

# City of Hyattsville

Hyattsville Municipal Building  
4310 Gallatin Street, 3rd Floor  
Hyattsville, MD 20781  
(301) 985-5000  
[www.hyattsville.org](http://www.hyattsville.org)



## Agenda Regular Meeting

Register in advance for this webinar:

[https://us06web.zoom.us/webinar/register/WN\\_Wb3VXxBtSB2GZ7CSeMym3w](https://us06web.zoom.us/webinar/register/WN_Wb3VXxBtSB2GZ7CSeMym3w)

**Tuesday, January 2, 2024**

**7:00 PM**

**Virtual**

### **City Council**

**Robert S. Croslin, Mayor**  
**Joseph Solomon, Council President, Ward 5**  
**Joanne Waszczak, Council Vice President, Ward 1**  
**Sam Denes, Ward 1**  
**Danny Schaible, Ward 2**  
**Emily Strab, Ward 2**  
**Jimmy McClellan, Ward 3**  
**Kareem Redmond, Ward 3**  
**Edouard Haba, Ward 4**  
**Michelle Lee, Ward 4**  
**Rommel Sandino, Ward 5**

### **ADMINISTRATION**

**Tracey E. Douglas, City Administrator**  
**Laura Reams, City Clerk, 301-985-5009, [cityclerk@hyattsville.org](mailto:cityclerk@hyattsville.org)**

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

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

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

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

**PUBLIC INPUT:** If you wish to address the Council during the Public Comment period, please use the "Raise Hand" feature in the virtual meeting interface. Participants may also submit statements electronically using the eComment feature at [www.hyattsville.org/meetings](http://www.hyattsville.org/meetings) or via email to [cityclerk@hyattsville.org](mailto:cityclerk@hyattsville.org) no later than two (2) hours prior to the start of the meeting. Submitted electronic statements will be sent to Councilmembers prior to the meeting and will not be read aloud. All participants shall remain respectful in their contributions and associated functions of the virtual meeting interface are not intended for public dialogue or discussion.

**WAYS TO WATCH THE MEETING LIVE:** City Council meetings are broadcast live on cable television channel 71 (Comcast) and channel 12 (Verizon). You may also view meetings live online at [hyattsville-md.granicus.com/MediaPlayer.php?camera\\_id=2](http://hyattsville-md.granicus.com/MediaPlayer.php?camera_id=2)

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

**CITY INFORMATION:** Sign up to receive text and email notifications about Hyattsville events, government, police and programs at [www.hyattsville.org/list.aspx](http://www.hyattsville.org/list.aspx)

**INCLEMENT WEATHER:** In the event of inclement weather, please call 301-985-5000 to confirm the status of the Council meeting.

**Meeting Notice:**

The Hyattsville City Council will hold its meeting on Tuesday, January 2, 2024 remotely via video conference. The Council meeting will be conducted entirely remotely; there will be no in-person meeting attendance.

The meeting will be broadcast live on cable television channel 71 (Comcast), channel 12 (Verizon), and available via live stream at [www.hyattsville.org/meetings](http://www.hyattsville.org/meetings).

**PUBLIC PARTICIPATION:**

If you wish to address the Council during the Public Comment period, please use the "Raise Hand" feature in the virtual meeting interface. Participants may also submit statements electronically using the eComment feature at [www.hyattsville.org/meetings](http://www.hyattsville.org/meetings) or via email to [cityclerk@hyattsville.org](mailto:cityclerk@hyattsville.org) no later than two (2) hours prior to the start of the meeting. Submitted electronic statements will be sent to Councilmembers prior to the meeting and included in the official meeting record. Electronically submitted statements will not be read aloud. All participants shall remain respectful in their contributions and associated functions of the virtual meeting interface are not intended for public dialogue or discussion.

Members of the public who wish to comment during the virtual Council meeting must register in advance using the link below.

[https://us06web.zoom.us/webinar/register/WN\\_Wb3VXxBtSB2GZ7CSeMym3w](https://us06web.zoom.us/webinar/register/WN_Wb3VXxBtSB2GZ7CSeMym3w)

- 1. Call to Order and Council Roll Call**
- 2. Pledge of Allegiance to the Flag**
- 3. Approval of Agenda**
- 4. Public Comment (7:10 p.m. – 7:20 p.m.) Limit 2 minutes per speaker**
- 5. City Administrator Update (7:20 p.m - 7:45 p.m.)**
- 6. Appointments**

**6.a. Appointment to the Race and Equity Task Force**[\*\*HCC-174-FY24\*\*](#)

I move that the Mayor and Council approve the reappointment of Jennifer Gafford (Ward 3) to the Race and Equity Task Force for a term of two (2) years to expire on Jan 2, 2026.

**Sponsors:** Haba and Lee

**Department:** City Clerk

**Attachments:** [Jennifer Gafford W3 reappoint Jan 2 2024 redac](#)

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

Items listed on the Consent Agenda are considered routine in nature, and are approved in one motion. There will be no separate discussion of these items unless the Mayor/Council request specific items be removed from the Consent agenda for separate action.

**7.a. Commercial Real Estate Assessments - ARPA Funded**[\*\*HCC-170-FY24\*\*](#)

I move the Mayor and Council authorize an expenditure to JMT in an amount not to exceed \$29,000 for Commercial Real Estate Assessments under their existing contract with the City. This is funded as part of the Environmental Depot project ARPA funds as previously authorized by Council.

**Sponsors:** City Administrator

**Department:** Public Works

**Attachments:** [TO 74 Proposal 11.20.23](#)

**7.b. Herc Rentals for Snowplow rentals**[\*\*HCC-172-FY24\*\*](#)

I move that the Mayor and Council authorize the City Administrator to enter into an agreement with Herc Rentals for the rental of two snowplow trucks for the FY24 snow season for an expenditure not to exceed \$35,000, pending legal review. The treasurer is authorized to reallocate unspent funds authorized in HCC-030-FY24 and make the necessary budget amendments to encumber the funds authorized.

**Sponsors:** City Administrator

**Department:** Public Works

**Attachments:** [Dump Trucks for Rent](#) [Dump Trucks Rentals](#) [Herc Rentals](#)

**8. Council Dialogue (7:50 p.m. - 8:00 p.m.)****9. Motion to Adjourn**



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## Agenda Item Report

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**File #:** HCC-174-FY24

1/2/2024

6.a.

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Submitted by: Nate Groenendyk  
Submitting Department: City Clerk  
Agenda Section: Appointment

**Item Title:**

**Appointment to the Race and Equity Task Force**

**Suggested Action:**

I move that the Mayor and Council approve the reappointment of Jennifer Gafford (Ward 3) to the Race and Equity Task Force for a term of two (2) years to expire on Jan 2, 2026.

**Summary Background:**

See attached application. The staff liaison will reach out about the next scheduled meeting.

**Next Steps:**

Upon approval, the Race and Equity Task Force will have four remaining vacancies.

**Fiscal Impact:**

N/A

**City Administrator Comments:**

Recommend support.

**Community Engagement:**

Committee meetings are open to the public and all are encouraged to attend. Agendas are posted on the City's website.

**Strategic Goals:**

Goal 1 - Ensure Transparent and Accessible Governance

**Legal Review Required?**

N/A

**Board, Committee, and Commission Application****Profile**

Jennifer

First Name

Gafford

Last Name

**Preferred Pronouns**☒ She, her, hers

Email Address

**Committee Stipend Program - *Members Receive a Stipend of \$40 per Meeting Attended***

Upon appointment to a committee, you are automatically enrolled into the stipend program but in order to receive your payment you must complete and submit a W-9 form. The W-9 form will be emailed to committee members upon confirmation of your appointment.

Please enter your address below.

Many, but not all, of our committees require residency within the incorporated City limits of Hyattsville. To check your residency status, please visit the map: [City Residency Map](#)

Committees that accept applications from individuals residing outside of the incorporated City limits are listed below:

- Education Advisory Committee (at least 50% + 1 of sitting committee members must be residents of the City)
- Educational Facilities Task Force (up to one non-City resident appointment)
- Race and Equity Task Force (up to one non-City resident appointment)

Street Address

City

Suite or Apt

State

Postal Code

**Which Boards would you like to apply for?**

Race and Equity Task Force: Submitted

**Do you currently serve on this committee and are applying for re-appointment?**

☒ Yes ☐ No

If you selected more than one Board/Committee of interest, please indicate your first choice below.

N/A

To find your City Ward, click on this link! [City Residency Map](#)

Please select your ward from the drop down list below. \*

☒ Ward 3

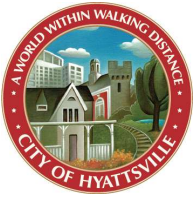
Primary Phone

Referred By:

Council Member Jimmy McClellan

**Please provide a brief background statement including why you want to serve on the committee/s for which you are applying. This statement may be posted on the City's website.**

My name is Jennifer Gafford. I was raised in Hyattsville and have been living here for the last 30 years. My love for the City of Hyattsville led to my decision to raise my own family here as well. I live in Ward 3 at Editor's Park with my husband and 7 year old son. My interest surrounding the subjects of culture and race root back to growing up in a multicultural family. I graduated from the University of Maryland, College Park with a bachelor's degree in Cultural Anthropology. I later received a Master of Arts in Human Resources Management and I currently work as a Director of Human Resources for a hospitality company based out of the DC Metropolitan area. As part of the essential functions of my job I provide guidance to operations managers on employment law compliance and harassment and discrimination prevention. I love the work that I do and believe strongly in the importance of the topics of race and equity not only in the workplace but in the communities we live in. For this reason, I am interested in serving on the 2022 Redistricting Commission.



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## Agenda Item Report

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**File #:** HCC-170-FY24

1/2/2024

7.a.

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Submitted by: Hal Metzler  
Submitting Department: Public Works  
Agenda Section: Consent

**Item Title:**

**Commercial Real Estate Assessments - ARPA Funded**

**Suggested Action:**

I move the Mayor and Council authorize an expenditure to JMT in an amount not to exceed \$29,000 for Commercial Real Estate Assessments under their existing contract with the City. This is funded as part of the Environmental Depot project ARPA funds as previously authorized by Council.

**Summary Background:**

A critical part of the Environmental Depot project is locating an appropriate location within the City of Hyattsville. The JMT team will evaluate several potential properties in the City to determine their suitability and availability for the site of the Environmental Depot. JMT will perform code and zoning reviews for each location as well as an appraisal of the property. This information will be critical as the City seeks grant and other funding to assist in covering the cost for the acquisition and construction of the facility.

**Next Steps:**

Issue purchase order and begin evaluations.

**Fiscal Impact:**

NTE \$29,000

**City Administrator Comments:**

City Administrator recommends approval.

**Community Engagement:**

N/A at this time. Several events were held during the concept development process, and additional public events will be held after land is acquired during the design portion of the project.

**Strategic Goals:**

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

**Legal Review Required?**

N/A





November 20, 2023

Mr. Hal Metzler, Jr.  
City of Hyattsville  
4310 Gallatin Street  
Hyattsville, MD 20781

Re: Commercial Real Estate Services- Hyattsville, MD  
DPW07132015 / JMT #16-1916-074

Dear Mr. Metzler,

JOHNSON, MIRMIRAN & THOMPSON is pleased to provide the City of Hyattsville with real estate analysis and acquisition services. The City of Hyattsville has a concept design for an environmental depot, described as a community place where residents can drop off hard-to-recycle items, electrical items, waste oils, etc. City of Hyattsville would like to seek a property for a permanent use for the public.

Real estate analysis and acquisition services will be by our subconsultant Pinkard Properties. Pinkard Properties will provide an analysis of documents as provided by JMT and the City on finding property in the City of Hyattsville for their environmental depot.

See attached Pinkard Properties' scope of work.

<b>Total Amount Not to Exceed</b>	<b>\$26,380.00</b>
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**Assumptions**

- City of Hyattsville will provide JMT all information related to the potential properties.
- JMT assumes 4 site visits.

**Attachments**

- Pinkard Properties, LLC proposal
- Cost breakdown

Thank you for using JOHNSON, MIRMIRAN & THOMPSON to provide these services.

Very truly yours,  
JOHNSON, MIRMIRAN & THOMPSON

DocuSigned by:

A blue ink signature of Adam Bell, written in a cursive style, is enclosed within a blue rectangular border.

Adam Bell, PE, CCM, LEED AP  
Vice President

cc: Soli Guille, JMT



*Real Estate Analysis & Acquisition Services  
Hyattsville Environmental Depot  
City of Hyattsville, Maryland*

November 20, 2023

Prepared For:  
Soli Guille  
202-216-1732  
SGuille@jmt.com

Pinkard Properties Contact:  
Katherine Pinkard  
443-841-7682  
kpinkard@pinkardproperties.com

# City of Hyattsville

## Environmental Depot Site



2

### Real Estate Analysis and Acquisition Services:

Task order scope of services to include:

- Analysis of documents as provided by JMT and the City of Hyattsville Department of Public Works, including review of site requirements, zoning requirements, potential building design details and requirements, plans, drawings, operations and maintenance information, and other relevant documentation to assist in potential site acquisition and/or development transaction(s)
- Attendance at calls and meetings with JMT and City of Hyattsville staff to review project materials, discuss progress, and answer questions
- Research and due diligence to identify and vet potential sites
- Site visits to tour existing leased sites as well as potential new acquisition sites
- Draft relevant report(s), edit reports, and expand upon findings as needed as the process evolves
- Additional and continued market research and updated information as needed
- Additional discussions with relevant external parties to potential transaction as needed
- Financial analysis of proposed site selection scenarios as needed

# City of Hyattsville Environmental Depot Site



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## Hours and Fees:

	Rate	Hours	TOTAL
Principal Task Leader	\$ 250.00	74	\$ 18,500.00
Project Specialist	\$ 175.00	10	\$ 1,750.00
			\$ 20,250.00

	Project Specialist	Principal Task Leader	Category Total
Review Materials	2	8	10
Site Visits	0	20	20
Meetings/Calls/Emails	2	12	14
Market Research	2	10	12
Financial Analysis	2	8	10
Report Drafting & Review	0	10	10
Administrative	2	6	8
Total Hours:	10	74	

## Submitted:

November 20, 2023

Date

*Katherine A. Pinkard*

Katherine Pinkard

President, Pinkard Properties

## TOTAL BASE COST

COST SUMMARY					
PART I - GENERAL					
1. PROJECT TITLE : Commercial Real Estate Services, Hyattsville			2. PROJECT No.: 16-1916-074		
3. NAME OF CONSULTANT: Johnson, Mirmiran, and Thompson			4. PROPOSAL DATE : 11/20/23		
			JMT 16-1916-074		
5. ADDRESS OF CONSULTANT : 601 New Jersey Ave, NW, Suite 210, Washington, DC 20001					
PART II - COST SUMMARY					
6. DIRECT LABOR (specify labor categories)	HOURS	Rates	ESTIMATED COST	TOTALS	
Project Manager	16	\$130.00	\$2,080.00		
<b>Total Hours</b>	16				
<i>DIRECT LABOR SUBTOTAL:</i>			\$2,080.00		
7. INDIRECT COSTS (Specify)		X DIRECT LABOR TOTAL =	ESTIMATED		
OVERHEAD AND PAYROLL BURDEN			\$0.00		
			\$0.00		
<i>INDIRECT COSTS SUBTOTAL</i>			\$0.00		
8. TOTAL OF DIRECT LABOR & INDIRECT COSTS (Combined Sum of Items 6&7)					\$2,080.00
9. PROFIT (Fixed Hourly Rate)					\$0.00
10. TOTAL PROFESSIONAL FEE (Combined Sum of Items 8, 9)					\$2,080.00
11. OTHER DIRECT COSTS					
7. EXPENSES	QTY.	COST	ESTIMATED COST		
a. Transportation (personal car)	0	\$ 0.66	\$ -		
b. Permit Drawing Sets	0	\$ -	\$ -		
c. Mylers	0	\$ -	\$ -		
d.	0	\$ -	\$ -		
e.	0	\$ -	\$ -		
<i>EXPENSES SUBTOTAL</i>			\$ -		
8. EQUIPMENT, MATERIALS, SUPPLIES (See attached itemization)	QTY.	COST	ESTIMATED COST		
a.	0	\$ -	\$ -		
b.	0	\$ -	\$ -		
e.	0	\$ -	\$ -		
<i>EQUIPMENT SUBTOTAL:</i>			\$ -		
9. SUBCONSULTANT(S)			ESTIMATED COST		
a. Pinkard Properties	1	\$ 20,250.00	\$ 20,250.00		
b.	0	\$ -	\$ -		
<i>SUBCONSULTANT(S) - SUBTOTAL:</i>			\$ 20,250.00		
10. SUBCONSULANT MARKUP			ESTIMATED COST		
a. Pinkard Properties	0.1	\$ 20,250.00	\$ 2,025.00		
b.	0	\$ -	\$ -		
<i>SUBCONSULTANT(S) - SUBTOTAL:</i>			\$ 2,025.00		
<i>OTHER SUBTOTAL</i>			\$ 4,050.00		
OTHER DIRECT COSTS TOTAL: (Combined Sum of Items 7, 8, 9, 10)				\$ 24,300.00	
<b>TOTAL PRICE (Combined Sum of Items 5 &amp; 10)</b>				<b>\$ 26,380.00</b>	

**Certificate Of Completion**

Envelope Id: 84CB4FDE303949998B62AD938F50073B  
 Subject: Here is your signed document: TO 74 Proposal 11.20.23.pdf  
 Source Envelope:  
 Document Pages: 5  
 Certificate Pages: 5  
 AutoNav: Disabled  
 Envelope Stamping: Disabled  
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

Envelope Originator:  
 Adam C Bell  
 40 Wight Avenue  
 Hunt Valley, MD 21030  
 ABELL@JMT.COM  
 IP Address: 65.207.30.3

**Record Tracking**

Status: Original  
 11/22/2023 11:16:15 AM

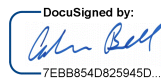
Holder: Adam C Bell  
 ABELL@JMT.COM

Location: DocuSign

**Signer Events**

Adam C Bell  
 ABELL@JMT.COM  
 Vice President  
 Johnson, Mirmiran & Thompson, Inc.  
 Security Level: Email, Account Authentication  
 (None)

**Signature**

DocuSigned by:  
  
 7EBB854D825945D...

Signature Adoption: Uploaded Signature Image  
 Using IP Address: 65.207.30.3

**Timestamp**

Sent: 11/22/2023 11:16:33 AM  
 Viewed: 11/22/2023 11:16:40 AM  
 Signed: 11/22/2023 11:17:01 AM  
 Freeform Signing

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

Soli Guille  
 sguille@jmt.com  
 Security Level: Email, Account Authentication  
 (None)

**COPIED**

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 Viewed: 11/22/2023 11:46:39 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: 11/22/2023 9:32:49 AM  
 ID: 916f6251-f5c7-452d-9a62-1e83a8d837ef

**Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent	Hashed/Encrypted	11/22/2023 11:16:33 AM
Certified Delivered	Security Checked	11/22/2023 11:16:40 AM
Signing Complete	Security Checked	11/22/2023 11:17:01 AM
Completed	Security Checked	11/22/2023 11:17:02 AM

**Payment Events****Status****Timestamps**



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### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.



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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: bsmith@jmt.com

**To advise Johnson, Mirmiran & Thompson, Inc. - DS of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at bsmith@jmt.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to bsmith@jmt.com and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with Johnson, Mirmiran & Thompson, Inc. - DS**

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to bsmith@jmt.com and in the body of such request you must state your e-mail, full name, US Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"><li>•Allow per session cookies</li><li>•Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection</li></ul>

\*\* These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

**Acknowledging your access and consent to receive materials electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Johnson, Mirmiran & Thompson, Inc. - DS as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Johnson, Mirmiran & Thompson, Inc. - DS during the course of my relationship with you.



# City of Hyattsville

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4310 Gallatin Street, 3rd Flr  
Hyattsville, MD 20781  
(301) 985-5000  
www.hyattsville.org

## Agenda Item Report

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**File #:** HCC-172-FY24

1/2/2024

7.b.

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Submitted by: Hal Metzler  
Submitting Department: Public Works  
Agenda Section: Consent

**Item Title:**

**Herc Rentals for Snowplow rentals**

**Suggested Action:**

I move that the Mayor and Council authorize the City Administrator to enter into an agreement with Herc Rentals for the rental of two snowplow trucks for the FY24 snow season for an expenditure not to exceed \$35,000, pending legal review. The treasurer is authorized to reallocate unspent funds authorized in HCC-030-FY24 and make the necessary budget amendments to encumber the funds authorized.

**Summary Background:**

In FY21 the Council authorized that two aging dump trucks that had exceeded their useful life be surplus and auctioned. The two trucks were primarily used for snow removal and were generally unused. Instead of making the large capital investment required to purchase new trucks, and due to the shortage of available trucks due to the production disruptions caused by COVID-19, the City began to rent the trucks needed for the winter season. In July 2023 Council authorized the rental of two trucks from United Rentals. Unfortunately, United Rentals was unable to fulfil the City's rental order as they have in past years. Staff were able to find an alternative vendor, Herc Rentals, that has the trucks available. Staff will be cancelling the purchase order with United Rentals and reallocating the funding to issue a purchase order with Herc Rentals.

**Next Steps:**

Issue purchase order and execute rental agreement

**Fiscal Impact:**

NTE \$35,000

**City Administrator Comments:**

Click or tap here to enter text.

**Community Engagement:**

N/A

**Strategic Goals:**

Goal 1 - Ensure Transparent and Accessible Governance

**Legal Review Required?**

Pending

Company

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Rental Duration

Start

End



5-6 yd. Non-CDL Dump Truck, Diesel

Dump Trucks | 659-6180

\$27,960.00

Quantity

2

Delivery /Pick Up

To Jobsite (20781)

☐ Delivery

☒ Customer Pick Up

From Jobsite

☐ Pick Up

☒ Customer Return

Order Estimate

Estimated Total Rental Rate	\$27,960.00
Sales Tax	\$1,677.60
<b>Subtotal</b>	<b>\$29,637.60</b>
Your exact total will be calculated prior to equipment delivery or pickup.	

Need Help?

[customersolutions@hercrentals.com](mailto:customersolutions@hercrentals.com)  
[1-833-967-6026](tel:1-833-967-6026)

What's New?

Latest additions to Herc Rentals' fleet.  
[See Equipment](#)

Subtotal (2 items)

\$29,637.60



November 20, 2023

Mr. Hal Metzler, Jr.  
City of Hyattsville  
4310 Gallatin Street  
Hyattsville, MD 20781

Re: Commercial Real Estate Services- Hyattsville, MD  
DPW07132015 / JMT #16-1916-074

Dear Mr. Metzler,

JOHNSON, MIRMIRAN & THOMPSON is pleased to provide the City of Hyattsville with real estate analysis and acquisition services. The City of Hyattsville has a concept design for an environmental depot, described as a community place where residents can drop off hard-to-recycle items, electrical items, waste oils, etc. City of Hyattsville would like to seek a property for a permanent use for the public.

Real estate analysis and acquisition services will be by our subconsultant Pinkard Properties. Pinkard Properties will provide an analysis of documents as provided by JMT and the City on finding property in the City of Hyattsville for their environmental depot.

See attached Pinkard Properties' scope of work.

**Total Amount Not to Exceed**

**\$26,380.00**

**Assumptions**

- City of Hyattsville will provide JMT all information related to the potential properties.
- JMT assumes 4 site visits.

**Attachments**

- Pinkard Properties, LLC proposal
- Cost breakdown

Thank you for using JOHNSON, MIRMIRAN & THOMPSON to provide these services.

Very truly yours,  
JOHNSON, MIRMIRAN & THOMPSON

DocuSigned by:

A blue ink signature of Adam Bell, written in a cursive style, enclosed within a blue rectangular border.

Adam Bell, PE, CCM, LEED AP  
Vice President

cc: Soli Guille, JMT



*Real Estate Analysis & Acquisition Services  
Hyattsville Environmental Depot  
City of Hyattsville, Maryland*

November 20, 2023

Prepared For:  
Soli Guille  
202-216-1732  
SGuille@jmt.com

Pinkard Properties Contact:  
Katherine Pinkard  
443-841-7682  
kpinkard@pinkardproperties.com

# City of Hyattsville

## Environmental Depot Site



2

### Real Estate Analysis and Acquisition Services:

Task order scope of services to include:

- Analysis of documents as provided by JMT and the City of Hyattsville Department of Public Works, including review of site requirements, zoning requirements, potential building design details and requirements, plans, drawings, operations and maintenance information, and other relevant documentation to assist in potential site acquisition and/or development transaction(s)
- Attendance at calls and meetings with JMT and City of Hyattsville staff to review project materials, discuss progress, and answer questions
- Research and due diligence to identify and vet potential sites
- Site visits to tour existing leased sites as well as potential new acquisition sites
- Draft relevant report(s), edit reports, and expand upon findings as needed as the process evolves
- Additional and continued market research and updated information as needed
- Additional discussions with relevant external parties to potential transaction as needed
- Financial analysis of proposed site selection scenarios as needed

# City of Hyattsville Environmental Depot Site



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## Hours and Fees:

	Rate	Hours	TOTAL
Principal Task Leader	\$ 250.00	74	\$ 18,500.00
Project Specialist	\$ 175.00	10	\$ 1,750.00
			\$ 20,250.00

	Project Specialist	Principal Task Leader	Category Total
Review Materials	2	8	10
Site Visits	0	20	20
Meetings/Calls/Emails	2	12	14
Market Research	2	10	12
Financial Analysis	2	8	10
Report Drafting & Review	0	10	10
Administrative	2	6	8
Total Hours:	10	74	

## Submitted:

November 20, 2023

Date

*Katherine A. Pinkard*

Katherine Pinkard

President, Pinkard Properties



## TOTAL BASE COST

COST SUMMARY					
PART I - GENERAL					
1. PROJECT TITLE : Commercial Real Estate Services, Hyattsville			2. PROJECT No.: 16-1916-074		
3. NAME OF CONSULTANT: Johnson, Mirmiran, and Thompson			4. PROPOSAL DATE : 11/20/23		
JMT 16-1916-074					
5. ADDRESS OF CONSULTANT : 601 New Jersey Ave, NW, Suite 210, Washington, DC 20001					
PART II - COST SUMMARY					
6. DIRECT LABOR (specify labor categories)	HOURS	Rates	ESTIMATED COST	TOTALS	
Project Manager	16	\$130.00	\$2,080.00		
<b>Total Hours</b>	16				
<i>DIRECT LABOR SUBTOTAL:</i>			\$2,080.00		
7. INDIRECT COSTS (Specify)		X DIRECT LABOR TOTAL =	ESTIMATED		
OVERHEAD AND PAYROLL BURDEN			\$0.00		
			\$0.00		
<i>INDIRECT COSTS SUBTOTAL</i>			\$0.00		
8. TOTAL OF DIRECT LABOR & INDIRECT COSTS (Combined Sum of Items 6&7)					\$2,080.00
9. PROFIT (Fixed Hourly Rate)					\$0.00
10. TOTAL PROFESSIONAL FEE (Combined Sum of Items 8, 9)					\$2,080.00
11. OTHER DIRECT COSTS					
7. EXPENSES	QTY.	COST	ESTIMATED COST		
a. Transportation (personal car)	0	\$ 0.66	\$ -		
b. Permit Drawing Sets	0	\$ -	\$ -		
c. Mylers	0	\$ -	\$ -		
d.	0	\$ -	\$ -		
e.	0	\$ -	\$ -		
<i>EXPENSES SUBTOTAL</i>			\$ -		
8. EQUIPMENT, MATERIALS, SUPPLIES (See attached itemization)	QTY.	COST	ESTIMATED COST		
a.	0	\$ -	\$ -		
b.	0	\$ -	\$ -		
e.	0	\$ -	\$ -		
<i>EQUIPMENT SUBTOTAL:</i>			\$ -		
9. SUBCONSULTANT(S)			ESTIMATED COST		
a. Pinkard Properties	1	\$ 20,250.00	\$ 20,250.00		
b.	0	\$ -	\$ -		
<i>SUBCONSULTANT(S) - SUBTOTAL:</i>			\$ 20,250.00		
10. SUBCONSULANT MARKUP			ESTIMATED COST		
a. Pinkard Properties	0.1	\$ 20,250.00	\$ 2,025.00		
b.	0	\$ -	\$ -		
<i>SUBCONSULTANT(S) - SUBTOTAL:</i>			\$ 2,025.00		
<i>OTHER SUBTOTAL</i>			\$ 4,050.00		
OTHER DIRECT COSTS TOTAL: (Combined Sum of Items 7, 8, 9, 10)				\$ 24,300.00	
<b>TOTAL PRICE (Combined Sum of Items 5 &amp; 10)</b>				<b>\$ 26,380.00</b>	

**Certificate Of Completion**

Envelope Id: 84CB4FDE303949998B62AD938F50073B  
 Subject: Here is your signed document: TO 74 Proposal 11.20.23.pdf  
 Source Envelope:  
 Document Pages: 5  
 Certificate Pages: 5  
 AutoNav: Disabled  
 Envelope Stamping: Disabled  
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

Envelope Originator:  
 Adam C Bell  
 40 Wight Avenue  
 Hunt Valley, MD 21030  
 ABELL@JMT.COM  
 IP Address: 65.207.30.3

**Record Tracking**

Status: Original  
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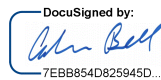
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**Signer Events**

Adam C Bell  
 ABELL@JMT.COM  
 Vice President  
 Johnson, Mirmiran & Thompson, Inc.  
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 (None)

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**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

Soli Guille  
 sguille@jmt.com  
 Security Level: Email, Account Authentication  
 (None)

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**Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent	Hashed/Encrypted	11/22/2023 11:16:33 AM
Certified Delivered	Security Checked	11/22/2023 11:16:40 AM
Signing Complete	Security Checked	11/22/2023 11:17:01 AM
Completed	Security Checked	11/22/2023 11:17:02 AM

**Payment Events****Status****Timestamps**



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**Required hardware and software**

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"><li>•Allow per session cookies</li><li>•Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection</li></ul>

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