

City Council of Hyattsville, Maryland

AGENDA

City Council Regular Meeting

Monday, August 6, 2018

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.

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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-15-FY19

I move that the Mayor and Council approve the Council Meeting Minutes for the Council Work Session of March 28, 2018 and the Public Hearing of May 14, 2018.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Minutes Mar 28 2018.pdf](#)

[Minutes May 14 2018 PH.pdf](#)

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

6. **Presentations (8:20 p.m. - 8:40 p.m.)**

6.a) FY-2017 Audit Update (5 minutes)

HCC-49-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

6.b) Community Sustainability Plan Progress Report (15 minutes)

HCC-47-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Progress Report MEMO Draft 7.30.18 1 .docx](#)

[2018 Progress Report Final Draft](#)

[FY2018 Progress Report PPT 4.3.pptx](#)

7. **Consent Items (8:40 p.m. - 8:45 p.m.)**

7.a) FY19 DPW Vehicle Purchase - Cab-Over Compact Trash Truck

HCC-18-FY19

I move that the Mayor and Council authorize the expenditure of FY19 Capital Improvement Funds in an amount not to exceed \$106,000 for the purpose of purchasing a 2018 Isuzu Cab-over with an 8-yard Load-Master refuge packer from Johnson Truck Center, utilizing the District of Columbia, NJPA local government contract.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Memo - DPW Vehicle and Equipment Purchases 2018 LR.docx](#)

[Cabover Trash Truck.pdf](#)

7.b) FY19 DPW Equipment Purchase - Leaf Vacuum Units

HCC-20-FY19

I move that the Mayor and Council authorize the expenditure of FY19 Capital Improvement Funds in an amount not to exceed \$114,000 for the purpose of purchasing two (2) 2018 Leaf Vacuum Units from Old Dominion Brush Company, utilizing the NJPA #041247 local government contract.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Memo - DPW Vehicle and Equipment Purchases 2018 LR.docx](#)

[Leaf Machine Quote.pdf](#)

[Old Dominion Contract 041217.pdf](#)

7.c) Cost Reimbursement Agreement Between the United States Secret Service and the City of Hyattsville Police Department

HCC-37-FY19

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 FY19 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 purchases related to the National Region Fraud Task Force.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Hyattsville 2018 CRA.pdf](#)

7.d) Asphalt Inspection and Management - City Wide

HCC-34-FY19

I move that the Mayor and City Council authorize the City Administrator to enter into a contract with IMS Infrastructure Management Services, LLC, and authorize the expenditure of \$55,000, to provide Asphalt Inspection and Management - City Wide, pending legal approval.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[180709 - memo - rfp DPW18-003 selection of IMS Infrastructure Management Services.pdf](#)

[IMS proposal.pdf](#)

7.e) Citizen Relationship Management Software

HCC-42-FY19

I move that the Mayor and Council authorize the City Administrator to negotiate a contract with See Click Fix, renewable for up to three years, at a cost not to exceed \$15,000 per year, upon the review and approval by the City Attorney for legal sufficiency.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s):

[Firm Selection Memo See Click Fix.docx](#)

7.f) Playground Resurfacing

HCC-43-FY19

I move that the Mayor and Council authorize an expenditure from the FY19 Operating Budget in an amount not to exceed \$16,000 for the purpose of resurfacing seven City playgrounds using the quote submitted by Playground Specialists, Inc.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Playground Resurfacing FY19.pdf](#)

7.g) Repair of Case Front Loader

HCC-44-FY19

I move that the Mayor and Council authorize an expenditure from the FY19 Operating Budget in an amount not to exceed \$20,000, for the purpose of repairing the 2001 Case front loader using the proposal submitted by Groff Tractor, a sole source provider for Case equipment repair.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Front Loader proposal.pdf](#)

7.h) Appointment to Race and Equity Task Force

HCC-46-FY19

I move that the Mayor and Council appoint Jeannette Soon-Ludes (Ward 1) to the Ad Hoc Race and Equity Task Force for a term to expire 120 days after the first meeting of the committee.

Lead Sponsor: Hollingsworth

Co-Sponsor(s): N/A

[Committee Application RETF Soon-Ludes w1.pdf](#)

7.i) Hyattsville Ordinance 2018-02: State Mandated Changes to Ethics Code

HCC-25-FY19

I move that the Mayor and Council adopt Hyattsville Ordinance 2018-02, an Ordinance whereby the City of Hyattsville amends its ethics provisions to conform to recent updates to State law as to financial reporting and conflicts of interest (SECOND READING/ADOPTION).

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Ordinance 2018-02 Ethics FINAL.docx](#)

[2018 Ethics changes.pdf](#)

**7.j) FY19 Budget Appropriation: \$1,600 Grant from Governor's Office of Crime Control and Prevention for 2017 National Night Out Against Crime
HCC-48-FY19**

I move that the Mayor and Council accept and appropriate in the FY2019 Police Department budget a grant from the Governor's Office of Crime Control and Prevention in the amount of \$1,600 to support the National Night Out Against Crime celebration.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s):

**7.k) Life Cycle Computer Replacement for Cable Studio
HCC-50-FY19**

I move that the Mayor and Council authorize the purchase of computers and related equipment from B&H Photo at a cost not to exceed \$19,000.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Memo Computer Lifecycle Replacement.docx](#)

**7.l) Re-Appointment to Police and Public Safety Citizens' Advisory Committee
HCC-52-FY19**

I move that the Mayor and Council re-appoint Angela Kenny (Ward 2) to the Police and Public Safety Citizens' Advisory Committee for a term of 2 years, ending on August 6, 2020.

Lead Sponsor: Perry

Co-Sponsor(s): Spell

[Committee Application PPSAC Kenny W2.pdf](#)

**7.m) Amendment to Capital Projects Grant Agreement
HCC-53-FY19**

I move the City Council authorize the City Administrator to execute an amendment to the Maryland Board of Public Works Capital Projects Grant Agreement to extend the term to June 1, 2020.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Memo - BPW Bond Bill Extension .doc](#)

[Parking Garage extension.pdf](#)

8. Council Dialogue

9. Community Notices and Meetings

9.a) City Calendar: July 17 - August 6, 2018

HCC-45-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s):

10. Motion to Adjourn



Hyattsville City Council Agenda Item Report

Meeting Date: August 6, 2018
Submitted by: Nicola Konigkramer
Submitting Department: City Clerk
Item Type: Legislative
Agenda Section: Approval of the Minutes

SUBJECT

Approval of the Minutes

HCC-15-FY19

Recommendation:

I move that the Mayor and Council approve the Council Meeting Minutes for the Council Work Session of March 28, 2018 and the Public Hearing of May 14, 2018.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Minutes_Mar 28 2018.pdf](#)

[Minutes_May 14 2018 PH.pdf](#)

Summary Background:

See attached.

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



WORK SESSION OF THE CITY COUNCIL, HYATTSVILLE MD MARCH 28, 2018

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
Paula Perry, W4
Joseph A Solomon, W5
Erica Spell, W5 (*arrived at 7:45 p.m.*)

Absent: None

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 Public Works Lesley Riddle
Director of Community Services Jake Rollow
Director of Human Resources Vivian Snellman (*arrived at 8:34 p.m.*)
Police Chief Douglas Holland (*arrived at 8:34 p.m.*)
City Attorney E. I. Cornbrooks IV
City Clerk Laura Reams
Deputy City Clerk Nicola Konigkramer

1) **Call to Order and Council Roll Call**

Mayor Hollingsworth called the meeting to order at 7:37 p.m.

2) **Pledge of Allegiance to the Flag**

3) **Motion to Close (7:30 p.m.)**

3.a Motion to Close (7:30 PM, 30 minutes) NOTE: The Council is anticipated to return to open session at 8:00 p.m. and will resume with Public Comment at that time.

HCC-256-FY18

I move that the Mayor and Council close the Council Work Session of March 26, 2018 in order to consider the acquisition of real property.

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.

[Cover Page](#) 

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



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

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 7:38 p.m. on Wednesday, March 28, 2018, 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 and Director of Community and Economic Development Jim Chandler, City Treasurer Ron Brooks, City Attorney E.I. Cornbrooks IV, and City Clerk Laura Reams. Councilmember Spell was absent.**

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.**

Topics Discussed: The City Attorney provided legal advice for acquisition of real property.

Action Taken: I move that the Mayor and Council authorize staff to enter into negotiation with Werrlein Properties concerning Magruder Pointe, identified as the south parcel at 40th Avenue and Hamilton Street, also identified as Exhibit A, in the proposal dated March 28, 2018 for the purposes of public use at an amount as determined in the closed session of March 28, 2018 and in concurrence of the City Treasurer.

RESULT:	APPROVED [9-2]
MOVER:	Warner
SECONDER:	Croslin
AYES:	Hollingsworth, Ward, Lawrence, Croslin, Warner, Suiter, Wright, Perry, Spell
NAYS:	Haba, Solomon
ABSENT:	None

Councilmember Perry made a motion to adjourn the closed session, which was seconded by Councilmember Croslin and approved unanimously by the Council. The meeting returned to open session at 8:26 p.m.

NOTE FOR THE RECORD: Councilmember Spell arrived at 7:45 p.m.

4) **Approval of the Agenda**

Mayor Hollingsworth stated appreciation for the work of staff but noted that the Council had not had enough time to digest the information that was to be presented at the meeting. Mayor Hollingsworth suggested truncating the agenda to review the Legislative and Administration Budgets at the current meeting and schedule an additional Council Budget Work Session to review the remaining departmental budgets.

Councilmember Wright confirmed that questions and comments were to be made after each departmental budget presentation. Councilmember Warner noted that staff were present and prepared to present their budgets and suggested hearing all the presentations that evening and scheduling an addition Council Budget Work Session to discuss all the departmental budgets. Council President Haba echoed



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Councilmember Warner's remarks, asking for the opportunity to further discuss the Capital Improvement Projects (CIP) Budget at a later date.

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

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

Loire Przygodski, a Ward 2 resident, addressed the Mayor and Council in opposition to the proposed Magruder Pointe development. Ms. Przygodski noted large implications the development would have to programming and public use of Magruder Park. Ms. Przygodski added that she wanted to see wise development and responsible use of the floodplain.

6) **Presentations (8:20 p.m. - 9:50 p.m.)**

6.a) Introduction of the Draft Budget for Fiscal Year 2019 (15 minutes)

HCC-248-FY18

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

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[FY19 Budget Transmittal Letter.pdf](#) 

[FY19 Budget_Revenues and Expenditures.pdf](#) 

Administrator Nicholson introduced the Budget Transmittal Letter, stating that she would provide an overview of the memo, which contained a snapshot of the budget, and that a PowerPoint presentation would follow to give department heads the opportunity to talk in more detail to their budgets.

Administrator Nicholson said the budget document would include statements of revenues and expenditures, the property tax assessable base table, and a break down of legislative and departmental expenses. Administrator Nicholson added that the budget proposal included Council priorities for sustainability, transit-oriented development, and staffing to provide essential government services. Administrator Nicholson stated that the FY-2019 total operating budget of all funds was projected to be \$30,375,519. Administrator Nicholson provided the following projections: General Fund: \$19.3 million, Capital Improvements Fund: \$8.6 million, Debt Services: \$1.8 million, and Special Revenues: \$1.3 million. Administrator Nicholson also noted the City's cash reserves of \$13.2 million, which was based on the audited FY-2015 financial statements.

Administrator Nicholson highlighted the remainder of the memo, noting investment in employee training and development, compensation for a pay for performance program, and enrollment in the State of Maryland health benefits system. Administrator Nicholson outlined major staff increases complete the stated projects and initiatives. Administrator Nicholson noted priorities derived from the Sustainability Plan as well as infrastructure and facility investments.

Administrator Nicholson stated that the City was still dedicated to offsetting expenditures, by leveraging partnerships, reducing expenditures, securing grants, improving efficiencies, and ensuring that competitive processes were in place for vendor selections. Administrator Nicholson thanked department heads,



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specifically Treasurer Brooks and his staff, for their hard work to prepare the budget. Administrator Nicholson respectfully submitted the FY-2019 Budget to the Mayor and Council.

6.b) FY19 Budget Review: Legislative & Administration (30 minutes)

HCC-249-FY18

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page

FY19 Budget_Mayor and Council.pdf

FY19 Budget_City Administrator.pdf

FY19 Budget_Treasurer.pdf

FY19 Budget_City Clerk.pdf

FY19 Budget_BOE.pdf

FY19 Budget_HR.pdf

FY19 Budget_IT.pdf

Administrator Nicholson began the budget presentation, stating that it would include FY-2018 budget highlights and FY-2019 budget priorities. Administrator Nicholson stated that programmatic initiatives were highlighted as well as the additional staff required. Administrator Nicholson reviewed the organizational chart of the City, highlighting the departments that would be presented that evening.

Administrator Nicholson introduced the proposed Legislative and Administration budget and stated that most of the FY-2019 budget and program priorities had already began. Administrator Nicholson presented the Mayor and Council budget priorities, which included the Magruder Park Reimagination, an aftercare program, a bikeshare program, the circulator study, Hyatt Park Placemaking, Wi-Fi hotspots, senior and mentorship programming, safety improvements and speed mitigation, storm grate improvements, the implementation of a Race and Equity Task Force, water filling stations, commercial corridor development, improved bicycle infrastructure and increased advisory committee programs. Administrator Nicholson emphasized the staff increases to complete these priorities, as well as grants to offset the budget.

Councilmember Solomon asked when the aftercare and teen programming would be completed. Administrator Nicholson stated that the aftercare program would be completed in the next year and that Council had not yet given direction on the teen club initiative, but that it would return for discussion on April 2, 2018.

Administrator Nicholson presented the Mayor's budget, noting a salary increase in accordance with Hyattsville Ordinance 2015-01. Administrator Nicholson stated that not much had changed in the budget, but that there would be continued funding for discretionary funds, professional development, and slight increases in the salary. Administrator Nicholson presented the Council budget and echoed remarks about the salary increases. Administrator Nicholson noted that Ward Discretionary Funds had increased to \$1,700 and added that committee funding would be in addition to that number. Administrator Nicholson said that funds for another Legislative Event had been budgeted.

Administrator Nicholson presented the City Administrator budget, which continued to fund the Special Projects Coordinator position that was shared with Human Resources. Administrator Nicholson noted the various tasks of the Coordinator. Administrator Nicholson stated the biggest difference in the Administrator budget was within contracted services, to fund a grant writer position and professional consulting services.

Administrator Nicholson continued to present the Legal Services budget and noted the amount of work staff had ongoing with the City attorney. Administrator Nicholson clarified that contracts and contract



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negotiations as well as personnel actions made up the majority of required legal services. Administrator Nicholson stated that there had been a significant increase in Maryland Public Information Act (MPIA) requests and legislation drafting. Administrator Nicholson added that the funding had been increased to contract bond counsel. Council Vice President Ward asked for a clarification on past budgeting for bond counsel.

Treasurer Brooks then began the presentation for the Finance Department budget. Treasurer Brooks thanked staff for their assistance in creating the budget document. Treasurer Brooks added that the five (5) year forecast would be presented at an upcoming Council Meeting. Treasurer Brooks stated that he was requesting a part-time employee in FY-2019 to assist the Finance Department with the procurement process. Treasurer Brooks referenced the Council's adoption of a procurement policy and a high volume of documents that required the need for additional staff support. Treasurer Brooks added that he would be asking the body to transfer \$100,000-\$200,000 to the cash reserves because the City's liability requirements had changed.

Clerk Reams began the City Clerk and Board of Supervisors of Elections budget presentations. Clerk Reams provided an overview of the organizational chart for the Clerk's Office and listed the department's responsibilities. Clerk Reams referenced the number of public meetings and records management responsibilities that the Clerk's Office managed. Clerk Reams stated that MPIA requests were 45% higher in volume than the prior year and were mostly regarding code and police matters. Clerk Reams noted civic engagement efforts through Speak Up, HVL and voter outreach. Clerk Reams then presented the overview of the budget.

Clerk Reams presented the Board of Supervisors of Elections FY-2018 budget highlights, stating that the Board was busy in the off-election year working on an update to the Hyattsville City Code Chapter 8: Elections, voter registration efforts, and professional development. Clerk Reams said that the City was required to go out for bid for an election vendor and that funding had been included in the budget for the implementation of same-day voter registration.

Director Snellman presented the Department of Human Resources FY-2018 budget highlights, which contributed to maintaining low voluntary turnover; the City's rate being about 4%. Director Snellman stated that a benefit analysis was conducted that year and determined that the City's benefits were better than average. Director Snellman highlighted details of the paid Family Medical Leave Act (FMLA) program, stating that there were 3,256 hours paid to date. Director Snellman added that the pay structure had been modified to accommodate long service employees. Director Snellman said that the department had increased training opportunities for all employees. Director Snellman provided the FY-2019 priorities that consisted of staffing for the Special Projects Coordinator and funding for continued compensation review.

Assistant Administrator Chandler introduced the Information Technology budget, noting that the FY-2018 budget highlights included upgraded servers and network auditing, upgraded wireless internet, and on-site server back up. Assistant Administrator Chandler stated the FY-2019 budget priorities included funding for ongoing software licensing and dedicated IT support for ongoing facility projects. Assistant Administrator Chandler referenced the increase in contracted services of \$117,000 for outsourced and licensing support.

6.c) FY19 Budget Review: Department of Community & Economic Development (15 minutes)

HCC-250-FY18

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#) 
[FY19 Budget_CED.pdf](#) 



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Assistant Administrator Chandler presented initiatives the Department of Community and Economic Development (CED) that began in FY-2018, which included the integration of mobile parking payment, the Hyattsville Ambassador Program, Hyatt Park Placemaking, the Hyattsville Crossing (HVX) branding initiative, and the City-wide transportation plan. Assistant Administrator Chandler noted Police and Public Works involvement in the electric vehicle charging stations. Assistant Administrator Chandler provided the FY-2019 priorities which included license plate readers and various projects detailed in the City's Sustainability Plan. Assistant Administrator Chandler added that the budget included the request for a full-time Code Compliance Inspector for evening and weekend hours as well as increases to the Planning and GIS salaries. Assistant Administrator Chandler reviewed the revenue summary for code and parking and stated an expected increase in parking revenues.

6.d) FY19 Budget Review: Department of Public Works (15 minutes)

HCC-255-FY18

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#) 

[FY19 Budget_DPW.pdf](#) 

Director Riddle presented the proposed Department of Public Works Budget and recognized senior staff in attendance: Project Manager Hal Metzler, Facilities Manager Mike Schmidl, and Operations Manager Joe Buckholtz. Director Riddle reviewed the departmental organizational chart that included two proposed additional positions. Director Riddle noted FY-2018 Budget Highlights, which included the completion of Phase II of the University Hills project, expansion of the Bigbelly program, the transportation study, the Hyatt Park Placemaking project, and the National Fitness Center project.

Director Riddle presented the FY-2019 Budget Priorities, including the transportation study recommendation implementation, trainings, and Council Budget Priorities implementation. Director Riddle provided the overview of the DPW administration, noting an increase in the budget to include for a procurement position. Director Riddle continued to present the streets, sanitation, maintenance, and park operations budgets. Director Riddle clarified that the maintenance budget was dominated by the 4310 Gallatin Street Building costs.

Mayor Hollingsworth stated that an additional meeting would be scheduled to allow the Council to review the departmental budgets in full. Mayor Hollingsworth thanked directors for their work, particularly Treasurer Brooks and his team, and stated pride in the accomplishments in the FY-2018 highlights.

6.e) FY19 Budget Review: Capital Improvement Plan (CIP) (15 minutes)

HCC-253-FY18

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#) 

[FY19 Budget_CIP.pdf](#) 

Treasurer Brooks provided a brief overview of the Capital Improvement Projects (CIP) Budget, noting that it had not been included in the presentation, but was included in the budget book. Treasurer Brooks stated that the CIP Budget was historically a one (1) page document, but that it would be expanded in the future. Treasurer Brooks highlighted general government requests, which covered the Enterprise Resource Planning (ERP) system. Treasurer Brooks noted an increase within the Police Department CIP Budget to \$5.6



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million, stating that Chief Holland would speak to the changes in his departmental presentation. Treasurer Brooks presented costs associated with the 3505 Hamilton Street project within the DPW portion of the budget, which totaled \$6.4 million. Treasurer Brooks noted \$200,000 for improvements to Council Chambers and a replacement Call-A-Bus in the Community Services CIP Budget that would be discussed in further detail during Director Rollow's presentation. Treasurer Brooks confirmed the total overall CIP Budget to be \$8.7 million.

7) **Council Dialogue (9:50 p.m. - 10:00 p.m.)**

Councilmember Warner recalled the development in budgets over her seven (7) years on Council and stated that there was transparency into departmental efforts. Councilmember Warner expressed gratitude for the document and the staff who worked to create it.

Councilmember Croslin echoed Councilmember Warner's remarks and added that he was appreciative of all the hard work that was put into the budget. Councilmember Croslin also recognized the school students who participated in the march that weekend.

Councilmember Wright expressed appreciation for staff's work and wished residents a happy Easter and Passover.

Councilmember Spell spoke to Councilmember Warner's remarks and stated appreciation for the transparency throughout the budget process.

8) **Community Notices and Meetings**

8.a) City Calendar

[Cover Page](#) 

[Main City Calendar_Mar 29 - Apr 2 2018.docx](#) 

[Calendar of Budget Presentations_FY19.docx](#) 

9) **Motion to Adjourn**

The meeting adjourned at 9:41 p.m.

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



PUBLIC HEARING OF THE CITY COUNCIL, HYATTSVILLE MD MAY 14, 2018

Present: Candace Hollingsworth, Mayor
Edouard Haba, W4 (Council Pres.)
Kevin Ward, W1 (Council VP)
Bart Lawrence, W1
Robert Croslin, W2 (arrived at 8:01 p.m.)
Thomas Wright, W3 (arrived at 7:50 p.m.)
Joseph A Solomon, W5

Absent: Shani Warner, W2
Carrianna Suiter, W3
Paula Perry, W4
Erica Spell, W5

Also present were the following City staff members:

Tracey E. Nicholson, City Administrator
Jim Chandler, Assistant City Administrator and Dir. Community & Economic Development
Ron Brooks, City Treasurer
Nicola Konigkramer, Deputy City Clerk

Notice of Public Hearing

The City of Hyattsville Mayor and Council conducted a Public Hearing on Monday, May 14, 2018 at 7:30 p.m. The purpose of the Public Hearing was to allow for residents to comment on a Revitalization Tax Credit application submitted by Gilbane Development for a 4.25-acre site adjacent to the West Hyattsville Metro Station.

The City of Hyattsville's Revitalization Tax Credit Program provides real property tax incentives to encourage development within specific revitalization districts within the City. The credit may be in the form of a rebate of taxes or a decreased tax rate at the City's discretion. Per §108-4 Revitalization Tax Credit section of the City Code, upon acceptance of an application, the City Council is required to hold a public hearing to consider the application.

NOTE FOR THE RECORD: There were technical difficulties with the sound on the television and video streaming broadcast. Sound was restored to the broadcast at 7:48 p.m.

1) Call to Order

Mayor Hollingsworth called the public hearing to order at 7:38 p.m. and read the notice of the Public Hearing.

2) Introduction and Background Information

Assistant City Administrator Chandler introduced the Revitalization Tax Credit Application submitted by Gilbane Development Company for the Riverfront at West Hyattsville development project. Assistant Administrator Chandler reviewed the revitalization tax credit program, which



PUBLIC HEARING OF THE CITY COUNCIL, HYATTSVILLE MD MAY 14, 2018

allows the City Council the discretion to grant a property tax credit against the City's real property tax for a period not to exceed ten (10) years for real property located within a revitalization district.

Assistant Administrator Chandler summarized the Gilbane Application, noting that the 10-year tax credit application was for the proposed 345 units of multi-family dwellings with an estimated annual credit of \$522,056.00. While not required by the ordinance, Mr. Chandler said the applicant included an affordable housing condition of 10% of units. Assistant Administrator Chandler introduced Robert "Bobby" Gilbane, Jr. Vice President of Gilbane Development Company to provide additional information on the application.

2.a Revitalization Tax Credit Application submitted by Gilbane Development Company (15 minutes) Presentation Only

[Cover Page](#) 

[Memo - Gilbane Development - RTC Public Hearing.docx](#) 

[Gilbane_West Hyattsville_City Council Presentation_2018_05_14.pdf](#) 

[Hyattsville 108-4 Revitalization Tax Credit.pdf](#) 

Mr. Gilbane briefly described the development of townhouses and multifamily units located adjacent to the West Hyattsville Metro station. He highlighted planned investments in infrastructure and amenities, including trail improvements, flood plain mitigation, and structured parking. Mr. Gilbane noted the tax credit application's proffered allocation of 10% of the multifamily units as affordable to individuals and families earning a maximum of 60% of Area Median Income (AMI). In conclusion, Mr. Gilbane said the project would increase the assessed value for the property and noted estimated net increases of annual City and County real estate tax revenues as \$1,579,328 (townhomes) and \$713,476 (multifamily).

NOTE FOR THE RECORD: Councilmember Wright arrived at 7:50 p.m.

Councilmember Lawrence said he appreciated the inclusion of the 10% of affordable units but was concerned about the proposed sunset of affordable rates after 10 years. He stated his preference for permanent status of affordable units. Mr. Gilbane said that Gilbane Development had a large affordable housing portfolio with typical sunset periods of 15 years, but he was happy to discuss further with the City.

Council Vice President Ward asked if the architectural rendering for the multifamily development in the presentation was accurate. Mr. Gilbane acknowledged that the rendering was dated and said the project architectural design was under review due, in part, to increases in construction material costs. He continued that while the revitalization tax credit would help the project financially, Gilbane still needed to ensure affordable construction costs. Mr. Gilbane added that the project was looking for ways to include artistic elements into the multifamily development and reiterated that they welcomed feedback from the community.



PUBLIC HEARING OF THE CITY COUNCIL, HYATTSVILLE MD MAY 14, 2018

Council Vice President Ward asked projections were available on the number of children anticipated to live in the multifamily units and the possible impact in school enrollment. Mr. Gilbane said they had worked with third-party organizations to develop tax estimations which included these kinds of projects. He said the multifamily units were not anticipated to have a large impact on schools. In regard to the townhomes, Mr. Gilbane said he did not believe there would be a large impact on schools referring to them as starter homes. Mr. Gilbane said projections could be shared with the City.

Council President Haba asked how the 60% AMI would be reflected in unit rates. Mr. Gilbane provided projections based on U.S. Department of Housing and Urban Development data.

Mayor Hollingsworth asked if the project was seeking waivers from the County for public safety or school facility surcharges. Mr. Gilbane said the project was seeking some relief on impact fees, but he was unsure of the status. Mayor Hollingsworth asked how the 10% of affordable units would be spread out across unit types. Mr. Gilbane said he anticipated that the distribution of affordable units would be proportional to the development.

3) Public Comment (7:45 p.m. - 7:55 p.m.) Limit 2 minutes per speaker

David Marshall, a Ward 2 resident, asked if there were comparison calculations available for City tax revenues with and without the requested tax credit. Mayor Hollingsworth directed Mr. Marshall to the staff memo included in the agenda packet. Mr. Marshall said he was not in favor of the County waiving public safety and school impact fees for any projects. Overall, Mr. Marshall said he did not see an issue with the Riverfront tax credit application, as long as the numbers were acceptable to the City.

4) Motion to Adjourn

The Public Hearing adjourned at 8:03 p.m.



Hyattsville City Council Agenda Item Report

Meeting Date: August 6, 2018

Submitted by: Laura Reams

Submitting Department: Finance

Item Type: Audit

Agenda Section: Presentations (8:20 p.m. - 8:40 p.m.)

SUBJECT

FY-2017 Audit Update (5 minutes)

HCC-49-FY19

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

- * The FY-2017 audit is progressing thru the analytical stages as previously reported. Short of any major issues we expect completion before the end of this calendar year.
- * New GASB announcements are still being considered for implementation prior to closeout of FY-2017.

Next Steps:

Continue to work through the audit until completion.

Fiscal Impact:

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

City Administrator Comments:

See summary above.

Community Engagement:

N/A

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: August 6, 2018

Submitted by: Katie Gerbes

Submitting Department: Community & Economic Development

Item Type: Presentation

Agenda Section: Presentations (8:20 p.m. - 8:40 p.m.)

SUBJECT

Community Sustainability Plan Progress Report (15 minutes)

HCC-47-FY19

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Progress_Report_MEMO_Draft_7.30.18__1_.docx](#)

[2018 Progress Report_Final Draft_](#)

[FY2018_Progress_Report_PPT_4.3.pptx](#)

Summary Background:

In May 2017, the City Council adopted The 2017 - 2021 Community Sustainability Plan as the guiding document for the next five (5) years of the City's future. As discussed at the time of approval, Staff will provide annual updates to inform the City Council and community of the status of action items within the plan. This progress report is the first annual update showing the status of action items from May 2017 - June 2018.

Next Steps:

The next progress report will be released in the Summer 2019.

Fiscal Impact:

N/A

City Administrator Comments:

For Presentation

Community Engagement:

N/A

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

N/A



Memo

To: Mayor and City Council

CC: Jim Chandler, Assistant City Administrator; Director, Community and Economic Development
Katie Gerbes, Community Planner

From: Nayo Shell, Community Development Intern

Date: July 30, 2018

Re: Speak Up HVL: 2017-2021 Community Sustainability Plan FY2018 Progress Report

Attachments: Speak Up HVL: The 2018 Progress Report

The purpose of this memorandum is to provide the Mayor and members of the City Council with the annual progress report for the *Speak Up HVL: The 2017-2021 Community Sustainability Plan*. The report highlights progress made towards achieving the goals and objectives set by the 2017-2021 Community Sustainability and are broken down by Community, Connectivity, and Development. These progress reports serve to keep the community informed, identify city budget priorities, and guide staff work plans.

Project Details

Speak Up HVL: The 2017-2021 Community Sustainability Plan was adopted in May 2017 and encompasses a broad range of culture, social, economic and other priorities for the City. It is used by the City Council, City staff and residents to set goals and measure progress. The vision for this plan is to create a thriving city, grounded in sustainability and inclusiveness, that advances the lives of its residents through the building of community, connectivity of people and places, and responsible development. The plan is structured around three major themes, community, connectivity, and development, which emerged as priorities during public meetings, and from resident feedback.

A total of 67 action steps were identified and given a priority and timeline of ongoing, near-term (12 months), mid-term (1-3 years), and long-term (3-5 years) to help the staff and Council focus

their efforts. *The 2018 Progress Report* provides a matrix with the status of each of the 67 action items but also highlights the status of 10 major projects and provides the community with additional details on their progress.

Next Steps

The 2018 Progress Report marks the first annual review of the 2017-2021 Community Sustainability Plan.



City of
Hyattsville



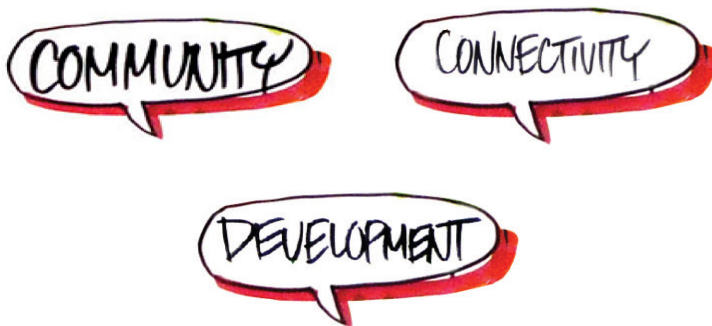
2017 - 2021 Community Sustainability Plan: **2018 Progress Report**

PROGRESS REPORT

In May 2017, the City of Hyattsville adopted Speak Up HVL: 2017-2021 Community Sustainability Plan as the guiding document for the City over the next 5 years. The Plan can be accessed [here](#). The Plan encompasses a broad range of culture, social, economic and other priorities for the city, and is used by the City Council, City staff and community residents to set goals and measure progress. **The vision for this plan is to create a thriving city, grounded in sustainability and inclusiveness, that advances the lives of its residents through the building of community, connectivity of people and places, and responsible development.**

The Plan is structured around 3 major themes, **community**, **connectivity**, and **development**, which emerged through analysis of public meetings, and resident feedback. Various action steps were defined based on these themes to bring the plan's goals to fruition.

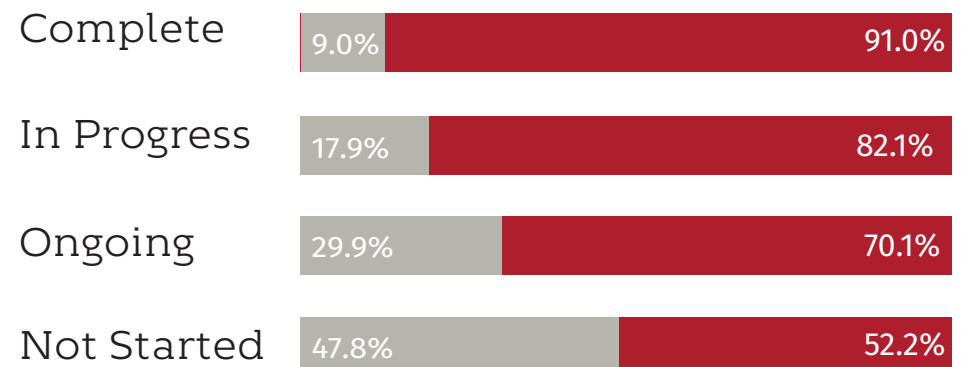
To report progress made towards achieving these goals, City staff will produce annual Progress Reports to keep the community informed, identify city budget priorities, and guide staff work plans. This report serves as the FY2018 review of progress made since the plan's implementation.



Action Steps

After identifying each theme, an implementation strategy was created to bring these goals into action. A total of 67 action steps were instated where each project was assigned a priority timeline designation of ongoing (currently underway), near-term (12 months post adoption), mid-term (1-3 years post adoption), and long-term (3-5 years post adoption), to help staff and the City Council focus their efforts.

The 2018 Progress Report highlights the status of major projects that are either complete, in progress (in the course of being completed), ongoing (currently underway), and not started.



PROGRESS REPORT

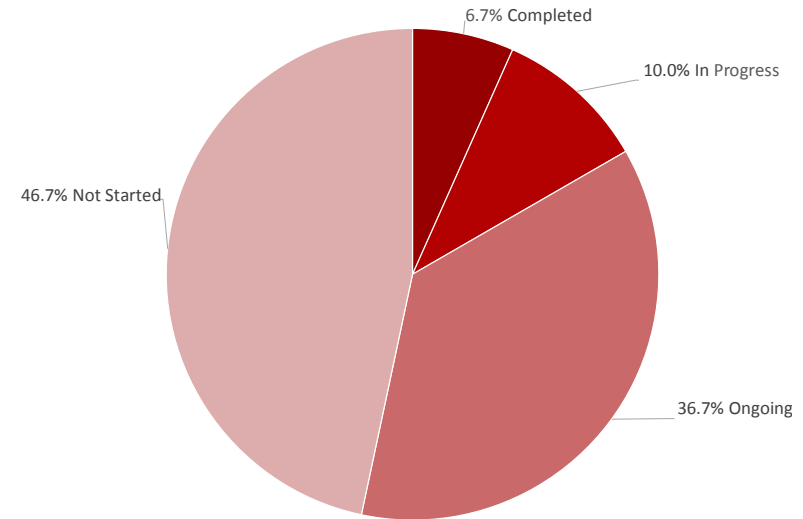
Community

The overarching theme created was the importance of, and desire to strengthen, the sense of community within the City of Hyattsville. This theme encompasses 6 major goals:

- 1 Improve Public Spaces and Community Facilities
- 2 Increase Programs and Volunteerism
- 3 Protect and Preserve Historic Assets
- 4 Build upon Cultural Diversity and Arts
- 5 Support the Diversity and Affordability of Housing Options
- 6 Enhance Public Safety and Police Presence

There are 30 total action steps listed to achieve all 6 community oriented goals and their overall progress is presented. Of the 30 actions, there are three major projects that take on a priority focus for the City.

Progress at a Glance



1A Reprogram pocket parks with defined programming to accommodate a variety of users

Status: **Ongoing**

Update:

Many parks are in the process of being reprogrammed. A placemaking initiative is underway at Hyatt Park, a National Fitness Campaign, "Fitness Court", is proposed at 38th Avenue Park, and Heurich Park should see new play equipment in the next 1-2 years. Additionally, Neighborhood Design Center will be starting a revisioning exercise for the "Reimagining Magruder



PROGRESS REPORT

2B At the beginning of each year, provide a year-long calendar of City sponsored events to all residents

Status: **Completed**

Update: Green Sheets for January and June now list a 6 month calendar of major City sponsored events

6E Establish a Traffic Safety Unit within the Police Department

Status: **Completed**

Update: FY2019 Police Department budget includes the establishment of a traffic



Connectivity

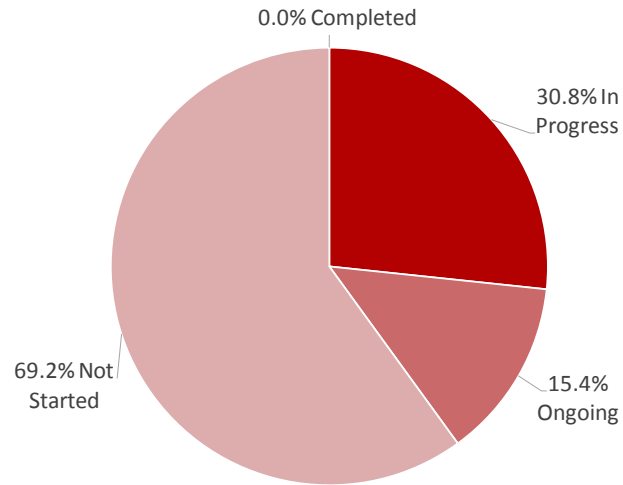
The connectivity theme captures residents' desire to see a tangible change in the City's infrastructure such as improving traffic flow, creating more bike-friendly streets and enhancing the pedestrian realm. Within this theme, there are 4 major goals:

- 1 Improve Safety along Major Roadways
- 2 Improve Traffic Flow within Neighborhoods
- 3 Enhance and Increase Safe Connectivity for Pedestrians
- 4 Strengthen Connectivity for Cyclists

There are 13 total action steps listed to achieve all 4 of the connectivity goals and their overall progress is presented. Of the 13 action steps, there are three major projects that take on priority focus for the City.

PROGRESS REPORT

Progress at a Glance



8A Utilize the City's Transportation Study to develop a Pedestrian Safety Action Plan

Status: **In Progress**

Update:

Estimated completion of the Transportation Study is September 2018 and the Pedestrian Action Plan can be derived from the results of the study. The primary focus of the study is to improve safety along major roads, enhance and increase safe connectivity for pedestrians, improve traffic flow within neighborhoods, improve and enhance bicycle connectivity and infrastructure, and support development around the two metro stations and Gateway Arts Districts.

9B Evaluate the feasibility of a City-wide circulator bus, looking at features such as cost, ridership projections, headways and routing

Status: **In Progress**

Update:

Funding was allocated in the FY2018 budget to investigate the feasibility of a circulator in the City. The study is being performed by Toole Design Group and kicked off in June 2018 and is scheduled to be completed by the end of 2018.

10B Continue to expand the City's network of bike lanes on City-owned streets

Status: **Ongoing**

Update:

Part of the Transportation Study will address areas in need of bike lanes. Additionally, the Ager Road Green Streets project will add dedicated bike lanes along Ager Road when complete in 2020.



PROGRESS REPORT

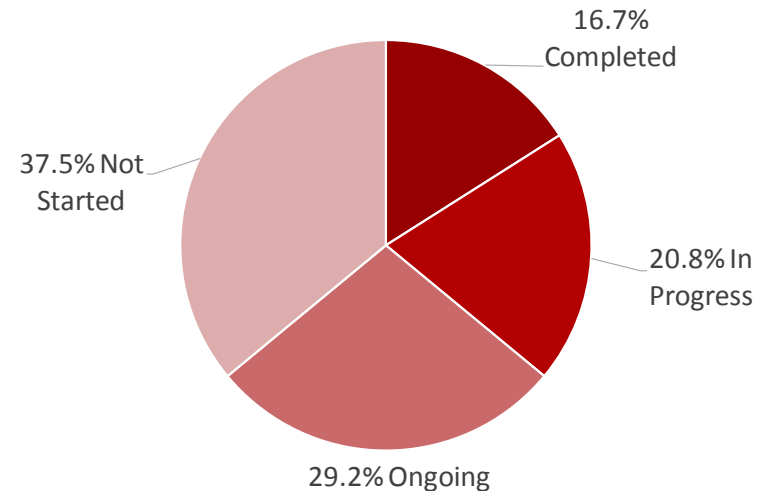
Development

Development, both physically and economically, is the final theme addressed in the Sustainability Plan. Goals within this theme focus on a range of items from supporting existing local businesses, to implementing environmentally sustainable initiatives throughout the city. The 5 goals listed under this theme include:

- 1 Support Local and Small Businesses
- 2 Attract New Businesses
- 3 Encourage High Density, Mixed Use Development around Metro Stations and the Gateway Arts District
- 4 Encourage Development Resources
- 5 Grow in an Environmentally Friendly, Sustainable Manner

There are 24 total actions listed to achieve all 5 development goals and their overall progress is presented. Of the 24 actions, there are four major projects that take on priority focus for the City.

Progress at a Glance



12B Create an annual/biannual promotional guide for business owners that lists resources such as grants, tax credits, program and resources for business owners

Status: Completed

Update:

A resource guide was created and placed on the website in March 2018

PROGRESS REPORT

13C Rebrand and actively market the Prince George's Plaza area as a modern destination for commerce, living, dining and entertainment

Status: **Completed**

Update:

The name Hyattsville Crossing was selected in early 2018. The branding package has been delivered to the City and implementation awaits.

15D Evaluate the effectiveness of the Big Belly trash compactor pilot program and determine if the program should be expanded or reduced

Status: **Completed**

Update:

In December 2017, the Council voted to expand the Big Belly system by 22 stations, bringing the total number of cans in the system to 38.

15C Add Electric Vehicle (EV) charging stations in City parking lots and in the commercial corridor

Status: **Completed**

Update:

Four Level 2 charging stations have been installed in City parking lots. These lots include Lot#1 located at the intersection of Baltimore Avenue and Hamilton Street, Lot#2 located at 4325 Gallatin Street, Lot#3 located on Farragut Street, and the Municipal Building located at 4310 Gallatin Street. The City received funding to install two Level 3 stations later in 2018. One will be located in Lot#1 and another located at the Municipal Building.

Implementation Matrix

To review progress of all action steps listed in the 2017-2021 Community Sustainability Plan, an Implementation Status Matrix has been included. The matrix details actions associated with each goal and identifies its priority standing and progress as of July 2018. The assigned priority of each action step help staff and City Council focus their efforts and provide a timeline of actions described as near-term, mid-term, long-term, and ongoing.

City staff and the Council Plan plan to utilize the matrix in evaluating yearlong work plans, and to assist in drafting the budget each fiscal year. The Implementation Status Matrix serves as a scorecard report to evaluate progress made for each action step, which will be updated yearly until projected completion in 2022.



IMPLEMENTATION STATUS MATRIX

Theme	Rec. #	Recommendation	Priority	Action Item #	Action	Status
Community	1	Improve Public Spaces and Community Facilities	MID	1A	Reprogram pocket parks to accommodate and encourage a variety of users.	ONGOING
			MID	1B	Transform Centennial Park into a flexible outdoor plaza, with the potential for seating, to host programmed events.	NOT YET STARTED
			NEAR	1C	Pursue the Maryland Department of Natural Resource's Community Parks and Playgrounds Program grant on an annual basis to reprogram the City's parks.	ONGOING
			LONG	1D	Work with M-NCPPC to implement a signage/place making program at all parks and trails located within the City to brand the parks.	NOT YET STARTED
			ONGOING	1E	Design all new public facilities to meet LEED and/or similar sustainable building standards.	ONGOING
			ONGOING	1F	Partner with outside organizations to plant native trees on City property and encourage such planting on private property.	ONGOING
			NEAR	1G	Place refillable water bottle stations in City facilities and parks.	IN PROGRESS
			LONG	1H	Locate a signature recreation facility/community center within the City.	NOT YET STARTED
Community	2	Increase Opportunities for Civic Engagement and Volunteerism	NEAR	2A	Evaluate the level of service for the City's recreational program facilities.	NOT YET STARTED
			ONGOING	2B	At the beginning of each year, provide a year-long calendar of City sponsored events to all residents.	COMPLETED
			NEAR	2C	Establish criteria for disseminating information about events and programs led by outside organizations.	IN PROGRESS

Priorities

ONGOING
NEAR

Currently in progress
12 months post adoption

MID
LONG

1-3 years post adoption
3-5 years post adoption

ONGOING
NEAR

Currently in progress
12 months post adoption

MID
LONG

1-3 years post adoption
3-5 years post adoption

Theme	Rec. #	Recommendation	Priority	Action Item #	Action	Status
Community	2	Increase Programs and Volunteerism	NEAR	2D	Plan volunteer events to immediately precede social events where participants are given a benefit for volunteering.	NOT YET STARTED
			ONGOING	2E	Engage existing community led groups to participate in volunteer activities.	ONGOING
Community	3	Preserve and Protect Historic Assets	MID	3A	Create a map and catalog of the historic elements of Hyattsville.	NOT YET STARTED
			MID	3B	Adopt a City vision on the reuse and redevelopment of historic structures.	NOT YET STARTED
			ONGOING	3C	Work with local organizations to support cultural and historic tourism in Hyattsville.	ONGOING
			ONGOING	3D	Continue to support the Historic House Tour as a means of promoting historic tourism in the City.	ONGOING
			NEAR	3E	Waive City business license fees to businesses that have adaptively reused a commercial property.	NOT YET STARTED
Community	4	Build upon Cultural Diversity and Arts through Programming and Events	MID	4A	Embark on a City-wide branding campaign combining cultural diversity, historic preservation and the arts.	NOT YET STARTED
			ONGOING	4B	Continue the existing "Community Conversations" program to better engage traditionally underrepresented populations and create a dialogue among different religious and cultural groups.	ONGOING
			NEAR	4C	Create a sponsorship program to feature the visual and performing art of local school students in City businesses.	NOT YET STARTED
Community	5	Support the Diversity and Affordability of Housing Options	MID	5A	Establish a Low Income Housing Reinvestment Tax Credit to help finance the modernization of existing, regulated, low-to moderate-income housing.	NOT YET STARTED



Priorities

10

ONGOING
NEAR

Currently in progress
12 months post adoption

MID
LONG

1-3 years post adoption
3-5 years post adoption

Theme	Rec. #	Recommendation	Priority	Action Item #	Action	Status
Community	5	Support the Diversity and Affordability of Housing Options	MID	5B	Advocate for the adoption of affordable housing legislation at the County level as a planning tool to ensure the long-term affordability of Prince George's County.	NOT YET STARTED
			NEAR	5C	Encourage new development projects to create affordable rental housing.	ONGOING
Community	6	Enhance Public Safety and Community Police Presence	ONGOING	6A	Involve Police Department and Office of Code Compliance participation in scheduled civic and neighborhood public safety related meetings and events.	ONGOING
			MID	6B	Evaluate opportunities for foot/bike patrols in the City's higher density and commercial corridors.	IN PROGRESS
			MID	6C	Develop a program where police officers coach/play sports with youth teams to establish a relationship between officers and the City's youth.	NOT YET STARTED
			LONG	6D	Host a Crime Prevention through Environmental Design (CPTED) course to get City staff certified in techniques to reduce crime through design.	NOT YET STARTED
			MID	6E	Establish a Traffic Safety Unit within the Police Department.	COMPLETED
			ONGOING	6F	Continue to enhance police training, transparency, and accountability using the report of the President's Taskforce on 21st Century Policing as a guide.	ONGOING
Connectivity	7	Improve Safety Along Major Roads	MID	7A	Lobby State and County agencies to make changes on East-West Highway, Baltimore Avenue, Ager Road and Queens Chapel Road to improve safety and traffic flow.	NOT YET STARTED
			MID	7B	Request additional State legislation that allows for more liberal use of speed cameras throughout the City.	NOT YET STARTED
Connectivity	8	Enhance and Increase Safe Connectivity for Pedestrians	MID	8A	Utilize the City's Transportation Study to develop a Pedestrian Safety Action Plan.	IN PROGRESS



Priorities

11

ONGOING
NEARCurrently in progress
12 months post adoption**MID**
LONG1-3 years post adoption
3-5 years post adoption

Theme	Rec. #	Recommendation	Priority	Action Item #	Action	Status
Connectivity	8	Enhance and Increase Safe Connectivity for Pedestrians	NEAR	8B	Evaluate best practices for pedestrian level crosswalk lighting, signage and possible signalization improvements.	NOT YET STARTED
			MID	8C	Transform McClanahan Park into a gateway to the Prince George's Plaza Metro Station.	NOT YET STARTED
Connectivity	9	Improve Traffic Flow within Neighborhoods	MID	9A	Evaluate the efficiencies of the existing bus systems serving the City – Metrobus, The Bus, and Shuttle UM.	IN PROGRESS
			MID	9B	Evaluate the feasibility of a City-wide circulator bus, looking at features such as cost, ridership projections, headways and routing.	IN PROGRESS
			NEAR	9C	As part of analyzing traffic impacts for a proposed development, the City should hold applicants responsible for providing a list of mitigation measures that could be enacted, if necessary, within the development.	NOT YET STARTED
Connectivity	10	Strengthen Connectivity for Cyclists	NEAR	10A	Implement a bike share program within the City, connecting major destinations and transportation links.	IN PROGRESS
			ONGOING	10B	Expand the network of bike lanes throughout the City.	ONGOING
			MID	10C	Advocate to change the perception of the M-NCPPC trail system to a transportation network, rather than a purely recreational asset.	NOT YET STARTED
			LONG	10D	For City streets with existing bike lanes, place bike grates on storm drains to make riding over drains safer for cyclists.	NOT YET STARTED



Priorities

12

ONGOING
NEAR

Currently in progress
12 months post adoption

MID
LONG

1-3 years post adoption
3-5 years post adoption

Theme	Rec. #	Recommendation	Priority	Action Item #	Action	Status
Connectivity	10	Strengthen Connectivity for Cyclists	LONG	10E	Identify one road in the City to operate either a dedicated or protected bike lane pilot program.	IN PROGRESS
Development	11	Support Local and Small Businesses	ONGOING	11A	Continue to promote and seek out additional revitalization candidate projects for the City's Commercial Façade Improvement Program.	ONGOING
			NEAR	11B	Create a design standard guidebook for commercial property owners.	NOT YET STARTED
			NEAR	11C	Improve parking and wayfinding signage on City streets.	IN PROGRESS
			NEAR	11D	Provide retailers with information regarding local residents' retail needs to adjust their offerings to the local market.	NOT YET STARTED
			MID	11E	Dedicate funding annually to support business led corridor development programs.	IN PROGRESS
Development	12	Attract New Businesses	NEAR	12A	Develop a formalized Business Rentention & Expansion (BRE) strategy focusing on unique/experience based businesses.	NOT YET STARTED
			NEAR	12B	Create an annual/biannual promotional guide for business owners that lists resources such as grants, tax credits, program and resources for business owners.	COMPLETED
			NEAR	12C	Incentivize the reuse of vacant buildings by waiving City Business License fees for property owners who creatively use their building.	NOT YET STARTED
			MID	12D	Promote Hyattsville as a unique destination for business to locate and visitors to frequent.	NOT YET STARTED
			MID	12E	Encourage an entrepreneurship center in Hyattsville to foster local businesses.	IN PROGRESS

ONGOING
NEAR

Currently in progress
12 months post adoption

MID
LONG

1-3 years post adoption
3-5 years post adoption

Theme	Rec. #	Recommendation	Priority	Action Item #	Action	Status
Development	13	Encourage High Density, Mixed-Use Development Around Metro Stations and the Gateway Arts District	NEAR	13A	Lobby WMATA to release a joint development solicitation for the development of the West Hyattsville Metro Station.	ONGOING
			MID	13B	Rebrand the West Hyattsville Metro Station as part of the Joint Development Solicitation process.	NOT YET STARTED
			ONGOING	13C	Rebrand and actively market the Prince George's Plaza area as a modern destination for commerce, living, dining and entertainment.	COMPLETED
			ONGOING	13D	Support opportunities for structured/shared parking facilities and managed parking programs in the City's high density, commercial corridors.	ONGOING
Development	14	Leverage Existing Development Resources	ONGOING	14A	Continue funding and promotion of the City's Revitalization Tax Credit program as an economic development tool.	ONGOING
			ONGOING	14B	Advocate for continued funding of Prince George's County's Economic Development Initiative (EDI) fund.	ONGOING
			ONGOING	14C	Advocate for the continued State funding of the Maryland Department of Housing and Community Development's Strategic Demolition and Smart Growth Fund.	ONGOING
			MID	14D	Evaluate the market costs and long-term financial benefits of a City Development Impact Fee to fund major public infrastructure projects.	NOT YET STARTED
			MID	14E	Evaluate the impacts of utilizing a Triple Bottom Line scoring policy when evaluating procurement, programs, infrastructure and planned development.	IN PROGRESS



Priorities

14

ONGOING
NEAR

Currently in progress
12 months post adoption

MID
LONG

1-3 years post adoption
3-5 years post adoption

Theme	Rec. #	Recommendation	Priority	Action Item #	Action	Status
Development	15	Grow in an Environmentally Friendly, Sustainable Manner	LONG	15A	Conduct a sustainable infrastructure audit to identify interventions to promote neighborhood sustainability efforts.	NOT YET STARTED
			ONGOING	15B	Promote free and low cost sustainability programs, grants, resources and education to all residents.	ONGOING
			MID	15C	Add Electric Vehicle (EV) charging stations in City parking lots and in commercial corridors.	COMPLETED
			ONGOING	15D	Evaluate the effectiveness of the 2016 Big Belly trash compactor pilot program and determine if the program should be expanded or reduced.	COMPLETED
			MID	15E	Create a document educating businesses on the economic benefits of operating in an environmentally sustainable manner.	NOT YET STARTED

PROGRESS REPORT



Published August 2018



City of Hyattsville

4310 Gallatin Street
Hyattsville, MD 20781
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www.hyattsville.org



2017-2021 Community Sustainability Plan: **FY2018 Progress Report**

The Vision

The Plan's Vision

To create a thriving city, grounded in sustainability and inclusiveness, that advances the lives of its residents through the building of community, connectivity of people and places, and responsible development.

The Progress Report

To report progress made towards achieving the vision and goals structured around 3 major themes: **Community, Connectivity, and Development**

Progress Report Highlights

Major Themes



**Community
Connectivity
Development**

Goals



Established by the Plan's vision and defined by the major themes

6 ➤ Community
4 ➤ Connectivity
5 ➤ Development

Action Steps



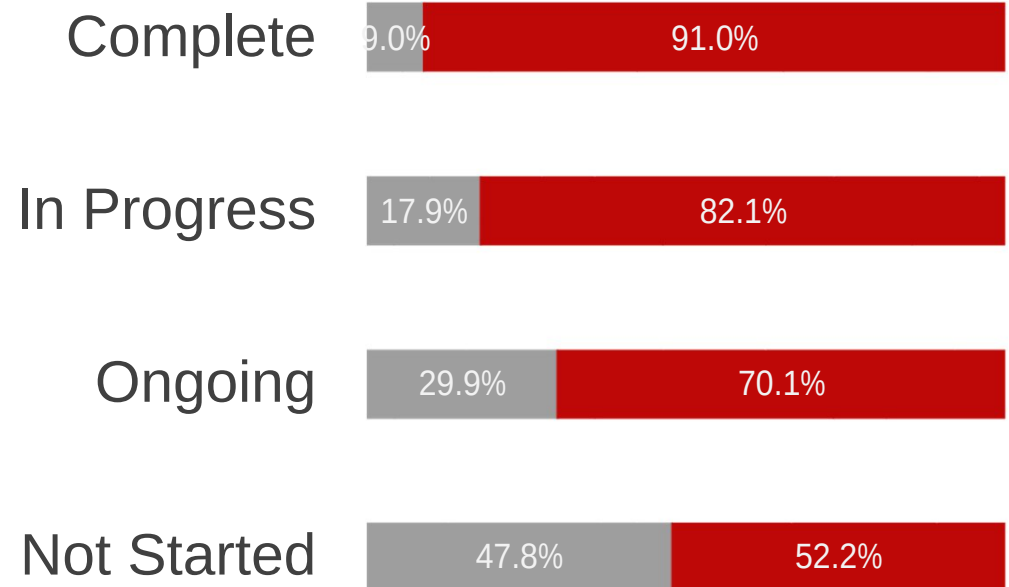
Implementation strategy to bring goals to fruition

30 ➤ Community
13 ➤ Connectivity
24 ➤ Development

Implementation Strategy

6
7

Action
Steps

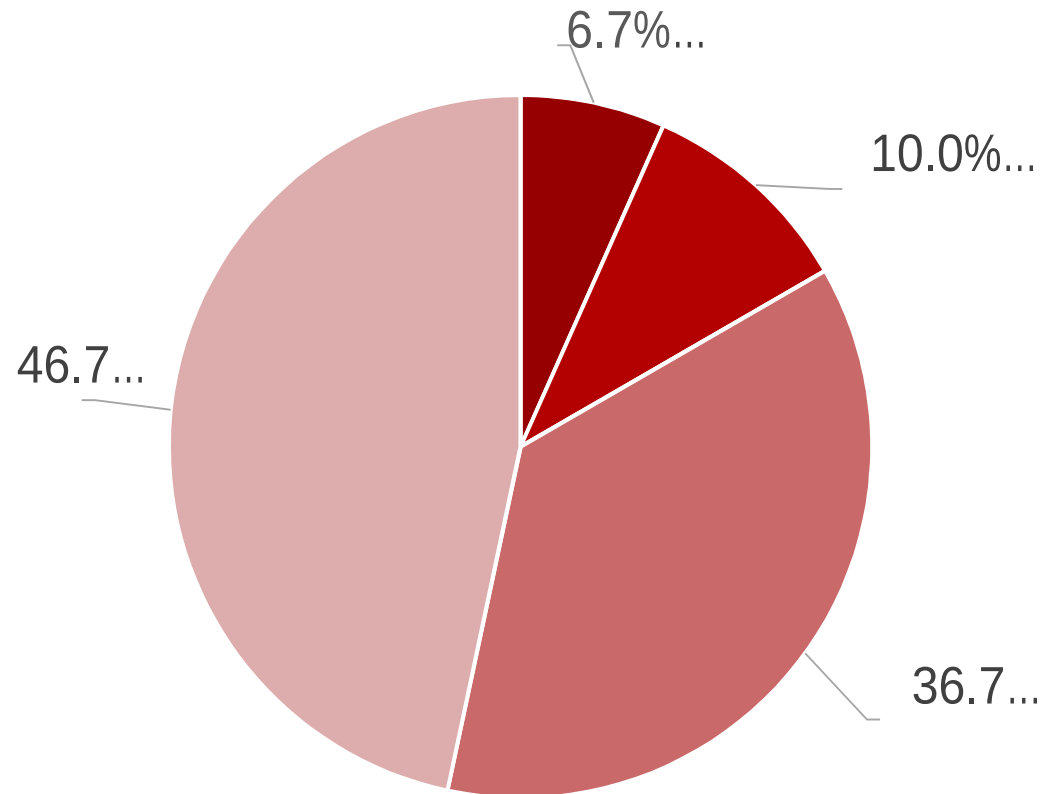


Community

Goals

- 1 Improve public spaces & community facilities
- 2 Increase opportunities for civic engagement and volunteerism
- 3 Protect and preserve historic assets
- 4 Build upon cultural diversity & arts through programming & events
- 5 Support diversity & affordability of housing options
- 6 Enhance public safety & community police presence

Progress at a Glance



Community: Priority Action Steps

1A

Reprogram pocket parks with defined programming to accommodate a variety of users

Status

Ongoing

Update

Many parks are in the process of being reprogrammed. A placemaking initiative is underway at Hyatt Park, a National Fitness Center is proposed at 38th Avenue Park, and Heurich Park should see new play equipment in the next 1-2 years. Additionally, Neighborhood Design Center will be starting a revisioning exercise for the “Reimaging Magruder Park” in Fall 2018



Community: Priority Action Steps

2

At the beginning of each year, provide a year-long calendar of City sponsored events to all residents

Status
B
Update

In Progress

Green Sheets for January and June now list a 6-month calendar of major City sponsored events

6E

Establish a Traffic Safety Unit within the Police Department

Status
Update

Complete

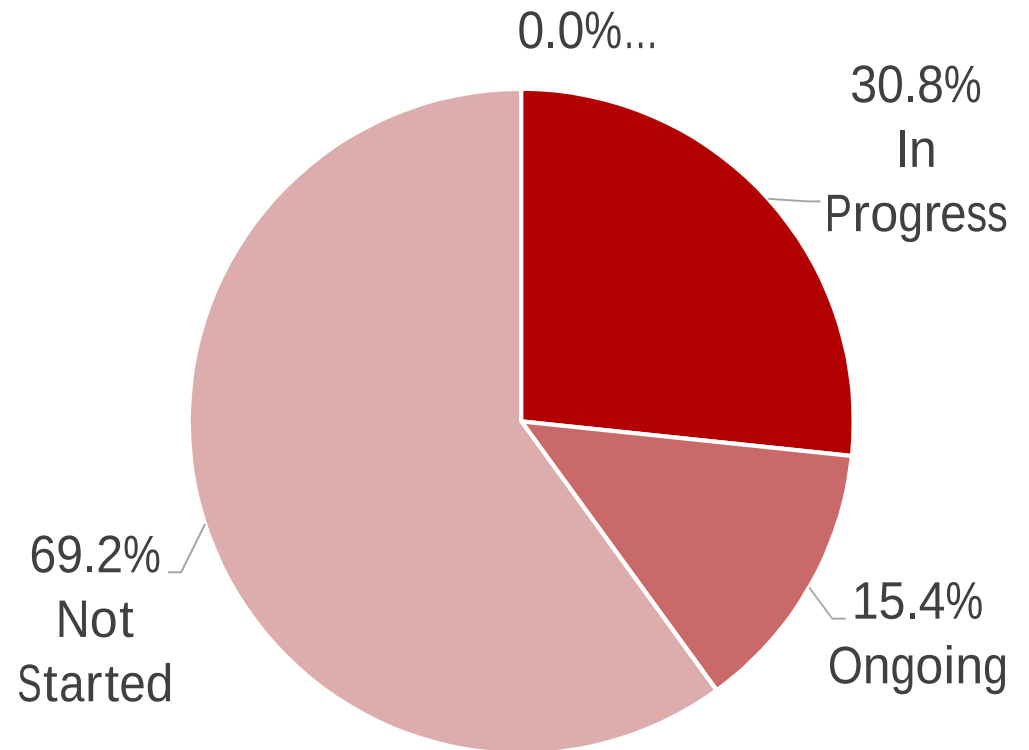
Police FY2019 budget calls for the establishment of a traffic safety unit

Connectivity

Goals

- 1 Improve Safety along Major Roads
- 2 Enhance and Increase Safe Connectivity for Pedestrians
- 3 Improve Traffic Flow within Neighborhoods
- 4 Strengthen Connectivity for Cyclists

Progress at a Glance



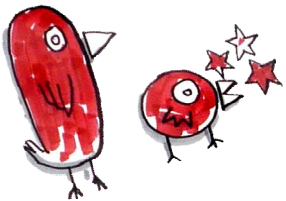
Connectivity: Priority Action Steps

8A Utilize the City's Transportation Study to develop a Pedestrian Safety Action Plan

Status In Progress

Update

Estimated completion of the Transportation Study is September 2018 and the Pedestrian Action Plan can be derived from the results of the study. The primary focus of the study is to improve safety along major roads, enhance and increase safe connectivity for pedestrians, improve traffic flow within neighborhoods, improve and enhance bicycle connectivity and infrastructure, and support development around the metro stations and Gateway Arts Districts



Connectivity: Priority Action Steps

9B

Evaluate the feasibility of a City-wide circulator bus, looking at features such as cost, ridership projections, headways and routing

Status

In Progress

Update

Money was placed in the FY2018 budget to investigate the feasibility of a circulator in the City. The study is being performed by Toole Design Group and kicked off in June 2018. A feasibility report is expected by the end of 2018

10

Continue to expand the City's network of bike lanes on City-owned streets

Status

Ongoing

Update

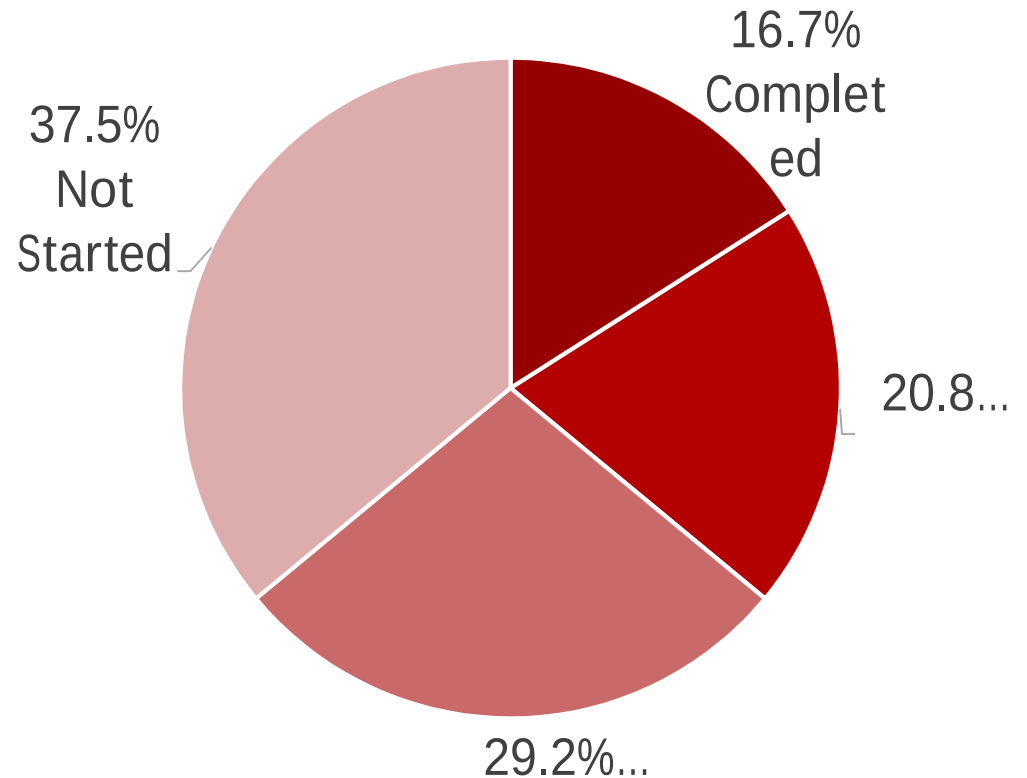
Part of the Transportation Study will address areas in need of bike lanes. Additionally, the Ager Road Green Streets project will add dedicated bike lanes along Ager Road when complete in 2020

Development

Goals

- 1 Support Local & Small Businesses
- 2 Attract New Businesses
- 3 Encourage High Density, Mixed Use Development around Metro Stations & the Gateway Arts District
- 4 Leverage Existing Development Resources
- 5 Grow in an Environmentally Friendly, Sustainable Manner

Progress at a Glance



Development: Priority Action Steps

12

Create an annual/biannual promotional guide for business owners that lists resources such as grants, tax credits, program and resources for business owners

Status

Completed

Update

A resource guide was created and placed on the website in March 2018

13C

Rebrand and actively market the Prince George's Plaza area as a modern destination for commerce, living, dining and entertainment

Status

Completed

Update

The name Hyattsville Crossing was selected in early 2018. The branding package has been delivered to the City and implementation awaits

Development: Priority Action Steps

15C Add Electric Vehicle (EV) charging stations in City parking lots and in commercial corridor

Status Completed

Update

Four Level 2 charging stations have been installed in City parking lots, including Lot 1 located at the Baltimore Ave and Hamilton St intersection, Lot#2 located at 4325 Gallatin St, Lot#3 located on Farragut St, and the Municipal Building located at 4310 Gallatin St. The City received funding to install two Level 3 stations later in 2018. One will be located in Lot#1 and another located at the Municipal Building

13C Evaluate the effectiveness of the Big Belly trash compactor pilot program and determine if the program should be expanded or reduced

Status Completed

Update

In December 2017, the Council voted to expand the Big Belly system by 22 stations, bringing the total number of cans in the system to 38

Questions?



Hyattsville City Council Agenda Item Report

Meeting Date: August 6, 2018

Submitted by: Lesley Riddle

Submitting Department: Public Works

Item Type: Purchase

Agenda Section: Consent Items (8:40 p.m. - 8:45 p.m.)

SUBJECT

FY19 DPW Vehicle Purchase - Cab-Over Compact Trash Truck

HCC-18-FY19

Recommendation:

I move that the Mayor and Council authorize the expenditure of FY19 Capital Improvement Funds in an amount not to exceed \$106,000 for the purpose of purchasing a 2018 Isuzu Cab-over with an 8-yard Load-Master refuge packer from Johnson Truck Center, utilizing the District of Columbia, NJPA local government contract.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Memo_-_DPW_Vehicle_and_Equipment_Purchases_2018_LR.docx](#)

[Cabover Trash Truck.pdf](#)

Summary Background:

The staff is recommending the purchase of a smaller trash truck that is more versatile, energy efficient and costs less. Many of the DPW trucks and equipment are over 12 years old, require significant repairs and are beyond recommended depreciation. A smaller refuge vehicle will allow the City to expand the compost program from 100 to 200 single family homes, service the Bigbelly waste systems and offer increased efficiencies to our yard waste pickup program. The staff recommends an Isuzu Cab-over with an 8-yard Load-Master refuge packer. The recommended vehicle will not exceed \$106,000, which is half the cost of a standard trash truck, and will be purchased from Johnson Truck Center off of the District of Columbia, NJPA local government contract.

Next Steps:

Once approved staff will proceed with purchasing the requested vehicle.

Fiscal Impact:

\$106,000

City Administrator Comments:

Recommend Approval

Community Engagement:

N/A

Strategic Goals:

Ensure the Long-Term Economic Viability of the City

Legal Review Required?

N/A



City of Hyattsville

Memo

To: Tracey Nicholson
From: Lesley Riddle, Director of Public Works
Date: June 25, 2018
Re: DPW Vehicle and Equipment Purchases FY2109

The purpose of this memorandum is to request the Mayor and Council approve the purchase of two (2) vehicles and two (2) pieces of equipment for the Department of Public Works for FY19.

Background

During our review of the FY2018 budget we assessed our current fleet of vehicles at Public Works. We found that overall many of our vehicles and equipment are at or beyond the recommended depreciation. Additionally, we must accommodate new City programs and staffing for FY19.

Vehicle Requests

A significant FY19 budget goal that was supported by the Hyattsville Environmental Committee, and the City Council was the expansion of our current composting program. The intension is to expand the number of compost pickups from 100 single family homes, to 200 single family homes. This will require the purchase of a new trash truck to service the additional new residents composting in the City. Staff is recommending that we purchase a smaller more versatile and energy efficient truck to accomplish expanding this program. The truck that is recommended for purchase is an Isuzu Cab-over with an 8-yard Load-Master refuge packer. Purchasing this truck will allow us to not only expand the compost program, but effectively service the BigBelly expansion, and offer increased efficiencies to our yard waste pickup. The cost of this vehicle will not exceed \$106,000.00, which is half the cost of a standard trash truck, and we will be purchasing off the District of Columbia, NJPA rider with Johnson Truck Center.

The FY19 budget also has new staff and new programs beginning within the Department of Public Works. A new Assistant Project Manager will be hired to assist the Department with the management of major projects and various other project related functions. Currently, there is only two vehicles in the Administration Division, a twelve (12) year old depreciated Chevrolet truck and a five (5) year old Ford Escape. We will need an additional vehicle to accommodate new staff in Project Management, and new programs in the Solid Waste Division. Staff recommends

the purchase of a 2018 Ford Explorer Utility vehicle the cost not to exceed \$34,000.00, we will be purchasing off the Anne Arundel County Blanket Contract 5274-OB with Heritage Fleet Services, Inc.

Equipment Request

During the FY18 leaf season last year we were unable to successfully keep up with the volume of leaves and resident leaf pickup requests due to down time on the existing leaf equipment in operation. DPW currently has three leaf vacuum units that are all over twenty (20) years old. Staff recommends the purchase of two new leaf vacuums the cost not to exceed \$114,000.00 from Old Dominion Brush Company, we will be purchasing off the NJPA Contract #041247.

Summary

Due to staff and Council support we have been able to successfully continue the upgrade of our DPW fleet. However, the average age of our vehicles and equipment remains at lower than normal depreciation rate due to a moratorium on purchasing from 2009 to 2013. It is critical for DPW to continue a moderate, but deliberate replacement schedule of vehicles and equipment to maintain and improve City services to our residents.



LANDOVER
3801 Ironwood Place
Landover, MD 20785
301-832-9100
301-832-9123 fax

GAINESVILLE
5509 Wellington Road
Gainesville, VA 20155
703-753-7002
703-753-6038 Parts Fax
703-753-6239 Service Fax

www.JohnsonTruckcenter.com

Authorized Dealer for



May 8, 2018

City of Hyattsville
4310 Gallatin Street
Hyattsville, MD 20781

Attn: Aaron Jones

Please accept this letter as an official offering to
The City of Hyattsville to add to /piggyback the
District of Columbia Requisition # RQ970561 for
the purchase of a new Isuzu with a 8 yard Loadmaster
refuse packer.

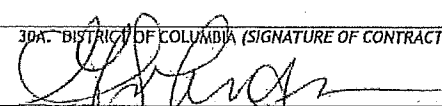
Modified specifications to your needs, the final price
delivered to Hyattsville, \$ 105,922.00.

Thank you for this opportunity. Feel free to contact me
with any questions.

kfricia@johnsontruckcenter.com
443-414-6136 (Cell)

Respectfully,

Kirk Fricia
Govt. Sales

GOVERNMENT OF THE DISTRICT OF COLUMBIA TASK ORDER/DELIVERY ORDER FOR SERVICES OFFEROR TO COMPLETE BLOCKS 18 & 29				1. REQUISITION NUMBER RQ970561		PAGE 1 of 9	
2. TASK ORDER AGREEMENT NO. CW59361		3. Award/Effective Date See 30C below		4. CONTRACT NUMBER NJPA #081716		5. SOLICITATION NUMBER N/A	
7. FOR SOLICITATION INFORMATION CONTACT: Email:		A. NAME		B. TELEPHONE (No Collect Calls)		8. OFFER DUE DATE:	
9. ISSUED BY OFFICE OF CONTRACTING AND PROCUREMENT TRANSPORTATION AND SPECIALTY EQUIPMENT COMMODITY GROUP 2000 14 TH STREET, NW, 6 TH FLOOR WASHINGTON, DC 20009				10. THIS ACQUISITION IS ☐ UNRESTRICTED ☐ SET ASIDE %FOR ☐ SMALL BUSINESS ☐ SMALL DISADV. BUS. ☐ GSA ☐ DCSS ☒ Cooperative Agreement SIC:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED ☐ N/A	
						12. PAYMENT DISCOUNT TERMS Net 30 days	
5. CONTRACTOR / OFFEROR JOHNSON TRUCK CENTER, LLC 3801 Ironwood Place Landover, MD 20785				16. PAYMENT WILL BE MADE BY Accounts Payable 2000 14 th Street, NW 6 th Floor Washington, DC 20009			
15A DUNS CODE		15B TAX ID NO.					
17. DELIVER TO DEPARTMENT OF PUBLIC WORKS FLEET MANAGEMENT ADMINISTRATION 1725 15TH STREET, NE WASHINGTON, DC 20002				18. ADMINISTERED BY: DEPARTMENT OF PUBLIC WORKS FLEET MANAGEMENT ADMINISTRATION 1725 15TH STREET, NE WASHINGTON, DC 20002			
18A. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER ☐				18B. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 16 UNLESS BLOCK BELOW IS CHECKED ☐ SEE ADDENDUM			
19 ITEM NO.	20 SCHEDULE OF SUPPLIES/SERVICES			21 QUANTITY	22 UNIT	23 UNIT PRICE	24 AMOUNT
0001	Isuzu NPR with Loadmaster 8 Yard Packer			5	EA	\$119,202.00	\$596,010.00
25. ACCOUNTING AND APPROPRIATION DATA ENCUMBRANCE CODE:						26. TOTAL AWARD (FOR GOVT. USE ONLY) \$596,010.00	
27. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN ONE COPY TO THE ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL PAGES SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN. THIS ORDER IS ISSUED SUBJECT TO THE TERMS AND CONDITIONS OF THE CONTRACT IDENTIFIED IN BLOCK 4.				28. THE FOLLOWING DOCUMENTS ARE INCORPORATED BY REFERENCE INTO THIS DELIVERY ORDER IN THE FOLLOWING PRIORITY: (1) SEE SECTION 10.			
29A. SIGNATURE OF OFFEROR / CONTRACTOR 				30A. DISTRICT OF COLUMBIA (SIGNATURE OF CONTRACTING OFFICER) 			
29B. NAME AND TITLE OF SIGNER (TYPE OR PRINT) MARK GIBSON, VP. of SALES		29C. DATE SIGNED 3/2/18		30B. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Gena Johnson Contracting Officer		30C. DATE SIGNED 3/8/18	



Hyattsville City Council Agenda Item Report

Meeting Date: August 6, 2018

Submitted by: Lesley Riddle

Submitting Department: Public Works

Item Type: Purchase

Agenda Section: Consent Items (8:40 p.m. - 8:45 p.m.)

SUBJECT

FY19 DPW Equipment Purchase - Leaf Vacuum Units

HCC-20-FY19

Recommendation:

I move that the Mayor and Council authorize the expenditure of FY19 Capital Improvement Funds in an amount not to exceed \$114,000 for the purpose of purchasing two (2) 2018 Leaf Vacuum Units from Old Dominion Brush Company, utilizing the NJPA #041247 local government contract.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Memo_-_DPW_Vehicle_and_Equipment_Purchases_2018_LR.docx](#)

[Leaf Machine Quote.pdf](#)

[Old Dominion Contract 041217.pdf](#)

Summary Background:

During the FY18 leaf season the staff was unable to keep up with the volume of leaves and resident leaf pickup requests due to significant downtime on the existing leaf equipment. DPW currently has three leaf vacuum units that are each over twenty (20) years old. The staff recommends the purchase of two new leaf vacuums at a cost not to exceed \$114,000 from Old Dominion Brush Company. Equipment will be purchased off the NJPA Contract #041247.

Next Steps:

With Council approval staff will acquire the necessary equipment.

Fiscal Impact:

\$114,000

City Administrator Comments:

Recommend Approval

Community Engagement:

N/A

Strategic Goals:

Ensure the Long-Term Economic Viability of the City

Legal Review Required?

N/A



City of Hyattsville

Memo

To: Tracey Nicholson
From: Lesley Riddle, Director of Public Works
Date: June 25, 2018
Re: DPW Vehicle and Equipment Purchases FY2109

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Summary

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OLD DOMINION BRUSH CO., INC.
5118 Glen Alden Drive, Richmond, VA 23231
1-800-446-9823

Proposal 112917-CB
City of Hyattsville
Hyattsville, MD

Date: 11/29/2017
Attn: Aaron Jones
NJPA# 33637

	Description	Price
	(1) New ODB Trailer Mounted Vacuum Debris Collector Model SCL800TM25	
SCL800TM25.JD74	Powered by John Deere 4045TFC03 diesel 4 cyl. engine rated for 74 HP Final Tier 4 ** Hopper - 25 cubic yards with self dumping underbody hoist 30" diameter suction impeller with six 3/8" thick T-1 steel blades Belt drive for suction impeller 16" diameter x 100" rubber suction hose with steel nozzle Hydraulic hose boom powered by an electric/hydraulic pump 13" clutch assembly with a 2.25" diameter PTO shaft & safety engagement 44-gallon polyethylene fuel tank Engine controls; tachometer, hour meter, oil pressure & water temp Murphy engine safety shutdown for low oil pressure and high water temperature Underbody type hoist that dumps to 52 degrees and is power up/down Gear driven hydraulic pump powers the 26.6 ton capacity hoist Tandem axles with a combined rating of 24,000 pounds Eight 235/80R16E tires mounted on steel wheels Electric brakes with break-away actuator LED type DOT lights and two rear amber LED oval flashers HD height adjustable pintle eye with three quick release pins Manual parking jack with drop foot All components pre-painted prior to assembly - standard color is white	\$ 56,617.00
Options		
SCL800.624G.I	Power assisted front parking jack in lieu of manual jack	\$1,545.00

Total Equipment Cost: **\$ 56,617.00**
NJPA 7.5% Discount: **\$ (4,246.28)**
NET Equipment Cost: **\$ 52,370.73**
130 **\$ 260.00**
TOTAL DELIVERED COST PER UNIT: \$ 52,630.73

NJPA AWARDED
CONTRACTS
Contract #041217-ODB

Thank you,
Carl Brewster
800-446-9823
odb@odbco.com



Form C**EXCEPTIONS TO PROPOSAL, TERMS, CONDITIONS,
AND SOLUTIONS REQUEST**Company Name: Old Dominion Brush Co., Inc.

Any exceptions to the terms, conditions, specifications, or proposal forms contained in this RFP must be noted in writing and included with the Proposer's response. The Proposer acknowledges that the exceptions listed may or may not be accepted by NJPA or included in the final contract. NJPA will make reasonable efforts to accommodate the listed exceptions and may clarify the exceptions in the appropriate section below.

Section/page	Term, Condition, or Specification	Exception	NJPA ACCEPTS
NONE	NONE	NONE	

Proposer's Signature: Date: 4/10/17**NJPA's clarification on exceptions listed above:**

Review and Approved:

 6/27/17
NJPA Legal Department

Contract Award
RFP #041217

FORM D



Formal Offering of Proposal
(To be completed only by the Proposer)

SOLID WASTE AND RECYCLING COLLECTION AND TRANSPORT EQUIPMENT WITH RELATED
EQUIPMENT, SUPPLIES, AND ACCESSORIES

In compliance with the Request for Proposal (RFP) for SOLID WASTE AND RECYCLING COLLECTION AND TRANSPORT EQUIPMENT WITH RELATED EQUIPMENT, SUPPLIES, AND ACCESSORIES, the undersigned warrants that the Proposer has examined this RFP and, being familiar with all of the instructions, terms and conditions, general and technical specifications, sales and service expectations, and any special terms, agrees to furnish the defined products and related services in full compliance with all terms and conditions of this RFP, any applicable amendments of this RFP, and all Proposer's response documentation. The Proposer further understands that it accepts the full responsibility as the sole source of solutions proposed in this RFP response and that the Proposer accepts responsibility for any subcontractors used to fulfill this proposal.

Company Name: Old Dominion Brush Co., Inc Date: 4/10/2017

Company Address: 5118 Glen Alden Drive

City: Richmond, State: VA Zip: 23231

Contact Person: Rick Timmerman Title: Equipment Sales Manager

Authorized Signature: Duke Brizzolara Duke Brizzolara
(Name printed or typed)

FORM E
CONTRACT ACCEPTANCE AND AWARD



(Top portion of this form will be completed by NJPA if the vendor is awarded a contract. The vendor should complete the vendor authorized signatures as part of the RFP response.)

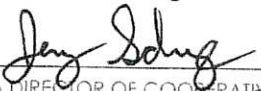
NJPA Contract #: 041217-ODB

Proposer's full legal name: Old Dominion Brush Co., Inc.

Based on NJPA's evaluation of your proposal, you have been awarded a contract. As an awarded vendor, you agree to provide the products and services contained in your proposal and to meet all of the terms and conditions set forth in this RFP, in any amendments to this RFP, and in any exceptions that are accepted by NJPA.

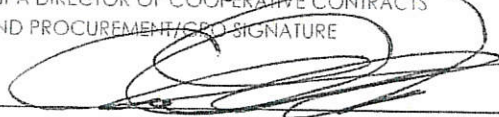
The effective date of the Contract will be July 7, 2017 and will expire on July 7, 2021 (no later than the later of four years from the expiration date of the currently awarded contract or four years from the date that the NJPA Chief Procurement Officer awards the Contract). This Contract may be extended for a fifth year at NJPA's discretion.

NJPA Authorized Signatures:



NJPA DIRECTOR OF COOPERATIVE CONTRACTS
AND PROCUREMENT/CEO SIGNATURE

Jeremy Schwartz
(NAME PRINTED OR TYPED)



NJPA EXECUTIVE DIRECTOR/CEO SIGNATURE

Chad Coquette
(NAME PRINTED OR TYPED)

Awarded on July 6, 2017

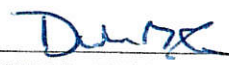
NJPA Contract # 041217-ODB

Vendor Authorized Signatures:

The Vendor hereby accepts this Contract award, including all accepted exceptions and amendments.

Vendor Name OLD DOMINION BRUSH CO., INC

Authorized Signatory's Title VP



VENDOR AUTHORIZED SIGNATURE

Duke Brzezinski

(NAME PRINTED OR TYPED)

Executed on July 7, 2017

NJPA Contract # 041217-ODB

PROPOSER ASSURANCE OF COMPLIANCE



Proposal Affidavit Signature Page

PROPOSER'S AFFIDAVIT

The undersigned, authorized representative of the entity submitting the foregoing proposal (the "Proposer"), swears that the following statements are true to the best of his or her knowledge.

1. The Proposer is submitting its proposal under its true and correct name, the Proposer has been properly originated and legally exists in good standing in its state of residence, the Proposer possesses, or will possess before delivering any products and related services, all applicable licenses necessary for such delivery to NJPA members agencies. The undersigned affirms that he or she is authorized to act on behalf of, and to legally bind the Proposer to the terms in this Contract.
2. The Proposer, or any person representing the Proposer, has not directly or indirectly entered into any agreement or arrangement with any other vendor or supplier, any official or employee of NJPA, or any person, firm, or corporation under contract with NJPA, in an effort to influence the pricing, terms, or conditions relating to this RFP in any way that adversely affects the free and open competition for a Contract award under this RFP.
3. The Proposer has examined and understands the terms, conditions, scope, contract opportunity, specifications request, and other documents in this solicitation and affirms that any and all exceptions have been noted in writing and have been included with the Proposer's RFP response.
4. The Proposer will, if awarded a Contract, provide to NJPA Members the /products and services in accordance with the terms, conditions, and scope of this RFP, with the Proposer-offered specifications, and with the other documents in this solicitation.
5. The Proposer agrees to deliver products and services through valid contracts, purchase orders, or means that are acceptable to NJPA Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to NJPA Members under an awarded Contract.
6. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
7. The Proposer understands that NJPA will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statute §13.591, Subd. 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals generally become public data. Minnesota Statute §13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
8. The Proposer understands that it is the Proposer's duty to protect information that it considers nonpublic, and it agrees to defend and indemnify NJPA for reasonable measures that NJPA takes to uphold such a data designation.

[The rest of this page has been left intentionally blank. Signature page below]

By signing below, Proposer is acknowledging that he or she has read, understands, and agrees to comply with the terms and conditions specified above.

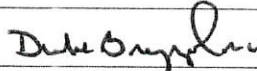
Company Name: Old Dominion Brush Co., Inc.

Address: 5118 Glen Alden Drive

City/State/Zip: Richmond, VA 23231

Telephone Number: 800-446-9823

E-mail Address: odb@odbco.com

Authorized Signature: 

Authorized Name (printed): Duke Brizzolara

Title: VP

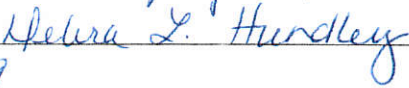
Date: 4/10/2017

Notarized

Subscribed and sworn to before me this 10th day of April, 20 17

Notary Public in and for the County of New Kent State of VA

My commission expires: July 31, 2019

Signature: 
156859



PROPOSER QUESTIONNAIRE

Payment Terms, Warranty, Products and Services, Pricing and Delivery, and Industry-Specific Questions

Proposer Name: Company Name: **Old Dominion Brush Co., Inc.**

Questionnaire completed by: **Rick Timmerman**

Payment Terms and Financing Options

- 1) What are your payment terms (e.g., net 10, net 30)?

Payment terms are Net 30 for all the product lines.

- 2) Do you provide leasing or financing options, especially those options that schools and governmental entities may need to use in order to make certain acquisitions?

We are able to offer lease options to governmental agencies through sourced out leasing companies. We can also offering leasing for our products through NJPA contract holder National Cooperative Leasing.

- 3) Briefly describe your proposed order process. Please include enough detail to support your ability to report quarterly sales to NJPA. For example, indicate whether your dealer network is included in your response and whether each dealer (or some other entity) will process the NJPA Members' purchase orders.

We would continue to use our current order process already implemented for the NJPA contract.

Orders for ODB products sold directly to end members can be emailed, faxed or mailed to:

Old Dominion Brush Co., Inc.

5118 Glen Alden Drive

Richmond, Virginia 23231

rickt@odbco.com

Fax: 804-226-6914

Orders will be processed and entered into our production system. Customer name, address, entity type, NJPA membership number, model type along with contract amount will be entered into an Excel spreadsheet. Products that are shipped during each quarter will be reported to NJPA using excel spreadsheets and have the appropriate administration fees mailed to NJPA. Members will be invoiced by and shall remit their payment directly to Old Dominion Brush Company.

Our authorized dealers will accept orders for Xtreme Vac and GVM-Vac products. The dealer will be responsible for providing all pertinent member information with the order to the Old Dominion Brush Company contract administrator. The dealer will invoice and collect payment for all products sold through the NJPA contract. Quarterly reporting and administration fees will be handled the same as above through Old Dominion Brush Company.

- 4) Do you accept the P-card procurement and payment process? If so, is there any additional cost to NJPA Members for using this process?

We currently do not offer P-card procurement or payment.

Warranty

- 5) Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may include in your response a copy of your warranties, but at a minimum please also answer the following questions.

- Do your warranties cover all products, parts, and labor?
- Do your warranties impose usage restrictions or other limitations that adversely affect coverage?
- Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?
- Are there any geographic regions of the United States for which you cannot provide a certified technician to perform warranty repairs? How will NJPA Members in these regions be provided service for warranty repair?
- Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?
- What are your proposed exchange and return programs and policies?

The warranty program for all our product lines is available to the original end purchaser. The standard warranty for all of our products is one (1) year with no restrictions for hours or miles. Our warranty coverage includes both parts and labor. Since all of our equipment can be towed or driven, no travel time or transportation costs are included under the warranty. Copies of our warranty statements are located on each brands webpage for review. In order to qualify for warranty consideration, all products must be registered by completing the provided warranty registration card upon delivery, or use the on-line warranty registration located on our web pages. The warranty period commences on the delivery date of the product to the end customer. It is necessary to have the unit's serial number available when applying for warranty consideration. Claims shall be submitted to ODB on the provided warranty claim form. For components that are warranted by the original manufacture, it is still necessary to contact ODB in order to facilitate the warranty procedure.

Individual manufacturers will warrant certain components used in our products. All of the auxiliary engines that we use to power our vacuum systems have a two (2) year/2000 hour (whichever occurs first) standard warranty. Engines warranty coverage is for parts and labor, but travel time is not covered. The Freightliner and International chassis that we use also have their own warranty coverage programs that would not be covered by an Old Dominion Brush Co., Inc. warranty.

With our authorized Xtreme Vac and GVM-Vac dealers and our relationship with John Deere, Kubota, and Kawasaki engine companies, we are capable of servicing our products in all 50 States and Canada.

Items that need to be returned or exchanged will first have to have returns good authorization (RGA) number assigned to them. ODB will initiate a pick up returned goods once notified that items are ready to ship. ODB will cover transportation cost for all items that are either defective or incorrect.

- 6) Describe any service contract options for the items included in your proposal.

Currently we do not offer any service contracts directly from the factory. Members may negotiate service agreements directly with any of our authorized dealers for the Xtreme Vac and GVM-Vac solutions.

Pricing, Delivery, Audits, and Administrative Fee

- 7) Provide a general narrative description of the equipment/products and related services you are offering in your proposal.

We are offering three product lines (ODB, Xtreme Vac and GVM-Vac) of vacuum debris collectors. All of the units are designed to vacuum debris, trash, litter, yard waste and other organic matter. Sanitation departments, highway departments, street departments and general physical plant departments commonly use our products. Through our unique distribution channel of direct offering and also distribution through two exclusive dealer networks, we are able to satisfy self-sufficient customers that prefer to eliminate the middle man as well as those customers that require more product support provided by a servicing dealer.

- 8) Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the NJPA discounted price) on all of the items that you want NJPA to consider as part of your RFP response. Provide a SKU for each item in your proposal. (Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract. See the body of the RFP and the Price and Product Change Request Form for more detail.)

We are offering 2017 pricing for the ODB, Xtreme Vac and GVM-Vac products that are dated April 1, 2017. All the prices listed in each of these price lists show MSRP pricing. All three products offerings have a trailer mounted price list as well as a truck or skid mounted price list. Each model offered has a narrative description listing all the standard features that are included in the base price. Below the base price, there are options that are available for each particular model.

- 9) Please quantify the discount range presented in this response. For example, indicate that the pricing in your response represents is a 50% percent discount from the MSRP or your published list.

We are proposing a 7.5% discount off of the MSRP to NJPA members. With the tremendous success that we have had with our current NJPA contract, we feel it is important to increase our discount to NJPA members to help emphasize the value of cooperative contracting.

- 10) The pricing offered in this proposal is

- _____ a. the same as the Proposer typically offers to an individual municipality, university, or school district.
- _____ b. the same as the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.
- XXX c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.
- _____ d. other than what the Proposer typically offers (please describe).

- 11) Describe any quantity or volume discounts or rebate programs that you offer.

Our pricing is based on low volume quantities. Members purchasing 5 or more units will receive an additional 5% discount off the MSRP. We do not offer any rebate programs.

- 12) Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.

Specialty items not included as standard options will be offered as a "sourced goods". An example of a "sourced good" could include specific warning light packages or customized features. All items that would be considered "sourced goods" would be offered to NJPA members at a cost plus 15% markup.

- 13) Identify any total cost of acquisition costs that are **NOT** included in the pricing submitted with your response. This cost includes all additional charges that are not directly identified as freight or shipping charges. For example, list costs for items like installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.

All of our ODB products have basic training for proper operation procedures included in the pricing.

For our Xtreme Vac and GVM-Vac products, basic training is provided in all the base machine pricing. If a member would like a full on-site training session performed by a factory certified dealer representative, each dealer will indicate any additional fee for this service. For members requesting a full dealer pre-delivery inspection (PDI) and local delivery, each dealer will indicate their additional fee for this service.

- 14) If delivery or shipping is an additional cost to the NJPA Member, describe in detail the complete shipping and delivery program.

The cost to transport each unit is \$2.00 per mile for each unit. For the lower 48 states and Canada all trailer-mounted units will be delivered via tow service companies. For truck-mounted units, drive-away service companies will be utilized. Transportation cost will be determined by calculating the mileage from our manufacturing facility in Richmond, VA to the end customer's or authorized dealer's location. Using Google Maps, the shortest distance from zip code 23231 to the final destination zip code will determine the mileage factor.

- 15) Specifically describe those shipping and delivery programs for Alaska, Hawaii, Canada, or any offshore delivery.

Transportation that requires any offshore delivery will be factored as follows:

\$2.00 per mile fee to the nearest port

Total cost of transportation via ship line will be provided per unit.

\$2.00 per mile fee from import port to final destination via tow service or drive-away service.

- 16) Describe any unique distribution and/or delivery methods or options offered in your proposal.

ODB is providing the best of both worlds in regards to distribution of our products. We are offering factory direct marketing of the ODB product for those customers that prefer not to have a middleman level of distribution. We are also offering the ability to have increased local presence for service and parts by offering the Xtreme Vac and GVM-Vac lines through an exclusive dealer network.

- 17) Please specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with NJPA. This process includes ensuring that NJPA Members obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to NJPA.

A continuance of our existing NJPA contract pricing and auditing program is being proposed. Rick Timmerman at ODB will generate all quotes for both direct and dealer sales. This eliminates any misuse of the contract and ensures that pricing will be accurate. In the past four years, we have not had any pricing discrepancies with NJPA proposals. This process also provides the necessary template to accurately report sales on a quarterly basis. All administration fees will be paid directly by Old Dominion Brush, not by each individual dealer.

- 18) Identify a proposed administrative fee that you will pay to NJPA for facilitating, managing, and promoting the NJPA Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See RFP Section 6.29 and following for details.)

We are proposing a 2.5% administration fee based on the member's net cost after the 7.5% membership discount has been applied. This will include the base model price and all applicable options requested by the member. The administration fee will not apply to any transportation or additional dealer supplied PDI or training costs. Because of the success that we have had with our existing NJPA contract, we fully understand the benefits and value of the NJPA contract.

Industry-Specific Questions

(Answer all questions. If a question does not apply to the solution(s) in your proposal, state "N/A" and articulate why the question does not apply.)

For technology vendors:

- 19) Clearly explain how your company collects, stores, and uses the customer data that is gathered through normal business practices. In your view, who owns this data: your company or your customers? What rights (if any) do you propose that your customers have to any data created by your proposed solutions?

Not applicable

- 20) Describe how do you protect data that you obtain or create for your customers? Who has access to this data, and for what purposes?

Not applicable

- 21) Does your product or platform encourage increased participation in recycling and diversion programs?

Not Applicable

- 22) If you are offering web-based products or services, are they available through a suitable application on mobile devices? If so, are they compatible with both iOS, Android, and other operating systems? Are they broadly and easily available?

Not Applicable

For equipment/product vendors:

- 23) What specific market segments does your company serve? What portion of your overall revenue is derived from the governmental and educational sectors?

Our target market segment consists of municipal entities such as cities, towns, townships, villages, boroughs, counties and state agencies; all of these agencies typically provide either a public works or sanitation type service to their communities. With our current NJPA contract, we have also been able to tap into the educational market primarily higher education and local school districts that maintain large physical plants. Currently 98% of our business is derived from some form of governmental agency.

- 24) Explain in detail why and how your manufacturing process is superior to that of your competitors.

ODB products have been described as "the premier debris collectors" available on the market. With more than 75% market share for products of similar design, we have quality and performance second to none. One of the biggest advantages that we offer to customers is that we are truly a manufacturer of our equipment. Each product manufactured has been internally engineered and designed with CAD engineering programming. All manufacturing takes place in our 200,000 square foot facility in Richmond, VA. From the moment raw materials enter our facility until a product is completed, everything from fabrication, painting and final

assembly is under one roof. We have two lasers and one water jet cutting machines that allow us to process steel to exact tolerances. Robotic welders are used on numerous components that require the highest level of tolerances. We are the only manufacturer of this type of equipment that uses a fabricating technique known as tab and slot construction on all metal components. This process is very similar to mortise and tenon in woodworking where one piece of metal has tabs while the mating piece has slots. This technique provides self-jigging for every component as well as a mechanical bond in addition to welding alone. We currently use a state of the art paint facility consists of three down draft paint booths. We currently have plans to convert over to powder coating paint in the near future. With both forms of painting, every product that we manufacture has each component painted completely prior to assembly providing an automotive quality finish. This insures that everything that is painted has complete coverage and items not intended to be painted (engines, filters, hardware, wires, etc.) remain unpainted. While many manufactures today seem to be sourcing out jobs and components, ODB believes that in order to produce the best product, you need to control as much of the manufacturing process as possible. By maintaining this philosophy for the last 107 years, the quality of our products has far exceeded all others in today's market.

- 25) Explain in detail why and how your value-added attributes separate you from your competitors and why this should be considered valuable to NJPA and its members.

We not only manufacture the ODB, Xtreme Vac and GVM-Vac product lines of debris collectors, but we also manufacture after-market replacement parts for all of our competitors vacuum debris collectors. This allows us to better serve our customers that have multiple brand machines when they are seeking replacement parts. It also helps us to keep a close watch on the needs and requirements of the vacuum debris collector market that will ultimately help all potential NJPA members interested in our type of products.

- 26) Do you manufacture all the products offered in your proposal? If not, please list all products that are sourced using a third party or subcontractor.

We manufacture all of our products at our Richmond, Virginia facility with the following exceptions:

Freightliner M2-106 chassis with dual steering built to our specification

International 7400 chassis with dual steering built to our specification

- 27) Do your manufacturing processes qualify for any recognized compliance standards or certifications (e.g., ISO)? If so, please detail.

Not applicable

- 28) Describe your approach to working with new governmental, educational, or not-for-profit entities in rolling out your products/equipment for these customers or their constituents.

We would begin by asking questions about what are the challenges they face with regard to debris collection. After determining their challenges, we would educate them in how our multiple of solutions could resolve their challenges. Having been involved in vacuum debris collection for nearly 50 years, we have the experience to help guide and educate new members so they can alleviate their debris collection challenges.

29) Confirm whether or not you are both able to and agree to comply with the applicable "EPA Emission Standards for Heavy-Duty Highway Engines and Vehicles" outlined in the following link:

<https://www.epa.gov/emission-standards-reference-guide/epa-emission-standards-heavy-duty-highway-engines-and-vehicles>

All of our products are in full compliance with both on-road vehicle emissions as well as off-highway engine emissions. All of the diesel engines that power our vacuum debris collectors have been certified for EPA Final Tier 4 emission and are certified for use in all 50 states. The gasoline engines that we use comply with EPA are certified for use with the clean air act that include the EPA Tier 2 and CARB Tier 3.

Signature: Duke Brydine Date: 4/10/17



Hyattsville City Council Agenda Item Report

Meeting Date: August 6, 2018

Submitted by: Chris Purvis

Submitting Department: Police Department

Item Type: Budget

Agenda Section: Consent Items (8:40 p.m. - 8:45 p.m.)

SUBJECT

Cost Reimbursement Agreement Between the United States Secret Service and the City of Hyattsville Police Department

HCC-37-FY19

Recommendation:

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 FY19 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 purchases related to the National Region Fraud Task Force.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Hyattsville 2018 CRA.pdf](#)

Summary Background:

The Hyattsville City Police Department (HPD) has had a member of the Department assigned as a liaison to the United States Secret Service National Capital Region Fraud Task Force for many years. Participation on the Task Force provides resources to HPD for certain investigations. The Department's participation has been limited to attendance at several meetings per year. The agreement allows the City to request reimbursement for overtime expenses or to purchase equipment related to fraud investigations. The expenditure amount for this year is \$1,500.

Next Steps:

Purchase according to the City's procurement policy and approval of the City Treasurer.

Fiscal Impact:

\$1,500

City Administrator Comments:

Recommend Approval

Community Engagement:

N/A

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

Complete



U.S. Department of Homeland Security
UNITED STATES SECRET SERVICE

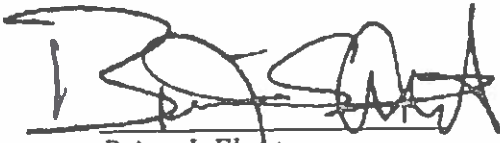
***COST REIMBURSEMENT AGREEMENT
BETWEEN THE UNITED STATES SECRET SERVICE AND
THE CITY OF HYATTSVILLE, MD POLICE DEPARTMENT***

The United States Secret Service (USSS) has been authorized to pay overtime for the detective(s) assigned to the formalized National Capital Region Fraud Task Force (NCRFTF) as set forth below for expenses necessary for detection, investigation and prosecution of crimes against the United States. It is hereby agreed between the USSS and the City of Hyattsville, MD Police Department (HPD), 4310 Gallatin Street, Hyattsville, MD 20781, tax ID#52-6000797.

- 1) Commencing on October 1, 2017 the USSS will, subject to the availability of the required funding, reimburse the HPD for overtime payments to the detective(s) assigned full time to the NCRFTF.*
- 2) Requests for reimbursement will be made on a monthly basis and should be forwarded to the USSS Headquarters as soon as practical after the first of the month, which follows the month the reimbursement is requested. Such requests should be forwarded by the Supervisor of the Hyattsville Police Department to the NCRFTF Supervisor for review, approval and submission.*
- 3) Payments for overtime reimbursement, training and equipment will be made directly to the HPD by the USSS. All reimbursement payments are made by electronic fund transfer (EFT). An ACH vendor/Miscellaneous Payment Enrollment Form (ACH) must be on file with the USSS to facilitate payment.*
- 4) Overtime reimbursement for officers fully assigned to the NCRFTF will be calculated at the usual rate for which the individual officer's time would be compensated in the absence of this agreement, up to a yearly maximum of \$15,000 per officer. The maximum reimbursement provided for this fiscal year (2018) for HPD is \$1,500.00.*
- 5) Each request for reimbursement will include the name, rank, ID number, overtime compensation rate, and number of reimbursable hours, claimed and the dates of those hours for each detective for whom reimbursement is sought. Each reimbursement request must be accompanied by a certificate signed by an appropriate Supervisor of the Department that the request has been personally reviewed, that the information described in the paragraph is accurate, and the personnel for whom reimbursement is claimed were assigned full time to the NCRFTF.*
- 6) Each request for reimbursement will include: an invoice date, taxpayer identification number (TIN) and the correct banking information to complete the electronic fund transfer. The necessary banking information is the Depositor Account Title, Bank Account Number, Routing Number, and Type of Account (checking, savings or lockbox). If the banking information*

changes, a new ACH Vendor/Miscellaneous Payment Enrollment Form must be submitted to the USSS.

- 7) Per TEOAF guidelines a 25% expense rate is due no later than January 1, 2018, 50% by April 1, 2018, 75% by July 1, 2018 and 100% by September 1, 2018 of your departments allotted amount. Additional amounts can be spent at earlier dates but we must meet these minimum spending amounts by the dates listed. Failure to do so will result in your department's allocation being re-allocated to other departments or back to TEOAF.
- 8) This agreement may be modified at any time by written consent of the parties. This agreement may be terminated unilaterally at any time by the USSS and will not extend beyond September 30, 2018. Requests for reimbursement must be received by the USSS no later than September 15, 2018 to be payable



Brian J. Ebert
Special Agent in Charge
United States Secret Service
Washington Field Office

1.19.2018

Date



Douglas K. Holland
Chief of Police
City of Hyattsville, MD Police Department

12/8/17

Date



Hyattsville City Council Agenda Item Report

Meeting Date: August 6, 2018

Submitted by: Hal Metzler

Submitting Department: Public Works

Item Type: Contract

Agenda Section: Consent Items (8:40 p.m. - 8:45 p.m.)

SUBJECT

Asphalt Inspection and Management - City Wide

HCC-34-FY19

Recommendation:

I move that the Mayor and City Council authorize the City Administrator to enter into a contract with IMS Infrastructure Management Services, LLC, and authorize the expenditure of \$55,000, to provide Asphalt Inspection and Management - City Wide, pending legal approval.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[180709 - memo - rfp DPW18-003 selection of IMS Infrastructure Management Services.pdf](#)

[IMS proposal.pdf](#)

Summary Background:

City Staff are preparing a multi-year plan to improve streets and sidewalks in West Hyattsville. In addition, City Staff will be working to implement recommendations in the City Wide Transportation Study currently being prepared by Toole Design Group. In order to assist in prioritizing the work over several years, IMS Infrastructure Management Services, LLC. will perform an inspection of all City streets, using multiple technologies, in order to give every street a standardized grade from 0-100. These grades will tell City Staff which streets are most in need of repair, and assist in the planning of the West Hyattsville's 5 year improvement plan, as well as other transportation improvements City-wide.

Next Steps:

N/A

Fiscal Impact:

\$55,000

City Administrator Comments:

Recommend Approval

Community Engagement:

Community engagement is currently occurring as part of the City Wide Transportation Study.

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

Pending



City of Hyattsville

Memo

To: Julius Wiggins, Contracts and Grants Manager
From: Hal Metzler, Project Manager
CC: Lesley Riddle, Director of Public Works
Date: July 9, 2018
Re: Selection of DPW18-003 Asphalt Evaluation and Inventory – City Wide

Mr. Wiggins,

On May 11th, 2018, the City of Hyattsville solicited Request for Proposal (RFP) #DPW18-003 to solicit a contractor to provide Asphalt Evaluation and Inventory – City Wide. The RFP was published on the City's Website as well as to the eMaryland website where it was sent to numerous businesses that provide environmental remediation services. Proposals were received and opened on May 25th, 2018. At that time, the city received 3 proposals. The proposals were all found to be responsive and responsible. The three proposals received were:

IMS Infrastructure Management Services	\$39,976.00
Johnson, Mirmiran, & Thompson	\$94,761.50
Soil and Land Use Technology, Inc.	\$137,500.00

Given that IMS Infrastructure Management Services was responsible, responsive, and lowest cost, they were selected for Award pursuant to Section 11 of the City Procurement Manual.



IMS Infrastructure Management Services

Consultants | Engineers



Technical Proposal

RFP for "Asphalt Evaluation and Inventory - City Wide"

May 25th, 2018 - 2:00 PM

City of Hyattsville
Attn: Laura Reams, City Clerk
4310 Gallatin Street
Hyattsville, MD 20781

IMS Office Location

1775 Winnetka Circle
Rolling Meadows, IL 60008
(847) 506-1500 ph
(847) 255-2938 fax

consulting
engineering
data collection
software

www.ims-rst.com



IMS Infrastructure Management Services, LLC
 1775 Winnetka Circle, Rolling Meadows, IL 60008
 Phone: (847) 506-1500 Fax: (847) 255-2938
 www.ims-rst.com

May 25th, 2018

City of Hyattsville
 4310 Gallatin Street
 Hyattsville, MD 20781

Attention: City of Hyattsville Evaluation Committee
Reference: **Proposal for "Asphalt Evaluation and Inventory - City Wide"**

Dear Evaluation Committee:

IMS Infrastructure Management Services is pleased to submit our proposal for the above referenced City of Hyattsville project. With over 30 years of pavement and asset management experience, we have become international leaders in the provision of data collection methodologies and software configuration, and have developed a streamlined approach to analysis of collected data. With our sole focus on pavement management services, the City of Hyattsville will acquire **quality** data, exemplary **service**, and **reliability** that define our commitment. This level of quality and commitment has resulted in IMS routinely traveling across the United States to complete projects.

The authorized negotiator and contact for any questions regarding the IMS proposal is:

Dan White, Manager of Client Services
IMS Infrastructure Management Services, LLC
 1775 Winnetka Circle, Rolling Meadows, IL 60008
 Phone: (847) 506-1500, Fax: (847) 255-2938
 Email: dwhite@ims-rst.com

We want to thank you for the opportunity to assist the City of Hyattsville with its pavement management needs. Based on careful review of the project scope, we are confident that we can provide the City with the requested services in a cost effective and time efficient manner that will provide a return of substantial savings. Thank you for your time and consideration.

Regards,

IMS Infrastructure Management Services, LLC

A handwritten signature in blue ink, appearing to read "Dan White".

Dan White
 Manager of Client Services



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1.0 FIRM QUALIFICATIONS AND EXPERIENCE

1.1 EXECUTIVE SUMMARY

IMS Infrastructure Management Services is the premier pavement management firm in the United States with recent pavement management projects implemented in Cambridge and Salisbury, Maryland as well as the completion of 50 to 60 pavement management assignments each year. We stand second to none in our ability to establish cost effective maintenance management programs using industry standard deliverable formats such as 3rd party systems like MicroPAVER or even interactive Excel spreadsheets and GIS geodatabases.

The primary objective of this project is to provide the City with the tools, skills, and information to manage their roadway network in the most cost effective manner that provides the ratepayers of the City of Hyattsville with an optimal blend of level of service and annual expenditures. To accomplish this goal, IMS Infrastructure Management Services will conduct field surveys utilizing the Laser Road Surface Tester (RST) for ASTM D6433 distress identification. IMS will enhance upon the ASTM D6433 protocols with the incorporation of roughness (IRI) and environmental distresses to provide a solid understanding of the status and needs of the roadway network. The data will then be harnessed to develop comprehensive multiple-year street rehabilitation plans that optimize pavement quality and minimize annual expenditures.

The IMS team will ensure the deliverable provided to the City maximizes available resources by utilizing defensible and objective pavement performance data that has been designed around the ASTM D6433 data collection protocols. IMS is proposing to complete a software needs assessment and evaluation to ensure the City selects a software that fits their staff needs, not those of the selected consultant. Our team also recognizes that many agencies simply do not have the resources to operate dedicated software nor does every application meet the needs of its users. As such, IMS has developed an easy to use, interactive Excel spreadsheet (Easy Street Analysis) that enhances upon the typical MicroPAVER analysis through intuitive project development, integration of both roughness and roadway strength, user defined priority weighting factors (PWF), and cost benefit optimization using cost of deferral techniques.

This proposal will highlight the following activities:

- Innovative and objective approach to enhanced ASTM D6433 data collection.
- Delivery of comprehensive results in industry standard formats such as Excel spreadsheets, Access databases, Personal Geodatabases, or even Google Earth KMZ files.
- Integration with PAVER or selected software and seamless analysis enhancements that include IRI, structural integrity, selection optimization, and a full suite of rehabilitation activities.
- Collaboration with City staff and an iterative analysis process designed to fine-tune the results to meet Hyattsville's specific level of service needs.
- Council education workshops and onsite results presentations that explain the concepts of preventative maintenance using easy to understand vernacular and analogies.
- Development of a comprehensive 5-year rehabilitation plan that is flexible enough to accommodate innovative paving solutions and rehabilitation strategies.

1.2 COMPANY PROFILE

IMS Infrastructure Management Services is a pavement management-consulting firm with over 30 years of direct experience in the industry and we are a premier automated pavement management firm in the United States. As a professional engineering firm, that is 100% dedicated to pavement and asset management, our ability to perform the work goes hand-in-hand with our philosophy on project ownership. Every project is assigned a team of dedicated professionals, with the core group comprised of a Project Principal, Project Engineer and Client Services Manager. We can ensure project ownership because each member of the IMS team understands who is accountable for each phase of the project.

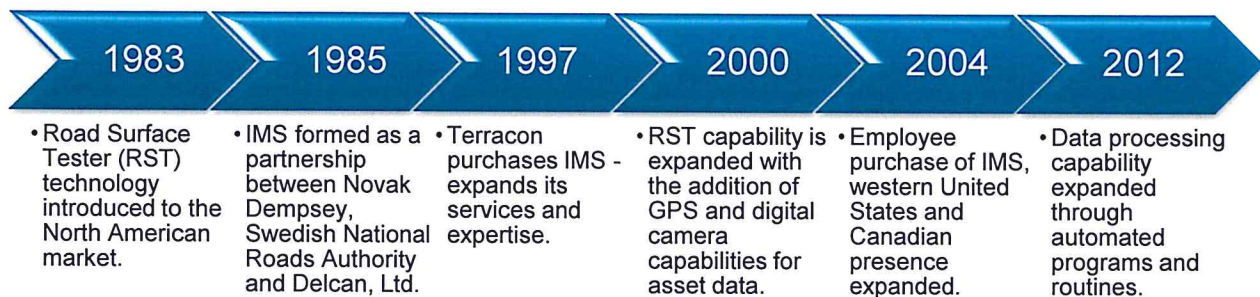


Since our inception in 1985, IMS has progressively developed new technologies together with real-world software applications to become a recognized international leader in the field of pavement and infrastructure management. Our software solutions provide the tools required to meet the complex challenges within modern urban and rural environments. IMS continues to develop our portfolio of clients in the municipal sector with an emphasis on retaining current clients while expanding our presence in the Northeastern United States.

We pride ourselves on being a harmonious team that is dedicated to client collaboration from start to finish. We are able to perform 100% of the tasks associated with this project without the need to bring in outside firms or sub-consultants eliminating potential miscommunications. This allows us to maintain effective communication throughout the duration of the assignment, giving the City peace of mind that they will receive exactly what was discussed during the scoping phase of the project.

A brief history of IMS is as follows:

Since 2004, IMS has completed more than 700 pavement management assignments for government agencies and private-sector companies throughout North America. IMS achievements include:



- Certified for **ASTM D6433** data collection and participation in *ASTM sub-committee E1741* and *TRB subcommittee AFD20* on pavement monitoring and valuation.
- 700 City and county agencies plus 25 large-scale public works departments.
- Collected data for more than 15 different software platforms, ranging from our own proprietary systems, to 3rd party programs including **PAVER**, **Lucity**, **Cartegraph**, **Cityworks**, and others.
- Developed the data collection tools that set the standard for automated, objective surveys.
- Delivery of ROW asset inventories, ADA transition plans, project level testing and analysis.

IMS Equipment Inventory

In addition to providing professional engineering and software services, IMS operates an advanced, state-of-the-art fleet of data collection units. **All equipment is owned and operated by IMS. We do not sub out our data collection or processing activities.**



4 Laser Road Surface Testers (RST)

The RST is capable of collecting automated pavement condition data and a full suite of right-of-way asset information in a single pass. The RST incorporates lasers, distance measuring instruments, accelerometers and rate gyroscopes, high definition cameras positioned for 360 degree high-resolution video including: forward, rear, right-of-way, and side view high-definition imagery and video, and inertial navigation based GPS. The RST is equipped with 11 laser sensors; 7 specifically dedicated to rutting and 4 high speed lasers for cracking. IMS can meet ASTM, FHWA LTPP, PASER, and other standards.



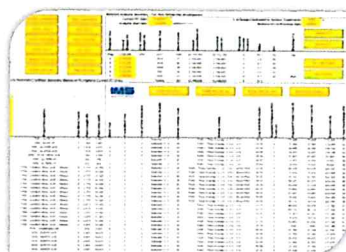
2 Dynaflects

Dynaflects provide nondestructive, multi-sensor dynamic deflection data for pavement structure analysis. Dynaflects have a 30-year history of collecting dependable, repeatable data, and may be used on asphalt and concrete roads. Through the use of load wheels and an oscillating weight, the unit applies a nondestructive 1,000lb load to the pavement and measures the loads deflection through a series of sensors.



3 Sidewalk Surface Testers (SST)

The Sidewalk Surface Tester (SST) is a purpose built field data collection unit designed primarily for surveying municipal sidewalks, right-of-way, and parking lots. The SST employs the NOMAD data collection software that integrates the survey inventory (GIS), field maps, GPS and field data collection into a single platform. NOMAD may be customized for virtually any type of survey ranging from sidewalks, parking lots (following ASTM D6433) to full sign surveys.



MicroPAVER - Pavement Condition Data Entry									
Project: [Project Name] Date: [Date] User: [User Name]									
Location	Survey Date	Survey Time	Survey Type	Survey Status	Survey Notes	Survey Results	Survey Comments	Survey Date	Survey Time
101 N. Meridian St.	10/10/2010	10:00	Full	Complete	Good	95		10/10/2010	10:00
101 N. Meridian St.	10/10/2010	10:05	Full	Complete	Good	95		10/10/2010	10:05
101 N. Meridian St.	10/10/2010	10:10	Full	Complete	Good	95		10/10/2010	10:10
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1.3 TEAM OWNERSHIP & COLLABORATION

As a professional engineering firm who is 100% dedicated to pavement and asset management, our ability to perform the work goes hand-in-hand with our philosophy on project ownership and collaboration. The focus of this project is to collect objective pavement condition data that is captured using automated technologies and collaborate directly with City staff in the development of a World-Class Pavement Management System.



Every project is assigned a team of dedicated professionals, with the core group comprised of a Project Principal, Project Engineer, and Client Services Manager. Illustrating project ownership begins with understanding the team dynamic. The Project Principal is responsible for ensuring the technical resources are available to meet the needs of each client. They oversee the project in its entirety and lead technical deliverable discussions to ensure continuity of services and technically correct results. The Project Engineer is the “Doer” of the group. They are responsible for preparing the survey maps, reviewing GIS linkage, and processing the pavement condition data. Every team also needs someone who can keep the project moving forward from inception to completion and that is the job of the Client Services Manager. Their responsibilities include scope negotiation/development, schedule development, project administration, and global project management activities. It the Client Services Manager’s job to know where the project is, at all times.

The primary benefit of the IMS ownership philosophy is that all members of the team are points of contact throughout the entire project. Nobody is replaced with a “B” team and it is even the responsibility of the assigned Client Services Manager to lead the development of this proposal.

Collaboration as a team, both IMS and City Staff, is vital to the success of this assignment. While IMS brings a level of pavement management expertise to the table as dedicated consultants, City staff also retains local, historical, and institutional knowledge that should be utilized during this assignment.

Team collaboration will be demonstrated in the following areas:

- Project kick off meeting to introduce the IMS team and City staff assigned to this project. Knowing who retains what information from the onset of the project is the key to success.
- Review of the IMS field inventory maps that will be loaded to the RST. The idea is to ensure the City’s comfort with the data coverage and network referencing methodology.
- Scheduled RST mobilization meeting to demonstrate the equipment to City staff.
- Once the segment/section level data and PCI scores are available, IMS will review this information with City staff to ensure team comfort with the output. If any issues arise from the condition data, QA/QC is conducted with City staff utilizing the RST HD imagery.
- The analysis phase is iterative in its attempt to fine-tune the results to meet the needs of City staff. The City can expect multiple iterations of the analysis as we dial in on rehabilitation activities, unit rates, the size of projects or neighborhoods, budget burdens/constraints, and mapping of the results.
- City staff review of the IMS final report and presentation to ensure the tone and content relay a collaborative message regarding the results and findings.

1.4 IMS TEAM ORGANIZATION AND LEADERSHIP

The IMS team is built around a core group of key project members that stay with the project from inception through to delivery of the final results. It is where project ownership is assigned and decisions are assessed, implemented, and follow-up is completed. The core team, led by Stephen Smith, P.E. Project Principal, also includes David Butler, P.E. as the Engineering Manager, and Dan White as the Client Services Manager. This is the same team that has led pavement management projects for our many East Coast clients.

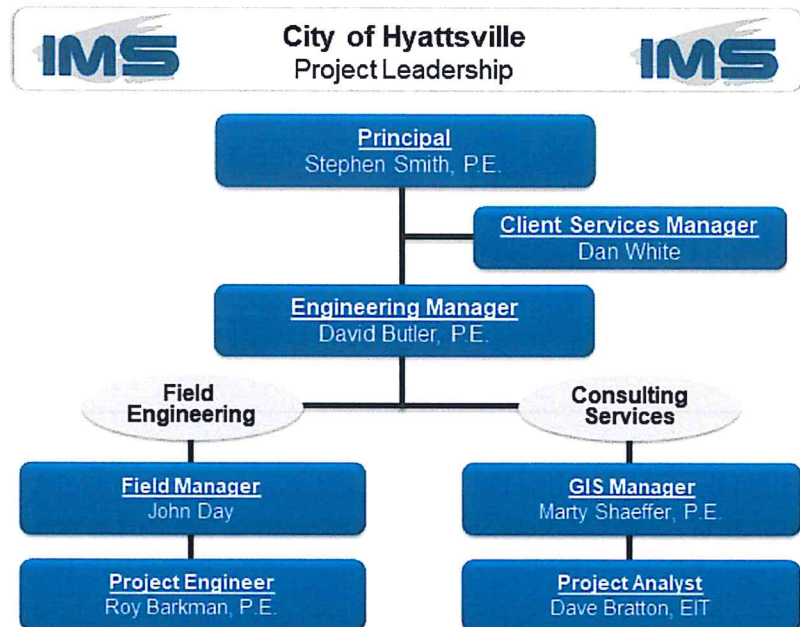
The team has been structured into two streams that follow the logical work activities and flow of the project. Each work stream is headed by a specialist in their respective field of practice. For this assignment, activities relating to the acquisition and quality of field data are undertaken and managed by David Butler. David was selected for this role due to his 250,000 miles and over 30 years of technical data management experience. John Day will coordinate the RST field program and implement the initial data processing preparations.

Marty Shaeffer will manage the GIS linkage and prep of the image deliverables. Roy Barkman, P.E. and David Bratton will manage the post-processing routines, pavement condition data formatting, and verification programs.

We purposefully separated the field surveys from the data management and consulting functions in order to ensure the continual flow of data from the field, through post processing, and then on to the client. We believe that the person who collects the data cannot be the same one who validates the data.

The entire team will operate under the direction of Stephen Smith. Stephen was selected to lead this team for a few mission critical reasons:

- As a Principal of IMS, he will be able to bring on additional resources as necessary and react to on-going project challenges in a timely fashion. In this role, Stephen's main goal will be to ensure the City of Hyattsville receives the data they contracted IMS to provide, and in exchange, IMS can receive a strong client reference.
- Stephen has over 30 years of engineering and project management experience with the past 18 years focusing on pavement and right-of-way data collection assignments. His experience in roadway design and construction, municipal engineering and pavement analysis puts him in a strong position to develop real world solutions and budgets.





1.5 STAFF QUALIFICATIONS

The project roles, qualifications, and responsibilities of the key team members are highlighted and summarized below.

Team Member

Project Role & Experience

Stephen Smith, P.E.

Project Principal

Summary:

18 Years with IMS

Automated Data: Yes

Pavement Management: Yes

ROW Assets: Yes

Software Implementation: Yes

P.E. in 3 States

Responsible for ensuring technical resources are available for the data collection and processing, and then directly involved with the pavement analysis and reporting. Stephen will be integral throughout the analysis and reporting phase. Stephen will also ensure that the project remains on time and that the final report is reviewed with City staff.

- *B.S. in Civil Engineering, over 30 years engineering experience.*
- *P.E. in Arizona, Delaware and P.Eng. in Alberta and Saskatchewan.*
- *17 years specializing in pavement and right of way asset management for cities and counties.*
- *In excess of 100 pavement and right of way asset management and implementation projects in the last 5 years. Most involve development of inventories, GIS integration, analysis and reporting, and asset management systems.*
- *In excess of 300,000 miles of data collection and QA/QC using automated, manual and sampling technologies.*

Recent projects include: Cambridge & Salisbury, MD; Lancaster, PA;; Rochester & Dover, NH; Stamford, CT; Lake County, Carol Stream, McHenry County, Aurora & St. Charles, IL; Columbus & Findlay OH; StanCOG MPO, DWR, & Long Beach, CA; City-County of Denver, CO; Vancouver, BC; Atlanta, GA; Florida DOT; Delaware DOT; Onondaga County, NY.

David Butler, P.E.

Sr. Engineer

Quality Assurance Manager

Summary:

32 Years with IMS

Automated Data: Yes

Pavement Management: Yes

ROW Assets: Yes

Software Implementation: Yes

P.E. in 7 States

David is responsible for ensuring the prepared inventory and processed pavement condition data meets IMS's rigorous QA standards. He works closely with the Project Engineer to ensure the data meets the deliverable requirements. Should the City select to perform sub-grade data collection, he will implement the QA/QC process for the surveys.

- *B.S. in Civil Engineering, over 30 years engineering experience.*
- *Over 25 years specializing in pavement and right of way asset condition surveys, software implementation, analysis, and training.*
- *Data collection, inspection and QA/QC of well over 200,000 miles of roadways in all regions of the country.*
- *Participation in ASTM sub-committee E1741, TRB sub-committee AFD20 on pavement monitoring, valuation.*

Recent projects include: Highland Park, St. Charles, Glendale Heights, Winnetka, Evanston, McHenry County, Oak Park, Arlington Heights & Lake County, IL; Anaheim, La Mesa & Cerritos, CA; Onondaga County, NY; Chesapeake, VA; Columbus & Findlay, OH; North Port, FL.

**Marty Shaeffer, P.E.**

GIS & ROW Manager

Summary:

12 Years with IMS

3rd Party Software: Yes

GIS: Yes

Pavement Management: Yes

Marty is a professional engineer who has spent the last 17 years dedicated to GIS technology. He is responsible for ensuring accurate linkage of the IMS data to Cambridge's existing GIS and works closely with the Project Engineer. Marty also facilitates the processing of RST imagery and the development of optional image deliverables and ROW asset inventories.

- *B.S. in Civil Engineering, 27 years engineering experience.*
- *15+ years specializing in GIS mapping.*
- *P.E. in California, New Mexico, & Arizona.*
- *Registered AutoCAD Developer and member of the American Society of Civil Engineers.*

Recent projects include: Cambridge, MD; Carol Stream, Waukegan, Deerfield, Forsyth & Glendale Heights, IL; Muskogee, OK; Scottsdale, AZ.

Roy Barkman, P.E.

Project Engineer

Summary:

7 Years with IMS

3rd Party Software: Yes

Automated Data: Yes

Pavement Management: Yes

Roy will be responsible for ensuring the facilitation of data throughout the entire project. His responsibilities begin with ensuring accurate network referencing and end with the processing of raw field data into meaningful results.

- *B.S. in Civil Engineering*
- *7+ years of municipal and private firm experience focused on asset management, roadway design, and land development*
- *P.E. in Arizona*

Recent projects include: Cambridge & Salisbury, MD; Highland Park, Carol Stream & Algonquin, IL; Weatherford, Denton & Pearland, TX; Oceanside & Long Beach, CA.

Dan White

Client Services Manager

Summary:

6 Years with IMS

3rd Party Software: Yes

GIS: Yes

Pavement Management: Yes

Dan is responsible for overall project and client management activities. He develops the project scope, schedule, team, and ensures the scope is adhered to throughout the project. Dan works very closely with the Project Principal and is considered a primary point of contact for our clients.

- *B.B.A. in International Business; M.B.A. Candidate*
- *5+ years of project management experience in the engineering industry.*
- *East region firm marketing manager.*

Recent projects include: Cambridge, MD; Apex, NC; Boone County, Kenton County, KY; Forsyth, IL; Findlay, OH; Harrisburg, PA; Volusia County & Edgewater, FL; Tuscaloosa & Mobile, AL.

Dave Bratton, EIT

Project Analyst

Summary:

7 Years with IMS

Automated Data: Yes

Pavement Management: Yes

ROW Assets: Yes

Dave will be involved with the initial review of the field data and the post-processing of the data. Dave will prep the data for loading to the IMS spreadsheet and calibrate the analysis with the unit rates and M&R toolbox.

- *B.S. in Civil Engineering, Bradley University*
- *Certified for PAVER implementation and data interpretation.*
- *Registered E.I.T. in Illinois*

Recent projects include: Cambridge & Salisbury, MD; Chesapeake, VA; Lake County, Evanston, Forsyth, Arlington Heights, Plainfield & Lockport, IL; Stamford, CT; Knoxville, TN; Volusia County, North Port, Port Orange & Sanford, FL; Columbus, OH; Key West and Monroe County, FL.

2.0 IMS APPROACH AND METHODOLOGY

2.1 UNDERSTANDING THE SCOPE OF THIS ASSIGNMENT

Street Network Inventory & GIS Integration – The City of Hyattsville street network consists of approximately 35 centerline miles of streets. IMS will perform a linear pavement distress survey on 100% of the paved roadway network length. The Laser RST will survey all City arterial and collector roadways in two passes while single pass testing the local roadways, resulting in a total survey mileage of approximately 42 miles. While the Laser RST will validate roadway lengths in the field, IMS also validates all segment lengths and widths using aerial photography prior to the field data collection.

IMS will begin the project by reviewing all available resources of GIS data in an effort to prepare the survey inventory for field data collection. City maintained roads will be delineated from the County GIS and the City's pavement inventory will be reviewed to ensure it meets pavement management requirements. The IMS surveys **are tightly coupled** with the GIS environment resulting in a seamless transition of data that will be linked to a unique identifier in the City's GIS and selected software module.

Objective Pavement Distress Survey & Technology – *IMS is unique to the industry, as an objective and repeatable ASTM D6433 data collection effort will be completed.* Instead of using the subjective feet on ground or image sampling method, all data will be collected continuously and recorded in 100-foot intervals in the form of a detailed database complete with GPS coordinates. The detailed data will then be summarized at the segment level (intersection-to-intersection) to develop the pavement condition index for each roadway segment.



HD Video – IMS can utilize up to seven GPS referenced HD camera views (1920x1080) for our QA/QC program, optional ROW asset inventory development, virtual drives, and/or other supplemental image deliverables. For the Hyattsville project, IMS will utilize a minimum of three HD cameras that will be proofed out prior to data collection. The views will include the Driver Front, Center Forward and Rear Downward views that will be utilized by the Project Engineer during the IMS QA/QC program. IMS will process the center-forward and pavement view images to 20 to 25-foot intervals and link them to GIS in the form of a Personal Geodatabase as base deliverable.

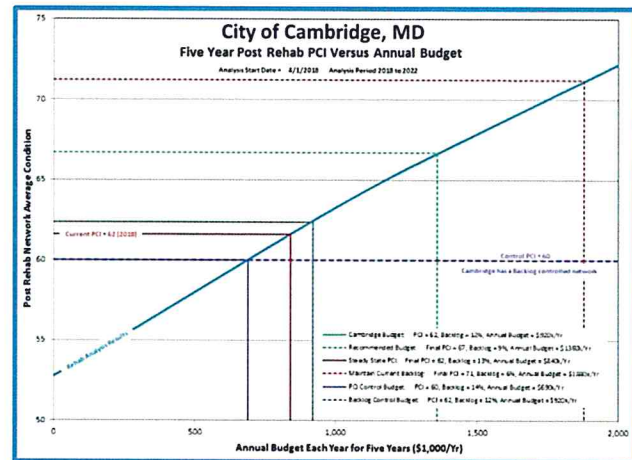
Data Processing, Formatting and City Review – Prior to the MicroPAVER data loading activities, the condition data will be delivered to City staff into an easy to navigate Excel Spreadsheet, complete with graphs and descriptive terms such as Good/Fair/Poor. The detailed PCI extent and severity distress data is also aggregated into an easy to understand 0-10 index to assist in City review. *The condition data is delivered as a Personal Geodatabase, a series of shape files, and KMZ files to ensure City staff comfort with the data outputs prior to MicroPAVER integration and loading.*

Enhanced MicroPAVER Analysis – While the detailed pavement condition data will be loaded to MicroPAVER for delivery to the City, IMS can enhance upon the typical MicroPAVER analysis through the integration of roughness in the form of IRI, structural integrity (using deflection data or the presence of load associated distresses). This approach outside of PAVE will allow for project development ranging from an on-street approach to a neighborhood plan based on spatial efficiency and geography.

The IMS approach allows for rehabilitation candidate selection to be based on user defined priority weighting factors (functional class, pavement type, strength & districts), optimization in the form of a “cost of deferral” analysis, and use of a full suite of rehabilitation activities ranging from various types of surface treatments (slurry, micro, chip, cape, etc.). Candidate selection will also be based on various thicknesses of overlays (including ancillary costs such as milling, peripheral concrete, structural patching, etc.), and deep patch and pave programs that attempt to minimize expenditures by delaying the inevitable total reconstruction.

The end result of an IMS enhanced analysis is a comprehensive 5-year rehabilitation plan that accommodates for the limitations of the MicroPAVER pavement analysis. The final results and projects can be easily loaded back into MicroPAVER for completion.

To capture structural integrity, deflection data and/or the sum of load associated surface defects (alligator, longitudinal, and edge cracking; rutting, distortions, and patching/potholes) can be utilized to develop a useable Structural index (SI). *In addition, the deterioration curves will be modeled for the City of Hyattsville with the integration of critical set points that catch roadways before they fall into a more expensive treatment category.* This is how we introduce cost of deferment into municipal optimization techniques. While the parameters described



above can be completed by the IMS Interactive Spreadsheet (ESA) and select 3rd party applications, they cannot be adopted by applications such as MicroPAVER which rely heavily on worst-first and scheduled activity prioritization, and do not incorporate roughness. The IMS analysis enhancements are completed outside of MicroPAVER and loaded back into it for completion and integration.

Multi-Year Pavement Management Report & Optional Council Presentation – With the analysis complete and approved by City staff, IMS will aggregate the information into a bound report that reviews the concepts of pavement management, PCI calculations, condition results, network value, operating parameters of the analysis, budget scenarios, and 5-year pavement management reports. The analysis and report will go through several iterations of review before being finalized and presented to City staff.

IMS can also provide an onsite council presentation/workshop that educates elected officials on the benefits of pavement management and preventative maintenance. In addition, an IMS presentation reviews the results of the survey in an easy to understand manner such that all attendees can follow the logic of the project without having to be an expert. The idea is to simplify pavement management, not make it needlessly complicated and difficult to understand.

2.2 OBJECTIVE MICROPAVER (ASTM D6433) DISTRESS ASSESSMENT

The IMS fleet of pavement performance equipment includes four Laser Road Surface Testers, two Dynaflect Devices, and three Sidewalk Surface Testers. For this survey, we propose to use one Laser Road Surface Tester (RST) enhanced with HD digital imagery and GPS capabilities. The RST, with its 11 laser sensors is capable of collecting a full array of pavement condition data complete with high accuracy GPS coordinates and multiple view digital images for both rigid and flexible



pavements (in real time), as it traverses the roadway. An integrated Digital Condition Rating Subsystem (DDCRS) supplements the RST data for additional distress data elements, quality assurance and inventory information. Specialized data processing, using GIS as its backbone, allows the pavement data to be quickly checked for completeness and quality.

The main components of the Laser RST are:

- A transducer bar with an array of 11 laser cameras, rate gyroscopes, inclinometers and accelerometers to measure pavement roughness, rutting, cracking, and geometrics.
- Touchscreen DDCRS that is customized to collect a variety of roadway attributes and extent-severity based pavement distresses through trained operator input.
- Up to 7 digital cameras can be mounted for forward, side, rear, and right-of-way views.
- Ability to collect dual wheel path roughness to International Roughness Index (IRI) standards.
- High accuracy Global Positioning System (GPS) receiver with inertial navigation for geo-locating of pavement and asset information with excellent accuracy.
- Dual distance measuring instruments to measure linear distances to within +/- 0.5%.
- Built-in software and on-board processors to develop roadway inventories, time code integration, and system monitors.

Laser Camera Array (LCA)

The **LCA** is an ASTM device capable of collecting automated pavement condition data. The LCA is comprised of gyroscopes, accelerometers and 11 high-speed lasers configured to capture roughness data to International Roughness Index (IRI) standards and wheel path rutting measurements. *Our 11-sensor configuration provides greater precision and repeatability of profile data over traditional five sensor configurations because it reduces the impact of vehicle wander in the driving lane.*

The LCA also automatically collects transverse cracking, block cracking, alligator cracking, distortions and texture. The laser camera technology automatically detects cracks and minute variances in the pavement surface. Thus, the LCA greatly diminishes the subjective nature of pavement condition data collection performed by "windshield" and image based field surveys.

The following diagram illustrates the full configuration of the RST for **ASTM D6433** pavement condition data collection assignments. The RST is operated by three highly trained technicians.



Laser Camera Array (LCA)

11 laser sensors that objectively quantify pavement cracking, texture, rutting, roughness, cross fall, crown, grade, and radius of curvature. The lasers collect data in a severity and extent format that conforms to **ASTM D6433** protocols.

Digital Cameras

The Laser RST can be mounted with up to 7 HD digital cameras depending on each project's unique requirements. Digital images are largely used for many purposes: data validation, virtual drive deliverables to clients, and right-of-way asset inventory development.

GPS Acquisition

GPS technology is coupled with inertial navigation to enhance the acquisition of accurate longitude and latitude coordinates. Municipal agencies are becoming GIS centric and thus all data must be georeferenced for plotting in a GIS environment and linking with the state plane XY coordinates.

Distance Measuring Instruments (DMI)

Dual DMI pulse transducers that accurately collect and report vehicle distance and speed. The distance data is integrated with the inventory, GPS data flow, and time code.

Hardware & Storage

The Laser RST is equipped with multiple servers and computers that store the data collected from the lasers, cameras, GPS, and touch-screen event board.

Digital Direct Condition Rating System (DDCRS)

The touch-screen event board allows IMS to collect a wide range of data from pavement distresses to the validation of pavement attributes. The touch-screen event board can be configured in any manner we desire and conforms to the ASTM severity and extent data collection protocols. This is also used for unique asset attribute identification.

ASTM D6433 Pavement Distress Details:

Rutting – Wheel track rutting is calculated in real time from transverse profile data collected by the RST. Each of our RST units is equipped with 11 laser cameras that fire simultaneously to collect continuous - transverse profile data at 4-inch intervals at highway speed. This configuration is far superior to other types of vehicles that utilize three lasers or sonic transducers to calculate “relative rutting”. Even five sensor units are extremely sensitive to driver error since it is essential in this case that the driver keep the data collection vehicle’s wheel exactly in the rutted wheel tracks (assuming that they fit). The wire method is used to calculate the rut depth in both the right and left wheel track on essentially a continuous basis. Either the right or deeper of the two-wheel path ruts may be used for rut depth calculations with the average rut depth for that wheel path reported for each section.

Cracking, Faulting, & Texture – The RST allows IMS to conduct an objective crack survey, thus increasing the accuracy of an otherwise subjective manual survey. High-speed lasers and an on-board processing computer, accurately measure the surface profile of the road. Included in this profile are all cracks and faults as small as 1/8” (2 mm) wide that pass beneath the lasers. Processing software then reduces and filters this information to determine the *total number of cracks, crack width, as well as the crack interval*, plus faulting information. From this information, quantified crack data can be determined at both the survey and summary intervals.

Roughness – Dual wheel path International Roughness Index (IRI) data is calculated in real time from continuous longitudinal profile data collected by the RST. Data is simultaneously obtained from three devices to determine the road profile; a pulse transducer based distance-measuring instrument (DMI), laser sensors operating at 32 kHz, and an accelerometer in conformance with ASTM E 950. Each of our RST units



conform to a Class I profiling device and are equipped with laser sensors and accelerometers in both wheel paths so that ¼ car IRI calculations can be performed for each wheel path. The RST can also “pause” over non-valid roadway sections such as localized maintenance activities, railroad crossings, or brick inlays and not affect the overall IRI value.

Distortions, Raveling, Potholes, Bleeding, & other ASTM D6433 Distresses – the RST platform can be configured to collect nearly any pavement distress, attribute, or other associated data using the DDCRS. By means of a touch screen based tablet computer, highly trained IMS technicians input changes in observed distress severities and extents, or identify specific roadway assets or attributes. The DDCRS is integrated into the data flow through time code, GPS, DMI distance and inventory control. The DDCRS data is then post processed in the office to generate extent quantities for each observed distress severity level throughout every surveyed road section.

2.3 GIS INTEGRATION & MAPPING

The role of GIS in pavement management cannot be overstated. It is a powerful tool that provides the ability to handle vast amounts of data in an efficient manner. Not only does GIS allow an agency to visually plot textural data, it also establishes an easy access portal to the data through an efficient integration with many third party pavement management applications.

IMS kicks off every project by completing a review of the City's GIS environment to assess suitability for network referencing, survey map preparation, MicroPAVER integration, and pavement management purposes. Our team will delineate the City's streets from the County/State GIS data and create MicroPAVER sections. While IMS will process all data on a block-to-block and/or intersection-to-intersection basis, the final data can be rolled up to City specific segment limits contained in MicroPAVER so new projects can be developed.

The data collected by IMS is linked to the existing GIS environment and is supplied as a personal geodatabase, spatial database engine, Auto CAD files, or a series of shape files. IMS collects XY coordinates for all data elements using GPS technology coupled with inertial navigation and integrates with most 3rd party GIS applications, including ESRI.



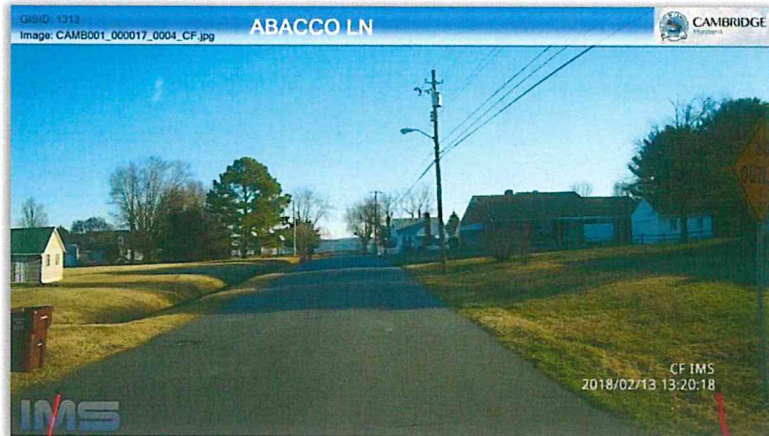
For Hyattsville, the GIS links for the City should have an ownership attribute, MicroPAVER ID's, functional classifications, contiguous line work, and be in a digital format such as shape files and/or personal/file geodatabases. IMS will provide full service "GIS Clean-Up" and "Functional Class Review" activities to ensure that the GIS links are suitable for pavement management practices.

For this assignment, GIS will be used in four key areas of work:

1. GIS will be used to verify the streets to be surveyed and to create the routing maps for use during the field surveys.
2. The survey productivity will be tracked through the plotting of the GPS data collected during the field surveys. This will allow IMS to review all streets that have been covered, identify anomalies in the referencing, and spot missed streets.
3. GIS will be used in processing the distress and inventory data. By plotting the data, we can QA the data and identify data exceptions in addition to proofing out the GIS.
4. Personal geodatabases, spatial database engines, shape and/or KML files, can be created for the visual presentation of condition data and analysis results.

2.4 CAMERAS & EQUIPMENT CONFIGURATION

IMS can mount up to seven HD cameras on the RST platform depending on the required views or roadside assets to be inventoried. Prior to commencing the field surveys, our team will confirm the pavement and/or right-of-way views for collection. The potential views are a forward oriented (center, left & right front), right and left sides (building fronts or sidewalks), rear downward pavement view, and an adjacent right-of-way view (driver rear). As an example of pavement image quality, the image above illustrates the center forward (camera 2) view from the Laser RST during our recent Cambridge assignment in 2018.

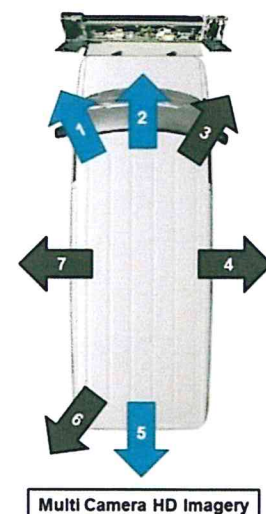


Based on our understanding of this assignment, IMS proposes a minimum configuration of **at least three HD video cameras** as depicted in the RST image below. These camera views will be utilized by the Project Engineer during our QA/QC and can also be utilized to process images in 20 to 25-foot intervals as a deliverable the City. The images are most commonly formatted as .jpeg's and delivered with an associated Personal Geodatabase containing hyperlinks to each georeferenced image. The camera views should be proofed out at the calibration stage, as it may be desirable to relocate or change the orientation of a camera.

Our experience has been that not all roads require two pass testing as local roads can be passed in one direction. On select roadways, sufficient information may be collected in a single pass through the use of a rear-facing camera. This rear-facing camera, orientated to collect information on the face of signs in the other direction, is also sufficient for collection of sidewalk, shoulder, striping, and other features.

The adjacent image illustrates the proposed camera configuration for this project:

- Camera 1:** Left front view offering a forward facing view that is angled toward the centerline of the roadway.
- Camera 2:** Center-forward offering a panoramic pavement width and right-of-way view (illustrated above).
- Camera 3:** Right front used for 180-degree forward view and for right-of-way asset data extraction.
- Camera 4:** Camera can be oriented to capture ditch, shoulder, and sidewalk imagery, or elevated up to collect building fronts.
- Camera 5:** The camera is oriented in a downward direction to collect video of the pavement distresses.
- Camera 6:** Left rear camera oriented to collect reverse facing signs and markings images.
- Camera 7:** A driver's side angle for an enhanced ROW view.



As seen in the image below, the analysis data in the spreadsheet is supplemented with many cells highlighted in yellow. The yellow highlighted cells simply indicate that they are “HOT” and can be modified by the end user. Two of the yellow cells shown below represent the Annual Budget and the Project ID. The Annual Budget cell can be modified with a new budget and the 5-year plan will automatically re-prioritize on the fly. While IMS will have already aggregated the City’s segments (intersection-to-intersection) into viable projects (multiple segments strung together to form a logical project), the user has the ability to aggregate additional segments into a project or even remove a segment from a project without having to become an expert.



The spreadsheet also allows an agency to re-fresh the 5-year plan by entering the maintenance and rehabilitation work completed. As seen in the image below, the spreadsheet is supplemented with “PCI Override” functionality. When work is completed on a particular segment, the user simply inserts the override PCI value along with a date. The spreadsheet then removes the segment from the 5-year plan and updates all referenced network PCI averages.

Pavement Condition Summary

Today: 3/30/2015								
PCI: 76			Current Network PCI: 74					
Surface Distress Index (SDI)	Roughness Index (RI)	Pavement Condition Index (PCI)	PCI Survey Date	Strength Rating	Condition Rating	Load Associated Deducts (LADD)	Non-Load Associated Deducts (NLAD)	Current PCI
74	53	67	6/1/2014	MOD	Good	0	0	66
55	63	57	6/1/2014	MOD	Fair	27	18	55
70	63	68	6/1/2014	MOD	Good	19	10	66

Other features of the IMS Easy Street Analysis spreadsheet are as follows:

- Red triangle tips that trigger a dialogue box explaining cell contents.
- Ability to add new road segments and attributes on the fly.
- Modifiable distress indices for City field inspections.
- Input work completed and override segment level PCI scores.
- Prioritize by neighborhoods, zones, or districts.
- Ability to modify project lengths – includes aggregating and splits.
- Commit projects and force “Must Do’s” or “Must Never Do”.
- Program varying annual budgets over a 5-year horizon.
- Commit a percentage of the budget to surface treatments if desired.
- Automated rehab plan prioritization and optimization.
- Macros that automatically sort and filter simple rehab and inventory lists.
- Ability to sync the spreadsheet with a Data Viewer through a .CSV file export.

While the spreadsheet is not meant to replace pavement management systems, it is an alternative for agencies that do not have the resources or staff to maintain a dedicated application or for agencies that run an application that is unable to prioritize and optimize to meet their needs. For the City of Hyattsville this will be a useful tool that can enhance upon the analysis capabilities of the requested MicroPAVER application.

2.6 IMS PAVEMENT ANALYSIS & MULTI-YEAR REPORT

Immediately following the completion of the field survey's IMS will begin processing the pavement distress severity and extent scores in an effort to develop a Pavement Condition Index (PCI) for each roadway segment. The condition results are analyzed by a team of IMS engineers, who then develop the City of Hyattsville 5-year pavement management plan. This section provides a brief summary of the functionality of the IMS pavement analysis in order to emphasize our implementation expertise as well as the abilities and constraints within a pavement analysis.

The purpose of pavement management is to produce cost effective maintenance programs that maximize available resources and roadway life. By incorporating key components of a cost benefit analysis into the analysis operating parameters, we can develop a game plan that is optimized to meet the needs of the City of Hyattsville. In addition, the analysis results (rehab candidates & project costs) could be loaded into the final MicroPAVER e70 file (if implemented). The IMS pavement analysis will utilize Priority Weighting Factors (functional class, pavement type, strength, & districts) and will be optimized through the use of "cost of deferral" in the selection of rehabilitation candidate selections.

Field Inspection Data and Pavement Condition Index (PCI)

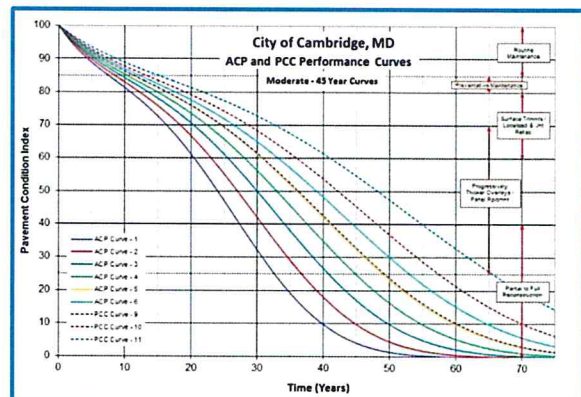
The IMS analysis allows you to store information regarding your pavements, including surface types, number of lanes, patching estimates, cross slopes, and sidewalk & curb types with replacement estimates. Pavement condition data including surface distress, roughness, and deflection results can be stored and analyzed. Using an in-house Pavement Manager Setup module, we can develop customized condition elements, distress types (load & non-load), Indices (SDI, RI, & SI), weightings, and overall PCI calculations.

In addition to the yearly programs, the net impact each budget scenario has on the expected condition of the road network over time can be determined. This budget impact can be illustrated both in terms of the yearly increase or decrease in the average network PCI score, PCI distribution, or % Backlog of roads that were not selected by the budgets. IMS converts the difficult to understand FHWA and ASTM D6433 data to a 0-10 distress rating scale with distress weighted factors (DWF), where $DWF = \{\text{Area under D6433 deduct curves}/3000\}$.

Modeling and Performance Curves

With an IMS analysis, you can forecast various budget scenarios to help you determine your ideal maintenance and rehabilitation schedule. The IMS approach will help you decide what rehab activities should be performed, when and where to perform them, and an ideal budget for your system to maintain it at a specific level of service.

IMS engineers use pavement deterioration models that can be customized to reflect the climatic conditions and structural characteristics of the City of Hyattsville's road network. As a result, performance curves can be developed on factors such as functional class, pavement type, and sub-grade strength.

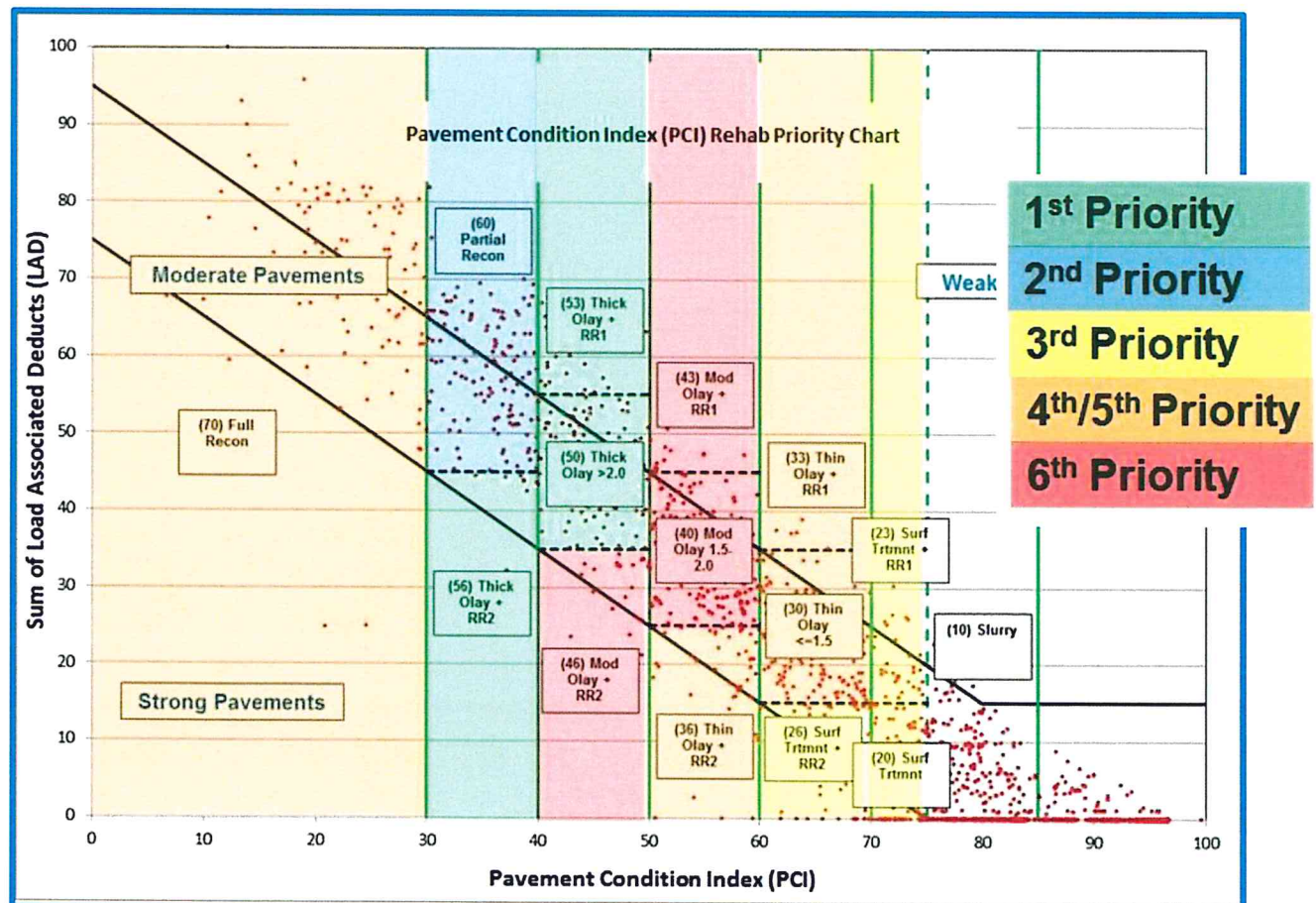


Rehabilitation Candidate Selection

One of the most important aspects of the IMS approach is determining the 'set points' or thresholds of the performance curves and rehabilitation candidate selection constraints. In general, these set points determine what type of treatment will be selected given the current or predicted condition of a road segment over time.

For example, the scatter plot displayed below illustrates a potential rehab selection process that may be incorporated for Hyattsville. Each dot represents the outcome of a pavement condition assessment on each segment in the road network. The X-axis is the pavement condition score while the Y-axis is the Sum of Load Associated Distress Deducts (can also be developed using structural condition from a Dynaflect or FWD). The boundaries created by the intersection of the vertical green lines and horizontal dashed black lines represent the potential rehabilitation strategy for those given conditions. Each maintenance and rehabilitation strategy is programmed to take place in the most optimal year for each roadway segment.

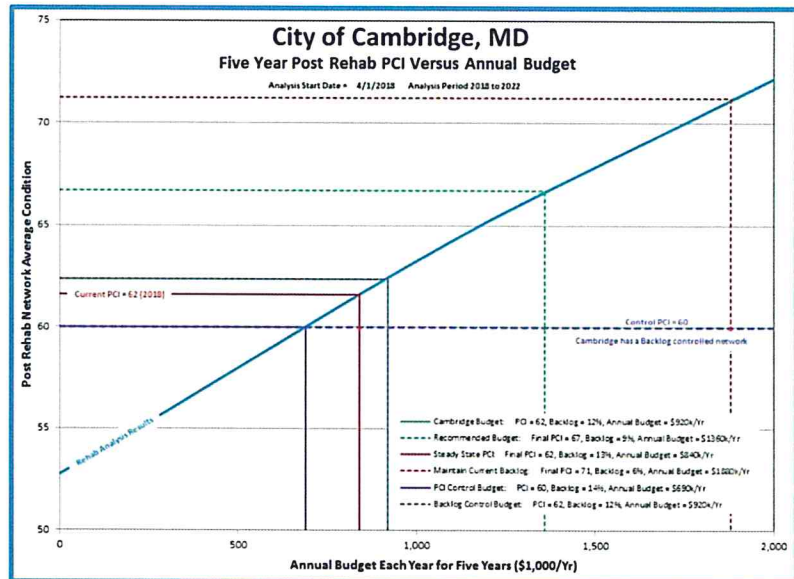
The color bands are also an effective way of illustrating the activity priorities through an analysis that takes into account critical PCI drops, also known as "cost of deferral." The IMS analysis specifically targets "critical segments", which is defined as segments that will drop into a more expensive treatment category if they are not selected now. By presenting the rehab strategies in a visual format such as this, the user, City staff, management, and Councils can easily understand, follow and potentially modify the results with confidence.



Rehabilitation Analysis

An unlimited number of pavement maintenance and rehabilitation strategies can be defined within our system. An analysis is then run, incorporating the performance curves, set points, filter criteria and rehab alternatives to identify the overall need in terms of rehab strategies and costs for the City's road network, for today as well as year on year for the next 5 years.

The IMS approach allows you to input any number of "what if" budget scenarios and produce prioritized yearly rehab programs based on those funding levels over a 5-year analysis period. Typical budget scenarios include Budget \$/Year, Unlimited Budget \$, "Do Nothing" Budget, and a Target PCI Budget.



What is included in an IMS analysis & report?

- *Street ownership and inventory/attribute report*
- *Present condition ranking* – detailed and summary condition data including; Good/Fair/Poor, Load Associated Distresses (LAD), Non-LAD, and Project reviews of each street in the network, as well as the network as a whole.
- *Fix all budget analysis* – this identifies the upper limit of spending by rehabilitating all streets assuming unlimited funding.
- *Do nothing analysis* – this identifies the effects of not performing roadway rehabilitation projects.
- *Steady state rehabilitation life cycle analysis* – this identifies the minimum amount of rehabilitation that must be completed in order to maintain the existing level of service over 3, 5, or 10 years.
- *PCI & funding levels* – what funding will be necessary to maintain a PCI of 75, 80, & 85.
- *Plus or minus 50% and other additional runs* – additional budget runs are completed at rates of +50% and -50% of the suggested steady state analysis. Up to 10 budget scenarios will be run.
- *Integration of capital projects and Master Plans* – ongoing and proposed projects that affect roadway rehabilitation planning will be incorporated into the analysis.
- *Draft 5-year rehabilitation and prioritized paving plans* – based on need, available budget and level of service constraints; a minimum of three budget runs will be completed.
- *Final prioritized paving plan* – incorporating feedback from stakeholder departments and utilities, complete with budget and level of service constraints.

2.7 QA/QC PLAN AND FIELD SAFETY

Ensuring consistent quality of pavement condition data is just as important as collecting the data. Each step in the data collection process (presented in the flow chart) has been designed to require the data to pass a certain standard or validation before moving on to the next stage, or be returned to the source for correction.

Calibrations and Demo: All laser-camera arrays, DMI units, switch-input keys, GPS, and digital camera subsystems are calibrated prior to data collection, and then daily during the project.

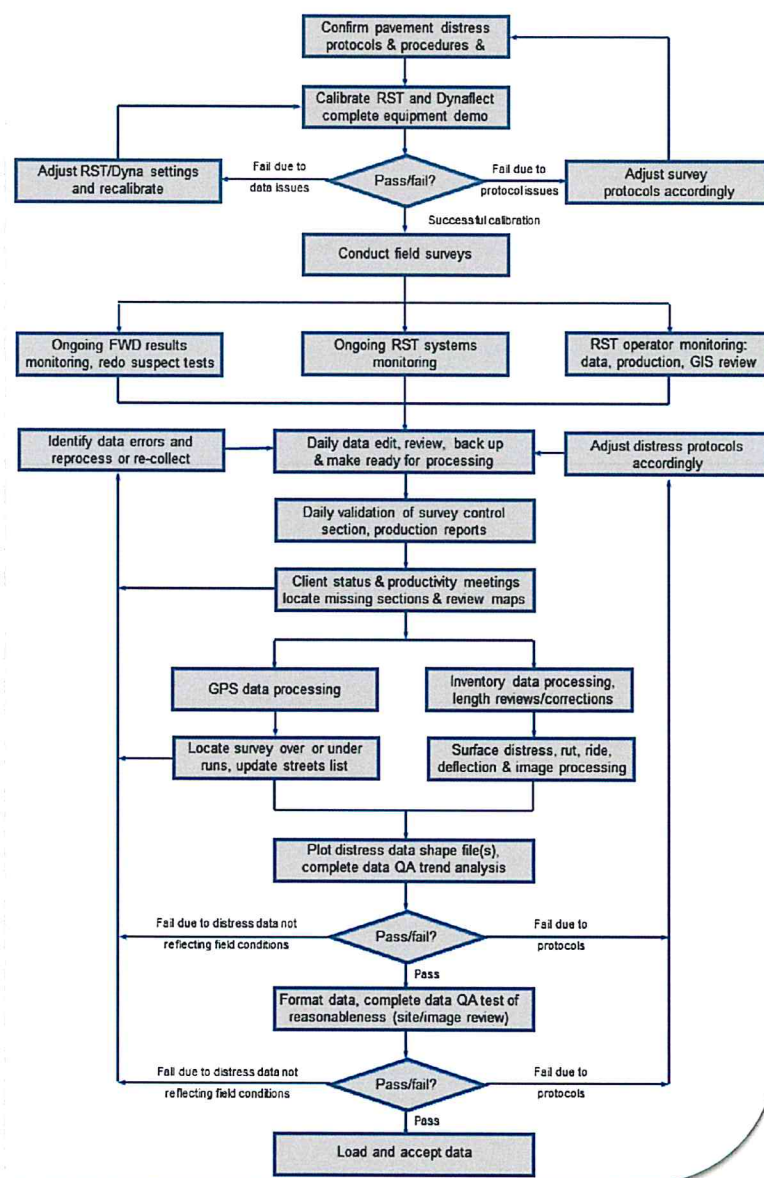
Daily Survey Control: Each day, selected roadway sections will be re-tested to confirm repeatability of the performance data. Suspect deflection results are deleted and the section re-tested on the spot.

Validations: Range limits and data validation routines are integrated in the on-board processors and post processing routines. Validation checking routines monitor “out of range” data, extraneous data, and missing data. IMS engineers will QA the data utilizing the downward video from the field surveys to ensure extent/severity limits.

Inventory and GIS Review: All data is plotted and compared to the city’s GIS as setup in the initial stage of this project. This will identify new streets, missed streets, duplicates and non-City owned streets.

Length Reviews: All section lengths are compared against published values to identify survey under/over runs. Streets that are too long or too short will be noted in an exceptions list and presented to the client for review.

Test of Reasonableness: Process and compare RST data and HD digital image data at specified reporting interval. Compare individual distress and overall condition ratings. Identify non-compatible data



locations and reprocess accordingly. HD video review of select sections will also be part of the test of reasonableness.

QA - Reports

A series of Quality Control reports are generated by both field, and office personnel, on a regular basis to ensure a quality product is produced. The following QA reports are produced for each project:

- Equipment Calibration Report – documents calibration results.
- Vehicle Condition Report – records vehicle, camera/sensor configuration and condition.
- Set List Report – documents data collection set points for crack widths, rut depths, tolerance, etc.
- Field Surveys Daily Activity Report – documents survey progress and any problems encountered.
- Data Processing Quality Checklist – results of QA/QC process.

QA - Field Data Collection

In addition to the QA procedures discussed herein, specific survey protocols are followed:

- Pavements are only surveyed when there is sufficient daylight and they are dry and free of debris.
- Pavements are surveyed in a single lane to provide true, consistent data. Lane changes are made only when absolutely necessary, and the location of the lane change is noted.
- Every effort is made to collect data during off peak times on heavily traveled roadways to minimize variations in speed. Sun angle is also considered during the field surveys.
- Re-inspections will be performed randomly.
- Downward facing HD digital video is captured on all roadways and is incorporated in the IMS data processing & QA/QC to validate the distress extent and severity measurements.



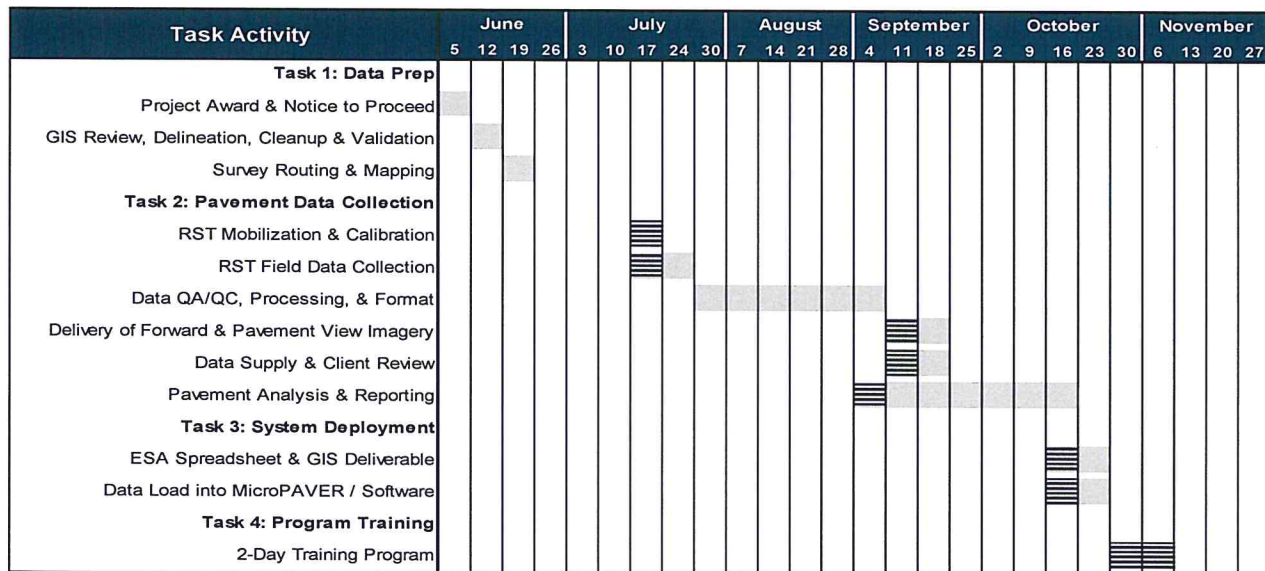


2.8 SCHEDULE & CAPACITY

Currently, IMS has the survey capacity for approximately 2,500 miles/month, so completing the City of Hyattsville surveys in a timely fashion is not an issue. Field surveys are expected to progress at a rate of 25 to 35 miles per day and are expected to proceed at 5 to 6 days per week depending on weather and statutory holidays. IMS has the available staff, equipment, and resources to manage a timely project for the City of Hyattsville. IMS surveys only when the roads are free of debris, freestanding water, and only with ample light conditions. IMS estimates that the RST field survey will take approximately **2 days** barring any weather delays. If the City decides to supplement the surface condition testing with structural testing using a Dynaflect device on the major roadways, an additional 2 to 3 days of surveys will be scheduled for the equipment.

On all projects three rate-determining functions rise to the top as being critical in maintaining the proposed project schedule. In general, it is not the surveys that take the longest time, but rather the handling of the data that causes project schedules to slide. The three steps we wish to highlight, so they can be addressed by the City are:

- Finalizing the inventory and maps to be used for the field surveys. The delay in this step usually occurs in obtaining the maps or GIS topology, confirming the streets list and then validating the limits of the surveys.
- Review of the field data and exceptions reports delivered to the client. As part of the QA/QC process, only quality data can pass through to the analysis. It is critical that once the data passes through the QA/QC process, it be accepted and signed off by the City.
- Obtaining feedback and acceptance of the final format and load. No matter how much planning work goes into a schedule, the bottom line is Council's operate on their own timetable and the project must be able to conform to their schedule.



2.9 IMS WORK PLAN

Over the course of implementing and collecting roadway and asset data for well over 700 transportation and municipal agencies, IMS has developed a logical sequence of activities to effectively obtain the greatest efficiency for each project. IMS will use a series of **Task Activities** to define a work plan and then assign appropriate resources to fulfill the contractual requirements, schedule, and budget. The tasks are used to monitor performance and productivity, and link them directly to a contract unit of measure.

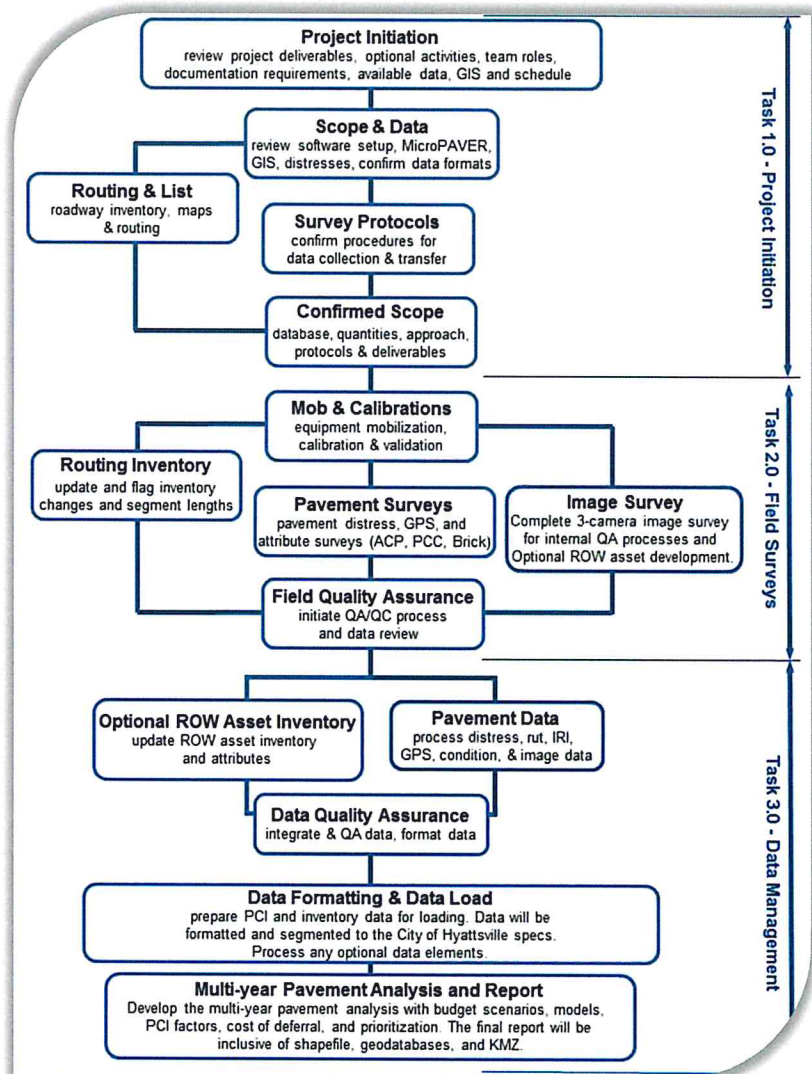
For this assignment, we will utilize the four tasks defined in the RFP scope, each with numerous activities and deliverables within them. The four tasks are:

Task 1: Data Prep – this task will set the tone for the overall assignment, as well as document the scope, deliverables and formats. The idea is to ensure the City's comfort with the IMS deliverables, team, and approach prior to the field surveys. In addition, this task will initiate the GIS linkage, network referencing, and all field preparation activities.

Task 2: Pavement Data Collection – this task is the heart of the project and encompasses all activities relating to the Laser RST surveys. Starting with the equipment calibration, the field surveys have been designed to collect the most data in the most efficient manner possible. Field surveys will also be used to undertake QA/QC activities that relate to network coverage, and image quality validation. Data processing, format, delivery of the ESA spreadsheet, and completion state of the streets report.

Task 3: Data Management – IMS will ensure that all data is linked to GIS and will install PAVER or alternative software on the City's network. Task will also include the MicroPAVER data load and the development of the pavement analysis operating parameters,

Task 4: Program Training – IMS will perform 2 days of on-site training for the PAVER software or selected software module.



Task 1: Data Prep & Project Initiation

This task will be used to set the working environment for the project and finalize the project scope and schedule. The task will also be used to allow City of Hyattsville team members to become more familiar with the IMS approach, data collection, QA process, and proposed analysis.

IMS will schedule a meeting with City staff to discuss the following task activities:

- Introduction of the project team, roles, and relationships. Confirm goals and objectives.
- Review project documentation including insurance requirements, permits, safety, Project Information Form, and any other client documentation.
- Conduct an introductory information seminar with key project participants.
- Review existing pavement data, level of implementation, current configuration, and user skill set.
- Review quality assurance plan with City staff.
- Develop a GIS roadmap and delineate from County data.
- Confirm preferred delivery methodology for Hyattsville and deliverable format.
- Confirm roadways to be surveyed, as well as referencing, length and directional issues.
- Work with City staff so they are comfortable with the overall project and data collection.

Deliverables: Kick-off meeting & GIS integration plan.

Develop roads list and roadway inventory maps.

Task 2: Pavement Data Collection, Assessment, and Verification

The object of this task is to complete a field data collection program for acquiring representative pavement condition, inventory and attribute data, HD imagery, and initiate the QA/QC process. IMS estimates that the City maintain 35 centerline miles. We will survey approximately 42 miles to account for 2-pass testing of arterial and collector streets.

Roadway Attributes

- Route name, from – to description, test section length (and any variation from published values), direction & survey lane.
- Update the road inventory – include attributes such as pavement type, width, & length.
- Surface type (and any changes within a section) and date.
- Length – collect and confirm length via distance measurements and GPS coordinates.
- GPS Survey – collect and distribute GPS data (used for data processing and QA/QC).

Roadway Distresses

- All distresses are rated as per ASTM D6433 protocols.
- Cracking – identify alligator, map, longitudinal, transverse, and edge cracking; divided/shattered slab, corner break, and joint spalling. Quantify them by extent & severity through the LCA.
- Rutting – continuously measure the depth of wheel path rutting.
- Roughness Survey – calculate International Roughness Index at defined intervals.
- Pavement distresses – distresses such as raveling, patching & potholes, bleeding, distortions, faulting, polished aggregate, and scaling will be quantified by severity and extent.
- Cross slope, radius of curvature and grade are measured with a patented road geometric instrumentation system (US 5,440,923) that is integrated with the RST system.



Quality Control, Data Processing, and Delivery – the following data management functions will be completed:

- Completion of the project QA/QC program.
- Update the roads inventory to add new roads. Ensure the link between all roads and GIS is correct. Provide an exceptions report of roads that do not link up.
- Take the electronic, digital and inventory data outputs from the RST and make them ready for processing (remove skips, repeats, invalid data etc. – we do not delete any data in the field).
- Process the detailed and aggregated data to develop the condition scores on a section-by-section basis following the existing and updated road network definition.
- Make the data ready for delivery and uploading; complete the uploading and systems tests.
- Finalize PCI report and supply electronic files in Excel, PDF, KMZ, and shape file format.

Pavement Analysis, Reporting & 5 Year Plan - After calculating the segment level PCI score's, begin a comprehensive analysis that will also incorporate roadway roughness (IRI) as well as the roadways strength. Develop logical projects by aggregating multiple like-segments throughout the network and perform an optimized prioritization that assesses the cost of deferral for each identified project. The end deliverable is a prioritized 5 year plan that identifies appropriate roadway rehabilitation candidates.

- Develop pavement analysis operating parameters and performance curves.
- Develop homogenous projects by aggregating multiple blocks of similar condition.
- Develop priority weighting factors (PWF), critical set points, and begin running analysis routines.
- Run multiple budget scenarios and deliver results of analysis to City staff.
- Optimize the 5 year plan through "cost of deferral" analysis routines.
- After selecting a target annual budget, develop the 5-year rehabilitation plan.
- Summarize the analysis in a draft report for City review.
- Make modifications to draft reports based on client review.
- Finalize report and supply electronic files in PDF, KMZ, and shape file format.

Deliverables: Completion of network data collection effort.

Quantified surface distresses, rut, and roughness data delivered to City in .e70 files, Excel spreadsheets, geodatabases, shape files, and KMZ files.

Draft & final pavement analysis, 5 year plan, & written report

Optional On-site council presentation

Task 3: System Development

IMS will configure the newly implemented software module and supply all data to link with the City's GIS.

- Assemble pavement condition data and attributes in Excel Spreadsheet with PaverID.
- Reconcile any differences between the section area, sample area, and distress area.
- Upload dataset using in-house Paver utility for importing.
- Program in projects and rehabs to completed in the 5-year horizon.

Task 4: Program Training

IMS will perform a two day on-site training program for City staff. This will be for PAVER and the IMS ESA spreadsheet. The program will include the supply of a manual for the operation of the software.

2.10 OPTIONAL SUB-SURFACE DISTRESS INVESTIGATIONS

Subsurface distress investigations are a valuable tool to assess the sub-grade condition of a roadway. If added to the scope, IMS can integrate the Structural Index (SI) as a component of each roadway's final PCI score and as a rehabilitation activity selection constraint. The latter would ensure a roadway does not receive too light of a treatment as a result of its known structural condition.

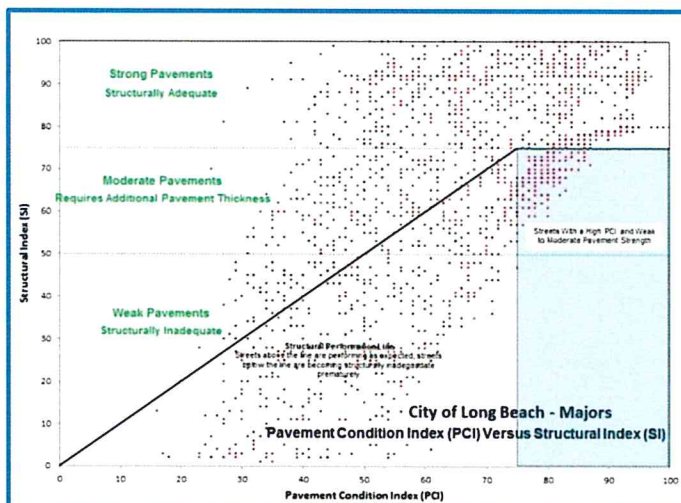
To assess the subgrade strength of a roadway, a Dynaflect Device would be utilized for Asphalt and Concrete roadways in accordance with **ASTM** standards. While deflection testing can be conducted on all roadways, generally IMS recommends that network-level testing be completed on the high traffic routes such as arterials and collectors. Deflection testing is typically completed at least once in each direction on every street segment (approximately every 500 feet) along the outside lanes of the roadway. Testing shall be altered to an inside lane



when it appears to be in a worse condition than the outside lane of the segment based on site observations. IMS will record the readings of a series of geophones for inclusion in the overall pavement condition rating. These readings will then be used to determine the pavement strength, load transfer capabilities, and identify properties of the base and sub-grade.

Upon completion of the deflection survey a structural analysis is performed. Dynaflect's apply a known load to the pavement and measure the pavements response to the load. The structural adequacy of a road is expressed as a 0 to 100 score with several key ranges: roadways with a Structural Index greater than 75 are deemed to be structurally adequate for the loading and may be treated with lightweight surface treatments or thin overlays. Those between 50 and 75 typically reflect roads that require additional pavement thickness; and scores below 50 typically require reconstruction and increased base and pavement thickness.

The adjacent graph presents a sample structural adequacy plot of a recent client's roadway network against its average pavement condition. The diagonal blue line separates roadways that are performing above expectations (above the line), from those that are not, (below the line). The roadways that fall in the blue shaded box are those with a high PCI score (above 75) yet are exhibiting low structural characteristics. This is typically the result of insufficient base and structural materials during the original construction, the application of overlays that were too thin, or an inadequate amount of structural patching during rehabilitation.

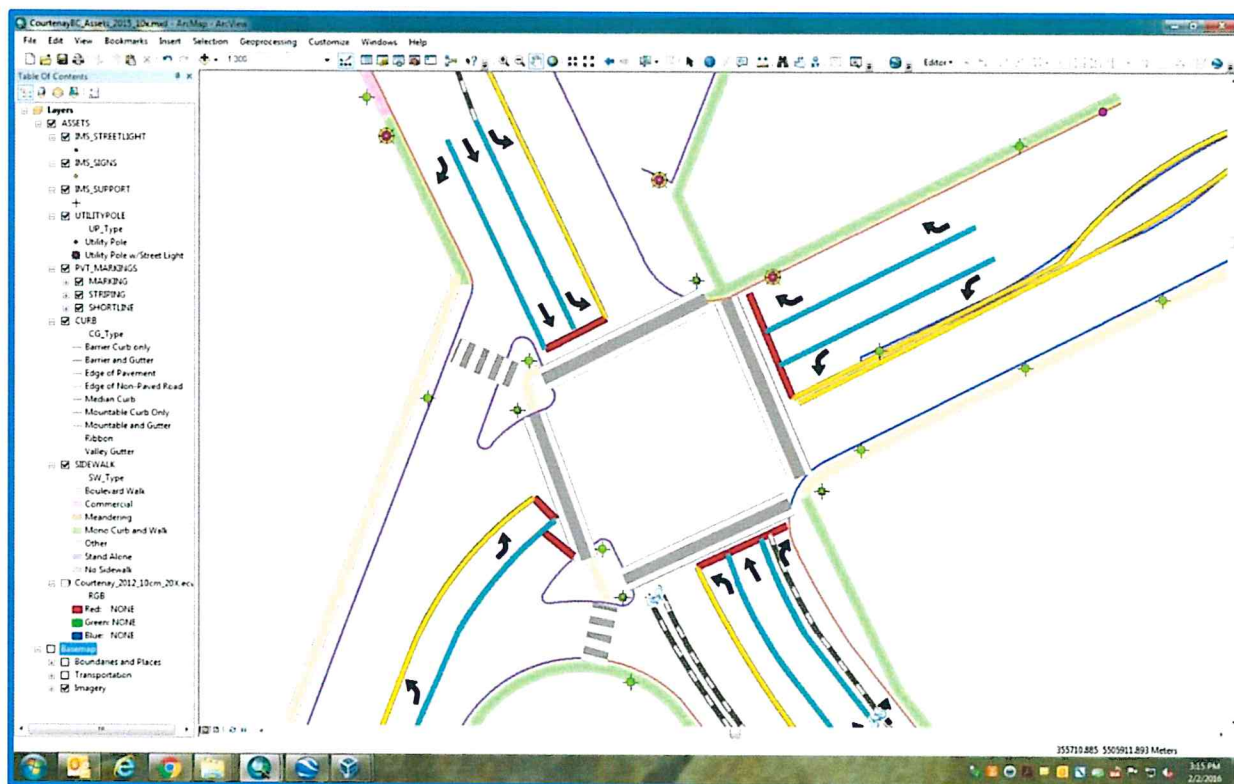


2.11 OPTIONAL RIGHT-OF-WAY ASSET INVENTORIES

The IMS Laser RST uses high-end GPS coordinate data and HD digital cameras positioned so that all assets/attributes requiring data capture are visible with the front, side, and rear cameras. For Hyattsville, IMS can collect information for traffic signs, sidewalks, ADA ramps, curb & gutter, ditches, pavement markings, signals, and virtually any other asset that can be identified in the imagery. *ROW asset inventories are supplemented with air photos and GIS to ensure strong positional accuracy.* The IMS technology is an open architecture system that allows virtually any type of asset to be defined for collection of location, attribute, and condition data. Once an asset is observed, the operator toggles to the individual record input screen and proceeds to input the appropriate attribute and associated information. Wherever possible, “pick lists” are employed to streamline the data entry function and provide uniform, high quality data. IMS confirms the feature attributes to be collected with the client prior to data collection.

The images and GPS data are merged on a frame-by-frame basis. The images are then post-processed using a specialty piece of GIS and image viewing software. Using RST imagery, the existing centerline GIS, and aerial photography, IMS spatially plots each right-of-way asset in its real world location.

Prior to commencing the optional ROW asset inventories, a document called the **Master Asset List** (MAL) will be developed. The MAL defines what assets or inventory items are to be logged and what attributes will be extracted. The MAL also defines the methodology for condition rating each asset. The image below depicts an IMS asset inventory of sidewalks, ADA ramps, pavement striping and markings, traffic signs, and curb & gutter. The end deliverable was a Personal Geodatabase containing each asset and its corresponding attributes.



2.12 OPTIONAL COUNCIL WORKSHOPS AND PRESENTATIONS

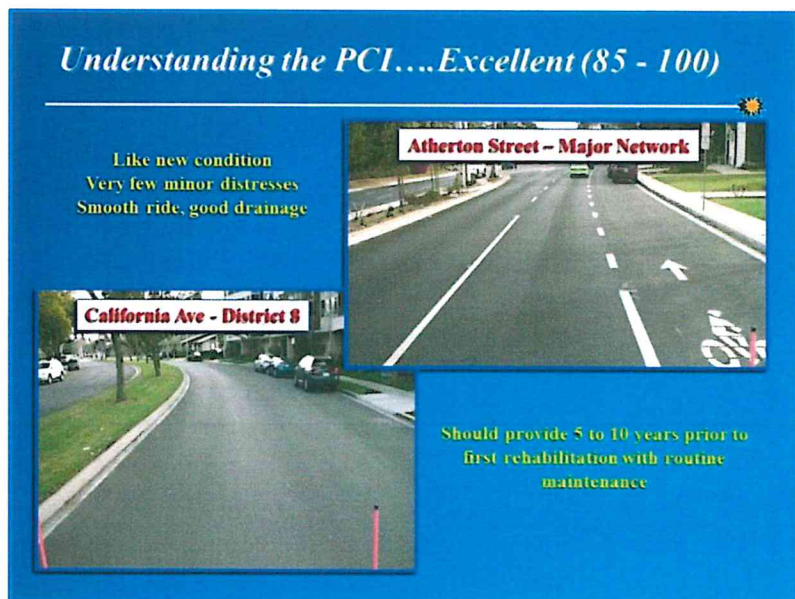
While any data collection firm can collect some form of pavement condition information, it is imperative that the data and results be defensible from the outset and relayed in a manner that can be understood by the council and public alike. Overly technical information can often confuse those participating in the presentation and distort the intended message. The idea is to simplify the data stream such that council's and City management can easily consume the information presented during this presentation in an effort to establish future budgets or level of service policies.

The IMS condition data and analysis results that City staff will receive will be comprehensive in nature and very detailed. However, the results of the pavement analysis will also be presented graphically using high quality GIS maps and bar charts to assist in displaying the condition data collected as a part of this assignment. Wherever possible we use descriptive terms to describe pavement conditions, such as good, fair, and poor. Each descriptive term is assigned an appropriate PCI range that correlates directly with the analysis methodology employed

during the project. The adjacent image shows a single slide prepared for a council presentation for another IMS client. Within the slide HD images from the RST were used to illustrate roadways in different condition categories along with their respective rehabilitation needs.

The intent of the council presentation is four-fold;

1. Educate council on the concepts of pavement management and preventative maintenance. This includes understanding the network value, PCI, backlog, and how they all relate in the management of the City's single largest visible asset.
2. Relay the results of the condition assessment, what they mean, and how the City compares to other agencies across the Country. This includes showing council what Hyattsville roadways look like at varying condition ranges and what to do with them.
3. Explain the budget models and the annual budgets impact on PCI and backlog at several funding thresholds. This includes explaining how we prioritize the pavement management plan and how we ultimately select rehabilitation candidates (optimization).
4. Wrap up with a final recommendation so that Council can then make an educated decision regarding the level of service they wish to commit in Hyattsville.



3.0 IMS PROJECT PROFILES AND REFERENCES

As a premier full-service pavement management firm, our projects take us to all corners of the East Coast. In recent years, IMS has developed numerous long-term clients throughout the region. IMS serves as the asset management firm for Atlanta, GA; Chesapeake, VA; Cambridge & Salisbury, MD; Dover, NH; and Stamford, CT. Rather than delivering “off the shelf” pavement analyses, IMS delivers pavement management programs that are optimized for the client’s budget, infrastructure needs, and maintenance and rehabilitation toolbox.

On all assignments, the IMS team utilized our Laser RST to perform a network wide pavement performance evaluation on asphalt and concrete roadways alike. The RST, equipped with an array of 11 lasers, digital cameras, GPS, and a touchscreen tablet drove the agencies roadways in an effort to update the pavement distresses and asset inventory data. IMS also offers ROW asset data collection, deflection surveys for subgrade analysis, software implementation services, and ADA transition planning for municipal agencies.



Our philosophy is based on the provision of quality pavement condition data for the implementation of multi-year pavement management plans. As illustrated in the map above, our extensive reach throughout the United States will allow us to include **comparison results** against the City’s current roadway conditions. This comparison will highlight how the City’s current PCI results stand up against other regional agencies, and those with similar, humid climatic conditions throughout the Northeast, Midwest, and Southern Ontario. IMS is the only pavement management consultant who has enough local and regional expertise to offer such a wide-ranging comparison across multiple reporting standards.

The following projects utilized the ASTM D6433-11 protocols and were completed within the last 6 years.

City of Salisbury, MD: Dating back to 2007, IMS has performed multiple Laser RST-based comprehensive surface condition survey on 160 miles of roadway. It included digital images, GIS linkage, software implementation and training, report generation and presentation. ROW asset extraction for curb & gutter, sidewalks, ADA ramps, driveway aprons, storm water inlets, manholes and valve boxes was performed the following year using the RST’s continuous GPS referenced video. A recent pavement data collection update was completed in 2013 that included a network update and software configuration.

City of Chesapeake, VA: IMS has been the dedicated pavement management consultant for the City for over 15 years. Each project has included pavement condition surveys utilizing the Laser RST supplemented with deflection testing with a Dynaflect. The City maintains approximately 1,230 miles that IMS surveys in an objective, linear manner. The most recent project was performed in 2014 and included an update of the PavePRO Manager software program with GIS linkage of all data.



References

City of Stamford, CT (2015)

Contact: Lou Casolo, P.E., City Engineer

Phone: (203) 977-4180

Email: lcasolo@stamfordct.gov

In 2015, Stamford selected IMS to setup a pavement management program. IMS implemented PavePRO Manager for the City's software program and trained the City staff on its functionality and reporting tools. The Laser RST was mobilized to survey 354 miles while a Dynaflect performed structural analysis on all streets as well. The end result was a comprehensive pavement management program that identified weaknesses in the network and causes of subgrade failures. A multi-year report was also delivered.

City of Dover, NH (2015) & Rochester, NH (2016) sub-consultant to CMA Engineers

Contact: Bill Straub, P.E., Principal/Project Engineer

Phone: (603) 431-6196

Email: wstraub@cmaengineers.com

CMA teamed with IMS for the completion of a citywide pavement management program for each municipality. CMA led the project that included pavement distress surveys on approximately 150 miles for both Dover and Rochester. IMS supplied digital images at 25-foot intervals and delivered multiple maps based on PCI scores and budget scenarios. The data was formatted and prepped for load to the Dover's newly implemented VUEWorks software, while Rochester received IMS' Easy Street Analysis software.

City of Lancaster, PA (2013 & 2016)

Contact: Glen Recknagel, GIS Coordinator

Phone: (717) 291-4739

Email: grecknagel@cityoflanasterpa.com

Awarded to IMS in 2013, the City of Lancaster scope of services was developed to include data collection and the development of a comprehensive pavement management analysis and report. In 2013, IMS mobilized the Laser RST to survey all of the City's streets, approximately 150 linear miles. The IMS team performed ASTM D6433-11 compliant pavement distress surveys with the RST. On the arterial and collector network, IMS performed right-of-way asset inventories for the City including: Sign Database Development, ADA Ramp Survey, Pavement Marking and Striping, and Curb and Gutter. This data was used for the 5-year pavement analysis and report, and the final data was loaded into the City's Lucity application. IMS performed an update for 130 miles of the city's network in 2016 as well.

City of Sandy Springs, GA (2005, 2008, 2012, 2014 & 2016)

Contact: Donald Kahn, CIP Field Services SI

Phone: (770) 206-2017

Email: dkahn@sandyspringsga.gov

In 2005, IMS implemented an integrated Lucity pavement and asset management module complete with citywide pavement performance, facilities, and ROW asset surveys for the City. IMS utilized the Laser RST for pavement data collection and collected inventory, location, attribute, and condition data on signs, sidewalks, curb and gutter, signals, ramps and storm drainage. Over the ensuing years, each project included various aspects of detailed rehabilitation analysis, GIS integration, software configuration and training and report development including 5-year forecast, budgets and M&R strategies.



4.0 COST PROPOSAL

The City of Hyattsville pavement management project will be completed using a combination of unit rate based tasks activities and lump sum activities. The spreadsheet presented below is based on the IMS work plan and deliverables. It represents a realistic budget to complete the work, and we are confident we can maintain an on-time, on-budget approach to this assignment.

Task	Activity	Quant	Units	Unit Rate	Total
Task 1: Data Prep					
1	Project Initiation & Kickoff Meeting	1	LS	\$3,000.00	\$3,000.00
2	Network Referencing, Inventory Mapping Services & GIS Linkage	42	T-Mi	\$80.00	\$3,360.00
3	Functional Classification Review	1	LS	\$1,000.00	\$1,000.00
4	GIS Cleanup and GIS Delineation Services	8	HR	\$175.00	\$1,400.00
5	T1 Project Management	1	LS	\$657.00	\$657.00
Task 2: Pavement Condition Data Collection, Assessment & Verification					
6	RST Mobilization/Calibration	1	LS	\$3,000.00	\$3,000.00
7	RST Pavement Data Collection	42	T-Mi	\$133.00	\$5,586.00
8	Pavement Data QA/QC, Processing & Format	42	T-Mi	\$25.00	\$1,050.00
9	Delivery of Forward and Pavement View Imagery @ 25' Intervals	42	T-Mi	\$45.00	\$1,890.00
10	Pavement Analysis, Budget Development & Report	1	LS	\$8,000.00	\$8,000.00
11	T2 Project Management	1	LS	\$1,464.00	\$1,464.00
Task 3: System Deployment					
12	Implementation ESA Spreadsheet and GIS Linkage	1	LS	\$0.00	\$0.00
13	T3 Project Management	1	LS	\$0.00	\$0.00
Task 4: Program Training					
14	2-Day Onsite Software Training Program and User Manual	1	LS	\$4,250.00	\$4,250.00
15	T4 Project Management	1	LS	\$319.00	\$319.00
Project Total:					\$34,976.00

Software Solutions

PAVER 7:

a.	PAVER v7.X (2 seats) Install & Configuration	1	LS	\$1,500.00	\$1,500.00
b.	PAVER Pavement Condition Data Load	1	LS	\$3,500.00	\$3,500.00
				PAVER 7.X Total:	\$5,000.00

IMS Easy Street Analysis (ESA) Spreadsheet:

a.	Excel Spreadsheet, KML & geodatabase (No software)	1	LS	\$0.00	\$0.00
b.	Excel "Live" Spreadsheet Pavement Cost Benefit Analysis	1	LS	\$0.00	\$0.00
				IMS ESA Total:	\$0.00

Lucity2018 Assets Module for Named-User On-Premise Model:

a.	Lucity Package (2 Seats) Install, Training & Configuration	1	LS	\$14,995.00	\$14,995.00
b.	Lucity Pavement Condition Data Load	1	LS	\$6,850.00	\$6,850.00
				Estimated Lucity Named-User Total	\$21,845.00

Optional Service Items and Activities

16	Additional or Specialty Maps for Reporting (Beyond Typical 2 Sets)	1	EA	\$175.00	\$175.00
17	Additional GIS Clean Up Services	1	HR	\$175.00	\$175.00
18	Presentation of Results to Council / Workshop Meeting	1	LS	\$3,500.00	\$3,500.00
19	Provision of HD Digital Imagery @ 25-foot Intervals (Additional Views)	42	T-Mi	\$20.00	\$840.00
20	Dynaflect Mobilization for Deflection Testing	1	LS	\$2,500.00	\$2,500.00
21	Dynaflect Deflection Testing and Subgrade Analysis (2 Pass Test Majors)	14	T-Mi	\$160.00	\$2,240.00
22	HD Video Collection & Calibration for ROW Asset Database Development	42	T-Mi	\$20.00	\$840.00
	a. Sidewalk Assessment & Database Development	42	T-Mi	\$60.00	\$2,520.00
	b. Curb & Gutter Assessment & Database Development	42	T-Mi	\$60.00	\$2,520.00
	c. Sign & Support Assessment & Database Development	42	T-Mi	\$110.00	\$4,620.00
	d. ADA Ramp Inventory & Obstructions Survey	42	T-Mi	\$70.00	\$2,940.00
23	IMSVue - Browser Based Data Viewer	1	LS	\$7,500.00	\$7,500.00

PROPOSAL RATE SHEET

In compliance with your Invitation to Proposal, we propose to furnish all materials, labor, equipment and services, necessary to complete the work as outlined in the Scope, per the pricing stated below (inclusive of all state and local sales tax):

Item	Approx. Quantity	Unit	Description	Unit Price	Proposal Amount
1	1	LS	Task 1 – Data Prep	\$9,417	\$9,417
2	1	LS	Task 2 - Pavement Condition Data Collection, Assessment, and Verification	\$20,990	\$20,990
3	1	LS	Task 3 – System Deployment	\$0.00 **	\$0.00 **
4	1	LS	Task 4 - Program Training	\$4,569	\$4,569
				Total Proposal	\$34,976

The quantities on this Proposal form are an estimate. Contractor will be paid for only work that is installed and accepted by the City.

** Please see cost proposal for full line by line breakdown. If the City selects PAVER, Task #3 will require an additional \$5,000 for a project total of \$39,976.

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5.0 EXECUTED PROPOSAL DOCUMENTS

IMS has executed and provided signatures for the proposal documents following this page.

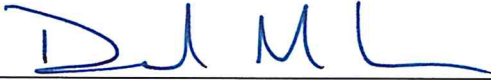
PROPOSAL FORM PRICE AUTHORIZATION

By signing this Proposal form, such action certifies that the Contractor has personal knowledge of the following: That said Contractor has examined the RFP and specifications, carefully prepared the Proposal form, and has checked the same in detail before submitting said Proposal; and that said Contractor, or the agents, officers, or employees thereof, have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive Proposing in connection with this Proposal.

That all of said work will be performed at the Contractor's own proper cost and expense. The Contractor will furnish all necessary materials, labor, tools, machinery, apparatus and other means of construction in the manner provided in the applicable specifications, and at the time stated in the contract.

The undersigned, being a reputable Contractor and having submitted the necessary pre-qualification forms, hereby submits in good faith and in full accordance with all specifications, attached or integral, his/her Proposal:

Name of Contractor IMS Infrastructure Management Services, LLC

Authorized Signature 

Name and Title of Signatory Dan White, Client Services Manager

Date 5-21-2018

Type of Organization (circle One): Corporation Partnership Proprietorship

SEAL:
(If corporation)

Limited Liability
Company

INSURANCE REQUIREMENT

Submit a certificate of Insurance from your insurance agent or insurance company that evidences your company's ability to obtain the following minimum insurance requirements. Attach and label as Exhibit I.

1. Workers Compensation

Coverage Statutory

A:

Coverage \$500,000 Bodily Injury by Accident for Each Accident

B:

\$500,000 Bodily Injury by Disease for Policy Limit

\$500,000 Bodily Injury by Disease for Each Employee

2. Commercial Auto Liability Insurance for All Owners, Non-Owned and Hired Autos.

\$1,000,000 Combined Single Limit for Bodily Injury and Property Damage Liability

3. Commercial General Liability Insurance

\$2,000,000 General Aggregate

\$1,000,000 Products/Completed Operations Aggregate

\$1,000,000 Personal and Advertising Injury Limit

\$1,000,000 Combined Single Limit Bodily Injury & Property Damage - Each Occurrence

\$50,000 Fire Legal Limit

\$5,000 Medical Payment

4. Umbrella/Access Liability Insurance

\$2,000,000 Each Occurrence

COMPANY BACKGROUND

Company Name	IMS Infrastructure Management Services, LLC
Main Office Location	1775 Winnetka Circle Rolling Meadows, IL 60008
Year Founded	2004
Project Manager Name	David Butler, P.E.
Project Manager Phone	(847) 506-1500
Project Manager Email	dbutler@ims-rst.com
Years of Experience	32

Has the company ever operated under another name? If yes, what name?

No

Do you have the equipment and staff available to start within 10 days of notice to proceed?

Yes and No

If no to the previous question, how long would it take to have the equipment and staff available?

Certain steps of the project will require prepwork prior to the field surveys (GIS integration, software etc.) Staff and pre-survey work can begin immediately upon receipt of the NTP though. The RST surveys will be schedule as soon as IMS receives the NTP.

Has the company ever done work with the City of Hyattsville? If yes, when and what type of work.

No

Please see page 30 of the proposal.

REFERENCES

Complete and submit the following for three (3) projects of similar nature as the project specified. Make copies and/or attach additional pages as needed.

Name of Project

Owner of Project

Address of Project

Contact Person

Phone Number

Email address

Description of
work

Comments



EXHIBIT I

IMSINFR-01

130 ARACHEL

DATE (MM/DD/YYYY)
04/17/2018

CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER American Insurance & Investment Corp. 6765 West Russell Rd Ste 150 Las Vegas, NV 89118	CONTACT NAME: April M. Rachel PHONE (A/C, No, Ext): (702) 877-1760 FAX (A/C, No): (702) 877-0937 E-MAIL ADDRESS: april.rachel@american-ins.com														
INSURED IMS Infrastructure Management Services, LLC 1820 W Drake Dr., Ste. 104 Tempe, AZ 85283	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Travelers Prop Cas Co of America</td> <td>25674</td> </tr> <tr> <td>INSURER B : Travelers Indemnity Company</td> <td>25658</td> </tr> <tr> <td>INSURER C : Travelers Cas Ins Co of America</td> <td>19046</td> </tr> <tr> <td>INSURER D : Travelers Cas & Surety Co Amer</td> <td>31194</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Travelers Prop Cas Co of America	25674	INSURER B : Travelers Indemnity Company	25658	INSURER C : Travelers Cas Ins Co of America	19046	INSURER D : Travelers Cas & Surety Co Amer	31194	INSURER E :		INSURER F :	
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INSURER F :															

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY	X		6809H179210	03/26/2018	03/26/2019	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	☒ BFPD/XCU						MED EXP (Any one person) \$ 10,000
	☒ Contractual Liab.						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	☐ POLICY ☒ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						\$
B	☒ AUTOMOBILE LIABILITY	X		BA8923L36A18GRP	03/26/2018	03/26/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☒ ANY AUTO						BODILY INJURY (Per person) \$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
B	☒ UMBRELLA LIAB ☒ OCCUR			CUP8666Y370	03/26/2018	03/26/2019	EACH OCCURRENCE \$ 4,000,000
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE \$ 4,000,000
	☐ DED ☒ RETENTION \$ 10,000						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N/A		UB2K992554	04/19/2018	04/19/2019	☒ PER STATUTE ☐ OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liab.			106703766	03/25/2018	03/25/2019	Each Claim 2,000,000
D	Claims Made/Rpt'd			106703766	03/25/2018	03/25/2019	Aggregate 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Professional Liability Retro: FULL PRIOR ACTS
 Workers Compensation Coverage Excludes: Alan Sadowsky

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ADDENDUM NO. 1
TO THE REQUEST FOR PROPOSALS (RFP)
FOR ASPHALT EVALUATION AND INVENTORY – CITY WIDE
FOR THE CITY OF HYATTSVILLE, MARYLAND
RFP #DPW18-003

Monday, May 21, 2018

The City of Hyattsville, Maryland, hereafter the "City", is issuing this Addendum #1 on May 21, 2018 to amend and clarify information and specifications included in RFP #DPW18-003, Asphalt Evaluation and Inventory – City Wide. Addendum #1 includes the questions/answers by the deadline. There are no other changes to the RFP. There is no change to the submission date or time. This addendum is incorporated into RFP #DPW18-003 and any associated contract documents as if fully set out in the original RFP. **Proposer must acknowledge the receipt of Addendum #1 by signing this addendum where indicated and including this addendum as part of your bid package.**

Question 1: Does the city have an estimate of the centerline mileage broken down by functional class?

Answer 1: The only breakdown of mileage currently available comes from the SHA HPS-60 report from 2016 which is attached for reference.

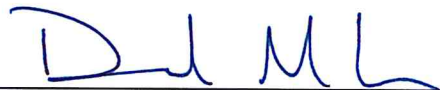
END OF ADDENDUM #1

Hal W. Metzler, Jr. El
City of Hyattsville, Project Manager

I acknowledge receipt of addendum #1 for this RFP and have enclosed it as part of the bid package.

Company IMS Infrastructure Management Services, LLC

Signature



Date 5 - 21 - 2018



Hyattsville City Council Agenda Item Report

Meeting Date: August 6, 2018

Submitted by: Jake Rollow

Submitting Department: Community Services

Item Type: Contract

Agenda Section: Consent Items (8:40 p.m. - 8:45 p.m.)

SUBJECT

Citizen Relationship Management Software

HCC-42-FY19

Recommendation:

I move that the Mayor and Council authorize the City Administrator to negotiate a contract with See Click Fix, renewable for up to three years, at a cost not to exceed \$15,000 per year, 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

[Firm_Selection_Memo_See_Click_Fix.docx](#)

Summary Background:

This software will enable residents to easily make requests of staff from an app on their phone and/or the City's website. Additionally, it will provide a system for staff to track and respond to requests. See the attached memo for more detailed information.

Next Steps:

Authorize the City Administrator to negotiate the contract.

Fiscal Impact:

\$15,000

City Administrator Comments:

Recommend approval

Community Engagement:

This software would support community engagement.

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

Pending



Memo

To: Mayor and Council
From: Jake Rollow, Community Services Director
CC: Tracey Nicholson-Douglas, City Administrator
Ron Brooks, City Treasurer
Date: July 24, 2018
Re: Citizen Relationship Management Technology

The City has sought a way to receive, track, address and respond to resident requests for service. Numerous technology providers offer cloud based solutions, typically known as Citizen Relationship Management (CRM) software. The staff conducted demos and research on multiple companies over the past 18 months, and has found the following:

Potential Firms

See Click Fix – Offers the most complete package, including a web app that the City can customize to include links to our website. Their user design is stronger than others, and they have a system for both external (resident) and internal (staff) requests. Their program is available in both English and Spanish. Seat Pleasant uses their program and has been satisfied with them. Their cost is \$15,000 per year.

City Sourced – Offers a very similar package to See Click Fix. However, their sales team repeatedly failed to be forthcoming in pricing, and when we spoke with Baltimore County, who also uses them, we were told that their customer service has not been good at all. Their cost is \$12,000 per year with a \$3,000 setup fee in year one.

Public Stuff – Staff spoke with this company in 2017, before it was acquired by Accela. In recent months, staff attempted to reach the company again, but calls and emails were not returned. The City has had bad experiences with Accela in the past.

Novo Solutions – Offers a similar package to See Click Fix, but the user design is not as good, and it lacks the functionality of reading the geotagging in resident photos. Their pricing is also determined by the number of requests the City receives/generates. Given their rates, we expect our annual cost would be about \$9,000 per year.

GovQA – This company is not on top of their marketing efforts. It took them weeks to reply to my inquiry, and then their sales representative admitted she did not typically work on this product. The demo seemed to provide much of the same functionality, but the system was not user friendly and the representative could not confirm many details, including a final price. She quoted me \$6,000 annually, but that would not include the increase for building an app. The City would also have to pay to get our own developers license if we wanted that app available through Apple. The representative could not immediately provide those prices.

Selection Recommendation

Based on the information above, staff recommends the Mayor and Council authorize the City Administrator to negotiate a contract with See Click Fix at a cost not to exceed \$15,000 per year. This is for two primary reasons:

1. See Click Fix has demonstrated the best product and customer service, they have good user reviews/feedback and their pricing is not significantly higher than others.
2. Although other options cost less, they were all had significant and/or worrisome flaws and did not have the capabilities required for both internal and external tracking.



Hyattsville City Council Agenda Item Report

Meeting Date: August 6, 2018

Submitted by: Lesley Riddle

Submitting Department: Public Works

Item Type: Contract

Agenda Section: Consent Items (8:40 p.m. - 8:45 p.m.)

SUBJECT

Playground Resurfacing

HCC-43-FY19

Recommendation:

I move that the Mayor and Council authorize an expenditure from the FY19 Operating Budget in an amount not to exceed \$16,000 for the purpose of resurfacing seven City playgrounds using the quote submitted by Playground Specialists, Inc.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Playground Resurfacing FY19.pdf](#)

Summary Background:

Currently there are seven City playgrounds that require replenishment of the existing wood fiber surface. It is a safety requirement to keep the wood fiber surface at a consistent depth to prevent any injuries to children using the playground. Staff received three quotes as required by the City Procurement Policy, and is recommending that Council approve the quote submitted by Playground Specialists, Inc as it was the best overall value.

Next Steps:

With Council approval staff will schedule the resurfacing of the playgrounds.

Fiscal Impact:

Funds for this work are in the Parks operating budget.

City Administrator Comments:

Recommend approval

Community Engagement:

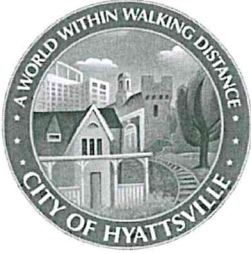
None

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

N/A



Memo

To: Lesley Riddle, DPW Director
From: Dawn Taft *DT*
CC: Julius Wiggins, Contracts & Procurement
Date: 7-23-18
Re: Playground Surfacing

Lesley,

Attached are three quotes from vendors to replace wood fiber playground surfacing at all six of our Hyattsville playgrounds. Extreme weather events in past two seasons have had an impact on the replacement volumes.

Of the three proposals received Playground Specialist submitted the most economical price and has done a great job in past applications.

I am asking for approval for a Purchase order in the amount of \$15,750.00 to be charged to account 01-601-001-5399.



29 Apples Church Road
Thurmont, MD 21788
(800) 385-0075
www.playspec.com

ADDRESS

CITY OF HYATTSVILLE
ATTN: DAWN TAFT
4310 GALLATIN ST
HYATTSVILLE, MD 20781

SHIP TO

MULTIPLE PARK LOCATIONS

PROPOSAL 17710B

DATE 07/20/2018

SALES REP

DAVE SMITH

	TYPE	QTY	RATE	AMOUNT
	NOTE ALL PRICING PER MNCPPC CONTRACT 350520. LINE #10			
1	• -----KING PARK-----			
	WOODCARPET PROVIDE AND SPREAD 30 CY WOODCARPET EWF AT 3" COMPACTED DEPTH	30	35.00	1,050.00
2	• -----MAGRUDER PARK (BOTH SWING AREAS AT 6", PRESCHOOL AND SCHOOL AGE PLAYGROUNDS AT 3")-----			
	WOODCARPET PROVIDE AND SPREAD 175 CY WOODCARPET EWF AT ABOVE COMPACTED DEPTH	175	35.00	6,125.00
	• -----HYATT PARK-----			
	WOODCARPET PROVIDE AND SPREAD 50 CY WOODCARPET EWF AT 6" COMPACTED DEPTH	50	35.00	1,750.00
	• -----HEURICH PARK-----			
	WOODCARPET PROVIDE AND SPREAD 60 CY WOODCARPET EWF AT 6" COMPACTED DEPTH	60	35.00	2,100.00
	• -----BURLINGTON PARK ----			
	WOODCARPET PROVIDE AND SPREAD 30 CY WOODCARPET EWF AT 3" COMPACTED DEPTH	30	35.00	1,050.00
	• -----DIETZ PARK-----			

TYPE	QTY	RATE	AMOUNT
WOODCARPET PROVIDE AND SPREAD 45 CY WOODCARPET EWF AT 3" COMPACTED DEPTH	45	35.00	1,575.00
FREIGHT FREIGHT PER 100 CY TRUCKLOAD	4	525.00	2,100.00

*3% surcharge on Visa/MasterCard

*Valid for 30 days unless otherwise noted

*50% deposit or PO. Balance due Net 30

Sign and return with approved colors for order placement

TOTAL

\$15,750.00

Accepted By

Accepted Date



P.O. Box 2864

Merrifield, VA 22116

Office: 703-876-8470 Envirogrow

Office: 703-876-6150 Mulch solutions



Fax: 703-876-8471

www.mulchsolutions.com

Sales rep.

Proposal date

Proposal #

Source

Date sold

Lawrence Conrad, Sales

July 12, 2018

25677

Website

139

Project location:

Hyatt Park

3512 Hamilton Street

Hyattsville, MD 20781

Billing information

Same as submitted address unless stated below

Submitted To:

City of Hyattsville- Department of Publi

C/O Hyatt Park

4310 Gallatin Street

Hyattsville, MD 20781

240-487-0290

dtaft@hyattsville.org

Initial	Description of services to preform	Qty	Unit	Price/Unit	Price total
___	Playground - IPEMA Cert -Material Only General add six inches 2178 sq ft.- all material shall be IPEMA certified Site Contact: Dawn Taft-	40	Cubic Yard	\$13.50	\$540.00
___	Playground - IPEMA Cert- Labor Only	40	Cubic Yard	\$23.00	\$920.00

Total

15,781.50

433 cy

Subtotal	\$1,460.00
Tax	\$0.00
Total	\$1,460.00



SCOPE



We shall provide all necessary labor & materials to complete the scope of work outlined. The play area shall be installed at 6" depth loose fill. All material shall be installed with blower truck and shall be IPEMA certified. Pricing is based on 2178sf

TERMS & CONDITIONS

Acceptance of agreement: I have read and understand the terms and conditions of this contract, The prices, requirements, and conditions outlined in this contract are satisfactory and hereby accepted. I am authorizing the contractor to do the work specified in the above contract.

General Liability & Workman's Compensation Liability: On request, contractor will provide the customer with certificates of insurance certifying general liability & workman's compensation liability coverage, as required by the state.

Payment

Fees: There is a minimum \$10 or 1.5% service fee on all unpaid balances over 30 days past due and \$25 return check fee. The customer agrees to pay reasonable attorney fees and costs of collection for any delinquent account. The contractor reserves the right to suspend services in the event of nonpayment by the customer. The customer remains liable for all services performed.

Acceptance of agreement: I have read and understand the terms and conditions of this contract, The prices, requirements, and conditions outlined in this contract are satisfactory and hereby accepted. I am authorizing the contractor to do the work specified in the above contract.

By: _____

Date

Accepted: _____

Envirogrow lawn & landscaping Inc.
DBA: Mulch Solutions

Dawn Taft

Subtotal	\$1,460.00
Tax	\$0.00
Total	<u>\$1,460.00</u>



P.O. Box 2864
 Merrifield, VA 22116
 Office: 703-876-8470 Envirogrow
 Office: 703-876-6150 Mulch solutions



Fax: 703-876-8471
www.mulchsolutions.com

141

Sales rep.	Lawrence Conrad, Sales
Proposal date	July 12, 2018
Proposal #	25673
Source	Website
Date sold	

Project location:

King Memorial Park
 4200 Gallatin Street
 Hyattsville, MD 20781

Billing information

Same as submitted address unless stated below

Submitted To:

City of Hyattsville- Department of Public Works
 C/O King Memorial Park
 4310 Gallatin Street
 Hyattsville, MD 20781

240-487-0290

dtaft@hyattsville.org

<u>Initial</u>	<u>Description of services to preform</u>	<u>Qty</u>	<u>Unit</u>	<u>Price/Unit</u>	<u>Price total</u>
___	Playground - IPEMA Cert -Material Only	47	Cubic Yard	\$13.50	\$634.50
	General add six inches 2551 sq ft.- all material shall be IPEMA certified				
	Site Contact: Dawn Taft-				
___	Playground - IPEMA Cert- Labor Only	47	Cubic Yard	\$23.00	\$1,081.00

Subtotal	\$1,715.50
Tax	\$0.00
Total	\$1,715.50



SCOPE



142

We shall provide all necessary labor & materials to complete the scope of work outlined. The play area shall be installed at 6" depth loose fill. All material shall be installed with blower truck and shall be IPEMA certified. Pricing is based on 2551sf

TERMS & CONDITIONS

Acceptance of agreement: I have read and understand the terms and conditions of this contract, The prices, requirements, and conditions outlined in this contract are satisfactory and hereby accepted. I am authorizing the contractor to do the work specified in the above contract.

General Liability & Workman's Compensation Liability: On request, contractor will provide the customer with certificates of insurance certifying general liability & workman's compensation liability coverage, as required by the state.

Payment

Fees: There is a minimum \$10 or 1.5% service fee on all unpaid balances over 30 days past due and \$25 return check fee. The customer agrees to pay reasonable attorney fees and costs of collection for any delinquent account. The contractor reserves the right to suspend services in the event of nonpayment by the customer. The customer remains liable for all services performed.

Acceptance of agreement: I have read and understand the terms and conditions of this contract, The prices, requirements, and conditions outlined in this contract are satisfactory and hereby accepted. I am authorizing the contractor to do the work specified in the above contract.

By: _____

Date

Accepted: _____

Envirogrow lawn & landscaping Inc.
DBA: Mulch Solutions

Dawn Taft

Subtotal	\$1,715.50
Tax	\$0.00
Total	<u>\$1,715.50</u>



P.O. Box 2864
Merrifield, VA 22116
Office: 703-876-8470 Envirogrow
Office: 703-876-6150 Mulch solutions



Fax: 703-876-8471
www.mulchsolutions.com

143

Sales rep. Lawrence Conrad, Sales
Proposal date July 12, 2018
Proposal # 25675
Source Website
Date sold

Project location:

Magruder Park
3911 Hamilton Street
Hyattsville, MD 20781

Billing information

Same as submitted address unless stated below

Submitted To:

City of Hyattsville- Department of Publi
C/O Magruder Park
4310 Gallatin Street
Hyattsville, MD 20781

240-487-0290

dtaft@hyattsville.org

<u>Initial</u>	<u>Description of services to preform</u>	<u>Qty</u>	<u>Unit</u>	<u>Price/Unit</u>	<u>Price total</u>
___	Playground - IPEMA Cert -Material Only General play area- multiple structures add six inches 5587 sq ft.- all material shall be IPEMA certified Site Contact: Dawn Taft-	104	Cubic Yard	\$13.50	\$1,404.00
___	Playground - IPEMA Cert -Material Only Large Climber add four inches at edges to six inches under structure 3679 sq ft.- all material shall be IPEMA certified Site Contact: Dawn Taft-	57	Cubic Yard	\$13.50	\$769.50
___	Playground - IPEMA Cert -Material Only Swings Both sets(2 locations) add six inches fill in chuck holes at landing areas 2200 sq ft.- all material shall be IPEMA certified Site Contact: Dawn Taft-	41	Cubic Yard	\$13.50	\$553.50
___	Playground - IPEMA Cert- Labor Only	201	Cubic Yard	\$23.00	\$4,623.00

Subtotal	\$7,350.00
Tax	\$0.00
Total	\$7,350.00



SCOPE



144

We shall provide all necessary labor & materials to complete the scope of work outlined. The play area shall be installed at depths specified on quote loose fill. All material shall be installed with blower truck and shall be IPEMA certified. Pricing is based on a total surface area of 11,466.

TERMS & CONDITIONS

Acceptance of agreement: I have read and understand the terms and conditions of this contract, The prices, requirements, and conditions outlined in this contract are satisfactory and hereby accepted. I am authorizing the contractor to do the work specified in the above contract.

General Liability & Workman's Compensation Liability: On request, contractor will provide the customer with certificates of insurance certifying general liability & workman's compensation liability coverage, as required by the state.

Payment

Fees: There is a minimum \$10 or 1.5% service fee on all unpaid balances over 30 days past due and \$25 return check fee. The customer agrees to pay reasonable attorney fees and costs of collection for any delinquent account. The contractor reserves the right to suspend services in the event of nonpayment by the customer. The customer remains liable for all services performed.

Acceptance of agreement: I have read and understand the terms and conditions of this contract, The prices, requirements, and conditions outlined in this contract are satisfactory and hereby accepted. I am authorizing the contractor to do the work specified in the above contract.

By: _____

Date

Accepted: _____

Envirogrow lawn & landscaping Inc.
DBA: Mulch Solutions

Dawn Taft

Subtotal	\$7,350.00
Tax	\$0.00
Total	<u>\$7,350.00</u>



P.O. Box 2864
 Merrifield, VA 22116
 Office: 703-876-8470 Envirogrow
 Office: 703-876-6150 Mulch solutions



Fax: 703-876-8471
www.mulchsolutions.com

145

Sales rep.	Lawrence Conrad, Sales
Proposal date	July 12, 2018
Proposal #	25680
Source	Website
Date sold	

Project location:
Burlington Park 4600 Burlington Rd. Hyattsville, MD 20781

Billing information
Same as submitted address unless stated below

Submitted To:

City of Hyattsville- Department of Publi
 C/O Burlington Park
 4310 Gallatin Street
 Hyattsville, MD 20781

240-487-0290
dtaft@hyattsville.org

<u>Initial</u>	<u>Description of services to preform</u>	<u>Qty</u>	<u>Unit</u>	<u>Price/Unit</u>	<u>Price total</u>
___	Playground - IPEMA Cert -Material Only	27	Cubic Yard	\$13.50	\$364.50
	swing Fall zone and slide fall zone add six inches of new material 1440sq ft and two yards at hoop structure.- all material shall be IPEMA certified				
	Site Contact: Dawn Taft-				
___	Playground - IPEMA Cert- Labor Only	27	Cubic Yard	\$23.00	\$621.00

Subtotal	\$985.50
Tax	\$0.00
Total	\$985.50



SCOPE



We shall provide all necessary labor & materials to complete the scope of work outlined. The play area shall be installed at 6" depth loose fill. All material shall be installed with blower truck and shall be IPEMA certified. Pricing is based on 1440 sf

TERMS & CONDITIONS

Acceptance of agreement: I have read and understand the terms and conditions of this contract, The prices, requirements, and conditions outlined in this contract are satisfactory and hereby accepted. I am authorizing the contractor to do the work specified in the above contract.

General Liability & Workman's Compensation Liability: On request, contractor will provide the customer with certificates of insurance certifying general liability & workman's compensation liability coverage, as required by the state.

Payment

Fees: There is a minimum \$10 or 1.5% service fee on all unpaid balances over 30 days past due and \$25 return check fee. The customer agrees to pay reasonable attorney fees and costs of collection for any delinquent account. The contractor reserves the right to suspend services in the event of nonpayment by the customer. The customer remains liable for all services performed.

Acceptance of agreement: I have read and understand the terms and conditions of this contract, The prices, requirements, and conditions outlined in this contract are satisfactory and hereby accepted. I am authorizing the contractor to do the work specified in the above contract.

By: _____

Date

Accepted: _____

Envirogrow lawn & landscaping Inc.
DBA: Mulch Solutions

Dawn Taft

Subtotal	\$985.50
Tax	\$0.00
Total	<u>\$985.50</u>



P.O. Box 2864
 Merrifield, VA 22116
 Office: 703-876-8470 Envirogrow
 Office: 703-876-6150 Mulch solutions



Fax: 703-876-8471
www.mulchsolutions.com

147

Sales rep.	Lawrence Conrad, Sales
Proposal date	July 12, 2018
Proposal #	25679
Source	Website
Date sold	

Project location:

Dietz Park
 4100 Oliver Street
 Hyattsville, MD 20781

Billing information

Same as submitted address unless stated below

Submitted To:

City of Hyattsville- Department of Publi
 C/O Dietz Park
 4310 Gallatin Street
 Hyattsville, MD 20781

240-487-0290

dtaft@hyattsville.org

<u>Initial</u>	<u>Description of services to preform</u>	<u>Qty</u>	<u>Unit</u>	<u>Price/Unit</u>	<u>Price total</u>
___	Playground - IPEMA Cert -Material Only Main Playground add four inches 3508 sq ft.- all material shall be IPEMA certified Site Contact: Dawn Taft-	43	Cubic Yard	\$13.50	\$580.50
___	Playground - IPEMA Cert -Material Only Climber six inch add 840 sq ft.- all material shall be IPEMA certified Site Contact: Dawn Taft-	16	Cubic Yard	\$13.50	\$216.00
___	Playground - IPEMA Cert- Labor Only	59	Cubic Yard	\$23.00	\$1,357.00

Subtotal	\$2,153.50
Tax	\$0.00
Total	\$2,153.50



SCOPE



148

We shall provide all necessary labor & materials to complete the scope of work outlined. The play area shall be installed at 4" depth loose fill and climber at 6' depth loose fill. All material shall be installed with blower truck and shall be IPEMA certified. Pricing is based on 3508 sf main playground and 837 sf at climber

TERMS & CONDITIONS

Acceptance of agreement: I have read and understand the terms and conditions of this contract, The prices, requirements, and conditions outlined in this contract are satisfactory and hereby accepted. I am authorizing the contractor to do the work specified in the above contract.

General Liability & Workman's Compensation Liability: On request, contractor will provide the customer with certificates of insurance certifying general liability & workman's compensation liability coverage, as required by the state.

Payment

Fees: There is a minimum \$10 or 1.5% service fee on all unpaid balances over 30 days past due and \$25 return check fee. The customer agrees to pay reasonable attorney fees and costs of collection for any delinquent account. The contractor reserves the right to suspend services in the event of nonpayment by the customer. The customer remains liable for all services performed.

Acceptance of agreement: I have read and understand the terms and conditions of this contract, The prices, requirements, and conditions outlined in this contract are satisfactory and hereby accepted. I am authorizing the contractor to do the work specified in the above contract.

By: _____ Date _____ Accepted: _____
Envirogrow lawn & landscaping Inc. Dawn Taft
DBA: Mulch Solutions

Subtotal	\$2,153.50
Tax	\$0.00
Total	<u>\$2,153.50</u>



P.O. Box 2864
 Merrifield, VA 22116
 Office: 703-876-8470 Envirogrow
 Office: 703-876-6150 Mulch solutions



Fax: 703-876-8471
www.mulchsolutions.com

149

Sales rep.	Lawrence Conrad, Sales
Proposal date	July 12, 2018
Proposal #	25678
Source	Website
Date sold	

Project location:

Heurich Park
 2800 Nicholson Street
 Hyattsville, MD 20781

Billing information

Same as submitted address unless stated below

Submitted To:

City of Hyattsville- Department of Publi
 C/O Heurich Park
 4310 Gallatin Street
 Hyattsville, MD 20781

240-487-0290

dtaft@hyattsville.org

<u>Initial</u>	<u>Description of services to preform</u>	<u>Qty</u>	<u>Unit</u>	<u>Price/Unit</u>	<u>Price total</u>
___	Playground - IPEMA Cert -Material Only	58	Cubic Yard	\$13.50	\$783.00
	General add six inches there are two swing areas total 3108 sq ft.- all material shall be IPEMA certified				
	Site Contact: Dawn Taft-				
___	Playground - IPEMA Cert- Labor Only	58	Cubic Yard	\$23.00	\$1,334.00

Subtotal	\$2,117.00
Tax	\$0.00
Total	\$2,117.00



SCOPE



We shall provide all necessary labor & materials to complete the scope of work outlined. The play area shall be installed at 6" depth loose fill. All material shall be installed with blower truck and shall be IPEMA certified. Pricing is based on 3108 sf

TERMS & CONDITIONS

Acceptance of agreement: I have read and understand the terms and conditions of this contract, The prices, requirements, and conditions outlined in this contract are satisfactory and hereby accepted. I am authorizing the contractor to do the work specified in the above contract.

General Liability & Workman's Compensation Liability: On request, contractor will provide the customer with certificates of insurance certifying general liability & workman's compensation liability coverage, as required by the state.

Payment

Fees: There is a minimum \$10 or 1.5% service fee on all unpaid balances over 30 days past due and \$25 return check fee. The customer agrees to pay reasonable attorney fees and costs of collection for any delinquent account. The contractor reserves the right to suspend services in the event of nonpayment by the customer. The customer remains liable for all services performed.

Acceptance of agreement: I have read and understand the terms and conditions of this contract, The prices, requirements, and conditions outlined in this contract are satisfactory and hereby accepted. I am authorizing the contractor to do the work specified in the above contract.

By: _____

Date

Accepted: _____

Envirogrow lawn & landscaping Inc.
DBA: Mulch Solutions

Dawn Taft

Subtotal	\$2,117.00
Tax	\$0.00
Total	<u>\$2,117.00</u>

7471 Tyler Blvd Unit N
 Mentor Ohio 44060
 parkandpet@aol.com
 www.parkpetandplay.com
 1.877.907.6222
 parkandpet@aol.com



Park Pet and Play LLC

Estimate

For: City of Hyattsville. MD - dawn taft
 mailto:dtaft@hyattsville.org
 King Memorial Park - 4200 Gallatin Street
 Magruder Park - 3911 Hamilton Street
 Hyatt Park - 3512 Hamilton Street
 Heurich Park - 2800 Nicholson St.
 Deitz Park - 4100 Oliver St.
 Burlington Park - 4600 Burlington Rd.

Estimate 200
 No:
 Date: 07/03/2018

Ship King Memorial Park - 4200 Gallatin Street
 To: Magruder Park - 3911 Hamilton Street
 Hyatt Park - 3512 Hamilton Street
 Heurich Park - 2800 Nicholson St.
 Deitz Park - 4100 Oliver St.
 Burlington Park - 4600 Burlington Rd.

Tracking
 No
 Ship Via
 FOB

Code	Description	Quantity	Rate	Amount
	We will install certified playground mulch to all 6 playgrounds to the depth required by licensing at 9" -12" depth. Each area has different depths required some 3" and some 6-8". We have averaged these areas out to 4-6" overall at each location for a total of 800 yards of new mulch being delivered and installed.	800	\$50.00	\$40,000.00
Parts Subtotal				\$40,000.00
Subtotal				\$40,000.00
TAX 0%				\$0.00
Shipping				\$0.00
Total				\$40,000.00
Total				\$40,000.00



Hyattsville City Council Agenda Item Report

Meeting Date: August 6, 2018

Submitted by: Lesley Riddle

Submitting Department: Public Works

Item Type: Purchase

Agenda Section: Consent Items (8:40 p.m. - 8:45 p.m.)

SUBJECT

Repair of Case Front Loader

HCC-44-FY19

Recommendation:

I move that the Mayor and Council authorize an expenditure from the FY19 Operating Budget in an amount not to exceed \$20,000, for the purpose of repairing the 2001 Case front loader using the proposal submitted by Groff Tractor, a sole source provider for Case equipment repair.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Front Loader proposal.pdf](#)

Summary Background:

The department of Public Works currently has several pieces of specialized equipment that are utilized for general operations and specifically for snow removal. The 2001 Case front loader has significant importance to the department because of its versatility performing jobs of various sizes and complexity. This unit is 17 years old, in fairly good condition, and valued at approximately \$50,000. The unit, until now, has not needed any major repairs throughout its service life. Currently, the unit needs major repair to the valve body. The staff believes that repairing this piece of equipment is a better fiscal decision than replacing the unit which can cost well over \$200,000. Because this is a specialized piece of equipment it will need to be repaired by a Case dealership within the Metro area, Groff Tractor in Upper Marlboro. This is a sole source procurement because the parts or equipment are not interchangeable with parts or equipment from other manufacturers. The cost of the repair should not exceed \$20,000.

Next Steps:

With Council approval staff will schedule the repair of the front loader with Groff Tractor.

Fiscal Impact:

Funds for this repair are in the DPW Streets operating budget.

City Administrator Comments:

Recommend approval

Community Engagement:

None

Strategic Goals:

Goal 4 – Foster Excellence in all City Operations

Legal Review Required?

N/A

GROFF TRACTOR**QUOTATION**

2300 ESKOW AVENUE
BALTIMORE, MD 21227
410-247-7454 • 800-218-9462
FAX 410-247-7723

P.O. BOX 340 • 629 S. PHILADELPHIA
BLVD. ABERDEEN, MD 21001-0340
410-575-8580 • 800-737-0049
FAX 410-575-7052

6300 CRAIN HIGHWAY
UPPER MARLBORO, MD 20772
301-627-3636 • 800-227-5590
FAX 301-627-9764

P.O. BOX 338 • 12420 SUSSEX HIGHWAY
GREENWOOD, DE 19950
302-349-5780 • 800-756-9433
FAX 302-349-5785

1561 TILCO DRIVE
FREDERICK, MD 21704
301-682-4441 • 800-951-2550
FAX 301-682-6075

PLEASE INDICATE THE ABOVE NUMBER WHEN ORDERING

TO **CITY OF HYATTSVILLE**
621 CXT WHEEL LOADER

QUOTATION DATE 3-29-2018	SALESPERSON
INQUIRY DATE	INQUIRY NUMBER

ESTIMATED SHIPPING DATE		SHIPPED VIA	F.O.B.	TERMS	
QUANTITY	DESCRIPTION		PRICE	AMOUNT	
1 CAS	138754A1 VALVE ASSEMBLY		7819 95		
4 CAS	L124291 FITTING		62 16		
2 CAS	L124290 CONNECTOR		57 72		
1 CAS	218-5049 HYD. CONNECTOR		31 99		
1 CAS	76344 ELBOW 90°		6 33		
4 CAS	337476 BOLT		32 04		
4 CAS	80700 WASHER		1 52		
4 CAS	412126 NUT		10 88		
4 CAS	76350 HYD. CONNECTOR		13 16		
4 CAS	76350 HYD. CONNECTOR		44 57		
1 CAS	L124527 TEE				
 <u>ESTIMATE ONLY</u>					
DUE TO EXTREME SALT DAMAGE ADDITIONAL PARTS:				8,565	78
PARTS MAY BE REQUIRED LABOR:				3,520	00
TOTAL				\$12,085.	78

WE ARE PLEASED TO SUBMIT THE ABOVE QUOTATION FOR YOUR CONSIDERATION. SHOULD YOU PLACE AN ORDER, BE ASSURED IT WILL RECEIVE OUR PROMPT ATTENTION. THIS QUOTATION IS SUBJECT TO THE CONDITIONS PRINTED ON REVERSE SIDE, AND IS VALID FOR _____ DAYS. THEREAFTER IT IS SUBJECT TO CHANGE WITHOUT NOTICE.

BY  ACCEPTED _____ DATE **3-29-2018**

SIGN AND RETURN YELLOW ACCEPTANCE COPY WHEN ORDERING.

Thank You!



Hyattsville City Council Agenda Item Report

Meeting Date: August 6, 2018

Submitted by: Nicola Konigkramer

Submitting Department: Legislative

Item Type: Appointment

Agenda Section: Consent Items (8:40 p.m. - 8:45 p.m.)

SUBJECT

Appointment to Race and Equity Task Force

HCC-46-FY19

Recommendation:

I move that the Mayor and Council appoint Jeannette Soon-Ludes (Ward 1) to the Ad Hoc Race and Equity Task Force for a term to expire 120 days after the first meeting of the committee.

Sponsor(s):

Hollingsworth

Co-Sponsor(s):

N/A

ATTACHMENTS

[Committee Application_RETf_Soon-Ludes w1.pdf](#)

Summary Background:

See attached application.

Next Steps:

Upon appointment, the staff liaison will reach out to the appointee to inform them of their appointment. Please note all meetings of the committee are open to the public. The first meeting of the Race and Equity Task Force will be held on August 7 at 7 PM in the Multipurpose Room at the City Municipal Building.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend support

Community Engagement:

Agendas for the Race and Equity Task Force Meetings will be 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

ProfileJeannette

First Name

Soon-Ludes

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 1

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Race and Equity Task Force: Appointed

Heard via Candace Hollingsworth

Referred By:

Biographical Statement

Jeannette Soon-Ludes moved to Maryland eleven years ago and has lived in Hyattsville since 2010. In this time she received a doctorate from the University of Maryland where she taught on issues of race, gender, and social justice. Today she works in the nonprofit sector on issues of racial equity in higher education and is grateful to contribute to initiatives for racial justice in the city of Hyattsville.

156



Hyattsville City Council Agenda Item Report

Meeting Date: August 6, 2018

Submitted by: Laura Reams

Submitting Department: City Clerk

Item Type: Ordinance

Agenda Section: Consent Items (8:40 p.m. - 8:45 p.m.)

SUBJECT

Hyattsville Ordinance 2018-02: State Mandated Changes to Ethics Code

HCC-25-FY19

Recommendation:

I move that the Mayor and Council adopt Hyattsville Ordinance 2018-02, an Ordinance whereby the City of Hyattsville amends its ethics provisions to conform to recent updates to State law as to financial reporting and conflicts of interest (SECOND READING/ADOPTION).

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Ordinance 2018-02 Ethics_FINAL.docx](#)

[2018 Ethics changes.pdf](#)

Summary Background:

Effective December 2017, the State legislature adopted changes to the Ethics Law applying to local governments. The City Attorney drafted revisions to the City's Code for review and adoption by Council. Please see attached summary of changes.

The Council discussed the ordinance on May 14, 2018.

Next Steps:

1st Reading - July 16

2nd Reading/Adoption - August 6

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support

Community Engagement:

Adopted ordinances are posted on the City's website.

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

Complete

**CITY OF HYATTSVILLE
ORDINANCE 2018-02**

An Ordinance whereby the City of Hyattsville amends its ethics provisions to conform to recent updates to State law as to financial reporting and conflicts of interest.

WHEREAS, Maryland Code, §§ 5-801, et seq., of the General Provisions Article requires municipal corporations to enact ethics laws and requires that the State Ethics Commission approve all municipal ethics ordinances; and

WHEREAS, the Maryland General Assembly enacted House Bill 879 during the 2017 legislative session, which added new laws to the Maryland Public Ethics Law and requires local governments to incorporate certain changes into their respective ethics ordinances; and

WHEREAS, the Council finds it necessary and in the public interest to amend Chapter 10 of the City of Hyattsville Code to comply with the State-mandated ethics code requirements.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Hyattsville in regular session assembled that Chapter 10 is hereby amended as follows:

§ 10-6. Conflicts of interest and prohibitions.

* * *

B. Unless otherwise permitted by Commission regulation or opinion or in the exercise of an administrative or ministerial duty that does not affect the disposition or decision of the matter at issue, an official or employee may not participate on behalf of the City in:

* * *

5. A former regulated lobbyist who is or becomes subject to this chapter as an employee or official, other than an elected official or an appointed official, may not participate in a case, contract, or other specific matter as an employee or official, other than an elected official or appointed official, for one calendar year after the termination of the registration of the former

1 regulated lobbyist if the former regulated lobbyist previously assisted or represented another
2 party for compensation in the matter.

3 ~~65.~~ All persons subject to this chapter shall file a statement with the Commission disclosing
4 any interest or employment, the holding of which would require disqualification from
5 participation pursuant to § 10-6 of this chapter, as soon as possible and at least seven (7) days
6 before such matter is scheduled to occur.

7 * * *

8 D. Post-employment limitations and restrictions.

9 * * *

10 2. ~~Until the conclusion of twelve months after the elected official leaves office, a former~~
11 ~~member of the City~~ A former elected official may not assist or represent another party for
12 compensation in a matter that is subject of legislative action for one calendar year after the
13 elected official leaves office.

14 F. Use of prestige of office

15 1. i. An official or employee may not intentionally use the prestige of office or public
16 position ~~for~~:

17 a. For the private gain of that official or employee or the private gain of another; or

18 b. To influence, except as part of the official duties of the official or employee or
19 as a usual and customary constituent service without additional compensation, the
20 award of a state or local contract to a specific person.

21 ii. An official may not directly or indirectly initiate a solicitation for a person to retain
22 the compensated services of a particular regulated lobbyist or lobbying firm.

2. This subsection does not prohibit the performance of usual and customary constituent services by an elected local official without additional compensation.

3. i. An official, other than an elected official, or employee may not use public resources or the title of the official or employee to solicit a contribution as that term is defined in the Election Law Article.

ii. An elected official may not use public resources to solicit a contribution as that term is defined in the Election Law Article.

* * *

§ 10-9. Filing of financial disclosure statement.

* * *

C. The Commission or office designated by the Commission shall maintain all financial disclosure statements filed under this section. Financial disclosure statements shall be made available during normal office hours for examination and copying by the public subject to reasonable fees and administrative procedures established by the Commission.

* * *

3. For statements filed after January 1, 2019, the Commission or the office designated by the Commission may not provide public access to an individual's home address that the individual has designated as the individual's home address.

4. The Commission or the office designated by the Commission shall make financial disclosure statements or a summary thereof available online. The Commission or the office designated by the Commission shall take appropriate measures to mitigate the risk of identify theft. Those steps may include posting online a redacted version of the financial disclosure statement or posting a summary of the financial disclosure statement that is

- 1 indicate deletions
- 2 Underline indicates additions
- 3 Asterisks * * * Indicate matter retained in existing law but omitted herein
- 4 Effective Date: August 26, 2018
- 5

Changes that **must** be adopted for local government compliance with the requirements of Subtitle 8 of the Public Ethics Law or COMAR 19A.04.:

1. 5-504(d)(2). Precludes Governor, Lieutenant Governor, AG, Comptroller, Treasurer or a Member of the General Assembly from lobbying (legislative matters) for one calendar year after leaving office. *Needs to be added to the conflict of interest section covering local elected officials.*
2. 5-606(a)(3). Effective January 1, 2019, Commission may not provide public access to the portion of a financial disclosure statement that includes an individual's home address as identified by the individual (i.e. the Commission must redact the information before making it publicly available). Applies to all statements, whether posted on the Internet or viewable only in the Office. *Home addresses should be redacted from public disclosure. Local employees and elected officials don't have to worry about the public being able to see their home address on their filings submitted after January 1, 2019.*

Changes that **must** be adopted for local government compliance with the requirements of Subtitle 8 of the Public Ethics Law or COMAR 19A.04. for those local governments with **lobbying provisions**:

1. 5-501(a-1). Adds new subsection prohibiting former lobbyists who become a public official or State employee (i.e. take job with the State) from participating in a case, contract or other specific matter for 1 calendar year after terminating their registrations if they previously assisted or represented another party in the matter (a "reverse" post-employment restriction for lobbyists). Does not apply to uncompensated or minimally compensated (less than 25% of grade 16) board/commission members or elected officials. *ONLY FOR JURISDICTIONS WITH LOBBYING PROVISIONS. Needs to be added the conflict of interest provisions to cover employees compensated over a certain amount.*
2. 5-607(i). Adds another category to Schedule H – for a statement filed on or after January 1, 2019, if the filer's spouse is a regulated lobbyist, must disclose the entity that has engaged the spouse to lobby. *ONLY FOR JURISDICTIONS WITH LOBBYING PROVISIONS. Requires spouses of lobbyists to disclose the entities that engage the lobbyist spouse on their annual disclosure filings.*

Changes that **may** be adopted if the local government chooses:

1. 5-101(t). Removes "exchange-traded funds" from the definition of "interest". An ETF is a diversified collection of assets (like a mutual fund) that trades on an exchange (like a stock). *Now, as is the case with mutual funds, financial disclosure filers will no longer have to disclose interests they hold in ETFs.*
2. 5-506. Adds three specific circumstances that constitute violation of the prestige of office provision (influencing the award of a State or local contract to a specific person; initiating a solicitation for a person to retain the compensated services of a particular lobbyist or firm; using public resources or title to solicit a political contribution regulated in accordance with the Election Law Article). In the last situation, employees and public officials may not use title or public resources, State officials may not use public

resources. *The State Ethics Commission has already interpreted these kinds of actions to be in violation of the prestige of office provision. Local governments are able to include these specific circumstances in their law if they would like or any other for clarifying purposes.*

3. 5-607(g). Changes the Schedule F disclosure (indebtedness to entities doing business with the State) to indebtedness to entities doing business with or regulated by the individual's governmental unit. *Instead of disclosing all indebtedness to entities doing business with the local government, only debts with entities doing business with the specific governmental unit must be disclosed by filers.*
4. 5-606(a)(2). Effective January 1, 2019, Ethics Commission must provide Internet access, through an online registration program, to financial disclosure statements submitted by State officials, candidates for office as State officials, and Secretaries of a principal department of the Executive Branch. *Local governments can now decide to put the local disclosure forms online for public viewing.*
5. 5-704. Codifies disclosure requirements for lobbyists who serve on State boards and commissions. Also codifies a requirement for such a lobbyist who is disqualified from participating in a specific matter to file a statement of recusal with the board or commission. *ONLY FOR JURISDICTIONS WITH LOBBYING PROVISIONS. Requires lobbyists who serve on local boards to submit disclosure forms that mirror the forms for local elected officials.*



Hyattsville City Council Agenda Item Report

Meeting Date: August 6, 2018

Submitted by: Ron Brooks

Submitting Department: Police Department

Item Type: Grant

Agenda Section: Consent Items (8:40 p.m. - 8:45 p.m.)

SUBJECT

FY19 Budget Appropriation: \$1,600 Grant from Governor's Office of Crime Control and Prevention for 2017 National Night Out Against Crime

HCC-48-FY19

Recommendation:

I move that the Mayor and Council accept and appropriate in the FY2019 Police Department budget a grant from the Governor's Office of Crime Control and Prevention in the amount of \$1,600 to support the National Night Out Against Crime celebration.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

ATTACHMENTS

Summary Background:

The Governor's Office of Crime Control and Prevention (GOCCP) is sponsoring this grant in the amount of \$1,600 to support community events like National Night Out to purchase giveaways that officers could use to foster better communication with residents and children in our community. These funds will be used to purchase items such as sunglasses, finger lights, glow necklaces, frisbees and LED balls. All of the items purchased will either be branded with the City of Hyattsville Police Department name or the official National Night Out logo. The department plans to use any remaining items during our open house and other community events throughout the year.

Next Steps:

Purchase program giveaway items.

Fiscal Impact:

\$1,600

City Administrator Comments:

Recommend approval.

Community Engagement:

The purchase items will be used to attract the youth and encourage interaction with our police officers.

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: August 6, 2018

Submitted by: Jake Rollow

Submitting Department: Community Services

Item Type: Purchase

Agenda Section: Consent Items (8:40 p.m. - 8:45 p.m.)

SUBJECT

Life Cycle Computer Replacement for Cable Studio

HCC-50-FY19

Recommendation:

I move that the Mayor and Council authorize the purchase of computers and related equipment from B&H Photo at a cost not to exceed \$19,000.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Memo_Computer_Lifecycle_Replacement.docx](#)

Summary Background:

The City's life cycle for computers is every five (5) years. The computers in the cable studio were purchased in 2013 and are due for replacement. They were not replaced in the renovation last year. Additionally, accompanying storage servers are being purchased to support file management with the new computers. The attached memo explains the vendor selection process.

Next Steps:

Purchase the equipment.

Fiscal Impact:

\$19,000

City Administrator Comments:

Recommend Approval

Community Engagement:

The cable studio is critical to community engagement.

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

N/A



Memo

To: Ron Brooks, City Treasurer
From: Jake Rollow, Community Services Director
CC: Tracey Nicholson, City Administrator
Date: July 27, 2018
Re: Computer Lifecycle Purchases

This memo explains our selection of B&H Photo's quotes for computer replacement and storage servers for the cable studio. The computers are due for replacement, as it has been five years since they were purchased.

For all items, three quotes were procured, and in all cases the lowest price came from B&H Photo. In some cases another vendor offered the same price as B&H, but we plan to purchase from B&H to simplify the ordering process, and because they have historically provided us excellent customer service.



Hyattsville City Council Agenda Item Report

Meeting Date: August 6, 2018

Submitted by: Nicola Konigkramer

Submitting Department: Legislative

Item Type: Appointment

Agenda Section: Consent Items (8:40 p.m. - 8:45 p.m.)

SUBJECT

Re-Appointment to Police and Public Safety Citizens' Advisory Committee

HCC-52-FY19

Recommendation:

I move that the Mayor and Council re-appoint Angela Kenny (Ward 2) to the Police and Public Safety Citizens' Advisory Committee for a term of 2 years, ending on August 6, 2020.

Sponsor(s):

Perry

Co-Sponsor(s):

Spell

ATTACHMENTS

[Committee Application_PPSAC_Kenny W2.pdf](#)

Summary Background:

See attached application.

Next Steps:

Upon re-appointment, the staff liaison will reach out to the appointee to inform them of their re-appointment. Please note all meetings of the committee are open to the public.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend approval

Community Engagement:

Agendas for the Police and Public Safety Advisory Committee Meetings will be 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

Angela

First Name

Kenny

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 2

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Police & Public Safety Citizens' Advisory Committee: Submitted

Joseph Solomon

Referred By:

Biographical Statement

I've have lived in Hyattsville Maryland for my whole life and interested in the safety of my hometown



Hyattsville City Council Agenda Item Report

Meeting Date: August 6, 2018

Submitted by: Jim Chandler

Submitting Department: Community & Economic Development

Item Type: Grant

Agenda Section: Consent Items (8:40 p.m. - 8:45 p.m.)

SUBJECT

Amendment to Capital Projects Grant Agreement

HCC-53-FY19

Recommendation:

I move the City Council authorize the City Administrator to execute an amendment to the Maryland Board of Public Works Capital Projects Grant Agreement to extend the term to June 1, 2020.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Memo - BPW Bond Bill Extension .doc](#)

[Parking Garage extension.pdf](#)

Summary Background:

In 2012, the City of Hyattsville and Hyattsville Community Development Corporation (CDC) was awarded a \$250,000 Bond Bill award from the Maryland Board of Public Works through DGS Item G134, Chapter 463, Actos of 2012 for the Hamilton Street Parking project.

The City of Hyattsville, as land-owner, is the Beneficiary of the funds and the Hyattsville CDC is the Grantee responsible for the administration of the funds.

The Bond Bill was extended in 2016 through Chapter 027, Actos of 2016 until June 1, 2018. Due to a delay in the project proceeding, it is necessary to amend the term until June 1, 2020.

All of the terms and conditions of the original Agreement remain in full effect.

Next Steps:

No additional action is required.

Fiscal Impact:

Approval of this item will extend the expenditure term of the \$250,000 Bond Bill funds until June 1, 2020.

City Administrator Comments:

Recommend support

Community Engagement:

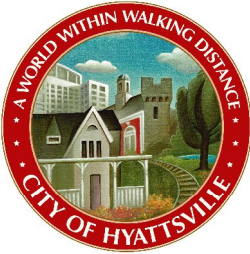
Community Sustainability Plan Goal 13D: Support opportunities for structured/shared parking facilities and managed parking programs in the City's high density, commercial corridors. In urban environments, structured and shared parking are a more efficient use of land, and provide the parking necessary to support area businesses.

Strategic Goals:

Goal 2 – Ensure the Long-Term Economic Viability of the City

Legal Review Required?

N/A



Memo

To: Mayor and Council
From: Jim Chandler, Director of Community & Economic Development, Assistant City Administrator
CC: Tracey Nicholson-Douglas, City Administrator
Ron Brooks, Treasurer
Date: July 31, 2018
Re: Amendment to Capital Projects Grant Agreement

In 2012, the City of Hyattsville and Hyattsville Community Development Corporation (CDC) was awarded a \$250,000 Bond Bill award from the Maryland Board of Public Works through DGS Item G134, Chapter 463, Actos of 2012 for the Hamilton Street Parking project.

The City of Hyattsville, as land-owner, is the Beneficiary of the funds and the Hyattsville CDC is the Grantee responsible for the administration of the funds.

The Bond Bill was extended in 2016 through Chapter 027, Actos of 2016 until June 1, 2018. Due to a delay in the project proceeding, it is necessary to amend the term until June 1, 2020.

All of the terms and conditions of the original Agreement remain in full effect.

Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor



Ellington E. Churchill, Jr.
Secretary

MARYLAND DEPARTMENT OF GENERAL SERVICES

ADMINISTRATION • FACILITIES OPERATIONS & MAINTENANCE • FACILITIES PLANNING, DESIGN, CONSTRUCTION & ENERGY
PROCUREMENT & LOGISTICS • REAL ESTATE

July 3, 2018

Mr. Stuart Eisenberg
Board of Directors
Board of Directors of the Hyattsville Community Development Corporation
4312 Hamilton Street
Hyattsville, Maryland 20781

Re: Hamilton Street Parking
2012-G134

Dear Mr. Eisenberg:

Enclosed is an amendment to your Board of Public Works Capital Projects Grant Agreement for your project. This reflects the amendment to your Bond Bill as approved by the 2018 Legislature. Please sign and return both originals of the amendment to the Department of General Services, State Office Building, Room 1405, 301 West Preston Street, Baltimore, Maryland 21201.

If you have any questions, please do not hesitate to contact me at 410-767-4107 or Kimberly Langkam at 410-767-4478.

Sincerely,


Shirley Kennedy
Acting Program Manager

Enclosures

Hamilton Street

Exhibit 1

SENATE BILL 186

B5

(8lr0169)

ENROLLED BILL

— Budget and Taxation/Appropriations —

Introduced by The President (By Request – Administration)

Read and Examined by Proofreaders:

Proofreader.

Proofreader.

Sealed with the Great Seal and presented to the Governor, for his approval this

_____ day of _____ at _____ o'clock, _____ M.

President.

CHAPTER 0009 APR 05 2013

1 AN ACT concerning

APPROVED BY THE GOVERNOR

2 **Creation of a State Debt – Maryland Consolidated Capital Bond Loan of 2018,**
3 **and the Maryland Consolidated Capital Bond Loans of 2007, 2010, 2011, 2012,**
4 **2013, 2014, 2015, 2016, and 2017**

5 FOR the purpose of authorizing the creation of a State Debt in the amount of ~~One Billion,~~
6 ~~One Hundred and Seventy Nine Thousand Dollars (\$1,000,179,000)~~ ~~One Billion,~~
7 ~~Eighty Million, One Hundred and Seventy Nine Thousand Dollars (\$1,080,179,000)~~
8 One Billion, Ninety-One Million, One Hundred and Seventy-Nine Thousand Dollars
9 (\$1,091,179,000), the proceeds to be used for certain necessary building,
10 construction, demolition, planning, renovation, conversion, replacement, and capital
11 equipment purchases of the State, for acquiring certain real estate in connection
12 therewith, and for grants to certain subdivisions and other organizations for certain
13 development and improvement purposes, subject to certain requirements that
14 certain matching funds be provided and expended by certain dates; providing
15 generally for the issuance and sale of bonds evidencing the loan; authorizing the

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

[Brackets] indicate matter deleted from existing law.

Underlining indicates amendments to bill.

~~Strike out~~ indicates matter stricken from the bill by amendment or deleted from the law by amendment.

Italics indicate opposite chamber/conference committee amendments.



1 ZA02 LOCAL SENATE INITIATIVES
 2 (Statewide)

3 (AL) Southern Maryland Carousel Project. Provide a grant [equal to
 4 the lesser of (i) \$25,000 or (ii) the amount of the matching fund
 5 provided.] OF \$25,000 to the Board of Directors of the
 6 Southern Maryland Carousel Group, Inc. for the planning and
 7 design of the Southern Maryland Carousel Project, located in
 8 Charles County. [Notwithstanding Section 1(5) of this Act, the
 9 matching fund may consist of in kind contributions.]
 10 Notwithstanding Section 1(7) of this Act, this grant may not
 11 terminate before June 1, [2018] 2020 (Charles County)..... 25,000

12 ZA03 LOCAL HOUSE OF DELEGATES INITIATIVES
 13 (Statewide)

14 (AS) Hamilton Street Parking. Provide a grant equal to the lesser of
 15 (i) \$250,000 or (ii) the amount of the matching fund provided,
 16 to the Board of Directors of the Hyattsville Community
 17 Development Corporation for the planning, design, and
 18 reconstruction of the Hamilton Street Parking Garage, located
 19 in Hyattsville. Notwithstanding Section 1(5) of this Act, the
 20 matching fund may consist of real property. Notwithstanding
 21 Section 1(7) of this Act, this grant may not terminate before
 22 June 1, [2018] 2020 (Prince George's County)..... 250,000

23 **Chapter 444 of the Acts of 2012, as amended by Chapter 463 of the**
 24 **Acts of 2014, Chapter 495 of the Acts of 2015, Chapter 27 of the Acts of**
 25 **2016, and Chapter 22 of the Acts of 2017**

26 **SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND,**
 27 **That:**

28 (1) The Board of Public Works may borrow money and incur indebtedness on
 29 behalf of the State of Maryland through a State loan to be known as the Maryland
 30 Consolidated Capital Bond Loan of 2012 in the total principal amount of **[\$1,103,163,767]**
 31 **\$1,102,163,767**. This loan shall be evidenced by the issuance, sale, and delivery of State
 32 general obligation bonds authorized by a resolution of the Board of Public Works and
 33 issued, sold, and delivered in accordance with §§ 8–117 through 8–124 of the State Finance
 34 and Procurement Article and Article 31, § 22 of the Code.

35 **Chapter 424 of the Acts of 2013**

36 Section 1(3)

37 **DEPARTMENT OF HEALTH AND MENTAL HYGIENE**

State of Maryland
Amendment to
Capital Projects Grant Agreement

This Amendment (Amendment) modifies the Capital Projects Grant Agreement (Agreement) between the State of Maryland (State), acting through the **Board of Public Works**, and the **Board of Directors of the Hyattsville Community Development Corporation** (Grantee) whose federal taxpayer identification number is _____ and the City of Hyattsville (Beneficiary) whose federal taxpayer identification number is _____.

Background:

The parties entered into the Agreement by which the State provides Grant funds and Grantee uses the funds to achieve the purpose set forth in the Agreement.

The General Assembly authorized the grant through the Enabling Act incorporated by reference into the Agreement. See **Hamilton Street Parking, DGS Item G134, Chapter 463, Acts of 2012** and as amended by **Chapter 027, Acts of 2016**.

Since the parties entered into the Agreement, the General Assembly has adopted legislation that modifies the Enabling Act. See **Chapter 9, Acts of 2018**.

Therefore:

The State and Grantee amend the Agreement as follows:

- 1.1 The Enabling Act as referred to in the Agreement means: **DGS Item G134, Chapter 463, Acts of 2012 to extend the term to 6/1/2020.**
- 1.2 The payment procedures contained in the most recent edition of *Maryland Capital Grants Projects: Information for State of Maryland Capital Grant Recipients* [<http://dgs.maryland.gov/Pages/Grants/index.aspx>] incorporated by reference in Paragraph 8 of the Agreement include the Enabling Act as defined in 1.1 above.
- 1.3 All other terms and conditions of the Agreement remain in full effect.
- 1.4 This Amendment is effective upon the effective date of the Enabling Act.

Grantee:

**State of Maryland,
Board of Public Works**

By: _____ By: _____
Name: Sheila McDonald
Title: Executive Secretary

By: _____ Beneficiary
Name:
Title:



Hyattsville City Council Agenda Item Report

Meeting Date: August 6, 2018

Submitted by: Nicola Konigkramer

Submitting Department: City Clerk

Item Type: Community Notices

Agenda Section: Community Notices and Meetings

SUBJECT

City Calendar: July 17 - August 6, 2018

HCC-45-FY19

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

ATTACHMENTS

[Main City Calendar_Aug 7 - Sep 17 2018.docx](#)

Summary Background:

N/A

Next Steps:

N/A

Fiscal Impact:

None

City Administrator Comments:

N/A

Community Engagement:

N/A

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

N/A

Main City Calendar: August 7 – September 17, 2018

Weekly Program Offerings

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

Senior Art Class

Tuesdays, 10:30 AM – 12:30 PM @ Art Works Now

The City is offering free senior art classes in partnership with Art Works Now. Seating is limited, and registration is required.

City Calendar: August 7 – September 17, 2018

Board of Supervisors of Elections Meeting

August 7, 4:00 PM @ City Building, 3rd Floor Conference Room

National Night Out Against Crime

August 7, 6:00 PM – 9:00 PM @ Heurich Park

Race and Equity Task Force Meeting

August 7, 7:00 PM @ City Building, 1st Floor Multipurpose Room

Summer Camp Magruder Begins

August 13, All Day @ Magruder Park

Call-A-Bus Grocery Trips

August 13, 1:00 PM – 3:00 PM @ Citywide

Call-A-Bus takes seniors and those with disabilities to grocery stores located in the City of Hyattsville. To make an appointment, please call (301) 985-5000 by 2:00 PM the day before the trip.

Hyattsville Environment Committee Meeting

August 14, 7:00 PM – 8:30 PM @ City Building, 2nd Floor Prangley Room

Code Compliance Advisory Committee Meeting

August 15, 7:00 PM @ City Building

Seniors On The Go: Choptank Riverboat & Crab Feast

August 16, 9:00 AM – 5:30 PM

The cost is \$35 and includes an all-you-can-eat crab feast. Bus pick-up is at the City Building at 9:00 AM and at Friendship Arms Apartments at 9:10 AM.

Micro Farmers Market

August 17, 4:00 PM – 8:00 PM @ City Building

Summer Jam

August 17, 6:30 PM – 8:30 PM @ City Building

Main City Calendar: August 7 – September 17, 2018

Call-A-Bus Grocery Trips
August 20, 1:00 PM – 3:00 PM @ Citywide

Education Advisory Committee Meeting
August 23, 6:30 PM – 8:30 PM @ City Building, 2nd Floor Prangley Room

Health, Wellness, and Recreation Advisory Committee Meeting
August 23, 7:30 PM – 9:00 PM @ City Building, 3rd Floor Conference Room

Sunset Move Series
August 24, 8:00 PM @ Heurich Park

Call-A-Bus Grocery Trips
August 27, 1:00 PM – 3:00 PM @ Citywide

Call-A-Bus Grocery Trips
August 28, 1:00 PM – 3:00 PM @ Citywide

Board of Supervisors of Elections Meeting
September 4, 4:00 PM @ City Building

Police and Public Safety Advisory Committee Meeting
September 5, 7:00 PM @ City Building

Hyattsville Electric Vehicle Car Show
September 8, 11:00 AM – 3:00 PM @ City Building

Hyattsville Environment Committee Meeting
September 11, 7:00 PM – 8:30 PM @ City Building, 2nd Floor Prangley Room

Prince George's County Senior Fun & Fitness Day
September 14, 9:00 AM – 3:00 PM @ Watkins Regional Park
Prince George's County invites you to celebrate healthy aging at their annual Senior Fun & Fitness Day. You must make reservations with the County to attend.

Hyattsville City Council Meeting
September 17, 8:00 PM – 10:00 PM @ City Building, 3rd Floor Council Chambers