TUESDAY, MAY 14, 2019
CITY OF COLLEGE PARK
COUNCIL CHAMBERS

7:30 P.M.
MAYOR AND COUNCIL REGULAR MEETING
AGENDA

COLLEGE PARK MISSION STATEMENT
The City Of College Park Provides Open And Effective Governance And Excellent Services That Enhance The Quality Of Life In Our Community.

1. MEDITATION
2. PLEDGE OF ALLEGIANCE: Led by Councilmember Mitchell
3. ROLL CALL
4. ANNOUNCEMENTS
5. CITY MANAGER’S REPORT
6. ACKNOWLEDGMENTS
7. PROCLAMATIONS AND AWARDS - National Kids to Parks Day
8. AMENDMENTS TO AND APPROVAL OF THE AGENDA
9. PUBLIC COMMENT ON CONSENT AGENDA AND NON-AGENDA ITEMS - Speakers are asked to provide their name and address for the record, and are given three minutes to address the Council.
10. PRESENTATIONS

A. “If I Were Mayor, I Would…” Outstanding Essayists
   • Ivan Leiva-Perez, Hollywood Elementary – MML Semi-finalist
   • Trevor Burgos, Holy Redeemer School – MML Semi-finalist
   • Colette Foley, Holy Redeemer School - School Winner
   • Felicia Kalambak-Tchamgoue, Hollywood Elementary - School Winner
   • Muhammed Mustefa, Al – Huda – School Winner
   • Areesha Khawaja, Al - Huda - School Winner
   • Allisson Zuniga, Paint Branch Elementary - School Winner

B. Duvall Field Visioning Project and Conceptual Plan – Tom Diehl, Greenplay, LLC and Amol Deshpande, LSG, Landscape Architecture
C. Farewell to Deputy Student Liaison Serena Saunders

11. PUBLIC HEARING
   A. Public Hearing on Ordinance 19-O-10, An Ordinance of the Mayor and Council of the City of College Park to Adopt the Fiscal Year 2020 General Fund, Capital Projects Fund and Debt Service Fund Budgets of the City of College Park MD

12. CONSENT AGENDA - Note: Consent Agenda items are routine items of business that are collectively presented for approval through a single motion. A Councilmember may request that an item be pulled from the Consent Agenda and placed under Action Items for separate discussion and action.

19-G-69 Authorization to allow free parking on summer weeknights (M-F) after 5:00 p.m. and free all-day Saturday parking in the City Hall parking lot and the City’s downtown parking garage from May 25 to August 18, 2019 - Bob Ryan, Director of Public Services

19-G-70 Approval of a retainer agreement with Lindsey Rader and Funk & Bolton, P.A. for Bond Counsel services for the City Hall project – Gary Fields, Director of Finance

19-G-71 Approval of DSP-15031-01 for EZ Storage, 5151 Branchville Road, including the floodplain waiver from DPIE, height and setback variances and departures to reduce amount of parking and the dimensions of loading spaces, subject to conditions

19-G-72 Approval of a City “Grants and Sponsorship Policy” pertaining to Direct grants, Community Services grants and sponsorship requests

19-G-73 Approval of a three-year, full-service contract for AIMS parking software, subject to the approval of the City Attorney, in the total amount of $139,240, for software support, hosting, handheld ticket writers, on-line permit registration and on-line ticket payment processing. Funding source CIP #162002, Parking Enforcement Equipment Replacement.

19-G-74 Approval of a letter to the Maryland Board of Public Works expressing the City’s opposition to the plan to widen I-495

19-G-78 Approval of an amendment to the term sheet between the City and the University of Maryland regarding the ground lease for the Child Care Center at the Calvert Road School

19-G-75 Approval of Minutes: March 26, 2019 Regular Meeting, April 2, 2019 Worksession.
13. ACTION ITEMS

19-G-77 Appointments to Boards and Committees, including appointments to the College Park City-University Partnership

14. MAYOR AND COUNCILMEMBER REPORTS/COMMENTS

15. STUDENT LIAISON’S REPORT/COMMENTS

16. CITY MANAGER’S REPORT/COMMENTS

17. GENERAL COMMENTS FROM THE AUDIENCE

18. ADJOURN

➢ This agenda is subject to change. For the most current information, please contact the City Clerk at 240-487-3501.

➢ Public Comment is taken during Regular Business meetings on the second and fourth Tuesdays of the month in one of the following ways. All speakers are requested to complete a card with their name and address for the record.
  o To comment about a topic not on the meeting agenda: Speakers are given three minutes to address the Council during “Public Comment on Non-Agenda Items” at the beginning of each Regular Meeting.
  o To comment on an agenda item during a Regular Business meeting: When an agenda item comes up for consideration by the Council, the Mayor will invite public comment prior to Council deliberation. Speakers are given three minutes to address the Council on that agenda item.

➢ In accordance with the Americans with Disabilities Act, if you need special assistance, please contact the City Clerk’s Office at 240-487-3501 and describe the assistance that is necessary.
PROCLAMATION
National Kids to Parks Day
Proclamation
City of College Park, Maryland
KIDS TO PARKS DAY 2019

WHEREAS, May 18th, 2018 is the ninth annual “Kids to Parks Day” organized and launched by the National Park Trust; and

WHEREAS, Kids to Parks Day encourages families to get outdoors and visit America’s parks; and

WHEREAS, it is important to introduce a new generation to our national and local parks; and

WHEREAS, we should encourage children to lead a more active lifestyle to combat medical issues such as childhood obesity, diabetes, high blood pressure and high cholesterol; and

WHEREAS, Kids to Parks Day is open to all children and adults across the country to encourage a large and diverse group of participants; and

WHEREAS, this is the perfect opportunity to spend time with the children in your life by enjoying outdoor activities like walking along the Trolley Trail, biking around Lake Artemesia, or playing on a playground.

NOW THEREFORE, I, Patrick L. Wojahn as Mayor of the City of College Park, do hereby proclaim May 18, 2019 as ‘Kids to Parks Day in College Park” and urge residents of the City to make time to take the children in their lives to a neighborhood, state or national park.

Proclaimed this 14th day of May, 2019.

___________________________________________
Patrick L. Wojahn
Mayor
PRESENTATION

Duvall Field
Visioning and
Conceptual Plan
**Origining Department:** Planning, Community and Economic Development

**Action Requested:** No action is needed at this time.

**Strategic Plan Goal:** Goal 4: Quality Infrastructure

**Background/Justification:**
Greenplay LLC was retained by the City to facilitate a community engagement process and prepare a conceptual plan for future improvements at Duvall Field. During January 2019, stakeholder interviews, focus groups and a public meeting were held to solicit input from the community. Based on the many public, agency and staff comments received, Greenplay LLC, working with LSG Landscape Architecture, have proposed a comprehensive plan for new facilities and amenities at Duvall Field.

The community expressed interest in having Duvall be a signature facility serving diverse populations within the City with both active and passive recreational opportunities as well as special events. In response, the draft plan includes features such as synthetic turf that can accommodate a variety of sports like soccer, lacrosse, rugby and softball; new lighting; a walking trail, stage for performances; new children’s play area with pavilion; revamped parking and enhanced landscaping.

The consultants will present the plan at a community meeting on May 13 and at the May 14 City Council meeting. Feedback from these meetings will be used to refine the plan and prepare the final report. A subsequent City Council Worksession will be scheduled to discuss the next steps for the project.

**Fiscal Impact:**
A preliminary cost estimate based on the conceptual plan is approximately $5,000,000. There is funding in the FY2020 Capital Improvement Program to proceed with final design ($300,000) once a decision is made regarding the elements to be included in the plan.

**Council Options:**
This item is for presentation with a future meeting to be scheduled to discuss options for how to proceed.

**Staff Recommendation:**
None at this time.
<table>
<thead>
<tr>
<th><strong>Recommended Motion:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Attachments:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Draft Conceptual Plan</td>
</tr>
</tbody>
</table>
PUBLIC HEARING
FY 2020
BUDGET
CITY OF COLLEGE PARK, MARYLAND
REGULAR COUNCIL MEETING

AGENDA ITEM 19-O-10

Prepared By: Gary Fields, Director of Finance
Presented By: Gary Fields, Director of Finance
Meeting Date: May 14, 2019
Consent Agenda: No

<table>
<thead>
<tr>
<th>Originating Department:</th>
<th>Finance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Plan Goal:</td>
<td>Goal 6: Excellent Services</td>
</tr>
<tr>
<td>Background/Justification:</td>
<td>Budget Ordinance 19-O-10, incorporating the FY 2020 Proposed Budgets for the City’s General Fund, Capital Projects Fund and Parking Garage Debt Service Fund and related changes/amendments made by the Mayor and Council at their budget Worksessions on March 30, 2019 and April 2, 2019, was introduced at the City Council meeting on April 23, 2019, and a public hearing thereon, set for May 14, 2019. The total of the proposed budget ($20,888,435) originally presented on March 8, 2019 has not changed with the amended proposed budget. The amount of additions to the budget was offset by an equal amount of reductions, so that the net impact on the proposed budget was zero. There is no requirement for a constant yield tax rate public hearing since the constant yield rate was in excess of the proposed rate. The City Charter (Sec. C10-3.D) requires that the budget be adopted by May 31 of the fiscal year currently ending. The FY2020 budget is scheduled to be adopted at the May 28, 2019 City Council meeting.</td>
</tr>
<tr>
<td>Fiscal Impact:</td>
<td>The proposed budget provides authorization for FY 2020 municipal operations.</td>
</tr>
<tr>
<td>Council Options:</td>
<td>N/A</td>
</tr>
<tr>
<td>Staff Recommendation:</td>
<td>N/A</td>
</tr>
<tr>
<td>Recommended Motion:</td>
<td>N/A</td>
</tr>
</tbody>
</table>
| Attachments:           | 1. Budget Public Hearing handout information  
3. Summary of Changes to the Proposed Budget. |
Notice of Public Hearing for Ordinance 19-O-10, Introduced on April 23, 2019:

- Posted to City Bulletin Board on April 29, 2019
- Posted to City Website on April 29, 2019
- Posted on Cable Television Channel on April 29, 2019
- Sent to Constant Contact LISTSERV on April 29, 2019
- Published in the Municipal Scene May 1, 2019

ATTEST:

Janeen S. Miller, City Clerk
NOTICE OF PUBLIC HEARING
ORDINANCE 19-O-10
MAY 14, 2019
7:30 P.M.

COLLEGE PARK CITY HALL
4500 KNOX ROAD
2ND FLOOR COUNCIL CHAMBERS
COLLEGE PARK, MD 20740

An Ordinance of the Mayor and Council of the City of College Park to Adopt the Fiscal Year 2020 General Fund, Capital Projects Fund and Debt Service Fund Budgets of The City of College Park

Copies of Ordinance 19-O-10 and the FY 2020 Proposed Budget are available at City Hall, 4500 Knox Road, College Park, MD 20740, or by calling 240-487-3501, or visit www.collegeparkmd.gov.

All Public Hearings will be held in the 2nd floor Council Chambers at City Hall, 4500 Knox Road, College Park. Parking passes will be available from the front window. All interested parties will have the opportunity to be heard.

If you are unable to appear in person, you may submit written comment prior to the Public Hearing. In order to be received by the Council as part of the record, the comment must include the specific topic to which it relates and the full name and address of the person submitting the comment. Written comment should be submitted no later than 5:00 p.m. on the day of the hearing to cpmc@collegeparkmd.gov.

In accordance with the Americans with Disabilities Act, if you need special assistance, please contact the City Clerk’s Office and describe the assistance that is necessary.
CITY OF COLLEGE PARK, MARYLAND

GENERAL FUND, CAPITAL PROJECTS FUND & PARKING GARAGE DEBT SERVICE FUND

Proposed Budget for Fiscal Year 2020

Summary Information for the
Public Hearing
Tuesday, May 14, 2019
7:30 p.m.

* Overview p. 1
* Summary of Budget Ordinance 19-O-10 p. 2
* Real Estate Property Tax Rates – Surrounding jurisdictions p. 3

Important note: This handout contains very summarized information and is not intended to provide a detailed, in-depth review of the FY 2020 budget.
Overview of the FY2020 Proposed Budget

- Constant Yield Tax Rate (CYTR) - Represents the real property Tax rate for the next tax year (FY2020) that will generate the same amount of revenue that was generated during the current tax year (FY2019). The CYTR as calculated by the State is 32.64 cents ($0.3264 per $100 of assessed value). The proposed budget reduces the City’s tax rate from 33.5 cents to 32.5 cents ($0.325 per $100 of assessed value).
  
  o This is the first decrease in the Real Estate Property tax rate since 2001.

  o Because the proposed rate is less than the CYTR, the City is not required to hold a public hearing on the CYTR.

- Personal property tax rate remains unchanged: eighty-three and 8/10 cents ($0.838) per one hundred dollars ($100.00) of full value assessment.

- The total proposed FY2020 General Fund budget is $20,888,435, an increase of $265,222 or 1.3% over the FY2019 budget.
  
  o This increase is due to a number of increases in departmental expenditures totaling $866,000 netted against a decrease in transfers for capital projects of $601,000.

  o Most of the increase in departmental expenditures ($510,000) is from personnel costs of (salaries, wages and related benefits). Personnel costs total $11.95 million for FY2020 and account for 57% of the total budget of the City. The increase is primarily a result of salary increases related to merit raises and cost of living adjustments, higher rates for workers compensation, a new full-time position (Events Coordinator) and a couple of new part-time positions.

  o There is also an increase in the Contract Police budget of $204,000 to increase patrols on weekends and for special events; and provide for a $5 per hour increase in pay to contract police officers to maintain quality staffing.

- FY 2020 proposed capital projects expenditures total $10,083,881. Major projects funded include the new City Hall, Pavement Management, Hollywood Gateway Park, Complete & Green Streets, vehicle replacement, and a dog park.

- The Debt Service Fund FY2020 budget proposes utilizing excess reserves to provide for the required debt service of $559,055.

- The long-term debt of the City includes the Parking Garage Bond with a balance due of $5.96 million and a $300,000 Community Legacy loan. The Parking Garage Bond is due in semi-annual installments (approximately $560,000 annually), through October 15, 2031.

- The SunTrust Master Lease for vehicle acquisition, accounted for in the Capital Projects Fund, has a balance of $899,915 (as of 4/28/19), with monthly lease payments of $35,000 through June 2021.
## Summary of Proposed Budget Ordinance 19-O-10

### General Fund

#### Revenues

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Property Taxes</td>
<td>$10,013,063</td>
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<tr>
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<td>Licenses &amp; Permits</td>
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<td>Intergovernmental</td>
<td>$369,772</td>
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<tr>
<td>Charges for Services</td>
<td>$1,013,403</td>
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<tr>
<td>Fines &amp; Fees</td>
<td>$3,390,600</td>
</tr>
<tr>
<td>Miscellaneous Revenues</td>
<td>$314,340</td>
</tr>
</tbody>
</table>

**Total Revenue**

$20,888,435

#### Expenditures, Contingency & Operating Transfers

<table>
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<tr>
<td>Contingency</td>
<td>$100,000</td>
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<tr>
<td>Interfund operating transfer to Debt Service Fund</td>
<td>$2,024,951</td>
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**Total Expenditures, Contingency & Oper. Transfers**

$20,888,435

#### Capital Projects Fund

<table>
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<tr>
<td>Reserves (Fund Balance)</td>
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</tr>
</tbody>
</table>

**Total Revenues**

$25,945,589

#### Expenditures

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<tr>
<td>Capital Outlay – Total Expenditures</td>
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#### Parking Debt Service Fund

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<tr>
<td>Debt Service – Principal</td>
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</tr>
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<td>Debt Service - Interest</td>
<td>$156,055</td>
</tr>
<tr>
<td>Transfer to Capital Projects Fund</td>
<td>$50,000</td>
</tr>
</tbody>
</table>

**Total Expenditures**

$609,055
Real Estate Property Tax Rates

- The average tax rate for municipalities in Prince George’s County is 55.78 cents/$100  
  *(Table below shown in $ per $100 valuation)*

<table>
<thead>
<tr>
<th></th>
<th>Municipality</th>
<th>Tax Rate</th>
<th></th>
<th>Municipality</th>
<th>Tax Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Upper Marlboro</td>
<td>0.2400</td>
<td>15</td>
<td>Seat Pleasant</td>
<td>0.5800</td>
</tr>
<tr>
<td>2</td>
<td>College Park</td>
<td>0.3250</td>
<td>16</td>
<td>Edmonston</td>
<td>0.5978</td>
</tr>
<tr>
<td>3</td>
<td>Glenarden</td>
<td>0.3579</td>
<td>17</td>
<td>Cottage City</td>
<td>0.6090</td>
</tr>
<tr>
<td>4</td>
<td>Bowie</td>
<td>0.4000</td>
<td>18</td>
<td>Hyattsville</td>
<td>0.6300</td>
</tr>
<tr>
<td>5</td>
<td>Brentwood</td>
<td>0.4000</td>
<td>19</td>
<td>Riverdale Park</td>
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<tr>
<td>6</td>
<td>Capitol Heights</td>
<td>0.4130</td>
<td>20</td>
<td>New Carrollton</td>
<td>0.6625</td>
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<tr>
<td>7</td>
<td>North Brentwood</td>
<td>0.4400</td>
<td>21</td>
<td>Laurel</td>
<td>0.7100</td>
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<tr>
<td>8</td>
<td>Fairmount Heights</td>
<td>0.4600</td>
<td>22</td>
<td>Bladensburg</td>
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<tr>
<td>9</td>
<td>Eagle Harbor</td>
<td>0.4727</td>
<td>23</td>
<td>Morningside</td>
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<tr>
<td>10</td>
<td>Cheverly</td>
<td>0.5100</td>
<td>24</td>
<td>Greenbelt</td>
<td>0.8125</td>
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<tr>
<td>11</td>
<td>Landover Hills</td>
<td>0.5200</td>
<td>25</td>
<td>District Heights</td>
<td>0.8175</td>
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<tr>
<td>12</td>
<td>Berwyn Heights</td>
<td>0.5300</td>
<td>26</td>
<td>Mt. Rainier</td>
<td>0.8300</td>
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<tr>
<td>13</td>
<td>University Park</td>
<td>0.5380</td>
<td>27</td>
<td>Colmar Manor</td>
<td>1.0400</td>
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<tr>
<td>14</td>
<td>Forest Heights</td>
<td>0.5473</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ORDINANCE 19-O-10

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK TO ADOPT THE FISCAL YEAR 2020 GENERAL FUND, CAPITAL PROJECTS FUND AND DEBT SERVICE FUND BUDGETS OF THE CITY OF COLLEGE PARK

BE IT ORDAINED, by the Mayor and Council of the City of College Park, Maryland, that the following sums and amounts are hereby appropriated for the fiscal year beginning July 1, 2019 and ending June 30, 2020, the said revenues being used to defray expenses and operations of the City of College Park in accordance with the following schedule:

**General Fund**

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$20,888,435

**Expenditures, Contingency & Operating Transfers**

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**Total Expenditures, Contingency & Operating Transfer**

$20,888,435

**Capital Projects Fund**

**Revenues**

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**Expenditures**

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<tbody>
<tr>
<td>Highways &amp; Streets</td>
<td></td>
</tr>
<tr>
<td>Parking Meter Revenue</td>
<td>$185,000</td>
</tr>
<tr>
<td>Fines</td>
<td></td>
</tr>
<tr>
<td>Parking Fines Revenue</td>
<td>$45,000</td>
</tr>
<tr>
<td>Appropriated Fund Balance</td>
<td>$379,055</td>
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</tbody>
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**Total Revenues**

$609,055

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**Total Expenditures**

$609,055

BE IT FURTHER ORDAINED that:

1. The tax levy be, and the same is hereby set at thirty-two and 5/10 cents ($0.325) per one hundred dollars ($100.00) of full value assessment on all taxable real property located within the corporate limits of the City of College Park;

2. The tax levy be, and the same is hereby set at eighty-three and 8/10 cents ($0.838) per one hundred dollars ($100.00) of full value assessment on all taxable personal property located within the corporate limits of the City of College Park;

3. The net speed enforcement camera revenues, after recovery of the costs of implementing and administering the program, are allocated solely for public safety purposes, including pedestrian safety programs;

4. The above listing of revenues and expenditures represents a summary of the detailed material contained in a document entitled “City of College Park Proposed Operating Budget for Fiscal Year 2020”, with amendments; said document and any amendments thereto are incorporated herein by this reference;

5. By adoption of this Ordinance, the FY2020 Pavement Management Plan and the FY2020 Pay Plan (including Job Class Table and Pay Table) contained in the FY2020 proposed operating budget with amendments, if any, are hereby adopted by this reference;

6. By adoption of this Ordinance, the City includes its employees in the Reformed Contributory Pension Plan of the Maryland State Retirement and Pension System (MSRP) and authorizes payment of retirement benefits into the said pension system, on the terms and conditions set forth in State law;
7. The Unrestricted Capital Projects Fund and Restricted Capital Projects Fund reserve accounts shall be re-appropriated as required in order to fund the projects included in the Capital Improvement Plan as adopted by this Ordinance;

8. The Capital Projects Fund Budget for Fiscal Year 2020 in the amount of $10,083,881, as listed and described in the Capital Projects Fund section, and the Five-Year Capital Improvement Plan (CIP) for Fiscal Year 2020-2024, of the “Proposed Operating Budget for Fiscal Year 2020” with any amendments, are hereby adopted;

9. The Parking Debt Service Fund is hereby budgeted for fiscal year 2020. The required debt service on the parking garage bond for FY2020 totaling $559,055 shall be paid from the accumulated reserves of the Fund. The revenues retained in the Parking Debt Service Fund will be used to offset debt service costs on the parking garage debt;

12. Personal property tax accounts delinquent for a period of ninety (90) days shall be assessed a $100.00 late payment penalty;

13. Should any section of this Ordinance be determined to be invalid, such invalidity shall not affect any other sections; and

14. This Ordinance shall become effective on July 1, 2019.

BE IT FURTHER ORDAINED AND ENACTED by the Mayor and Council of the City of College Park that, upon formal introduction of this proposed Ordinance, which shall be by way of a motion duly seconded and without any further vote, the City Clerk shall distribute a copy to each Council member and shall maintain a reasonable number of copies in the office of the City Clerk and shall post at City Hall, to the official City website, to the City-maintained e-mail LISTSERV, and on the City cable channel, and if time permits, in any City newsletter, the proposed budget ordinance or a fair summary thereof together with a notice setting out the time and place for a public hearing thereon and for its consideration by the Council. The public hearing is hereby set for 7:30 P.M. on the 14th day of May, 2019, in the Council Chambers, City Hall, 4500 Knox Road, College Park, Maryland, and follows the publication by at least seven (7) days. Notice was given to the public that the “City Manager’s Proposed Operating Budget for Fiscal Year 2020” was available for inspection by the public at least two (2) weeks before the public hearing, which
will be held in connection with a regular Council meeting. All persons interested shall have an opportunity to be heard. After the hearing, the Council may adopt the proposed ordinance with or without amendments or reject it, without the need for further advertising or public hearings.

This Ordinance shall become effective on July 1, 2019 provided that, as soon as practicable after adoption, the City Clerk shall post a fair summary of the Ordinance and notice of its adoption at City Hall, to the official City website, to the City-maintained e-mail LISTSERV, on the City cable channel, and in any City newsletter. If any section, subsection, provision, sentence, clause, phrase or word of this Ordinance is for any reason held to be illegal or otherwise invalid by any court of competent jurisdiction, such invalidity shall be severable, and shall not affect or impair any remaining section, subsection, provision, sentence, clause, phrase or word included within this Ordinance, it being the intent of the City that the remainder of the Ordinance shall be and shall remain in full force and effect, valid and enforceable.

Introduced on the 23rd day of April, 2019

Adopted on the _______ day of May, 2019

Effective on the 1st day of July, 2019

__________________________________________
Patrick L. Wojahn, Mayor

ATTEST:

__________________________________________
Janeen S. Miller, CMC, City Clerk

APPROVED AS TO FORM:
Suellen M. Ferguson, City Attorney
Changes in Final Proposed Budget After Worksessions (from Budget before Worksession)

Reduce exp. to correct Part-Time Election Clerk - salary & benefits  $ 17,832
Increase for Cable TV Camera Operator (2,100)
Add stipend for Deputy Student Liaison (825)

Changes to Human Resources budget:

<table>
<thead>
<tr>
<th>Change Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take out Absence Mgt Software</td>
<td>$ 4,950</td>
</tr>
<tr>
<td>Add COG - GARE (Race &amp; Diversity) training</td>
<td>(6,000)</td>
</tr>
<tr>
<td>Reduce Public Transit incentive (unused portion)</td>
<td>1,050</td>
</tr>
</tbody>
</table>

Net Change in HR Budget 0

Changes approved at 2nd Budget Worksession 4/2/19:

- Complete railing - Baltimore Ave - RJ Bentley driveway, South to Hartwick) (40,000)
- Electricity @ Jack Perry Plaza from outlet to planter (5,000)
- Lighting for entrance to CP Woods (5,000)
- Electrical work for annual tree lighting in Calvert Hills (5,000)
- Bus shelter on Metzerott Rd + another; comprehensive study (25,000)
- Increase language access (20,000)
- Increase media outreach (partner with local newspaper) (30,000)

EAC requests for increases:

- $7,500 grants increase to $8,000 (4) (2,000)
- $2,500 grants increase to $2,750 (6) (1,500)
- Increase educational incentives to be developed by EAC benefitting public schools and College Park Youth (1,000)
- New grant for College Park Academy to provide assistance to neighborhood schools (2,250)

Total additions from 2nd Budget Worksession on 4/2/19 (136,750)

Add line item for Sponsorships (if grants policy approved) (10,000)

Reduce transfer to CIP for Facilities Capital Reserve 131,843

Net change to budget  $ -
19-G-69

Free
Summer
Parking
### AGENDA ITEM: 19-G-69

**Prepared By:** R. W. Ryan  
Public Services Director  

**Meeting Date:** 05/14/19  

**Presented By:** R. W. Ryan  
Public Services Director  

**Consent Agenda:** Yes

<table>
<thead>
<tr>
<th>Originating Department:</th>
<th>Public Services Department</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action Requested:</strong></td>
<td>Authorization to allow free parking on summer weeknights after 5:00 p.m. and free all-day Saturday parking in the City Hall parking lot and the City’s downtown parking garage from May 25 to August 18, 2019.</td>
</tr>
<tr>
<td><strong>Strategic Plan Goal:</strong></td>
<td>Goal 3: High Quality Development and Investment</td>
</tr>
</tbody>
</table>

**Background/Justification:**
Since 2011 the City Council has approved free summer Saturday parking in the downtown parking garage. In 2016 the Council expanded this program to include the City Hall parking lot, and to include weekday evenings after 5:00 p.m. for both. Since Sunday parking is always free, this allows free weekend and weekday evening parking in the two locations throughout the summer. The intent of this program is to attract weekend and evening business Downtown during a slow business period in the summer. The program has had the support of Downtown College Park Management Authority (DCPMA). The time period recommended runs from the weekend after UMD graduation and before UMD fall move-in weekend. Free parking before or beyond the recommended period could result in reduced turnover of parking spaces and have a negative result on surrounding businesses. City staff are ready to implement this program if approved by Council.

**Fiscal Impact:**
Estimated revenue loss (pay stations and parking tickets) from the proposed free summer parking program is approximately $30,000.00

**Council Options:**
- **#1** Approve the free summer parking program as proposed
- **#2** Deny free summer parking
- **#3** Approve an alternate program

**Staff Recommendation:**
Option #1

**Recommendation Motion:**
I move to approve free parking in the Downtown Parking Garage and City Hall parking lot on summer Saturdays, and weeknights after 5:00 p.m. from May 25 to August 18, 2019.

**Attachments:**
None
Issue Before Council: Appointment of Bond Counsel

Strategic Plan Goal: Goal 3: High Quality Development and Reinvestment

Background/Justification:
In order to issue general obligation bonds or other bonded debt, the City requires an attorney with expertise related to debt issuance, i.e. bond counsel.

Bond counsel is an essential member of the City’s bond financing team, along with our financial advisors from Davenport. Bond counsel renders an opinion on the validity of the bond offering, the security for the offering, and whether and to what extent interest on the bonds is exempt from income and other taxation.

The opinion of bond counsel provides assurance both to the City and to investors who purchase the bonds that all legal and tax requirements relevant to the matters covered by the opinion are met. As an issuer, the City needs to be assured that bond counsel has the necessary expertise to provide an opinion that can be relied on and will be able to assist the City in completing the transaction in a timely manner.

Based on their experience and the recommendations of Davenport and the City Attorney, staff is recommending the appointment of Lindsey Rader with law firm of Funk & Bolton as bond counsel for the City.

Fiscal Impact:
The fiscal impact in terms of dollars is difficult to pinpoint at this time. The attached letter gives sample fee range of $18,000 to $45,000 based on Ms. Rader’s and Funk & Bolton’s experience serving as bond counsel to other Maryland issuers of general obligation bonds sold at public sale by competitive bid. Please note that, as detailed in the letter, they were not requested (or required) to attend City Council meetings or working group meetings in person for the issues included in the sample range. She is available to attend meetings, but the fee would be higher.

Council Options:
#1: Appoint Lindsey Rader and Funk & Bolton as Bond Counsel for the City.
#2: Recommend an alternative attorney to serve as bond counsel.

Staff Recommendation:
Option #1.

Recommended Motion:
I move that the City Council appoint Lindsey Rader and Funk & Bolton as bond counsel for the City of College Park.

Attachment:
1) Funk & Bolton’s engagement letter to serve as bond counsel for the City.
April 24, 2019

VIA EMAIL

City of College Park
4500 Knox Road
College Park, Maryland 20740
In Care Of: Gary L. Fields, Director of Finance (gfields@collegeparkmd.gov)

Re: Bond Counsel Engagement – 2019 General Obligation Borrowing

Ladies and Gentlemen:

Funk & Bolton, P.A. ("Funk & Bolton" or the "firm") is very pleased to have the opportunity to submit a proposal to serve as bond counsel to City of College Park (the "City") in connection with the proposed general obligation bond issue for the new City Hall and related improvements.

Our understanding is that the City expects to borrow between $9-12 million for project purposes and that, based on such expected size, the City will be pursuing a public sale at competitive bid. We further understand that Davenport & Company LLC serves as the City's financial advisor. We have an excellent working relationship with Davenport & Company personnel.

Based on the undersigned’s conversation with Director of Finance Gary Fields, we understand that the new building will be occupied not only by City departments and staff but also by University of Maryland employees, and that there will be a retail component in the building.

The firm is currently bond counsel to the following Maryland municipal corporations: Accident, Berlin, Bowie, Cambridge, Chesapeake Beach, Chesapeake City, Chestertown, Cheverly, Cumberland, Fruitland, Funkstown, Hagerstown, Hampstead, Hurlock, Hyattsville, Keedysville, La Plata, Leonardtown, Millington, Myersville, New Windsor, North Beach, North East, Oakland, Perryville, Pittsville, Ridgely, Riverdale Park, Rock Hall, Salisbury, Seat Pleasant, Smithsburg, Sudlersville, Westminster, Williamsport and Willards. Some of the listed issuers are very infrequent issuers. The firm also serves as bond counsel to Caroline County, Dorchester County, Garrett County, Washington County and Wicomico County, is among the pool of bond counsel that Baltimore City uses, and is among the pool of bond counsel that Howard County uses for Maryland Water Quality Financing Administration loans and tax increment financing and/or special taxing district bond issues. In recent years we have served as
bond counsel to Cambridge, Caroline County (multiple issues), Dorchester County (multiple issues), Hagerstown (multiple issues), Salisbury, Washington County (annually) and Wicomico County (annually) for general obligation bond issues sold by public sale at competitive bid. We are currently representing Myersville as bond counsel for a series of general obligation bonds to be sold by public sale at competitive bid in May 2019. We have represented Cumberland as bond counsel for several recent negotiated underwritings.

Funk & Bolton previously served as bond counsel to the City for the following issues: (i) (A) $8,650,000 Tax-Exempt Parking Garage Bond Anticipation Note of 2008 and (B) $650,000 Taxable Parking Garage Bond Anticipation Note of 2008; (ii)(A) $8,150,000 Tax-Exempt Parking Garage Bond of 2011 and (B) $475,000 Taxable Parking Garage Bond of 2011; and (iii) $7,075,000 Tax-Exempt Parking Garage Refunding Bond of 2015.

As bond counsel, our services for general obligation bonds sold by public sale at competitive bid include: preparation of a declaration of official intent resolution if needed; undertaking tax due diligence; preparation of any necessary charter amendments to accommodate a proposed financing; preparation of a parameters ordinance for the projects to be financed that authorizes the maximum principal amount to be borrowed, identifies the projects, pledges the issuer’s full faith and credit and taxing power to payment of the bonds, identifies any other sources of revenue intended to be applied to debt service, and provides that by resolution the issuer shall determine or provide for details of the borrowing (this is commonly referred to as a “parameters ordinance”); preparation/placement of the forms of any notices required by the Charter or customarily placed by the issuer with respect to ordinances generally or specifically as to bond issues; preparation of the SEC Rule 15c2-12 continuing disclosure undertaking; coordinating with the issuer’s financial advisor on the preparation of the preliminary official statement and the official statement, including preparing or extensively editing the “legal” sections of those disclosure documents, and reviewing and commenting on sections regarding the issuer; interfacing with the rating agencies, if required; preparation and placement for publication of any notice of sale or summary notice of sale (if required); preparation or review of the form of notice of sale to be included in the preliminary official statement; preparation of a resolution fixing or providing for certain details of the bonds to be adopted prior to release of the preliminary official statement; participating in the sale of the bonds; preparation of either a resolution of the governing body or an order of a designated issuer official awarding the bonds; preparation of all other standard financing transaction legal documents and closing certificates for such method of sale, including a signature and no litigation certificate for execution by issuer officials, a no litigation certificate for execution by the issuer’s general counsel, an incumbency and authorization certificate, a receipt for delivery of bond proceeds, a tax certificate and a Form 8038-G for tax-exempt bonds, and delivery of an approving legal opinion (which will cover tax status) and reliance letter; and generally providing all other customary bond counsel services for a general obligation bond issue sold by public sale at competitive bid. We have also prepared post-issuance tax compliance procedures and post-issuance continuing disclosure procedures for numerous issuer clients. (I prepared post-issuance tax compliance procedures that were approved by the Mayor and Council in 2015.)
Gary L. Fields, Director of Finance  
April 24, 2019  
Page 3

While we participate in preparation of the preliminary and final official statements, including reviewing and commenting extensively on the sections regarding an issuer’s financial, economic, demographic and other information, issuer officials remain responsible for the content of such disclosure documents.

It is anticipated that I will perform most of the bond counsel services. I do not currently have a firm associate, law clerk or paralegal working with me, but if one becomes available during the course of the work I will use him/her to save costs as much as possible.

My current stated hourly rate is $575.00/hour. Billing rates are reviewed and may increase as of each January 1. Our current hourly rates are in effect for the period January 1, 2019 - December 31, 2019. We anticipate that the contemplated bonds will be issued in fall 2019 or by calendar year end.

I will bill my time for this matter at $300.00/hour (which is 52% of my stated hourly rate). In the event another firm attorney, law clerk or paralegal works on the matter with me, we will reduce such personnel’s stated hourly rate by a percentage comparable to the percentage by which my rate is discounted during the course of the engagement.

It is difficult to determine what our fees will be at this point due to the City not having undertaken a public sale at competitive bid previously (or at least since official statements were required to be posted on the MSRB’s EMMA website).

For limited comparison purposes, fees we have charged for serving as bond counsel for recent sales of general obligation bonds by public sale at competitive bid have ranged between $18,000 and $45,000, based on discounted hourly rates. Charges of $34,000 and above tended to be for public sales at competitive bid that included a refunding component. This sample fee range did not involve us attending any meetings of a governing body or working group.

Charges in the lower range tended to be for clients (i) that sell general obligation bonds annually by competitive bid at public sale and for which the preliminary and final official statement update process is therefore fairly smooth, (ii) for which we had recently closed other financings (and therefore already had current incumbency information on file), and (iii) that did not involve any private use issues. In all instances, either the issuer or, more typically, the issuer’s financial advisor, produced and processed the preliminary and final official statements. I expect that Davenport & Company will produce and process the City’s offering documents.

For planning purposes, I would anticipate the charges to the City to skew towards the mid-to-higher range or above due to the City being an infrequent issuer, the preliminary official statement needing to be prepared “from scratch” and our not having current incumbency information on file for the City. In addition, the use of the financed facility by multiple parties will result in more complicated tax diligence and could result in preparation, negotiation and/or review of agreements among the various parties (even though we understand the City will not be financing the portion of the building to be occupied by the University). Also, if the City wishes
us to attend any Mayor and Council or working group meetings, the fees will likely skew higher. If the City wishes us to attend any Mayor and Council or working group meetings, we will charge our travel and attendance time at the applicable discounted hourly rate(s). Depending on the complexity of the arrangement among the University and the City and the retail uses, fees could come in higher than $45,000.

If a refunding component is added to the issue, that will also result in higher fees.

The only out-of-pocket disbursements the firm charges back to clients (at actual cost) are: conference calls placed through a service or operator; hand delivery and overnight delivery charges; publishing, recording and filing fees; costs to obtain information or materials from outside vendors (such as UCC financing statement and judgment and tax lien searches); parking and tolls (but not mileage); off-site copying charges (when bulk copies are necessary); and the cost for an outside vendor to produce hard-bound or CD-based transcripts of closing documents. Funk & Bolton does not charge for local or long-distance telephone calls (except for conference calls described in the preceding sentence), facsimile transmissions, in-office photocopying, administrative assistant time, computer research, postage or the labor/materials to create soft-bound transcripts or CDs of closing documents in-house.

The only disbursements the firm customarily incurs for a public sale at competitive bid are FedEx and messenger charges and, if the client asks us to place and pay for published notices regarding to ordinances or notices of sale, the actual publication costs.

Bond counsel fees/disbursements are eligible to be paid from bond proceeds. The City may of course decide to pay counsel fees/disbursements from funds on hand rather than bond proceeds.

If bond counsel fees/disbursements will be paid from bond proceeds, the issuer typically needs a quoted fixed amount prior to pricing. Under such scenario our fixed fee amount includes an estimate of disbursements rather than actual disbursements. Once we get closer to pricing and have a good understanding of the work required to get to closing, we will be willing to agree with the City to a firm fixed amount covering fees and expenses if our fees/disbursements are to be paid from bond proceeds.

We will submit a statement for our fees and expenses then known (or a fixed amount if previously agreed upon) promptly following closing, and payment will be due within 30 days of transmission of such statement via e-mail. In a situation where our fees and expenses will be paid from bond proceeds, we greatly appreciate receiving payment promptly after closing.
The City may terminate its relationship with the firm under this engagement at any time and for any reason. Conversely, the firm reserves the right to withdraw as bond counsel to the City for the contemplated borrowing, upon reasonable notice.

If the City decides not to complete the contemplated transaction (for whatever reason), or the City does not receive any bids or any bids that it finds satisfactory, or the City or Funk & Bolton terminate the engagement as described in the preceding paragraph, we will submit a statement for time spent on the financing to date and disbursements (subject to any fixed amount agreed upon prior to pricing) once that decision has been made and payment will be due within 30 days of e-mail transmission of the statement.

With regard to out-of-pocket disbursements, except in a scenario where we have agreed to a fixed amount covering fees and disbursements, if all such disbursements have not been logged to the account by the time a statement for fees is generated, we will provide a supplemental statement for disbursements several months later, and payment of such disbursements will be due within 30 days of e-mail transmission of any supplemental statement.

Our services as bond counsel for the proposed financing will be considered complete once (i) the Form 8038-G has been filed by us with the IRS or closing binders and/or CDs are prepared and distributed, whichever occurs later, (ii) the City determines not to complete the financing for any reason, or (iii) this engagement is terminated by either the City or the firm as described above and file materials have been transmitted as directed by the City.

Please understand that our reference to the engagement being considered complete in any scenario described in the preceding paragraph in no way indicates a desire not to serve as bond counsel to the City for future additional financings. We merely wish to clarify the scope of the contemplated services and compensation arrangements therefor covered by this engagement letter. To the extent the City requires post-closing advice or services relating to the borrowing, we will be happy to provide the same at discounted hourly rates negotiated at the applicable time.

Please let us know if we may provide you with any additional information regarding our experience and qualifications as bond counsel. We are delighted to have the potential opportunity to again serve as bond counsel to the City.

[CONTINUED ON FOLLOWING PAGE]
If the foregoing is acceptable, once the engagement has been approved, please have an authorized City official sign, insert name and title and date the scanned version of this letter in the space provided for below and return a scanned copy of the fully-executed letter to my attention via e-mail. Such scanned signed counterparts of this letter shared via e-mail shall be treated as originals for all purposes.

Very truly yours,

FUNK & BOLTON, P.A.

By: [Signature]

Lindsey A. Rader

Accepted this _________ day of __________________, 2019

CITY OF COLLEGE PARK

By: __________________________

Name: ________________________

Title: _________________________

(Authorized Signatory)

#211238
19-G-71

EZ Storage
**Background/Justification:**
On May 7, 2019, the City Council discussed EZ Storage’s revised proposal for a consolidated storage facility. Changes were needed to accommodate flood plain regulations. Plan changes include: reducing the building footprint from 38,790 square feet to 24,438 square feet, increasing the height from 3-stories to 5-stories, increasing the number of storage units from 850 to 950 units, eliminating a resident manager facility and reducing the office space by 200 square feet. In addition, the Applicant is requesting a departure to reduce the number of parking spaces from the required 23 spaces to 12 spaces and a departure to reduce the size of the required 5 loading spaces from 12-foot wide by 45-foot long to 10-foot wide by 20-foot long. These changes would have minimal impact on the community. Parking studies by the Applicant justified the request to reduce parking and loading space dimensions. The increased height of the building is minimized by its location along the railroad tracks and MD 193.

**Fiscal Impact:**
Construction of this project will result in a favorable increase in local taxes.

**Council Options:**
1. Approval of DSP-15031-01 with conditions in accordance with staff recommendation.
2. Approval of DSP-15031-01 with different conditions.
3. Disapproval of DSP-150-01

**Staff Recommendation:**

1. **Recommended Motion:**
   
   *I move that the City Council recommend approval of Detailed Site Plan-15031-01 including the flood plain waiver from DPIE, height and setback variances and the departures to reduce the amount of parking and dimensions of the loading spaces subject to conditions.*

**Attachment:**
None
19-G-72

Grants & Sponsorships Policy
The City provides a number and variety of funding opportunities for various community-based organizations, programs and projects within the City of College Park (the “City”). The City believes that supporting community activities enhance the community as a whole and provide civic activities, services and programs to City residents that might not otherwise be provided.

A draft policy for Grants and Sponsorships, developed by the Community Services Grants subcommittee (Councilmembers Kujawa, Day and Dennis) was discussed at the October 16, 2018 worksession. The policy codifies and clarifies old policies and practices and includes a new section covering sponsorships. It defines the general types of grants/assistance provided by the City and provides for uniformity and transparency in the granting process.

Based on several concerns voiced at that worksession, the subcommittee held additional meetings to review and revise the policy. Subsequently the City Attorney and City Clerk have reviewed the policy. Their comments and suggestions have been incorporated in this policy. The attached revised Grants and Sponsorship policy is set for discussion at the May 7, 2019 worksession. Aside from some wordsmithing changes and number formatting the primary changes to the policy reviewed last October include:

- Providing a process/application for organizations seeking grants/sponsorships outside the regular schedule for grant applications.
- Adding a separate Sponsorship budget line for $10,000 annually to the Mayor & Council budget.

Based on City Council recommendations at the May 7, 2019 Worksession on the Grant & Sponsorship policy the following changes were made:

- P. 3, E. Ineligible recipients - #3 was changed from “Non-College Park based organizations” to “Organizations that do not provide substantial services in the City.”

- P.1. – reference to “Grants can be awarded only to not for profit organizations but not to individuals” has been changed to: “Grants can be awarded only to not-for-profit organizations and not to individuals. To be eligible, the organization must be incorporated or registered in the State of Maryland and have two or more members”. (Application has been edited to request documentation)

- Similarly on p. 4 – last sentence of A. “Sponsorships can be awarded to not for profit and for profit organizations but not to individuals.” has been edited to add “To be eligible, the organization must be incorporated or registered in the State of Maryland and have two or more members”.

Also, Neighbors Helping Neighbors was added to the list of Direct Grant recipients on p. 2 of the policy.
**Fiscal Impact:**
The City’s operating budget provides for specific grants, assistance and sponsorships (if approved). The current budget already provides for Community Services Grants and other grants and assistance provided by the Mayor & Council. This policy, if approved, would add $10,000 to the budget for Sponsorships.

**Council Options:**
#1: Approve the Grants & Sponsorship Policy as revised.
#2: Propose any additional revisions or additions to the policy and approve.
#3. Take no action

**Staff Recommendation:**
Option #1.

**Recommended Motion:**
*I move that the City Council approve the attached Grants & Sponsorship Policy.*

**Attachments:**
- Grants, Assistance & Sponsorship Policy - revised.
- Application form for Community Grants & Sponsorships
I. GRANTS

A. General
The Mayor and Council believe that funding grants to support certain community
organizations/events serves a vital function to help support various civic services or projects that
might not otherwise be provided. The criteria for funding should be clearly defined, and equally and
transparently applied to all applicants/grantees.

It is the Mayor and Council’s intention and goal that these grants fund worthwhile services and
projects to help make the City of College Park (“City”) a better place to live by enhancing the
quality of life for our residents. The objective of this policy covers a broad spectrum to assure that
grants and assistance provided by the City are:

1. transparent,
2. free of conflicts of interest,
3. maintaining accountability for taxpayers’ resources,
4. suited to the City’s goals, and
5. not discriminatory against any group or individual.

All grants are discretionary, as approved by the Mayor and City Council and authorized in each
budget cycle for an upcoming fiscal year. A grant is an annual appropriation and is not a
commitment by the City to continue funding in future years. Grants are intended to be
supplementary to an organization’s main source of revenue and should not be considered as its
primary source of funding.

Grants can be awarded only to not-for-profit organizations and not to individuals. To be eligible,
the organization must be incorporated or registered in the State of Maryland and have two or
more members.

This policy covers Direct Grants, Community Services Grants, and City Sponsorships. The City
has separate policies in place for Public School Education Grants, Community Events Micro-
Grants, and Facility Rental Fee Reductions/Waivers.

Organizations are eligible for only one grant/sponsorship per fiscal year.

All grant and sponsorship recipients are required to sign a “Hold-Harmless” Agreement prior to
receiving any funds.

B. Categories/Types of Funding Provided
1) Direct Grants:
Direct Grants are ongoing funding for general operating expenses of organizations that
provide vital programs/community services for residents. These grants are separate,
named budget lines receiving annual funding in various amounts. There is no application
required but an annual/final report must be filed. Direct Grants may be used for ongoing
operating or capital expenses.
As of FY2019 the Direct Grants include:

College Park City-University Partnership  College Park Arts Exchange
Meals on Wheels of College Park            College Park Boys & Girls Club
Volunteer Fire Departments (3)            UMD IFC Tailgate Program
College Park Community Foundation         Lakeland Comm. Heritage Project
Miss College Park Scholarships            Neighbors Helping Neighbors

2) Community Services Grants:
Community Services Grants are for organizations providing community services to College Park residents. These grants also fund community projects or special events that will be hosted by an organization to introduce or enhance a programming opportunity within the City. Grant awards typically range from $1,000 to $3,000, but may exceed that amount. The total Community Services grants awarded in a fiscal year shall not exceed $10,000 or the amount budgeted in the current fiscal year. These grants are made based on applications submitted in December of each fiscal year. Grants are awarded (not funded) in January/February and approved and funded in the following fiscal year City Budget. Other grant requests/applications may be brought to the City Council during the fiscal year for approval but the total amount awarded shall not exceed the Community Services Grants line item in the budget.

C. Reporting Requirements and Funding for Direct Grants and Community Services Grants
All grant/sponsorship recipients must submit a post-project report (“final report”) within three (3) months after completion of the service, project, or special event for which the grant was awarded that articulates the success of the project and how the funds were spent. Reports must be submitted on the Grant/Sponsorship Reporting Form (see attached).

Direct Grant final reports from the year just ended (June 30) are due by July 31 in order to receive the current year grant funds in August. Late reports may be filed until September 30, with funding delayed to the month following receipt of the final report.

Organizations that have not submitted their report within the required timeline will forfeit their opportunity to receive future grants/sponsorships from the City until a report is filed and accepted.

D. Eligibility Criteria
The eligibility criteria support the stated objectives of this policy: transparency, no conflicts of interest, accountability and non-discrimination. Applicant/grantee must:

1. Provide services, events, products, etc. that benefit the City and its residents and extend services to the general public in College Park, and must not exclude anyone by reason of race, religion, sexual orientation, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information or political affiliation

2. Demonstrate that the services, events, products, etc. meet a need/demand in the City and do not duplicate or compete with an existing City or private service/program/event, but may complement an existing service
3. Release annual financial statements or where none are available, financial statements that have been verified as correct by two signing officers.

4. Be in good standing with the City, i.e.- not in arrears on any applicable taxes, licenses, fees, etc.

5. Show evidence that the organization needs the funding from the City

6. Provide public acknowledgement of the City’s grant donation/sponsorship where applicable (i.e. in programs, etc.)

7. Understand that the grant/sponsorship is not an automatic ongoing source of funding

8. Demonstrate that the activity for which a grant is requested will be organized without financial gain for its members or directors. The grant may not be used to pay a member of the organization to act as a Director or provider of the service. Only eligible expense reimbursement is allowed.

9. Have clear goals and performance measures that will show the anticipated impact of the activities

10. Have an accountability system/mechanism for evaluation and be able to report/provide:
    a. Number of College Park residents served
    b. Evidence of results/outcomes
    c. Number of local volunteers
    d. Financial information

E. Ineligible Recipients

The following are ineligible recipients:

1. Other governmental organizations, political organizations or organizations with political affiliations

2. Schools or School Boards (other than Public School Education grants)

3. Organizations that do not provide substantial services in the City

4. National or state organizations unless a local chapter exists to serve College Park residents

5. Programs that have any of the following characteristics:
    a. activities/ideals may violate or infringe on constitutional rights or general laws
    b. are related to promoting of a faith and/or requiring adherence to a faith
    c. activities or outcomes are inconsistent with City Goals
    d. do not comply with the City’s commitment to equity, diversity and human rights
    e. a critical mass of participants are not residents of College Park
F. Application process
The application rules and procedures for Community Services grants are available on the City’s website. Direct Grant recipients are not required to apply.

For grant and sponsorship requests that come to the City’s attention outside of the established timelines, the following procedures should be followed for a program/organization grant/sponsorship request to be considered:

1) Submit a written application to the City’s Finance Director. The application can be found on the City’s website: https://www.collegeparkmd.gov/payandapply#grants
2) The Finance Director will forward the application to the Grants Subcommittee. The Grants Subcommittee, after review, will refer the application to the City Council for approval (on consent agenda or after worksession) or denial.
3) If a City Council Worksession is recommended by the subcommittee, the appropriate follow-up will be scheduled as necessary.
4) If the grant/sponsorship is approved, City staff will contact the organization to discuss follow-up action needed, and timing thereof.

II. SPONSORSHIPS

A. General
The above-referenced criteria and guidelines for Grants shall also apply to Sponsorships. A sponsorship is the contribution of financial and/or “in-kind” support that the City provides for the purpose of partnering or supporting the provision of community programs, events, activities or services, that may contribute to the economic, social, sporting, environmental or cultural needs of the City. Sponsorships are entered into to help achieve public purpose or community objectives.

Sponsorships can be awarded to not for profit and for profit organizations but not to individuals. To be eligible, the organization must be incorporated or registered in the State of Maryland and have two or more members

B. Type of funding provided
Sponsorships are similar to grants, but the main distinguishing feature is that they are more of a partnering or joint venture with an organization or program that, in addition to providing services and benefits to City residents and businesses, provides an advertising/promotional benefit for the City of College Park.

Organizations seeking City sponsorship should follow the application process noted in section I(F).

C. Principles
The Mayor and City Council acknowledge that sponsorship can provide significant benefits to the City and the community, and will consider sponsorship opportunities where the following principles apply:

1. A sponsorship agreement outlining the full terms and conditions of the agreement will be recorded in writing and signed by both parties.
2. The Mayor and City Council will not sponsor any event/organization that is related to parties engaged in current or pending legal proceedings involving the City.

3. On all sponsorships, appropriate due diligence on the recipient is to be undertaken.

4. Sponsorship does not include implied endorsement by the City of the sponsored’s goods or services or use of the City logo to promote their products/services unless authorized.

5. The City reserves the right to withdraw a sponsorship for failure to comply with the spirit of this policy and/or written sponsorship agreement.

6. Sponsorships will be complementary to the City’s vision, values, policies and strategies.

7. There should not be any real or perceived conflict between the objectives and mission of the sponsored event or service and City.

8. Sponsorships should not promote:
   a. the use of tobacco products;
   b. gambling; or
   c. irresponsible drinking.

9. The City will not enter into sponsorship with parties who:
   a. Are involved in unlawful activities;
   b. Do not share the City’s views on promoting a diverse, tolerant and inclusive community;
   c. Are political parties;
   d. Are considered to be an unsuitable partner for reasons it sees fit to apply in the context of this policy;
   e. Offer programs that may present a hazard to the community;
   f. Are not in good standing with the City, i.e. in arrears on any applicable taxes, licenses, fees, etc..

10. It is inappropriate for any City Council member or City employee, or their relatives, to receive personal benefit or financial rewards for their involvement in the solicitation, negotiation, authorization or execution of a sponsorship agreement.

D. Sponsorship Agreement
Sponsorship agreements must be in writing and signed by both parties. Agreements should include:

1. The purpose of the sponsorship .

2. Specific services, products or funds to be provided by the City and the reciprocal benefits, including, where practical, a dollar value of services or products

3. The responsibilities and expectations of each party for the project and any special conditions which may apply.

4. Indemnification of the City.
City of College Park
Community Services Grant or Sponsorship Application

NOTE: Return completed application to the Finance Director for the City of College Park. After review for completeness it will be forwarded to the Grants Subcommittee, who will refer the application to the City Council with a recommendation. The recommendation will be for: a) discussion as a worksession item; b) action item for a regular meeting; c) consent agenda item for a regular meeting; or d) no further action (denial of application).

If a City Council worksession is recommended by the subcommittee, appropriate follow-up meeting action will be scheduled as necessary.

If the grant/sponsorship is approved, appropriate City staff will contact the organization to discuss follow-up action needed, and timing thereof.

A. GENERAL INFORMATION:

Organization & Program Name: ____________________________________________________________

Organization Address: _________________________________________________________________

Event name/date (if applicable): _________________________________________________________

City/State/Zip: ________________________________________________________________

Contact Person/Title: _________________________________________________________________

Telephone Number: ______________ FAX Number: ______________

E-mail Address: ________________________________________________________________

Grant Request: $______________

Sponsorship Request: $ _____________

Sponsorship Request non-monetary/in-kind services: *brief description of services requested*
Use of awarded funds: Will these funds/services be used to: (check the appropriate box)

[   ] Maintain Existing Program   [   ] Expand Existing Program   [   ] Start New Program

1. Is this a collaborative program involving other agencies? [   ] Yes   [   ] No

2. If yes, please provide the name of collaborating agencies and the nature of the collaboration

B. DESCRIPTION OF PROGRAM OR EVENT FOR WHICH YOU ARE REQUESTING FUNDS/ASSISTANCE: (include the purpose; how this will benefit the City and its residents; number of College Park residents benefitted; number of volunteers/staff used; etc.)

C. ORGANIZATIONAL STRUCTURE:
   1. Number of current board members? __________

   2. In what year did this program/event begin operating? __________

   4. Is the organization incorporated? __________
      Is the organization registered in Maryland? __________
      (Please provide a copy of proof of incorporation or registration)

   5. Is the organization qualified under Internal Revenue Code and regulations as a tax exempt organization? __________ If so, under what section of 501(c)? __________
      Federal Identification Number: ______________________

   6. Is this organization in compliance with all laws and regulations? [   ] Yes   [   ] No

   7. Staffing Profile: Identify the number and position/title of staff used to administer this program/event:
      List Position/Titles and any compensation provided:
D. PRIOR CITY FUNDING:
1. Have you received any funding from the City in the past?  
   [ ] Yes  [ ] No
   If yes, what month/year?  _____/______

2. If Yes, did you file a final report?  
   [ ] Yes  [ ] No

E. FUNDING SUMMARY:
   College Park grant request  $__________

   Funding from other sources  

   Additional Funds Yet to be Secured  

   Total Program Funds  

F. PROGRAM EXPENSES:
   Personnel costs  $__________

   Consulting fees  

   Equipment purchases  

   Supplies  

   Transportation  

   Equipment rentals  

   Other services (describe:__________________________)  

   Other expenses (describe:__________________________)  

   Total estimated expenses  $__________

Expense narrative, if necessary:
We, the authorized representatives of the applicant organization, have completed or directed the completion of this application for the City of College Park Community Services Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.

Signature/Date

Printed Name/Title

Signature/Date

Printed Name/Title

For reviewer use:
AIMS Parking Software
Prepared By: R. W. Ryan, Public Services Director  
Jim Miller, Parking Manager  
Meeting Date: 05/07/19  
Presented By: R. W. Ryan, Public Services Director  
Jim Miller, Parking Manager  
Consent Agenda: Yes

Originating Department: Public Services, Information Technology

Issue Before Council: Purchase of AIMS Parking Management Software

Strategic Plan Goal: # 6: Excellent Services

Background/Justification:
Staff presented to Council at the May 7, 2019 Worksession a proposed parking management software package. Based on Council support, a contract, subject to the review and approval of the City Attorney, will be prepared.

Staff recommends the award of a full-service contract to AIMS, in the total amount of $139,240 for three years ($37,580 year 1, $50,830 year 2, $50,830 year 3), for software support including cloud data management hosting, handheld ticket writer software, on-line permit registration, and on-line ticket payment processing. Years two and three include the software support costs for the current AIMS ticket writer product the City is using. AIMS was awarded a competitive open bid contract from Morgantown, WV for comparable residential parking permit services, which may meet the City’s procurement policy when a City RFP is not issued. In case it does not, staff requests Council to waive the procurement policy because the City is currently using AIMS ticket writer software and it is not practical to utilize different software systems for additional parking management services.

Fiscal Impact:
Total of $139,240 over 3 years. The source of funds will be CIP #162002 for Parking Enforcement Equipment Replacement.

Council Options:
#1. Approve contract and purchase as presented  
#2. Request staff to provide additional information.  
#3. Not approve purchasing these services at this time.

Staff Recommendation:
#1

Recommended Motion:
I move to authorize the City Manager to award a contract, subject to approval of the City Attorney, to AIMS Parking Management Solutions for a total of $139,240 over three years, and to authorize the City Manager to sign the contract.

Attachments:
1. AIMS System Expansion SaaS Quotation  
2. Proposed Contract
Morgantown Parking Authority

Request for Proposal
RFP-2018-3

PARKING CITATION AND PERMIT PROCESSING

Proposal due: 10/6/17 before 3:00pm

Proposal submitted by:

EDC Corporation
13 Dwight Park Drive
Syracuse, NY 13209
800-886-6316
www.aimsparking.com

Contact:
Kevin Fisher
kevin@aimsparking.com
315-727-3683
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Thank you for the opportunity to participate in the City of Morgantown RFP for a new Parking Citation and Permit Processing System solution. EDC Corporation is proposing our Automated Issuance Management System (AIMS) based on the specifications and required functionality as outlined in your specifications.

EDC was incorporated in 1995. Since inception, the only business operations of EDC have been the development and support of our AIMS parking management and enforcement system. AIMS is the entire and exclusive focus of every employee at EDC. EDC is headquartered in Syracuse, NY where all development and customer service is located. There are three (3) additional remote sales offices. All of the work for your implementation will be coordinated and performed by staff in the Syracuse office.

EDC is a privately held corporation, and has maintained financial stability and independence throughout our existence. EDC has sustained growth and profitability without the need for venture capital or other outside funding and the influence it can exert on business decisions and operations. EDC currently supports nearly 150 AIMS customers across North America.

Our proposed AIMS integrated system provides the City of Morgantown a single-source, turnkey solution to their needs. Our proposal includes:

- AIMS Parking Management software – Complete processes and management for Tickets, Permits and Accounts (people).
- AIMS Web – Customer portal for citation payment and appeals, permit registration/payment and other related functions, with integration to Village selected payment gateway
- AIMS Mobile – Android based enforcement app with Bluetooth printer
- AIMS Enforcement API – Providing direct, real-time integration between AIMS/AIMS Mobile and:
  - Pay by Phone systems
  - Multi-space meters / pay stations
  - License Plate Recognition (AIMS LPR)
- AIMS Boot/Tow module to record vehicle immobilization
- AIMS Gate system interface to integrate with the TIBA Gate Arm system
- DMV interfacing to request and update Registered Owner information
- Installation, Training, Project Management, and on-going support
- Hosting services for proposed AIMS system

All installation, training and ongoing support of all proposed system components is provided directly by EDC Corporation employees. No sub-contractors are used for any part of the proposed system implementation.
Your AIMS system implementation will be managed and performed by a team of EDC employees with extensive experience implementing numerous other customers with similar type installations. Following are the employees that may play a role in your implementation.

<table>
<thead>
<tr>
<th>Software Engineer</th>
<th>Project Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Torrance Jones</td>
<td>• Project Manager</td>
</tr>
<tr>
<td>Systems Manager</td>
<td>• System Configuration/Testing</td>
</tr>
<tr>
<td></td>
<td>• Data Migration Configuration/Testing</td>
</tr>
<tr>
<td></td>
<td>• Third Party Interfaces Configuration/Testing</td>
</tr>
<tr>
<td></td>
<td>• Participates in and Delegates Programming Tasks</td>
</tr>
</tbody>
</table>

**Education**
State University of New York – Plattsburgh  
2001, BS Computer Science

**Bio**
Tor Jones has been a key member of our systems group since 2001 and was promoted to Systems Manager in 2003. Tor oversees development of the AIMS application, AIMS Web+ E-commerce module, handheld Ticketing programming and support for all applications.

Tor has vast experience managing AIMS implementations and will act as the liaison between IT, and Parking Staff for project updates and task coordination.

<table>
<thead>
<tr>
<th>Scott Newton</th>
<th>• Software Engineer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software Engineer, Support Technician</td>
<td>• Support Technician</td>
</tr>
<tr>
<td></td>
<td>• AIMS Web+ Implementation</td>
</tr>
<tr>
<td></td>
<td>• Payment Gateway configuration/Testing</td>
</tr>
<tr>
<td></td>
<td>• Single Sign-On Portal Implementation and Testing</td>
</tr>
<tr>
<td></td>
<td>• Programming (Supporting Role as needed)</td>
</tr>
<tr>
<td></td>
<td>• Ongoing Software Support</td>
</tr>
</tbody>
</table>

**Education**
Roberts Wesleyan College  
2004, BS Computer Science

**Bio**
Scott has been a member of the EDC team since 2004. Scott will install and implement AIMS Web+ e-commerce, ensuring connectivity to your payment gateway and the AIMS application. Scott will configure your rules for online permit registration and will provide continued support for AIMS and AIMS Web+.
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Education</th>
<th>Bio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tomasz Kuczynski</td>
<td>Software Engineer, Support</td>
<td>Le Moyne College, 2012 BA Computer Science, Mathematics</td>
<td>Tomasz has been a member of the EDC team since 2012. Tomasz will provide a supporting role for programming, testing, managing interfaces, and software/hardware support. Tomasz provides ongoing technical support for AIMS and AIMS Mobile.</td>
</tr>
<tr>
<td>Mike Tyszka</td>
<td>Software Engineer, Support</td>
<td>State University of New York – Buffalo 1999, BS Computer Science</td>
<td>Mike has been a member of the EDC team since 1999. Mike will provide a supporting role for programming, testing, managing interfaces, and software/hardware support. Mike will assist with ongoing technical support.</td>
</tr>
</tbody>
</table>

Details of the implementation process are included with our proposal. This proven methodology has resulted in our consistent successful implementations within the identified timeframes and within the proposed amount.

Tor Jones will serve as the implementation project manager and will perform a number of the implementation development functions, while directing the other EDC development resources that may be involved. Tor will be the focal point for any technical aspects with the implementation. I (Kevin Fisher) will assist with the initial configuration of AIMS working with Morgantown Parking Authority personnel to make certain we understand your business rules and other controls to ensure the proper reflection of these in AIMS. I will also assist with the user training for AIMS. I have over 20 years of experience specifically with parking management software and joined EDC in 2013. I will be the focal point for non-technical related aspects of your implementation.
Parking operations across North America select AIMS as it is the most user-friendly and comprehensive parking system available. AIMS can reside on your server, or on a hosted server provided by EDC Corporation and has an advanced system architecture making data entry and management fast with a superior response time.

We believe there are a number of aspects about EDC that set us apart, but perhaps the most recognized is our support. We have converted numerous accounts from other vendor supplied parking management systems to AIMS. Improvements that have been cited vary across these accounts; however three tend to be noted most frequently:

- Presentation of application information and ease of use
- Breadth of reports provided and ease of tailoring reports
- And most often cited, vast improvement in customer service

EDC takes a proactive approach to service and support. When you call EDC, a person answers the phone rather than an automated attendant. Your call is handled directly by a programmer that develops AIMS to ensure the most efficient identification of a solution. We do not maintain a separate level of “customer service” representatives; but rather, you speak directly with the people that can help you the most. Most customers prefer to send email requests which are updated directly into our closely monitored call tracking system. Customers are provided access to this system to monitor and update requests for service they have placed.

EDC is well recognized as a leader in the industry, providing state of the art products and a company that supports its customers like no other. We work closely with our customers to identify means in which our applications may continue to be enhanced to meet their expanding needs. EDC Corporation has a great reputation of customer satisfaction and meeting the needs, deadlines and goals of all projects, no matter the size. We encourage you to contact our customers for first hand testimonials regarding their experience.

EDC will work closely with Morgantown to ensure a smooth transition into AIMS. Our extensive experience installing new clients with a proven methodology will be employed to provide an implementation you will be proud of.

We are pleased to propose our AIMS system as a long term solution for Morgantown, and look forward to demonstrating our system at your convenience. If there are any questions regarding this bid, or to arrange for a demonstration, you can reach me by email kevin@aimsparking.com, toll free 1-800-886-6316, or directly 315-727-3683.

We hope to add Morgantown to our growing list of satisfied customers.

Sincerely,
Kevin Fisher
Account Manager
Narrative – Implementation

EDC has a proven methodology for implementing AIMS with new customers. We provide a single-source, turnkey implementation of our AIMS Parking Management system components that have been identified to satisfy the requirements of the City of Morgantown. EDC implementation services include:

- Provisioning of hosted server environment
- Software installation on hosted servers
- AIMS System configuration
- Data Conversion of existing data
- Programming related to proposed system (DMV interface, gate system interface, etc.)
- Project Management
- On-Site training
- Ongoing system support

All implementation services are provided directly by EDC employees. The implementation project begins with a kick-off call to introduce personnel participating in the project and to discuss the various integrations or other custom programming associated with the project.

EDC has an unblemished record of successful AIMS system implementations on time and within the proposed pricing. Following is an overview of the implementation process we follow.

- The project begins with a Kickoff call with the principal personnel from the City and EDC.
  - Project personnel introductions and responsibility identification.
  - Review of required operating environment.
  - Description / discussion of project and related activities.
  - Identification of any constraints affecting project.
  - Identification of integrations to be included.
- AIMS Questionnaires
  - Questionnaires specific to both the AIMS system and AIMS Web+ are sent to the City.
  - These are reviewed with your sales representative who will assist with their completion.
  - The questionnaires are designed so you can provide information regarding your operations, policies, procedures, and predefined values (violations, locations, permit types, etc.). EDC then uses these questionnaires to configure your AIMS system. This configuration is setup through an AIMS Admin function that is user maintainable, rather than via programmatic changes.
• Project Management
  o EDC will provide a project plan shortly after the Kickoff call outlining the details of the project identifying timelines and responsibility.
  o Any required updates to the City systems environment, if self-hosting, are completed.
  o The AIMS program will be installed either on City servers or EDC’s hosted environment to support configuration setup and testing.
  o If data conversion is provided, this will be an initial step to allow adequate testing by the City.
  o All interfaces are configured and tested
  o Online payment gateway and single sign-on integration is configured and tested
  o Products/supplies are ordered and delivered.

• User Training and Go Live
  o User training is on-site, hands-on, using the City test database. This allows users to learn how to use AIMS with their data and policies already implemented in the system.
  o If AIMS Ticketers are purchased, training also includes enforcement personnel, with time for them to practice in the field.
  o The database is refreshed – either via another data conversion with the most recent data, or restoring a backup from prior to training if data conversion is not provided.
  o Users are added to the AIMS Support Suite, providing them access to the AIMS Knowledge Base and training videos, and providing the ability to initiate support requests and review current and past support events.
  o The City is ready to Go Live.

Coordination and Communication

Responsible parties are identified during the Kickoff call, and this normally identifies the lines of communication. City parking management will normally be the lead in working with your AIMS sales representative on the completion of the questionnaires and providing additional details pertaining to the system configuration and formatting of any preprinted supplies to be provided. EDC’s technical contact will coordinate with City technical representative to collect information necessary for data conversion and integrations to be implemented with the system. They will also coordinate for system installation, web page implementation, payment gateway interface development and testing and other technical aspects of the implementation.

Project Reporting

The Project Plan is the initial “report” provided and can be used to measure the progress of the implementation project.

The Project Plan will be revised as necessary as additional tasks may be added or adjusted, or if an event causes significant impact to the scheduled times.
EDC will provide an Interfaces Document that will detail each of the interfaces provided for your implementation. For each interface; a description of the process is provided, data requirements are identified, parameters for selecting records are identified, and sample data records are included. Examples of this document can be provided upon request.

Routine email correspondence and calls throughout the project will occur to answer questions and provide clarification for the various aspects of the implementation. Given the relative short timeframe for the project, the need for formal, periodic status reports has not been identified. Conference calls including more members of the implementation project will be scheduled as the need may be identified.

**Timeframe**

The typical AIMS implementation is completed in 8 - 12 weeks from receipt of order, but can be longer depending on extent of integrations. An example of a project plan follows for reference. Please note that this is a sample only, and is not intended to reflect an anticipated project with Morgantown. A project plan specific to your implementation will be provided once data conversion and specific interface requirements are identified.

The following sample project plan is provided in a summarized view from Microsoft Project that does not include the specific details, and a view of task details and assignment. Again, this is not the actual project plan that would be developed for Morgantown.

EDC will provide Morgantown the actual Microsoft Project mpp file that will provide access to all of the details and views of the project within the Microsoft Project program. As changes may be made to the project plan, updated files will be provided to the City.
Example of project details display (sample, not specific to details of Morgantown project)
<table>
<thead>
<tr>
<th>Task Name</th>
<th>Duration</th>
<th>Start</th>
<th>Finish</th>
<th>Predecessors</th>
<th>Resource Names</th>
<th>% Work Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sign Purchase Contract</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0%</td>
</tr>
<tr>
<td><strong>Server Provisioning</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0%</td>
</tr>
<tr>
<td><strong>Send Operating Specification</strong></td>
<td>1 day?</td>
<td>Thu 11/2/16</td>
<td>Thu 11/5/16</td>
<td>2</td>
<td>EDC</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Acquire Test Environment</strong></td>
<td>1 day?</td>
<td>Thu 11/2/16</td>
<td>Thu 11/5/16</td>
<td>2</td>
<td>EDC</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Acquire Product Environment</strong></td>
<td>1 day?</td>
<td>Thu 11/2/16</td>
<td>Thu 11/5/16</td>
<td>2</td>
<td>EDC</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Questionnaires / Setup</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0%</td>
</tr>
<tr>
<td><strong>Send AIMS Setup Questionnaire</strong></td>
<td>1 day?</td>
<td>Mon 9/22/16</td>
<td>Mon 9/22/16</td>
<td>2</td>
<td>EDC</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Send AIMSWeb Setup Questionnaire</strong></td>
<td>1 day?</td>
<td>Mon 9/22/16</td>
<td>Mon 9/22/16</td>
<td>2</td>
<td>EDC</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Conf. Call for Questionnaire Q/A</strong></td>
<td>2 days?</td>
<td>Thu 9/14/16</td>
<td>Fri 9/16/16</td>
<td>2</td>
<td>EDC/Morgantown</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Complete AIMS Setup Questionnaire</strong></td>
<td>5 days?</td>
<td>Mon 9/5/16</td>
<td>Fri 9/9/16</td>
<td>10</td>
<td>Morgantown</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Complete AIMSWeb Setup Questionnaire</strong></td>
<td>3 days?</td>
<td>Mon 5/2/16</td>
<td>Wed 5/7/16</td>
<td>10</td>
<td>Morgantown</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Design / Approve Parking Ticket Layout</strong></td>
<td>4 days?</td>
<td>Thu 9/1/16</td>
<td>Tue 9/7/16</td>
<td>2</td>
<td>EDC/Morgantown</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Introduction System Training (WebEx)</strong></td>
<td>1 day?</td>
<td>Mon 9/19/16</td>
<td>Mon 9/19/16</td>
<td>11.12</td>
<td>EDC/Morgantown</td>
<td>0%</td>
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<tr>
<td><strong>AIMS Server Installation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0%</td>
</tr>
<tr>
<td><strong>Networking Setup</strong></td>
<td>3 days?</td>
<td>Thu 11/5/16</td>
<td>Mon 11/9/16</td>
<td>2</td>
<td>EDC</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Send System Topography Diagram</strong></td>
<td>1 day?</td>
<td>Thu 11/5/16</td>
<td>Thu 11/5/16</td>
<td>2</td>
<td>EDC</td>
<td>0%</td>
</tr>
<tr>
<td><strong>System Topography Conf. Call</strong></td>
<td>1 day?</td>
<td>Fri 11/8/15</td>
<td>Fri 11/8/15</td>
<td>17</td>
<td>EDC</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Configure Network Permissions</strong></td>
<td>1 day?</td>
<td>Mon 11/9/16</td>
<td>Mon 11/9/16</td>
<td>18</td>
<td>EDC/Morgantown</td>
<td>0%</td>
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<tr>
<td><strong>AIMS Application Server</strong></td>
<td>1 day?</td>
<td>Mon 8/20/16</td>
<td>Mon 8/20/16</td>
<td>2</td>
<td>EDC</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Send AIMS Installation Instructions</strong></td>
<td>1 day?</td>
<td>Mon 8/23/16</td>
<td>Mon 8/23/16</td>
<td>2</td>
<td>EDC</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Create Database Schema for AIMS</strong></td>
<td>1 day?</td>
<td>Mon 8/23/16</td>
<td>Mon 8/23/16</td>
<td>2</td>
<td>EDC</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Install AIMS Server Software</strong></td>
<td>1 day?</td>
<td>Mon 8/20/16</td>
<td>Mon 8/20/16</td>
<td>2</td>
<td>EDC</td>
<td>0%</td>
</tr>
<tr>
<td><strong>AIMS Web Server</strong></td>
<td>15 days?</td>
<td>Mon 9/20/16</td>
<td>Mon 9/19/16</td>
<td>2</td>
<td>EDC</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Send AIMSWeb Installation Instructions</strong></td>
<td>1 day?</td>
<td>Mon 8/23/16</td>
<td>Mon 8/23/16</td>
<td>2</td>
<td>EDC</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Install AIMS Web Server Software</strong></td>
<td>1 day?</td>
<td>Mon 8/23/16</td>
<td>Mon 8/23/16</td>
<td>2</td>
<td>EDC</td>
<td>0%</td>
</tr>
<tr>
<td><strong>AIMSWeb Branding</strong></td>
<td>15 days?</td>
<td>Mon 9/20/16</td>
<td>Mon 9/19/16</td>
<td>2</td>
<td>EDC</td>
<td>0%</td>
</tr>
<tr>
<td><strong>EDC Sends AIMSWeb Branding Manual</strong></td>
<td>1 day?</td>
<td>Mon 8/23/16</td>
<td>Mon 8/23/16</td>
<td>2</td>
<td>EDC</td>
<td>0%</td>
</tr>
<tr>
<td><strong>AIMSWeb branding (logo, colors, etc)</strong></td>
<td>15 days?</td>
<td>Mon 9/30/16</td>
<td>Mon 9/19/16</td>
<td>26</td>
<td>Morgantown</td>
<td>0%</td>
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<tr>
<td><strong>AIMS Ticketer Installation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0%</td>
</tr>
<tr>
<td><strong>Acquire Devices</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0%</td>
</tr>
<tr>
<td><strong>Order Parking Tickets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0%</td>
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<tr>
<td><strong>Ticketer Printer Hardware Delivery</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0%</td>
</tr>
<tr>
<td><strong>Ticketer Installation Instructions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0%</td>
</tr>
<tr>
<td><strong>Ticketer Installation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0%</td>
</tr>
<tr>
<td><strong>Interfaces</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0%</td>
</tr>
<tr>
<td><strong>Conf. Call to discuss Interfaces</strong></td>
<td>1 day?</td>
<td>Tue 9/6/16</td>
<td>Tue 9/6/16</td>
<td>2</td>
<td>EDC/Morgantown</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Create Interfaces specification</strong></td>
<td>5 days?</td>
<td>Wed 6/7/16</td>
<td>Wed 6/7/16</td>
<td>2</td>
<td>EDC</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Approve Interfaces specification</strong></td>
<td>10 days?</td>
<td>Wed 9/14/16</td>
<td>Wed 9/14/16</td>
<td>38</td>
<td>EDC/Morgantown</td>
<td>0%</td>
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<tr>
<td><strong>Create WV DMV RD Export</strong></td>
<td>1 day?</td>
<td>Thu 11/5/16</td>
<td>Thu 11/5/16</td>
<td>2</td>
<td>EDC</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Create WV DMV RD Import</strong></td>
<td>1 day?</td>
<td>Wed 9/26/16</td>
<td>Wed 9/26/16</td>
<td>33</td>
<td>EDC</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Integrate CC Payment Processor</strong></td>
<td>3 days?</td>
<td>Wed 9/26/16</td>
<td>Wed 9/26/16</td>
<td>33</td>
<td>EDC/Morgantown</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Configure TBA Gate System interface</strong></td>
<td>1 day?</td>
<td>Thu 11/5/16</td>
<td>Thu 11/5/16</td>
<td>2</td>
<td>EDC/Morgantown</td>
<td>0%</td>
</tr>
<tr>
<td><strong>OL Interface</strong></td>
<td>1 day?</td>
<td>Wed 9/26/16</td>
<td>Wed 9/26/16</td>
<td>39</td>
<td>EDC</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Create Ticket Print Format</strong></td>
<td>1 day?</td>
<td>Wed 9/26/16</td>
<td>Wed 9/26/16</td>
<td>39</td>
<td>EDC</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Data Conversion</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0%</td>
</tr>
<tr>
<td><strong>Test Conversion</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0%</td>
</tr>
<tr>
<td><strong>Send EDC a copy of the database</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0%</td>
</tr>
<tr>
<td><strong>EDC reviews and ask questions</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
Proposed AIMS System functionality

The following pages include information regarding how AIMS satisfies the various functions identified by the City in their Request for Proposal, Section 3 - Scope of Work.

**Morgantown RFP Section 3 – Scope of Work**

3.1 General Specifications

3.1.1 *The proposed AIMS software is a web based program that is accessible by any device utilizing current versions of any of the popular browsers. No unique PC equipment is required for the operation of AIMS.*

3.1.2 *EDC has integrated AIMS with TIBA in other installations. The integration uses an AIMS Permit record to include data that correlates to the access permissions managed by TIBA. Changes to the permit records in AIMS will automatically trigger access on and off or other changes in TIBA.*

3.1.3 *EDC does not impose any limits regarding the number of images or other attachments that may be stored with AIMS.*

3.1.4 *Our proposal includes converting data from the City’s current parking management system into AIMS.*

3.1.5 *AIMS provides two (2) mechanisms for obtaining registered owner information.*

1. *An interface with the West Virginia DMV to submit license plate requests, and import returned owner information into AIMS.*

2. *An interface for out of state plates to submit license plate requests and import returned owner information into AIMS. This interface will be with a third party service provider of the City’s choice, where the City maintains an agreement with the selected third party provider and is directly responsible for any fees the third party charges for providing the registered owner data. AIMS currently interfaces with Data Ticket and LES (Duncan Solutions) for providing out of state information.*

3.1.6 *AIMS provides all of this functionality;*  
   - Data acquisition is provided with the DMV interfacing and AIMS includes address correction functions.
   - AIMS supports a variety of customer notices and other correspondence and maintains a copy of all documents sent to the customer, attached with the associated record(s).
   - AIMS Web provides online payment processing and other functions.
• **AIMS** includes well over 200 standard reports which can be modified as necessary by the customer for their specific needs. Reports can be printed, emailed, and output to different file formats.

• **AIMS** includes a variety of audit and control features with quality assurance throughout the application.

3.1.7 **EDC** is proposing our **AIMS Hosted** services, where we maintain responsibility for all backups of data. The City’s data is maintained redundantly in separate data centers in both the eastern and western US to provide for restoration of your system in the case of a catastrophic event.

3.1.8 **EDC** does have a disaster recovery plan in effect for our **AIMS Hosted** solution. Part of that is the redundancy in separate locations identified in 3.1.7 above. Please refer to our **AIMS Hosted** description included in Section 5 of this proposal.

3.2 **Submittals**

3.2.1 The specifications for the printer provided with our proposal are included in Section 3 of this proposal, refer to the Table of Contents for the page number reference. We have specifications for the server environment for the software installation, however these are not applicable for the **AIMS Hosted** solution. The only requirements would be for the desktops accessing **AIMS** through a supported browser. These specifications are also included as an attachment.

3.2.2 **AIMS** includes over 200 standard reports. A representative listing is included in the **AIMS System Description** attachment. Examples of requested reports will be provided for review.

3.2.3 Operating manuals: Prior to the initiation of final testing and training, the Proposer shall deliver the following operation and maintenance manuals:

• **The AIMS 9 Training Manual** includes this information. The manual steps through every screen and options on the use of **AIMS**, organized by specific topics such as Account functions, Ticket functions, Permit functions, Payment Processing, Reports, etc. A Printed and electronic copy will be provided. The electronic version is also available for download from our Customer Portal for future download of updated documents. A similar manual is provided for the use of the **AIMS Mobile enforcement system**. In addition to the Training Manuals, EDC provides a number of tutorial videos and how to documents that are available any time on the Customer Portal.

• **AIMS Admin** is a separate program that provides access to all of the various configuration options in **AIMS**. The **AIMS Admin Manual** provides documentation of all of these system configuration options including: processing controls, agency specific values, and user access controls. Standard report definitions and letters with the ability to clone and modify
3.2.4 EDC does not include such packaged software with our system, so no licenses are applicable. EDC does extend the equipment (printer) warranty to the customer.

3.3 Handheld System Requirements

3.3.1 Our AIMS Mobile enforcement ensemble includes our AIMS Mobile Android enforcement app and a Zebra Bluetooth printer. This allows our customers to select the Android device and service provider of their choice and take advantage of any existing purchasing arrangements the City may have. Many customers utilize Samsung devices, and with the addition of a ruggedized case (such as Otter Box, or others) provides adequate protection for their use, at a cost far less than that typically associated with “ruggedized” handheld devices. Most providers offer insurance for the smartphone devices that is reasonably priced and provides for swift replacement of damaged or lost equipment at very minimal cost.

While as a rule we do not propose the Android device for use with our AIMS Mobile app for the reasons stated above, we have identified an option for a ruggedized Panasonic device. This is included in the Optional Items section of the pricing information, and specifications for the device are included in Section 3 of this proposal.

EDC does not maintain an inventory of the Bluetooth printers to supply for use when a customer’s device may need repair. Our policy has been that we would provide a loaner printer if we happen to have one available. We are including an additional Zebra Bluetooth printer at no charge to provide a total of 5 printers so you will always have a spare printer available, should the City’s equipment need repair.

3.3.2 AIMS Mobile is designed to communicate real-time with the AIMS database using cellular or 802.11 (WiFi) networks. Since Morgantown will select the Android device of their choice, specific information with regards to the device characteristics cannot be provided. Most all newer Android devices will meet the identified needs.

a. Physical/Environmental Characteristics

   I. EDC customers are using our Android based enforcement system from Southern Florida and California to across the northern US and Canada.

   II. The smartphone devices typically used are very light

   III. Please refer to the specifications of the devices under consideration.

   IV. AIMS interfaces with the Luke pay station system real-time and pushes this information out to the AIMS Mobile devices via cellular or WiFi connections. AIMS Mobile displays the space status information
directly, allowing officers to use a single system for their enforcement. A real-time check is made at the time of ticket issuance to verify payment had not been received for the space.

V. All information from the enforcement devices is updated into AIMS real-time, so there is no end of day data transfer required. A synchronization process to ensure the handheld has current configuration and other information from AIMS. This synchronization takes place wirelessly and can be done at any time.

b. Processor & Memory

I. Most devices have more than enough capacity for this. Please refer to the specifications of the specific devices under consideration.

II. Many devices support additional memory card expansion. Refer to the specifications of the devices under consideration.

III. Processors in any recent device are adequate for our AIMS Mobile app.

c. Operating System

I. AIMS Mobile runs on the Android operating system.

d. Keyboard/Screen

I. We have found that some “lower end” devices do not have the same high quality display as found on most popular devices.

II. AIMS Mobile provides a straightforward navigation through the citation issuance process.

e. Printer

I. The proposed Zebra ZQ510 Bluetooth printer is compatible with any Android device with Bluetooth capabilities.

II. Refer to the specifications of the devices under consideration. Specifications for the proposed Zebra printer are included with the information sheet provided in Section 3.

III. Please see the specification sheet provided for the Zebra printer in Section 3.

IV. The proposed Zebra printer complies.

V. The proposed Zebra printer complies.

VI. The proposed Zebra printer complies.

VII. The proposed Zebra printer complies, with the exception that AIMS Mobile does not print images on the ticket.

VIII. The print layout may be adjusted as necessary

IX. The ticket paper is waterproof and tear resistant.

X. The printer uses Bluetooth communications with the handheld.

f. Additional equipment

I. Digital imaging: AIMS Mobile requires a device with a rear facing camera, which most all devices provide. The megapixel rating of most
current devices far exceed the stated 5 megapixel requirement. AIMS Mobile supports an unlimited number of images to be attached with any single ticket, and all images are updated into the database real-time, along with the ticket data and potential audio comment file.

II. GPS: AIMS Mobile uses the device GPS to record periodic pings which provide the location of the device at the time of the ping. This is displayed on a map in AIMS as the path of travel within a selectable time range within any selected date. Hovering the cursor over a ping location will display the date and time of the ping. AIMS also supports this path of travel for multiple devices overlaid on the same map display with the individual devices color coded for differentiation. AIMS Mobile also captures the GPS coordinates of each ticket written and displays the map location of the violation as part of the ticket inquiry function. AIMS Mobile does not verify the GPS location of the device with the location selected for the ticket being issued.

3.4 The handheld equipment used to issue parking citations shall be able to provide the following processes:

a. Notifications: AIMS Mobile provides automatic, user defined, notifications whenever a license plate is entered including: Boot eligible or other vehicle warnings, previous tickets, and permits issued and their status.

b. Reporting issues in the field: AIMS Mobile sup handheld recording field notes that are sent to the AIMS database. A report of field notes is provided and can be scheduled to run at the desired frequency and emailed to predefined recipients.

c. Repetition of Data: AIMS Mobile defaults to displaying the last location to the next ticket. Additional options are provided to default the violation, public comment or private comment from the previous ticket.

d. Comments: AIMS Mobile supports the entry of public (printed) and private (non-printed) comments associated with the ticket. Entry of the comments may be by selecting from a list of pre-defined comments, manually entering the comments or voice entry of the comments. Public comments are limited to 40 characters to accommodate printing on the ticket, while private comments do not have this limitation since they do not print.

e. Violation requirements:

i. AIMS Mobile supports an unlimited number of images attached to any citation, however it does not include a control to require the entry of a comment. This would be a training item.

ii. The chalk time is automatically printed on the ticket when the vehicle is timed by AIMS Mobile. If the timing is not managed by AIMS Mobile, the chalk time could be recorded in a comment.
iii. **AIMS Mobile automatically displays permits associated with the vehicle and their status for verification when the license is entered.**

iv. **AIMS Mobile does not include the ability to define requirement of a specific number of images based on different types of violations.**

f. **Audio recording:** *AIMS supports the recording of audio files that are downloaded and attached with the respective tickets.*

**Timing:** *AIMS Mobile records the vehicle timing information by street and block. The vehicle is checked for permits (boot eligible and other vehicle lookups) as soon as the license is entered. The vehicle timing entry includes recording a meter number which could be used to record the address information. This address is displayed in the list of vehicles as they are recorded which can be sorted by meter (address) which would immediately identify duplicate entry of an address. The timing entry also allows notation of up to 2 valve stem positions by tapping the area of a displayed wheel, which is recorded as an hour of an analog clock.*

3.5 **Immobilization Processing Requirements**

3.5.1 The proposed system shall provide:

a. *AIMS supports the identification of the various conditions and ticket statuses that must exist for a vehicle to be boot eligible.*

b. *AIMS Web provides the ability to not allow online payments for tickets with an identified status that will satisfy this requirement.*

c. *The system does not currently automatically send this message. EDC is developing the ability to send messages to the handheld that will be provided at no charge when it is available.*

d. *AIMS supports definition of user defined statuses. Statuses may be automatically assigned based on certain actions, or tickets may manually be assigned a status. A user defined field can be used to record the incident report number when appropriate, and the incident report may also be attached to the ticket record.*

e. *A standard report lists the total number vehicles that are boot eligible as well as a listing of the individual plates.*

f. *AIMS includes a targeted account report where the user supplies an outstanding dollar amount threshold and the report will list the vehicle owner, vehicle description and issued tickets with location of the tickets that can be used for this purpose.*

3.6 **Parking Citation Processing Requirements**

3.6.1 The parking citation processing system shall include, but not be limited to, the following:
a. Our proposed AIMS system provides all of this functionality. Our interface for nationwide registered owner retrieval (LES/Duncan or Data Ticket) will export and import the appropriate data. The City is responsible directly to the providing agencies for any charges associated with providing the registered owner information.

   i. AIMS can provide this reporting.

b. AIMS supports all of these functions.

c. AIMS includes a Hearing Scheduling feature. The ticket status is updated as tickets are placed in appeal and final dispositions are recorded. Payments from court may also be updated into AIMS. This process may possibly be automated to send appropriate data and import payments and we have identified an option for this, which depends on the court system ability to support such interfacing.

3.7 Payment Processing System Requirements

3.7.1 The payment processing system for parking citations and parking permits shall include, but not be limited to, the following:

a. AIMS has an existing interface with TIBA. The interface is via permit records. As permits are issued/activated the interface sends information to turn on gate access. When permit expire or are defaulted, the interface sends information to turn gate access off. AIMS includes an automated billing function for subscription parking and will automatically default (turn off) the permit if payment not receive within a user defined period.

b. AIMS updates payments real-time

c. AIMS satisfies this. The customer could potentially be allow to may payment online for other items, but not those that would satisfy the release of their vehicle.

d. AIMS Hosted is certified PCI compliant. A copy of our COA is available upon request.

e. Proposer shall provide all necessary equipment and software as agreed to by the MPA to support processing of payments, such as:

   i. Cash drawers are an available option for AIMS
   ii. Barcode scanners are an available option for AIMS
   iii. AIMS supports the attachment of externally scanned items to system records, however EDC does not provide the scanning equipment itself.

f. Reporting capabilities to provide the following:

   i. – vii. Standard AIMS reporting provides these.
3.7.2 AIMS includes over 200 standard reports and providing samples of all of these is not practical. Following is a sample listing of several of the standard reports included:

<table>
<thead>
<tr>
<th>Permit Reports</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deleted Permits</td>
<td>List of all deleted permits</td>
</tr>
<tr>
<td>Issued Permits</td>
<td>List of all issued permits</td>
</tr>
<tr>
<td>Permit Holders</td>
<td>List of permits issued</td>
</tr>
<tr>
<td>Non-Renewed Permit Holders</td>
<td>List of all permits expired and not renewed</td>
</tr>
<tr>
<td>Percent Issued</td>
<td>List percent of permits issued</td>
</tr>
<tr>
<td>Permit Payment Categories</td>
<td>List all permits paid by payment type</td>
</tr>
<tr>
<td>Permit Type Status Counts</td>
<td>List of permits by type</td>
</tr>
<tr>
<td>Permits by Location</td>
<td>Permit counts by location</td>
</tr>
<tr>
<td>Permits by Lot</td>
<td>Permit counts by location</td>
</tr>
<tr>
<td>Permits by Payroll Deduction</td>
<td>Lists all permits paid by payroll deduction</td>
</tr>
<tr>
<td>Resident Unmatched Permit Address</td>
<td>Lists permits without match to residential address list</td>
</tr>
<tr>
<td>Unpaid Permits</td>
<td>List of unpaid permits</td>
</tr>
<tr>
<td>Admin Permit Types Report</td>
<td>Lists all permit types in the AIMS administration menu</td>
</tr>
<tr>
<td>Admin Prorate Schedules Report</td>
<td>Lists current prorate schedules for issuance and refund</td>
</tr>
<tr>
<td>Deleted Permits</td>
<td>Lists all permits deleted in the selected date range</td>
</tr>
<tr>
<td>Location by Section</td>
<td>Lists capacity of locations by section</td>
</tr>
<tr>
<td>Lot Utilization Summary and Detail</td>
<td>Lists lot survey details by date range</td>
</tr>
<tr>
<td>Permit Adjustment Summary and Detail</td>
<td>Lists permit amount adjustments by date range</td>
</tr>
<tr>
<td>Permit Aging Summary and Detail</td>
<td>Lists permits with outstanding balance grouped by aging date</td>
</tr>
<tr>
<td>Permit Categories by Family and Type</td>
<td>Lists all permit category issued counts</td>
</tr>
<tr>
<td>Permit Comments</td>
<td>Lists all permits with a specified comment</td>
</tr>
<tr>
<td>Permit Holders by Lot</td>
<td>Lists permit holders by location</td>
</tr>
<tr>
<td>Permit Holders by Space</td>
<td>Lists permit holders by designated parking space</td>
</tr>
<tr>
<td>Permit Invoices</td>
<td>Lists all permit invoices generated in the date range</td>
</tr>
<tr>
<td>Permit Wait List</td>
<td>Lists permit wait list entries</td>
</tr>
<tr>
<td>Permits by Payroll Deduction</td>
<td>Lists permits paid by payroll deduction</td>
</tr>
<tr>
<td>Permits Exported</td>
<td>Lists permits exported to a third party system</td>
</tr>
<tr>
<td>Permits Not Exported</td>
<td>Lists permits not exported to a third party system</td>
</tr>
<tr>
<td>Permits with Unknown Ticketed Vehicles</td>
<td>Lists permits with ticketed vehicles where owner information is unknown</td>
</tr>
</tbody>
</table>

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<td>Lists paid items by payment type</td>
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<tr>
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<td>Lists refunds within the date range</td>
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<td>Sales by Cost Center Summary and Detail</td>
<td>Lists payment activity on specified revenue sources</td>
</tr>
<tr>
<td>Voided Payments Report</td>
<td>Lists voided payment transactions</td>
</tr>
</tbody>
</table>

a. **All AIMS reports support a user defined timeframe.**

b. **This is a standard AIMS report**

c. **This is a standard AIMS report**

d. **This is a standard AIMS report**

e. **This would be a custom report using the report writer**

f. **AIMS includes reports by status;**

g. **This is a standard AIMS report**

h. **Monthly Summary Management Report showing:**

i. **This is a standard AIMS report;**

ii. **This would be a custom report using the report writer**

iii. **This would be a custom report using the report writer.**

iv. **This is a standard AIMS report**

v. **This is a standard AIMS report**

vi. **This is a standard AIMS report**

vii. **Ad-Hoc Reporting Requirements:** All AIMS reports are developed with the report writer included in AIMS. Reports can be run any time, and report current data real-time from the database. Reports run on a regular basis may also be scheduled to run on a user defined frequency at whatever time you want. Scheduled report output is emailed to predefined recipients. The report writer allows users to modify any of the standard reports that can be saved as a unique report from the original, or reports can be written using the reporting tool. All reports can be displayed online, and output to a variety of file formats including pdf, xls, xlsx, csv.
3.8 Parking Permit Processing System Requirements

3.8.1 The processing system for parking permits shall include, but not be limited to, the following:

a. Issuance and payments of permits are recorded real-time in AIMS whether recorded directly in AIMS, or through AIMS Web online portal.

b. AIMS supports the identification of user defined parking areas and sections within those areas. Capacity can be identified by section to control sales. Residential permit support allows definition of restrictions by street address.

c. Permits are fully integrated with Tickets within the same database. Ticket issuance always verifies the real-time existence and status of permits. A control is available to not allow online sales of permits to accounts with outstanding tickets.

d. AIMS provides definition of user defined fines and the schedule for their assessment such as late fees, with generation of notice, with ticket issuance, manual.

e. AIMS Web+ provides this functionality

f. AIMS supports searching on virtually any data field in account, permit, ticket or vehicle records.

g. AIMS supports automatic billings for renewals, mass notifications based on selected parameters, or individually produced correspondence.

h. AIMS supports payment of any account, ticket or permit amounts due in a single transaction.

i. The permit entry screen is not user configurable. AIMS simplifies this process by allowing the entry of a new account (name, address, etc), entry of permit details, entry of (multiple) vehicle details associated with the permit, and entry of payment for the permit, within a single screen.

j. AIMS supports issuance of multiple permits to the same address, as well as limiting the number of permits that may be issued to the same address.

k. AIMS supports the ability to assign multiple vehicles to a single permit.

l. AIMS allows defining permits types with any of these attributes.

m. Permits sold online are stored with a pending status awaiting approval.
3.9 Additional Function/Capabilities

3.9.1 a. Handheld System Requirements

i. **LPR**: EDC offers an AIMS integrated LPR solution supporting all of this functionality that is available in a mobile vehicle mounted or fixed mounted installation. EDC does not offer this functionality on a handheld.

ii. **One-button audio recording**: AIMS Mobile supports the entry of an audio recording at any time during the ticket entry. The recording option is selected, and start is clicked to initiate the recording. Multiple recordings may be made with the same ticket, and the recording is updated into AIMS real-time along with the ticket information.

iii. **Hot-swap batteries**: The proposed Zebra Bluetooth printer supports hot-swap battery replacement. The City should evaluate this capability with Android devices they are considering.

iv. **Digital imaging**: AIMS Mobile supports associating an unlimited number of images with a single ticket, which are updated into AIMS real-time with the ticket data.

v. **GPS**: AIMS Mobile uses the GPS capabilities of the handheld to record the coordinates with the ticket which are updated into AIMS, supporting a map display of where the ticket was issued as part of the ticket inquiry/display. AIMS Mobile does not use the GPS to verify the location of the citation entered by the user.

b. Parking Citation Processing

i. AIMS is an account based system, and multiple vehicles may be assigned to a single account. AIMS will automatically create an account number when tickets are issued to vehicles not previously identified with an account. Should this result in the creation of a “duplicate” account, AIMS includes a merge function to associate all records from the two accounts into the designated single account. Standard reporting identifies the existence of potential duplicates that can be scheduled to run periodically (weekly, for example) so that you are automatically notified of the existence of duplicates.

ii. AIMS includes a complete Adjudication processing capabilities. This includes the ability to establish a hearing (court) schedule calendar for MPA staff to schedule cases. The schedule also includes the ability to identify a maximum capacity of cased for a court session. Optionally, AIMS Web can provide the ability to display the calendar where the appellant can select their own court date when submitting an appeal online. AIMS tracks the appeals through the entire process from creation (pending status) to final determinations. Authorized MPA staff will have access to inquire and update the status of appealed tickets.
Correspondence may also be automatically generated as part of the process, if applicable.

We have interfaced AIMS with numerous court systems. We can propose an interface to send data from AIMS to the court system, and import payment or other data from the court system to update AIMS with the results of the court hearing. We have identified this interfacing as an option since we are uncertain if the City’s court system will support such interfacing.

iv. AIMS supports this.

v. AIMS supports this.

vi. An AIMS configuration option allows you to set the limit to 1 appeal.

c. Payment Processing - i. AIMS hosted is certified PCI Compliant and a copy of our Certificate of Attestation is available upon request. AIMS does not record, store or transmit credit card information. AIMS can interface with EMV compatible card systems.

d. Parking Permit Processing - i. AIMS Web includes an option to allow first time applicants to create their account in AIMS, and apply for/purchase their permit during the online session. AIMS includes a configuration option to identify a number of attachments that may be required by permit type. AIMS Web can identify the specific nature of the required attachments. MPA staff can then verify the attached documentation while the appeal request is in a pending status before fulfilling the request.

e. APP – EDC is developing an APP that will be “premiered’ at our User Conference in late October. The APP will be available by the end of the second quarter 2018. Currently, our AIMS Web customer portal is responsive for use on any size device, and includes most of the functionality that will be provided via the APP.
ZQ500 Series Mobile Printers

EXCEPTIONAL DURABILITY AND RELIABILITY IN THE TOUGHEST ENVIRONMENTS

Zebra's ZQ500 Series offers best-in-class, rugged mobile printers for applications outside of a business's four walls. The premium 3" (72 mm) ZQ510™ and 4" (104 mm) ZQ520™ printers are Zebra's next-generation of high-performance mobile printers. The printers' patented, military-grade design provides exceptional durability and reliability in the toughest environments.

Optimized for on-demand receipt printing in transportation and logistics and government, the ZQ500 Series can also produce labels for a range of applications. These printers can withstand the drops, bangs, bumps, accidents and environmental extremes that are common in mobile workplaces — making them ideal for on-the-go employees whose productivity depends on maximum printer functionality.

With Zebra's ZQ500 Series, you gain the peace of mind knowing your mobile printers will not only withstand the elements, but also provide the power, connectivity and reliability your mobile employees need. Qualified by a third-party laboratory per MIL-STD 810g for drop and vibration test procedures, the ZQ500 Series printers feature a unique combination of an IP54-rated design for protection from dust ingress and water spray and engineering details — making these printers the most rugged mobile printers on the market.

In addition to offering easy setup, the printers are simple to manage and maintain with the Link-OS® environment, advanced Bluetooth® Smart Ready 4.0 (Low Energy) connectivity and Print Touch™ device pairing. ZQ500 printers are "Made for iPhone® / iPad® / iPod™ (MI) and Wi-Fi Alliance certified to support connectivity to a range of Apple®, Android® and Windows® Mobile devices. And, with best-in-class accessories that are compact and multi-purpose, the ZQ510 and ZQ520 printers can transform cars, trucks and vehicles into productive mobile offices.


On-the-go productivity requires dependable solutions in every situation. The high-performing ZQ500 Series stands up to the test every time regardless of the environment.

Rugged Design
Mobile work environments can be abusive for hardware. The ZQ500 printers are lightweight, yet engineered to handle the bumps, drops and collisions that are part of the job. The ZQ510 and ZQ520 printers feature a patented military design that meets third-party-verified MIL-STD 810g military standards for shock, vibration and temperature exposure. The printers can withstand repeated drops to concrete from 6.6' on multiple sides — and when paired with the optional exoskeleton case can withstand drops from 10'. And for additional protection, the ZQ510 and ZQ520 printers are designed to guard media from being ejected when the printer is dropped, keeping your workforce productive and focused while on the move.

Environmental Endurance
Zebra® not only protects your hardware, but also your operational uptime. The ZQ500 printers meet IP54-rating for resistance to dust and liquids that are common in mobile environments — from dirt in the field to crumbs in a service vehicle. And with cold temperature compensation, the ZQ500 Series automatically optimizes and balances print speed and print quality in cold temperatures.

Optimized Printing Power
To keep your employees on task and on schedule, the ZQ500 Series are the first Zebra products to support a secondary Bluetooth communication channel, an innovative feature that allows one channel to send print jobs to the printer while a second channel performs additional functions such as device management. ZQ500 printers also feature "draft mode," which optimizes the printing speed (9+ inches-per-minute) for text-only printing. And with Power Smart Print Technology™, the printers can anticipate what users will print, saving battery power yet delivering fast, high-quality receipts and labels.

Simple to Use
ZQ500 printers are designed for intuitive, simple use — from the first shift to the last. The simplified user interface reduces the amount of accidentally changed printer settings, and the large buttons increase accuracy for gloved hands and fingers. Intelligent media loading reminds time employees spend charging rolls, and with sleep mode the printer wakes up when a job is sent and conserves battery power when not in use.
On-the-go Functionality for Premium Performance

The ZQ500 Series is not limited by typical office boundaries. With reliable connectivity options and space-saving, multi-functional accessories, the ZQ500 Series transforms every space into a productive work environment.

Reliable Connectivity
The ZQ500 Series comes standard with the latest in Bluetooth connectivity: Bluetooth 4.0. The printers also offer 802.11a/b/g/n WLAN connectivity that supports both 2.4GHz and 5GHz bands and roaming within and across bands. And, with the multiport radio, your employees can simultaneously operate 802.11a/b/g/n and Bluetooth 3.0 — meaning they can be constantly updated and connected. If users lose their Bluetooth connectivity while on the road, Print Touch™ via NFC technology serves as an alternate option, ensuring users are always connected. The ZQ500 Series is “Made for iPod / iPhone / iPad” (MFi certified) and Wi-Fi Alliance-certified, offering connectivity to a range of Apple, Android and Windows Mobile devices.

Mobile-Workspace Accessories
ZQ500 accessories are designed to optimize the tight spaces of mobile work environments — such as vehicles — through small footprints and multipurpose use. With easy and reliable vehicle charging options, employees can grab their device and go. The battery eliminator enables users to rely solely on vehicle power for fixed in-vehicle applications — erasing the need to replace the battery over the life of the printer. ZQ500 Series printers also offer adapters to attach vehicle cradles to existing e-charge and settlement room brackets.

Remote Management
The ZQ500 Series offers several device management options, including Profile Manager, which allows you to manage printers anywhere, anytime via a browser. Support for industry-standard MDM utilities makes it easy to communicate with all devices. ZQ500 printers are equipped with Syslog, an IT diagnostics tool that enables the printer to save and record error events that are written and can be retrieved from a file or, for remote troubleshooting, written to an IP port.

The ZQ500 offers several Link-OS environment software solutions and tools, including:

- PrintTouch NFC technology for fast pairing and easy access to essential data
- Profile Manager to monitor and control Link-OS printers anywhere in the world — all from one PC, tablet or smartphone screen
- Cloud Connect for direct and secure connection to the cloud
- Virtual Device Support — enabling printing using non-Zebra command languages
# ZQ500 Series Specifications

## PRINTER NAME
- ZQ500
- ZQ510

## STANDARD FEATURES
- Apple iOS, Android, Windows Mobile and BlackBerry® connectivity
- Direct thermal printing of barcodes, text and graphics
- 203 dpi resolution (8 dots/mm)
- Print speed up to 572/mm per second (with draft mode enabled)
- CPCL and ZPL® programming languages
- XML support
- Resident fixed and scalable fonts
- 400 Mhz 32-bit ARM® processor with 230 MB RAM (8 MB available for user applications)
- 512 MB Flash supports downloadable programs, receipt formats, fonts and graphics (64 MB available for user storage)
- US3 On-The-Go ports (with optional strain relief cable)
- 2450 mAh removable, rechargeable PowerPrecision+ Li-Ion battery
- Built-in battery charger
- Black mark and gap media sensing using fixed center-position sensors
- Optional timeless platen
- Cold Temperature Compensation mode optimizes / balances print speeds to allow for better print performance at lower temps
- Dual-sided tear bar which allows for clean tear in either direction (not available with timeless SL-320)
- Supports vertical and horizontal printing
- Printer can use any orientation
- Center-loading media binning for variable roll widths
- "Claimshell" design for easy media feeding
- Management: MHI-M, Web, WAN, Profile Manager, AirWatch® and Wavelink Snaps™
- Bluetooth 4.0, Secure Smart Ready Low Energy radio
- Simple easy-to-read LCD with large icons for battery and wireless status
- Tolerance of multiple drops from 6.6 (2m) to concrete
- Label odometer
- NTW (Network Time Protocol) support via WiFi
- QR code links to web-based help pages, not displayed on LCD
- Semi-dense / Instanton mode – which allows the printer to "wake" on touch (wake on 87 only supported in 87 10.4 operating, or on bluetoothen print job transmission
- Zebra® Print Touch simplifies Bluetooth pairing and launches web-based help pages with Near Field Communication (NFC) enabled devices
- PowerSmart Print Technology – anticipates upcoming print to optimize battery consumption and print speeds

## PRINTER SPECIFICATIONS
- Resolution: 203 dpi resolution (8 dots/mm)
- Maximum Print Width: ZQ510: 1.87" (47mm), ZQ500: 0.90" (22mm)
- Maximum Print Speed: Up to 572/mm per second
- Media Sensors: Black mark and gap media sensing using fixed center-position sensors
- Print Length: Maximum: 79'
- Power: 2450 mAh removable, rechargeable PowerPrecision+ Li-Ion battery...

## MEDIA CHARACTERISTICS
- **Maximum Media**
  - Width: 220.00: 3.15" (80mm) +1 mm
  - 220.00: 4.57 (115mm) +1 mm
- **Maximum Media Roll Size**
  - 220.00: 2.07 (53mm)
  - 220.00: 2.24 (57mm)
- **Thickenesse**
  - 0.006" (0.160mm) for labels and 0.0055" (0.140mm) for tags/receipts
- **Media Types**: Receipt, Glop/Black mark Label, Tag

## OPERATING CHARACTERISTICS
- **Environmental**: Operating Temperature: -4°F to 131°F/-20°C to 55°C
- **Operating Humidity**: 10% to 90% non-condensing
- **Charging Temperature**: 32°F to 104°F/-0°C to 40°C
- **Grade Temperature**: 32°F to 122°F/-0°C to 50°C
- **Storage Temperature**: -22°F to 158°F/-30°C to 66°C
- **Storage Humidity**: 10% to 90% non-condensing
- **Agency Approvals**: Emissions: FCC Part 15, Subpart B, EN55022 Class-B, EN61000-3-3, EN55024, EN61000-4-3, EN61000-4-4, and EN61000-4-5

## PHYSICAL CHARACTERISTICS
- **ZQ510**:
  - Length: 2.476 (63cm)
  - Width: 4.37 (111mm)
  - Height: 5.9 (151mm)
  - Weight (w/battery): 1.39 (0.63kg)
  - 1.73 (0.79kg)
- **ZQ500**:
  - Length: 2.67 (68cm)
  - Width: 6.1 (155mm)
  - Height: 6.2 (158mm)

## SOFTWARE TOOLS
- **Link-OS Solutions**
  - **Profile Manager**: Advanced, server-based device management for networked printers, operates via a web browser interface
  - **Cloud Connect**: Secure, direct, encrypted and authenticated connections to the web for printing and device management
  - **Virtual Devices**: Use legacy and non-Zebra command languages to print labels and tags
  - **Zebra Utilities**: Print from iOS, Android, Windows Mobile devices
  - **Print Station**: Colored printing from Android devices
  - **AirWatch Connector**: Integrates from within the AirWatch environment
  - **Multipurpose Software Development Kit**: Simplifies printing application development with support for BlackBerry, Apple, Android, Windows, Windows Mobile, and Linux platforms

## BARCODE SYMBOLS
- **CPCL Barcode Symbol**: 
  - Barcodes: 1D, 2D, 3D, 4D, 5D
  - Linear Barcodes: Code 39, Code 128, UCC/EAN128, Code 128, Codabar (NW-7), Interleaved 2-of-5, UPC-A, UPC-E, 2 and 5 digit add-on, EAN-13, EAN-8, 2 and 5 digit add-on
  - 2D Barcodes: PDF/417, MicroPDF/417, MaxiCode, GS1 DataBar™ (RSS) family, Aztec, MSI/Perfex, MicroPDF/417, Data Matrix, TLC39
  - 2D Barcodes: PDF/417, MicroPDF/417, Code 49, Code 128, MaxiCode, GS1 DataBar™ (RSS) family, Aztec, MSI/Perfex, MicroPDF/417, Data Matrix, 2D codes, Aztec

## Ideal for These Applications
- **Manufacturing**
  - Field sales
  - Field service
  - Direct store delivery
  - Proof of delivery
- **Retail**
  - Inventory management, cycle count
  - Receiving, put-away, reverse logistics
  - Picking, staging, packing, shipping
  - Quick and efficient checkout
  - Customer experience
- **Transportation and Logistics**
  - Receiving, put-away, reverse logistics
  - Inventory management, cycle count
  - Cross-docking
  - Picking, staging, packing, shipping
  - Direct store delivery
  - Fleet management and maintenance
- **Proof of pickup and delivery**
  - Ticketing
  - In-connection services
## ZQ500 Series Specifications

### Font Specifications
- **CPCL Font Specifications**
  - Standard fonts: 20 bitmapped and 1 smooth, scalable (CG Triumvirate Bold Condensed*)
  - Optional fonts: downloadable bitmapped/scalable fonts
  - CPCL Asian Fonts are not supported
- *Contains LFST™ from Agfa Monotype Corporation

### ZPL Font Specifications
- **Character Fonts:** Standard bitmapped Zebra fonts: A, B, C, D, E, F (OCR-A), F, G, H, (OCR-A), GS, P, Q, R, S, T, U, V, and 0 Smooth fonts (CG Triumvirate Bold Condensed)
- Unicode Scalable Swiss 721 is preloaded on the printers’ memory location supports Latin, Cyrillic, Arabic and Hebrews
- Google/Adobe Hans (Asia SKUs only)
- Thai Angsana (Asia SKUs only)

### Options and Accessories
- ZebraNet® 802.11a/b/g/n radio with support for: Wi-Fi® Certification
- Bluetooth 3.0/4.0/5.0 dual multiport Radio (can be used simultaneously)
- Security modes 1 → 4
- "Wired for IP/h3ProntoFast" (NP) certified
- WEP, TKIPand AES encryption
- WPA and WPA2
- 802.1x (with WEP, WPA, or WPA2)
- EAP-FAST, EAP-TTLS, EAP-TLS, PEAP, LEAP
- 802.11a and 802.11n
- Key Bonding

ZBIL2.x — powerful programming language that lets printers run standalone applications, connect to peripherals, and much more

ESC-POS available via post-sale download

### Product Warranty
- **ZQ500 Series Printers are warranted against defects in workmanship and materials for a period of 1 (one) year from the date of shipment. For the complete warranty statement, please visit: [www.zebra.com/warranty](http://www.zebra.com/warranty).**

### Recommended Services
- The Zebra OneCare Service portfolio of Essential, Select and Premier maximizes the availability and productivity of your devices. Key features include 24/7 technical support, comprehensive coverage, advance replacement and software updates. Optional Visibility Services are available. For more information go to [www.zebra.com/zebraonecare](http://www.zebra.com/zebraonecare).

For optimum print quality and printer performance, use genuine Zebra supplies. Specifications subject to change without notice.
Heritage® 15" Cash Drawer

Providing Low-Cost Ownership and Reliable Performance for Over 30 Years

- Robust construction
- Stainless steel front
- Hardened cash till; 5 bill / 5 coin configuration
- Includes receipt printer RJ12 Kwick Kable™ for Epson® / Star®
- Size: 18.81"W x 15.25"D x 4.3"H

800.769.1954 | www.mmfpos.com
### Specifications

<table>
<thead>
<tr>
<th>Part Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>226-119151091-04</td>
<td>Heritage 15&quot; Manual Cash Drawer, stainless front, no slots, 5 bill / 5 coin US till</td>
</tr>
<tr>
<td>226-119151091-89</td>
<td>(Putty)</td>
</tr>
<tr>
<td>226-113151312-04</td>
<td>Heritage 15&quot; Electronic Cash Drawer, stainless front, dual slots, 5 bill / 5 coin US till, printer driven keyed random, Epson®/Star® printer compatible Kwick Kable included</td>
</tr>
<tr>
<td>226-113151312-89</td>
<td>(Putty)</td>
</tr>
</tbody>
</table>

### Dimensions and Weight

- **Dimensions:** 18.81W x 15.25D x 4.38H in / 478W x 387D x 109H mm
- **Weight:** 24.80 lbs / 12.51 kg

### Manufacturing Features

- **Cash Drawer Body:** 14-20 gauge steel
- **Rails:** Roller suspension system (standard)
- **Finish:** Scratch resistant / Texture powder coat
- **Drawer Front:** Stainless steel; 2 slots

### Tuffy Till

- **Construction:** ABS plastic with metal bill weights
- **Configurations:** 5 bill / 5 coin US till
- **Lock Options:**
  - Electronic model: 2-position plunger lock (Random Key Codes)
  - Manual model: 2-position cam lock (center) and side push button
- **Connectivity:** Printer-Driven Only: RJ-12 printer driven connection (Epson®/Star® Kwick Kable, included) 24v dc

### Performance

- **Life Cycle:** Over 4 million cycles
- **Warranty:** 5 years standard / Lifetime technical support

---

***OPTIONAL ACCESSORIES:***

- **Tuffy® Currency Till with Locking Cover; 5 Bill / 5 Coin**
  - Part No: 225-2865C-04

- **Under Counter Brackets**
  - Part No: 225-2865D-01

- **Tuffy® Currency Till**
  - 5 Bill / 5 Coin
  - Part No: 225-2865-04

- **Locking Till Cover for Tuffy® Currency Till**
  - Part No: 225-2875-04

---

**UMF POS®**, **UMF POS® Logo**, and **Heritage®** are trademarked names of UMF POS. **Epson®** and **Star®** are registered trademarks of their respective owners. **UMF POS** is not associated with any of the aforementioned third party companies.
Epson TM-T88IV Series

Devote more time to customer service by trusting your point of service to this world leading thermal receipt printer

Enhanced customer service

Designed specifically for high-volume sales environments, the thermal TM-T88IV offers 25% faster printing than its predecessor, a redesigned case, two-colour capability and new easy-to-use features. With its 200mm per second print speed, enhanced graphic capability and increased user memory, the TM-T88IV delivers ultra-fast results. Unlike other printers, it prints text, barcodes and graphics at the same fast speed to deliver intelligent receipts with customer impact whilst helping to increase transaction speed.

Easy-to-use

The TM-T88IV features easy drop-in paper roll loading, autocutter, full auto status back reporting, enhanced cable management system, optional external power supply mounting, maintenance counter and optional buzzer.

Compact, robust and reliable

This printer’s small footprint and re-designed case makes it ideal for all demanding retail and hospitality environments. It can also be wall mounted using an optional bracket to further save space. The TM-T88IV benefits from lower power consumption and offers increased reliability with a MCF of 52 million lines, a MTBF of 360,000 hours and an autocutter life of 1.5 million cuts.

Versatile and adaptable

The TM-T88IV includes a range of high-speed interfaces such as USB 2 and Powered USB, Ethernet, serial and parallel. It also includes new CPoS, Java and Win APD drivers for seamless integration with existing systems.
### PRODUCT SPECIFICATIONS

<table>
<thead>
<tr>
<th>Paper size</th>
<th>79.55 × 0.99 (80) mm x dia. 83.00 mm, 377.65 × 0.99 (80) mm x dia. 83.88 mm (option)</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTERFACES</td>
<td>RS-232, Drawer kick-out</td>
</tr>
<tr>
<td>POWER</td>
<td>Power Supply: PL-140 (optional)</td>
</tr>
<tr>
<td></td>
<td>Power Consumption: standby: 0.1 A, Max: 1.8 A</td>
</tr>
<tr>
<td></td>
<td>Operating voltage: 24 V</td>
</tr>
<tr>
<td>GENERAL</td>
<td>Product dimensions: 149 × 125 × 148 mm (Width x Depth x Height)</td>
</tr>
<tr>
<td></td>
<td>Product weight: 1.8 kg</td>
</tr>
<tr>
<td></td>
<td>Colour: Epson Dark Grey / Epson Cool White</td>
</tr>
<tr>
<td></td>
<td>Noise level: 56-58 dB</td>
</tr>
<tr>
<td></td>
<td>Installation: horizontally, vertically with wall hanging bracket</td>
</tr>
<tr>
<td></td>
<td>Interface connectors: D.X.D. (function (2 drivers)</td>
</tr>
<tr>
<td>FONTS &amp; STYLES</td>
<td>Print Speed: 200 mm/sec</td>
</tr>
<tr>
<td></td>
<td>Character size: 0.99 mm (2.4 line cm x 1.5 line cm)</td>
</tr>
<tr>
<td></td>
<td>Character set: ISO-8859-1, 128 × 11 Graphs</td>
</tr>
<tr>
<td></td>
<td>Characters per inch: 20 cpi / 15 cpi</td>
</tr>
<tr>
<td></td>
<td>Dot density: 180 dpi / 180 dpi</td>
</tr>
</tbody>
</table>

### LOGISTICS INFORMATION

- Dimensions Single Carton: 292 × 400 × 214 mm
- Carton Weight: 5.6 kg
- Multiple Order Quantity: 2 Units

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**EPSON®**

- Warranty offers are not available for all countries. Please contact your local Epson representative.

For further information please contact your local Epson office or visit [www.epson-europe.com](http://www.epson-europe.com).

Austria: 01 253 49 78 333 Belgium: +32 92 70 94 47 Czech: 800 42 052 Denmark: 45 56 80.88 Finland: 020 552 081 France: 08 74 75 04 94

* Contact of local call, operator charges may apply.

Germany: +49 (0) 211/95 30 64 Greece: +30 211 135 82 12 Hungary: 08900 147

Ireland: 01 438 7742

Italy: 02 8682 31 15 (8.13)

Armenia: 877 378 0082 Mobile: 877 487 1722

Netherlands: +31 (0) 20 708 0988 Norway: +47 87 19 07 66

Poland: 0-000-451 290 (5,16 zł) Portugal: 707 220 111 Russia: 8800 775 5550 Slovakia: 868 000 111 428 South Africa: +27111

Sweden: 08 50 50 15 50 Switzerland: 08 12 30 1230 United Kingdom: 0800 722 6792

Turkish: 0212 329 0683

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Trademarks and registered trademarks are the property of Seiko Epson Corporation or their respective owners.

Product information is subject to change without prior notice.
The new Panasonic Toughpad® FZ-X1 is the world's most rugged 5'' handheld tablet, with optional data, voice and push-to-talk technology.*

This fully-rugged tablet is MIL-STD-810G and IP65/68 tested with a 10’ drop resistance, operating temperature of -4°F to 140°F and a glove-enabled multi touch display readable at 6000 foot. The Toughpad FZ-X1 offers the world’s longest battery life for a handheld tablet, with 14 hours of continuous data access. The battery quickly charges to 50% in just one hour, and is hot-swappable. Customized options include integrated barcode reader, magstripe reader and certified ANSI 12.12.01 for hazardous locations.

*L1 telephony model available January 2016.
### AIMS System Proposal

#### Parking Citation and Permit Processing

**Panasonic TOUGHPAD FZ-X1**

**Key Features**

- **Durability**
  - Weather-resistant design
  - -50°C to 80°C (storage), -4°F to 140°F
  - Military standards (MIL-STD-810G)
  - 10 times more vibration resistant

- **Software**
  - Android™ 8.0.2 (Oreo)

- **Storage & Memory**
  - Memory 32GB
  - Storage 64GB

- **Display**
  - 11.6" high-resolution 1366 x 768 touch(TestCaseable device)
  - 10 points capacitive multi-touch with glove touch mode
  - 3.3GBP display with touch sensing technology
  - 2 x HDMI
  - 4k display with high-brightness

- **Audio**
  - Integrated microphone
  - 3.5mm headphone jack

- **Keyboard & Input**
  - 15 points touch panel
  - 2x touch buttons (pen-supported)

- **Sensors**
  - Ambient light sensor, digital compass, gyro, and accelerometers

- **Camera**
  - HD 1.3MP webcam
  - 8MP rear camera with 3x optical

- **Expansion**
  - MicroSD slot

- **Interface**
  - Charging connector
  - USB Type C
  - 3.5mm headphone jack

- **Wireless**
  - Bluetooth 5.0
  - Wi-Fi 802.11ac
  - NFC
  - Bar code reader

- **Power Supply**
  - Li-ion battery packs 38.8V, 14.1Ah
  - Battery retention: Standby up to 1000 hours, 13 days
  - Battery life: Up to 30 hours
  - Battery hot swap: 9 hours, 50% change in 1 hour

- **Power Management**
  - Consumption: 1.8W
  - Low-power standby

- **Security Features**
  - FIPS 140-2 level 1 compliant
  - ARM® TrustZone® enabled

- **Warranty**
  - 3-year limited warranty
  - Parts and labor

- **Dimensions & Weight**
  - 1.3" (L) x 9.7" (W) x 0.7" (H)
  - Approx. 5 lbs.

### Panasonic Accessories

- AC Adapter (PA-NB9) for Large and Medium Cradle
- Mobile Cradle
- Battery Charger
- Battery pack
- Cradle Kit

### Panasonic Website

[To View Panasonic's Website](https://www.panasonic.com)

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*Further details can be found in the Panasonic TOUGHPAD FZ-X1 user manual.*
AIMS System Operating requirements

EDC will be responsible for the Application, Database, and Web servers as part of the proposed AIMS Hosted system environment. Following are the specifications for the Desktop access to the AIMS Administrative Tools and the AIMS hosted system. Also identified are the requirements for access to the AIMS Web Customer Portal and for the Android device that will operate AIMS Mobile.

<table>
<thead>
<tr>
<th>Component</th>
<th>Requirement</th>
</tr>
</thead>
</table>
| Processor                  | Minimum: 2.4 GHz Single Core  
Recommended: 2.4 GHz Dual Core                                                 |
| Memory                     | Minimum: 2 GB  
Recommended: 4 GB  
Maximum: Operating System Maximum                                                |
| Operating System           | Microsoft Windows 7  
Microsoft Windows 8 or 8.1 Error! Bookmark not defined.  
Microsoft Windows 10 Error! Bookmark not defined.                                |
| Software                   | AIMS Administrative Tools:  
Microsoft .Net Framework v4 ([http://tinyurl.com/crkpp8h](http://tinyurl.com/crkpp8h))  
AIMS Client: At least one of the below at the latest stable version  
Windows, OS X, Linux, iOS, Android: Chrome  
Windows, OS X, Linux, Android: Firefox  
Windows: Internet Explorer 10 or 11  
Windows 10: Microsoft Edge  
OS X, iOS: Safari  
Optional:  
Casio IT-3100 driver files (See: Casio IT-3100 Installation Instructions)  
Casio IT-9000 requires WMDC 6.1/ActiveSync 4.5, Windows Vista or higher  
Receipt printer, Hangtag / Decal printer driver files |
| Hard Disk                  | Minimum: 300 MB, there should be enough space for AIMS.  
Recommended: 2 GB, there should be enough space for AIMS, Ticketer backups and Ticketer log files. |
| Display                    | AIMS Administrative Tools:  
AIMS require a VGA or higher resolution of 1024x768 pixel resolution.  
AIMS Client:  
Any resolution  
Optional:  
Keyboard and mouse are required for the operation of AIMS.  
If handhelds are used then a SD Memory Card Reader is required. |
| Backup                     | None needed.                                                                |
| Network                    | Ability to connect to the AIMS Application server through TCP/IP.            |

AIMS Web OS / Browser Requirements

1 Recommended
### Component Requirements

<table>
<thead>
<tr>
<th>Component</th>
<th>Requirement</th>
</tr>
</thead>
</table>
| **Browser / OS** | Microsoft Windows: Internet Explorer 8+  
All Operating Systems: Firefox (2 most recent updates)  
All Operating Systems: Chrome (2 most recent updates)  
All Operating Systems: Opera (2 most recent updates) |

### AIMS Mobile Requirements

<table>
<thead>
<tr>
<th>Component</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>OS</td>
<td>Android 4.1 or Higher</td>
</tr>
<tr>
<td>Camera</td>
<td>A rear facing auto focus camera</td>
</tr>
<tr>
<td>Network</td>
<td>Ability to connect to the AIMS Application server through TCP/IP.</td>
</tr>
<tr>
<td>Bluetooth</td>
<td>Bluetooth radio for pairing with a Bluetooth printer</td>
</tr>
</tbody>
</table>
AIMS System Training

EDC provides all new user training on-site in a hands-on environment. We ask that the agency provide a training facility where all participants will have access to a workstation (or other appropriate device) with internet access. This training is provided over the period of 3 days. However, the training starts prior to our coming on-site. When you complete the system questionnaires and discuss them with EDC, you are getting an initial exposure to the system controls and how AIMS works, even though this would not technically be called training. Review of your converted data will also provide a preview of the application and the display of data. There will also likely be instances where showing something via remote screen display will be utilized to answer a question or facilitate a discussion. Again, while not considered training, it will have that impact.

The on-site, hands-on user training will be conducted on an AIMS system that has already been configured with Morgantown policies and information (violations, locations, fines, notices, etc). The system used for training will also be loaded with the Morgantown data that was converted from your current system. We have found that this methodology for training is much more meaningful for the user in dealing with a new system and their understanding of how the system works. The user is training with a system that has information and processes they are already familiar with. The logical display and flow of AIMS also facilitates an efficient learning process.

Our intention is to schedule the on-site training so that the City can go live with the system immediately, or shortly thereafter. A final data conversion will be scheduled in conjunction with scheduling of the City going live.

The training from EDC does not end with our on-site user training. EDC provides a number of specific function training videos and other "how to" documents in the Knowledgebase section of our AIMS Customer Portal. We are also available for subsequent on-site or web based training for any additional requirements you may have.

Following is a general agenda for the 3 day on-site training. The sequence can be adjusted as may be required based on scheduling or other availability constraints.
**AIMS Training Agenda**

**Day 1:**

**Morning:** AIMS Mobile – handheld training (4 hour session – classroom and field)

<table>
<thead>
<tr>
<th>Enforcement personnel training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Ticket</td>
</tr>
<tr>
<td>Enter Information</td>
</tr>
<tr>
<td>Information Summary/Correction</td>
</tr>
<tr>
<td>Image Capture</td>
</tr>
<tr>
<td>Voice Comments</td>
</tr>
<tr>
<td>Printing Ticket</td>
</tr>
<tr>
<td>Edit Ticket – reprint, add voice comments, pictures after issuance</td>
</tr>
<tr>
<td>Vehicle Passes</td>
</tr>
<tr>
<td>Vehicle Timing</td>
</tr>
<tr>
<td>Plate Search</td>
</tr>
<tr>
<td>SYNC with AIMS Server</td>
</tr>
</tbody>
</table>

**Afternoon:** System Navigation (4 hour session), Enforcement Personnel practice as available

- Main Menu
- Menu Bar
- Account Screen Overview
- Searching
- Entry/Edits
- Payment Posting
- Payment Reversals
- Quick Letters

**Ticket Screen Overview**

- Searching
- Manual Entry
- Edits
- Quick Letters

**Permit Screen Overview**

- Searching
- Issuance
- Edits

**AIMS Web+ - Customer Self-Service Overview**

**Day 2:** All Day - Enforcement personnel practice with handhelds in field, time permitting
### Time allotted morning and afternoon for review, Q&A

**Morning: Parking Ticket Management (3 hours)**

<table>
<thead>
<tr>
<th>AIMS Ticket Screen</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
<td></td>
</tr>
<tr>
<td>View</td>
<td></td>
</tr>
<tr>
<td>Enter</td>
<td></td>
</tr>
<tr>
<td>Edit</td>
<td></td>
</tr>
<tr>
<td>Ticket Menu functions</td>
<td></td>
</tr>
</tbody>
</table>

**Adjudication**

<table>
<thead>
<tr>
<th>Payment Posting</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reporting** – Ticket reports

**Account Management (1 hour)**

<table>
<thead>
<tr>
<th>AIMS Account Screen</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
<td></td>
</tr>
<tr>
<td>View</td>
<td></td>
</tr>
<tr>
<td>Manual Entry</td>
<td></td>
</tr>
<tr>
<td>Edit</td>
<td></td>
</tr>
<tr>
<td>Account Menu functions</td>
<td></td>
</tr>
</tbody>
</table>

**Reporting** – Account reports

**Afternoon: Parking Permit Management (4 hours)**

<table>
<thead>
<tr>
<th>AIMS Permit Screen</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
<td></td>
</tr>
<tr>
<td>View</td>
<td></td>
</tr>
<tr>
<td>Issuance</td>
<td></td>
</tr>
<tr>
<td>Edit</td>
<td></td>
</tr>
<tr>
<td>Permit Menu functions</td>
<td></td>
</tr>
<tr>
<td>Payment Posting</td>
<td></td>
</tr>
<tr>
<td>Letter Generation</td>
<td></td>
</tr>
</tbody>
</table>

**Online Permit Requests**

<table>
<thead>
<tr>
<th>View Entries</th>
<th>Assigning Permits</th>
<th>Online Change Requests</th>
</tr>
</thead>
</table>

**Waiting List**

| Search and View Entries | Wait List Entry |
Notification
Edit

<table>
<thead>
<tr>
<th>Reporting – Permit reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 3: Monitor and assist with production use of AIMS</td>
</tr>
<tr>
<td>AIMS Admin: 2 hours</td>
</tr>
<tr>
<td>Interface review - manual and automated (scheduled) execution</td>
</tr>
<tr>
<td>Review interfaces provided with project</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Admin Screen Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Configuration</td>
</tr>
<tr>
<td>Ticket Setup</td>
</tr>
<tr>
<td>Permit Setup</td>
</tr>
<tr>
<td>Vehicle Setup</td>
</tr>
<tr>
<td>Process Scheduler</td>
</tr>
<tr>
<td>Report Schedules</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AIMS Report Designer: 1 hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting</td>
</tr>
<tr>
<td>Report Designer Overview</td>
</tr>
<tr>
<td>Cloning Existing Reports</td>
</tr>
<tr>
<td>Creating/Editing Custom Letters</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AIMS Web+ Staff Interface: 1 hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIMS Web+ Staff</td>
</tr>
<tr>
<td>Online Report Generation</td>
</tr>
<tr>
<td>Dashboard</td>
</tr>
<tr>
<td>Permit Setup</td>
</tr>
<tr>
<td>Vehicle Setup</td>
</tr>
<tr>
<td>Process Scheduler</td>
</tr>
<tr>
<td>Report Schedules</td>
</tr>
</tbody>
</table>
**Warranty Information**

EDC passes the manufacturer warranty for all proposed equipment to the customer.

EDC provides an extended maintenance agreement for the proposed Zebra printer as long as the customer maintains their subscription, and the manufacturer continues to offer maintenance for the printer.

Copies of the manufacturer warranty information for the proposed equipment is provided in this section.

EDC provides unlimited customer support for the proposed AIMS software system for the duration of the active AIMS Software License. Details of these support services are provided on the following pages.

A copy of our standard Software License Agreement is also included in this section for reference.
AIMS – EDC Support Services

EDC strives to provide the best customer service in the industry; and judging from the comments from our customers new and old, we are achieving this objective. When you call EDC for assistance your call is answered directly by an EDC representative, so you won't face a myriad of phone menu options to select through.

Your call will be handled by an experienced developer that is able to directly address any questions you may have with AIMS. You may also initiate requests online through our customer portal, which provides in efficient means for you to document the nature of your question or attached additional information.

System Software Support and Maintenance

AIMS Annual Service and Support Agreement
The annual AIMS software support and AIMS Ticketer service agreement provides you with a primary Systems Analyst (SA) who, along with your sales representative, will be your main point of contact with EDC Corporation. Your SA will learn the way you do business which allows us to provide better support. You will always speak to an SA whenever you call during business hours ¹. **EDC provides extended support after hours (24 x 7) for no additional charge.**

Customer support consists of the following:

- 800 Telephone Support
- All New Release Software
- Change Log documentation
- Documentation Updates
- Technical Support
- Online Knowledgebase Access

Logging Support Requests
Support communication is acknowledged via telephone or email. Support issues are assigned a trouble ticket ID number and you are provided with a login to view the status of past and present issues (refer to AIMS Support Suite detailed below).

¹ Telephone support hours are 8am – 6pm EST excluding holidays
Defined Response Time and Service Level Agreements (SLAs):

The following table illustrates response times for initial technical support issues.

<table>
<thead>
<tr>
<th>Call Priority Level</th>
<th>Description</th>
<th>Standard Acknowledgement Target</th>
<th>Standard Completion Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Issues/errors that result in the customer’s inability to fulfill core critical business functions</td>
<td>Within 1 hour</td>
<td>As soon as possible, within 12 hours</td>
</tr>
<tr>
<td>Level 2</td>
<td>Issues/errors that significantly impact use of system but do not prevent core functions</td>
<td>Within 3 hours</td>
<td>Within 24 hours</td>
</tr>
<tr>
<td>Level 3</td>
<td>All other issues (except Level 4)</td>
<td>Within 6 hours</td>
<td>Within 72 hours</td>
</tr>
<tr>
<td>Level 4</td>
<td>Issues that are not time-sensitive or may be undertaken as improvements to the next release</td>
<td>Within 48 hours</td>
<td>None</td>
</tr>
</tbody>
</table>

Patches/Updates/Upgrades

AIMS Software support and maintenance includes all types of updates to the AIMS software components; patches/fixes, enhanced version updates, and completely new release upgrades.

Patches are either emailed for client application, available for download from our FTP site, or applied directly by EDC Corporation to the client database. With the customer’s permission, EDC will provide remote access support using programs or utilities such as WebEx, VNC, VPN, Remote Desktop, etc. New release software and upgrades are supplied through FTP or applied directly by EDC to the client application server.

When EDC is providing Hosting Services, these updates are performed directly onto your hosted servers by EDC personnel. Software upgrades are automatically applied to the client workstation upon login.

Documentation updates are included in AIMS Help and in our online knowledgebase.
AIMS Support Suite – Online portal for customers

Request for support
- Initiate support requests online
- View the status of current support requests
- See history of previous requests
- View all communications associated with each support request (current or historical)

Online Knowledgebase
- Well over 100 “How to” documents available for online viewing or download
- Download application documentation
- Over 30 tutorials available that step the viewer through the most frequently used AIMS functions. A great introduction for new users, or a refresher for others.

Software downloads
- Software updates are available for download online
- Client workstations are automatically updated when updates are applied to the server
- AIMS Mobile software updates are included, and may also be downloaded through Google play.

Enforcement Equipment Warranty, Support and Maintenance

In addition to the Annual software support above, the AIMS Mobile annual support and depot maintenance includes:

- Five-day turnaround time for Bluetooth printer
- Repair of manufacturing defects
- Repair by manufacturer authorized technicians
- Includes all parts and labor for covered repairs
- Installation of mandatory engineering changes
- Return shipping paid by manufacturer
- Service report on repaired products
- Software patch access
- Repair monitoring
- Skill assessment
- Coverage of normal wear & use

2 Normal wear and use does not include crushed units, submerged units, damage to boards or other misuse.
EDC Hosted Description and Configuration

Product Description

AIMS and AIMSWeb hosted remotely for you by EDC Corporation provides the user with all the functionality and features as found with on-site installation. IT and Support services, updates, backups, firewalls, security, redundancy and equipment are provided by EDC. The user is responsible for only the workstation and Internet connection.

EDC supports both Client Hosted and EDC Hosted AIMS and AIMSWeb. These are identical products. No difference in screens, processes, interfaces, or procedures. The decision depends on what approach works best in your workplace. Should you or your IT department choose to off-load server equipment and software responsibility EDC Hosted is the best solution. The following diagram with descriptive information will be of interest.
Data Center Highlights

EDC provides remote hosting services in the Amazon EC2 Cloud using regional East and West Coast data centers. Virtual servers are hosted in the Amazon Data Center with the closest proximity to your physical location in order to reduce network latency. Virtual servers are fully backed up each night and incremental backups are done every hour. Backups are stored in both the Amazon East and West Coast data centers. Should an Amazon Region fail, your system will be restored on the other side of the country with the latest backup of your system. An image is done of your system during every software change, and that image is copied to both East and West Coast data centers for quick restoration of your system in the event of a disaster. Virtual servers can be easily upsized to handle additional load.

**Critical Reliability features Include**

- Amazon EC2's proven computing environment: reliability, redundancy, security, uptime, and capacity.
- Your AIMS system exists on the East and West Coast for maximum distance between environments in case of a natural disaster.
- Virtual servers are protected by Amazon’s Security Groups and software based firewalls.
- Administration of your server is only allowed through encrypted connections and by select EDC systems administrators.
- Administration of your server is only allowed from the EDC central corporate office in Syracuse, NY.
- Monitoring of your AIMS system is done constantly 24/7 and any outage is instantly reported to EDC support personnel for immediate resolution.

**Backups**

- Your AIMS environment is backed up on both East and West Coast data centers.
- Full backups occur each night for quick restoration in the event of a disaster.
- Backups are rotated to the opposite side of the country each night.
AIMS SOFTWARE LICENSE AGREEMENT

EDC Corporation, hereafter referred to as "Licensor", grants a license to use the following software application:

<table>
<thead>
<tr>
<th>Product:</th>
<th>AIMS Parking Management Software</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Type:</td>
<td></td>
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<tr>
<td>Serial Number:</td>
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This Licensing Agreement is subject to the conditions contained within this agreement. The acceptance by the customer listed below, hereafter referred to as "Licensee" is a legal agreement that the licensee agrees to be bound by the licensing conditions contained within this agreement.

<table>
<thead>
<tr>
<th>Licensee</th>
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<tbody>
<tr>
<td>Address</td>
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</table>

1. **Grant of License.** Use. EDC Corporation grants the licensee a non-exclusive license to use one copy of the aforementioned software program in accordance with the user license listed within this agreement.

   For purposes of this section, "use" means accessing the aforementioned Software from the supplied EDC Hosted Servers for use by client supplied devices. Access is provided via your network, so long as you otherwise comply with this License Agreement at the times during use of the Software.

2. **Copyright.** The Software is owned by EDC Corporation and is protected by United States Copyright laws and international treaty provisions. This Software may not be copied for distribution or redistributed under any circumstances without written permission from an officer of EDC Corporation. You may not copy the written materials accompanying the Software.

3. **Other Restrictions.** This EDC Corporation License Agreement is your proof of license for use of the Software and must be retained by you. This License Agreement must be accepted by signature of an authorized agent of the licensee and an officer of EDC Corporation in order to be valid.

   This License is non-transferable and is intended for single agency use. The Licensee is specifically prohibited from using this Software to engage in service contracts or in any other service bureau activities without written consent from licensor. The Licensee has use of the Software provided the terms and conditions of this agreement are upheld and Licensee is current in agreed upon payment schedule. You may not reverse engineer, decompile or disassemble the Software.

4. **Contract Term.** The Term of this contract is 3 Years from execution, with renewal options at the Licensee’s discretion beginning Year 4. EDC Corporation reserves the right to increase software subscriptions by no more than 5% for subsequent renewals. EDC Corporation will provide the Licensee with written notice of any increase in renewal costs, no less than 90 days prior to the renewal period.
5. **Termination Clause.** This contract may be terminated at the end of the contract term should renewal not be elected by the Licensee or granted by the Licensor. EDC Corporation will return to the Licensee all data and related materials upon termination of this contract.

6. **No Other Warranties.** Except as expressly stated herein, the Software is provided "AS IS" without warranty of any kind. EDC Corporation disclaims all other warranties, either express or implied. The licensee bears all risk relating to the quality and performance of the Software.

7. **No Liability for Consequential Damages.** In no event shall EDC Corporation or its suppliers be liable for any damages whatsoever (including, without limitation, damages for loss of business profits or revenues, business interruption, loss of business information or other pecuniary loss) arising out of the licensee’s use of or inability to use this EDC Corporation product, even if EDC Corporation has been advised of the possibility of such damage.

8. **U.S. Government Restricted Rights.** The Software and documentation are provided with RESTRICTED RIGHTS. Use, duplication or disclosure by the Government is subject to restrictions as set forth in Subparagraph(c)(1)(iii) of The Rights in Technical Data and Computer Software clause at DFARS 252.227-7013 or Subparagraph(c)(1) and(2) of the Commercial Computer Software-Restricted Rights clause at 48 CFR 52.227-19, as applicable. Contractor/manufacturer is EDC Corporation, 13 Dwight Park Dr, Syracuse, New York 13209.

9. **Governing Law.** This Agreement is governed by the laws of the State of New York.

10. **Effect of Agreement.** This Agreement embodies the entire understanding of the parties with respect to, and supersedes any prior understanding or agreement, oral or written, relating to the Software.

---

Accepted by Licensor:

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Accepted by Licensee:

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PRODUCT WARRANTY INFORMATION

Limited Warranty

Zebra Technologies International, LLC, including affiliates and subsidiaries under Zebra’s common control (“Zebra”), warrants to the End-User Customer as follows.

Definitions

- “End-User Customer” means the original user of the Product.
- “Hardware” means the physical, tangible Product purchased from Zebra including machine-readable instructions provided for the sole purpose of booting the Hardware during startup.
- “Product” means Zebra branded Hardware, Software or replacement parts.
- “Software” means, collectively, any Zebra provided machine-readable instructions used by a processor to perform specific operations other than machine-readable instructions used for the sole purpose of booting the Hardware during startup.

Hardware Warranty

Unless otherwise stated by Zebra in the Product warranty exceptions list or in a sales agreement between Zebra and End-User Customer, Hardware is warranted for a period of twelve (12) months from date of shipment from Zebra or, with proof of purchase, from the purchase date whichever is later, against defects in workmanship and materials, provided the Hardware remains unmodified and is operated under normal and proper conditions and in accordance with Zebra published specifications. The sole obligation of Zebra for defective Hardware is limited to repair or replacement (at Zebra’s sole discretion) on a “return to service depot” basis with Zebra’s prior authorization. End-User Customer is responsible for shipment to Zebra and assumes all costs and risks associated with this transportation. Zebra shall be responsible for return shipment to End-User Customer, unless Zebra, in Zebra’s sole and absolute discretion, determines that the corresponding Hardware has no defect or is not under warranty, in which case End-User Customer shall be responsible also for return shipment. No charge will be made to End-User Customer for warranty repairs. Zebra shall not be responsible for any damage to or loss of any software programs, data or removable data storage media, or the restoration or reinstallation of any Software programs or data. No technical support shall be provided during the Hardware warranty term other than to identify if a warranty repair is needed.

Warranty repair shall be performed in a good and workmanlike manner. The repair shall conform in all material respects to the applicable Zebra published specification for a period of thirty (30) days following completion of the repair or until the end of the original warranty period, whichever is longer. End-User Customer’s sole and exclusive remedy in regard to warranty repair shall be to request Zebra to re-perform the non-conforming warranty repair.
Software “as is”

Software is licensed “as is” with no warranty. Notwithstanding the above, unless otherwise stated by Zebra in the Product warranty exceptions list or in a sales agreement between Zebra and End-User Customer, for restricted software and for licensed demoware, as identified at zebra.com, End-User Customer may, for a period of 90 days from when the instance of Software or Hardware are first shipped by Zebra or, with proof of purchase or license, from the purchase date whichever is later, obtain if available, releases, from https://www.zebra.com/us/en/support-downloads.html and technical support.

Technical support definitions and related matters can be found here.

General

The above warranty provisions are not transferrable by an End-User Customer and shall not apply to any Product (i) that has been repaired, tampered with, altered or modified, except by Zebra or its authorized repairer providers; (ii) to the extent that in Zebra’s sole determination the defects or damage result from normal wear and tear, misuse, negligence, improper storage, water or other liquids including contamination with bodily fluids, battery leakage, use of parts or accessories not approved or supplied by Zebra including but not limited to Printheds, media, supplies, batteries and other peripherals, or failure to perform operator handling and scheduled maintenance instructions supplied by Zebra; or (iii) that has been subjected to unusual physical or electrical stress, abuse, or accident, or forces or exposure beyond normal use within the specified operational and environmental parameters set forth in the applicable specification.

EXCEPT FOR THE EXPRESS WARRANTIES STATED ABOVE, ZEBRA DISCLAIMS ALL WARRANTIES AND CONDITIONS ON HARDWARE, SOFTWARE OR SOFTWARE REPAIR FURNISHED, INCLUDING ALL IMPLIED TERMS, CONDITIONS AND WARRANTIES OF MERCHANTABILITY, SATISFACTORY QUALITY, NON-INFRINGEMENT AND FITNESS FOR A PARTICULAR USE OR PURPOSE AND THAT SOFTWARE, SOLUTION, OR WARRANTY REPAIR WILL MEET YOUR REQUIREMENTS, THAT THE SOFTWARE OR THE PROVISION OF WARRANTY REPAIR WILL BE UNINTERRUPTED, PRIVATE, TIMELY, SECURE, ACCURATE OR ERROR-FREE, THAT DEFECTS OR ERRORS IN SOFTWARE WILL BE CORRECTED, OR THAT HARDWARE OR SOFTWARE, WILL BE COMPATIBLE WITH FUTURE PRODUCTS OR SOFTWARE VERSIONS OR INTEROPERATE WITH THIRD PARTY HARDWARE OR SOFTWARE. THE REMEDY SET FORTH IN THIS HARDWARE WARRANTY SECTION ABOVE IS END-USER CUSTOMER’S SOLE AND EXCLUSIVE REMEDY FOR WARRANTY CLAIMS, AND IS EXPRESSLY IN LIEU OF ALL OTHER REMEDIES THAT MAY BE AVAILABLE TO END-USER CUSTOMER AT LAW OR IN EQUITY. Some jurisdictions do not allow the exclusion or limitation of implied warranties, so the above limitation or exclusion may not apply to the particular End-User Customer.

ZEBRA SHALL NOT UNDER ANY CIRCUMSTANCES WHATSOEVER BE LIABLE TO ANY END-USER CUSTOMER OR ANY THIRD PARTY FOR LOSS OF PROFITS (DIRECT OR INDIRECT), ANY DESTRUCTION OR LOSS OF DATA (DIRECT OR INDIRECT), DIMINUTION OF GOOD WILL, OR ANY SPECIAL, CONSEQUENTIAL, OR INCIDENTAL DAMAGES WHATSOEVER WITH RESPECT TO ANY CLAIM IN CONNECTION WITH ZEBRA PRODUCTS. Some jurisdictions do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to the particular End User Customer.

FOR TRANSACTIONS IN AUSTRALIA AND NEW ZEALAND, THE TERMS IN THIS WARRANTY STATEMENT, EXCEPT TO THE EXTENT LAWFULLY PERMITTED, DO NOT EXCLUDE, RESTRICT, OR MODIFY, AND ARE IN ADDITION TO, THE MANDATORY STATUTORY RIGHTS APPLICABLE TO THE SALE OF PRODUCTS TO SUCH END-USER CUSTOMERS.
HERITAGE 15" CASH DRAWER
Lifetime Limited Warranty

MMF POS WARRANTS THAT THE HERITAGE 15" CASH DRAWER WILL BE FREE OF DEFECTS IN MATERIAL OR WORKMANSHIP UNDER NORMAL USE AND SERVICE. IF ONLINE REGISTRATION BY END USER IS SUBMITTED WITHIN 30 DAYS OF PURCHASE ON UNITS MANUFACTURED AFTER AUGUST 8TH, 2011 AND IS VALIDATED BY MMF POS. IF ONLINE REGISTRATION IS NOT SUBMITTED A 5 YEARS LIMITED WARRANTY WILL BE AUTOMATICALLY GRANTED.

CONDITIONS TO WARRANTY SERVICE
FOR WARRANTY SERVICE, THE FOLLOWING REQUIREMENTS MUST BE MET:

1. REGISTRATION MUST HAVE BEEN SUBMITTED AND VALIDATED WITHIN 30 DAYS OF PURCHASE.
2. THIS LIMITED WARRANTY REMAINS IN EFFECT FOR AS LONG AS THE OWNER OF THE CASH DRAWER TO WHICH THE PRODUCT WAS REGISTERED REMAINS THE OWNER.
3. THE OWNER MUST SUBMIT RETURNED GOODS AUTHORIZATION VIA WWW.MMFPPOS.COM WEBSITE OR CALL MMF POS AT 800-769-1954 FOR INSTRUCTIONS PRIOR TO RETURNING EQUIPMENT. DESCRIPTION OF THE EQUIPMENT AND THE DEFECT(S) OR OPERATIONAL PROBLEM(S) IS REQUIRED BY MMF POS FOR ISSUANCE OF A RETURNED GOODS AUTHORIZATION (RGA) NUMBER TO EXPEDITE HANDLING AND REPAIR.
4. A MODEL NUMBER AND SERIAL NUMBER MUST ALWAYS BE PROVIDED.
5. ALL WARRANTY INSPECTIONS AND REPAIRS SHALL BE PERFORMED MMF POS.
6. MMF POS STANDARD RGA POLICY APPLIES.

EXCLUSIONS FROM THE WARRANTY
THIS WARRANTY DOES NOT COVER THE SPECIFIC ITEMS AND/OR CONDITIONS DESCRIBED BELOW:

- EQUIPMENT WHICH HAS BEEN ABUSED OR DAMAGED DUE TO: ACCIDENT, MISUSE, ABUSE, FIRE, FLOOD, OR "ACTS OF GOD" OR OTHER CONTINGENCIES BEYOND THE CONTROL OF MMF POS.
- USE OF INCORRECT LINE OR INPUT CONTROL VOLTAGES.
- FAILURE TO FOLLOW MMF POS OPERATING INSTRUCTIONS.
- IMPROPER OR UNAUTHORIZED REPAIRS.
- EQUIPMENT WHICH HAS BEEN SUBJECT TO REPAIRS NOT MADE BY MMF POS.
- ANY UNIT WHICH HAS HAD ITS SERIAL NUMBER ALTERED, DEFACED OR REMOVED.
- MODIFICATION OF UNIT ELECTRONICALLY OR MANUALLY WILL INVALIDATE WARRANTY.
- REPLACEMENT OF ROLLER SYSTEM.

THE FOREGOING LIMITED WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES OF ANY KIND WHATSOEVER, EXPRESS, IMPLIED OR STATUTORY, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. EXCEPT AS PROVIDED HEREIN, MMF POS SHALL NOT BE LIABLE TO THE PURCHASER OR ANYONE CLAIMING THROUGH OR AGAINST THE PURCHASER FOR ANY INCIDENTAL, SPECIAL, INDIRECT, EXEMPLARY OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, DAMAGES FOR LOST PROFITS OR INTERRUPTION OF BUSINESS) RESULTING FROM OR ARISING OUT OF ANY DEFECT OR THE PERFORMANCE OR NON-PERFORMANCE OR USE OF THE CASH DRAWER PRODUCTS, EVEN IF IF MMF POS HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, THE OBLIGATION OF MMF POS SHALL BE LIMITED TO REPLACEMENT OR REPAIRS AS SET FORTH ABOVE.

SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES OR LIMITATIONS OR EXCLUSIONS ON IMPLIED WARRANTIES, SO THE ABOVE LIMITATIONS OR EXCLUSIONS MAY NOT APPLY TO YOU. THIS LIMITED WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS, AND YOU MAY ALSO HAVE OTHER RIGHTS WHICH VARY FROM STATE TO STATE.

HER15-IW STATEMENT
REV.1 8/5/11
EPSON AMERICA, INC.
LIMITED WARRANTY

What is Covered: Epson America, Inc. ("Epson") warrants to the first end user customer of the Epson product covered by this limited warranty statement that the product, if purchased and used in the United States or Canada, conforms to the manufacturer’s specifications and will be free from defects in workmanship and materials for a period of four (4) years from the date of original purchase. Epson warrants that the Epson product is manufactured from new components and parts, or from like-new components and parts which perform like new and meet the Epson standard of quality. For warranty service, you must provide proof of the date of original purchase. Epson also warrants that any consumables, if enclosed with the product, will perform to the manufacturer’s specified usage, which usage may expire before the expiration of the one year limited warranty.

What Epson Will Do To Correct Problems: Should your Epson product prove defective during the warranty period, please bring the product, securely packaged in its original container or an equivalent, along with proof of the date of original purchase, to your Epson Dealer or Epson Authorized Servicer. Epson will, at its option, repair or replace on an exchange basis the defective unit, without charge for parts or labor. When warranty service involves the exchange of the product or of a part, the item replaced becomes Epson property. The exchanged product or part may be new or previously repaired to the Epson standard of quality. Exchange or replacement products or parts assume the remaining warranty period of the product covered by this limited warranty.

Exchange products to replace units that require service will use Epson standard configurations with factory-set switches, jumpers and operating systems. Customer data and applications cannot be restored and should be backed up by the customer.

What This Warranty Does Not Cover:

This warranty does not cover:
1) Restoration of customer data
2) Damage from use of the product outside the United States or Canada.
3) Damage caused by the addition of third-party parts, components, consumables, or peripheral devices added to the product after its shipment from Epson (e.g. dealer-added boards, chips or drives).
4) Damage caused by media other than those on Epson’s tested media list. (Epson’s list of media tested for use with its thermal printers may be found at https://epson.com/point-of-sale under the “Tested Media” section.)
5) Any color change or fading of prints, or reimbursement of materials or services required for reprinting.
6) Any damage from service performed by other than Epson or an Epson Authorized Servicer.
7) Service where the printer label, logo, rating label, or serial number has been removed.
8) Any damage caused by using improper packaging materials or improper packaging and shipping.
9) Any damage caused by misuse, abuse (for example damage caused by liquid, excessive dust, harsh environments, or dropping the product), improper installation, neglect, failure to maintain, improper packing or shipping, disasters such as fire, flood, lightning, improper electrical currents, software problems, or interaction with non-Epson products.

This warranty is not transferrable. If a claimed defect cannot be identified or reproduced in service, you will be held responsible for costs incurred.
DISCLAIMER OF WARRANTIES: THE WARRANTY AND REMEDY PROVIDED ABOVE ARE EXCLUSIVE AND IN LIUE OF ALL OTHER EXPRESSED OR IMPLIED WARRANTIES INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT. UNLESS STATED HEREIN, ANY STATEMENTS OR REPRESENTATION MADE BY ANY OTHER PERSON OR FIRM ARE VOID.

Remedies: Your exclusive remedy and Epson’s entire liability for a material breach of this Agreement will be limited to a refund of the price paid for the Epson products covered by this Agreement. Any action for breach of warranty must be brought within 3 months of the date of expiration of this warranty. Epson is not liable for performance delays or for nonperformance due to causes beyond its reasonable control. Except as provided in this written warranty, neither Epson nor its affiliates shall be liable for any loss, inconvenience, or damage, including direct, special, incidental or consequential damages, including lost profits, cost of substitute equipment, downtime, claims of third parties, including customers, or injury to property, resulting from the use or inability to use the Epson products, whether resulting from a breach of warranty or any other legal theory. Some jurisdictions do not allow limits on warranties or remedies for breach in certain transactions. In such jurisdictions, the limits in this paragraph and the preceding paragraph may not apply. In Canada, warranties include both warranties and conditions. Arbitration, Governing Laws: Any disputes arising out of this Agreement will be settled by arbitration before a single arbitrator to be conducted in Los Angeles, California, in accordance with the commercial Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. This Agreement shall be construed in accordance with the laws of the State of California, except this arbitration clause which shall be construed in accordance with the Federal Arbitration Act.
## References

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<th>City of Boise, Idaho</th>
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<th>Living with AIMS 2006</th>
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<tr>
<td>150 N. Capitol Blvd.</td>
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<td>AIMS Ticket Management system</td>
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<tr>
<td>Mr. Chris Good</td>
<td>AIMS Web+ online ticket payment and appeals</td>
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<tr>
<td>Parking Manager</td>
<td>AIMS Mobile enforcement app (8)</td>
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<td><a href="mailto:cgood@cityofboise.org">cgood@cityofboise.org</a></td>
<td>AIMS License Plate Recognition (LPR) integration</td>
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<td>- Idaho DMV registered owner lookup</td>
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<tr>
<td>500 South Main Street</td>
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<td>AIMS Ticket and Permit Management system</td>
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<tr>
<td>Ms. Brandy Stanley</td>
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<td>AIMS Event Management</td>
</tr>
<tr>
<td><a href="mailto:bstanley@lasvegasnevada.gov">bstanley@lasvegasnevada.gov</a></td>
<td>AIMS Web+ for ticket payment and appeal</td>
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</tr>
<tr>
<td>702-229-6863</td>
<td>AIMS Mobile for parking enforcement and event permit sales</td>
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<td>- Parkeon multi-space meter integration</td>
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<tr>
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<tr>
<td>233 E. Washington Street</td>
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<td>AIMS Web+ online appeals and payment</td>
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<td>Ms. Peggy Finch</td>
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<tr>
<td>Mr. Jim Palmer</td>
<td>AIMS Web+ online permit registration, appeals, payment</td>
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<td><a href="mailto:jpalmer@townofpalmbeach.com">jpalmer@townofpalmbeach.com</a></td>
<td>AIMS Mobile enforcement app (8) for enforcement</td>
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<td>561-227-6311</td>
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<td>- Florida DMV registered owner lookup &amp; registration holds</td>
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<td></td>
<td></td>
<td>- Cale Pay Station Integration</td>
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<tr>
<td></td>
<td></td>
<td>- Genetec LPR integration (pending)</td>
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Note: This form must be returned with your bid response

We comply with all terms, conditions, and specifications required by MPA in this Request for Proposal and all terms of our bid response. Bidders shall provide the complete information requested. Include the legal name of the bidder and signature of the person(s) legally authorized to bind the bidder to a contract.

ACKNOWLEDGMENT AND SIGNATURE PAGE

This form must be completed and submitted by the date and the time of bid opening.

Legal Company Name: Electronic Data Collection (EDC) Corporation

Federal Tax Identification Number: 16-1488006

Company Operating Address: 13 Dwight Park Dr.

City Syracuse State NY Zip Code 13209

Remittance Address (if different from ordering address): same

City ___________________ State _____ Zip Code ______

Company Contact Person: Kevin Fisher Email Address: kevin@aimsparking.com

Phone Number (include area code): (800) 886-6316

Fax Number (include area code): (315) 706-0330

Company’s Internet Web Address: www.aimsparking.com

IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER/PROPOSER CERTIFIES ACCEPTANCE OF THE TERMS, CONDITIONS, SPECIFICATIONS, ATTACHMENTS AND ANY ADDENDA. THE BIDDER/PROPOSER SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THIS SOLICITATION. BIDDER/PROPOSER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR THE PERIOD OF TIME STATED IN THE SOLICITATION. ___________________________ 10/2/2017

Bidder/Proposer’s Authorized Representative’s Signature: Date

Type or Print Name: Ellen Gerhart

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF BIDDER/PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE BID/PROPOSAL NON-RESPONSIVE. THE MPA MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY BID/PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER/PROPOSER TO THE TERMS OF ITS OFFER.
**AIMS System Pricing**

EDC is proposing our AIMS system via a Software as a Service agreement. This provides for annual payments that include: the use of the AIMS system, all updates and new releases, unlimited support, and all implementation and system hosting services. The SaaS Agreement requires an initial three (3) year term.

<table>
<thead>
<tr>
<th>SaaS Option pricing</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4*</th>
<th>Year 5*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total annual SaaS payment amount for proposed AIMS system as detailed below.</td>
<td>$39,875.00</td>
<td>$39,875.00</td>
<td>$39,875.00</td>
<td>$39,875.00</td>
<td>$39,875.00</td>
</tr>
</tbody>
</table>

**Proposed AIMS system details - one time purchase option: first year costs**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Unit</th>
<th>Extended</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>AIMS concurrent user licenses for complete Parking Ticket and Permit Management</td>
<td>$7,500.00</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>1</td>
<td>AIMS Web+ : On-line customer self-service portal for permit registration, ticket payment and appeals and other account functions.</td>
<td>$25,000.00</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>4</td>
<td>AIMS Mobile Ensemble - includes: AIMS Mobile software App for ticket issuance, vehicle and permit searches, timed parking monitoring; Zebra ZQ510 Bluetooth printer with charger. Pricing does not include Samsung Galaxy (or comparable) Android device.</td>
<td>$3,000.00</td>
<td>$12,000.00</td>
</tr>
<tr>
<td>1</td>
<td>AIMS Mobile printer (Zebra ZQ510) - for use as a spare</td>
<td>No Charge</td>
<td>$</td>
</tr>
<tr>
<td>1</td>
<td>AIMS Enforcement API - real-time integration with AIMS Mobile and meter system, pay-by-phone and LPR systems of your choice.</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>1</td>
<td>AIMS Web implementation - Payment gateway integration, SSO/Authentication, business rule setup</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>1</td>
<td>AIMS Boot/Tow Module</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>1</td>
<td>TIBA Gate Arm interface</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>1</td>
<td>DMV Interface</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>1</td>
<td>AIMS Software Support</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>1</td>
<td>AIMS Web+ Software support</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>4</td>
<td>First Year AIMS Mobile Ticketer Support</td>
<td>$750.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>1</td>
<td>AIMS Enforcement API support</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>1</td>
<td>AIMS Boot/Tow module support</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>1</td>
<td>TIBA Gate Arm Interface support</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>1</td>
<td>DMV Interface support</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>3</td>
<td>Days On-Site Training - includes travel and living</td>
<td>$2,250.00</td>
<td>$6,750.00</td>
</tr>
<tr>
<td>1</td>
<td>Data Conversion</td>
<td>$7,500.00</td>
<td>$7,500.00</td>
</tr>
</tbody>
</table>

**Memo: Total Annual Support and Maintenance - subsequent years** $20,000.00

**AIMS Hosting Option**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Unit</th>
<th>Extended</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AIMS Hosted System Setup Fee</td>
<td>$2,500.00</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>12</td>
<td>AIMS Hosted annual fee - Monthly fee (unit) extended to Annual amount</td>
<td>$750.00</td>
<td>$9,000.00</td>
</tr>
</tbody>
</table>
Options to proposed system

The following optional items and supplies can be added (or substituted where appropriate) to the proposed items above. EDC will update the proposed items and adjust the quoted SaaS pricing accordingly to reflect the additional or changed items.

### Optional Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit Price</th>
<th>Annual Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>USB Scanner with Stand&lt;sup&gt;2&lt;/sup&gt;</td>
<td>$225.00</td>
<td>n/a</td>
</tr>
<tr>
<td>Epson TMT88IV Receipt Printer, USB interface, beige&lt;sup&gt;2&lt;/sup&gt;</td>
<td>$510.00</td>
<td>n/a</td>
</tr>
<tr>
<td>MMF Heritage 200 Cash Drawer with Cable to Epson printer&lt;sup&gt;2&lt;/sup&gt;</td>
<td>$325.00</td>
<td>n/a</td>
</tr>
<tr>
<td>Locking Lid Tray for Heritage 200 Cash Drawer&lt;sup&gt;2&lt;/sup&gt;</td>
<td>$50.00</td>
<td>n/a</td>
</tr>
<tr>
<td>Court Interface - export data for court, import payment from court&lt;sup&gt;3&lt;/sup&gt;</td>
<td>$5,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>EDC Custom Programming - rate per hour</td>
<td>$250.00</td>
<td>n/a</td>
</tr>
<tr>
<td>Additional On-Site training - per day&lt;sup&gt;4&lt;/sup&gt;</td>
<td>$1,800.00</td>
<td>n/a</td>
</tr>
</tbody>
</table>

AIMS Mobile FZ-X1 Ticketer Ensemble, Includes: AIMS Mobile Android app for citation issuance and related functions (as described above for AIMS Mobile), Panasonic FZ-X1 Android device, Zebra ZQ510 Bluetooth printer.<sup>2</sup> (would be substituted for AIMS Mobile ensemble above) | $5,500.00 | $950.00 |

### Supplies - Ticket Pricing

<table>
<thead>
<tr>
<th>Zebra ZQ510 Parking Ticket Prices</th>
<th>Order quantity (rolls)</th>
<th>Top Coated thermal paper (per roll)&lt;sup&gt;2&lt;/sup&gt;</th>
<th>Polythermal paper (per roll)&lt;sup&gt;2&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preprinted ticket rolls:</td>
<td>200</td>
<td>$8.76</td>
<td>$12.60</td>
</tr>
<tr>
<td>Tickets are 3.0” x 8.0”</td>
<td>250</td>
<td>$7.33</td>
<td>$10.85</td>
</tr>
<tr>
<td>Printed front and back</td>
<td>300</td>
<td>$6.37</td>
<td>$9.65</td>
</tr>
<tr>
<td>75 tickets per roll</td>
<td>500</td>
<td>$4.56</td>
<td>$7.47</td>
</tr>
<tr>
<td></td>
<td>1000</td>
<td>$3.25</td>
<td>$5.87</td>
</tr>
</tbody>
</table>

One time Design Layout Fee and Plate Charge | $480.00

* Pricing subject to no more than a 5.0% increase over the prior year, with advance notice provided.
1 Price does not include the Android device. Customer may obtain the Android device of their choice.
2 Price does not include shipping charges. Actual shipping cost invoiced to customer.
3 Can be provided if the court system supports the import and export of the applicable data files.
4 Price does not include travel and living
19-G-74

Letter to Maryland Board of Public Works
## AGENDA ITEM 19-G-74

**Prepared By:** Bill Gardiner, Assistant City Manager  
**Meeting Date:** May 14, 2019  
**Presented By:** Patrick Wojahn, Mayor  
**Consent Agenda:** Yes

### Originating Department:
Mayor and Council

### Action Requested:
Authorize the Mayor to sign the attached letter to the Board of Public Works stating the City’s opposition to the proposed expansion of I-495 and I-270 and the designation of the proposal as a public-private partnership.

### Strategic Plan Goal:
Goal 3: High Quality Development and Reinvestment

### Background/Justification:
Governor Hogan announced in 2017 a $9 billion Traffic Relief Plan that includes adding lanes to I-270 and I-495. The Board of Public Works is scheduled to discuss the plan and vote to officially designate plan as a public-private partnership and to approve a proposed competitive bid process for selecting firms.

The City Council has previously expressed concerns and/or opposition to this road widening project due to the impacts on neighborhoods and the environment, and the potential to shift funding from transit and increase demand on roads. The Council has supported funding for transit projects such as the Purple Line and increased MARC service, and for transit-oriented development.

### Fiscal Impact:
None

### Council Options:
- #1: Authorize the Mayor to sign the letter
- #2: Authorize the Mayor to sign an amended letter
- #3: Do not authorize the Mayor to sign the letter

### Staff Recommendation:
This is a political position for the Council to determine

### Recommended Motion:
*I move that the City Council authorize the Mayor to sign the attached letter to the members of the Board of Public Works stating the City’s opposition to the proposed widening of I-270 and I-495.*

### Attachment:
1. Draft letter to Governor Hogan, Treasurer Kopp, and Comptroller Franchot
May 15, 2019

The Honorable Larry Hogan, Governor
The Honorable Nancy Kopp, Treasurer
The Honorable Peter Franchot, Comptroller
80 Calvert Street
Annapolis, MD 21401

Dear Governor Hogan, Treasurer Kopp, and Comptroller Franchot:

The City Council opposes the proposed widening and addition of toll lanes for I-495 and I-270 and the project designation as a Public-Private Partnership through the Maryland Department of Transportation’s program. We are concerned that the project will not protect the best interests of Maryland’s taxpayers and will negatively impact the environment and our residents.

While road widening often provides short-term congestion relief, studies have shown in the long-term similar projects lead to more driving, more trips, and more sprawl. The City of College Park has supported smart-growth development that has helped reduce the traffic volume on Baltimore Avenue. We fear that widening the Beltway will increase traffic volume on Baltimore Avenue and worsen the failing I-495 exit for Baltimore Avenue.

The Council is very concerned about the project’s negative environmental impacts, as well as the damage to the quality of life in neighborhoods adjacent to the roads. It is premature to approve this project before an environmental impact statement has been conducted. The proposal may reduce the backyards of 18 homes in College Park, and the beltway’s closer proximately to other homes will potentially decrease property values. The area of disturbance includes wooded properties and a parcel the City has planned for a playground. The noise and pollution impacts of the project reach further into our neighborhoods.

The City Council applauds the Hogan administration’s support for the Purple Line and for dedicated funding for our region’s transit system. However, this proposed project has eliminated all mass transit options from consideration. A regional approach to smart growth is necessary, along with enhanced transit beyond the Purple Line (such as a regional Bus Rapid Transit strategy) and improved, connected ways for people to walk and bike to transit or to their jobs.

We respectfully request that you reject the I-495 and I-270 widening project and pursue long-term solutions that create sustainable, healthy, and vibrant communities and economies.

Sincerely,

Patrick L. Wojahn
Mayor

Cc: Maryland District 21 delegation
19-G-78

Amendment to Term Sheet – 4601 Calvert Road Child Care Center
**AGENDA ITEM 19-G-78**

**Prepared By:** Suellen Ferguson,
City Attorney  
**Meeting Date:** May 14, 2019

**Presented By:** Scott Somers,
City Manager and
Suellen M. Ferguson,
City Attorney  
**Proposed Consent Agenda:** Yes

<table>
<thead>
<tr>
<th>Originating Department:</th>
<th>City Manager’s Office</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action Requested:</strong></td>
<td>To approve an amendment to paragraph 15 of the Term Sheet as the basis for the lease of the Calvert Road School site to the University of Maryland for provision of child care services.</td>
</tr>
<tr>
<td><strong>Strategic Plan Goal:</strong></td>
<td>Goal #1: One College Park</td>
</tr>
</tbody>
</table>

**Background/Justification:**
On March 28, 2017, the City Council approved the term sheet for the proposal for a child daycare program at the Calvert Road School and authorized staff to enter into negotiations for a lease agreement. Due to unforeseen construction costs, logistics, and space limitations, several provisions in the Term Sheet were amended on June 19, 2018. During the ongoing negotiations for the ground lease for the property, the University has asked for certain terms, which also requires that a revision be made to paragraph 15 of the Term Sheet, as shown in the attached redline. Under paragraph 15, the building and parking lot areas are to be maintained to level acceptable to the City, and returned to the City without further cost at end of lease, with understanding that reasonable wear and tear will be accepted by the City. Their concern is the obligation to reconstruct the building in full in the last five years of the term in the event of a catastrophic damage, such as fire, to the building, even if the child care use is no longer feasible or desired. The amendment makes provision for a discussion between the parties as to whether a reconstruction of the building would be required. This type of provision is fairly standard in commercial long-term ground leases.

**Fiscal Impact:**
No current fiscal impact. The City currently insure the physical building and would continue to do so, so that the building can be reconstructed as best suits the City.

**Council Options:**

| #1: | Approve an amendment to paragraph 15 of the Term Sheet for the lease of the Calvert Road School site to the University of Maryland for provision of child care services. |
| #2: | Make additional changes to the terms included in the amended Term Sheet. |
| #3: | Decline to approve the amended term sheet. |

**Staff Recommendation:**

| #1 |

**Recommended Motion:**

*I move to approve amendment to paragraph 15 of the Term Sheet that is the basis for the lease of the Calvert Road School site to the University of Maryland for provision of child care services.*

**Attachments:**

1 – Redlined amended Term Sheet Memorandum May 10, 2019
MEMORANDUM

TO: Mayor and Council
FROM: Scott Somers, City Manager and Suellen Ferguson, City Attorney
DATE: June 19, 2018—May 14, 2019
RE: Term Sheet - Negotiations with UMD concerning Calvert Road School Site

The proposed agreement with the University has been negotiated on the basis that the proportion of the value that each party contributes to this project determines the number of seats that will be allocated to City residents who are not employees of the University. Below are the most recent terms offered and accepted by the University concerning their Proposed Partnership Options for Calvert Road School as a site for a City-University Sponsored Day Care Program. These terms are recommended to the Mayor and Council by the negotiating team. If approved, the team should be authorized to negotiate a lease that includes these terms as the framework, and also addresses standard lease terms such as insurance, indemnification, maintenance, inspections and space usage.

1. The City's contribution is the facility and use of the parking lot, negotiated at a value of $788,500. The University's (UMD) capital investment is estimated at $6M which may increase or decrease depending on final and actual costs. The final proportional investment will be determined through open book calculations at completion of construction.

2. Priority for spaces will be established by each party’s proportional investment in development costs (including land value). Based on a City contribution of $788,500 and the University contribution of $6M plus $303,120 for rental credit (see item #9), total estimated Capital costs equal $7,091,620. The City's proportional investment is estimated at 11% which equates to 13 seats. Final allocations will be determined at completion of construction based on the final proportional investment calculation. The City and University agree to provide top preference of City-allocated seats to College Park residents who are not affiliated with UMD at the time of enrollment. Remaining seats are allocated to College Park residents who work for UMD.

Notwithstanding the proportional allocation (as calculated above or as may be adjusted in the future), the City and University agree to guarantee a minimum allocation of 14 seats to the City even if the City’s actual proportionate investment does not support this
minimum allocation. The University agrees to allow the City to purchase up to 30 seats total (25%) in the future with the cost per seat based on proportional contribution.

3. Sibling enrollments are challenging for child care centers and cannot be guaranteed because of limitations on class size and fairness to both the City and University. Continuity of care is important for families, so the child care provider recommends that the center offer spaces to current families first, giving returning children and siblings priority. The University has agreed to alternate sibling priority, thereby giving both parties equal opportunities to enroll siblings of current families, even if implementing this sibling priority temporarily results in the City’s allocation exceeding its then-current allocation.

4. Lease of 40 years with standard lease provisions concerning indemnification, fire and other loss, breach of lease, etc.

5. Approximately 1,016 sq. ft. of community space (multi-purpose room, conference room and kitchen) available from 7:00 p.m. to 5:30 a.m. weekdays and all day availability for use on weekends. The child care provider requires evening use up to four evening/weekend days monthly. Times will be scheduled in advance. Cleaning will be done by the child care provider. The City is responsible for any cleaning costs above normal daily cleaning.

6. Early termination by City with one year notice to UMD after an initial ten year term. This will accommodate UMD’s initial agreement with Bright Horizons, the initial child care provider. Buy back clause proportional to remaining term based on depreciated cost basis of the building using a standard 39.5 year straight-line depreciation schedule.

7. Use of facility shall be continuous as a fully occupied daycare facility unless agreed otherwise by City, if alternate use is compatible with site and public purpose requirement. If not agreed by City, or if property becomes vacant, this constitutes a default on the lease, which ends and property reverts to City at no cost. Will include opportunity to cure for UMD in lease.

8. Early termination if use of the building is determined by a third party (i.e. County or court) to be a violation of site "public use" requirements. Lease ends and property reverts to City at no cost. Alternate use may be proposed by UMD and approved by City if compatible with site and public purpose requirements. UMD to obtain concurrence from Prince George's County that the child care center is a "public use."

9. UMD to provide approximately 4,210 rentable sq. ft. of office space at 8400 Baltimore Avenue to accommodate relocation of City Public Services Department, staff and operations at a rate of $18/sq. ft. (20% discount) for 4 years with no direct charge to the City. The value, estimated at ~$75,780 per year, will be an additional credit to the University’s contribution to the child care center project, estimated at $6M (see #1). Additional years with agreement of both parties. Annual operating expenses are included for years 1&2 (currently $7.85/SF); in lease years 3 & 4, City will pay its proportionate
share of operating expense increases over a 2019 calendar base year. Four parking spaces per 1,000 SF, shared use of visitor parking on-site (metered parking available in adjacent lot), shared rest rooms. Common areas are cleaned by management; cleaning and trash removal of leased space is responsibility of City. City agrees to pay for its relocation costs.

10. Annual review of financial audit of the child care provider operations and budget by the City.

11. City review and approval of site plan and final design.

12. UMD responsible for all building and parking lot maintenance, upkeep, utilities, etc. except City will plow parking lot and clear sidewalks of snow and provide routine lawn maintenance.

13. The child care center will use the parking available to the east side of the building and west side parking lot for staff and patron parking. The University has indicated that, while the child care center may make occasional use of the adjoining field and play area, the facility requirements are fully satisfied in the development area and so they are not requesting exclusive use of the field and play areas. The University will retain or replace pipes that allow the City to water the field and play areas. City reserves the right to build and or utilize land (including field and play area) adjacent to facility for other public purpose uses and will maintain these areas. Any new use of this land must not conflict with the child care center.

14. The child care center will offer tiered tuition based on age (e.g. the same tuition is charged for all infants). Tuition rates will be established annually to meet the University’s obligations as contracted with the child care provider and do not include debt service or tuition subsidies.

15. Building and parking lot areas to be maintained to level acceptable to the City, and returned to the City without further cost at end of lease, with understanding that reasonable wear and tear will be accepted by the City. In the event that damage, destruction or casualty occurs during the last five (5) years of Term, then the parties in good faith will determine whether the continued operation of the child care program is feasible and desirable. If the continued operation of the Child Care Program is feasible and desirable, then the Child Care Facility will be restored to the extent of available insurance proceeds, with either party having the sole discretion whether, but not the obligation, to contribute any additional funding that may be needed for restoration. If the parties decide that the operation of the child care program is not feasible or desirable, then either the City or the University may terminate this Lease, and any balance of Restoration Funds not subject to the terms and conditions of any financing related to the construction of the Child Care Facility shall be (i) used first to clear and secure the Property so that it will be vacated and surrendered in a safe condition, and (ii) second, allocated between the parties in accordance with the same ratio provided for allocation of child care spaces.
16. Both parties to provide copies of appraisals and other bases for estimating value, UMD to provide information with respect to the proposed financing structure, construction cost, and review of the Bright Horizon contract including cost plus calculations.

17. The City and University enter this initiative in a spirit of collaboration, viewing one another as a partner in bringing high quality child day care to our community. While it is important that the University control the operation of the center, the City and University will necessarily interact regularly as we share space and oversee terms of our agreement. The University will communicate to a designated City liaison periodic status updates, any notifications and any changes at the center that may impact the status of the license, including change in operation.

18. The City and the University will consult with one another in the event of any change in provider, including contract terms. The City is agreeable to holding contract terms confidential if proprietary.
19-G-75

Minutes
Mayor Wojahn opened the Regular Meeting at 7:30 p.m.

ANNOUNCEMENTS:
Councilmember Kabir announced a budget Town Hall meeting on Friday, April 12 at Davis Hall and a community police meeting at MOMs café on Thursday.

Councilmember Kennedy announced she just attended a rally at the Supreme Court with the League of Women Voters regarding gerrymandering.

Councilmember Rigg announced a senior’s technology literacy event happening at City Hall.

Councilmember Mitchell announced a meeting with County Council Member Dernoga on April 3.

CITY MANAGER’S REPORT: Mr. Somers reviewed highlights from the Weekly Bulletin: Good Neighbor Day Food Drive; mosquito season is upon us; April is spring clean-up month at Public Works; 1st Thirsty Thursday; Brunch with the Bunny and Spring Egg Hunt; Crystal Springs playground; and free passes to ride the Shuttle-UM.

AMENDMENTS TO AND APPROVAL OF THE AGENDA: Add item 19-G-54, letter to Sen. Rosapepe in response to letter he received from the North College Park Community Association (Kennedy/Day 7-0). Remove item 19-G-49 (Dennis/Rigg 7-0). Approve the agenda as amended (Rigg/Day) 7-0.

PUBLIC COMMENT ON CONSENT AGENDA AND NON-AGENDA ITEMS:
Sarah D’Alexander, Office of Community Engagement, UMD: Discussed the 8th annual Good Neighbor Day to be held on April 13.

Mary King, resident: Made recommendations on the City’s bulk trash program: separate electronics and charge per item; tell people the charge remains even if the item is not there when the truck comes; is against charging bulk trash per item – use cubic yards instead.
Stephanie Stullich, resident: The cost has increased on the Calvert Road School day care project and the University of Maryland says they are not able to pay the $130,000 it would take to replace the historic windows in the main building. Would the City be willing to contribute the incremental cost of replacing the windows?

PRESENTATIONS:


B. Annual Anacostia Trails Heritage Area Update: Aaron Marcavitch, Executive Director, presented the annual ATHA/Maryland Milestones report.

PUBLIC HEARINGS:


Mr. Somers stated that this ordinance will increase litter/dumping fines for a first violation to $1,000 which is the maximum allowable.

Oscar Gregory, resident: The penalty doesn’t fit the crime. Have violators pick up the trash instead.

Carol Nezzo, resident: This represents a huge increase; what is the history of developing this plan. She doesn’t want cameras and metal signs in the forest. Consider alternatives.


Ms. Ferguson said this is a follow-up to the original ordinance and is intended to make our law more complete and easier to administer. She noted two corrections to §172-9 on pages 5 and 7: change “Small Cell” to “Small Wireless.”
Carol Nezzo, resident: She is excited to see this; she did her dissertation on this topic. Where did we study it? Do we know the health impact on the people?

CONSENT AGENDA: A motion was made by Councilmember Day and seconded by Councilmember Mitchell to adopt the Consent Agenda, which consisted of:

19-G-50 Award of contract for on-call engineering services in substantially the form attached to Rummel, Klepper & Kahn, LLP using the hourly billable rates from Montgomery County, Maryland contract number 1011773, subject to approval of the City Attorney

19-G-51 Approval of Minutes: February 26, 2019 Regular Meeting; March 5, 2019 Worksession; March 5, 2019 Special Session.

The motion passed 7-0.

ACTION ITEMS:


A motion was made by Councilmember Rigg and seconded by Councilmember Brennan to adopt Ordinance 19-O-07.

Councilmember Rigg said this is less about the person littering and more about dumping at certain hot spots around the City.

Councilmember Mitchell said normally she would oppose such a large fine, but thinks we need this incentive to try to rein-in illegal dumping.

Councilmember Brennan said there is evidence in our City that we have a problem with illegal dumping. He supports the idea of allowing a person to render community service instead of paying a fee.

Councilmember Kabir sees the problem as identifying the violators. Mr. Somers said the primary goal is to discourage the illegal dumping in the first place. The second goal is to identify who it is. We will target those areas where we know dumping occurs.

The motion passed 7-0.
19-O-08  Adoption of Ordinance 19-O-08, Amending Chapter 172 Article II Wireless Telecommunications Facilities In Public Rights-Of-Way, To Add A Definition, Allow The City To Hold A Public Hearing With Respect To The Proposed Installation Of Wireless Facilities, Set Additional Standards For Installation, Set Standards For Identification And Maintenance, Prevent Spooling Or Coiling Of Cables On Poles, Require Additional Information To Be Submitted As Part Of The Application, Set A Consideration Deadline For Applications Not Otherwise Set By Federal Law And Add A Fee Provision

A motion was made by Councilmember Rigg and seconded by Councilmember Brennan to adopt Ordinance 19-O-08.

Councilmember Rigg said the City is well positioned to address the applications that will now come forward, and that we are not allowed to say ‘no.’ We can lean-in by having these measures in place that give us some control.

The motion passed 7-0.


Mr. Gardiner said this legislation requires the state to issue a report when it proposes to enter into a public-private partnership for transportation projects to provide greater transparency. Although it is not stated, this seems to apply to the I-270 and I-495 widening projects.

A motion was made by Councilmember Dennis and seconded by Councilmember Mitchell to send a letter in support of HB 1091 to Sen. King and the Budget and Taxation Committee.

Councilmember Dennis said this is about the public-private partnership involved in the I-495 and I-270 widening projects. The County Council has expressed concerns that this is going forward without input from County residents and that not all of the activity is being done transparently.

Councilmember Rigg said this is a tug-of-war between the Executive and Legislative branches of the state and has nothing to do with the governance of the City. Why are we interjecting ourselves? A PPP for large transportation projects is becoming common.

Mayor Wojahn said we have been asked by environmental groups to weigh in on this.

The motion passed 7-0.

19-G-54  Letter to Sen. Rosapepe in response to letter he received from the North College Park Community Association

Councilmember Kennedy said a letter went from the NCPCA to Sen. Rosapepe asking for support for funding for a community center in north College Park. She looks forward to having that discussion and appreciates the efforts of the NCPCA. The City is doing a city-wide survey to assess recreation needs, and there are a lot of other projects on the City’s agenda at this time. She
proposes the letter to District 21 and the County Council to: 1) clarify the use of the $50,000 funding we received from the M-NCPPC in FY 19, which is not for a community center; 2) clarify that the study we are doing is not for the possibility of a community center, it is to assess the City’s recreational programming; and 3) encourage conversations with City staff before they act on the NCPCA letter.

A motion was made by Councilmember Kennedy and seconded by Councilmember Day to send a letter as described above to the 21st District delegation, and copy the County Council member and NCPCA.

Councilmember Brennan said the City Council should make measured decisions on how funding is spent city-wide based on real demand and that we shouldn’t put our state and county officials in the position of earmarking funding for a certain neighborhood.

Councilmember Kabir said for many years the City has sent a letter to M-NCPPC requesting they build a community center in north College Park, so the City has taken this position. He is disappointed we are in a public meeting approving a letter that we haven’t seen and without providing notice to the residents or the NCPCA. He believes the NCPCA could have worded their letter better, but they are frustrated there has been no action on their request. He asked the Council to table this tonight to let the residents to respond. He suggested instead the City can ask the NCPCA to send the clarifying letter. He will likely abstain if this is decided tonight.

Councilmember Mitchell suggests we have a discussion with the leadership of the NCPCA about why we are going this way and send a letter. This has been going on and on, and we need to close the loop and move forward. She thinks coming to the table and having a discussion is the best way to resolve this.

Councilmember Kennedy has had several conversations with them but perhaps the Mayor can join in the next one on how to move forward.

Councilmember Day asked about the Park and Planning study mentioned by Councilmember Kabir. He said they allocated $50,000 for a feasibility study, then removed it, and the study was never done.

Mayor Wojahn said our proposed letter is not taking a contrary position to what NCPCA said in their letter; it is just clarifying. The NCPCA letter suggested the City may have misdirected funds, so it is important from our perspective to confirm that the City is using the funds for what they were intended. He thinks it is important to have open communication between the elected officials, residents and City staff to ensure we are all on the same page.

**Roll Call Vote:**
Aye: Kennedy, Brennan, Dennis, Day, Rigg, Mitchell
Nay:
Abstain: Kabir
The motion carried 6-0-1.
19-G-52 Appointments to Boards and Committees

A motion was made by Councilmember Mitchell and seconded by Councilmember Dennis to appoint Matt Dernoga to the CBE, Kennis Termini to the Animal Welfare Committee, Cameron Thurston to the Board of Election Supervisors, Aiina De Triana to the Rec Board, and to reappoint Todd Larsen to the CBE and Kathy Rodeffer to the AWC. The motion passed 7-0.

MAYOR AND COUNCIL REPORTS/COMMENTS:
Councilmember Mitchell asked for the status of HB 396 regarding a permit plan for utility services.

Mayor Wojahn asked Council if they are interested in having SHA attend a Worksession for a follow-up discussion about the proposed I-495/I-270 widening and invite Four Cities elected officials to attend. Mitchell/Rigg 7-0.

Councilmember Rigg requested a future Worksession in response to the CPCUP request to honor the late Poet Laureate of the United States, Reed Whittemore, who was a College Park resident. Rigg/Brennan 7-0.

Mr. Tobin noted an article written by Deputy Student Liaison Serena Saunders for Women’s History Month on the SGA Facebook page.

Ms. Saunders said that an SGA team would be working on service projects for Good Neighbor Day.

Mr. Somers suggested postponing the Budget Worksession that was supposed to be held after tonight’s Regular Meeting to next week, due to the lateness of the hour. All were in favor.

COMMENTS FROM THE AUDIENCE:
Stephanie Stullich, resident: Discussed concerns about trash/litter in Old Town and asked if there are still regular clean-ups by student groups in Old Town on Sunday mornings. Mr. Tobin responded that they are regularly meeting at 11:00 a.m. on Fraternity Row for the clean-ups.

ADJOURN: A motion was made by Councilmember Rigg and seconded by Councilmember Brennan to adjourn the Regular Meeting, and with a vote of 7-0, the meeting was adjourned at 9:58 p.m.
Mayor Wojahn opened the Worksession at 7:30 p.m.

CITY MANAGER’S REPORT: Mr. Somers reported on the Food Scrap Composting program; the Good Neighbor Day Food Drive; the sale of Smart Leaf compost; 1st Thirsty Thursday; Brunch with the Bunny; and the Spring Egg Hunt.

AMENDMENT TO/APPROVAL OF THE AGENDA: Agenda approved without amendment (Rigg/Day 8-0).

DISCUSSION ITEMS:
1 Discussion with College Park Housing Authority on HUD Repositioning proposal - James Simpson, Executive Director, CPHA, and the Housing Authority Commissioners:

Mr. Simpson reported on an initiative by HUD called “Repositioning.” HUD officials visited Attick Towers (AT) and said they will give housing vouchers if the agency converts from Public Housing and pressured the Housing Authority (HA) to make a decision quickly. The HA doesn’t fully understand the proposal or how it will impact the tenants and the HA. HUD is pushing this program on the smaller properties of less than 300 units. He said HUD markets this as a windfall but doesn’t tell you the downside. If the voucher system goes in, the HUD funding goes away. The HA is still evaluating the proposal. They will be involved in training on April 8. One option is to privatize and seek other funding sources.

AT has 108 units with a mix of elderly and disabled residents. Average rent is $300/month. They are funded by rental income, a HUD operating subsidy, and have a capital fund for repairs. The building is 50 years old and they struggle to fund needed repairs. If HUD pulls out of the building they will be on their own.

Council asked if the Housing Authority received anything in writing from HUD about this proposal. The reply was that it was a presentation with a lot of charts. HUD wants a decision by September. Council asked if the HA has legal counsel to advise them? Yes, they do. Council encouraged the HA to let them know if they can do anything to assist and asked to be kept informed.
2 Comments on the M-NCPPC Budget – Bill Gardiner, Assistant City Manager: Mr. Gardiner reviewed the staff report. The following items were discussed: the underpasses in Lakeland and at Baltimore Avenue; a refresh to the Lakeland signage that is faded; a pedestrian bridge over the NE Branch to the new playground off Campus Drive; a water fountain and pavilion in north College Park. How does the County’s Strategic Trails Plan impact the M-NCPPC budget? What is included in the Trail Development Fund and the Playground Replacement Fund? We should prioritize our requests. Should we focus on maintenance of existing facilities before adding new projects? Request input from staff on what can be achieved – do we pursue the low hanging fruit or go for the high-ticket items? Schedule a meeting at staff level to see what can be funded out of their budget and what we need to push. Return Future W/S.

3 Continuation of FY 2020 Budget Worksession: Council discussed adding parking lot items to the FY 20 budget. The additional funding would come from the Facilities Capital Reserve Transfer.

- Add $20K placeholder for language access (8-0). Future W/S to be held.
- Add $30K for possible monthly newspaper mailed to households (Hyattsville Life and Times proposal) (8-0)
- EAC requests to 1) increase 4 education grants from $7,500 to $8,000 ($500 x 4 = +$2000); 2) increase $2,500 grants to $2,750 ($250 x 6 = +$1,500), 3) Increase educational incentives to be developed by EAC by $1,000 – TOTAL of $4,500 (8-0)
- $2,250 new grant for College Park Academy to provide assistance to neighborhood schools (4-2-2 (Mitchell and Day recused themselves)).
- $15K for electricity at 3 locations – Jack Perry Plaza, College Park Woods entrance/sign and Calvert Hills Christmas Tree. (8-0)
- $25K for bus shelter on Metzerott Road – do a comprehensive analysis. How many are needed. Are there economies of scale? Research grant funding, Metro, UMD funding options. (8-0)
- Add $40K to complete the safety fence on US 1 up to Hartwick Road (6-2)
- Total $136,750 taken from the $454,800 capital transfer to the Facilities Capital Reserve.
- Councilmember Kabir requested funding for community space in north College Park: proposes a flexible model and requests $30,000 funding as a placeholder to provide space to the community. We might not use it all – it depends on the needs of the community. We could rent additional time/space at the Methodist Church if there is space available (2-6)
- Cistern at WMATA property for Community Garden? Wait until future W/S on community garden.
- Bus service to take seniors to the library 3 times/week? Policy decision.

4 Discussion of legislation: The School Exemption Surcharge bill has been amended and will be discussed on Thursday; the security camera legislation is likely to pass; status of bikeways funding; request for information on billing property taxes on an installment plan in the future.
5. **Boards and Committees:** Janet Wagner to TLB; Todd Reitzel to TLB; Rashawna Alfred to TLB; Bram Turner to AWC.

6. **Future Agendas:**
   - Find options to reduce traffic on our major roadways, including Complete Streets (Day/Kabir 8-0)
   - Expand bus service for Seniors to go to the library three times/week (Mitchell). This should be included in the needs assessment study.

7. **Comments:** Managed lanes workshop; County FY ’20 budget hearing; Community Police meeting at MOM’s café; Town Hall meeting on City budget; Scholars in Action technology seminar; Student Liaison application; Branchville Volunteer Fire Department banquet; Coffeehouse Debate Club.

**ADJOURN:** A motion was made by Councilmember Rigg and seconded by Councilmember Day to adjourn the Worksession and enter into a Closed Session to consider matters related to collective bargaining negotiations, pursuant to the Maryland Annotated Code, General Provisions Article § 3-305. With a vote of 8-0, Mayor Wojahn adjourned the Worksession at 10:17 p.m.

________________________________________________
Janeen S. Miller                      Date
City Clerk                           Approved
19-G-77

Boards & Committees
May 14, 2019  Appointments to Boards and Committees  19-G-77

- Reappoint Melissa Day to the Education Advisory Committee
- Appoint Tessie Aikara to the Education Advisory Committee
April 16, 2019

Mayor Patrick Wojahn and City Council
City of College Park
4500 Knox Road
College Park, MD  20740

Dear Mayor Patrick Wojahn and Council Members:

This letter is sent on behalf of the Board of Directors of the College Park City-University Partnership who, on April 10, 2019, voted to request your re-appointment of current Class B and C Directors whose terms are expiring. Specifically, the Board is requesting the following re-appointments:

Class B
Sen. Jim Rosapepe  
Expiration of Term  6/30/2022

Class C
Richard Wagner  
Expiration of Term  6/30/2022

These appointments require Mayor and Council action, and our bylaws state that each member (City and University) act on nominations within 30 days of receipt.

Thank you for your continued support and partnership.

Sincerely,

Eric Olson  
Executive Director  
College Park City-University Partnership

CC: Carlo Colella
Approved March 9, 2015

BY-LAWS

OF

COLLEGE PARK CITY-UNIVERSITY PARTNERSHIP, INC.

ARTICLE I

THE CORPORATION

Section 1.01. Name.

The name of the Corporation is College Park City-University Partnership, Inc.

Section 1.02. Purposes.

The purposes of the Corporation are exclusively charitable and educational as defined in Section 501(c) (3) of the Internal Revenue Code of 1986, as amended, and as stated in the Articles of Incorporation. All corporate actions will conform with all applicable laws and adopted plans of the City of College Park and the University of Maryland at College Park.

Section 1.03. Members.

The Members of the College Park City–University Partnership, Inc. are the City of College Park and the University of Maryland at College Park.

ARTICLE II

BOARD OF DIRECTORS

Section 2.01. Power and Duties.

The business and affairs of the Corporation shall be managed under the direction of its Board of Directors (“Board of Directors”, “Board” or “Directors”).

Section 2.02. Number of Directors.

The Board of Directors shall consist of not less than seven (7) Directors until such number is changed as herein provided. The exact number of Directors shall be fixed from time to time by the Members pursuant to a resolution adopted by both of the Members. The tenure of office of a Director shall not be affected by any change in the number of Directors so made by the Members. Of the Directors, four (4) directors shall be designated as Class A Directors, shall be representatives of the University of Maryland at College Park, and shall be appointed by the President of the University of Maryland at College Park; four (4) directors shall be designated as Class B Directors, shall be representatives of the City of College Park and shall be appointed by
the Mayor and City Council of the City of College Park; and the remaining directors, not less than two (2) shall be designated as Class C Directors and shall be appointed jointly by the Mayor and City Council of the City of College Park and the President of the University of Maryland at College Park. All vacancies on the Board of Directors shall be filled in the manner prescribed by these By-Laws.

Section 2.03. Term.

The term of office for a Director is three years, and shall continue until their successors are duly appointed and qualified. The Directors shall be further divided into three groups, as nearly equal in number as possible, with respect to the times at which their terms shall end. Directors of each group shall include at least one Class A director, one Class B director and one or more Class C directors, if applicable. The Members shall designate which Directors shall be included in each of the three groups. The terms of each group shall be staggered so that the term of office of one group of Directors shall expire in each year.

Section 2.04. Nomination and Appointment of Directors.

Appointment of Directors shall take place at the annual meeting of the Board of Directors in June of each year. At the March meeting prior to the annual meeting, the Directors shall recommend a slate of Directors for appointment for the group of Directors whose terms are then expiring. The Board of Directors may delegate its responsibility under this section to a nominating committee as the Directors consider appropriate. The Directors shall, prior to submission to the Members, obtain the consent to serve on the Board of Directors from everyone listed on the slate of nominees.

Within twenty days after the March meeting, the recommended nominations shall be transmitted to the Mayor and City Council of the City of College Park (with respect to the nominations for Class B and C Directors) and the President of the University of Maryland at College Park (with respect to the nominations for Class A and C Directors). Each Member will approve or disapprove its respective nominations within thirty (30) days of receipt. In the event the Board of Directors does not transmit the slate as required, the Member may nominate a slate for its respective Director positions and so notify the Board of Directors.

Section 2.05. Removal.

A Director or Directors may be removed from office, with cause, only by the Member that appointed such Director, or in the case of Class C Directors, by a resolution by either Members.

Section 2.06. Filling of Vacancies.

In the case of any vacancy on the Board of Directors through death, resignation, disqualification, removal, increase in the number of Directors or other cause, the Members may appoint a successor to hold office for the unexpired portion of the term of the Director whose place shall be vacant as follows: To the extent the vacancy is a Class A Director, the new Class
A Director shall be appointed by the President of the University of Maryland at College Park; to the extent the vacancy is a Class B Director, the new Class B Director shall be appointed by the Mayor and City Council of the City of College Park; and to the extent the vacancy is a Class C Director, the new Class C Director shall be nominated by the Board and appointed jointly by the Members. The Board may delegate its responsibility under this section to a nominating committee, as the Directors deem appropriate.

The failure of any Director to attend three (3) successive meetings without reason acceptable to the Members shall be cause for automatic disqualification.

Any Director may resign at any time by giving written notice to the Secretary of the Corporation or to the Board of Directors. Such resignation shall take effect at the time specified therein and, unless otherwise specified, the acceptance of such resignation shall not be necessary to make it effective. If any Director tenders such Director's resignation to take effect at a future time, the Members, in accordance with the terms of this Section 2.06 shall have the power to appoint a successor to take office at such time as such Director's resignation becomes effective.

Section 2.07. Dissolution of the Corporation.

Upon the requisite vote of the Members of the Corporation to dissolve the Corporation, the Directors shall take all necessary steps to effect the dissolution of the Corporation as provided by law and in the Articles of Incorporation.

ARTICLE III
BOARD MEETINGS

Section 3.01. Board of Director Meetings.

A Director may attend a meeting in person or by telephone or video conference.

A. Annual Meeting.

Beginning in June, 2015, the annual meeting for the appointment of Directors, for the consideration of reports to be laid before such meeting, and for the consideration of such other business as may properly come before such meeting shall be held in June of each year, on a date and at such place and time as may be designated by the Board of Directors.

B. Regular Meetings.

Regular meetings of the Board of Directors shall be held on such dates and at such places as may be designated from time to time by the Board of Directors.

C. Special and Emergency Meetings.

Special and emergency meetings of the Board of Directors may be called at any time by the Chairman of the Board or by a majority of the Board of Directors by vote at a meeting, or in