City Council of Hyattsville, Maryland

AGENDA
City Council Regular Meeting
Monday, June 6, 2016
8:00 PM

Council Chambers
Hyattsville Municipal Building
4310 Gallatin Street, 3rd Floor
Hyattsville, MD 20781
(301) 985-5000 www.hyattsville.org

CITY COUNCIL

Mayor Candace B. Hollingsworth
Edouard Haba, Council President, Ward 4
Bart Lawrence, Council Vice President, Ward 1
Kevin Ward, Ward 1
Robert S. Croslin, Ward 2
Shani N. Warner, Ward 2
Patrick A. Paschall, Ward 3
Thomas Wright, Ward 3
Paula J. Perry, Ward 4
Ruth Ann Frazier, Ward 5
Joseph Solomon, Ward 5

ADMINISTRATION

Tracey E. Nicholson, City Administrator
Laura Reams, City Clerk, 301-985-5009, lreams@hyattsville.org

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

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

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

Consent Agenda: Items listed on the Consent agenda are considered to be routine in nature, and are normally approved by one motion. Please note that most items on the Consent agenda have been discussed at a previous meeting. If a Councilmember wishes to comment on a particular item, that item shall be removed from the Consent agenda to "action" to allow for additional discussion.

Public Input: If you wish to address the Council during the Public Comment period, please submit an Audience Participation Form to the City Clerk prior to the beginning of the meeting. Matters identified during Public Comment that are not on that meeting's agenda will be referred to staff for follow-up or considered on a future agenda. Issues that require a response will be addressed publically at the next regular Council meeting. Speakers are requested to keep their comments to no more than two (2) minutes per speaker. Written comments or supporting documents may be turned in to the City Clerk for distribution to the Mayor and Council.

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

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Please note that the Council meeting will begin immediately following the close of the 7:30 p.m. Public Hearing. All times listed below are approximations.

1. Call to Order and Council Roll Call

2. Pledge of Allegiance to the Flag

3. Approval of Agenda

4. Approval of the Minutes

4.a) Approval of the Minutes

I move that the Mayor and Council approve the Council Meeting Minutes for the following meetings: (1) Council Work Session of April 13, 2016, (2) Council Meeting of April 18, 2016, (3) Public Hearing of April 27, 2016 and (4) Council Work Session of April 27, 2016.

Minutes 41316_final.pdf

Minutes PH 042716_FINAL.pdf

Minutes_041816_FINAL.pdf

Minutes_CWS 042716_FINAL.pdf

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

6. Presentations (8:20 p.m. – 8:35 p.m.)

6.a) FY-2014 and 2015 Audit Update (5 minutes)

Audit_Cover_Sheet__5_for_FY-2014-2015.pdf

6.b) Teen Advisory Committee Presentation (10 minutes)

Teen_Advisory_Committee_Presentation.pdf

7. Consent Items (8:35 p.m. – 8:40 p.m.)

7.a) Caribbean-American Heritage Month Proclamation

Motion # 86-06-16

I move that the Mayor and Council proclaim June Caribbean-American Heritage Month.

- At the Request of the City Administrator

86-06-16 Caribbean_American_Heritage_Month_Cover_2016.pdf

Caribbean_American_Heritage_Month_2016.pdf

7.b) LGBT Pride Month Proclamation

Motion # 87-06-16

I move that the Mayor and Council proclaim June LGBT Pride Month.

- At the Request of the City Administrator

87-06-16 LGBT_Month__2016.pdf

LGBT_Pride_Month_2016.pdf

7.c) Disbursement of Ward 1 and Ward 3 Discretionary Funding

Motion # 88-06-16

I move that the Mayor and Council approve the following appropriations and disbursements using discretionary funds Wards 1 and 3: $200.00 for the purpose of repairing the Burlington Park little free library and beautifying the associated area; $900 in sponsorship of the Hyattsville Elementary School Parent-Teacher Association's "Zombie Run"; and $900 to the Hyattsville Middle School Parent, Teacher, Student Organization for the purpose of purchasing science classroom supplies.

- Lawrence, Ward, Paschall, Wright

Motion - Wards 1 and 3 Discretionary Funding.pdf

7.d) Disbursement of Ward 4 Discretionary Funding

Motion # 89-06-16

I move that the Mayor and Council approve the appropriation and disbursement of Ward 4's council discretionary funds as follows: a.) $500 in support of Felegy Elementary School's pollinators and vegetable garden project; and b.) $500 in support of the 2016 Ward 4 Day celebration.

- Haba, Perry

Motion - Ward 4 Discretionary Funds.pdf

7.e) Appointment to the Shade Tree Board

Motion # 90-06-16

I move that the Mayor, with Council approval, appoint Randy Fletcher (Ward 3) to the Shade Tree Board for a term of 3 years to expire on June 6, 2019.

- Wright

90-06-16 Tree Board Appointment_cover.pdf

Fletcher_Shade Tree Board App_redacted.pdf

7.f) PEPCO Proposal for Lighting Retrofit

Motion # 91-06-16

I move that the Mayor and Council approve the expense of funds from the Capital Improvements Budget to retrofit the existing lighting to LED lighting in the Phase One project area of West Hyattsville, costs not to exceed $95,000.00.

- At the Request of the City Administrator

91-06-16_Cover_-_PEPCO_Retrofit-1.pdf

Final_-Lighting_Study_phase_1_2016.pdf

Hyattsville_LED_Streetlight_Improvement_Project__PEPCO_STL_Construction_Cost_Prop.pdf

Streetlight Upgrades_Phase 1_06022016.pdf

Streetlight Upgrades_Phase 2_06022016.pdf

7.g) Loan approval for the Hyattsville Volunteer Fire Department
Motion # 92-06-16
I move that Mayor and Council approve a loan to Hyattsville Volunteer Fire Department not to exceed $350,000 for ten years at a rate of 3.2%. These funds are to be used to refurbish a 2006 Seagrave Marauder Tractor Drawn 100' Aerial Ladder Truck. Upon completion of final terms, review and approval of all financial documents by the City Attorney, all documents will be presented to the City Administrator for signature.
- At the Request of the City Administrator

92-06-16_HVFD Loan.pdf

7.h) FY-2015 and FY-2016 Audit Cost
Motion # 93-06-16
I move that the Mayor and Council approve audit cost not to exceed $80,000 for services provided by CohnReznick and Lindsay and Associates to complete the FY-2015 and FY-2016 audits.
- At the Request of the City Administrator

93-06-16_FY15 FY16 Audit Costs.pdf

8. Action Items (8:40 p.m. – 9:15 p.m.)

8.a) Hyattsville Ordinance 2016-01, Fiscal Year 2017 Budget (10 minutes)
Motion # 94-06-16
I move that the Mayor and Council adopt Hyattsville Ordinance, 2016-01, an Ordinance adopting an annual budget for the Fiscal Year of July 1, 2016 through June 30, 2017, for the General Purpose; fixing the tax rates for the Fiscal Year beginning July 1, 2016; authorizing collection of taxes herein levied, and appropriating funds for the Fiscal Year (SECOND READING).
- At the Request of the City Administrator

94-06-16_Ordinance_2016-01_FY17_Budget_Ordinance_cover.docx

FY2017 Revised Budget Ordinance 5 16 2016_FINAL.pdf

Excel FTE FY 2017.pdf

FY17 CIP.pdf

FY 2017 University Town Center Special Tax Report (2016).pdf

8.b) The Blue Development (5334 Baltimore Avenue) – PPSD 4-15016 & DSP-15016 (25 minutes)
Motion # 95-06-16
I move that the Council authorize the Mayor to send a letter to the M-NCPPC Planning Board expressing the City of Hyattsville's support of Preliminary Plan of Subdivision (PPSD 4-15016)

& Detailed Site Plan (DSP) 15016, The Blue development, subject to the following condition and revisions to the site plan being met:

- The City remains concerned about the proposed vehicular entrance to the subject site, which will restrict access to southbound traffic only. We believe it is incumbent upon the applicant to secure a safer means of access to the site. The City requests that the applicant secure shared use/access to the existing fully signalized intersection south of the subject site.
- A minimum of two proposed townhomes and related subdivision lots be revised to a single non-buildable subdivision lot.
- The single sub-division lot will be a dedicated greenspace with sitting area, paved walkway and playground equipment. The issuance of a building permit be subject to the City's approval the recreational space design. The issuance of a Use & Occupancy (U&O) permit is subject to the fulfillment of the park space completion.
- Any pedestrian street lighting on Baltimore Avenue & within the development is required to meet Pepco specifications and to be accepted by Pepco into the public lighting system prior to issuance of U&O permits.
- Bike & Pedestrian Impact Statement (BPIS) include at a minimum the furnishing and installation of bicycle racks on-site, at Centennial Park and City Lot #5 The bicycle rack type will be consistent with the existing model and branding type utilized by the City of Hyattsville.

- At the Request of the City Administrator

Cover-_The_Blue_Development_DSP-15016.pdf

Memo_-_The_Blue_-_6.2.2016_Final.pdf

Planning Committee Minutes- 10.13.2015.pdf

SOJ-DSP15016.pdf

ARCP-DSP15016_004Color.pdf

CIVP-DSP15016_001.pdf

CIVP-DSP15016_001_Revised.pdf

9. Discussion Items (9:15 p.m. – 9:55 p.m.)

9.a) ADA Compliance and Accommodation - Nicholson St and Queens Chapel Rd (10 minutes)

ADA_Compliance_Cover_Nicholson_St..pdf

9.b) RFP Office Cleaning (10 minutes)

Cover_-_Cleaning_Contract_2016.pdf

Cleaning_RFP_Memo_2016.pdf

9.c) NZI Contract for Streets Projects (10 minutes)

NZI_Contract_Cover-_1__6_June_2016.pdf

9.d) USPS (Gallatin Street) Parking Lot (10 minutes)

Cover-_USPS_Gallatin_Street_Parking_Lot TN.docx

Memo_-_USPS_Gallatin_Lot.pdf

Hyattsville_Proposal Post Office and CSC Resurfacing 5-12-16 (3).pdf

10. Council Dialogue (9:55 p.m. – 10:05 p.m.)

11. Community Notices and Meetings
11.a) City Calendar: June 7 - July 18, 2016

Main City Calendar_June 7-July 18.pdf

June 2016 Calendar.pdf

July 2016 Calendar.pdf

12. Motion to Adjourn

1) Call to Order and Council Roll Call

The meeting was called to order by Mayor Hollingsworth at 8:04 p.m.

Present: Mayor Candace B. Hollingsworth
Ward 4 Council President Edouard Haba
Ward 1 Council Vice President Bart Lawrence
Ward 2 Councilmember Shani Warner
Ward 3 Councilmember Patrick Paschall
Ward 3 Councilmember Thomas Wright
Ward 4 Councilmember Paula Perry
Ward 5 Councilmember Ruth Ann Frazier
Ward 5 Councilmember Joseph Solomon

Absent: Ward 1 Councilmember Kevin Ward
Ward 2 Councilmember Robert Croslin

Also present were the following City Staff Members:
City Administrator Tracey E. Nicholson
Assistant City Administrator, Director of Community & Economic Development, Jim Chandler
City Treasurer Ron Brooks
Director of Human Resources Vivian Snellman
Director of Public Works Lesley Riddle
Director of Community Services Jake Rollow
City Clerk Laura Reams
Assistant City Clerk Lillie Littleford
City Attorney Richard Colaresi
Lieutenant Sam Alexander

2) Pledge of Allegiance to the Flag

3) Approval of the Agenda

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Edouard Haba, Council President
SECONDER:	Shani Warner, Councilmember, Ward 2
AYES:	Hollingsworth, Haba, Lawrence, Warner, Wright, Frazier, Solomon, Perry, Paschall
ABSENT:	Ward, Croslin

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

Ms. Nina Faye, a Ward 3 resident, addressed the Mayor and Council in regard to the proposed FY 2017 budget. Ms. Faye had specific questions and comments on the Community and Economic Development

budget, and stated that she did not like the term "aesthetics" to be used because it was subjective. Ms. Faye addressed concerns under the Code Compliance and Parking proposed budgets and asked for clarification on the overtime and contracted services line items. Ms. Faye asked for an analysis and justification for the revenues generated from Code and Parking.

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

5.a Presentation to Junior Firefighters

Mayor Hollingsworth presented junior firefighters with a gift from the City to thank them for their assistance with the recent small brush fire at the City Building.

5.b FY17 Budget Review: Community and Economic Development

FY17 CED Budget Brief

Administrator Nicholson presented a summary of the discussions for the Departments of Community and Economic Development and Public Works, as well as the Capital Improvement Plan (CIP) and stated that this meeting would conclude the departmental budget presentations.

Assistant City Administrator Chandler opened the budget presentation for the Department of Community and Economic Development. Mr. Chandler summarized the role, mission and goals, and organizational structure of the department. Mr. Chandler also reviewed the FY 2016 accomplishments including the partnership with Pyramid Atlantic, the façade improvement program and development of a business brochure.

Mr. Chandler noted that the goals and measures accounted for the growth of the City and proceeded to provide the budget requests for FY 2017. Mr. Chandler noted that no additional personnel would be required, and stated that the most notable line items were related to the PG County Branding and Marketing Strategy and the update to the City's sustainability plan. Mr. Chandler added that the department's funding request was stable with minimal increases, and budget requests for Code, Parking, and GIS services were relatively flat. Mr. Chandler added that there would be increases in Parking Compliance contracted services which would be related to the selection of a parking vendor. Mr. Chandler provided a breakdown of revenues generated through Code Compliance, Parking Compliance and grants.

Councilmember Perry asked when the department would be purchasing new vehicles, to which Mr. Chandler replied that a request would be put in CIP for a pick-up truck for Code Compliance. Councilmember Perry expressed concerns regarding the efficiency of the electric vehicle currently used. Mr. Chandler assured the Council that the vehicles would be switched during extreme weather circumstances, but the majority of the time the vehicles worked efficiently and were essentially free from the State.

Councilmember Wright asked what the contracted services line in community development referred to, to which Mr. Chandler responded that it pertained to services required for the community sustainability plan. Mr. Chandler noted that the previous plan had significant costs and that this version would be done mostly with in house resources, saving costs to the City. Councilmember Wright then asked what the increase in the "other" line item referred to. Mr. Chandler explained that the $10,000.00 request was for branding and marketing efforts, which would be later discussed at the Council Meeting scheduled for April 18, 2016.

Councilmember Frazier referenced the decrease in proposed spending for Parking Compliance salaries, and Mr. Chandler explained that the department had accidentally budgeted a part-time position as a full time

position, which had been corrected in the proposed FY17 budget. Council President Haba mentioned the Ad Hoc Parking Committee and asked if there was anything in the budget that would take into account recommendations that may come out of that committee. Mr. Chandler stated that the parking solicitation would ask for fee schedules related to residential parking, and that the committee recommendations were to be determined. Council President Haba asked if the part-time Parking Compliance employee would be better suited as a full time employee, and Mr. Chandler stated that he did not think so, but they would have to wait to see how the residential parking discussion unfolds. Council President Haba asked if the funding should be kept for a full-time employee, and Mr. Chandler highlighted that he would have to make changes based on committee recommendations.

5.c FY17 Budget Review: Department of Public Works

FY17 DPW Budget Brief

Director of Public Works Riddle introduced the Public Works staff members who were able to attend the budget meeting; Streets Division Supervisor Joe Buckholtz, Facilities Manager Mike Schmidl, and Project Manager Hal Metzler. Director Riddle gave a brief overview of the Department, which included Streets Division, Fleet Division, Sanitation Division, Parks Division and Facilities Management. Director Riddle noted the addition of the project manager to the DPW organizational chart. Director Riddle then provided an overview of the FY16 accomplishments, including Phase 1 of the University Hills Project, pilot composting program, and planning the installation of the Emerson Street Food Forest. Director Riddle then provided the goals and objectives for Fiscal Year 2017 which included maintenance of timely project schedules, City-wide outreach on project schedules, and the enhancement of the aesthetic profile of parks and public spaces. Director Riddle provided the FY17 highlights and noted that there was a 3% overall savings for the department. FY17 initiatives included the start of Phase 2 of the University Hills Project, a City-wide traffic study, and PEPCO lighting retrofits. Director Riddle then highlighted funding offset initiatives including partnerships with non-profit organizations, local organizations and grant funding, shared training costs with other municipalities, and newly renegotiated contract savings.

Director Riddle ended the presentation and opened the floor for questions or comments. Councilmember Wright stated that the Public Works employees were the unsung heroes of the City and commended Director Riddle for reducing the budget. Councilmember Perry asked if the landfill fees had increased, and Director Riddle clarified that they had not but noted that they could change in the future though the proposed budget did not account for it. Council President Haba asked what the increase in the Administrative budget accounted for and Director Riddle stated that it was for the position for the Project Manager in FY17. Director Riddle clarified that the Project Manager was only present for a portion of FY16, so he was budgeted for part-time. Council President Haba mentioned movement from streets to parks and highlighted the fact that the budget did not represent that movement under the listed FTE's. Treasurer Brooks stated that it would be corrected.

5.d FY17 Budget Review: Capital Improvement Plan (CIP)

FY17 CIP

Administrator Nicholson introduced the Capital Improvement Budget. Treasurer Brooks provided a summary of the Capital Improvement Budget and details on the summary. Treasurer Brooks clarified that each director would address the respective departmental area in the budget. Administrator Nicholson provided general information for the Administrative Capital Improvement Budget request.

Lieutenant Sam Alexander provided a summary of the FY17 Police Department CIP budget request, which included ten replacement vehicles, mobile data terminal replacements, the purchase of 25 body cameras, the request for three additional units, six body armor vest replacements, weapons replacements, two portable speed displays, civil defense equipment, portable radios, and Cellebrite software for the Criminal Investigations Division. Councilmember Perry asked how often body armor and weapons were replaced, and Lieutenant Alexander stated that replacement occurred every five years. Councilmember Perry asked how long the body cameras lasted, and Lieutenant Alexander stated that he was not sure and that the department was looking into several different models. Lieutenant Alexander assured Councilmember Wright that the department was on schedule for replacement of body armor and weapons, and clarified that larger quantities would need to be replaced the following year.

Lieutenant Alexander responded to Council President Haba's questions regarding the replacement vehicles. Lieutenant Alexander stated that the replacement number was high for this budget because twelve cars were due for replacement in the last fiscal year. Administrator Nicholson added that there was a life cycle replacement that showed age of car and mileage, and that decisions were made to try to extend the life of the cars to manage the budget. Council President Haba then asked if it would be feasible to delay the replacement of two vehicles, and Administrator Nicholson stated that she would commit to looking into that request. Councilmember Wright stated that he agreed with Administrator Nicholson and trusted the judgement of the Police Department to know what they need replaced.

Mayor Hollingsworth asked if the CCTV request was for maintenance of existing units, and Lieutenant Alexander clarified that it was for three new units. Lieutenant Alexander stated that he would follow up with the Council with a clearer description. Mayor Hollingsworth asked for clarification on the flat maintenance cost for the CCTV equipment and the rationale behind the need for civil defense equipment. Lieutenant Alexander explained that the department was given some equipment but was no longer in good condition. Councilmember Paschall stated that he did not believe that $7,000 was a significant request, and that his concern was with the message rather than the dollar amount. Councilmember Paschall added that he would like to see the purchase of new vehicles without delay and asked for a comparison of the FY15 actual budget and the FY17 budget request. Council President Haba added that he did not oppose the purchase of new vehicles, rather would like to delay the expenses. Administrator Nicholson clarified her statement of the use of defense equipment, and stated that the equipment was not used in Baltimore, but the recent events motivated the department to test the equipment. Councilmember Solomon asked for additional information regarding the Cellebrite software. Lieutenant Alexander explained that the software was used approximately three or four times over the past year, but the department would like to avoid being on a waiting list from the County or State to use the software.

Director Riddle provided a summary of the Department of Public Works CIP requests for FY17, which included ADA improvements, renovation of the Public Works facility, a City-wide transportation study, lighting improvements, and replacement vehicles. Director Riddle responded to Councilmember Frazier, and elaborated on the transportation study. Director Riddle stated that the City had received multiple requests for specific traffic mitigation problems. Director Riddle continued to say that there was a lot of cut-through traffic in the City, and as the area became more congested, the City needed a specific plan for the mitigation of traffic and appropriate traffic circulation. Councilmember Frazier stated that her confusion was with the use of the word transportation rather than traffic. Director Riddle stated that she would issue an RFP with technical qualifications and language. Mayor Hollingsworth stated that there was not much clarity on what the City needed, and assured the Council that this study would allow the City to preserve the network and connectivity within Hyattsville as well as the usage of arteries around the City.

Councilmember Frazier stated that there had been substantial growth since the last traffic study and asked for elaboration on the Arcade Building and the respective $450,000 funding request. Assistant Administrator Chandler clarified that the City retained ownership of the Arcade Building for 25 years, and

provided details on the loan to Pyramid Atlantic. Mr. Chandler explained that the three agreements consisted of the development agreement, the lease agreement, and the sale of property. Councilmember Frazier asked for the terms of the agreement and Administrator Nicholson explained that Pyramid Atlantic was renovating the building at a cost to them of approximately two million dollars. Councilmember Warner stated that the original agreement was for a loan of $200,000.00, then Pyramid Atlantic asked for additional funding for up to $450,000.00. Councilmember Frazier stated that she knew of that information, but had believed that the building was taken over in its current condition. Administrator Hollingsworth explained that the building required various renovations prior to opening and assured Council that the full amount the City was loaning Pyramid Atlantic would be paid back. Mayor Hollingsworth assured Councilmember Frazier that Assistant Administrator Chandler could walk her through the finer details of the partnership with Pyramid Atlantic.

Councilmember Wright then directed the conversation to the University Hills project and pointed out that there was funding of one million dollars for FY17, but no funding for FY18. Director Riddle assured him that the project should be funded through 2018 and there would be a correction to the CIP. Councilmember Wright then asked if the vehicles for DPW would be leased. Treasurer Brooks stated that the police vehicles were leased, and provided details on the structure of lease financing.

Councilmember Paschall stated that he was in support of the traffic study, but wanted to share a few comments. Councilmember Paschall shared that a resident believed a higher quality traffic study could be conducted for free by the University of Maryland, if the City could look into that. Councilmember Paschall added that at a community meeting on Queensbury, he heard a lack of trust in previous traffic studies, and suggested finding ways to inform the public on the process of the proposed traffic study. Councilmember Paschall then stated that there were no numbers for the recycling and trash programs for 2018-2021, and asked if growth in these programs was anticipated. Director Riddle stated that the pilot program would cost approximately $25,000 annually to sustain the program, and would need additional funds if successful. Director Riddle then stated that the length of the contract required to be signed was being negotiated. Councilmember Paschall then stated that there were a lot of expenses for Magruder Park in 2020. Director Riddle clarified that the expenses were associated with the building study done in 2011, which considered a more significant field house. Director Riddle added that the $60,000 was in regards to a discussion about upgrading the existing system to allow a better occupancy. Director Riddle then stated that the year 2020 was used because the Department had a lot on their plate and felt that they could push this project out. Councilmember Paschall then clarified that the lighting improvements line item included the costs of lighting for MD 500.

Councilmember Perry stated that the City had used the University of Maryland in the past for traffic studies and had poor results. Councilmember Wright added that residents liked the University's study from 1987, but agreed that the study needed impartiality. Director Riddle stated that the department was looking at all avenues, and could research the options to see if they were feasible. Director Riddle also clarified that the only park listed for improvements was Dietz, which was grant funded. Councilmember Solomon asked if there would be additional comments on a traffic study, and Director Riddle stated that there would be additional opportunities.

Treasurer Brooks then transitioned to Director Rollow who provided details on the capital requests for the Community Services Department. Director Rollow highlighted requests that included electronic signs, peg funds for studio upgrades, and the maintenance and upgrade of current equipment. Treasurer Brooks turned over to Community and Economic Development, and Director Chandler summarized the CIP budget request for the department. Director Chandler stated that there was a request for the replacement of a Code vehicle, and hoped to replace it with a fuel efficient vehicle. Director Chandler added that the department would like portable radios and funding for commercial corridor place-making efforts in the City. Director Chandler responded to Councilmember Frazier and stated that parking improvements would

potentially be located at the surface lot on Hamilton Street and the City would perhaps meter an existing commercial lot. Director Chandler clarified that the department requested $200,000.00 and would come back to Council with further recommendations to obtain authorization.

Council President Haba asked for clarification on the commercial corridor place-making efforts Director Chandler stated that they were one-time projects that improved public spaces that the City owned. Director Chandler added that this item would come back for additional discussions and it was intended to create gathering spaces for the community. Mayor Hollingsworth noted that the City had been awarded $75,000 in grants for these projects.

Treasurer Brooks closed the discussion and thanked the Council for the opportunity to present the spending plan. Treasurer Brooks noted that changes would be incorporated in the final budget document and stated that he would follow up with any outstanding questions.

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

Councilmembers Frazier and Solomon thanked the Council, staff and residents for attending the Ward 5 Community Meeting. Councilmember Wright stated that it was a great ribbon cutting ceremony at the new Safeway. Councilmember Wright also attended a welcome reception for three Syrian refugees hosted by the University Christian Church. Councilmember Warner reminded residents that the annual City Parade and Carnival were approaching. Council President Haba said that he was impressed with the resolution supporting Syrian refugee resolution in the State. Council President Haba also reminded the Council of Citizen Celebration Weekend on May 7, 2016 that would include a swearing in ceremony. Councilmember Paschall welcomed his new son, Riley into the world and stated that he was disappointed in the State's failure to pass paid sick leave legislation. Councilmember Solomon thanked residents for work on the recent congressional debate and celebrated the contribution of City Staff members. Councilmember Solomon cited Director Riddle for her listening and attendance at the Ward 5 meeting, as well as Administrator Nicholson, Clerk Reams and Councilmember Frazier. Councilmember Solomon gave flowers and candy for everyone and provided details on an upcoming national campaign event.

7) Community Notices and Meetings

7.a City Calendar: April 14 - 27, 2016

Main City Calendar for Apr 14-27, 2016

8) Motion to Adjourn

The meeting was adjourned at 9:55 PM.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Paula Perry, Councilmember, Ward 4
SECONDER:	Thomas Wright, Councilmember, Ward 3
AYES:	Hollingsworth, Haba, Lawrence, Warner, Wright, Frazier, Solomon, Perry, Paschall
ABSENT:	Ward, Croslin

PUBLIC HEARING OF THE CITY COUNCIL, HYATTSVILLE MD
FISCAL YEAR 2017 REAL PROPERTY TAX RATE
APRIL 27, 2016

1) Call to Order and Notice of Public Hearing

The Public Hearing was called to order by Mayor Hollingsworth at 7:06 p.m.

Present: Mayor Candace B. Hollingsworth
Ward 4 Council President Edouard Haba
Ward 1 Council Vice President Bart Lawrence
Ward 1 Councilmember Kevin Ward
Ward 2 Councilmember Shani Warner
Ward 2 Councilmember Robert Croslin
Ward 3 Councilmember Thomas Wright
Ward 5 Councilmember Joseph Solomon

Absent: Ward 3 Councilmember Patrick Paschall
Ward 4 Councilmember Paula Perry
Ward 5 Councilmember Ruth Ann Frazier

Also present were the following City Staff Members:
City Administrator Tracey E. Nicholson
Assistant City Administrator, Director of Community & Economic Development, Jim Chandler
City Treasurer Ron Brooks
Police Chief Douglas Holland
Director of Human Resources Vivian Snellman
City Clerk Laura Reams
Assistant City Clerk Lillie Littleford

2) Public Comment

Mr. David Marshall, a Ward 2 resident, addressed the Mayor and Council in regard to the FY17 proposed tax rate. Mr. Marshall asked if the decision to keep taxes at the $0.63 per $100.00 rate was based on the proposed budget alone, or if it was based on the City's current audited bank accounts and the fact that the City may have more funding than originally anticipated.

Mayor Hollingsworth responded and stated that the City had taken into account upcoming projects and looked at it from a constant yield standpoint. Mayor Hollingsworth added that her perspective was that, with two critical projects in the Department of Public Works and the Police Department, the City needed the greatest amount of assets. Mayor Hollingsworth then stated that the tax rate could be adjusted in future years.

Council President Haba stated that he believed that it was beneficial to keep the general fund as a cushion, in the event of a market change, and noted the benefit that it provided to the City in the recent economic crisis.

Mr. Marshall stated that, in the proposed budget itself, some departments were adding staff members, and his family wanted assurance that the proposed budget and tax rate were able to sustain and fund those positions over time.

Mayor Hollingsworth asked for a reminder about the requested positions, and Treasurer Brooks highlighted the funding request. Mayor Hollingsworth stated that the proposed Captain position would be funded by the red light camera special revenue funds, and noted that the position would be considered a trial for the first two years, and the funds would come out of the general fund after the first two years. Mayor Hollingsworth stated that the accounting position was requested out of necessity, and that she believed it necessary to keep the City's audits up to date. Mayor Hollingsworth added that the City had been authorizing positions across the City that required significant effort in recruitment and back-end support for all employees in the Human Resources Department. Mayor Hollingsworth clarified that the staffing requests came from staff reviews and improving efficiencies.

Mr. Marshall thanked the Council for the explanation of positions, but added that he was not questioning the addition of staff rather the financial sustainability of these positions. Mr. Marshall asked if the City could keep these positions without the need to make a significant tax increase in two to three years. Mr. Marshall provided clarity on why he asked the question and stated that he thought it was important for residents to hear the Council's perspective.

Mayor Hollingsworth stated that a five year projection used to be included on expenses, and added that it was Treasurer Brook's goal to include a budget forecasting in the budget process.

Councilmember Solomon stated that it was difficult for any legislative body to state that the tax rate would remain the same, but the City was confident that these positions were sustainable based on this fiscal year's budget proposal.

Mr. Marshall stated that he understood and that he was not seeking a promise.

3) Action Item

3.a) FY17 Real Property Tax Rate

2016 Constant Yield Tax Rate Certification.pdf

FY17 Budget Tax_Certificate of Legal Publication.pdf

#64-04-16 FY17 Real Property Tax Rate I move that the Mayor and Council set the City of Hyattsville's Real Property Tax Rate for Fiscal Year 2017 at $0.63 per $100.00 of assessed value.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Edouard Haba, Council President
SECONDER:	Shani Warner, Councilmember, Ward 2
AYES:	Hollingsworth, Haba, Lawrence, Ward, Warner, Wright, Solomon, Croslin
ABSENT:	Perry, Frazier, Paschall

4) Motion to Adjourn

The Public Hearing adjourned at 7:24 p.m.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Edouard Haba, Council President
SECONDER:	Shani Warner, Councilmember, Ward 2
AYES:	Hollingsworth, Haba, Lawrence, Ward, Warner, Wright, Solomon, Croslin
ABSENT:	Perry, Frazier, Paschall

1) Call to Order and Council Roll Call

Present: Mayor Candace B. Hollingsworth
Ward 4 Council President Edouard Haba
Ward 1 Council Vice President Bart Lawrence
Ward 2 Councilmember Shani Warner
Ward 3 Councilmember Patrick Paschall
Ward 3 Councilmember Thomas Wright
Ward 4 Councilmember Paula Perry
Ward 5 Councilmember Ruth Ann Frazier
Ward 5 Councilmember Joseph Solomon

Absent: Ward 1 Councilmember Kevin Ward
Ward 2 Councilmember Robert Croslin

Also present were the following City Staff Members:
City Administrator Tracey E. Nicholson
Assistant City Administrator, Director of Community & Economic Development, Jim Chandler
City Treasurer Ron Brooks
Police Chief Douglas Holland
Director of Human Resources Vivian Snellman
Director of Public Works Lesley Riddle
Director of Community Services Jake Rollow
City Clerk Laura Reams
Assistant City Clerk Lillie Littleford
City Attorney Richard Colaresi
Community & Economic and Development Planner Katie Gerbes
Community & Economic and Development GIS Technician Sandra Fuentes
Community & Economic and Development Intern Antony Burton

2) Pledge of Allegiance to the Flag

3) Approval of Agenda

Councilmember Perry's requested to amend the agenda to move consent item Motion 59-04-16 to the action agenda. The request to amend the agenda was accepted by the Council.

RESULT:	**APPROVED AS AMENDED [UNANIMOUS]**
MOVER:	Edouard Haba, Council President
SECONDER:	Joseph Solomon, Councilmember, Ward 5
AYES:	Hollingsworth, Haba, Lawrence, Warner, Wright, Frazier, Paschall, Solomon, Perry
ABSENT:	Ward, Croslin

4) Motion to Close (7:00 p.m. - 7:50 p.m.)

4.a Motion to Close

61-04-16_Closed Session cover

61-04-16 Motion to Close I move that the Mayor and Council close the Council Meeting of April 18, 2016 in order to consult with the City Attorney to obtain legal advice pertaining to contract negotiations and to discuss such contract negotiations.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Eduoard Haba, Council President
SECONDER:	Paula Perry, Councilmember, Ward 4
AYES:	Hollingsworth, Haba, Lawrence, Warner, Wright, Frazier, Paschall, Solomon, Perry
ABSENT:	Ward, Croslin

Pursuant to the requirement of the Annotated Code of Maryland State Government Article 3-104(1)(2); this statement is included in these minutes:

A closed session of the Council of the City of Hyattsville was held at 7:07 p.m. on Monday, April 18, 2016, in the City of Hyattsville Municipal Building, Third Floor Council Chambers.

In addition to the City Council, the following staff members were present: **City Administrator Tracey E. Nicholson, Assistant City Administrator Jim Chandler, Treasurer Ron Brooks, Police Chief Douglas Holland, Director of Public Works Lesley Riddle, Director of Human Resources Vivian Snellman, Director of Community Services Jake Rollow, City Clerk Laura Reams, City Attorney Richard Colaresi, and City Planner Katie Gerbes, GIS Technician Sandra Fuentes and Community and Economic Development Intern Antony Burton.**

The authority under which the session was closed was the Annotated Code of Maryland State Government General Provisions Article Section §3–305 (b) (7) consult with counsel to obtain legal advice and 3-305 (14) to discuss, before a contract is awarded or bids are opened, a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

Topics Discussed: The Council consulted with the City Attorney to obtain legal advice pertaining to possible annexation negotiations.

Action Taken: None taken.

The Council returned to open session on a motion made by Councilmember Paschall seconded by Councilmember Perry and approved unanimously by the Body at 7:58 p.m. Open Session resumed at 8:05 p.m.

5) Approval of the Minutes (8:05 p.m. - 8:10 p.m.)

5.a Approval of the Minutes

Feb 16 2016 Minutes_FINAL.pdf

March 7 2016 Minutes - FINAL.pdf

Council Vice President Lawrence noted a modification to the March 7, 2016 for the discussion on the Police Body Worn Camera Implementation Requirements. He provided clarifying details on his remarks and requested that the record be updated.

RESULT:	**ACCEPTED AS AMENDED [UNANIMOUS]**
MOVER:	Edouard Haba, Council President
SECONDER:	Paula Perry, Councilmember, Ward 4
AYES:	Hollingsworth, Haba, Lawrence, Paschall, Warner, Wright, Frazier, Solomon, Perry
ABSENT:	Ward, Croslin

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

There were no individuals who wished to address the Mayor and Council.

7) Presentations (8:20 p.m. – 8:50 p.m.)

7.a FY-2014 & FY-2015 Audit update (5 minutes)

FY-2014-2015 Audit Update_cover.pdf

Treasurer Brooks provided a summary of the status for the FY-2014 and FY-2015 audits. Mr. Brooks stated the FY-2014 audit was now completed. Mr. Brooks said that as part of the close out procedures he would provide the Council with information on new policies.

7.b Public Comment Follow Up (5 minutes)

Public_Comment_cover.pdf

City Administrator Nicholson addressed questions asked during public comment at a previous Council meeting on several subjects.

Council Agenda Format: Administrator Nicholson stated the City was using a new agenda management software and highlighted a new feature that allows viewers to scroll through the agenda and choose to view only specific information or topics. Administrator Nicholson stated that staff had received positive feedback from residents on the new format. Ms. Nicholson also stated that viewers who preferred the older format could still view and print a full PDF copy of the agenda packet from the City's website.

City Calendar & Committee Meeting Notifications: Administrator Nicholson addressed recent changes to the City calendar format in the Council packets and stated that a full calendar screen shot would be included in future packets and is available on the City's website. She added that staff would ensure that meeting notices for Committees were published on the website.

Council Closed Sessions: Administrator Nicholson stated that staff and Council would be mindful of returning from closed session at the estimated time on the agenda in order to minimize impact to residents.

Code Compliance Department Inquiry: Administrator Nicholson provided clarification on the current staffing level for the Code Compliance Division and brief details on staff responsibilities. In regard to a question on code violations issued by the department, Ms. Nicholson stated that violations generated 13% of revenue and overflow revenue was utilized for updating departmental equipment. She said the department followed the practice of utilizing education and warning citations rather than fines. Administrator Nicholson added that a full review of the Code Compliance revenue was presented during the recent budget work sessions and was available to the public on the City's website.

7.c Pay-by-Phone Parking Services Presentation (20 minutes)

Pay-by-Phone Parking Services_cover.pdf

Memo_Pay-by-Phone Parking Services.pdf

Hyattsville Passport Presentation.pdf

Assistant City Administrator and Director of Community of Economic and Development Chandler provided a summary of the City's solicitation for a Pay-by-Phone parking service provider and stated that staff recommended Passport Inc. as the City's selection. Mr. Chandler introduced Alexandra Wells and Khristian Gutierrez from Passport Inc. who gave an overview of Passport's Pay-by-Phone parking service.Mr. Gutierrez provided background information on Passport, highlighted several features and said that the service provides customers another option to pay for parking, in addition to the existing meters.

Councilmember Wright thanked Mr. Gutierrez on the presentation and said he was in favor of initiatives that would help the City with smart growth and technology. He asked about on premises equipment. Mr. Gutierrez stated that the solution was cloud based and the only on premise equipment would be signage. There were no other questions from the Council.

8) Consent Items (8:50 p.m. – 8:55 p.m.)

8.b Acceptance and Appropriation of Grant from Southern Maryland Agricultural Development Commission

SMADC Grant_cover

SMADC Grant_04-16.pdf

60-04-16 Acceptance and Appropriation of Grant from Southern Maryland Agricultural Development Commission I move that the Mayor and Council accept and appropriate into the FY16 budget a grant from Southern Maryland Agricultural Development Corporation (SMADC) in the amount of $1,000.00 for the purposes of supporting the Hyattsville Farmers Market.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Edouard Haba, Council President
SECONDER:	Lawrence, Council Vice President Ward 1
AYES:	Hollingsworth, Haba, Lawrence, Paschall, Warner, Wright, Frazier, Solomon, Perry
ABSENT:	Ward, Croslin

9) Action Items (8:55 p.m. – 9:15 p.m.)

8.a Melrose Trail Project

59-04-16 Melrose Trail_cover.pdf

59-04-16 Melrose Trail Project I move that the Mayor and Council approve and appropriate funds from the FY16 Capital Improvements Budget for the purpose of NZI Construction to complete the Melrose Trail Project at a cost not to exceed $28,000.00.

NOTE: This item was moved from the consent agenda to the action agenda per Councilmember Perry's request. Councilmember Perry stated that she was not in support of the motion.

RESULT:	**APPROVED**
MOVER:	Council President Edouard Haba
SECONDER:	Warner, Councilmember, Ward 2
AYES:	Hollingsworth, Haba, Lawrence, Paschall, Warner, Wright, Solomon
NAYES:	Frazier, Perry
ABSENT:	Ward, Croslin

9.a Police Body Camera Implementation Requirements (15 minutes)

Hyattsville_Police_Body_Cameras_Form_v20160212

Resolution_2016-02.pdf

61-04-16 Police Body Camera Implementation Requirements I move that the Mayor and Council adopt Hyattsville Resolution 2016-02 concerning the implementation and use of body worn cameras for the Hyattsville City Police Department.

Councilmember Solomon thanked the Mayor and Council for considering the motion and said he believed it was necessary and a positive step for the City. Council President Haba asked Police Chief Holland if there was any concern from the Police Department with the motion. Chief Holland responded that there was not.

Council Vice President Lawrence stated that while he was in favor of having implementation requirements for the body worn camera program, he was not in favor of this motion because it directed staff to perform duties they were already planning on doing. Councilmember Solomon responded to provide clarity on the intent of his motion. He mentioned specific technical requirements and said that while the State provided a minimum starting point for technical standards, he believed it was important for the City to go a step further.

Mayor Hollingsworth inquired about specific wording in the 3rd paragraph of the resolution and the program implementation date. After a brief discussion, Councilmember Solomon said he would accept Mayor Hollingsworth's recommended change in wording and provided clarification on the required annual reporting, stating that his intent was that a report would be provided to the Mayor and Council upon the purchase of cameras.

Councilmember Paschall said he did not have a reason to oppose the motion but that he, like Council Vice President Lawrence, had concerns about the Council spending time on unnecessary items. He commended Councilmember Solomon's effort to show his technical expertise in helping the City.

Mayor Hollingsworth asked Chief Holland if he was clear on the reporting requirements of the resolution. Chief Holland said he understood the intent was to require the department to present the Council with a recommendation to purchase a body worn camera model and provide information on the ability of the recommended model to meet the recommended technical standards.

Councilmember Wright stated his support for the motion and instances in which he believed the resolution would be helpful as a framework and tool for staff. Councilmember Warner said that when she first joined the Council her impression was that there was a lot of Council oversight and micromanaging functions of City staff. She said the City had come a long way from that and that she would be voting against the motion, not because she disagreed with the intent but because she thought it unnecessarily interjected the Council into a process best left to the professional staff.

RESULT:	**APPROVED 6-3**
MOVER:	Council President Edouard Haba
SECONDER:	Paula Perry, Councilmember, Ward 4
AYES:	Haba, Paschall, Wright, Frazier, Solomon, Perry
NAYES:	Warner, Lawrence, Hollingsworth
ABSENT:	Ward, Croslin

9.b Letter of Support for Pyramid Atlantic Arts Center (5 minutes)

62-04-16_Pyramid_Atlantic_LOS.pdf

Pyramid Atlantic_Request LOS.pdf

Memo_Pyramid Atlantic Redevelopment Authority LOS.pdf

Mayor Hollingsworth provided brief background information on the request for a letter of support. Councilmember Solomon requested additional information on Pyramid Atlantic's business model.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Council President Edouard Haba
SECONDER:	Paula Perry, Councilmember, Ward 4
AYES:	Hollingsworth, Haba, Lawrence, Warner, Paschall, Wright, Frazier, Solomon, Perry
ABSENT:	Ward, Croslin

10) Discussion Items (9:15 p.m. – 10:00 p.m.)

10.a Paid Family Medical Leave for City Employees (25 minutes)

Paschall_Paid_FMLA_Leave.pdf

FMLA_Recommendation_Memo.pdf

Councilmember Paschall provided Council, staff and residents with a summary of his proposed motion and noted that the item was last discussed in January. He said that the intent of the motion was to provide six (6) weeks of paid leave for FMLA qualifying events such as the birth or adoption of a child or caring for an ill family member. He said employees would then be able to supplement the time off work with accrued sick time. Councilmember Paschall said he believed that benefit would be attractive to current and potential employees and asked for the Council's support of the motion.

Mayor Hollingsworth said at the last meeting she had asked for research on short term disability as an alternative option, she thanked staff for looking into that option. Director of Human Resources Snellman provided a brief rundown on the information staff had gatered regarding short term disability, noting that a shortcoming was that the program was only available for events involving the employee, and not those qualifying events under FMLA that could pertain to an employee family members.

Councilmember Perry asked if staff had researched other municipalities comparable to Hyattsville's budget and employee range. Director Snellman responded that there were no other local municipalities offering paid family leave. Councilmember Perry said she supported the intent, but her biggest concern was the program was not fiscally sustainable. Councilmember Solomon thanked Councilmember Paschall for bringing the motion forward. He also expressed concerns with the financial aspects, noting that staff had said that the costs for the program could not be accurately assessed.

Councilmember Paschall said he understood the budget concerns that had been raised but that the initial estimate was a relatively small cost for the benefit for the employee and that in terms of the unfunded liability he hoped, with the implementation of the program, to see greater utilization of qualifying FMLA time, noting that he imagined that employees currently did not take the full 12 week unpaid FMLA time off because of financial concerns and that he would like to ease that burden for employees.

Councilmembers Warner and Wright stated their support for the motion. Councilmember Warner said she believed this initiative really set the City apart and would be a way for the City to recruit and retain the best and brightest employees. Both Councilmember Warner and Wright advocated for a phased implementation of the initiative. There was a discussion regarding different ways in which the program could be implemented, the parameters of the program and the current leave benefits offered to employees. Mayor Hollingsworth asked Councilmember Paschall if he would be agreeable to including language that would allow for a reevaluation trigger in the first 3-5 years of the program. There was a discussion around the proposed $34K in funding and how that amount had been decided upon. Councilmember Paschall stated that he was ok adding language for re-evaluation but that he was not flexible on reducing the number of paid weeks in the proposal. After some additional discussion, Mayor Hollingsworth stated that the motion would return to Council on a future action agenda.

10.b Prince George's Plaza Branding & Marketing Strategy (20 minutes)

Coverpage_-_PGP_Branding___Marketing_Strategy.pdf

Memo_-_Prince_George_s_Plaza_Branding___Marketing_Strategy.pdf

Assistant City Administrator Chandler summarized the background on the request for 10K in funding to support the Prince George's Plaza Marketing and Branding Strategy. Councilmember Wright asked how much input the City would have in the process. Mr. Chandler stated those terms would be defined in the Memorandum of Understanding (MOU). Councilmember Wright then asked about community involvement. Mr. Chandler stated that the City's Planning Committee would have some involvement and that there would be workshops open to the public, business owners and other community stakeholders. He then provided clarification on the request that would be returning to the Council for action on a future agenda.

11) Council Dialogue (10:00 p.m. – 10:10 p.m.)

Councilmember Solomon reminded all that early voting was currently ongoing for the primary elections. Councilmember Paschall asked questions on the Executive Committee process of reviewing Council submitted agenda items and asked if the Council could have an after action review of the process during the summer. Several Councilmembers commended staff for work on the recent Anniversary Parade and Carnival.

12) Community Notices and Meetings

12.a City Calendar: April 19 - 30, 2016

Main City Calendar for Apr 18.pdf

April Event Calendar.pdf

13) Motion to Adjourn

The meeting adjourned at 9:52 p.m.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Shani Warner, Councilmember, Ward 2
SECONDER:	Paula Perry, Councilmember, Ward 4
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Wright, Frazier, Solomon, Perry
ABSENT:	Paschall

1) Call to Order and Council Roll Call

The meeting was called to order by Mayor Hollingsworth at 7:34 p.m.

Present: Mayor Candace B. Hollingsworth
Ward 4 Council President Edouard Haba
Ward 1 Council Vice President Bart Lawrence
Ward 1 Councilmember Kevin Ward
Ward 2 Councilmember Shani Warner
Ward 2 Councilmember Robert Croslin
Ward 3 Councilmember Thomas Wright
Ward 5 Councilmember Joseph Solomon

Absent: Ward 3 Councilmember Patrick Paschall
Ward 4 Councilmember Paula Perry
Ward 5 Councilmember Ruth Ann Frazier

Also present were the following City Staff Members:
City Administrator Tracey E. Nicholson
Assistant City Administrator, Director of Community & Economic Development, Jim Chandler
City Treasurer Ron Brooks
Police Chief Douglas Holland
Director of Human Resources Vivian Snellman
City Clerk Laura Reams
Assistant City Clerk Lillie Littleford

2) Pledge of Allegiance to the Flag

3) Approval of the Agenda

Councilmember Solomon asked that the agenda be amended to add Motion 66-04-16 Council Professional Development Funding. The Council was agreeable to the amendment.

RESULT:	**APPROVED AS AMENDED [UNANIMOUS]**
MOVER:	Edouard Haba, Council President
SECONDER:	Shani Warner, Councilmember, Ward 2
AYES:	Hollingsworth, Haba, Lawrence, Ward, Warner, Wright, Solomon, Croslin
ABSENT:	Perry, Frazier, Paschall

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

Kira Sansone, a University of Maryland at College Park student, addressed the Council and stated that she had a question about the legislation that was brought forward in January 2016 that would allow six weeks of additional paid leave. Ms. Sansone asked what the Council perceived would result in terms of budget constraints and community opinions.

Mayor Hollingsworth informed Ms. Sansone that those types of inquires were handled off of the dais as opposed to during public comment.

Mr. David Marshall, a Ward 2 resident, addressed the Council regarding FY17 budget amendments. Mr. Marshall stated that he would like to see the International Festival to return to Hamilton Street in order to promote the City better. Mr. Marshall expressed hope that there would be a way to financially support the festival in the previous location.

5) Presentations (8:20 p.m. - 8:40 p.m.)

5.a City Administrator Update (10 minutes)

CA_Update_cover.pdf

City Administrator Nicholson provided an update for the outstanding FY17 budget request and responded to previously asked questions. Administrator Nicholson clarified that the CCTV request was for three new cameras and stated that the City would request three new cameras each year and would have additional recurring maintenance costs associated with the cameras. Administrator Nicholson addressed the police vehicle replacement costs. Administrator Nicholson clarified that the FY16 budget request was for twelve cars, which she had reduced to six cars after reviewing the status and condition of the current cars and the City's capacity to bond. Administrator Nicholson then responded to a question regarding the comparison to the CIP request, and stated that the information was located in the budget package, and directed outstanding questions to Treasurer Brooks. Council President Haba asked if there would be a maintenance cost related to the Cellebrite services. Police Chief Holland responded with a figure of approximately $4,000.00 annually, which would be reflected in the general fund in future years.

5.b FY-2017 Summary of Amendments

FY17_Summary_of_Amendments_cover.pdf

CIP FY 2017 Summary Page.pdf

RB FY 2017 Budget Updates and Amendments.pdf

Treasurer Brooks provided a summary of Staff amendments to the proposed FY17 budget based on the budget work sessions. Treasurer Brooks clarified the requested full time employee (FTE) counts. Treasurer Brooks made a clerical correction to the requested FTE for the City Administrator, Community Services, and Community and Economic Developments. Treasurer Brooks then provided a summary of "other" text budget updates and stated that the majority of updated changes were in the Community and Economic Development Department.

Assistant City Administrator Chandler provided background information on the requested budget change for fine expenditure for the processing of parking fees. Council President Haba asked if the revenue side would be adjusted, but Assistant Administrator Chandler assured him that the revenue side was correct. Treasurer Brooks noted that the expenditures were offset by the revenues generated by the fines. Councilmember Wright noted that the University Hills street reconstruction did not show in the FY18 CIP, and Treasurer Brooks and Administrator Nicholson assured him that the City had spoken about this and

were unsure of the correct amount to include. Treasurer Brooks added that the CIP was a plan and the out years were updated each year.

6) Action Items (8:40 p.m. - 8:50 p.m.)

6.a Removal of Civil Defense Equipment from FY17-21 CIP

65-04-16_Budget_Amendment_CIP.pdf

 # 65-04-16 Removal of Civil Defense Equipment from FY17-21 CIP I move that the Mayor and Council amend the proposed FY17 budget to exclude funding "Civil Defense Equipment" totaling $17,000 from the FY17-21 capital improvements plan (CIP). - Hollingsworth, Lawrence, Paschall

Councilmember Solomon stated that he was going to vote in favor of the motion. Councilmember Solomon noted that the City already had the equipment, but wanted to know if it was no longer usable. Administrator Nicholson stated that the City had the equipment, but it was no longer serviceable. Councilmember Solomon asked what the turnaround time would be in the event that the department required the equipment. Chief Holland stated that he would have to get back to him for that information. Councilmember Croslin asked if there was ever an event where the City had to use this type of equipment, and Administrator Nicholson stated that there was no event that she knew of. Administrator Nicholson added that the department had the equipment for twenty years and it was their responsibility to inform the Council that it needed to be replaced, but thought it was unlikely that the equipment would be needed.

Council President Haba asked what kind of equipment would be purchased, and Chief Holland stated that it would consist of shields, protective helmets, face shields, and protective padding. Council President Haba then stated that he would vote against the amendment because the City cannot account for what might happen. Council President Haba added that he believed it was of importance for the equipment to be available in case it was needed.

Councilmember Warner stated that this was an issue where she was not comfortable second guessing the professionals within the Police Department. Councilmember Warner added that she hoped this vote would not matter and that the equipment would never be used. Councilmember Warner noted that it would be a mistake to make the vote a political point, and that she would be voting against this amendment. Councilmember Warner added that this seemed like a wise investment to protect the safety of the officers.

Councilmember Wright restated that the equipment was purchased around twenty years ago, and Chief Holland added that the City had the equipment before he started working for the City. Chief Holland stated that he did not see an immediate need for the equipment, though the department assessed the current equipment, due to current issues across the country, and found that it was not serviceable and consequently felt the need to bring it to Council. Councilmember Wright asked if the Chief though this was a priority or an immediate need, and the Chief stated that it was not a top priority or a pressing issue. Councilmember Wright then asked if other municipalities had the equipment and whether or not the City could borrow services from them. Chief Holland stated that only larger municipalities had this equipment, and in the event of an emergency, he would request assistance of personnel instead of equipment. Councilmember Wright then stated that this could send a bad message to the community and was unsure of how to vote because he does not want to put the Police Department at risk, yet an incident like this has not occurred.

Council Vice President Lawrence asked if our officers were trained for events of large civil unrest and Chief Holland stated that there were two officers trained but were not in the position to train other officers.

Council Vice President Lawrence noted that the likelihood of using the equipment was remote and thought that the purchase of defense equipment would send a bad, untimely message. Councilmember Solomon stated that he appreciated the line of questioning, but thought that it would be helpful if the motion makers would share with the Council what the operational readiness plan would be, which would help them to understand that there was still a plan in place. Chief Holland added that he thought that request would be reasonable, and stressed that if the event were not immediate, the department could work with County services.

Councilmember Warner stressed that it was important to not wish these potential situations away and to be thoughtful about how to move forward with a theoretical matter. Councilmember Warner added that it was very important to plan and train officers, because these events can take place too quickly to receive help from other jurisdictions.

Mayor Hollingsworth stated appreciation for the comments. Mayor Hollingsworth added that she thought a lot of work would be requested of the Police Department in regards to the purchase of the new equipment: the adoption of the Presidential 21st Century Policing Standards, as well as how police officers deal with public perceptions. Mayor Hollingsworth added that part of the task force was to review standards and see how well prepared the City would be for certain situations. Mayor Hollingsworth clarified that she was aware of the potential need for defensive equipment, but was looking at all aspects and implications of the use of the equipment. Council President Haba stated that the Council was supportive of community policing and stated support for the request. Council President Haba added that if the City were to call on County officers and equipment, they would not be under the control of the City. Council President Haba clarified that this was not the type of investment that he wanted to be used, but stressed that it was needed.

Councilmember Ward addressed the defense training, and asked when the officers were last trained as well as when the County would offer training again. Chief Holland stated that it had been more than five years since the department had officers deployed in the non-classroom training proportion. Chief Holland added that two officers had been classroom trained in the past year. Chief Holland stated that he had discussed training classes with the County and found that there was no training schedule set. Councilmember Wright stated that he was going to vote in favor of removing the funding for the defense equipment, but hoped that the door would be open for conversation in the future. Councilmember Wright stated that he would like to see an assessment or analysis of preparedness for an event where civil defense equipment was needed. Councilmember Wright added that he did not want to spend funds on equipment without knowing how to deploy it.

RESULT:	**APPROVED 6-2**
MOVER:	Edouard Haba, Council President
SECONDER:	Joseph Solomon, Councilmember, Ward 5
AYES:	Hollingsworth, Lawrence, Ward, Wright, Solomon, Croslin
NAYS:	Warner, Haba
ABSENT:	Perry, Frazier, Paschall

#66-04-16 FY17 Council Professional Development Funding

Councilmember Solomon provided a summary of the request to have the Council travel to the National League of Cities Conference and stated that he believed the Council needed more training. Councilmember Solomon noted that every department's budget was seeking additional funding for training, and he would like to see the same allocation in the Council budget, or at least for half of the Council.

Councilmember Croslin asked if the proposed $15,000.00 was for the full Council, and Councilmember Solomon clarified that the second page contained budget details that included registration fees, transportation, per diem, and lodging. Councilmember Croslin stated that he was uncomfortable with this motion and asked if the Mayor could attend instead.

Councilmember Warner noted that the NLC was a terrific conference, but stated that her one reservation was the justification of sending Councilmembers to two training events over the course of the years where expenditures were larger than the revenues. Councilmember Warner added that she believed this motion to be a benefit to the City, but was hesitant to pass it in this particular budget cycle. Councilmember Wright expressed agreement, and noted that striking $17,000.00 for the Police Department and adding $15,000.00 for the Council would send the wrong message.

Council Vice President Lawrence stated that he thought Councilmember Solomon made a compelling argument, but he agreed with Councilmember Warner. Councilmember Warner suggested that, if not all of the Councilmembers attended the Maryland Municipal League Conference, the funding be used for some Councilmembers to attend the NLC Conference.

Mayor Hollingsworth stated that she reviewed the expenditures and in the last two years, approximately $8,000.00 were remaining in the budget that could be allotted to the NLC Conference. Mayor Hollingsworth expressed appreciation to Councilmember Solomon for bringing this issue forth, but also stated that she believed that the Council should look at constituent outreach in their budget.

Councilmember Solomon asked if there was a way he could withdraw this motion, and the motion was tabled indefinitely.

RESULT:	**TABLED [UNANIMOUS]**
MOVER:	Joseph Solomon, Councilmember, Ward 5
SECONDER:	Shani Warner, Councilmember, Ward 2
AYES:	Hollingsworth, Lawrence, Ward, Wright, Solomon, Croslin, Warner, Haba
ABSENT:	Perry, Frazier, Paschall

7) Council Dialogue (8:50 p.m. - 9:00 p.m.)

Councilmember Wright expressed thanks for efforts in the Earth Day clean up. Councilmember Warner stated that she was proud to live in a community that had an impromptu Prince dance party. Council Vice President Lawrence noted the thank you note from volunteers at the Hyattsville Elementary School Library and highlighted the joy of the program. Councilmember Solomon wished Councilmember Perry's family well as well as Councilmember Frazier, both of whom were not present. Councilmember Croslin requested that the City would inform the Council of their children's successes so the City can help celebrate them by announcing them at meetings. Mayor Hollingsworth noted that the traveling Hyattsville Elementary School exhibition was currently at the City building.

8) Community Notices and Meetings

8.a City Calendar: April 28 - May 2, 2016

Main City Calendar_Apr 28-May 2.pdf

May 2016 Calendar.pdf

9) Motion to Adjourn

The meeting was adjourned at 8:37 p.m.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Shani Warner, Councilmember, Ward 2
SECONDER:	Robert Croslin, Councilmember, Ward 2
AYES:	Hollingsworth, Haba, Lawrence, Ward, Warner, Wright, Solomon, Croslin
ABSENT:	Perry, Frazier, Paschall

CITY OF HYATTSVILLE
4310 Gallatin Street
Hyattsville, Maryland 20781
Phone: (301) 985-5000

CITY COUNCIL AGENDA FORM

TITLE: FY-2014 AND FY-2015 AUDIT UPDATE

Motion #:	
Council Meeting Date:	6/6/2016
Agenda Section:	Presentation
Recommendation:	
Department:	Finance
Staff Contact:	Ron Brooks
Council Sponsor:	City Administrator
Summary Background:	The FY-2014 audit is closed and the FY-2015 audit is progressing well. We are still in the early stages of various activities including but not limited to the following: • Continue the analytical review of revenues recorded in the General Fund and Special Revenue Funds for this period. • Identifying various employees and Council members to interview and answer random questions prepared by the auditors. • Begin recording stakeholder's response of financial information provided in confirmation letters. The revised time frame to complete the FY-2015 audit is now the end of August 2016.
Next Steps:	Finalize the FY-2014 audit document and continue completing the various requirements for the FY-2015 audit.
Alternatives:	
Fiscal Impact:	Late audit filings with the Department of Administrative Services can result in the loss of various State Grants, loss of revenue from the State Highway Fund and limited opportunities to secure funding for current and future capital improvement needs.
Community Engagement:	
Strategic Goals:	X Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Choose an item.
Attachments:	

CITY OF HYATTSVILLE
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CITY COUNCIL AGENDA FORM

TITLE: TEEN ADVISORY COMMITTEE PRESENTATION

Motion #:	
Council Meeting Date:	6/6/2016
Agenda Section:	Presentation
Recommendation:	Members of the Hyattsville Teen Advisory Committee will present to the Mayor and Council. They seek support in improving school-bus punctuality and working conditions for school-bus drivers.
Department:	Community Services
Staff Contact:	
Council Sponsor:	
Summary Background:	
Next Steps:	
Alternatives:	
Fiscal Impact:	
Community Engagement:	
Strategic Goals:	☑ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☑ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Choose an item.
Attachments:	

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CITY COUNCIL AGENDA FORM

TITLE: CARIBBEAN-AMERICAN HERITAGE MONTH PROCLAMATION

Motion #:	86-06-16
Council Meeting Date:	6/6/2016
Agenda Section:	Consent
Recommendation:	I move that the Mayor and Council proclaim June Caribbean-American Heritage Month
Department:	Community Services
Staff Contact:	
Council Sponsor:	
Summary Background:	
Next Steps:	
Alternatives:	
Fiscal Impact:	
Community Engagement:	
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☑ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Choose an item.
Attachments:	Proclamation

Proclamation of Celebration for

Caribbean-American

Heritage Month

June 2016

Whereas, the City of Hyattsville is fortunate to be an ethnically diverse community, including residents that have roots in the Caribbean; and

Whereas, 2016 marks the 10th anniversary of Caribbean-American Heritage Month nationally, and the City is proud to celebrate in coordination with immigrants, families and communities across the country; and

Therefore, we acknowledge the many contributions that Caribbean-American residents make to our city, and we recognize and celebrate Caribbean-American Heritage Month.

_____

Candace Hollingsworth, Mayor June 6, 2016

CITY OF HYATTSVILLE
4310 Gallatin Street
Hyattsville, Maryland 20781
Phone: (301) 985-5000

CITY COUNCIL AGENDA FORM

TITLE: LGBT PRIDE MONTH PROCLAMATION

Motion #:	87-06-16
Council Meeting Date:	6/6/2016
Agenda Section:	Consent
Recommendation:	I move that the Mayor and Council proclaim June LGBT Pride Month.
Department:	Community Services
Staff Contact:	
Council Sponsor:	
Summary Background:	
Next Steps:	
Alternatives:	
Fiscal Impact:	
Community Engagement:	
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☑ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Choose an item.
Attachments:	Proclamation

Proclamation of Celebration for

Lesbian, Gay, Bisexual, and Transgender Pride Month

June 2016

Whereas, the City of Hyattsville is fortunate to be a diverse community, including LGBT residents; and

Whereas, our community welcomes people of all sexual orientations and gender identities; and

Whereas, June is national pride month to commemorate a riot in 1969 at the Stonewall Inn in Manhattan that is thought to be the beginning of the gay liberation movement in the United States; and

Therefore, we proudly celebrate Lesbian, Gay, Bisexual and Transgender Pride Month.

_____

Candace Hollingsworth, Mayor June 6, 2016

Council Agenda Form

MOTION # 88-06-16	DRAFT #
DATE SUBMITTED: 5/25/2016	**DATE TO GO BEFORE COUNCIL: 6/6/2016**
SUBMITTED BY: Lawrence, Ward, Paschall, Wright	
DEPARTMENT: Legislative	

TITLE OF MOTION: Disbursement of Ward 1 and Ward 3 Discretionary Funding

RECOMMENDATION: I move that the Mayor and Council approve the following disbursements using discretionary funds Wards 1 and 3: $200.00 for the purpose of repairing the Burlington Park little free library and beautifying the associated area; $900 in sponsorship of the Hyattsville Elementary School Parent-Teacher Association's "Zombie Run"; and $900 to the Hyattsville Middle School Parent, Teacher, Student Organization for the purpose of purchasing science classroom supplies.

BACKGROUND:

As part of the FY16 budget, discretionary funding of $1,000 was allocated to each of the City's five (5) Wards. The Council must authorize via a motion spending of the discretionary funding. Council members Ward and Lawrence will work with neighborhood volunteers to repair the Burlington Park little free library. Sponsorship of the HES-PTA Zombie Run supports the purchase of art and music classroom supplies and more at the school. The HMS administration provided the HMS-PTSO with a list of needed science classroom materials. This donation will help to meet this need.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT: (must be approved by City Administrator):

_____

Tracey E. Nicholson, City Administrator

STRATEGIC GOALS AND ACTIONS:

Goal 3 – Enhance a safe and pleasant community
Action 3.1 – Increase the quality of parks, recreation facilities, and broaden recreation related programs and opportunities for City residents Action
Action 3.3 – Effectively manage and invest in community amenities and City infrastructure including streets, sidewalks and other public facilities
Goal 5 – Strengthen the City's identity as a diverse, creative, and welcoming community
5.4 – Work with other organizations and communities to broaden the range of resources and services provided to City residents

SUPPORTING DOCUMENTATION:

CURRENT YEAR BUDGET IMPACT:

Council Agenda Form

MOTION # 89-06-16	DRAFT #
DATE SUBMITTED: 5/26/2016	**DATE TO GO BEFORE COUNCIL: 6/6/2016**
SUBMITTED BY: Haba & Perry	
DEPARTMENT: Legislative	

TITLE OF MOTION: Disbursement of Ward 4 Discretionary Funding

RECOMMENDATION: I move that the Mayor and Council approve the appropriation and disbursement of Ward 4's council discretionary funds as follows: a.) $500 in support of Felegy Elementary School's pollinators and vegetable garden project; and b.) $500 in support of the 2016 Ward 4 Day celebration.

BACKGROUND:

As part of the FY16 budget, discretionary funding of $1,000 was allocated to each of the City's five (5) Wards. The Council must authorize via a motion spending of the discretionary funding. The donations will enable Felegy Elementary School to acquire irrigation and other supplies for the garden, and to have live entertainment on Ward 4 Day celebration.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT: (must be approved by City Administrator):

_____

Tracey E. Nicholson, City Administrator

STRATEGIC GOALS AND ACTIONS:

Goal 3 – Enhance a safe and pleasant community
Action 3.1 – Increase the quality of parks, recreation facilities, and broaden recreation related programs and opportunities for City residents Action
Action 3.3 – Effectively manage and invest in community amenities and City infrastructure including streets, sidewalks and other public facilities
Goal 5 – Strengthen the City's identity as a diverse, creative, and welcoming community
5.4 – Work with other organizations and communities to broaden the range of resources and services provided to City residents

SUPPORTING DOCUMENTATION:

CURRENT YEAR BUDGET IMPACT: Disbursement of $1,000.00 from Council Budget.

CITY OF HYATTSVILLE
4310 Gallatin Street
Hyattsville, Maryland 20781
Phone: (301) 985-5000

CITY COUNCIL AGENDA FORM

TITLE: APPOINTMENT TO THE SHADE TREE BOARD

Motion #:	90-06-16
Council Meeting Date:	6/6/2016
Agenda Section:	Consent
Recommendation:	I move that the Mayor, with Council approval, appoint Randy Fletcher (Ward 3) to the Shade Tree Board for a term of 3 years to expire on June 6, 2019.
Department:	Legislative
Staff Contact:	Laura Reams, City Clerk
Council Sponsor:	Wright
Summary Background:	n/a
Next Steps:	n/a
Alternatives:	n/a
Fiscal Impact:	n/a
Community Engagement:	n/a
Strategic Goals:	☑ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Not Applicable
Attachments:	Appointment Form

City of Hyattsville

Board, Committee and Commission Application

Submit Date: May 26, 2016
Status: submitted

Profile

Randy
First Name

Fletcher
Last Name

[redacted]
Email Address

[redacted]
Street Address

[redacted]
Suite or Apt

[redacted]
City

[redacted]
State

[redacted]
Postal Code

To find your City Ward, click on this link! http://www.hyattsville.org/538/Residency-Verification-Page

Ward 3
Ward

[redacted]
Primary Phone

[redacted]
Alternate Phone

Which Boards would you like to apply for?

Shade Tree Board

Tom Wright
Referred By:

Biographical Statement

Randy Fletcher received a BFA in Communications and Design from Virginia Commonwealth University. He is an avid gardener and inherited a green thumb from both of his parents, who landscaped and maintained a 12-acre estate in East Granby, Connecticut. He lives in Hyattsville, MD, with his wife Rose, in a historic home with nearly 2 acres of manicured grounds. He and Rose have dedicated themselves to the preservation and restoration of their property and love the city of Hyattsville. Though not licensed, Randy has a general understanding of local tree species and some of the diseases that afflict them. Randy will help promote, celebrate, and support the Hyattsville Shade Tree Board mission/vision to the best of his ability.

CITY OF HYATTSVILLE
4310 Gallatin Street
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CITY COUNCIL AGENDA FORM

TITLE: PEPCO PROPOSAL FOR LIGHTING RETROFIT

Motion #:	91-06-16
Council Meeting Date:	6/6/2016
Agenda Section:	Consent
Recommendation:	I move that the Mayor and Council approve the expenditure of funds from the FY-2016 Capital Improvements Budget to retrofit the existing lighting to LED lighting in the Phase One project area of West Hyattsville, costs not to exceed $95,000.00.
Department:	Public Works
Staff Contact:	Lesley Riddle
Council Sponsor:	
Summary Background:	The City places a high priority on safety and security throughout the City. Providing sufficient and effective lighting on City streets, walkways, and parks contributes to that overall goal. To achieve this goal the Council approved $500,000 in the FY-2016 Capital Improvements Budget for Phase 1 Lighting Improvements. However, the PEPCO proposal for Phase 1 lighting retrofits is not expected to exceed $95,000.00. The first phase includes improving existing lighting by retrofitting lighting fixtures to LED to improve overall lighting conditions, luminance, and illumination levels. Many of the new LED lights are specifically designed to minimize the brightness directly below the light and spread the light evenly over a wider coverage area. The LED lights are designed to mount to the existing wood pole arms that are widely used throughout the City. The staff is currently working on the Phase 2 of the project evaluation and scope of work. This information will be sent to PEPCO by early summer for pricing.
Next Steps:	Once approved the work will be scheduled to begin immediately
Alternatives:	None
Fiscal Impact:	Funding for Lighting Improvements was approved in the FY-2016 Capital Improvements Budget in the amount of $500,000.
Community Engagement:	Schedule community meeting to discuss Phase two retrofit project.
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ✓ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Complete
Attachments:	Phase one proposal from PEPCO, Lighting Phase 1 and Phase 2

Lighting Study- West Hyattsville

Background

The Mayor, Council, and staff have placed a high priority on improving safety and security throughout the City. Providing sufficient and effective lighting on City streets, walkways, and parks contributes to that overall goal. In March, 2015, Charles P. Johnson and Associates (CPJ) completed a comprehensive Lighting and Pedestrian Safety study with focus on the West side of the City. As expected, it indicated that there are deficiencies with overall lighting in West Hyattsville. The report cited deficiencies with the amount of lighting, the quality of lighting and amount of coverage provided.

Staff Evaluation

The study recommended as an initial course of action, retrofitting existing lighting fixtures to LED to improve overall lighting conditions, luminance, and illumination levels. Many of the new LED lights are specifically designed to minimize the brightness directly below the light and spread the light evenly over a wider coverage area. Also, LED lights are designed to mount to the existing wood pole arms that are widely utilized throughout the City.

The Staff has been working with PEPCO to determine the requirements for LED lighting replacements and the associated costs for installing new poles and retrofitting existing lights with LED fixtures. Our initial focus for Phase 1 (See map) lighting re-design and retrofitting is outlined in the attachment. We have gathered existing conditions and provided all related information to PEPCO for proposed costs. We budgeted $500K in FY2016. PEPCO recently provided us with cost estimates for phase 1 of $95,000. We are prepared to begin work.

Project Development

During and immediately following Phase 1 implementation, the staff will assess the improved conditions and impact to determine the scope of the Phase 2 project area and requirements. All additional information will be provided to PEPCO for evaluation and cost proposals. The FY2017 budget includes $500K estimate to execute Phase 2. Once the retrofitting is complete in Phase 1, we will reevaluate the lighting effectiveness and determine the type, amount, and location of additional lighting requirements.

We expect the entire lighting project to have three to four phases. During each phase of the project, the staff will review the design and installation of required lighting to improve safety conditions and enhance our neighborhoods and streets. The goal of this project is to effectively replace, redesign, and retrofit existing lighting and install new lighting where required.

PRINCE GEORGE'S COUNTY
8300 OLD MARLBORO PIKE
UPPER MARLBORO, MD. 20772
Tel: 301 967-5800 Fax: 301 967-5820

May 13, 2016

City of Hyattsville
Director of Public Works
4310 Gallatin Street
Hyattsville, Maryland 20781
Attn: Ms. Lesley Riddle

Re: Outdoor Lighting Proposal – Construction and Energy Cost
Project: City Wide LED Streetlight Improvements
Pepco WMIS # 3504829 & 3504833; P8912-OH

I am pleased to offer this proposal for:

☒ Installing 17 overhead LED street lights equivalent to 100 WHPS
☒ Installing 4 overhead LED street lights equivalent to 250 WHPS
☒ Convert 40 - 100 WHPS overhead street lights to LED street lights equivalent to 100 WHPS
☒ Convert 23 - 100 WHPS Overhead street lights to LED street lights equivalent to 250 WHPS
☒ Convert 2 - 150 WHPS Overhead street lights to LED street lights equivalent to 100 WHPS
☒ Convert 1 - 150 WHPS Overhead street lights to LED street lights equivalent to 250 WHPS
☒ Convert 4 - 250 WHPS Overhead street lights to LED street lights equivalent to 100 WHPS
☒ Convert 2 - 250 WHPS Overhead street lights to LED street lights equivalent to 250 WHPS
☒ Convert 1 - 400 WHPS Overhead street lights to LED street lights equivalent to 250 WHPS
☒ Remove 1-100 WHPS Overhead streetlight

The estimated one-time cost for this project is $94,711.00, and is valid until August 13, 2016.

Please understand that the estimated one-time installation cost is in addition to the annual recurring energy and maintenance charges. This estimate is based upon normal hours of construction operation and normal site conditions. In addition, this proposal is calculated with the understanding that unforeseen job conditions may change the project cost.

Upon receipt of your authorization and full payment, this project will be transfered to construction to be scheduled. If you have any questions, please do not hesitate to call me.

Sincerely,

Richard A. Chilcoat
Pepco Engineering-MD
Senior Service Associate
Prince George's County Region
Streetlights / Cell Sites / Traffic Services
Tel: (301) 967-5805; Fax: (301) 967-5820

Project: City Wide LED Streetlight Improvements
Pepco WMIS # 3504829 & 3504833; P8912-OH
Total Construction Cost $94,711.00

Please Note: The aforementioned total cost will be billed with two invoices.

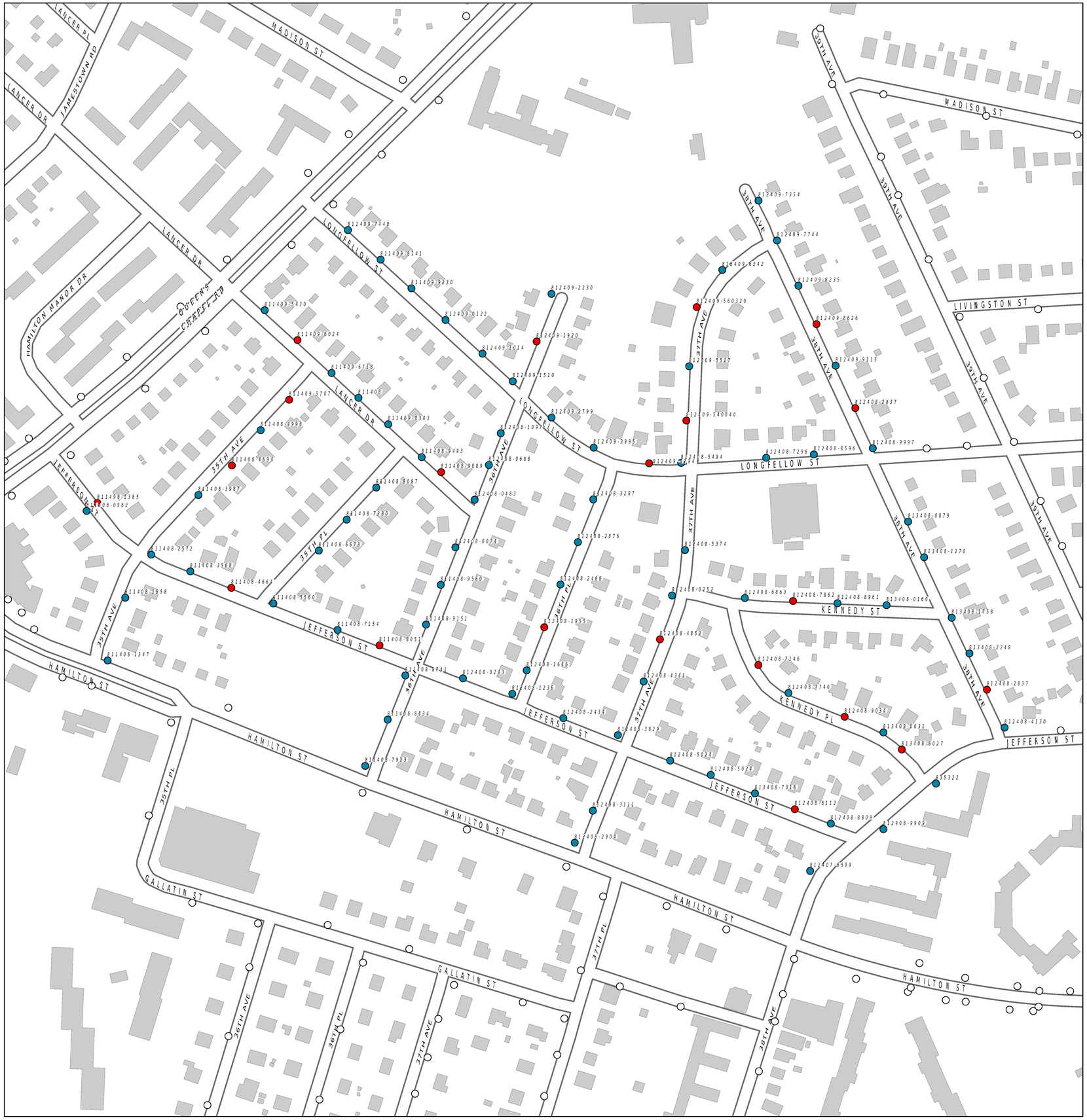
WR# 3504833 (Installs) = $31,381.00 WR # 3504829 (Conversions) = $63,330.00

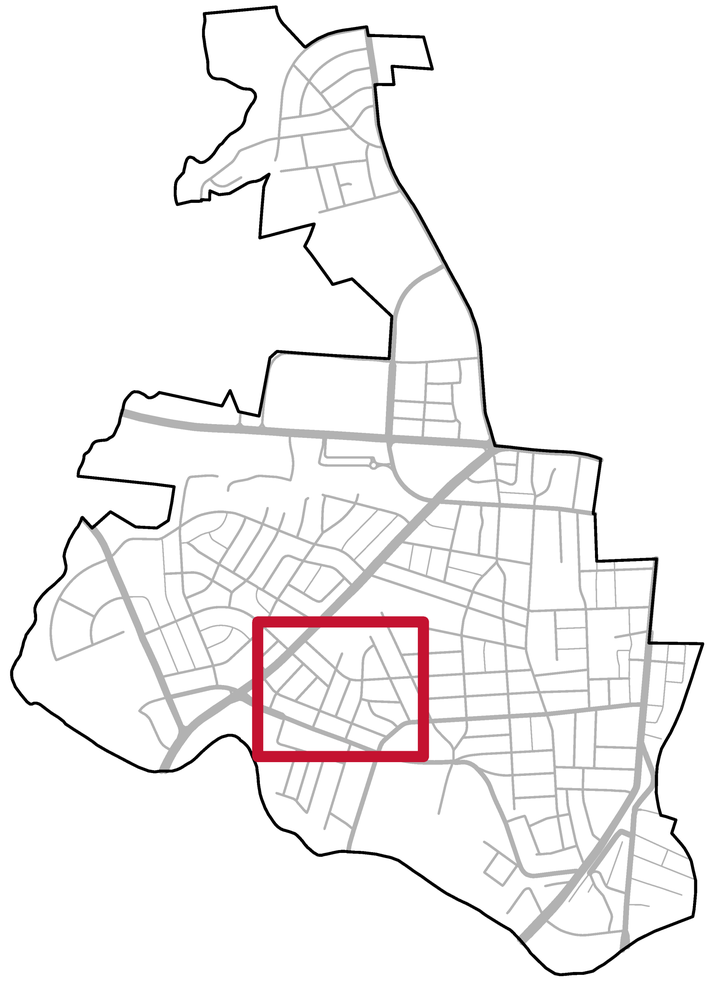
Style of Lights Approved: Overhead LED Streetlights

Approved By: _____

Title: _____

Date: _____





Phase I

Streetlight Upgrades

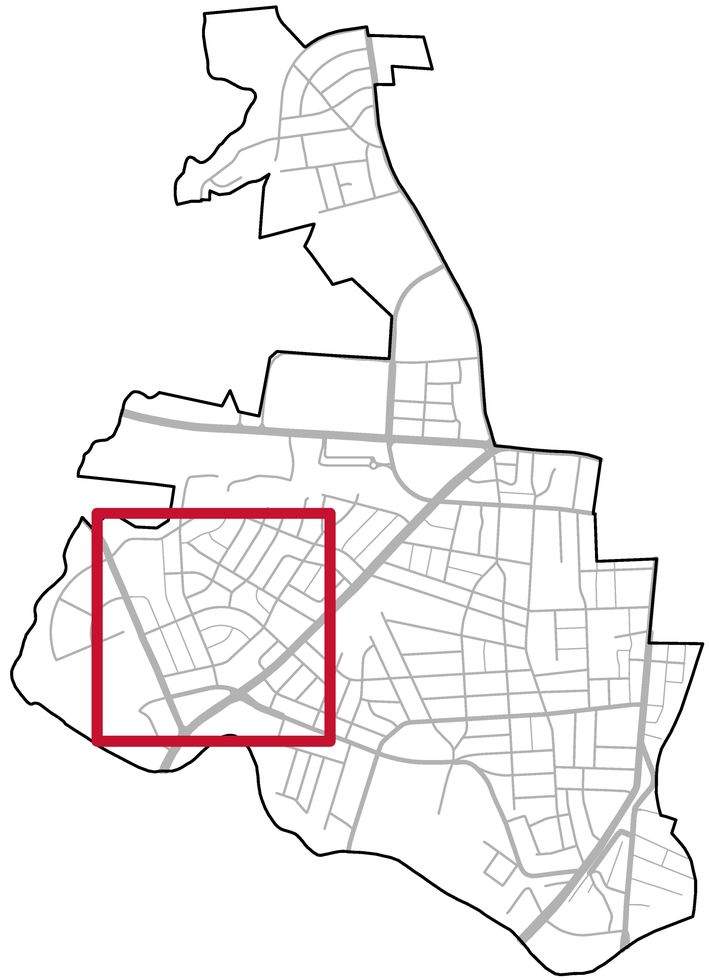
- Upgrades Needed
- Install new streetlight
- NA

N

City of Hyattsville

Department of Community & Economic Department
4310 Gallatin Street Ç Hyattsville, MD 20781
(301) 985-5000 Çwww.hyattsville.org

Author: SF
Date: June 2, 2016



Phase II
Streetlight Upgrades

- Upgrades Needed
- Install new streetlight
- NA

N

City of Hyattsville

Department of Community & Economic Department
4310 Gallatin Street Ç Hyattsville, MD 20781
(301) 985-5000 Çwww.hyattsville.org

Author: SF
Date: June 2, 2016

CITY OF HYATTSVILLE
4310 Gallatin Street
Hyattsville, Maryland 20781
Phone: (301) 985-5000

CITY COUNCIL AGENDA FORM

TITLE: LOAN APPROVAL FOR THE HYATTSVILLE VOLUNTEER FIRE DEPARTMENT

Motion #:	92-06-16
Council Meeting Date:	6/6/2016
Agenda Section:	Consent
Recommendation:	I move that Mayor and Council approve a loan to Hyattsville Volunteer Fire Department not to exceed $350,000 for ten years at a rate of 3.2%. These funds are to be used to refurbish a 2006 Seagrave Marauder Tractor Drawn 100' Aerial Ladder Truck. Upon completion of final terms, review and approval of all financial documents by the City Attorney, all documents will be presented to the City Administrator for signature.
Department:	Finance
Staff Contact:	Ron Brooks
Council Sponsor:	City Administrator
Summary Background:	Currently the Hyattsville Volunteer Fire Department has a loan with the City that was granted in May of 2011 in the amount of $120,000. This loan was granted for ten years at 3.5% and is scheduled to end in May of 2021. The rate above was significantly less than rates offered through traditional lending thus providing meaningful savings to the organization. The proceeds from this loan were used to finance the balance of a new Engine that was also partially funded by a federal grant. Currently HVFD is paid ahead by two years and expected to retire this loan prior to 2021. HVFD is requesting a new loan in the amount of $350,000. These funds will be used to refurbish a 2006 Seagrave Marauder Tractor Drawn 100' Aerial Ladder Truck. After completing the rehab of this truck the useful life of this piece of equipment is expected to be 10 to 15 years. Recently the organization considered other funding sources to fund this project but the available rate and terms were not as favorable as anticipated. As such, they are asking the City to provide these resources and financial terms that are structured to the useful life of this equipment.
Next Steps:	City Attorney final review and approval of documents, signature by City Administrator and release of funds to HVFD.
Alternatives:	
Fiscal Impact:	Providing these funds will reduce available cash. However, after completing a review of our current cash position, net of projected wages, pensions, health insurance and other fixed cost for the next eight months, we will still have a strong cash position.
Community Engagement:	
Strategic Goals:	X Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Pending
Attachments:	

CITY OF HYATTSVILLE
4310 Gallatin Street
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CITY COUNCIL AGENDA FORM

TITLE: FY-2015 AND FY-2016 AUDIT COST

Motion #:	93-06-16
Council Meeting Date:	6/6/2016
Agenda Section:	Consent
Recommendation:	I move that the Mayor and Council approve audit costs not to exceed $80,000 for services provided by CohnReznick and Lindsey and Associates to complete the FY-2015 and FY-2016 audits.
Department:	Finance
Staff Contact:	Ron Brooks
Council Sponsor:	City Administrator
Summary Background:	The administration is planning to complete the audit for FY-2015 by August 2016 and FY-2016 audit by March 2017. To meet this close-out schedule and cover the projected audit costs for these fiscal years. The funds are currently available to be encumbered.
Next Steps:	Continue our efforts to complete the FY-2015 audit and then proceed with the FY-2016 audit.
Alternatives:	n/a
Fiscal Impact:	Late audit filings with the Department of Administrative Services can result in the loss of various State Grants, loss of revenue from the State Highway Fund and limited opportunities to secure funding for current and future capital improvement needs.
Community Engagement:	
Strategic Goals:	X Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Not Applicable
Attachments:	

CITY OF HYATTSVILLE

4310 Gallatin Street
Hyattsville, Maryland 20781
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CITY COUNCIL AGENDA FORM

TITLE: HYATTSVILLE ORDINANCE 2016-01, FISCAL YEAR 2017 BUDGET

Motion #:	94-06-16
Council Meeting Date:	6/6/2016
Agenda Section:	Action
Recommendation:	I move that the Mayor and Council adopt Hyattsville Ordinance, 2016-01, an Ordinance adopting an annual budget for the Fiscal Year of July 1, 2016 through June 30, 2017, for the General Purpose; fixing the tax rates for the Fiscal Year beginning July 1, 2016; authorizing collection of taxes herein levied, and appropriating funds for the Fiscal Year (SECOND READING).
Department:	Legislative
Staff Contact:	Tracey E. Nicholson, City Administrator
Council Sponsor:	At the Request of the City Administrator
Summary Background:	The FY17 budget process began internally in December 2015 with initial staff meetings to determine budgetary requirements for FY17. The City Administrator's Proposed FY17 budget was presented to the Mayor and Council on February 24, 2016. Departmental Budget Work Sessions were held throughout March and April. Public Hearings on the proposed budget and Real Property Tax Rate were held on March 16, 2016 and April 27, 2016. The draft budget ordinance includes amendments approved by the Mayor and Council. The second reading and adoption of the FY17 budget is scheduled for June 6, 2016.
Next Steps:	Legal Publication of the Budget Ordinance
Alternatives:	N/A
Fiscal Impact:	N/A
Community Engagement:	Per City Charter, a fair summary of the budget ordinance will be published twice in a newspaper of general circulation.
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Not Applicable
Attachments:	Budget Ordinance, 2017 FTE Listing, FY17 CIP and Special Tax Report for Special Obligation Bonds, University Town Center Project Series 2004

HYATTSVILLE ORDINANCE 2016-01

AN ORDINANCE ADOPTING AN ANNUAL BUDGET FOR THE FISCAL YEAR JULY 1, 2016 THROUGH JUNE 30, 2017, FOR THE GENERAL PURPOSE; FIXING THE TAX RATES FOR THE FISCAL YEAR BEGINNING JULY 1, 2016; AUTHORIZING COLLECTION OF TAXES HEREIN LEVIED, AND APPROPRIATING FUNDS FOR THE FISCAL YEAR.

BE IT ENACTED AND ORDAINED by the Mayor and City Council for the City of Hyattsville, as follows:

That pursuant to Section C5-6 of the Hyattsville City Charter the annual budget is as follows:

FY 2017 Budget – Final

	General Fund	Capital Projects Fund	Special Revenue Fund	Debt Service Fund	Total All Funds
Revenue & Other Sources:					
Local Taxes:					
Real Property Taxes	$11,291,444	$0	$0	$0	$11,291,444
Personal Property Taxes	584,748	0	0	0	584,748
Operating Property	789,000	0	0	0	789,000
Income Tax	1,972,589	0	0	0	1,972,589
Admissions and Amusement Taxes	443,118	0	0	0	443,118
Subtotal – Local Taxes	**15,080,899**	**0**	**0**	**0**	**15,080,899**
Other Revenue					
Licenses and Permits	617,183	0	0	0	617,183
Other Governments	600,234	150,500	50,300	0	801,034
Service Charges	128,274	0	475,000	0	603,274
Fines and Forfeitures	273,517	0	584,000	0	857,517
Miscellaneous	62,378	0	16,000	0	78,378
Subtotal-Other Revenue	**1,681,586**	**150,500**	**1,125,300**	**0**	**2,957,386**
Total Revenue	**$16,762,485**	**$150,500**	**$1,125,300**	**$0**	**$18,038,285**
Expenditures					
Legislative	383,510	$0	$0	$0	$383,510
General Government	2,521,042	12,000	16,000	1,808,601	4,357,643
Town Center	100,000	0	0	0	100,000
Public Safety:					
Police	6,928,296	561,500	459,847	0	7,949,643
Fire	50,000	0	0	0	50,000
Parking Compliance	0	500,000	444,044	0	944,044
Code Compliance	488,277	27,000	0	0	515,277
Public Safety Subtotal	**7,466,573**	**1,088,500**	**903,891**	**0**	**9,458,964**

Public Works	3,878,637	5,870,000	0	0	9,748,637
Comm. Services	647,326	104,100	19,000	0	770,426
Community Development	264,625	57,800	0	0	322,425
Total Expenditures	**$15,261,713**	**$7,132,400**	**$938,891**	**$1,808,601**	**$25,141,605**
Other Sources and Uses:					
Bond Proceeds	0	5,760,000	0	0	5,760,000
Lease Proceeds	0	723,000	0	0	723,000
Transfers In	0	682,600	0	1,808,601	2,491,201
Transfers Out	(1,808,601)	0	0	0	(1,808,601)
Total Other Sources and Uses	**(1,808,601)**	**7,165,600**	**0**	**1,808,601**	**7,165,600**
Excess of Revenues Over/(Under) Expenditures	**($307,829)**	**$183,700**	**$186,409**	**$0**	**62,280**
Beginning GF - Fund Balance	**9,312,153**				
Unassigned GF - Fund Balance	**9,004,324**				

Which was the subject of a public hearing on April 27, 2016, after notice thereof was published twice in a newspaper of circulation within the City, is hereby adopted.

The tax rate for all real property, not otherwise exempted, located within the corporate limits of the City shall be as is hereby fixed at sixty-three cents ($.63) on each one hundred ($100.00) dollars of assessed value on lands, improvements and fixtures.

The tax rate for all operating property of public utilities and contract carriers, not otherwise exempted, located within the corporate limits of the City shall be as is hereby fixed at one dollar and ninety-eight cents ($1.98) on each one hundred ($100.00) dollars of assessed value.

Such taxes on lands and improvements shall be computed on the valuation of said properties in Prince George's County, Maryland, which assessment is hereby adopted and used by the City of Hyattsville as its own valuation assessment of the land and improvements within the corporate limits subject to taxation for property of public utilities and contract carriers, the valuation of said properties as certified to the City of Hyattsville by the Maryland State Department of Assessments and Taxation shall be used as the assessed valuation of properties so certified.

The tax rate for all tangible personal property, not otherwise exempted, located within the corporate limits of the City shall be and is hereby fixed at one dollar and fifteen cents ($1.15) on each one hundred ($100.00) dollars of assessed value of all tangible operating personal property, including commercial inventory. In computing and levying such taxes on tangible personal property, the valuation of such property as certified to the City of Hyattsville by the Maryland State Department of Assessments and Taxation shall be used as the assessed valuation of properties so certified.

The City Treasurer, or any other person designated by the City Council to act in his/ her place, is hereby authorized and directed to collect the taxes herein levied by this ordinance.

In accordance with Section C5-6 of the Hyattsville City Charter, the real property taxes provided for in this ordinance shall be due and payable on the first day of July, 2016 and shall be overdue and in arrears when

the County's real property taxes are overdue and in arrears. All real property taxes shall bear monthly interest while in arrears at the rate of two thirds of one percent (.0066) and a monthly penalty of one percent (.01) as provided in Section C5-17 of the City Charter.

Tangible personal property shall bear a fixed penalty of one hundred ($100.00) dollars for the first month in arrears, which is defined as the period beginning ninety-one (91) days and ending one hundred twenty (120) days following the tax bill date. An additional penalty of one percent (.01) per month shall be due on any taxes in arrears more than one hundred twenty (120) days. All tangible personal property taxes shall bear interest at the rate of two thirds of one percent (.0066) per month while in arrears.

AND BE IT FURTHER ORDAINED, that this budget shall govern the revenue and expenditure of funds by the City during the fiscal year 2017, subject to further budget ordinances enacted by the City pursuant to Article 23A §2(b)(2) of the Maryland Annotated Code;

AND BE IT FURTHER ORDAINED, that the City Council may from time to time during the fiscal year amend this budget by motions made, discussed and carried by a 2/3 vote of the City Council so long as any action regarding this budget is taken at a public meeting after notice and a public discussion;

AND BE IT FURTHER ORDAINED, pursuant to Hyattsville Resolution 2004-03 designating the University Town Center Special Taxing District and Hyattsville Resolution 2004-03 authorizing the imposition, levy and collection of special taxes in the Special Taxing District and pursuant to the Rate and Apportioning terms adopted, the City of Hyattsville adopts and approves the report of the Administrator of the University Town Center Special Taxing District (Exhibit A) and hereby assesses and levies as additional real property taxes on the owners of properties in the University Town Center Special Taxing District this special tax as indicated in Appendix A of Exhibit A for the upcoming fiscal year; in the event any parcel numbers are changed prior to the actual billing of taxes by the county, the Administrator shall revise Appendix A to be consistent with the tax parcel numbers used by the County for billing of taxes and recalculate the special tax to be collected from each parcel in a manner consistent with the method utilized to calculate the special taxes in Exhibit A;

AND BE IT FURTHER ORDAINED, that this budget shall govern the number and type of employment positions to include the number of employees and Full-Time Equivalent (FTE) count for Fiscal Year 2017 and the City of Hyattsville approves and adopts these counts as contained in Exhibit B.

AND BE IT FURTHER ORDAINED, that this ordinance shall become effective on July 1, 2016, as provided in Section C2-9 of the City Charter and a fair summary of this Ordinance shall be published twice in a newspaper having general circulation in the City, subject to the provisions of section C3-2A(6) of the City Charter;

INTRODUCED by the City Council of the City of Hyattsville, Maryland at a public meeting on May 16, 2016;

ADOPTED, by the City Council of the City of Hyattsville, Maryland at a public meeting on June 6, 2016.

Adopted: June 6, 2016

Attest:

_____	_____
Laura Reams	Candace B. Hollingsworth
City Clerk	Mayor

FY-2016 Total - FTE's
Full-Time Equivalent

	FY2014 P/T	FY2014 FTE	FY2015 P/T	FY2015 FTE	FY2016 P/T	FY2016 FTE	FY2017 P/T	FY2017 FTE
City Council								
City Council Members	10	0	10	0	10	0	10	0
City Clerk								
City Clerk	0	1	0	1	0	1	0	1
Part-time Clerk	0	0	0	0	0.5	0	0.5	0
Mayor								
Mayor	1	0	1	0	1	0	1	0
Elections								
Election Board Members	5	0	5	0	5	0	5	0
Finance								
Treasurer	0	1	0	1	0	1	0	1
Accountant	0	1	0	1	0	1	0	2
Superior of Contracts/Grants	0	1	0	1	0	1	0	1
Accounting Clerk	0.5	0	0.5	0	0.5	0	0.5	0
Human Resources								
Human Resource Director	0	1	0	1	0	1	0	1
Administrative Assistant (PT)	0	0	0	0	0	0	0.5	0
City Administrator								
City Administrator	0	1	0	1	0	1	0	1
Admin. Coordinator/Wellness	0	0	0	0	0	1	0	1
Assistant City Administrator	0	0	0	0.25	0	0.25	0	0.25
Administrative Assistant III	0	1	0	1	0	0	0	0
Administrative Assistant II	0	1	0	1	0	0	0	0
Administrative Assistant I	0	1	0	0	0	2	0	0
Information Technology								
Chief Information Officer	0	1	0	0	0	0	0	0
Information Tech. Specialist	0	0	0	0	0	0	0	0
Information Tech. Manager	0	1	0	1	0	1	0	1
Police Command								
Police Chief	0	1	0	1	0	1	0	1
Captain	0	0	0	0	0	0	0	1
Lieutenant	0	3	0	3	0	3	0	3
Sergeant	0	1	0	1	0	1	0	1
Administrative Assistant III	0	1	0	1	0	1	0	1
Criminal Investigations								
Sergeant	0	1	0	1	0	1	0	1
Corporal	0	2	0	2	0	2	0	2
Private 1st Class/Private	0	2	0	2	0	2	0	2
Evidence Technician(Civilian)	0	1	0	1	0	1	0	1
Patrol								
Sergeant	0	6	0	6	0	6	0	6
Corporal	0	7	0	6	0	6	0	6
Acting Corporal	0	0	0	0	0	0	0	0
Private 1st Class/Private	0	19	0	18	0	19.5	0	20

FY-2016 Total - FTE's
Full-Time Equivalent

Records and Comm.								
Supervisor	0	1	0	1	0	1	0	1
Public Safety Aide III	0	3	0	3	0	5	0	5
Public Safety Aide II	0	2	0	2	0	2	0	2
Public Safety Aide I	0	3	0	3	0	1	0	1
Records Clerk	0	1	0	1	0	1	0	1
Technician Services Manager	0	0	0	1	0	1	0	1
Public Works Administration								
Public Works Director	0	1	0	1	0	1	0	1
Administrative Assistant II	0	1	0	1	0	1	0	1
Manager Projects	0	0	0	0	0	1	0	1
Street Operations								
Supervisor	0	1	0	1	0	1	0	1
Driver	0	3	0	3	0	2	0	2
Laborer	0	4	0	3	0	3	0	3
Crew Leader	0	0	0	0	0	1	0	1
Solid Waste Operations								
Supervisor	0	1	0	1	0	1	0	1
Crew Leader	0	1	0	1	0	1	0	1
Driver	0	3	0	3	0	3	0	3
Laborer	0	7	0	7	0	7	0	7
Vehicle Maintenance Operations								
Supervisor	0	0.5	0	1	0	1	0	1
Mechanic I	0	1	0	1	0	1	0	1
Laborer	0	1	0	0	0	0	0	0
Building and Grounds Maintenance Operations								
Facilities Manager	0	0.5	0	1	0	1	0	1
Building Specialist	0	1	0	1	0	1	0	1
Custodian	0	1	0	0	0	0	0	0
Park Operations								
Supervisor	0	0	0	1	0	1	0	1
Laborer	0	1	0	1	0	2	0	2
Communications/Public Relations								
Communication Manager	0	0	0	0	0	0	0	0
Community Services Director	0	0.35	0	0.35	0	0.35	0	0.35
Administrative Assistant	0	0	0	0	0	0	0	1
Recreation Operations								
Community Services Director	0	0.65	0	0.65	0	0.65	0	0.65
Com. Service Supervisor-Rec.	0	0	0	0	0	1	0	1
Recreation Supervisor	0	1	0	1	0	0	0	0
Events Coordinator	0	1	0	1	0	0	0	0
Com. Serv. Coordinator-Youth	0	0	0	0	0	1	0	1
Recreation Coordinator	0	0.4	0	0.2	0	0	0	0
Cable Television								
Com. Serv. Coordinator-Cable	0	1	0	1	0	1	0	1
Cable TV Operator	0	0	0	0	0	0	0	0
Intern	0	0	0	0	0.25	0	0.25	0.5

FY-2016 Total - FTE's
Full-Time Equivalent

Volunteer Services								
Comm. Serv. Mgr. Services	0	0	0	0	0	1	0	1
Senior Services								
Coordinator-Senior Services	0	0.5	0	0.5	0	1	0	1
Call-A-Bus								
Comm.Serv. Driver-Call-A-Bus	0	0.6	0	0.6	0	1	0	1
Comm.Serv. Driver-Call-A-Bus	0	0	0	0	0	0	0	0.2
Community and Economic Development								
Comm/Econ Dev Director	0	1	0	1	0	0.75	0	0.75
Intern	0.5	0	0.5	0	0.5	0	0.5	0
Planner I	0	0	0	0	0	1	0	1
Code Compliance								
Code Director	0	0	0	0	0	0	0	0
Code/Parking Manager	0	0.5	0	0.5	0	0.5	0	0.5
Acting Supervisor	0	0	0	0	0	0	0	0
Inspector III/II/I	0	3	0	3	0	3	0	3
Administrative Assistant I	0	0	0	0	0	0	0	0
Administrative Assistant II	0	0	0	1	0	1	0	1
G I S								
G I S Technician	0	1	0	1	0	1	0	1
Parking Compliance								
Code/Parking Manager	0	0.5	0	0.5	0	0.5	0	0.5
Pulic Safety Aide I	0	2	0	2	0.5	2	0.5	2
Speed Camera								
Sergeant	0	1	0	1	0	1	0	0.5
Sergeant	0	0	0	0	0	0	0	1
Total	**17**	**107.5**	**17**	**104.55**	**18.25**	**111.5**	**18.75**	**113.2**

FY 2017 - 2021 Proposed Capital Improvements Plan

Revised 5/9/2016

Department	2017	2018	2019	2020	2021
General Government					
Administration Equip. & Furniture	2,000	50,000	2,000	2,000	2,000
IT Hardware & Replacements	10,000	10,000	10,000	10,000	10,000
Enterprise Resource Planning	TBD	TBD	TBD	TBD	TBD
Total - GG	**12,000**	**60,000**	**12,000**	**12,000**	**12,000**
Police Department					
K-9 Dog & Kennel	-	-	-	15,000	-
IT Server Replacement	10,000	7,000	7,000	7,000	7,000
Vehicle Replacement	423,000	235,000	329,000	329,000	
Mobile Data Terminal (MDT)	23,000	20,000	20,000	20,000	20,000
Body Cameras	25,000	10,000	10,000	10,000	10,000
CCTV - (3 Units)	31,000	31,000	31,000	31,000	31,000
Body Armor	5,000	20,000	13,000	5,500	5,500
Weapons	2,500	25,000	5,000	5,000	5,000
Portable Speed/Message Display	10,000	-	-	-	-
Portable Radios	16,000	-	-	-	-
CID Cellebrite	16,000	-	-	-	-
Total - PD	**561,500**	**348,000**	**415,000**	**422,500**	**78,500**
Public Works Department					
Sidewalks	60,000	60,000	60,000	60,000	60,000
Roadway Improvement Gen. Prog.	200,000	200,000	200,000	200,000	200,000
University Hills Street Reconstr.	1,000,000	650,000	300,000	-	-
ADA Improvements - City-wide	20,000	20,000	20,000	20,000	20,000
Public Works Facility	1,300,000	2,000,000	120,000	120,000	120,000
City-Wide Transportation Study	250,000	-	-	-	-
Lighting Improvements	500,000	500,000	500,000	250,000	-
Replacement Vehicles	300,000	250,000	50,000	50,000	25,000
3505 Hamilton Street	1,500,000	2,500,000	-	-	-
Arcade Building	450,000	-	-	-	-
Administration Building	165,000	165,000	165,000	165,000	165,000
Trash Toters	15,000	-	-	-	-
Recycling and Trash Program	110,000	35,000	35,000	35,000	35,000
Magruder Park Improvements	-	-	-	1,200,000	-
Magruder Park Building Sprinkler	-	-	-	60,000	-
Total - PW	**5,870,000**	**6,380,000**	**1,450,000**	**2,160,000**	**625,000**
Community Services-PEG Fund					
Electronic Signs & Studio Equipment	104,100	-	-	-	-
Total - PEG	**104,100**	-	-	-	-
Community Development					
Commercial Corridor Placemaking	50,000	-	50,000	-	-
Vehicle Replacement: Code	27,000	-	-	27,000	-
Parking Improvements	500,000	1,200,000	-	25,000	-
Portable Radios: Parking	7,800	-	-	-	-
Total - CDBG	**584,800**	**1,200,000**	**50,000**	**52,000**	-
Grand Total - CIP	**7,132,400**	**7,988,000**	**1,927,000**	**2,646,500**	**715,500**

CITY OF HYATTSVILLE
SPECIAL OBLIGATION BONDS
UNIVERSITY TOWN CENTER PROJECT
SERIES 2004

FISCAL YEAR 2016-2017
SPECIAL TAX REPORT

Prepared By:

MUNICAP, INC.

May 5, 2016

CITY OF HYATTSVILLE
SPECIAL OBLIGATION BONDS
UNIVERSITY TOWN CENTER PROJECT
SERIES 2004

Fiscal Year 2016-2017
Special Tax Report

INTRODUCTION

The City of Hyattsville issued $18,000,000 of special obligation bonds in August 2004 related to the University Town Center Development District. These bonds are to be repaid from special taxes collected on the taxable property in the University Town Center Special Taxing District, which was created pursuant to Resolution No. 2004-02 adopted by the City Council on February 17, 2004.

A special tax is to be collected each fiscal year in the University Town Center Special Taxing District pursuant to Resolution No. 2004-03, and an Executive Order, dated August 9, 2004, executed by the Mayor. This report has been prepared to explain the methodology used to calculate the special tax rates at which property will be taxed in the University Town Center Special Taxing District for fiscal year 2016-2017.

SPECIAL TAX REQUIREMENT

Special taxes are to be collected in a proportional amount equal to each parcel's equivalent use factors such that the total special taxes collected are equal to the special tax requirement. The special tax requirement is generally equal to (i.) annual debt service, (ii.) administrative expenses, less (iii) interest income on the reserve fund (*upon closure of the improvement fund*) held by the trustee.

Table A provides a summary of the special tax requirement for fiscal year 2016-2017. Special taxes equal to $1,280,000.00 will have to be collected for fiscal year 2016-2017. Each of these numbers is explained in the following sections.

Debt Service

Debt service includes interest on the bonds payable on January 1, 2017 and July 1, 2017. Each semi-annual interest payment is equal to $474,572 on the terms bonds shown below.

Term 2017 Bonds of $316,000 at 5.00%	$7,900
Term 2024 Bonds of $3,524,000 at 5.60%	$98,672
Term 2034 Bonds of $12,800,000 at 5.75%	$368,000
Total:	$474,572

A principal payment of $316,000 is due on July 1, 2017. As a result, total debt service for fiscal year 2016-2017 is $1,265,144.

Table A
Special Tax Requirement
Fiscal Year 2016-2017

Debt service:	
Interest on January 1, 2017	$474,572
Interest on July 1, 2017	$474,572
Principal on July 1, 2017	$316,000
Sub-total debt service	*$1,265,144*
Administrative expenses	$29,500
Contingency	$26,777
Total expenses	*$1,321,421*
Reserve fund investment income	$0
Surplus from prior year	($41,421)
Funds available to be applied for FY16-17	*($41,421)*
Special Tax Requirement	***$1,280,000***

Administrative Expenses

Administrative expenses include the trustee, the administrator, and the expenses of the city related to the district. The annual charges of the trustee are estimated to be $7,000. The fees and expenses of the administrator are estimated to be $12,500. The expenses of the city are estimated to be $10,000. Accordingly, the total administrative expenses are estimated at $29,500.

Contingency

A contingency, equal to approximately two percent of annual debt service plus an additional amount to round the special tax requirement to the nearest thousand has been added in case there are unanticipated expenses or tax payment delinquencies.

Reserve Fund Income

As of April 30, 2016, the balance in the reserve fund was $1,708,194.07, which consists of the reserve requirement of 1,708,192.50 and investment income posted to the account in the amount of $1.57. The investment income previously posted to the Reserve Fund will be made available to pay debt service on the Series 2004 Bonds on July 1, 2016. The reserve fund proceeds are held in First America Treasury Obligation money market fund earning zero percent per annum. Money market rates have declined over the past years. To be conservative, it is assumed that no investment income will be earned on the balance of the Reserve Fund. Accordingly, no additional investment income is expected to be made available to pay debt service on the Series 2004 Bonds in fiscal year 2016-2017.

Surplus from Prior Year

Table B below outlines the surplus from the prior year that may be applied to pay debt service and administrative expenses for fiscal year 2016-2017. Special taxes in the amount of $1,260,000.00 were billed for collection in fiscal year 2015-2016. As of April 30, 2016, Prince George's County has reported collecting special taxes in the amount of $1,263,720.12 (includes interest and penalties and prior year delinquencies) for fiscal year 2015-2016. Special taxes in the

amount of $811.73 on one condominium unit remain outstanding. This amount represents 0.06 percent of the total special taxes billed for collection during fiscal year 2015-2016. As of April 30, 2016, special taxes in the amount of $1,262,848.53 billed for collection in fiscal year 2015-2016 have been transferred to the trustee. An additional $871.59 collected during the month of April will be transferred during the month of May. To be conservative, the outstanding special taxes in the amount of $811.73 are not included in the calculation for surplus revenues.

A portion of 2015-2016 special tax revenues in the amount $481,547.00 were used to pay debt service due on the bonds on January 1, 2016. As of April 30, 2016, the balance in the special tax fund and debt service fund were $818,709.31 and $4.57, respectively. An additional $871.59 will be transferred to the special tax fund through the period ending May 31, 2016. As mentioned above, an additional $1.57 in interest income is also available in the reserve fund. A portion of these funds will be used to pay debt service due on July 1, 2016, which consists of an interest payment and principal payment of $481,547.00 and $279,000.00, respectively, as shown on Table B below.

Table B
Surplus from Prior Year

	Series 2003
Available Funds:	
Special tax revenue fund on April 30, 2016	$818,709.31
Debt service fund on April 30, 2016	$4.17
Special taxes transferred in May	$871.59
Reserve fund income on April 30, 2016	$1.57
Total funds available	*$819,586.64*
Interest payment on July 1, 2016	($481,547.00)
Principal payment July 1, 2016	($279,000.00)
Administrative expenses	($17,618.75)
Subtotal expenses	*($778,165.75)*
Surplus from prior year	**$41,420.89**

Administrative expenses for fiscal year 2015-2016 were estimated to be $29,500.00 and were to be funded with special taxes collected in fiscal year 2015-2016. Special taxes in the amount of $11,881.25 have been transferred from the special tax fund to the administrative expense fund through April 30, 2016. As a result, fiscal year 2015-2016 administrative expenses in the amount of $17,618.75 ($29,500.00 − $11,881.25 = $17,618.75) remain to be funded with special tax revenues collected in fiscal year 2015-2016. Accordingly, an estimated aggregate surplus of $41,420.89 will be available to pay debt service and administrative expenses for fiscal year 2016-2017.

Special Tax Collected

The special tax to be collected for the year shall be equal to the special tax requirement. The special tax for each parcel shall be equal to the Equivalent Use Factors of the parcel, divided by the Equivalent Use Factors of all Taxable Property in the District, and the result multiplied by the Special Tax Requirement as shown by the formula below:

$$A = (B \div C) \times D$$

Where the terms have the following meaning:

A = The Special Tax for a Parcel

B = The Equivalent Use Factors of the Parcel

C = The Equivalent Use Factors of all Taxable Property in the District

D = The Special Tax Requirement

Equivalent Use Factors means for any parcel, the number of dwelling units, parking spaces, and building square footage of a parcel by the Land Use Class multiplied by the factor for each Land Use Class as shown in Table C below:

Table C
Land Use Class and Equivalent Use Factors

Land Use Class	Equivalent Use Factors
Office Property	0.70 per 1,000 square feet
Parking Property	0.02 per parking space
Residential Property	1.00 per dwelling unit
Retail Property	1.02 per 1,000 square feet

The equivalent use factors for each taxable parcel classified under office or retail land use classes within the district were computed using building square footages obtained from the State Department of Assessments and Taxation. Schedules from the State Department of Assessments and Taxation showing the building square footage for each parcel, which were used in computing the equivalent use factors for each taxable parcel classified under office or retail land use class within the district, are attached to Appendix B. Schedules for individual condominium units of residential property can be obtained at http://sdat.resiusa.org/RealProperty/Pages/default.aspx. The respective land use class and the aggregate building square footage for office and retail property, the aggregate number of dwelling units for residential parcels and the total number of parking spaces for parking property and the corresponding equivalent use factors for each land use class are shown in Table D below.

Table D
Special Tax District Parcels

Land Use Class	Number of Parcels	Building SF/ Dwelling Units / Parking Spaces/	Equivalent Use Factor	Equivalent Use Factors
Office	6	1,474,707	0.70	1032.29
Retail	4	119,119	1.02	121.50
Residential	136	378	1.0	378.00
Parking	2	1,022	0.02	20.44
Total	**148**			**1,552.24**

Special taxes are to be collected in a proportional amount equal to each parcel's equivalent use factors such that the total special tax to be collected is equal to the special tax requirement. For fiscal year 2016-2017, the special tax requirement is equal to $1,280,000.00. The equivalent use factors for all parcels within the district are equal to 1,552.24. As a result, the special tax to be collected per each equivalent use factor is equal to $824.62 ($1,280,000.00 ÷ 1,552.24 = $824.62).

Table E below shows the aggregate breakdown of special taxes to be collected in the district on the basis of land use class.

Table E
Special Taxes to be Collected
Fiscal Year 2016-2017

Land Use Class	Equivalent Use Factors	Special Tax Per EUF	Special Tax
Office	1,032.29	$824.62	$851,247.64
Retail	121.50	$824.62	$100,192.07
Residential	378.00	$824.62	$311,705.12
Parking	20.44	$824.62	$16,855.17
Total	**1,552.24**		**$1,280,000.00**

SPECIAL TAX RATES

Special taxes are to be collected in a proportional amount equal to each parcel's equivalent use factors such that the total special tax collected is equal to the special tax requirement. The total expenses of the district for fiscal year 2016-2017 are estimated to be equal to $1,321,420.89. Surplus revenues from prior year and interest income available to pay expenses are estimated to be $41,420.89. Accordingly, the special tax requirement is equal to $1,280,000.00.

The special taxes to be collected on each parcel for fiscal year 2016-2017 are shown in Appendix A. Appendix B includes schedules from the State Department of Assessments and Taxation showing the building square footage for each parcel, which were used in computing the equivalent use factors for each taxable parcel classified as office and retail land use class within the district.

APPENDIX A

CITY OF HYATTSVILLE
UNIVERSITY TOWN CENTER SPECIAL TAX DISTRICT
PRINCE GEORGES COUNTY, MARYLAND

SPECIAL TAX ROLL

Parcel Account #	Parcel	Building	Owner	Special Tax FY16-17
356694-0	I	Metro I	NEW TOWN METRO I LLC	$180,834.00
372073-7	R	Metro II	PG Center II LP	$248,165.77
372074-5	S	0	ECHO UTC LLC	$0.00
337808-0	G	Metro IV	PG Metro Center IV, LLC	$108,530.53
366669-0	L	Metro III	FUCMS 1999 C1 BELCREST RD LLC	$281,978.84
383475-1	T	Student HS/Garage	MLCFC 2007 8 BELCREST ROAD LLC	$209,452.65
383474-4	U	Garage/Retail	BE UTC GSA THEATRE LLC	$16,611.31
366671-6	M	Retail	BE UTC GSA THEATRE LLC	$10,213.59
366672-4	N	Retail	BE UTC GSA THEATRE LLC	$9,364.07
372072-9	Q	Retail	BE UTC GSA THEATRE LLC	$7,088.03
372068-7	P	Office	BE UTC GSA THEATRE LLC	$31,738.51
372070-3	P	Retail	BE UTC GSA THEATRE LLC	$65,524.08
393532-7	201	Condo	HUDSON DABNEY S	$824.62
393533-5	202	Condo	PRIETO LINA M ETAL	$824.62
393534-3	203	Condo	REPOLE MARIO	$824.62
393535-0	204	Condo	LAI ANTHONY ETAL	$824.62
393536-8	205	Condo	MOORE KAREN P	$824.62
393537-6	206	Condo	MCKAY GORDON A ETA	$824.62
393538-4	207	Condo	BROOKS SEAN P	$824.62
393539-2	208	Condo	NIEVES TATIANA	$824.62
393540-0	209	Condo	WARD MILTON	$824.62
393541-8	210	Condo	WUSU PROSPER O	$824.62
393542-6	211	Condo	KUMAZAH INNOCENT K	$824.62
393543-4	212	Condo	BRADFORD GEORGE &	$824.62
393544-2	213	Condo	THOMAS LEEAN	$824.62
393545-9	214	Condo	JONES VINCENT E	$824.62
393546-7	215	Condo	REPOLE MARIO	$824.62
393547-5	216	Condo	DOLPHUS MARCUS	$824.62
393548-3	301	Condo	FERNANDES OSWALD D	$824.62
393549-1	302	Condo	PERDUE SAMUEL F	$824.62
393550-9	303	Condo	HILL DAVID W ETAL	$824.62
393551-7	304	Condo	MANALO ANGELA	$824.62

APPENDIX A

CITY OF HYATTSVILLE
UNIVERSITY TOWN CENTER SPECIAL TAX DISTRICT
PRINCE GEORGES COUNTY, MARYLAND

SPECIAL TAX ROLL

Parcel Account #	Parcel	Building	Owner	Special Tax FY16-17
393552-5	305	Condo	BAKER BRIAN	$824.62
393553-3	306	Condo	SUN LUYU	$824.62
393554-1	307	Condo	LEE HOYOUNG ETAL	$824.62
393555-8	308	Condo	BUSTOS-RICKMAN MAR	$824.62
393556-6	309	Condo	WOJCIK WILLIAM ETA	$824.62
393557-4	310	Condo	MARFO KOJO A	$824.62
393558-2	311	Condo	ANTHONY STEVEN ETA	$824.62
393559-0	312	Condo	KIRUTHI FAMILY TRS D	$824.62
393560-8	313	Condo	PATTERSON CHARMIANE	$824.62
393561-6	314	Condo	JOHNSON VERA E	$824.62
393562-4	315	Condo	BURSE-MONROE BARBARA	$824.62
393563-2	316	Condo	WHITE MATTIE E & B	$824.62
393564-0	401	Condo	BANK OF AMERICA N	$824.62
393565-7	402	Condo	KAPLAN MORIEL E	$824.62
393566-5	403	Condo	CLEMENTS JOHN H	$824.62
393567-3	404	Condo	HPB INVESTMENTS LL	$824.62
393568-1	405	Condo	LUBBEN JOSHUA T ET	$824.62
393569-9	406	Condo	CRON DAVID A	$824.62
393570-7	407	Condo	BERHANE SABA	$824.62
393571-5	408	Condo	POE FAMILY REVOCAB	$824.62
393572-3	409	Condo	KWON TAE H	$824.62
393573-1	410	Condo	MENON NISHANT K &	$824.62
393574-9	411	Condo	EMLAELU ZEWEREDE	$824.62
393575-6	412	Condo	SAMANTA LISA T	$824.62
393576-4	413	Condo	KACHEL CHRISTIAN	$824.62
393577-2	414	Condo	JOHNSON DANIELLE M	$824.62
393578-0	415	Condo	DAVER ZANEETA E	$824.62
393579-8	416	Condo	SELLERS CHRISTOPHE	$824.62
393580-6	501	Condo	SAAD DORY W	$824.62
393581-4	502	Condo	BAGHDADI LAYA ETAL	$824.62
393582-2	503	Condo	EMLAELU MUNIT	$824.62
393583-0	504	Condo	NATHAN BRADLEY J &	$824.62
393584-8	505	Condo	NZONDJOU PATRICIA	$824.62
393585-5	506	Condo	LEWIN GREGORY	$824.62

APPENDIX A

CITY OF HYATTSVILLE
UNIVERSITY TOWN CENTER SPECIAL TAX DISTRICT
PRINCE GEORGES COUNTY, MARYLAND

SPECIAL TAX ROLL

Parcel Account #	Parcel	Building	Owner	Special Tax FY16-17
393586-3	507	Condo	KUTHYAR SANDEEP	$824.62
393587-1	508	Condo	WILLIAMS BRIAN A	$824.62
393588-9	509	Condo	NGUYEN SAM M	$824.62
393589-7	510	Condo	HPB INVESTMENTS LL	$824.62
393590-5	511	Condo	BURKE PATRICK C	$824.62
393591-3	512	Condo	ARELLANO ROCIO M	$824.62
393592-1	513	Condo	SCOTTON LORI L	$824.62
393593-9	514	Condo	MCLEAN KYLE	$824.62
393594-7	515	Condo	KAYA AYDIN	$824.62
393595-4	516	Condo	FLETCHER FRANCES E	$824.62
393596-2	601	Condo	JACOB VARGESE ETAL	$824.62
393597-0	602	Condo	WEINSTEIN DANIEL B	$824.62
393598-8	603	Condo	ANWUKAH UZOMA T	$824.62
393599-6	604	Condo	FULLER ALICE	$824.62
393600-2	605	Condo	BROWN JEFFREY E JR	$824.62
393601-0	606	Condo	HAFER JEFFREY H ETAL	$824.62
393602-8	607	Condo	HARTLEY ROCHELLE	$824.62
393603-6	608	Condo	JUNE HARRY L	$824.62
393604-4	609	Condo	GONZALES ERIC E ETAL	$824.62
393605-1	610	Condo	PARKINS JACQUELINE	$824.62
393606-9	611	Condo	BRAGDON JEREMY S &	$824.62
393607-7	612	Condo	PANDIT SUNIL K	$824.62
393608-5	613	Condo	HPB INVESTMENTS LL	$824.62
393609-3	614	Condo	TOPGM INVESTMENTS	$824.62
393610-1	615	Condo	BAKER AJA S	$824.62
393611-9	616	Condo	TRAINOR PATRICK	$824.62
393612-7	701	Condo	MATTEI ENRICO A	$824.62
393613-5	702	Condo	ROSADO DOUGLAS	$824.62
393614-3	703	Condo	AYU HECTOR T	$824.62
393615-0	704	Condo	GEORGE TONY K & IV	$824.62
393616-8	705	Condo	CHATO JENNIFER	$824.62
393617-6	706	Condo	FLORES MARIA A LIV	$824.62
393618-4	707	Condo	NGUYEN TRANG L T	$824.62
393619-2	708	Condo	EDENS RICHARD W JR	$824.62

APPENDIX A

CITY OF HYATTSVILLE
UNIVERSITY TOWN CENTER SPECIAL TAX DISTRICT
PRINCE GEORGES COUNTY, MARYLAND

SPECIAL TAX ROLL

Parcel Account #	Parcel	Building	Owner	Special Tax FY16-17
393620-0	709	Condo	VOGEL RONALD	$824.62
393621-8	710	Condo	DUAN CHANGPING	$824.62
393622-6	711	Condo	CAMPOS WILLIAM	$824.62
393623-4	712	Condo	WELLS FARGO BANK NA	$824.62
393624-2	713	Condo	YU HAO	$824.62
393625-9	714	Condo	CANELA AMIR	$824.62
393626-7	715	Condo	EDWARD FISHER B	$824.62
393627-5	716	Condo	DEROSALES JOSEPH C	$824.62
393628-3	801	Condo	BHAVNANI KISHIN K	$824.62
393629-1	802	Condo	CASKEY DAVID L ETA	$824.62
393630-9	803	Condo	CHANG JAY C	$824.62
393631-7	804	Condo	POWERS JOSEPH C	$824.62
393632-5	805	Condo	MCCARTHY KATHLEEN	$824.62
393633-3	806	Condo	YU HAO	$824.62
393634-1	807	Condo	SMALL STACY N & JU	$824.62
393635-8	808	Condo	GIPSON TANYA L	$824.62
393636-6	809	Condo	CHATO JOHN ETAL	$824.62
393637-4	810	Condo	BOKKISAM RAJESH ET	$824.62
393638-2	811	Condo	SNOWDEN SAMUEL	$824.62
393639-0	812	Condo	GENSHEIMER KATHLEE	$824.62
393640-8	813	Condo	KUNG FAITH	$824.62
393641-6	814	Condo	SINGH SATINDER ETA	$824.62
393642-4	815	Condo	CAMERON JOHN	$824.62
393643-2	816	Condo	ELLISON RAFE R	$824.62
402119-2	200	Condo	BISHOP THOMAS	$824.62
402120-0	201	Condo	ASANTE SELINA ETAL	$824.62
402121-8	202	Condo	ANIKPO MELEI Y	$824.62
402122-6	203	Condo	AMOS RALPH E JR	$824.62
402123-4	204	Condo	GOLDBERG SHAINA	$824.62
402124-2	205	Condo	NORTON EDWARD V	$824.62
402125-9	206	Condo	BRACHFIELD BLAIRE	$824.62
402126-7	207	Condo	TALL FRANCINE J	$824.62
402127-5	208	Condo	EDOROR MICHAEL	$824.62

APPENDIX A

CITY OF HYATTSVILLE
UNIVERSITY TOWN CENTER SPECIAL TAX DISTRICT
PRINCE GEORGES COUNTY, MARYLAND

SPECIAL TAX ROLL

Parcel Account #	Parcel	Building	Owner	Special Tax FY16-17
402128-3	209	Condo	FLEENOR RONALD J	$824.62
402129-1	210	Condo	KHATIBZADEH MOHAMMAD	$824.62
402130-9	400	Condo	LIZARRAGA NIKI A	$824.62
402131-7	401	Condo	GRAHAM LISA	$824.62
402132-5	402	Condo	HARPER MICHAELA M	$824.62
402133-3	403	Condo	PANOVSKI NAUM ETAL	$824.62
402134-1	404	Condo	NGUYEN ALICE C & K	$824.62
402135-8	405	Condo	RCC PLAZA LOFTS 22	$824.62
402136-6	406	Condo	MELKONIAN RONALD ETA	$824.62
402137-4	407	Condo	KOSLOW AMANDA	$824.62
402138-2	408	Condo	BRIGADOON VALHALLA	$824.62
402139-0	409	Condo	WONG GORDON Y	$824.62
402140-8	410	Condo	YU YIFANG	$824.62
			Total	$1,280,000.00

APPENDIX B

City of Hyattsville
University Town Center Special Taxing District

State Department of Assessments and Taxation
SDAT Schedules

Real Property Data Search (w2)

Guide to searching the database

Search Result for PRINCE GEORGE'S COUNTY

View Map | View GroundRent Redemption | View GroundRent Registration

Account Identifier: District - 17 Account Number - 3566940

Owner Information

Owner Name:	NEW TOWN METRO I LLC	**Use:**	COMMERCIAL
		Principal Residence:	NO
Mailing Address:	THE BERSTEIN COMPANIES 3299 K ST NW STE 700 WASHINGTON DC 20007-	**Deed Reference:**	/34387/ 00304

Location & Structure Information

Premises Address: 6505 BELCREST RD HYATTSVILLE 20782-0000

Legal Description: PARCEL 1

Map:	Grid:	Parcel:	Sub District:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:	198052
0042	00A2	0000		7016				2016	Plat Ref:	

Special Tax Areas:

Town: HYATTSVILLE

Ad Valorem:

Tax Class: 8

Primary Structure Built	Above Grade Enclosed Area	Finished Basement Area	Property Land Area	County Use
1964	313278		1.7000 AC	005

Stories	Basement	Type	Exterior	Full/Half Bath	Garage	Last Major Renovation
		OFFICE BUILDING				

Value Information

	Base Value	Value As of 01/01/2016	Phase-in Assessments As of 07/01/2015	Phase-in Assessments As of 07/01/2016
Land:	1,110,700	1,401,900		
Improvements	12,889,300	26,829,200		
Total:	14,000,000	28,231,100	14,000,000	18,743,700
Preferential Land:	0			0

Transfer Information

Seller:	**Date:** 02/08/2013	**Price:** $16,000,000
Type: NON-ARMS LENGTH OTHER	**Deed1:** /34387/ 00304	**Deed2:**
Seller:	**Date:**	**Price:** $0
Type:	**Deed1:** /11044/ 00033	**Deed2:**
Seller:	**Date:**	**Price:**
Type:	**Deed1:**	**Deed2:**

Exemption Information

Partial Exempt Assessments:	Class	07/01/2015	07/01/2016
County:	000	0.00	
State:	000	0.00	
Municipal:	000	0.00|0.00	0.00|0.00

Tax Exempt:

Special Tax Recapture:

Exempt Class: NONE

Homestead Application Information

Homestead Application Status: No Application

Real Property Data Search (w2)

Guide to searching the database

Search Result for PRINCE GEORGE'S COUNTY

View Map | View GroundRent Redemption | View GroundRent Registration

Account Identifier: District - 17 Account Number - 3720737

Owner Information

Owner Name:	PRINCE GEORGE CNTR II LP RE	**Use:**	COMMERCIAL
		Principal Residence:	NO
Mailing Address:	SUITE 300 6525 BELCREST RD HYATTSVILLE MD 20782-2003	**Deed Reference:**	/23584/ 00680

Location & Structure Information

Premises Address:	3700 EAST WEST HWY HYATTSVILLE 20782-0000	**Legal Description:**	PARCEL R

Map:	Grid:	Parcel:	Sub District:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:	209054
0042	00A2	0000		7016				2016	Plat Ref:	

Special Tax Areas:		**Town:**	HYATTSVILLE
		Ad Valorem:	
		Tax Class:	8

Primary Structure Built	Above Grade Enclosed Area	Finished Basement Area	Property Land Area	County Use
1968	429924		2.8700 AC	005

Stories	Basement	Type	Exterior	Full/Half Bath	Garage	Last Major Renovation
		OFFICE BUILDING				

Value Information

	Base Value	Value As of 01/01/2016	Phase-in Assessments As of 07/01/2015	Phase-in Assessments As of 07/01/2016
Land:	1,875,200	1,875,200		
Improvements	56,155,600	43,163,800		
Total:	58,030,800	45,039,000	58,030,800	45,039,000
Preferential Land:	0			0

Transfer Information

Seller: PRINCE GEORGE CNTR II LP	**Date:** 12/02/2005	**Price:** $0
Type: NON-ARMS LENGTH OTHER	**Deed1:** /23584/ 00680	**Deed2:**
Seller:	**Date:**	**Price:** $0
Type:	**Deed1:** /08751/ 00443	**Deed2:**
Seller:	**Date:**	**Price:**
Type:	**Deed1:**	**Deed2:**

Exemption Information

Partial Exempt Assessments:	Class	07/01/2015	07/01/2016
County:	000	0.00	
State:	000	0.00	
Municipal:	000	0.00|0.00	0.00|0.00

Tax Exempt:	**Special Tax Recapture:**
Exempt Class:	NONE

Homestead Application Information

Homestead Application Status: No Application

Real Property Data Search (w2)

Guide to searching the database

Search Result for PRINCE GEORGE'S COUNTY

View Map | View GroundRent Redemption | View GroundRent Registration

Account Identifier: District - 17 Account Number - 3720745

Owner Information

Owner Name:	ECHO UTC LLC	**Use:**	COMMERCIAL
		Principal Residence:	NO
Mailing Address:	701 ALPHA DR PITTSBURGH PA 15238-	**Deed Reference:**	/35579/ 00001

Location & Structure Information

Premises Address:	6401 AMERICA BLVD HYATTSVILLE 20782-0000	**Legal Description:**	PARCEL S

Map:	Grid:	Parcel:	Sub District:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:	209054
0042	00A2	0000		7016				2016	Plat Ref:	

Special Tax Areas:	**Town:**	HYATTSVILLE	
	Ad Valorem:		
	Tax Class:	8	

Primary Structure Built	Above Grade Enclosed Area	Finished Basement Area	Property Land Area	County Use
2016	199,058 SF		3.4900 AC	005

Stories	Basement	Type	Exterior	Full/Half Bath	Garage	Last Major Renovation
		MARKET				

Value Information

	Base Value	Value As of 01/01/2016	Phase-in Assessments As of 07/01/2015	Phase-in Assessments As of 07/01/2016
Land:	2,280,300	2,280,300		
Improvements	17,179,100	18,601,100		
Total:	19,459,400	20,881,400	19,459,400	19,933,400
Preferential Land:	0			0

Transfer Information

Seller: PRINCE GEORGES CNTR	**Date:** 01/29/2014	**Price:** $2,500,000
Type: NON-ARMS LENGTH OTHER	**Deed1:** /35579/ 00001	**Deed2:**
Seller:	**Date:**	**Price:** $0
Type:	**Deed1:** /08751/ 00443	**Deed2:**
Seller:	**Date:**	**Price:**
Type:	**Deed1:**	**Deed2:**

Exemption Information

Partial Exempt Assessments:	Class	07/01/2015	07/01/2016
County:	000	0.00	
State:	000	0.00	
Municipal:	000	0.00|0.00	0.00|0.00

Tax Exempt:	**Special Tax Recapture:**
Exempt Class:	NONE

Homestead Application Information

Homestead Application Status: No Application

Real Property Data Search (w2)

Guide to searching the database

Search Result for PRINCE GEORGE'S COUNTY

View Map | View GroundRent Redemption | View GroundRent Registration

Account Identifier: District - 17 Account Number - 3378080

Owner Information

Owner Name:	HYATTSVILLE OFFICE 2015 LLC	**Use:**	COMMERCIAL
		Principal Residence:	NO
Mailing Address:	675 THIRD AVE SUITE 2400 NEW YORK NY 10017-	**Deed Reference:**	/37697/ 00290

Location & Structure Information

Premises Address:	3311 TOLEDO RD HYATTSVILLE 20782-0000	**Legal Description:**	PARCEL G

Map:	Grid:	Parcel:	Sub District:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:	192019
0042	00A2	0000		7016				2016	Plat Ref:	

Special Tax Areas:		**Town:**	HYATTSVILLE
		Ad Valorem:	
		Tax Class:	8

Primary Structure Built	Above Grade Enclosed Area	Finished Basement Area	Property Land Area	County Use
2003	188019		1.0100 AC	005

Stories	Basement	Type	Exterior	Full/Half Bath	Garage	Last Major Renovation
		OFFICE BUILDING				2002

Value Information

	Base Value	Value As of 01/01/2016	Phase-in Assessments As of 07/01/2015	Phase-in Assessments As of 07/01/2016
Land:	659,900	659,900		
Improvements	41,516,500	25,114,600		
Total:	42,176,400	25,774,500	42,176,400	25,774,500
Preferential Land:	0			0

Transfer Information

Seller: JPMCC 2003 C1 TOLEDO OFFICE LLC	Date: 12/17/2015	Price: $7,376,250
Type: NON-ARMS LENGTH OTHER	Deed1: /37697/ 00290	Deed2:
Seller: PGMC IV LLC	Date: 07/08/2014	Price: $4,875,000
Type: NON-ARMS LENGTH OTHER	Deed1: /36146/ 00515	Deed2:
Seller: PRINCE GEORGE CENTER I INC	Date: 11/28/2001	Price: $400,000
Type: NON-ARMS LENGTH OTHER	Deed1: /15209/ 00641	Deed2:

Exemption Information

Partial Exempt Assessments:	Class	07/01/2015	07/01/2016
County:	000	0.00	
State:	000	0.00	
Municipal:	000	0.00|0.00	0.00|0.00

Tax Exempt:		**Special Tax Recapture:**	
Exempt Class:		NONE	

Homestead Application Information

Homestead Application Status: No Application

Real Property Data Search (w2)

Guide to searching the database

Search Result for PRINCE GEORGE'S COUNTY

View Map | View GroundRent Redemption | View GroundRent Registration

Account Identifier: District - 17 Account Number - 3666690

Owner Information

Owner Name:	6525 BELCREST ROAD LLC	**Use:**	COMMERCIAL
		Principal Residence:	NO
Mailing Address:	STE 320 33 WEST 19TH ST NEW YORK NY 10011-	**Deed Reference:**	/37718/ 00016

Location & Structure Information

Premises Address:	6525 BELCREST RD HYATTSVILLE 20782-0000	**Legal Description:**	PARCEL L

Map:	Grid:	Parcel:	Sub District:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:	205042
0042	00A2	0000		7016				2016	Plat Ref:	

Special Tax Areas:		**Town:**	HYATTSVILLE
		Ad Valorem:	
		Tax Class:	8

Primary Structure Built	Above Grade Enclosed Area	Finished Basement Area	Property Land Area	County Use
1972	488502		2.7800 AC	005

Stories	Basement	Type	Exterior	Full/Half Bath	Garage	Last Major Renovation
		OFFICE BUILDING				

Value Information

	Base Value	Value As of 01/01/2016	Phase-in Assessments As of 07/01/2015	Phase-in Assessments As of 07/01/2016
Land:	1,966,400	2,219,000		
Improvements	23,033,600	26,483,100		
Total:	25,000,000	28,702,100	25,000,000	26,234,033
Preferential Land:	0			0

Transfer Information

Seller: FUCMS 1999 C1 BELCREST RD LLC	**Date:** 12/28/2015	**Price:** $6,510,001
Type: NON-ARMS LENGTH OTHER	**Deed1:** /37718/ 00016	**Deed2:**
Seller: PG METRO CENTER III INC	**Date:** 08/23/2013	**Price:** $9,825,000
Type: NON-ARMS LENGTH OTHER	**Deed1:** /35120/ 00123	**Deed2:**
Seller:	**Date:**	**Price:** $0
Type:	**Deed1:** /12085/ 00627	**Deed2:**

Exemption Information

Partial Exempt Assessments:	Class	07/01/2015	07/01/2016
County:	000	0.00	
State:	000	0.00	
Municipal:	000	0.00|0.00	0.00|0.00

Tax Exempt:	**Special Tax Recapture:**
Exempt Class:	NONE

Homestead Application Information

Homestead Application Status: No Application

Real Property Data Search (w2)

Guide to searching the database

Search Result for PRINCE GEORGE'S COUNTY

View Map | View GroundRent Redemption | View GroundRent Registration

Account Identifier: District - 17 Account Number - 3834751

Owner Information

Owner Name:	MLCFC 2007 8 BELCREST ROAD LLC	**Use:**	APARTMENTS
		Principal Residence:	NO
Mailing Address:	C O LNR PARTNERS LLC 1601 WASHINGTON AVE STE 800 MIAMI BEACH FL 33139-	**Deed Reference:**	/34030/ 00013

Location & Structure Information

Premises Address:	6515 BELCREST RD HYATTSVILLE 20782-0000	**Legal Description:**	PRINCE GEORGE CENTER PARCEL T

Map:	Grid:	Parcel:	Sub District:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:	217014
0042	00A2	0000		7017				2016	Plat Ref:	

Special Tax Areas:	**Town:**	HYATTSVILLE	
	Ad Valorem:		
	Tax Class:	8	

Primary Structure Built	Above Grade Enclosed Area	Finished Basement Area	Property Land Area	County Use
2006	389030		1.4300 AC	004

Stories	Basement	Type	Exterior	Full/Half Bath	Garage	Last Major Renovation
		APARTMENT				

Value Information

	Base Value	Value As of 01/01/2016	Phase-in Assessments As of 07/01/2015	Phase-in Assessments As of 07/01/2016
Land:	934,300	934,300		
Improvements	53,565,700	68,071,800		
Total:	54,500,000	69,006,100	54,500,000	59,335,367
Preferential Land:	0			0

Transfer Information

Seller: UTC HOUSING 1 LLC	**Date:** 10/17/2012	**Price:** $39,150,000
Type: NON-ARMS LENGTH OTHER	**Deed1:** /34030/ 00013	**Deed2:**
Seller:	**Date:**	**Price:** $0
Type:	**Deed1:** /20005/ 00685	**Deed2:**
Seller:	**Date:**	**Price:**
Type:	**Deed1:**	**Deed2:**

Exemption Information

Partial Exempt Assessments:	Class	07/01/2015	07/01/2016
County:	000	0.00	
State:	000	0.00	
Municipal:	000	0.00|0.00	0.00|0.00

Tax Exempt:	**Special Tax Recapture:**
Exempt Class:	NONE

Homestead Application Information

Homestead Application Status: No Application

Real Property Data Search (w2)

Guide to searching the database

Search Result for PRINCE GEORGE'S COUNTY

View Map | View GroundRent Redemption | View GroundRent Registration

Account Identifier: District - 17 Account Number - 3834744

Owner Information

Owner Name:	BE UTC GSA THEATRE LLC	**Use:**	COMMERCIAL
		Principal Residence:	NO
Mailing Address:	BERMAN ENTPR STE 220 5410 EDSON LN ROCKVILLE MD 20852-	**Deed Reference:**	/36078/ 00001

Location & Structure Information

Premises Address:	6500 AMERICA BLVD HYATTSVILLE 20782-0000	**Legal Description:**	PAR U LOFTS 22 LEV 1 RETAIL&COMM ELE (NPL 09 4021192)

Map:	Grid:	Parcel:	Sub District:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:	217014
0042	00A2	0000		7017				2016	Plat Ref:	

Special Tax Areas:		**Town:**	HYATTSVILLE
		Ad Valorem:	
		Tax Class:	8

Primary Structure Built	Above Grade Enclosed Area	Finished Basement Area	Property Land Area	County Use
2006	277190		2.5900 AC	005

Stories	Basement	Type	Exterior	Full/Half Bath	Garage	Last Major Renovation
		PARKING STRUCTURE				

Value Information

	Base Value	Value As of 01/01/2016	Phase-in Assessments As of 07/01/2015	Phase-in Assessments As of 07/01/2016
Land:	1,692,300	1,692,300		
Improvements	6,807,700	8,034,200		
Total:	8,500,000	9,726,500	8,500,000	8,908,833
Preferential Land:	0			0

Transfer Information

Seller: HYATTSVILLE PROP HLDNGS LLC	Date: 06/13/2014	Price: $25,100,000
Type: NON-ARMS LENGTH OTHER	Deed1: /36078/ 00001	Deed2:
Seller: HYATTSVILLE PROP HLDNGS LLC	Date: 03/29/2012	Price: $0
Type: NON-ARMS LENGTH OTHER	Deed1: /33490/ 00376	Deed2:
Seller: UTC RETAIL I LLC	Date: 11/18/2011	Price: $25,100,000
Type: NON-ARMS LENGTH OTHER	Deed1: /33119/ 00001	Deed2:

Exemption Information

Partial Exempt Assessments:	Class	07/01/2015	07/01/2016
County:	000	0.00	
State:	000	0.00	
Municipal:	000	0.00|0.00	0.00|0.00

Tax Exempt:		**Special Tax Recapture:**	
Exempt Class:		NONE	

Homestead Application Information

Homestead Application Status: No Application

Real Property Data Search (w2)

Guide to searching the database

Search Result for PRINCE GEORGE'S COUNTY

View Map | View GroundRent Redemption | View GroundRent Registration

Account Identifier: District - 17 Account Number - 3666716

Owner Information

Owner Name:	BE UTC GSA THEATRE LLC	**Use:**	COMMERCIAL
		Principal Residence:	NO
Mailing Address:	BERMAN ENTPR STE 220 5410 EDSON LN ROCKVILLE MD 20852-	**Deed Reference:**	/36078/ 00001

Location & Structure Information

Premises Address: 6450 AMERICA BLVD HYATTSVILLE 20782-0000

Legal Description: PARCEL M

Map:	Grid:	Parcel:	Sub District:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:	205043
0042	00A2	0000		7016				2016	Plat Ref:	

Special Tax Areas:		**Town:**	HYATTSVILLE
		Ad Valorem:	
		Tax Class:	8

Primary Structure Built	Above Grade Enclosed Area	Finished Basement Area	Property Land Area	County Use
2007	12143		24,784 SF	005

Stories	Basement	Type	Exterior	Full/Half Bath	Garage	Last Major Renovation
		RESTAURANT				

Value Information

	Base Value	Value As of 01/01/2016	Phase-in Assessments As of 07/01/2015	Phase-in Assessments As of 07/01/2016
Land:	371,700	371,700		
Improvements	1,078,300	1,836,800		
Total:	1,450,000	2,208,500	1,450,000	1,702,833
Preferential Land:	0			0

Transfer Information

Seller: HYATTSVILLE PROP HLDNGS LLC	Date: 06/13/2014	Price: $25,100,000
Type: NON-ARMS LENGTH OTHER	Deed1: /36078/ 00001	Deed2:
Seller: UTC RETAIL II LLC	Date: 11/18/2011	Price: $25,100,000
Type: NON-ARMS LENGTH OTHER	Deed1: /33119/ 00001	Deed2:
Seller:	Date:	Price: $0
Type:	Deed1: /20005/ 00700	Deed2:

Exemption Information

Partial Exempt Assessments:	Class	07/01/2015	07/01/2016
County:	000	0.00	
State:	000	0.00	
Municipal:	000	0.00|0.00	0.00|0.00

Tax Exempt:	**Special Tax Recapture:**
Exempt Class:	NONE

Homestead Application Information

Homestead Application Status: No Application

Real Property Data Search (w2)

Guide to searching the database

Search Result for PRINCE GEORGE'S COUNTY

View Map | View GroundRent Redemption | View GroundRent Registration

Account Identifier: District - 17 Account Number - 3666724

Owner Information

Owner Name:	BE UTC PARCEL N LLC	**Use:**	COMMERCIAL
		Principal Residence:	NO
Mailing Address:	KEVIN BERMAN BERMAN ENT 5410 EDSON LANE SUITE 220 ROCKVILLE MD 20852-	**Deed Reference:**	/36029/ 00586

Location & Structure Information

Premises Address:	6400 AMERICA BLVD HYATTSVILLE 20782-0000	**Legal Description:**	PARCEL N

Map:	Grid:	Parcel:	Sub District:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:	205043
0042	00A2	0000		7016				2016	Plat Ref:	

Special Tax Areas:	**Town:**	HYATTSVILLE	
	Ad Valorem:		
	Tax Class:	8	

Primary Structure Built	Above Grade Enclosed Area	Finished Basement Area	Property Land Area	County Use
			2.4200 AC	005

Stories	Basement	Type	Exterior	Full/Half Bath	Garage	Last Major Renovation

Value Information

	Base Value	Value As of 01/01/2016	Phase-in Assessments As of 07/01/2015	As of 07/01/2016
Land:	1,438,900	1,438,900		
Improvements	0	0		
Total:	1,438,900	1,438,900	1,438,900	1,438,900
Preferential Land:	0			0

Transfer Information

Seller: HYATTSVILLE PROP HLDNGS LLC	**Date:** 05/27/2014	**Price:** $700,000
Type: NON-ARMS LENGTH OTHER	**Deed1:** /36029/ 00586	**Deed2:**
Seller: UTC RETAIL III LLC	**Date:** 11/18/2011	**Price:** $25,100,000
Type: NON-ARMS LENGTH OTHER	**Deed1:** /33119/ 00001	**Deed2:**
Seller:	**Date:**	**Price:** $0
Type:	**Deed1:** /20005/ 00700	**Deed2:**

Exemption Information

Partial Exempt Assessments:	Class	07/01/2015	07/01/2016
County:	000	0.00	
State:	000	0.00	
Municipal:	000	0.00|0.00	0.00|0.00

Tax Exempt:	**Special Tax Recapture:**
Exempt Class:	NONE

Homestead Application Information

Homestead Application Status: No Application

Real Property Data Search (w2)

Guide to searching the database

Search Result for PRINCE GEORGE'S COUNTY

View Map | View GroundRent Redemption | View GroundRent Registration

Account Identifier: District - 17 Account Number - 3720729

Owner Information

Owner Name:	BE UTC GSA THEATRE LLC	**Use:**	COMMERCIAL
		Principal Residence:	NO
Mailing Address:	BERMAN ENTPR STE 220 5410 EDSON LN ROCKVILLE MD 20852-	**Deed Reference:**	/36078/ 00001

Location & Structure Information

Premises Address: 6451 AMERICA BLVD HYATTSVILLE 20782-0000

Legal Description: PARCEL Q

Map:	Grid:	Parcel:	Sub District:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:	209054
0042	00A2	0000		7016				2016	Plat Ref:	

Special Tax Areas:

Town: HYATTSVILLE

Ad Valorem:

Tax Class: 8

Primary Structure Built	Above Grade Enclosed Area	Finished Basement Area	Property Land Area	County Use
2007	10547		23,522 SF	005

Stories	Basement	Type	Exterior	Full/Half Bath	Garage	Last Major Renovation
		RETAIL STORE				

Value Information

	Base Value	Value As of 01/01/2016	Phase-in Assessments As of 07/01/2015	Phase-in Assessments As of 07/01/2016
Land:	352,800	352,800		
Improvements	747,200	1,489,300		
Total:	1,100,000	1,842,100	1,100,000	1,347,367
Preferential Land:	0			0

Transfer Information

Seller: HYATTSVILLE PROP HLDNGS LLC	Date: 06/13/2014	Price: $25,100,000
Type: NON-ARMS LENGTH OTHER	Deed1: /36078/ 00001	Deed2:
Seller: UTC RETAIL VI LLC	Date: 11/18/2011	Price: $25,100,000
Type: NON-ARMS LENGTH OTHER	Deed1: /33119/ 00001	Deed2:
Seller: PRINCE GEORGE CNTR II LP	Date: 05/02/2006	Price: $211,600
Type: ARMS LENGTH VACANT	Deed1: /00000/ 00000	Deed2:

Exemption Information

Partial Exempt Assessments:	Class	07/01/2015	07/01/2016
County:	000	0.00	
State:	000	0.00	
Municipal:	000	0.00|0.00	0.00|0.00

Tax Exempt:

Special Tax Recapture:

Exempt Class: NONE

Homestead Application Information

Homestead Application Status: No Application

Real Property Data Search (w2)

Guide to searching the database

Search Result for PRINCE GEORGE'S COUNTY

View Map | View GroundRent Redemption | View GroundRent Registration

Account Identifier: District - 17 Account Number - 3720687

Owner Information

Owner Name:	BE UTC GSA THEATRE LLC	**Use:**	COMMERCIAL
		Principal Residence:	NO
Mailing Address:	BERMAN ENTPR STE 220 5410 EDSON LN ROCKVILLE MD 20852-	**Deed Reference:**	/36078/ 00001

Location & Structure Information

Premises Address: 6501 AMERICA BLVD HYATTSVILLE 20782-0000

Legal Description: PT PARCEL P

Map:	Grid:	Parcel:	Sub District:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:	209053
0042	00A2	0000		7016				2016	Plat Ref:	

Special Tax Areas:

Town: HYATTSVILLE

Ad Valorem:

Tax Class: 8

Primary Structure Built	Above Grade Enclosed Area	Finished Basement Area	Property Land Area	County Use
2009	72576		1.2400 AC	005

Stories	Basement	Type	Exterior	Full/Half Bath	Garage	Last Major Renovation
		OFFICE BUILDING				

Value Information

	Base Value	Value As of 01/01/2016	Phase-in Assessments As of 07/01/2015	Phase-in Assessments As of 07/01/2016
Land:	810,200	810,200		
Improvements	13,689,800	18,489,700		
Total:	14,500,000	19,299,900	14,500,000	16,099,967
Preferential Land:	0			0

Transfer Information

Seller: HYATTSVILLE PROP HLDNGS LLC	Date: 06/13/2014	Price: $25,100,000
Type: NON-ARMS LENGTH OTHER	Deed1: /36078/ 00001	Deed2:
Seller: UTC RETAIL IV LLC	Date: 11/18/2011	Price: $25,100,000
Type: NON-ARMS LENGTH OTHER	Deed1: /33119/ 00001	Deed2:
Seller:	Date:	Price: $0
Type:	Deed1: /20005/ 00705	Deed2:

Exemption Information

Partial Exempt Assessments:	Class	07/01/2015	07/01/2016
County:	000	0.00	
State:	000	0.00	
Municipal:	000	0.00|0.00	0.00|0.00

Tax Exempt:

Exempt Class:

Special Tax Recapture: NONE

Homestead Application Information

Homestead Application Status: No Application

Real Property Data Search (w2)

Guide to searching the database

Search Result for PRINCE GEORGE'S COUNTY

View Map | View GroundRent Redemption | View GroundRent Registration

Account Identifier: District - 17 Account Number - 3720703

Owner Information

Owner Name:	BE UTC GSA THEATRE LLC	**Use:**	COMMERCIAL
		Principal Residence:	NO
Mailing Address:	BERMAN ENTPR STE 220 5410 EDSON LN ROCKVILLE MD 20852-	**Deed Reference:**	/36078/ 00001

Location & Structure Information

Premises Address:	6501 AMERICA BLVD HYATTSVILLE 20782-0000	**Legal Description:**	PT PARCEL P

Map:	Grid:	Parcel:	Sub District:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:	209053
0042	00A2	0000		7016				2016	Plat Ref:	

Special Tax Areas:		**Town:**	HYATTSVILLE
		Ad Valorem:	
		Tax Class:	8

Primary Structure Built	Above Grade Enclosed Area	Finished Basement Area	Property Land Area	County Use
2007	79373		2.6900 AC	005

Stories	Basement	Type	Exterior	Full/Half Bath	Garage	Last Major Renovation
		CINEMA				

Value Information

	Base Value	Value As of 01/01/2016	Phase-in Assessments As of 07/01/2015	Phase-in Assessments As of 07/01/2016
Land:	1,757,600	1,757,600		
Improvements	10,642,400	10,786,800		
Total:	12,400,000	12,544,400	12,400,000	12,448,133
Preferential Land:	0			0

Transfer Information

Seller: HYATTSVILLE PROP HLDNGS LLC	**Date:** 06/13/2014	**Price:** $25,100,000
Type: NON-ARMS LENGTH OTHER	**Deed1:** /36078/ 00001	**Deed2:**
Seller: UTC RETAIL IV LLC	**Date:** 11/18/2011	**Price:** $25,100,000
Type: NON-ARMS LENGTH OTHER	**Deed1:** /33119/ 00001	**Deed2:**
Seller: PRINCE GEORGE CTR II LTD P	**Date:** 05/02/2006	**Price:** $1,054,500
Type: ARMS LENGTH IMPROVED	**Deed1:** /00000/ 00000	**Deed2:**

Exemption Information

Partial Exempt Assessments:	Class	07/01/2015	07/01/2016
County:	000	0.00	
State:	000	0.00	
Municipal:	000	0.00|0.00	0.00|0.00

Tax Exempt:	**Special Tax Recapture:**
Exempt Class:	NONE

Homestead Application Information

Homestead Application Status: No Application

CITY OF HYATTSVILLE
4310 Gallatin Street
Hyattsville, Maryland 20781
Phone: (301) 985-5000

CITY COUNCIL AGENDA FORM

TITLE: THE BLUE – PPSD 4-15016 & DSP-15016

Motion #:	95-06-16
Council Meeting Date:	6/6/2016
Agenda Section:	Action
Recommendation:	I move that the Council authorize the Mayor to send a letter to the M-NCPPC Planning Board expressing the City of Hyattsville's support of Preliminary Plan of Subdivision (PPSD 4-15016) & Detailed Site Plan (DSP) 15016, The Blue development, subject to the following conditions and revisions to the site plan being met: • The City remains concerned about the proposed vehicular entrance to the subject site, which will restrict access to southbound traffic only. We believe it is incumbent upon the applicant to secure a safer means of access to the site. The City requests that the applicant secure shared use/access to the existing fully signalized intersection south of the subject site. • A minimum of two proposed townhomes and related subdivision lots be revised to a single non-buildable subdivision lot. • The single sub-division lot will be a dedicated greenspace with sitting area, paved walkway, seating and playground equipment. The issuance of a building permit is subject to the City's approval the recreational space design. The issuance of a Use & Occupancy (U&O) permit is subject to the fulfillment of the park space completion. • Any pedestrian street lighting on Baltimore Avenue & within the development is required to meet Pepco specifications and to be accepted by Pepco into the public lighting system prior to issuance of U&O permits. • Bike & Pedestrian Impact Statement (BPIS) include at a minimum the furnishing and installation of bicycle racks on-site, at Centennial Park and City Lot #5 The bicycle rack type will be consistent with the existing model and branding type utilized by the City of Hyattsville.
Department:	Community & Economic Dev.
Staff Contact:	Jim Chandler
Council Sponsor:	At the request of the City Administrator
Summary Background:	Mr. Sevag Balian, President of Haverford Homes has submitted an application for the sub-division and redevelopment of 5334 Baltimore Avenue, Hyattsville. The applicant proposes 18 townhomes, similar in style to those in the nearby EYA Arts District development. The proposed homes will come in 14', 16' and 18' widths, will be 4 stories and will range from 1,500 to 1,700 square feet. All homes are anticipated to contain three bedrooms with either a one-car tandem or two-car garage. Eight of the homes will front Route 1 with rear loaded garage access. The remaining 10 homes will feature front loaded garages and have small rear yards.
Next Steps:	The Planning Board of the Maryland-National Capital Park & Planning Commission is scheduled to review this case on July 7, 2016.
Alternatives:	
Fiscal Impact:	
Community Engagement:	The applicant presented the project to the City Council on October 5, 2015. The applicant's representative presented the project to the Planning Committee on October 13, 2015, minutes

	for the meeting are attached. The Committee has not reviewed or adopted recommendations since the applicant's submittal to M-NCPPC. City staff has requested the applicant's consideration for postponement of the M-NCPPC Planning Board hearing to provide the Planning Committee and City Council with additional time to deliberate the City's proposed conditions of support, however the applicant was not agreeable to a postponement. M-NCPPC Planning Staff is awaiting review referrals and have not issued an analysis of the subject application. A full briefing memorandum with the City's Staff recommendations is attached.
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance X Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Not Applicable
Attachments:	Memorandum: June 1, 2016

Memo

To: Mayor and City Council

CC: Tracey Nicholson, City Administrator

From: Jim Chandler, Assistant City Administrator, Director of Community and Economic Development
Katie Gerbes, Community Planner

Date: June 1, 2016

Re: The Blue: PPS 4-15016 & DSP-15016

Attachments: ARCP-DSP15016_001: Elevation Drawings for the Project

CIVP-DSP15016_001: Project Site Plan

Statement of Justification from the Applicant

Planning Committee Minutes from October 2015

The purpose of this memorandum is to provide the Mayor and City Council with information pertaining to a referral received by the City for the Preliminary Plan of Subdivision (PPS) and Detailed Site Plan (DSP) for The Blue, a proposed townhouse development located at 5334 Baltimore Avenue.

- Staff is recommending the City's support for the applicant's Preliminary Plan of Subdivision and Detailed Site Plan subject to the conditions detailed in this memorandum.

Project Summary

The subject site is located at 5334 Baltimore Avenue, immediately south of the Hyattsville Armory, which is currently owned and occupied by Crossover Church. The subject site is the location of the former Bluebird Taxi Company site. The site is relatively compact and rectangular, fronting Baltimore Avenue.

The applicant is proposing to build 18 townhomes on the site. Eight of the townhomes will face Baltimore Avenue, while the other 10 will be set back behind the first row of houses. Townhouses within the development will all include three bedrooms and garages. The development will be accessed via a right-in, right-out style entrance along Baltimore Avenue with a private alley running north-south through the center of the property.

Based on the conditions proposed in the DSP, staff does not recommend support of this project. There are a variety of factors playing into staff's analysis leading to this recommendation, each of which will be individually outlined below. Staff believes that the site is too compact for the number of townhomes proposed, lacks any green or recreational space, the proposal does not include any on-street or visitor parking, and the restricted entrance off of Baltimore Avenue has the potential to create safety and traffic issues.

Project Details

The project site consists of two parcels, together totaling just over half an acre (0.558 acres). The property currently has two buildings on site, a service garage and an office building, both of which have been vacant for several years. There are no structures on the site that warrant preservation.

The applicant proposes 18 townhomes, similar in style to those in the nearby EYA Arts District development. The proposed homes will come in 14', 16' and 18' widths, will be 4 stories and will range from 1,500 to 1,700 square feet. All homes are anticipated to contain three bedrooms with either a one-car tandem or two-car garage. Eight of the homes will front Route 1 with rear loaded garage access. The remaining 10 homes will feature front loaded garages and have small rear yards. The homes fronting Baltimore Avenue do not contain any outdoor or green space. No public outdoor or recreational space is proposed in the plan.

The subject property is zoned C-S-C (Commercial Shopping Center) and has a Development District Overlay (D-D-O), as it falls within the Gateway Arts District Sector Plan and Sectional Map Amendment area. The project site falls within the Town Center Character Area of the Gateway Arts District, and is consistent with the permissible uses for that character area.

The subject property will be accessed through right in, right out turning lanes from/onto southbound Baltimore Avenue. Vehicles will enter the subject property onto a short, private alley with 9-foot travel lanes before running into "main alley" with 11-foot lanes that will provide north/south access throughout the center of the site. All of the driveways will front this main alley.

Onsite parking will be handled exclusively through private driveways and garages. As proposed, the interior alleys of the development are too narrow to accommodate on-street parking. Visitors and service vehicles would be required to park on private property or utilize existing public parking facilities. The applicant has noted that City Lot 5 lies behind the project site, by approximately 250 feet. This public lot is open to the public and would be suitable for visitor parking, however City staff is concerned about the lack of direct egress from Lot 5 to the project site for this to be a viable parking option for service vehicles on a regular and reoccurring basis.

Associated Previous Development Review

At the moment there are no related cases. At this time the City has been asked to comment on both the Preliminary Plan of Subdivision as well as the Detailed Site Plan.

On May 26, City staff was contacted by the M-NCPPC staff reviewer for the project, asking if they City had prepared their comments on the proposed plan. The reviewer stated that M-NCPPC sent out a referral request to the City on/about April 28, with a deadline for comments being May 27. Community and Economic Development staff was unaware of the referral request prior to the May 26

correspondence. The City Clerk reviewed the Council Correspondence File and confirmed that the City had not received a referral request for the site.

Staff contacted the reviewer to explain there was the City did not receive a referral and to discuss options for review given the immediate deadline. The M-NCPPC reviewer noted that the Planning Board hearing for the project had been pushed back from June 23 to July 7, enabling the City to have additional time to analyze the proposal and respond to the referral request.

Given the circumstances, City staff contacted both M-NCPPC and the applicant with a request to postpone the Planning Board meeting in order to allow the City staff and Council to thoroughly review the proposal. Both entities expressed their desire to keep the current Planning Board date, so as of June 1, the Planning Board hearing is still scheduled for July 7.

Variance Requests

The applicant is not seeking any variance requests for the project.

Planning Committee Review

On October 13, 2015, the applicant's representative met with the Hyattsville Planning Committee to present and discuss the subject property. Following the presentation Planning Committee members were offered the opportunity to ask questions to the applicant. Much of the discussion during the meeting revolved around the issues of parking and access into and out of the site. Committee members expressed concern over the lack of parking for visitors, service vehicles and emergency personnel, such as fire trucks. There was also concern regarding the right in, right out entrance to the site, and what that means for vehicles coming from, or desiring to go northbound on Baltimore Avenue.

No vote was taken during the meeting on whether the committee supports or opposes the development. If the Planning Board hearing for the project does get pushed back, Planning Committee members could be able to take a vote on the proposal during their June 21, 2016 meeting. With the current date of the Planning Board hearing scheduled for July 7, there is not adequate time for the Planning Committee to do any more investigation into the site before the City Council would need to take a stance on the project. The minutes from the October Planning Committee meeting are attached to this memo.

Staff Review and Recommendations

The project proposed by the applicant would redevelop an abandoned piece of property in the heart of the Gateway Arts District and transform it into several townhomes that are consistent with the surrounding fabric and the Gateway Arts District Sector Plan. The proposed townhomes have architectural integrity and would certainly contribute to the vibrant street life desired in the Gateway Arts District. However, upon review, the project does not appear to be cohesive in its design. Staff has significant concerns regarding several elements of the project, and for those reasons, recommend support of the project,be contingent upon several significant revisions to the project.

Of greatest concern is the proposed entrance to the community. The current plan calls for right-in, right-out turns into/out of the community, but fails to include a "pork chop" at the entrance. A "pork chop" is a barricade, typically cement, that permits cars to only move in the direction they are intended. An example of a right-in, right-out "pork chop" can be found at the southern entrance to the Yes! Organic

Market parking lot. Without such a barricade, staff is concerned vehicles will attempt to make a left into the community or head northbound on Route 1 when exiting the development, which could be dangerous given the proximity to the busy Jefferson Street intersection and the number of travel lanes needed to be crossed before getting to the desired location.

Even if there were a barricade ensuring only right-in, right-out turns, staff remains concerned about the flow of traffic in-and-out of the property. Due to the lack of signalization at the community entrance, a car desiring to go northbound on Route 1 would have to head southbound and find a place to somehow turn around. The Route 1 corridor is not conducive to making vehicular U-turns, meaning that drivers will have to go out of their way, likely through neighborhoods on roads like Gallatin Street followed by 42nd Avenue and Jefferson Street, in order to get an opportunity to head northbound on Route 1. A similar scenario would need to occur for vehicles attempting to enter the community from the south. These vehicles would need to turn around, either through the EYA Arts District community or near City Lot 5, in order to catch the Jefferson Street signal and proceed southbound on Route 1 to access the right-in entrance. Staff is concerned that this could exasperate the traffic issues already present along Route 1.

Also concerning is the lack of visitor parking on site. By relying exclusively on existing public parking options to handle all guest and/or service vehicle parking, staff foresees future issues. Parking in Lot 5 is a viable option for visitors, but we have reservations on the viability of Lot 5 to be the sole source of guest parking. In order to access the project site from Lot 5, a guest must walk through the lot, eastbound on Jefferson Street and then turn right on Baltimore Avenue to enter the community. Given the lack of direct egress and lessons learned from the visitor parking issues at EYA Arts District, we are reluctant to believe that Lot 5 is an adequate substitute for onsite visitor parking. A more appropriate solution for visitor parking could be modeled after parking at the Kiplinger development. In Kiplinger, on-site guest parking is provided, however it is located in an area where the lot could be converted into a park or other recreational space in the future if it turns out the demand does not exist or diminishes over time. This approach provides parking options for owners to provide their guests, and is flexible enough to remove that parking should there not be a need.

As mentioned earlier, the project site lacks any open or green space. Eight of the townhouses do not have any outdoor space, and the remaining 10 homes will have small back yards with a moderate slope. The applicant has indicated that they are willing to provide a fee-in-lieu of on-site open space to the Parks and Recreation Department of M-NCPPC. City staff is not in favor of the fee-in-lieu and would prefer to see on-site green space. M-NCPPC has analyzed the required value of on-site recreation facilities and, based on 16 lots, and determined that the applicant would be required to provide a minimum of $16,211.00 towards on-site recreational facilities. The City Staff is recommending two adjoining lots be retained as a “pocket park” for residents, their children and their pets to enjoy. Similar small parks are scattered throughout the EYA and Kiplinger development, leading City staff to believe that it would be appropriate and reasonable for the applicant to be required to handle recreation/open space on-site.

Finally, staff believe that the site it too compact to accommodate the number of units proposed. As proposed, the lots will be very narrow, as small as 14 feet in some cases. While townhomes of this width are not unheard of and can be found in comparable developments such as EYA, staff believe that the site as a whole is too crowded as it is currently laid out. While all design standards have been met for

the property, the staff still believes there will be circulation issues within the project site due to its tight design. The proposed travel lanes err on the small side, and staff can envision serious traffic issues if a delivery truck or emergency vehicle had to be in the community for any extended period of time. Staff anticipates the distinct possibility of vehicles getting trapped into the community or unable to turn into the community due to the turning radius as designed in this DSP. Staff believes that the site would be more appropriate for a smaller number of homes with a different site layout. For these reasons, City staff recommends conditional support of this project, provided the following conditions are met:

- The City remains concerned about the proposed vehicular entrance to the subject site, which will restrict access to southbound traffic only. We believe it is incumbent upon the applicant to secure a safer means of access to the site. The City requests that the applicant secure shared use/access to the existing fully signalized intersection south of the subject site.
- A minimum of two proposed townhomes and related subdivision lots be revised to a single non-buildable subdivision lot.
- The single sub-division lot will be a dedicated greenspace with sitting area, paved walkway, seating and playground equipment. The issuance of a building permit be subject to the City's approval the recreational space design. The issuance of a Use & Occupancy (U&O) permit is subject to the fulfillment of the park space completion.
- Any pedestrian street lighting on Baltimore Avenue & within the development is required to meet Pepco specifications and to be accepted by Pepco into the public lighting system prior to issuance of U&O permits.
- Bike & Pedestrian Impact Statement (BPIS) include at a minimum the furnishing and installation of bicycle racks on-site, at Centennial Park and City Lot #5. The bicycle rack type will be consistent with the existing model and branding type utilized by the City of Hyattsville.

Next Steps

At the June 6th Council meeting, City Councilmembers will be asked to discuss and take action on the letter of support for the project. The City will then have until the close of business on June 7th to transmit the Council's recommendation and comments to M-NCPPC for inclusion in their staff report. The Planning Board will hear the project on July 7, 2016.

CITY OF HYATTSVILLE

PLANNING COMMITTEE AGENDA

OCTOBER 13, 2015

1) Introduction of Committee & Guests Members (7:30 PM)
    - Maureen Foster, Co-Chair
    - Nkosi Yearwood, Co-Chair
    - Mark Ferguson, Representative for the Bluebird Development
    - Adam Weissman, Committee Member
    - Will Doerner, Committee Member
    - Chad Copeland, Committee Member
    - David Marshall, Committee Member
    - Thomas Sheffer, Committee Member
    - Thomas Wright, Council Liaison
    - Pat Yinkey, Resident
    - Andrew Bishop, Resident
    - Jim Chandler, Staff Liaision
    - Katie Gerbes, City Staff, Community Planner

2) Redevelopment of 5334 Baltimore Avenue as 18-unit townhouse development (7:40 – 9:05 PM)
    - Mark Ferguson, Senior Land Planner, RDA Engineers provided the Committee members with a concept for the Bluebird development.
        i. Provided background on Haverford Homes, ongoing projects including White Flint
        ii. Acquisition of property in 2005 proposal to develop former Hyattsville Municipal Building site.
        iii. Overview of conceptual development and subdivision
        iv. Similar concept to existing EYA Arts District (Lassard)
        v. Awaiting Conceptual SWM Approval
    - Chad Copeland: Plans for visitor parking
        i. M. Ferguson: Guests will need to utilize existing public parking facilities, either on Route One or Jefferson Street lot. Have engaged Crossover Church about access to the easement parking that exists at the western edge of the site. Ingraham Street Right-In, Right-Out per SHA
    - Chad Copeland: Concerns about limited left turn access
    - Adam Weissman: Similar quality of product and layout to adjacent EYA development? Appears tight for a small sight
    - Mark Ferguson: Comparable to EYA, 14' - 18' widths. Recommends to abut southern structure. Likely will require a variance request.
    - Adam Weissman: Turning radius and interior traffic circulation. Computer model confirms sufficient turning radius for a fire truck.
        i. M. Ferguson: Tight but not impossible to circulate.

- Thomas Sheffer: Is there a possibility of rear alley access.
- Will Doerner: Rear easement access?
    i. M. Ferguson: At best could accommodate one-way traffic.
- Will Doerner: Rear driveway architecture is the frontage for the western units.
    i. M. Ferguson: The architect is working through the design.
- W. Doerner: Summary of SWM system
    i. M. Ferguson: SWM for one half of existing impervious. Bio-retention SWM system.
- D. Marshall: Requested clarification of the proposed pedestrian access
    i. M. Ferguson: Low side, rolling curb. Flat sidewalk.
- Tom Wright: Art elements to be included in the project
    i. M. Ferguson: The owner has renewed relationship with Hyattsville CDC. The project 'Blue' is a genesis of Bluebird Cab Stand. The Hyattsville CDC Bluebird will be relocated to the site.
    ii. Functional parking is to code, is the developer willing to look into redesigning to support additional on-site parking?
    iii. M. Ferguson: Cannot answer in the affirmative.
- Andrew Bishop: Distance to Jefferson Street and will need a variance?
    i. M. Ferguson: 200', with no variance
- Andrew Bishop: Consider aligning right-in, right-out.
- Committee Comments
    i. M. Foster: Appreciative of urban setting, and parking is limited. Hope the project will continue revitalization of the corridor. Needs work on some of the design.
    ii. Chad Copeland: Really likes the idea, additional walking opportunities.
    iii. N. Yearwood: Opportunities for multi-play recreational opportunities. Echo's previous comments on architecture, needs some work. Filtera concept moved to silver cells, which hold up longer.
    iv. M. Ferguson: DPIE, pushing 'jellyfish' product in lieu of Filtera.
    v. Adam Weissman: Affirms comments on architecture. Disagrees with need for play area, like the idea of needing to interact and utilize the existing neighborhoods.
    vi. W. Doerner: Think about art element as a gateway over the vehicle gap. Supports the art concept. Provide a direct path along the southern portion of the site. Vehicle access to line up with Ingraham on east side of Baltimore Avenue. Some contribution to existing City parking lots. Will have an impact on public street infrastructure. Reach out to existing HOA on ridesharing.
    vii. D. Marshall: Right-in, right out, supports, likes it staggered and eclectic. Shares the opinion about the gap between the two residential townhouse properties. Does not support the concept of the stairwell between the properties. Likes southern walkway to City lot. Additional parking is really needed and there is a suburban expectation.
    viii. A. Weissman: Archway sounds very expensive. Blue lights in lieu of archway.

ix. Andrew Bishop: Improvement to the property. More of a Route One presence. L configuration for the street.
x. T. Sheffer: Prefers an alternate to an archway concept. Focus on rear unit design.
xi. D. Marshall: City has parking right behind (West) of the property. Development is all interior, guest parking is available in the City lot.
xii. D. Marshall: Debate of recommendations regarding Hitching Post Hill
xiii. A. Weissman: Should preserve the historic setting.
xiv. D. Marshall: The adjacent neighborhood always wants to be separate from the City.

3) Gateway Arts District Sector Plan: Proposed Minor Amendments (9:05 PM – 9:20 PM)
   - J. Chandler provided the Committee with a summary of the proposed amendments, which were limited to the following
     i. Exempt freestanding signs on non-commercial property in the TRN Character Area
     ii. Amend the Table of Permitted Uses for TRN Character Area to limit the number of units to a maximum of two (2) dwelling units that can be created in a single family home;
     iii. Clarify Table of Uses to explicitly prohibit vehicle parts & services including installation services;

4) Development Update (9:25 PM – 9:40 PM)
   - Safeway Development
   - Kiplinger Development: Phases I & II
   - Artworks at 4800 Rhode Island Avenue
   - Ager Road Green Street Project
5) Meeting Adjourned (9:41 PM)

STATEMENT OF JUSTIFICATION

1. **Subject Property** - This application includes Parcels 61 and 130, comprising 0.5580 acres (24,305 square feet), located on the west side of Baltimore Avenue (U.S. Route 1), approximately 115 feet south of its intersection with Jefferson Street, within the City of Hyattsville ("Property" or "Subject Property"). The Property, which was the site of the former Bluebird Taxi Company, is bordered to the north by the historic Armory, which currently houses the Crossover Church; to the south by a vacant building (formerly the "Beds-To-Go" building); and to the west by the parking lot utilized in conjunction with the Armory/Crossover Church.

2. **Zoning** - The Subject Property retained in the C-S-C Zone by the Gateway Arts District Sector Plan and Sectional Map Amendment (2004) ("Sector Plan/SMA"), and through the same Sector Plan/SMA, it was also included within the Development District Overlay Zone ("DDOZ") for the Sector Plan/SMA. Within that DDOZ, it is located within the Town Center Character Area for Hyattsville.

3. **Site Proposal** – There are currently two buildings upon the Property, the former garage for the cab company in roughly the center of the Property, and a house-like structure in the northwest corner, which formerly served as the offices for the cab company; the Applicant proposes to demolish both of these existing structures to construct a total of eighteen (18) new townhouses. These townhouses are proposed to be situated as follows: eight (8) townhouses will front on Baltimore Avenue, as two (2) separate sticks of four (4) each, separated by a private right-of-way, fifty feet (50') in width, which includes an eighteen-foot (18') wide drive aisle, two 7-foot wide tree planting areas, two 5-foot sidewalks, and public utility easement areas/planting areas along the building sides. This private right-of-way will lead to a private alley, forty-three feet (43') in width, which will include a 22-foot wide drive aisle, a 5-foot sidewalk, public utility easement areas, and a 3-foot strip for storm drainage. This private alley will be located behind the townhouses fronting on Baltimore Avenue, and parallel to that street. The remaining ten (10) townhouses will all be located within one stick, on the western side of the private alley.

   All of the townhouses will be solely accessed by entering the drive aisle within the private right-of-way from Baltimore Avenue, and each townhouse will include a two-car garage occupying its entire lower level. Access from Baltimore Avenue to the drive aisle in the private right-of-way will be right-in, right-out only. The streetscape along Baltimore Avenue in front of the proposed townhouses and private right-of-way will be a total of approximately 14-feet in width; within this sidewalk area there will be 5 landscaped planting areas as part of the streetscape, which will include a total of 4 street trees (the maximum possible due to restrictions near vehicular entrances); each of the landscaped areas will be 5-feet wide, and each will have a variable length, though none will be less than 18-feet long.

As previously noted, the garage for each of the units will occupy the entire lower level of the townhouses, with three levels of living space to be located above each garage; stairs will provide access to the first floor from the street level. The townhouses are proposed to range in size from 1,495 square feet to 1,768 square feet (above-grade finished area – the gross floor area will range from 1,899 to 2,257 square feet), and will each include three-bedrooms. The townhouses will be very similar in design to the Arts District Hyattsville (EYA) townhouses on the west side of Route 1, with a principally brick front façades, but which will also include painted Hardiplank smooth panels, with stone molding details and metal railings. The sides and rears will also include some split-faced block (CMU) at ground level, with some areas of vinyl siding on the upper floors.

The Subject Property is proposed to include a public art item along the Baltimore Avenue frontage. The proposed development will contain slightly less impervious surface than does the Property currently, and it will also provide water quality treatment for 50% of the existing impervious area by use of a Filterra bioretention unit, which will feature a tree planted in, and growing out of, a specially-designed drainage inlet.

4. **Sector Plan Compliance** – As described above, the Subject Property is zoned C-S-C/DDOZ within the Sector Plan/SMA, and within the DDOZ, it is located within the Town Center Character Area in Hyattsville. The Sector Plan includes certain recommendations for properties within the Town Center Character Area, and the following constitutes those that are applicable to the Subject Property:

    a. **Concept Plan (p. 11)** –

    "Development District Standards emphasize the creation of a pedestrian-oriented streetscape that will welcome residents and visitors, establish a build-to line to ensure a common street wall that creates a comfortable sense of enclosure, and minimize total parking requirements while encouraging shared parking.... This development character supports both a horizontal and vertical mix of uses (commercial, residential, civic, arts and entertainment). In particular, residential uses above first-floor retail or commercial uses are desired in the town centers to infuse the areas with new residents who can enliven the streets and support commercial retail. Middle-to high-end housing with structured parking is encouraged...."

    RESPONSE – The proposed development upon the Subject Property will include a "pedestrian-oriented streetscape", that will include a sidewalk that is 14-feet wide, and within which will be included five (5) landscaped areas. The location of the sidewalk in relation to the proposed townhouses will be generally equivalent to the relationship of the sidewalk to the building on the northwest corner of Baltimore Avenue and Jefferson Street, and since the historic Armory is the only building separating those portions of sidewalk along the west side of Baltimore Avenue, this will "ensure a common street wall that creates a comfortable sense of enclosure".

While the proposed townhouses will not include any commercial uses, this portion of the Sector Plan does allow for a horizontal mix of uses, as well as a vertical mix. It is important to note the following: (1) the purely retail commercial portion of Arts District Hyattsville is located immediately across Baltimore Avenue from the Subject Property, allowing easy access to those commercial uses; (2) the only commercial uses on the first floor of townhouses are located on the west side of Baltimore Avenue within Arts District Hyattsville, and those commercial spaces proved to be extremely difficult to tenant, resulting from the difficulty in obtaining financing for any such commercial uses at those locations and also as a result of the difficulty in providing sufficient off-street parking to support any such commercial uses at those locations. In fact, in 2014, the Planning Board and District Council approved the conversion of a building (located between Jefferson and Longfellow Streets on the west of Baltimore Avenue) from that which was originally approved with live/work units on the ground floor level, to units which are solely residential. (See: DSP-04076-04, approved through PGCPB No. 14-53). Clearly, the same concerns that led to that approved conversion would apply equally to the proposed townhouses on the Subject Property. The Sector Plan was approved prior to the development and construction of Arts District Hyattsville, and the recommendations in the Sector Plan, therefore, were only a projection of the concept at that time. Given that the reality of the market and other considerations have caused a reevaluation of the proposed vertical mix of uses, I submit that the purely residential uses proposed upon the Subject Property are justified and appropriate.

b. **Plan Elements – Town Center Character Areas – Goal (p. 17)**

> "To enhance the walkability of the town centers by creating a framework for high-quality, mixed-use, pedestrian-oriented development incorporating human-scale buildings, an attractive streetscape, landscaping, and small parks."

RESPONSE – The proposed townhouses upon the Subject Property will help to provide a greater critical mass of residents within this portion of the Hyattsville Town Center to better serve the existing retail uses within this area, and to provide a greater demand for additional commercial uses in the future. The townhouses as proposed are "human-scale", and the sidewalk and streetscape proposed along the Baltimore Avenue frontage of these townhouses will provide the "walkability" as envisioned within the Sector Plan as well.

c. **Recommendations pertaining to town center character areas collectively – Areawide (p. 18)**

> "To encourage the construction of off-street, structured parking facilities in the town center…"

RESPONSE – As noted above, each townhouse upon the Subject Property is proposed to include its own two-car garage, which is the functional equivalent of structured parking within the townhouses.

"Encourage development that supports both a horizontal and vertical mix of uses (commercial, residential, civic, arts and entertainment)."

RESPONSE – The proposed eighteen townhouses upon the Subject Property will promote the horizontal mix of uses within the Hyattsville Town Center, providing, as noted above, a greater critical mass of residents to support the existing and future commercial uses within this area.

d. **Recommendations for the Hyattsville Town Center (p. 20) –**

"Mixed-use residential and commercial development on U.S. 1 that supports commercial and civic activities."

strong preference for owner-occupied housing; a distinctive and unique identity for 'main street' Hyattsville."

RESPONSE – The proposed townhouses will be a part of the mixed-use residential and commercial development on U.S. 1 that will support the existing and future commercial uses within this area.

"Strong preference for owner-occupied housing."

RESPONSE - The proposed townhouses will be owner-occupied, as recommended.

"A distinctive and unique identity for "main street" Hyattsville."

RESPONSE - The design of the townhouses, along with the streetscape and sidewalk along the Baltimore Avenue frontage, will be consistent with the "main street" identity, as established previously by the existing townhouses within Arts District Hyattsville.

e. **Design Principles - Traditional Neighborhood Design (p. 71) –**

Recommendations include the following:

"All or most of new residential development in mixed-use areas of the Arts District should be high-end, owner-occupied units such as condominiums, row houses or two-over-two-homes."

RESPONSE – The proposed townhouses upon the Subject Property will be high-end, fee simple, owner-occupied units, as recommended.

f. Pedestrian-Oriented Design and Transit-Oriented Design (p. 74) –

"Place parking behind, beside, or beneath buildings, or along the street, but never between a sidewalk and a building."
Establish standards for building height to create a sense of enclosure along the street."; Establish building design standards that respect the traditional design of surrounding residential communities while reflecting the artistic nature of the Arts District."; "Use materials that reflect the quality and spirit of the Arts District."; install landscaping that provides shade and visual variety along the street."; "Encourage public and private entities to provide sidewalks, street trees, landscaping, seeding, bus shelters, and other amenities." And "Promote windows, porches, balcony's and stoops."; "Expand sidewalk widths so that pedestrians may walk in minimum of two abreast."; and "Plant shade trees." "Avoid ornamental trees;...".

RESPONSE – A two-car garage on the ground level of each townhouse.

"Establish standards for building height to create a sense of enclosure along the street."

RESPONSE - The proposed building height of these townhouses will be roughly equivalent to those of the existing townhouses also along the west side of Baltimore Avenue, north of Jefferson Street, and it will create a "sense of enclosure along the street.

"Establish building design standards that respect the traditional design of surrounding residential communities while reflecting the artistic nature of the Arts District."; "Use materials that reflect the quality and spirit of the Arts District."

RESPONSE - The building design and materials will be generally consistent with the existing townhouses also along the west side of Baltimore Avenue, north of Jefferson Street, and these have previously been found to "reflect the quality and spirit of the Arts District"

"Install landscaping that provides shade and visual variety along the street."; "Encourage public and private entities to provide sidewalks, street trees, landscaping, seating, bus shelters, and other amenities."

RESPONSE - The landscaping proposed along the Baltimore Avenue frontage of the Subject Property will provide shade and visual variety along the streets, and the developer will be providing new and wider sidewalks, as well as public art.

"Promote windows, porches, balconies and stoops."

RESPONSE - The proposed townhouses will include stoops along the first level of living area, and balconies above, as well as windows that will provide a great deal of natural light into the townhouses.

"Expand sidewalk widths so that pedestrians may walk a minimum of two abreast."

RESPONSE - The sidewalk width, as noted above, will be widened to provide a pedestrian way that will easily accommodate at least two people walking abreast.

5. **Compliance with Development Standards** – While the proposed development upon the Subject Property complies with the great majority of applicable Development Standards (see the Development Standards matrix, attached hereto as Attachment A), four (4) variations from the applicable Development Standards are requested, and the Justification for those variations is attached hereto as Attachment B.

Respectfully submitted,

Lawrence N. Taub
Attorney for Applicant

<table>
<tr><td>Development Standards for “The Blue” Townhouses, DSP-15016
Gateway Arts District Sector Plan – Town Center Character Area</td><td>Compliance</td></tr>
<tr><td>1. <u>SITE DESIGN</u></td><td></td></tr>
<tr><td>1. Development shall meet all applicable build-to lines with the optional variation shown in Table 1

<table>
<tr><td colspan="4">Table 1: Build-to Line (Distance in feet)</td></tr>
<tr><td rowspan="2">Buildings/Location</td><td colspan="2">Build-to Line</td><td rowspan="2">Allowable Variation</td></tr>
<tr><td>From face-of-curb</td><td>From edge of R-O-W</td></tr>
<tr><td>Along US 1, excluding the segment from Jefferson Street to Farragut Street</td><td>-------</td><td>10-12</td><td>±4</td></tr>
<tr><td>Along 34th and 38th Streets</td><td>20</td><td>-----</td><td>±4</td></tr>
<tr><td>Along all other streets</td><td>15</td><td>-----</td><td>±5</td></tr>
<tr><td>Residential Uses</td><td>As above</td><td>-----</td><td>±15</td></tr>
<tr><td>Institutional Uses</td><td>As above</td><td>-----</td><td>±40</td></tr>
</table></td><td>✓</td></tr>
<tr><td>4. Buildings along the segment of US 1 from Jefferson Street to Farragut Street should be sited to maintain a consistent front building line to define the public realm of the street, wherever possible. If no established setbacks of the existing front building line exists, a build-to line between 10 and 12 feet from the right-of-way-line should be established. This is a DSP standard.</td><td>✓</td></tr>
<tr><td>5. All buildings shall be built out to a minimum of 80 percent of the site frontage.</td><td>Variation requested</td></tr>
<tr><td>6. Development on lots or parcels greater than four acres in size should place utility lines underground or relocate them to the rear of the property in coordination with the appropriate utility. This standard applies only to new utilities to be placed with proposed development or redevelopment.</td><td>NA</td></tr>
<tr><td>10. Building sidewalls should abut the sidewalls of adjacent buildings, if possible.</td><td>Variation requested</td></tr>
<tr><td>29. Buildings on corner lots should not have blank exterior walls at the pedestrian level.</td><td>NA</td></tr>
<tr><td><u>Access & Circulation</u></td><td></td></tr>
</table>

ATTACHMENT A

1. Access to parking lots and loading facilities on adjacent properties should be shared.	NA
2. Sidewalks a minimum of five feet in width shall connect to dwelling entrances, parking, recreational facilities, auxiliary buildings, recycling, and dumpster areas.	✓
3. Sidewalks shall not be made of asphalt.	✓
4. Sidewalk materials and design shall be continuous across driveways and driveway aprons.	✓
5. There shall be a maximum of two access driveways per lot or parcel from a public street to parking.	✓
6. Access to parking and the rear of the lot or parcel shall be located on a side street or alley and shall be a maximum of 18 feet wide.	✓
7. Sites greater than four acres in size should have private drive aisles or public alleys to provide access to the rear of the buildings and the interior of the lot or parcel for access to parking, dumpsters, and service entrances.	NA
8. Drive-through services shall be located only on the rear of a building.	NA
9. Drive-through services shall not be allowed except where accessed from a side street or alley.	NA
Parking and Loading	
1. Parking for an artist studio use shall be provided at the rate of one space per 2,500 square feet of gross floor area.	NA
2. Parking for a residential or live/work use shall be a minimum of 1.5 on-site spaces per unit. Additional spaces up to a maximum of 3.5 spaces per unit may only be provided in an on-site parking structure.	✓
6. If a parking district(s) is established in the Arts District or individual municipality, the number of off-street surface parking spaces, for uses with at least 35,000 SF of GFA, other than artist studio, residential and live/work shall not exceed 80 percent of the number of off-street parking spaces required by Section 27-568(a) of the Zoning Ordinance. If additional parking is provided, it shall be structured. Required parking may be on or off site but shall be located within one-quarter mile of the development site. This section's requirements shall apply to all development under 35,000 SF of GFA.	NA
7. If a parking district(s) is established for the Arts District or individual municipalities, the minimum number of off-street surface parking spaces for uses other than art studio, residential, and live/work shall be reduced 50 percent from the minimum number of required off-street parking spaces in accordance with Section 27-568(a) of the Zoning Ordinance. If off-site shared parking is utilized in accordance with off-site shared parking requirements below, then this minimum for on-site surface parking may be waived. The minimum number of off-street surface parking spaces permitted for each land use type shall comply with Section 27-568(a) of the Zoning Ordinance. Departure from the provisions of Section 27-568(a) requires a detailed site plan review.	NA

8. Where shared parking is utilized, the applicant shall provide details of the development's proposed uses and required parking along with a letter from the parking lot manager certifying that the lot has the capacity to accommodate all parking needs and that the parking owner has entered into an agreement to share the number of spaces required.	NA
9. When off-site parking is used to meet the parking requirements, the applicant will need to provide satisfactory documentation to show that parking is provided off site.	NA
Siting & Access	
1. Structured parking for a multifamily residential use shall be located on the interior of the block, at the rear of the property or underground and accessed from a side street, alley or entrance drive-aisle with a secured door.	NA
2. Residential unit garages should be located at the rear of the property and accessed from a side street or alley.	✓
3. Loading facilities shall only be located at the rear of the building and accessed from a side street or alley.	NA
4. Parking shall not be located between the sidewalk or street and the building.	✓
5. Structured parking should be located on the interior of the block, at the rear of the property, or underground and accessed from a side street or alley. Structured parking should not be located to overshadow historic landmarks, historic neighborhoods or views of signature buildings.	NA
Fencing, Walls, Screening, and Buffering	
1. Opaque walls and fences, with the exception of required screening, shall not exceed four feet in height. Non-opaque fences shall not exceed six feet in height.	Variation requested
2. Barbed wire, vinyl cladding, unclad cinder block, or razor wire shall not be used as walls, fences, or screening. Appropriate materials for fences and walls include masonry, wood, decorative metal, or brick.	✓
3. Chain-link fences shall not be used as walls, fences or screening, with the exception of enclosures for recreational courts (e.g. tennis or basketball).	✓
Dumpsters, Services, Utilities, Outdoor Storage and Stormwater Management	
1. New techniques and methods of collecting and treating stormwater should be used as they emerge, such as micromanagement described in the current version of the design manual *Low-Impact Development Strategies – An Integrated Design Approach*, published by DER.	✓
2. Dumpsters, outdoor storage, utility boxes, and HVAC units shall be screened by an opaque material similar in color and material to that of the main building so they are not visible from the public sidewalks or streets.	✓
3. Dumpsters on adjacent properties should be consolidated, where possible.	NA
Signage	

1. Freestanding pole, monumental signs, or billboard shall not be allowed.	NA
Lighting	
1. Gas stations should not be illuminated by a high level of lighting (above 10 Lux) and should use a minimum color-rendering index (CRI) of 65. This lighting should be shielded not to exceed 15 feet in radius from any given pump.	NA
2. Illumination shall be provided for main entrances, passageways, parking lots, recycling areas, service entrances and areas, alleys, pathways, parks, and plazas.	✓
3. Grade changes in public spaces such as stairs, inclines, ramps, and steps should be illuminated from above or at the ground level.	NA
4. Fixtures should be located and shielded so that light does not spill from a parking lot onto an adjacent one-family residential property or into residential building windows.	✓
Landscaping	
1. Existing trees should be preserved where feasible.	✓
2. Shade trees with a minimum of 2½- to 3-inch caliper shall be provided at the rate of one shade tree per every 5,000 square feet of the gross site area (exclusive of street dedications). Existing trees and street trees to be planted within the abutting right-of-way may be counted toward meeting this standard.	✓
3. Parking lots shall be planted with a minimum of one shade tree per every ten spaces in the provided corners, bump-outs, or islands.	NA
4. The property owner should install hose bibs on the outside of new buildings in locations appropriate for watering street trees and landscaping and cleaning sidewalks where this does not interfere with entrance embellishments.	✓
BUILDING DESIGN	
Building Height	
1. Buildings adjacent to a one-family residential dwelling or a historical landmark shall have a maximum height of 42 feet. Buildings adjacent to a historic landmark shall have a height that is architecturally compatible with that landmark.	✓
2. Residential or live/work buildings on US 1, Alt. US 1 and 38th Street should have a minimum height of 28 feet. The minimum height of commercial buildings on these streets should be 18 feet.	✓
3. The maximum height of multifamily residential buildings shall be 70 feet.	NA
4. The maximum height of townhouse buildings shall be 45 feet.	✓
5. A bay window, oriel, entrance vestibule, or balcony may project up to three feet beyond the front or rear building line, if the projection is not more than ten feet long (measured along the building.) Cornices and	✓

eaves may project up to two and one half feet beyond the building line. The projection shall be at least two feet from any lot line.	
Building Openings	
Entrances	
1. The main entrance(s) of the buildings with ground floor retail uses should be located on the primary street and address the sidewalk with appropriate lighting and signage. Buildings on corners should consider locating main entrances on the corners.	NA
2. The main entrances should be highlighted with a minimum of three design elements such as awnings, a portico, architectural recesses, windows (transom and sidelights), plantings, street furniture, and architectural details to highlight entrances to businesses or upper-story offices and apartments.	NA
Windows	
1. The ground floor of commercial structures with first-floor retail uses shall contain at least 60 percent two-way visually transparent material.	NA
2. All facades should have substantial fenestration on all stories, including those facing the rear, alley, driveways, parking lots or other open areas.	✓
3. Multifamily buildings should have transparent lobby and entrance windows facing the street.	NA
Unit Design	
1. Residential units shall not be located on the ground floor on 34th Street, 38th Street and US 1 south of Jefferson Street.	Variation requested
2. Commercial buildings shall have a minimum ground floor height of 12 feet.	NA
3. Artist live/work units shall have a minimum gross floor area of 700 square feet.	NA
Architecture	
1. The historic character of buildings should be retained and, where possible, details of the original building should be restored.	NA
2. Developments should emphasize the division between street level and the upper stories through design features such as aligned windows, awnings, patterned bands, and cornices.	✓
3. Parking structures should relate to the architecture of the main building.	NA
4. New buildings greater than 45 feet in width should be designed to visually break up the length of the new building.	✓
5. Buildings that exceed 130 feet in frontage on any street should be articulated through massing, material, color, opening, and detail changes to appear as multiple buildings rather than one single building.	NA
6. Buildings intended for institutional uses should highlight the main entrance through massing changes, architectural details, and appropriate lighting and plantings.	NA

7. The ground floor of any commercial/mixed-use structure on US 1, Alt. US 1 and 38th Street should incorporate decorative architectural detailing and materials. This shall be achieved through the use of windows and door casings, façade detailing, and unique cornices, banding or awnings.	NA
8. Design of multifamily buildings should be compatible with the scale and proportion of adjacent residential neighborhoods.	NA
12. New buildings should be faced on any façade fronting a public street with quality materials such as brick, stone, wood, masonry, or stucco compatible with the character of the surrounding neighborhoods.	✓
Architecture for Signature Buildings	
1. New buildings and renovations on signature properties should incorporate designs that portray the unique identity of the Arts District and exhibit the highest quality in design or materials. See Gateway and View Terminus Sites (Map 11) for locations.	NA
Signage	
1. Exterior neon signs, internally lit signs, and signs with moving parts or blinking lights shall only be permitted on US 1, 34th Street and 38th Street.	NA
2. Commercial signs painted on side or rear facades shall not exceed 30 percent of the façade areas.	NA
3. Neon signs, signs with moving parts, or blinking lights should not be greater than 20 square feet in area.	NA
4. Sign locations should be incorporated into the overall architectural design of the building.	NA
5. Letters and logos painted on storefront windows and doors should not exceed more than 25 percent of the window area.	NA
6. All businesses shall have front and/or rear entry signage such as blade and bracket, pin letter, or flat mounted boards securely fastened to the building and oriented toward pedestrians.	NA
7. Signs should be lit externally, where the light does not exceed the area of the sign or spill onto the building façade.	✓
8. Only banners suspended and permanently braced perpendicular to the building are permitted.	NA
9. Sign area shall not exceed the regulations of Sections 27-613(c), (f), and 27-107.01 of the Zoning Ordinance.	✓
10. Roof-mounted signs should not extend beyond the roofline by more than three feet.	NA
12. Wall murals shall not contain logos, advertising, or a product for sale. The name of the sponsor may appear in letters not more than eight inches in height. A wall mural shall not contain an image(s) that are obscene or negatively impact historic characters and resources of the local community.	NA
PUBLIC SPACE	
Streetscape	
1. The streetscape is the area from the façe of the curb to the build-to-line. The streetscape should	✓

include a sidewalk (pedestrian walkway and street furniture zone) and a strip containing street trees, landscaping, and a paved area for pedestrian amenities. On streets with on-street parking, bump-outs containing tree boxes should be considered. *The City of Hyattsville is exempt from this standard*	
2. The streetscape on US 1, 34th and 38th Streets and Alt. US 1 shall consist of a sidewalk a minimum of 12 feet wide and may include a strip containing street trees, landscaping, and pedestrian amenities. *The City of Hyattsville is exempt from this standard*	✓
4. All streets shall have a sidewalk on both sides wherever possible.	NA
5. On US 1, Alt US 1 and 38th Street, tree boxes shall be at least 5 feet wide, 10 feet long, and 4 feet deep. On all other streets tree boxes shall be at least 4 feet wide, 8 feet long, and 4 feet deep. All tree boxes shall be spaced 30-40 feet apart.	✓
6. Street trees shall be shade trees and shall be a minimum of 2½- to 3-inch caliper.	✓
Parks and Plazas	
1. At least one tree with a minimum 2½- to 3-inch caliper should be planted per every 1,000 square feet of proposed open space.	NA
2. Walkways in parks and plazas shall have pedestrian-oriented lighting.	NA
3. A minimum of 1 shrub should be provided for every 100 square feet of area, and there should be a minimum of 3 varieties for spaces greater than 300 square feet.	NA

JUSTIFICATION FOR VARIATIONS TO DEVELOPMENT STANDARDS

GATEWAY ARTS DISTRICT SECTOR PLAN AND SECTIONAL MAP AMENDMENT

"THE BLUE" TOWNHOUSES; DSP-15016

1. **Site Design – No. 5 – "All buildings shall be built out to a minimum of 80 percent of the site frontage."**

Variation Requested – 12% - The building upon this site will be built out to 68 percent of the site frontage.

Justification – The subject property consists of 18 townhouses, each of which will include a two–car garage that will occupy the entire lower level. Each townhouse will be accessed from an internal alley, which is connected to Baltimore Avenue by way of an 18-foot driveway to be located roughly in the middle of the site frontage along Baltimore Avenue. While each townhouse lot will be built out to 100 percent of its own frontage, the functional requirement of the driveway to access the garages to all of the townhouses reduces the amount of site frontage to 68 percent, below the Development Standard of 80 percent. The existence and location of this driveway to access the alley, however, allows the design of these proposed townhouses to comply with the great majority of the applicable Development Standards, e.g., Development Standard No. 2 under the category of "Siting & Access" – "Residential unit garages should be located at the rear of the property and accessed from a side street or alley." I respectfully submit that the requested variation provides for a very attractive and functional townhouse development, which will be generally consistent with, and help to advance, the vision of the Gateway Arts District Sector Plan.

2. **Site Design – No. 10 – "Building sidewalls should abut the sidewalls of adjacent buildings, if possible."**

Variation Requested – There will be a twenty-two inch (22") gap between the southernmost wall of the subject townhouses and the building immediately to the south of the townhouses.

Justification – It should first be noted that this Development Standard utilizes the word "should", rather than "shall", as used in other Development Standards. The word "should" has generally been interpreted to mean that the standard is not mandatory – which is generally indicated by the term "shall" – but directory only. This particular Standard, therefore, is one which is intended to express a desirable objective, though not required.

If, however, this variation must be addressed, the applicant believes that this small gap between these buildings is justified for the following reasons: (1) the building immediately to the south of the proposed townhouses is an older building, and may well be demolished for site redevelopment at some point in the future; (2) the gap between the buildings will allow for improved fire safety and a more efficient construction of the new townhouses; and (3) if the goal of this Standard is to present a continuous appearance of buildings along the street frontage, as well as continuous street activity, I would respectfully submit that this very small separation between these buildings will not materially affect these goals, and the view from

Route 1 will still be that of a generally continuous line of buildings, including both the proposed townhouses and the building immediately to the south.

3. **Fencing, Walls, Screening, & Buffering – No. 1 – "Opaque walls and fences, with the exception of required screening, shall not exceed four feet in height. Non-opaque fences shall not exceed six feet in height."**

Variation Requested – The opaque fence along the western property line is proposed to be six feet in height.

Justification – The six-foot fence along the western property line is required at that height to effectively prevent views into the third floor bedroom windows of the townhouses from the adjacent property to the west. The driveway immediately west of the Subject Property will be significantly higher than the ground level of the townhouses, and thus a four-foot high fence at that location will not provide an effective visual screen for the windows in the townhouses. The fence, however, will be landscaped, and will thus be visually attractive.

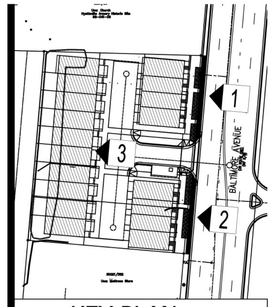
4. **Unit Design – No. 1 – "Residential Units shall not be located on the ground floor on 34th Street, 38th Street and US 1 south of Jefferson Street."**

Variation Requested – Waiver

Justification – The ground floor of each of the proposed townhouses upon the subject property will be occupied by the garage to serve each townhouse, and I thus respectfully submit that this design is actually consistent with this Development Standard; the garage on the ground floor of these townhouses is not part of the "residential units" as intended within this Development Standard. Interestingly, while other Development Standards specifically reference a particular type of use on the ground floor of a building (e.g. "ground floor retail uses," as set forth in Development Standard No. 1 for "Building Openings-Entrances"), this particular Standard does not do so. If commercial uses are determined to be implied as the uses that should be on the ground floor of these proposed townhouses, I would respectfully disagree. The commercial uses on the ground floor of the live/work buildings located in Arts District Hyattsville, along the western side of Baltimore Avenue north of the subject property, have been generally unsuccessful – they have proven to be very difficult, if not impossible, to finance, and parking to serve those uses has been very problematic. This problem was acknowledged by the Planning Board and District Council through the approval of DSP-04076-04 (PGCPB No. 14-53), in which the originally-proposed live/work units on the ground level of a building within Arts District Hyattsville, located on the west side of Baltimore Avenue between Jefferson Street and Longfellow Street, was permitted to be converted to purely residential units.

Respectfully submitted,

Lawrence N. Taub
Attorney for Applicant



KEY PLAN

LOT #9	LOT #10	LOT #11	LOT #12	LOT #13	LOT #14	LOT #15	LOT #16	LOT #17	LOT #18
UNIT C4	UNIT C1	UNIT C2	UNIT C3	UNIT C1	UNIT C1	UNIT C3	UNIT C2	UNIT C1	UNIT C4

3 / A-400 FRONT ELEVATIONS LOTS 9-18

SCALE: 1/8"=1'-0" HAV003a_A400

LOT #8	LOT #7	LOT #6	LOT #5	LOT #4	LOT #3	LOT #2	LOT #1
UNIT B2	UNIT A2	UNIT A1	UNIT B1	UNIT B1	UNIT A1	UNIT A2	UNIT B3

2 / A-400 FRONT ELEVATIONS LOTS 5-8

SCALE: 1/8"=1'-0" HAV003a_A400

1 / A-400 FRONT ELEVATIONS LOTS 1-4

SCALE: 1/8"=1'-0" HAV003a_A400

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301.864.6500
SEVAG BALIAN

PROJECT NAME: THE BLUE TOWNHOMES
HYATTSVILLE, MARYLAND

SHEET TITLE: STRIP ELEVATIONS

ISSUE / REVISION

NO.	DESCRIPTION	DATE
	CLIENT REVIEW SET	08.05.15

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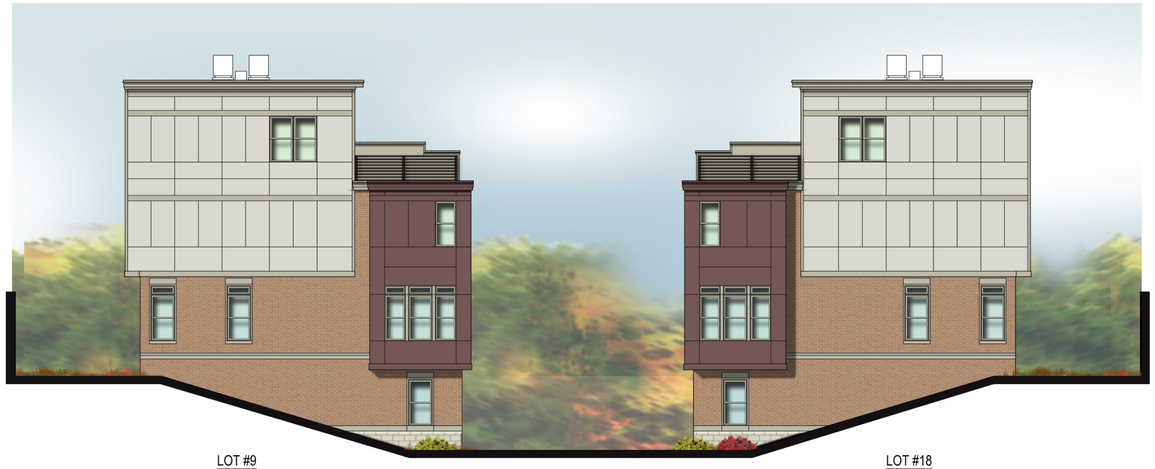
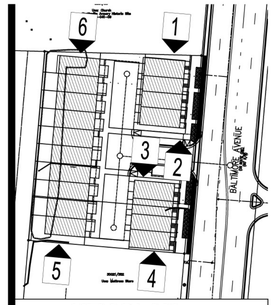


LOT #9
UNIT C4

5 / A-401 SIDE ELEVATION LOT 9
SCALE: 1/8"=1'-0" HAV003a_A401

LOT #18
UNIT C4

5 / A-401 SIDE ELEVATION LOT 18
SCALE: 1/8"=1'-0" HAV003a_A401



KEY PLAN

LOT #8
UNIT B2

4 / A-401 SIDE ELEVATION LOT 8
SCALE: 1/8"=1'-0" HAV003a_A401

LOT #5
UNIT B1

3 / A-401 SIDE ELEVATION LOT 5
SCALE: 1/8"=1'-0" HAV003a_A401

LOT #4
UNIT B1

2 / A-401 SIDE ELEVATION LOT 4
SCALE: 1/8"=1'-0" HAV003a_A401

LOT #1
UNIT B3

1 / A-401 SIDE ELEVATION LOT 1
SCALE: 1/8"=1'-0" HAV003a_A401

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HYATTSVILLE, MARYLAND

SHEET TITLE:
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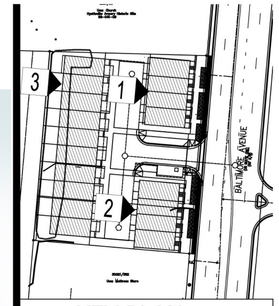
LOT #18	LOT #17	LOT #16	LOT #15	LOT #14	LOT #13	LOT #12	LOT #11	LOT #10	LOT #9
UNIT C4	UNIT C1	UNIT C2	UNIT C3	UNIT C1	UNIT C1	UNIT C3	UNIT C2	UNIT C1	UNIT C4

3 A-402 REAR ELEVATIONS LOTS 9-18

SCALE: 1/8"=1'-0" HAV003a_A402



KEY PLAN

LOT #1	LOT #2	LOT #3	LOT #4
UNIT B3	UNIT A2	UNIT A1	UNIT B1

1 A-402 REAR ELEVATIONS LOTS 1-4

SCALE: 1/8"=1'-0" HAV003a_A402

LOT #5	LOT #6	LOT #7	LOT #8
UNIT B1	UNIT A1	UNIT A2	UNIT B2

2 A-402 REAR ELEVATIONS LOTS 5-8

SCALE: 1/8"=1'-0" HAV003a_A402

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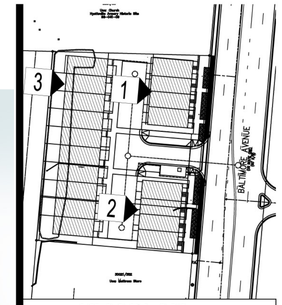
LOT #18	LOT #17	LOT #16	LOT #15	LOT #14	LOT #13	LOT #12	LOT #11	LOT #10	LOT #9
UNIT C4	UNIT C1	UNIT C2	UNIT C3	UNIT C1	UNIT C1	UNIT C3	UNIT C2	UNIT C1	UNIT C4

3 A-402 REAR ELEVATIONS LOTS 9-18

SCALE: 1/8"=1'-0" HAV003a_A402



KEY PLAN

LOT #1	LOT #2	LOT #3	LOT #4
UNIT B3	UNIT A2	UNIT A1	UNIT B1

1 A-402 REAR ELEVATIONS LOTS 1-4

SCALE: 1/8"=1'-0" HAV003a_A402

LOT #5	LOT #6	LOT #7	LOT #8
UNIT B1	UNIT A1	UNIT A2	UNIT B2

2 A-402 REAR ELEVATIONS LOTS 5-8

SCALE: 1/8"=1'-0" HAV003a_A402

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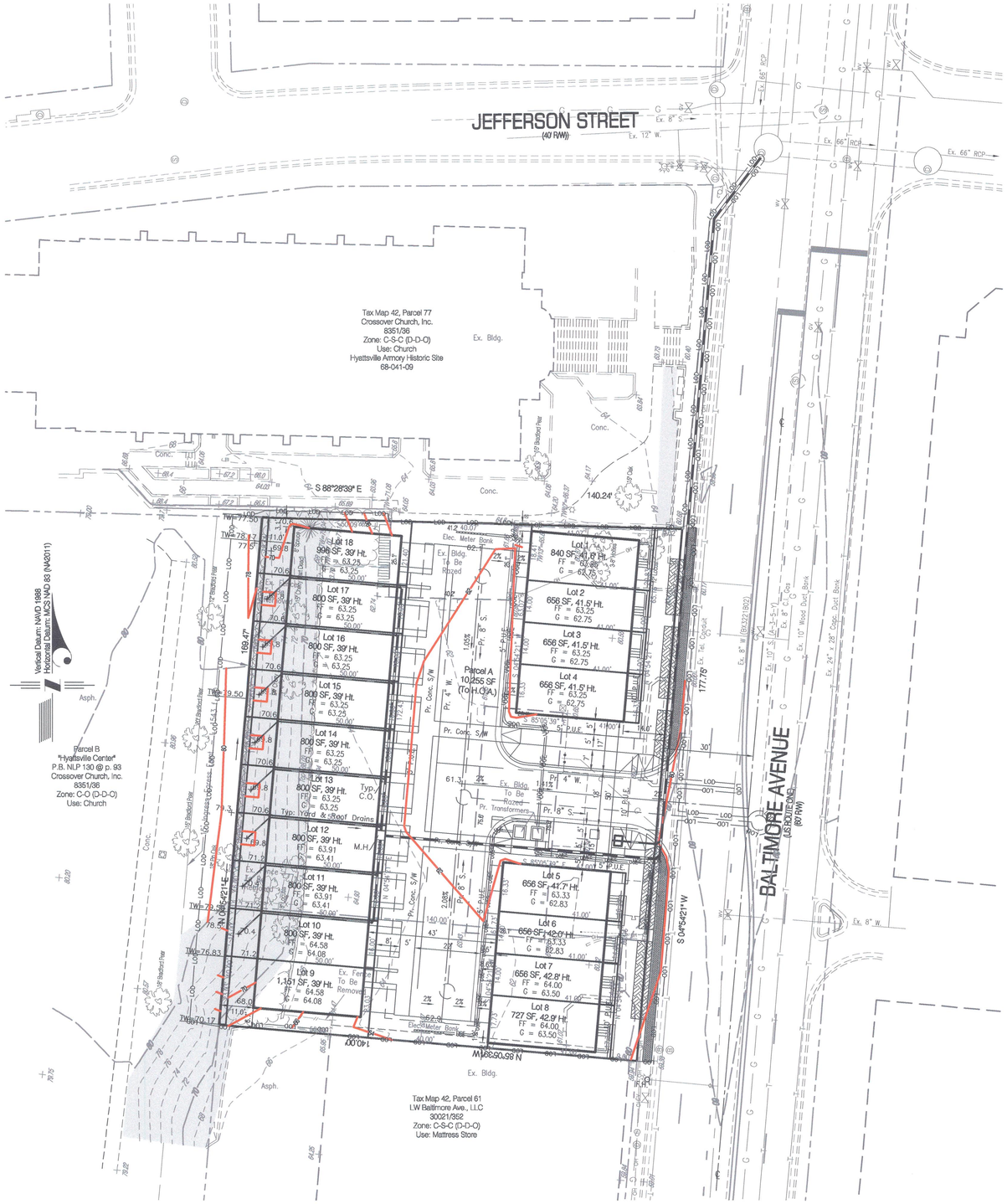
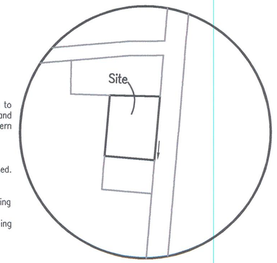


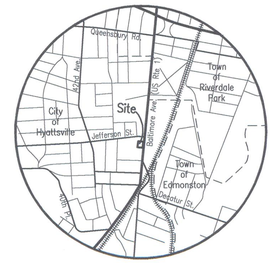
Development District Standards
Applicable to the Town Center Character Area
in the City of Hyattsville

See Sheet 3 of 5 for Landscaping, Lighting and Streetscape Development District Standards

Site Design Building and Streetscape Siting	
4. Buildings along the segment of US1 from Jefferson Street to Farragut Street should be sited to maintain a consistent front building line to define the public realm of the street, wherever possible. If no established setbacks of the existing front building line exist, a build–to line between 10 and 12 feet from the right–of–way–line should be established. This is a DSP standard.	14' provided to conform to Streetscape Standards and existing streetscape pattern
5. All buildings shall be built out to a minimum of 80 percent of the site frontage.	68.3% provided; modification requested.
10. Building sidewalls should abut the sidewalls of adjacent buildings, if possible.	Substantially conforming
29. Buildings on corner lots should not have blank exterior walls at the pedestrian level.	Conforming
Access and Circulation	
1. Access to parking lots and loading facilities on adjacent properties should be shared.	No parking lot or loading proposed
2. Sidewalks a minimum of five feet in width shall connect to dwelling entrances, parking, recreational facilities, auxiliary buildings, recycling, and dumpster areas.	Conforming
3. Sidewalks shall not be made of asphalt.	Conforming
4. Sidewalk materials and design shall be continuous across driveways and driveway aprons.	Conforming
5. There shall be a maximum of two access driveways per lot or parcel from a public street to parking.	Conforming
6. Access to parking and the rear of the lot or parcel shall be located on a side street or alley and shall be a maximum of 18 feet wide.	Conforming
Parking and Loading	
2. Parking for a residential or live/work use shall be a minimum of 1.5 on–site spaces per unit. Additional spaces up to a maximum of 3.5 spaces per unit may only be provided in an on–site parking structure.	Conforming – 2 spaces provided per unit in garages
Siting and Access	
2. Residential unit garages should be located at the rear of the property and accessed from a side street or alley.	Conforming
3. Loading facilities shall only be located at the rear of the building and accessed from a side street or alley.	No loading spaces proposed
4. Parking shall not be located between the sidewalk or street and the building.	Conforming
Fencing, Walls, Screening, and Buffering	
1. Opaque walls and fences, with the exception of required screening, shall not exceed four feet in height. Non–opaque fences shall not exceed six feet in height.	Modification requested
2. Barbed wire, vinyl cladding, unclad cinder block, or razor wire shall not be used as walls, fences, or screening. Appropriate materials for fences and walls include masonry, wood, decorative metal, or brick.	Conforming
3. Chain–link fences shall not be used as walls, fences or screening, with the exception of enclosures for recreational courts (e.g., tennis or basketball).	Conforming
Dumpsters, Services, Utilities, Outdoor Storage, and Stormwater Management	
1. New techniques and methods of collecting and treating stormwater should be used as they emerge, such as micromanagement described in the current version of the design manual Low–Impact Development Strategies––An Integrated Design Approach, published by DER.	Conforming
2. Dumpsters, outdoor storage, utility boxes, and HVAC units shall be screened by an opaque material similar in color and material to that of the main building so they are not visible from the public sidewalks or streets.	Conforming
3. Dumpsters on adjacent properties should be consolidated, where possible.	No dumpster proposedd
Signage	
1. Freestanding pole, monumental signs, or billboard shall not be allowed.	Conforming
Building Design Building Height	
1. Buildings adjacent to a one–family residential dwelling or a historic landmark shall have a maximum height of 42 feet. Buildings adjacent to a historic landmark shall have a height that is architecturally compatible with that landmark.	Conforming – 41.6' Max.
2. Residential or live/work buildings on US 1, Alt. US 1 and 38th Street should have a minimum height of 28 feet. The minimum height of commercial buildings on these streets should be 18 feet.	Conforming – 39' Min.
4. The maximum height of townhouse buildings shall be 45 feet.	Conforming – 42.9' Maxx
5. A bay window, oriel, entrance vestibule, or balcony may project up to three feet beyond the front or rear building line, if the projection is not more than ten feet long (measured along the building). Cornices and eaves may project up to two and one half feet beyond the building line. The projection shall be at least two feet from any lot line.	Conforming
Building Openings Windows	
2. All facades should have substantial fenestration on all stories, including those facing the rear, alley, driveways, parking lots or other open areas.	Conforming
Unit Design	
1. Residential units shall not be located on the ground floor on 34th Street, 38th Street and on US 1 south of Jefferson Street.	Conforming – Residential occupancy begins at second floor
Architecture	
1. The historic character of buildings should be retained and, where possible, details of the original building should be restored.	No existing buildings retained
2. Developments should emphasize the division between street level and the upper stories through design features such as aligned windows, awnings, patterned bands, and cornices.	Conforming
4. New buildings greater than 45 feet in width should be designed to visually break up the length of the building.	Conforming
5. Buildings that exceed 130 feet in frontage on any street should be articulated through massing, material, color, opening, and detail changes to appear as multiple buildings rather than one single building.	Conforming
12. New buildings should be faced on any facade fronting a public street with quality materials such as brick, stone, wood, masonry, or stucco compatible with the character of the surrounding neighborhoods.	Conforming



Drainage Area Map
Scale: 1" = 200'



VICINITY MAP
Scales: 1" = 2000'

GENERAL NOTES

1. Subdivision Name . . . . . None (Bluebird Row proposed)
2. Record References . . . . . L. 21977 @ F. 409
3. Site Area . . . . . 24,305 SF or 0.5580 Acres
4. Existing Zoning . . . . . C-S-C (D-D-O)
   Gateway Arts District Development District Overlay Zone
   Town Center (TC) Character Area
5. Existing Use. . . . . Former Taxicab Station
6. Proposed Use . . . . . Townhouses
7. Number of Lots, Parcels, Outlots & Outparcels . . . . . Eighteen Lots, One Parcel
8. Housing Unit Breakdown. . . . . Eighteen townhouses
9. WSSC 200 Sheet 206NE4
10. Tax Map and Grid . . . . . Tax Map 42, Grid C4
11. This site is not within an Aviation Policy Area.
12. The site is located in Water and Sewer Planning Categories W-3 and S-3 (Existing and Proposed).
13. Stormwater Management Concept Approval: 28196-2015
14. Public utility easements are proposed as shown.
15. Mandatory park dedication is not applicable to this plan per 24-134(a)(3)(A) as the existing parcels were legally created by deeds recorded in 1954.
16. There are no known cemeteries on or contiguous to this site.
17. There are no Historic Sites on this site.
18. The following Historic Sites are located within 1,000' of this site:

Hyattsville Armory	68-041-09	5340 Baltimore Avenue
Prince George's Bank & Trust	68-041-02	5214 Baltimore Avenue
Professional Building	68-041-01	5200 Baltimore Avenue
Hyattsville Post Office	68-041-40	4325 Gallatin Street
Burgess House	68-010-83	5201 42nd Place
B&O Switching Tower	68-008	(Demolished)

    The property is located within the Hyattsville National Historic District 68-10.
19. There are no nontidal wetlands within the limits of this site.
20. There are no areas of 100-year floodplain within the limits of this site.
21. This site is not located within the Chesapeake Bay Critical Area.
22. The topographic and/or planimetric data shown on this plan is based on a field-run survey conducted by this company on or about May 6, 2015.
23. Owner/Applicant: Hyattsville Route One Partners, LLC
    6110 Executive Boulevard, Suite 430
    Rockville, Maryland 20852
24. Waste collection shall be from bins at each individual unit.

LEGEND

- Existing 2' Contour
- Existing 10' Contour
- Proposed Contour
- LOD — Limit of Disturbance
- T — Underground Telephone Conduit
- G — Underground Gas Main
- Water Main
- Sewer Main
- OH — Overhead Electric/Telphone/Cable
- 15%+ Slopes

Professional Certification

I hereby certify that these documents were prepared by me or prepared under my supervision, and that I am a duly licensed professional engineer under the laws of the State of Maryland, License No. 37684 (expiration date: 7/13/17). I further certify that this plan has been designed in accordance with the requirements of Subtitle 32, Division 2, of the code of Prince George's County, Maryland; and that I or my staff have inspected this site and that drainage flows from uphill properties onto this site, and from this site onto downhill properties have been addressed in substantial accordance with applicable codes.

STATE OF MARYLAND · BENJAMIN P. ROBERTSON III · No. 37684 · PROFESSIONAL ENGINEER

DocuSigned by: Benjamin P Robertson III
F527E7836A1842C...
2 / 24 / 2016
Benjamin P. Robertson, III, P.E. Date

THIS BLOCK IS FOR OFFICIAL USE ONLY
QR label certifies that this plan meets conditions of final approval by the Planning Board, its designee or the District Council.
M-NCPPC
APPROVAL

PROJECT NAME: Blue
PROJECT NUMBER: DSP-15016
For Conditions of Approval see Site Plan Cover Sheet or Approval Sheet
Revision numbers must be included in the Project Number

DSP-15016

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RDA
ENGINEERS
LAND PLANNERS
LAND SURVEYORS
RDA ENGINEERING CO., INC.
14603 MAIN STREET – UPPER MARLBORO, MD. 20772 PRINCE FREDERICK
UPPER MARLBORO (301)952-8200 (301)855-9500 (410)535-8600

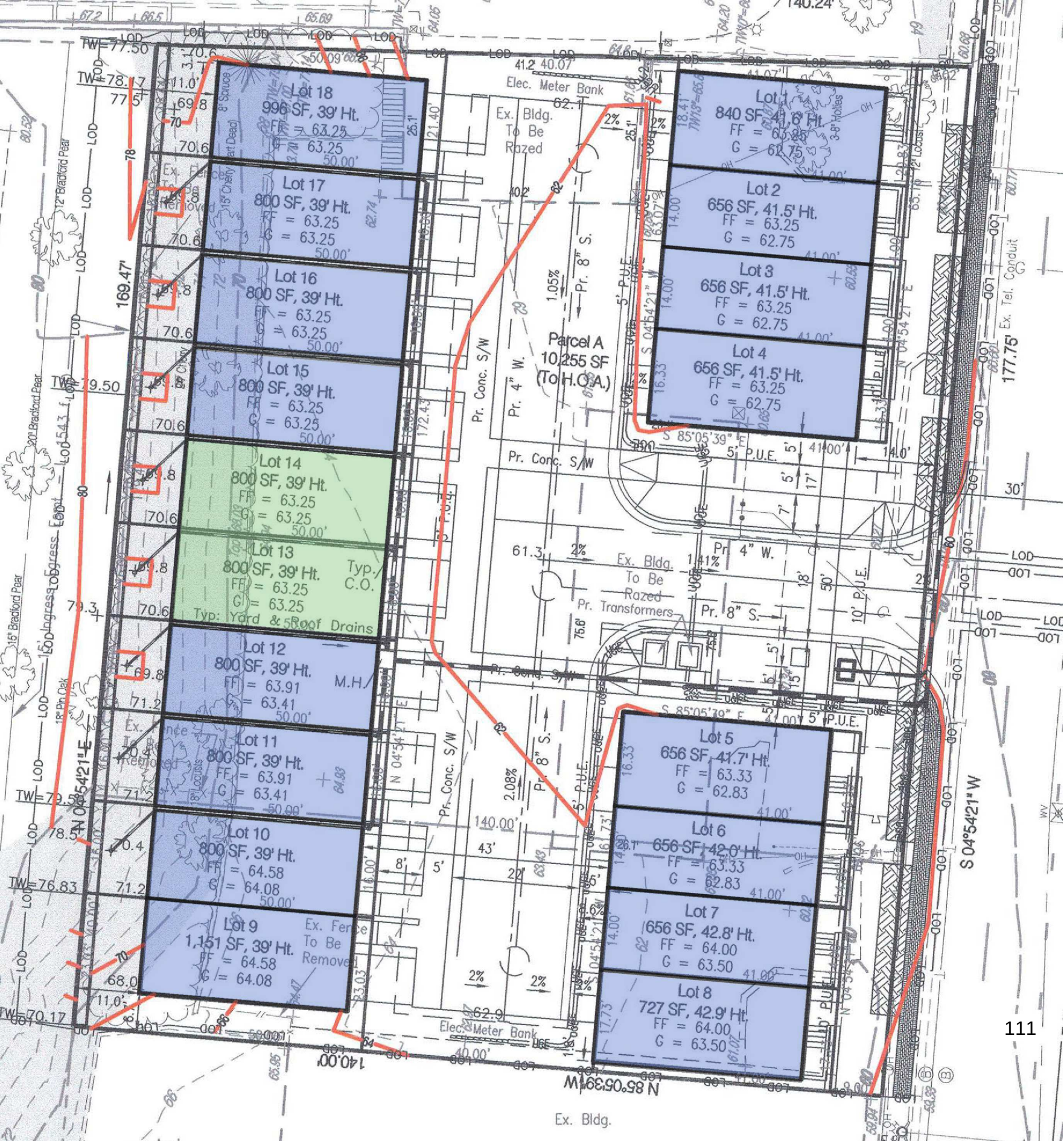
REVISIONS

JOB NO.: W - 723
SCALE: 1" = 20'
DRAWN BY: MGLF
CHECKED BY: MGLF
DATE: May 29, 2015

DETAILED SITE PLAN

BLUE

City of Hyattsville
HYATTSVILLE (16th) ELECTION DISTRICT
PRINCE GEORGE'S COUNTY, MARYLAND


Lot 18
996 SF, 39' Ht.
FF = 63.25
G = 63.25
Lot 17
800 SF, 39' Ht.
FF = 63.25
G = 63.25
Lot 16
800 SF, 39' Ht.
FF = 63.25
G = 63.25
Lot 15
800 SF, 39' Ht.
FF = 63.25
G = 63.25
Lot 14
800 SF, 39' Ht.
FF = 63.25
G = 63.25
Lot 13
800 SF, 39' Ht.
FF = 63.25
G = 63.25
Typ. / C.O.
Typ: Yard & Roof Drains
Lot 12
800 SF, 39' Ht.
FF = 63.91
G = 63.41
M.H.
Lot 11
800 SF, 39' Ht.
FF = 63.91
G = 63.41
Lot 10
800 SF, 39' Ht.
FF = 64.58
G = 64.08
Lot 9
1,151 SF, 39' Ht.
FF = 64.58
G = 64.08
Ex. Fence To Be Removed
Lot 1
840 SF, 41.6' Ht.
FF = 63.25
G = 62.75
Lot 2
656 SF, 41.5' Ht.
FF = 63.25
G = 62.75
Lot 3
656 SF, 41.5' Ht.
FF = 63.25
G = 62.75
Lot 4
656 SF, 41.5' Ht.
FF = 63.25
G = 62.75
Lot 5
656 SF, 41.7' Ht.
FF = 63.33
G = 62.83
Lot 6
656 SF, 42.0' Ht.
FF = 63.33
G = 62.83
Lot 7
656 SF, 42.8' Ht.
FF = 64.00
G = 63.50
Lot 8
727 SF, 42.9' Ht.
FF = 64.00
G = 63.50
Parcel A
10,255 SF
(To H.O.A.)
Ex. Bldg. To Be Razed
Ex. Bldg. To Be Razed
Pr. Transformers
Elec. Meter Bank
Elec. Meter Bank
Pr. Conc. S/W
Pr. 8" S.
Pr. 4" W.
5' P.U.E.
10' P.U.E.
Ingress Egress Easement
15' Bradford Pear
20' Bradford Pear
18" Pin Oak
8" Spruce
15" Cherry
12" Bradford Pear
3-8" Hollies
2-12" Locust
Ex. Tel. Conduit
S 04°54'21" W
N 04°54'21" E
N 85°05'39" W
S 85°05'39" E
177.75'
169.47'
140.00'
543 s.f.
TW=77.50
TW=78.17
TW=79.50
TW=79.55
TW=76.83
TW=70.17

CITY OF HYATTSVILLE
4310 Gallatin Street
Hyattsville, Maryland 20781
Phone: (301) 985-5000

CITY COUNCIL AGENDA FORM

TITLE: ADA COMPLIANCE AND ACCOMMADATION AT NICHOLSON AND QUEENS CHAPEL RD

Motion #:	
Council Meeting Date:	6/6/2016
Agenda Section:	Discussion
Recommendation:	Discussion Only
Department:	Public Works
Staff Contact:	Lesley Riddle
Council Sponsor:	
Summary Background:	On March 21st, 2016 the city was contacted by an Advocate for the Blind, on behalf of a resident living on the South side of Nicholson St near the intersection with Queen's Chapel Rd. We were informed that a blind resident has a 5 year old child that will be attending Felegy Elementary School starting in Fall 2016 and that there is not a continuous sidewalk on the South side of the street. As a result, there is no safe crossing mechanism on Queen's Chapel Rd. Following evaluation, the City identified a need for safe crossing of Nicholson St between Queen's Chapel Rd and where the sidewalk ends at approximately 36th St. The staff issued a task order to JMT to assist in designing an Americans with Disabilities Act compliant crossing and constructing it before the start of the school year. Costs for the design and installation of this project should not exceed $35,000.00. Funds for this project will be taken from the FY17 Capital Improvements budget. Currently there is $20,000 in ADA Improvements in the FY17 budget and the remaining $15,000 will be re-appropriated from the Capital Improvements Sidewalk funds.
Next Steps:	The staff determined that an additional seven street crossings will need to be updated and/or repaired to be in compliance with the Americans with Disabilities Act. A contract will be issued to make these repairs as this is the best way to ensure appropriate accommodations to care for residents with disabilities and be in compliance with state and federal laws.
Alternatives:	None
Fiscal Impact:	Funds for this project will be appropriated from the Capital Improvement Projects budget should not expected to exceed $35,000.00.
Community Engagement:	Community meetings will be scheduled as needed to discuss the project and impact.
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ✓ Goal 3 – Promote a Safe & Vibrant Community ✓ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Not Applicable
Attachments:	

CITY OF HYATTSVILLE
4310 Gallatin Street
Hyattsville, Maryland 20781
Phone: (301) 985-5000

CITY COUNCIL AGENDA FORM

TITLE: OFFICE CLEANING RFP

Motion #:	
Council Meeting Date:	6/6/2016
Agenda Section:	Discussion
Recommendation:	Discussion Only
Department:	Public Works
Staff Contact:	Lesley Riddle
Council Sponsor:	
Summary Background:	The City's current cleaning service contract expires in July 2016. The City contracts for cleaning services for three of our buildings. The City Administration Building at 4310 Gallatin St, the Directorate of Public Works facility at 4633 Arundel Place, and Magruder Park facility. On March 10, 2016 the City released a Request for Proposal (RFP) for potential companies interested in provided cleaning services to the City. A mandatory pre-bid tour was offered to potential bidders and they were given the opportunity to tour the properties and ask questions. Six companies submitted proposals for consideration. Three of the proposals met most of the RFP guidelines. As a result, the City evaluated the proposals from Korner Stone, Sparkle Cleaning and Office Care which is the firm currently servicing the City. The evaluation committee determined that Office Care provided the best value for the required services. Office Care has worked with the City for six years and has provided the City with good cleaning services for best value pricing.
Next Steps:	Staff recommends that we accept the Office Care contract in the amount not to exceed $66,207.60 for the fiscal year 2017. Office Care continues to provide the City with the best value for service.
Alternatives:	None
Fiscal Impact:	The costs for the cleaning contract not to exceed $66,207.06 is budgeted within the Total Department of Public Works FY17 operating budget.
Community Engagement:	None
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ✓ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Pending
Attachments:	Cover Form, Staff Evaluation

[redacted]

Memo

To: Tracey Nicholson, City Administrator

From: Lesley Riddle, Director of Public Works

CC: Ron Brooks, City Treasurer

Date: June 6, 2016

Re: Building Cleaning RFP

The City of Hyattsville has historically sub-contracted the cleaning services for all City buildings. Serviced buildings include The Administrative Offices at 4310 Gallatin St, Magruder Park facility, and the Directorate of Public Works located at 4633 Arundel Place. The incumbent contractor, Office Care has been working with the City for the past six years and has provided quality and reliable service. The existing contract term ends in July of 2016 and the City must identify a company to provide building cleaning services. The duration of the contract will be for 1 year and extendable to 3 years.

RFP Summary

On March 10, 2016 the City submitted a Request for Proposal (RFP) for cleaning services to identify potential cost effective cleaning companies to service the City buildings. A mandatory pre-bid tour was conducted on March 23, 2016. Each potential bidder had the opportunity to thoroughly examine the serviced buildings, conditions, requirements and ask questions. They were also provided with appropriate property information. The RFP required that each bidder research additional information on existing conditions or matters affecting the cost or performance of the requested services.

The RFP established that the Cleaning Contractor will furnish all labor, equipment, tools, services, skills required to maintain the City buildings throughout the contract period. The term of the agreement will be for a period of one (1) year and may be extended at the City's option for an additional period of no more than three (3) years.

Minimum Requirements

The RFP required that each firm meet the minimum requirements to be eligible for consideration. The requirements required that the firm:

- Have completed within the past three (3) years a minimum of three (3) projects of similar nature and scope to the work being bid and the type of work completed is similar to that being bid.
- Maintain a permanent place of business, with a minimum of five (5) years in business.
- Have access to all necessary equipment and the organizational capacity and technical competence necessary to do the work properly and expeditiously.
- Provide a sworn financial statement upon request, which evidences the Bidder, has adequate financial resources to complete the work being bid, as well as all other work the Bidder is presently under contract to complete.
- Have a documented safety program with a history of satisfactory performance.

Proposed Scope of Services

Cleaning Services shall consist of a complete, regularly scheduled program for maintaining the cleanliness and appearance of the City buildings. These services shall be carried out by trained service technician(s) at all times. The Contractor is responsible for all aspects of cleaning maintenance during the term of the agreement.

The RFP Process

March 10, 2016: Solicitation Issuance
March 23, 2016 at 10:00 a.m.: Mandatory Project Tour
March 31, 2016: Q&A Period Closes
April 14, 2016: Proposals Due
April 15, 2016: Proposal Opening
April 15, 2016: Evaluation Period Commences
May 3, 2016: Recommendation from City Staff
June 6, 2016: City Council Discussion
July 18, 2016: City Council Action

RFP Review Panel

The following City staff members participated in the proposal review:

Lesley Riddle, Director of Public Works
Michael Schmidl, Facilities Manager
Hal Metzler, Project Manager
Katie Gerbes, Community Planner
Julius Wiggins, Supervisor, Contracts, Grants and Procurement

Evaluation Criteria

Written proposals were evaluated based on the following criteria:

- Number of years experience
- Did the contractor provide a sealed bid
- Does the contractor have quality assurance procedures in place
- Does the contractor have a understanding of the Cities scope of work
- Does the contractor use green cleaning supplies
- Did the contractor supply references
- Did the contractor supply a current certificate of insurance
- Did the contractor provide appropriate examples of previous work

RFP Responses

On April 14th six (6) companies submit proposals for consideration. Each proposal was evaluated for basic requirements and submittal of required documents.

Firm	Minimum Requirements Met
Office Care	Yes
Korner Stone	Yes
Sparkle Cleaning	Yes
Shine Brite Finishing	No
Green Bubble Cleaning Services LLC	No
Capital Contracting	No

Proposal Evaluation

The proposal was distributed and evaluated independently by the Staff Review Panel with an analysis score sheet. The analysis follows:

- **Office Care** met all requirements of the RFP except for providing a sealed bid proposal. The company has several years of experience working with the City of Hyattsville and provided a comprehensive bid package that included a very competitive pricing package. Office Care included a current quality assurance program, use of green cleaning supplies, a current certificate of insurance, current references and photographic examples of their current work. Their cost estimate was $66,207.60 which was approximately $5,000 less than the current contract with their company.

- **Korner Stone** provided a very detailed description of their cleaning services. Their proposal provided use of green cleaning supplies, a current insurance certificate, a comprehensive quality insurance program and photographs of current work. The proposal did not clearly articulate the

actual cost for services. It appeared that the final cost for the proposal was over $233,000.00, significantly higher than any other proposal.

- **Sparkle Cleaning** met all the basic requirements of the RFP and submitted a thorough proposal that included a comprehensive quality assurance program, a current certificate of insurance and current client references. The proposal did not include photographs of the companies work and the cost proposal was significantly higher than the current contract.

- **Shine Brite Finishing's** did not meet all the RFP requirements. The proposal failed to provide provide the number of years that the company has been in operation. Additionally, the contractor offered a very low bid proposal for yearly cleaning services to all City facilities. The cost proposal for this bid would not adequately cover the cleaning needs of the City.

- **Green Bubble Cleaning Services LLC** did not meet all the requirements of the RFP. Green Bubble failed to provide a comprehensive scope of work, and did not provide a current certificate of insurance or clear examples of previous work.

- **Capital Contracting** did not meet all the requirements of the RFP. Capital Contracting did not provide a current certificate of insurance and did not supply adequate examples of prior work. The contractor offered a bid of over $85,000.00 for yearly cleaning services to all City facilities; overall the cost of proposed services was too high.

Contract Award Recommendation

Following the independent scoring, score sheets were reviewed, discussed and tabulated. Three firms met the RFP requirements and submitted all the required documentation. None of the firms complied with the RFP standard that required a sealed bid request. Because no firms met the sealed bid requirement, the decision was made to waive it. The Panel then discussed the three firms that met all RFP requirements. The panel voted unanimously and agreed that the incumbent contractor Office Care provided the best value and had the most internal and external contract experience of the three eligible cleaning firms. The Panels recommendation is to stay with the incumbent contractor, Office Care at a cost not to exceed $66,207.60.

CITY OF HYATTSVILLE
4310 Gallatin Street
Hyattsville, Maryland 20781
Phone: (301) 985-5000

CITY COUNCIL AGENDA FORM

TITLE: NZI CONTRACT FOR STREETS PROJECTS

Motion #:	
Council Meeting Date:	6/6/2016
Agenda Section:	Discussion
Recommendation:	Discussion Only
Department:	Public Works
Staff Contact:	Lesley Riddle
Council Sponsor:	
Summary Background:	The City has a number of significant street projects that are scheduled for the upcoming season. The 2017 Infrastructure project list includes: University Hills sidewalk and street renovation; installation of storm water mitigation at University Hills and other locations; installation of sidewalk and low impact design at 37th Place; curb, gutter, street milling, paving projects; installation of retaining walls, and other infrastructure work required by the Department of Public Works. NZI, Construction has performed these services for Hyattsville for more than 20 years. Their contract is with Prince Georges County and the City has been able to save in construction and project costs by riding off of the County contract. NZI continues to provide the City with quality construction services and the City is required to renew the contract in order to continue receiving services. The Capital Improvement Budget for FY17 includes $1,300,000.00 for the University Hills sidewalk and street renovation project as well as other priority street and sidewalk infrastructure projects. The Capital Improvements Budget for FY18 includes $1,300,000.00 for the remaining University Hills Sidewalk and Street Renovation and additional planned infrastructure projects. The contract costs should not exceed $3,000,000.00 for two (2) years as outlined in the County contract rider.
Next Steps:	Staff will bring this back for action in July with a recommendation to approve a 2 year contract with NZI and continue utilizing them as the City's source for street, sidewalk, and other infrastructure construction.
Alternatives:	None
Fiscal Impact:	Funds for this project will be appropriated from the Capital Improvement Projects budget. The contract costs should not exceed $3,000,000.00 over 2 years as outlined in the County contract rider.
Community Engagement:	Community meetings will be scheduled as needed to discuss projects, planning and construction.
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ✓ Goal 3 – Promote a Safe & Vibrant Community ✓ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Complete
Attachments:	

CITY OF HYATTSVILLE

4310 Gallatin Street
Hyattsville, Maryland 20781
Phone: (301) 985-5000

CITY COUNCIL AGENDA FORM

TITLE: USPS (GALLATIN STREET) PARKING LOT

Motion #:	
Council Meeting Date:	6/6/2016
Agenda Section:	Discussion
Recommendation:	Discussion Only
Department:	Community & Economic Dev.
Staff Contact:	Jim Chandler
Council Sponsor:	At the request of the City Administrator
Summary Background:	On April 4th, the Assistant City Administrator provided the City Council with a briefing of the Staff's proposal to transfer non-primary City vehicles from the United States Postal Service (USPS) parking lot located at 4325 Gallatin Street to an alternate location. The intent of this transfer is to accommodate the anticipated demand for additional public parking for visitors to the Route One Corridor and Pyramid Atlantic Arts Center scheduled to open in June 2016. The attached memorandum details the course of actions for the relocation of the vehicles and the proposed costs for improving the existing Gallatin Street parking lot for public use. The memorandum also details a proposal by Community Crisis Center Incorporated, to utilize an existing lot for public parking.
Next Steps:	Notice to proceed will be provided to the contractor, pending approval of this item,
Alternatives:	
Fiscal Impact:	Funding for this proposed lease is included in the FY2017 City Capital Improvement Plan
Community Engagement:	
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance X Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Pending
Attachments:	Memorandum: May 25, 2016

Memo

To: Mayor and Council

From: Jim Chandler, Assistant CA, Director, Community & Economic Development

CC: Tracey Nicholson, City Administrator
Ron Brooks, City Treasurer
Douglas K. Holland, Chief of Police
Lesley Riddle, Director of Public Works

Date: May 25, 2016

Re: USPS (Gallatin Street) Parking Lot

The purpose of this memorandum is to provide an update to the Mayor and City Council regarding the proposed use of the USPS Parking Lot at 4325 Gallatin Street, a request to proceed with minor improvements to the lot, and an advisory received for improving another privately owned surface lot.

Summary

On April 4th, I provided the City Council with a briefing of the Staff's proposal to transfer non-primary City vehicles from the United States Postal Service (USPS) parking lot located at 4325 Gallatin Street. The intent of this transfer is to accommodate the anticipated demand for additional public parking for visitors to the Route One Corridor and Pyramid Atlantic Arts Center scheduled to open in June 2016.

As a result, the staff relocated some of the City vehicles currently parked at the Gallatin Street lot to alternative secured parking spaces in reasonable proximity to the City Administration Building to minimize disruption to City operations. As a short-term solution, the Staff transferred sixteen (16) non-primary Police Department vehicles to the existing paved Hamilton Street Lot, an underutilized public lot, which still maintains

twenty-four (24) available public parking spaces. A security camera will be installed at this location and we will continue to assess the effectiveness and security of this location or propose an alternative sort-term location. The long-term plan is to transfer these vehicles to 3505 Hamilton Street. The vehicles remaining on the USPS lot include Code Compliance and the Community Service vehicles, which are primary vehicles and will be transferred to the 4310 Gallatin Street parking lot after improvements are made.

USPS 'Gallatin Street' Lot Use

The Gallatin Lot is intended to primarily serve as a paid public parking surface lot, once it is improved for public use. The lot would not be restricted by use, but would serve as overflow for City employee vehicles with permits during weekdays and will primarily serve as public parking and permit parking for employees of Pyramid Atlantic and ATHA, based on the lease agreement with Pyramid, during evenings and weekends. Based on the current usage of the adjacent Farragut Street public parking lot, we anticipate parking meter revenue generated from the parking lot to cover the current annual $9,600 leasing cost and reoccurring operational costs.

Based on the usage of the Farragut Street lot (adjacent to this property) and factoring in some reduction based on proximity and demand, we estimate the 31-parking spaces on the lot will produce $13,500 in annual parking revenue.

The USPS 'Gallatin' lot will initially operate at no cost as the City integrates both our 'Passport' pay-by-phone service as well as new parking pay station equipment that would be installed in late September or early October. The improvements to the lot will also include additional 'way finding' public parking lot signage on both US Route One and secondary streets.

The capital improvements to convert the Gallatin lot for public use are estimated at $12,500 and will include the following:

- Resealing asphalt
- Striping spaces, restricted hatch, pedestrian aisle
- Concrete pad for pay stations
- Signage for lot and way-finding
- Does **not** include parking meter equipment, which will be purchased separately

We are requesting authorization for capital improvements at a cost not to exceed $15,000. This item will be brought back to the Council on July 18th and the improvements would be scheduled for August to be completed by early September. If the City Council approves this item on June 6th, the work will be scheduled to take place immediately after the start of the new fiscal year and be completed by early August. The staff is requesting the work be performed by the City's asphalt and concrete contractor NZI Construction as

part of the FY2017 Prince George's County contract rider scheduled for discussion on June 6th and Action in July.

Community Crisis Center Inc.
Community Crisis Center Inc. (CCCI) owns and operates out of the property at 4316 Farragut Street, Hyattsville. The property includes a surface lot that is in need of significant repair.

CCCI has proposed the City's use of its lot for public parking, provided that they can retain limited use of the parking lot for their employees during normal business hours. CCCI proposes that the City recoup its investment to improve the lot and then share revenues generated by the lot.

In response, the City requested an assessment of the existing conditions and cost proposal from NZI Construction. The proposal did not include the engineering design, conduit and equipment necessary for overhead lighting, due to the significant cost. If the City agreed to improve the lot as proposed by CCCI, the lighting would need to be flood lights affixed to CCCI's building or overhead lighting built into the capital improvement costs.

The capital improvements necessary to convert the CCCI lot for public use, absent design and lighting costs, are estimated at $40,000 and include the following:

- Mill and overlay
- Full depth asphalt repair
- Striping of spaces, restricted hatch, pedestrian aisle
- Concrete pad for pay stations
- Signage for lot and way-finding
- Excavating existing grass area, regrade, mulch
- Additional landscaping as necessary
- Does **not** include parking meter equipment, which will be purchased separately

Based on the usage of the Farragut Street lot (adjacent to this property) and factoring in some reduction based on proximity and demand, we estimate the 20-parking spaces on the lot will produce $8,900 in annual parking revenue with a 4.5 year payback period.

Recommendation
The Staff requests authorization to proceed with a contract for services with NZI Construction effective July 1, 2016 at a cost not to exceed $15,000 for improvements to the USPS lot. Funding for this contract is included in the FY2017 Capital Improvement Plan.
Recommend that the City postpone a decision on the CCCI lot until sometime after the Gallatin Street lot is converted and Pyramid Atlantic Arts Center is operational. While the

proposal proffered by CCCI would provide the City with additional public parking, the capital layout costs and the estimated minimal 4.5-year payback period make this a contingency option that can be pursued at a later date if needed, based on demand.

NZI CONSTRUCTION CORP.

11601 Spruce Avenue
Beltsville, MD 20705
(301) 937-8990
(301) 937-2514 Fax

Proposal

DATE	OUR JOB No.
5/12/2016	15-08

SHIP TO: Post Office Lot and Community Crisis Services Lot

To: City of Hyattsville
4310 Gallatin Street
Hyattsville MD 20781
Attn: Mr. Jim Chandler

We hereby propose to furnish, in accordance with specifications below or on, attached pages, all labor and material necessary to complete the following:

Qnty		Description	Unit	Total
		Post Office Lot		
1.00	*ls*	Crackfill and Seal Parking Lot	$6,500.00	$6,500.00
4.00	*ea*	Furnish and install signs and posts	$400.00	$1,600.00
1.00	*ls*	Restripe parking lot (includes hatch out area, and two HC Spots)	$2,000.00	$2,000.00
1.00	*ls*	Furnish and install concrete pad	$750.00	$750.00
1.00	*ls*	Additional landscaping as necessary	$1,500.00	$1,500.00
		CSC Lot		
723.00	*sy*	Mill and overlay	$32.00	$23,136.00
139.00	*sy*	Full depth asphalt repair	$50.00	$6,950.00
4.00	*ea*	Furnish and install signs and posts	$400.00	$1,600.00
1.00	*ls*	Restripe parking lot (includes HC Spots)	$1,500.00	$1,500.00
1.00	*ls*	Furnish and install concrete pad	$750.00	$750.00
1.00	*ls*	Excavate existing grass area, regrade and mulch	$1,500.00	$1,500.00
1.00	*ls*	Additional landscaping as necessary	$1,500.00	$1,500.00
		Total Proposal Amount		**$49,286.00**

Payment to be made as follows:

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above or attached specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Signature: *Jack Nazario*

Jack Nazario
NZI Construction Corp.

Acceptance of Proposal

The above or attached prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

Signature: _____

Signature: _____

Date of Acceptance: _____

Main City Calendar: June 7 – July 18, 2016

Weekly Program Offerings

Ageless Grace Senior Exercise Classes
Wednesdays and Fridays, 10:00 AM @ the City Administrative Building
Thursdays, 9:00 AM @ The Mall at Prince Georges

Summer Arts Camp for Seniors and People with Disabilities
Wednesdays 1:00 PM - 3:00 PM @ the City Administrative Building

City Calendar: June 7 – July 18, 2016

Dogs for the Arts
June 11, 9:30 AM - 11:00 AM @ Magruder Park

A Sunset Feast – An Educational Event about Ramadan
June 11, 8:00 PM @ City Administrative Building

Code Compliance Advisory Committee Meeting
June 15, 7:00 PM @ City Administrative Building

2016 Summer Jam Series
June 17, 6:30 PM - 8:30 PM @ City Administrative Building

Hyattsville Environment Committee Meeting
June 21, 7:00 PM - 9:00 PM @ City Administrative Building

Planning Committee Meeting
June 21, 7:30 PM - 9:30 PM @ City Administrative Building

Education Advisory Committee Meeting
June 23, 6:30 PM - 8:00 PM @ City Administrative Building

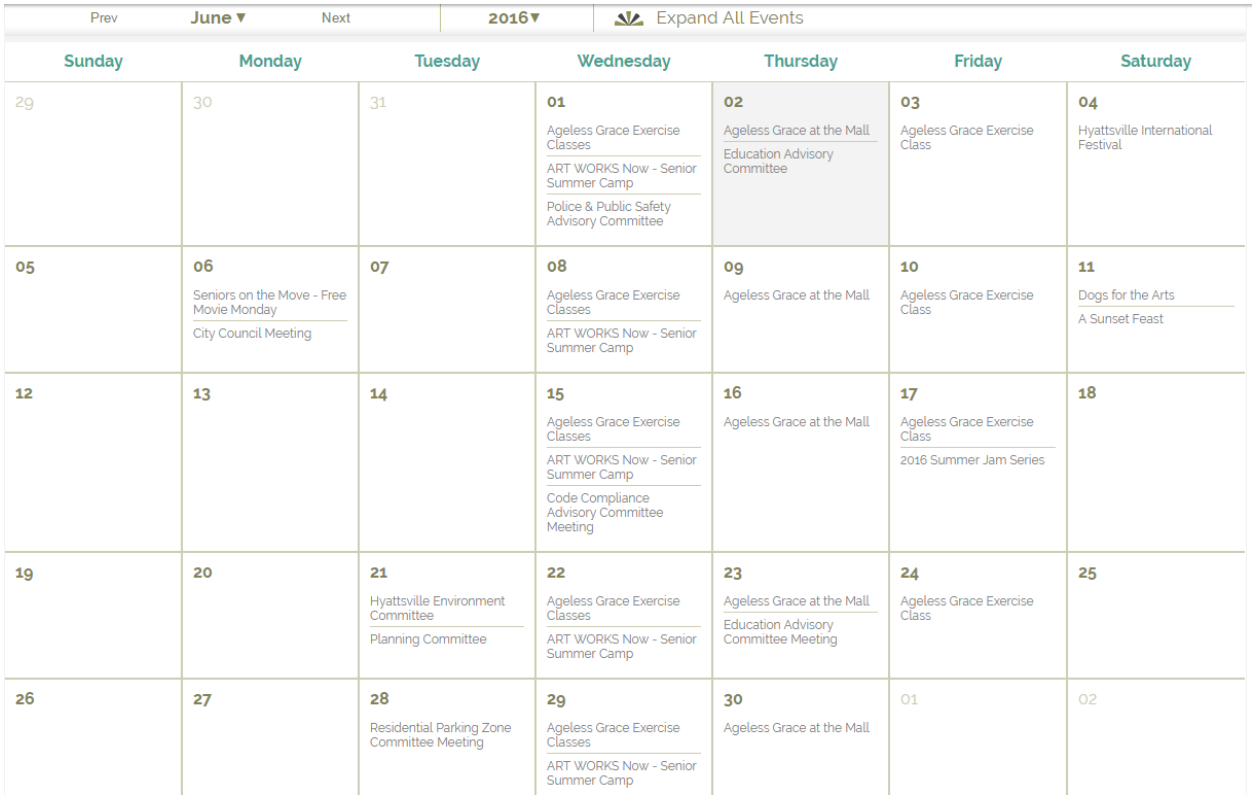
Residential Parking Zone Committee Meeting
June 28, 7:00 PM - 9:00 PM @ City Administrative Building

Police and Public Safety Advisory Committee
July 6, 7:00 PM @ Location TBD

Prince George's Shakespeare in the Parks presents Twelfth Night
July 7 & 8, 7:30 PM - 10:30 PM @ Magruder Park

2016 Summer Jam Series
July 15, 6:30 PM - 8:30 PM @ City Administrative Building

City Council Meeting
July 18, @ City Administrative Building, 3rd Floor, Council Chambers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Police & Public Safety Advisory Committee
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Ageless Grace at the Mall
Education Advisory Committee
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Hyattsville International Festival
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Seniors on the Move - Free Movie Monday
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	**01** Ageless Grace Exercise Class	**02**
03	**04** Seniors on the Move - Free Movie Monday	**05**	**06** Ageless Grace Exercise Classes ART WORKS Now - Senior Summer Camp Police & Public Safety Advisory Committee	**07** Ageless Grace at the Mall Prince George's Shakespeare in the Parks presents Twelfth Night	**08** Ageless Grace Exercise Class Prince George's Shakespeare in the Parks presents Twelfth Night	**09**
10	**11**	**12**	**13** Ageless Grace Exercise Classes ART WORKS Now - Senior Summer Camp	**14** Ageless Grace at the Mall	**15** Ageless Grace Exercise Class 2016 Summer Jam Series	**16**
17	**18** City Council Meeting	**19** Planning Committee	**20** Ageless Grace Exercise Classes ART WORKS Now - Senior Summer Camp Code Compliance Advisory Committee Meeting	**21** Ageless Grace at the Mall	**22** Ageless Grace Exercise Class	**23**
24	**25**	**26**	**27** Ageless Grace Exercise Classes ART WORKS Now - Senior Summer Camp	**28** Ageless Grace at the Mall Education Advisory Committee Meeting	**29** Ageless Grace Exercise Class	**30**