MAYOR	COUNCIL
Brian K. Grim	Seth D. Bernard
	David Caporale
CITY ADMINISTRATOR	Richard J. "Rock" Cioni
Jeff Rhodes	Eugene T. Frazier
CITY SOLICITOR	**CITY CLERK**
Michael Scott Cohen	Marjorie A. Woodring

MINUTES

Mayor and City Council of Cumberland
City Hall Council Chambers
Room 212
6:15 P.M.

DATE 11/21/2017

***Pledge of Allegiance**

I. ROLL CALL

PRESENT: Brian K. Grim, President; Council Members David Caporale, Richard Cioni, and Eugene Frazier

ABSENT: Councilman Seth Bernard

ALSO PRESENT: Jeffrey D. Rhodes, City Administrator; Michael S. Cohen, City Solicitor; Charles Hinnant, Chief of Police; Donald Dunn, Fire Chief; Marjorie Woodring, City Clerk / Assistant City Administrator

II. CERTIFICATES, AWARDS AND PRESENTATIONS

(A) Presentation from Janet Wunderlick regarding proposed changes to parking in the downtown

Ms. Janet Wunderlick discussed a parking proposal for Downtown Cumberland as submitted by the Center City Neighborhood Association. She provided an overview of the policy objectives and discussed recommendations to reduce fines from $25 per violation to $10, reduce the 30-day late penalty from $55 to $25, and provide the ability to pay $5 for a fine if paid within 24 hours. Additional recommendations discussed included parking permits for free long-term parking under I-68; reorganization of the Cumberland Arms parking lot; reduction in times zones; improvements for parking signage; converting the south side of Pershing Street to 30-minute timed spaces, and implementing a periodic parking review.

Ed Mullaney discussed that the perception that there was no parking downtown for the businesses created a problem and made several recommendations for the establishment of more surface lot parking.

Mayor Grim stated that Council would review all the recommendations made and consider what steps may need to be taken.

(B) Presentation on the Cumberland Blight Action Plan from Katherine Garvey, Director of the Land Use and Sustainable Development Clinic of the WVU College of Law

Ms. Katherine Garvey provided background on the WVU Law Clinic and their experience working with towns

and cities in West Virginia to help them develop tools and plans for dealing with dilapidated buildings. She discussed that the City had contracted with the WVU Law Clinic and Downstream Strategies to help identify and prioritize blighted properties in Cumberland and provided details of the timeline for the project. She further discussed details of the GIS mapping tools that would be used to gather data on the approximate 11,000 properties in the city and the manner in which that data would be used to prioritize and categorize neglected properties, allow for the overlay of other mapping zones, and assist with the development of a comprehensive plan to address blighted properties. Ms. Garvey noted that surveyors would be in town within the next week or two to being the data gathering.

III. DIRECTOR'S REPORT

(A) Police

1. Police Department monthly report for October, 2017

Item Action: Approved

Motion to approve the report was made by Caporale, seconded by Cioni, and was passed on a vote of 4-0.

(B) Fire

1. Fire Department monthly report for October 2017

Item Action: Approved

Motion to approve the report was made by Caporale, seconded by Cioni, and was passed on a vote of 4-0.

(C) Administrative Services

1. Administrative Services monthly report for September, 2017

Item Action: Approved

Motion to approve the report was made by Caporale, seconded by Cioni, and was passed on a vote of 4-0.

(D) Public Works

1. Utilities Division & Central Services monthly report for October, 2017

Item Action: Approved

Motion to approve the report was made by Caporale, seconded by Cioni, and was passed on a vote of 4-0.

IV. APPROVAL OF MINUTES

(A) Routine

1. Approval of the Regular Session minutes of November 7, 2017

Item Action: Approved

Motion to approve the minutes was made by Caporale, seconded by Cioni, and was passed on a vote of 4-0.

V. UNFINISHED BUSINESS

(A) Orders

1. Order appointing Eugene T. Frazier to the Affirmative Action Committee effective this date

Mr. Rhodes reviewed the Order and Mayor Grim called for questions or comments.

Motion to approve the Order was made by Caporale, seconded by Cioni, and was passed on a vote of 4-0.

ORDER NO. 26,212

VI. NEW BUSINESS

(A) Resolutions

1. Resolution authorizing 2018-2019 state and local tax credits for certain businesses located in the Gateway Enterprise Zone

Mr. Rhodes provided background on the Resolution. Mayor Grim called for questions or comments.

The Resolution was read in Title only. Motion to approved the Resolution was made by Caporale, seconded by Cioni, and was passed on a vote of 4-0.

RESOLUTION NO. R2017-11

(B) Orders (Consent Agenda)

Item Action: Approved

Mr. Rhodes reviewed each item on the Consent Agenda and Mayor Grim called for questions or comments.

Motion to approve Consent Agenda Items 1-2 was made by Caporale, seconded by Cioni, and was passed on a vote of 4-0.

1. Order accepting the proposal of GeographIT, a division of EBA Engineering, for the "Collection Systems Asset Management Project" (19-15-M) in the estimated not-to-exceed amount of $70,000

ORDER NO. 26,213

2. Order accepting the sole source proposal from LB Water Services, Inc. to provide software services to update the current Sensus MDM meter reading system to the Sensus SAAS could-based system for the yearly amount not-to-exceed $56,785

ORDER NO. 26,214

VII. PUBLIC COMMENTS

All public comments are limited to 5 minutes per person

Julianne Hagan, 101 S. Centre Street, stated she was a member of the Center City Neighborhood Association and supported the proposals presented this evening by Ms. Wunderlick and Mr. Mullaney. As a downtown resident, she fully supported the proposal to give residents a discount on their parking. Additionally, Ms. Hagan thanks Lt. Burt of the Cumberland Police Department for his quick response to an issue regarding buses on Pershing Street.

Wayne Hedrick, 206 Oak Street, questioned whether the original bond for the downtown mall had been repaid. He was advised that it had been repaid and that the revenue generated from the special taxing district tax was $180,000 yearly. He questioned whether the Mayor and Council had plans to reduce that tax to help the business in downtown. Mr. Rhodes advised that the Mayor and Council had plans to hold a work session in the near future to discuss about the downtown.

Mayor Grim invited all to join him on the downtown mall on Friday for the annual tree lighting ceremony, which would begin at 6:00 p.m.

VIII. ADJOURNMENT

With no further business at hand, the meeting adjourned at 7:09 p.m.

Minutes approved on December 5, 2017

Brian K. Grim, Mayor

ATTEST: Marjorie A. Woodring, City Clerk

Regular Council Agenda
November 21, 2017

Description
Presentation from Janet Wunderlick regarding proposed changes to parking in the downtown

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

Regular Council Agenda
November 21, 2017

Description

Presentation on the Cumberland Blight Action Plan from Katherine Garvey, Director of the Land Use and Sustainable Development Clinic of the WVU College of Law

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

Regular Council Agenda
November 21, 2017

Description
Police Department monthly report for October, 2017

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

City of Cumberland Department of Police

10/01/2017 - 10/31/2017

City of Cumberland Department of Police

From 10/01/2017 To 10/31/2017

Part 1 Crimes for the Month

	2016	2017		2016	2017		2016	2017		2016	2017
Aggravated Assaults	10	6	B & E (All)	31	31	Murder	0	0	Rape	2	3
Robbery	5	3	Theft - Felony	4	2	Theft - Vehicle	0	2			

Selected Criminal Complaints for the Month

	2016	2017		2016	2017		2016	2017		2016	2017
Theft - Misdemeanor	33	25	Theft - Petty	51	62	Domestic Assaults	27	36	CDS	69	60
Disturbances	202	206	DOP/Vandalism	27	21	Indecent Exposure	2	2	Sex Off - Other	2	3
Suicide	1	1	Suicide - Attempt	0	2	Tampering M/V	0	0	Abuse - Child	1	1
Trespassing	20	16	Assault on Police	1	0	Assault Other	47	32			

Selected Miscellaneous Incidents for the Month

	2016	2017		2016	2017		2016	2017		2016	2017
Alcohol Violations	5	4	Juvenile Complaint	17	25	Missing Persons	9	7	School Resource	74	72
School Threat	0	0	Sex Off. Registration	25	14	Truancy	4	8	Death Investigation	6	5

Selected Traffic Incidents for the Month

	2016	2017		2016	2017		2016	2017		2016	2017
DWI	8	5	Hit & Run	30	31	M/V Crash	73	87	Traffic Stop	490	319

Selected Service Calls for the Month

	2016	2017		2016	2017		2016	2017		2016	2017
Alarms	73	55	Assist Motorist	52	44	Check Well-Being	117	96	Foot Patrol	35	46
Assist Other Agency	65	54	Bike Patrol	2	5	Special Events	19	15	Suspicious Activity	96	95

Arrests Totals for the Month

	2016	2017		2016	2017		2016	2017		2016	2017
M/V Citations	77	64	M/V Warnings	398	251	Adult Arrests	152	144	JV Arrests	15	25

	2016	2017
Total Incidents Reported:	**2,474**	**2,254**

Charles Hinnant - Chief of Police

CUMBERLAND POLICE DEPARTMENT

MONTHLY REPORT

OCTOBER 2017

SWORN PERSONNEL: 50 SWORN OFFICERS

Administration	6 officers
Squad 1A	8 officers
Squad 1B	8 officers
Squad 2A	8 officers
Squad 2B	9 officers
C3I/C3IN	5 officers
School Resource	2 officers
Light Duty Administration	1 officer
Academy	3 officers

CIVILIAN EMPLOYEES: 7 full time, 7 part time

CPD Office Associate	1 full time
CPD Records Clerk	1 full time
Safe Streets Coordinator	1 full time*
CPD Crime Analyst	1 full time*
CPD Drug Coordinator	1 full time*
CPD Maintenance	1 part time
C3I Office Associate	1 full time
C3IN Office Associate	1 part time**
C3I Office Associate	1 part time **
MPA Supervisor	1 part time
Parking Meter Supervisor	1 full time
Parking Enforcement	2 part time
MPA Garage Attendants	2 part time
Code Enforcement	2 part time

* = Grant funded ** = Shared costs with other agencies

LEAVE REPORT

VACATION TAKEN: 603 HOURS — YEAR TO DATE (beginning 7/1/17): 4126 HOURS

COMP TIME USED: 191 HOURS — YEAR TO DATE (beginning 7/1/17): 773 HOURS

SICK TIME USED: 175 HOURS — YEAR TO DATE (beginning 7/1/17): 641 HOURS

OVERTIME REPORT

OVERTIME WORKED: 396 HOURS — YEAR TO DATE (beginning 7/1/17): 1708 HOURS

HOSPITAL SECURITY: 81 HOURS — YEAR TO DATE (beginning 7/1/17): 554 HOURS

COURT TIME WORKED: 62 HOURS — YEAR TO DATE (beginning 7/1/17): 389 HOURS

TRAINING REPORT

92 OFFICERS ATTENDED 20 TRAINING SESSIONS — YEAR TO DATE (beginning 7/1/17) 430 HOURS

Regular Council Agenda
November 21, 2017

Description
Fire Department monthly report for October 2017

Approval, Acceptance / Recommendation

☐ Budgeted

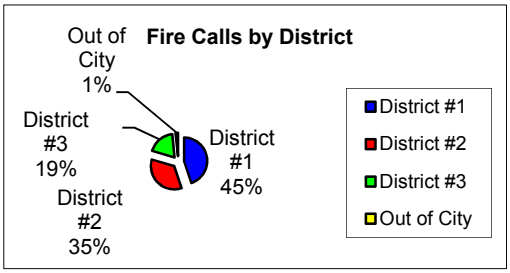
☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

REPORT OF THE FIRE CHIEF FOR THE MONTH OF OCTOBER, 2017
Prepared for the Honorable Mayor and City Council and City Administrator

Cumberland Fire Department Responed to 127 Fire Alarms:



Responses by District:	
District #1	57
District #2	44
District #3	24
Out of City	2
	127

Number of Alarms:	
First Alarms Answered	126
Working Alarms Answered	1
	127

Calls Listed Below:	
Property Use:	
Public Assembly	3
Other	2
Institutional	4
Residential	67
Stores and Offices	7
Storage	1
Undetermined	1
Special Properties	42
	127

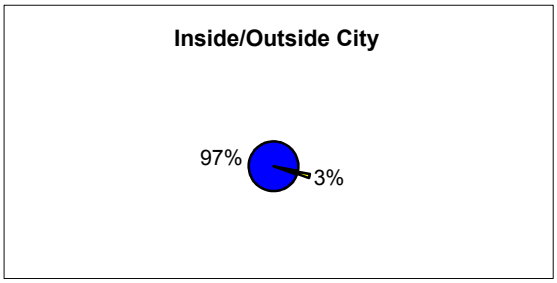
Type of Situation:	
Fire or Explosion	8
Overpressure	1
Rescue Calls	75
Hazardous Conditions	7
Service Calls	11
Good Intent Calls	17
Special Incident Type	1
False Calls	7
	127

Total Fire Service Fees for Fire Calls Billed by Medical Claim-Aid in October:	$6,100.00
Total Fire Service Fees for Fire Calls Billed by MCA Fiscal Year to Date:	$15,600.00
Fire Service Fees for Fire Calls Paid in October:	$910.00
FY2018 Fire Service Fees Paid in FY2018:	$1,800.00
All Fire Service Fees Paid in FY2018:	$2,820.00

Fire Service Fees for Inspections and Permits Billed in October:	$200.00
Fire Service Fees for Inspections and Permits Paid in October:	$100.00
Total Fire Service Fees for Inspections and Permits Paid Fiscal Year to Date:	$350.00

Cumberland Fire Department Responded to 412 Emergency Medical Calls:

In City Calls	401
Out of City Calls	11
Total	412



Total Ambulance Fees Billed by Medical Claim-Aid for October:	$142,540.50
Ambulance Fees Billed Fiscal Year to Date:	$473,389.50
Ambulance Fees Paid: Revenue Received in October:	$87,508.74
FY2018 Ambulance Fees Paid in FY2018:	$207,476.77
Total Ambulance Fees Paid in FY2018:	$358,461.23

(Includes all ambulance fees, previous and current fiscal years, paid in FY2018.)

Cumberland Fire Department provided 8 Mutual Aid Calls:

8	Mutual Aid Calls within Allegany County
0	Mutual Aid Calls outside of Allegany County
8	

Bowman's Addition VFD	3
Cresaptown VFD	5
	8

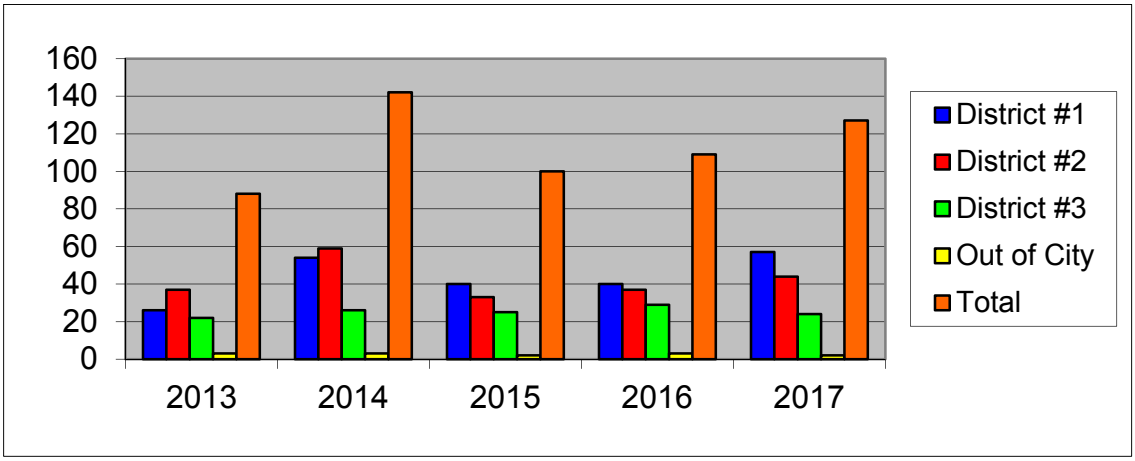
Cumberland Fire Department provided 3 Paramedic Assist Calls:

2	Paramedic Assist Calls within Allegany County
1	Paramedic Assist Calls outside of Allegany County
3	

Cresaptown VFD	2
Wiley Ford, WV VFD	1
	3

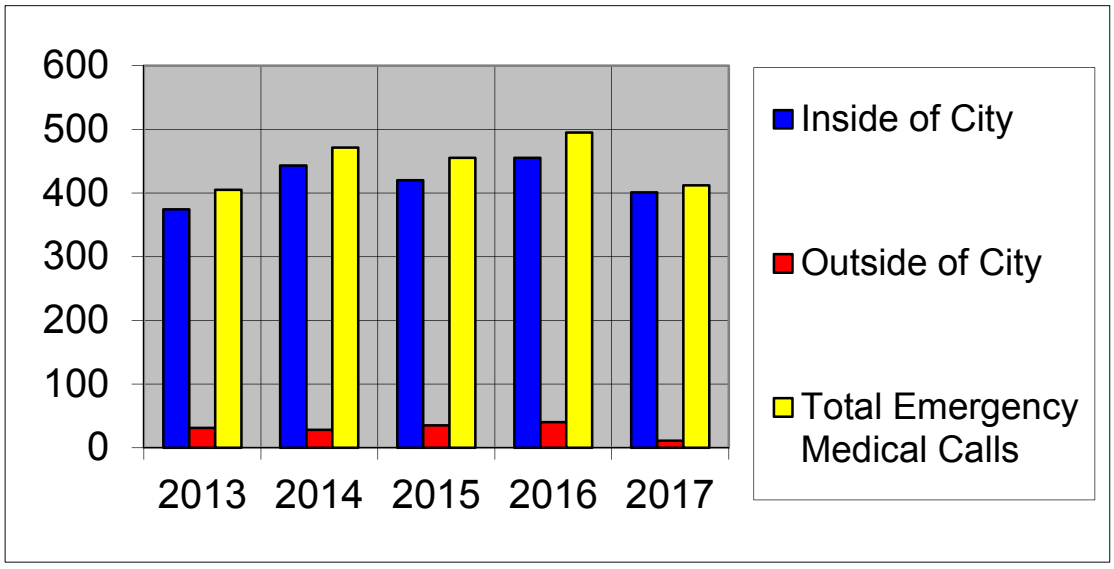
Fire Calls in the Month of October for a Five-Year Period

	2013	2014	2015	2016	2017
District #1	26	54	40	40	57
District #2	37	59	33	37	44
District #3	22	26	25	29	24
Out of City	3	3	2	3	2
Total	88	142	100	109	127



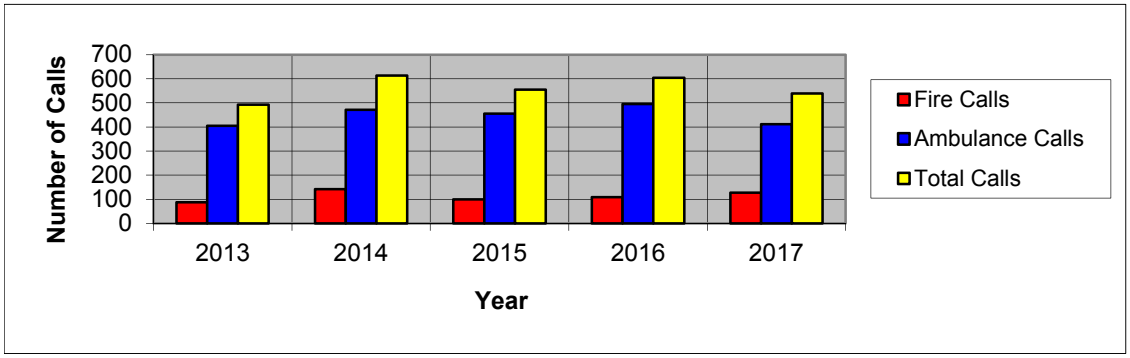
Ambulance Calls in the Month of October for a Five-Year Period

	2013	2014	2015	2016	2017
Inside of City	374	443	420	455	401
Outside of City	31	28	35	40	11
Total Emergency Medical Calls	405	471	455	495	412



Fire and Ambulance Calls in the Month of October for a Five-Year Period

	2013	2014	2015	2016	2017
Fire Calls	88	142	100	109	127
Ambulance Calls	405	471	455	495	412
Total Calls	493	613	555	604	539



Training

Training Man Hours:	313.50 Man Hours
Administrative Policy & Procedures	16.50
Seminars & Conferences	2.00
Apparatus Check Procedures	42.00
General Building Construction	8.25
InService Inspections	27.50
Stryker PowerPro Operations	10.00
EMT Recertification	21.00
Splinting	6.75
EMT Recertification	144.00
Strategic & Tactical Operations	10.00
General Fire Prevention	4.00
Post Incident Review	4.50
Physical Fitness	8.00
Officer Meeting	9.00
	313.50

Fire Prevention Bureau

Complaints Received	1
Conferences Held	98
Correspondence	17
Inspections Performed	7
Investigations Conducted	4
Plan Reviews	4

Personnel

Nothing to report.

Statistics Compiled by Julie Davis, Fire Administrative Officer

Regular Council Agenda
November 21, 2017

Description
Administrative Services monthly report for September, 2017

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

Administrative Services Monthly Report for September, 2017

November 21, 2017

Honorable Mayor and City Council
City Hall
Cumberland, Maryland 21502

Dear Mayor and City Council Members:

The following report is submitted by the Department of Administrative Services for the month of September, 2017:

Management Information Systems

Statistics

290 completed help desk requests
254 open help desk requests

Activities

Major department initiatives in the past month include:

- Continued working with HR on job applicant tracking program
- Continued working with NovusAgenda to upgrade electronic agenda system
- Recommend MuniLink as the city's new Utility Management System
- Continue to assist CPD with security audits
- Add features to Fleet Management system

Parks and Recreation

- **Pavilion Reservations** and usage for the month of September: 28 reservations utilized pavilions,
  7 new reservations were made in September
- **Sunday in the Park Concert series:** The final concert of the season was held – at the Park Amphitheater in September. The Potomac Concert Band performed Sunday September 3.
- **Baseball/ Softball League**
- **Soccer/Football League** play and practices for September:
  The City of Cumberland provides fields for the following leagues:
  - JCP Soccer League

    - Fort Hill Girls Soccer Teams
    - Allegany Boys Soccer Teams (moved to Bel Air Elementary)
    - Cumberland Cardinals Pee Wee Football
    - Raiders Pee Wee (one game at Bowers field)
    - Warriors Youth Football
    - Adult flag football league
    - Fall Softball League Cumberland Girls League – Cavanaugh and Northcraft Fields
    - Fall Baseball League Dapper Dan – Long Field and Al Abrams
    - 1 Softball Tournament at Mason Sports Complex
    - 1 Field usage for special events – Labor Day – (Prescribe Change 4 Mile Run)
- **Constitution Park Pool**
  3 Days of operation for the Park Pool (concludes the 2017 season)
  Closed early 2 days – overcast, cool & rainy
    - Total Paid Attendance - 60
    - Total income for the Month of September $ 122.00
    - YMCA members - 23
    - Attendance from pool passes – 6
- **Other Services available**: Amusement park ticket sales (final sales of the season) and games equipment rental.
- **End of season wrap up** working to close seasonal programs and facilities, compiled seasonal data and annual information
- **Back to School Bash –** Family fun and education with "Partners for Success" BOE Allegany Co. Parks & Recreation participated in the event with Arts & Crafts activities.
- **Fall Program Planning** for upcoming fall events
  Halloween Party at Constitution Park – Sunday October 29, 2015; 2-5 p.m.
  Halloween Parade float contest project with Marsha Thomas (Parade scheduled October 25)
  Organizational meeting for the Co-ed Volleyball League – Play begins in November
  Afterschool Program Special Event Planning – Holiday Event
- **Meetings attended**:
  Recreation Advisory Board Meeting – September 11
  Weekly Staff meetings
  Meetings with seasonal employees- Pool manager, Day camp Director, etc. (wrap up)
  Cumberland Museum – Holiday Event

Community Development

The Community Development Department reports the following activities for the month of September, 2017:

Code Compliance

Code Enforcement Activity:

35 new complaint calls with 16 closed.

Closed 23 others

Permits, Applications, and Licenses

Building Permits		Residential Rental License		Plan Reviews	
Received	1	Received:	247	Received:	1
Issued:	1	Issued:	247	Issued:	0

Occupancy Permit
Received: 4
Issued: 0

Housing Inspections
Conducted: 48
Passed: 48

Revenue
Building Permits: $30.00
Miscellaneous Permits: 175.50
Occupancy Permits: 120.00
Utility Permits:.....0.00
Reviews, Amendments, and Appeals: 200.00
Rental Licenses: 12,350.00
Paid Inspections: 00.00
Municipal Infractions:.....00.00
TOTAL **$12,875.50**

Demolition Permit (Bonds).....00.00

Community Services Activity:
- City owned properties digital map draft is complete, overlay with parcels tocome
- National Night Out – Cumberland
  - Reviewed video produced for NNO-Cumberland and suggested edits for final copy.
  - Collected photos of event from various sources
  - Finalized expense report
  - Report and Project 365 completed and sent to NATW on Sept. 14
- The Neighborhood Advisory Commission will not meet until further direction from M&CC.
  - Clean Up & Green Up Program presented to the public at the Sept. 5 M&CC meeting. Funds for 2 neighborhood campaigns are available at $2500 each.
    - One application received from the Cumberland Eastside Neighborhood Association.
    - Coordinating CENA's Oct. 21 event with City, County and other various agencies.
  - SCBCA met Sept. 19 w/newsletter sent to 350+ members.

- Planning/fundraising underway for the 68th annual SCBCA's "Marsha L. Thomas Memorial" Halloween Parade, scheduled for 10/25/17.
- Coordinated with Parks & Rec, and B.O.E for school distribution of material re: Shoebox Float Contest

- Took 21 complaints calls re: nuisance, property maintenance, etc. and closed 16 of those. Have been able to close 23 others from this and previous months as have begun charting all complaints since using Google Drive system.
- Updated City's Demo contractor list.
- Updated City Zoning Ordinance info on Community Development webpage.
- Updated C.D. hard copy on Cumberland City Code with inserts provided

Community Development Programs

Community Development Block Grant (CDBG) Monthly Activity: September 2017

Activity	*Year*	*Initial Funding*	*Environmental Review*	*Contract*	*Spent*	*Remain*	*% Complete*
Balt/Amtrak Infrastructure Imps; Downtown Benches	2013	$144,151.06	x	x	$138,513.00	$5,638.06	96%
Community Betterment Cleanup	2013	$3,500.00	x	na	$3,500.00	$0.00	100%
Balt/Amtrk Infrastructure Imps/Mechanic St	2014	$181,820.00	x		$48,300.00	$133,520.00	27%
Community Betterment Cleanup	2014	$3,000.00	x	na	$3,000.00	$0.00	100%
CNHS Closing Cost Grants	2016	$32,000.00	x		$11,212.35	$20,787.65	35%
ADA Sidewalk Improvements - Downtown	2015	$50,000.00	x	x	$4,678.98	$45,321.02	9%
YMCA Rehabilitation Phase 2 (lower Level)	2016	$67,981.00	underway		$0.00	$67,981.00	0%
HRDC Rental Rehabilitation (3)	2016	$24,200.00	x	x	$0.00	$24,200.00	0%

Goethe Street ALU	2016	$138,040.02	underway		$0.00	$138,040.02	0%
Amtrak Phase 2 - Mechanic St.	2016	$97,811.00	x		$0.00	$97,811.00	0%
Transitional Shelter Rehabilitation 16-18 Arch St.	2016	$21,500.00	x	x	$0.00	$21,500.00	0%
Cavanaugh Ballfield - Imps 1	2016	$73,879.00	x	x	$68,879.00	$5,000.00	93%
Denture Clinic 2016	2016	$7,009.89	x	x	$3,950.00	$3,059.98	56%
HRDC Office of Housing Opportunity	2016	$7,000.00	x	x	$6,428.66	$571.34	92%
YMCA Rehabilitation Phase 3 - Gilcrist Center	2017	$60,489.21	begun		$0.00		0%
Friends Aware, Inc. Residential Rehabilitation	2017	$49,882.21	X	x	$0.00		0%
Friends Aware, Inc. - LEC Rehab. Phase 3	2017	$70,489.21	underway		$0.00		0%
George St. ADA Sidewalks Project	2017	$50,489.21	tiered		$0.00		0%
Community Betterment Sidewalks	2017	$101,489.22	tiered		$0.00		0%
Homestead Acquisition	2017	$53,813.29	underway		$0.00		0%
Family Crises Resource Center Shelter	2017	$10,489.21	x		$0.00		0%
HACC Jane Frazier Village Sidewalk Improvements Ph. 2	2017	$30,489.21	underway		$0.00		0%
Archway Station WRAP Youth Program	2017	$3,096.21	x		$0.00		0%

Short Term Prescription program	2017	$7,489.21	x		$0.00		0%
Long Term Prescription Program	2017	$15,489.21	x		$0.00		0%
Family Junction Parenting Program	2017	$15,489.21	x		$0.00		0%
Cavanaugh Ballfield - Imps. 2	2017	$55,489.21	underway		$0.00		0%
Friends Aware, Inc. - Transporation Project	2017	$9,489.21	x		$0.00		0%
HRDC Emergency Homeless Prevention Program	2017	$20,489.21	x		$0.00		0%
Denture Clinic 2017	2017	$6,489.21	x		$0.00		0%
Emergency Dental Access	2017	$10,489.21	x		$0.00		0%
Amtrk Infrastructure Improvements Phase 4	2017	$50,489.21	underway		$0.00		0%

Comptroller's Office

Cash Flow:
Attached for your review is a Cash Flow Summary for the month of September 2017.

On September 1, 2017 the City had a cash balance of $7.7 million. Receipts exceeded disbursements by $1.5 million in September leaving the City with a cash balance of $9.1 million at September 30, 2017.

As of September 30, 2017, the significant balances were:

Taxes receivable (General Fund) $ 5,346,405

	Beg Balance	New Billing	Collections	Bad Debt	Ending Balance
FY 2018	$ 6,950,346	$ 676,262	$ 3,509,921	$ -	$ 4,116,687
FY 2017	670,731	-	29,862	-	640,869
FY 2016	314,209	-	10,931	-	303,278
FY 2015	50,825	-	-	-	50,825
FY 2014	29,499	-	-	-	29,499
FY 2013	26,413	-	42	-	26,371
FY 2012	30,160	-	-	-	30,160
FY 2011	47,167	-	-	-	47,167
Prior FY's	101,549	-	-	-	101,549
	$ 8,220,899	$ 676,262	$ 3,550,756	$ -	$ 5,346,405

The current year tax receivable balance is comprised of the following:

Real property (non-owner occupied)	$ 1,688,080
Non-Corp Personal Property	22,174
Corporate Personal Property	765,609
Real Property (semiannual payments)	1,640,824
Real Property (Half Year)	-
	$ 4,116,687

September is a 2-pay month so the cash required to meet payroll is an estimated $1,100,000.

The City cash position continues to be strong as illustrated in the cash and investments table following table. Restricted cash and investments are comprised primarily of invested bond proceeds restricted to associated capital projects and expenditures.

Cash and Investment Summary
September 30, 2017

	Cash	Investments
Beginning Balance	$ 7,685,001	$ 6,997,248
Add:		
Cash Receipts	5,472,477	-
Investment Transfer	-	-
Less:		
Disbursements	4,015,758	74
Investment Transfer	-	-
Ending Balance	$ 9,141,720	$ 6,997,174
Restricted	$ 540,660	$ 1,098,830

The table below illustrates cash restrictions and restricted investments associated with specific purchases and/or capital projects.

Restricted Cash

	9/1/2017	Increase	Utilization	9/30/2017
Police Seizures	$ 272,791	$-	$-	$ 240,489
Bowers Trust	83,566	-	-	83,566
Restricted Lenders	106,341	-	-	106,341
Sewer Projects	11,784	-	-	11,784
Street Projects	82,000	-	-	82,000
Other	16,380	1,030	-	16,480
	$ 572,862	$ 1,030	$-	$ 540,660

Restricted Investments

	9/1/2017	Increase	Utilization	9/30/2017
DDC	$ 6,645	$-	$-	$ 6,645
GOB 2013	1,092,185	-	-	1,092,185
	$ 1,098,830	$-	$-	$ 1,098,830

Three separate restricted cash accounts were established in June to accept donations for the Al Albrams Field, a Joe Maphis statute and for a P&R Sound Garden at Constitution Park. Another $1,030 was received during Sept. for the Al Albrams Field bringing the totals to $3,380, $2,150 and $100 respectively.

The DDC restricted investment was funded through donations and is restricted for the purpose of maintenance of the Wes Han Fountain in the Downtown Mall.

The GOB 2013 bond proceed investments were originally intended for the demolition of Memorial Hospital, with any remaining proceeds earmarked for street repairs and projects. The last draw occurred in February for costs associated with the Washington Street Lighting project.

Capital Projects and Associated Debt:

The table below illustrates undrawn Maryland CDA bond proceeds and the accumulated debt draws and grants received associated with the ongoing Combined Sewer Overflow (CSO) projects.

Available Bond Proceeds

	9/1/2017	Utilization	9/30/2017
CDA 2014	$ 870,922	$ -	$ 870,922
CDA 2015	2,314,041	-	2,314,041
CDA 2017	1,200,000	14,934	1,185,066
	$ 4,384,963	$ 14,934	$ 4,370,029

CSO Projects (current phase)

	9/1/2017	Increase	9/30/2017
Evitts Creek Debt	$ 123,200	$ 1,258	$ 124,458
Evitts Creek Grant	-	-	-
WWTP Debt	110,118	93,537	203,655
WWTP Grant	488,046	957,186	1,445,232
	$ 721,364	$ 1,051,981	$ 1,773,345

CDA 2014 and 2015 bond proceeds are intended for a variety of General Fund ($1.66 million), Water Fund ($208,000) and Sewer Fund ($1.31 million) projects and are available to be drawn as required. The City closed on new CDA 2017 debt of 1.2 million in early August. The Sept CDA 2017 draws were to reimburse closing costs.

The Evitts Creek and Wastewater Treatment Plant (WWTP) CSO projects are underway. During Sept we received $957,000 in BRF grants on the WWTP project and incurred new debt of $95,000 on the Evitts Creek and WWTP CSO projects.

Respectfully submitted,

Jeff Rhodes
City Administrator

Regular Council Agenda
November 21, 2017

Description
Utilities Division & Central Services monthly report for October, 2017

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

Regular Council Agenda
November 21, 2017

Description
Approval of the Regular Session minutes of November 7, 2017

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

MAYOR
Brian K. Grim

CITY ADMINISTRATOR
Jeffrey D. Rhodes

COUNCIL
Seth D. Bernard
David J. Caporale
Richard J. Cioni, Jr.
Eugene T. Frazier

CITY SOLICITOR
Michael Scott Cohen

CITY CLERK
Marjorie A. Woodring

MINUTES

MAYOR AND CITY COUNCIL OF CUMBERLAND
City Hall Council Chambers
Room 212
6:15 p.m.

DATE: 11/7/2017

I. CLOSED SESSION – 5:00 P.M.

(A) Convene in open session for the purpose of closing the meeting for an Executive Session pursuant to Sections 3-305(b) (7) and (9) of the General Provisions Article of the Annotated Code of Maryland to discuss legal issues relative to CSX bridge repairs and to discuss issues pertaining to negotiations with the IAFF Local #1715.

(B) Executive Session

II. RECONVENE INTO OPEN SESSION – 6:15 P.M.

The meeting reconvened at 6:25 p.m.

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

V. SUMMARY STATEMENT OF CLOSED MEETING

Mayor Grim announced that a Closed Session had been held on Tuesday, November 7, 2017, at 5:00 p.m. and read into the record a summary of that session, which is attached hereto and made a part of these minutes as required under Section 3-306(c)(2) of the General Provisions Article of the Annotated Code of Maryland.

VI. ROLL CALL

PRESENT: Brian K. Grim, President; Council Members Seth Bernard, David Caporale, Richard Cioni, Eugene Frazier

ALSO PRESENT: Jeffrey D. Rhodes, City Administrator; Michael S. Cohen, City Solicitor; Charles

Hinnant, Chief of Police; Donald Dunn, Fire Chief; Marjorie Woodring, City Clerk

VII. PROCLAMATIONS

(A) Proclaiming November 25, 2017 as Small Business Saturday

Mayor Grim read the proclamation and Annette Wolford, representative of the Cumberland Downtown Business Association, accepted the proclamation.

VIII. CERTIFICATES, AWARDS AND PRESENTATIONS

(A) Presentation from Delegate Mike McKay summarizing the 2017 Annapolis Legislative Session

Delegate Michael McKay provided the Mayor and Council with a written summary of his legislative initiatives for 2017 which showed how he voted and the results of each bill. Delegate McKay stated he presents this report personally to every city and town in District 1C in an effort to encourage open and transparent government. He introduced Delegate Jason C. Buckel, who was also in attendance with regard to the CSX bridges issue.

IX. DIRECTOR'S REPORT

(A) Public Works

1. Maintenance Division monthly report for September, 2017

Motion to approve the report was made by Caporale, seconded by Bernard, and was passed on a vote of 5-0.

2. Engineering Division monthly report for October 2017

Motion to approve the report was made by Caporale, seconded by Bernard, and was passed on a vote of 5-0.

X. APPROVAL OF MINUTES

(A) Routine

1. Approval of the Regular Session Minutes of October 3 and 17, 2017

Motion to approve the minutes was made by Caporale, seconded by Cioni, and was passed on a vote of 5-0.

XI. NEW BUSINESS

(A) Orders (Consent Agenda)

Item Action:

Mr. Rhodes reviewed each item on the Consent Agenda and Mayor Grim called for question or comments.

Councilman Frazier stated that he was interested in serving on the Affirmative Action Committee and requested that consideration be given to his appointment. Motion to table Consent Agenda Item No. 3 and reintroduce at the next meeting to allow for the appointment of Councilman Frazier to the Affirmative Action Committee was made by Caporale, seconded by Bernard, and was passed on a vote of 5-0.

With no further questions, a motion to approve Consent Agenda Items 1,2,4,5 and 6 was made by Caporale, seconded by Bernard, and was passed on a vote of 5-0.

1. Order declaring a 2007 Sterling L-7500 Vac-Con (VIN No. 2FZAATDC47AX53295) to be surplus equipment and authorizing it for sale or trade-in

   ORDER NO. 26,207

2. Order authorizing the purchase of a Vac-Con Combination Sewer Cleaner from Atlantic Machinery, Inc. through the NJPA (National Joint Power Alliance) Purchasing Cooperative Contract 022014-AMI for the amount not to exceed $351,420 to include a trade in value of $15,000 for the existing 2007 Vac-Con machine

   ORDER NO. 26,208

3. Order authorizing the appointment of Brian K. Grim to the Affirmative Action Committee effective this date to fill the seat previously held by Nicole (Wagoner) Alt-Myers

   Item Action: Tabled

   TABLED

4. Order authorizing the Fire Chief to execute Employee Training and Reimbursement Agreements with City Firefighters Daniel Breeding and Andrew Brown stating terms for their attendance at training to allow them to accompany the CERT Team on calls, and terms for their reimbursement to the City for that training in the event of their termination from City employment

   ORDER NO. 26,209

5. Order authorizing the acceptance of $120,000 in Community Parks and Playgrounds Grant Funding for the "Cumberland and Allegany College Softball Field Project," authorizing the Mayor and City Administrator to execute documentation relative to the grant, and approving FY 2018 Budget Adjustments to reflect acceptance of the grant funding

   ORDER NO. 26,210

6. Order accepting the proposals of Constellation Energy to supply a 36-month fixed price electricity supply for the City's Maryland accounts at $0.04851 per kWh and WGL Energy to provide a 36-month fixed price electricity supply for the City's Pennsylvania accounts at $0.0484 per kWh for the term of November 1, 2019 - October 31, 2022 pending final review of pricing and contract documents, and authorizing the Mayor and/or City Administrator to sign documentation to finalize the contracts

   ORDER NO. 26,211

XII. PUBLIC COMMENTS

All public comments are limited to 5 minutes per person

Charles Shelquist, 803 Hill Top Drive, raised concerns regarding the City's relationship with CSX and requested that the City go to court to seek an injunction to prevent CSX from performing demolition of the Washington Street Bridge. He further requested that the City develop a plan to require CSX to being a progressive plan to upgrade the bridges.

Jayne Parks, 221 Baltimore Avenue, stated her concern regarding the empty and blighted homes in the Decatur Street area and requested to stay in the forefront of the City's decisions on these issues.

Wayne Hedrick, 206 Oak Street, raised questions regarding the City's participation in the Maryland Smart Energy Communities program and Mr. Rhodes advised of the energy saving steps the City has taken. He recommended that Mr. Hedrick speak with the City's Environmental Engineer regarding these programs.

Doug Hutchins, 14 Howard Street, owner of the Cumberland Trail Connection at Canal Place, suggested that the gazebo at George Washington's Headquarters be removed and a bus access be placed there to connect that park area with Canal Place. He encouraged Council to participate in the committee for the Shops at Canal Place; noted that Cumberland had recently been featured as a Top Adventure Town in the Blue Ridge Outdoors Magazine; encouraged more funding support from the City for mountain biking and cycling attractions. Mr. Rhodes advised that a meeting was already pending with Canal Place to look at the George Washington Headquarters parking suggestion.

Lawrence Becker, 801 Piedmont Avenue, raised concerns regarding the new signage at the newly-configured intersection at Virginia Avenue. He stated the concerns he had previously made had gone unheeded and an accident had occurred there. He also discussed the issue of the sewer leak at the Valley Street Bridge and suggested that the City investigate the run-off into Wills Creek at the Narrows location. Councilman Bernard advised that particular runoff was probably mine runoff.

Kenneth Wilmot, 513 Fort Avenue, stated he was there to speak on behalf of a friend who lives at 617 N. Centre Street and had been trying to get 619 N. Centre Street cleaned up. He discussed such as trash, furniture on the porch, and vehicle issues and suggested that the City coordinate with the Health Department to address this problem.

John Balch, 404 Washington Street, discussed concerns regarding the pending closure of the Washington Street Bridge. He requested that the City obtain an injunction to prohibit CSX from demolishing the bridge, stating that is they have the right to demolish the bridge, they must in fact own the bridge. He stated property values on Washington Street would decline with the elimination of the bridge, which would also affect City tax revenues. He suggested the City also look at CSX's history of accidents and what safety precautions should be put in place. He requested that the Mayor and Council form a committee to investigate this issue and asked the Mayor and Council to each comment on the bridge issue.

Mayor Grim stated the entire Council was committed to retaining all three bridges and the City would be working towards making sure that CSX did not demolish any of the bridges. He stated razing properties to accommodate new bridge standards was unacceptable, the need for EMS access was a priority, and all options were on the table. The City has had consistent trouble communicating with CSX, but the City was committed to working with the State, County and Federal governments to resolve the issue.

Delegates Michael McKay and Jason Buckel jointly presented a letter on behalf of the Western Maryland Delegation requesting a meeting with the City, members of the Federal Delegation and CSX officials to discuss the Washington Street bridge situation. He stated that Delegation was united on this and felt all options should be on the table. Delegate Buckel stated that legal action was not the first or only response. He further stated that the Delegation could not get funding for the improvements if CSX owns the bridge, so that issue had to be resolved or negotiated.

XIII. ADJOURNMENT

With no further business at hand, the meeting adjourned at 7:08 p.m.

Minutes approved on _____

Brian K. Grim, Mayor _____

ATTEST: Marjorie A. Woodring, City Clerk _____

Mayor and City Council of Cumberland

Closed Session Summary

Tuesday, November 7, 2017 at 5:00 p.m.

Second Floor Conference Room, City Hall

On Tuesday, November 7, 2017, the Mayor and City Council met in closed session at 5:00 p.m. in the second floor conference room of City Hall to discuss legal issues relative to CSX bridge repairs and to discuss issues pertaining to negotiations with the IAFF Local #1715.

Persons in attendance included Mayor Brian Grim; Council Members Seth Bernard, David Caporale, Richard J. Cioni, Jr., and Eugene Frazier; City Administrator Jeff Rhodes, City Solicitor Mike Cohen, City Engineer John DiFonzo, and City Clerk Marjorie Woodring. On a motion made by Councilman Frazier and seconded by Councilman Caporale, Council voted 5-0 to close the session. No actions were voted upon and the meeting was adjourned at 6:18 p.m.

Authority to close the session was provided by the General Provisions Article of the Annotated Code of Maryland, Section 3-305 (b) (7) and (9).

Brian K. Grim, Mayor

Entered into the public record on November 7, 2017

Regular Council Agenda
November 21, 2017

Description
Order appointing Eugene T. Frazier to the Affirmative Action Committee effective this date

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

- Order -

of the

Mayor and City Council of Cumberland

MARYLAND

ORDER NO. _____ **DATE:** __* November 21, 2017_

ORDERED, By the Mayor and City Council of Cumberland, Maryland

THAT, effective this date, ~~Brian K. Grim~~ **Eugene T. Frazier** be and is hereby appointed to the City's Affirmative Action Committee to replace the position vacated by Nicole (Wagoner) Alt-Myers.

_____

Brian K. Grim, Mayor

* TABLED November 7, 2017

~~STRIKETHROUGH~~ shows language that was eliminated
UNDERLINE shows language that was added

Regular Council Agenda
November 21, 2017

Description

Resolution authorizing 2018-2019 state and local tax credits for certain businesses located in the Gateway Enterprise Zone

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

City of Cumberland

- Maryland -

RESOLUTION

NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL AUTHORIZING CERTAIN BUSINESSES LOCATED WITHIN THE GATEWAY ENTERPRISE ZONE TO RECEIVE TAX CREDITS FOR THE TAX YEAR 2018-2019, IN ACCORDANCE WITH THE LOCAL STANDARDS ESTABLISHED FOR THE ZONE.

WHEREAS, the Secretary of the Maryland Department of Commerce, previously known as the Maryland Department of Business and Economic Development, has heretofore designated a certain area located in the City of Cumberland and Allegany County, Maryland, as the "Gateway Enterprise Zone;" and

WHEREAS, any business entity meeting the requirements and conditions of Article 81, Section 12G-11 of the *Annotated Code of Maryland*, may benefit from certain tax credits; and

WHEREAS, the Enterprise Zone Advisory Committee met on November 13, 2017, and has determined that certain business entities located within the Gateway Enterprise Zone are qualified to receive such tax credits; and

WHEREAS, the Mayor and City Council of Cumberland, Maryland, is to certify that the said business entities located in the city limits are in compliance with the local standards established for designation in the Gateway Enterprise Zone as a pre-condition to the granting of such tax credits.

NOW, THEREFORE, BE IT RESOLVED BY the Mayor and City Council of Cumberland, Maryland, as follows:

SECTION I

That the business entities set forth in Exhibit I, attached hereto and incorporated herein, be and are herby certified as being in compliance with the local standards established for the Gateway Enterprise Zone; with the exception that certification of Manticorp, LLC be and is hereby contingent upon the State's pending ruling on whether or not to grant tax credits to cannabis companies.

SECTION II

That the Mayor and City Council of Cumberland, Maryland, does hereby certify that the property situated within the boundaries of the Gateway Enterprise Zone owned or leased by the companies set forth in Exhibit II, attached hereto and incorporated herein, is property qualified to receive the real property tax credit established by Article 81, Section 12G-11 of the *Annotated Code of Maryland* for the taxable year 2017-2018; with the exception that certification of Manticorp, LLC be and is hereby contingent upon the State's pending ruling on whether or not to grant tax credits to cannabis companies.

BE IT FURTHER RESOLVED by the Mayor and City Council of Cumberland, Maryland, that this Resolution shall become effective on the date of its adoption.

Given under our Hands and Seals this 21st day of November, 2017, with the Corporate Seal of the City of Cumberland hereto attached, duly attested by the City Clerk.

Attest:

Mayor and City Council
Of Cumberland

_____

Marjorie A. Woodring
City Clerk

_____

Brian K. Grim

EXHIBIT I
(Eligible for State Income Tax Credits 2018-2019)

123 S. Liberty Street, LLC / District Court Building

Black Sapphire C Settlers Ridge 2014. Inc.

Carefirst Blue Cross Blue Shield

CBIZ Insurance Services, Inc.

CFBC Properties, LLC

Countryhouse Residence

Cresap Automotive Machine

Manticorp, LLC (contingent upon State approval)

Somerset Steel Erection Co., Inc.

PharmaCare Institutional Services

Rageway / R.H. Lapp and Sons, Inc.

EXHIBIT II
(Eligible for Local Property Tax Credits 2018-2019)

123 S. Liberty Street, LLC
(District Court Building)
123 S. Liberty Street
Cumberland, MD 21502

Black Sapphire C Settlers Ridge 2014, Inc.
21 Wineow Street
Cumberland, MD 21502

CBIZ Insurance Services, Inc.
42 Baltimore Street
Cumberland, MD 21502

CFBC Properties, LLC
(Blue Cross / Blue Shield)
10 Commerce Drive
Cumberland, MD 21502

Countryhouse Residence
14 Cumberland Street
Cumberland, MD 21502

Cresap Automotive Machine
631 North Mechanic Street
Cumberland, MD 21502

Manticorp, LLC (contingent upon State approval)
975 Kelly Road
Cumberland, MD 21502

Somerset Steel Erection Co., Inc.
115 Elizabeth Street
Cumberland, MD 21502

PharmaCare Institutional Services
3 Commerce Drive
Cumberland, MD 21502

Rageway / R.H. Lapp and Sons, Inc.
880 Kelly Road
Cumberland, MD 21502

Regular Council Agenda
November 21, 2017

Description

Order accepting the proposal of GeographIT, a division of EBA Engineering, for the "Collection Systems Asset Management Project" (19-15-M) in the estimated not-to-exceed amount of $70,000

Approval, Acceptance / Recommendation

It is the Engineering Division's recommendation to award City Project 19-15-M to GeographIT, a division of EBA, in the estimated not-to-exceed amount of $70,000. After independent review, the selection group was unanimous in their selection of EBA, so we are recommending that the City accept the August 25, 2017, proposal of GeographicIT. Two other Proposals were received: HDR in the estimated amount of $97,245, and GHD, in the estimated amount of $55,100.00. Each proposal was rated on 1) their understanding of Cumberland's current GIS information and needs; 2) the work plan outlined in the proposal; 3) asset management experience, particularly on similarly sized systems; and 4) estimated costs, including hourly rates and number of hours planned in the proposal (best value).

☑ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

$70,000.00

Source of Funding (if applicable)

- Order -

of the

Mayor and City Council of Cumberland

MARYLAND

ORDER NO. _____ **DATE:** __November 21, 2017_

ORDERED, By the Mayor and City Council of Cumberland, Maryland

THAT, the proposal of GeographIT, a division of EBA Engineering, 1525 Oregon Pike, Suite 202, Lancaster, PA, 17601-7300 for City Project "Collection Systems Asset Management" (19-15-M), be and is hereby accepted in the not-to-exceed amount of Seventy Thousand Dollars and No Cents ($70,000.00).

_____

Brian K. Grim, Mayor

Company	*Total Bid*
GeographIT	$70,000.00
HDR, Inc.	$97,245.00
GHD	$55,100.00

Exhibit A: Scope of Service to

Provide Professional GIS/Asset Management Consulting and Implementation Services

For

City of Cumberland, MD

Proposal Number P17031

August 25, 2017

Prepared by

GeographIT®
a division of EBA ENGINEERING
www.ebaengineering.com

1525 Oregon Pike, Suite 202
Lancaster, PA 17601-7300
www.ebaengineering.com

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Notice: This unsolicited proposal was prepared in response to an informal request by the City of Cumberland. It may not be distributed to a third party for purpose of soliciting equivalent services or competitive pricing.

Professional GIS/Asset Management Consulting and Implementation Services

1.0 Introduction

On October 18, 2016, representatives from geographIT©, the geospatial technology and asset management division of EBA Engineering, Inc. (EBA), visited the City of Cumberland and met with the City Engineer and representatives from Public Works, GIS, and Finance. During the meeting discussion, the City staff discussed challenges in building a complete GIS and Asset Management program for water and wastewater systems. Some of the challenges mentioned include:

- Fiscal challenges – a decline in manufacturing businesses resulted in loss of jobs for the resident population, and loss of employment opportunities has contributed to population decline. This has placed severe financial challenges in the City's ability to provide services.
- Aging infrastructure – the aging water and wastewater systems require constant reconstruction, replacement, and repair to maintain working systems. Some of this infrastructure serves areas of the City where factories have closed. This places additional financial stress to the City.
- Consent Decree – the City has a combined stormwater and wastewater system, resulting in releases of untreated sewage into streams during rain events. The City is operating under a Consent Decree with the US Environmental Protection Agency (EPA) and Maryland Department of the Environment (MDE) to remediate the problem by separating the two systems, upgrading the wastewater system, and constructing a storage facility.
- Staffing challenges – one GIS coordinator is responsible for fulfilling the needs of all the City departments. Occasionally, interns have assisted in some of the GIS database development work for water and wastewater. But staffing limitations have impeded progress on completing GIS mapping of all water and wastewater assets.
- Asset record management – a comprehensive asset management program requires a comprehensive GIS inventory of assets to develop a system wide risk management program that can inform capital improvement programming decision making. Progress has been made in developing GIS inventories for both systems, but a comprehensive strategy involving internal office records and field GPS inventories must be implemented to complete the GIS database building effort.

geographIT summarized the meeting discussion in an e-mail letter to attendees, and outlined steps the City could take to advance GIS implementation for water and wastewater utilities to implement an asset management program. On July 24th of this year, the same geographIT representatives participated in a conference call with the City

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Engineer and Public Works/GIS staff to discuss progress since the October meeting. The City Engineer invited geographIT to submit a proposal outlining how we can assist the City with GIS and asset management consulting and implementation services that will advance a future asset management program and assist the City in managing the location and status of projects to remediate unpermitted discharge of wastewater as negotiated under the Consent Decree. Completing GIS mapping of water and wastewater systems is a major first step toward an asset management program. This unsolicited proposal is being submitted to the City of Cumberland in response to the City Engineer's request.

A GIS Needs Assessment and Implementation Plan often serve as a useful initial step in planning the implementation or major upgrade of a GIS environment. This approach is useful in that both the client and consultant become thoroughly grounded on the current situation, and a plan with budget and schedule are established to guide future budgeting and implementation activities. The downside is that considerable effort is devoted to analysis, fact finding, and report writing rather than actual implementation services. Some organizations prefer to fund implementation assistance rather than paying for up front planning studies.

As an alternative to formal planning studies, we propose a time and material engagement to conduct grounding interviews, review of potential data sources, formulate future implementation strategies, and assist with implementation as needed and directed by the City. We will minimize report writing and formal presentations as project deliverables, so that more budget is available for actual implementation support. We will work as an integral part of the City's utility GIS and asset management team providing consulting guidance and technical assistance while encouraging the City to perform implementation tasks wherever practical so that staff gain knowledge and expertise by participating in implementation activities. This approach also extends the project budget since City staff can complete implementation tasks that would otherwise be completed by the consultant. Additionally, we propose to utilize web meetings using Skype for Business or Citrix GoToMeeting to reduce travel and per diem costs associated with on-site meetings.

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2.0 Scope of Services

The proposed scope of services encompasses three phases of work: Section 2.1 Grounding Investigation Phase, Section 2.2 Strategy Development Phase, and Section 2.3 Implementation Services Phase. The following project assumptions apply to all phases of work and the deliverables prepared as outcomes from the services performed.

Project Assumptions:

1. The project objective is to allocate resources to fact finding, strategy development, and implementation services rather than to traditional implementation planning study report and presentation deliverables.
2. City staff will actively participate in project activities to lower costs and gain valuable knowledge and experience.
    a. The City will appoint a project manager who will serve as the point of contact for all project communications, convening the City's project team, scheduling meetings, reserving meeting rooms, reviewing implementation deliverables, coordinating City assignments, and approving invoices for payment.
    b. The City's project team will participate and contribute during on-site meetings.
    c. The City's project team will assist in data inventory investigations, utility GIS databases, utility related databases and spreadsheets, utility index maps, and samples of utility maps and as-built construction drawings.
    d. The City's project team will assist in GIS implementation services and we will empower them with appropriate levels of training to complete their tasks. Implementation tasks will include creating and updating appropriate levels of documentation regarding the system environment and utility databases and standard operating procedures that should be followed.
3. The City will provide a temporary Virtual Private Network (VPN) account for EBA to remotely investigate utility GIS databases and assist with implementation related activities.
4. The City will supply all server and desktop hardware, commercial software licenses, and ArcGIS Online (AGOL) named user accounts as required for GIS implementation.
5. Our proposed approach is to implement the ArcGIS for Water Information Model because it provides database and application templates to implement water, wastewater, and stormwater solutions at no additional cost to organizations with active ArcGIS desktop license maintenance agreements. The mobile and web app templates are pre-configured to work with the ArcGIS for Water data templates. The apps deploy on a variety of computing platforms including desktop, on-premise servers, ArcGIS Online (cloud servers), and mobile devices. ArcGIS for Water provides a faster iterative and lower cost approach to implementing utility GIS solutions for operations and maintenance workflows than custom GIS software. Plus, as Esri releases new versions

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of ArcGIS for Water, the life cycle maintenance costs for upgrades and compatibility testing are less compared with life cycle maintenance of custom developed GIS data models and applications.

6. This project budget was prepared without benefit of a completed grounding study, implementation strategy decisions, or knowledge of utility asset integration requirements with existing systems. Also, the City's ability to dedicate staff to implementation activities is unknown. For these reasons, our budget may be insufficient to complete all implementation activities that are identified during this initial project. Future support agreements and budgets may be necessary for complete implementation assistance.

2.1 Grounding Investigation Phase

We propose a project kick-off meeting involving the City Engineer, DPW water and wastewater system managers and supervisors, IT, GIS, and engineering staff familiar with utility records. The meeting agenda will include discussion of project purpose, approach, and outcomes. We will provide a brief educational overview describing the characteristics and capabilities of the ArcGIS for Water Information Model so attendees gain an understanding of how this framework can be leveraged to support utility asset operation and maintenance activities in the office and in the field. Hands-on demonstrations for the ArcGIS for Water web and mobile solutions will reinforce concepts for how GIS can be applied to support utility operations. By educating participants about the capabilities of the technology, they will feel empowered to offer suggestions how ArcGIS for Water web and mobile solutions can be used in support of their field activities. The City's Project Manager will coordinate and schedule the date and location for the kick-off meeting.

Next, the City's Project Manager will schedule "grounding" interviews with City GIS, IT, water, and wastewater managers and supervisors to establish a baseline of understanding regarding the current state of water and wastewater GIS at the City. To reduce travel and per diem costs, we propose scheduling four 1½ hour interviews over two consecutive days. The first day will schedule two afternoon interviews allowing for morning travel to the City, and the following day will schedule two morning interviews allowing for afternoon return travel. One half hour should be allocated between interviews to allow for transition between meeting locations. Interviews will be conducted at City offices or conference rooms most convenient to those being interviewed. Proposed interview groups and topics of discussion will include:

1. IT – discuss current IT server and desktop hardware, software, and network resources supporting GIS computing needs; existence of utility database systems such as customer billing, customer relationship management, or work order management for water and wastewater operations and maintenance activities; IT hardware/software standards; wired and wireless network availability and bandwidth between City GIS servers, the City's Internet gateway, and water and wastewater facilities; and availability of network/server architecture diagrams for the City's GIS environment.

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2. GIS/Utility Records – discuss current GIS software versions/licensing levels and quantity of ArcGIS named users; utility base mapping resources; review of current water and wastewater utility GIS datasets, including mapped assets, quality, completeness, and sources used; utility ID method for numbering assets; utility maps produced for field crews; current workflow for updating utility GIS data and utility maps; existence of hydrant ,valve, manhole, and/or intersection cards, historical linen utility maps, as-built construction drawings, GPS logs, or other resources that might serve as resources to add missing utility assets and/or asset inspection and maintenance activity data.

3. Water System Manager and Supervisors/Foremen – discuss utility maps, drawings, schematic cards, or reference books used in support of field activities such as installation of new service, water main breaks, leak detection, hydrant flushing, and valve exercising; quality and completeness of reference materials; utility ID method for numbering assets; current workflow for updating utility GIS data, water system map sheets, schematic cards, or reference books; existence of utility records, spreadsheets or databases that are potential resources to add missing utility assets and/or missing asset information. Also, the method currently used to assign and track inspection, maintenance, and repair activity on assets will be investigated.

4. Wastewater System Manager and Supervisors/Foremen – utility maps, drawings, schematic cards, or reference books used in support of field activities such as manhole inspections, CCTV, main flushing, or illegal dumping investigation; quality and completeness of reference materials; utility ID method for numbering assets; current workflow for updating utility GIS data, wastewater system map sheets, schematic cards, or reference books; existence of utility records, spreadsheets or databases that are potential resources to add missing utility assets and/or missing asset information. Also, the method currently used to track inspection, maintenance, and repair activity on assets will be investigated.

Interview notes will be compiled to document findings regarding the current state of GIS/IT, data management, and record keeping for water and wastewater utilities as uncovered during the four on-site meetings.

In addition to the interviews, the following background data and documentation is of interest for this grounding investigation:

1. Inventories of current utility GIS datasets, paper utility maps, as-built construction drawings, schematic drawings, and reference books that should be scanned and/or digitized to create or add feature or attribute content to the utility GIS database, or accessed as hyperlinked documents through a GIS interface.
2. Metadata and database dictionaries for utility base map layers, digital ortho-photo imagery, utility GIS data sets, and utility-related spreadsheets and databases.
3. Documentation of cartographic standards and best practices related to utility numbering and utility mapping.

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4. Organizational charts and job titles for water and wastewater utility operations.

As key data sets and reference documents are identified during interviews, we will request the City's Project Manager to collect and provide copies of digital data sets and documentation or photocopies of utility maps, utility reference cards and books, and documentation. For key data resources identified during interviews, we will request the City to inventory and summarize data content, sources used to create/update content, frequency of updates, quantity of source manuscripts/documents; and extent to which the source provides a complete record for the water and wastewater system assets. We will instruct City staff on how to conduct inventories using inventory data collection templates we will provide. This approach has worked well on past projects because clients are most knowledgeable about their utility records, and it reduces the cost that would otherwise be incurred if we conduct inventories.

We have allocated 40 hours to investigate digital datasets, digital documentation, and photocopies of representative samples of paper manuscripts and documentation provided by the City to prepare for Section 2.2 discussion of strategies for completing or updating the missing inventory of assets and/or hyperlinking utility records within the ArcGIS for Water Information Model environment.

The interview notes and preliminary investigation of digital data, paper maps and records, and documentation will be used to author an abbreviated summary of current utility GIS and asset management practices at the City. The grounding report will discuss:

1. Current GIS/IT Computing Resources – summarize current GIS server specifications, GIS software licenses, ArcGIS named users, LAN/WAN/Wi-Fi/VPN availability and bandwidth between City GIS, Internet Access Point, and water and wastewater facilities, and IT standards related to server platforms and server architecture.

2. Frequently Used Utility Maps and Records – document current water and wastewater system utility maps and records normally used as reference in support of operations and maintenance activities. Summarize number of map sheets by map scale(s) and utility content shown. For other utility records that are regularly used, summarize content, page sizes, and quantities that need to be scanned or converted to add missing utility data. For digital spreadsheets and databases maintained as part of normal utility operations and maintenance activities, summarize database names, formats, data content, and number of records.

3. Current Utility Identification Framework – summarize current practices for assigning utility identifiers to water and wastewater assets, including conditions under which they change, and practices related to reassignment or retirement of utility identifiers.

4. Current GIS Base Map and Utility Data – summarize current GIS base map and water and wastewater GIS data in terms of imagery, base map layers, and utility asset layers. To the extent metadata are available, summarize sources used for base map and utility data. Summarize findings regarding uniqueness of asset IDs; missing data; non-standard

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domain data; inconsistencies in geometric representation for the same asset class; duplicate geometries; and network topology errors.

Task Deliverables:

1. One combined project kick-off and educational orientation held at the City.
2. Four 1½-hour interviews conducted on-site over the course of two consecutive days.
3. Data source inventory templates and instructions for the City to document utility maps, as-built construction drawings, schematic cards, reference books, utility spreadsheets, and utility databases that will be used to create or update utility GIS data. Completed inventory templates will be returned to EBA.
4. Summary report of findings during grounding in Acrobat pdf format.

2.2 Strategy Development Phase

Once grounding knowledge has been acquired, we can work with the City to develop strategies which will guide future implementation activities. Our approach will be to conduct a series of facilitated meetings with the City to discuss strategies which will then inform the decisions regarding system architectures, GIS data conversion, asset ID assignment and management, and data maintenance workflows. We plan to conduct five strategy development meetings at the City to discuss approaches to the following topics:

1. Potential GIS Architecture Upgrades with GIS and IT staff. The City's current GIS servers, GIS software licenses, and network capacity are probably sufficient to support the current GIS requirements for water and wastewater. But since the ArcGIS for Water Information Model utilizes published services and web maps to drive web and mobile applications hosted by AGOL, Internet broadband access and capacity at water and wastewater facilities are critical. Also, the quantity of unused AGOL named user accounts may need to be expanded, depending on the City's inventory of unassigned named user accounts. This meeting will focus on potential network, server, or GIS license upgrades and additional AGOL named user accounts needed to support water and wastewater operations and maintenance activities. We anticipate one hour will be sufficient for this meeting.

2. Base Map and Utility GIS Requirements with GIS staff. Discussion topics will include potential base map update requirements and available sources to create or update base map content and/or improve accuracy. The City's need to produce and maintain standard water and wastewater utility reference map products will also be discussed, including potential need to automate production of map books, system overview wall maps, or utility map series. We anticipate one hour should be sufficient for this meeting.

3. Utility Asset and Location ID Framework with GIS staff, City Engineer, and Utility Managers/Supervisors. Discussion topics will include developing a standard framework for assigning unique IDs to all water and wastewater assets represented in the GIS. Depending on current utility numbering practices, it might be necessary to modify the current

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framework, or extend it to cover assets that are not numbered. The method of segmenting water and sewer mains and assigning asset IDs to main segments will also be discussed. Finally, the business rules and responsibilities for assigning, retiring, or reusing identifiers relative to new construction and replacement activities will be discussed. We anticipate two hours will be required for this meeting, with one hour each dedicated to water and wastewater managers/supervisors.

4. GIS Data Conversion and Maintenance Strategy with GIS staff, City Engineer, and Utility Managers/Supervisors. Inventories of digital data and paper maps/records acquired during grounding may identify paper maps or drawings that should be digitized and added to complete the utility GIS inventory or update existing utility GIS data. Additionally, it may be necessary to migrate Excel spreadsheets and Access databases reflecting either assets, or asset maintenance activities into the ArcGIS for Water database templates. Activities may include combinations of scanning, digitizing, attribute data entry, data clean-up/standardization, and data reconciliation between conflicting sources. The intent of this meeting is to discuss which of these sources should be used to complete the utility asset inventory and the history of work activity performed on the assets. It may be necessary to identify primary and secondary data sources. In some cases, GPS field inventories may be the best strategy for adding missing data. The best method of conversion/acquisition to complete the asset inventories will be discussed and finalized. Finally, future workflows for acquiring and adding new assets and work activity data performed on assets will be discussed, since ArcGIS for Water provides native mobile apps that run on smartphones and tablets which can be used to add missing assets and update asset information while in the field. We anticipate two hours will be required for this meeting, with one hour each dedicated to water and wastewater managers/supervisors.

5. Document Management Strategy with GIS staff, City Engineer, and Utility Managers. GIS is frequently used to retrieve and display scanned as-built engineering drawings, elevation profiles, hydrant cards, intersection diagrams, and/or house connection cards. It may be necessary to define a strategy to store document hyperlinks as asset attributes, or geo-referencing the documents and retrieving them by clicking in the map window to retrieve drawings for that geographic area. If the City has a commercial document management system, it might be utilized to store and return documents using GIS based queries. The adopted method will define the future work required to create a digital document library, link it to the GIS, and access the documents from GIS. We anticipate one hour should be sufficient for this meeting.

We will coordinate and schedule five strategy meetings at the City. To make effective use of time and reduce travel costs, we propose two consecutive days of strategy development meetings, with the three 1-hour meetings the late morning and afternoon of the first day and the two 2-hour meetings in the morning and early afternoon of the second day. At least ½ hour will be allocated between meetings to allow for transition between meeting locations and a mid-day one-hour lunch break should be scheduled each day.

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Task Deliverables:

1. Five strategy development meetings over two days at the City to develop strategies for future implementation approach.
2. Summary report laying out implementation strategies and future implementation initiatives identified during strategy development meetings.

2.3 Implementation Services Phase

Findings from the first two phases of this project will guide decisions as to what implementation tasks are required to complete the City's GIS inventory of water and wastewater assets, and to implement an asset management program that maintains an up-to-date inventory of assets along with data on operations and maintenance activities performed on assets. It is premature to specify which implementation tasks will be required, which implementation activities the City will complete, and which services the City will request of geographIT. So, it is not possible to specify a comprehensive implementation budget. However, our implementation phase services budget can be used to support any of the following tasks:

1. Upgrade the City's ArcGIS for Server version or configure ArcGIS On-line organization, groups, and named users to support water and wastewater operations.

2. Assist with implementing new base map caches or configuring custom locator services from E-911 data sources to enhance geo-coding results.

3. Perform in-depth analysis of water and wastewater data sources that could improve the content or accuracy of the data. Examples include Computer Aided Design and Drafting (CADD) files, meter databases, customer account data, and engineering as-built construction drawings on file. Document the completeness of the data for the entire system, the data quality, level of confidence in the data, the data currency, and the strategy that could be taken to convert the data and incorporate it into the GIS as a new layer, or as an enhancement to the existing data.

4. Perform source-to- target mapping of the City's water and wastewater GIS data to the ArcGIS for Water Information Model equivalent feature classes and attributes. Identify the extract/transform/load (ETL) processing required to process the City's data into the ArcGIS for Water schema. City GIS data not accounted for in ArcGIS for Water schema will also be documented as possible extensions to the ArcGIS for Water schema.

5. Develop and run Python scripts to ETL the City's water and wastewater GIS data into ArcGIS for Water and perform QA/QC of the resulting datasets.

6. Assist with establishing unique utility IDs for each utility asset class (e.g. values, hydrants, manholes, meters, main segments).

7. Develop and run Python scripts to assign unique location IDs and/or asset IDs to the

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water and wastewater GIS data.

8. Convert Access or Excel files tracking operations and maintenance activities on water and wastewater assets into GIS tables and relationally link to equivalent GIS asset records.

9. Convert missing utility assets or asset attributes from paper maps, as-built construction drawings, utility books, etc.

10. Assist with field GPS data collection to acquire missing water and wastewater assets, to acquire missing asset information, or to improve positional accuracy of mapped assets.

11. Assist with scanning and creating document libraries and creating hyperlinks as asset attributes linking scanned documents to water and wastewater assets maintained as GIS data.

12. Publish water and wastewater map and feature services, configure web maps, and configure various ArcGIS for Water web and mobile apps.

13. Assist in defining documented GIS data maintenance workflows and standard operating procedures to acquire/update water and waste water assets and perform QA/QC of data.

14. Provide training to the GIS administrator, water and wastewater managers and supervisors, and field crews for how to administer ArcGIS On-line, and use the web and mobile GIS apps to support data maintenance workflows and standard operating procedures.

Task Deliverables:

1. To be negotiated as Phases 1 and 2 are completed and work assignments are identified.

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3.0 Not-to-Exceed Project Budget

The scope of services and deliverables defined in Section 2 will be performed as a time and material contract with a not-to-exceed budget cap of **$70,000**. Although the budget is allocated between the three project phases as shown in the table below, it can be reallocated between labor and travel as well as between phases as needed to allow for maximum project flexibility so long as the total budget is not exceeded.

Table 1 – Project Budget

Scope of Services	Labor	Travel	Total
2.1 Grounding Investigation Phase	$23,480	$ 850	$24,330
2.2 Strategy Development Phase	$20,710	$610	$21,320
2.3 Implementation Services Phase	$22,540	$1,810	$24,350
Totals	**$66,730**	**$3,270**	**$70,000**

This quotation is valid through October 31, 2017. Any unused portion of the not-to-exceed budget will revert to the City of Cumberland, Maryland upon project completion. The following billing rates will be used when calculating monthly invoices.

Table 2 – Hourly Labor Rates by Labor Category

Labor Category	Hourly Rate
Sr. GIS Consultant	$155
Sr. Asset Consultant	$152
Project Manager	$136
Sr. GIS Programmer	$120
Sr. GIS Analyst 3	$106
GIS Programmer 2	$80
GIS Programmer 1	$73
GIS Analyst 1	$69
GIS Technician	$60

Invoices will be issued based on actual hours worked by assigned labor categories each month per the labor rates in Table 2. If travel is required, receipts for mileage, parking, lodging, and meals will be attached to the invoices. Mileage will be invoiced per the General Services Administration approved rate. Invoices shall be paid within 30 days of invoice date. Travel time will be charged one-way.

4.0 Authorization to Proceed

To accept this proposal, please digitally sign the Professional Services Agreement and e-mail it to EBA Engineering, Inc. for signature. EBA will digitally sign the agreement and e-mail a fully executed Professional Services Agreement to the City of Cumberland.

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5.0 EBA Engineering, Inc. Qualifications

Since 1981, EBA Engineering, Inc. (EBA) has provided exceptional professional engineering and management services to a wide variety of satisfied clients in both the public and private sectors. EBA has earned a reputation for stability and longevity and has proven its ability to handle challenges of any magnitude with imagination, foresight, and sound design principles. Our depth of experience and technical proficiency enable us to routinely apply the sound theory that achieves practical results within the constraints of financial realities. Our engineering expertise has been recognized by Engineering News-Record among the top 500 Design Firms.

EBA employs multidiscipline professionals who have both a respect for established principles and a willingness to develop and utilize new and innovative approaches and technologies. EBA's professional services include, civil/site, environmental, geotechnical, structural, transportation, water resources, and water systems engineering; construction management and inspection; asset management; geospatial technologies; surveying and mapping; and materials testing. EBA can accommodate multiple-project commitments, offering a broad range of experience and diversity to each client.

EBA is headquartered in Laurel, Maryland, with regional offices located in Baltimore, Washington D.C., Lancaster, Pennsylvania, and Orange, Virginia. With over 250 employees, EBA has the talent and depth of experience to offer unique insights and innovative solutions to address your specific project needs.

5.1 Geospatial Technology Expertise

EBA provides state-of-the-art enterprise Geographic Information System (GIS) implementation and custom developed geospatial technology and information management solutions with the depth of experience, insight, and innovation that comes from over 26 years of GIS consulting, custom software development, and system integration projects completed for state and local governments, utilities, transportation, and public safety. From custom software development to application integration and migration, GIS solutions empower your operation with the clarity, accuracy, and productivity you need to succeed. Whether developed for cloud computing, wireless broadband, or mobile platform, EBA's cost-effective solutions help our clients access information anywhere, anytime, and on any computing platform enhancing productivity and efficiency of operations. Cellular broadband offers fast real-time access to, and analysis of, location based data.

Our secure custom web and mobile GIS solutions support online and offline data collection, eliminating concern about cellular broadband coverage. Automating paper based workflows, integrating legacy database system silos, and streamlining the way data collection and maintenance are performed frequently yield significant returns on investment through greater efficiency, improved data quality, enhanced decision making, and in some cases increased revenue collection from mobile fee collection solutions supporting permitting and code enforcement.

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5.2 Utility GIS Services

We specialize in providing professional GIS services for water and wastewater utility clients. The following services emphasize the information management aspects of GIS to support the management and operational objectives of utilities:

- Conduct enterprise GIS needs assessments and prepare implementation plans
- Design and implement enterprise GIS architecture
- Design utility network data model
- Create a GIS utility database from construction as-built drawings
- Acquire asset inventories in the field with GPS data collectors
- Implement ArcGIS On-line
- Implement field asset data collection/update workflows with tablets
- Implement Esri's ArcGIS for Water information model and out-of-the-box solutions
- Integrate GIS with document libraries, SCADA, computerized maintenance management systems (CMMS), asset management systems, etc.
- Develop custom GIS desktop, mobile, or web GIS solutions that automate business process workflows to improve efficiency, enhance data quality, and improve asset management decision making.
- Upgrade enterprise GIS systems with latest version releases
- Provide technical support and troubleshooting
- Train system administrators to maintain the GIS/IT environment

5.3 Utility GIS Experience

Our utility GIS client portfolio spans 26+ years of experience providing professional GIS consulting, COTS software installation and upgrades, database integration, and application development services to a variety of water and wastewater utility clients as shown in the table below.

Table 3 – Utility GIS Experience

Client Name	State	Utility Type
District of Columbia Water and Sewer Authority	DC	Wastewater, Water
South Florida Water Management District	FL	Water
Baltimore County Department of Public Works	MD	Wastewater
City of Baltimore Department of Public Works	MD	Wastewater, Water
Easton Utilities	MD	Multiple
Borough of Ephrata Public Works Division	PA	Wastewater
City of Bethlehem Engineering Department	PA	Wastewater
City of Philadelphia Water Department	PA	Water
Lancaster Area Sewer Authority	PA	Wastewater

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Client Name	State	Utility Type
Lebanon City Authority	PA	Wastewater, Water
Lower Allen Township Authority	PA	Wastewater
Municipal Authority of Westmoreland County	PA	Wastewater, Water
North Penn Township Water Authority	PA	Water
Philadelphia Suburban Water Company	PA	Water
Springettsbury Township Wastewater	PA	Wastewater
York Water Company	PA	Water

5.4 Esri Business Partner

As an authorized Esri Silver Business Partner, EBA designs and implements state-of-the-art GIS solutions using Esri technology deployed on desktop, server, and mobile platforms. EBA is also recognized as an ArcGIS Online Specialty firm because of our in-depth experience assisting numerous organizations with innovative and cost-effective ArcGIS Online solutions.

5.5 Recent Awards and Recognitions

- **2017 Special Achievement in GIS** — awarded by Esri to the City of Philadelphia Office of Emergency Management for a situational awareness portal implemented by our team that incorporates live streaming data feeds from multiple sources in a dynamic constantly updating map of emergency response events and changing status of events.
- **2015 Delaware Valley Early Warning System** — PA Governor's Award for Environmental Excellence for a custom pollution alerting and response solution for the Philadelphia Water Department.
- **2013 Special Achievement in GIS** — awarded by Esri to Philadelphia Police Dept. for a 24-server public safety enterprise GIS architecture designed and implemented by our staff.
- **2012 PA-MAPPS Geospatial Excellence Finalist Award** — for application of LiDAR to model high resolution hydrographic networks.

5.6 GIS and Asset Management Experienced Staff

Collectively, our team offers more than 175 years of combined GIS and asset management experience. Five of our team received their GIS Professional (GISP) certifications from the GIS Certification Institute, and one has earned his Project Management Professional (PMP) certification from the Project Management Institute. All our staff have 4-year college degrees in geology, geography, environmental science, computer science, and GIS, and five staff have Masters Degrees. Table 2 below summarizes the education and industry experience of our talented and experienced team.

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Table 4 – Summary of Staff Education and Experience

Name and Labor Category	Education	Industry Experience
Bruce Stauffer, Sr. GIS Consultant	B.S. Geography, Clarion University M.A. Geography, Syracuse University	34 years
Charles Card, PMP Sr. Asset Management Consultant	B.S. Biological Sciences, University of Maryland	31 years
Andrew Ross Sr. GIS Consultant	B.S. Geology, University of Rhode Island M.S. Geology, University of Washington	26 years
Andrew Smart, GISP Sr. GIS Consultant	B.A. Geography Millersville University	12 years
Joseph DeLuca, GISP Sr. GIS Analyst 4	B.A. Geography & Environmental Systems, University of Maryland Baltimore County	15 years
David Thaler, GISP Sr. GIS Analyst 3	B.A. Geography Millersville University	15 years
Richard DeBell Sr. GIS Analyst 3	B.S. Geography, Radford University M.S. Geographic & Cartographic Sciences, George Mason University	14 years
Asefa Areda Sr. GIS Analyst 3	B.A Geography, Haramaya University, Ethiopia M.A. Development Studies, Addis Ababa University, Ethiopia M.S. Geo-Information Science, Wageningen University, Netherlands	8 years
Yousif Malik, GISP, Sr. Programmer 3	M.S. Geographic Information Systems, Southern Illinois University B.S. Computer Science, Southern Illinois University	9 years
Bryan Grill, GISP, Programmer 2	B.A. History & Geography, Millersville University	12 years
Michael Mattaini Programmer 1	B.S. Ecology, Environmental Science, Wildlife & Conservation Gettysburg College	3 years
Amanda deRussy GIS Analyst 1	B.S. Earth & Space Sciences, Geography & Environmental Planning, Towson University	3 years
Andrew Blowers, GIS Analyst 1	B.A. Geography, University of Maryland of Baltimore County	2 years

5.7 Key Project Team Members

We have selected personnel for the project team based on their demonstrated expertise, and abilities on projects of a similar nature. Full consideration was given to the type of project, nature of investigation, and each team member's familiarity with utilities and various aspects of GIS architecture planning and implementation. The work load of the team is compatible with the anticipated timeframe of project execution. We will make every effort to assign the individuals named. Should this be made impossible by circumstances beyond our control, such as illness, resignation or delays in the start of the project, every attempt will be made to provide personnel with qualifications equal to the individuals originally proposed, subject to the City's approval.

Bruce E. Stauffer, Sr. GIS Consultant will serve as senior advisor for this project responsible for overall project quality and will participate in facilitating grounding interviews and strategy development meetings. He has 34 years of experience in the GIS industry and has participated in, or led, Enterprise GIS Needs Assessments and Implementation Plans for the Municipal Authority of Westmoreland County, York County, Chester County, and Bucks County

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Pennsylvania. Mr. Stauffer also led the technical consulting team preparing Organizational, Vector and Raster data requirements and implementation plans for a statewide PAMAP program administered by the PA Dept. of Conservation and Natural Resources, Bureau of Topographic and Geologic Survey. He is well grounded in the technical and organizational aspects of planning for enterprise GIS implementation projects, and is keenly aware of the political issues that frequently surface over control and management of GIS within organizations. Mr. Stauffer co-founded geographIT® in 1990, and served as the firm's Vice President for 26 years until acquisition by EBA in 2016. He now serves as the Vice President for EBA's Geospatial Technology and Asset Management Department. In 2001, Mr. Stauffer was honored to receive the first annual "2001 Pennsylvania Award for Excellence" at the PA GIS Conference in Hershey, PA "for his visionary application of Geospatial Technology serving the citizens of Pennsylvania".

Joseph DeLuca, GISP, Project Manager will serve as project manager and lead the project team from EBA's Lancaster office. He has excellent project management and client relationship skills. He ensures client's needs are meet while managing projects so they are completed on time and within budget. He is currently serving as project manager for the Municipal Authority of Westmoreland County's 5-year enterprise GIS implementation project. Many of his projects involve data analysis, application development, software implementation and customization, and spatial database creation. He also has considerable experience understanding and interpreting a client's needs and requirements as he investigated, configured, implemented, documented, and trained numerous clients with Cityworks work order management software. These projects involved assessing utility inspection and maintenance workflows and reporting requirements, and configuring Cityworks to implement automated work order management.

Charlie Card, PMP, Sr. Asset Management Consultant will serve as an asset management consultant, providing advice on best management practices for the City's envisioned asset management program. He has 31 years of experience in the water/wastewater industry; including infrastructure asset management, regulatory compliance, water quality analysis, and project management. Prior to joining EBA, he served as Asset Strategy Manager for the Washington Suburban Sanitary Commission (WSSC) where he was instrumental in developing and implementing WSSC's asset management (AM) processes and procedures. He was the primary author of WSSC's FY15 and FY16 Enterprise Asset Management Plans that addressed the needs of over one million assets with an estimated replacement value of approximately $34 billion. Mr. Card has the knowledge, experience, and lessons learned in developing and implementing an Asset Management Program while working for a water and wastewater utility. He will provide unique insights into the challenges that the City will face as it strives to advance a comprehensive Asset Management Program.

Andrew Smart, GISP, Sr. GIS Consultant has the combination of outstanding project management, technical consulting, and enterprise GIS system architecture design and implementation skills which he has applied to numerous county, municipal, and utility projects. He is a subject matter expert with ArcGIS for Server in matters related to the capabilities of the REST service framework, security, replication, failover, and load balancing. He is also extremely

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well versed in cloud computing architectures involving ArcGIS Online, Amazon, and hybrid architectures that leverage ArcGIS Online for user authentication and organizational content management with services that are published from enterprise servers maintained by our clients. His expertise will be utilized to evaluate the City's current GIS computing environment and recommend potential GIS server and network architecture upgrades to support future water and wastewater field access to ArcGIS for Water web and mobile solutions that support operations and maintenance activities. Mr. Smart was actively engaged in the Municipal Authority of Westmoreland County and the Lancaster Area Sewer Authority Needs Assessments, the City of Bethlehem Sanitary Sewer GIS design and implementation, the implementation and support of a 24-server architecture for the City of Philadelphia's Public Safety group, and in developing failover procedures and test plans for data and application replication from the City of Philadelphia Police Department to the Emergency Operations Center (EOC).

Rich DeBell, Sr GIS Analyst 3 - has solid experience installing, configuring, upgrading and trouble-shooting ArcGIS for Server environments, and configuring and publishing ArcGIS REST services. His knowledge and experience extends to ArcGIS Online and Portal environments in which he has configured and deployed numerous ArcGIS WebApp Builder viewers and Collector for ArcGIS web maps to support field data collection workflows. He is adept at automating ETL, QA/QC, analytical, and reporting processes as geo-processing functions using SQL and Python. He has also configured SQL Server Reporting Services and SQL Server Integration Services (SSIS) to support database driven processes. In addition to ArcGIS for Desktop, he has extensive experience with Esri's DataReviewer extension to validate database quality. For this project, Mr. DeBell will contribute his skills in support of Phase 3 implementation services.

David Thaler, GISP, Sr GIS Analyst 3 - is highly skilled at automating database conversion, QA/QC, and analytical geo-processing and reporting functions using SQL and Python. He has configured SQL Server Integration Services (SSIS) for ETL processing. He is accomplished at installing, configuring, and upgrading ArcGIS for Server, trouble-shooting ArcGIS for Server issues, as well as designing, configuring and publishing ArcGIS REST services for a variety of custom SOA web and mobile software solutions. He has automated data maintenance, replication, back-up, and notification scripts with Python. His considerable ArcGIS for Desktop expertise extends to configuring batch enterprise geodatabase QA/QC tests to validate database rules and report database errors. Mr. Thaler has field GPS experience collecting utility data, is experienced in mobile web map design and implementation, and providing end user training for custom solutions developed by EBA. For this project, Mr. Thaler will contribute his skills in support of Phase 3 implementation services.

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Appendix A: Reference Projects

Enterprise GIS Implementation Plan

QUICK FACTS

Location
New Stanton, Pennsylvania

Owner/Client
Municipal Authority of
Westmoreland County
124 Park and Pool Road
New Stanton, PA 15672

Reference
Tom Ceraso
(724) 755-5873
tceraso@mawc.org

Start
March 2015

Completion
March 2016

Fee
$146,000

Services
GIS consulting
Meeting facilitation
Business analysis
Research
Technical writing
Implementation planning

The Municipal Authority of Westmoreland County (MAWC) implemented GIS in the mid-1990s to maintain and print utility maps and cross reference engineering documents to infrastructure. The Authority wanted to expand GIS to serve the information needs of customer services, production, and distribution divisions, to centralize and integrate existing databases and document libraries, and to implement mobile data collection. To meet these needs, MAWC retained geographIT, a Division of EBA Engineering, Inc., to provide the needed services.

This consulting engagement involved grounding, strategy development, departmental requirements assessment, and implementation planning. Grounding involved an online questionnaire, 14 onsite stakeholder interviews over four consecutive with multiple departments to document business practices and data uses, GIS/IT infrastructure, and evaluation of existing GIS data, drawings, and databases used in support of routine operations. Strategy development involved 8 meetings to evaluate approaches for the future enterprise GIS environment including alternative GIS architecture options. Information collected through grounding and strategy development was incorporated into the draft and final Enterprise GIS Needs Assessment report.

The Implementation Plan included a multi-million dollar budget for hardware, commercial software, data migration and integration, application implementation, and project management. It also includes a summary of implementation activities, a resource plan, and a 5-year implementation timeline sequencing implementation activities. Both documents provide the Authority a blueprint to implement enterprise GIS to address multi-departmental needs.

Based on the comprehensiveness of the plan and the anticipated multi-departmental operational efficiencies of implementing an enterprise GIS, the Board of Directors approved funding. Implementation services began in 2016.

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Appendix A: Reference Projects

Asset Management Database Design and Integration

QUICK FACTS

Location
Lancaster, PA

Owner
Lancaster Area Sewer Authority
130 Centerville Rd.
Lancaster, PA 17603

Client
Lancaster Area Sewer Authority
130 Centerville Rd.
Lancaster, PA 17603

Reference
Michael Kyle
(717) 344-5832
mkyle@lasa.org

Start
August 2016

Completion
June 2017

Fee
$66,550

Services
Asset management consulting
Database design
Data migration
System integration
QA/QC

geographIT, a division of EBA Engineering, Inc. (EBA) developed and implemented an SQL based asset management database and reporting tools for Lancaster Area Sewer Authority.

The Lancaster Area Sewer Authority (LASA) had been utilizing an Excel spreadsheet tool as their asset management Decision Support System. The spreadsheet was populated with a registry of LASA's vertical and horizontal wastewater system assets, including condition ratings and other asset attributes. The tool can calculate business risk exposure (BRE) scores, asset residual life, and rehabilitation and replacement costs. It also generated and graphically depicted a 100-year investment profile (Nessie Curve). Several drawbacks to the spreadsheet tool were addressed by this project.

- Due to the 35,000 assets, the spreadsheet became too large and too slow to open for partial use.
- The spreadsheet was not integrated with LASA's work order management system (Lucity), so the asset registry was not being updated and condition assessments were dated.
- Duplicate manual data entry was required to add data into the spreadsheet, resulting in unmaintained asset management data.

To address the problem, EBA performed the following tasks:

- Replaced the spreadsheet with a SQL Server relational database table. Since LASA had SQL Server license, this did not add any additional licensing cost.
- Designed a database table to replicate the business logic and formulae maintained in the spreadsheet that were developed in a previous asset management study.
- Migrated the spreadsheet data into the database table.
- Automated tools to refresh the asset management database table to reflect asset updates in Lucity and GIS environments.
- Created a report using SQL Server Reporting Services allowing users to search and filter assets by BRE score and recommended renewal year.
- Implemented a hyperlink in the database table so that the user can click on the asset and asset condition record to view the asset in GIS.

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Appendix A: Reference Projects

Baltimore County Consent Decree – Task Order 3

QUICK FACTS

Location
Towson, Maryland

Owner
The Louis Berger Group, Inc.
Candler Bldg, Suite 1020
111 Market Place
Baltimore, MD 21202

Client
Baltimore County
Towson, MD

Reference
Paul Sayan
(410) 926-9612
psayan@louisberger.com

Start
July 2016

Completion
September 2017

Fee
$188,492

Services
GIS consulting
Asset management consulting
Workflow automation
Automation of reports and maps
GIS modeling of risk

geographIT, a Division of EBA Engineering, Inc. located in Lancaster, Pennsylvania, has been working with the Louis Berger Group, Inc. since 2014 to provide various programming solutions and services. This Scope of Services to be provided to Louis Berger for the Baltimore County Consent Decree project is the third Task Order requested.

GIS support activities for this Task Order include:

- Creating/updating various GIS maintenance layers
- Creating map products to include pdf maps, ArcGIS Server map layers, ArcGIS Online web maps and web apps
- Performing GIS analysis for use at quarterly review sessions
- Working with program leads to develop workflows and analysis processes that can be used to develop results, reports and analysis products
- Developing repeatable analysis processes and workflows
- Assisting with integration of Baltimore County enterprise geodatabase into production workflows
- Developing and documenting standard operating procedures to be followed by the team
- Maintaining currency of documentation
- Developing diagrams representing standard workflows followed by the GIS team

Asset Management (AM) support activities for this Task Order include:

- Developing an AM Charter
- Facilitating AM awareness workshops
- Conducting an AM Gap Analysis

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Appendix A: Reference Projects

Utility Viewer Web App Builder Widget Programming

QUICK FACTS

Location
Washington, DC

Owner/Client
DC Water
5000 Overlook Avenue, S.W.
Washington, DC 20032

Reference
Thomas Kuczynski
202.787.2360
thomas.kuczynski@dcwater.com

Start
June 2016

Completion
August 2016

Fee
$22,750

Services
Reverse engineering
Software coding
Acceptance testing
Code documentation

DC Water & Sewer Authority (DC Water) had a legacy Flex web-GIS originally developed using the ArcGIS for Flex API. Esri discontinued technical support for the Flex API in June of 2016. Consequently, DC Water contracted geographIT, a division of EBA Engineering, Inc., to configure the "out-of-the-box" Web AppBuilder for ArcGIS (WAB), and develop seven custom widgets using the ArcGIS API for JavaScript to implement equivalent functionality provided by the Flex widgets. The project was completed within two months. Professional services included:

- Project set-up of a GitHub repository and establishing remote access to DC Water's development server, custom Flex viewer, and published services.
- Set-up and configured the WAB for ArcGIS viewer template, including nine out-of-the-box WAB widgets.
- Designed, coded, and tested seven custom widgets to replace Flex widgets.
- Provided acceptance testing.
- Deployed into production.

The following custom JavaScript API widgets were developed to implement equivalent functionality to the legacy Flex widgets:

- Advanced search widget: a standard data-query interface and workflow to search and retrieve matching search results for eight published feature services representing water and sewer utility infrastructure, property records, and work orders.
- Coordinate widget: displays National Grid coordinates as the mouse moves in the map window.
- EMAP documents widget: implements an identify feature pop-up with dynamic URL hyperlink to retrieve documents associated with the feature.
- Elevation information widget: implements a spatial query method and returns elevation values for the selected feature.
- Area above elevation widget: calls an existing geoprocessing service and displays the processing results.
- Geo tab widget: pulls automated vehicle location (AVL) information from an RSS feed and displays a list in the widget as well as a pop-up of features on the map.
- Report a problem widget: displays reported problem information from an RSS feed.

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PROFESSIONAL SERVICES AGREEMENT

PARTIES TO THE AGREEMENT

The term "Client" within this agreement refers to **City of Cumberland** located at **57 N. Liberty Street, Cumberland, MD 21502**.

The term "Consultant" within this agreement refers to **EBA Engineering, Inc.**, located at **6100 Chevy Chase Dr., Suite 200, Laurel, MD 20707-2917.**

PROFESSIONAL SERVICES

The Client to this Agreement desire to receive the professional services and deliverables described in Exhibit A, and the Consultant to this Agreement desires to provide these professional services and deliverables to the Client. Both parties agree to abide by the terms of this Professional Services Agreement.

TYPE OF AGREEMENT

This is a time and material not-to-exceed the budget cap agreement. Non-labor expenses for travel will be itemized and invoiced at net cost and receipts will accompany invoices when applicable. Automobile travel will be reimbursed at the Federal GSA approved rate at the time each travel is incurred. Travel related expenses will be invoiced at net cost.

INVOICING AND PAYMENT

Invoices will be issued monthly, and will include an itemized list of charges by date with a description of tasks performed, hours charged, and total labor charges. An itemized list of travel expenses will be included if travel was required during the invoice month. All invoices are payable in full within 30 calendar days from invoice date.

TERM

The term of this Agreement will begin on the date that all parties have signed the Agreement and will remain in effect through **June 30, 2018**, unless the Agreement is terminated for reasons defined in the *Change of Condition, Termination, and Suspension of Services* sections of this Agreement, or unless the termination date is extended in writing by mutual agreement of both parties to the Agreement.

The obligation of the both parties under Ownership of Deliverables shall survive the expiration or earlier termination of this agreement.

OWNERSHIP OF DELIVERABLES

As a work for hire, all deliverables including documents, drawings, design specifications, data, software, reports, and digitized versions thereof, prepared and furnished by the Consultant under this Agreement shall be the material property of the Client subject to the following conditions:

1. Consultant shall retain intellectual property rights and rights of reuse of the methodology and deliverables prepared under this agreement for other projects and for the purpose of marketing. This clause excludes source code, data or other source materials provided by the Client to fulfill the terms of the contract.
2. All proprietary information contributed by the Consultant in fulfilling the terms of the contract, including formulae, calculations, standards and software used in the preparation of the deliverables, shall remain the property of Consultant.

3. Deliverables furnished by the Consultant under this Agreement are provided with the understanding they were prepared for a specific intended use. Any reuse, misuse or alterations of the deliverables without specific written certification, verification or adaptation by the Consultant will not be covered under Warranty and Remedy and shall be at the Client's sole risk. Furthermore, Client agrees to waive Consultant's liability in the event Client modifies or adapts Consultant's deliverables without Consultant's involvement.

CHANGED CONDITIONS

The Consultant has used professional judgment and industry best practices in establishing the scope of services for this project, given the information provided by the Client or known to Consultant about the project's nature and risks and current laws, codes, regulations, standards and permit conditions in effect thirty (30) days prior to the date of this Agreement. Occurrences or discoveries that were not originally contemplated or known to the Consultant shall constitute changed conditions and may require an equitable adjustment in scope, schedule and/or fee under this Agreement. If the Consultant identifies a need to adjust the terms of the contract based on changed conditions, the Consultant shall identify the nature of changed conditions and the Client shall promptly and in good faith enter into renegotiations of this Agreement. If the Client refuses to renegotiate, the Consultant may terminate this Agreement following the Agreement procedures defined under Termination.

WARRANTY AND REMEDY

The Consultant warrants that it shall exert the degree of care and skill in the performance of its services normally exercised by similar professionals under similar circumstances. Deliverables provided under this Agreement are warranted for ninety (90) calendar days from date of final delivery of contracted deliverables.

If, during the ninety (90) calendar day warranty period, the Client discovers data errors or software bugs in the deliverables, the Client will document the error or bug and communicate the problem to the Consultant who will make a good faith effort to remedy the error or bug at no additional charge to the Client.

Software bugs are defined as normally reproducible events resulting in software termination, suspended or hung processing, incorrect processing results, or incorrect output. Data errors are defined as errors of omission or commission when the agreed upon scope of work clearly states that all data are to be converted exactly as shown on the source materials.

Exclusions to this statement of warranty include, but are not limited to:

1. System or software bugs caused by commercial and third party software products which the Consultant did not produce or modify.
2. Requests for enhancements to software that add to or modify the user interface, processing logic, functionality or outputs can be considered "change orders" if the request modifies the original software design specification that was accepted by the Client. Expenses incurred by the Consultant to accommodate change orders will be compensated by the Client at labor rates agreed to by the Client and Consultant.
3. Software errors caused by Client modifications to the system environment on which the software is dependent. Examples include Client upgrades to the operating system, network modifications, or upgrades to component commercial software versions. Expenses incurred by the Consultant to accommodate system environment modifications will be compensated by the Client at labor rates agreed to by the Client and Consultant.
4. Software errors caused by the corrupt, inconsistent, or nonstandard data that were undisclosed by the Client and unknown to the Consultant at the time the software was designed, coded, and tested. Expenses incurred by the Consultant to investigate and resolve the errors as being

caused by corrupt, inconsistent, or nonstandard data will be compensated by the Client at labor rates agreed to by the Client and Consultant.

5. Data errors in source data, manuscripts, or documents provided to the Consultant that are propagated into a database or system as part of data conversion or migration unless the scope of services explicitly states that verification of existing data and correction of errors is a part of the contracted services.

This warranty is in lieu of and excludes all other warranties whether express or implied, by operation of law or otherwise, including warranty of fitness for particular purpose.

SUSPENSION OF SERVICES

If payment of Consultant's invoices is not maintained as per the terms of payment set forth herein, Consultant may, after seven (7) days written notice to the Client, suspend further services without liability until the Client has paid in full all amounts due Consultant on account of services rendered and expenses incurred, including interest on past due invoices. Suspension of services exceeding ninety (90) days shall, at the option of the Consultant, make this agreement subject to renegotiation or termination.

TERMINATION

This Agreement may be terminated by either party upon thirty (30) days prior written notice to the other party. In the event of termination, the Consultant shall be compensated for services performed and expenses incurred up to the date of termination, plus reasonable actual costs incurred by the Consultant as a result of a termination by the Client.

SUCCESSORS AND ASSIGNS

This Agreement shall be binding upon the parties and their respective successors and assigns. The Consultant may employ such independent consultants, associates, and subcontractors as it may deem appropriate, but the Consultant remains ultimately responsible for the work product. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the parties.

SEPARABILITY AND REFORMATION

Any provision of this Agreement held to be void or unenforceable under any law or order of court shall be deemed stricken, and all the remaining provisions shall continue to be valid and binding upon the Client and Consultant. In addition, the parties agree that this agreement shall be reformed to replace such stricken provision(s) or part(s) thereof with a valid and enforceable provision which comes as close as possible to expressing the intention of the stricken provision.

GOVERNING LAW AND JURISDICTION

This Agreement shall be governed by the laws of the United States and the substantive and procedural laws of the State of Maryland.

FORCE MAJEURE

Client and the Consultant agree that there shall be no liability on the part of either party for any failure or delay in the performance of any obligations hereunder resulting from any cause beyond their reasonable control, including but not limited to: acts of God; acts or omissions of civil or military authority; acts or omissions of contractors or suppliers; fires; floods; epidemics; quarantine restrictions; severe weather; strikes; embargoes; wars; political strife; riots; delays in transportation; compliance with any regulations or directives of any national, state, local, or municipal governments or department thereof; fuel, power, materials or labor shortages.

ENTIRE AGREEMENT

Upon signed acceptance by both parties, this Agreement shall constitute the entire and integrated understanding between the parties and supersedes all prior and contemporaneous negotiations and agreements, whether written or oral, with respect to the subject matter herein. This Agreement may be amended only by a written instrument signed by both parties.

AUTHORIZATION BY PARTIES

The undersigned representing the Client and the Consultant accept the terms set forth in this Agreement. The Consultant is authorized to submit work orders and provide professional services according to the terms of this agreement.

On Behalf of City of Cumberland, Maryland (Client)

Attest:

_____ By: _____ _____

City Clerk Brian K. Grim, Mayor Date

(SEAL)

On Behalf of EBA Engineering, Inc. (Consultant)

Attest:

_____ By: _____ _____

Witness Harish J. Patel, P.E. Date

Executive Vice President and COO

(SEAL)

Regular Council Agenda
November 21, 2017

Description

Order accepting the sole source proposal from LB Water Services, Inc. to provide software services to update the current Sensus MDM meter reading system to the Sensus SAAS could-based system for the yearly amount not-to-exceed $56,785

Approval, Acceptance / Recommendation

MIS, the Water Department, and Tax/Utility Department would like to recommend upgrading the current Sensus MDM meter reading solution to the Sensus SAAS (Software as a Service) cloud-based system. Since it is their proprietary system, Sensus is the only vendor who provides this upgrade and LB Water is the exclusive Authorized Distributor of Sensus products for the state of Maryland.

All city water meters are Sensus meters, representing a significant investment in Sensus technology. Therefore, we request sole source purchasing for this upgrade.

The City Administrator provided approval for a sole source purchase based on the following:

Parts of the current Sensus MDM system have surpassed end of life support. The Sensus SAAS offers advantages of a more intuitive interface that is customer support driven, accessibility from the field by city water personnel, support for two way meter communication using newer meter technology (which would support leak detection as well as water temperature and pressure sensing), and included hardware maintenance and automatic software upgrades.

?$61,000 for this purchase was ?included in th?is year's budget and is funded by CDA 2017 ? debt issue funds.
??
Year 1 cost = ?NOT TO EXCEED $56,785?

Year 2 and following annual cost = $31,995

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

- Order -

of the

Mayor and City Council of Cumberland

MARYLAND

ORDER NO. _____ **DATE:** __November 21, 2017_

ORDERED, By the Mayor and City Council of Cumberland, Maryland

THAT, the sole source proposal from LB Water Service, Inc., 427 Skelly Road, Chambersburg, PA 17202, to provide software services to upgrade the current Sensus MDM meter reading system to the Sensus SAAS cloud-based system be and is hereby accepted in the yearly amount not-to-exceed Fifty-six Thousand, Seven Hundred Eighty-Five Dollars ($ 56,785.00).

_____

Brian K. Grim, Mayor

QUOTATION

L/B Water Service, Inc.
427 Skelly Road
Chambersburg, PA 17202
717-264-8445

Quote Number	
1211669	
Quote Date	Page
11/17/2017	1 of 2

Quote Expires On 12/17/2017

Proposal Submitted to: 18628

City of Cumberland
Attn: Accounts Payable
57 North Liberty Street
Cumberland, MD 21502

301-759-6623

Ship To:

City of Cumberland
Municipal Service Center
215 Bowen Street
Cumberland, MD 21501

Requested By: Johnna Byers

PO/Job Name	Salesperson	Entered By
UPGRADE	Steve Miller	PAULA_WALLACE

Quantity Quoted	UOM	Item ID / Item Description	Unit Price	Extended Price
1.00	EA	MSC-10059467 UPGRADE TO SAAS *YEAR - 1* SOFTWARE AS A SERVICE (CLOUD BASED - NO SERVERS) WITH NEW SENSUS ANALYTICS SOFTWARE	$44,785.00	$44,785.00
1.00	EA	MSC-10059469 UPGRADE TGB TO 2-WAY	$12,000.00	$12,000.00

Total Lines: 2

SUB-TOTAL:	56,785.00
TAX:	0.00
EXTENDED QUOTE $$:	**56,785.00**

QUOTATION

L/B Water Service, Inc.
427 Skelly Road
Chambersburg, PA 17202
717-264-8445

Quote Number	
1211669	
Quote Date	Page
11/17/2017	2 of 2

Quote Expires On 12/17/2017

Quantity		Item ID Item Description	Unit Price	Extended Price
Quoted	UOM			

L/B Water Service, Inc.
TERMS AND CONDITIONS OF SALE

1. EXPIRATION. This offer expires 12/17/2017 and may be revoked prior to expirations unless expressly accepted by Purchaser.
2. TAXES. Purchaser is responsible for all taxes, including but not limited to; federal, state, and/or municipal sales, use, excise, or other taxes assessed on the goods. Sales tax will be charged unless a valid tax exemption certificate is received by Seller prior to delivery. Exemption certificates received more than sixty (60) days after delivery will not be honored.
3. DELIVERY TERMS. The place for delivery of the Goods is:
Municipal Service Center, 215 Bowen Street, Cumberland, MD 21501,
Unless specific written instructions are included with this Quote, the cost of transportation of the goods to the location listed here shall be borne by the Seller, when delivered by the Seller's personnel and vehicle. Seller assumes the risk of all deliveries up to the point when the goods leave the Seller's control. If the Purchaser requests special handling, partial shipments, or rush delivery the Purchaser will be responsible for the freight costs. Purchaser assumes all risk of loss during delivery of goods by third party. In the absence of written instructions from Purchaser to the contrary, Seller, on behalf of Purchaser, shall exercise its discretion as to all matters of shipment used.
4. PAYMENT TERMS. Payment terms are: Net 30
Thereafter, a service charge of 1.5% per month will be added to the unpaid balance, until the account is paid in full. Accounts with past due balances may be refused future deliveries. Seller shall be entitled to recover from Purchaser all costs of collection of unpaid balances, including, but not limited to, reasonable attorneys ' fees, court costs, and interest.
5. SPECIAL ORDERS. Orders for materials that are non-stock are non-cancellable and non-returnable. Any returns of materials must have prior authorization and are be subject to inspection for re-salability. Handling and restocking fees apply.
6. WARRANTIES. The goods shall be free from defects in material and workmanship. The goods will conform to designated specifications, when we are advised in advance of quotation. All manufacturers warranties shall be passed on and flow to the Purchaser/Owner. Seller shall not be obligated or liable under any manufacturer's warranty. Seller shall not be liable for any warranty offered by the Seller for any goods that are modified , altered, misused, damaged, improperly handled or stored, or otherwise improperly treated or used.
7. LIMITED LIABILITY. Seller shall not, under any circumstances, be responsible for special, indirect, incidental, consequential, liquidated, or penal damages resulting from the contract under this Quote or the performance or breach thereof, or from the design, manufacture, sale, delivery, operation or use of any goods or equipment covered by or furnished under this Quote. The liability of Seller shall in no case exceed the price paid by the Purchaser for the goods. Seller disclaims all liability, whether in contract, tort (including negligence), warranty or other grounds, to any party other than the Purchaser. The Purchaser's sole and exclusive remedy, whether based upon warranty, contract or tort, is pursuant to the warranty contained in paragraph 5.
8. DISCLAIMERS. Except as expressly set forth herein, Seller hereby disclaims, and Purchaser hereby waives, all other warranties, whether express or implied, including, without limitation, warranties of merchantability, fitness for a particular purpose, title, and non-infringement.
9. GOVERNING LAW. This Quote shall be construed and enforced in accordance with the laws of the Commonwealth of Pennsylvania, without regard to principles of conflicts of law, and without regard to rules of construction relating to which party drafted this Quote.
10. SEVERABILITY. In the event any provision of this Quote is held to be unenforceable or invalid by any court of competent jurisdiction, the validity and enforceability of the remaining provisions of this Quote will remain in effect.
11. ENTIRE AGREEMENT. This Quote is the complete agreement between Seller and Purchaser and there are no other written or oral understandings, directly or indirectly, that are not incorporated herein. Seller reserves the right to change the quoted prices, if this quotation is not accepted in its entirety.

I/we, _____ , hereby agree to purchase the goods presented on this quotation and to accept the terms and conditions listed above.

_____ _____ _____
Signature Title Date

Andrea Davis
Director, Channel Marketing

8601 Six Forks Road
Raleigh, NC 27615

T: 919-424-8995
F: 919-424-8976
andrea.davis@xyleminc.com
www.sensus.com

March 24, 2017

Re: Maryland Distributors

To Whom It May Concern:

Sensus, USA is pleased to announce that LB Water is the exclusive Authorized Distributor of Sensus products for the state of Maryland. Please contact LB Water for all of your Sensus needs. Purchasing Sensus, USA products from the authorized distributor for your area ensures that your products will be properly supported and warranted.

We look forward to the opportunity of providing your firm with quality water measurement equipment and support in the near future. Please feel free to contact me at andrea.davis@sensus.com regarding this or any other matter.

Sincerely,

Andrea M. Davis

Andrea Davis
Sensus, USA
Director, Channel Marketing

Regular Council Agenda
November 21, 2017

Description
All public comments are limited to 5 minutes per person

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)