



CITY COUNCIL WORKSHOP MEETING AGENDA

VIRTUAL MEETING

Wednesday, February 2, 2022

This Agenda is subject to change. If this agenda is modified it will be reposted to the City of New Carrollton's website: www.newcarrolltonmd.gov. If you have any questions please contact the City Clerk at (301) 459-6100.

Items for discussion

- 1. Call to Order**
- 2. Report of the Mayor and Administration**
- 3. Council Questions/Council Announcements**
- 4. Audio Visual Room RFP Update/Recommendation**
- 5. Review/Comment on Yearly Proclamations**
- 6. MML Academy of Excellence**
- 7. Charter Updates/Amendments**
- 8. Meeting Minutes**
 - a.) Council Workshop/Special Legislative Meeting Minutes (January 5, 2022)
 - b.) Council Legislative Meeting Minutes (January 18, 2022)
 - c.) Council Legislative Meeting Minutes (January 19, 2022)
- 9. Public Comment – (Residents' Concerns, Audience Participation and Phone Calls) When addressing the Council please state your name and address for the record.**
- 10. Request for Future Agenda Items**
- 11. Adjournment**

PLEASE NOTE: This meeting of the City of New Carrollton Council will be a virtual meeting. Anyone interested in listening to the meeting will be able to by calling the following number: **301-715-8592 with code 886 3070 2034**. You do not need a participant code. If you want to join the meeting via the Computer click on the link to join Join Zoom Meeting <https://us06web.zoom.us/j/88630702034> Meeting ID: **886 3070 2034**. If you have comments for the Council please email them to City Administrative Officer Latasha Gatling at lgatling@newcarrolltonmd.gov by 3:00 p.m. the day of the meeting.



MEMORANDUM

To: Mayor and City Council
From: Latasha C. Gatling, City Administrative Officer
Cc: Department Heads
Re: January 2022 City Administrative Officer's Report
Date: February 2, 2022

Administration

- Preparations for the FY23 Budget have begun.
- Conducted the first of two community meetings about ARPA on January 26th. The next meeting will be held on February 9th at 7:00 p.m.
- Reviewed the ARPA Final Rule from the Department of Treasury.
- Participate(d) in weekly meetings with Forerunner Technologies and the transition to the new telephone system.
- Participated in a number of webinars hosted by MML, MEDA, and Prince George's County.
- Prepared initial letter of interest to annex certain properties along Annapolis Road.
- Conducted Municipal Center Restroom Upgrade RFP Bid Opening and began the initial review.
- Conducted interviews for the City Clerk position.
- Attended/participated in the 4-Cities Meeting

City Clerk

Events:

No events for the month of January.

Social Media Report

No report

Human Resources

The HR January work 2022 report is as follows:

During this month, HR began recruitment efforts for the critical City Clerk, Human Resources Administrator and Human Resources Assistant vacancies.

Welcomed our new HR Administrator Cynthia Johnson on January 31st.

In the continued spirit of wellness, HR distributed CIGNA resources and information to all City employees as it relates to COVID-19 Home Testing Kits.

Finance and Accounting

No report



CITY OF NEW CARROLLTON

6016 PRINCESS GARDEN PARKWAY • NEW CARROLLTON, MARYLAND 20784-2898
Phone (301) 459-6100 Fax (301) 459-8172

MEMORANDUM

To: City Council
From: Latasha C. Gatling, City Administrative Officer
Re: Audio / Video Control Room RFP
Date: January 26, 2022

A Request for Proposals (“RFP”) was advertised on the City’s website and through the Maryland e-Marketplace for the redesign/upgrade of the Audio / Video control room. At the close of the RFP process at 2:00 p.m. on Friday, December 17, 2021, three (3) proposals were received.

Staff reviewed and evaluated all of the proposals that were submitted using the criteria set forth in City Code, Sec. 27-8.K, including the proposer’s responsiveness to the RFP packet, proposers understanding of the requirements of the project and company overview. Upon review of the proposals, staff found that Wiser AV submitted the lowest and most responsive proposal that met all of the requirements of the RFP.

Vendor	Annual Maintenance, Support and Training Cost	One-Time Implementation Cost
Wiser AV	6360.00	58,680.00
WPS	12100.00	172,810.00
AVI SPL	1164.00	39,735.42

Wiser AV is in good standing with the State Department of Assessments and Taxation and provided references. Accordingly, staff recommends that the City accept Wiser AV’s proposal and award the contract for the redesign/upgrade of the Audio / Video control room in an amount not to exceed \$58,680.00.

AVI SPL submitted a proposed solution, even though AVI SPL was the lowest price proposal, it lacked in response and did not address a full “Redesign/upgrade” as requested by the RFP and during the onsite walk through.

WPS (Washington Professional System) proposal was submitted for an amount much greater than all submitted proposals; in addition, it is staff's opinion that WPS proposal provided a solid solution, just cost was 3X the amount of Wiser AV which provides a solid working solution. As noted in the chart above, the prices range from \$31,990 to \$172,810 for full installation.

The redesign/upgrade of the Audio / Video control room will be paid for out of the Cable TV Equipment Support Grant from Comcast/Verizon (PEG)

If the City Council agrees with staff's recommendation and approves awarding the project to Wiser AV, a formal agreement will be brought back to the City Council for discussion on February 14, 2022 and a formal vote on February 16, 2022.

RFP-2022-03

City of New Carrollton

Wiser AV would like to thank you for the opportunity to offer our services for your production studio upgrade. Pursuant to RFP-2022-03 and after careful review and analysis of your project goals, we are providing the following response in support of these goals.

Wiser AV has extensive experience in the Audiovisual Systems Design and Integration market. We are a member in good standing of the AUDIOVISUAL AND INTEGRATED EXPERIENCE ASSOCIATION (AVIXA). We have all levels of AVIXA certifications on staff.

Certified Technology Specialists (CTS)
Certified Technology Specialists- Integration (CTS-I)
Certified Technology Specialists Design (CTS-D)

We thank you for your consideration.

Sincerely,

Shawn Wiser

President
Wiser AV
A Smarter Way to AV
10545 Guilford Rd, Suite 108
Jessup, MD 20794
Cell (443) 994-1993



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RFP-2022-03

Contractor Information

Prime Contractor

Wiser AV

Primary Contact: Shawn Wiser
Address: 10545 Guilford Rd
Suite 108
Jessup, MD 20794

Phone: 443-420-7321
Cell: 443-994-1993

Project Manager

Primary Contact: Shawn Wiser
Address: 10545 Guilford Rd
Suite 108
Jessup, MD 20794

Phone: 443-420-7321
Cell: 443-994-1993

Experience: 20 Years in the IT and AV Industry
AVIXA Certifications: CTS, CTS-I, CTS-D
Programming: Crestron, Aurora Multimedia, URC, Biamp, BSS Audio
Shure Level 1,2 and 3
Dante Level 2 Certified

Contractor References on attached Vendor Responsibility Form

Subcontractor: **Contract Video Services**

Primary Contact: Geren Mortenson
Address: 701 Franklin Ave
Westminster, MD 21157
Phone: 301-470-2800
Cell: 443-691-2616

Experience:

Geren is experienced in both the operations at Government Video facilities as well as a full-power public TV station and two radio stations. He is experienced with the operation of PEG TV facilities employing both Tightrope and other brands of station automation equipment. Geren is a man of many talents, including live sound recording, model railroading and blogging about those and other interests. Extensive Cablecast experience.



RFP-2022-03

Contract Video Specialist References:

Baltimore County Public Schools - BCPS-TV
938 York Road
Towson, MD 21204
Eric Dodson - Director
(443) 809-4404
edodson@bcps.org

Carroll County Public Schools - CETV
125 North Court Street
Westminster MD 21157
Patrick Flaherty - Video Production Manager
(410) 386-1815
pfflahe@carrollk12.org

Charles County Public Schools - CCPSTV
P.O. Box 2770
La Plata MD 20646
United States of America
Kyle Graves - CCPS Videographer/Producer
(301) 392-5564
kgraves@ccboe.com

Comparable Project Scopes:

City of Mount Rainier

- De-Commissioned existing system
- Installed new studio furniture and racks
- Installed new Vaddio PTZ Cameras
- Installed new Leightonix Recording, Storage, scheduling and streaming equipment
- New Projector Installation
- Vaddio Production Matrix Switcher
- New Shure Audio Wireless Microphones and audio mixers

City of Greenbelt

- De-Commissioned existing system
- Installed new studio furniture and racks
- Installed new Vaddio PTZ Cameras
- Installed new Cablecast streaming equipment
- Installed new TightRope Recording, Storage and Scheduling system
- New Video Matrix Switcher
- New Displays
- Vaddio Production Matrix Switcher
- New Shure Conferencing System
- BSS Audio Digital Signal Processors



RFP-2022-03

Project Schedule

With the current state of the supply chain all timelines are dependent on product deliveries. If there are long delays, we will work with the City of New Carrollton to look into alternative products/solutions, if necessary. No substitutions will be used unless approved by the City of New Carrollton.

- Typical product delivery is 10-14 days from receipt of PO from the City of New Carrollton.
- Project Start dates will be a maximum of 14 days of product receipt.
- Project duration will be 5-7 business days for de-commission and installation/integration.
- Training and Demo will be scheduled after installation completion. Can be scheduled once project begins.



RFP-2022-03

Scope of Work

The City of New Carrollton has requested to update the TV production studio.

Wiser AV is proposing the following upgrades.

- Remove existing desk and de-commission existing racks
- Provide new production desk that is moveable in order to access new equipment rack
- Provide Vertical Rack for components
- Organize and label wiring for ease of maintenance
- Provide new rack mounted monitors for monitoring television stations
- Install new Cablecast system for recording and scheduling playback of content.
- Integrate the following existing items;
 - Audio System
 - Pica Production System
 - Vaddio Cameras and Camera Controller
- 3 Year Service Contract
- Schematic Drawings of System As Built to be Provided within 30 days of completion



RFP-2022-03

Pricing and Materials List

Item	Description	Qty	Price	Total
Studio Upgrades				
LED-1906HDMTR	ToteVision LED-1906HDMTR 19 Inch Rackmount HD LCD Monitor	2	440.00	880.00
Rack	42RU Rack - w/ Casters	1	600.00	600.00
00-302-02	ATM Cool Stack 1 Intake 1U Rack-Mount Ventilator with Remote Thermal Probe and Power Supply	1	340.00	340.00
PRESTO-PB	OmniRax Presto AV Desk - Pewter	1	900.00	900.00
SMART2200RM2U	Tripp-Lite SMART2200RM2U UPS Battery Backup SmartPro 120V 2.2kVA 1.92kW Line-Interactive Sine Wave UPS, 2U, Network Card Options, LCD Display, USB, DB9	1	940.00	940.00
LGS124P	LINKSYS LGS124P Unmanaged 24-Port Gigabit PoE Switch	1	290.00	290.00
Rack	4u Rack Drawer	1	150.00	150.00
Mtrls	Signal Converters, SDI to HDMI, HDMI to SDI, SDI to Composite, rack panels	1	900.00	900.00
Instl	Decommission existing Racks and Relocate equipment to new Rack Decommission existing desk and install new studio desk Organize, label and reconnect wiring	1	8,000.00	8,000.00
Svc	3 Year Service Contract (see services for details)	1	2400	2400
Dwg	Schematic Drawings of System As Built	1	2000	2000
CableCast System				
CBL-VIO2-600	CABLECAST BROADCAST AUTOMATION/BULLETIN BOARD SYSTEM Cablecast VIO 2 Video Server 10TB RAID5 - 2 channel configurable 1-in x 1-out or 0-in x 2-out SD/HD SDI encode/decode, multi-format server with 10TB of usable RAID5 storage in a 3 RU chassis. Selectable SD or HD SDI with embedded audio. Pulls in RTP, RTMP and HLS streams. Includes Cablecast Automation, Video and CG server Software. Cablecast CG Player Software is optional. Includes graphics, crawl, bug, bug text on output. Includes 3 year hardware warranty, 1 years software assurance. Cablecast CG Player License optional at \$1,400 per channel. NEW/UPGRADE USER TRAINING REQUIRED, SOLD SEPARATELY TEAMVIEWER REMOTE ACCESS IS REQUIRED FOR COMMISSIONING, REMOTE TRAINING AND REMOTE SUPPORT OF THIS PRODUCT	1	19,750.00	19,750.00
CBL-STRUPG-20TB	Ten TB storage upgrade for Cablecast VIO and VOD servers to increase content storage to 20TB. Must be ordered at time of purchase	1	1,450.00	1,450.00
CBL-CGPLAYER-...	Cablecast CG Player License Cablecast CG bulletin board software for installation in Cablecast VIO video servers. All bulletin board features and native integration with the Cablecast schedule for display of "Airs Again On", "Coming up Next" and Cablecast schedule bulletins, updated dynamically throughout the day	1	1,575.00	1,575.00
CBL-SVC-PH-HR...	Remote Training, Installation Assistance and Service One hour of scheduled online training, installation assistance, guidance, or targeted help in utilizing Cablecast, Cablecast CG and Screenweave. Needs to be scheduled 2 weeks in advance. Training and Installation Assistance can be allocated as needed. Also includes upgrade assistance and other service not included in standard support.	12	115.00	1,380.00



RFP-2022-03

	Basic Channel Design			
CBL-CHD-BASIC	Includes a channel layout with pre-made zones, a custom branded background (in accordance with an organization's style guidelines), starter templates, and icons delivered in a single importable file. The Cablecast Creative Team determines the channel layout based on expertise and the end user's needs. Includes up to 3 mockup revisions RELATED SYSTEM HARDWARE *** System will utilize existing BMD Smarthub 12x12 router, master reference generator, and other related terminal equipment for audio and video monitoring, except as noted below **	1	2,600.00	2,600.00
AJA-GEN10	HD/SD/AES Sync Generator with Universal Power Supply	1	400.00	400.00
FS1	SYNCHRONIZER/CONVERTER, UNIVERSAL FRAME	1	3,450.00	3,450.00
ship	Shipping	1	175.00	175.00
CLS	Video System Engineer CVS Engineering support in system design; CVS Engineer on site for installation, commissioning, and training assistance	1	8,500.00	8,500.00
	CABLECAST SUPPORT SERVICES OPTIONS *** OPTION 1 -- 3YR TOTAL HARDWARE AND SOFTWARE ASSURANCE *			
CBL-SAS-CH-1YR	Cablecast Software Assurance for 1yr per channel (I/O)	4	500.00	2,000.00
	Annual software maintenance contract per I/O (Input/Output). Covers all the software upgrades including major releases at one facility. VIO2 = 2 I/O. Lapsed Software Assurance will need to be made current (CBL-SAS-CH-1YR-LAPSED) before additional years can be purchased. 10% discount for multiple year purchases * Software upgrades are customer installed with guided instructions included, support assistance provided as needed. Cablecast can perform installation of upgrades for an additional charge (CBL-SVC-UPGRADE). TEAMVIEWER REMOTE ACCESS IS REQUIRED 4 400.00 1,600.00 DISCOUNT TO BE CALCULATED AT TIME OF ORDER			

Total \$58,680.00



Wiser AV Ongoing Support Options

Wiser AV offers the following optional ongoing support options

Service Contract (Included in the RFP Pricing)

- Repair and/or replacement of equipment under warranty
- Return any faulty equipment for repair/replacement (includes freight charges)
- Repair or replace faulty cables
- Quarterly System Maintenance Visits
 - Cleaning racks and equipment
 - Check Wiring
- Annual Support Services (see below) are included for 90 days from project completion

Annual Support Services Not Covered in Service Contract (\$3600)

Includes the following benefits (Regular Business Hours and During Live Broadcast Events)

- 4 hour max response time phone support
- 4 business days maximum response onsite support
- Up to 4 hours monthly onsite support
- Unlimited phone support
- Update System Drawings for any Changes
- Return for repair of any equipment under warranty (Includes freight charges)
- Will return any equipment for repair not under warranty – The city is responsible for any repair fees for equipment out of warranty.

May not be used for the addition of new equipment outside of this RFP.



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Hourly Service Rates (Outside of any Annual Support or Services Contract)

Monday – Friday 9am- 5pm

- Excluding Federal Holidays
- Pre- scheduled or up to 4-day response time
- \$175 for first 30 minutes and \$175hr after
- 1.5 hour minimum

Technician Assistant Rates

- Used for second technician if necessary
- May be used for inventory and maintenance
- \$95hr

Emergency Service Rate-

- 24/7 response time
- Onsite within a maximum of 24hr. response
- \$200 for first 30 minutes and \$200hr after
- 1.5hr minimum

Programming Standard Rate- \$200hr.

- Monday – Friday 9am- 5pm
- Excluding Federal Holidays
- Pre- scheduled or up to 4-day response time

Programming Emergency Rate- \$225hr.

- 24/7 response time
- Onsite within a maximum of 24 hr. response time



RFP-2022-03

CABLECAST SUPPORT SERVICES OPTIONS

OPTION 1 -- 3YR TOTAL HARDWARE AND SOFTWARE ASSURANCE

Price - \$2000 (Included in this Response)

Cablecast Software Assurance for 1yr per channel (I/O)

Annual software maintenance contract per I/O (Input/Output). Covers all the software upgrades including major releases at one facility. VIO2 = 2 I/O.

Lapsed Software Assurance will need to be made current (CBL-SAS-CH-1YR-LAPSED) before additional years can be purchased.

10% discount for multiple year purchases

Software upgrades are customer installed with guided instructions included, support assistance provided as needed. Cablecast can perform installation of upgrades for an additional charge (CBL-SVC-UPGRADE).

TEAMVIEWER REMOTE ACCESS IS REQUIRED
DISCOUNT TO BE CALCULATED AT TIME OF ORDER

OPTION 2 -- 5YR TOTAL HARDWARE AND SOFTWAREASSURANCE * RECOMMENDED *****

Price – \$4000

Cablecast Software Assurance for 1yr per channel (I/O)

Annual software maintenance contract per I/O (Input/Output). Covers all the software upgrades including major releases at one facility. VIO2 = 2 I/O.

Lapsed Software Assurance will need to be made current (CBL-SAS-CH-1YR-LAPSED) before additional years can be purchased.

10% discount for multiple year purchases

* Software upgrades are customer installed with guided instructions included, support assistance provided as needed. Cablecast can perform installation of upgrades for an additional charge (CBL-SVC-UPGRADE).



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TEAMVIEWER REMOTE ACCESS IS REQUIRED

Hardware Assurance for CBL-VIO2-600 (Extends the 3 year Hardware Warranty to 5 years)

Price - \$4300

Annual hardware assurance contract for the CBL-VIO2-600. First 3 years are included with the hardware purchase.

A total of 5 years of hardware assurance is available. Must purchase years 4 & 5 before existing assurance expires.

25% discount on years 4 and 5 if purchased with initial system purchase.

DISCOUNT TO BE CALCULATED AT TIME OF ORDER

***** OPTIONAL ONGOING SUPPORT / TRAINING *** (Direct Support from Cablecast)**

Cablecast Co-Pilot Service – Monthly

Price \$400 per Month

Five hours of online training, guidance, or help in utilizing Cablecast, Cablecast CG and Screenweave. Like having an expert on your staff. Not applicable with custom branded CG or OTT Channels

Needs to be scheduled online in advance. Requires access to the customer's hardware with TeamViewer through the network connection

TEAMVIEWER REMOTE ACCESS IS REQUIRED

Cablecast Co-Pilot Service – Yearly

Price \$2760 Annual

Five hours per month of online training, guidance, or help in utilizing Cablecast, Cablecast CG and Screenweave. Like having an expert on your staff. Not applicable with custom branded CG or OTT Channels.

Needs to be scheduled online in advance. Requires access to the customer's hardware with TeamViewer through the network connection.

TEAMVIEWER REMOTE ACCESS IS REQUIRED

***** OPTIONAL CABLECAST SOFTWARE UPDATE SUPPORT *****

Price - \$345

Remote assistance upgrading a Cablecast system to the latest version of the software. Needs to be scheduled in advance with the Cablecast online scheduling tool. Requires access to the customer's hardware with TeamViewer through the network connection.

ATTACHMENTS

AMERICANS WITH DISABILITIES ACT CERTIFICATION

1. The Americans with Disabilities Act (“ADA”) prohibits discrimination against qualified individuals with disabilities in all employment practices, including job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities.
2. The City has published a statement to its employees that it does not discriminate in employment on the basis of any disability covered by the ADA and that such discrimination is prohibited in the City’s workplace. The City has also communicated to its employees the actions that may be taken against them for violation of this policy.
3. The Contractor is required to advise every employee of his or her rights under the ADA, including his or her right to be free from unlawful employment discrimination based on a covered disability.
4. It is further required of the Contractor that all employees working under this Contract, as a condition of employment under this Contract be advised, in writing, that they must abide by the terms of the ADA.

Bidder: Wiser AV (Print Name of Firm)

Address: 10545 Guilford Rd, Suite 108

City/State/Zip: Jessup, MD 20794

By:  (Signature of Person Authorized to Sign Bid)

Shawn Wiser President (Print Name and Title of Person Authorized to Sign Bid)

DRUG FREE WORKPLACE CERTIFICATION

1. The City has published a statement to its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the City's workplace. The City has also communicated to its employees the actions that will be taken against employees for violation of this policy.
2. Further, the City also informs employees of the dangers of drug abuse in the workplace; the City's policy of maintaining a drug free workplace; drug counseling, rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. The Contractor is required to give any employee to be engaged in the performance of this contract a copy of the statement that "the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the City's workplace".
4. It is further required of the Contractor that all employees working under this Contract, as a condition of employment under this Contract be advised, in writing, that they:
 - a. must abide by the terms of this statement; and
 - b. must notify their employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
5. The Contractor must notify the City in writing, within ten calendar days after receiving notice under subparagraph 4 (b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.
6. Contractor must take one of the following actions, within 30 calendar days of receiving notice under subparagraph 4 (b), with respect to any employee who is convicted of a criminal drug statute:

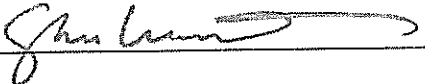
- a. Taking appropriate personnel action against such employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

7. Contractor must make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Bidder: Wiser AV (Print Name of Firm)

Address: 10545 Guilford Rd, Suite 108

City/State/Zip: Jessup, MD 20794

By:  (Signature of Person Authorized to Sign Bid)

Shawn Wiser President (Print Name and Title of Person

Authorized to Sign Bid)

VENDOR RESPONSIBILITY FORM

1. Summarize briefly your experience in providing the commodities or service outlined in the attached request for proposals:

Wiser AV has is a member of the AVIXA organization and hold all CTS level certifications (CTS, CTS-I and CTS-D). We have also completely upgraded the public TV systems at the City of Greenbelt and the City of Mt Ranier

2. List the names and addresses of three (2) firms, *with telephone numbers, facsimile numbers, e-mail addresses and contact persons*, for which you have provided similar services:

Beverly Palau bpalau@verizon.net 301-412-7323 City of Greenbelt	Jared Alindogan mrtv@mountrainiermd.orgt 301-985-6585 City of Mount Ranier	Pablo Alvarez pablo.alvarez@garda.com 202-227-8368 Pan American Health Organization
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3. List the name and address of one bank or other institution that can provide the City with an adequate credit reference:

Capital One Bank
7937 Ritchie Highway
Glen Burnie, MD 21061

Federal I.D. #
27-4969449

Name of Bidder: Wiser AV

Address: 10545 Guilford Rd, Suite 108
Jessup, MD 20794

Telephone #:
443-420-7321

By: 
Signature

Shawn Wiser President

Typed Name and Title

EQUAL OPPORTUNITY EMPLOYER

I hereby affirm that this company does not discriminate in any manner against any employee or applicant for employment because of race, religion, color, sex (including pregnancy and sexual orientation), age or national origin.

Bidder: Wiser AV
Type/Print Name of Firm

Address: 10545 Guilford Rd, Suite 108

City/State/Zip: Jessup, MD 20794

By: 
Signature of Person Authorized to Sign Bid

Shawn Wiser President
Typed Name of Person Authorized to Sign Bid

STATEMENT UNDER OATH TO ACCOMPANY BID

The bidder represents, and it is a condition of the acceptance of this bid, that the bidder has not been a party with other bidders to any agreement to bid a fixed or uniform price.

ATTEST/WITNESS

Wiser AV

Name of Bidder-Type/Print

BY: _____

Signature of Person Authorized to Sign

Shawn Wiser President

Name and Title of Signatory (Type or Print)

STATE OF Maryland

COUNTY OF Anne Arundel, TO WIT:

On this 10th day of December 2021, before the undersigned officer, personally appeared Sharon
Matthew Wiser, known to me or satisfactorily proven to be the person whose name is
subscribed on the foregoing instrument for the purposes therein contained. IN WITNESS WHEREOF, I have hereunto
set my hand and official seal the day and year aforesaid.

Ratha Rath

Notary Public

My Commission Expires: 10/5/2024

City of New Carrollton RFP-2022-03 Municipal Center Audio Visual Control
 Friday, December 17, 2021, at 2:00 p.m.

Company Name & Address	Bid Amount	Company Representative <i>Notes</i>	Date & Time Submitted	Notes
Wisez AV Shawn Wisez	58,680.	Annual Support - Op'tims → (3 copies)	12/16/21 11:50 am	
B WPS Washington Professional Systems	172,810.	(1 copy)	12/17/21 → by FedEx-	
AVI SOL	31,990	B (3 copies)	12/17/21 @ 12:20	

Note for the Record: The Bid opening started at 2pm p.m. and ended at 2:05 p.m.

Douglas A. Barber
 Douglas A. Barber, City Clerk

Attest: Katasha Gatling
 Katasha Gatling, City Administrative Officer

Date: Friday, December 17, 2021

2pm → started —
 → ended —

Attendees:
 Katasha Gatling
 Mike
 Andrews
 Doug

Proclamations

- o National School Choice Week - January
- o Black History Month – February
- o Arbor Day – April
- o Clerk Weeks - May
- o DPW Week – May
- o Police Week - May
- o Juneteenth – June
- o Pride Month - June
- o Hispanic Heritage Month – September
- o Breast Cancer Awareness Month - October
- o Red Ribbon Week- October
- o Municipal Government Works Month – November
- o Small Business Saturday - November
- o Veterans Day - November

**CITY OF NEW CARROLLTON MINUTES
COUNCIL WORKSHOP MEETING
WEDNESDAY, JANUARY 5, 2022**

The Council Workshop Meeting was held at 7:00 p.m., on Wednesday, January 5, 2022, as a virtual meeting. Attending were Chairperson Cynthia DB Mills; Councilmembers, Sarah Potter-Robbins, Katrina R. Dodro, and Briana Urbina; Mayor Phelecia Nembhard; City Administrative Officer Latasha Gatling; Assistant City Administrative Officer Michael McMahon; Chief of Police David G. Rice; Director of Public Works Andre Triplett; Information Technology Administrator Andrew Facey; and Administrative Assistant Araceli Guzman. Councilmember Allyne Hooks was absent.

1. CALL TO ORDER

Chairperson Mills welcomed everyone and called the meeting to order.

2. REPORT OF THE MAYOR AND ADMINISTRATION

Mayor Nembhard wished everyone a happy new year and referred to Chief of Police David Rice for his report.

Chief Rice began by offering condolences to long-time resident Lloyd Creger, Jr. who recently passed.

He then stated that the National Night Out organization has ranked the City's 2021 event third in its category nationally. Chief Rice then presented the crime statics for December 2021.

The Chief then discussed the recent snow storm and stated the Police Department worked closely with public works during the event to clear downed trees, blocked roadways, and various safety hazards that needed to be addressed.

City Administrative Officer Gatling was called on to deliver the administration's report. Ms. Gatling noted that the we continued to work on the ARPA Implementation Plan and are preparing two upcoming public workshops. She also stated a new annexation plan is being developed and will be coming before the Council soon. Ms. Gatling advised that the City will be conducting interviews for some vacant positions; one being the City Clerk. She reported that Andrew Facey is now in charge of the website and will be making some updates. She concluded by reminding everyone that during inclement weather, the City follows the lead of Prince George's County. When PGC close their offices, the New Carrollton municipal center will be closed.

Director of Public Works Triplett provided an update on the Clean Water Partnership's installation of the foot bridge. The bridge has been completed but it is not open to the public while awaiting final inspections. We are collecting Christmas trees that are placed by the trash. Leaf collection has been halted until next week. He then reported on the recent snow event and thanked the Chief for his assistance. He stated that he and his crews began mobilizing by 1:00 am Monday. With the amount of snow coming down, the salt laid out

did not take effect. He also stated a lot of trees came down and by 7:00 pm Monday all streets were cleared and passable. Any trees that came down were set a side and will be collected later in the week. There is another storm forecasted for Friday and PW will be ready.

Mayor Nembhard concluded by stating she is working on a meeting with our senators and state delegates to see about ways to partner with New Carrollton. She then thanked City staff that assisted with the Christmas food box distribution and all the staff that worked the recent snow event.

3. COUNCIL QUESTIONS/COUNCIL ANNOUNCEMENTS

Councilmember Urbina gave an update on her recent experience with the current COVID variant and reminded everyone to take it very seriously.

Councilmember Dodro began by thanking PW and PD for all their work during the recent snow event. She commented that no one was answering the phones at PW and asked that during future events someone is there to take calls. She also asked that the City utilize the email listserv to disseminate information to the residents prior to these events. She concluded by asking Mayor Nembhard to be included in the meeting with the senators.

Councilmember Potter-Robbins wished everyone a Happy New Year and sends her condolences to Susan Krieger.

Chairperson Mills commented that we need more citizen participation in these City Council Workshop meetings. She then asked the Mayor if the Municipal Center is open to the public in which she received an affirmative response from the Mayor.

4. CURRENT RESIDENTIAL PARKING SUGGESTIONS/DISCUSSION/PATH FORWARD

Chairperson Mills began by stating this council has not made a decision on how to address the current parking problem. She commented that she received some information from the CAO about Hyattsville's parking system.

Ms. Gatling described Hyattsville's current computerized parking permit system and stated she will send a link to Hyattsville's program to the Council. Councilmember Dodro suggested that we request someone from Hyattsville to give a presentation to this Council and also requested that she receive the same information that was sent to Chairperson Mills.

A discussion followed.

Chairperson Mills concluded the discussion by stating this item will be back on the first meeting in February agenda.

5. DISCUSSION OF STANDARD PROCLAMATIONS

Chairperson Mills stated that in October a list of all the proclamations that the Council approved in the past was distributed and one proclamation about National School Choice Week was voted down. She stated she did some research on this proclamation and did not understand why it was voted down. Councilmember Urbina stated she did not vote for that proclamation because New Carrollton does not have any charter schools. A discussion followed.

Mayor Nembhard commented that she can approve and sign proclamations without City Council approval.

Councilmember Dodro stated she did not receive that list and would like to see a standardization of how proclamations are approved.

Ms. Gatling said she would resend the list.

6. FY22 BUDGET AMENDMENT SUGGESTIONS

Chairperson Mills opened by stating she added this to the agenda to gather items that the City Council would like to see in the upcoming budget.

Councilmember Urbina would like to use ARPA or City funds to offer retention bonuses to City staff, especially the Police Department, who worked through the pandemic. She also suggested the City conduct a salary study to see if our police officers are earning similar salaries to neighboring municipalities.

Councilmember Potter-Robbins would like to increase staff at Public Works.

7. FOUR CITIES COALITION MEETING (JANUARY 27, 2022 – HOSTED VIRTUALLY BY THE CITY OF COLLEGE PARK) AGENDA ITEMS

Chairperson Mills stated the upcoming Four Cities Coalition Meeting will be held by College Park and asked if there is anything that you would like to add to that agenda.

Councilmember Dodro stated she would like to add residential parking.

Councilmember Urbina would like to discuss a Four Cities municipal composting program.

8. CITY OF NEW CARROLLTON FY2023 BUDGET SCHEDULE

Chairperson Mills asked the CAO to present a memo about the FY 2023 Budget schedule. Ms. Gatling stated she provided three scenarios and asked for comments. A discussion followed.

Councilmembers decided to conduct workshops over four nights with each major section having one night. It was also suggested to conduct a separate meeting on April 18th for the public to provide input.

9. MEETING MINUTES

- a.) Council Workshop Meeting Minutes (December 13, 2021)
- b.) Council Legislative Meeting Minutes (December 15, 2021)

10. PUBLIC COMMENT - RESIDENTS' CONCERNS, AUDIENCE PARTICIPATION AND TELEPHONE CALLS

Ms. Crystal Garrett commented that Public Works did an excellent job clearing the snow. She then stated we need an emergency system to communicate with the public during these types of emergencies and she hopes the new phone system will help.

She asked what event is taking place on January 22nd at the United Baptist Church? Mayor Nembhard stated it is a vaccination event.

She then stated something needs to be done about illegal parking in the City.

11. ADJOURNMENT

There being no further business, Councilmember Potter-Robbins moved to adjourn the Council Workshop Meeting of Wednesday, January 5, 2022, seconded by Ms. Urbina. The motion was approved (4-0-0).

The meeting ended at 8:37 p.m.

Respectfully submitted,

Michael McMahan
Assistant City Administrative Officer

Adopted by the City Council on _____.

Note: The official recording of the City of New Carrollton's Council Workshop Meeting of Wednesday, January 5, 2022, has been posted to the City of New Carrollton's website.

**CITY OF NEW CARROLLTON MINUTES
COUNCIL WORKSHOP MEETING
TUESDAY, JANUARY 18, 2022**

The Council Workshop Meeting was held at 7:00 p.m., on Tuesday, January 18, 2022, as a virtual meeting. Attending were Chairperson Cynthia DB Mills; Councilmembers, Sarah Potter-Robbins, Katrina R. Dodro, and Briana Urbina; Mayor Phelecia Nembhard; City Administrative Officer Latasha Gatling; Assistant City Administrative Officer Michael McMahon; Chief of Police David G. Rice; Director of Public Works Andre Triplett; Information Technology Administrator Andrew Facey; and Administrative Assistant Araceli Guzman. Councilmember Allyne Hooks was absent.

1. CALL TO ORDER

Chairperson Mills welcomed everyone and called the meeting to order.

2. REPORT OF THE MAYOR AND ADMINISTRATION

Mayor Nembhard referred to Chief of Police David Rice for his report.

Chief Rice began by stating that he has no official report tonight other than adding that the Police Department has been extremely busy with all the weather changes that have taken place over the past several weeks.

Director of Public Works Triplett was called on to give his report and began with a report on snow operations from the last three snow events. He stated that three plows went down during the events and one is now back in operation. The City is down to 60% of its salt supply and a new order is arriving next Monday. Storm cleanup from the first event was difficult with the number of trees that came down but cleanup should be completed this week. He then stated that the Clean Water Partnership's crews will be cutting back vegetation overgrowth this week and then reseed the area in February.

City Administrative Officer Gatling was asked to give the Administration report. She referred the Council to the agenda packet for her written report. She then stated staff plans to bring the results of the AV Room RFP to the Council next month and the new phone system implementation is on schedule. She also reported that the first ARPA public workshop was rescheduled to Wednesday, January 26th at 7pm due to the City Newsletter not being delivered to New Carrollton residents on-time by the U.S. Post Office.

Mayor Nembhard then gave her report stating that she asked the CAO to send an email to all Councilmembers concerning the upcoming Maryland Municipal League Summer Conference. She then stated that the "*If I Were a Mayor*" contest is coming up and has been in contact with area schools. There is a free school lunch box give-away at RFK stadium every Sunday. The School Board Transformation Taskforce listening session is January 19th at 6pm. COVID test kits are available at the New Carrollton Public Library this week Wednesday and Thursday from 11:30 to 1:30 pm. Test kits are also available to be ordered online.

The Mayor then encouraged residents to sign-up for the City eNewsletter as the U.S. Mail has been severally delayed and the regular City newsletter is just now arriving in residents homes. That is why we rescheduled the ARPA listening session.

Food distribution is starting up through Capital Area Food Bank, Lindemann Foundation and the City of New Carrollton twice a month on the second and fourth Wednesday time to be determined. The next food distribution at Charles Carroll Middle School will take place January 29th.

The Metro Board Chairman announced the retirement of General Manager and CEO Paul Wiedefeld. PGCMA nominations are open for secretary's and two nominations were made for New Carrollton. The Mayor added that she has been selected to serve as secretary of the Maryland Black Mayors Association for a second year.

Sump pump drain pipes at the curb need to be connected to the drain and if you have any issues to contact Public Works. Branch cleanup should also be directed to Public Works.

We had a meeting with Senator Ben Cardin's office last week on how to partner with the Senate office. The \$2,500 Prince George's County Association of Realtors Macline Scholarship for PGC High School Seniors is open. Information can be found at that PGCAR Website. January 9th was Law Enforcement Appreciation Day. She wanted to recognize all our hard-working law enforcement personnel in the City. MLK Day of Service was a success with the Maryland Black Mayors Association. Our U.S. Congressman recently sent information on insuring equable broadband and clearwater.

3. COUNCIL QUESTIONS/COUNCIL ANNOUNCEMENTS

Councilmember Dodro began by stating people can sign up to receive four free COVID test kits at USPC.Com/covidtests. She then asked who is the acting City Clerk. CAO Gatling responded that she is the acting City Clerk.

Councilmember Urbina reported that she may be unavailable for the next few weeks due to her pregnancy. She then commented there were a lot less cars on the road during the last snow event and attributed that to the increase in social media posting by the City.

Councilmember Potter-Robbins requested that the City Administration please include page numbers to the City Council Agenda Packets. She then gave high praise to Public Works for the schedule they have been keeping the past few weeks.

4. PROCLAMATION BLACK HISTORY MONTH – FEBRUARY 2022

Chairperson Mills asked if anyone would like to discuss the proclamation for Black History Month. She recognized Councilmember Dodro who stated that she has comments about the proclamation issue that was discussed previously. Chairperson Mills stated it will on an upcoming agenda for discussion.

Councilmember Urbina was recognized and stated that she is happy we are doing it to acknowledge our history.

5. DISCUSS HYATTSVILLE PARKING

Chairperson Mills asked the Councilmembers if everyone received the packet that she sent on Hyattsville parking? She then stated this will be brought back on a future agenda. A discussion followed.

6. ENDORSEMENT OF SUSTAINABLE MARYLAND

Chairperson Mills referred to Assistant City Administrative Officer Michael McMahon. Mr. McMahon began by stating that he has two items to discuss. First, is that the City's Sustainable Maryland Community Certification expires at the end of 2022 and staff has begun the process for re-certification. Secondly, he stated that the Mayor received a request from Sustainable Maryland to be included in a letter of support for HB100/SB14. This bill creates a Sustainable Maryland Program Fund in the amount of \$750,000 beginning in 2024. He added that this bill has the support of MML. He then stated that the Mayor intends to have her name included on the letter and asked if any other Councilmember would like their name added. All the Councilmembers present requested to have their names added to the letter.

7. FY 2023 BUDGET – COUNCIL INPUT

Chairperson Mills opened by stating that the Council previously discussed the FY 2023 Budget and requested if anything additional needs to be included. CAO Gatling was recognized by the Chair. The CAO stated that she included the Budget Schedule the Council previously approved with an April 18th meeting for public input.

Councilmember Urbina was recognized and stated that she would like to add money to the budget for COVID test kits. CAO Gatling was recognized and reported that she requested 10,000 test kits from the State.

Councilmember Dodro requested money to be set aside for creating two community groups. The first being a CERT community group and a second being a youth community advisory group.

Councilmember Potter-Robbins requested additional moneys be added to the Public Works budget in order to retain employees. A discussion followed about staffing and compensation in Public Works.

8. MEETING MINUTES

- a.) Council Workshop Meeting Minutes (December 13, 2021)
- b.) Council Legislative Meeting Minutes (December 15, 2021)

No discussion

9. REVIEW OF PAID BILLS

Batch #1 (December 17, 2021); Batch #2 (December 23, 2021);

Batch #3 (December 31, 2021)

No discussion

10. PUBLIC COMMENT - RESIDENTS' CONCERNS, AUDIENCE PARTICIPATION AND TELEPHONE CALLS

Chairperson Mills recognized Roy Peterson at 8406 Ravenswood Road. Mr. Peterson began by asking three questions. First, he asked about road access to a vacant lot at the end of Legation Road behind Metro Points Hotel? He then asked why the Agenda Packets are not on the City Website for download? Finally, he asked when the Green Team will be able to meet? Mayor Nembhard was recognized and stated the road access onto Legation for that empty lot was to assist with a COVID testing site at Metro Points to allow vehicles to exit the site more safely. She then stated that we recently discussed calling a Green Team meeting soon due to the Sustainable Maryland certification. CAO Gatling commented that the agenda packet it is on the website in another folder and in the future will add the packets to the homepage.

11. REQUEST FOR FUTURE AGENDA ITEMS

Councilmember Urbina was recognized by Chairperson Mills. She stated that she would like to expand the electorate in New Carrollton. She has written a bill to expand the electorate to include Non-U.S. Citizens and sixteen-year-old voters. She continued by stating that she recently attended Parkdale High School and received letters for the Mayor in support of sixteen-year-old voters.

12. ADJOURNMENT

There being no further business, Councilmember Urbina moved to adjourn the Council Workshop Meeting of Tuesday, January 18, 2022. Seconded by Councilmember Dodro. The motion was approved (4-0-0).

The meeting ended at 7:46 p.m.

Respectfully submitted,

Michael McMahon

Assistant City Administrative Officer

Adopted by the City Council on _____.

Note: The official recording of the City of New Carrollton's Council Workshop Meeting of Tuesday, January 18, 2022, has been posted to the City of New Carrollton's website.

**CITY OF NEW CARROLLTON MINUTES
COUNCIL LEGISLATIVE MEETING
WEDNESDAY, JANUARY 19, 2022**

The Council Legislative Meeting was held at 7:01 p.m., on Wednesday, January 19, 2022, as a virtual meeting. Attending were Chairperson Cynthia DB Mills; Councilmembers, Sarah Potter-Robbins, Allyne Hooks, Katrina R. Dodro, and Briana Urbina; Mayor Phelecia Nembhard; City Administrative Officer Latasha Gatling; Assistant City Administrative Officer Michael McMahon; Chief of Police David G. Rice; Director of Public Works Andre Triplett; Information Technology Administrator Andrew Facey; Director of Finance Lorna Grant-Charles; and Administrative Assistant Araceli Guzman.

1. CALL TO ORDER

Chairperson Mills welcomed everyone and called the meeting to order.

2. MEETING MINUTES

- a.) Council Workshop Meeting Minutes (December 13, 2021)
- b.) Council Legislative Meeting Minutes (December 15, 2021)

Motion: Councilmember Dodro moved that the following Council Meeting Minutes be approved: Council Workshop Meeting Minutes (December 13, 2021), Council Workshop Meeting Minutes (December 15, 2021). Councilmember Urbina seconded the motion. There was no discussion. Ms. Mills called for the vote. The motion was approved (5-0-0). Councilmember Robbins abstained from the vote for the December 13, 2021 Council Workshop Meeting Minutes.

3. COUNCIL QUESTIONS/COUNCIL ANNOUNCEMENTS

Councilmember Urbina reported that she received the City Newsletter in the mail today.

Chairperson Mills thanked Chief Rice for displaying a sign warning work vehicles are subject to being towed.

Councilmember Dodro reminded everyone there are multiple ways to get your testing done and there are ways to get free N-95 masks.

Councilmember Hooks requested code enforcement inspect her block for garbage cans staying on the street after pick-up.

4. ADDITIONS TO THE AGENDA BY THE COUNCIL

There were no additions to the agenda.

5. OLD BUSINESS

There was no old business.

6. NEW BUSINESS

PROCLAMATION BLACK HISTORY MONTH – FEBRUARY 2022

Councilmember Dodro read the proclamation for Black History Month and made a motion to approve. Councilmember Urbina seconded the motion. There was a brief discussion. Ms. Mills called for the vote. The motion was approved (5-0-0).

ADOPTION OF FY2023 BUDGET SCHEDULE

Councilmember Urbina made a motion for the council to adopt FY2023 Budget Schedule, Exhibit B as presented at the Council Workshop Meeting of Wednesday, January 5, 2022. Councilmember Dodro seconded the motion. Ms. Mills called for the vote. The motion was approved (5-0-0).

7. ADJOURNMENT

There being no further business, Councilmember Urbina moved to adjourn the Council Workshop Meeting of Wednesday, January 19, 2022. Councilmember Hooks seconded the motion. The motion was approved (5-0-0).

The meeting ended at 7:15 p.m.

Respectfully submitted,

Michael McMahon

Assistant City Administrative Officer

Adopted by the City Council on _____.

Note: The official recording of the City of New Carrollton's Council Workshop Meeting of Wednesday, January 19, 2022, has been posted to the City of New Carrollton's website.