Property Tax Rate_FY 18.pdf](#) 



PUBLIC HEARING OF THE CITY COUNCIL, HYATTSVILLE MD APRIL 26, 2017

Councilmember Paschall addressed Mr. Marshall's question on the amount of new staff added in the FY18 budget. He said the draft budget included two (2) additional full-time positions, five (5) contract full-time equivalent, and two (2) part-time positions. He noted that some of the positions were fully grant funded.

Treasurer Brooks said the real property tax rate was expected to yield \$11.3 million in property tax revenue. Mayor Hollingsworth also noted that the constant yield rate was \$0.60 per \$100 but the Council was keeping the long-time rate of \$0.63 per \$100 of assessed value.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Lawrence
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Paschall, Wright
NAYS:	None
ABSENT:	Perry, Frazier, Solomon

5) [Motion to Adjourn](#)

The public hearing adjourned at 7:55 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Warner
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Paschall, Wright
NAYS:	None
ABSENT:	Perry, Frazier, Solomon



SPECIAL MEETING OF THE CITY COUNCIL, HYATTSVILLE MD MAY 10, 2017

Present: Candace Hollingsworth, Mayor
Edouard Haba, W4 (Council President)
Bart Lawrence, W1 (Council Vice President)
Kevin Ward, W1
Robert Croslin, W2
Shani Warner, W2
Patrick Paschall, W3
Thomas Wright, W3
Joseph A Solomon, W5

Absent: Paula Perry, W4
Ruth Ann Frazier, W5

Also present were the following City staff members:

City Administrator Tracey E. Nicholson
Assistant City Administrator, Dir. of Community and Economic Development Jim Chandler
City Treasurer Ron Brooks
Director of Human Resources Vivian Snellman
City Clerk Laura Reams

1) [Call to Order and Council Roll Call](#)

Mayor Hollingsworth called the meeting to order at 8:01 p.m.

2) [Pledge of Allegiance to the Flag](#)

Mayor Hollingsworth led a Moment of Silence for Larry Lorditch, long-time resident and brother of Councilmember Frazier.

3) [Approval of the Agenda](#)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Lawrence
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Paschall, Wright, Solomon
NAYS:	None
ABSENT:	Perry, Frazier

4) [Public Comment \(8:10 p.m. - 8:20 p.m.\) Limit 2 minutes per speaker](#)

Stuart Eisenberg, Executive Director of the Hyattsville Community Development Corporation (CDC), reminded the Mayor and Council and residents of the upcoming Bursting in Air event. Mr. Eisenberg noted a rain date of May 20, 2017 and that the Hyattsville CDC would make an announcement the following Friday if there was a delay.

Talib Karim, a Ward 1 resident, addressed the Mayor and Council regarding the May 2017 Election. Mr. Karim expressed appreciation for City staff's work and residents for voter turnout. Mr. Karim referenced issues concerning campaign signage and stressed the importance of accountability and transparency of candidates. Mr. Karim asked that Council use means available to update residents on Council actions and to further engage the public on Council matters. Mr. Karim highlighted the community's potential and thanked Council for their time.



SPECIAL MEETING OF THE CITY COUNCIL, HYATTSVILLE MD MAY 10, 2017

5) Action Items (8:20 p.m. - 8:25 p.m.)

5.a Motion #: 183-05-FY17 Hyattsville Ordinance 2017-03: Fiscal Year 2018 Budget Ordinance (5 minutes)
I move that the Mayor and Council adopt Hyattsville Ordinance 2017-03, adopting an annual budget for Fiscal Year 2018 beginning July 1, 2017 through June 30, 2018, for the General Purpose; fixing the tax rates for the Fiscal Year beginning July 1, 2017; authorizing collection of taxes herein levied, and appropriating funds for the Fiscal Year (SECOND READING, ADOPTION).

[Cover Page](#)

[RB_FY2018_Final_Budget_Ordinance_5_10_17 Adoption.docx](#)

[University Town Center Special Tax Report 2017 to 2018 Report for FY 2018 budget attachment.pdf](#)

[Excel FTE FY 2018.pdf](#)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Ward
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Paschall, Wright, Solomon
NAYS:	None
ABSENT:	Perry, Frazier

Councilmember Solomon said he was proud of the work put into the FY2018 Budget. Councilmember Solomon highlighted notable new programs incorporated in the budget and added he was pleased with the agreement made on the 3505 Hamilton Street facility.

Councilmember Wright thanked City staff for their transparency throughout the budget drafting process.

Treasurer Brooks noted changes within the budget resolution, stating there was \$150,000 tax rebate for the University Town Center project that had not been a part of the original submission for the general fund. Treasurer Brooks highlighted an additional \$100,000 for cable TV upgrades in the Public, Educational, and Governmental (PEG) funds within the Community Services portion of the Capital Improvement Plan (CIP). Treasurer Brooks added an adjustment in the listing of full-time employees (FTE's), noting the Police Captain's position was listed in two places of the budget.

6) Discussion Items (8:25 p.m. - 8:40 p.m.)

6.a SpeakUp Community Sustainability Plan (15 minutes)

[Cover Page](#)

[Memo - Speak Up Community Sustainability Plan 5.8.2017.docx](#)

Mayor Hollingsworth opened the discussion for the Community Sustainability Plan asked if the Council had any additional feedback for staff.

Council President Haba thanked staff for their work and asked that staff consider expanding efforts and locations for parks, beyond what was specified in the Plan.

Councilmember Wright asked for clarification on the updated Plan. Assistant Administrator Chandler noted some grammatical changes, as well as additional feedback from Council, residents, and other stakeholders in the updated Plan. Assistant Administrator Chandler added that the initial goal was to create an engaging



SPECIAL MEETING OF THE CITY COUNCIL, HYATTSVILLE MD MAY 10, 2017

and effective document. Assistant Administrator Chandler continued that the final document could be viewed as a starting point, noting that many of the recommendations were broad.

Mayor Hollingsworth stated the Community Sustainability Plan would return for adoption on the first Council Meeting of May 15, 2017.

7) [Council Dialogue \(8:40 p.m. - 8:50 p.m.\)](#)

Councilmembers Croslin and Solomon thanked the Clerk's Office for their hard work on the May 2017 Election. Councilmember Paschall stated City staff implemented several changes to the Election Code, including changes to campaign finance laws, campaign finance reporting, expanding the number of early voting days, and increased branding efforts. Councilmember Paschall commended efforts from the Board of Supervisors of Elections and the Ethics Commission. Council President Haba echoed his colleague's remarks and thanked the Treasurer Brooks for his work on the FY2018 Budget. Councilmember Wright thanked candidates who ran in the May 2017 Election. Councilmember Wright thanked parting Councilmembers for their service and welcomed new Councilmembers.

8) [Community Notices and Meetings](#)

[Main City Calendar_May 11-19 2017.docx](#) 

9) [Motion to Adjourn](#)

The meeting adjourned at 8:25 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Croslin
SECONDER:	Wright
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Paschall, Wright, Solomon
NAYS:	None
ABSENT:	Perry, Frazier



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD MAY 15, 2017

Present: Candace Hollingsworth, Mayor
Edouard Haba, W4 (Council President)
Bart Lawrence, W1 (Council Vice President)
Robert Croslin, W2
Shani Warner, W2
Patrick Paschall, W3
Thomas Wright, W3
Paula Perry, W4, arrived at 7:07 p.m.
Ruth Ann Frazier, W5
Joseph A Solomon, W5

Absent: Kevin Ward, W1

Also present were the following City staff members:

City Administrator Tracey E. Nicholson
Assistant City Administrator, Dir. of Community and Economic Development Jim Chandler
Police Chief Douglas Holland
Director of Human Resources Vivian Snellman
City Clerk Laura Reams
Elections Coordinator Nicola Konigkramer

1) [Call to Order and Council Roll Call](#)

Mayor Hollingsworth called the meeting to order at 7:03 p.m.

2) [Pledge of Allegiance to the Flag](#)

3) [Approval of Agenda](#)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Solomon
AYES:	Hollingsworth, Haba, Lawrence, Croslin, Warner, Paschall, Wright, Perry, Solomon, Frazier
NAYS:	None
ABSENT:	Ward

4) [Public Comment \(7:10 p.m. – 7:20 p.m.\) Limit 2 minutes per speaker](#)

Shirley Fisher, a Ward 5 resident, addressed the Mayor and Council regarding the 2017 Police Officer Memorial Day. Ms. Fisher presented a poem and statistics of police officers who lost their lives in the line of duty.

Councilmember Wright read remarks on behalf of Nina Faye, a Ward 3 resident to thank Councilmember Frazier for her service on Council.

David Marshall, a Ward 2 resident, addressed the Mayor and Council regarding the items on the Consent Agenda for the appropriation and disbursement of Council discretionary funds to Rosa Parks Elementary School. Mr. Marshall stated the school sat outside of the corporate limits of the City of Hyattsville and asked that first consideration of funds would go to schools within City limits. Mr. Marshall recognized Councilmembers Paschall and Frazier for their time on Council and expressed respect for the time and commitment to getting elected and serving on Council. Mr. Marshall stated Councilmembers Frazier and



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD MAY 15, 2017

Paschall did their best to serve residents to their best abilities and did not change positions on issues. Mr. Marshall continued that he appreciated the 11 members who served on Council as well as the City staff.

5) Consent Items (7:20 p.m. - 7:35 p.m.)

5.a Motion #: 184-05-FY17 Acceptance of the Certified Election Results for the 2017 Biennial Election I move that the Mayor and Council accept the certified election results from the Board of Supervisors of Election for the City Election held on Tuesday, May 2, 2017. This certification is provided for under Section C4-11 of the Hyattsville City Charter.

Cover Page 
[2017_Election Certification_Ward 1.pdf](#) 
[2017_Election Certification_Ward 2.pdf](#) 
[2017_Election Certification_Ward 3.pdf](#) 
[2017_Election Certification_Ward 4.pdf](#) 
[2017_Election Certification_Ward 5.pdf](#) 
[2017_Election Certification_FINAL_All Wards.pdf](#) 

5.b Motion #: 185-05-FY17 Rosa Parks Soccer Program - Ward 5 Council Discretionary Fund Appropriation & Disbursement I move that the Mayor and Council approve the appropriation and disbursement of \$1,000.00 from the Ward 5 council discretionary fund for the Rosa Parks Elementary School Soccer Program Fund.

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5.c Motion #: 186-05-FY17 FY-2017 Budget Amendment - Share Our Strength Grant - Cooking Matters I move that the Mayor and Council amend the FY-2017 budget to appropriate the remaining fund balance of \$520.00 from the Share our Strength - Cooking Matters Grant previously approved in FY-2016 for \$2,000.

Cover Page 

5.d Motion #: 187-05-FY17 Adoption of the 2017-2021 Community Sustainability Plan I move that the City Council approve and adopt the 2017-2021 Community Sustainability Plan as the City of Hyattsville's strategic planning document detailing a broad range of cultural, social, economic and infrastructure priorities.

Cover Page 
[Memo - Speak Up Community Sustainability Plan 5.11.2017.docx](#) 
[Plan Final Copy 05.11.17 Spread.pdf](#) 

5.e Motion #: 188-05-FY17 Council Discretionary Fund Appropriation & Disbursement - Wards 2 and 3 I move that the Mayor and Council approve the appropriation and disbursement of \$250.00 from the Ward 3 council discretionary fund, and \$250.00 from the Ward 2 council discretionary fund, for a total of \$500.00 for the Rosa Parks Elementary School Summer Literacy Program.

Cover Page 

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Solomon
AYES:	Hollingsworth, Haba, Lawrence, Croslin, Warner, Paschall, Wright, Perry, Solomon, Frazier



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD MAY 15, 2017

NAYS:	None
ABSENT:	Ward

6) Council Dialogue (7:35 p.m. - 7:45 p.m.)

Councilmember Croslin recognized Henry Kramer for graduating from St. Mary's College of Maryland with a Bachelor of Arts in Theatre, Film, and Media Studies.

Councilmember Paschall provided a brief reflection on his four (4) years serving on the Council. Councilmember Paschall stated he was proud of his colleagues and the work they had accomplished, including the sanctuary city ordinance, voting reforms, paid FMLA for City employees, and infrastructure updates. Councilmember Paschall noted the improvements in the ways the Council and staff operate, stating that the Council appointed the right people for the right positions and gave them the tools they needed to thrive. Councilmember Paschall said he was looking forward to seeing a competent City Council focused on big-picture policy making, sustainability, progressiveness, diversity and inclusivity. Councilmember Paschall stated it had been a true honor to serve the community as an elected official.

Council Vice President Lawrence echoed Councilmember Paschall's remarks and thanked both Councilmember Paschall and Councilmember Frazier for all their efforts. Council President Haba thanked Councilmembers Paschall and Frazier for their service to the City and for being great colleagues, mentors, and collaborators.

Councilmember Warner expressed appreciation for the work of everyone who chooses to serve on the Council. Councilmember Warner spoke to Councilmember Paschall's presence on the Council and noted the lasting impact his four (4) years would have on the community. Councilmember Warner commended Councilmember Paschall's vision and leadership despite opposition. Councilmember Warner concluded by thanking both Councilmembers Paschall and Frazier for their service. Councilmember Wright offered thanks to the parting Councilmembers and commended Councilmember Paschall's passion and impact and Councilmember Frazier's tenure and dedication.

Councilmember Frazier stated she had served on the Council for 18 years, noting that she had wonderful experiences and met fantastic people. Councilmember Frazier offered Council the advice to always be polite regardless of point of view and to serve with the common goal of making Hyattsville a better place.

Mayor Hollingsworth thanked all who had served on Council. Mayor Hollingsworth noted her time serving with Councilmember Frazier and expressed appreciation for her work. Mayor Hollingsworth spoke directly to Councilmember Paschall's efforts and stated that she hoped all could be as aware and mindful of their time on Council as he was.

7) Motion to Adjourn Sine Die

The meeting adjourned at 7:33 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Perry
AYES:	Hollingsworth, Haba, Lawrence, Croslin, Warner, Paschall, Wright, Perry, Solomon, Frazier
NAYS:	None
ABSENT:	Ward



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD AUGUST 7, 2017

Present: Candace Hollingsworth, Mayor
Edouard Haba, W4 (Council President)
Kevin Ward, W1 (Council Vice President)
Bart Lawrence, W1
Robert Croslin, W2
Shani Warner, W2
Carrianna Suiter, W3
Thomas Wright, W3
Erica Spell, W5
Joseph A Solomon, W5

Absent: Paula Perry, W4

Also present were the following City staff members:

City Administrator Tracey E. Nicholson
Assistant City Administrator, Dir. of Community and Economic Development Jim Chandler
Director of Public Works Lesley Riddle
City Treasurer Ron Brooks
City Clerk Laura Reams
Deputy City Clerk Nicola Konigkramer

1) [Call to Order and Council Roll Call](#)

Mayor Hollingsworth called the meeting to order 8:04 p.m.

2) [Pledge of Allegiance to the Flag](#)

3) [Moment of Silence](#)

Mayor Hollingsworth called for a Moment of Silence in Honor of Barbara Leith, a long-time Hyattsville resident who served as a crossing guard for Hyattsville Elementary School.

4) [Approval of Agenda](#)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Solomon
AYES:	Hollingsworth Haba, Ward, Lawrence, Croslin, Warner, Suiter, Wright, Spell, Solomon
NAYS:	None
ABSENT:	Perry

5) [5.a Approval of the Minutes](#) I move that the Mayor and Council approve the Council Meeting Minutes for the following meetings: (1) Council Meeting of February 21, 2017 and (2) Public Hearing of March 1, 2017.

[Cover Page](#) 

[Feb 21 Minutes_Final.docx](#) 

[Mar 1 2017 Minutes_PH_FINAL.pdf](#) 

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Solomon



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD AUGUST 7, 2017

AYES:	Hollingsworth, Haba, Ward, Lawrence, Croslin, Warner, Suiter, Wright, Spell, Solomon
NAYS:	None
ABSENT:	Perry

6) [Public Comment \(8:10 p.m. – 8:20 p.m.\) Limit 2 minutes per speaker](#)

7) [Presentations \(8:20 p.m. - 8:25 p.m.\)](#)

7.a FY-2015, FY-2016 & FY-2017 Audit Update (5 minutes)

[Cover Page](#)

Treasurer Brooks provided a brief update for the FY15, FY16, and FY17 Audits. Treasurer Brooks stated, after a long conversation with the auditors the week prior, he was close to finishing the audit for FY15 and that there were some analytical areas that could be consolidated for FY16 to make the process move more quickly. Treasurer Brooks added that the City would send out a request for a 30-day extension for the FY17 audit and anticipated having it completed within the first quarter of the next year.

Councilmember Wright noted that there had been recent issues surrounding the value of the City's fixed assets and asked if the new Enterprise Resource Planning (ERP) system would help alleviate the issues. Treasurer Brooks stated the calculations of appreciation and value for the fixed assets had changed due to the delayed audits and added that the ERP system would help to balance fixed assets.

8) [Consent Items \(8:25 p.m. - 8:30 p.m.\)](#)

8.a Motion #: HCC-13-FY18 University Hills Sidewalk and Street Renovation Construction Funds I move that the Mayor and Council approve the staff recommendations for the University Hills Sidewalk Street Rehabilitation Project and approve the expenditure of funds in an amount not to exceed \$1,000,000.00 for NZI Construction to execute Phase 3 of the project.

[Cover Page](#)

[Memo - University Hills Funding Request FY18.docx](#)

8.b Motion #: HCC-14-FY18 37th Street Sidewalk Installation I move that the Mayor and Council approve the installation of a sidewalk on 37th street, construction will be completed under the existing contract with NZI Construction, at a cost not to exceed \$35,000.

[Cover Page](#)

8.c Motion #: HCC-15-FY18 Purchase of Replacement Pedestrian Lighting I move that the Mayor and Council approve the expenditure of funds for purchase of the lights from Deporter and Dominick, and the installation of three pedestrian street lights by GHE Electrical Services, in an amount not to exceed \$12,500.

[Cover Page](#)

8.d Motion #: HCC-16-FY18 Purchase Body Worn Cameras and Related Video Equipment I move that the Mayor and Council authorize the expenditure of FY-2018 Capital Improvement funds in an amount not to exceed \$25,000, for the purpose of purchasing Panasonic Arbitrator Body Worn Cameras and related equipment from Brekford Company under the existing Maryland State Contract BPO# 060B2490022.

[Cover Page](#)

[Sole Source Brekford BWC 5 3 2016.docx](#)

[State of MD Contract with Brekford.pdf](#)



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD AUGUST 7, 2017

8.e Motion #: HCC-17-FY18 Purchase of Motorola Radios I move that the Mayor and Council authorize the purchase of Portable and Mobile Motorola Radios from Motorola Solutions for use by police officers and for police vehicles at a cost not to exceed \$35,000.

[Cover Page](#)

[Sole Source Memo Motorola Radios 7 24 2017.docx](#)

8.f Motion #: HCC-18-FY18 Purchase Mobile Data Terminals (Laptop Computers & Related Equipment) I move that the Mayor and Council authorize the expenditure of FY-2018 Capital Improvement Plan funds, in an amount not to exceed \$45,000, for the purpose of purchasing additional MDT's and related equipment from Brekford Corporation.

[Cover Page](#)

8.g Motion #: HCC-19-FY18 Purchase of CCTV Cameras and Equipment I move that the Mayor and Council authorize the expenditure of an amount not to exceed \$35,000 from the FY-2018 Capital Improvement Plan for the purchase of additional CCTV cameras and related equipment from J&M Security Solutions.

[Cover Page](#)

8.h Motion #: HCC-20-FY18 Pedestrian Enforcement Grant Award from the Maryland Highway Safety I move that the Mayor and Council amend the FY18 budget to accept and appropriate a grant award in the amount of \$750 from the Maryland Highway Safety Office for the purpose of providing overtime funding for the enforcement of traffic laws related to pedestrian safety.

[Cover Page](#)

[Pedestrian Enforcement Award.pdf](#)

8.i Motion #: HCC-21-FY18 Cost Reimbursement Agreement Between the United States Secret Service and the City of Hyattsville Police Department I move that the Mayor and Council approve a Cost Reimbursement from the United States Secret Service and the City of Hyattsville Police Department, and authorize the City Administrator to execute the reimbursement agreement, and amend the FY18 budget to accept and appropriate a reimbursement in an amount not to exceed \$1,500 from the United States Secret Service for the purpose of overtime payment or equipment purchase related to the National Region Fraud Task Force.

[Cover Page](#)

[USSS Reimbursement Agreement.pdf](#)

8.j Motion #: HCC-22-FY18 Purchase of RADAR & LIDAR Speed Measuring Devices I move that the Mayor and Council authorize the expenditure of FY-2018 Police Department Capital Improvement Plan funds, in an amount not to exceed \$5,000, for the purchase of purchasing RADAR and LIDAR equipment from Brekford Corporation under existing Maryland State Contract BPO# 060B2490022.

[Cover Page](#)

8.k Motion #: HCC-23-FY18 Surplus Property: Three Police Mountain Bikes I move that the Mayor and City Council declare the following Police mountain bicycles to be surplus and sold to the public through the on-line vendor www.govdeals.com.

- White Raleigh Mountain Bike serial # P916590364

- White Trek Mountain Bike serial # 1678360

- Black Trek SLR Mountain Bike serial # WW1812593

[Cover Page](#)

[Surplus Mountain Bikes.pdf](#)



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD AUGUST 7, 2017

8.l Motion #: HCC-24-FY18 Cable Studio Renovation Purchase - B&H Photo I move that the Mayor and Council authorize payment to B&H Photo to purchase equipment as part of the cable studio renovation at a cost not to exceed \$11,000.

[Cover Page](#)

8.m Motion #: HCC-27-FY18 Proclamation in Honor of Cicely Archer I move that the Mayor and Council adopt a proclamation in honor of resident Cicely Archer on the occasion of her ninetieth birthday.

[Cover Page](#)

[Proclamation Recognizing Cicely Archer.pdf](#)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Solomon
AYES:	Hollingsworth, Haba, Ward, Lawrence, Croslin, Warner, Suiter, Wright, Spell, Solomon
NAYS:	None
ABSENT:	Perry

9) Action Items (8:30 p.m. - 8:40 p.m.)

9.a Motion #: HCC-25-FY18 PEPCO Lighting Retrofit (10 minutes) I move that the Mayor and Council approve the expenditure of funds from the FY-18 Capital Improvements Budget to allow PEPCO to retrofit the existing lighting to LED lighting in the Phase Two project area of Hyattsville, costs not to exceed \$250,000.

[Cover Page](#)

Director Riddle provided a brief update on the Lighting Retrofit and stated that a study had been conducted in West Hyattsville, completing Phase II. Director Riddle noted that the City had received a bid letter from Pepco and were ready to move forward with retrofitting the existing lighting in West Hyattsville. There was no discussion.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Lawrence
AYES:	Hollingsworth, Haba, Ward, Lawrence, Croslin, Warner, Suiter, Wright, Spell, Solomon
NAYS:	None
ABSENT:	Perry

10) Discussion Items (8:40 p.m. - 9:10 p.m.)

10.a Vehicle Purchase for Department of Public Works (10 minutes)

[Cover Page](#)

[Memo - Vehicle Purchase FY2018.docx](#)

[20160205095733878.pdf](#)

[Altec Bid Proposal.pdf](#)

[Altec Mayor and Council.pdf](#)

[City of Hyattsville NJPA Quote \(2\).pdf](#)

[City of Hyattsville-AT200A-Quote356249-3.pdf](#)

[Hyattsville CK25943.pdf](#)

[ITB B1620.17 Telescopic Basket Truck.pdf](#)



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD AUGUST 7, 2017

[NJPA_Joint_Powers_Agreement_2016.pdf](#)

Director Riddle provided a brief background of the vehicle purchases for the Department of Public Works. Director Riddle noted that the City would be replacing a 15-year-old trash truck and a 13-year-old pick-up truck. Director Riddle added that there would be a new purchase of a bucket truck with intentions of renting its services out to surrounding municipalities.

Council Vice President Ward asked if Director Riddle could expand upon the renting out of the bucket truck. Director Riddle noted that it would work similarly to the street sweeper, and that the City would rent out both the operator of the vehicle as well as the piece of equipment. Director Riddle added that the City Attorney would work with University Park and Mount Rainier to draft a Memorandum of Understanding (MOU) stating conditions and fees.

Council Vice President Ward asked if the City's insurance would cover a City employee operating the piece of equipment being rented out, to which Administrator Nicholson responded that they would be covered.

Mayor Hollingsworth noted that the item would come back on the September 18, 2017 Council Meeting agenda.

10.b Montgomery Housing Partnership (MHP) Parkview Manor Apartments Project (20 minutes)

[Cover Page](#)

[Memo - MHP Affordable Housing Discussion - 8.1.2017.docx](#)

[PM Pro Forma 6-9-17.pdf](#)

[PG County Council Agenda Summary.pdf](#)

Assistant Administrator Chandler provided a brief background for the financing for the Montgomery Housing Partnership (MHP) Parkview Manor Apartments Project. Assistant Administrator Chandler noted that the Prince George's County Council had approved the project and the according County tax abatement. Assistant Administrator Chandler introduced Stephanie Roodman, Senior Project Manager and Legal Counsel for MHP to answer any questions.

Mayor Hollingsworth thanked staff for their efforts in gathering the information before the Council and said that she would like to see the City support the project in a similar way to the County, in terms of tax abatements. Mayor Hollingsworth asked for comments from her colleagues. Councilmember Solomon stated that he would like to hear from MHP to see how the Mayor's proposal could impact current plans.

Ms. Roodman clarified that Mayor Hollingsworth was referring to the amount of taxes that would be abated over the fifteen (15) year period and noted that the amount abated each year would be around \$12,400, according to her proposal. Ms. Roodman stated that, originally, the tax abatement would allow MHP to borrow \$225,000 in bond proceeds to conduct the renovations, and would have to calculate the difference and submit the numbers to the Council at a later date. Ms. Roodman added that MHP would be grateful for any assistance the City was able to provide.

Mayor Hollingsworth stated that she would like to see the City reach a level comparable to the County, but noted that she did not speak for the entire Council. Councilmember Warner asked for clarification on the numbers and stated that she would like to support the proposal, but would want to see if the Mayor's proposal of \$186,000 over the fifteen (15) year period would make a significant difference. Councilmember Warner added that the City had other competing priorities. Ms. Roodman stated that the tax abatement depended on how much MHP could borrow from the beginning for renovations, which would be roughly \$50,000 less with the Mayor's proposal.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD AUGUST 7, 2017

Mayor Hollingsworth stated that more specific numbers could be calculated to determine a difference and could be presented to Council at a later date. Mayor Hollingsworth added, at that point, the Council was supportive of the project and would like to take action next time it appeared on a Council agenda. Mayor Hollingsworth clarified that she wanted to ensure the Council was still exercising proper stewardship over tax-payer dollars.

Council President Haba asked when the project would appear before the County Council, to which Assistant Administrator Chandler clarified that it had been approved already. Council President Haba asked for more information on assumptions of appraised value and Assistant Administrator Chandler noted that he could provide that information to Council with the figures presented that evening.

11) Council Dialogue

Council President Haba invited residents to attend the upcoming Ward 4 Community Block Party. Councilmember Warner provided details on an upcoming celebration of long-time resident, Phil Houle's life.

Councilmember Solomon thanked Councilmember Spell, Director Riddle, Chief Holland, and residents for braving the weather and coming out to speak at the Ward 5 Community Meeting regarding sidewalks on 37th Place. Councilmember Solomon stated that he believed the meeting reached a good conclusion.

12) Community Notices and Meetings

12.a City Calendar: August 8 - September 18, 2017

[Main City Calendar_August 8-September 18 2017.docx](#) 

13) Motion to Close

13.a Motion #: HCC-26-FY18 Motion to Close (Please note the Council will not return to Open Session) I move that the Mayor and Council close the Council Meeting of August 7, 2017 in order to discuss contract negotiations and to consider the investment of public funds. This session will be closed under the authority of the Annotated Code of Maryland State Government General Provisions Article Section 3-305(b) (3) to consider the acquisition of real property for a public purpose and matters directly related to the acquisition, and (14) to discuss, before a contract is awarded or bids are opened, a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

[Cover Page](#) 

The meeting closed at 8:40 p.m. Mayor Hollingsworth noted that the meeting would not return to open session.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Croslin
AYES:	Hollingsworth Haba, Ward, Lawrence, Croslin, Warner, Suiter, Wright, Spell, Solomon,
NAYS:	None
ABSENT:	Perry



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD AUGUST 7, 2017

Pursuant to the requirement of the Annotated Code of Maryland State Government Article 3-104(1)(2); this statement is included in these minutes:

A closed session of the Council of the City of Hyattsville was held at 8:41 p.m. on Monday, August 7, 2017, in the City of Hyattsville Municipal Building, Third Floor Council Chambers.

In addition to the City Council, the following staff members were present: City Administrator Tracey Nicholson, Assistant City Administrator Jim Chandler, Director of Public Works Lesley Riddle, City Treasurer Ron Brooks, and City Clerk Laura Reams.

The authority under which the session was closed was the Annotated Code of Maryland State Government General Provisions Article Section 3-305(b) (3) to consider the acquisition of real property for a public purpose and matters directly related to the acquisition, and (14) to discuss, before a contract is awarded or bids are opened, a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

Topics Discussed: The Council reviewed a proposal the purchase or lease of real property and discussed contract negotiations pertaining to a proposed real estate development in the City.

Action Taken: None.

The closed session ended at 9:26 p.m.



Hyattsville City Council Agenda Item Report

Meeting Date: September 18, 2017

Submitted by: Jake Rollow

Submitting Department: Community Services

Item Type: Presentation

Agenda Section: Presentations (8:20 p.m. - 9:00 p.m.)

SUBJECT

Resolution to Extend Temporary Protected Status Visas (15 minutes)

HCC-58-FY18

Recommendation:

Sponsor(s):

Executive Committee

Co-Sponsor(s):

N/A

ATTACHMENTS

[Boston Globe.pdf](#)

Summary Background:

Residents and community organizations will request that the Mayor and Council pass a resolution in support of the extension of the Temporary Protected Status visa program.

The program, which allows people from conflict- or disaster-ravaged countries to legally reside in the U.S., is set to expire in January for many Central Americans. There is concern that the federal government will not extend the program, and other cities in the country have passed similar resolutions (see attached article).

Next Steps:

Consider presentation.

Fiscal Impact:

N/A

City Administrator Comments:

For discussion

Community Engagement:

This is a request from the community.

Strategic Goals:

Goal 5 – Strengthen the City's Identity as a Diverse, Creative, and Welcoming Community

Legal Review Required?

N/A



Comments

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Somerville stands up for immigrant residents



10



CENTRO PRESENTE

Members of Somerville's Latino community show their support for the Temporary Protected Status resolution passed by the Board of Aldermen.

By Sean Teehan | GLOBE CORRESPONDENT JULY 19, 2017

Elizabeth Gutierrez's voice quivered as she spoke before the Somerville Board of Aldermen last week. She told them how the disruption of a temporary residency program for some immigrants would break up her family.

"This is where our kids were born, it's where our family is," Gutierrez said.

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Gutierrez is a US citizen from Guatemala who has lived in Somerville with her husband Ricardo, an El Salvador national, for 21 years. He lives in the US legally through the Department of Homeland Security's [Temporary Protected Status](#). The couple has two children.

A group of about 30 supporters — some holding red signs reading “Save TPS Now!” — cheered after the aldermen unanimously passed a resolution affirming their support for TPS at a July 13 meeting.

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The resolution states that the city of Somerville supports the continued legal residency through TPS for immigrants from El Salvador, Haiti, Honduras, and Nicaragua as concern has grown among immigrant communities about the possibility it could be discontinued.

Under TPS, foreign nationals from [10 designated countries](#) where issues such as armed conflict and natural disasters prevent them from safely returning may temporarily live and work in the US.

TPS status is set to expire in January for people from Haiti, Honduras, and Nicaragua, and in March for Salvadorans. The status of those with temporary legal status is typically extended, but some in the immigrant community worry the federal government, under President Donald Trump, may allow the program to expire, said Patricia Montes, executive director of

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The immigrant rights group last year launched a campaign imploring local elected officials to voice support for immigrants protected by TPS, Montes said. Somerville is the second city in Massachusetts, after Cambridge, to pass a resolution.

“It sends a very important message to Washington that says the city of Somerville . . . recognizes that these people are important,” Montes said.

For Mayor Joseph Curtatone, who filed the resolution along with Board of Aldermen President William White, the action amounts to an affirmation of values held by the city, which in February [celebrated 30 years as a sanctuary city](#).

According to the latest estimates from the US Census Bureau for 2015, about 19,397 of the nearly 79,000 Somerville residents — about 25 percent — are foreign born.

Among them, about 200 Haitian nationals living in Somerville depend on TPS to retain legal residency, along with others from the other three countries specified in the resolution, Curtatone said.

“They’re our neighbors, they’re our friends, our kids go to school together,” the mayor said. “I think it’s going to take communities like Somerville big and small across this country . . . to stand up for American life.”

White said about 80 percent of women and 90 percent of men with TPS status nationally are employed, and deporting them could harm local economies in communities like Somerville.

According to a [report](#) issued by the [Congressional Research Service](#), there were over 300,000 foreign nationals living in the US as of January.

Ben Echevarria, executive director of Somerville-based immigrant social services nonprofit

their TPS status, the Board of Aldermen's resolution is heartening to much of the city's immigrant community.

"I think it's a nice gesture," Echevarria said. "I think it goes to show what the spirit of Somerville is."

Sean Teehan can be reached at spteehan@gmail.com.

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Hyattsville City Council Agenda Item Report

Meeting Date: September 18, 2017

Submitted by: Ron Brooks

Submitting Department: Finance

Item Type: Audit

Agenda Section: Presentations (8:20 p.m. - 9:00 p.m.)

SUBJECT

FY-2015, FY-2016 & FY-2017 Audit (5 minutes)

HCC-60-FY18

Recommendation:

N/A

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[RB FY 2015 Audit Rep Letter.doc](#)

Summary Background:

The FY-2015 audit is in final review and the City has recently received the "Rep Letter" (see attached) from CohnReznick that is in review with the Treasurer pending final signatures and the Management Letter and Communications Letter is forthcoming. We are on track to file 2015 with the State by the end of this month. The FY-2016 audit is in full swing with current review and analysis of the Trial balance and General ledger for all funds. The goal is to complete this audit by the end of December. The FY-2017 audit will start directly after completion of the 2016.

Next Steps:

Provide closeout documents to Council and file report with the State of Maryland.

Fiscal Impact:

Late audit filings can result in loss of State Grants and loss of revenues from the State Highway Funds.

City Administrator Comments:

See summary background above.

Community Engagement:

N/A

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

N/A

DATE

CohnReznick LLP
500 East Pratt Street
Suite 200
Baltimore, MD 21202

This representation letter is provided in connection with your audit of the financial statements of governmental activities and each major fund of the City of Hyattsville ("The City") as of June 30, 2015 and for the year then ended in purpose of expressing opinions as to whether the financial statements present fairly, in all material respects, the respective financial position thereof in conformity with accounting principles generally accepted in the United States (U.S. GAAP). We confirm that we are responsible for the fair presentation of the previously mentioned financial statements in conformity with U.S. GAAP. We are also responsible for adopting sound accounting principles, establishing and maintaining effective internal control over financial reporting, and preventing and detecting fraud.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of DATE, the following representations made to you during your audit.

Financial Statements

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated July 20, 2015, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
- The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by GAAP to be included in the financial reporting entity.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole for each opinion unit. A list of the uncorrected misstatements is attached to the representation letter. In addition, you have proposed adjustments that have been posted to the Company's accounts. We are in agreement with those adjustments.
- The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- Guarantees, whether written or oral, under which the company is contingently liable, if any, have been properly recorded or disclosed in accordance with U.S. GAAP.

Information Provided

- We have provided you with:
 - o Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - o Additional information that you have requested from us for the purpose of the audit.
 - o Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - o Minutes of the meetings of The City or summaries of actions of recent meetings for which minutes have not yet been prepared.
- All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - o Management,
 - o Employees who have significant roles in internal control, or
 - o Others where the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud or suspected fraud affecting the entity's financial statements communicated by employees, former employees, analysts, regulators, or others.
- We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
- We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- We have disclosed to you the identity of The City's related parties and all of the related party relationships and transactions of which we are aware.

Government Specific

- There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- The City's has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and legal and contractual provisions for reporting specific activities in separate funds.
- We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
- We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.

- We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
- There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- As part of your audit, you assisted with preparation of the financial statements and related notes. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.
- The City has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- The City has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- The financial statements properly classify all funds and activities, in accordance with GASB Statement No. 34.
- All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- Components of net position (net investment in capital assets; restricted; and unrestricted), and components of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
- Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
- Provisions for uncollectible receivables have been properly identified and recorded.
- Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
- Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
- We have appropriately disclosed the City's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- With respect to federal award programs:

Expenditures of federal award were below the \$500,000 threshold for the year ended June 30, 2015, and were not required to have an audit in accordance with OMB Circular A-133.

- We have evaluated and classified any subsequent events as recognized or non-recognized through the date of this letter. No events, including instances of noncompliance, have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements.
- We have evaluated the City's ability to continue as a going concern and have included appropriate disclosures, as necessary, in the financial statements.

Tracey Nicolson, City Administrator

Signature:

Ronald Brooks, Treasurer

Signature:



Hyattsville City Council Agenda Item Report

Meeting Date: September 18, 2017

Submitted by: Lesley Riddle

Submitting Department: Public Works

Item Type: Presentation

Agenda Section: Presentations (8:20 p.m. - 9:00 p.m.)

SUBJECT

Toole Design Group - Traffic Study Update (20 minutes)

HCC-61-FY18

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[HYATTSVILLE_Toole Presentation.pdf](#)

Summary Background:

In June of 2017, the City selected as part of a RFP process, Toole Design Group to perform a city-wide transportation study looking at multi-modal transportation options and infrastructure within the City. The ultimate end goal for the study is a holistic sequential action plan that can help the City implement transportation related repairs, upgrades, and/or interventions successfully. Toole Design Group will be presenting to Council on the following information:

- Development of project goals and how these will tie into the main concept of the project.
- Developing and delivering the primarily the holistic sequential action plan.
- Utilizing the data collection, which will include the use of Wiki-map and public meetings to help focus on the concerns of City residents.
- The overall methodology behind the project, as well as the project status.

Next Steps:

Work on this project is ongoing, and will continue through FY18.

Fiscal Impact:

The Traffic Study is funded in the FY17 and FY18 Capital Improvement Projects budget.

City Administrator Comments:

For discussion.

Community Engagement:

The first community meeting is being held on September 20th, 7:00 pm at the City Administration Building. Additional meetings will be held as Toole Design Group develops resident, and traffic related input and data.

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

Complete



HYATTSVILLE

MULTIMODAL TRANSPORTATION STUDY



AGENDA

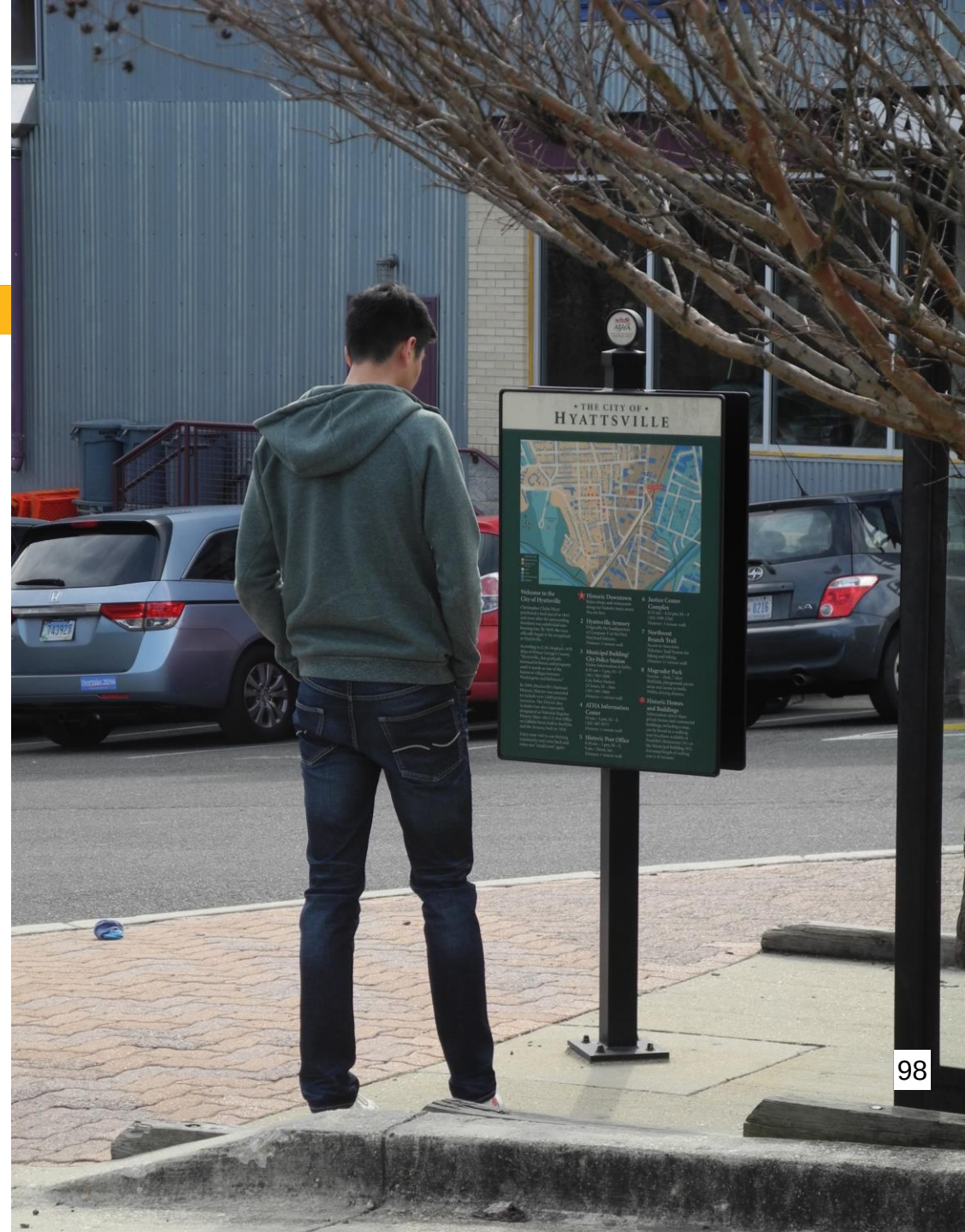
- PROJECT GOALS AND DELIVERABLES
- METHODOLOGY
- DISCUSSION



PROJECT GOALS

- Identify **bicycle** and **pedestrian** needs of the city
- Evaluate existing and future roadway needs
- Evaluate traffic calming and one-way streets
- Evaluate parking issues on specific areas
- Prepare a Wayfinding plan
- Evaluate school traffic

Prepare a holistic **Sequential Action Plan** that helps the city in implementing projects and programs successfully.



DELIVERABLES

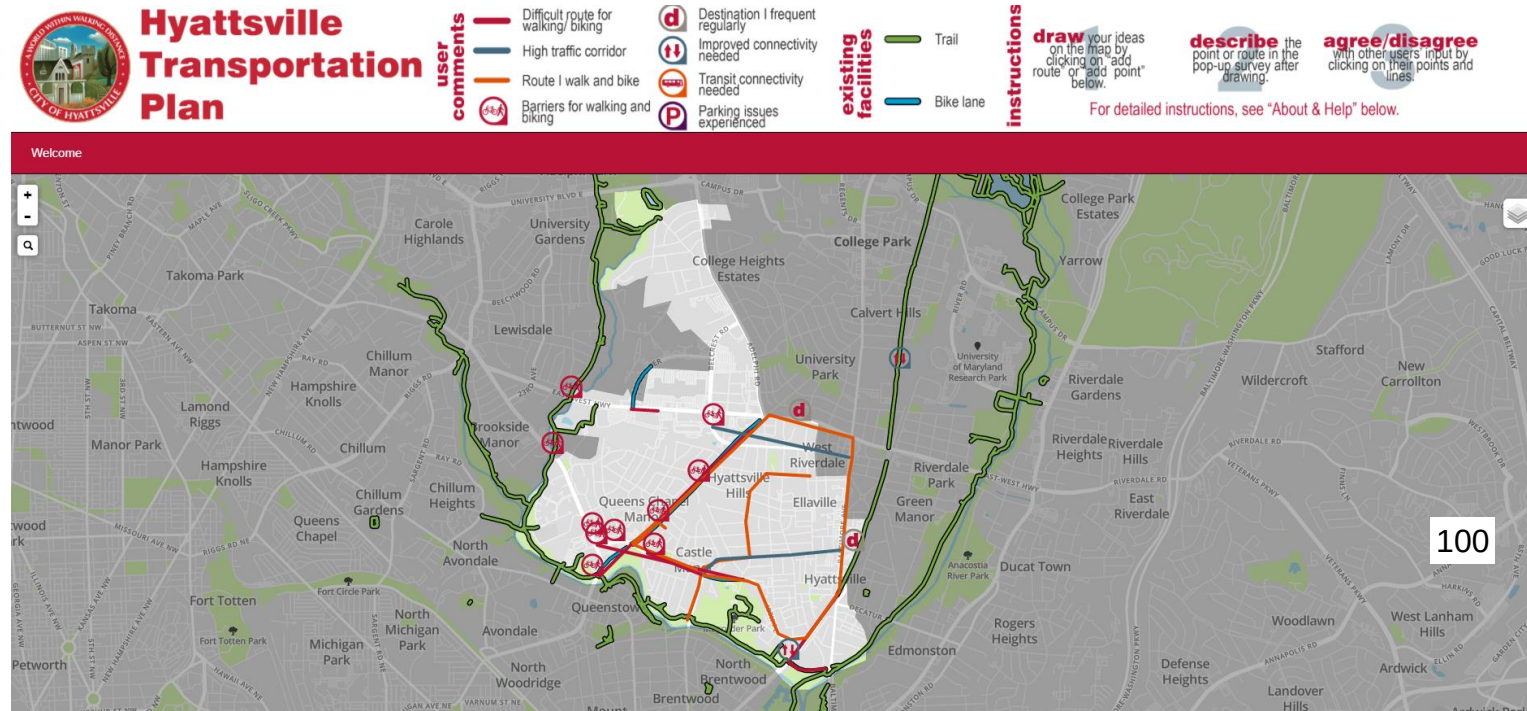
- Tech Memo 1 – Existing Conditions – **Fall 2017**
- Tech Memo 2 – Future Condition & Draft Sequential Action Plan – **Winter 2018**
- Draft Plan – **Spring 2018**
- Public Engagement
 - 1st Listening Session: **September 20th @ City Hall**
 - 2nd Listening Session: **Spring 2018**



WikiMap

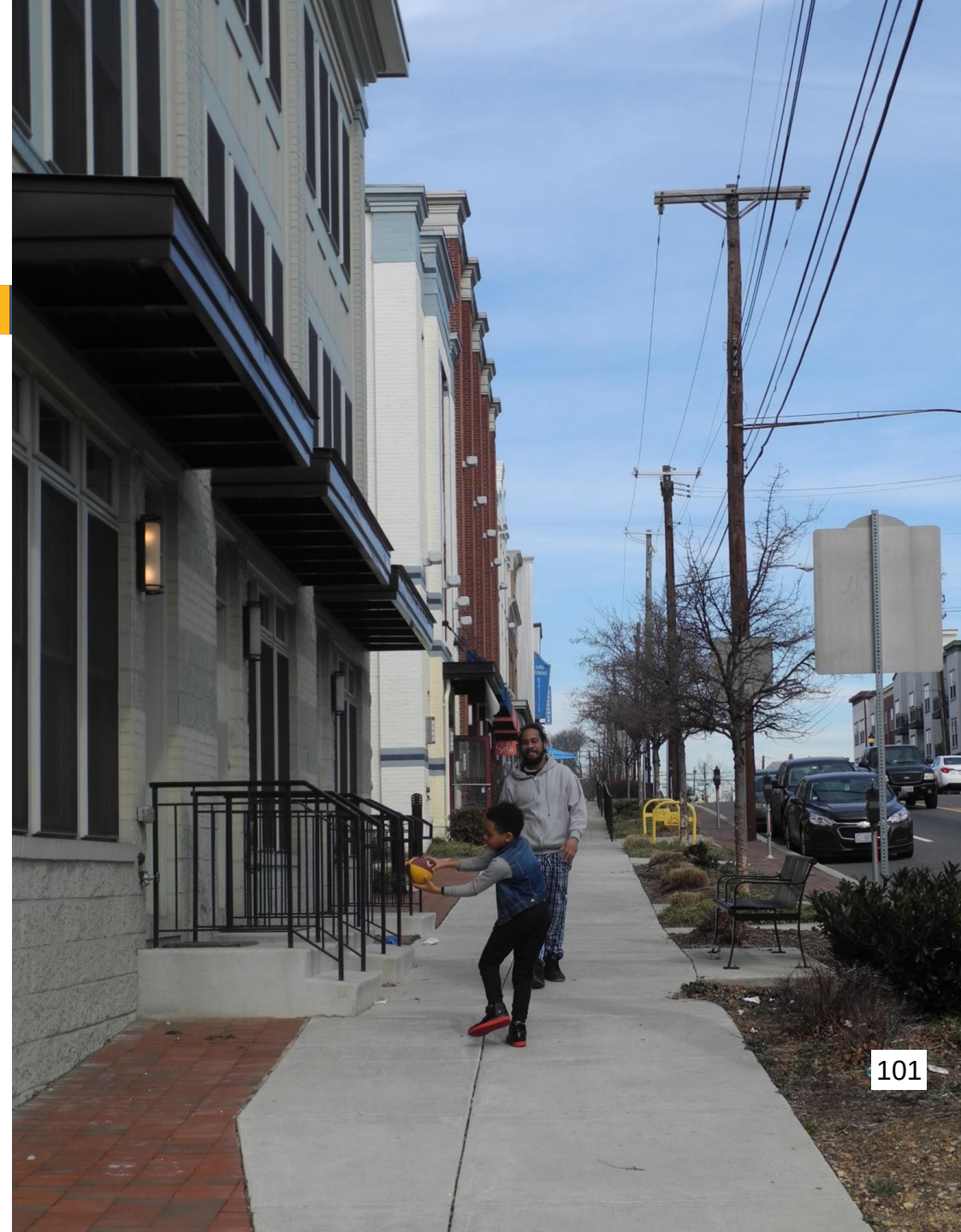
- Draft WikiMap has been prepared both in English and Spanish
- Currently in “soft-launch” period
- Full-launch at the public meeting on September 20th

<http://wikimapping.net/wikimap/HyattsvilleTMP.html>



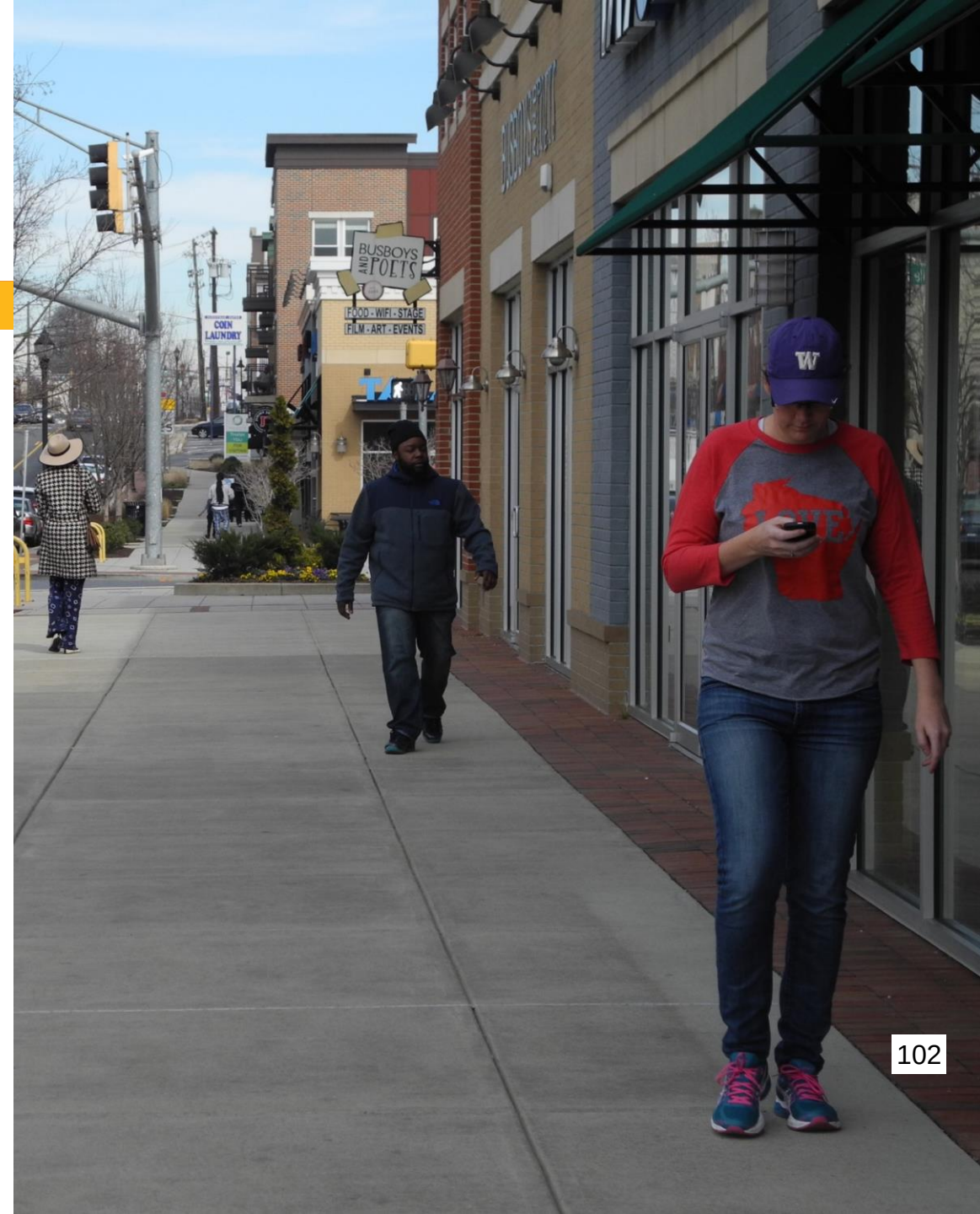
METHODOLOGY

- Notice to Proceed received on **June 2017**
- Task 1 – Project Management – **Ongoing**
- Task 2 – Review Past Studies – **Completed**
- Task 3 – Data Collection – **Ongoing**
 - GIS data : **Obtained**
 - Bicycle and Ped count: **Sept-Oct. 2017**
 - Traffic counts: **Sept-Oct. 2017**
 - Parking data: Waiting for survey responses
 - Wayfinding data: **Sept-Oct. 2017**
 - School observation: **Ongoing**
 - “Big Data”: **Ongoing**



PROJECT STATUS

- Task 4: Existing Conditions - **Ongoing**
- Task 5: Future Conditions - **Upcoming**
- Task 6: Wayfinding - **Ongoing**
- Task 7: Public Engagement- **Ongoing**



DISCUSSION

Thank You
Questions ?





Hyattsville City Council Agenda Item Report

Meeting Date: September 18, 2017

Submitted by: Douglas Holland

Submitting Department: Police Department

Item Type: Memorandum of Understanding

Agenda Section: Consent Items (9:00 p.m. - 9:05 p.m.)

SUBJECT

Northwestern High School Night School and After School Activities Memorandums of Agreement

HCC-30-FY18

Recommendation:

I move that the Mayor and Council approve the 2017 Memorandums of Understanding between the Board of Education of Prince George's County and the City of Hyattsville Police Department to have a police presence during night school and during sporting events and extracurricular activities.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Northwestern After School Activities_MOUs.pdf](#)

Summary Background:

For a number of years the City of Hyattsville Police Department and the Board of Education of Prince George's County have had Memorandums of Understanding in place for; 1) Police presence during night school and 2) Police presence during sporting events and extracurricular activities. The officers work the assignments at an "overtime" rate of \$50 per hour which is reimbursed by the Board of Education.

Next Steps:

Sign and implement the two Memorandums of Understanding

Fiscal Impact:

All expenses are reimbursed by the Prince George's County Board of Education

City Administrator Comments:

Recommend Support

Community Engagement:

Presence at requested/required activities.

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

Complete

**MEMORANDUM OF UNDERSTANDING
BETWEEN
BOARD OF EDUCATION OF PRINCE GEORGE'S COUNTY
AND
CITY OF HYATTSVILLE POLICE DEPARTMENT**

THIS AGREEMENT is entered into this ____ day of _____, 2017 by and between the Prince George's County Board of Education (hereinafter: "the Board") and the City of Hyattsville Police Department (hereinafter "the Police Department").

WHEREAS, the Board finds it necessary and desirable to have police presence during night school.

WHEREAS, the Police department can provide the services desired by the Board as defined within the scope of services below.

NOW THEREFORE, the Police Department and the Board mutually agree as follows:

SECTION 1 SCOPE OF SERVICES

Section 1.1 the principal duty of a police officer working night school is to be a visual deterrent to crime and disorderly behavior and to provide for the safety of students and staff. Officers are expected to use discretion when deciding whether to take police action and should enlist the assistance of the school administrator (i.e., the principal or the designee), if possible, prior to taking any enforcement action. If an officer decides to take enforcement action, school administrators shall not interfere with the officer while the officer is handling the situation. Officers are expected to take direction from the school administrator where it is not contrary to department policy or law. The officer will inform the administrator or sponsor of the conflict and explain why the request cannot be carried out. Officers are expected to provide traffic control, especially at the termination of the school evening.

Section 1.2 Schedule Coverage

- a. The Board will notify the Police Department of scheduled events sixty (60) days prior if possible to the beginning of the school year. The schedules will be submitted to the corresponding police district station responsible for support to the area where the school is located. A master copy of all schedules will be provided to the Police Department for information and monitoring.
- b. To the extent possible, the Police Department will be given two (2) weeks notification for unscheduled events.

- c. It is understood by all parties concerned that response to last minute emergency requirements is subject to the availability of staff from the corresponding police district. All parties understand that police officers may be called away from the school in the case of a police emergency.

Section 1.3 The Police Department will provide uniformed police officers at night school.

- a. Police officers will work these assignments on an overtime basis.
- b. If there are insufficient officers available, the Chief of Police will make necessary duty assignments.
- c. The average time for night school is four-and-a-half (4 ½) hours.
- d. The maximum pay shall be for a five (5) hour duty period unless exceptional circumstances (arrest or extension of events, etc.) occur; in which case the pay shall be for the total period.
- e. Police officers assigned to work these events are required to be at the school at least thirty (30) minutes prior to the start of school time, and will remain until the students and traffic have dispersed.
- f. All police officers assigned to work night school shall be protected by the City of Hyattsville's medical, retirement, liability, and related benefits.

Section 1.4 It shall be the responsibility of the individual officers working night school to notify communications that they are working off-duty. This notification shall cover those officers whose names have been received prior to working night school, as well as any officer working off-duty whose name was not included on the initial list.

- a. Prior to reporting to their assignments, officers should make an inquiry to their commander as to the status of the night school (schedule, or location change, etc.)
- b. Schools will be responsible for notifying the Chief of the City of Hyattsville Police Department or their designee of any changes or cancellations of night school including early dismissal and school closings.

Section 1.5 Procedures for Submitting Overtime Slips

- a. An overtime slip will be submitted by each police officer working night school.
- b. If the police officer is on-duty, the officer will fill out the overtime slip following normal procedure. At the top of the slip the officer will write "Patrol Assignment" and under the reason or case number the officer will write "Night School" and the name of the school.

- c. If the police officer is off-duty, the officer will fill out the overtime slip following normal procedures. Under the reason or case number, the officer will write "Night School" & the name of the school.
- d. The overtime slip will be signed by the school principal or appropriate designee to verify the time spent by the respective officer(s) at night school and submitted to the officer's supervisor.

Section 1.6 Statuses of Employment

- a. Police officers assigned to work school events under this Memorandum of Understanding will continue to be solely the employees of the City of Hyattsville (and will not be considered employees of the Board for any and all purposes, including, but not limited to salary, benefits, worker's compensation, etc)

SECTION II TERM OF AGREEMENT

Section 2.1 It is mutually agreed that this Agreement shall commence on the date first written above and continue for a term of one (1) year.

Section 2.2 Either party may terminate this agreement prior to the expiration of the Agreement Term by giving no less than thirty (30) days written notice to the other party of their intentions to terminate this Agreement on a date specified in the notice. Notification shall be made to the following:

For the Board

Dr. Kevin Maxwell
14201 School Lane
Upper Marlboro, MD 20772

For the Police Department

Chief Douglas Holland
4310 Gallatin Street
Hyattsville, MD 20781

SECTION III COMPENSATION

Section 3.1 The Board will reimburse the Police Department at the standard rate of pay for any individual working during their normal tour of duty and fifty (\$50.00) dollars per hour for those working on their off-duty time. The reimbursement will come from the budget that has been allocated for the night school function.

SECTION IV PAYMENT

Section 4.1 Payment will be based on a billing cycle to two statements issued per school year after the end of the first and second semesters, December 31 and June 30 respectively. The board shall pay the amount within thirty (30) days after the receipt of such statements.

SECTION V INDEMNIFICATION

Section 5.1 The Board agrees to indemnify, defend, and hold harmless the City, its agents and employees from any and all judgments, claims, suits, and liabilities caused by the negligence of its agents or employees unless said negligence was the result of the action of the City and its agents or employees to the extent of its statutory limits of liability. The City of Hyattsville Police Department agrees to indemnify, defend, and hold harmless the Board, its agents and employees from any and all judgments, claims, suits, and liabilities caused by the negligence of its agents or employees unless such negligence was a result of the action of the Board and its agents or employees.

IN WITNESS WHERE OF, the parties have executed this Memorandum of Understanding of the day and date first above written.

Hyattsville, Maryland

Witness: _____

By: _____

Tracey E. Nicholson
City Administrator

Prince George's County Board of Education

Witness: _____

By: _____

Dr. Kevin M. Maxwell
Chief Executive Officer

LEAVE/OVERTIME REQUEST

NAME: _____

ID#: _____

LEAVE REQUEST

TYPE (check one):

___ANNUAL

___COMP

___SICK

___LWOP

___OTHER

DATE(S) OF LEAVE: _____

TOTAL NUMBER OF HOURS: _____ SHIFT-FROM: _____ TO _____

OVERTIME

TYPE (check one):

___OVERTIME

___COMP TIME

___GRANT FUNDING-TYPE _____

DATE WORKED	HOURS FROM TO	TOTAL NUMBER OF HOURS	REASON OR CASE NUMBER

COURT OVERTIME (Attach court summons)

TYPE (check one):

___DISTRICT

___CIRCUIT

COURT DATE	SESSION (STARTING TIME)	TOTAL NUMBER OF HOURS	CASE NUMBER(S)

EMPLOYEE SIGNATURE_____
DATEAPPROVED: _____
SQUAD COMMANDER_____
DATE

**MEMORANDUM OF UNDERSTANDING
BETWEEN
BOARD OF EDUCATION OF PRINCE GEORGE'S COUNTY
AND
CITY OF HYATTSVILLE POLICE DEPARTMENT**

THIS AGREEMENT is entered into this ____ day of _____, 2017 by and between the Prince George's County Board of Education (hereinafter: "the Board") and the City of Hyattsville Police Department (hereinafter "the Police Department").

WHEREAS, the Board finds it necessary and desirable to have police presence during sporting events and extracurricular activities sponsored by the public school which involve attendance by the public and

WHEREAS, the Police department can provide the services desired by the Board as defined within the scope of services below.

NOW THEREFORE, the Police Department and the Board mutually agree as follows:

SECTION 1 SCOPE OF SERVICES

Section 1.1 The principal duty of a police officer working a school event is to be a visual deterrent to crime and disorderly behavior and to provide for the safety of participants and spectators. Officers are expected to use discretion when deciding whether to take police action and should enlist the assistance of a school administrator (i.e., the principal or the designee), if possible, prior to taking any enforcement action. If an officer decides to take enforcement action, school administrators shall not interfere with the officer while the officer is handling the situation. Officers are expected to take direction from the school administrator where it is not contrary to department policy or law. The officer will inform the administrator or sponsor of the conflict and explain why the request cannot be carried out. Officers are expected to provide traffic control, especially at the termination of the school evening.

Section 1.2 Schedule Coverage

- a. The Board will notify the Police Department of scheduled events sixty (60) days prior if possible to the beginning of the school year. The schedules will be submitted to the corresponding police district station responsible for support to the area where the school is located. A master copy of all schedules will be provided to the Police Department for information and monitoring.
- b. To the extent possible, the Police Department will be given two (2) weeks notification for unscheduled events.

- c. It is understood by all parties concerned that response to last minute emergency requirements is subject to the availability of staff from the corresponding police district. All parties understand that police officers may be called away from the school in the case of a police emergency.

Section 1.3 The Police Department will provide uniformed police officers at athletic or extracurricular events.

- a. Police officers will work these assignments on an overtime basis.
- b. If there are insufficient officers available, the Chief of Police will make necessary duty assignments.
- c. The minimum compensated time for these events is three-and-a-half (3 ½) hours.
- d. The maximum pay shall be for a five (5) hour duty period unless exceptional circumstances (arrest or extension of events, etc.) occur; in which case the pay shall be for the total period.
- e. Police officers assigned to work these events are required to be at the school at least thirty (30) minutes prior to the start of school time, and will remain until the students and traffic have dispersed.
- f. All police officers assigned to work these events shall be protected by the City of Hyattsville's medical, retirement, liability, and related benefits.

Section 1.4 It shall be the responsibility of the individual officers working these events to notify communications that they are working off-duty. This notification shall cover those officers whose names have been received prior to working school events, as well as any officer working off-duty whose name was not included on the initial list.

- a. Prior to reporting to their assignments, officers should make an inquiry to their commander as to the status of the corresponding event (schedule, or location change, etc.)
- b. Schools will be responsible for notifying the Chief of the City of Hyattsville Police Department or their designee of any changes or cancellations of athletic or extracurricular events including early dismissal and school closings.

Section 1.5 Procedures for Submitting Overtime Slips

- a. An overtime slip will be submitted by each police officer working a school event.
- b. If the police officer is on-duty, the officer will fill out the overtime slip following normal procedure. At the top of the slip the officer will write "Northwestern High School" and under the reason or case number the officer will write the type of event and the name of the school.

- c. If the police officer is off-duty, the officer will fill out the overtime slip following normal procedures. Under the reason or case number, the officer will write "Athletic or Extracurricular Assignment" & the name of the school.
- d. The overtime slip will be signed by the school principal or appropriate designee to verify the time spent by the respective officer(s) at these events and submitted to the officer's supervisor.

Section 1.6 Statuses of Employment

- a. Police officers assigned to work school events under this Memorandum of Understanding will continue to be solely the employees of the City of Hyattsville (and will not be considered employees of the Board for any and all purposes, including, but not limited to salary, benefits, worker's compensation, etc)

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SECTION III COMPENSATION

Section 3.1 The Board will reimburse the Police Department at the standard rate of pay for any individual working during their normal tour of duty and fifty (\$50.00) dollars per hour for those working on their off-duty time. The reimbursement will come from the budget that has been allocated for the school function.

SECTION IV PAYMENT

Section 4.1 Payment will be based on a billing cycle to two statements issued per school year after the end of the first and second semesters, December 31 and June 30 respectively. The board shall pay the amount within thirty (30) days after the receipt of such statements.

SECTION V INDEMNIFICATION

Section 5.1 The Board agrees to indemnify, defend, and hold harmless the City, its agents and employees from any and all judgments, claims, suits, and liabilities caused by the negligence of its agents or employees unless said negligence was the result of the action of the City and its agents or employees to the extent of its statutory limits of liability. The City Hyattsville Police Department agrees to indemnify, defend, and hold harmless the Board, its agents and employees from any and all judgments, claims, suits, and liabilities caused by the negligence of its agents or employees unless such negligence was a result of the action of the Board and its agents or employees.

IN WITNESS WHERE OF, the parties have executed this Memorandum of Understanding of the day and date first above written.

Hyattsville, Maryland

Witness: _____

By: _____
Tracey E. Nicholson
City Administrator

Prince George's County Board of Education

Witness: _____

By: _____
Dr. Kevin Maxwell
Superintendent of Schools

LEAVE/OVERTIME REQUEST

NAME: _____

ID#: _____

LEAVE REQUEST

TYPE (check one):

___ANNUAL

___COMP

___SICK

___LWOP

___OTHER

DATE(S) OF LEAVE: _____

TOTAL NUMBER OF HOURS: _____

SHIFT-FROM: _____ TO _____

OVERTIME

TYPE (check one):

___OVERTIME

___COMP TIME

___GRANT FUNDING-TYPE _____

DATE WORKED	HOURS FROM TO	TOTAL NUMBER OF HOURS	REASON OR CASE NUMBER

COURT OVERTIME (Attach court summons)

TYPE (check one):

___DISTRICT

___CIRCUIT

COURT DATE	SESSION (STARTING TIME)	TOTAL NUMBER OF HOURS	CASE NUMBER(S)

EMPLOYEE SIGNATURE_____
DATEAPPROVED: _____
SQUAD COMMANDER_____
DATE



Hyattsville City Council Agenda Item Report

Meeting Date: September 18, 2017

Submitted by: Douglas Holland

Submitting Department: Police Department

Item Type: Budget

Agenda Section: Consent Items (9:00 p.m. - 9:05 p.m.)

SUBJECT

Acceptance and Disbursement of Charitable Donation from the Shack Harris & Doug Williams Foundation, Inc. to Sergeant Anthony Knox

HCC-32-FY18

Recommendation:

I move that the Mayor and Council authorize the City Treasurer to deposit into the City's general fund a check in the amount of \$10,000 from the Shack Harris & Doug Williams Foundation and pass through the charitable donation by issuing a check in the amount of \$10,000 to Sergeant Anthony Knox to be used to support the Knox family with medical and other related expenses.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Knox Charitable Donation.pdf](#)

Summary Background:

The Ninth Annual Washington Football Legends Scholarships Gala was held on March 25, 2017. The charity benefit dinner and auction honors the achievements of greater Washington, D.C., area football players, community leaders, members of the media and Washington Redskins legends. The event is hosted by the Shack Harris and Doug Williams Foundation and the Joyce and Thomas Moorehead Foundation.

This year Hyattsville City Police Department Sergeant Anthony Knox was selected as an honouree and recipient of the fundraising event.

The Shack Harris & Doug Williams Foundation is a 501(c) (3) non-profit, tax-exempt organization founded by Grambling State University Tigers and NFL quarterback pioneers Pro Bowl MVP James "Shack" Harris and Super Bowl MVP Doug Williams.

On August 4, 2017 the City received a check in the amount of \$10,000 from the Shack Harris & Doug Williams Foundation, Inc. made out to the Hyattsville City Police Department for Sergeant Anthony Knox.

Next Steps:

Issue a check to Sergeant Anthony Knox in the amount of \$10,000

Fiscal Impact:

Neutral fiscal impact

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

N/A



Media Contacts:

Burt Trembly
Washington Football Legends
702-622-2275

Chief Douglas Holland
City of Hyattsville Police Department
301-985-5084

MEDIA ADVISORY:

**Washington Football Legends Support Hyattsville Police Officer
Battling Cancer**

City of Hyattsville Police Sergeant Tony Knox, who has recently had his left eye removed due to cancer, will be supported by guests at the Ninth Annual Washington Football Legends Scholarship Gala this Saturday, March 25.

Knox, who served the United States Army and Edmonston Police Department before joining the Hyattsville Police Department, is also the father of two-year-old triplets. He currently leads the K-9 Division for the Hyattsville Police and works daily with his K-9, Ori.

Knox will attend the Benefit dinner with Hyattsville Police Chief Douglas Holland. "Our department is so thankful to the Washington Football Legends for their support of Sergeant Knox and his family," said Holland. "It is a wonderful tribute to an outstanding police officer and person."

"We heard Sergeant Knox's story and felt compelled to help him and his family," said Doug Williams, Super Bowl XXII MVP for the Washington Redskins, and co-founder of the Washington Football Legends Scholarship Gala. "Each year we raise funds for a person in our community who needs assistance. We are proud to help Sgt. Knox."

The Gala will take place at the Bethesda North Marriot, 6-9:30 p.m., on Saturday. Media are encouraged to attend, and asked to contact Burt Trembly to coordinate arrangements and interviews. For more information, visit www.WashingtonFootballLegends.com.

###



Hyattsville City Council Agenda Item Report

Meeting Date: September 18, 2017

Submitted by: Douglas Holland

Submitting Department: Police Department

Item Type: Grant

Agenda Section: Consent Items (9:00 p.m. - 9:05 p.m.)

SUBJECT

FY18 Budget Appropriation: Target Grant for Operation Santa with a Badge

HCC-33-FY18

Recommendation:

I move that the Mayor and Council accept and appropriate into the FY18 budget the grant award in the amount of \$2,000 from the Target Corporation for the purpose of supporting the Police Department Operation Santa With a Badge.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Target Grant_Operation Santa with a Badge.pdf](#)

Summary Background:

The 14th annual Hyattsville City Police Department Operation Santa With a Badge is scheduled for December 9, 2017 at the Mall at Prince George's. The funding will be used to purchase gift cards to be used by children selected to shop while accompanied by a police officer.

Next Steps:

Purchase according to the City's procurement policy and approval of the City Treasurer.

Fiscal Impact:

\$2,000 supplemental appropriation and \$2,000 expenditure

City Administrator Comments:

Recommend Support.

Community Engagement:

Engagement with school administration and the community

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

N/A

Jan.O'Laughlin@Target.com

Reply all |

Fri 8/4, 6:00 PM

Douglas Holland

You forwarded this message on 8/4/2017 6:12 PM

Hyattsville City Police Department
[4310 Gallatin Street](#)
[Hyattsville, MD 20781](#)

Program: Operation Santa With a Badge
Payment Amount: \$2,000.00
Check #0002522108
Check Date:08/03/2017
Grant Request ID#36700535

Dear {Prefix} {Contact Last Name}:

Target is pleased to inform you that your organization's grant request has been approved. Your grant check should have arrived, or will arrive in the next few days and is specifically for the program and amount referenced above. If you have not received your check within 30 business days from check date, please reach out to your Target contact. Please note that your grant check is void if it is not cashed within five months.

As always, Target grants are one-time gifts. By making annual commitments, we ensure we can remain flexible and respond to changing community and business needs.

Since 1946, Target has given 5 percent of profit - which equals more than \$4 million a week - to local communities. We are proud to partner with organizations like yours to meet the needs of our communities. Whether it's inspiring young minds, offering unique cultural experiences or meeting your community's most basic needs; we thank you for your continued commitment to making a difference.

Kind Regards,

Target Corporation

CG/JMAIL/106566973



Hyattsville City Council Agenda Item Report

Meeting Date: September 18, 2017

Submitted by: Jim Chandler

Submitting Department: Administration

Item Type: Legislative

Agenda Section: Consent Items (9:00 p.m. - 9:05 p.m.)

SUBJECT

Schedule Public Hearing for Montgomery Housing Partnership Tax Abatement for October 2, 2017 at 7:30 PM.

HCC-44-FY18

Recommendation:

I move that the Mayor and Council schedule a Public Hearing for October 2, 2017 at 7:30 p.m. to receive public testimony regarding a request by the Montgomery Housing Partnership for the City to provide \$225,000 in tax abatement to support the renovation of Parkview Manor Apartments.

Sponsor(s):

Executive Committee

Co-Sponsor(s):

N/A

ATTACHMENTS

[Memo - Scheduling Public Hearing - MHP.docx](#)

[PM Pro Forma 6-9-17.pdf](#)

[MHP 15 Year Tax Credit Request.pdf](#)

[Parkview Manor Green Features 12-1-16 \(1\).pdf](#)

Summary Background:

On Monday, May 1, 2017 the Montgomery Housing Partnership (MHP) presented the City Council with details of the financing for the renovation of Parkview Manor Apartments. Parkview Manor is a 53-unit apartment complex located at 5040 38th Avenue in Council Ward 5. Montgomery Housing Partnership (MHP), an affordable housing developer based out of Montgomery County, became the full owner of the property in 2015. Montgomery Housing Partnership currently operates 29 affordable housing communities in Montgomery and Prince George's counties. The apartment complex is in need of significant renovations, which include: conversion of two units to meet Americans with Disabilities Act requirements; replacement of the plumbing system; repairs to the electrical wiring; new windows; new flooring; new bathroom appliances and fixtures; new kitchen cabinets and counters; replacement of kitchen appliances; new washers and dryers; and exterior repairs to the building and parking lots. The cost of these renovations is estimated at just over \$73,000 per unit, representing a direct investment of \$3.88 million to improve the units.

On June 29, 2017 the Prince George's County approved a 40-year Payment In Lieu of Taxes (PILOT) that will forgo \$687,544 in County tax revenue of the term. A copy of the Committee Report is attached to this item.

MHP has provided the City with an updated pro forma statement, 'Operating Expense and Fee Assumptions' which includes a financial projection based on the County's PILOT commitment and the financial picture, should the City of Hyattsville be agreeable to granting a reduction in City property taxes. 120

A request for public financing assistance through tax abatement, in an amount of \$225,000 over a 15-year term, was discussed by the City Council at its meeting in August 2017.

Next Steps:

A public hearing will be scheduled for October 2, 2017 at 7:30 PM to consider this request and solicit feedback from the public.

Fiscal Impact:

The City Council will consider a tax abatement of up to \$225,000 over a 15-year term.

City Administrator Comments:

Recommend Approval

Community Engagement:

The purpose of the Public Hearing is to consider testimony submitted by the public.

Strategic Goals:

Goal 2 – Ensure the Long-Term Economic Viability of the City

Legal Review Required?

Pending



Memo

To: City Council

From: Jim Chandler, Director, Community and Economic Development

CC: Tracey Nicholson, City Administrator
Ron Brooks, City Treasurer
Katie Gerbes, Community Planner

Date: September 6, 2017

Re: Scheduling Public Hearing – Montgomery Housing Partnership

Background Information

On May 1, 2017, Montgomery Housing Partnership (MHP) presented to the City Council a request for public financing to support the renovation of Parkview Manor Apartments. At the August 2017 City Council meeting, the City discussed support a City tax abatement an amount not to exceed a total investment \$225,000 over a 15-year term.

Staff Comments

It is the legal opinion of the City Attorney that a Public Hearing is necessary to both provide a platform for public comment and for the City Council to direct staff to prepare an agreement for adoption by the body. Legal Counsel, in working with the Finance Department and Department of Community & Economic Development will advise whether a resolution or ordinance is the appropriate authorizing mechanism for the City to provide Montgomery Housing Partnership (MHP) with public financing.

Action

It is Staff's recommendation for the City Council to schedule a public hearing for 7:30 PM on Monday, October 2, 2017 to consider this request for public financing. Staff will prepare an authorizing document for consideration at the City Council meeting scheduled for October 16, 2017.

Operating Expense and Fee Assumptions

7/28/17 12:42 PM

Project Name: Parkview Manor

Base Year for Expenses: 2018

Professional Fees	Amount	Per Unit	Inflator
Legal Expenses (Project)	5,000	94	
Audit Expense (Project)	14,000	264	
Bookkeeping Fees/Account Services	3,504	66	
Other Professional Fees		-	
Total Professional Fees	\$22,504	425	3.00%

Administrative Expenses	Amount	Per Unit	Inflator
Advertising & Marketing	2,072	39	
Other Renting Expense	4,440	84	
Manager or Superintendent Salaries-PR	0	-	
Office Salaries-PR	50,000	943	
Administrative Free Rent-PR	2,076	39	
Payroll Taxes and Benefits-PR		-	
Office Supplies/Expenses	2,350	44	
Office or Model apartment Rent		-	
Bad debt	11,995	226	
Telephone and Answering Service	5,700	108	
Miscellaneous Administrative Expenses	72	1	
Total Administrative	\$78,706	1,485	3.00%

Utilities	Amount	Per Unit	Inflator
Fuel Oil / Heating		-	
Electricity	3,234	61	
Gas	8,415	159	
Water/Sewer	23,909	451	
Other Utilities		-	
Total Utilities	\$35,558	671	3.00%

Repairs and Maintenance	Amount	Per Unit	Inflator
Janitor and Cleaning Contracts	8,000	151	
Decorating Contracts	3,150	59	
Elevator Maintenance Contracts		-	
Exterminating Contracts	2,220	42	
Grounds Contracts (incl. swimming pool)	4,759	90	
Repair Contracts	11,900	225	
Garbage and Trash Removal	6,487	122	
Snow Removal	3,500	66	
Heating/Cooling Repairs and Maintenance	3,200	60	
Cleaning, Grounds, Maintenance-PR	40,962	773	
Janitor and cleaning supplies	600	11	
Grounds supplies	300	6	
Security Contracts		-	
Security Free Rent-PR		-	
Repair Material and Supplies	4,620	87	
Vehicle & Maint. Equipment Oper. and Rep.		-	
Community Center Expense		-	
Misc. Repair & Maintenance Expense	1,537	29	
Total Repairs and Maint.	\$91,235	1,721	3.00%

Taxes and Insurance	Amount	Per Unit	Inflator
Real Estate Taxes (Minus County Abatement)	36,763	694	
Less: Abated City Taxes Date Abatement Expires	15,000	283	
Net Real Estate Taxes	\$21,763	411	3.00%

Property and Liability Insurance	10,907	206	
FICA	5,125	97	
Worker's Comp, Health Ins, Other Benefits, Other Ins.	18,556	350	
Miscellaneous Taxes, Licenses and Permits, Ins. And Fidelity Bond	606	11	
Total Other Taxes, Licenses & Permits & Insurance	\$35,194	664	3.00%
Total Taxes and Insurance	\$56,958	1,075	

Property Management Fee	Amount	Total	PUPY	Inflator	PUPM
Method for calculating Residential PM Fee:		% of EGI			
% of EGI	3.25%	18,128	342		\$28.50
Fee PUPM		-	-		\$0.00
Annual Fee		-	-		\$0.00
Commercial Property Management Fee		-	-		
Total Property Management Fee	\$18,128	342	3.00%		

Other Miscellaneous Expenses	Amount	Per Unit	Inflator
Property Management IT	1	0	
State Compliance Monitoring	1,590	30	
Property management Compliance	193	4	
Property Management /	244	5	
Total Misc. Expenses	\$2,028	38	3.00%

Total Operating Expenses	\$305,117	5,757
---------------------------------	------------------	--------------

Total Net of Real Estate Taxes	283,353	5,346
Total Net of Real Estate Taxes and Misc Expenses	281,325	5,308

Annual Contributions To Reserves	Per Unit Per Annum	Total Per Annum	Inflator
Replacement Reserve	350	18,550	3%
Operating Reserve		0	3%
Other Reserve (specify)		0	3%
Other Reserve (specify)		0	3%

Total Operating Expenses (including Annual Contributions to Reserves)	Total	Per Unit
	323,667	6,107

Cash Flow Contingent Fees, Expenses and Distributions	Amount	Annual Inflator	Accrue	Cap Amount	% Available Cash Flow
Investor Services Fee	5,000	3.0%	Yes		100%
Partnership Administration Fee	1.3% of EGI	7,500	3.0%	Yes	100%
Tenant Services Fee			3.0%	Yes	100%
					100%
					100%
Priority Cash Flow Distribution to GP?					
Gross Income Allocation to GP					0%

15-Year Value Projection				15-Year Value Projection			
Year	Assessed Value	Annual Property Tax Revenue	Cumulative Property Tax Revenue	Year	Assessed Value	Annual Property Tax Revenue	Cumulative Property Tax Revenue
1	2,460,000	15,498	15,498	1	2,460,000	15,498	15,498
2	2,509,200	15,808	31,306	2	2,509,200	15,808	31,306
3	2,559,384	16,124	47,430	3	2,597,022	16,361	47,667
4	2,610,572	16,447	63,877	4	2,687,918	16,934	64,601
5	2,662,783	16,776	80,652	5	3,628,689	22,861	87,462
6	2,716,039	17,111	97,763	6	3,701,263	23,318	110,780
7	2,770,360	17,453	115,217	7	3,775,288	23,784	134,564
8	2,825,767	17,802	133,019	8	3,850,794	24,260	158,824
9	2,882,282	18,158	151,177	9	3,927,810	24,745	183,569
10	2,939,928	18,522	169,699	10	4,006,366	25,240	208,809
11	2,998,726	18,892	188,591	11	4,086,493	25,745	234,554
12	3,058,701	19,270	207,861	12	4,168,223	26,260	260,814
13	3,119,875	19,655	227,516	13	4,251,587	26,785	287,599
14	3,182,272	20,048	247,564	14	4,336,619	27,321	314,920
15	3,245,918	20,449	268,013	15	4,423,352	27,867	342,787
Total			268,013	Total			342,787
Tax Credit Request			225,000	Tax Credit Request			225,000
Total Net Tax Revenue			43,013	Total Net Tax Revenue			117,787
2% based on County projected appraised value increase				2% based on County projected appraised value increase			
\$2,460,000 based on current assessed value				\$2,460,000 based on current assessed value			
				3.5% increase in Year 3, 4 & 5			

Parkview Manor Green Features 12/1/16

- New energy efficient windows
- Low flow water saving kitchen and bathroom fixtures
- Air sealing of holes
- High efficiency HVAC units
- Increased ventilation in kitchens and baths (mold reducer).
- High efficiency, new water heaters
- Energy star appliances
- Energy star interior lighting
- Efficient exterior lighting with photocells to limit usage
- New roofing with high solar reflectance which reduces heat island effect (Done prior to the rest of the rehab).
- Increased attic insulation will make building more energy efficient.
- Increase insulation and vapor barrier at crawl spaces.
- Low VOC paints
- Public transportation, grocery, recreations areas, restaurants, and post office within walking distance
- Site has access to open recreational space
- Recycling on site by tenants and recycling of 75% of construction waste
- Flooring materials that help eliminate allergies, pollution, and particles that make for healthier living



Hyattsville City Council Agenda Item Report

Meeting Date: September 18, 2017

Submitted by: Lesley Riddle

Submitting Department: Public Works

Item Type: Purchase

Agenda Section: Consent Items (9:00 p.m. - 9:05 p.m.)

SUBJECT

Purchase of Solid Waste Vehicle

HCC-45-FY18

Recommendation:

I move that the Mayor and City Council authorize the expenditure of FY-2018 Capital Improvement Funds in an amount not to exceed \$190,000 for the purchase of a 2017 Freight-liner Truck with a M2 106 Leach Body from Grand Turk Equipment Company, utilizing the NJPA Purchasing Agreement.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[City of Hyattsville NJPA Quote \(2\).pdf](#)

[NJPA_Joint_Powers_Agreement_2016.pdf](#)

Summary Background:

Many of our DPW vehicles are at or beyond recommended depreciation due to aging or continued maintenance. Four of our trash trucks are over 12 years of age and require significant repairs. As a result, we plan to begin a systematic replacement of our fleet and are prepared to purchase the below listed vehicle presented and approved during the FY2018.

We are requesting a new trash truck to replace the 15 year old Solid Waste Divisions truck SW63 at a cost NTE \$190,000.00. We plan to purchase this vehicle through a collective purchasing agreement with National Joint Powers Alliance Purchasing Program (NJPA). They have a free membership for qualifying organizations and can offer the City a 10% savings on the final cost of large vehicle purchases and other equipment.

This item was discussed at the August 7, 2017 Council Meeting.

Next Steps:

With Council approval staff, will obtain the necessary bids for purchase of vehicles and equipment per the requirements of the City Procurement Policy. Once staff has solicited and procured all needed quotations for this equipment we will request approval for purchase.

Fiscal Impact:

\$190,000 - FY18 CIP

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

Ensure the Long-Term Economic Viability of the City

Legal Review Required?

Complete

GranTurk equipment co., inc.

home office:
one schuylkill parkway
building b
bridgeport, pa 19405-1069
phone (610) 239-9800
fax (610) 239-9806

branch office:
1415 bush street
baltimore, md 21230
phone (410) 837-5570
fax (410) 837-1024

QUOTATION

February 1, 2017

City of Hyattsville
4310 Gallatin Street
Hyattsville, MD 20791

Attn: Mr. Aaron Jones

ajones@hyattsville.org

As per the request of your sales representative Scott Schneider, we are pleased to offer the following for your consideration. Please find our quotation for subject **NJPA member, as per the Mobile Refuse Collection Vehicle Contract #112014-LEG-for your consideration.**

Leach 25 Cu. Yd. 2R-III Mounted on 2017 Freightliner M2 106 Chassis

Dual Leach Cart Tippers
Winch-Latch & Ears-12,000 Lbs Capacity
Married Pump
Work lights Inside Hopper
(2) Oval Strobes in Tailgate
(2) Oval Strobes in Front of Body
Single Zone Defense Camera
Side Door Ladder
Broom & Shovel Holders
Body Side Opening for Hydraulic Tank
Hardox Ramp Liner
Standard White Body Paint
One (1) Year Standard Warranty

Total Price of Leach 25 Yd. 2R-III.....	\$ 73,070.00
Less NJPA Contract 2% Discount.....	<u>\$ - 1,461.40</u>
NJPA Price for Leach 25 Yd 2R-III.....	\$ 71,608.60
Mounting.....	\$ 5,500.00
Training & Delivery.....	\$ 1,600.00
Outsource 2017 Freightliner M2 106 Chassis.....	\$ 99,637.00
Freight.....	<u>\$ 3,500.00</u>
Total NJPA Price for Body and Chassis.....	\$181,845.60

Important Notice: The price quoted does not include re-routing of exhaust pipes, removing or relocating fuel tanks, battery boxes or air tanks, or any other chassis modifications. If any of the above is required an extra charge will be made on a time and material basis.

DATE OF ACCEPTANCE _____

By _____

GranTurk equipment co., inc.



ANNE C. RITCHIE - PRESIDENT

Quotation Valid Only if Approved By An Officer of GranTurk equipment co., inc.

NATIONAL JOINT POWERS ALLIANCE®
JOINT POWERS AGREEMENT

This Agreement, made effective on the date hereof, is between the National Joint Powers Alliance® (hereinafter referred to as “NJPA”) and _____ (hereinafter referred to as “Governmental Unit”).

Recitals

NJPA is a Service Cooperative whose creation was authorized by Minn. Stat. § 123A.21; and

NJPA is a political subdivision and government unit of the state of Minnesota. Minn. Stat. § 471.59 authorizes NJPA to enter into agreements with other governmental units in the United States and Canada to jointly or cooperatively exercise any power common to the contracting powers or similar powers, as deemed necessary; and

Governmental Unit asserts it is authorized by its statutes to utilize contracts competitively solicited by another governmental unit; and

Governmental Unit and NJPA desire to enter into a “Joint Exercise of Powers Agreement” for the purpose of Governmental Unit accessing available contracts for goods and services from NJPA Awarded Vendors.

NJPA and the Governmental Unit hereby agree as follows:

Agreement

1. NJPA will make its contracts for goods and services and/or other NJPA services available to the Governmental Unit. The Governmental Unit will be a Participating Member.
2. The Governmental Unit may utilize the contracts or services procured or offered through NJPA to purchase supplies, equipment, materials and services.
3. The Parties to this Agreement will adhere to any and all applicable laws pertaining to the procurement of goods and services as they pertain to the laws of their state or nation.
4. This Agreement will become effective on the date hereof and shall remain in effect until canceled by either party upon thirty (30) days’ written notice to the other party.
5. Each party agrees that it is responsible for its acts and the results thereof, to the extent authorized by law, and will not be responsible for the acts of the other party and the results thereof. The Governmental Unit will be responsible for all aspects of its purchase, including ordering its goods and services, inspecting and accepting the goods and services, and paying the Vendor who will have directly billed the Governmental Unit placing the order.
6. Both Parties to this Agreement agree to strict accountability of all public funds disbursed in connection with this joint exercise of powers as required by each party’s respective laws.
7. To purchase goods and services from NJPA contracts, the Governmental Unit must enter into a purchase order or other subsequent agreement in accordance with the terms and conditions of NJPA contracts and any requirements applicable to the Governmental Unit’s governing body. The Governmental Unit must send purchase orders directly to the applicable Vendor and will make payments directly to the Vendor in accordance with its established procedures and terms of the NJPA contract. The Governmental Unit will not use the goods available under NJPA contracts for purposes of resale.

8. Pursuant to Minn. Stat. § 471.59, Subd. 5, if applicable, the Parties shall provide for the disposition of any property acquired as the result of such joint or cooperative exercise of powers, and the return of any surplus moneys in proportion to contributions of the several contracting parties after the purpose of the Agreement has been completed.
9. There shall be no financial remunerations by the Governmental Unit to NJPA for the use of NJPA procurements, contracts or agreements or the payment of any fees to NJPA.
10. Both Parties to this Agreement acknowledge their individual responsibility to gain ratification of this agreement through their governing body as required by law.
11. The NJPA contracts utilized by the Governmental Unit through this Agreement were procured or will be procured through the Uniform Municipal Contracting law, Minn. Stat. § 471.345.

The Parties have executed this Agreement effective the date hereof.

Governmental Unit

National Joint Powers Alliance®

By _____
AUTHORIZED SIGNATURE

AUTHORIZED SIGNATURE

Its _____
TITLE

TITLE

DATE

DATE

GOVERNMENTAL UNIT INFORMATION

Indicate an address to which correspondence may be delivered.

Name* _____

Address* _____

City, State, ZIP code* _____

Employer Identification Number _____

Contact person* _____

Title* _____

E-mail* _____

Phone* _____

Website _____

ORGANIZATION TYPE*

- ☐ K-12 (Public or non-profit)
- ☐ Government or municipality (Specify: _____)
- ☐ Higher education (Public or non-profit)
- ☐ Other (Specify: _____)

REFERRED BY

- ☐ Advertisement _____
- ☐ Current NJPA member _____
- ☐ Vendor representative _____
- ☐ Trade show _____
- ☐ NJPA website _____
- ☐ Other _____

Return completed agreement to

National Joint Powers Alliance ®

202 12th Street NE

Staples, MN 56479

Duff Erholtz

Phone 218-894-5490

Fax 218-894-3045

E-mail duff.erholtz@njpacoop.org

**Denotes required information*



Hyattsville City Council Agenda Item Report

Meeting Date: September 18, 2017

Submitted by: Lesley Riddle

Submitting Department: Public Works

Item Type: Purchase

Agenda Section: Consent Items (9:00 p.m. - 9:05 p.m.)

SUBJECT

Purchase of Parks Truck

HCC-46-FY18

Recommendation:

I move that the Mayor and City Council authorize the expenditure of FY-2018 Capital Improvement Funds in an amount not to exceed \$52,000 for the purpose of purchasing a Chevrolet Silverado 2500HD pick up truck from Criswell Chevrolet utilizing the Montgomery County Bid Proposal.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[20160205095733878.pdf](#)

[Hyattsville CK25943.pdf](#)

Summary Background:

Many of our DPW vehicles are at or beyond recommended depreciation due to aging or continued maintenance. Four of our trash trucks over 12 years of age and require significant repairs. As a result, we plan to begin a systematic replacement of our fleet and are prepared to purchase the below listed vehicles as presented and approved during the FY2018.

We will need a new pick-up truck to replace Parks Division PK39. The current truck is over 13 years old, beyond the recommended depreciation, and has had considerable down time due to electrical issues as well as alternator and cooling system failures. Currently the best investment for a pick-up is the Chevrolet Silverado 2500 Heavy Duty Series. The truck is durable, easy to repair and more economical than other brands of pick-up trucks. If the City purchases the truck through Criswell Chevrolet we can obtain additional cost savings by riding off the Montgomery County contract. The cost of the new pickup truck would not exceed \$52,000.00.

This item was discussed at the August 7, 2017 Council Meeting.

Next Steps:

With Council approval staff, will obtain the necessary bids for purchase of vehicles and equipment per the requirements of the City Procurement Policy. Once staff has solicited and procured all needed quotations for this equipment we will request approval of the City Treasurer for purchase.

Fiscal Impact:

\$52,000 - Approved in the FY18 CIP

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

Ensure the Long-Term Economic Viability of the City

Legal Review Required?

Complete

IFB #1022192

**MONTGOMERY COUNTY, MARYLAND
OFF-THE-LOT NEW VEHICLES CLASS 1-7
SOLICITATION, BID AND AWARD SHEET**

RETURN BID TO:
OFFICE OF PROCUREMENT
255 ROCKVILLE PIKE
SUITE 180
ROCKVILLE, MD 20850-4166

PART I: SOLICITATION (Invitation for Bids ("IFB"))

SEALED BIDS IN ORIGINAL AND ONE (1) COPY TO FURNISH THE SUPPLIES AND/OR SERVICES DESCRIBED ON THE ATTACHED QUOTATION SHEET(S) WILL BE RECEIVED UP TO 11:00 A.M. LOCAL TIME ON 11/08/2012. BIDS WILL BE PUBLICLY OPENED AT THE DATE AND TIME STATED. BIDS RECEIVED AFTER THE DATE AND TIME SPECIFIED WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED TO THE BIDDER. THE FOLLOWING ARE HEREBY INCORPORATED BY REFERENCE INTO AND MADE PART OF ANY CONTRACT AWARDED. In the event of any conflict among the provisions of the bid documents, or those documents comprising the resultant Contract, the conflict must be resolved by giving precedence to the below documents in the following order:

1. The "General Conditions of Contract Between County and Contractor", and the "Special Terms and Conditions" shown in Sections B and C of this document.
2. The "Instructions, Conditions and Notices" shown in Section A of this IFB.
3. The specifications/scope of work shown in Section D of this document.
4. All solicitation amendments.
5. All representations and certifications listed in this document.
6. This "Solicitation, Bid and Award Sheet" and the attached solicitation Quotation Sheet.

PART II-BID

The Bidder, by signing this solicitation, agrees that the County has up to 120 calendar days from the bid opening date and time in which to make an award of this solicitation. The Bidder agrees that its prices and/or discounts for all desired goods and/or services shall remain firm for the above time period prior to contract award. Also, the Bidder agrees that all instructions, terms, conditions, specifications and amendments of this solicitation shall remain firm for the above time period prior to contract award.

The County's Standard Payment Terms are Net 30 Days. An optional prompt payment term is not required, but may be offered conditioned on the following basis: Only a prompt payment discount conditioned on a 30-day or greater payment basis will be utilized to recalculate bid prices for method of award purposes. Prompt payment discounts may be offered on a shorter payment basis and adopted by the County at time of award, but will not be considered for method of award purposes. Optional prompt payment terms: _____ % Net 30 Days (please insert, if any)

NAME AND SIGNATURE REQUIREMENTS FOR BIDS AND CONTRACTS

The correct legal business name of the bidder must be used. A trade name (i.e., a shortened or different name under which the firm does business) must not be used when the legal name is different. Corporations must have names that comply with State Law. The bidder's signature must conform to the following: All signatures must be made by an authorized officer, partner, manager, member, or employee. The signing of an offer or a contract is a representation and certification by the person signing that the person signing is authorized to do so on behalf of the offeror or contractor.

BIDDER'S CORRECT LEGAL BUSINESS NAME:	<u>CRISWELL CHEVROLET INC</u>	TELEPHONE NO.:	<u>301-948-5460</u>
ADDRESS:	<u>503 QUINCE ORCHARD ROAD GAITHERSBURG MD 20878</u>	TOLL FREE NO.:	
REMITTANCE ADDRESS: (If Remittance Address is Different from Above Address)		FAX NO.:	<u>301-948-1381</u>
BIDDERS E-MAIL ADDRESS:	<u>FLEET-MAN@MSN.COM</u>		

ACKNOWLEDGEMENT OF AMENDMENTS

The bidder acknowledges receipt of amendments to the solicitation for offers and related documents numbered and dated as follows:

Amendment No./Date	Amendment No./Date
<u>#1 10/26</u>	

SCOTT SILVERMAN FLEET SALES MANAGER

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (TYPE OR PRINT):

[Signature]

SIGNATURE OF ABOVE PERSON:

11/7/12

DATE:

PART III: AWARD (TO BE MADE BY THE COUNTY'S CONTRACTING OFFICER (OFFICE USE ONLY))

YOUR BID IS ACCEPTED AS TO THE FOLLOWING AND/OR AS ATTACHED TO THIS DOCUMENT:

YOUR CONTRACT NUMBER IS:

<u>PRIMARY: Line Items 1, 20 and 25</u>	<u>1022192</u>
MONTGOMERY COUNTY, MARYLAND	

BY <u>MICHAEL A. THOMAS</u>	<u>[Signature]</u>	<u>2/8/13</u>
PRINTED NAME OF CONTRACTING OFFICER	SIGNATURE OF CONTRACTING OFFICER	AWARD DATE

QUOTATION SHEET

Bidder must offer a "Plus or Minus Dollars from the Factory Invoice" bid for factory(s) for which the bidder is a dealer in good standing (See SECTION C, Provision 48 AUTHORIZED DEALER. "Plus or Minus Dollars from the Factory Invoice" is the dollar amount that, when added to or subtracted from the factory invoice price with manufacturer-to-dealer destination costs, minus the greatest sum of any and 100% of all available concessions, additional concessions, manufacturer's government bid concession(s), marketing discounts, component discounts, dealer cash incentive programs, rebates, invoice adjustments, available tax credits or any and all discounts, listed or otherwise, is the amount the County will pay the Contractor for a vehicle. All such discounts shall be passed on to the County as itemized line item credit(s).

Please state your Plus or Minus Dollars from the Factory Invoice for new vehicles for any line item listed below corresponding to the Original Equipment Manufacturer for which you qualify as a Bidder. **Do not put any other markings on this Quotation Sheet. The presence of any other markings on this Quotation Sheet may cause your Bid to be rejected as non-responsive.**

Line ItemPlus or Minus Dollars from the Factory Invoice

Cars, Crossovers, Utility Vehicles, Pickup Trucks, Minivans, Cargo Vans, Passenger Vans & Chassis Cabs:

Class 1-3

#1	Chevrolet	\$ <u>-310⁰⁰</u>
#2	Chrysler	\$ _____
#3	Dodge (does not include Ram)	\$ _____
#4	FIAT	\$ _____
#5	Ford (includes chassis cabs)	\$ _____
#6	GMC	\$ _____
#7	Honda	\$ _____
#8	Hyundai	\$ _____
#9	Jeep	\$ _____
#10	Kia	\$ _____
#11	Mazda	\$ _____
#12	Mitsubishi (Class 1-3)	\$ _____
#13	Nissan	\$ _____
#14	Ram (includes chassis cabs)	\$ _____
#15	smart	\$ _____

QUOTATION SHEET (Continued)

<u>Line Item</u>	<u>Plus or Minus Dollars from the Factory Invoice</u>
#16 Toyota	\$ _____
Class 4-7 Chassis Cabs:	
#17 Freightliner	\$ _____
#18 HINO	\$ _____
#19 International	\$ _____
#20 Isuzu	\$ <u>+500⁰⁰</u>
#21 Kenworth	\$ _____
#22 Mitsubishi Fuso	\$ _____
#23 Peterbilt	\$ _____
#24 UD Trucks	\$ _____
#25 Chevrolet	\$ <u>-310⁰⁰</u>
#26 GMC	\$ _____

SUBCONTRACTING

If you will be using a subcontractor to perform any of the work listed herein, please list below the firm's name and the portion of the work that will be provided by the subcontractor:

Portion of the work: _____

Name of Subcontractor: _____

Address: _____

Telephone #: _____

during the contract period. Should the Contractor lose dealer status at any time during the contract period, for any manufacturer(s) under contract, the County must be notified within fifteen (15) working days. That item of the contract will be automatically cancelled with no further obligation by the county.

49. MODEL YEAR BUILD OUT

If the manufacturer ceases production due to commodity shortages or reaches model year "build out" after the issuance of a Purchase Order, the County may either agree to accept the subsequent model year production version of the same vehicle, provided that the vehicle being offered is substantially of the same dimensions, performance, fuel system, mechanical features, and safety features, or cancel the Purchase Order. If the County chooses to accept and Contractor agrees to deliver vehicle(s) of the subsequent model year manufacturer production, the price of the vehicle as stated on the Purchase Order must not be changed.

50. NEW MODELS

Introduction of new vehicle models not yet in commercial production by the original equipment manufacturer at contract inception must be subject to all terms, conditions, specifications, and pricing for the contract term in which new vehicle model is introduced, WITH THE EXCEPTION of plug-in electric vehicles, hybrid-electric vehicles, and vehicles with original equipment manufactured powertrains with fuel systems other than gasoline, gasoline blends, diesel, and biodiesel. Vehicles with these exceptional fuel systems are not included in this contract.

51. EQUIPMENT PREPARATION & GOOD DELIVERY

Good delivery to the County must include vehicle(s) with completed pre-delivery inspection and properly serviced, cleaned, washed and in operating condition in accordance with manufacturer's specifications, proper operation of all accessories, gauges, lights, mechanical, emissions, and electrical systems, and all attachments completely assembled, thoroughly tested and ready for operation upon delivery. With the exception of upfit vehicles, delivered vehicles with over 200 odometer miles will not be accepted. Delivery must include: No less than Thirty (30) Day Temporary Registration Tag with Day #1 being the day of delivery to the County, two sets of keys, Owner's Manual, Odometer Statement, Certificate of Origin, and Maryland Application for Certificate of Title MVA Form VR-005. Any costs associated with delivery is the responsibility of the Contractor and must be taken into consideration while bidding. No dealer identification is to be affixed to any new units.

52. DEALER ADD-ONS

The County will accept no mark-up of manufacturer, remanufacturer, distributor, installer or dealer invoice for any vehicle parts, chemicals, tools, equipment and accessories added to a vehicle after the sale of the vehicle by the original equipment manufacturer (OEM) to the Contractor dealer. Examples include but are not limited to: bed liners, mud flaps, floor mats, decals and striping, electronic and entertainment equipment, aftermarket wheels, paint protection treatment, window tinting, fabric stain protection, theft protection including window etching, tool boxes, tonneau covers, step bars, running boards and towing equipment. A copy of the factory invoice(s) must be included with all vehicle quotations. The County reserves the right to require Contractor to demonstrate that factory invoice pricing is fair and reasonable.

53. FACTORY ORDER PRICE PROTECTION

When making a vehicle purchase, it is the intent of the County that factory orders shall have "price protection", not to increase, from date of Purchase Order(s) to time of satisfactory vehicle delivery to the County. The "date of Purchase Order" is the date on which the Purchase Order is signed by the Office of Procurement. "Price protection" however, must not compromise the ability for the actual purchase price to be reduced, up to and including the date of delivery, because of any new or existing manufacturer/distributor programs being adjusted/enhanced/introduced. When the contractor's manufacturer increases the price of a vehicle after the purchase order has been issued, but before the vehicle is delivered, the County has the option of either cancelling the purchase order or accepting the price increase by issuance of a Change Order. The notifications to the purchasing entity of these, or any changes, are

the responsibility of the Contractor. All quotes shall be itemized. All quotes may be subject to audit by the Contract Administrator or designee.

54. OFF-THE-LOT PRICE PROTECTION

Quotes for new vehicles that are "on the lot", that is, available for sale to the general buying public, shall be "price protected" for THIRTY (30) calendar days. "Price protection" however, must not compromise the ability for the actual purchase price to be reduced, up to and including the date of delivery, because of any new or existing manufacturer/distributor programs being adjusted/enhanced/introduced. The notifications to the purchasing entity of these, or any changes, are the responsibility of the Contractor. All quotes shall be itemized. All quotes may be subject to audit by the Contract Administrator or designee.

55. MANUFACTURER'S WARRANTY SUBMISSIONS/WARRANTY PERIOD

The bidder must provide a detailed listing of all items covered by the manufacturer, under the provision of warranty, in miles and time, for each vehicle type. These documents must be received within ten (10) working days after the date of the County's written notification of intent to award a Contract. Parts and labor must be covered 100% for the entire warranty period. The warranty must include the shipping of replacement parts and assemblies to the original County delivery location. In addition, when the County elects to have the work performed by the Contractor, the cost of the labor involved in the replacement of the defective parts or assemblies will be borne by the Contractor. Warranty period begins on the in-service date and not the date of delivery to the County.

56. SDAT CERTIFICATE OF STATUS

The bidder must provide proof of a Maryland Trader's License issued by the Maryland State License Bureau, within ten (10) working days after date of the County's written notification of to award a contract. A current Certificate of Good Standing from the Maryland Department of Assessments & Taxation, (accessible at <http://www.dat.state.md.us>) referred to as the SDAT Certificate of Status, or current evidence of Good Standing is sufficient proof. The legal requirement for the Trader's License can be found in the Business Regulation Article of the Annotated Code of Maryland, Section 17-1804. All bidders, domestic (Maryland) or foreign (non-Maryland) must be registered and qualify with the Maryland Department of Assessments & Taxation, per the Field Enforcement Division of the Office of the Comptroller, State of Maryland.

57. ORDER ROUTING

County Departments must route requests through the Department of General Services, Division of Fleet Management Services (DFMS). DFMS is responsible for determining the appropriate vehicle(s) to meet the County's needs. Only the Contract Administrator or designee may create orders on this contract.

58. ASSIGNMENT

Certificate of Origin and Title Application will be assigned as follows:
Montgomery County, Maryland
16630 Crabbs Branch Way
Rockville, MD 20855

59. TAX EXEMPTION

Montgomery County, Maryland is exempt from the State of Maryland Retail Sales Tax, Exemption Certificate Number 30001235 and Federal Excise Tax, Exemption Certificate Number 52-6000980.

60. SELF-INSURANCE

Montgomery County has been granted approval as a self-insurer in the State of Maryland having submitted satisfactory evidence of qualifications commensurate with the provisions as set forth in Section 17-103, Transportation Article, Annotated Code of Maryland and COMAR 11.18.02, Certificate Number S0054, effective February 1, 2012 and expiring January 31, 2013. Contractor may request updated certificates when completing Temporary Registration Tags.

END OF SECTION C – SPECIAL TERMS AND CONDITIONS

METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS RIDER CLAUSE

USE OF CONTRACT(S) BY MEMBERS COMPRISING THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
PURCHASING OFFICERS' COMMITTEE.

- A. If authorized by the bidder(s), resultant contract(s) will be extended to any or all of the listed members as designated by the bidder to purchase at contract prices in accordance with contract terms.
- B. Any member utilizing such contract(s) will place its own order(s) directly with the successful Contractor. There shall be no obligation on the part of any participating member to utilize the contract(s).
- C. A negative reply will not adversely affect consideration of your bid.
- D. It is the awarded vendor's responsibility to notify the members shown below of the availability of the Contract(s).
- E. Each participating jurisdiction has the option of executing a separate contract with the awardee. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction.
- F. The issuing jurisdiction shall not be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to that jurisdiction by the awardee.

In pricing section of contract:

BIDDER'S AUTHORIZATION TO EXTEND CONTRACT:

YES	NO	JURISDICTION	YES	NO	JURISDICTION
☒	☐	Alexandria, Virginia	☒	☐	Manassas Park, Virginia
☒	☐	Alexandria Public Schools	☒	☐	Maryland-National Capital Park & Planning Commission
☒	☐	Alexandria Sanitation Authority	☒	☐	Metropolitan Washington Airports Authority
☒	☐	Arlington County, Virginia	☒	☐	Metropolitan Washington Council of Governments
☒	☐	Arlington County Public Schools	☒	☐	Montgomery College
☒	☐	Bladensburg, Maryland	☒	☐	Montgomery County, Maryland
☒	☐	Bowie, Maryland	☒	☐	Montgomery County Public Schools
☒	☐	Charles County Public Schools	☒	☐	Northern Virginia Community College
☒	☐	College Park, Maryland	☒	☐	OmniRide
☒	☐	Culpeper County, Virginia	☒	☐	Potomac & Rappahannock Transportation Commission
☒	☐	District of Columbia	☒	☐	Prince George's County, Maryland
☒	☐	District of Columbia Courts	☒	☐	Prince George's County Public Schools
☒	☐	District of Columbia Public Schools	☒	☐	Prince William County, Virginia
☒	☐	District of Columbia Water & Sewer Authority	☒	☐	Prince William County Public Schools
☒	☐	Fairfax, Virginia	☒	☐	Prince William County Service Authority
☒	☐	Fairfax County, Virginia	☒	☐	Rockville, Maryland
☒	☐	Fairfax County Water Authority	☒	☐	Spotsylvania County Schools
☒	☐	Falls Church, Virginia	☒	☐	Stafford County, Virginia
☒	☐	Fauquier County Schools & Government, Virginia	☒	☐	Takoma Park, Maryland
☒	☐	Frederick, Maryland	☒	☐	Upper Occoquan Sewage Authority
☒	☐	Frederick County, Maryland	☒	☐	Vienna, Virginia
☒	☐	Gaithersburg, Maryland	☒	☐	Virginia Railway Express
☒	☐	Greenbelt, Maryland	☒	☐	Washington Metropolitan Area Transit Authority
☒	☐	Hemdon, Virginia	☒	☐	Washington Suburban Sanitary Commission
☒	☐	Leesburg, Virginia	☒	☐	Winchester, Virginia
☒	☐	Loudoun County, Virginia	☒	☐	Winchester Public Schools
☒	☐	Loudoun County Public Schools			
☒	☐	Loudoun County Sanitation Authority			
☒	☐	Manassas, Virginia			
☒	☐	City of Manassas Public Schools			

CRISWELL CHEVROLET

Vendor's Name

b. AWARD SUBMISSIONS:

The following checked (XX) items (each of which is described in detail in Section A, B, C, or D) and any related attachments to this solicitation, must be submitted within ten (10) working days after the date of the County's written notification of Intent to Award a Contract:

XX Proof of a Maryland Trader's License (See provision C.56)

XX Detailed Listing of items covered under warranty (See provision C.55)

Certificate of Insurance (see page 6, paragraph #21) and Mandatory Insurance Requirements contained in Attachment E.

XX Awardee must provide the applicable insurance coverage and all costs for this coverage must be calculated into your bid price.

 Wage Requirements Certification of Posting Notice

XX Minority, Female, Disabled Person Subcontractor Performance Plan. (Attachment B), If requested in the Intent to Award notice.

Failure to submit information in a timely manner as indicated may be cause to consider the Bidder non-responsible.

OPTIONAL SUBMISSIONS

The following checked (XX) items (each of which is described in detail in Section A, B, C, or D) and any related attachments to this solicitation, are requested to be **submitted with your bid reply**:

XX Proof of a Maryland Trader's License (See provision C.56)

XX Detailed Listing of items covered under warranty (See provision C.55)

XX Minority Business Program & Offeror's Representation (See Attachment A)

XX Minority, Female, Disabled Person Subcontractor Performance Plan (See Attachment B) (To ensure a contract can move forward as a result of this solicitation, the plan needs be submitted with your bid.)

XX Metropolitan Washington Council of Governments Rider Clause (See Page D)

XX References (See Below)

REFERENCES (at least three are requested to be submitted)

If references are required (see Optional Submissions section) for this solicitation, please provide them to the County with your bid. The three references must be from individuals or firms currently being serviced or supplied under similar contracts, or for whom work of a similar scope has been performed within the last year. Names for references shall be of individuals who directly supervised or had direct knowledge of the services or goods provided.

If you do not include them with your bid submission, and you are one of the three low bidders, you may be required to submit references within ten (10) days notice from the County. Failure to provide the County with references within that time frame may result in the Bidder being ruled non-responsible or non-responsive by the Director, Department of General Services or his/her designee and the forfeiture of your bid guarantee (if applicable).

1. Name of Firm: _____
 Address: _____ City: _____ ST: _____ Zip: _____
 Contact Person: _____ Phone: _____
2. Name of Firm: _____
 Address: _____ City: _____ ST: _____ Zip: _____
 Contact Person: _____ Phone: _____
3. Name of Firm: _____
 Address: _____ City: _____ ST: _____ Zip: _____
 Contact Person: _____ Phone: _____



SOLICITATION AMENDMENT #1
IFB #1022192

October 26, 2012

PAGE 1 OF 4 FOR THE PROCUREMENT OF:

Off-the-Lot New Vehicles Class 1-7

ALL SOLICITATION AMENDMENTS MUST BE ACKNOWLEDGED BY THE BIDDER PRIOR TO THE HOUR
AND DATE SPECIFIED IN THE SOLICITATION FOR RECEIPT OF BIDS. YOUR FAILURE TO
ACKNOWLEDGE AN AMENDMENT MAY BE CAUSE TO REJECT THE BID.

DESCRIPTION OF AMENDMENT:

Changes:

- 1) Replace pages E-2, and 11 with Revised pages E-2, and 11. Changes are in bold and *italicized*.
- 2) Responses to bidder's questions are provided on page 2 of this Solicitation Amendment.

There are no other changes.

THE SOLICITATION PROVISION ENTITLED "SOLICITATION AMENDMENTS" IS APPLICABLE TO THIS
AMENDMENT. THE CHANGES SET FORTH ABOVE ARE HEREBY INCORPORATED INTO THE ABOVE-
CITED SOLICITATION. THE HOUR AND DATE SPECIFIED FOR RECEIPT OF BIDS HAS NOT BEEN
EXTENDED.

ISSUED BY:

David E. Dise
David E. Dise, CPPO, Director
Department of General Services

NAME OF BIDDER:

CRISWELL CHEVROLET INC

NAME AND TITLE OF PERSON
AUTHORIZED TO SIGN BID:

Scott Silverman
FLEET SALES MANAGER

OFFEROR'S SIGNATURE:

DATE: *11/7/12*

(Torres)

QUESTIONS & ANSWERS

1. **Q:** As a Virginia Dealer we wish to be sure our Bid will be accepted. We have paid Taxes in MD.

 A: If you are recommended for an award as a primary or secondary Contractor, you have 10 working days to submit your SDAT Certificate of Good Standing (see Section C.56 "SDAT CERTIFICATE OF STATUS").
2. **Q:** The Federal incentives from Chrysler LLC are different for each model / engine / drive train, etc. Therefore, difficult to reflect this as a standard % from the vehicle invoice.

 A: You are bidding a dollar amount over or under Factory Invoice. This bid is the basis for the contract award for lowest bidder per manufacturer brand. This is explained in the first paragraph of the Quotation Sheet, Page E-1. At the time of vehicle procurement, you will be asked to provide a quote which includes the contracted bid adjustment from invoice as well as any and 100% of all available concessions. Over the three years, the incentives and concessions are expected to fluctuate greatly.

Notice to Bidders

Invitation for Bids #1022192 Off-the-Lot New Vehicles Class 1-7

This solicitation may be subject to the County's Wage Requirements law for service contracts. If this solicitation is subject to this law, then Item #26, under Section A, "Services Contract", on page A, and "Wage Requirements Certification", under "Mandatory Submissions: (a) Bid Submissions," on page B, will be marked. And, in this event, the "Requirements for Services Contract Addendum" should be attached.

If this solicitation is subject to the Wage Requirements law, then the "Wage Requirements Certification" and, if applicable, the "501(c)(3) Nonprofit Organization's Employee's Wage and Health Insurance Form" (see forms near the end of this document), must be completed and submitted with your bid. If you fail to submit and complete the required material information on the form(s), your bid may be unacceptable under County law and may be rejected for non-responsiveness.

As noted in Attachment "C" (Section A, page C2, Wage Requirements Compliance), a contractor required to comply with the Wage Requirements Law must quarterly (January, April, July, and October for the prior quarter) submit certified payroll records for all employees, and any subcontractors, governed by the Wage Requirements Law, for each payroll period to the Office of Business Relations and Compliance, Attn: Wage Program Manager. These payroll records must include the following for each employee and any subcontractors: name; address; position/title; daily straight time hours worked; daily overtime hours worked; straight time hourly pay rate; overtime hourly pay rate; any deduction for health insurance; total gross wages paid for each period; and total net wages paid after any additions and deductions for each pay period.

Please note the information pertaining to the Wage Requirements law that is attached. Please note for services contracts, you can find the current mandatory wage rate, per hour, payable to employees under Section 11B-33A of the County Code, by going to the website (www.montgomerycountymd.gov), and clicking on "Departments," "General Services," and then "Office of Procurement." Also, the Wage Requirements law ("Living Wage") is available at the same website.

MONTGOMERY COUNTY, MARYLAND
INVITATION FOR BIDS
GENERAL INFORMATION

NOTE TO POTENTIAL BIDDERS:

Your bid is to be returned in a sealed envelope that should be at least 9-1/2" x 12-1/2" in size, and is to be clearly marked with the IFB number, the Opening Date, and the Opening Time. The County will not be responsible for premature or late opening of a bid that is improperly addressed or identified. Bids must be received at the Office of Procurement, 255 Rockville Pike, Suite 180, Rockville, MD 20850-4166, prior to the date and time specified in the attached solicitation.

The County will not accept fax bids. Fax bids will be returned to the bidder.

Please note the **Name and Signature Requirements** located on the Solicitation, Bid & Award Sheet. Failure to sign your bid as required may be cause for your bid to be deemed **non-responsive**.

Please note the Mandatory Bid Submissions on Page B. The checked items must be submitted with your bid. Failure to submit the mandatory bid submissions may be cause for your bid to be deemed non-responsive.

Please note the method of award stated in this solicitation on Page A and Page 1, in Section A, Item #3.

IFB #1022192

BID COVER SHEET

MONTGOMERY COUNTY OFFICE OF PROCUREMENT
 ROCKVILLE CENTER, 255 ROCKVILLE PIKE, SUITE 180
 ROCKVILLE, MARYLAND 20850-4166

IFB#:	1022192	OPENING DATE:	November 8, 2012	OPENING TIME:	11:00 A.M.
FOR:	Off-the-Lot New Vehicles Class 1-7			ISSUE DATE:	October 9, 2012

SECTION A – INSTRUCTIONS, CONDITIONS AND NOTICES

The following checked (X) provisions in Section A are applicable to this solicitation and any resulting contract.

1	☒	BID GUARANTEE: A bid guarantee of N/A is required for this bid.
2	☒	INTENT: A. ☒ B. ☐
3	☒	METHOD OF AWARD A. ☐ B. ☐ C. ☐ D. ☐ E. ☒ (other) Contracts will be awarded by line item, to the two responsible bidders submitting the two lowest responsive bids, as determined by the Director, Department of General Services. The lowest responsive bid (Primary) for each line item is determined by the lowest price to the County, based on the amount of plus or minus dollars from the Factory Invoice. The next lowest responsive bid (Secondary) for each line item is determined by the second lowest price to the County, based on the amount of plus or minus dollars from the Factory Invoice. A bidder may submit a bid for more than one item.
4	☒	OPTIONAL PRE-BID CONFERENCE Date: 10/25/2012 Time: 9:30 AM to 11:00 AM Location: Division of Fleet Management Services, 2 nd Floor 16630 Crabbs Branch Way Rockville, MD 20855
5	☒	OR EQUAL INTERPRETATION
6	☒	QUESTIONS: Technical Contact: Kathleen Hynes, Asset Manager 240-777-5625 Non-Technical Contact: Javier Torres, Procurement Specialist 240-777-9934
7	☒	SAMPLES
26	☒	SERVICES CONTRACT (see "NOTICE TO BIDDERS" for website of the current wage rate)
27	☒	CONSTRUCTION CONTRACT (see Attachment D)

All provisions in the solicitation, including Section A, numbers 8 through 25, shall be applicable to any contract awarded as result of this solicitation.

SECTION B – GENERAL CONDITIONS OF CONTRACT BETWEEN COUNTY & CONTRACTOR

All provisions in this section shall be applicable to any contract awarded as a result of this solicitation. The correct insurance requirements for this solicitation and any resultant contract are listed on Attachment E. These requirements supersede those listed in Provision 21 of the General Conditions of Contract Between County and Contractor.

SECTION C – SPECIAL TERMS AND CONDITIONS

The following checked (X) provisions shall be applicable to any contract awarded as a result of this solicitation.

1	☒	ADD OR DELETE
2	☒	ANNUAL PRICE ADJUSTMENT A. ☐ Commodity/Service Group: B. ☐ All Items
3	☒	CATALOG DISCOUNT PRICES
4	☒	CATALOG/PRICE LIST REQUIREMENTS
5	☒	CERTIFICATE OF ORIGIN
6	☒	CLEANING OF SITE
7	☒	CONTRACT ADMINISTRATOR: The designated Contract Administrator for this contract is Kathleen Hynes, DGS/DFMS Asset Manager 240-777-5625 Kathleen.hynes@montgomerycountymd.gov
8	☒	CONTRACT TERM ☒ A. ☐ B. Other:
9	☒	CONTRACT VALUE
10	☒	CONTRACTOR RESPONSE
11	☒	CORRECTION OF WORK AFTER FINAL PAYMENT
12	☒	CORRECTION OF WORK BEFORE FINAL PAYMENT
13	☒	DAMAGE/SHORTAGE
14	☒	DEALER STATUS
15	☒	DELAYS AND EXTENSION OF TIME

16	☒	DELIVERY INSTRUCTIONS Unless otherwise stated on the Purchase Order, vehicles at or below 10,000 lb. GVWR shall be delivered FOB Destination to: Automotive Equipment Section 1283 Seven Locks Road, Bldg. F Rockville, MD 20854 Deliveries are by appointment only by calling 240-773-0500 or 0502, Equipment Services Coordinator or Designee. Unless otherwise stated on the Purchase Order, vehicles over 10,000 lb. GVWR shall be delivered FOB Destination to: Heavy Equipment Shop (EMOC: Equipment Maintenance Operations Center) 16630 Crabbs Branch Way Rockville, MD 20855 OR to successor location as stated on the Purchase Order. Deliveries are by appointment only by calling 240-777-5625, DFMS Asset Manager or Designee.
17	☒	DEPARTMENTS AUTHORIZED TO USE CONTRACT(S)
18	☒	EQUIPMENT PREPARATION
19	☒	ESTIMATES
20	☒	FAILURE TO PERFORM/DELIVER
21	☒	HEAVY DUTY
22	☒	INVOICES Division of Fleet Management Services Attn: Accounts Payable, 2 nd Floor 16630 Crabbs Branch Way Rockville, MD 20855 All copies of invoices and all inquiries regarding payment must be directed to the above address. Failure to comply with this requirement may delay payment.
23	☒	LABOR COSTS
24	☒	MANUALS
25	☒	MATERIAL AND WORKMANSHIP
26	☒	MATERIALS
27	☒	METHOD OF ORDERING

28	☒	MULTIPLE AWARDS
29	☒	NET PRICES
30	☒	NEW MATERIALS
31	☒	OPTION TO INCREASE QUANTITIES
32	☒	ORDERING TERMS
33	☒	PARTS/SERVICE
34	☒	PAYMENTS
35	☒	PERFORMANCE BOND: In the amount of ___ is required.
36	☒	(this provision has been intentionally left blank)
37	☒	PROTECTION OF EXISTING FACILITIES
38	☒	PURCHASE OF GOODS BY NON-PROFIT ORGANIZATIONS
39	☒	PURCHASE ORDERS/JOB RELEASES
40	☒	QUANTITIES
41	☒	SAFETY STANDARDS
42	☒	SERVICE
43	☒	SITE INSPECTION – (name) (phone #)
44	☒	TRAVEL TIME
45	☒	WARRANTY
46	☒	PRIMARY/SECONDARY AWARDS
47	☒	REQUIREMENTS CONTRACT
48	☒	AUTHORIZED DEALER
49	☒	MODEL YEAR BUILD OUT
50	☒	NEW MODELS
51	☒	EQUIPMENT PREPARATION & GOOD DELIVERY
52	☒	DEALER ADD-ON'S
53	☒	FACTORY ORDER PRICE PROTECTION
54	☒	OFF-THE-LOT PRICE PROTECTION
55	☒	MANUFACTURER'S WARRANTY SUBMISSIONS/WARRANTY PERIOD
56	☒	SDAT CERTIFICATE OF STATUS
57	☒	ORDER ROUTING
58	☒	ASSIGNMENT
59	☒	TAX EXEMPTION
60	☒	SELF-INSURANCE

MANDATORY SUBMISSIONS:**a. BID SUBMISSIONS:**

The following checked (XX) items (each of which is described in detail in Section A, B, C, or D) and any related attachments to this solicitation must be submitted with your bid reply:

Price List(s) _____ Delivery Schedule _____ Bid Guarantee (see pages A & 1)

Wage Requirements Certification (see "NOTICE TO BIDDERS" for website providing the current wage rate) and (See Attachment C)

XX "SOLICITATION, BID AND AWARD SHEET" (including page E and pages E-1 and E-2 - Quotation Sheet)

Failure to submit the mandatory bid submissions may be cause for your bid to be deemed non-responsive.

(Bidders Must Complete the NAME & SIGNATURE REQUIREMENTS in Part II of the Solicitation, Bid & Award Sheet, Page E)



Criswell Automotive

Mark A. White | 571-335-2469 | mwhite@criswellauto.com

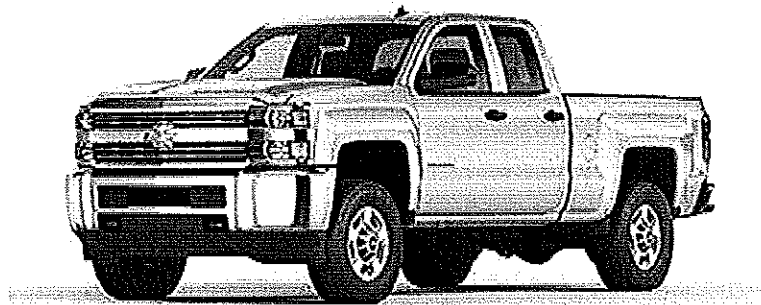
City Of Hyattsville

Prepared For: Aaron Jones

240-832-6962

ajones@hyattsville.org

[Fleet] 2017 Chevrolet Silverado 2500HD (CK25953) 4WD Double Cab 158.1"





Criswell Automotive

Mark A. White | 571-335-2469 | mwhite@criswellauto.com

[Fleet] 2017 Chevrolet Silverado 2500HD (CK25953) 4WD Double Cab 158.1"

Selected Model and Options

MODEL			
CODE	MODEL	Invoice	MSRP
CK25953	2017 Chevrolet Silverado 2500HD 4WD Double Cab 158.1" Work Truck	\$36,603.60	\$38,940.00

COLORS			
CODE	DESCRIPTION	Invoice	MSRP
GAZ	Summit White	\$0.00	\$0.00

OPTIONS				(† Denotes a Custom Equipment Option)
CODE	DESCRIPTION	Invoice	MSRP	
—	Bluetooth for phone, personal cell phone connectivity to vehicle audio system (Included and only available with (IOB) 7" diagonal color touch screen display radio with Chevrolet MyLink.)	Inc.	Inc.	
1WT	Work Truck Preferred Equipment Group includes standard equipment	\$0.00	\$0.00	
8S3	Backup alarm, 97 decibels (Not available with SEO (SFW) back-up alarm calibration, (ZW9) pickup box delete or (UY2) trailer wiring provisions.)	\$125.58	\$138.00	
9L7	Upfitter switches, (4) Provides 4-30 amp circuits to facilitate installation of aftermarket electrical accessories (Included with (ANQ) Alaskan Snow Plow Special Edition.)	\$113.75	\$125.00	
AE7	Seats, front 40/20/40 split-bench, 3-passenger, driver and front passenger recline with outboard head restraints and center fold-down armrest with storage. Vinyl has fixed lumbar and cloth has manually adjustable driver lumbar. (STD) (Upgradeable to (AZ3) front 40/20/40 split-bench seat.)	\$0.00	\$0.00	

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 2437. Data Updated: Apr 4, 2017 10:08:00 PM PDT.



Criswell Automotive

Mark A. White | 571-335-2469 | mwhite@criswellauto.com

[Fleet] 2017 Chevrolet Silverado 2500HD (CK25953) 4WD Double Cab 158.1"

OPTIONS

([†] Denotes a Custom Equipment Option)

CODE	DESCRIPTION	Invoice	MSRP
CGN	Bed Liner, Spray-on Pickup box bed liner with bowtie logo. Liner is permanently bonded to the truck bed providing a water tight seal. The textured, non-skid surface is black in color and robotically applied. Spray-on liner covers entire bed interior surface below side rails, including tailgate, front box top rail, gauge hole plugs and lower tie down loops. (Included with (PCN) Silverado HD Custom or (ANQ) Alaskan Snow Plow Special Edition. Not available with (ZW9) pickup box delete or (VZX) bed liner, LPO. Not available with any ship thru code.)	\$450.45	\$495.00
E63	Pickup box (STD)	\$0.00	\$0.00
GAZ	Summit White	\$0.00	\$0.00
GEH	GVWR, 9500 lbs. (4309 kg) (Requires (L96) Vortec 6.0L V8 SFI engine. Not available with CK25943 or CC25903 model.)	\$0.00	\$0.00
GT5	Rear axle, 4.10 ratio (Requires (L96) Vortec 6.0L V8 SFI engine.)	\$0.00	\$0.00
H2Q	Dark Ash with Jet Black Interior Accents, Vinyl seat trim	\$0.00	\$0.00
IOB	Audio system, Chevrolet MyLink Radio with 7" diagonal color touch-screen, AM/FM stereo with seek-and-scan and digital clock, includes Bluetooth streaming audio for music and select phones (Includes (UQ3) 6-speaker audio system.)	\$182.00	\$200.00
JL1	Trailer brake controller, integrated (Included with (PCN) Silverado HD Custom. With (E63) pickup box, requires available (Z82) trailering equipment. Available to order as a free flow option with (ZW9) pickup box delete or (9J4) rear bumper delete.)	\$250.25	\$275.00
KW5	Alternator, 220 amps (Included with (VYU) Snow Plow Prep Package when ordered with gas or diesel engines.)	Inc.	Inc.

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Data Version: 2437. Data Updated: Apr 4, 2017 10:08:00 PM PDT.



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[Fleet] 2017 Chevrolet Silverado 2500HD (CK25953) 4WD Double Cab 158.1"

OPTIONS

([†] Denotes a Custom Equipment Option)

CODE	DESCRIPTION	Invoice	MSRP
L96	Engine, Vortec 6.0L Variable Valve Timing V8 SFI, E85-compatible, FlexFuel capable of running on unleaded or up to 85% ethanol (360 hp [268.4 kW] @ 5400 rpm, 380 lb-ft of torque [515.0 N-m] @ 4200 rpm) (Does not include E85 capability with (ZW9) pickup box delete.) (STD)	\$0.00	\$0.00
MYD	Transmission, 6-speed automatic, heavy-duty, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (STD) (Requires (L96) Vortec 6.0L V8 SFI engine.)	\$0.00	\$0.00
NE1	Emissions, Connecticut, Delaware, Maine, Maryland, Massachusetts, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont and Washington state requirements	\$0.00	\$0.00
NZ4	Wheels, 17" x 7.5" (43.2 cm x 19.1 cm) full-size, steel spare. Spare not included with (ZW9) pickup box delete unless a spare tire is ordered. (Requires 17" wheels and tires.)	\$0.00	\$0.00
NZZ	Underbody Shield, frame-mounted shields includes front underbody shield starting behind front bumper and running to first cross-member, protecting front underbody, oil pan, differential case and transfer case (Included with (VYU) Snow Plow Prep Package.)	Inc.	Inc.
PLOW [†]	Boss Plow 8' W/DEFLECTOR [†]	\$5,400.00	\$5,400.00
PYN	Wheels, 17" (43.2 cm) steel includes 17" x 7.5" (43.2 cm x 19.1 cm) steel spare wheel. Spare not included with (ZW9) pickup box delete unless a spare tire is ordered (STD)	\$0.00	\$0.00
QHQ	Tires, LT245/75R17E all-season, blackwall (STD)	\$0.00	\$0.00

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Data Version: 2437. Data Updated: Apr 4, 2017 10:08:00 PM PDT.



Criswell Automotive

Mark A. White | 571-335-2469 | mwhite@criswellauto.com

[Fleet] 2017 Chevrolet Silverado 2500HD (CK25953) 4WD Double Cab 158.1"

OPTIONS

([†] Denotes a Custom Equipment Option)

CODE	DESCRIPTION	Invoice	MSRP
R9Y	Fleet Free Maintenance Credit. This option code provides a credit in lieu of the free oil changes, tire rotations and inspections (2 maximum), during the first 24 months and 24,000 miles period for this ordered vehicle. The invoice will detail the applicable credit. The customer will be responsible for all oil change, tire rotations and inspections costs for this vehicle. (Requires one of the following Fleet or Government order types: FBC, FBN, FCA, FCN, FEF, FLS, FNR, FRC or FGO. Not available with FDR order type.) *CREDIT*	(\$81.90)	(\$90.00)
RVS	LPO, Assist Steps - 4" Black - Round (dealer-installed) (Not available with (VXJ) 4" round chrome tubular assist steps, LPO, (S6L) off-road assist steps, LPO or (VXH) 6" rectangular chrome tubular assist steps, LPO.)	\$573.30	\$630.00
Radio [†]	Motorola Mobile Radio XPR2500 [†]	\$951.00	\$951.00
TOMMY [†]	Tommy Gate 1500 lbs [†]	\$3,900.00	\$3,900.00
TRW	Provision for cab roof-mounted lamp/beacon provides an instrument panel-mounted switch and electrical wiring tucked beneath the headliner for a body upfilter to connect a body-mounted warning or emergency lamp (Included with (VYU) Snow Plow Prep Package.)	Inc.	Inc.
UVC	Rear Vision Camera (Included with (PCN) Silverado HD Custom. Not available with (ZW9) pickup box delete is ordered.)	\$182.00	\$200.00
VK3	License plate kit, front (will be shipped to orders with ship-to states that require front license plate)	\$0.00	\$0.00
VQ2	Fleet processing option	\$0.00	\$0.00

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[Fleet] 2017 Chevrolet Silverado 2500HD (CK25953) 4WD Double Cab 158.1"

OPTIONS

([†] Denotes a Custom Equipment Option)

CODE	DESCRIPTION	Invoice	MSRP
VYU	Snow Plow Prep Package includes power feed for backup and roof emergency light, (KW5) 220-amp alternator with gas or diesel engine, forward lamp wiring harness, (TRW) provision for cab roof mounted lamp/beacon, (NZZ) underbody shields and Heavy-Duty front-springs (Only available on 4WD models. Included with (ANQ) Alaskan Snow Plow Special Edition. Upgradeable to (KHB) dual, 150 amps and 220 amps each alternators with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)	\$350.35	\$385.00
Whelen [†]	Rear Vortex Amber, Legacy light bar amber, 2 TIR3 Amber, Installation [†]	\$8,203.00	\$8,203.00
Z82	Trailer equipment Trailing hitch platform 2.5" with a 2.0" insert for HD, 7-wire harness with independent fused trailing circuits mated to a 7-way sealed connector to hook up parking lamps, backup lamps, right and left turn signals, an electric brake lead, battery and a ground, The trailer connector also includes the 4-way for use on trailers without brakes - park, brake/turn lamps (Included with (PCN) Silverado HD Custom. Not available with (ZW9) pickup box delete or (9J4) rear bumper delete.)	\$273.00	\$300.00
Z85	Suspension Package, Standard includes 51mm twin tube shock absorbers and 33mm front stabilizer bar (STD)	\$0.00	\$0.00
ZY1	Paint, solid	\$0.00	\$0.00
Options Total		\$20,872.78	\$21,112.00

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[Fleet] 2017 Chevrolet Silverado 2500HD (CK25953) 4WD Double Cab 158.1"

OPTIONS

([†] Denotes a Custom Equipment Option)

CODE	DESCRIPTION	Invoice	MSRP
Z85	Suspension Package, Standard includes 51mm twin tube shock absorbers and 33mm front stabilizer bar (STD)	\$0.00	\$0.00
ZY1	Paint, solid	\$0.00	\$0.00
Options Total		\$20,114.75	\$20,279.00

Price Summary

PRICE SUMMARY

	Invoice	MSRP
Base Price	\$36,603.60	\$38,940.00
Total Options	\$20,114.75	\$20,279.00
Vehicle Subtotal	\$56,718.35	\$59,219.00
Adjustments	\$0.00	\$0.00
Destination Charge	\$1,295.00	\$1,295.00
Grand Total	\$58,013.35	\$60,514.00

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[Fleet] 2017 Chevrolet Silverado 2500HD (CK25953) 4WD Double Cab 158.1"

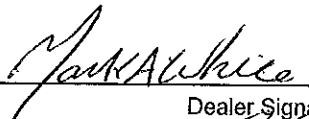
Weight Ratings

WEIGHT RATINGS

Front Gross Axle Weight Rating:	4800 lbs
Rear Gross Axle Weight Rating:	6200 lbs
Gross Vehicle Weight Rating:	9500.00 lbs

Quote Worksheet

	MSRP
Base Price	\$38,940.00
Dest Charge	\$1,295.00
Adjustments	\$0.00
Total Options	\$20,279.00
Subtotal	\$60,514.00
GM and Criswell Local Govt Discount	(\$7,600.00)
MCOTL	(\$519.00)
Subtotal Pre-Tax Adjustments	(\$8,119.00)
Less Customer Discount	(\$1,204.60)
Subtotal Discount	(\$1,204.60)
Trade-In	\$0.00
Subtotal Trade-In	\$0.00
Taxable Price	\$51,190.40
Sales Tax	\$0.00
Subtotal Taxes	\$0.00
Subtotal Post-Tax Adjustments	\$0.00
Total Sales Price	\$51,190.40

 4/5/17
Dealer Signature / Date

Customer Signature / Date

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TRICK TRUCKS INC.
10431 METROPOLITAN AVE.
KENSINGTON, MD 20895

PHONE: 301-949-0700 FAX: 301-949-9175
SALES@KENSINGTON@TRICKTRUCKS.COM

QUOTE

QUOTE #	QUOTE DATE
5217	3/30/2017



Page 1 of 1

SOLD TO:

CRISWELL CHEVY
503 QUINCE ORCHARD RD
GAITHERSBURG, MD 20878
PHONE: 301-948-0880

SHIP TO:

CRISWELL CHEVY
503 QUINCE ORCHARD RD
GAITHERSBURG, MD 20878

Reference: HYATTSVILLE

Department: FLEET DEPARTMENT
FRANK

Ship Via: PREPAID

P.O. #:

Event:

Salesperson: LARRY

Job #:

Terms: NET 30

Tax Status: EXEMPT

Account #: 3290

Due Date: 4/29/2017

Tax Zone: MD, , KENSINGTON

PART #	DESCRIPTION	UNIT	ORD	B/O	SHIP	PRICE	EXTENDED
	2017 CHEVY DOUBLE CAB						
ECC 3510A	DIRECTIONAL LED:	EA	2.00	0.00	2.00	\$88.00	\$176.00
	RECTANGULAR SURFACE MOUNTING BRACKET:						
ECC A3510L	UNIVERSAL - 3510 SERIE	EA	2.00	0.00	2.00	\$12.00	\$24.00
ECC 9011A	CONCEALED LED: HIDE-A-LED, WIDE (4 LED),	EA	2.00	0.00	2.00	\$119.00	\$238.00
LAB 100	SHOP LABOR	EA	1.00	0.00	1.00	\$225.00	\$225.00
LAB SM	SHOP MATERIALS	EA	1.00	0.00	1.00	\$25.00	\$25.00
XXX WHELEN LEGACY AMBER BAR	WHELEN LEGACY AMBER BAR 54"	EA	1.00	0.00	1.00	\$7,335.90	\$7,335.90
LAB 100	SHOP LABOR	HR	1.50	0.00	1.50	\$115.00	\$172.50
LAB SM	SHOP MATERIALS	HR	1.50	0.00	1.50	\$5.00	\$7.50
	CITY OF HYATTSVILLE						

A PRE-PAYMENT / DEPOSIT OF \$_____ IS REQUIRED
BEFORE STARTING THIS ORDER / JOB.

ACCEPTED BY: _____
DATE: _____

6.000% Tax on \$0.00: \$0.00
Non Taxable Parts: \$7,773.90
Non Taxable Labor: \$430.00
Total: \$8,203.90

Payments: \$0.00

TOTAL: \$8,203.90

154



1803 Old Sulphur Spring Road
Baltimore, Maryland 21227
410-247-4737

April 26, 2016

City of Hyattsville – Public Works
Aaron Jones
4633 Arrundel Place
Hyattsville MD 20781

MOTOROLA MOBILE RADIO EQUIPMENT

Quantity	Description	Unit Cost	Extended
1	Motorola XPR2500 Mobile Radio Includes Palm Mic, Power Cable Mounting Hardware Three Year Warranty VHF 136 – 174 MHz 45 Watts AAM02JQH9JA1AN	\$ 645.00	\$645.00
1	Ignition Sense Cable HKN9327_R		
1	Rooftop Antenna Kit, VHF 150.8 – 162.0 MHz HAD4008		
	Equipment Total		\$645.00
	State Tax		exempt
	Shipping		6.00
	Programming		25.00
	Installation		275.00
	Total		\$951.00

Delivery of Equipment can be made within 15 days from receipt of order.

Quote valid for 90 days.

Terms: payment in full net 30 days from invoice.

For further information please call Bob Urban. 410-247-4737



Hyattsville City Council Agenda Item Report

Meeting Date: September 18, 2017

Submitted by: Lesley Riddle

Submitting Department: Public Works

Item Type: Purchase

Agenda Section: Consent Items (9:00 p.m. - 9:05 p.m.)

SUBJECT

Purchase of a Bucket Truck

HCC-47-FY18

Recommendation:

I move that the Mayor and Council authorize the expenditure of FY-2018 Capital Improvement Funds in an amount not to exceed \$71,000 for the purpose of purchasing an Altec Telescoping Device mounted on a Ford F350 Truck, from Altec Utility Equipment, utilizing the Hagerstown Maryland purchase contract.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Altec Bid Proposal.pdf](#)

[Altec Mayor and Council.pdf](#)

[City of Hyattsville-AT200A-Quote356249-3.pdf](#)

[ITB B1620.17 Telescopic Basket Truck.pdf](#)

Summary Background:

Many of our DPW vehicles are at or beyond recommended depreciation due to aging or continued maintenance. Four of our trash trucks over 12 years of age and require significant repairs. As a result, we plan to begin a systematic replacement of our fleet and are prepared to purchase the below listed vehicles as presented and approved during the FY2018.

Purchase of a bucket truck for use by the Parks Division and the Buildings and Grounds Division. The bucket truck would be a new addition to the DPW fleet. Purchasing this vehicle would help to offset the cost of contractors for banner replacement and installation, repair and maintenance of City owned pedestrian light poles, installation of seasonal decorations, maintenance and repair of City signs and facades, and tree trimming and maintenance throughout the City. Staff anticipates that a this purchase could result in a savings of up to \$100,000 in the first two years.

Staff researched the cost of purchasing a new versus used vehicle and overall costs for maintenance and repair of a new or used vehicles. Staff concluded that because of safety and durability of the boom and hydraulics related to the operating system, purchasing a new vehicle would be more cost effective. Additionally, staff looked at numerous vendors that have bucket trucks in their inventory and concluded that pricing off the lot was more expensive ther

utilizing a RFP solicitation from Hagerstown Maryland. Using the bid from Hagerstown would save the City at approximately 20% of the off the lot costs for this vehicle. The cost of this unit would not exceed \$71,000.

This item was presented to Council for discussion on August 7, 2017.

Next Steps:

With Council approval staff, will accrue the necessary bids for purchase of vehicles and equipment per the requirements of the City Procurement Policy. Once staff has solicited and procured all needed quotations for this equipment we will request approval of the City Treasurer for purchase.

Fiscal Impact:

\$71,000 - FY18 CIP

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

Ensure the Long-Term Economic Viability of the City

Legal Review Required?

N/A



Quote Number: 350137 - 1
Altec, Inc.

158

January 25, 2017
Our 88th Year

Ship To:
CITY OF HAGERSTOWN
425 E BALTIMORE ST
HAGERSTOWN, MD 21740-6105
US

Bill To:
CITY OF HAGERSTOWN
425 E BALTIMORE STREET
HAGERSTOWN, MD 21740
United States

Attn:
Phone: 301-790-2600
Email:

Altec Quotation Number: 350137 - 1
Account Manager: Richard Brian Held
Technical Sales & Support: Spencer Robert Owen

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
	<u>Unit</u>		
1.	ALTEC Model AT200A telescoping aerial device with side mounted, hydraulically leveled platform. To include the following features: A. Ground to bottom of platform height: 30.1 feet B. Working height: 35.1 feet C. Maximum reach to edge of platform: 20.7 feet (at 7.5 foot platform height) D. Telescopic boom extension: 10 feet E. Noncontinuous rotation: 370 degrees F. Non- Insulating Aerial Device G. Platform Capacity: 350 lbs. H. Boom Articulation: -13.5 to 80 degrees I. Hydraulic Leveling: Platform automatically maintains level during boom articulation through a hydraulic leveling system that requires no major preventive maintenance. Hydraulic leveling permits storing of the platform in a horizontal position for road travel. J. Controls: 12 VDC Electric toggle switch controls for aerial device operation. K. Hydraulic System: Open-center system operating at 2.5 gpm and 2,200 psi L. Unit is painted with a powder coat paint process which provides a finish-painted surface that is highly resistant to chipping, scratching, abrasion and corrosion. M. Structural Warranty on the following major components is to be warranted for so long as the initial purchaser owns the product: Booms, boom articulation links, hydraulic cylinder N. Manuals: Two (2) operator and Maintenance/Parts manuals	1	
2.	AT200A Unit Model	1	
3.	Post Mount Pedestal, 40 inch tall	1	
4.	Steel Hydraulic Reservoir, Pedestal Mounted, 15 Gallon	1	
5.	Single One (1) Man, Fiberglass Crawl Through Platform; fixed position. 24 x 24 x 42 inches	1	

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UTILITY EQUIPMENT AND BODIES SINCE 1929

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
6.	Variable Speed Electric controls at the platform include toggle switch controls for boom functions, an emergency stop switch, a master engage switch, and a speed control knob. The speed control knob provides an infinite range of speed control from low to high. Lower controls are on a pendent mounted box and include electric toggle switches and a 'push to operate' master engage switch. Lower controls are installed in a body compartment unless otherwise specified.	1	
7.	Engine Start/Stop At Upper And Lower Controls	1	
8.	Secondary stowage system: 12 VDC powered motor and pump assembly for temporary operation of the unit in a situation wherein the primary hydraulic source fails. Electric motor is powered by the chassis battery. Control is operated with a switch at the platform and lower controls stations. This feature allows the operator to completely stow the boom, and platform.	1	
9.	Steel upper control cover	1	
10.	110 VAC Outlet At Platform	1	
11.	Manual lowering valve located at the boomtip. For use in emergency situations to allow the operator to lower the boom to the ground	1	
12.	Dual Strobe Beacons, Amber LED With Brush Guard, Mounted On Unit Turntable	1	
13.	Powder coat unit Altec White.	1	
<u>Unit & Hydraulic Acc.</u>			
14.	HVI-22 Hydraulic Oil (Standard).	17	
15.	Standard Pump For PTO	1	
16.	Hot shift PTO for automatic transmission	1	
<u>Body</u>			
17.	Altec Body	1	
18.	Steel Body	1	
19.	Low-Side General Service (LGS)	1	
20.	Body Is To Be Built In Accordance With The Following Altec Standard Specifications:	1	
A.	Basic Body Fabricated From A40 Grade 100% Zinc Alloy Coated Steel.		
B.	All Doors Are Full, Double Paneled, Self-Sealed With Built-In Drainage For Maximum Weather-Tightness. Stainless Steel Hinge Rods Extend Full Length Of Door.		
C.	Heavy-Gauge Welded Steel Frame Construction With Structural Channel Crossmembers.		
D.	Integrated Door Header Drip Rail At Top For Maximum Weather Protection.		

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<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
	E. Fender Panels Are Either Roll Formed Or Have Neoprene Fenderettes Mechanically Fastened.		
	F. Steel Treated For Improved Primer Bond And Rust Resistance.		
	G. Automotive Type Non-Porous Door Seals Fastened To The Door Facing.		
21.	108" Overall Body Length	1	
22.	94 Body Width	1	
23.	40 Inch Body Compartment Height	1	
24.	20 Body Compartment Depth	1	
25.	Finish Paint Body Altec White	1	
26.	Undercoat Body	1	
27.	5.5 Inch Drop-In Wood Cargo Retaining Board At Rear Of Body	1	
28.	Rope Lights (LED) Around Top And Sides Of Compartment Door Facings	6	
29.	Stainless Steel Rotary Paddle Latches With Keyed Locks	6	
30.	All Locks Keyed Alike Including Accessories (Preferred Option)	1	
31.	Gas Shock (Gas Spring) Rigid Door Holders On All Vertical Doors	1	
32.	Chains On All Horizontal Doors	1	
33.	Standard Master Body Locking System (Standard Placement Is At Rear. Sidepacks With A Throughshelf/Hotstick Door At Rear, Standard Placement Is At The Front)	6	
34.	One Chock Holder On Each Side of Body With Retaining Lip In Fender Panel	1	
35.	1st Vertical (SS) - Adjustable Shelf With Removable Dividers On 4 Inch Centers	2	
36.	1st Horizontal (SS) - Vacant	1	
37.	Rear Vertical (SS) - Locking Swivel Hooks On An Adjustable Rail - Left Wall	4	
38.	Rear Vertical (SS) - Locking Swivel Hooks On An Adjustable Rail - Rear Wall	3	
39.	Rear Vertical (SS) - Locking Swivel Hooks On An Adjustable Rail - Right Wall	4	
40.	1st Vertical (CS) - Adjustable Shelf With Removable Dividers On 4 Inch Centers	2	
41.	1st Vertical (CS) - Louvered Panel On Rear Wall To Ventilate Compartment	1	
42.	1st Horizontal (CS) - Vacant	1	
43.	Rear Vertical (CS) - Locking Swivel Hooks On An Adjustable Rail - Left Wall	4	
44.	Rear Vertical (CS) - Locking Swivel Hooks On An Adjustable Rail - Rear Wall	3	
45.	Rear Vertical (CS) - Locking Swivel Hooks On An Adjustable Rail - Right Wall	4	

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<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
46.	Aluminum Rock Guards Installed Each Front Corner Of Body	1	
47.	Small Steel Grab Handle Installed At Rear Rear of body on curbside	1	
48.	36" L Steel Tailshelf, Width To Match Body	1	
49.	Steel U-Shaped Grab Handle Installed on Tailshelf Curbside	1	
50.	Steel Recessed Gripstrut Side Access Steps On Curbside Of Tailshelf	1	
51.	Smooth Galvanneal Steel Floor	1	
52.	Smooth Galvanneal Steel Tailshelf	1	
53.	Custom Ladder Storage (Please Specify The Following: Style, Material, Easy Retrieval Method, Retaining Method, Approximate Dimensions) Hooks on curbside cargo wall to hold a step ladder	1	
<u>Body and Chassis Accessories</u>			
54.	Rear chassis cab window guard installed. The window guard shall follow the contour of the rear window. Punched metal center protection in the perimeter of the window guard	1	
55.	ICC Underride Protection	1	
56.	Combination 2 Ball (10,000 LB MGTW) And Pintle Hitch (16,000 LB MGTW)	1	
57.	Set Of Eye Bolts for Trailer Safety Chain, installed one each side of towing device mount.	1	
58.	Front Torsion Bar Installed On Chassis	1	
59.	Rear Torsion Bar Installed On Chassis	1	
60.	Boom Rest for a Telescopic Unit	1	
61.	Mud Flaps With Altec Logo (Pair)	1	
62.	Wheel Chocks, Rubber with Metal Hairpin Style Handle, 9.75" L X 7.75" W X 5.00" H (Pair)	1	
63.	Lower control holder	1	
64.	Slope Indicator Assembly For Machine Without Outriggers One on Interior Dash and one at rear of truck	1	
65.	Universal Sloped Aluminum Ladder Rack for Curbside Installation	1	
66.	Ladder Rack hold down (Quick-Lock) for sloped ladder racks. Lockable Standard	1	
67.	Safety Harness And 4.5' Lanyard (Fits Medium To Xlarge) Includes Pouch and Placards	1	
68.	5 LB Fire Extinguisher With Light Duty Bracket, Installed Per DEPS 042 (In Cab or Inside Compartment Only)	1	

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<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
69.	Triangular Reflector Kit, Installed	1	
70.	Vinyl manual pouch for storage of all operator and parts manuals	1	
71.	Sight Rods, Nylon, Fluorescent Orange (Pair)	1	
72.	Vise Mounting Bracket, 2 Square Tube Vertical Receiver Type with 8 x 8 Mounting Plate Mounted on Curbside rear. To have removable pin style mounting.	1	
73.	Vise, Utility, 6.5 IN Jaw with 5.5 IN Opening, Pipe Jaws, with Replaceable Jaws and Swivel base	1	
<u>Electrical Accessories</u>			
74.	Compartment Lights Wired To Dash Mounted Master Switch	1	
75.	Lights and reflectors in accordance with FMVSS #108 lighting package. (Complete LED, including LED reverse lights)	1	
76.	Altec Standard Amber LED Strobe Light with Brush Guard Mounted on streetside and curbside of headache rack	2	
77.	4-Corner Strobe Lighting, Amber LED	1	
	A. Two (2) Surface Mounted Lights in Front Grille		
	B. Two (2) Round Grommet Mounted Lights at Rear		
78.	Flood Light, LED, with Aluminum Housing, 4.25" W x 4.29" H x 1.81" D Installed on streetside and curbside rear of body compartment tops	2	
79.	Remote Spot Light, LED, Permanent Mount with Programmable Wireless Remote Mounted inboard of strobes on headache rack for both streetside and curbside	2	
80.	Single tone back up alarm installed between the chassis frame rails at the rear of the chassis. To work in conjunction with chassis reverse drive system	1	
81.	Altec Backup Camera System, 7" Color LCD Monitor, Heated Infrared Camera with Day/Night Sensor and Audio	1	
	A. 7" Color LCD Monitor With LED Backlighting And Proximity Indicators		
	B. 2 Inputs With Independent Triggers		
	C. Heated Infrared Camera With Day/Night Sensor And Audio		
	D. Mirror/Normal View		
	E. IP68 Rated		
	F. Wide Viewing Angle (104 Degrees Horizontal x 78 Degrees Vertical)		
	G. 20 Meter Cable Assembly		
82.	PTO Hour Meter, Digital, with 10,000 Hour Display	1	
83.	6-Way Trailer Receptacle (Pin Type) Installed At Rear	1	
84.	Ford Upfitter Switches (Supplied With Chassis)	1	
85.	1800 Watt Pure-Sine Wave Inverter Mounted in curbside first vertical.	1	

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<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
86.	Start/Stop/Throttle Module, 12 Volt System	1	
87.	Install secondary stowage system.	1	
88.	PTO Indicator Light Installed In Cab	1	
89.	Battery Protection Device Installed To Turn Off Accessory Loads To Protect The Chassis Battery Strobes and inverter wired battery hot.	1	
90.	Additional Electrical Accessory Include front license plate bracket on chassis	1	
<u>Finishing Details</u>			
91.	Powder Coat Unit Altec White	1	
92.	Finish Paint Body Accessories Above Body Floor Altec White	1	
93.	Altec Standard; Components mounted below frame rail shall be coated black by Altec. i.e. step bumpers, steps, frame extension, pintle hook mount, dock bumper mounts, D-rings, receiver tubes, accessory mounts, light brackets, under-ride protection, etc. Components mounted to under side of body shall be coated black by Altec. i.e. Wheel chock holders, mud flap brackets, pad carriers, boxes, lighting brackets, steps, and ladders.	1	
94.	Apply Non-Skid Coating to all walking surfaces	1	
95.	English Safety And Instructional Decals	1	
96.	Vehicle Height Placard - Installed In Cab	1	
97.	Apply Reflective Tape Apply Florecent Orange and Lime Reflective tape to all rear facing parts of truck. To look like inverted "V"	1	
98.	Placard, HVI-22 Hydraulic Oil	1	
99.	Stability test unit according to ANSI requirements.	1	
100.	Focus Factory Build	1	
101.	Delivery Of Completed Unit	1	
102.	Inbound Freight	1	
103.	AT200A FA Installation	1	
<u>Chassis</u>			
104.	Chassis	1	
105.	Altec Supplied Chassis	1	
106.	2017 Model Year	1	

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UTILITY EQUIPMENT AND BODIES SINCE 1929

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
107.	Ford F350	1	
108.	4x2	1	
109.	60 Clear CA (Round To Next Whole Number)	1	
110.	Regular Cab	1	
111.	Chassis Cab	1	
112.	Dual Rear Wheel	1	
113.	Ford Gas 6.2L	1	
114.	Ford Torqshift 6-Speed (6R140) Automatic Transmission (w/PTO Provision)	1	
115.	GVWR 14,000 LBS	1	
116.	4,400 LBS Front GAWR Extra Heavy-Service Front Suspension Package	1	
117.	10,040 LBS Rear GAWR	1	
118.	Hydraulic Brakes	1	
119.	Park Brake In Rear Wheels	1	
120.	Ford E/F250-550 Single Horizontal Right Side Exhaust	1	
121.	No Idle Engine Shut-Down Required	1	
122.	50-State Emissions	1	
123.	Ford 40 Gallon Fuel Tank (Rear)	1	
124.	AM/FM Radio	1	
125.	Air Conditioning	1	
126.	Cruise Control	1	
<u>Additional Pricing</u>			
127.	Standard Altec Warranty: One (1) year parts warranty, one (1) year labor warranty, ninety (90) days warranty for travel charges, limited lifetime structural warranty	1	

Unit / Body / Chassis Total	70,749.00
FET Total	0.00
Total	70,749.00

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UTILITY EQUIPMENT AND BODIES SINCE 1929

Altec Industries, Inc.

BY

A handwritten signature in black ink, appearing to read 'Spencer Owen', is written over a horizontal line.

Spencer Robert Owen

Notes:

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UTILITY EQUIPMENT AND BODIES SINCE 1929



AT200A Telescopic Aerial Device

- Non-insulating, telescopic design
- Platform capacity to 350 lb (159kg)
- Working side reach to 22.7 ft (6.9 m)
- Working height up to 35.1 ft (10.7m)
- Platform offers easy entry from the ground
- Variety of platform options
- Low life-cycle costs



New Equipment Sales

210 Inverness Center Drive • Birmingham, AL 35242
800.958.2555 Fax 205.449.4774

For more information email us at sales@atec.com

Altec AT200A

standard features

- Non-insulating aerial device
- All steel boom construction
- Hydraulically extended boom
- Non-continuous 370 deg. rotation
- Engine start/stop at upper and lower controls
- Open center hydraulic system
- 120 VAC circuit in booms with outlets at the platform
- Minimum 10,500 lb (4763 kg) GVWR chassis, 60 in (1524 mm) CA or 84 in (2134 mm) CA

recommended features

- Fall Protection System
- Wheel chocks
- Platform cover
- Strobe lights on turntable

options

- Pedestal or bridge mountings
- Choice of platforms: Side or end-mounted
 - Walk-in splicer or rectangular
 - Gravity or hydraulic leveling
- Single or two-speed controls
- Variable speed single handle controller
- Choice of Reservoir: Bed-mounted
 - Pedestal-mounted
- Airline to platform
- Canopy and curtain assembly
- Secondary stowage system
- Manual lowering valve
- Heater for platform
- Seat for platform
- Tool pouches and trays



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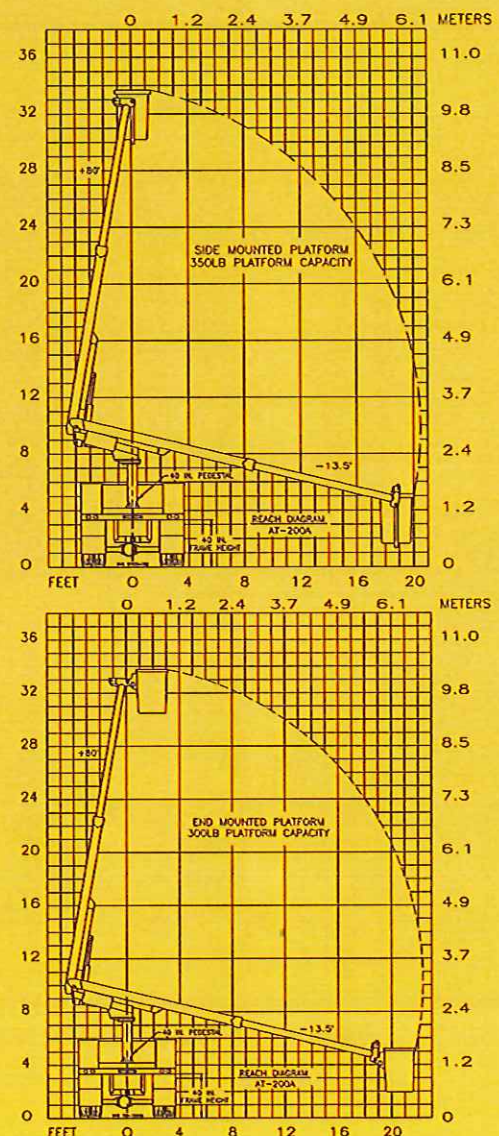
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general specifications

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Ground to bottom of platform*	30.1 ft (9.2 m)
End-mounted platform	28.4 ft (8.7 m)
Additional capacity end-mounted platform	30.1 ft (9.2 m)
Side-mounted platform	
Working Height*	
End-mounted platform	35.1 ft (10.7 m)
Additional capacity end-mounted platform	33.4 ft (10.2 m)
Side-mounted platform	35.1 ft (10.7 m)
Maximum reach from centerline of rotation to lip of platform	
End-mounted platform	22.7 ft (6.9 m)
Additional capacity end-mounted platform	21.0 ft (6.4 m)
Side-mounted platform	20.7 ft (6.3 m)
Stowed Travel Height, approximate*	11.0 ft (3.4 m)
Platform capacity	
End-mounted platform	300 lb (136 kg)
Additional capacity end-mounted platform	350 lb (159 kg)
Side-mounted platform	350 lb (159 kg)
Boom Articulation	-13.5 deg to 80 deg.
Rotation	370 deg. non-continuous

* Based on 40 in (1016 mm) chassis frame height.



Altec Industries reserves the right to improve products and the right to change, amend or delete specifications at any time, without notice or obligation.

Altec Industries, Inc. Provides the Following Warranties to the Original Purchase of an Altec Aerial Device Or Digger Derrick



ALTEC AERIAL & DIGGER DERRICK UNITS STRUCTURAL

Aerials and derricks designed and manufactured by Altec Industries, Inc., are warranted to be free from defects in material and workmanship at the time of initial delivery. This does not apply if the product has been modified or altered in any way by anyone other than an approved Altec representative.

For so long as the initial purchaser owns the product, Altec will, at its option, repair or replace any of the following major components found by Altec to be structurally impaired due to defects in material or workmanship which existed at the time of initial delivery: booms, boom articulation links, hydraulic cylinder structures, outrigger weldments, pedestals, sub bases, turntables, and reel lifting arms. No charge for parts or labor shall be made for such repair or replacement when performed at an Altec service facility. This warranty does NOT cover wear components.

APPLICABLE TO ALL ALTEC AERIAL & DIGGER DERRICK UNITS:

COMPONENTS

For 1 year following initial delivery of the product, Altec will, at its option, repair or replace any part found by Altec to be defective in material or workmanship at the time of initial delivery. During the first 90 days following initial delivery, no charge for parts, labor or travel to the customer's location shall be made for such repair or replacement at the customer's location. During the remainder of such 1 year, no charge for parts or labor shall be made for such repair or replacement at an Altec service facility.

ELIGIBILITY

Warranty period begins at the time of initial delivery from Altec.

All products must be properly installed, maintained, and serviced during the duration of the warranty coverage.

This warranty is not transferable beyond the original owner.

EXCLUSIONS

This warranty does not cover:

- (a) products which have not been operated and maintained in accordance with Altec operators and maintenance manuals, programs, and bulletins;
- (b) products which have not been mounted in accordance with Altec installation procedures;
- (c) products not manufactured by Altec which are supplied by Altec on special order;
- (d) products which are repaired without using original Altec parts; or
- (e) transportation or delivery to an Altec service facility or the customer's location.
- (f) replacement of rental charges, misuse, abuse, accidents, alteration or use in any way not recommended by Altec.

Any and all accessory items that are added to the body but not manufactured by Altec, such as inverters, compressors, liftgates, generators, corner mount cranes, etc., will be covered, if at all, by the accessory products manufacturer's warranty in effect at the time of delivery and will not be covered by any warranty extended by Altec.

This limited warranty is expressly in lieu of any other warranties, express or implied, including, but not limited to, any warranty of merchantability or fitness for a particular purpose. Except as specified above, no associate, agent or representative of Altec is authorized to extend any warranty on Altec's behalf. Remedies under this limited warranty are expressly limited to the provision and installation of parts and labor, as specified above, and any claims for other loss or damages of any type (including, but not limited to, loss from failure of the product to operate for any period of time, other economic or moral loss, or direct, immediate, special, indirect, incidental or consequential damage) are expressly excluded.



ALTEC INDUSTRIES, INC. PROVIDES THE FOLLOWING WARRANTIES TO THE ORIGINAL PURCHASE OF AN ALTEC BODY:

UTILITY LINE BODY

STRUCTURAL

Altec warrants the structural components of the service body for **10 years** following the original purchase. This does not apply if the body has been modified or altered in any way by anyone other than an approved Altec representative. This warranty does not extend to any custom equipment or finishes, decals, damages to vehicles or labor in connection with any of the above.



SERVICE & FORESTRY BODIES

STRUCTURAL

Altec warrants the structural components of the service body for **6 years** following the original purchase. This does not apply if the body has been modified or altered in any way by anyone other than an approved Altec representative. This warranty does not extend to any custom equipment or finishes, decals, damages to vehicles or labor in connection with any of the above.



APPLICABLE TO ALL ALTEC BODIES:

CORROSION

Altec warrants that its steel bodies will be free from rust-through for a period of 6 years from date of original purchase, under conditions of normal use and with regular maintenance. This warranty is void if the body has been used to transport corrosive materials.

COMPONENTS

Altec warrants that its bodies are free of defects in material and workmanship, under proper use, installation, application and maintenance, for 6 years from date of original purchase. This includes door hinges, door latches, and lock cylinders.

Altec warrants that the shelving in an Altec body will not bend under a static load of 250 pounds.

FACTORY-APPLIED FINISH COATING

Altec warrants against defects in material and/or workmanship of all top coat finishes applied by Altec or an authorized Altec representative for 1 year from the date of purchase. This warranty does not apply to any body purchased in prime paint. Any lettering or decals required following repair or replacement will not be covered under this warranty.

ELIGIBILITY

- *Warranty period begins at the time of initial delivery.*
- *All products must be properly installed, maintained, and serviced during the duration of the warranty coverage.*
- *This warranty is not transferable beyond the original owner.*

REPAIR/REPLACEMENT

- Altec's obligation under these limited warranties is limited to repair, replacement, or credit, not to exceed Altec's suggested list price, at the option of Altec.
- Altec reserves the sole right to inspect any item claimed for warranty and decide the appropriate way to handle any and all claims, including the replacement or repair of the warranted part. No repair or replacement work commenced without prior written approval of an authorized Altec representative will be covered by these limited warranties.

EXCLUSIONS

This warranty does not cover:

- (a) *products which have not been operated and maintained in accordance with Altec operators and maintenance manuals, programs, and bulletins;*
- (b) *products which have not been mounted in accordance with Altec installation procedures;*
- (c) *products not manufactured by Altec which are supplied by Altec on special order;*
- (d) *products which are repaired without using original Altec parts; or*
- (e) *transportation or delivery to an Altec service facility or the customer's location, replacement rental charges, misuse, abuse, accidents, alteration or use in any way not recommended by Altec.*

Any and all accessory items that are added to the body but not manufactured by Altec, such as inverters, compressors, liftgates, generators, corner mount cranes, etc. will be covered, if at all, by the accessory products manufacturer's warranty in effect at the time of delivery and will not be covered by any warranty extended by Altec.

This limited warranty is expressly in lieu of any other warranties, express or implied, including, but not limited to, any warranty of merchantability or fitness for a particular purpose. Except as specified above, no associate, agent or representative of Altec is authorized to extend any warranty on Altec's behalf. Remedies under this limited warranty are expressly limited to the provision and installation of parts and labor, as specified above, and any claims for other loss or damages of any type (including, but not limited to, loss from failure of the product to operate for any period of time, other economic or moral loss, or direct, immediate, special, indirect, incidental or consequential damage) are expressly excluded.



Heritage Ford, Inc.
2075 Edsel Lane, Corydon, Indiana, 471122053
Office: 812-738-3284

Customer Proposal

Prepared for:

Spencer Robert Owen
Altec

Prepared by:

Jennifer Hess
Office: 812-738-3284
Email: jennifer.hess@heritageautogrp.com

Date: 01/18/2017

Vehicle: 2017 F-350 Chassis XL
4x2 SD Regular Cab 145" WB DRW

Quote ID: 17011802





Selected Equipment & Specs

Dimensions

- * Wheelbase: 145.0"
- * Front headroom: 40.8"
- * Front shoulder room: 66.7"
- * Cargo volume: 11.6cu.ft.
- * Front legroom: 43.9"
- * Front hiproom: 62.5"
- * Passenger volume: 64.6cu.ft.
- * Maximum cargo volume: 11.6cu.ft.

Powertrain

- * 385hp 6.2L SOHC 16 valve V-8 engine with variable valve control, SMPI federal
- * Rear-wheel drive
- * Fuel Economy Cty: N/A
- * Transmission PTO provision
- * Recommended fuel : regular unleaded
- * TorqShift 6 speed automatic transmission with overdrive
- * Limited slip differential
- * Fuel Economy Highway: N/A

Suspension/Handling

- * Front Twin I-Beam independent suspension with anti-roll bar, HD shocks
- * Firm ride Suspension
- * Front and rear 17 x 6.5 argent steel wheels
- * Dual rear wheels
- * Rear rigid axle leaf spring suspension with anti-roll bar, HD shocks
- * Hydraulic power-assist re-circulating ball Steering
- * LT245/75SR17 EBSW AT front and rear tires

Body Exterior

- * 2 doors
- * Black door mirrors
- * Trailer harness
- * Front and rear 17 x 6.5 wheels
- * Driver and passenger folding door mirrors
- * Black bumpers
- * Clearcoat paint

Convenience

- * Manual air conditioning with air filter
- * Manual front windows
- * Manual tilt steering wheel
- * Day-night rearview mirror
- * Front cupholders
- * Cruise control with steering wheel controls
- * Manual door locks
- * Manual telescopic steering wheel
- * 1 1st row LCD monitor
- * Passenger visor mirror

Seats and Trim

- * Seating capacity of 3
- * 4-way driver seat adjustment
- * 4-way passenger seat adjustment
- * Front 40-20-40 split-bench seat
- * Manual driver lumbar support
- * Centre front armrest with storage

Entertainment Features

- * AM/FM stereo radio
- * Fixed antenna
- * 4 speakers

Lighting, Visibility and Instrumentation

- * Halogen aero-composite headlights
- * Fully automatic headlights
- * Light tinted windows
- * Tachometer
- * Outside temperature display
- * Trip computer
- * Delay-off headlights
- * Variable intermittent front windshield wipers
- * Front reading lights
- * Oil pressure gauge
- * Low tire pressure warning
- * Trip odometer

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



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Office: 812-738-3284

2017 F-350 Chassis, SD Regular Cab
4x2 SD Regular Cab 145" WB DRW XL(F3G)
Price Level: 725 Quote ID: 17011802

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Selected Equipment & Specs (cont'd)

Safety and Security

- * 4-wheel ABS brakes
- * Driveline traction control
- * Dual seat mounted side impact airbag supplemental restraint system
- * Manual door locks
- * 4-wheel disc brakes
- * Dual front impact airbag supplemental restraint system with passenger cancel
- * Safety Canopy System curtain 1st row overhead airbag supplemental restraint system
- * Manually adjustable front head restraints

Dimensions

General Weights

Curb	6007 lbs.	GVWR	14000 lbs.
Front GAWR	4400 lbs.	Rear GAWR	10040 lbs.
Payload	8020 lbs.	Front curb weight	3337 lbs.
Rear curb weight	2670 lbs.	Front axle capacity	5250 lbs.
Rear axle capacity	9750 lbs.	Front spring rating	4400 lbs.
Rear spring rating	10040 lbs.	Front tire/wheel capacity	5820 lbs.
Rear tire/wheel capacity	11640 lbs.		

Trailer Type

Harness	Yes	Trailer sway control	Yes
---------	-----	----------------------	-----

General Trailing

5th-wheel towing capacity	15400 lbs.	Towing capacity	15000 lbs.
GCWR	22500 lbs.		

Fuel Tank type

Capacity	40 gal.
----------	---------

Interior cargo

Cargo volume	11.6 cu.ft.	Maximum cargo volume	11.6 cu.ft.
--------------	-------------	----------------------	-------------

Powertrain

Engine Type

Block material	Iron	Cylinders	V-8
Head material	Aluminum	Ignition	Electronic
Injection	Sequential MPI	Liters	6.2L
Orientation	Longitudinal	Recommended fuel	Regular unleaded
Valves per cylinder	2	Valvetrain	SOHC
Variable valve control	Yes		

Engine Spec

Bore	4.02"	Displacement	379 cu.in.
Stroke	3.74"		

Engine Power

SAEJ1349 AUG2004 compliant	Yes	Output	385 HP
Torque	430 ft.-lb.		

Alternator

Type	HD	Amps	200
------	----	------	-----

Battery

Amp hours	72	Cold cranking amps	650
Run down protection	Yes		

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Prepared for: Spencer Robert Owen, Altec
By: Jennifer Hess Date: 01/18/2017



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2017 F-350 Chassis, SD Regular Cab
4x2 SD Regular Cab 145" WB DRW XL(F3G)
Price Level: 725 Quote ID: 17011802

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Selected Equipment & Specs (cont'd)

Transmission

Electronic control	Yes	Lock-up	Yes
Overdrive	Yes	Speed	6
Type	Automatic		

Transmission Gear Ratios

1st	3.974	2nd	2.318
3rd	1.516	4th	1.149
5th	0.858	6th	0.674
Reverse Gear ratios	3.128		

Transmission Torque Converter

Stall ratio	1.90
-------------	------

Transmission Extras

Driver selectable mode	Yes	Sequential shift control	SelectShift
Oil cooler	Regular duty	PTO provision	Yes

Drive Type

Type	Rear-wheel
------	------------

Drive Feature

Limited slip differential	Mechanical	Traction control	Driveline
Power take-off provision	Yes		

Drive Axle

Ratio	4.3
-------	-----

Exhaust

Material	Stainless steel	System type	Single
----------	-----------------	-------------	--------

Emissions

CARB	Federal	EPA	Tier 2 Bin 8
------	---------	-----	--------------

Fuel Economy

Fuel type	Gasoline
-----------	----------

Fuel Economy (Alternate 1)

Fuel type	E85
-----------	-----

Driveability

Brakes

ABS	4-wheel	ABS channels	3
Type	4-wheel disc	Vented discs	Front and rear

Suspension Control

Ride	Firm
------	------

Front Suspension

Independence	Twin I-Beam independent	Anti-roll bar	Regular
--------------	-------------------------	---------------	---------

Front Spring

Type	Coil	Grade	HD
------	------	-------	----

Front Shocks

Type	HD
------	----

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2017 F-350 Chassis, SD Regular Cab
4x2 SD Regular Cab 145" WB DRW XL(F3G)
Price Level: 725 Quote ID: 17011802

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Selected Equipment & Specs (cont'd)

Rear Suspension

Independence	Rigid axle	Type	Leaf
Anti-roll bar	Regular		

Rear Spring

Type	Leaf	Grade	HD
------	------	-------	----

Rear Shocks

Type	HD
------	----

Steering

Activation	Hydraulic power-assist	Type	Re-circulating ball
------------	------------------------	------	---------------------

Steering Specs

# of wheels	2
-------------	---

Exterior

Front Wheels

Diameter	17"	Width	6.50"
----------	-----	-------	-------

Rear Wheels

Diameter	17"	Width	6.50"
Dual	Yes		

Front and Rear Wheels

Appearance	Argent	Material	Steel
------------	--------	----------	-------

Front Tires

Aspect	75	Diameter	17"
Sidewalls	BSW	Speed	S
Tread	AT	Type	LT
Width	245mm	LT load rating	E
RPM	663		

Rear Tires

Aspect	75	Diameter	17"
Sidewalls	BSW	Speed	S
Tread	AT	Type	LT
Width	245mm	LT load rating	E
RPM	663		

Wheels

Wheelbase	145.0"
-----------	--------

Body Features

Front license plate bracket	Yes	Body material	Aluminum
Side impact beams	Yes		

Body Doors

Door count	2
------------	---

Exterior Dimensions

Cab to axle	60.0"
-------------	-------

Safety

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Price Level: 725 Quote ID: 17011802

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Selected Equipment & Specs (cont'd)

Airbags

Driver front-impact	Yes	Driver side-impact	Seat mounted
Overhead Safety Canopy System curtain 1st row		Passenger front-impact	Cancellable
Passenger side-impact	Seat mounted		

Seatbelt

Height adjustable	Front
-------------------	-------

Seating

Passenger Capacity

Capacity	3
----------	---

Front Seats

Split	40-20-40	Type	Split-bench
-------	----------	------	-------------

Driver Seat

Fore/aft	Manual	Reclining	Manual
Way direction control	4	Lumbar support	Manual

Passenger seat

Fore/aft	Manual	Reclining	Manual
Way direction control	4		

Front Head Restraint

Control	Manual	Type	Adjustable
---------	--------	------	------------

Front Armrest

Centre	Yes	Storage	Yes
--------	-----	---------	-----

Front Seat Trim

Material	Vinyl	Back material	Vinyl
----------	-------	---------------	-------

Convenience

AC And Heat Type

Air conditioning	Manual	Air filter	Yes
------------------	--------	------------	-----

Audio System

Radio	AM/FM stereo	Radio grade	Regular
Seek-scan	Yes		

Audio Speakers

Speaker type	Regular	Speakers	4
--------------	---------	----------	---

Audio Antenna

Type	Fixed
------	-------

LCD Monitors

1st row	1	Primary monitor size (inches)	2.3
---------	---	-------------------------------	-----

Cruise Control

Cruise control	With steering wheel controls
----------------	------------------------------

Convenience Features

12V DC power outlet	2
---------------------	---

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4x2 SD Regular Cab 145" WB DRW XL(F3G)
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Selected Equipment & Specs (cont'd)

Door Lock Activation

Type Manual

Instrumentation Type

Display Analog

Instrumentation Gauges

Tachometer	Yes	Oil pressure	Yes
Engine temperature	Yes	Transmission fluid temp	Yes
Engine hour meter	Yes		

Instrumentation Warnings

Oil pressure	Yes	Engine temperature	Yes
Battery	Yes	Lights on	Yes
Key	Yes	Low fuel	Yes
Door ajar	Yes	Service interval	Yes
Brake fluid	Yes	Low tire pressure	Yes

Instrumentation Displays

Clock	In-radio display	Exterior temp	Yes
Systems monitor	Yes		

Instrumentation Feature

Trip computer	Yes	Trip odometer	Yes
---------------	-----	---------------	-----

Steering Wheel Type

Material	Urethane	Tilting	Manual
Telescoping	Manual		

Front Side Windows

Window 1st row activation Manual

Window Features

Tinted Light

Front Windshield

Wiper Variable intermittent

Rear Windshield

Window Fixed

Interior

Passenger Visor

Mirror Yes

Rear View Mirror

Day-night Yes

Headliner

Coverage	Full	Material	Cloth
----------	------	----------	-------

Floor Trim

Coverage	Full	Covering	Vinyl/rubber
----------	------	----------	--------------

Trim Feature

Gear shift knob	Urethane	Interior accents	Chrome
-----------------	----------	------------------	--------

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2017 F-350 Chassis, SD Regular Cab
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Selected Equipment & Specs (cont'd)

Lighting

Dome light type	Fade	Front reading	Yes
Variable IP lighting	Yes		

Storage

Front Beverage holder(s)	Yes	Glove box	Locking
Illuminated	Yes	Instrument panel	Bin
Dashboard	Covered		

Legroom

Front	43.9"
-------	-------

Headroom

Front	40.8"
-------	-------

Hip Room

Front	62.5"
-------	-------

Shoulder Room

Front	66.7"
-------	-------

Interior Volume

Passenger volume	64.6 cu.ft.
------------------	-------------

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Spencer Robert Owen, Altec
By: Jennifer Hess Date: 01/18/2017



Heritage Ford, Inc.
2075 Edsel Lane, Corydon, Indiana, 471122053
Office: 812-738-3284

2017 F-350 Chassis, SD Regular Cab
4x2 SD Regular Cab 145" WB DRW XL(F3G)
Price Level: 725 Quote ID: 17011802

178

Warranty - Selected Equipment & Specs

Warranty

Basic

Distance	36000 miles	Months	36 months
----------	-------------	--------	-----------

Powertrain

Distance	60000 miles	Months	60 months
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Corrosion Perforation

Distance	Unlimited miles	Months	60 months
----------	-----------------	--------	-----------

Roadside Assistance

Distance	60000 miles	Months	60 months
----------	-------------	--------	-----------

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Spencer Robert Owen, Altec
By: Jennifer Hess Date: 01/18/2017



Heritage Ford, Inc.
2075 Edsel Lane, Corydon, Indiana, 471122053
Office: 812-738-3284

2017 F-350 Chassis, SD Regular Cab
4x2 SD Regular Cab 145" WB DRW XL(F3G)
Price Level: 725 Quote ID: 17011802

179

Selected Options

Code	Description
Base Vehicle	
F3G	Base Vehicle Price (F3G)
Packages	
640A	Order Code 640A <i>Includes:</i> - Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel - Transmission: TorqShift 6-Speed Automatic (6R140) Includes SelectShift. - GVWR: 14,000 lb Payload Package - Wheels: 17" Argent Painted Steel Hub covers/center ornaments not included. - HD Vinyl 40/20/40 Split Bench Seat Includes center armrest, cupholder, storage and driver's side manual lumbar. - Radio: AM/FM Stereo Includes digital clock and 4-speakers.
Powertrain	
996	Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel
44P	Transmission: TorqShift 6-Speed Automatic (6R140) <i>Includes SelectShift.</i>
X4L	Limited Slip w/4.30 Axle Ratio
STDGV	GVWR: 14,000 lb Payload Package
Wheels & Tires	
TBM	Tires: LT245/75Rx17E BSW A/T
64K	Wheels: 17" Argent Painted Steel <i>Hub covers/center ornaments not included.</i>
Seats & Seat Trim	
A	HD Vinyl 40/20/40 Split Bench Seat <i>Includes center armrest, cupholder, storage and driver's side manual lumbar.</i>
Other Options	
PAINT	Monotone Paint Application
145WB	145" Wheelbase
67X	Extra Heavy-Service Suspension Package <i>Includes pre-selected extra heavy-service front springs (see Order Guide Supplemental Reference for springs/FGAWR of specific vehicle configurations). Recommended only on vehicles which will permanently utilize aftermarket equipment such as heavy-duty winches, brush guards or other apparatus which loads the front axle to the specified Gross Axle Weight Rating (GAWR). NOTE 1: May result in a deterioration of ride quality. NOTE 2: Vehicle ride height will increase with the addition of this package.</i>
62R	Transmission Power Take-Off Provision <i>Includes transmission mounted live drive and stationary mode PTO.</i>

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Spencer Robert Owen, Altco
By: Jennifer Hess Date: 01/18/2017



Heritage Ford, Inc.
2075 Edsel Lane, Corydon, Indiana, 471122053
Office: 812-738-3284

2017 F-350 Chassis, SD Regular Cab
4x2 SD Regular Cab 145" WB DRW XL(F3G)
Price Level: 725 Quote ID: 17011802

180

Selected Options (cont'd)

Code	Description
587	Radio: AM/FM Stereo <i>Includes digital clock and 4-speakers.</i>
Fleet Options	
525	Steering Wheel-Mounted Cruise Control (LPO) REQUIRES valid FIN code.
FLADCR	Fleet Advertising Credit
Emissions	
425	50-State Emissions System
Interior Colors	
AS_04	Medium Earth Gray
Primary Colors	
Z1_01	Oxford White

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Spencer Robert Owen, Altec
By: Jennifer Hess Date: 01/18/2017

APPROVED
Mayor & Council
Date 2/28/17

City of Hagerstown
Mayor and Council
Purchase / Contract Information
Meeting of 02/28/16 / 17

Do Not Complete This Section
Approved Consent Agenda: _____
New Business: _____

Originating Department: Public Works By: Eric B. Delke, Director
Account Number: 4524000-5843 Account / Project Name: Public Works Vehicles
Budget Amount: \$75,000 Account Balance: \$75,000 Year: 16/17 CIP Control No. C0065
Unbudgeted \$: _____ Source of Funds: Bond Financing - Future bond issue 2017 (by July)

Quantity	Description	Value
1	Altec Model AT200A telescoping aerial device (bucket truck) mounted on a Ford F350 Chassis	\$70,749.00

TOTAL VALUE OF PROJECT: \$70,749.00

ABOVE TO BE USED FOR:

Staff will use the truck primarily for traffic signal repairs and maintenance.

Recommended Vendor:

Business Name: Altec Industries, Inc.
Address: 200 Altec Drive
City, State: Elizabethtown, Kentucky 42701
Bid/Proposal/Quote No.: City of Hagerstown Bid No B1620.17

OTHER VENDORS:		
Firm	City/State	Total Amount
Apple Ford, Inc.	Columbia, MD	\$78,480.00
Keystone Ford	Chambersburg, PA	\$82,506.00

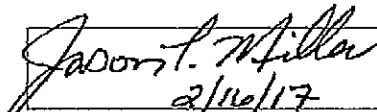
(1) Department Manager: This bucket truck replaces unit 601 which is currently 17 years old. The existing truck will be transferred to HPD per their request. Delivery is set for 300 – 330 days after receipt of the order.

 2/14/17

Signature / Date

(2) Purchasing Agent:

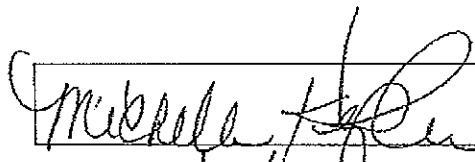
*Recommend
Approval.*

 2/16/17

Signature / Date

(3) Finance Manager:

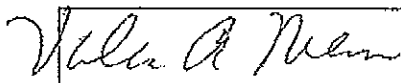
Recommend approval.

 2/16/17

Signature / Date

(4) City Administrator's Recommendation:

Approval

 2/16/17

Signature / Date

March 21, 2017
Our 88th Year**Ship To:**CITY OF HYATTSVILLE (MD)
4633 ARUNDEL PL
Hyattsville, MD 20781
US**Bill To:**CITY OF HYATTSVILLE (MD)
4310 GELLATIN STREET
HYATTSVILLE, MD 20781-0000
United StatesAttn:
Phone:
Email:**Altec Quotation Number:** 356249 - 3
Account Manager: Richard Brian Held
Technical Sales & Support: Spencer Robert Owen

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
	<u>Unit</u>		
1.	ALTEC Model AT200A telescoping aerial device with side mounted, hydraulically leveled platform. To include the following features: Quote to match the bidded quote from the City of Hagerstown Bid No. 1620.17	1	
	A. Ground to bottom of platform height: 30.1 feet		
	B. Working height: 35.1 feet		
	C. Maximum reach to edge of platform: 20.7 feet (at 7.5 foot platform height)		
	D. Telescopic boom extension: 10 feet		
	E. Noncontinuous rotation: 370 degrees		
	F. Non- Insulating Aerial Device		
	G. Platform Capacity: 350 lbs.		
	H. Boom Articulation: -13.5 to 80 degrees		
	I. Hydraulic Leveling: Platform automatically maintains level during boom articulation through a hydraulic leveling system that requires no major preventive maintenance. Hydraulic leveling permits storing of the platform in a horizontal position for road travel.		
	J. Controls: 12 VDC Electric toggle switch controls for aerial device operation.		
	K. Hydraulic System: Open-center system operating at 2.5 gpm and 2,200 psi		
	L. Unit is painted with a powder coat paint process which provides a finish-painted surface that is highly resistant to chipping, scratching, abrasion and corrosion.		
	M. Structural Warranty on the following major components is to be warranted for so long as the initial purchaser owns the product: Booms, boom articulation links, hydraulic cylinder		
	N. Manuals: Two (2) operator and Maintenance/Parts manuals		
2.	AT200A Unit Model	1	
3.	Post Mount Pedestal, 40 inch tall	1	
4.	Steel Hydraulic Reservoir, Pedestal Mounted, 15 Gallon	1	
5.	Single One (1) Man, Fiberglass Crawl Through Platform; fixed position. 24 x 24 x 42	1	

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UTILITY EQUIPMENT AND BODIES SINCE 1929

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
	inches		
6.	Variable Speed Electric controls at the platform include toggle switch controls for boom functions, an emergency stop switch, a master engage switch, and a speed control knob. The speed control knob provides an infinite range of speed control from low to high. Lower controls are on a pendent mounted box and include electric toggle switches and a 'push to operate' master engage switch. Lower controls are installed in a body compartment unless otherwise specified.	1	
7.	Engine Start/Stop At Upper And Lower Controls	1	
8.	Secondary stowage system: 12 VDC powered motor and pump assembly for temporary operation of the unit in a situation wherein the primary hydraulic source fails. Electric motor is powered by the chassis battery. Control is operated with a switch at the platform and lower controls stations. This feature allows the operator to completely stow the boom, and platform.	1	
9.	Steel upper control cover	1	
10.	110 VAC Outlet At Platform	1	
11.	Manual lowering valve located at the boomtip. For use in emergency situations to allow the operator to lower the boom to the ground	1	
12.	Dual Strobe Beacons, Amber LED With Brush Guard, Mounted On Unit Turntable	1	
13.	Powder coat unit Altec White.	1	
<u>Unit & Hydraulic Acc.</u>			
14.	HVI-22 Hydraulic Oil (Standard).	17	
15.	Standard Pump For PTO	1	
16.	Hot shift PTO for automatic transmission	1	
<u>Body</u>			
17.	Altec Body	1	
18.	Steel Body	1	
19.	Low-Side General Service (LGS)	1	
20.	Body Is To Be Built In Accordance With The Following Altec Standard Specifications:	1	
A.	Basic Body Fabricated From A40 Grade 100% Zinc Alloy Coated Steel.		
B.	All Doors Are Full, Double Paneled, Self-Sealed With Built-In Drainage For Maximum Weather-Tightness. Stainless Steel Hinge Rods Extend Full Length Of Door.		
C.	Heavy-Gauge Welded Steel Frame Construction With Structural Channel Crossmembers.		

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<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
	D. Integrated Door Header Drip Rail At Top For Maximum Weather Protection.		
	E. Fender Panels Are Either Roll Formed Or Have Neoprene Fenderettes Mechanically Fastened.		
	F. Steel Treated For Improved Primer Bond And Rust Resistance.		
	G. Automotive Type Non-Porous Door Seals Fastened To The Door Facing.		
21.	108" Overall Body Length	1	
22.	94" Body Width	1	
23.	40" Body Compartment Height	1	
24.	20" Body Compartment Depth	1	
25.	Finish Paint Body Altec White	1	
26.	Undercoat Body	1	
27.	5.5 Inch Drop-In Wood Cargo Retaining Board At Rear Of Body	1	
28.	Rope Lights (LED) Around Top And Sides Of Compartment Door Facings	6	
29.	Stainless Steel Rotary Paddle Latches With Keyed Locks	6	
30.	All Locks Keyed Alike Including Accessories (Preferred Option)	1	
31.	Gas Shock (Gas Spring) Rigid Door Holders On All Vertical Doors	1	
32.	Chains On All Horizontal Doors	1	
33.	Standard Master Body Locking System (Standard Placement Is At Rear. Sidepacks With A Throughshelf/Hotstick Door At Rear, Standard Placement Is At The Front)	6	
34.	One Chock Holder On Each Side of Body With Retaining Lip In Fender Panel	1	
35.	1st Vertical (SS) - Adjustable Shelf With Removable Dividers On 4" Centers	2	
36.	1st Horizontal (SS) - Vacant	1	
37.	Rear Vertical (SS) - Locking Swivel Hooks On An Adjustable Rail - Left Wall	4	
38.	Rear Vertical (SS) - Locking Swivel Hooks On An Adjustable Rail - Rear Wall	3	
39.	Rear Vertical (SS) - Locking Swivel Hooks On An Adjustable Rail - Right Wall	4	
40.	1st Vertical (CS) - Adjustable Shelf With Removable Dividers On 4 Inch Centers	2	
41.	1st Vertical (CS) - Louvered Panel On Rear Wall To Ventilate Compartment	1	
42.	1st Horizontal (CS) - Vacant	1	
43.	Rear Vertical (CS) - Locking Swivel Hooks On An Adjustable Rail - Left Wall	4	

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<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
44.	Rear Vertical (CS) - Locking Swivel Hooks On An Adjustable Rail - Rear Wall	3	
45.	Rear Vertical (CS) - Locking Swivel Hooks On An Adjustable Rail - Right Wall	4	
46.	Aluminum Rock Guards Installed Each Front Corner Of Body	1	
47.	Small Steel Grab Handle Installed At Rear Rear of body on curbside	1	
48.	36" L Steel Tailshelf, Width To Match Body	1	
49.	Steel U-Shaped Grab Handle Installed on Tailshelf Curbside	1	
50.	Steel Recessed Gripstrut Side Access Steps On Curbside Of Tailshelf	1	
51.	Smooth Galvanneal Steel Floor	1	
52.	Smooth Galvanneal Steel Tailshelf	1	
53.	Custom Ladder Storage (Please Specify The Following: Style, Material, Easy Retrieval Method, Retaining Method, Approximate Dimensions) Hooks on curbside cargo wall to hold a step ladder	1	

Body and Chassis Accessories

54.	Rear chassis cab window guard installed. The window guard shall follow the contour of the rear window. Punched metal center protection in the perimeter of the window guard	1	
55.	ICC Underride Protection	1	
56.	Combination 2 Ball (10,000 LB MGTW) And Pintle Hitch (16,000 LB MGTW)	1	
57.	Set Of Eye Bolts for Trailer Safety Chain, installed one each side of towing device mount.	1	
58.	Front Torsion Bar Installed On Chassis	1	
59.	Rear Torsion Bar Installed On Chassis	1	
60.	Boom Rest for a Telescopic Unit	1	
61.	Mud Flaps With Altec Logo (Pair)	1	
62.	Wheel Chocks, Rubber with Metal Hairpin Style Handle, 9.75" L X 7.75" W X 5.00" H (Pair)	1	
63.	Lower control holder	1	
64.	Slope Indicator Assembly For Machine Without Outriggers	1	
65.	Universal Sloped Aluminum Ladder Rack for Curbside Installation	1	
66.	Ladder Rack hold down (Quick-Lock) for sloped ladder racks. Lockable Standard	1	
67.	Safety Harness And 4.5' Lanyard (Fits Medium To Xlarge) Includes Pouch and Placards	1	

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<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
68.	5 LB Fire Extinguisher With Light Duty Bracket, Installed Per DEPS 042 (In Cab or Inside Compartment Only)	1	
69.	Triangular Reflector Kit, Installed	1	
70.	Vinyl manual pouch for storage of all operator and parts manuals	1	
71.	Sight Rods, Nylon, Fluorescent Orange (Pair)	1	
72.	Vise Mounting Bracket, 2 Square Tube Vertical Receiver Type with 8 x 8 Mounting Plate Mounted on Curbside rear. To have removable pin style mounting.	1	
73.	Vise, Utility, 6.5 IN Jaw with 5.5 IN Opening, Pipe Jaws, with Replaceable Jaws and Swivel base	1	
<u>Electrical Accessories</u>			
74.	Compartment Lights Wired To Dash Mounted Master Switch	1	
75.	Lights and reflectors in accordance with FMVSS #108 lighting package. (Complete LED, including LED reverse lights)	1	
76.	Altec Standard Amber LED Strobe Light with Brush Guard Mounted on streetside and curbside of headache rack	2	
77.	4-Corner Strobe Lighting, Amber LED	1	
	A. Two (2) Surface Mounted Lights in Front Grille		
	B. Two (2) Round Grommet Mounted Lights at Rear		
78.	Flood Light, LED, with Aluminum Housing, 4.25" W x 4.29" H x 1.81" D Installed on streetside and curbside rear of body compartment tops	2	
79.	Remote Spot Light, LED, Permanent Mount with Programmable Wireless Remote Mounted inboard of strobes on headache rack for both streetside and curbside	2	
80.	Single tone back up alarm installed between the chassis frame rails at the rear of the chassis. To work in conjunction with chassis reverse drive system	1	
81.	Altec Backup Camera System, 7" Color LCD Monitor, Heated Infrared Camera with Day/Night Sensor and Audio	1	
	A. 7" Color LCD Monitor With LED Backlighting And Proximity Indicators		
	B. 2 Inputs With Independent Triggers		
	C. Heated Infrared Camera With Day/Night Sensor And Audio		
	D. Mirror/Normal View		
	E. IP68 Rated		
	F. Wide Viewing Angle (104 Degrees Horizontal x 78 Degrees Vertical)		
	G. 20 Meter Cable Assembly		
82.	PTO Hour Meter, Digital, with 10,000 Hour Display	1	
83.	6-Way Trailer Receptacle (Pin Type) Installed At Rear	1	

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<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
84.	Ford Upfitter Switches (Supplied With Chassis)	1	
85.	1800 Watt Pure-Sine Wave Inverter Mounted in curbside first vertical.	1	
86.	Start/Stop/Throttle Module, 12 Volt System	1	
87.	Install secondary stowage system.	1	
88.	PTO Indicator Light Installed In Cab	1	
89.	Battery Protection Device Installed To Turn Off Accessory Loads To Protect The Chassis Battery Strobes and inverter wired battery hot.	1	
90.	Additional Electrical Accessory Include front license plate bracket on chassis	1	

Finishing Details

91.	Powder Coat Unit Altec White	1	
92.	Finish Paint Body Accessories Above Body Floor Altec White	1	
93.	Altec Standard; Components mounted below frame rail shall be coated black by Altec. i.e. step bumpers, steps, frame extension, pintle hook mount, dock bumper mounts, D-rings, receiver tubes, accessory mounts, light brackets, under-ride protection, etc.Components mounted to under side of body shall be coated black by Altec. i.e. Wheel chock holders, mud flap brackets, pad carriers, boxes, lighting brackets, steps, and ladders.	1	
94.	Apply Non-Skid Coating to all walking surfaces	1	
95.	English Safety And Instructional Decals	1	
96.	Vehicle Height Placard - Installed In Cab	1	
97.	Apply Reflective Tape Apply Florecent Orange and Lime Reflective tape to all rear facing parts of truck. To look like inverted "V"	1	
98.	Placard, HVI-22 Hydraulic Oil	1	
99.	Stability test unit according to ANSI requirements.	1	
100.	Focus Factory Build	1	
101.	Delivery Of Completed Unit	1	
102.	Inbound Freight	1	
103.	AT200A FA Installation	1	

Chassis

104.	Chassis	1	
105.	Altec Supplied Chassis	1	

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<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
106.	2017 Model Year	1	
107.	Ford F350	1	
108.	4x2	1	
109.	60 Clear CA (Round To Next Whole Number)	1	
110.	Regular Cab	1	
111.	Chassis Cab	1	
112.	Dual Rear Wheel	1	
113.	Ford Gas 6.2L	1	
114.	Ford Torqshift 6-Speed (6R140) Automatic Transmission (w/PTO Provision)	1	
115.	GVWR 14,000 LBS	1	
116.	4,400 LBS Front GAWR Extra Heavy-Service Front Suspension Package	1	
117.	10,040 LBS Rear GAWR	1	
118.	Hydraulic Brakes	1	
119.	Park Brake In Rear Wheels	1	
120.	Ford E/F250-550 Single Horizontal Right Side Exhaust	1	
121.	No Idle Engine Shut-Down Required	1	
122.	50-State Emissions	1	
123.	Ford 40 Gallon Fuel Tank (Rear)	1	
124.	AM/FM Radio	1	
125.	Air Conditioning	1	
126.	Cruise Control	1	
<u>Additional Pricing</u>			
127.	Standard Altec Warranty: One (1) year parts warranty, one (1) year labor warranty, ninety (90) days warranty for travel charges, limited lifetime structural warranty	1	

Unit / Body / Chassis Total
FET Total70,749.00
0.00We Wish To Thank You For Giving Us The Pleasure
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UTILITY EQUIPMENT AND BODIES SINCE 1929

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Page 7 of 8

Total	70,749.00
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Altec Industries, Inc.

BY

Spencer Robert Owen

Notes:

January 9, 2017

Bid B1620.17

Telescoping Aerial Basket Truck

The City of Hagerstown is seeking bids for a 34 foot working height (29 feet to bottom of platform), hydraulic operated, telescopic aerial device equipped with a single platform and with a steel line service body mounted on an appropriate chassis/cab. The aerial device requirements shall include a telescopic upper boom and upper controls.

All inquiries should be directed, in writing, to Jeff Lear, Senior Accountant, 1 East Franklin Street, Hagerstown, Maryland 21740. Telephone 301-739-8577, ext. 159 or by email at jlear@hagerstownmd.org. Specifications and instructions may also be found via electronic format on the City of Hagerstown's website at <http://bid.hagerstownmd.org>. Prospective vendors are responsible for making copies as required to satisfy their needs.

Sealed bids will be received at the Office of the City Clerk, City Hall, 1 East Franklin Street, Hagerstown, Maryland 21740, until 2:00 p.m. EST, Thursday, January 26, 2017, at which time they will be opened and publicly read. All proposals must be sealed and marked: "Bid B1620.17 – Telescoping Aerial Basket Truck."

The City of Hagerstown will not assume the responsibility for any proposals mailed or delivered to any address other than: *Office of the City Clerk, 1 East Franklin Street, Hagerstown, Maryland 21740.*

The City of Hagerstown shall make positive efforts to utilize Disadvantaged Business Enterprises for its supplies and services and shall allow these sources the maximum feasible opportunity to compete for contracts. The City of Hagerstown does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or provision of services.

The City of Hagerstown reserves the right to accept bids individually or collectively, to accept or reject any or all proposals, waive any informalities, and take whatever action is to the best interest of the City of Hagerstown.

CITY OF HAGERSTOWN

Jeffrey A. Lear
Finance Department

cc: Donna Spickler, City Clerk



Hyattsville City Council Agenda Item Report

Meeting Date: September 18, 2017

Submitted by: Nicola Konigkramer

Submitting Department: City Clerk

Item Type: Appointment

Agenda Section: Consent Items (9:00 p.m. - 9:05 p.m.)

SUBJECT

Appointment to the Code Compliance Advisory Committee

HCC-51-FY18

Recommendation:

I move that the Mayor and Council appoint Lauren Drew (Ward 4) to the Code Compliance Committee for a term of 2 years to expire on September 19, 2019.

Sponsor(s):

Perry

Co-Sponsor(s):

Spell

ATTACHMENTS

[Application_Drew.pdf](#)

Summary Background:

Please see attached appointment application.

Next Steps:

N/A

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support

Community Engagement:

Agendas for the Code Compliance Advisory Committee Meetings are posted on the City's website. Meetings are open to the public and all are encouraged to attend.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Action 1.1 - Provide Information and Opportunities for Resident Participation in Civic Endeavors.

Legal Review Required?

N/A

Board, Committee and Commission Application

Profile

Lauren

First Name

Drew

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

Ward *☒ Ward 4

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Code Compliance Advisory Committee: Submitted

Referred By:

Biographical Statement

I am a new resident in Hyattsville and I'd like to get involved in my new community. I am a law school graduate, though currently not practicing, and I work for a healthcare non-profit. I have previously worked on the Montgomery County Grants Advisory Board, when I lived in Montco, and I really enjoyed contributing to my community. I am happy to answer any additional questions you may have. I'd also appreciate understanding the meetings/time commitment expected of an Advisory Committee Member. 193
Thank you.



Hyattsville City Council Agenda Item Report

Meeting Date: September 18, 2017

Submitted by: Nicola Konigkramer

Submitting Department: City Clerk

Item Type: Appointment

Agenda Section: Consent Items (9:00 p.m. - 9:05 p.m.)

SUBJECT

Re-appointment to the Education Advisory Committee

HCC-52-FY18

Recommendation:

I move that the Mayor and Council re-appoint Dakarai Aarons (Ward 5) to the Education Advisory Committee for a term of 2 years to expire on September 19, 2019.

Sponsor(s):

Solomon

Co-Sponsor(s):

Wright

ATTACHMENTS

[322532.pdf](#)

Summary Background:

Please see attached re-appointment application. The term for the re-appointment expires on September 19, 2019.

Next Steps:

N/A

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support

Community Engagement:

Agendas for the EAC Meetings are posted on the City's website. Meetings are open to the public and all are encouraged to attend.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Action 1.1 - Provide Information and Opportunities for Resident Participation in Civic Endeavors.

Legal Review Required?

N/A

Board, Committee and Commission Application

Profile

Dakarai

First Name

Aarons

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

Ward *

☒ Ward 5

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Education Advisory Committee: Submitted

Referred By:

Biographical Statement

I have enjoyed serving on the Education Committee for the past two years and would like to continue my service to the City of Hyattsville.



Hyattsville City Council Agenda Item Report

Meeting Date: September 18, 2017

Submitted by: Nicola Konigkramer

Submitting Department: City Clerk

Item Type: Appointment

Agenda Section: Consent Items (9:00 p.m. - 9:05 p.m.)

SUBJECT

Appointment to the Hyattsville Environment Committee

HCC-53-FY18

Recommendation:

I move that the Mayor and Council appoint John Fisher (Ward 1) to the Hyattsville Environment Committee for a term of 2 years to expire on September 19, 2019.

Sponsor(s):

Solomon

Co-Sponsor(s):

Lawrence

ATTACHMENTS

[Application_Fisher.pdf](#)

Summary Background:

Please see attached application.

Next Steps:

Staff liaisons for HEC Committee will reach out to the new appointees to invite them to attend the next meeting.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Approval

Community Engagement:

Agendas for the HEC Meetings are posted on the City's website. Meetings are open to the public and all are encouraged to attend.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Action 1.1 - Provide Information and Opportunities for Resident Participation in Civic Endeavors.

Legal Review Required?

N/A

Board, Committee and Commission Application

Profile

John

First Name

Fisher

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

Ward *☒ Ward 1

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Hyattsville Environment Committee: Submitted

Referred By:

Biographical Statement

As a new resident, I'd like to contribute to the city's environmental and sustainability efforts. During my ten years at the Government Accountability Office, I've gained experience on issues related to building green and healthy communities, such as federal government efforts to promote green building practices and reduce lead poisoning. It would be great to bring that experience to the Hyattsville Environment Committee.

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Hyattsville City Council Agenda Item Report

Meeting Date: September 18, 2017

Submitted by: Jake Rollow

Submitting Department: Community Services

Item Type: Proclamation

Agenda Section: Consent Items (9:00 p.m. - 9:05 p.m.)

SUBJECT

Hispanic Heritage Month Proclamation

HCC-59-FY18

Recommendation:

I move that the Mayor and Council proclaim September 15 to October 15, 2017 as Hispanic Heritage Month in the City of Hyattsville.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Hispanic Heritage Month 2017.docx](#)

Summary Background:

Hispanic Heritage Month is Sept. 15 to Oct. 15.

Next Steps:

Proclaim Hispanic Heritage Month

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support

Community Engagement:

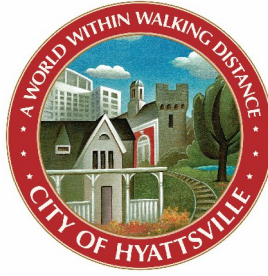
The City is planning a Hispanic Heritage Month event in coordination with the pop-up bookstore Duende District.

Strategic Goals:

Goal 5 – Strengthen the City's Identity as a Diverse, Creative, and Welcoming Community

Legal Review Required?

N/A



**PROCLAMATION
DECLARING SEPTEMBER 15, 2017 THROUGH OCTOBER 15, 2017
TO BE HISPANIC HERITAGE MONTH**

This proclamation declares September 15, 2017, through October 15, 2017, to be Hispanic Heritage Month in the City of Hyattsville and celebrates the contributions and achievements that residents of Hispanic and Latino heritage make in our community every day.

WHEREAS, the City of Hyattsville is fortunate to be an ethnically diverse community, with many residents having roots in and cultural ties to Latin America; and

WHEREAS, Hispanics and Latinos have shaped and strengthened the fabric of our community and of the United States, as well as enriched every facet of our local and national identities with traditions that reflect many diverse Hispanic and Latino ancestries; and

WHEREAS, residents of Hispanic and Latino heritage who have lived in our community for generations as well as residents who have come to us more recently merit the City of Hyattsville's recognition for sharing a commitment to this country and its promises of a more perfect union with liberty and justice for all;

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Council of the City of Hyattsville acknowledge the many contributions that Hispanic and Latino residents make to our city and celebrate Hispanic Heritage Month.

Candace B. Hollingsworth
Mayor
City of Hyattsville

September 18, 2017



Hyattsville City Council Agenda Item Report

Meeting Date: September 18, 2017

Submitted by: Lesley Riddle

Submitting Department: Public Works

Item Type: Purchase

Agenda Section: Consent Items (9:00 p.m. - 9:05 p.m.)

SUBJECT

Rock Salt Purchase

HCC-48-FY18

Recommendation:

I move that the Mayor and Council approve the purchase of rock salt from Morton Salt Company utilizing the State of Maryland contract rider, not to exceed \$35,000.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Maryland Rider Rock Salt 2016.pdf](#)

Summary Background:

The purchase of rock salt for the 2017 – 2018 winter season ensures that the Department of Public Works (DPW) can keep our City streets safe and passable during winter storms.

DPW is requesting that the City Council accept the quote for road salt from Morton Salt riding off the State of Maryland contract at \$67.00 per ton for the 2017-2018 winter season. Using the State of Maryland contract rider can potentially save the City about \$13.00 per ton. The FY17 budget has \$35,000.00 in the operating budget for road salt; this would allow the city to purchase up to approximately 530 tons of road salt for snow events.

Next Steps:

With Council approval the purchase and delivery of rock salt will be scheduled.

Fiscal Impact:

Funds for this purchase are in the operating budget, purchase not to exceed \$35,000

City Administrator Comments:

Recommend Support

Community Engagement:

None

Strategic Goals:

Promote a Safe and Vibrant Community

Legal Review Required?

N/A

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STATE OF MARYLAND

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SHIP TO:

AS SPECIFIED ON INDIVIDUAL ORDERS

VENDOR ID: 1273146174

MORTON SALT INC
123 N WACKER DRIVE
25TH FLOOR
CHICAGO, IL
(312)807-2737

60606

REFER QUESTIONS TO:

LISA FORTUNE MCDONALD
(410)767-4084
LISA.MCDONALD@MARYLAND.GOV

ITB:

EXPR DATE: 12/31/16
POST DATE: 11/20/15

DISCOUNT TERMS: .
CONTRACT AMOUNT:

NET 30 DAY
.00

TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

STATEWIDE CONTRACT FOR

ROAD SALT - DISTRICTS 3, 4, & 7

(BALTIMORE CITY, BALTIMORE, CARROLL, FREDERICK, HARFORD,
HOWARD, MONTGOMERY, AND PRINCE GEORGE'S COUNTIES)

ORGINIAL CONTRACT: 001B5400262

1ST RENEWAL: 001B6400116

THIS IS (1) ONE OF (2) TWO OPTIONS

SCOPE OF CONTRACT:

THE TERM OF THIS CONTRACT IS ONE (1) YEAR FROM DECEMBER 1, 2015 THROUGH DECEMBER 31, 2016, MUTUAL AGREEMENT OF THE DEPARTMENT OF GENERAL SERVICES AND THE VENDOR. DGS MAY EXTEND THE EXPIRATION DATE OF THE CONTRACT DURING THE FINAL RENEWAL OPTION FOR NINETY (90) DAYS UPON THE AGREEMENT BETWEEN THE DEPARTMENT OF GENERAL SERVICES AND THE VENDOR.

CONTRACTS WILL REMAIN IN EFFECT FOR THE TIME PERIOD AND QUANTITY

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TERMS (cont'd):

SPECIFIED UNLESS THE CONTRACT IS TERMINATED BY THE STATE. THE STATE MAY TERMINATE ANY CONTRACT WITHOUT SHOWING CAUSE UPON THIRTY (30) DAYS WRITTEN NOTICE.

ANY ITEM LISTED HEREIN NOT DELIVERED IN A TIMELY MANNER OR DOES NOT CONFORM TO THE REQUIREMENTS OF THE CONTRACT, MAY BE PURCHASED ON THE OPEN MARKET BY THE USING AGENCY. THE CONTRACTOR WILL BE CHARGED FOR ANY PRODUCT COST INCURRED BY THE STATE THAT IS IN EXCESS OF THE CONTRACTED PRICE.

DESIGNATED AGENCY & ADDITIONAL USERS CLAUSE: STATE HIGHWAY ADMINISTRATION, MARYLAND TRANSPORTATION AUTHORITY, AND OTHER MARYLAND STATE AND LOCAL DIVISIONS ARE AUTHORIZED TO PURCHASE FROM THIS CONTRACT.

PROCUREMENT OFFICER: LISA MCDONALD (410) 767-4084
LISA.MCDONALD.MARYLAND.GOV

VENDOR: MORTON SALT, INC.

VENDOR FEIN: 27-3146174

VENDOR CONTACT: ANTHONY PATTON (312) 807-2723
MANAGER, US GOV'T. BULK DEICING SALES
APATTON@MORTONSALT.COM

FOR PLACING ORDERS: MICHELLE STAUNTON (855) 665-4540
BIDS@MORTONSALT.COM

LIESL DIGATE (630) 861-2721

QUANTITIES:

QUANTITIES STATED ARE AN ESTIMATE BASED ON PAST CONSUMPTION AND ARE ONLY INTENDED TO ESTABLISH UNIT PRICES AND SHOULD NOT BE CONSTRUED AS ANY MINIMUM OR MAXIMUM GUARANTEE. THE CONTRACT WILL BE FOR THE ACTUAL NEEDS AND DELIVERY LOCATIONS AND MAY VARY FROM THE STATED ESTIMATE.

MATERIALS:

SODIUM CHLORIDE (ROCK OR SOLAR SALT) OFFERED IN THIS BID SHALL MEET ALL THE REQUIREMENTS OF ASTM DESIGNATION D632 (LATEST REVISION), TYPE 1, GRADE 1. THE SODIUM CHLORIDE (SOLAR OR ROCK SALT) SHALL CONTAIN A MINIMUM OF 20 PARTS PER MILLION OF SODIUM FERRO CYANIDE UNIFORMLY MIXED WITH THE SALT TO PREVENT CAKING. THE MOISTURE CONTENT OF ROCK SALT AND SOLAR SALT SHALL NOT EXCEED THREE PERCENT (3.0%) BY WEIGHT.

IN THE EVENT THAT THE MATERIAL FAILS TO MEET THE MINIMUM

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TERMS (cont'd):

SPECIFICATION, THE AUTHORIZED REPRESENTATIVE RESERVES THE RIGHT TO REQUIRE THE SUPPLIER TO TAKE WHATEVER CORRECTIVE ACTION IS DEEMED NECESSARY TO BRING THE MATERIAL UP TO SPECIFICATION, OR REQUIRE THE SUPPLIER TO REMOVE AND REPLACE THAT MATERIAL WHICH FAILS TO MEET THE SPECIFICATIONS, AT THE VENDOR'S EXPENSE.

FAILURE OF THESE SAMPLES TO MEET SPECIFICATIONS MAY RESULT IN THE VENDOR BEING REQUIRED TO REMOVE THE UNACCEPTABLE MATERIAL AND REPLACING IT WITH SPECIFICATION MATERIAL, ALL AT THE VENDOR'S EXPENSE. AS AN ALTERNATIVE, SHA RESERVES THE RIGHT TO REQUIRE FULL PLANT REPRESENTATION BY PERSONNEL OF SHA'S OFFICE OF MATERIALS AND TECHNOLOGIES. IN ADDITION, SHA RESERVES THE RIGHT TO SAMPLE THE MATERIAL AS IT IS UNLOADED FROM EACH ARRIVING SHIP.

THE VENDOR SHALL BE ALLOWED TO SHIP MATERIAL BASED ON CERTIFICATION. THIS CERTIFICATION MUST INCLUDE ACTUAL TEST DATA FROM THE MANUFACTURER AND REPRESENT THE MATERIAL BEING SHIPPED. CERTIFIED TEST VALUES MUST MEET ALL REQUIREMENTS OF THIS SPECIFICATION. SHA RESERVES THE RIGHT TO, AND WILL SAMPLE SHIPMENTS AT, THE FINAL POINT OF DELIVERY FOR TESTING BY THE SHA LABORATORY.

WEIGHING:

THE VENDOR SHALL PROVIDE ACCURATE APPROVED SCALES TO BE USED FOR WEIGHING SHIPMENTS OF SODIUM CHLORIDE. THE PLATFORM OF THE TRUCK SCALES SHALL BE OF SUFFICIENT LENGTH AND WIDTH TO CONVENIENTLY ACCOMMODATE ANY TRUCKS OR COMPLETE HAULING UNITS THAT MAY BE USED TO TRANSPORT THE SODIUM CHLORIDE IN SUCH A MANNER THAT THE COMPLETE UNIT LOAD CAN BE WEIGHED AT ONE DRAFT. NO SPLIT WEIGHING WILL BE ALLOWED. ALL DELIVERIES MUST BE MADE IN BULK BY COVERED TRUCKS. A CERTIFIED WEIGHT SLIP FROM THE SUPPLIER MUST ACCOMPANY EACH TRUCK. ALL WEIGHING OPERATIONS WILL BE CONDUCTED IN ACCORDANCE WITH TC-7.01 MEASUREMENT OF QUANTITIES OF THE STANDARD SPECIFICATIONS FOR CONSTRUCTION AND MATERIALS (CURRENT EDITION). A LINK TO THIS EDITION OF THE SPECIFICATIONS BOOK IN PDF FORM IS:

[HTTP://APPS.ROADS.MARYLAND.GOV/BUSINESSWITHSHA/BIZSTDSSPECS/DESMANUALS
TDPUB/PUBLICATIONSONLINE/OHD/BOOKSTD/INDEX.ASP](http://apps.roads.maryland.gov/businesswithsha/bizstdsspecs/desmanuals/tdpub/publicationsonline/ohd/bookstd/index.asp)

CUSTOMER PICK-UP:

CUSTOMER PICKUP WILL BE AVAILABLE TO SHA DURING NORMAL WORKING HOURS (MONDAY THROUGH FRIDAY, 7:30AM - 3:30PM). DURING PERIODS OF "INVENTORY SHORTAGE" (SEE BELOW), CUSTOMER PICKUP WILL BE AVAILABLE TO SHA 24 HOURS PER DAY, 7 DAYS PER WEEK. PICKUP WILL BE MADE BY SHA AND/OR SHA-CONTRACTED VEHICLES. THE COST TO SHA FOR "CUSTOMER PICKUP SALT" WILL REFLECT THE UNIT PRICE BID FOR SALT MINUS ITS TRANSPORTATION COST COMPONENT.

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TERMS (cont'd):

DELIVERY REQUIREMENTS - NORMAL PRIORITY:
SHA HAS IDENTIFIED ON SECTION "A" SALT STRUCTURES THAT ARE NORMAL PRIORITY FOR DELIVERIES DURING THE COURSE OF THIS CONTRACT. DELIVERIES WILL BE MADE ONLY DURING NORMAL WORKING HOURS (MONDAY - FRIDAY, 7:30AM-3:30PM), UNLESS THE SUPPLIER MAKES ARRANGEMENTS IN ADVANCE OF ANTICIPATED DELIVERY DURING NON-WORK HOURS. SHA WILL CONSIDER EXTENDED DELIVERY HOURS, OVERNIGHT IF NEEDED, PROVIDED THE VENDOR COMMITS TO A VERY HIGH TONNAGE TO SPECIFIC SALT STRUCTURES. THE VENDOR MUST CONTACT AN SHA REPRESENTATIVE WITH THE START TIME OF DELIVERY, NUMBER OF TRUCKS, AND ANTICIPATED TONNAGE. IN ADDITION, THE LAST LOAD MUST BE IDENTIFIED. THE VENDOR SHALL GIVE THE SHOP 24 HOURS' NOTICE PRIOR TO BEGINNING ITS SHIPMENTS.

ONCE A VENDOR COMMITS TO HAULING TO A LOCATION, HE OR SHE SHALL DELIVER A MINIMUM OF 200 TONS TO THE SITE PER DAY. THE MINIMUM 200 TONS OF SALT DOES NOT HAVE TO BE ON CONTINUOUS DAYS. THE 200 TON MINIMUM DELIVERY WILL NOT APPLY WHEN THE REMAINING UNSHIPED MATERIAL IS LESS THAN 200 TONS, HOWEVER, THE REMAINING BALANCE SHALL BE SHIPPED IN ONE DAY. THE INTENT OF THE MINIMUM DELIVERY IS TO ALLOW SHA RECEIVING PERSONNEL TO BE SCHEDULED EFFICIENTLY.

DELIVERIES ARE TO BE COMPLETED WITHIN EIGHT (8) CALENDAR DAYS AFTER THE SUPPLIER RECEIVES AN ORDER, ORALLY OR IN WRITING, FROM THE USING AUTHORITY. IN THE EVENT THE DELIVERY IS NOT COMPLETED WITHIN THE SPECIFIED TIME, IN ADDITION TO ALL OTHER DAMAGES FOR WHICH THE VENDOR MAY BE LIABLE, AND IN ADDITION TO ALL OTHER REMEDIES WHICH MAY BE AVAILABLE TO THE STATE, THE VENDOR SHALL BE LIABLE TO PAY \$6.00 PER SHORT TON IN LIQUIDATED DAMAGE, REFLECTING THE COST OF SHA MOVING SALT FROM ONE OF ITS FACILITIES TO ANOTHER. LIQUIDATED DAMAGES CAN ONLY BE INSTITUTED BY THE MARYLAND DEPARTMENT OF GENERAL SERVICES (DGS).

IF IT BECOMES APPARENT TO THE VENDOR THAT IT CANNOT MEET A DELIVERY SCHEDULE, THE VENDOR SHALL NOTIFY THE SHA MAINTENANCE SHOP(S) IT SERVICES. IF THE VENDOR CANNOT MEET THE DELIVERY SCHEDULE ON A REGIONAL OR STATEWIDE BASIS, IT SHALL CONTACT THE CHIEF OF THE HIGHWAY MAINTENANCE DIVISION, (410-582-5565), OR HIS DESIGNEE. THE VENDOR MAY SEEK RELIEF FROM THE LIQUIDATED DAMAGES BY EXPLAINING THE REASONS FOR NOT MEETING THE DELIVERY SCHEDULE, AS WELL AS ACTIONS BEING TAKEN TO CORRECT OR IMPROVE THE SHIPMENTS. THE CHIEF OF THE HIGHWAY MAINTENANCE DIVISION OR HIS DESIGNEE, IN CONSULTATION WITH DGS, WILL MAKE THE FINAL DETERMINATION OF THE REQUEST FOR WAIVER OF THE LIQUIDATED DAMAGES.

SHA WILL MAKE EVERY EFFORT TO MAINTAIN ADEQUATE INVENTORY LEVELS THROUGHOUT THE WINTER. IT IS IMPERATIVE THAT THE VENDOR AND SHA WORK

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TERMS (cont'd):

TOGETHER TO MEET SHA'S DELIVERY REQUIREMENTS DURING PERIODS OF MINIMAL WINTER STORM ACTIVITY IN ORDER TO MINIMIZE THE OCCURRENCE OF SALT SHORTAGE DURING PERIODS OF BACK-TO-BACK STORMS.

DELIVERY REQUIREMENTS - HIGH PRIORITY:

SHA HAS IDENTIFIED ON ATTACHMENT "A" SALT STRUCTURES THAT ARE A HIGH PRIORITY FOR DELIVERIES DURING THE COURSE OF THIS CONTRACT. THE TERMS AND CONDITIONS FOR HIGH PRIORITY WILL BE IDENTICAL TO NORMAL DELIVERY EXCEPT FOR THE FOLLOWING:

DELIVERY TO HIGH PRIORITY SALT STRUCTURES WILL BE COMPLETED WITHIN FIVE (5) CALENDAR DAYS AFTER THE SUPPLIER RECEIVES AN ORDER, ORALLY OR IN WRITING, FROM THE USING AUTHORITY.

IN THE EVENT THE DELIVERY IS NOT COMPLETED WITHIN THE SPECIFIED TIME, IN ADDITION TO ALL OTHER DAMAGES FOR WHICH THE VENDOR MAY BE LIABLE, AND IN ADDITION TO ALL OTHER REMEDIES WHICH MAY BE AVAILABLE TO THE STATE, THE VENDOR SHALL BE LIABLE TO PAY \$6.00 PER SHORT TON IN LIQUIDATED DAMAGE, REFLECTING THE COST OF SHA MOVING SALT FROM ONE OF ITS FACILITIES TO ANOTHER. LIQUIDATED DAMAGES CAN ONLY BE INSTITUTED BY THE MARYLAND DEPARTMENT OF GENERAL SERVICES (DGS).

SPECIAL DELIVERY REQUIREMENTS - INVENTORY SHORTAGE:

SPECIAL NOTE: IF SHA INITIATES INVENTORY SHORTAGE; IT WILL ONLY REDIRECT ITS OWN INTERNAL SALT ORDERS. SALT VENDORS SHALL CONTINUE TO FULFILL ORDERS MADE BY OTHER NON-SHA SALT USING ENTITIES.

SHA WILL MAKE EVERY EFFORT TO KEEP THE INVENTORY IN ITS SALT STRUCTURES AT A VERY HIGH LEVEL THROUGHOUT WINTER. IF SEVERE WINTER STORMS, AND SHA'S SUBSEQUENT SALT USAGE, CAUSE ITS INVENTORY TO REACH LOW LEVELS, IT WILL MAKE VENDORS AWARE OF ITS INVENTORY SHORTAGE. INVENTORY SHORTAGE WILL BE DEFINED AS SHA STORAGE STRUCTURE INVENTORIES REACHING A LEVEL WHERE THE ADMINISTRATION IS IN DANGER OF NOT BEING ABLE TO SERVICE THE LANE MILES MAINTAINED BY THE FACILITIES IN LIGHT OF FORECASTED STORMS. THE VENDOR WILL BE NOTIFIED IF AND WHEN THIS SITUATION OCCURS.

DURING PERIODS OF INVENTORY SHORTAGE, THE CHIEF OF SHA'S HIGHWAY MAINTENANCE DIVISION OR DESIGNEE WILL ACT AS THE SHA CENTRAL CONTACT TO PRIORITIZE THE DELIVERY SCHEDULE STATEWIDE AND MAY REDIRECT THE DELIVERIES TO SALT STORAGE SITES IN NEED. IN ADDITION, THE VENDOR SHALL HAVE A REPRESENTATIVE AVAILABLE 24 HOURS PER DAY, SEVEN DAYS PER WEEK TO COORDINATE DELIVERIES TO MEET CRITICAL SHA NEEDS. THE VENDOR SHALL PROVIDE THE CHIEF OF SHA'S HIGHWAY MAINTENANCE DIVISION OR DESIGNEE WITH THE NAME OF THE REPRESENTATIVE AND HIS OR HER PHONE NUMBERS.

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TERMS (cont'd):

DURING PERIODS OF INVENTORY SHORTAGE, THE CHIEF OF SHA'S HIGHWAY MAINTENANCE DIVISION OR DESIGNEE WILL COORDINATE WITH THE VENDOR TO IDENTIFY A LIST OF HAUL SITES, APPROXIMATE STARTING TIME OF DELIVERY FOR THE SITES, NUMBER OF TRUCKS MAKING DELIVERIES AND THE ANTICIPATED TONNAGE FOR THE SITES. THE LAST LOAD DELIVERED TO EACH SITE MUST BE IDENTIFIED BY THE VENDOR.

IF AND WHEN THE CHIEF OF THE HIGHWAY MAINTENANCE DIVISION OR DESIGNEE INITIATES THE PROCESS OF REDIRECTING DELIVERIES, SHA WILL WAIVE LIQUIDATED DAMAGES ON OPEN ORDERS NOT ALREADY COMPLETED WHICH WERE MADE PRIOR TO THE DECLARATION OF INVENTORY SHORTAGE, BUT HAD NOT ALREADY EXCEEDED THE TIME REQUIREMENTS OF THEIR DELIVERY SCHEDULE. ONCE THE CHIEF OF THE HIGHWAY MAINTENANCE DIVISION RETURNS THE DELIVERY PROCESS BACK TO ITS NORMAL STATE AND CONTROL IS RETURNED TO THE MAINTENANCE SHOPS, THE VENDOR SHALL HAVE 12 CALENDAR DAYS TO BACKFILL AND COMPLETE ORDERS. IF THE ORDERS ARE NOT BACKFILLED AND COMPLETED WITHIN 12 CALENDAR DAYS, IN ADDITION TO ALL OTHER DAMAGES FOR WHICH THE VENDOR MAY BE LIABLE, AND IN ADDITION TO ALL OTHER REMEDIES WHICH MAY BE AVAILABLE TO THE STATE, THE VENDOR SHALL BE LIABLE TO PAY SHA \$6.00 PER SHORT TON IN LIQUIDATED DAMAGES, REFLECTING THE COST OF SHA MOVING SALT FROM ONE OF ITS FACILITIES TO ANOTHER.

ADDITIONAL DELIVERY REQUIREMENTS:

ALL SALT MUST BE PROTECTED IN TRANSIT BY WATERPROOF COVERING. DELIVERY MUST BE MADE BY TRUCKS THAT HAVE UNDERGONE A THOROUGH CLEANING OF THE TRUCK BED FOR THE PURPOSE OF ASSURING THAT THE SODIUM CHLORIDE IS NOT CONTAMINATED BY FOREIGN MATERIAL SUCH AS CONCRETE, AGGREGATES, ASPHALT, SOIL, ETC. IN THE EVENT THE AUTHORIZED REPRESENTATIVE, AT THE DELIVERY POINT, DETERMINES THAT A LOAD OF SALT IS CONTAMINATED, THE SHIPMENT WILL BE REJECTED.

IF A SHIPMENT IS REJECTED DUE TO CONTAMINATION OR IF IT'S REJECTED BECAUSE IT DOESN'T MEET OTHER SPECIFICATIONS, THE SALT WILL NOT BE PLACED IN A SALT STRUCTURE BUT WILL BE ISOLATED AND COVERED. SHA WILL CONTACT THE VENDOR ABOUT THE UNACCEPTABLE SALT. THE VENDOR WILL PICK UP THE LOAD WITHIN 48 HOURS OF SAID NOTIFICATION.

ALL DELIVERIES WILL BE SUBJECT TO RANDOM WEIGHT VERIFICATION BY THE MARYLAND STATE POLICE AT THE DELIVERY SITES. ALL DELIVERIES FOUND TO BE ABOVE GVW LIMITATIONS WILL BE SUBJECT TO APPROPRIATE ENFORCEMENT ACTION BY THE MARYLAND STATE POLICE. ADJUSTMENTS WILL BE MADE ON ANY INVOICES WHERE DELIVERIES ARE FOUND TO BE SHORT-LOADED.

ALL DELIVERIES MUST BE RECEIVED BY AN AUTHORIZED SHOP REPRESENTATIVE

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TERMS (cont'd):

WHO WILL SIGN A DELIVERY RECEIPT CERTIFYING RECEIPT OF THE MATERIAL. NO PAYMENT WILL BE MADE UNLESS A DELIVERY TICKET IS SIGNED BY AN AUTHORIZED SHOP REPRESENTATIVE. THE VENDOR WILL COORDINATE ALL DELIVERIES WITH THE RESIDENT MAINTENANCE ENGINEER OR REPRESENTATIVE.

INVENTORY STATUS AND DELIVERY REPORTS:

THE VENDOR SHALL DELIVER TO THE CHIEF OF THE HIGHWAY MAINTENANCE DIVISION OR DESIGNEE A WEEKLY REPORT ON THE STATUS OF ITS INVENTORY INCLUDING ANTICIPATED SHIPMENTS BY RAIL AND BY SEA. THE REPORT MUST BE SENT BY E-MAIL TO CROBINSON@SHA.STATE.MD.US AND MLIPNICK@SHA.STATE.MD.US. THE REPORT SHALL MAKE SHA AWARE OF ANY POTENTIAL DELIVERY PROBLEMS DUE TO MINE CLOSURES, STRIKES, ACCIDENTS OR NATURAL DISASTERS, OR SHIPPING DELAYS BY RAIL OR SEA. ALL INFORMATION SUPPLIED TO SHA IN THE WEEKLY INVENTORY STATUS REPORT WILL REMAIN CONFIDENTIAL.

IN ADDITION, VENDORS SHALL EMAIL A DAILY DELIVERY REPORT DETAILING ALL OF THE VENDOR'S DELIVERIES TO SHA FACILITIES DURING THE PREVIOUS DAY. THE DAILY REPORT SHALL INCLUDE THE LOCATION OF DELIVERIES, SHA PURCHASE ORDER NUMBER, PURCHASE ORDER DATE, TONS ORDERED, AMOUNT DELIVERED, TONS REMAINING ON THE PURCHASE ORDER, AND THE ANTICIPATED COMPLETION DATE. ALL INFORMATION SUPPLIED TO SHA IN THIS REPORT WILL REMAIN CONFIDENTIAL.

VENDOR SALT HAULERS:

EACH OF THE VENDOR'S SALT HAULERS ASSIGNED TO A PARTICULAR SHOP MUST BE AVAILABLE TO DELIVER SALT TO ANY SHA SALT STORAGE FACILITY WITHIN THE SHOP'S AREA OF RESPONSIBILITY. SEE THE INFORMATION PROVIDED AT THE END OF THIS SECTION FOR A LISTING OF SALT FACILITIES AND THE SHOPS THAT MANAGE THEM. THE VENDOR SHALL PROVIDE SHA WITH A LIST OF HAULERS, MONTHLY, THAT WILL BE USED TO SHIP MATERIAL TO SHA FACILITIES. THE HAULER LIST WILL BE E-MAILED TO COLLEEN ROBINSON AND MARC LIPNICK AT CROBINSON@SHA.STATE.MD.US AND MLIPNICK@SHA.STATE.MD.US, RESPECTIVELY ON THE FIRST OF EACH MONTH BEGINNING IN NOVEMBER. SHA WILL REVIEW THE LIST TO DETERMINE IF ANY OF THE SALT HAULERS ARE UNDER CONTRACT WITH SHA FOR ITS SNOW AND ICE CONTROL OPERATIONS. SHA WILL MAKE THE VENDOR AWARE OF ANY POTENTIAL CONFLICTS.

BASIS OF AWARD:

THE AWARD FOR THIS SOLICITATION WAS ON A LINE ITEM BASIS TO THE RESPONSIVE AND RESPONSIBLE BIDDER WITH THE LOWEST PRICE, AS DETERMINED BY THE PROCUREMENT OFFICER TO BE IN THE BEST INTERESTS OF THE STATE OF MARYLAND.

PRICING IS FOR SODIUM CHLORIDE (ROCK OR SOLAR SALT) FOR DISTRICT 3 (MONTGOMERY AND PRINCE GEORGE'S COUNTIES) AND DISTRICT 4 (BALTIMORE)

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TERMS (cont'd):

CITY, BALTIMORE AND HARFORD COUNTIES) AND DISTRICT 7 (CARROLL, FREDERICK, AND HOWARD COUNTIES).

PRICE ESCALATION: SODIUM CHLORIDE:

1. PRICE ESCALATION MAY ONLY OCCUR AT THE TIME OF RENEWAL AND ONLY UPON SECURING THE APPROVAL OF THE STATE IN WRITING. A VENDOR SEEKING A PRICE ESCALATION MUST REQUEST THE ESCALATION WITHIN 30 DAYS OF NOTICE FROM THE STATE THAT THE CONTRACT IS BEING RENEWED. THIS REQUEST MUST STATE BOTH THE PERCENT ADJUSTMENT SOUGHT (SEE BELOW), AND THE REVISED CONTRACT PRICE. WITHIN FIFTEEN (15) DAYS OF THE REQUEST, THE STATE MUST EITHER ACCEPT THE REQUEST, OR PROVIDE NOTE OF ANY CORRECTIONS TO THE CALCULATIONS PROVIDED IN THE REQUEST AT THAT TIME.

THE ADJUSTMENT WILL BE CALCULATED AS A PERCENTAGE RESULTING FROM THE CHANGE IN THE CONSUMER PRICE INDEX (CPI-U) FOR ALL URBAN CONSUMERS, ALL ITEMS, BALTIMORE AREA FOR THE MOST RECENT THIRTEEN (13) MONTHS BEGINNING FROM THE MOST CURRENT MONTH AVAILABLE AS POSTED BY THE BUREAU OF LABOR STATISTICS AT THE TIME OF CONTRACT RENEWAL. THIS INFORMATION IS FOUND AT [HTTP://STATS.BLS.GOV/DATA](http://stats.bls.gov/data). THE PERCENTAGE SHALL BE ROUNDED TO ONE DECIMAL PLACE.

IN THE EVENT THE CALCULATION EXCEEDS FIVE PERCENT (5%), THE MAXIMUM ANNUAL CONTRACT RENEWAL PERIOD INCREASE SHALL BE LIMITED TO FIVE PERCENT (5%) OF THE CURRENT CONTRACT PRICES. IN THE EVENT THE CPI FOR THE MEASURED PERIOD IS NEGATIVE, THE CONTRACTOR SHALL REDUCE PRICES ACCORDINGLY. IN THE EVENT THE CPI FOR THE MEASURED PERIOD IS POSITIVE, THE CONTRACTOR SHALL HAVE THE OPTION OF KEEPING EXISTING CONTRACT PRICES OR CHANGING TO ANY PRICE UP TO THE MAXIMUM ALLOWABLE PERCENTAGE INCREASE.

2. WITHIN FIFTEEN (15) CALENDAR DAYS OF THE RECEIPT OF THE STATE'S NOTICE OF ADJUSTMENT, THE CONTRACTOR SHALL SUBMIT A SCHEDULE OF REVISED CONTRACT RATES TO THE PROCUREMENT OFFICER IF IT WISHES TO OBTAIN A RATE INCREASE. THE PROCUREMENT OFFICER SHALL VERIFY THE CONTRACTOR'S DOCUMENTATION AND MATHEMATICAL CALCULATIONS WITHIN TWO WEEKS AND SHALL EITHER APPROVE THE ACCURACY OF THE INTENDED RATE INCREASE OR PROVIDE NOTICE OF ANY ERROR.

3. THE ADJUSTMENT SHALL BE CALCULATED BY REFERENCE TO THE ANNUAL CHANGE IN THE U.S. DEPARTMENT OF LABOR, BUREAU OF LABOR STATISTICS (BLS), CPI-ALL URBAN CONSUMERS FOR:

- AREA: U.S. CITY AVERAGE, NOT SEASONALLY ADJUSTED

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BLANKET PURCHASE ORDER

STATE OF MARYLAND

BPO NO: 001B6400116

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TERMS (cont'd):

- ITEM: ALL ITEMS
- SERIES ID: CUUR0000SAO
- BASE PERIOD 1982-1984 = 100

TO ILLUSTRATE THE APPLICATION OF THIS PROCEDURE, THE SECOND YEAR OF THE CONTRACT BEGINS ON 1/1/16. IF THE CPI INCREASED BY 1.9% BETWEEN 9/14 AND 09/15, THE CONTRACTOR CAN REQUEST A 1.9% INCREASE IN ITS PRICES AS OF 1/1/16 TO COVER THE FIRST CONTRACT RENEWAL OPTION (UNTIL 12/31/16).

THE FOLLOWING EXAMPLE ILLUSTRATES THE COMPUTATION OF PERCENT CHANGE:

CPI FOR MOST CURRENTLY AVAILABLE PERIOD	184.3
LESS CPI FOR PREVIOUS PERIOD	180.9
EQUALS INDEX POINT CHANGE	3.4
DIVIDED BY PREVIOUS PERIOD CPI	180.9
EQUALS	.019
RESULT MULTIPLIED BY 100	0.019 X 100
EQUALS PERCENT CHANGE	1.9%

4. THE REVISED CONTRACT RATES SHALL BE USED FOR SODIUM CHLORIDE PURCHASED EFFECTIVE THE FIRST DAY AFTER EACH RESPECTIVE ANNIVERSARY DATE OF THE CONTRACT.

FUEL PRICE ADJUSTMENT

FUEL PRICE ADJUSTMENT: A FUEL PRICE ADJUSTMENT WILL BE MADE TO CONTRACT PRICING IN ACCORDANCE WITH THE FOLLOWING PROCEDURE:

1. THE SUPPLIER'S BID PRICE SHALL BE ADJUSTED (UP OR DOWN) ONCE EACH WEEK DURING THE MONTHS OF DECEMBER THROUGH JUNE ON THE COST OF DIESEL FUEL USED IN TRANSPORTATION. EACH BIDDER WILL PROVIDE THE BASE DELIVERED PRICE AS WELL AS THE ASSOCIATED BASE TRANSPORTATION COST AT THE TIME OF BIDDING.

2. FOR EVERY \$.05 CHANGE IN THE DIESEL PRICE, THE SUPPLIER'S TRANSPORTATION PORTION OF THEIR BID PRICE WILL BE ADJUSTED BY 1%.

3. THE CHANGE IN THE DIESEL PRICE IS CALCULATED BY COMPARING THE

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TERMS (cont'd):

APPLICABLE WEEKLY DIESEL PRICE WITH THE BASE DIESEL PRICE. IF THE WEEKLY FIGURE IS GREATER THAN THE BASE, AN UPWARD PRICE CHANGE IS ISSUED. IF THE MONTHLY FIGURE IS LESS THAN THE BASE, A DOWNWARD PRICE CHANGE IS ISSUED.

4. THE US DEPARTMENT OF ENERGY'S WEEKLY "EIA RETAIL ON-HIGHWAY DIESEL PRICES" INDEX FOR THE CENTRAL ATLANTIC REGION WILL BE USED. THE MONDAY POSTING WILL BE USED, HOWEVER IF THERE IS NO POSTING ON MONDAY, THE NEXT DAY'S PUBLISHED POSTINGS WILL BE USED FOR THE ADJUSTMENT. THE CURRENT WEBSITE IS LOCATED AT:

[HTTP://WWW.EIA.GOV/DNAV/PET/PET_PRI_GND_DCUS_R1Y_W.HTM](http://WWW.EIA.GOV/DNAV/PET/PET_PRI_GND_DCUS_R1Y_W.HTM)

THE BASE DIESEL RATE USED FOR CALCULATING THE ADJUSTMENTS SHALL BE THE RATE SHOWN IN THE REFERENCE EIA INDEX ON THE DATE OF THE BID OPENING.

5. THE BASE DIESEL RATE USED FOR CALCULATING THE ADJUSTMENTS SHALL BE THE RATE SHOWN IN THE REFERENCE EIA INDEX ON THE DATE OF THE BID OPENING.

6. THE BASE PRICE ADJUSTMENT WILL BE ROUNDED TO TWO DECIMAL PLACES TO THE NEAREST CENT.

7. THE FUEL PRICE ADJUSTMENT, CALCULATED USING THE CURRENT WEEK'S POSTING, WILL BE USED FOR THE COST OF SALT THE FOLLOWING WEEK. FOR EXAMPLE, A POSTING ON MONDAY, FEBRUARY 7, 2011, WOULD BE REFLECTED IN THE PRICE OF COST OF SALT DURING THE WEEK OF FEBRUARY 14TH THROUGH FEBRUARY 20TH.

8. IF THE EIA INDEX IS NO LONGER AVAILABLE, THE BIDDING AGENCY WILL DETERMINE AN APPROPRIATE GOVERNMENT INDEX TO REPLACE THE EIA INDEX.

EXAMPLE:

PUBLISHED RATE OF THE BID OPENING	\$3.091
WEEK OF 12/27/10 - 01/02/11	\$3.381
TOTAL BID PRICE	\$70.64
TRANSPORTATION	\$10.64

CALCULATION FOR PRICING BEGINNING MONDAY, DECEMBER 27TH:

$(\$3.381 - \$3.091) / 5 \times \$10.64 = \0.617 (\$0.62) (FUEL PRICE ADJUSTMENT)

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TERMS (cont'd):

$\$70.64 + 0.62 = \71.26 (NEW WEEKLY PRICE PER TON FOR SALT DELIVERED)

USAGE REPORT:

A REPORT SHALL BE FURNISHED BY THE SUCCESSFUL CONTRACTOR EVERY HUNDRED-TWENTY (120) DAYS DETAILING THE PURCHASE OF ALL ITEMS ON THE CONTRACT. THE REPORT SHALL BE SUBMITTED ELECTRONICALLY IN EXCEL FORMAT. AT A MINIMUM, THE REPORT SHALL REFLECT THE CONTRACT NUMBER, CONTRACT ITEM NUMBER AND DESCRIPTION, THE DOLLAR VOLUME PURCHASED OF EACH ITEM, AGENCY IDENTIFICATION, AND THE CONTRACT TOTAL. THE REPORT SHALL BE FILED WITHIN THIRTY (30) DAYS AFTER THE END OF EACH REPORTING PERIOD. ANY EXCEPTION TO THIS MANDATORY REQUIREMENT MAY RESULT IN CANCELLATION OF THE AWARD. FAILURE TO PROVIDE THE REQUIRED INFORMATION MAY ALSO NEGATE ANY CONTRACT EXTENSION CLAUSES. REPORT SHALL BE EMAILED TO THE PROCUREMENT OFFICER, CHRISTINE VASILIAU AT CHRISTINE.VASILIAU@MARYLAND.GOV .

RETURNED GOODS:

CONTRACTOR(S) SHALL BE ENTITLED TO RECOVER REASONABLE COMPENSATION FOR ANY AND ALL GOODS SHIPPED IN ACCORDANCE WITH AUTHORIZED AGENCY ORDERS, MEETING ALL CONTRACT REQUIREMENTS, AND RETURNED BY THE AGENCY FOR REASONS OTHER THAN THE CONTRACTOR'S FAILURE TO MEET CONTRACT REQUIREMENTS. COMPENSATION SHALL BE LIMITED TO ACTUAL UNREIMBURSED COSTS INCURRED BY THE CONTRACTOR INCLUDING, BUT NOT LIMITED TO, RESTOCKING CHARGES, SHIPPING CHARGES, PLUS REASONABLE PROFIT. CONTRACTOR MUST PROVIDE WRITTEN PROOF OF CLAIMED COMPENSATION. A RETURN OF GOODS COVERED BY THIS SECTION SHALL BE DEEMED A PARTIAL TERMINATION FOR CONVENIENCE AS TO THE RETURNED GOODS, AND OTHER CONTRACT PROVISIONS AND PRINCIPLES APPLICABLE TO A PARTIAL TERMINATION FOR CONVENIENCE SHALL APPLY.

PURCHASES BY OTHER ENTITIES - INDEFINITE QUANTITY CONTRACTS:
THIS PROVISION APPLIES TO INDEFINITE QUANTITY CONTRACTS.

PURSUANT TO ARTICLE 41, SECTION 18-201 OF THE ANNOTATED CODE OF MARYLAND, EXCEPT AS PROVIDED IN (B) THE FOLLOWING ENTITIES MAY PURCHASE MATERIALS, SUPPLIES, AND EQUIPMENT UNDER THIS CONTRACT:

- (1) A COUNTY OR BALTIMORE CITY;
- (2) A MUNICIPAL CORPORATION;
- (3) A GOVERNMENTAL AGENCY IN THE STATE;
- (4) A PUBLIC OR QUASI-PUBLIC AGENCY THAT:
 - (I) RECEIVES STATE MONEY; AND

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TERMS (cont'd):

(II) IS EXEMPT FROM TAXATION UNDER SECTION 501(C)(3) OF THE INTERNAL REVENUE CODE;

(5) A PRIVATE ELEMENTARY OR SECONDARY SCHOOL THAT:

(I) EITHER HAS BEEN ISSUED A CERTIFICATE OF APPROVAL FROM THE STATE BOARD OF EDUCATION OR IS ACCREDITED BY THE ASSOCIATION OF INDEPENDENT SCHOOLS; AND

(II) IS EXEMPT FROM TAXATION UNDER SECTION 501(C)(3) OF THE INTERNAL REVENUE CODE; OR

(6) A NON-PUBLIC INSTITUTION OF HIGHER EDUCATION UNDER SECTION 17-106 OF THE EDUCATION ARTICLE.

(B) A PRIVATE ELEMENTARY OR SECONDARY SCHOOL OR A NONPUBLIC INSTITUTION OF HIGHER EDUCATION MAY NOT PURCHASE RELIGIOUS MATERIALS UNDER THIS CONTRACT.

C. THE RIGHT TO PURCHASE UNDER THIS SECTION SHALL BE IN ADDITION TO, BUT NOT IN SUBSTITUTION FOR, THE APPLICABLE PURCHASING POWER GRANTED TO ANY OF THE LISTED ENTITIES PURSUANT TO ANY STATUTORY OR CHARTER PROVISION.

D. ALL PURCHASES UNDER THIS CONTRACT BY ANY SUCH ENTITY WHICH IS NOT A UNIT OR AGENCY OF THE STATE OF MARYLAND FOR WHICH THE STATE OF MARYLAND MAY BE HELD LIABLE IN CONTRACT (1) SHALL CONSTITUTE A PURCHASE OR CONTRACT BETWEEN THE CONTRACTOR AND THAT ENTITY ONLY; (2) SHALL NOT CONSTITUTE A PURCHASE OR CONTRACT OF THE STATE OF MARYLAND; (3) SHALL NOT BE BINDING OR ENFORCEABLE AGAINST THE STATE OF MARYLAND OR ANY OF ITS UNITS OR AGENCIES; AND MAY BE SUBJECT TO OTHER TERMS AND CONDITIONS AGREED TO BY THE CONTRACTOR AND THE PURCHASER.

CONTRACTOR BEARS THE RISK OF DETERMINING WHETHER OR NOT ANY ENTITY FROM WHICH THE CONTRACTOR RECEIVES AN ORDER UNDER THE CONTRACT IS A UNIT OR AGENCY OF THE STATE OF MARYLAND SUCH THAT THE CONTRACT MAY BE ENFORCED AGAINST THE STATE OF MARYLAND.

ELECTRONIC PROCESSING FEE:

A. CONTRACTOR SHALL PAY AN ELECTRONIC PROCESSING FEE TO THE STATE IN THE AMOUNT OF ONE PERCENT (1%) OF THE TOTAL CONTRACT SALES. THE ELECTRONIC PROCESSING FEE IS CALCULATED BASED ON ALL SALES TRANSACTED UNDER THE CONTRACT, MINUS ANY RETURNS OR CREDITS. THE ELECTRONIC PROCESSING FEE SHALL NOT BE CHARGED DIRECTLY TO THE CUSTOMER, E.G., AS A SEPARATE LINE ITEM, FEE OR SURCHARGE, BUT SHALL BE INCLUDED IN

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TERMS (cont'd):

THE CONTRACT'S UNIT PRICES.

B. THE ELECTRONIC PROCESSING FEE SHALL BE SUBMITTED TO THE DEPARTMENT OF GENERAL SERVICES, FISCAL SERVICES DIVISION, 301 W. PRESTON STREET, ROOM 1309, BALTIMORE, MD, 21201, WITHIN TEN (10) CALENDAR DAYS FOLLOWING THE END OF EACH CALENDAR QUARTER ALONG WITH A MONTHLY USAGE REPORT DOCUMENTING ALL CONTRACT SALES. AN EXCEL VERSION OF THE MONTHLY USAGE REPORT SHALL BE EMAILED TO THE PROGRAM MANAGER, CHRISTINE VASILIAU AT CHRISTINE.VASILIAU@MARYLAND.GOV, AND TO AWAWU SALAKO AT AWAWU.SALAKO@MARYLAND.GOV.

C. FAILURE TO REMIT PROCESSING FEES IN A TIMELY MANNER OR REMITTANCE OF FEES INCONSISTENT WITH THE CONTRACT'S REQUIREMENTS MAY RESULT IN THE STATE EXERCISING ALL RECOURSE AVAILABLE UNDER THE CONTRACT INCLUDING, BUT NOT LIMITED TO, A THIRD PARTY AUDIT OF ALL CONTRACT ACTIVITY. SHOULD AN AUDIT BE REQUIRED BY THE STATE, THE CONTRACTOR SHALL REIMBURSE THE STATE FOR ALL COSTS ASSOCIATED WITH THE AUDIT UP TO \$10,000.00 OR ONE (1%) PERCENT OF THE CONTRACT'S ESTIMATED ANNUAL VALUE, WHICHEVER IS HIGHER.

D. PRIOR TO AWARD, CONTRACTORS WILL BE ASKED TO CONFIRM IN WRITING THAT THEIR UNIT PRICES INCLUDE THE ONE PERCENT (1%) ELECTRONIC PROCESSING FEE.

OPEN MARKET CLAUSE: THE USING AUTHORITIES MAY PURCHASE ON THE OPEN MARKET THE PRODUCTS LISTED IN THE CASE OF VENDOR FAILURE TO PROVIDE THE COMMODITY IN THE TIME FRAME PRESCRIBED IN THE CONTRACT. VENDOR WILL BE RESPONSIBLE FOR COST DIFFERENCE BETWEEN CONTRACT PRICING AND OPEN MARKET PURCHASE.

CONTRACT ACCEPTANCE: THE BLANKET PURCHASE ORDER (BPO) ISSUED AS A RESULT OF THE NEGOTIATION OF AWARD AFTER UNSUCCESSFUL COMPETITIVE SEALED BID (ITB), #001IT819588, AND ANY SUBSEQUENT AMENDMENTS, MODIFICATION OR OPTIONS ISSUED RELEVANT TO THE ITB OR BPO, SHALL COMPLY WITH ALL OF THE TERMS, CONDITIONS, AND SPECIFICATIONS ISSUED WITH THE ITB AND ARE INCORPORATED HEREIN AND MADE A PART OF THE BPO.

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<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>
0001	77545-750511	TN	60.9500
SODIUM CHLORIDE (SOLAR SALT) HIGHWAY DEICING. BALTIMORE COUNTY			
SODIUM CHLORIDE BULK ROAD SALT (ROCK OR SOLAR SALT) HIGHWAY DEICING - BALTIMORE COUNTY			
SALT COST PER TON: \$60.00			
TRANSPORTATION COST PER TON: \$0.95			
UNIT COST SALT DELIVERED PER TON: \$60.95			
0003	77545-750107	TN	71.1800
SODIUM CHLORIDE, NATURAL DEPOSIT - HIGHWAY DEICING -FREDERICK COUNTY			
SODIUM CHLORIDE BULK ROAD SALT (ROCK OR SOLAR SALT) HIGHWAY DEICING - FREDERICK COUNTY			
SALT COST PER TON: \$60.00			
TRANSPORTATION COST PER TON: \$11.18			
UNIT COST SALT DELIVERED PER TON: \$71.18			
0004	77545-750101	TN	63.2200
SODIUM CHLORIDE, NATURAL DEPOSIT - HIGHWAY DEICING - HARFORD COUNTY			
SODIUM CHLORIDE BULK ROAD SALT (ROCK OR SOLAR SALT) HIGHWAY DEICING - HARFORD COUNTY			
SALT COST PER TON: \$60.00			
TRANSPORTATION COST PER TON: \$3.22			
UNIT COST SALT DELIVERED PER TON: \$63.22			

BLANKET PURCHASE ORDER

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<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>
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0005	77545-750106	TN	63.7300
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SODIUM CHLORIDE, NATURAL DEPOSIT - HIGHWAY DEICING- HOWARD COUNTY

SODIUM CHLORIDE BULK ROAD SALT (ROCK OR SOLAR SALT) HIGHWAY DEICING - HOWARD COUNTY

SALT COST PER TON: \$60.00

TRANSPORTATION COST PER TON: \$3.73

UNIT COST SALT DELIVERED PER TON: \$63.73

0006	77545-750509	TN	65.2000
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SODIUM CHLORIDE (SOLAR SALT) HIGHWAY DEICING. - MONTGOMERY COUNTY

SODIUM CHLORIDE BULK ROAD SALT (ROCK OR SOLAR SALT) HIGHWAY DEICING - MONTGOMERY COUNTY

SALT COST PER TON: \$60.00

TRANSPORTATION COST PER TON: \$5.20

UNIT COST SALT DELIVERED PER TON: \$65.20

0007	77545-750510	TN	65.1400
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SODIUM CHLORIDE (SOLAR SALT) HIGHWAY DEICING. - PRINCE GEORGE'S COUNTY

SODIUM CHLORIDE BULK ROAD SALT (ROCK OR SOLAR SALT) HIGHWAY DEICING - PRINCE GEORGE'S COUNTY

SALT COST PER TON: \$60.00

TRANSPORTATION COST PER TON: \$5.14

UNIT COST SALT DELIVERED PER TON:\$ 65.14

BLANKET PURCHASE ORDER

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<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>
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0008	77545-750157	TN	65.2000
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SODIUM CHLORIDE NATURAL DEPOSIT HIGHWAY DEICING-BALTIMORE.

SODIUM CHLORIDE BULK ROAD SALT (ROCK OR SOLAR SALT) HIGHWAY DEICING -
BALTIMORE CITY

SALT COST PER TON: \$64.25

TRANSPORTATION COST PER TON: \$0.95

UNIT COST SALT DELIVERED PER TON: \$65.20

0009	77545-750105	TN	66.1500
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SODIUM CHLORIDE, NATURAL DEPOSIT - HIGHWAY DEICING -CARROLL COUNTY

SODIUM CHLORIDE BULK ROAD SALT (ROCK OR SOLAR SALT) HIGHWAY DEICING -
CARROLL COUNTY

SALT COST PER TON: \$60.00

TRANSPORTATION COST PER TON: \$6.15

UNIT COST SALT DELIVERED PER TON: \$66.15

END OF ITEM LIST

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AUTHORIZED BY: _____


BUYER AUTHORIZED DESIGNEE

DATE: 11/23/15

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Hyattsville City Council Agenda Item Report

Meeting Date: September 18, 2017

Submitted by: Lesley Riddle

Submitting Department: Public Works

Item Type: Contract

Agenda Section: Action Items (9:05 p.m. - 9:30 p.m.)

SUBJECT

FY-18 Renewal of Adirondack Tree Experts Contract (5 minutes)

HCC-49-FY18

Recommendation:

I move that the Mayor and Council authorize the City Administrator to renew the City's contract with Adirondack Tree Experts for FY-18 tree work in the City in an amount not to exceed \$150,000. This contract has been reviewed and approved by the City Attorney for legal sufficiency.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

The City has numerous dead and dying trees that are creating hazardous conditions on streets and within the City Right of Way. The current Parks Division budget for tree removal and pruning will not support the work required this fiscal year. We are requesting the renewal of the existing contract and an increase to Adirondack Tree Experts contract from \$100,000.00 to \$150,000.00 so that we can accomplish additional tree work.

Next Steps:

Schedule all tree work that is needed to improve hazardous tree conditions.

Fiscal Impact:

\$150,000 was budgeted for FY18 in the Parks Divisions budget.

City Administrator Comments:

Recommend approval

Community Engagement:

Outreach to residents that are within the surrounding and impacted areas.

Strategic Goals:

Promote a Safe and Vibrant Community

Legal Review Required?

Complete



Hyattsville City Council Agenda Item Report

Meeting Date: September 18, 2017

Submitted by: Douglas Holland

Submitting Department: Police Department

Item Type: Purchase

Agenda Section: Action Items (9:05 p.m. - 9:30 p.m.)

SUBJECT

Purchase and Upfitting of Eight Replacement Police Vehicles (5 minutes)

HCC-50-FY18

Recommendation:

I move that the Mayor and City Council authorize the expenditure of FY-2018 Capital Improvement Funds in an amount not to exceed \$405,000, for the purpose of purchasing 8 replacement police vehicles from Hertrich Ford, and the purchase of vehicle equipment and up-fitting from Global Public Safety LLC.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[FY2018 Vehicle Replacement.docx](#)

Summary Background:

See attached memorandum

Next Steps:

Purchase according to the City's procurement policy and approval of the City Treasurer.

Fiscal Impact:

Capital expenditure not to exceed \$405,000

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

N/A



Memo

To: Mayor and Council
From: Douglas K. Holland, Chief of Police
CC: Tracey Nicholson, City Administrator
Date: September 7, 2017
Re: Police Vehicle Purchase

Purpose

The purpose of this memorandum is to request Mayor and Council authorization for the purchase and up fitting of eight (8) replacement police vehicles.

Background

During the FY2018 budget preparation process, members of the Police Budget Committee referred to the police vehicle replacement schedule as justification for Vehicle Capital Expenditure funding. The final approved FY2018 budget ordinance includes Capital Expenditure line item 70-202-001-5642 has a funding balance of \$405,000 for replacement of eight (8) 2018 Ford AWD Sedans

The Statewide contracts for Law Enforcement Vehicles identified as BPO number 001B7400097 has been awarded to Hertrich Fleet Services, Inc., 1427 Bay Road, Milford, Delaware. Pursuant to Article 41, Section 18-201 of the Annotated Code of Maryland, we, as a Municipal / Government Agency are authorized to purchase vehicles in accordance with

the terms identified in the contracts. Hertich Fleet Services has agreed to provide 2018 model vehicles at the 2017 contract price if the vehicles are ordered prior to October 2nd.

The equipment purchase and up fitting of the vehicles will be contracted through the Global Public Safety LLC (formerly Brekford Corporation) 7020 Dorsey Road, Hanover, Maryland 21076 and will be purchased thru State Contract, Blanket Purchase Order (BPO) Number 060B2490022. Pursuant to Article 41,, Section 18-201 of the Annotated Code of Maryland, we, as a Municipal Government Agency are authorized to purchase and install the necessary emergency lighting, video and radio equipment, decals, etc. ...for our new police vehicles with the terms identified in this contract.

2017 Ford Police Sedan AWD	\$25,113 x 8 = \$200,904		
Equipment and Up Fitting	\$25,000 x 8 = \$200,000		
TOTALS	Vehicles	\$200,904	\$
	Equipment	\$200,000	
		\$400,904	
FY 17 Capital Expenditure line item 70-202-001-5642 balance	\$405,000		

Recommendation

It is recommended that the Mayor and City Council authorize the purchase of 8 replacement police vehicles from Hertrich Ford, and the purchase of vehicle equipment and up-fitting from the Global Public Safety LLC. Total expenses will not exceed the approved FY18 Capital Expenditure line item 70-202-001-5642 funding balance of \$405,000.



Hyattsville City Council Agenda Item Report

Meeting Date: September 18, 2017

Submitted by: Lesley Riddle

Submitting Department: Public Works

Item Type: Contract

Agenda Section: Action Items (9:05 p.m. - 9:30 p.m.)

SUBJECT

Office Care Commercial Cleaning Company Contract Extension (5 minutes)

HCC-54-FY18

Recommendation:

I move that the Mayor and Council authorize the City Administrator to execute a one-year contract, renewable for up to two additional years, with Office Care Commercial Cleaning Company, for the purposes of facility cleaning services in an amount not to exceed \$62,460.00, upon the review and approval by the City Attorney for legal sufficiency.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

Office Care Commercial Cleaning Services currently provides cleaning services for the Administrative Offices at 4310 Gallatin St, Magruder Park facility, and the Directorate of Public Works located at 4633 Arundel Place. Office Care has been working with the City for the past seven years and has provided quality and reliable service. The existing contract term ends in FY17 and the City has the right to extend the existing contract for 1 year and extendable to 3 years.

Next Steps:

With Council approval Office Care Commercial Cleaning Services will continue to provide cleaning services to City operated buildings.

Fiscal Impact:

The cost for this contract is in the DPW Building Maintenance operating budget.

City Administrator Comments:

Recommend Approval

Community Engagement:

N/A

Strategic Goals:

Goal 4 – Foster Excellence in all City Operations

Legal Review Required?

Pending



Hyattsville City Council Agenda Item Report

Meeting Date: September 18, 2017

Submitted by: Lesley Riddle

Submitting Department: Public Works

Item Type: Contract

Agenda Section: Action Items (9:05 p.m. - 9:30 p.m.)

SUBJECT

Bigbelly Waste and Recycling System (10 minutes)

HCC-55-FY18

Recommendation:

I move that the Mayor and Council authorize the City Administrator to execute a one-year contract, renewable for up to three additional years, with Bigbelly Solar for Bigbelly duo trash stations in an amount not to exceed \$34,563.00, upon the review and approval by the City Attorney for legal sufficiency.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

ATTACHMENTS

Summary Background:

On October 10, 2015, representatives from Bigbelly presented the Mayor and Council with an overview of their products and services. Bigbelly is a solar powered, rubbish-compacting bin for use in public spaces. They leverage renewable solar energy and information technology to improve waste and recycling operations in many cities throughout the U.S. and over 47 countries worldwide. Currently the City has sixteen Bigbelly units at various locations throughout the City. The pilot program has been very successful providing the City savings in vehicle usage, staff hours, and also mitigating trash on our streets. The current contract for the existing Bigbelly stations needs to be renewed for FY2018.

Next Steps:

With Council approval Bigbelly will continue to provide service to the existing sixteen Bigbelly units in the City.

Fiscal Impact:

The FY 18 Capital Improvements Budget has funding for the current program and funds for expanding the existing program.

City Administrator Comments:

Recommend Approval

Community Engagement:

The installation of the Bigbelly units will continue to support the City's community environmental initiatives, reduce costs and assist with keeping our streets and neighborhoods free of litter.

Strategic Goals:

Promote a Safe and Vibrant Community

Legal Review Required?

Pending



Hyattsville City Council Agenda Item Report

Meeting Date: September 18, 2017

Submitted by: Jim Chandler

Submitting Department: Community & Economic Development

Item Type: Ordinance

Agenda Section: Discussion Items (9:30 p.m. - 10:05 p.m.)

SUBJECT

Amendment to Section 114-74 - Vehicle Impound Ordinance (10 minutes)

HCC-43-FY18

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Memo - Impoundment Ordinance.docx](#)

[Impound Ordinance Amendment 8.30.17.docx](#)

Summary Background:

In FY-2012, Parking Compliance operations were transferred from the Police Department to Community & Economic Development. The City Code was not revised to transfer administrative operations regarding impounding of vehicles as defined within Chapter 114-74. As an interim procedure, when vehicles require impounding, the Parking Compliance staff secure the verbal approval of the Police Department Lieutenant on-duty by contacting the PD Communications Staff. A police officer responds to the scene and if required, attends any potential adjudication proceedings.

The City Attorney has recommended an amendment to Chapter 114-74 for the City Council's consideration. The intent of the amendment is for the City Code to reflect consistency with the efficient administration of City operations. The proposed amendment language is as follows:

"B. Pursuant to Maryland Annotated Code, Transportation Article, section 25-201(e)(6), as may be amended, and section 114-3 of this Code, code enforcement officers and parking enforcement officers are designated as having the authority to "boot," take into custody, and impound vehicles in accordance with this section and procedures established by the Police Department. Nothing herein shall be construed to limit the City of Hyattsville Police Department's authority."

Next Steps:

Provided the City Council is supportive of this revised ordinance, the item will be scheduled for a reading in October 2017.

Fiscal Impact:

N/A

City Administrator Comments:

The code was written when parking compliance was part of the Hyattsville Police Department. The current process requires police approval and presence of an officer which competes with higher priority, time sensitive police assignments. If supported, the City will draft administrative procedures requiring the Parking Compliance staff obtain approval from the Code Compliance Manager, Director of Economic Development or Police Department prior to taking a car into custody.

Community Engagement:

The proposed ordinance was not referred to the Code Committee as revisions to Chapter 114-74 are administrative and do not modify the intent of the Chapter.

Strategic Goals:

Goal 4 – Foster Excellence in all City Operations

Legal Review Required?

Complete



Memo

To: City Council

From: Jim Chandler, Director, Community and Economic Development

CC: Tracey Nicholson, City Administrator
Douglas K. Holland, Chief of Police
Chris Giunta, Manager, Code & Parking Compliance

Date: September 5, 2017

Re: Chapter 114-74 – Vehicle Impound Ordinance

This memorandum provides the City Council with details regarding a proposed administrative amendment to Chapter 114-74.

Background Information

In FY2012, Parking Compliance operations were transferred from the Police Department to Community & Economic Development. Chapter 114-74 of the City Code. The transfer of administrative operations did not include revisions to the City Code to reflect authorities for impounding of vehicles defined within Chapter 114.

The City Attorney has recommended an amendment to Chapter 114-74 for the City Council's consideration. The intent of the amendment is for the City Code to reflect consistency with the administration of City operations. The proposed amendment language is as follows:

"B. Pursuant to Maryland Annotated Code, Transportation Article, section 25-201(e)(6), as may be amended, and section 114-3 of this Code, code enforcement officers and parking enforcement officers are designated as having the authority to "boot," take into custody, and impound vehicles in accordance with this section and procedures established by the Police Department. Nothing herein shall be construed to limit the City of Hyattsville Police Department's authority."

Staff Comments

As an interim procedure, when vehicles are eligible for impounding, CED Parking Compliance staff has secured the verbal approval of the Police Department Lieutenant on-duty, through PD Communications Staff. This interim process is not intended as a long-term operational solution, as it requires additional Police Department resources both in the administration of impounding services and cases requiring City Staff to be present during adjudication.

CITY OF HYATTSVILLE
ORDINANCE 2017-0__

An Ordinance whereby the City Council amends the Code to reiterate and clarify that code enforcement and parking enforcement officers have the authority to “boot,” take into custody, or impound vehicles in certain situations.

WHEREAS, Maryland Annotated Code, Local Government Article, Section 5-202 grants to municipal corporations of the State of Maryland, including the City of Hyattsville, the power to protect the health, comfort and convenience of their citizens; and

WHEREAS, Section 3, Chapter 114 of the City Code, specifically designates City police, code enforcement, and parking enforcement officers as persons vested with the authority to enforce the provisions of said Chapter and have been so vested since at least the enactment of section 114-3; and

WHEREAS, the Mayor and City Council deem it in the best interest of its citizens to amend section 114-74 of the City Code to reiterate and clarify that code enforcement and parking enforcement officers are designated with the authority to take into custody and impound vehicles that are unattended and/or vehicles that are abandoned.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Hyattsville in regular session assembled that section 114-74 of the Hyattsville Code is hereby amended to read as follows:

1 **§ 114-74. Impoundment procedures; reclamation. [Amended 3-5-14 by HO 2014-02]**

2 A. The Police Department may “boot” or take into custody and impound:

3 (1) Any unattended vehicle parked or left standing on any highway or street in the city or on
4 any property owned or leased by the city in violation of any traffic or parking regulation.

5 (2) Any unattended vehicle for which five (5) or more outstanding parking or parking meter
6 violation citations have accumulated and matured to the maximum fine.

7 B. Pursuant to Maryland Annotated Code, Transportation Article, section 25-201(e)(6), as may
8 be amended, and section 114-3 of this Code, code enforcement officers and parking enforcement
9 officers are designated as having the authority to “boot,” take into custody, and impound vehicles
10 in accordance with this section and procedures established by the Police Department. Nothing
11 herein shall be construed to limit the City of Hyattsville Police Department’s authority.

12 C. ~~B.~~ The provisions of Title 25, Subtitle 2, of the Maryland Vehicle Law (§ 25-201 et seq. of
13 the Transportation Article of the Annotated Code of Maryland) shall apply with respect to the
14 removal, storage, reclamation and disposal of any vehicle taken into custody pursuant to
15 Subsection A above.

16 D. ~~€.~~ In addition to any information required to be contained in the notices given under Title
17 25, Subtitle 2, of the Maryland Vehicle Law, information as to the nature and circumstances of
18 the traffic or parking violation or violations on account of which a vehicle is impounded shall be
19 given to the owner or other person normally in charge of such vehicle.

20 E. ~~Đ.~~ In addition to paying all towing, preservation and storage charges resulting from taking or
21 placing the vehicle in custody, the owner ~~or person normally in charge~~ of such vehicle shall also
22 be liable for any fine or forfeiture resulting from the violation or violations for which the vehicle

1 was impounded, and such vehicle shall not be released until either written receipt is displayed
2 showing payment of such fine or forfeiture or collateral in the sum of twenty-five dollars
3 (\$25.00) per violation is posted for appearance of the owner or person normally in charge of such
4 vehicle in the people's court of the county to answer the violation or violations on account of
5 which the vehicle was impounded.

6 **AND BE IT FURTHER ORDAINED** that if any provision of this Ordinance or the
7 application thereof to any person or circumstance is held invalid for any reason, such invalidity
8 shall not affect the other provisions or any other applications of the Ordinance which can be given
9 effect without the invalid provision or applications, and to this end, all the provisions of this
10 Ordinance are hereby declared to be severable;

11 **AND BE IT FURTHER ORDAINED** that this Ordinance shall take effect twenty (20)
12 days from the date of its adoption;

13 **AND BE IT FURTHER ORDAINED** that a fair summary of this ordinance shall
14 forthwith be published twice in a newspaper having general circulation in the City and otherwise
15 be made available to the public.

16 **INTRODUCED** by the City Council of the City of Hyattsville, Maryland, at a regular
17 public meeting on _____, 2017.

18 **ADOPTED** by the City Council of the City of Hyattsville, Maryland, at a regular public
19 meeting on _____, 2017.

Adopted: _____

Attest: _____
Mayor

20
21
22 { } indicate deletions

23 Underline indicates additions

24 Asterisks * * * Indicate matter retained in existing law but omitted herein



Hyattsville City Council Agenda Item Report

Meeting Date: September 18, 2017

Submitted by: Jim Chandler

Submitting Department: Legislative

Item Type: Legislative

Agenda Section: Discussion Items (9:30 p.m. - 10:05 p.m.)

SUBJECT

Pet Waste Ordinance (15 minutes)

HCC-63-FY18

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Memo - Pet Waste Ordinance.docx](#)

[Pet Waste Ordinance - 9.13.17.docx](#)

[MinutesrMarch_15_17_Approved.doc](#)

[Code Committee Recommendation - June 21, 2017.doc](#)

[Pet Waste - Leash Up Poster](#)

Summary Background:

The attached ordinance was drafted by the City Attorney in response to the Council's directive to provide residents with clear regulations for disposal of pet waste for domesticated animals to help maintain clean, healthy, and safe communities. The staff will identify required equipment, supplies, and administrative procedures to provide for sufficient disposal in public spaces.

Next Steps:

Pending City Council support, this item can be scheduled for a first reading in October 2017.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Approval.

Community Engagement:

The Code Compliance Committee reviewed the draft ordinance in April and June 2017 and requested a public awareness campaign as detailed in the attached. City Staff reviewed the proposed language and created a public awareness poster, which will be widely distributed and available in English and Spanish.

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

Complete



Memo

To: City Council

From: Jim Chandler, Director, Community and Economic Development

CC: Tracey Nicholson, City Administrator
Douglas K. Holland, Chief of Police
Chris Giunta, Manager, Code & Parking Compliance

Date: September 14, 2017

Re: Pet Waste Ordinance

As directed the City Attorney has drafted a 'Pet Waste' Ordinance for the purposes of further defining the City of Hyattsville's regulations regarding the disposal of pet waste/matter.

Staff Comments

The term 'domesticated' was inserted into the ordinance to define the types of animals subject to the provisions of the ordinance, intentionally excluding migratory animals. The language as drafted enables the City to retain the word 'harboring' without creating a conflict with Prince George's County law.

Staff is recommending that enforcement of this ordinance through the establishment of administrative procedures.

**CITY OF HYATTSVILLE
ORDINANCE 2017-0__**

An Ordinance whereby the City of Hyattsville establishes requirements for the proper disposal of solid pet waste in the City of Hyattsville so as to protect public health, safety and welfare, ~~and to prescribe the penalties for failure to comply.~~

WHEREAS, Maryland Annotated Code, Local Government Article, Section 5-202 grants to municipal corporations of the State of Maryland, including the City of Hyattsville, the power to protect the health, comfort and convenience of their citizens; and

WHEREAS, the Mayor and Council desire to establish requirements for the proper disposal of solid pet waste in order to protect the health, comfort and convenience of the residents of the City of Hyattsville; and

WHEREAS, the addition of the new provisions regarding pet waste to Chapter 65 require Chapter 65's existing Article VII, which contains the penalty provisions for Chapter 65, to be recodified as Chapter 65, Article VIII; and

WHEREAS, the Mayor and Council desire that the new Pet Waste Article in Chapter 65 and existing Chapter 52, Dogs and Other Animals, each contain a cross-reference to the other so that these provisions may be located more easily.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Hyattsville in regular session assembled that the penalty provision presently codified as Chapter 65, Article VII, § 65-27 of the City Code is repealed and reenacted without substantive change in the City of Hyattsville Code to read as follows:

ARTICLE VIII

Penalty

§ 65-29. Violations and penalties.

In addition to any remedy provided by this Chapter, violations of this Chapter shall be punishable as a municipal infraction as provided in Chapter 20 of this Code. The fine for any single initial

violation shall be one hundred dollars (\$100.00), and the fine for each repeat of that offense shall be two hundred dollars (\$200.00).

AND BE IT FURTHER ORDAINED by the City Council of the City of Hyattsville in regular session assembled that Chapter 65 of the City of Hyattsville Code is hereby amended to add Article VII, Solid Pet Waste, which is to read as follows:

ARTICLE VII†

Solid Pet Waste

§ 65-27. Requirements for disposal.

A. All pet owners are required to dispose of a pet's solid waste deposited on any property, public or private, not owned or possessed by that person. Disposal of said waste shall occur immediately and without delay.

B. All domesticated animals kept for amusement or companionship shall be considered pets within the meaning of this Article.

C. For the purposes of this Article, a pet owner shall be any person who possesses, maintains, houses, or harbors any pet or otherwise has custody of any pet, regardless of whether the person is the actual owner of such pet.

D. Disposal of a pet's solid waste shall consist of placing the solid waste in a designated waste receptacle or other suitable container, or discarded in a refuse container which is regularly emptied by the municipality or some other refuse collector; or introducing the solid waste, free of any container, bag, or handling device, into a system designed to convey domestic sewage for proper treatment and disposal.

§ 65-28. Animals exempt from requirements for disposal.

A. A professionally trained disability assistance animal shall be exempt from the provisions of this Article while such animal is being used for that purpose.

B. An animal owned by a law enforcement or other governmental agency shall be exempt from the provisions of this Article while such animal is being used for that purpose.

†Related legislation is found in Chapter 52, Dogs and Other Animals.

AND BE IT FURTHER ORDAINED by the City Council of the City of Hyattsville in regular session assembled that Chapter 52 is amended to include the following cross-reference:

Chapter 52†

†Related legislation is found in Chapter 65, Article VII, Solid Pet Waste.

AND BE IT FURTHER ORDAINED that if any provision of this Ordinance or the application thereof to any person or circumstance is held invalid for any reason, such invalidity shall not affect the other provisions or any other applications of the Ordinance which can be given effect without the invalid provision or applications, and to this end, all the provisions of this Ordinance are hereby declared to be severable;

AND BE IT FURTHER ORDAINED that this Ordinance shall take effect twenty (20) days from the date of its adoption;

AND BE IT FURTHER ORDAINED that a fair summary of this ordinance shall forthwith be published twice in a newspaper having general circulation in the City and otherwise be made available to the public.

INTRODUCED by the City Council of the City of Hyattsville, Maryland, at a regular public meeting on _____, 2017.

ADOPTED by the City Council of the City of Hyattsville, Maryland, at a regular public meeting on _____, 2017.

Adopted: _____

Attest: _____

Mayor

{ } indicate deletions

Underline indicates additions

Asterisks * * * Indicate matter retained in existing law but omitted herein

CITY OF HYATTSVILLE
CODE COMPLIANCE ADVISORY COMMITTEE MINUTES
WEDNESDAY, APRIL 19 2017

Jeff Moulton, Vice Chair
Gloria Felix-Thompson, Secretary
Joy M. Jeffries, Member
Nicolas Michels
Joy Jeffries (arrived at 7:05pm)
Chris Giunta, Manager, Code & Parking Compliance

Agenda: Introductions
Review and approval of the March 2017, meeting minutes
Update on Code issues, Chris Giunta

The committee voted unanimously to approve the January 2017 meeting minutes.

The Model Chapter 52 (Dogs & Other Animals) Chapter 52-2 (Actions Considered Public Nuisance) was accepted and shall be forwarded as a recommendation to Council

It was decided that the next meeting will be June 21, 2017

Adjourned at 7:40pm

Respectfully submitted Gloria Felix-Thompson, Secretary

On Wednesday, June 21, 2017, the Code Compliance Advisory Committee voted to recommend that the City Council direct staff to:

- ❖ create temporary signs (so that they can be moved to locations where lots of loose dogs are sighted) that show an **attention getting** dog on a leash, states: "By order of the City of Hyattsville: all Dogs/Pets must be Leashed and under Owner Control at **ALL** Times. Violators will be fined. For Animal Emergencies please contact Prince George's County Animal Control at 301-780-7200 or the City of Hyattsville Police Department at 301-985-5050."
- ❖ that the city engage in a public awareness campaign by posting the leash requirement frequently to its social media pages, the Hyattsville Reporter and on Hyattsville TV.

so that greater awareness of the leash law and its consequences by residents is created.

Leash Up! It's the Law.

The City of Hyattsville requires that all pets must be leashed and under owner control at all times. Violators are subject to fines of up to \$200.



For **Animal Emergencies**
contact Prince George's
County Animal Control at
301-780-7200

or the City of Hyattsville
Police Department at
301-985-5050

240





Hyattsville City Council Agenda Item Report

Meeting Date: September 18, 2017

Submitted by: Lesley Riddle

Submitting Department: Public Works

Item Type: Grant

Agenda Section: Discussion Items (9:30 p.m. - 10:05 p.m.)

SUBJECT

National Fitness Campaign Fitness Court & Grant Program (10 minutes)

HCC-64-FY18

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[NFC Grant Memo \(1\) \(1\) \(Tracey Nicholson\).docx](#)

[NFC Photo 1.jpg](#)

[NFC Photo 2.jpg](#)

Summary Background:

The National Fitness Campaign (NFC) installs outdoor “fitness courts” in parks, on public trails and other outdoor locations for public exercise. The NFC invited the City of Hyattsville to apply for a \$10,000 grant from Fit Radio to help offset the \$90,000 cost of installing a Fitness Court. The City intends to apply for a Department of Natural Resources Community Parks and Playground grant to cover the remaining \$80,000 and will also address the requirement in the FY2019 budget.

The staff is exploring potential sites, but the application tentatively listed Magruder Park as a possible location due to the spatial requirements of the Fitness Court, and being on City owned property. This can be changed as we move through the process. The application also asked the City to agree to several partnership initiatives, such as hosting an opening day celebration and promoting the use of the Fitness Court in social media platforms.

Next Steps:

If approved, the City will enter into an MOU with NFC for the fitness court to be installed in the 3rd or 4th quarter of CY2018, City budget FY19.

Fiscal Impact:

This project will be included in the FY19 Capital Improvements Budget.

City Administrator Comments:

Recommend Support. This is a creative Healthy Eating Active Living (HEAL) initiative and a great way to promote exercise and wellness in the community. 241

Community Engagement:

We intend to engage the community to determine the most desirable location for placement of the fitness court.

Strategic Goals:

Goal 2 – Ensure the Long-Term Economic Viability of the City

Legal Review Required?

Pending



Memo

To: Mayor and City Council

CC: Tracey Nicholson, City Administrator

From: Katie Gerbes, Community Planner

Date: 14 September, 2017

Re: National Fitness Campaign Fitness Court & Grant Program

This memorandum provides an update on Hyattsville's participation in the National Fitness Campaign.

The National Fitness Campaign (NFC) installs outdoor "fitness courts" in communities to provide safe public spaces for residents to exercise. Fitness courts are installed in parks, along public trails and at other public facilities. The NFC was pre-approved to give out 50 grants to the first 50 cities to apply for a fitness court through their program. In June 2017, Trent Matthias from the National Fitness Campaign reached out to the Mayor and the City staff and invited Hyattsville to apply.

We submitted our application in early June and on June 22, 2017, were informed that Fit Radio would provide a \$10,000 grant towards the \$90,000 cost of installing a Fitness Court. The City intends to apply for a Department of Natural Resources Community Parks and Playground grant to cover the remaining \$80,000 cost. The required funding could also be addressed in the FY2019 budget.

The grant is nonbinding, but our application and acceptance shows the City's commitment to moving forward and provides NFC resources to help with planning and installation.

The staff is exploring potential sites, but our application tentatively listed Magruder Park as our proposed location given the spatial requirements of the Fitness Court, coupled with being on City owned property. This can be changed as we move through the process. The application also asked the City to agree to several partnership initiatives, such as hosting an opening day celebration and promoting the use of the Fitness Court in social media platforms.

If approved, the City will enter into an MOU with NFC for the fitness court to be installed in the 3rd or 4th quarter of CY2018.





Weekly Program Offerings

Hyattsville Farmer's Market

Tuesdays, 3:00 PM – 7:00 PM @ Parking Lot of Redeemer Lutheran Church

Ageless Grace Senior Exercise Classes

Wednesdays and Fridays, 10:00 AM @ City Municipal Building

Creative Minds

Tuesdays and Thursdays, 10:00 AM @ Magruder Park Recreation Center

Call-A-Bus Grocery Trips

Our Call-a-Bus takes seniors and residents with disabilities to grocery stores located in the City of Hyattsville each week. Call (301) 985-5000 to join a trip or add yourself to our Call-A-Bus calendar mailing list.

City Calendar: September 19 – October 2, 2017

Ethics Commission Meeting

September 19, 2017, 7:00 PM @ City Municipal Building, 3rd Floor Inner Conference Room

Art Works Now Senior Summer Camp

September 20, 2017, 1:00 PM – 3:00 PM @ Art Works Now

Code Compliance Advisory Committee Meeting

September 20, 2017, 7:00 PM – 9:00 PM @ City Municipal Building, 3rd Floor Inner Conference Room

Public Meeting on Transportation Study

September 20, 2017, 7:00 PM @ City Municipal Building, 1st Floor Multipurpose Room

Community Conversation

September 21, 2017, 7:00 PM – 8:30 PM @ First Baptist Church of Hyattsville

Sunset Movies at Heurich Park

September 22, 2017, 7:30 PM – 9:00 PM @ Heurich Park

Hyattsville Arts & Ales Festival

September 23, 2017, 12:00 PM – 6:00 PM @ Gallatin Street & Route One

Planning Committee Meeting

September 26, 2017, 7:30 PM – 9:30 PM @ City Municipal Building

Senior Lunch

September 28, 2017, 12:00 PM – 2:00 PM @ West Hyattsville Baptist Church

Education Advisory Committee Meeting

September 28, 2017, 6:30 PM – 8:00 PM, City Municipal Building, 2nd Floor Prangley Room

Health, Wellness, & Recreation Advisory Committee Meeting

September 28, 2017, 7:00 PM – 8:30 PM @ City Municipal Building, 3rd Floor Inner Conference Room

Cyclocross

October 1, 2017, All Day @ Magruder Park & Woods

Public Hearing – Montgomery Housing Partnership, Parkview Manor Apartments

October 2, 2017, 7:30 PM @ City Municipal Building, 3rd Floor Council Chambers

Council Meeting

October 2, 2017, 8:00 PM – 10:00 PM @ City Municipal Building, 3rd Floor Council Chambers