

City Council of Hyattsville, Maryland

AGENDA

City Council Regular Meeting

Monday, May 6, 2019

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](#)

[Kevin Ward, Council Vice President, Ward 1](#)

[Bart Lawrence, Ward 1](#)

[Robert S. Croslin, Ward 2](#)

[Shani N. Warner, Ward 2](#)

[Carrianna Suiter, Ward 3](#)

[Thomas Wright, Ward 3](#)

[Joseph Solomon, Ward 5](#)

[Erica Spell, Ward 5](#)

ADMINISTRATION

Tracey E. Nicholson, City Administrator

Laura Reams, City Clerk, 301-985-5009, lreams@hyattsville.org

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

Agenda/Packet: The Agenda/Packet is available for review at the Hyattsville Municipal Building and online at www.hyattsville.org 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.

Ways to Watch the Meetings Live: City Council meetings are broadcast live on cable television channel 71 (Comcast) and channel 12 (Verizon). You may also view meetings live online at hyattsville-md.granicus.com/MediaPlayer.php?camera_id=2

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.

City Information: Sign up to receive text and email notifications about Hyattsville events, government, police and programs at www.hyattsville.org/list.aspx

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



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1. **Call to Order and Council Roll Call**
2. **Pledge of Allegiance to the Flag**
3. **Approval of Agenda**
4. **Public Comment (8:00 p.m. – 8:10 p.m.) Limit 2 minutes per speaker**
5. **Presentations (8:10 p.m. - 8:50 p.m.)**

5.a) City Administrator Update (5 minutes)

HCC-386-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

5.b) FY17 & FY18 Audit Update (5 minutes)

HCC-391-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

5.c) Educational Facilities Task Force Presentation (30 minutes)

HCC-395-FY19

Presentation to City Council on proposed school sites.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[EFTF Letter.docx](#)

[EFTF Presentation - 5.6.2019.pdf](#)

[HMS Interior Photos.pdf](#)

6. **Consent Items (8:50 p.m. - 8:55 p.m.)**

6.a) Purchase of Mobile Restroom

HCC-355-FY19

I move that the Mayor and Council authorize the expenditure of FY19 Capital Improvement Funds in an amount not to exceed \$50,000.00 for the purpose of purchasing a mobile restroom facility from Portable Restroom Trailers, LLC.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Heurich Restroom Memo.pdf](#)

6.b) Total Comp Advisor's Contract Amendment

HCC-374-FY19

I move that the Mayor and Council approve an amendment to the Total Comp Advisor's contract to include updates and revisions to the City's Personnel Manual at an amount not to exceed \$5,000.00.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Personnel Manual Contract Total Comp Advisors.pdf](#)

6.c) Video Camera and Equipment Purchase

HCC-378-FY19

I move that the Mayor and Council authorize the expenditure of FY19 PEG Funds to purchase video cameras and related equipment from B&H Photo at a cost not to exceed \$40,000.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Camera Purchase Memo for Council \(1\).docx](#)

6.d) Proclamation in Honor of Peace Officers Memorial Day & National Police Week

HCC-379-FY19

I move that the Mayor and Council proclaim May 15, 2019 to be Peace Officers Memorial Day and the week of May 12 through May 18, 2019, to be National Police Week in the City of Hyattsville.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Peace Officers Memorial Day National Police Week 2019 Final.docx](#)

6.e) Proclamation in Honor of Children's Mental Health Awareness Day

HCC-380-FY19

I move that the Mayor and Council proclaim May 6, 2019 as Children's Mental Health Awareness Day in the City of Hyattsville.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Childrens Mental Health Awareness Day 2019 Final.docx](#)

6.f) Proclamation in Honor of National Public Works Week

HCC-381-FY19

I move that the Mayor and Council proclaim the week of May 18 through May 25, 2019, to be National Public Works Week in the City of Hyattsville.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[National Public Works Week 2019 Final.docx](#)

6.g) Proclamation in Honor of Asian Pacific American Heritage Month

HCC-382-FY19

I move that the Mayor and Council proclaim May 2019 as Asian Pacific American Heritage Month in the City of Hyattsville.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Asian Pacific American Heritage Month 2019 Final.docx](#)

6.h) Proclamation in Honor of Municipal Clerks Week

HCC-383-FY19

I move that the Mayor and Council proclaim the week of May 5 through May 11, 2019, to be Municipal Clerks Week in the City of Hyattsville.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Municipal Clerks Week 2019 Final.docx](#)

6.i) Proclamation in Honoring 60th Anniversary of University Christian Church

HCC-394-FY19

I move that the Mayor and Council proclaim and honor the 60th anniversary of University Christian Church in the City of Hyattsville.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[University Christian Church 60th Anniversary Proclamation \(Final 2019\).docx](#)

6.j) 3505 Hamilton Street Renovation Project - Prince George's County Declaration of Covenants

HCC-377-FY19

I move that the Mayor and Council authorize the acceptance and that the Mayor executes the Declaration of Covenants with Prince George's County for the installation and maintenance of stormwater facilities at 3505 Hamilton St, upon legal review.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Declaration-of-Covenants-2019-04-19.pdf](#)

6.k) Budget Amendment: Adjusting FY19 Budget Appropriations in Community Services and Recreation Departments to cover cost for Juneteenth Celebration.

HCC-387-FY19

I move that the Mayor and Council amend FY19 budget appropriations in Community Services and Recreation Departments by adjusting various line-items to cover the cost to host a Juneteenth Celebration in an amount not to exceed \$22,000.

Lead Sponsor: Hollingsworth

Co-Sponsor(s): Lawrence, Ward, Croslin, Warner, Suiter, Wright, Haba, Solomon, Spell

6.l) Budget Amendment: Amend FY19 Police Department Capital Budget to include and authorize the purchase of a 2018 Ford F-150.

HCC-388-FY19

I move that the Mayor and Council amend the FY19 Police Department Capital budget to include and authorize the expenditure of Funds in an amount not to exceed \$27,400 for the purpose of purchasing a 2018 Ford F-150 from Waldorf Ford, 2440 Crain Highway Waldorf, MD 20801.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Utility Truck Justification Memo.docx](#)

[Waldorf Ford F-150 Sales Order.pdf](#)

[Apple Ford F-150 Sales Order.pdf](#)

[Enterprise Buyer's Order Ford F-150.pdf](#)

6.m) Award of Contract for Agenda Preparation, Meetings Management, Civic Participation Platform & Video Streaming

HCC-393-FY19

I move that the Mayor and Council authorize the award of a 1-year contract in an amount not to exceed \$30,000, renewable by the City Administrator for up to an additional 4 years to Granicus for agenda, meetings management, civic engagement platform and video streaming services, upon the review and approval by the City Attorney for legal sufficiency.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Granicus Memo.docx](#)

[MD Hyattsville Contract Renewal and Upgrade to Legistar.pdf](#)

[Product Sheet- Legistar.pdf](#)

6.n) Appointments to Code Compliance Advisory Committee

HCC-397-FY19

I move that the Mayor and Council appoint Rafael Marrow (Ward 2) and Dreta Dorsey (Ward 3) to the Code Compliance Advisory Committee for a term of 2 years, ending on May 6, 2021.

Lead Sponsor: Haba

Co-Sponsor(s): Suiter

[Committee Application Code Detra Dorsey W3.pdf](#)

[Committee Application Code Rafael Marrow W2.pdf](#)

6.o) Proclamation in Honor of Citizenship Celebration Day

HCC-353-FY19

I move that the Mayor and Council proclaim May 4, 2019, to be Citizenship Celebration Day in the City of Hyattsville.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Citizenship Celebration Day 2019.docx](#)

7. Motion to Close (30 minutes)

7.a) Motion to Close (30 minutes)

HCC-396-FY19

I move that the Mayor and Council close the Council Meeting of May 6, 2019, to consider the acquisition of real property, discuss contract negotiations, and discuss confidential commercial or financial information related to a proposed development in the City. The reason for closing the meeting under these exceptions is to protect the City's bargaining position and to maintain legally required confidentiality in regard to commercial and/or financial information. I further move that the Mayor and Council also close the Council Meeting of May 6, 2019 to discuss a personnel evaluation for an employee under its jurisdiction.

This session will be closed under the authority of the Annotated Code of Maryland State Government General Provisions Article Section 3-305(b) (3) to consider the acquisition of real property for a public purpose and matters directly related to the acquisition; 3-305(b) (13) to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter - specifically Maryland Code, § 4-335 of the General Provisions Article (protecting from disclosure confidential commercial information); 3-305(b) (14) Before a contract is awarded or bids are opened, to discuss 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, and 3-305(b) (1) discuss: (i) the performance evaluation of an appointee, employee, or official over whom it has jurisdiction.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

8. Action Items (9:25 p.m. - 10:25 p.m.)

**8.a) FY19 Budget Amendment: DPW Renovation Facility Project - Change Order (10 minutes)
HCC-375-FY19**

I move that the Mayor and Council authorize a change order to the existing Keller-CM contract for an additional \$1,900,000 to cover the increase in cost of materials to renovate the Department of Public Works building for a new total project amount not to exceed \$5,200,000. The new total project cost includes the original \$3.3 million previously approved by Council.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[190502 - memo - DPW construction cost increase.pdf](#)

**8.b) Johnson, Mirmiran, and Thompson Contract Option Year 1 (5 minutes)
HCC-359-FY19**

I move that the Mayor and Council authorize the City Administrator to execute the year #1 option of the existing contract #DPW07132015, including increasing the contract amount not to exceed \$3,500,000, upon the review and approval by the City Attorney for legal sufficiency. The new contract total includes the \$2,537,500 previously approved by Council.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

8.c) DPW Keller-CM Contract Amendments (5 minutes)

HCC-376-FY19

I move that the Mayor and Council authorize the City Administrator to approve amendments to existing Keller-CM contract to bring it in line with the revised and authorized budget of the DPW Renovation Project including updates to the contract end date and duration to comply with current permitting and construction schedules, upon the review and approval by the City Attorney for legal sufficiency.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

8.d) Hyattsville Ordinance 2019-02: Compensation of the Mayor and Council (5 minutes)**HCC-384-FY19**

I move that the Mayor and Council adopt Hyattsville Ordinance 2019-02, an Ordinance whereby the City Council raises the salary of the Mayor and Councilmembers after July 1, 2021, and grants raises in each successive year until 2024 pursuant to the recommendation of the 2019 Compensation Review Committee (SECOND READING/ADOPTION).

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Ordinance 2019-02 Enacting CRC Recommendations 4.9.19.docx](#)

8.e) Charter Amendment Resolution 2019-01 (5 minutes)**HCC-365-FY19**

I move that the Mayor and Council adopt Charter Amendment Resolution 2019-01, a resolution of the Mayor and City Council of the City of Hyattsville, Maryland, adopted pursuant to the authority of Article XI-E of the Constitution of Maryland and Title 4, Subtitle 3 of the Local Government Article of the Annotated Code of Maryland (2013 Edition, as amended), to amend the Charter of the said City, said Charter being a part of the public local laws of Maryland (1963 Edition, as amended), which Article contains in whole or in part the Charter of the City of Hyattsville, Maryland, whereby the Mayor and City Council seek to amend the City Charter to provide clarity and flexibility for the public, the City's Compensation Review Committee, and for the Mayor and Council with respect to the compensation review process (INTRODUCTION AND ADOPTION).

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Resolution 2019-01 - Amending Charter -Compensation Review Committee 4.9.19 FINAL.docx](#)

[Memo City Attorney to Mayor and Council - 2019 CRC & Charter Amendment 4.11.19.docx](#)

8.f) Hyattsville Ordinance 2019-03: Fiscal Year 2020 Budget Ordinance (10 minutes)**HCC-392-FY19**

I move that the Mayor and Council introduce Hyattsville Ordinance 2019-03, adopting an annual budget for Fiscal Year 2020 beginning July 1, 2019 through June 30, 2020, for the General Purpose; fixing the tax rates for the Fiscal Year beginning July 1, 2019; authorizing collection of taxes herein levied; and appropriating funds for the Fiscal Year (FIRST READING).

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Hyattsville Ordinance 2019-03 FY 2020.docx](#)

[University Town Center Special Tax Report \(2019\) \(1\).pdf](#)

8.g) Revitalization Tax Credit Application: Urban Investment Partner Companies - Hyattsville Town One, LLC (10 minutes)

HCC-390-FY19

I move the City Council direct the City Attorney to prepare a Resolution approving a Revitalization Tax Credit for Urban Investment Partner Companies - Hyattsville Town One, LLC to support the financing of The Armory Apartments, a redevelopment project to be constructed along the 5300 block of Baltimore Avenue, Hyattsville. The tax credit shall be conditional upon the applicant meeting specific benchmarks, as further defined in the Resolution, as follows;

1. The tax credit shall be limited to more than 50% of the net taxable assessed value of the improved property;
2. The tax credit shall be limited to a term of 10-consecutive years and shall not exceed a value of \$3,000,000;
3. The applicant shall be required to make specific public and private infrastructure improvements;
4. The applicant shall be required to provide specific leasing of space to businesses which include, but not limited to MBE, WBE, and DBE certified tenants;
5. The applicant shall be required to provide specific leasing of space to businesses which are either owned by a resident of Prince George's County or is a use which is absent from the primary market area, as determined by the City of Hyattsville.

The resolution shall authorize the City Treasurer to structure the value of the tax credit on an annual basis, in consultation with the Director of Community & Economic Development and City Administrator.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Memo - UIP- RTC Application - Action - 5.2.2019.docx](#)

[Hyattsville 108-4 Revitalization Tax Credit.pdf](#)

8.h) Prince George's County Legislative Bill CB-17-2019: Minor Amendment to the Gateway Arts District Development Overlay Zone (10 minutes)

HCC-389-FY19

I move the City Council authorize the Mayor to send correspondence to the Prince George's County District Council and Prince George's County Planning Board opposing CR-17-2019, a minor amendment to the Gateway Arts District (GAD) Development Overlay Zone to permit Urban Farm uses in the Traditional Residential Neighborhood Character Area of the Gateway Arts District.

In its letter to the District Council and Planning Board, the City shall convey its reasoning for its opposition including, but not limited to the following:

1. Agricultural uses are not a use that is supported in any of the Character Areas of the Gateway Arts District Sector Plan and DDOZ. While the argument that Plan did not consider 'urban farming' at the time of adoption is valid, the amendment does not consider agricultural uses which were defined at the time of the Plan's adoption. At the time of the Plan's adoption, agricultural uses were considered and determined to be 'not permitted', and therefore not supported by either the Traditional Residential Neighborhood (TRN) Character Area, nor any of the other Character Areas that support land-use modifications;

2. The County is scheduled to adopt an administrative conversion of land-uses that are consistent with the comprehensive efforts of the new County's Zoning Ordinance, which will permit urban agriculture in all base zones by-right, subject to certain use-specific standards that are similar to the current Urban Agriculture additional regulations. It is the City's opinion that it is more prudent to allow the Zoning Ordinance process to be fully implemented. Additionally, the City is concerned that the use of amendments, through a land-use provision that will sunset in 2020, could set a precedent for introducing 'grandfather and/or legal non-compliant' uses.

3. There is not a demonstrated and/or time sensitive need for adoption of CB-17-19. If CB-17-2019 is not adopted, it will delay the introduction of 'urban farming' as a legally permitted use, however it is City's opinion that it is in the public's interest to wait for the County Zoning Ordinance to take effect. If the County's Zoning Ordinance is delayed and/or abandoned, the District Council could reconsider an 'urban farming' use in the Traditional Residential Neighborhood Character Area, should it be necessary.

If the District Council is compelled to adopt CR-17-2019, the City Council requests that any approval of an 'urban farming' use be limited through a 'Special Permit' provision, which will allow for the general public and affected municipalities to evaluate the impacts of such a requested use.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Memo - GAD Amendment - Urban Farming - 4.8.2019.docx](#)

[GAD - Urban Farm Amendment.pdf](#)

[Gateway Arts District - Agriculture TOU.pdf](#)

9. Discussion Items (10:25 p.m. - 10:55 p.m.)

9.a) Educational Facilities Task Force Discussion (30 minutes)

HCC-398-FY19

Provide a recommendation (s) of a potential site(s) for Prince Georges County Public Schools (PGCPS) to consider in the RFP for Alternate Construction Financing (ACF).

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

10. Council Dialogue (10:55 p.m. - 11:05 p.m.)

11. Community Notices and Meetings

12. Motion to Adjourn



Hyattsville City Council Agenda Item Report

Meeting Date: May 6, 2019
Submitted by: Laura Reams
Submitting Department: Administration
Item Type: Report
Agenda Section:

SUBJECT

City Administrator Update (5 minutes)

HCC-386-FY19

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

City Administrator Douglas will provide an update on various items.

Next Steps:

N/A

Fiscal Impact:

N/A

City Administrator Comments:

Presentation Only

Community Engagement:

N/A

Strategic Goals:

Goal 1 - Ensure Transparent & Accessible Governance

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: May 6, 2019
Submitted by: Ron Brooks
Submitting Department: Finance
Item Type: Audit
Agenda Section:

SUBJECT

FY17 & FY18 Audit Update (5 minutes)

HCC-391-FY19

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

Final FY17 audit has been signed off and will be filed with the State within 10 days. The FY18 audit is currently focused on reviewing accounts payable and accounts receivable activities. I expect FY18 audit to be completed in August of this calendar year. This slight delay is due to the recent GASB training requirements that reduced the availability of the audit team.

Next Steps:

Continue to work through audits until completion.

Fiscal Impact:

Late audit filings can result in loss of State grants and loss of revenues from the State of Maryland.

City Administrator Comments:

See summary above.

Community Engagement:

N/A

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: May 6, 2019
Submitted by: Jim Chandler
Submitting Department: Administration
Item Type: Planning & Development
Agenda Section:

SUBJECT

Educational Facilities Task Force Presentation (30 minutes)

HCC-395-FY19

Recommendation:

Presentation to City Council on proposed school sites.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[EFTF Letter.docx](#)

[EFTF Presentation - 5.6.2019.pdf](#)

[HMS Interior Photos.pdf](#)

Summary Background:

The mission of this task force is to ensure that the County address the local school infrastructure needs as reported in the 2017 Facilities Master Plan or as needs develop and does so in a timely manner informed by local needs and conditions. The initial focus of the task force will be Cycle 1 of the Approved FY17 Education Facilities master Plan as it relates to local school facilities.

The task force should meet at least 6 times a year and be composed of up to 11 members knowledgeable in, for example, local public school needs, architecture, land use/acquisition, urban planning, and Prince George's Public Schools policy.

Members shall serve two-year terms. The task force shall have up to two Council liaisons.

At least once a year, the task force shall present to the Council progress made on its mission and any recommendations for Council action. If there comes a time that the task force members feel that its mission is fulfilled, they may recommend the task force's dissolution to the Mayor and Council.

The following residents served as appointed members of the Educational Facilities Task Force:

Daniel Broader, Chair
Stuart Eisenberg
John Imahori
Jacob Lappi
Collen Martucci

Daniel Muth
Patrick Paschall
Kat Schooley
Marc Tartaro

Next Steps:

The City Council shall communicate to the Prince George's County Public Schools (PGCPS) prior to 31 May 2019 any school sites for its consideration endorsed by the elected body.

Fiscal Impact:

N/A

City Administrator Comments:

For Council Discussion on May 6, 2019

Community Engagement:

The Educational Facilities Task Force hosted public committee meetings from March 2019 - April 2019.

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

N/A

Hon. Mayor Candace Hollingsworth and Hyattsville City Council
4310 Gallatin Street
Hyattsville, MD 20781

May 6, 2019

Dear Mayor Hollingsworth and Hyattsville City Council,

As requested by the City Council, please find enclosed in this packet of materials our research findings of possible sites for a replacement of Hyattsville Middle School, along with the positives and negatives associated with the locations.

While these findings are presented, it is important to understand the urgency of the situation these students are facing. There are an alarming number of major health and safety hazards inside of Hyattsville Middle School. Many classrooms have black mold. Every bathroom we encountered was completely unsanitary and didn't have any doors. Ventilation issues caused teachers to get ill and classrooms to be rendered unusable. Overcrowding exacerbated these issues. Please see the attached images as proof.

The students themselves told us that they refused to use the bathrooms and saw rodents on a regular basis. They told us they had difficulty breathing because of the mold. Their teachers told us how they avoided their classrooms to ensure they didn't get sick. This situation is an affront to our values as a community and exposes our students to public health hazards at a critical developmental age. It is a crisis which demands an effective and expedient solution.

We want to take this time to thank the City for their commitment to addressing this situation and ensuring that our students, staff and school administrators have world class school facilities for our amazing community.

Sincerely,

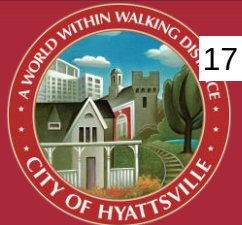
The Hyattsville Educational Facilities Task Force

CITY OF HYATTSVILLE

Educational Facilities Task Force (EFTF)

HMS Brief to City Council
May 6, 2019

HYATTSVILLE



PRESENTATION SCOPE

- The Educational Facilities Task Force (EFTF) was chartered and research from the committee found four potential sites that the City could provide to PGCPs for possible site fit analysis for Hyattsville Middle School (HMS) for presentation to the City Council on April 29, 2019.
- The EFTF is providing site pros and cons without a final recommendation.
- Assumptions include funding school via P3.
- Additional consideration included
 - Community desires and
 - Offsets for any land exchange.

SITE #1: EXISTING HYATTSVILLE MIDDLE

Hyattsville Middle School



0 60 120 240
US Feet



Site Acreage: 9.41

Site Square Footage: 409,899.6

SITE #1 EXISTING HMS SITE: PROS AND CONS (OCCUPYING SITE)

Pros:

- Owned by Prince George's County Public Schools.
- Can be built on site.
- Minimizes requirements swing space.

Cons:

- Disruptive to local community.
- Difficult to stage construction site and equipment while school is in session.
- Swing space disruption.
- Does not meet PGCPs middle school land requirements.
- Might not solve current bus and parking issues.
- Surrendering field space.

SITE #1 EXISTING HMS SITE: PROS AND CONS (VACATING SITE)

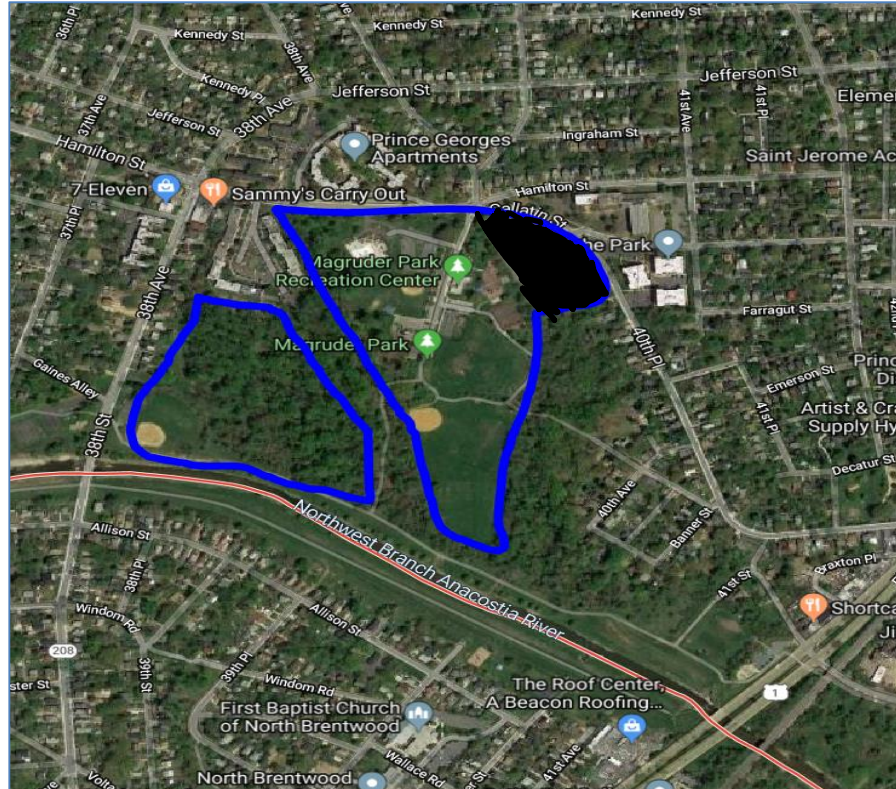
Pros:

- Owned by Prince George's County Public Schools.
- Can be built on site.
- Optimizes site potential.

Cons:

- Disruptive to local community.
- Difficult to stage construction site and equipment while school is in session.
- Swing space disruption.
- Does not meet PGCPs middle school land requirements.
- Might not solve current bus and parking issues.

SITE #2: MAGRUDER PARK



SITE #2: MAGRUDER PARK

LEGEND

- WSSC
- Madison Park LLC
- M-NCPPC
- City of Hyattsville

Author: DH
Date: May 27, 2016



SPECIAL FLOOD HAZARD AREAS	■	Without Base Flood Elevation (BFE) Zone A, V, A99
	■	With BFE or Depth
	■	Regulatory Floodway Zone AE, AO, AH, VE, AR



SITE #2 MAGRUDER PARK: PROS AND CONS

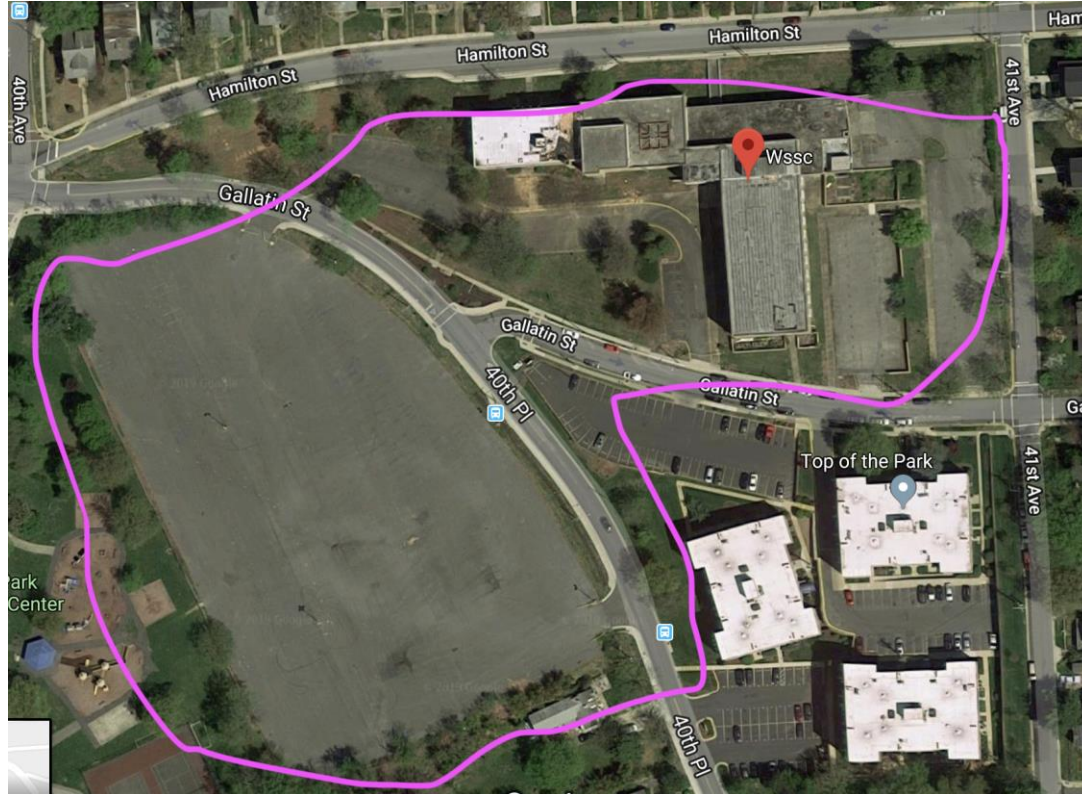
Pros:

- Easier swap, land partially owned by Maryland-National Capital Park and Planning Commission (M-NCPPC) and City of Hyattsville.
- Fits acreage requirements for prototype PG County middle school and opens up more greenspace for students.
- Allows for buses and parking.
- Private contractor possibly responsible for upgrading and maintaining fields for joint use between City of Hyattsville and PGCPs.
- No swing space needed.
- Puts school in middle of attendee population density.
- Potentially opens up site for new HES build.
- Increases walkability.

Cons:

- Time/Cost of flood plain mitigation required.
- Multi-jurisdiction underground infrastructure.
- Loss of community open space.

SITE #3: WSSC BUILDING SITE



SITE #3 WSSC BUILDING SITE: PROS AND CONS

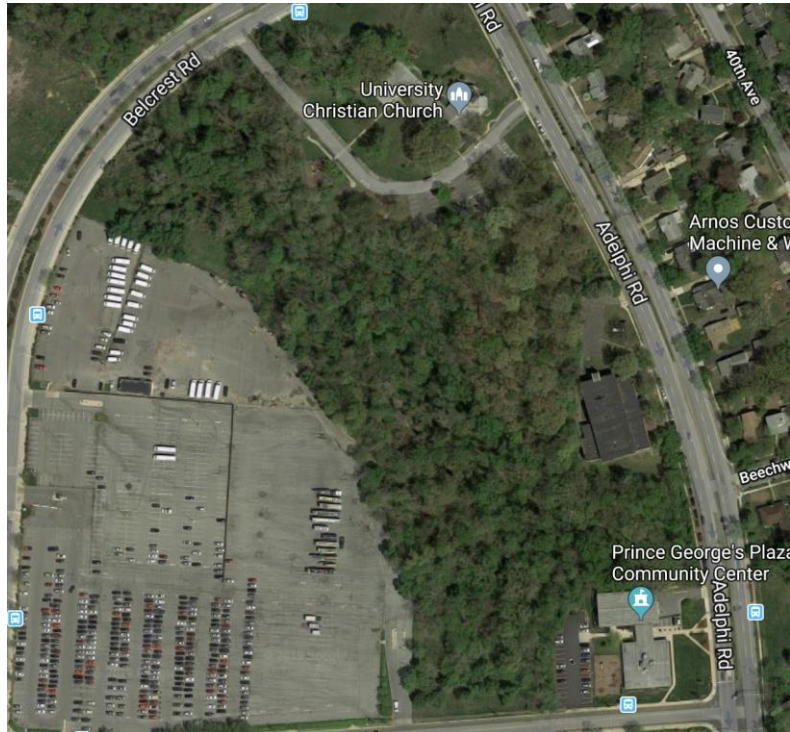
Pros:

- New building square footage requirements can be achieved.
- Outside of floodplain.
- Room for buses and parking.
- Private contractor will possibly pay to upgrade and maintain fields for joint use.
- No swing space needed.
- Opportunity for new street design.
- Smallest portion of Magruder Park area within the flood plain, fewer dollars required for mitigation.

Cons:

- Cost of site purchase.
- Lack of control of state use of eminent domain.

SITE #4: PRINCE GEORGE'S COMMUNITY CENTER + NINE PONDS



A map interface showing a highlighted parcel in yellow. The parcel is labeled 'TOLEDO' and is bounded by a red line. A red diamond marker is located on the parcel. The map shows surrounding streets: BELCREST RD, ADELPHI RD, UNDERWOOD ST, 41ST DR, BEECHWOOD CO, 40TH RD, 41ST RD, and 42ND RD. A search bar in the top right corner contains the text 'Search For: Proper' and 'Click on the map to e search'. Below the map, a blue bar contains the following information:

Owner Name: BE UTC DEWEY PARCEL LLC
Premise Address: BELCREST RD, HYATTSVILLE, MD 20782
Tax Account: 5554761

Owner Name:	BE UTC DEWEY PARCEL LLC
Owner Address:	5410 Edson Ln, Rockville, MD 20852
Liber:	37673
Folio:	544
Transfer Date:	12/11/2015
Sale Price:	\$275,000.00
Land Valuation:	\$2,017,600.00
Improvement Valuation:	\$288,400.00
Current Assessment:	\$2,306,000.00
Structure Area (Sq Ft):	0

SITE #4 PRINCE GEORGE'S COMMUNITY CENTER + NINE PONDS: PROS AND CONS

Pros:

- Co-located with Northwestern High School could allow for site (and amenities) sharing.
- No need for swing space.
- Near public transportation.

Cons:

- Lack of control over state use of eminent domain.
- Ownership ambiguity (at this time).
- Decrease of walkability.
- Shifts boundary away from population density.

PGCPS SITE CONSIDERATIONS

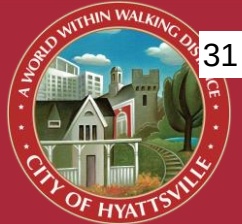
- Showcase community school.
- Meets future capacity needs.
- Allows and encourages community involvement and utilization.
- Is walkable.
- Provides open space.
- Helps close gaps in educational achievement.
- Build a school which can accommodate the outstanding Creative and Performing Arts Program at HMS and expand it to the 6th grade.
- Constructed for the community.

FACTORS DESIRED BY THE COMMUNITY

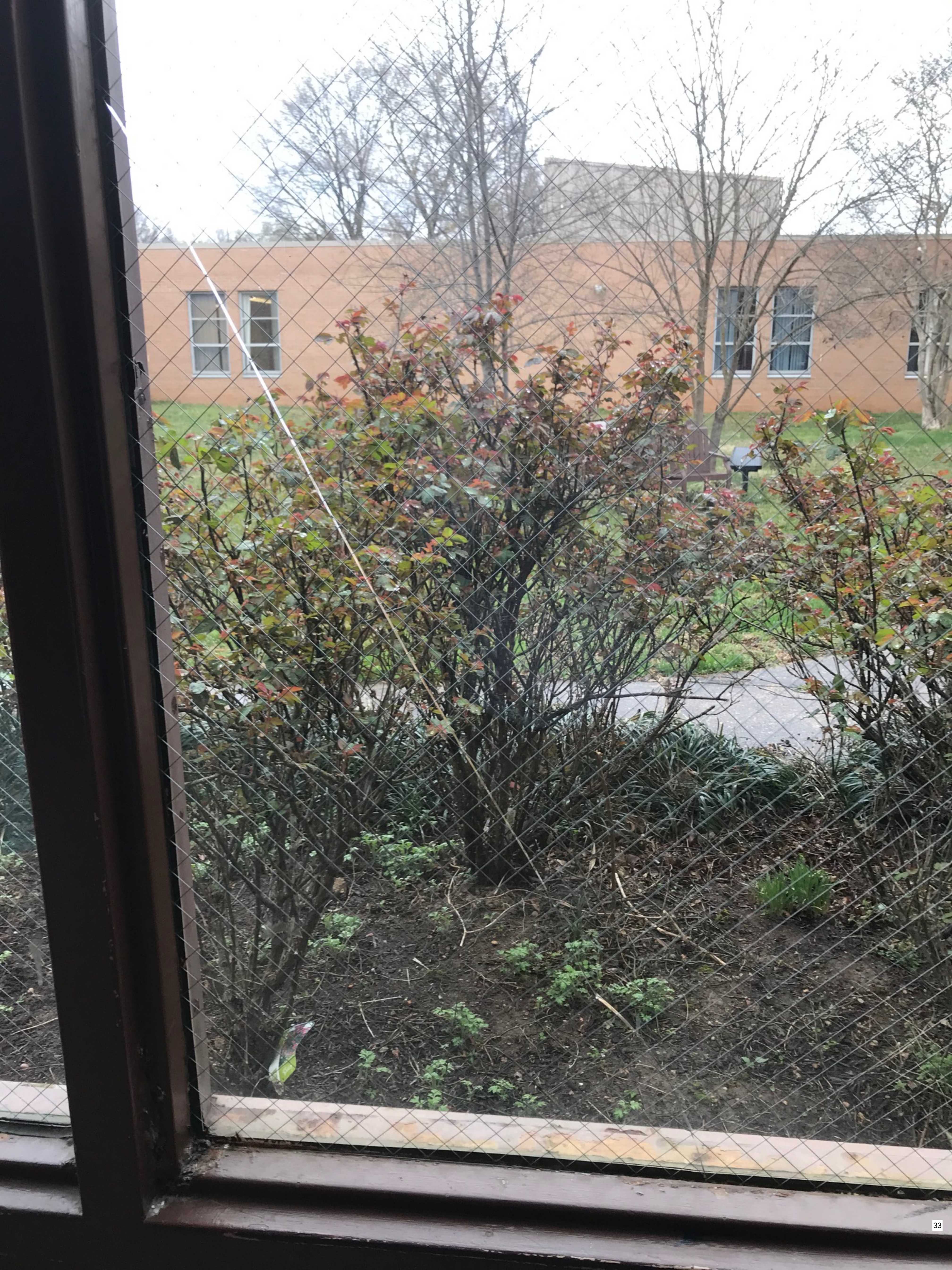
- Transparency and responsiveness by PGCPS.
- Possible land or upgrades to shared open space.
- Re-envision our neighborhood public schools and make them part of the community: with community spaces and community shared outdoor spaces.

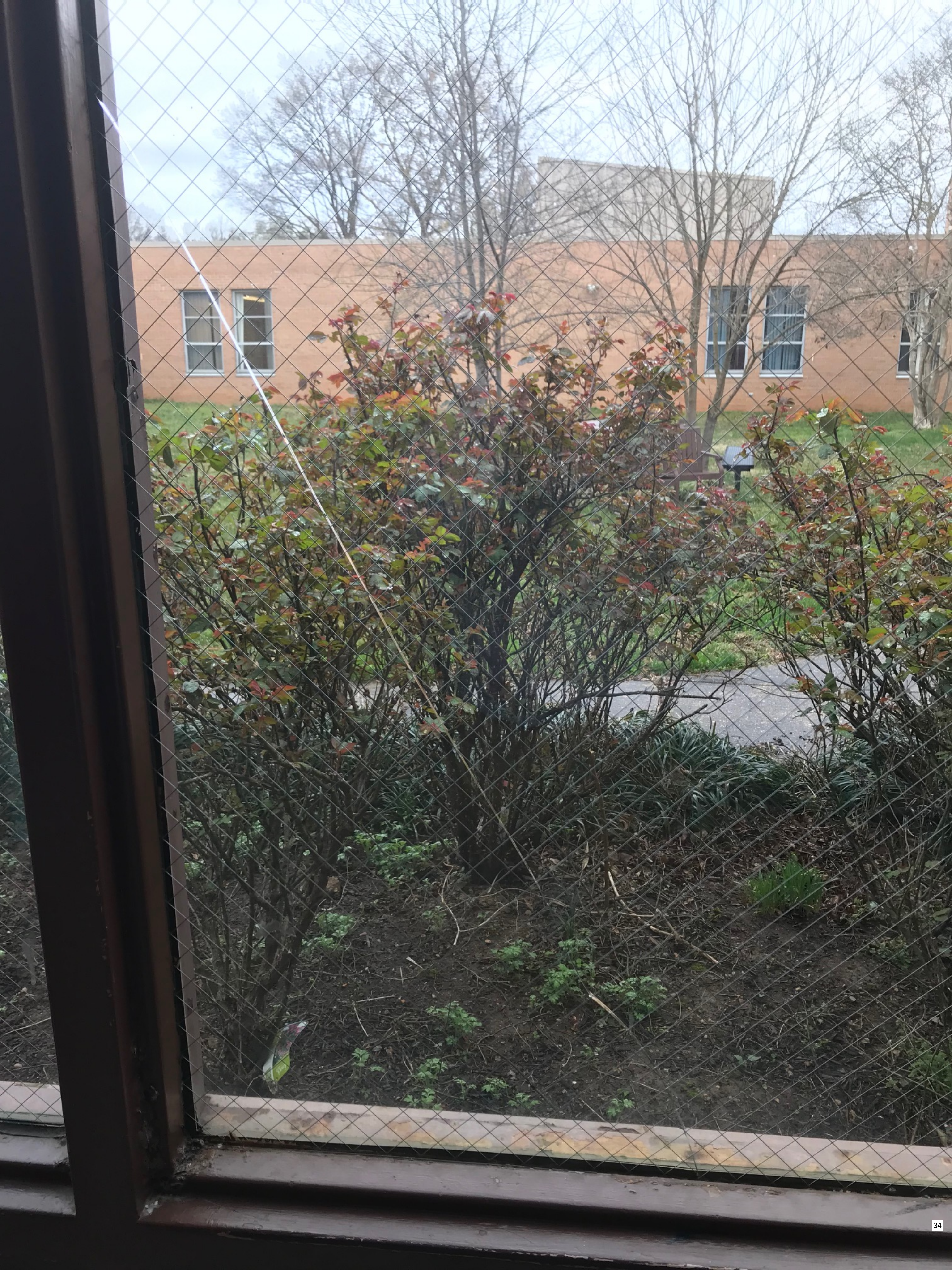
QUESTIONS?

HYATTSVILLE













• GENTLEMEN •



LADIES











Changes Needed In Hyattsville Middle School

In our school there are conditions that we go through that isn't okay. When we leave for high school we don't want the future Hawks to go through the same conditions we went through.

For example:

- There are dirty bathrooms and it is very unsanitary for the students and the environment.
- We need hand soap available at all times for sanitary reasons. And if there isn't hand soap there should be a big bottle of hand sanitizer that we could use to clean our hands.
- We would like the trash bags to be thrown out and be replaced with new ones at all times.
- We would like to have soft paper towels to dry our hands with after washing them.
- We would also like new working bathroom stall doors for more privacy.
- We would also like clean classroom floors because when a pencil is dropped all that comes up with the pencil is dust and germs.
- This is maybe asking for too much but there is mold throughout the school and that could affect our health.
- We would lastly want to be able to have the use of technology everyday for schoolwork.

• need more staff

These things don't necessarily have to be changed now. It is almost the end of the school year and too late for the change. It is something to think about so the future Hawks can have a new and improved school environment. We wish we could experience the changes that you guys could bring to the school but we are moving onto high school and would like that the school wouldn't be in the conditions they are in now to stay forever. We want the future Hawk students and Hawk teachers to have a safe and healthy environment. One final thought, we know this may be crossing the line a little but is there any chance that we could wear hoodies again, maybe starting now because I think I am speaking for everyone when I say that we want to be able to wear hoodies, even now in the heat. If there are any students that put there hood on they can get detention but once they reach the 3 warning limit they can get ISS. Being able to wear hoodies again is a change everyone would want.



















Hyattsville City Council Agenda Item Report

Meeting Date: May 6, 2019
Submitted by: Lesley Riddle
Submitting Department: Public Works
Item Type: Purchase
Agenda Section:

SUBJECT

Purchase of Mobile Restroom

HCC-355-FY19

Recommendation:

I move that the Mayor and Council authorize the expenditure of FY19 Capital Improvement Funds in an amount not to exceed \$50,000.00 for the purpose of purchasing a mobile restroom facility from Portable Restroom Trailers, LLC.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Heurich Restroom Memo.pdf](#)

Summary Background:

Heurich Park is used for various programming such as the International Festival, Movie Nights, family time at the playground, the dog park, etc. It currently lacks bathroom facilities. Staff researched the feasibility of installing a restroom that would provide ADA access and has a green technology component. Additionally, as part of our Joint Use Agreement with Maryland National Capital Parks and Planning Commission (MNCPPC) the City Administrator officially requested MNCPPC install permanent restroom facilities. MNCPPC has verbally agreed to design and construct a restroom facility at the park, but have not committed to this fiscal year.

Providing amenities in our parks is an important aspect of our ability to appropriately support our residents and park visitors. We can effectively provide a temporary restroom at Heurich Park, and other City parks and at City events, by purchasing a mobile restroom. The mobile restroom can be hooked up to existing water lines at the park and staff will solicit an RFP for a monthly waste service. The restroom will include an ADA accessible stall, two unisex stalls, changing tables and sinks.

Staff solicited requests for cost proposals and received three, staff recommends purchasing the mobile restroom from Portable Restroom Trailers, LLC, based on pricing and availability. The cost of the mobile restroom should not exceed \$50,000.00.

Next Steps:

Staff will facilitate the purchase and maintenance service for the mobile restroom.

Fiscal Impact:

\$50,000.00 Capital Improvement Budget

City Administrator Comments:

Recommend Approval. Restroom installation was funded in the 2019 CIP. This temporary solution is a cost effective way to provide services until MNCPP-C can install permanent facilities.

Community Engagement:

None

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

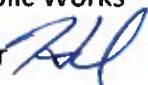
Legal Review Required?

N/A



City of Hyattsville

Memo

To: Lesley Riddle, Director of Public Works
From: Hal Metzler, Project Manager 
CC: Ron Brooks, Treasurer
Date: April 11, 2019
Re: Selection of Portable Restroom Toilets, LLC

In the Spring of 2019 City Staff responding to a Council request to provide a restroom facility at Heurich Park during the calendar year 2019 reached out to several distributors of portable bathrooms. All vendors were requested to provide a quote for an ADA accessible restroom with 2 non-ADA restrooms. This temporary bathroom can be placed at Heurich Park until a permanent restroom can be build by MNCPPC in FY21 or later. Upon receiving 4 proposals for a portable restroom, City Staff have chosen to purchase from Portable Restroom Toilets, LLC. The price received from Portable Restroom Toilets was the second lowest cost. However, Portable Restroom toilets could deliver within two weeks of the order being placed. All other vendors have to custom build their bathroom trailers and the deliver would be the end of July or later. The minor increase in cost is worth the additional 3+ months of service over the other vendors.



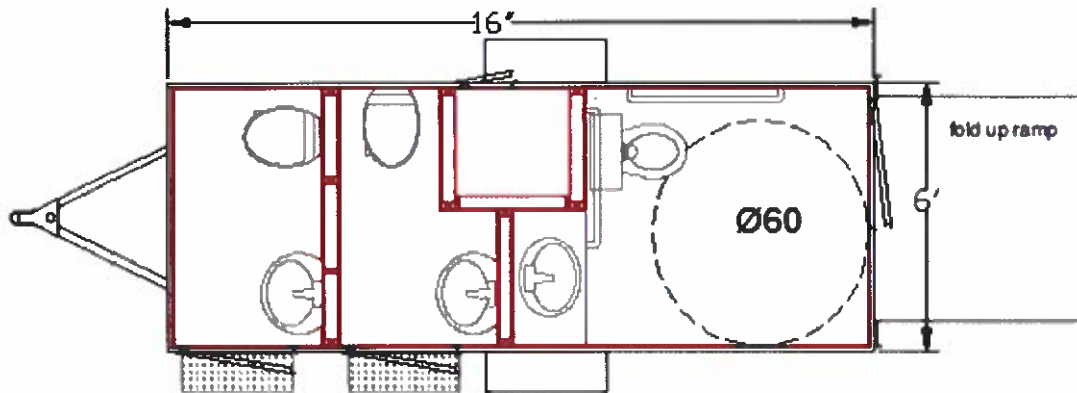
**City of Hyattsville
Purchase Quote
ADA + 2 Station Portable Restroom Trailer
Oahu Series with 4 Season Package and
Smarter Restroom App
4/11/19**

Prepared For
Hal Metzler
City of Hyattsville
(240) 832-6959
hmetzler@hyattsville.org

****Quote good until April 16, 2019. *NOTE* Free
Shipping Incentive requires payment by April 16,
2019. Subject to availability.***

Created By
Ron Gerino
Portable Restroom Trailers, LLC
Ron@portablerestroomtrailers.com

ADA + 2 Station Portable Restroom Trailer - Oahu Series with 4 Season Package and Smarter Restroom App *SUBJECT TO AVAILABILITY*



ADA + 2 Station Portable Restroom Trailer | Oahu Series with 4 Season Package and Smarter Restroom App *SUBJECT TO AVAILABILITY*

ADA Restroom Trailer +2 Station Compact | Oahu Series - 4 Season Package - Smarter Restroom App is perfect for any venue in which ADA accessibility is a must. This climate controlled unit features 2 standard unisex restrooms, each with pedal flush toilets, cabinet sink, and shatterproof mirror.

The ADA restroom trailer also contains one unisex ADA suite with ADA toilet, sink, shatterproof mirror, and grab rails. The ADA suite features with a wide entry door and ADA-compliant ramp, and welcomes each guest with a One Button execution system that smoothly and quietly lowers the trailer to the ground. Abundant LED porch lighting and vinyl flooring ensures a safe entry/exit to each private suite, no matter what time of day or night.

Provide your guests with year round comfort with air conditioning and a 4 season heat package (rated to -20°F). This trailer is also upgraded to include foot pedal blocks to prevent pedal breakage, and a water heater so your guests can enjoy a hot water hand wash.

Smarter Restrooms App - An interactive tool allowing portable restroom rentals fleet owners to monitor operational systems for their trailer(s) from any smartphone, tablet, or computer. You can easily maintain systems operations with the ability to monitor waste and freshwater tank levels, power, and interior climate control.

***Free Shipping Up to 2000 miles (any extra mileage additional - no credit for going under miles), no port delivery, Within continental US - no special transport (islands/ferry) - single truck delivery only, limited to certain stock only, must be paid for in full by 4/16/19. Subject to current availability.**

Features/Specifications:

Model Year: 2019

Stations: 3

Standard Toilets: 2

ADA Toilets: 1

Sinks: 3

Fresh Water Tank (Gallons): 135

Waste Tank (Gallons): 300

Hot Water Heater: Yes

Smarter Restrooms App: Yes

Mechanics Room: Yes

Box Length: 16'

Box Width: 6'

A/C Unit Type (BTU): 13.5

A/C Unit Count: 1

Water Supply: City Water- Pressurized Water System- Garden Hose

Power Supply/Cords: (1-4) 120 v 20 amp

Pricing

Name	Price	QTY	Subtotal
ADA + 2 Station Portable Restroom Trailer - Oahu Series with 4 Season Package and Smarter Restroom App *SUBJECT TO AVAILABILITY* CHS337511	\$46,630.00	1	\$46,630.00
Freight-Approximate to zip 20781 *Free Shipping Up to 2000 miles (any extra mileage additional - no credit for going under miles), no port delivery, Within continental US - no special transport (islands/ferry) - single truck delivery only, limited to certain stock only, must be paid for in full by 4/16/19. Subject to current availability.	\$0.00	1	\$0.00

Subtotal **\$46,630.00**

Total \$46,630.00

This new unit has a 5-year limited trailer manufacturer warranty on the trailer frame and axles and a 2-year limited warranty on the trailer as a whole. Sealant, electrical components, hydraulics, hoses, wall coverings, trim and paint are warranted for 1 year, and 1-3 year warranty on Individual appliances. Registration details are provided by their individual appliance manufacturers and are located in the component binder located in the mechanics room on the backside of the trailer.



410 Rathbone Ave
Aurora, IL 60506
Office: 630-906-8002
Fax: 847-574-7600
Email: Dan@cohsl.com
www.cohsl.com

QUOTATION
201904264

4/8/2019
Quote is good for 30 days

RESTROOM, SHOWER, COMBINATION AND SPECIALTY TRAILER SALES

CUSTOMER (BUYER)

Name: City of Hyattsville
Address: 4633 Arundel Place
City, State: Hyattsville, MD
Zip: 20781

Phone: 240-832-6959
Fax:
Email: nmetzler@hyattsville

SHIP TO:

Name: City of Hyattsville
Address: 4633 Arundel Place
City, State: Hyattsville, MD 20781
Contact: Hal Metzler
Phone: 240-832-6959

3 Station 16' Handicap Accessible Restroom Trailer with 600 gallon waste tank

Interior Color

Basic Interior Package

(White FRP)

Exterior Color

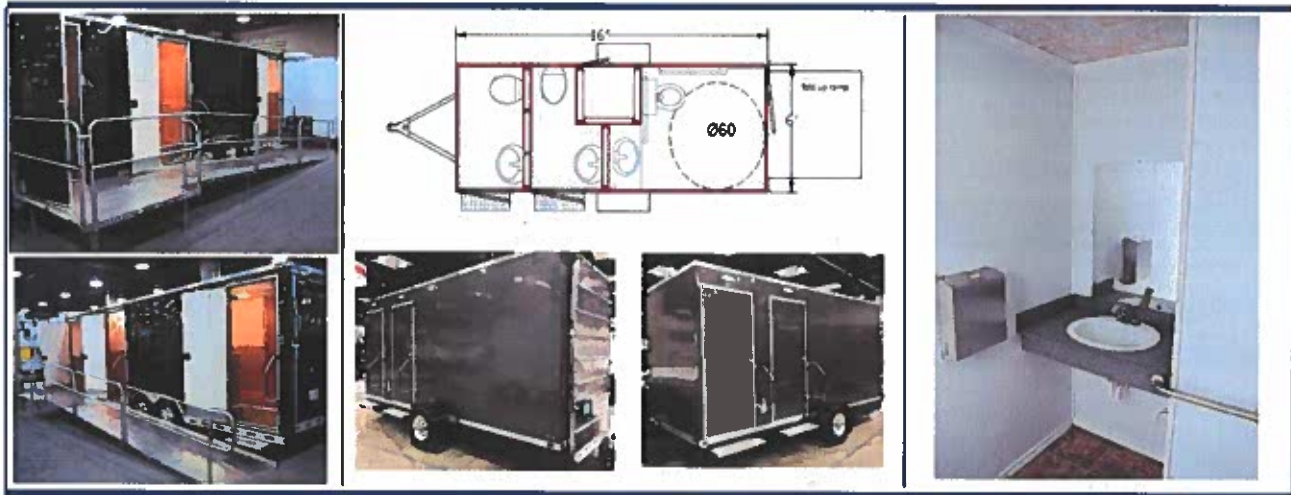
White

Quantity 1
Price Each \$27,754.00

BASE PRICE
\$27,754.00

STANDARD ITEMS

- A/C (13,500 BTU) and Heat Strip (5,800 BTU)
- Heavy Duty Fold-up Alum. Steps & Handle
- Timed Faucets
- Oversized Structural Steel Beams
- Steel Construction (No Wood Framing)
- HO Tube Framed Doors & Hydraulic Closures
- Poly Insulation
- Smooth Aluminum Exterior Siding
- One Piece Aluminum Seamless Roof
- FRP (fiberglass wall panels)
- Scissor Jack Levelers
- Dexter (ITS) Independent Torsion Axles
- Battery Powered Trailer Runaway Protection
- Keyed alike Locks
- Premium LED Trailer Lighting
- Commercial PEX Water Lines
- E-Z Lube Hubs
- LPG on Demand water heater - shower trailers
- Electric Brakes
- 2- 5/16" Trailer Receiver
- Chip Resistant Undercoating
- Marine Grade Sub Floor
- Waste Tank Sight Gauge
- Vinyl sheet flooring



[See the next page for Optional Items](#)

[Pictures are for reference only and may not reflect the final product](#)

OPTIONAL ITEMS, DELIVERY, AND TOTAL COSTS

1	Options listed on page 2	\$13,441.00	\$ 13,441.00
		Sub Total:	\$ 41,195.00
			\$ -
	Sales Tax (when applicable)	State:	Tax Rate:
738	Delivery Charge per Mile		\$ 2.00 \$ 1,476.00

FINAL PRICE
\$42,671.00

	50% or PO Due upon order	\$ 21,335.50
	50% Due Upon Completion	\$ 21,335.50

Notes:

OPTIONAL ITEMS (some items may increase lead time)

Qty	Option	\$/ea	Total \$
	Interior upgrade to laminated two tone walls from FRP panels (per trailer foot)	\$70	\$0
	Interior upgrade to Grey Laminate walls with Bamboo accent wall from FRP panels (per trailer ft) New for 2018	\$90	\$0
	Interior upgrade to laminate walls with wainscoting from FRP panels (per trailer foot)	\$110	\$0
	Upgrade to 6 panel oak doors from high privacy metal partition doors (per door)	\$300	\$0
	Wash down package (aluminum interior trim caulked along bottom so walls can be scrubbed) per trailer foot (FRP Basic Interior Only)	\$35	\$0
	Generator mount on tongue of trailer with diamond plate encasement	\$1,000	\$0
	Custom vinyl wrap of exterior of trailer (Customer to supply graphics for wrapping) (per sq. ft.)	\$20	\$0
	Upgrade to Non Stock Aluminum (Stock Aluminum : White, Pewter, Charcoal)	\$250	\$0
	Upgrade to Non Stock Laminate (Stock Laminate : Linen, Chocolate, Wedding Cake, Feather Grey)	\$250	\$0
	Upgrade to Non Stock Partition Color (Stock Partition : Sahara, Slate)	\$250	\$0
	Remote Monitoring Application (Deep Cycle Battery Required)	\$850	\$0
	Solar Panel Charging (per solar panel)	\$700	\$0
	Deep Cycle Battery (per battery)	\$250	\$0
16	12 volt Package with LED Interior Lighting (per trailer foot)	\$50	\$800
	Aluminum diamond plate fold up ramp (to be utilized with the drop box units)	\$3,300	\$0
	Lowering Trailer with fold up Ramp on Rear (Removal of Tires and Bulldog Jacks)	\$3,800	\$0
	Aluminum sectional ramp with 5' platform & railing (for wheel Chair access) Quick Easy Setup (add \$900 for CA)	\$6,600	\$0
1	Lowering trailer with fold up ramp on rear (Wheelchair access) One Built Execution (Ramp Includes Handrails)	\$7,800	\$7,800
	Lowering ADA box with fold up ramp on rear. Wheelchair access, hydraulic lowering	\$10,500	\$0
			\$0
			\$0
			\$0

Qty	Option	\$/EA	Total \$	Qty	Option	\$/ea	Total \$
	Coin Rubber Floor (per trailer foot)	\$70	\$0		Upgrade to Std Residential Toilet	\$380	\$0
2	6 Lug Aluminum Wheels (each)	\$110	\$220		Add Toilet	\$450	\$0
	Increase Trailer by 1ft	\$750	\$0		Add Urinal	\$450	\$0
	Non-Powered Vent/Skylight (each)	\$120	\$0		Corian Style Countertop (per Sink)	\$150	\$0
	Powered Vent/Skylight (each)	\$170	\$0		Single sink to Single Cabinet	\$350	\$0
	Vent Cover, keeps rain out (each)	\$60	\$0		Single Sink to Double Sink Solid	\$975	\$0
	Exterior Light (each)	\$185	\$0	3	Double Roll Toilet Paper Dispenser	\$22	\$66
3	Exterior Light (each) LED	\$210	\$630	3	Stainless Steel C-Fold Paper Dispenser	\$90	\$270
1	Transformer for LED Lights	\$125	\$125		Enmotion Hands Free Paper Towel Dispenser	\$120	\$0
	Diamond Plate rock guard	\$400	\$0	3	Foaming or Liquid Soap Dispensers	\$40	\$120
	Spare tire mounted	\$350	\$0		Hands Free Gojo Soap Dispensers	\$90	\$0
1	Utility Room w/ door	\$550	\$550	3	Stainless Steel Garbage Can (each)	\$125	\$375
	Vacant/Occupied LED Indicators	\$125	\$0		Sanitary Napkin Disposal SS (each)	\$50	\$0
1	Water tank/pump, 105/140 gallons (Lowering/Normal)	\$780	\$780		Baby Changing Station	\$275	\$0
	Water tank/pump, 225 gallons	\$890	\$0		Music Amp w/ 2 speakers and USB/ SD Card Player	\$550	\$0
	Water tank/pump, 300 gallons	\$1,250	\$0		Electric Hand Dryer	\$650	\$0
	Water tank & pump, 400 gallons	\$1,350	\$0		Single Framed Mirror	\$190	\$0
1	Hot Water Heater (cabinet/utility)	\$275	\$275		Double Framed Mirror	\$280	\$0
3	Wall heaters (each)	\$210	\$630		Fold Down Seat (15")	\$205	\$0
16	Winter Package (per trailer foot)	\$50	\$800		Extra sink (where available)	\$475	\$0
	Arctic Package (per trailer foot)	\$100	\$0		Upgrade to vessel sink (per sink)	\$150	\$0
	Upgrade to fiberglass subfloor (per trailer foot)	\$50	\$0		Single sink to single cabinet (custom)	\$600	\$0
	Outlets-GFI protected	\$120	\$0		Single sink to double sink solid (custom)	\$1,200	\$0
	Replace LPG tankless with electric	\$240	\$0				\$0
	Dual 40# propane tanks mounted on tongue	\$500	\$0				\$0
			\$0				\$0
			\$0				\$0
			\$0				\$0

Options selected are highlighted in blue.

OPTIONS PRICE

\$13,441.00

AGREEMENTS:

- *Standard Terms are 50% payment to start an order, remaining due before delivery. PO's are acceptable from most government agencies and large corporations.
- *Buyer Must Agree to Comforts of Home's Terms and Conditions sheet.
- *Final payment of unit will be due upon completion and before delivery unless special arrangements are made
- *Items are the sole property of Comforts of Home Services Inc until full payment is made and must be turned over if payment isn't made within 90 days of delivery.
- *It is understood that no specific certifications, stamps or seals are provided with this trailer. Such items may be made available from a third party, at an additional cost.
- Any requests for these must be made prior to the production of the trailer, and will affect lead time.
- *It is the purchasers responsibility to research and provide us with any codes or build standards unique to you area that affect the trailer construction or use.
- *Quoted lead times are estimated. Production times may vary due to circumstances beyond our control. Once the deposit is received, your order may not be cancelled or refunded.

I approve the Trailer specs and options and terms as listed above.

Signature: _____

Date: _____

Print Name: _____

Satellite Suites

1686 Commerce Drive
Bristol, IN 46507
www.satelliterestroomtrailers.com
Sales Consultant: Joshua Carmichael

Satellite Suites

QUOTE

62

Company: _____
Address: _____
City, St, ZIP: _____
Contact: _____
Phone: _____

Quote Number: _____
Date: _____
VIN #: _____

Email Address: _____
Mobile Phone: _____

STANDARD FEATURES 19' ADA + 2 GRAY COMMERCIAL MODEL: RT6X19ADA+2

CHASSIS

- 19' Structural Steel Chassis
- 10,000 lb Lowering Axles w Brakes
- 17.5" HD Wheels
- TowMax Radial Tires, 5 Yr
- 20,000 lb. EZ Lock Coupler, 2-5/16"
- 12,000 lb. Tongue Jack, Side Crank
- 7-Way Trailer to Vehicle Connection

STRUCTURE

- Steel & Composite Floor Structure
- Aluminum & Composite Wall Structure
- Aluminum & Composite Roof Structure
- Fully Insulated Floor, Walls, Roof
- Solid Core Entry Doors
- Seamless Gel Coat Exterior, White
- Seamless Sub Floor
- OVER ARMOR Roof Skin
- WaterShed Roof Design
- Extruded Alum. Tread Steps, Retractable
- Laminated Walls, Floor, Roof

TANKS

- Waste: 300g Polypropylene, Vented
- Fresh: Optional

ELECTRICAL-LIGHTING

- 30 Amp Twist Lock Connector
- 25' 10-ga Cords w/ Standard Apapter
- Each cord draws 20 Amps or Less
- Full Size, Grp 24, Battery Back Up
- LED DOT Exterior Light Package
- LED Porch Light Package
- LED Interior Light Package
- 120v to 12v Converter

PLUMBING

- Metered Faucets, Delta Commercial
- 2.0 Gallon Water Heater
- Solid Surf. Counters, Stainless Sinks Undr mt
- Porcelain Foot Flush Toilets, White
- PEX Plumbing System, Run Inside Trailer
- 3/4" Water Inlet w/ Pressure Ga., Regulator
- 3" Outlet w/ 2" Quick Connect Cam

HVAC

- 13,500 BTU DuoTherm AC w/Heat (1)
- Powered Ceiling Vents/Skylights

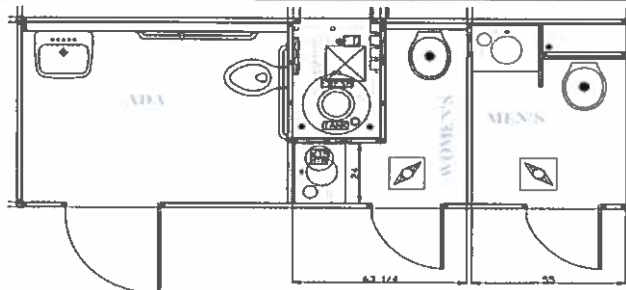
INTERIOR FEATURES

- Satellite Suites Commercial Interior Pkg
- Waterproof Seamless Wall Covering
- Alum. Trim, Rubber Base Molding
- Solid Plastic (HDPE) Cabinets, Bronze
- Solid Surface Vanity Tops
- Transit Grade Floor, Seamless. "Bamboo" pattern. 100% wear layer
- LED Vanity Lights, Satin Nickel
- Seamless Fiberglass Ceiling White
- 18"x30" Framed Mirrors, Stainless
- Solid Plastic (HDPE) Stalls / Dividers

MISC.

- Safe T Fresh Quick Scents Bio Sample
- Safe T Fresh Urinal Screen Sample
- Safe T Fresh Cabana Spray Sample

20' Gray Com Pictured



Base Price:

Options:

- Forced Air Heat: Wall Mounted Electric Forced Air Heat, 1 Per Cabin Included
- Arctic Heat Package: Tank Heaters, Cabin and Service Area Heat, Tank Insulation
- Solar: To Power, Lights, Vent and other 12V items
- Spare Tire: Full Size Radial TowMax- Aluminum Wheel
- TP Holders: Wall Mounted Double Roll -1 installed in ADA side Only included in unit price
- Paper Towel Disp: Wall Mounted Stainless Multi Fold-Set-1 installed in ADA side Only included in unit price
- Soap Dispensers: Stainless Wall Mounted Liquid Soap--1 installed in ADA side Only included in unit price
- Sanitary Nap. Disp: Stainless Wall Mounted -1 installed in ADA side Only included in unit price
- Gender Signs Male / Female / Handicap
- Entertainment Pkg: AM/FM Bluetooth Stereo w/ Speakers
- 105g Fresh Tank: Add 105 Gallon Fresh Water Tank and 12v Pump
- Maxx Air Vent Covers: Vent Covers Allow Roof Vents to be Open While Raining
- "Pearl Mica" Solid Vanities Upgrade Counters from Standard Plastic (HDPE) to Pearl Mica Solid Surface

Trailer Total:

Freight: Unit can be picked up in Bristol, IN or Shipped 3rd Party at \$2.30 per mile

Total of Trailer and Options

TERMS: 50% DEPOSIT TO HOLD, FULL PAYMENT BEFORE SHIPMENT

Customer Signature/Date

PO #

Qty	Price	Ext.
0	\$895	\$0
0	\$1,085	\$0
1	\$1,650	\$1,650
1	\$450	\$450
1	\$100	\$100
1	\$120	\$120
1	\$120	\$120
0	\$100	\$0
1	\$75	\$75
1	\$550	\$550
1	\$1,250	\$1,250
1	\$300	\$300
1	\$1,250	\$1,250
Options Total		\$5,865
		\$52,940
0	\$2.30	\$0
Total:		\$52,940

Quote Valid for 15 Days

Ph: (269)435-4Art
(4278)
Fax (269)435-4507

www.arestroomtrailer.com



P.O. Box 97
67351 US 131
Constantine, MI 49042

CUSTOMER: City of Hyattsville
ADDRESS: 4633 Arundel Place
CITY/STATE: Hyattsville MD 20781
PHONE: 240-832-6959
Contact: Hal Metzler
Terms: 50% Down Net to Ship

QUOTE #: 190410-03
DATE : 4/10/19
FAX:
EMAIL: bmz@hyattsville.org

QUOTE WRITTEN BY: Tyson

Estate 203-ADA Lowering Restroom Trailer

Standard Equipment / Specifications

Trailer Specifications

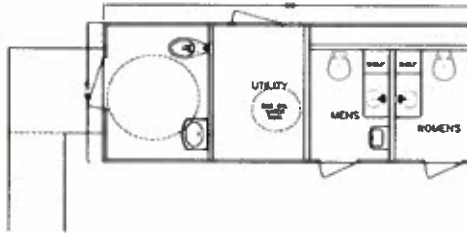
240"x100 Undercoated Steel Frame
2 5/16 Adjustable Hitch
8,000lb Axle W/Brakes
(4) 17.5k Hydraulic Jacks
17.5" Radial Tires W/ 8 Hole Aluminum Wheels
Approx. 325 Gallon Waste Tank
7 Way Plug and Break Away Cable
DOT Safety and LED Exterior Lights
Switched Porch Light At Entry Door
Rain Gutter over Entry Door
Seamless Aluminum Roof
Fold Out Step Assemblies
Three Position ADA Access Ramp

Fastenerless Exterior - Customer Choose Color
Waste Tank Slight Gauge & 3" Banjo Valve
Walls-Ceiling-Floor 16" O/C
Walls & Ceiling Insulated
20 AMP Electrical Circuits (s)
Deep Cell Battery W/Disconnect
A/C D/C Converter/Charger
Twist Lock Cords W/ 15AMP Adapters
City Water Hook Up
Hot Water Heater
15,000 BTU H/P Ducted A/C W/ Heat Strip
HVAC Remote Sensor & Drain Kits

Interior Specifications

Custom Cabinetry & Trim -- White
Customer Choose Color Scheme--Gray or Tan
Top 4' of Wall Smooth Finish -- Light Color of Color Scheme
Bottom Wall Smooth Finish--Dark Color of Color Scheme
Smooth Fiberglass Ceiling Surface --White
H/D Linoleum -Color Scheme (Gray/Flattons) (Tan /Timber)
Stainless Steel Sinks / Chrome fixtures
Corian Solid Surface Counter Tops -- Color Scheme
Metered Faucets
Soap Dispensers
China Foot Flush Stools / Waterless Urinals -- White
ADA Sink & Toilet
LED Recessed Ceiling Lights
Safety Backed Glass Mirror (1 per side)
Fresh Water System (Tank Size is 200 gallons)
On Demand Water Pump

BASE PRICE: \$53,940



OPTIONS IN RED HAVE BEEN INCLUDED IN QUOTE

- Armor Shell Exterior
- 1 **Stone Guard**
- Baseboard Heat Package (1 Heater per Side) (Toe Kick or Wall Mount Additional)
- Winter Package (Dump Valve & Waste Tank Heaters, Insulated Tank, and Heat in the Utility Room)
- Extreme Package (Includes Winter Package, Heat in Utility Room, Heated and Insulated Water Lines Running on Exterior Walls in Chase)
- Spare Tire (Aluminum Wheel shipped loose --Front Mount Additional)
- Front Mount Spare Tire
- 1 **Occupancy Sensors**
- 1 **Stereo System FM/BT/USB/CD (1 Speaker Per Side)**
- Toilet Paper Holders (812 Chrome Surface Mount) 1 per Toilet
- Paper Towel Dispensers (262 Surface Mount Stainless Steel C-Fold) 1 per Sink
- Flush Urinals
- Delete Hot Water
- Solar Package W/Two Batteries

Total Additional Options: \$1,103

Price With Options: \$55,043

FOB Constantine MI

Date: _____

Shipping: \$0

Signature: _____

Total W/Discounts: \$53,745

PO No. : _____

Unit must be pumped/ emptied prior to transport and may not be moved loaded.
Quote Valid FOR 15 DAYS--Above Price Does Not Included Any Applicable Taxes Unless Noted.

Ph: (269)435-4Art
(4278)
Fax (269)435-4507

www.arestrroomtrailer.com



P.O. Box 97
67351 US 131
Constantine, MI 49042

Procedures/Terms& Conditions

QUOTE #:

190410-03

Quote Procedures:

- 1) Quote will be completed to the best of our ability with the initial information given by customer.
- 2) Subsequent quotes will be completed until customer has all information/prices that they have requested.
- 3) Final and accepted quote must contain Business or Customer Name that the unit will be titled in, address and phone number that corresponds to the titling name. Exterior Color and Interior choices must be stated/chosen by customer.
- 4) Customer shall sign quote and return it along with required deposit stated in the terms of the quote.
- 5) Delivery/completion dates are approximant. If customer request an estimated date of completion for a unit it must be stated in writing, most likely on an email correspondence. Once a signed quote and deposit is received, unit will be placed in our system for production. Units are placed in the production schedule as the deposits are received. Any estimated Delivery/Completion date given may change if there is a delay in receiving the deposit amount.

Terms & Conditions

PRICES. Unless otherwise agreed upon in writing by Seller, all prices, payments and references thereto shall be in U.S. dollars. Prices do not include sales taxes, use or excise taxes, import or export duties or taxes, finance fees, value added taxes, special permits or licenses, or similar charges. Buyer shall either pay such charges or provide Seller with acceptable exemption certificates. Additionally, unless otherwise agreed upon in writing by Seller, prices do not include any charges for services such as insurance, brokerage fees, or product orientation or training.

PAYMENT. Customer shall remit any unpaid balances NET 15 Days after they have received notice that the unit(s) production is completed and ready for shipment/pick up. All balances, unless agreed to in writing must be paid before shipment of unit. If customer has not remitted payment within 30 days of notice of completion of unit, interest shall accrue at the rate of 1.5% per month, or at the maximum lawful rate of interest, whichever is less. If after 90 days customer has not remitted balance Seller shall have the right to consider this as termination of the customers order. If this termination occurs any and all deposit amounts shall retained by seller.

Certificate of Origin. Seller shall provide a Certificate of Origin that is free and clear of any security interest, lien or encumbrance of any third party upon receiving full payment from the customer. If payment is made by bank wire transfer then Certificate of Origin will be release and provided to customer immediately. If any other form of payment is received i.e. business/personal/cashiers check then Certificate of Origin will be mailed to the customers address on file 10 working days after the final payment has been received.

Print Name: _____

Customer Signature: _____



Hyattsville City Council Agenda Item Report

Meeting Date: May 6, 2019
Submitted by: Vivian Snellman
Submitting Department: Human Resources
Item Type: Contract
Agenda Section:

SUBJECT

Total Comp Advisor's Contract Amendment

HCC-374-FY19

Recommendation:

I move that the Mayor and Council approve an amendment to the Total Comp Advisor's contract to include updates and revisions to the City's Personnel Manual at an amount not to exceed \$5,000.00.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Personnel Manual Contract Total Comp Advisors.pdf](#)

Summary Background:

On Dec. 26, 2018 the entered into a contract with Total Comp Advisors to conduct the comprehensive compensation and benefits study. Staff has since realized the need for an update to the City's Personnel Manual and Total Comp Advisors has prepared an amendment to the original contract. Those tasks include:

1. Obtain and review revisions to the current Personnel Manual.
2. Incorporate changes and suggest additional revisions.
3. Review and finalize the City Personnel Manual.

Next Steps:

Provide current Personnel Manual to Contractor with revisions to-date.

Fiscal Impact:

NTE \$5,000.00

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

Goal 4 – Foster Excellence in all City Operations

Legal Review Required?

Pending

TOTAL COMP ADVISORS

February 11, 2019
Vivian Snellman
Director Human Resources
City of Hyattsville
4310 Gallatin Street
Hyattsville, MD 20781

SUBMITTED VIA EMAIL: vsnellman@hyattsville.org

Dear Ms. Snellman:

Total Comp Advisors is pleased to submit this contract amendment to the contract executed December 28, 2018 for a comprehensive Compensation Study for the City of Hyattsville. This amendment is in response to your request for support in updating and revising the City of Hyattsville's Personnel Manual.

Proposal Amendment

This amendment is an addition to the scope of work in the "Proposal to Conduct Comprehensive Compensation Study - City of Hyattsville, MD" dated December 26, 2018, as follows:

Task 12.0 – Review, Revise, and Update the City's Personnel Manual

TASK GOALS

- Obtain and review revisions to the Personnel Manual.
- Incorporate changes and suggest additional revisions.
- Review and finalize City Personnel Manual.

TASK ACTIVITIES

- 12.1 Obtain and review the revisions to the Personnel Manual from the City's client project manager in Word format.
- 12.2 Incorporate all changes into the Personnel Manual and suggest additional changes to align with City processes and procedures.
- 12.3 Ensure Personnel Manual is formatted and all tables and indexes are accurate.
- 12.4 Submit draft final Personnel Manual to the client project manager; at this point, the City's Legal Department, City Administrator, and Senior Staff will review and provide any needed revisions.
- 12.5 Receive additional edits and revisions and incorporate into draft final document.
- 12.6 Submit final Personnel Manual and receive sign-off from City's client project manager.
- 12.7 Work with the client project manager on providing the Personnel Manual in a hard copy and digital format; note that this does not include Total Comp Advisors printing individual copies for all City employees.

DELIVERABLES

- Draft and final Personnel Manual
- Final sign-off on Personnel Manual

Proposed Cost

To complete the review, revision, and update of the City's Personnel Manual, Total Comp Advisors offers a cost not to exceed **\$5,000**. Total Comp Advisors will bill the City of Hyattsville at the completion of Task 12.0 for hours worked with details on all hours spent on completion of the task.

As President of Total Comp Advisors, I am authorized to commit our firm contractually to this assignment. We appreciate this opportunity and pledge our best effort if selected. If I can answer any questions that you might have, please feel free to contact me at (904) 718-4815 or by emailing me at tom@totalcompadvisors.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'T M', with a horizontal line extending to the right.

Tom Masters
President
Total Comp Advisors



Hyattsville City Council Agenda Item Report

Meeting Date: May 6, 2019
Submitted by: Jake Rollow
Submitting Department: Community Services
Item Type: Legislative
Agenda Section:

SUBJECT

Video Camera and Equipment Purchase

HCC-378-FY19

Recommendation:

I move that the Mayor and Council authorize the expenditure of FY19 PEG Funds to purchase video cameras and related equipment from B&H Photo at a cost not to exceed \$40,000.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Camera Purchase Memo for Council \(1\).docx](#)

Summary Background:

Council previously approved the FY19 PEG Fund Capital Budget of \$100,000. These funds will be used this year to purchase new video cameras and related equipment for use in the field (studio/chambers cameras were replaced last year). The current cameras do not operate well in tandem with each other, as they were purchased prior to our department having two videographers. Our current cameras will be sold for a partial offset of the cost of the new equipment. We are seeking approval to purchase video cameras and related equipment from B&H Photo at a cost not to exceed \$40,000.

Next Steps:

Authorize purchase

Fiscal Impact:

\$40,000

City Administrator Comments:

Recommend Approval

Community Engagement:

The video department is critical to our community engagement work.

Strategic Goals:

Goal 5 – Strengthen the City’s Identity as a Diverse, Creative, and Welcoming Community

Legal Review Required?

N/A



Memo

To: Ron Brooks, Treasurer
From: Jake Rollow, Community Services Director, City of Hyattsville
CC: Tracey Nicholson, City Administrator
Date: May 2, 2019
Re: Video Camera & Equipment Vendor Selection

Utilizing FY19 PEG funds, we are planning to purchase video cameras and related equipment at a total cost of \$39,895.61 from B&H Photo.

There are approximately 30 different items included in this purchase, many of which cost less than the \$1,000 threshold requiring three quotes.

For the six items that do cost more than \$1,000 each, we have found two competing quotes, and have decided to purchase from B&H Photo. B&H Photo had the lowest price on five of the six items.

In the case of the sixth, the price difference was approximately \$300, but the B&H option came with additional useful accessories and they have served as a flexible and capable vendor on many such purchases.

The items that cost more than \$1,000 from B&H are listed below:

Sony camera Fs7 mark ii	11,998.00
Zacuto graticule eye bundle for Sony FS 5	3232.50
Sony DSLR camera a7riii	2798.00
Sony xda fs7 extension unit	1998.00
Atomos Shogun 7 recorder monitor x2	1499.00
Kinotechnik Practaligh light kit	3108.00



Hyattsville City Council Agenda Item Report

Meeting Date: May 6, 2019
Submitted by: Brayan Perez
Submitting Department: Community Services
Item Type: Proclamation
Agenda Section:

SUBJECT

Proclamation in Honor of Peace Officers Memorial Day & National Police Week

HCC-379-FY19

Recommendation:

I move that the Mayor and Council proclaim May 15, 2019 to be Peace Officers Memorial Day and the week of May 12 through May 18, 2019, to be National Police Week in the City of Hyattsville.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Peace Officers Memorial Day National Police Week 2019 Final.docx](#)

Summary Background:

This proclamation declares May 15, 2019, to be Peace Officers Memorial Day and the week of May 12 through May 18, 2019, to be National Police Week in the City of Hyattsville. This is to commemorate our law enforcement, past and present, who by faithful devotion to their responsibilities, have rendered a dedicated service to our community.

Next Steps:

Proclaim May 15, 2019 to be Peace Officers Memorial Day and the week of May 12 through May 18, 2019, to be National Police Week in the City of Hyattsville.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support. We remain grateful to those who have dedicated their lives in service to their communities

Community Engagement:

Recognition of Officers Memorial Day and National Police Week has been planned.

Strategic Goals:

Goal 5 – Strengthen the City's Identity as a Diverse, Creative, and Welcoming Community

Legal Review Required?

N/A

CITY OF HYATTSVILLE

PROCLAMATION

DECLARING MAY 15, 2019, TO BE PEACE OFFICERS MEMORIAL DAY AND THE WEEK OF
MAY 12 THROUGH MAY 18, 2019, TO BE NATIONAL POLICE WEEK

This proclamation declares May 15, 2019, to be Peace Officers Memorial Day and the week of May 12 through May 18, 2019, to be National Police Week in the City of Hyattsville. This is to commemorate our law enforcement, past and present, who by faithful devotion to their responsibilities have rendered a dedicated service to our community.

WHEREAS, we express our sincere gratitude for the courageous women and men of the Hyattsville City Police Department, and for their contributions towards protecting the lives and property of our citizens; and

WHEREAS, it is important that residents know and understand the duties, responsibilities, and challenges that face police departments nationwide; and

WHEREAS, in 1962 President John F. Kennedy designated May 15 of each year as Peace Officers Memorial Day and the calendar week in which that date falls as National Police Week to honor those peace officers who have lost their lives or have become disabled in the performance of duty.

NOW, THEREFORE BE IT RESOLVED, that the City of Hyattsville recognizes Peace Officers Memorial Day and National Police Week in appreciation of the service of women and men who, night and day, protect us through enforcement of our laws and, in so doing, have established for themselves an enduring reputation for preserving the rights and security of our residents.

Candace B. Hollingsworth
Mayor, City of Hyattsville

May 6, 2019





Hyattsville City Council Agenda Item Report

Meeting Date: May 6, 2019
Submitted by: Brayan Perez
Submitting Department: Community Services
Item Type: Proclamation
Agenda Section:

SUBJECT

Proclamation in Honor of Children's Mental Health Awareness Day

HCC-380-FY19

Recommendation:

I move that the Mayor and Council proclaim May 6, 2019 as Children's Mental Health Awareness Day in the City of Hyattsville.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Childrens Mental Health Awareness Day 2019 Final.docx](#)

Summary Background:

This proclamation declares May 6, 2019, to be Children's Mental Health Awareness Day in the City of Hyattsville, an effort to raise awareness of the importance of the mental health for the youth in our community.

Next Steps:

Proclaim May 6, 2019 as Children's Mental Health Awareness Day.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support

Community Engagement:

Recognition of Children's Mental Health Awareness Day has been planned.

Strategic Goals:

Goal 5 – Strengthen the City's Identity as a Diverse, Creative, and Welcoming Community

Legal Review Required?

N/A

CITY OF HYATTSVILLE

PROCLAMATION

DECLARING MAY 6, 2019, AS CHILDREN'S MENTAL HEALTH AWARENESS DAY IN THE CITY OF HYATTSVILLE.

This proclamation declares May 6, 2019, to be Children's Mental Health Awareness Day in the City of Hyattsville, in order to raise awareness of the importance of the mental health for the youth in our community.

WHEREAS, families, educators, and communities must acknowledge and combat the host of mental health issues that impact teens, including depression, eating disorders, and substance abuse; and

WHEREAS, this year's Mental Health Awareness Day focuses on the prevention of suicide, as well as strategies to save children's lives; and

WHEREAS, the City is proud to regularly partner with local schools and organizations to raise awareness of children's mental health issues;

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Council of the City of Hyattsville recognize May 6, 2019, as Children's Mental Health Awareness Day and thank the many professionals who work daily to ensure our young people and their families have access to the resources necessary to lead prosperous lives.

Candace B. Hollingsworth
Mayor, City of Hyattsville

May 6, 2019





Hyattsville City Council Agenda Item Report

Meeting Date: May 6, 2019
Submitted by: Brayan Perez
Submitting Department: Community Services
Item Type: Proclamation
Agenda Section:

SUBJECT

Proclamation in Honor of National Public Works Week

HCC-381-FY19

Recommendation:

I move that the Mayor and Council proclaim the week of May 18 through May 25, 2019, to be National Public Works Week in the City of Hyattsville.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[National Public Works Week 2019 Final.docx](#)

Summary Background:

This proclamation declares the week of May 19 through May 25, 2019, to be National Public Works Week in the City of Hyattsville, a way to recognize the vital services public works professionals perform and also their indispensability to the community.

Next Steps:

Proclaim the week of May 19 through May 25, 2019, to be National Public Works Week.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Approval

Community Engagement:

Recognition of National Public Works Week has been planned.

Strategic Goals:

Goal 5 – Strengthen the City's Identity as a Diverse, Creative, and Welcoming Community

Legal Review Required?

N/A

CITY OF HYATTSVILLE

PROCLAMATION

DECLARING THE WEEK OF MAY 19 THROUGH MAY 25, 2019, AS NATIONAL PUBLIC WORKS WEEK IN THE CITY OF HYATTSVILLE

This proclamation declares the week of May 19 through May 25, 2019, to be National Public Works Week in the City of Hyattsville, and recognizes the vital services public works professionals perform and also their indispensability to the community.

WHEREAS, Public Works crews create the backbone of our community, ensuring that essential services and infrastructures are upkeep; and

WHEREAS, Public Works keep City vehicles running, collect our solid waste, ensure our streets are safe, and provide many other services no matter the weather or other obstacle; and

WHEREAS, the City is fortunate enough to have a team of dedicated Public Works professionals, each of whom directly impacts the quality of life for our residents everyday; and

WHEREAS, this week is meant to recognize and thank our Public Works personnel for their contributions to Hyattsville's well-being;

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Council of the City of Hyattsville, do hereby proclaim May 19 through May 25, 2019, as National Public Works Week, and formally express our gratitude for the daily efforts of all members of our Public Works team.

Candace B. Hollingsworth
Mayor, City of Hyattsville

May 6, 2019





Hyattsville City Council Agenda Item Report

Meeting Date: May 6, 2019
Submitted by: Brayan Perez
Submitting Department: Community Services
Item Type: Proclamation
Agenda Section:

SUBJECT

Proclamation in Honor of Asian Pacific American Heritage Month

HCC-382-FY19

Recommendation:

I move that the Mayor and Council proclaim May 2019 as Asian Pacific American Heritage Month in the City of Hyattsville.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Asian Pacific American Heritage Month 2019 Final.docx](#)

Summary Background:

This proclamation declares the month of May 2019 to be Asian Pacific American Heritage Month in the City of Hyattsville, recognizing the many contributions and achievements that Asian-Pacific residents make in our community year-round.

Next Steps:

I move that the Mayor and Council proclaim May 2019 as Asian Pacific American Heritage Month in the City of Hyattsville

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support

Community Engagement:

Recognition for Asian-Pacific American Heritage Month has been planned.

Strategic Goals:

Goal 5 – Strengthen the City's Identity as a Diverse, Creative, and Welcoming Community

Legal Review Required?

N/A

CITY OF HYATTSVILLE

PROCLAMATION

DECLARING MAY 2019 AS ASIAN PACIFIC AMERICAN HERITAGE MONTH IN THE CITY OF
HYATTSVILLE

This proclamation declares the month of May 2019 to be Asian Pacific American Heritage Month in the City of Hyattsville, recognizing the many contributions and achievements that Asian Pacific residents make in our community year-round.

WHEREAS, the City of Hyattsville is proud to be a diverse community, which consists of residents with roots from Asia and the Pacific Islands; and

WHEREAS, Asian Pacific Americans of past and present generations continue to enrich this country's history, arts, sciences, government, military, commerce, and education; and

WHEREAS, the month of May was chosen to commemorate the immigration of the first Japanese people to the United States on May 7, 1843, and to mark the anniversary of the completion of the First Transcontinental Railroad, which was mostly completed by Chinese immigrants, on May 10, 1869.

NOW, THEREFORE BE IT RESOLVED, that the City of Hyattsville acknowledges and celebrates the contributions and achievements of Asian Pacific American residents in our community, and declares May 2019 to be Asian Pacific American Heritage Month.

Candace B. Hollingsworth
Mayor, City of Hyattsville

May 6, 2019





Hyattsville City Council Agenda Item Report

Meeting Date: May 6, 2019
Submitted by: Brayan Perez
Submitting Department: Community Services
Item Type: Proclamation
Agenda Section:

SUBJECT

Proclamation in Honor of Municipal Clerks Week

HCC-383-FY19

Recommendation:

I move that the Mayor and Council proclaim the week of May 5 through May 11, 2019, to be Municipal Clerks Week in the City of Hyattsville.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Municipal Clerks Week 2019 Final.docx](#)

Summary Background:

This proclamation declares the week of May 5 through May 11, 2019, to be Municipal Clerks Week in the City of Hyattsville, in order to recognize the vital contributions of the Office of the Clerk to accountability, transparency, and good governance in our City.

Next Steps:

Proclaim the week of May 5 through May 11, 2019 as Municipal Clerks Week.

Fiscal Impact:

N/A

City Administrator Comments:

We full support Municipal Clerks Week and are proud to recognize the tremendous work our City Clerk, Deputy Clerk and Assistant Clerk do on a daily basis to support our City Council and residents.

Community Engagement:

Recognition of Municipal Clerks Week has been planned.

Strategic Goals:

Goal 5 – Strengthen the City's Identity as a Diverse, Creative, and Welcoming Community

Legal Review Required?

N/A

CITY OF HYATTSVILLE

PROCLAMATION

DECLARING THE WEEK OF MAY 5 THROUGH MAY 11, 2019, TO BE MUNICIPAL CLERKS WEEK

This proclamation declares the week of May 5 through May 11, 2019, to be Municipal Clerks Week in the City of Hyattsville, in order to recognize the vital contributions of the Office of the Clerk to accountability, transparency, and good governance in our City.

WHEREAS, the Office of the Clerk is among the oldest public service positions and provides a professional connection between residents, elected officials, and government agencies at all levels; and

WHEREAS, Municipal Clerks serve as an information center on all functions between the local government and its community, all while offering neutral and impartial service; and

WHEREAS, the Clerks of the City of Hyattsville, beginning with the inaugural holder of that Office and onward to the present day, have consistently demonstrated a spirit of service and commitment to good governance in the City of Hyattsville.

NOW, THEREFORE BE IT RESOLVED, that the City of Hyattsville recognizes the week of May 5 through May 11, 2019, as Municipal Clerks Week, and extends its appreciation to our City's Clerk, Ms. Laura Reams, our Deputy City Clerk, Ms. Nicola Konigkramer, and our Assistant City Clerk, Ms. Lillie Littleford, for their hard work and dedication to our community.

Candace B. Hollingsworth
Mayor, City of Hyattsville

May 6, 2019





Hyattsville City Council Agenda Item Report

Meeting Date: May 6, 2019
Submitted by: Brayan Perez
Submitting Department: Community Services
Item Type: Proclamation
Agenda Section:

SUBJECT

Proclamation in Honoring 60th Anniversary of University Christian Church

HCC-394-FY19

Recommendation:

I move that the Mayor and Council proclaim and honor the 60th anniversary of University Christian Church in the City of Hyattsville.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[University Christian Church 60th Anniversary Proclamation \(Final 2019\).docx](#)

Summary Background:

This proclamation commemorates the 60th anniversary of University Christian Church in the City of Hyattsville.

Next Steps:

Proclaim and honor 60th anniversary of University Christian Church in the City of Hyattsville.

Fiscal Impact:

N/A

City Administrator Comments:

TBD

Community Engagement:

Recognition of 60th anniversary of University Christian Church has been planned.

Strategic Goals:

Goal 5 – Strengthen the City's Identity as a Diverse, Creative, and Welcoming Community

Legal Review Required?

N/A

CITY OF HYATTSVILLE

PROCLAMATION

CELEBRATING THE 60TH ANNIVERSARY OF UNIVERSITY CHRISTIAN CHURCH IN THE CITY OF HYATTSVILLE

This proclamation commemorates the 60th anniversary of University Christian Church in the City of Hyattsville.

WHEREAS, University Christian Church originally opened in May of 1959 as a mission church of Mt. Rainier Christian Church; and

WHEREAS, construction of the church began in the 1960's while congregants met in the cafeteria of Northwestern High School; and

WHEREAS, On Sunday, May 19, beginning at 10:45 a.m., University Christian Church invites all residents, visitors, and members of other congregations to join them in their 60th anniversary celebration with a worship service and picnic at 6800 Adelphi Road;

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Council celebrate the positive impact that University Christian Church has had on the life of past and current residents of the City of Hyattsville.

Candace B. Hollingsworth
Mayor, City of Hyattsville

May 6, 2019





Hyattsville City Council Agenda Item Report

Meeting Date: May 6, 2019
Submitted by: Hal Metzler
Submitting Department: Public Works
Item Type: Contract
Agenda Section:

SUBJECT

3505 Hamilton Street Renovation Project - Prince George's County Declaration of Covenants

HCC-377-FY19

Recommendation:

I move that the Mayor and Council authorize the acceptance and that the Mayor executes the Declaration of Covenants with Prince George's County for the installation and maintenance of stormwater facilities at 3505 Hamilton St, upon legal review.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Declaration-of-Covenants-2019-04-19.pdf](#)

Summary Background:

As part of the renovation of 3505 Hamilton St, certain onsite stormwater improvements must be made to comply with County, State, and Federal requirements. The Declaration of Covenant states that the City is connecting to the County storm drain system, and as such the City will meet the statutory requirements for cleaning and maintaining the portions of the system on the 3505 Hamilton St property. The County maintains the right to inspect and maintain the system if the City fails to meet its statutory requirements.

Next Steps:

N/A

Fiscal Impact:

None at this time

City Administrator Comments:

Recommend Approval

Community Engagement:

N/A

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

Pending



Prince George's County
Department of Permitting, Inspections
and Enforcement
SITE/ROAD PLAN REVIEW DIVISION
9400 Peppercorn Place, Suite 230
Largo, Maryland 20774
(301) 636-2060 ♦ FAX: (301) 925-8510



DECLARATION OF COVENANTS

This DECLARATION OF COVENANTS, made this _____ day of _____, 20____, by _____ hereinafter referred to as the “Covenantor(s)” to and for the benefit of Prince George’s County, Maryland and its successors and assigns hereinafter referred to as the “County”.

WITNESSETH:

Whereas, the County is authorized and required to regulate and control the disposition of storm and surface waters within the County’s Stormwater Management District set forth in Articles 21-607 and 21-633, et. seq. of the Annotated Code of Maryland and Prince George’s County’s Subtitle 32, Sec. 32-195 and Sec. 32-196;

Whereas, Covenantor(s) is (are) the owner(s) of a certain tract or parcel of land more particularly described as:

3505 Hamilton Street, Hyattsville, MD 20782

_____ being all or part of the land which it acquired by deed dated _____ 03/31/2010 _____ from _____ Branch Banking and Trust Company, a North Carolina Corporation

_____ grantors, and recorded among the Land Records of Prince George’s County, Maryland, in Liber _____ 31560 _____ at Folio _____ 344 such property being hereinafter referred to as the “the property”; and

Whereas, the Covenantor(s) desires to construct certain improvements on its property which will alter the extent of storm and surface water conditions on both the property and adjacent lands; and

Whereas, in order to accommodate and regulate these anticipate changes in existing storm and surface water flow conditions, the Covenantor(s) desires to build and maintain at its expense, a storm and surface water management facility and system more particularly described and shown on plans titled _____ City of Hyattsville Police Headquarters Relocation

and further identified under approval number 34023-2018-00; and

Whereas, the County has reviewed and approved these plans subject to the execution of this agreement.

NOW THEREFORE, in consideration of the benefits received by the Covenantor(s), as a result of the County's approval of this plans, Covenantor(s), with full authority to execute deeds, mortgages, other covenants, and all rights, title and interest in the property described above do hereby covenant with the County as follows:

1. Covenantor(s) shall construct and perpetually maintain, at its sole expense, the above referenced storm and surface management facility and system in strict accordance with the plan approval granted by the County.
2. Covenantor (s) shall submit to the County's Department of the Environment (301.883.5810) inspection report during the first year of operation and at least once every three (3) years thereafter. This site inspection and reporting are to be certified by a Maryland license professional engineer to ensure compliance with the approved plan and maintenance agreement.
3. Covenantor (s) shall, at its sole expense, make such changes or modifications to the storm drainage facility and system as may, in the County discretion, be determined necessary to ensure that the facility and system is properly maintained and continues to operate as designed and approved.
4. The County, its agents, employees and contractors shall have the perpetual right of ingress and egress over the property of the Covenantor(s) and the right to inspect and verify the inspection report at reasonable times and in reasonable manner, the storm and surface water facility and system in order to ensure that the system is being properly maintained and is continuing to perform in an adequate manner.
5. The Covenantor (s) agrees that should it fail to correct any defects in the above described facility and system within ten (10) days from the issuance of written notice, or shall fail to maintain the facility in accordance with the approved design standards and with the law and applicable executive regulation or, in the event of an emergency as determined by the County in its sole discretion, the County is authorized to enter the property to make all repairs, and to perform all maintenance, construction and reconstruction as County deems necessary. The County shall then assess the Covenantor (s) and/or all landowners served by the facility for the cost of the work, both direct and indirect, and applicable by the facility and may be placed on the property tax bills of said properties and collected as ordinary taxes by the County.
6. Covenantor (s) shall indemnify, save harmless and defend the County from and against any and all claims, demands, suits, liabilities, losses, damages and payments including attorney fees claimed or made by persons not parties to this Declaration against the County that are alleged or proven to result or arise from the Covenantor(s) construction, operation, or maintenance of the storm and surface water facility and system that is the subject of this Covenant.
7. The covenants contained herein shall run with the land and the Covenantor(s) further agrees that whenever the property shall be held, sold and/or conveyed, it shall be subject to the covenants, stipulations, agreements and provisions of this Declaration, which shall apply to, bind and be obligatory upon the Covenantor(s) hereto, its heirs successors and assigns and shall bind all present and subsequent owners of the property served by the facility.

8. The Covenantor (s) shall promptly notify the County when the Covenantor(s) legally transfers any of the Covenantor(s) responsibilities for the facility. The Covenantor(s) shall supply the County with a copy of any document of transfer, executed by both parties.
9. The provisions of this Declaration shall be severable and if any phrase, clause, sentence or provisions is declared unconstitutional, or the applicability thereof to the Covenantor is held invalid, the remainder of this Covenant shall not be affected thereby.
10. The Declaration shall be recorded among the Land Records of Prince George's County, Maryland at the Covenantor(s) expense.
11. In the event that the County shall determine at its sole discretion at future time that the facility is no longer required, then the County shall at the request of the Covenantor(s) execute a release of this Declaration of Covenants which the Covenantor(s) shall record at its expense.

IN WITNESS WHEREOF, the Covenantor(s) have executed this Declaration of Covenants as of this _____ day of _____, 20_____.

ATTEST:

FOR THE COVENANTOR(S)

(Signature)

(Signature)

(Printed Name)

(Printed Name and Title)

STATE OF _____:

COUNTY OF _____:

On this _____ day of _____, 20_____, before me, the undersigned officer, a Notary Public in and for the State and County aforesaid, personally appeared _____, who acknowledged themselves to be _____, of _____, and as such authorized to do so, executed the foregoing instrument for the purposes therein contained by signing their name as _____ for said _____.

WITNESS my hand and Notary Seal

My commission expires: _____

Notary Public

Seen and approved: _____



Hyattsville City Council Agenda Item Report

Meeting Date: May 6, 2019
Submitted by: Jake Rollow
Submitting Department: Community Services
Item Type: Budget
Agenda Section:

SUBJECT

Budget Amendment: Adjusting FY19 Budget Appropriations in Community Services and Recreation Departments to cover cost for Juneteenth Celebration.

HCC-387-FY19

Recommendation:

I move that the Mayor and Council amend FY19 budget appropriations in Community Services and Recreation Departments by adjusting various line-items to cover the cost to host a Juneteenth Celebration in an amount not to exceed \$22,000.

Sponsor(s):

Hollingsworth

Co-Sponsor(s):

Lawrence, Ward, Croslin, Warner, Suiter, Wright, Haba, Solomon, Spell

ATTACHMENTS

Summary Background:

The City of Hyattsville will host a Juneteenth celebration on Saturday, June 15th. Juneteenth, also known as Emancipation Day, represents the June 19, 1865 announcement to the last remaining enslaved people in Texas that slavery had been abolished. The City will sponsor a celebratory Juneteenth event in Magruder Park to observe the holiday and help raise awareness of racism in Hyattsville's historic past. The celebration is intended to launch a new era of communication and understanding in our community. Unspent FY19 funds will be drawn from appropriate budget lines to support the celebration:

Recreation Contracted Services: \$13,000

Recreation Equipment Rental: \$3,000

Communications Contracted Services: \$6,000

Next Steps:

Authorize expense.

Fiscal Impact:

\$22,000

City Administrator Comments:

The Director has been working with the Mayor on the vision and requirements to host the Juneteenth Celebration. Funds and staff members are available and can support.

Community Engagement:

This event is open to the community and will be widely publicized.

Strategic Goals:

Goal 5 – Strengthen the City’s Identity as a Diverse, Creative, and Welcoming Community

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: May 6, 2019
Submitted by: Zach Nemser
Submitting Department: Police Department
Item Type: Purchase
Agenda Section:

SUBJECT

Budget Amendment: Amend FY19 Police Department Capital Budget to include and authorize the purchase of a 2018 Ford F-150.

HCC-388-FY19

Recommendation:

I move that the Mayor and Council amend the FY19 Police Department Capital budget to include and authorize the expenditure of Funds in an amount not to exceed \$27,400 for the purpose of purchasing a 2018 Ford F-150 from Waldorf Ford, 2440 Crain Highway Waldorf, MD 20801.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Utility Truck Justification Memo.docx](#)

[Waldorf Ford F-150 Sales Order.pdf](#)

[Apple Ford F-150 Sales Order.pdf](#)

[Enterprise Buyer_s Order Ford F-150.pdf](#)

Summary Background:

The City of Hyattsville Police Department has identified the need to add a pick-up truck to their fleet of vehicles. This truck would be used to tow the mobile messaging board, transport the electric motorcycle trailer, haul equipment for community and recruiting events, haul materials to and from the firearms range, to navigate the City during inclement weather, and to be used for marketing the Department to potential employees. The 2005 Chevy Blazer that was previously used for these tasks was recently taken permanently out of service due to its poor condition.

Next Steps:

Purchase the vehicle.

Fiscal Impact:

\$27,400.00

City Administrator Comments:

Recommend Support

Community Engagement:

This vehicle will be used for recruiting new employees with a focus on local residents.

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

N/A



Candace B. Hollingsworth
Mayor

Tracey Nicholson-Douglas
City Administrator

DATE: April 19th, 2019
TO: Capt. Scott Dunklee, Deputy Chief
FROM: Det. Sgt. Zach Nemser
Reference: Procurement of a pre-owned Ford F-150

As discussed in multiple staff meetings, our department has identified the need to purchase a utility truck for the Police Department. The utility truck would be used for a variety of tasks including, but not limited to, the following:

- **Towing the Electronic Message Board**
Currently, the police department does not have a vehicle capable of moving this sign. Public works has moved the sign in the past when they were available, unfortunately once the salt spreaders are installed in their trucks for the winter, they are unable to tow the sign. We have relied on Sgt. O'Hagan's personal vehicle to move the sign when needed, which I think everyone agrees, is not an acceptable solution. The department had a 2005 Chevy Blazer that had towing capabilities; however that vehicle was recently placed permanently out of service.
- **Towing the Motorcycle Trailer**
Our Electronic Motorcycle is becoming a popular request for Maryland State Events, Electric Car Shows, and parades and community days. Some of these events are a long distance away and once the officer arrives, there may not be appropriate storage for the vehicle, or it is unsafe or impractical to ride the motorcycle the entire way there. In these instances, we have to trailer the motorcycle. The police department currently does not have a vehicle capable of towing this trailer.
- **Hauling Equipment for Community Events and Recruiting Events**
The Police Department has come up with an impressive display for Community Events and Recruiting Events. This display involves branded tents, and tables, and even a mannequin dressed in our Class A uniform. Only a few officers have SUVs as their assigned vehicle. Those not in SUVs would not be able to haul all of the materials to these events which limits who can be assigned to them.
- **Hauling Materials to and from the Firearms Range**



The Firearms Unit currently hauls range materials in their assigned vehicles. This includes the spent cartridge casings that are collected from the range after qualifications take place. These casings are covered in lead and it would be best if they were not hauled in the driver compartment where the likelihood of lead exposure increases. They could be hauled in the bed of the utility truck if we had access to it. The unit currently has to get creative in transporting range materials to and from the range. We have a pvc door frame that we use at the range to simulate entering a room while in a live-fire training scenario. Two of the pvc pieces do not fit in a sedan unless they stick out the window approximately 2 feet. This makes it so the vehicle cannot be fully secured (window down) and it presents a hazardous driving condition as we drive down the highway. This simulated door could be safely transported in the bed of the utility truck.

- **Marketing and Advertisement for the Agency**

It is well known that one of our major deficiencies as a Police Department is recruiting and retaining quality employees. It is also our intention to fully wrap the utility truck in an exciting graphic that will attract the eyes of prospective employees. The graphic will have recruitment information and contact numbers/websites/email/social media accounts. This also has helped us find potential trucks, because we don't have to worry about the paint color.

- **Use during Inclement Weather**

The utility truck would be four wheel drive with the intention of it being available for use during inclement weather. The truck can fit 6 adults, which would make it adept at picking up employees who are stranded during storms so that they can continue to work and so that the City remains operational.

A small committee was formed to research possible trucks that would fit these needs. We looked into the Ford F-150, the Dodge Ram 1500, the Chevy Silverado, and the Chevy Colorado. After looking into pricing, availability, and test drives, the committee selected the Ford F-150 as our preferred vehicle. Normally the City purchases new vehicles through state contracts. In-order for us to stay within our budget, we determined that a brand new Ford F-150 would not be feasible. Capt. Dunklee spoke with Mr. Brooks to receive guidance on satisfying the procurement policy for purchasing a used vehicle. Based on that guidance, we have gathered quotes for three 2018 Ford F-150 4x4 Crew Cab trucks from three different dealerships. The quotes are as follows:

Apple Ford: 2018 Ford F-150 4x4- 14,171 miles, **\$35,192.00** (After removing tax)

Enterprise Car Sales: 2018 Ford F-150 4x4- 25,903 miles, **\$29,298.00**

Waldorf Ford: 2018 Ford F-150 4x4- 25,000 miles, **\$27,400.00**



Based on the fact that all three trucks are identical except for the color and the mileage, we recommend that the City purchase the 2018 Ford F-150 from **Waldorf Ford at a cost of \$27,400.00.**

We have identified two line-items containing available funds in order to purchase the vehicle.

70-202-001-5642- Cap Equip-Vehicles-PD-Patrol-Cruisers- \$24,000.00

70-202-205-5661- Cap Outlay Body Armor-PD-Patrol- \$3,400.00



Enterprise car sales
VEHICLE BUYER(S)' ORDER

In this Vehicle Buyers Order ("Contract"), Enterprise Car Sales shall be referred to as "Seller" and Buyer and Co-Buyer shall collectively be referred to as "Buyer".

Enterprise RAC Company of Maryland, LLC
7710 Annapolis Rd
Lanham, MD, 20706

BUYER(S)		SALESPERSON	
BUYER		DATE	UNIT NO.
City of Hyattsville		04/17/2019	7QD5YF
BUYER		DLRSHIP	E16U1
STREET ADDRESS		APT #	
4310 Gallatin St.			
CITY/STATE/ZIP			
Hyattsville, MD, 20781			
DAY PHONE		EVENING PHONE	
(240) 216-4113		(240) 216-4113	
BUYER EMAIL ADDRESS, PLEASE SEE REVERSE FOR DETAILS			
PURCHASE VEHICLE		A PURCHASE PRICE	
YR/MAKE/MODEL/SERIES/COLOR		28,999.00	
2018 FORD F-150 1LT4 Medium Gray		B OPTIONAL PRODUCTS	
VIN #		Transportation Fee	
1 F T E W 1 E G 7 J F D 1 4 1 3 1		N/A	
MILEAGE		N/A	
25903		N/A	
LICENSE NO.		N/A	
UXF3367		N/A	
EXP MO/YR		N/A	
FINANCING		C DEALER PROCESSING CHARGE (NOT REQUIRED BY LAW)	
YES NO		199.00	
TERM (MO.)		D LESS: GROSS TRADE-IN ALLOWANCE	
1		(N/A)	
SHOW LIEN TO		E SUBTOTAL (A PLUS B PLUS C MINUS D)	
ADDRESS		29,198.00	
CITY/STATE/ZIP		F SALES TAX	
OPTIONAL PRODUCTS		N/A	
		G PLUS: TRADE-IN ESTIMATED PAYOFF	
		N/A	
TRADE-IN VEHICLE		OTHER CHARGES	
YR/MAKE/MODEL/SERIES/COLOR		H LICENSE FEE	
VIN#		100.00	
LICENSE #/STATE		I TITLE FEE	
MILEAGE		0.00	
PAYOFF TO		J ELECTRONIC FILING FEE	
ACCOUNT NO.		N/A	
ADDRESS		K	
CITY/STATE/ZIP		N/A	
AMOUNT		L	
GOOD THRU		N/A	
N/A		M VEHICLE SERV. CONTRACT	
Limited Warranty: If this box is checked ☒ , this Vehicle is covered by Seller's 12 Month/ 12,000 -Mile Limited Warranty (the "Limited Warranty"), a copy of which has been provided to Buyer(s). Please consult the Limited Warranty for a complete description of its terms and conditions.		N/A	
This Vehicle is a used vehicle previously used:		N	
[] For public or governmental purposes and normally driven by multiple drivers		O	
[] As a demonstrator		N/A	
[] As a taxicab		P TOTAL OTHER (H THRU O)	
[] As an executive driven vehicle		100.00	
[x] As a short-term rental vehicle		Q SELLING PRICE (E PLUS F PLUS G PLUS P)	
BUYER		29,298.00	
CO-BUYER		R LESS PREVIOUSLY COLLECTED NON-REFUNDABLE TRANSFER FEE	
		N/A	
		S DOWN PAYMENT	
		N/A	
		T BALANCE AT SETTLEMENT (Q MINUS R MINUS S)	
		29,298.00	
		U AMOUNT DUE	
		29,298.00	
		V AMOUNT TO BE FINANCED	
		N/A	
		W FINANCE CHARGE	
		0.00	
Notice: Buyer has read the following "Notice of Buyer's Rights" and consents to the placement on the Vehicle of an insignia, logo or plate advertising Seller's name (all referred to as "insignia" in the notice) and Buyer waives the right to compensation for the placement.			
NOTICE OF BUYER'S RIGHTS - UNDER MARYLAND LAW, A SELLER MAY NOT PLACE ON A VEHICLE AN INSIGNIA UNLESS THE SELLER RECEIVES THE BUYER'S CONSENT IN THE CONTRACT FOR THE SALE OF THE VEHICLE WITH NOTICE TO THE BUYER OF HIS OR HER RIGHTS CONCERNING SUCH ADVERTISING. IF A SELLER PLACES AN INSIGNIA ON THE VEHICLE WITHOUT RECEIVING THE BUYER'S CONSENT THE SELLER IS REQUIRED AT THE REQUEST OF THE BUYER TO REMOVE HIS ADVERTISING AND TO MAKE REPAIRS NECESSARY TO RESTORE THE VEHICLE TO ITS ORIGINAL APPEARANCE AT NO COST TO THE BUYER. THE SELLER MAY ENTER INTO AN AGREEMENT WITH THE BUYER TO COMPENSATE THE BUYER FOR THE BUYER'S CONSENT TO PLACE AN INSIGNIA ON THE VEHICLE.			
If this box is checked ☐ , the Vehicle is Sold "As Is" with All Faults: BUYER UNDERSTANDS THAT THIS VEHICLE IS BEING SOLD "AS IS" WITH ALL FAULTS AND IS NOT COVERED BY ANY SELLER WARRANTY. BUYER UNDERSTANDS THAT THE SELLER IS NOT REQUIRED TO MAKE ANY REPAIRS AFTER THE PURCHASE OF THIS VEHICLE. BUYER WILL HAVE TO PAY FOR ANY REPAIRS THIS VEHICLE WILL NEED.			
Date		Signature	
Date		Signature	

14. All of the obligations of the Buyer, under this Contract are and shall be joint and several.
15. The Dealer Processing Charge covers certain direct and indirect costs associated with preparing and processing the vehicle and any applicable additional products and services sold with the vehicle. The charge may include, without limitation, the cost of any temporary tag and/or license plates, title background checks, verifying and clearing titles, satisfying liens, private courier and overnight delivery charges and other sales-related administrative services we render in connection with the vehicle sale. The Dealer Processing Charge does not include any charges relating to the financing or leasing of the vehicle; and, except for any temporary tags and/or license plates provided by Seller, does not include any taxes or fees we pay to public officials or government agencies to evidence or finalize, or otherwise in connection with, the sale of the vehicle.
16. Enterprise Car Sales is committed to protecting your privacy. For additional information about how we use and protect the information you provided to facilitate the purchase of a vehicle, please review the Enterprise Car Sales Privacy Notice. For other personal information collected by Enterprise, please review the Enterprise Car Sales Privacy Policy that may be found at www.enterprisecarsales.com.
17. Seller may cancel this Contract if: (1) Buyer(s) credit application is not approved by a financing source and/or approved on terms acceptable to Seller; (2) on event of default as defined above in Paragraph 6; or (3) any statement or representation by Buyer(s) is not accurate or truthful.
18. Buyer(s) hereby grants Seller, its successors and assignees, a security interest in the motor vehicle, equipment and accessories to be purchased pursuant to this Contract and such security interest shall remain in effect until all sums due hereunder have been paid in full.

19. **MANDATORY ARBITRATION AGREEMENT: BUYER (or YOU) AND ENTERPRISE CAR SALES ("ECS") EACH WAIVE THEIR RIGHT TO A JURY TRIAL OR TO PARTICIPATE IN A CLASS ACTION PURSUANT TO THE FOLLOWING TERMS. BUYER AND ECS AGREE TO ARBITRATE ANY AND ALL CLAIMS, CONTROVERSIES OR DISPUTES OF ANY KIND ("CLAIMS") AGAINST EACH OTHER, INCLUDING BUT NOT LIMITED TO, ALL CLAIMS RELATING TO THIS AGREEMENT AND THE LIMITED POWERTRAIN WARRANTY, WHETHER SUCH CLAIMS AROSE BEFORE, DURING OR AFTER EXECUTION OF THIS AGREEMENT. THE PARTIES AGREE THAT NO CLAIMS WILL BE ASSERTED IN ANY REPRESENTATIVE CAPACITY ON A CLASS-WIDE OR COLLECTIVE BASIS AND THAT NO ARBITRATION FORUM WILL HAVE JURISDICTION TO DECIDE CLAIMS ON A CLASS-WIDE OR COLLECTIVE BASIS AND THAT NO RULES FOR CLASS-WIDE OR COLLECTIVE ARBITRATION WILL APPLY.** This Arbitration Agreement is to be broadly interpreted and applies to all claims based in contract, tort, statute, or any other legal theory between Buyer and ECS (or Buyer and ECS's officers, directors, employees or affiliates). However, either party may bring an individual action in a small claims court with valid jurisdiction. A party will waive the right to enforce this arbitration agreement against the other party with respect a Claim subject to this arbitration agreement by instituting or participating in an action on that Claim in a court of law. This waiver will not affect the right to enforce the arbitration agreement with respect to other Claims between the parties.

(1) **Procedure.** A party must send a written Notice of Dispute ("Notice") describing the nature of the claim and the relief sought to the other party. The Notice to ECS should be addressed to: Enterprise Car Sales, General Counsel, 600 Corporate Park Dr., St. Louis, MO 63105 ("Notice Address"). If the claim is not resolved within thirty (30) days of receipt of Notice, a party may commence an arbitration by filing a demand with the American Arbitration Association ("AAA") pursuant to its Consumer Arbitration Rules in effect at the time of demand, except that a single arbitrator will be selected according to AAA's Commercial Arbitration Rules. The AAA rules are available online at www.adr.org. The arbitration will be confidential and will occur in the jurisdiction where You purchased the Vehicle, unless the law requires otherwise.

(2) **Arbitrator's Authority:** The arbitrator is bound by this agreement, the Federal Arbitration Act ("FAA") and AAA's Consumer Arbitration Rules. The arbitrator has no authority to join or consolidate claims, or adjudicate joined and consolidated claims. The arbitrator has exclusive authority to resolve any dispute relating to the scope, interpretation, applicability, enforceability or formation of this agreement, including whether it is void. The parties agree that the arbitrator's decision and award will be final and binding and may be confirmed or challenged in a court with jurisdiction as permitted under the FAA. The arbitrator can award the same damages and relief as a court.

(3) **Arbitration Costs:** Buyer will be responsible for his/her share of any arbitration fees (e.g., filing, administrative), but only up to the amount of fees Buyer would incur if the claims were filed in court. ECS will be responsible for all additional arbitration fees. Buyer is responsible for all other costs/fees incurred in arbitration, e.g., attorney fees, costs, etc. Buyer will not be required to reimburse ECS for any fees unless the arbitrator finds that the Buyer's claim(s) or the relief sought is frivolous. If the arbitrator makes such a finding, AAA Rules will govern the payment of fees and ECS may seek reasonable attorney's fees. ECS will pay all fees and costs it is required by law to pay.

(4) **Governing Law and Enforcement:** The FAA applies to this Arbitration Agreement and governs whether a claim is subject to arbitration. If any portion of this Arbitration Agreement is deemed to be invalid or unenforceable in any way, the remainder of the Arbitration Agreement remains in full force and effect. Except, if the class-arbitration waiver provision is deemed unenforceable, any class action claim(s) must proceed in a court of competent jurisdiction.

If the above agreement conflicts with any other arbitration provision in any other contract relating to the purchase of Your Vehicle, this Arbitration Agreement governs all claims between Buyer and ECS (and ECS's directors, officers, employees or affiliates).



Hyattsville City Council Agenda Item Report

Meeting Date: May 6, 2019
Submitted by: Laura Reams
Submitting Department: City Clerk
Item Type: Purchase
Agenda Section:

SUBJECT

Award of Contract for Agenda Preparation, Meetings Management, Civic Participation Platform & Video Streaming

HCC-393-FY19

Recommendation:

I move that the Mayor and Council authorize the award of a 1-year contract in an amount not to exceed \$30,000, renewable by the City Administrator for up to an additional 4 years to Granicus for agenda, meetings management, civic engagement platform and video streaming services, upon the review and approval by the City Attorney for legal sufficiency.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Granicus Memo.docx](#)

[MD_Hyattsville_Contract_Renewal and Upgrade to Legistar.pdf](#)

[Product Sheet- Legistar.pdf](#)

Summary Background:

In July 2018 the City issued an RFP for agenda preparation, meetings management, video streaming, and civic engagement platform. Staff has completed an evaluation of the responses and recommends the City continue its current contract with Granicus and upgrade its agenda preparation software for improved efficiencies.

Next Steps:

Upon authorization by Council and legal, the City will execute a contract with Granicus. Staff and Council training sessions for agenda preparation will be coordinated through the City Clerk. The anticipated timeline for implementation is Summer 2019.

Fiscal Impact:

\$30,000 in FY20

City Administrator Comments:

Recommend Support

Community Engagement:

An enhanced public facing site will allow for greater transparency into Council actions through improved search functionality and the ability to easily find sponsorship and vote information for legislative items.

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

Pending



Memo

To: Mayor and Council
From: Laura Reams, City Clerk
CC: Tracey Douglas, City Administrator
Date: May 1, 2019
Re: Award of Contract for Agenda Preparation, Meetings Management, Civic Participation Platform & Video Streaming

In December 2015, the Council authorized the City to enter into a 3-year contract with Granicus for agenda preparation, meetings management, video streaming, and civic engagement platform (Speak Up, HVL). This contract expired in December 2018. Since that time, the City has continued its contract with Granicus on a month-to-month basis while completing an RFP evaluation of vendors to ensure the City continues to receive the best agenda management software at the best value.

Staff issued an RFP in July 2018 and completed evaluations of four (4) providers, including our current provider. After completing these evaluations, staff recommends the City renew its contract with Granicus. Staff also recommends that the City upgrade its agenda management platform with Granicus from PEAK to Legistar, with a one-time implementation cost of \$7,500 and an annual increase of approximately \$4,400 for the upgraded service.

Legistar provides agenda planning, improved workflows, post meeting task assignment, motion tracking, and an improved public facing website. The Clerk's office will be able to streamline three existing systems that are used for tracking motions and agenda forecasting into one system, providing much needed departmental efficiencies. The enhanced public facing site will allow for greater transparency into Council actions through improved search functionality and the ability to easily find sponsorship and vote information for legislative items.

Should the Council decide to move forward in executing a contract with Granicus implementation is anticipated to begin in Summer 2019, after the new City Council is seated. The FY20 subscription fee of

all Granicus products is not to exceed \$30,000. Staff recommends authorization for renewals up to four additional years by the City Administrator.

Funds are budgeted for the monthly subscription fees pertaining to video streaming and meetings management and will be charged to the Public, Education and Government (PEG) funds, as the equipment will be utilized for public education and transparency. Funds for agenda preparation will be charged to the City Clerk's budget and are included in the draft FY20 budget.

Staff and Council training sessions for Legistar will be coordinated through the City Clerk.

RECOMMENDATION:

Staff recommends that the Mayor and Council authorize the award of a 1-year contract in an amount not to exceed \$30,000, renewable by the City Administrator for up to an additional 4 years to Granicus for agenda, meetings management, civic engagement platform and video streaming services. The contract will be effective upon the review and approval by the City Attorney.



Quote Number: Q-60911
Quote Prepared On: 3/20/2019
Quote Valid Through: 4/30/2019
Payment Terms: Net 30
Currency: USD

Granicus Contact:
Name: Taylor Doherty
Phone: 651-757-4144 ext. 144
Email: taylor.doherty@granicus.com

Start Date: 12/11/2018
End Date: 12/10/2019

ONE-TIME FEE

Product Name	Invoice Schedule	Quantity	One-Time Total
Open Platform - Setup and Configuration	Upon Delivery	1 Hours	\$0.00
Legistar Needs Analysis and Configuration Services	Upon Delivery	1 Each	\$0.00
Legistar - Setup and Configuration	Upon Delivery	1 Each	\$0.00
Legistar - Onsite Training	Upon Delivery	3 Days	\$7,500.00
Legistar (Admin) - Online Training	Upon Delivery	4 Hours	\$0.00
		TOTAL	\$7,500.00

ANNUAL SUBSCRIPTION FEE

Product Name	Invoice Schedule	Quantity	Annual Total
Legistar	Annual	1 Each	\$9,500.00
Upgrade to SDI 720p Streaming	Annual	1 Each	\$945.00
Open Platform Suite	Annual	1 Each	\$0.00
Government Transparency Suite	Annual	1 Each	\$3,893.40
VoteCast Standard Package (Tablet) (ME)	Annual	1 Each	\$2,595.60
Peak Agenda Management	Annual	0 Each	\$0.00
Granicus Encoding Appliance Software (GT)	Annual	1 Each	\$1,297.80
Open Platform Suite	Annual	1 Each	\$0.00
Citizen Participation Suite	Annual	1 Each	\$3,893.40
Meeting Efficiency Suite	Annual	1 Each	\$3,893.40
Boards and Commission	Annual	1 Each	\$3,244.50
		TOTAL	\$29,263.10

105



FUTURE YEAR PRICING

[illegible]

PRODUCT DESCRIPTIONS

Product Name	Product Description
Legistar	Legistar is a Software-as-a-Service (SaaS) solution that enables government organizations to automate the entire Legislative process of the clerk's office. By leveraging Legistar, the client will be able to easily manage the entire legislative process from drafting files, through assignment to various departments, to final approval. Legistar includes: • Unlimited user accounts • Unlimited meeting bodies and meeting types • Unlimited data storage and retention • Configuration services for one meeting body\type • One Legistar database • One InSite web portal • Design services for one agenda report template • Design services for one minute's report template
Upgrade to SDI 720p Streaming	Upgrade to SDI 720p Streaming (requires Digital encoder and HD feed)
Open Platform Suite	Open Platform is access to MediaManager, upload of archives, ability to post agendas/documents, and index of archives. These are able to be published and accessible through a searchable webpage.
Government Transparency Suite	Government Transparency are the live in-meeting functions. Streaming of an event, pushing of documents, indexing of event, creation of minutes.
Open Platform - Setup and Configuration	Setup and configuration for Open Platform

Product Name	Product Description
VoteCast Standard Package (Tablet) (ME)	VoteCast is a hybrid Software-as-a-Service (SaaS) and Hardware-as-a-Service (HaaS) solution that enables government organizations to streamline the meeting process for both the clerk's office as well as elected officials. By leveraging this solution, the client will be able to automate meeting data capture and display – improving accuracy and keeping all attendees informed of meeting proceedings. Available on a variety of hardware as well as the iLegislate platform, elected officials can use their touchscreens or tablets to motion, second, vote, and request to speak. This data automatically populates to the clerk software (LiveManager) ensuring accuracy and reducing workload. As action items occur during the meeting, TVs or projectors hooked up to VoteCast Display will automatically show the current agenda item, motion on the floor, vote result, and speaker timer as well as speaker name. VoteCast includes: • Unlimited user accounts • Unlimited meeting bodies • Access to one Granicus platform site • Access to the VoteCast software application for elected officials • Access to the VoteCast Display software application to output meeting proceedings to TVs or projectors in the meeting room
Legistar Needs Analysis and Configuration Services	Implementation includes: • Access to an implementation consultant until project acceptance • Access to existing Web-based recorded trainings around standard account functions and capabilities • Up to five two-hour needs analysis calls with a business analyst <i>The implementation process takes three to six months, on average, depending on the availability of stakeholders.</i>
Peak Agenda Management	Peak Agenda Management is a Software-as-a-Service (SaaS) solution that enables government organizations to simplify the agenda management process of the clerk's office. Peak Agenda Management allows clerks to streamline the way they compile and produce agendas for public meetings and includes: • Unlimited user accounts • Unlimited meeting bodies and meeting types • Access to one Granicus platform site • Access to one Peak Agenda Management site • Design services for one public view page portal • Design services for one Agenda report template • Design services for one Cover Page report template
Legistar - Setup and Configuration	Legistar Project Management and Deployment Services is the professional service time for deploying a Legistar system.
Granicus Encoding Appliance Software (GT)	Granicus Encoding Appliance Software (GT) This includes the LiveManager Software solution where webcasts are started/stopped, agendas amended and indexed, votes and attendance recorded, and minutes created.
Legistar - Onsite Training	Legistar - Onsite Training is for onsite training for Legistar, which allows clients to have a Granicus trainer onsite to show them how to use the system. Onsite Training includes travel, meals and lodging expenses.
Open Platform Suite	Open Platform is access to MediaManager, upload of archives, ability to post agendas/documents, and index of archives. These are able to be published and accessible through a searchable webpage.
Legistar (Admin) - Online Training	Legistar Admin - Online Training is for online training for Legistar Administration, which allows clients to have online sessions with a Granicus trainer to learn how to use the system.



Product Name	Product Description
Citizen Participation Suite	The Granicus Citizen Participation suite provides the ability to involve the community throughout the legislative process and produce better outcomes. The Citizen Participation suite also reduces staff time by providing the ability to effortlessly collect, manage, and prioritize citizen input. The software provides a convenient way for citizens to voice their feedback and participate online. Granicus Citizen Participation includes: • Unlimited user signup • SpeakUp tool • eComment tool • Ability for citizens to sign up and participate in online projects, discussions, forums, ideas, surveys, and meetings • Spam protection through CAPTCHA • Profanity filters • Role permissions for administrators • Idea module • Discussion module • Forum module • Projects module • Survey module • Meetings module • Reporting on a module by module basis • Ability to request, speak, or comment on agenda items
Meeting Efficiency Suite	Meeting Efficiency is a hybrid Software-as-a-Service (SaaS) and Hardware-as-a-Service (HaaS) solution that enables government organizations to simplify the in-meeting management and post-meeting minutes creation processes of the clerk's office. By leveraging this solution, the client will be able to streamline meeting data capture and minutes production, reducing staff efforts and decreasing time to get minutes published. During a meeting, record roll calls, motions, votes, notes, and speakers, all indexed with video. Use the index points to quickly edit minutes, templates to format in Microsoft Word or HTML, and publish online with the click of a button. Meeting Efficiency includes: • Unlimited user accounts • Unlimited meeting bodies • Unlimited storage of minutes documents • Access to one Granicus platform site • Access to the LiveManager software application for recording information during meetings • Access to the Word Add-in software component for minutes formatting in MS Word if desired • One MS Word or HTML minutes template (additional templates can be purchased if needed)
Boards and Commission	Boards and Commissions is a Software-as-a-Service (SaaS) solution that enables government organizations to simplify the citizen application and appointment to boards process of the clerk's office. Boards and Commissions includes: • Unlimited user accounts • Unlimited boards, commissions, committees, and subcommittees • Unlimited storage of citizen applications • Access to one Granicus platform site • Access to one Boards and Commissions site • Access to customizable, embeddable iFrame websites for displaying information to citizens • Access to a customizable online citizen application form including board-specific questions • Customizable forms for board details, appointment details, and internal tracking details. • Pre-designed document PDFs for applications, board details and rosters, and vacancy reports • Downloadable spreadsheets for easy reporting • Optional custom templates for document or report generation (additional upfront charge applies)

TERMS AND CONDITIONS

- Link to State & Local Terms: https://granicus.com/pdfs/Master_Subscription_Agreement.pdf
- Payment terms: net 30
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of **Hyattsville, MD** to provide applicable exemption certificate(s).
- Discount is valid through end date **12/10/2019** - pricing will be reassessed prior to renewal.
- If submitting a Purchase Order instead of signing the quote, please include the following language: All pricing, terms and conditions of quote Q-60911 are incorporated into this Purchase Order by reference.
- Report changes that require changes to the core application code are considered to be custom reports and are considered to be “out of scope.” In general, modifications to formatting (font, size, or justifications), or hiding/moving certain data elements on a single report, are not considered custom reports, and are thus considered “in-scope”.
 - A custom report is defined as a report that requires modifications to the core application code in order to achieve a desired format or purpose.
 - Examples of out-of-scope custom reports include, but are not limited to:
 - Creating a brand new data field that does not exist on any report or existing database; or
 - Having data that displays on one type of report display on another; or
 - Adding a second logo to a report.
 - The creation of any custom reports requires a separate assessment and scope of work.
- Data migrations are NOT included on these opportunities and will need to be scoped separately.



AGREEMENT AND ACCEPTANCE

Hyattsville, MD

Signature: _____

Name: _____

Title: _____

Date: _____

Billing Information

Name: _____

Phone: _____

Email: _____

Address: _____



Legistar

Customize the entire legislative and agenda management workflow

Reach new levels of automation with a complete legislative solution that manages decisions and automates the workflow of legislative items from introduction to final passage. Extensive configurability sets Legistar apart from the rest with unlimited workflow sequences that can be customized to cater to an unlimited number of users, records and managing bodies. Legistar automates legislation drafting and agenda creation with a built-in, customizable workflow that tracks each item throughout the approval process.

A single piece of legislation can flow through dozens of agendas and drafts before more than a handful of boards until

it's agreed upon, all too often getting lost and rewritten in the process. Easily create new documents for meeting agendas in Legistar or Microsoft Word, then digitally organize them to automatically associate the files to the correct workflow.

The program automates agenda creation and meeting execution with tools to streamline minutes, voting, full reporting and publishing to a citizen-facing web portal for boosted transparency. From drafting files, through assignment to various departments, to final approval, Legistar reduces workloads and creates a more efficient method for managing decisions.



Eliminate manual workflows



Automate a customizable legislative workflow



Automate agenda material compilation and approval



Integration to manage documents with Microsoft Word



Track progress and generate reports



Unlimited workflow sequences, users and records

111



Hyattsville City Council Agenda Item Report

Meeting Date: May 6, 2019
Submitted by: Laura Reams
Submitting Department: Legislative
Item Type: Appointment
Agenda Section:

SUBJECT

Appointments to Code Compliance Advisory Committee

HCC-397-FY19

Recommendation:

I move that the Mayor and Council appoint Rafael Marrow (Ward 2) and Dreta Dorsey (Ward 3) to the Code Compliance Advisory Committee for a term of 2 years, ending on May 6, 2021.

Sponsor(s):

Haba

Co-Sponsor(s):

Suiter

ATTACHMENTS

[Committee Application_Code_Detra Dorsey W3.pdf](#)

[Committee Application_Code_Rafael Marrow W2.pdf](#)

Summary Background:

See attached applications.

Next Steps:

Upon re-appointment, the staff liaison will reach out to the appointees to inform them of their re-appointment. Please note all meetings of the committee are open to the public.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Approval

Community Engagement:

Agendas for the Code Compliance Committee Meetings will be posted on the City's website. Meetings are open to the public and all are encouraged to attend.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Action 1.1 - Provide information and opportunities for resident participation in civic endeavors.

Legal Review Required?

N/A

Board, Committee and Commission Application

Profile

DETRA

First Name

DORSEY

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

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

*

☒ Ward 3

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Code Compliance Advisory Committee: Submitted

Self

Referred By:

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

I am a retired Housing Code Enforcement Official from Baltimore City. Even though I am enjoying my retirement I feel compelled to do more with my time. I recently relocated to Hyattsville. While reading your green brochure I saw the Code Compliance Advisory Committee listed and felt like this would be a good fit for me.

Profile

Rafael

Marrow

First Name

Last Name

Email Address

Street Address

Suite or Apt

City

State

Postal Code

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

*

☒ Ward 2

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Code Compliance Advisory Committee: Submitted

Myself

Referred By:

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

Dear Sir/Madam: I am writing in response to your advertisement for a position on the advisory committee for code compliance. As you will see from my enclosed resume, I have the professional experience, for which you are searching. In addition, I am motivated and enthusiastic and would appreciate the opportunity to contribute to your organization's success. I am confident that I can make a significant contribution to your organization that will be very valuable and mutually beneficial if given the opportunity. I realize that a resume cannot adequately communicate the benefits that I can contribute to your organization; I would appreciate the opportunity for a personal interview. I can promise that meeting with me will not be a waste of your time. If you have questions and to schedule an interview, please contact me by phone at 240 433-2652 or by email at rafaelmarrow@yahoo.com. I am looking forward to hearing from you as soon as possible to further discuss my skills and this position. Respectfully Submitted, Rafael Marrow

Enclosure: As Stated GOVERNMENT PROFESSIONAL Quality Assurance .Visa Submission. Compliance control Results driven professional, skilled at developing and executing targeted objectives. Highly effective communicator and Team member with a proven ability to build relationships with internal and external personnel by establishing a high level of trust and confidence. Naturally a visionary leader with a keen understanding of priorities and demonstrating expertise in rapidly ensuring objectives are executed. Core Qualifications Effective communicator Manage time effectively Fast learner Customer service secret clearance Willingness to learn Detail oriented Data driven Trustworthy Analytical thinker Knowledge of various windows platforms Ambitious PROFESSIONAL EXPERIENCE U.S Department Of state, Washington Passport Agency 2017-2018 File Assistant DOC/PREP/SCAN Daily functions preparing passports and consular records for scanning in accordance with Department of State procedures. Often times manually reviewing documents such as Passport applications, consular reports and abandoned passport applications from 16 passport agencies and all overseas post. Reviewing data for clarity and completeness and accuracy, also performing quality assurance, coding documents, data entry. In addition to separating single page passport request from multi-page and bundle passport application also electronically capturing images. Finally file and retrieve data in appropriate folders and ship and receive passport applications and other related documentation. Selected Accomplishments: Often given the task by site manager to assist in helping new employees learn new systems and task Learn daily operations of the mailroom within a few months after being appointed. Escorting visitors through the office and explaining the operation. Serve as support staff at an award ceremony Maintain strong relationships with Upper Level Management & Mid-level Management Member of Toast Masters Volunteer to serve at the Bureau's Personal Resilience Expo. Topic: Vision Board BLS International Washington, Dc 2015-2016 Visa Submission Officer Daily functions prepared correspondence to clients and stakeholders to get a status, documents missing or additional fees necessary. Advise clients when their passport is ready for pick up. Effectively manage passport caseloads under time pressures, respond to telephonic written and in person inquiries with tact and sensitivity to confidential issues. Review complete applications and supporting documentation for accuracy, noting matters requiring special attention by homeland security and the consular officer at the Indian embassy. Present such issues to the attention of senior visa submission officer. Verify various visa documents V-2, F-1,B-1,A-1 just to name a few and often times verify work permits and green cards. Perform data entry scan paper passport applications into data base then review/ verify information in the system with paper application. If there are any discrepancies, the case is put on hold until the applicant resolves any and all discrepancies. Prepare financial reports on a daily basis regarding fees collected from passport applications. Selective Accomplishments: Worked on special projects Designated person for taking cash collected to the bank for deposit Built a strong relationship between Mid-Level management and Coworkers Adjusted to a predominantly Hindi speaking environment Education/ Professional Crossland High school Diploma Georgetown university summer program Enrolled American Military University Counterterrorism major Assisted with helping to Raise \$1 million dollars Festival of Tree Kennedy Kriger Professional development Prince George community college CPR course Prince Georges community college Youth Mediator References Alex Martinez IT specialist Homeland Security 410-963-7666 Melbia Davis Statistician at GSA 301-509-6285 Shante Simon Pervious Coworker Department Of State 240-416-2906 Michelle W. Stephen HR. Manager 603-590-993 Angela White Division Director, Retired, Department Of State 202-329-9863



Hyattsville City Council Agenda Item Report

Meeting Date: May 6, 2019
Submitted by: Brayan Perez
Submitting Department: Community Services
Item Type: Proclamation
Agenda Section:

SUBJECT

Proclamation in Honor of Citizenship Celebration Day

HCC-353-FY19

Recommendation:

I move that the Mayor and Council proclaim May 4, 2019, to be Citizenship Celebration Day in the City of Hyattsville.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Citizenship_Celebration_Day_2019.docx](#)

Summary Background:

This proclamation recognizes and celebrates the newest citizens of the United States of America whom have decided to make the City of Hyattsville their home.

Next Steps:

Proclaim May 4, 2019, as Citizenship Celebration Day in the City of Hyattsville

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Approval

Community Engagement:

Recognition of Citizenship Celebration Day has been planned.

Strategic Goals:

Goal 5 – Strengthen the City's Identity as a Diverse, Creative, and Welcoming Community

Legal Review Required?

N/A

CITY OF HYATTSVILLE

PROCLAMATION

DECLARING MAY 4, 2019, AS CITIZENSHIP CELEBRATION DAY IN THE CITY OF
HYATTSVILLE

This proclamation recognizes and celebrates the newest citizens of the United States of America who have decided to make the City of Hyattsville their home.

WHEREAS, in 2014, Hyattsville's Mayor and City Council proclaimed that the first Saturday of each May to be Citizen Celebration Day, honoring those residents of the City who have become recent citizens of the United States of America; and

WHEREAS, the City of Hyattsville values the contributions of both immigrants and new citizens that help foster a spirit of inclusion all while enriching the community; and

WHEREAS, the City acknowledges the commitments of immigrants to the United States of America and its constitution, and the founding idea of liberty and justice for all; and

WHEREAS, the City of Hyattsville recognizes those becoming citizens of the United States of America who reside in Hyattsville and get to experience the rights and privileges of full United States citizenship as we all strive for a "more perfect union."

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Council of the City of Hyattsville declare May 4, 2019, to be Citizenship Celebration Day in the City of Hyattsville, in recognition of our residents that have recently earned the rights and responsibilities that are incumbent upon all citizens of the United States of America.

Candace B. Hollingsworth
Mayor, City of Hyattsville

May 6, 2019





Hyattsville City Council Agenda Item Report

Meeting Date: May 6, 2019

Submitted by: Laura Reams

Submitting Department: Community & Economic Development

Item Type: Planning & Development

Agenda Section:

SUBJECT

Motion to Close (30 minutes)

HCC-396-FY19

Recommendation:

I move that the Mayor and Council close the Council Meeting of May 6, 2019, to consider the acquisition of real property, discuss contract negotiations, and discuss confidential commercial or financial information related to a proposed development in the City. The reason for closing the meeting under these exceptions is to protect the City's bargaining position and to maintain legally required confidentiality in regard to commercial and/or financial information. I further move that the Mayor and Council also close the Council Meeting of May 6, 2019 to discuss a personnel evaluation for an employee under its jurisdiction.

This session will be closed under the authority of the Annotated Code of Maryland State Government General Provisions Article Section 3-305(b) (3) to consider the acquisition of real property for a public purpose and matters directly related to the acquisition; 3-305(b) (13) to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter - specifically Maryland Code, § 4-335 of the General Provisions Article (protecting from disclosure confidential commercial information); 3-305(b) (14) Before a contract is awarded or bids are opened, to discuss 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, and 3-305(b) (1) discuss: (i) the performance evaluation of an appointee, employee, or official over whom it has jurisdiction.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

N/A

Next Steps:

N/A

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Approval

Community Engagement:

N/A

Strategic Goals:

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

Legal Review Required?

Complete



Hyattsville City Council Agenda Item Report

Meeting Date: May 6, 2019
Submitted by: Hal Metzler
Submitting Department: Public Works
Item Type: Contract
Agenda Section:

SUBJECT

FY19 Budget Amendment: DPW Renovation Facility Project - Change Order (10 minutes)

HCC-375-FY19

Recommendation:

I move that the Mayor and Council authorize a change order to the existing Keller-CM contract for an additional \$1,900,000 to cover the increase in cost of materials to renovate the Department of Public Works building for a new total project amount not to exceed \$5,200,000. The new total project cost includes the original \$3.3 million previously approved by Council.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[190502 - memo - DPW construction cost increase.pdf](#)

Summary Background:

In 2015 the Council approved \$3.3 Million for the renovation of the Department of Public Works facility. In 2016 a design/build contract for \$3.3 Million with KellerCM was approved by Council. KellerCM is completing the design and lengthy permit processes and preparing to break ground in May 2019. Due to equipment and material costs impacted by tariffs, and a strong construction market in the DC region leading to higher labor costs, KellerCM has submitted a current construction total budget of \$5,200,000. This is an increase of \$1,900,000 over the originally authorized expenditure of \$3.3 million.

Next Steps:

N/A

Fiscal Impact:

\$1,900,000

City Administrator Comments:

Recommend Approval

Community Engagement:

N/A

Strategic Goals:

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

Legal Review Required?

Complete



City of Hyattsville

Memo

To: Tracey Nicholson-Douglas, City Administrator
From: Hal Metzler, Project Manager
CC: Lesley Riddle, Director of Public Works
Date: May 2, 2019
Re: DPW Facility Improvements Cost Increase

In 2016 a contract of \$3,330,000.00 was awarded to KellerCM for a design/build project to upgrade the facilities at the Department of Public Works. Since that time Keller has worked with City Staff to complete their scope of creating a facility that can meet the department's needs for the next 25 years while meeting the goals of the Environmental Sustainability Policy and the Community Sustainability Plan. While every effort was made to be cost conscious there were time and economic hurdles that have impacted the project.

The amount of time required to design and plan for the construction of the new facility has been significantly longer than anticipated, with the two largest factors being the location and utilities. The existing facility is located on the banks of the Northeast Branch of the Anacostia River. This is a critical sensitive environmental area and is located within the 100-year flood plain. Stormwater and Soil Disturbance permit approvals took approximately 13 months to receive. Concurrently with those permits, City Staff spent approximately 30 months to negotiate with WSSC for the permitting and construction of a water and sewer main to service the Public Works Facility. This permit was finally approved just 13 days before the date of this memo. These issues have added significant time to the project which has added cost to the project.

The \$3,330,000 budget was influenced by the Hess Study conducted in 2011 and determined by the responses received to the RFP issued in 2015. This amount did not include a contingency or potential cost escalations but did reflect the commercial/institutional market at that time coming out of the 2008 Recession. Over the past 4 years the construction market has rebounded strongly pushing both labor and material prices higher. Another factor contributing to the higher project cost are the tariffs on steel and aluminum currently being imposed by the Federal government on imports. This project is a pre-engineered metal building (PEMB) and the current cost for the PEMB

is approximately 23% higher than it was in 2016. Likewise, we have seen increases in HVAC, electrical, plumbing, and wall and door construction costs as well. It is difficult to place an exact figure on the increase due to the tariff's vs the increase due to a strong demand for construction materials, but combined both are currently pushing up prices by double digit percentages.

The project is currently on schedule to start construction within the next 60 days, barring any new delays. At the beginning of April Keller solicited current prices from their various sub-contractors and vendors to prepare a current actual project budget. The time delays and budget pressures mentioned previously have caused the current project cost to total \$5,200,000. This is an increase of approximately \$1.9 million over the initial contract amount of \$3.3 million. Keller did make a point to explain that this amount does not consider any possible savings that may be realized through a value engineering analysis of the project. Nor does it include any rebate or incentive amounts the City may receive from PEPCO's Smart Communities program. These 2 items alone could produce a combined savings of nearly \$500,000. While we hope to achieve various savings, until the savings are realized, it was determined that they should not be included in the current project total. As such the Department of Public Works requests an additional \$1,900,000 to complete the Facility Renovation project at this time.



Hyattsville City Council Agenda Item Report

Meeting Date: May 6, 2019
Submitted by: Hal Metzler
Submitting Department: Public Works
Item Type: Contract
Agenda Section:

SUBJECT

Johnson, Mirmiran, and Thompson Contract Option Year 1 (5 minutes)

HCC-359-FY19

Recommendation:

I move that the Mayor and Council authorize the City Administrator to execute the year #1 option of the existing contract #DPW07132015, including increasing the contract amount not to exceed \$3,500,000, upon the review and approval by the City Attorney for legal sufficiency. The new contract total includes the \$2,537,500 previously approved by Council.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

In February 2016 the City executed contract #DPW07132015 with JMT. The contract was for professional engineering services, including but not limited to the design and engineering of 3505 Hamilton St, the 3rd party inspection of the DPW facility project, and other tasks that may be assigned within the scope of the contract. The contract was for a period of 3 years with two 1 year options. As the 3505 Hamilton St project is ongoing, and the DPW project is about to get started, the first option year needs to be executed in order to continue. Additionally, the not to exceed limit needs to be updated to reflect the currently encumbered work assigned to JMT as well as the work which may reasonable be assigned to them over the life of option year 1.

Next Steps:

Execute option year 1.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

Pending



Hyattsville City Council Agenda Item Report

Meeting Date: May 6, 2019
Submitted by: Hal Metzler
Submitting Department: Public Works
Item Type: Contract
Agenda Section:

SUBJECT

DPW Keller-CM Contract Amendments (5 minutes)

HCC-376-FY19

Recommendation:

I move that the Mayor and Council authorize the City Administrator to approve amendments to existing Keller-CM contract to bring it in line with the revised and authorized budget of the DPW Renovation Project including updates to the contract end date and duration to comply with current permitting and construction schedules, upon the review and approval by the City Attorney for legal sufficiency.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

The City entered into a Contract with KellerCM in April 2016. At the time the contract was executed with specific dates and durations of work agreed upon. These dates and durations did not take into account the extended Soil and Stormwater permit approval process, nor the lengthy process to connect the DPW facility to adequate water and sewer service. The contract revisions will bring the contract in line with the current conditions of the project.

Next Steps:

Legal Review and execution.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Approval

Community Engagement:

N/A

Strategic Goals:

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

Legal Review Required?

Pending



Hyattsville City Council Agenda Item Report

Meeting Date: May 6, 2019
Submitted by: Laura Reams
Submitting Department: City Clerk
Item Type: Ordinance
Agenda Section:

SUBJECT

Hyattsville Ordinance 2019-02: Compensation of the Mayor and Council (5 minutes)

HCC-384-FY19

Recommendation:

I move that the Mayor and Council adopt Hyattsville Ordinance 2019-02, an Ordinance whereby the City Council raises the salary of the Mayor and Councilmembers after July 1, 2021, and grants raises in each successive year until 2024 pursuant to the recommendation of the 2019 Compensation Review Committee (SECOND READING/ADOPTION).

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Ordinance 2019-02 Enacting CRC Recommendations 4.9.19.docx](#)

Summary Background:

On February 4, 2019, the Council adopted the recommendations of the 2019 Compensation Review Committee for the salaries of the Mayor and Council. The Committee made recommendations on compensation through Fiscal Year 2025. The recommendations have been codified into Hyattsville Ordinance 2019-02.

Next Steps:

A first reading was held on April 15, 2019. Upon adoption on May 6, 2019, the Ordinance will be effective on June 26, 2019.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support

Community Engagement:

Legal notice of the ordinance will be published in the Prince George's Sentinel.

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

Complete

**CITY OF HYATTSVILLE
ORDINANCE 2019-02**

An Ordinance whereby the City Council raises the salary of the Mayor and Councilmembers after July 1, 2021, and grants raises in each successive year until 2024 pursuant to the recommendation of the 2019 Compensation Review Committee.

WHEREAS, Sections C2-5 and C2-6 of the City of Hyattsville's require that the compensation of the Mayor and the Council members be set by ordinance; and

WHEREAS, pursuant to C2-6.1 of the Charter of the City of Hyattsville, the 2019 Compensation Review Committee met and made recommendations as to the salary of the Mayor and Council; and

WHEREAS, the Mayor and Council by motion approved the recommendations of the 2019 Compensation Review Committee; and

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Hyattsville in regular session assembled that Chapter 4, section 1, and Chapter 4, section 3 of the City Code be amended as follows:

§ 4-1. Mayor.

A. The Mayor is hereby authorized and empowered to execute and sign all contracts made by the City Council, which contracts shall be attested by the Clerk, who shall affix the Seal of the City thereto.

B. Pursuant to § C2-5 of the Charter of the City, the annual salary of the Mayor shall be ~~four thousand five hundred dollars (\$4,500.00)~~ as follows:

1. \$16,151.00 effective in the first pay period after July 1, 2021;
2. \$16,474.00 effective in the first pay period after July 1, 2022;
3. \$16,803.00 effective in the first pay period after July 1, 2023; and
4. \$17,139.00 effective in the first pay period after July 1, 2024.

* * *

§ 4-3. City Council.

A. Preparation and filing of annual financial statement. The City Council shall prepare and file among the records of the City annually a statement showing the amount of all moneys at the disposal of the City Council for public expenditure during each year terminating on the 30th day of June, the amount actually expended and for what purpose, together with the liabilities and credits of the City. Surrender of books, records and other City property to successors. The members of the City Council shall turn over to their successors after each election, when they shall have qualified and entered on the duties of their office, all the books, papers and records and other City properties in their possession.

B. Pursuant to § C2-6 of the Charter of the City, the annual salary of each City Councilmember shall be ~~three thousand dollars (\$3,000.00)~~ per year as follows:

1. \$10,809.00 effective in the first pay period after July 1, 2021;
2. \$11,025.00 effective in the first pay period after July 1, 2022;
3. \$11,246.00 effective in the first pay period after July 1, 2023; and
4. \$11,471.00 effective in the first pay period after July 1, 2024.

AND BE IT FURTHER ORDAINED that if any provision of this Ordinance or the application thereof to any person or circumstance is held invalid for any reason, such invalidity shall not affect the other provisions or any other applications of the Ordinance which can be given effect without the invalid provision or applications, and to this end, all the provisions of this Ordinance are hereby declared to be severable;

AND BE IT FURTHER ORDAINED that this Ordinance shall take effect on June 26, 2019;

AND BE IT FURTHER ORDAINED that a fair summary of this ordinance shall forthwith be published twice in a newspaper having general circulation in the City and otherwise be made available to the public.

INTRODUCED by the City Council of the City of Hyattsville, Maryland, at a regular public meeting on April 15, 2019.

ADOPTED by the City Council of the City of Hyattsville, Maryland, at a regular public meeting on May 6, 2019.

Adopted: May 6, 2019.

Attest: _____
Laura Reams, City Clerk

Candace Hollingsworth, Mayor

[] indicate deletions

Underline/CAPS/**BOLD** indicate additions

Asterisks * * * Indicate matter retained in existing law but omitted herein.

Effective Date: June 26, 2019



Hyattsville City Council Agenda Item Report

Meeting Date: May 6, 2019
Submitted by: Laura Reams
Submitting Department: City Clerk
Item Type: Charter Amendment
Agenda Section:

SUBJECT

Charter Amendment Resolution 2019-01 (5 minutes)

HCC-365-FY19

Recommendation:

I move that the Mayor and Council adopt Charter Amendment Resolution 2019-01, a resolution of the Mayor and City Council of the City of Hyattsville, Maryland, adopted pursuant to the authority of Article XI-E of the Constitution of Maryland and Title 4, Subtitle 3 of the Local Government Article of the Annotated Code of Maryland (2013 Edition, as amended), to amend the Charter of the said City, said Charter being a part of the public local laws of Maryland (1963 Edition, as amended), which Article contains in whole or in part the Charter of the City of Hyattsville, Maryland, whereby the Mayor and City Council seek to amend the City Charter to provide clarity and flexibility for the public, the City's Compensation Review Committee, and for the Mayor and Council with respect to the compensation review process (INTRODUCTION AND ADOPTION).

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Resolution_2019-01_-_Amending_Charter_-_Compensation_Review_Committee_4.9.19_FINAL.docx](#)

[Memo City Attorney to Mayor and Council - 2019 CRC & Charter Amendment 4.11.19.docx](#)

Summary Background:

During the 2019 Compensation Review Process areas were identified in the Charter that needed clarification. The City Attorney has drafted an amendment to the City Charter to clarify procedures relating to the Compensation Review Committee and the compensation review process for the Mayor and Council. The City Attorney presented the Resolution at the Council Meeting of April 15 and a Public Hearing will be held on May 6 at 7:30 p.m.

Next Steps:

By law, a public hearing is required for all Charter Amendment Resolutions. The Public Hearing has been scheduled for May 6, 2019 at 7:30 p.m. The Council is anticipated to take action on the Resolution at the Council Meeting of May 6, 2019. Charter Amendments are effective 50 days after adoption. The effective date for this Resolution is June 25, 2019.

Fiscal Impact:

N/A

City Administrator Comments:

For Action as appropriate.

Community Engagement:

Notice of the Public Hearing will be published on the City's website and in the Hyattsville Reporter at least twenty-one (21) calendar days prior to the scheduled hearing. Additionally, notification of the public hearing will be sent to subscribers of the City's Notify Me alerts.

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

Complete

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CHARTER AMENDMENT RESOLUTION 2019-01

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HYATTSVILLE, MARYLAND, adopted pursuant to the authority of Article XI-E of the Constitution of Maryland and Title 4, Subtitle 3 of the Local Government Article of the Annotated Code of Maryland (2013 Edition, as amended), to amend the Charter of the said City, said Charter being a part of the public local laws of Maryland (1963 Edition, as amended), which Article contains in whole or in part the Charter of the City of Hyattsville, Maryland, whereby the Mayor and City Council seek to amend the City Charter to provide clarity and flexibility for the public, the City's Compensation Review Committee, and for the Mayor and Council with respect to the compensation review process.

WHEREAS, the Mayor and Council recognize and agree with the prohibition on an elected official voting to alter the elected official's compensation during the official's term of office; and

WHEREAS, the Mayor and Council perceive that the City's staggered council elections combined with the above stated prohibition create unintended challenges for the City's Compensation Review Committees; and

WHEREAS, the Mayor and Council seek to address this issue by amending the language in the Charter to provide needed flexibility and clarity for the Compensation Review Committee; and

WHEREAS, the City Council gave at least twenty-one (21) days advance notice of the public hearing held regarding adoption of this Resolution and the amendment to the Charter contained herein.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Hyattsville, Maryland, in regular session assembled:

Section 1: That Section C2-6.1 of the Charter of the City of Hyattsville, Maryland, be amended as follows:

§ C2-6.1. Compensation Review Committee. [Amended 3-3-08 by HR 2008-07, Amended 2-19-15 by HR 2015-02]

A. Every four (4) years, At least one hundred and eighty (180) days prior to a every regular mayoral election, the Mayor shall appoint, with Council approval, a seven person compensation review committee whose membership shall be comprised of at least one member from each Ward of the City, to review and make recommendations for the compensation of both the Mayor to be elected in the next municipal election and all City Councilmembers serving during that upcoming four year term who shall serve within the period of recommendation as determined elsewhere in this section. The Compensation Review Committee shall make its recommendation as to any compensation increase, decrease, or lack of change, in the existing compensation to the Mayor and City Council at least ninety (90) days prior to the election. The Mayor and Council shall have no power to alter or amend the Commission committee's recommendation, but shall either accept or

1 reject it, by motion, resolution, or ordinance. Regardless of how any recommendation is accepted,
2 the salaries of the Mayor and Council shall be set by ordinance as required by sections C2-5 and
3 C2-6 of the City's Charter.

4 B. In order to ensure no elected official is voting to alter his or her own compensation, the
5 committee shall begin its review with the fiscal year commencing on the first day of July following
6 each regular mayoral election or on the first day of July following the expiration of the current
7 compensation period. The length of time covered by the committee's recommendation to the
8 Mayor and Council shall be no less than (3) three fiscal years and no more than (6) six fiscal years.
9 The length of the committee's recommendation shall be governed by:

10 (1) the need to avoid having an elected official vote on his or her own salary, being mindful
11 of the staggered Council terms,

12 (2) the expiration date of any existing period covered by an enactment based upon a
13 recommendation of a committee, and

14 (3) keeping the period of recommendation as short as possible so as not to undermine the
15 input of the next committee.

16 C. Notwithstanding the provisions set forth in subparagraphs A and B in this subsection, the
17 Mayor and Council shall have the authority to adopt by ordinance the 2019 Compensation Review
18 Committee's recommended compensation increases for the fiscal years beginning July 1, 2021,
19 July 1, 2022, July 1, 2023, and July 1, 2024, which were previously accepted by the Mayor and
20 Council.

21 Section 2: That the date of the adoption of this Resolution is **May 6, 2019**, and that the
22 amendment to the Charter of the City of Hyattsville hereby proposed by this enactment shall
23 become effective on **June 25, 2019**, unless a proper petition for a referendum hereon shall be filed
24 by **June 14, 2019**, and that an exact copy of this Resolution shall be posted at the main municipal
25 building and a fair summary of the Amendment shall be published in a newspaper having general
26 circulation in the City not less than four (4) times at weekly intervals by **June 14, 2019**.

27 Section 3: That as soon as the Charter Amendment hereby enacted becomes effective,
28 either as herein provided or following a referendum, the Clerk shall send separately to the
29 Department of Legislative Services, the following information concerning the Charter
30 Amendment: (1) the complete text of this Resolution; (2) the date of referendum election, if any,
31 held with respect thereto; (3) the number of votes cast for and against this Resolution by the Mayor
32 and City Council of the City of Hyattsville or in a referendum; and (4) the effective date of the
33 Charter Amendment.

34 Section 4: That the Clerk be, and is specifically enjoined and instructed to carry out the
35 provisions of Sections 2 and 3, and as evidence of compliance herewith the said Clerk shall cause
36 to be affixed to the Minutes of this meeting (1) an appropriate certificate of publication of the
37 newspaper in which the fair summary of the Amendment shall have been published; and (2)
38 records of mailing referred to in Section 3, and shall further complete and execute a Certificate of
39 Compliance.

1 **INTRODUCED** by the Mayor and City Council of the City of Hyattsville, Maryland, at a
2 Regular Meeting on **May 6, 2019**, at which meeting copies were available to the public for
3 inspection, and at which time a public hearing took place.

4 **ADOPTED** by the Mayor and City Council of the City of Hyattsville, Maryland, at a
5 Regular Meeting on **May 6, 2019**, at which meeting copies were available to the public for
6 inspection.

Adopted: _____

Attest: _____
Laura Reams, City Clerk

Candace B. Hollingsworth, Mayor

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9 ⌋ indicate deletions

10 Underline/**bold**/**CAPS** indicate additions/amendments to additions

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12 Effective Date: June 25, 2019

From: City Attorney, City of Hyattsville

To: Mayor and Council, City of Hyattsville

Date: April 11, 2019

Subj: Compensation Review Committee Charter Change

MEMO

The Chairperson for the 2019 Compensation Review Committee raised a number of questions related to the language in § C2-6.1 of the Charter, which establishes the CRC and outlines the nature of its review. The questions raised concerned the scope of the CRC's review and the length (in terms of fiscal years) of its recommendation. Underlying the concerns are the prohibition on elected officials voting on their own salary increases and the nature of the staggered terms in Hyattsville.

In my view, there is potential for these questions to arise every four years unless the language of the Charter is amended to account for the impact of the staggered terms on the period of review undertaken by the CRC. The proposed Charter Amendment seeks to take that into account by building flexibility into the process. I also took the opportunity to clean-up language in § C2-6.1 and make it consistent with the two proceeding sections which require your salaries to be enacted by ordinance.



Hyattsville City Council Agenda Item Report

Meeting Date: May 6, 2019
Submitted by: Ron Brooks
Submitting Department: Finance
Item Type: Budget
Agenda Section:

SUBJECT

Hyattsville Ordinance 2019-03: Fiscal Year 2020 Budget Ordinance (10 minutes)

HCC-392-FY19

Recommendation:

I move that the Mayor and Council introduce Hyattsville Ordinance 2019-03, adopting an annual budget for Fiscal Year 2020 beginning July 1, 2019 through June 30, 2020, for the General Purpose; fixing the tax rates for the Fiscal Year beginning July 1, 2019; authorizing collection of taxes herein levied; and appropriating funds for the Fiscal Year (FIRST READING).

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Hyattsville Ordinance 2019-03_FY 2020.docx](#)

[University Town Center Special Tax Report \(2019\) \(1\).pdf](#)

Summary Background:

The FY2020 budget process began internally in December 2018 with initial staff meetings to determine budgetary requirements for FY20. The City's Administrator's Proposed FY20 budget was presented to the Mayor and Council on March 18, 2019. The Departmental Budget Work Session was held on March 27, 2019. A Public Hearing on the proposed Real Property Tax Rate were held on April 15, 2019. The 2020 FTE listing and Special Tax Report for the Special Obligation Bonds, University Town Center will be submitted as an amendment to the Budget Ordinance.

Next Steps:

Second Reading/Adoption of budget on May 20, 2019 and Legal Publication of the Budget Ordinance.

Fiscal Impact:

Total Budget All Funds \$31,164,365

City Administrator Comments:

See summary background above.

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 and Accessible Governance

Legal Review Required?

Pending

HYATTSVILLE ORDINANCE 2019-03

AN ORDINANCE ADOPTING AN ANNUAL BUDGET FOR THE FISCAL YEAR JULY 1, 2019 THROUGH JUNE 30, 2020, FOR THE GENERAL PURPOSE; FIXING THE TAX RATES FOR THE FISCAL YEAR BEGINNING JULY 1, 2019; 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 2019 Budget – Final

	General	Capital	Special	Debt Service	Total
	Fund	Projects	Revenue	Fund	All Funds
	Fund	Fund	Fund	Fund	All Funds
Revenue & Other Sources:					
Local Taxes:					
Real Property Taxes	\$13,655,051	\$0	\$0	\$0	\$13,655,051
Personal Property Taxes	786,000	0	0	0	786,000
Operating Property	793,000	0	0	0	793,000
Income Tax	2,642,107	0	0	0	2,642,107
Admissions and Amusement Taxes	350,000	0	0	0	350,000
Subtotal - Local Taxes	18,226,158	0	0	0	18,226,158
Other Revenue & Sources					
Licenses and Permits	715,438	0	0	0	715,438
Other Governments - Grants	908,775	0	75,300	0	984,075
Service Charges	114,715	0	485,000	0	599,715
Fines and Forfeitures	330,750	0	682,000	0	1,012,750
Miscellaneous	430,655	350,500	216,000	0	997,155
Bond Proceeds	0	13,565,000	0	0	13,565,000
Lease Proceeds	0	350,000	0	0	350,000
Other Sources - Transfers In/Out	0	2,450,000	0	0	2,450,000
Sub-total	2,500,333	16,715,500	1,458,300	0	20,674,133
Total Revenue - Sources	\$20,726,491	\$16,715,500	\$1,458,300	\$0	\$38,900,291

Expenditures & Other Uses:

Legislative	\$549,531	\$0	\$0	\$0	\$549,531
General Government	3,284,641	375,000	16,000	0	3,675,641
Town Center	\$100,000	\$0	\$0	\$0	\$100,000
Police	7,973,089	438,000	474,775	0	8,885,864
Fire	50,000	0	0	0	50,000
Parking Compliance	0	0	621,280	0	621,280

Code Compliance	606,796	0	0	0	606,796
Public Safety Subtotal	8,629,885	438,000	1,096,055	0	10,163,940
Public Works	5,061,927	4,972,020	0	0	10,033,947
Community Services	1,186,018	100,000	139,000	0	1,425,018
Community Development	324,405	2,174,000	130,000	0	2,628,405
Other Financing - Transfers-In	0	0	0	1,587,883	1,587,883
Other Financing -Transfers-Out	1,587,883	0	0	(1,587,883)	0
Total Expenditures - Uses	20,724,290	8,059,020	1,381,055	0	30,164,365
Excess of Revenue and Other Sources over Expenditures and Other Uses	\$2,201	\$8,656,480	\$77,245	\$0	\$8,735,926
Beginning Fund Balance	\$14,810,973				
Ending Fund Balance	\$14,813,174				

Which was the subject of a public hearing on April 15, 2019, 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 2019 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 2020, subject to further budget ordinances enacted by the City pursuant to the Maryland Annotated Code, Local Government Article, Section 5-205(b);

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 2020 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, 2019, 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 6, 2019;

ADOPTED, by the City Council of the City of Hyattsville, Maryland at a public meeting on May 20, 2019.

Adopted: May 20, 2019

Effective Date: July 1, 2019

Attest:

Laura Reams

City Clerk

Candace B. Hollingsworth

Mayor

**CITY OF HYATTSVILLE
SPECIAL OBLIGATION REFUNDING BONDS
UNIVERSITY TOWN CENTER PROJECT
SERIES 2016**

**Fiscal Year 2019-2020
Special Tax Report**



MAY 2, 2019

PREPARED BY:

MUNICAP, INC.
— PUBLIC FINANCE —

CITY OF HYATTSVILLE
SPECIAL OBLIGATION REFUNDING BONDS
UTC PROJECT SERIES 2016

Fiscal Year 2019-2020
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. Series 2004 Bonds were defeased and redeemed on December 20, 2016 with the \$16,940,000 City of Hyattsville Series 2016 Special Obligation Refunding Bonds.

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 2019-2020.

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 2019-2020. Special taxes equal to \$1,185,000.00 will have to be collected for fiscal year 2019-2020. Each of these numbers is explained in the following sections.

Debt Service

Debt service includes interest on the bonds payable on January 1, 2020 and July 1, 2020. Each semi-annual interest payment is equal to \$375,537.50 on the terms bonds shown below.

Term 2021 Bonds of \$995,000 at 3.50%	\$17,413
Term 2027 Bonds of \$4,255,000 at 5.00%	\$106,375
Term 2027 Bonds of \$4,245,000 at 5.00%	\$106,125
Term 2034 Bonds of \$5,8250,000 at 5.05%	\$145,625
Total:	<u><u>\$375,538</u></u>

A principal payment of \$475,000 is due on July 1, 2020. As a result, total debt service for fiscal year 2019-2020 is \$1,226,075.

Table A
Special Tax Requirement
Fiscal Year 2019-2020

Debt service:	Amount
Interest on January 1, 2020	\$375,537.50
Interest on July 1, 2020	\$375,537.50
Principal on July 1, 2020	\$475,000.00
<i>Sub-total debt service</i>	<i>\$1,226,075.00</i>
Administrative expenses	\$31,305.64
Contingency	\$12,185.90
<i>Total expenses</i>	<i>\$1,269,566.53</i>
Reserve fund investment income	(\$32,186.00)
Surplus from prior year	(\$52,380.53)
<i>Funds available to be applied for FY19-20</i>	<i>(\$84,566.53)</i>
Special Tax Requirement	\$1,185,000.00

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 \$7,190. The fees and expenses of the administrator are estimated to be \$14,116. The expenses of the city are estimated to be \$10,000. Accordingly, the total administrative expenses are estimated at \$31,306.

Contingency

A contingency, equal to approximately one 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, 2019, the balance in the reserve fund was \$1,704,407.12, which consists of the reserve requirement of \$1,694,000.00 and investment income posted to the account in the amount of \$10,407.12. The investment income previously posted to the Reserve Fund will be made available to pay debt service on the Series 2016 Refunding Bonds on July 1, 2019. The reserve fund proceeds are held in First America Treasury Obligation money market fund earning approximately 1.90 percent per annum. At this rate of return, \$5,364.33 in interest income is estimated to be earned by the next debt service payment on July 1, 2019. An additional \$32,186.00 in annual investment income will be earned and made

available to pay debt service and administrative expenses on the Series 2016 Refunding Bonds for fiscal year 2019-2020.

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 2019-2020. Special taxes in the amount of \$1,185,000.00 were billed for collection in fiscal year 2018-2019. As of April 30, 2019, Prince George's County has reported collecting special taxes in the amount of \$1,185,174.54 (includes interest and penalties and prior year delinquencies) for fiscal year 2018-2019. This amount represents 100 percent of the total special taxes billed for collection during fiscal year 2018-2019. As of April 30, 2019, all special taxes collected for fiscal year 2018-2019 have been transferred to the trustee.

As of April 30, 2019, the balance in the special tax fund and debt service fund were \$913,626.86 and \$19,911.72, respectively. As mentioned above, an additional \$10,407.12 in interest income is also available in the reserve fund. An additional \$5,364.33 in interest income is estimated to be earned by the next debt service payment on July 1, 2019. As a result, \$15,771.45 (\$10,407.12 + \$5,364.33) in interest income is estimated to be earned by the next debt service payment on July 1, 2019. A portion of these funds will be used to pay debt service due on July 1, 2019, which consists of an interest payment and principal payment of \$383,237.50 and \$440,000.00, respectively, as shown on Table B below.

Table B
Surplus from Prior Year

	Series 2016
Available Funds:	
Special tax fund balance 4-30-2019	\$913,626.86
Debt service fund	\$19,911.72
Estimated reserve fund interest	\$15,771.45
<i>Total funds available</i>	<i>\$949,310.03</i>
Interest payment on July 1, 2019	(\$383,237.50)
Principal payment	(\$440,000.00)
Administrative expenses	(\$30,692.00)
<i>Subtotal expenses</i>	<i>(\$853,929.50)</i>
<i>Contingency for future principal payment</i>	<i>(\$43,000.00)</i>
Surplus from prior year	\$52,380.53

Administrative expenses for fiscal year 2018-2019 were estimated to be \$30,692.00 and were to be funded with special taxes collected in fiscal year 2018-2019. As of April 30, 2019, the administrative expenses fund has not been funded with special assessments collected in fiscal year 2018-2019. As a result, special assessments collected in fiscal year 2018-2019 in the amount of \$30,692.00 will be transferred from the special assessment fund to the administrative expenses fund. A contingency in the amount of \$43,000.00 will be retained to make future principal payment. Accordingly, an estimated aggregate surplus of

\$52,380.53 will be available to pay debt service and administrative expenses for fiscal year 2019-2020.

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 <https://sdat.dat.maryland.gov/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	5	1,474,707	0.70	1,032.29
Retail	5	211,137	1.02	215.36
Residential	135	134	1.00	378.00
Parking	3	1,312	0.02	26.24
Total	148			1,651.89

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 2019-2020, the special tax requirement is equal to \$1,185,000.00. The equivalent use factors for all parcels within the district are equal to 1,651.89. As a result, the special tax to be collected per each equivalent use factor is equal to \$717.36 ($\$1,185,000.00 \div 1,651.89 = \717.36). 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 2019-2020

Land Use Class	Equivalent Use Factors	Special Tax Per EUF	Special Tax
Office	1,032	\$717	\$740,523.67
Retail	215	\$717	\$154,490.67
Residential	378	\$717	\$271,162.12
Parking	26	\$717	\$18,823.53
Total	1,652		\$1,185,000.00

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 2019-2020 are estimated to be equal to \$1,269,566.53. Surplus revenues from prior year and projected interest income available to pay expenses are estimated to be \$84,566.53. Accordingly, the special tax requirement is equal to \$1,185,000.00.

The special taxes to be collected on each parcel for fiscal year 2019-2020 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 2019

Parcel Account #	Parcel	Building	Owner	Special Tax FY19-20
356694-0	I	Metro I	NEW TOWN METRO I LLC	\$157,312.76
372073-7	R	Metro II	3700 EAST WEST LLC	\$215,886.62
372074-5	S	Retail/Parking	ECHO UTC LLC	\$65,138.12
337808-0	G	Metro IV	GIP HYATTSVILLE LLC	\$94,413.87
366669-0	L	Metro III	6525 BELCREST ROAD LLC	\$245,301.61
383475-1	T	GHS/Garage	VIE AT UNIVERSITY TOWERS LLC	\$182,596.33
383474-4	U	Garage/Retail	BE UTC GSA THEATRE LLC	\$25,934.42
366671-6	M	Retail	BE UTC GSA THEATRE LLC	\$8,885.10
366672-4	N	Land	BE UTC GSA THEATRE LLC	\$0.00
372072-9	Q	Retail	BE UTC PARCEL N LLC	\$7,717.30
372068-7	P	Office	BE UTC GSA THEATRE LLC	\$27,610.25
372070-3	P	Retail	BE UTC GSA THEATRE LLC	\$58,077.64
393532-7	201	1 Independence Plaza	HUDSON DABNEY S	\$717.36
393533-5	202	1 Independence Plaza	PRIETO LINA M ETAL F	\$717.36
393534-3	203	1 Independence Plaza	REPOLE MARIO	\$717.36
393535-0	204	1 Independence Plaza	LAI ANTHONY ETAL & S	\$717.36
393536-8	205	1 Independence Plaza	MOORE KAREN P	\$717.36
393537-6	206	1 Independence Plaza	DAWSON ALLEN L	\$717.36
393538-4	207	1 Independence Plaza	GARCIA NOEMI G	\$717.36
393539-2	208	1 Independence Plaza	NIEVES TATIANA	\$717.36
393540-0	209	1 Independence Plaza	WARD MILTON	\$717.36
393541-8	210	1 Independence Plaza	WUSU PROSPER O	\$717.36
393542-6	211	1 Independence Plaza	KUMAZAH INNOCENT K	\$717.36
393543-4	212	1 Independence Plaza	BRECHTEL COLT	\$717.36
393544-2	213	1 Independence Plaza	THOMAS LEEAN	\$717.36
393545-9	214	1 Independence Plaza	JONES VINCENT E	\$717.36
393546-7	215	1 Independence Plaza	REPOLE MARIO	\$717.36
393547-5	216	1 Independence Plaza	ADOLPHUS MARCUS	\$717.36
393548-3	301	1 Independence Plaza	FERNANDES OSWALD D &	\$717.36
393549-1	302	1 Independence Plaza	PERDUE SAMUEL F	\$717.36
393550-9	303	1 Independence Plaza	HILL DAVID W ETAL CO	\$717.36

APPENDIX A

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

SPECIAL TAX ROLL 2019

Parcel Account #	Parcel	Building	Owner	Special Tax FY19-20
393551-7	304	1 Independence Plaza	BROWN LARRY S	\$717.36
393552-5	305	1 Independence Plaza	BAKER BRIAN	\$717.36
393553-3	306	1 Independence Plaza	SUN LUYU	\$717.36
393554-1	307	1 Independence Plaza	LEE HOYOUNG ETAL & M	\$717.36
393555-8	308	1 Independence Plaza	CHATMAN VANESSA	\$717.36
393556-6	309	1 Independence Plaza	HERNANDEZ ALEX F	\$717.36
393557-4	310	1 Independence Plaza	MARFO KOJO A	\$717.36
393558-2	311	1 Independence Plaza	KWAMIN MARIAM	\$717.36
393559-0	312	1 Independence Plaza	KIRUTHI FAMILY TRS D	\$717.36
393560-8	313	1 Independence Plaza	PATTERSON CHARMIANE	\$717.36
393561-6	314	1 Independence Plaza	JOHNSON VERA E	\$717.36
393562-4	315	1 Independence Plaza	BURSE-MONROE BARBARA	\$717.36
393563-2	316	1 Independence Plaza	WHITE MATTIE E & BRI	\$717.36
393564-0	401	1 Independence Plaza	LI KIT Y	\$717.36
393565-7	402	1 Independence Plaza	KAPLAN MORIEL E	\$717.36
393566-5	403	1 Independence Plaza	BRANCH DAVID G	\$717.36
393567-3	404	1 Independence Plaza	HONG YOONJEE ETAL JU	\$717.36
393568-1	405	1 Independence Plaza	LUBBEN JOSHUA T ETAL	\$717.36
393569-9	406	1 Independence Plaza	ELLISON RAFE R	\$717.36
393570-7	407	1 Independence Plaza	BERHANE SABA	\$717.36
393571-5	408	1 Independence Plaza	POE WILLIAM L ETAL &	\$717.36
393572-3	409	1 Independence Plaza	KWON TAE H	\$717.36
393573-1	410	1 Independence Plaza	HAWKINS RODGER L I	\$717.36
393574-9	411	1 Independence Plaza	EMLAELU ZEWEREDE	\$717.36
393575-6	412	1 Independence Plaza	SAMANTA LISA T	\$717.36
393576-4	413	1 Independence Plaza	KACHEL CHRISTIAN	\$717.36
393577-2	414	1 Independence Plaza	ASTARABADI SYED MORT	\$717.36
393578-0	415	1 Independence Plaza	DAVER ZANEETA E	\$717.36
393579-8	416	1 Independence Plaza	OVERTON CHRISTINA N	\$717.36
393580-6	501	1 Independence Plaza	SAAD DORY W	\$717.36
393581-4	502	1 Independence Plaza	BAGHDADI LAYA ETAL &	\$717.36
393582-2	503	1 Independence Plaza	EMLAELU MUNIT	\$717.36
393583-0	504	1 Independence Plaza	BREEDLOVE HAROLD E	\$717.36

APPENDIX A

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

SPECIAL TAX ROLL 2019

Parcel Account #	Parcel	Building	Owner	Special Tax FY19-20
393584-8	505	1 Independence Plaza	NZONDJOU PATRICIA E	\$717.36
393585-5	506	1 Independence Plaza	LEWIN GREGORY	\$717.36
393586-3	507	1 Independence Plaza	ANDREWS AKHIL C	\$717.36
393587-1	508	1 Independence Plaza	WILLIAMS BRIAN A	\$717.36
393588-9	509	1 Independence Plaza	NGUYEN SAM M	\$717.36
393589-7	510	1 Independence Plaza	TRAN KY	\$717.36
393590-5	511	1 Independence Plaza	BURKE PATRICK C ETAL	\$717.36
393591-3	512	1 Independence Plaza	JAKCSON HAROLD III	\$717.36
393592-1	513	1 Independence Plaza	SCOTTON LORI L	\$717.36
393593-9	514	1 Independence Plaza	RAHMAN AHMED	\$717.36
393594-7	515	1 Independence Plaza	DE SILVA DUSHANI	\$717.36
393595-4	516	1 Independence Plaza	FLETCHER FRANCES E	\$717.36
393596-2	601	1 Independence Plaza	JACOB VARGESE ETAL &	\$717.36
393597-0	602	1 Independence Plaza	WEINSTEIN DANIEL B	\$717.36
393598-8	603	1 Independence Plaza	ANWUKAH UZOMA T	\$717.36
393599-6	604	1 Independence Plaza	MCLEAN COLLIN	\$717.36
393600-2	605	1 Independence Plaza	BROWN JEFFREY E JR	\$717.36
393601-0	606	1 Independence Plaza	HAFER JEFFREY H ETAL	\$717.36
393602-8	607	1 Independence Plaza	VERA BETZAIDA TEJA	\$717.36
393603-6	608	1 Independence Plaza	ESPINOSA ALBERTO J	\$717.36
393604-4	609	1 Independence Plaza	GONZALES ERIC E ETAL	\$717.36
393605-1	610	1 Independence Plaza	PARKINS JACQUELINE A	\$717.36
393606-9	611	1 Independence Plaza	BRAGDON JEREMY S & H	\$717.36
393607-7	612	1 Independence Plaza	PANDIT SUNIL K	\$717.36
393608-5	613	1 Independence Plaza	PERI DAVID	\$717.36
393609-3	614	1 Independence Plaza	ORUGANTI SOLO 401K T	\$717.36
393610-1	615	1 Independence Plaza	BAKER AJA S	\$717.36
393611-9	616	1 Independence Plaza	TRAINOR PATRICK & SA	\$717.36
393612-7	701	1 Independence Plaza	MATTEI ENRICO A MONZ	\$717.36
393613-5	702	1 Independence Plaza	ROSADO DOUGLAS	\$717.36
393614-3	703	1 Independence Plaza	AYU HECTOR T	\$717.36
393615-0	704	1 Independence Plaza	GEORGE TONY K & IVY	\$717.36
393616-8	705	1 Independence Plaza	CHATO JENNIFER & JOH	\$717.36

APPENDIX A

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

SPECIAL TAX ROLL 2019

Parcel Account #	Parcel	Building	Owner	Special Tax FY19-20
393617-6	706	1 Independence Plaza	FLORES MARIA A LIVIN	\$717.36
393618-4	707	1 Independence Plaza	NGUYEN TRANG T	\$717.36
393619-2	708	1 Independence Plaza	EDENS RICHARD W JR	\$717.36
393620-0	709	1 Independence Plaza	VOGEL RONALD	\$717.36
393621-8	710	1 Independence Plaza	WANG LIZHAO ETAL	\$717.36
393622-6	711	1 Independence Plaza	OLIVAIGNACIO FRANK E	\$717.36
393623-4	712	1 Independence Plaza	PAULSON STANLEY L	\$717.36
393624-2	713	1 Independence Plaza	YU HAO	\$717.36
393625-9	714	1 Independence Plaza	CANELA AMIR	\$717.36
393626-7	715	1 Independence Plaza	EDWARD FISHER B	\$717.36
393627-5	716	1 Independence Plaza	DEROSALES JOSEPH C	\$717.36
393628-3	801	1 Independence Plaza	BHAVNANI KISHIN K ET	\$717.36
393629-1	802	1 Independence Plaza	CASKEY DAVID L ETAL	\$717.36
393630-9	803	1 Independence Plaza	CHANG JAY C	\$717.36
393631-7	804	1 Independence Plaza	POWERS JOSEPH C	\$717.36
393632-5	805	1 Independence Plaza	MCCARTHY KATHLEEN A	\$717.36
393633-3	806	1 Independence Plaza	YANG ROBERT T ETAL &	\$717.36
393634-1	807	1 Independence Plaza	SMALL STACY N & JUDI	\$717.36
393635-8	808	1 Independence Plaza	GIPSON TANYA L	\$717.36
393636-6	809	1 Independence Plaza	CHATO JOHN ETAL & CH	\$717.36
393637-4	810	1 Independence Plaza	BOKKISAM RAJESH ETAL	\$717.36
393638-2	811	1 Independence Plaza	SNOWDEN SAMUEL & BOB	\$717.36
393639-0	812	1 Independence Plaza	GENSHEIMER KATHLEEN	\$717.36
393640-8	813	1 Independence Plaza	KUNG FAITH	\$717.36
393641-6	814	1 Independence Plaza	SINGH SATINDER ETAL	\$717.36
393642-4	815	1 Independence Plaza	CAMERON JOHN	\$717.36
393643-2	816	1 Independence Plaza	ELLISON RAFE R	\$717.36
402119-2	200	Plaza Lofts 22	LADEIRA BRUNA D P	\$717.36
402120-0	201	Plaza Lofts 22	ASANTE SELINA ETAL P	\$717.36
402121-8	202	Plaza Lofts 22	ANIKPO MELEI Y	\$717.36
402122-6	203	Plaza Lofts 22	AMOS RALPH E JR	\$717.36
402123-4	204	Plaza Lofts 22	GOLDBERG SHAINA	\$717.36

APPENDIX A

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

SPECIAL TAX ROLL 2019

Parcel Account #	Parcel	Building	Owner	Special Tax FY19-20
402124-2	205	Plaza Lofts 22	NORTON EDWARD V REVO	\$717.36
402125-9	206	Plaza Lofts 22	CORTEZ ANN M	\$717.36
402126-7	207	Plaza Lofts 22	DIMPERIO MICHAEL V	\$717.36
402127-5	208	Plaza Lofts 22	EDOROR MICHAEL	\$717.36
402128-3	209	Plaza Lofts 22	ROBINSON KEENAN T	\$717.36
402129-1	210	Plaza Lofts 22	MCCLEAN KYLE	\$717.36
402130-9	400	Plaza Lofts 22	ABENGOWE CHIKODIRI	\$717.36
402131-7	401	Plaza Lofts 22	GRAHAM LISA	\$717.36
402132-5	402	Plaza Lofts 22	CHAQUEA JUAN S	\$717.36
402133-3	403	Plaza Lofts 22	PANOVSKI NAUM ETAL Z	\$717.36
402134-1	404	Plaza Lofts 22	NGUYEN ALICE C & KAR	\$717.36
402135-8	405	Plaza Lofts 22	BOOTH NANCY M REVC T	\$717.36
402136-6	406	Plaza Lofts 22	MELKONIAN RONALD ETA	\$717.36
402137-4	407	Plaza Lofts 22	JONES TIFFANY	\$717.36
402138-2	408	Plaza Lofts 22	BRIGADOON VALHALLA	\$717.36
402139-0	409	Plaza Lofts 22	WONG GORDON Y	\$717.36
402140-8	410	Plaza Lofts 22	BEAL BEVERLY ANN J	\$717.36
Total				\$1,185,000.00

APPENDIX B

**CITY OF HYATTSVILLE
UNIVERSITY TOWN CENTER SPECIAL TAXING DISTRICT
STATE DEPARTMENT OF ASSESSMENTS AND TAXATION
SDAT SCHEDULES**

Real Property Data Search

Search Result for PRINCE GEORGE'S COUNTY

View Map		View GroundRent Redemption				View GroundRent Registration				
Tax Exempt:		Special Tax Recapture:								
Exempt Class:		NONE								
Account Identifier:		District - 17 Account Number - 3566940								
Owner Information										
Owner Name:		NEW TOWN METRO I LLC				Use:		COMMERCIAL		
Mailing Address:		THE BERSTEIN COMPANIES 3299 K ST NW STE 700 WASHINGTON DC 20007-				Principal Residence:		NO		
						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				2019	Plat Ref:	
Special Tax Areas:				Town:			HYATTSVILLE			
				Ad Valorem:						
				Tax Class:			8			
Primary Structure Built		Above Grade Living 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		Phase-in Assessments				
				As of		As of		As of		
				01/01/2019		07/01/2018		07/01/2019		
Land:		1,401,900		1,401,900						
Improvements		15,098,100		17,251,700						
Total:		16,500,000		18,653,600		16,500,000		17,217,867		
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		07/01/2018		07/01/2019				
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										
Homeowners' Tax Credit Application Information										
Homeowners' Tax Credit Application Status: No Application					Date:					

Real Property Data Search

Search Result for PRINCE GEORGE'S COUNTY

View Map				View GroundRent Redemption				View GroundRent Registration			
Tax Exempt:				Special Tax Recapture:							
Exempt Class:				NONE							
Account Identifier:				District - 17 Account Number - 3720737							
Owner Information											
Owner Name:				3700 EAST WEST LLC				Use:		COMMERCIAL NO	
Mailing Address:				BERNSTEIN CO STE 700 3299 K ST NW WASHINGTON DC 20007-				Principal Residence:		/40112/ 00349	
Deed Reference:											
Location & Structure Information											
Premises Address:				6445 AMERICA BLVD 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				2019	Plat Ref:		
Special Tax Areas:				Town:				HYATTSVILLE			
				Ad Valorem:							
				Tax Class:				8			
Primary Structure Built				Above Grade Living 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		Phase-in Assessments				
					As of		As of		As of		
					01/01/2019		07/01/2018		07/01/2019		
Land:			1,875,200		1,875,200						
Improvements			10,624,800		11,447,500						
Total:			12,500,000		13,322,700		12,500,000		12,774,233		
Preferential Land:			0						0		
Transfer Information											
Seller: PRINCE GEORGE CNTR II LLC RE				Date: 10/13/2017				Price: \$5,000,000			
Type: NON-ARMS LENGTH OTHER				Deed1: /40112/ 00349				Deed2:			
Seller: PRINCE GEORGE CNTR II LP				Date: 12/02/2005				Price: \$0			
Type: NON-ARMS LENGTH OTHER				Deed1: /23584/ 00680				Deed2:			
Seller: PRINCE GEORGE CNTR INC				Date:				Price: \$0			
Type:				Deed1: /08751/ 00443				Deed2:			
Exemption Information											
Partial Exempt Assessments:			Class		07/01/2018		07/01/2019				
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											
Homeowners' Tax Credit Application Information											
Homeowners' Tax Credit Application Status: No Application								Date:			

Real Property Data Search

Search Result for PRINCE GEORGE'S COUNTY

View Map		View GroundRent Redemption				View GroundRent Registration				
Tax Exempt:		Special Tax Recapture:								
Exempt Class:		NONE								
Account Identifier:		District - 17 Account Number - 3720745								
Owner Information										
Owner Name:		ECHO UTC LLC				Use:		COMMERCIAL		
Mailing Address:		560 EPSILON DR PITTSBURGH PA 15238-0000				Principal Residence:		NO		
						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				2019	Plat Ref:	
Special Tax Areas:				Town:		HYATTSVILLE				
				Ad Valorem:						
				Tax Class:		8				
Primary Structure Built		Above Grade Living Area		Finished Basement Area		Property Land Area		County Use		
2016		199058				3.4900 AC		005		
Stories	Basement	Type	Exterior	Full/Half Bath	Garage	Last Major Renovation				
		MARKET				2016				
Value Information										
		Base Value		Value		Phase-in Assessments				
				As of		As of		As of		
				01/01/2019		07/01/2018		07/01/2019		
Land:		2,280,300		2,280,300						
Improvements		18,913,600		25,209,600						
Total:		21,193,900		27,489,900		21,193,900		23,292,567		
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		07/01/2018		07/01/2019				
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										
Homeowners' Tax Credit Application Information										
Homeowners' Tax Credit Application Status: No Application						Date:				

Real Property Data Search

Search Result for PRINCE GEORGE'S COUNTY

View Map				View GroundRent Redemption				View GroundRent Registration			
Tax Exempt:				Special Tax Recapture:							
Exempt Class:				NONE							
Account Identifier:				District - 17 Account Number - 3378080							
Owner Information											
Owner Name:				GIP HYATTSVILLE LLC				Use:		COMMERCIAL NO	
Mailing Address:				1465 LAKE SHORE DR SOUTH BARRINGTON IL 60010-				Principal Residence:		/41805/ 00288	
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				2019	Plat Ref:		
Special Tax Areas:				Town:				HYATTSVILLE			
				Ad Valorem:							
				Tax Class:				8			
Primary Structure Built 2003				Above Grade Living Area 188019		Finished Basement Area		Property Land Area 1.0100 AC		County Use 005	
Stories	Basement	Type OFFICE BUILDING		Exterior	Full/Half Bath		Garage	Last Major Renovation 2002			
Value Information											
				Base Value		Value As of 01/01/2019		Phase-in Assessments As of 07/01/2018			
Land:				659,900		659,900		As of 07/01/2019			
Improvements				15,430,100		16,211,400					
Total:				16,090,000		16,871,300		16,090,000		16,350,433	
Preferential Land:				0						0	
Transfer Information											
Seller: HYATTSVILLE OFFICE 2015 LLC				Date: 02/13/2019				Price: \$16,050,000			
Type: ARMS LENGTH IMPROVED				Deed1: /41805/ 00288				Deed2:			
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:			
Exemption Information											
Partial Exempt Assessments:				Class		07/01/2018		07/01/2019			
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											
Homeowners' Tax Credit Application Information											
Homeowners' Tax Credit Application Status: No Application						Date:					

Real Property Data Search

Search Result for PRINCE GEORGE'S COUNTY

View Map		View GroundRent Redemption				View GroundRent Registration				
Tax Exempt:		Special Tax Recapture:								
Exempt Class:		NONE								
Account Identifier:		District - 17 Account Number - 3666690								
Owner Information										
Owner Name:		6525 BELCREST ROAD LLC				Use:		COMMERCIAL		
Mailing Address:		STE 320 33 WEST 19TH ST NEW YORK NY 10011-				Principal Residence:		NO		
						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				2019	Plat Ref:	
Special Tax Areas:				Town:		HYATTSVILLE				
				Ad Valorem:						
				Tax Class:		8				
Primary Structure Built		Above Grade Living 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		Phase-in Assessments				
				As of		As of		As of		
				01/01/2019		07/01/2018		07/01/2019		
Land:		2,219,000		2,219,000						
Improvements		5,581,000		13,328,100						
Total:		7,800,000		15,547,100		7,800,000		10,382,367		
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		07/01/2018		07/01/2019				
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										
Homeowners' Tax Credit Application Information										
Homeowners' Tax Credit Application Status: No Application						Date:				

Real Property Data Search

Search Result for PRINCE GEORGE'S COUNTY

View Map			View GroundRent Redemption				View GroundRent Registration			
Tax Exempt:			Special Tax Recapture:							
Exempt Class:			NONE							
Account Identifier:			District - 17 Account Number - 3834751							
Owner Information										
Owner Name:			VIE AT UNIVERSITY TOWERS LLC				Use:		APARTMENTS	
Mailing Address:			STE 2500 80 SW 8TH ST MIAMI FL 33130-				Principal Residence:		NO	
							Deed Reference:		/40531/ 00450	
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				2019	Plat Ref:	
Special Tax Areas:				Town:				HYATTSVILLE		
				Ad Valorem:						
				Tax Class:		8				
Primary Structure Built			Above Grade Living 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		Phase-in Assessments			
					As of		As of		As of	
					01/01/2019		07/01/2018		07/01/2019	
Land:			934,300		934,300					
Improvements			60,951,100		66,168,000					
Total:			61,885,400		67,102,300		61,885,400		63,624,367	
Preferential Land:			0						0	
Transfer Information										
Seller: MLCFC 2007 8 BELCREST ROAD LLC				Date: 02/02/2018				Price: \$69,500,000		
Type: ARMS LENGTH IMPROVED				Deed1: /40531/ 00450				Deed2:		
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:		
Exemption Information										
Partial Exempt Assessments:			Class		07/01/2018		07/01/2019			
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										
Homeowners' Tax Credit Application Information										
Homeowners' Tax Credit Application Status: No Application										
Date:										

Real Property Data Search

Search Result for PRINCE GEORGE'S COUNTY

View Map		View GroundRent Redemption				View GroundRent Registration			
Tax Exempt:		Special Tax Recapture:							
Tax Exempt Class:		NONE							
Account Identifier:		District - 17 Account Number - 3834744							
Owner Information									
Owner Name:		BE UTC GSA THEATRE LLC				Use:		COMMERCIAL	
Mailing Address:		BERMAN ENTPR STE 220 5410 EDSON LN ROCKVILLE MD 20852-				Principal Residence:		NO	
						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: Plat Ref:
0042	00A2	0000		7017				2019	217014
Special Tax Areas:				Town:		HYATTSVILLE			
				Ad Valorem:					
				Tax Class:		8			
Primary Structure Built		Above Grade Living 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		Phase-in Assessments			
				As of		As of		As of	
				01/01/2019		07/01/2018		07/01/2019	
Land:		1,692,300		1,692,300					
Improvements		6,107,700		9,878,400					
Total:		7,800,000		11,570,700		7,800,000		9,056,900	
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		07/01/2018		07/01/2019			
County:		000		0.00					
State:		000		0.00					
Municipal:		000		0.00 0.00		0.00 0.00			
Tax Exempt:		Special Tax Recapture:							
Tax Exempt Class:		NONE							
Homestead Application Information									
Homestead Application Status: No Application									
Homeowners' Tax Credit Application Information									
Homeowners' Tax Credit Application Status: No Application					Date:				

Real Property Data Search

Search Result for PRINCE GEORGE'S COUNTY

View Map		View GroundRent Redemption				View GroundRent Registration				
Tax Exempt: Exempt Class:		Special Tax Recapture: NONE								
Account Identifier:		District - 17 Account Number - 3666716								
Owner Information										
Owner Name:		BE UTC GSA THEATRE LLC				Use: Principal Residence:		COMMERCIAL 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: Plat Ref:	205043
0042	00A2	0000		7016				2019		
Special Tax Areas:				Town: Ad Valorem: Tax Class:		HYATTSVILLE 8				
Primary Structure Built 2007			Above Grade Living Area 12143		Finished Basement Area		Property Land Area 24,784 SF		County Use 005	
Stories	Basement	Type RESTAURANT		Exterior	Full/Half Bath	Garage	Last Major Renovation			
Value Information										
Base Value				Value As of 01/01/2019		Phase-in Assessments As of 07/01/2018 As of 07/01/2019				
Land:		371,700		371,700						
Improvements		1,836,800		1,803,300						
Total:		2,208,500		2,175,000		2,208,500		2,175,000		
Preferential Land:		0						0		
Transfer Information										
Seller: HYATTSVILLE PROP HLDNGS LLC Type: NON-ARMS LENGTH OTHER				Date: 06/13/2014 Deed1: /36078/ 00001			Price: \$25,100,000 Deed2:			
Seller: UTC RETAIL II LLC Type: NON-ARMS LENGTH OTHER				Date: 11/18/2011 Deed1: /33119/ 00001			Price: \$25,100,000 Deed2:			
Seller: Type:				Date: Deed1: /20005/ 00700			Price: \$0 Deed2:			
Exemption Information										
Partial Exempt Assessments:			Class		07/01/2018		07/01/2019			
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										
Homeowners' Tax Credit Application Information										
Homeowners' Tax Credit Application Status: No Application						Date:				

Real Property Data Search

Search Result for PRINCE GEORGE'S COUNTY

View Map		View GroundRent Redemption				View GroundRent Registration				
Tax Exempt:		Special Tax Recapture:								
Exempt Class:		NONE								
Account Identifier:		District - 17 Account Number - 3666724								
Owner Information										
Owner Name:		BE UTC PARCEL N LLC				Use:		COMMERCIAL NO		
Mailing Address:		KEVIN BERMAN BERMAN ENT 5410 EDSON LANE SUITE 220 ROCKVILLE MD 20852-				Principal Residence:		/36029/ 00586		
Deed Reference:										
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				2019	Plat Ref:	
Special Tax Areas:				Town:		HYATTSVILLE				
				Ad Valorem:						
				Tax Class:		8				
Primary Structure Built		Above Grade Living 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		Phase-in Assessments				
				As of		As of		As of		
				01/01/2019		07/01/2018		07/01/2019		
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		07/01/2018		07/01/2019				
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										
Homeowners' Tax Credit Application Information										
Homeowners' Tax Credit Application Status: No Application					Date:					

Real Property Data Search

Search Result for PRINCE GEORGE'S COUNTY

View Map				View GroundRent Redemption				View GroundRent Registration			
Tax Exempt:				Special Tax Recapture:							
Exempt Class:				NONE							
Account Identifier:				District - 17 Account Number - 3720729							
Owner Information											
Owner Name:				BE UTC GSA THEATRE LLC				Use:		COMMERCIAL	
Mailing Address:				BERMAN ENTPR STE 220 5410 EDSON LN ROCKVILLE MD 20852-				Principal Residence:		NO	
								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				2019	Plat Ref:		
Special Tax Areas:				Town:				HYATTSVILLE			
				Ad Valorem:							
				Tax Class:				8			
Primary Structure Built			Above Grade Living 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			Phase-in Assessments		
						As of			As of		
						01/01/2019			07/01/2018		
Land:			352,800			352,800			07/01/2019		
Improvements			1,489,300			1,514,900					
Total:			1,842,100			1,867,700			1,842,100		1,850,633
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			07/01/2018			07/01/2019		
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											
Homeowners' Tax Credit Application Information											
Homeowners' Tax Credit Application Status: No Application						Date:					

Real Property Data Search

Search Result for PRINCE GEORGE'S COUNTY

View Map		View GroundRent Redemption				View GroundRent Registration				
Tax Exempt:		Special Tax Recapture:								
Exempt Class:		NONE								
Account Identifier:		District - 17 Account Number - 3720687								
Owner Information										
Owner Name:		BE UTC GSA THEATRE LLC				Use:		COMMERCIAL		
Mailing Address:		BERMAN ENTPR STE 220 5410 EDSON LN ROCKVILLE MD 20852-				Principal Residence:		NO		
						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				2019	Plat Ref:	
Special Tax Areas:				Town:		HYATTSVILLE				
				Ad Valorem:						
				Tax Class:		8				
Primary Structure Built		Above Grade Living 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		Phase-in Assessments				
				As of		As of		As of		
				01/01/2019		07/01/2018		07/01/2019		
Land:		810,200		810,200						
Improvements		7,250,700		11,859,700						
Total:		8,060,900		12,669,900		8,060,900		9,597,233		
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		07/01/2018		07/01/2019				
County:		000		0.00						
State:		000		0.00						
Municipal:		000		0.00		0.00		0.00		
Tax Exempt:		Special Tax Recapture:								
Exempt Class:		NONE								
Homestead Application Information										
Homestead Application Status: No Application										
Homeowners' Tax Credit Application Information										
Homeowners' Tax Credit Application Status: No Application						Date:				

Real Property Data Search

Search Result for PRINCE GEORGE'S COUNTY

View Map				View GroundRent Redemption				View GroundRent Registration			
Tax Exempt:				Special Tax Recapture:							
Exempt Class:				NONE							
Account Identifier:				District - 17 Account Number - 3720703							
Owner Information											
Owner Name:				BE UTC GSA THEATRE LLC				Use:		COMMERCIAL	
Mailing Address:				BERMAN ENTPR STE 220 5410 EDSON LN ROCKVILLE MD 20852-				Principal Residence:		NO	
								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				2019	Plat Ref:		
Special Tax Areas:				Town:				HYATTSVILLE			
				Ad Valorem:							
				Tax Class:				8			
Primary Structure Built			Above Grade Living 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				Phase-in Assessments			
				As of				As of		As of	
				01/01/2019				07/01/2018		07/01/2019	
Land:		1,757,600		1,757,600							
Improvements		10,786,800		12,062,900							
Total:		12,544,400		13,820,500		12,544,400		12,969,767			
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			07/01/2018			07/01/2019		
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											
Homeowners' Tax Credit Application Information											
Homeowners' Tax Credit Application Status: No Application						Date:					



Hyattsville City Council Agenda Item Report

Meeting Date: May 6, 2019

Submitted by: Jim Chandler

Submitting Department: Community & Economic Development

Item Type: Planning & Development

Agenda Section:

SUBJECT

Revitalization Tax Credit Application: Urban Investment Partner Companies - Hyattsville Town One, LLC (10 minutes)

HCC-390-FY19

Recommendation:

I move the City Council direct the City Attorney to prepare a Resolution approving a Revitalization Tax Credit for Urban Investment Partner Companies - Hyattsville Town One, LLC to support the financing of The Armory Apartments, a redevelopment project to be constructed along the 5300 block of Baltimore Avenue, Hyattsville. The tax credit shall be conditional upon the applicant meeting specific benchmarks, as further defined in the Resolution, as follows;

1. The tax credit shall be limited to more than 50% of the net taxable assessed value of the improved property;
2. The tax credit shall be limited to a term of 10-consecutive years and shall not exceed a value of \$3,000,000;
3. The applicant shall be required to make specific public and private infrastructure improvements;
4. The applicant shall be required to provide specific leasing of space to businesses which include, but not limited to MBE, WBE, and DBE certified tenants;
5. The applicant shall be required to provide specific leasing of space to businesses which are either owned by a resident of Prince George's County or is a use which is absent from the primary market area, as determined by the City of Hyattsville.

The resolution shall authorize the City Treasurer to structure the value of the tax credit on an annual basis, in consultation with the Director of Community & Economic Development and City Administrator.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Memo - UIP- RTC Application - Action - 5.2.2019.docx](#)

[Hyattsville_108-4_Revitalization_Tax_Credit.pdf](#)

Summary Background:

The applicant, Urban Investment Partners/Hyattsville Town One LLC, is requesting the City Council to consider a Revitalization Tax Credit of up to \$3,000,000 be applied to the proposed 285 multi-family residential dwelling unit, 32,000 square feet of commercial retail space and publicly accessible amenity spaces.

The applicant is proposing specific infrastructure improvements, which exceed the minimum Development Standards for the Gateway Arts District Sector Plan. These improvements include placement of utilities below grade and improvements to property that will be made available for public use. The applicant has submitted tax credit

requests to both the City of Hyattsville and Prince George's County, requesting tax relief as a means to finance these improvements.

The City has completed a review of applicant's financial information and in working with Partners for Economic Solutions, our consulting team, completed an analysis the applicant's projected financing gap to determine (1) whether to recommend the City Council approve a tax credit, (2) the recommended value of the credit and (3) the structure of the credit.

Staff Recommendation

Staff has completed its assessment of the applicant's request for a Revitalization Tax Credit from the City of Hyattsville and is recommending the City Council approve the applicant's request, subject to specific conditions that include, but are not limited to the following:

1. Term and total value of the credit;
2. Public infrastructure improvements to be completed by the applicant as part of the proposed site improvements;
3. Commercial tenant mix and leasing requirements;
4. Permanent local employment requirements.

Next Steps:

A resolution will be prepared for adoption by the City Council at its meeting of May 20, 2019.

Fiscal Impact:

The projected City tax revenue generated from the project over a 10-year term is \$5,980,000 ((\$598,000 annual). Approval of the resolution as recommended would obligate the City to approximately \$300,000 annual over a 10-year term.

City Administrator Comments:

Recommend approval with conditions

Community Engagement:

A public hearing on the Revitalization Tax Credit application was conducted by the City Council on Monday, March 18, 2019.

Strategic Goals:

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

Legal Review Required?

Pending



Memo

To: City Council

From: Jim Chandler, Director, Community and Economic Development

CC: Tracey Nicholson, City Administrator
Ron Brooks, Treasurer

Date: May 2, 2019

Re: Revitalization Tax Credit Application: Urban Investment Partners/Hyattsville Town One LLC

The City of Hyattsville has received and evaluated a Revitalization Tax Credit application from Hyattsville Town One LLC via its parent company Urban Investment Partners.

Summary

In 2013, the City of Hyattsville adopted §108-4 Revitalization Tax Credit (RTC) as an economic development tool to incentivize investment in the City's three commercial corridors. The ordinance provides the City Council with a great deal of latitude as to the manner in which the RTC is applied, provided the credit meets the geographical and terms authorized through the ordinance.

The applicant is required to provide the City with financial documents, several of which are documents required by lenders for underwriting the project financing, that are further analyzed by the City to determine whether there is a projected revenue gap that prevents the project from yielding a specified return on investment relative to the market.

The summary of specifics of the Revitalization Tax ordinance are as follows:

- Per §108-4 Revitalization Tax Credit section of the City Code, the City Council may consider incentives to encourage economic development and redevelopment in the City by creating revitalization districts.
- The City Council may by resolution grant in its reasonable discretion a property tax credit against the City's real property tax for a period not to exceed ten (10) years imposed on real property located within a revitalization district if the property is substantially improved, constructed upon or redeveloped and is reassessed as a result of the improvement, construction or redevelopment at a substantially higher value than that assessed prior to the improvement, construction or redevelopment.

- For any proposed improvement, construction or development the City Council may set a deadline as appropriate for the proposed improvement, construction or redevelopment to commence construction, or completion date, or other conditions as applicable to the particular improvement, construction or redevelopment.
- An eligible property may receive a tax credit on all or part of those City real property taxes imposed on the property, but only those real property taxes which are attributable to or based on the increased assessment resulting from the taxable improvements, construction or reconstruction upon project completion. The duration of the tax credit granted shall not exceed ten (10) years.

Applicant: Hyattsville Town One LLC - Urban Investment Partners

The applicant, Urban Investment Partners/Hyattsville Town One LLC, is requesting the City Council to consider a Revitalization Tax Credit of up to \$3,000,000 be applied to the proposed 285 multi-family residential dwelling unit, 32,000 square feet of commercial retail space and publicly accessible amenity spaces.

The applicant is proposing specific infrastructure improvements, which exceed the minimum Development Standards for the Gateway Arts District Sector Plan. These improvements include placement of utilities below grade and improvements to property that will be made available for public use. The applicant has submitted tax credit requests to both the City of Hyattsville and Prince George's County, requesting tax relief as a means to finance these improvements.

The City has completed a review of applicant's financial information and in working with Partners for Economic Solutions, our consulting team, completed an analysis the applicant's projected financing gap to determine (1) whether to recommend the City Council approve a tax credit, (2) the recommended value of the credit and (3) the structure of the credit.

Staff Recommendation

Staff has completed its assessment of the applicant's request for a Revitalization Tax Credit from the City of Hyattsville and is recommending the City Council approve the applicant's request, subject to specific conditions that include, but are not limited to the following:

1. The tax credit shall be limited to more than 50% of the net taxable assessed value of the improved property;
2. The tax credit shall be limited to a term of 10-consecutive years and shall not exceed a value of \$3,000,000;
3. The applicant shall be required to make specific public and private infrastructure improvements;
4. The applicant shall be required to provide specific leasing of space to businesses which include, but not limited to MBE, WBE, and DBE certified tenants;
5. The applicant shall be required to provide specific leasing of space to businesses which are either owned by a resident of Prince George's County or is a use which is absent from the primary market area, as determined by the City of Hyattsville.

We anticipate a resolution will be prepared for the City Council to consider adoption at its meeting on May 20, 2019.

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cooperation and/or maintenance of one or more aspects of the Homeowners Property Tax Credit program.

F. Penalties for false and fraudulent information.

A person who knowingly submits a false or fraudulent application, or withholds information, to obtain tax credit under this section has committed a misdemeanor. In addition, the person must repay the City for all amounts credited and all accrued interest and penalties that would apply to those amounts as overdue taxes. The City may enforce this subsection by appropriate legal action. A person who violates this subsection is liable for all court costs and expenses of the City in any civil action brought by the City against the violator.

§108-4 REVITALIZATION TAX CREDIT

A. PURPOSE. The purpose of the City's Revitalization Tax Credit Program is to provide financial incentives to encourage economic development and redevelopment in the City by creating revitalization districts.

B. AUTHORITY TO ESTABLISH REVITALIZATION TAX CREDIT DISTRICTS. The City Council may establish one (1) or more Revitalization Tax Credit districts. A Revitalization Tax Credit district may be established within an existing development district overlay zone, transit district overlay zone or State of Maryland designated Arts and Entertainment districts.

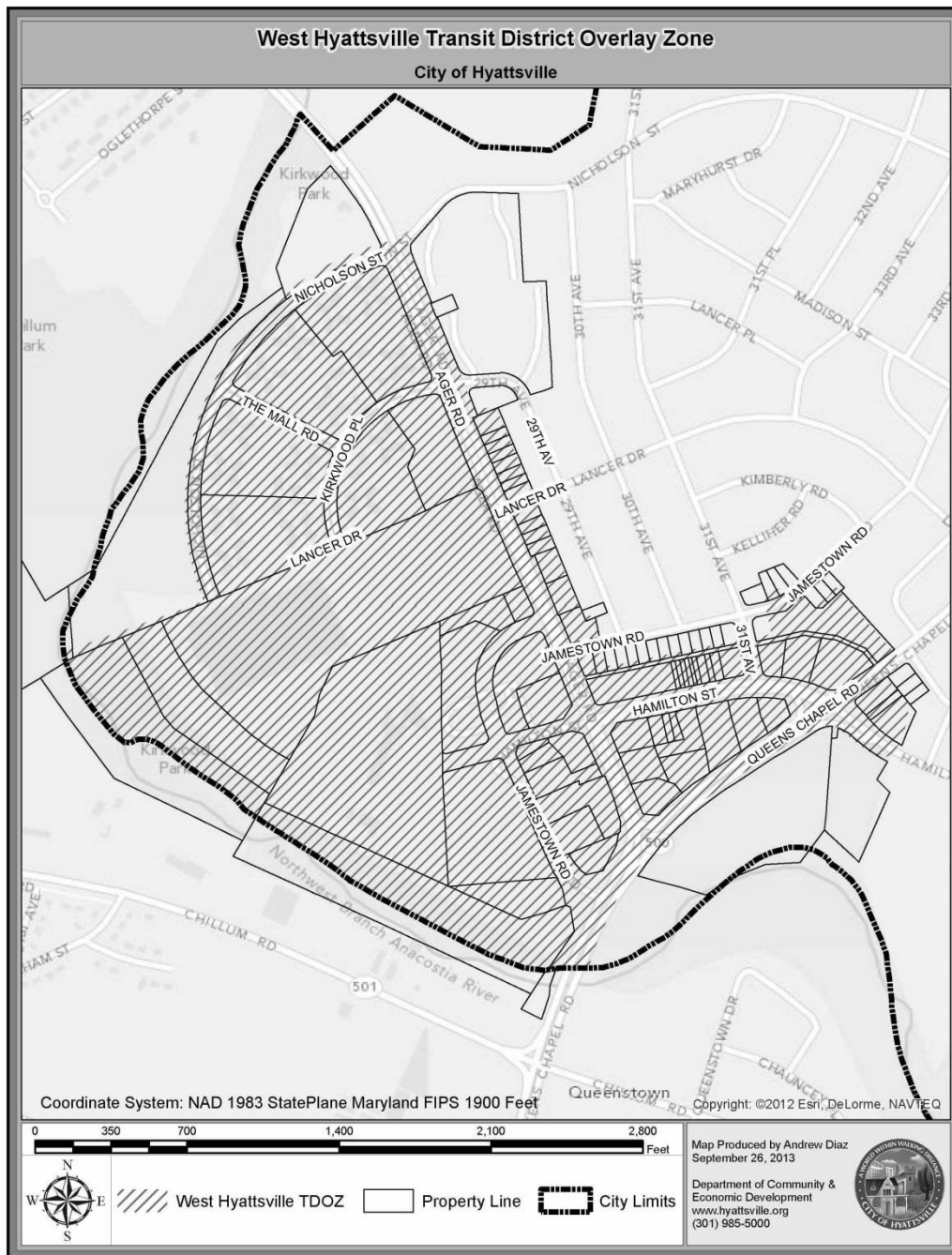
C. REVITALIZATION TAX DISTRICTS ESTABLISHED. The following districts are established:

(a) Prince George's Plaza Transit District Overlay Zone: Real property located within the municipal limits of the City of Hyattsville and within the Prince George's Plaza Transit District

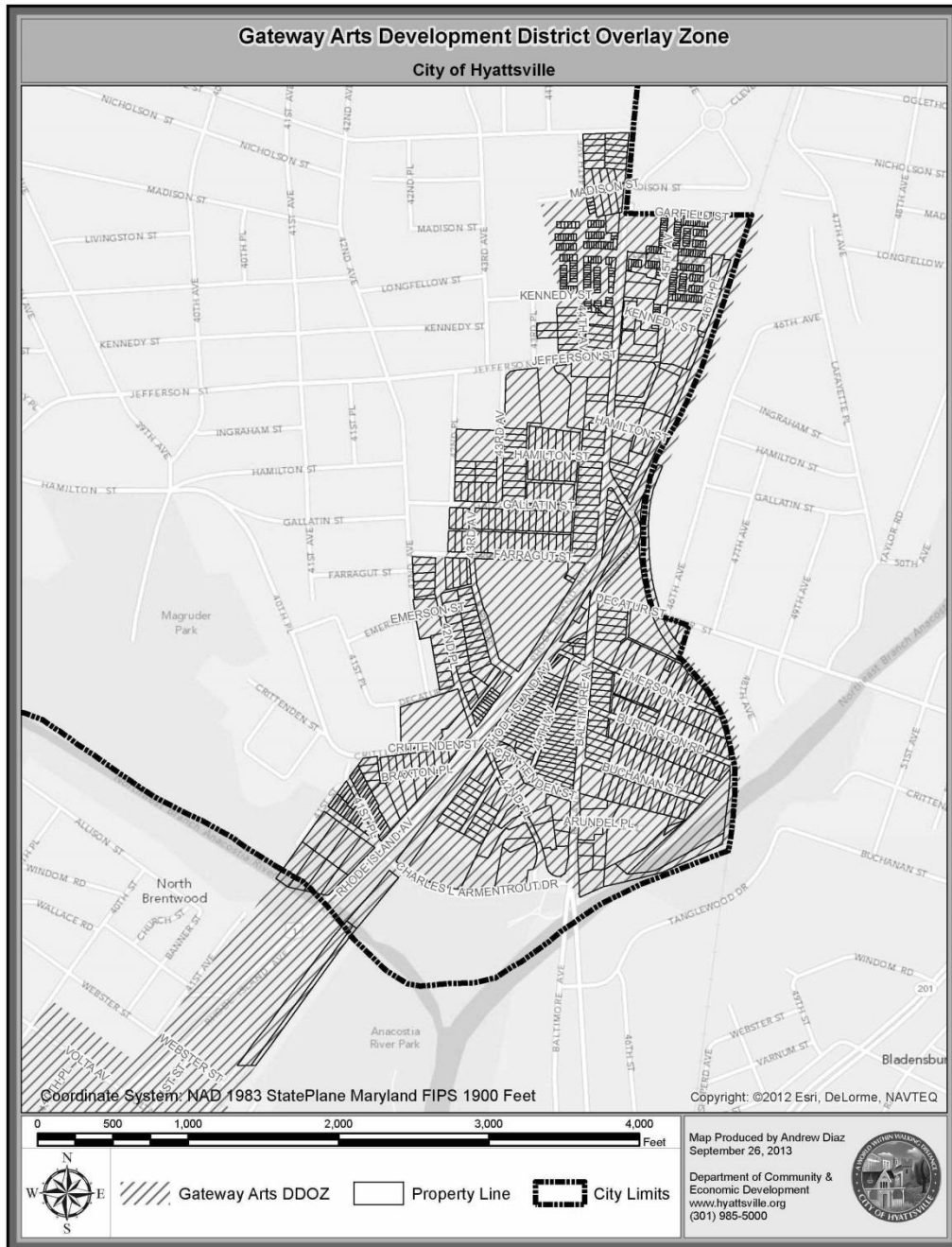
Development Plan as illustrated immediately below:



(b) West Hyattsville Transit District Overlay Zone: Real property located within the municipal limits of the City of Hyattsville that and within the West Hyattsville Transit District Development Plan as illustrated immediately below:



(c) Gateway Arts District Arts & Entertainment District: Real property located within the municipal limits of the City of Hyattsville and within the State of Maryland Designated Gateway Arts & Entertainment District as illustrated immediately below:



- A. **AUTHORITY TO GRANT A TAX CREDIT FOR REAL PROPERTY LOCATED IN A REVITALIZATION TAX CREDIT DISTRICT.** In conformance with the limitations and eligibility criteria established in this Section, the City Council may by resolution grant in its reasonable discretion a property tax credit against the City's real property tax imposed on real property located within a revitalization district if the property is substantially improved, constructed upon or redeveloped and is reassessed as a result of the improvement, construction or redevelopment at a substantially higher value than that assessed prior to the improvement, construction or redevelopment. For any proposed improvement, construction or development the City Council may set a deadline as appropriate for the proposed improvement, construction or redevelopment to commence construction, or completion date, or other conditions as applicable to the particular improvement, construction or redevelopment.
- B. **TAX CREDIT LIMITATIONS.** An eligible property may receive a tax credit on all or part of those City real property taxes imposed on the property, but only those real property taxes which are attributable to or based on the increased assessment resulting from the taxable improvements, construction or reconstruction upon project completion. The duration of the tax credit granted shall not exceed ten (10) years.
- C. **ELIGIBILITY REQUIREMENTS.** To be eligible for the tax credit, a property must meet the following eligibility requirements:
1. Improvements must include new construction, reconstruction, infill development, redevelopment, revitalization, or rehabilitation of residential (excluding single family detached), commercial, hospitality, office, existing parking lots, or mixed-use properties.
 2. The applicant must be in good standing with the City. In order to be in good standing, applicants may not have any outstanding Code violations from any governmental entities, or be delinquent on any payments including, but not limited to, trash bills, permit fees and payable to federal, State, County entity or the City.
 3. Projects are ineligible for this program if they are located within a tax increment financing district at the time of application.
 4. The project is consistent with mission and goals of the City and of sufficient impact and benefit to the City and its citizens to justify extending a tax credit.
- D. **APPLICATION PROCESS.**
1. An application for a City tax credit shall be submitted to the City during the planning phase of the project and in no event later than the submission of a building permit application to Prince George's County.
 2. The application shall demonstrate that all eligibility requirements have or will be met and shall include the estimated value of the completed improvements and any additional information requested by the City as well as the amount of the tax credit sought. All

plans associated with the detailed site plan or building permit shall be submitted with the application, if applicable, including a legal description of the property.

3. The fee for submitting an application shall be one thousand dollars (\$1,000.00).
4. Upon receipt and acceptance of a completed application, the City's Community and Economic Development department will refer a copy of the application to the City Administrator. City staff will provide a recommendation to the City Council as to whether to grant within sixty (60) days of the receipt of the completed application.
5. Upon providing such recommendation, the City shall promptly hold a public hearing on the project and the staff recommendations prior to introducing any resolution regarding the revitalization tax credit for the proposed project.

CITY COUNCIL RESOLUTION. A City Council resolution approving and providing the tax credit awarded must be passed by the Council stating the amounts and terms. The tax credit shall not be effective until the submission to the City of evidence of compliance with any City agreement, contingency, condition or required certifications and such other information or documentation as the City staff may reasonably require. Upon the City's examination of the evidence of compliance submitted on behalf of the project, the City will issue a certificate to the property owner that confirms the parcel's tax credit status. The credit may be in the form of a rebate of taxes or a decreased tax rate at the City's discretion.



Hyattsville City Council Agenda Item Report

Meeting Date: May 6, 2019

Submitted by: Jim Chandler

Submitting Department: Community & Economic Development

Item Type: Planning & Development

Agenda Section:

SUBJECT

Prince George's County Legislative Bill CB-17-2019: Minor Amendment to the Gateway Arts District Development Overlay Zone (10 minutes)

HCC-389-FY19

Recommendation:

I move the City Council authorize the Mayor to send correspondence to the Prince George's County District Council and Prince George's County Planning Board opposing CR-17-2019, a minor amendment to the Gateway Arts District (GAD) Development Overlay Zone to permit Urban Farm uses in the Traditional Residential Neighborhood Character Area of the Gateway Arts District.

In its letter to the District Council and Planning Board, the City shall convey its reasoning for its opposition including, but not limited to the following:

1. Agricultural uses are not a use that is supported in any of the Character Areas of the Gateway Arts District Sector Plan and DDOZ. While the argument that Plan did not consider 'urban farming' at the time of adoption is valid, the amendment does not consider agricultural uses which were defined at the time of the Plan's adoption. At the time of the Plan's adoption, agricultural uses were considered and determined to be 'not permitted', and therefore not supported by either the Traditional Residential Neighborhood (TRN) Character Area, nor any of the other Character Areas that support land-use modifications;
2. The County is scheduled to adopt an administrative conversion of land-uses that are consistent with the comprehensive efforts of the new County's Zoning Ordinance, which will permit urban agriculture in all base zones by-right, subject to certain use-specific standards that are similar to the current Urban Agriculture additional regulations. It is the City's opinion that it is more prudent to allow the Zoning Ordinance process to be fully implemented. Additionally, the City is concerned that the use of amendments, through a land-use provision that will sunset in 2020, could set a precedent for introducing 'grandfather and/or legal non-compliant' uses.
3. There is not a demonstrated and/or time sensitive need for adoption of CB-17-19. If CB-17-2019 is not adopted, it will delay the introduction of 'urban farming' as a legally permitted use, however it is City's opinion that it is in the public's interest to wait for the County Zoning Ordinance to take effect. If the County's Zoning Ordinance is delayed and/or abandoned, the District Council could reconsider an 'urban farming' use in the Traditional Residential Neighborhood Character Area, should it be necessary.

If the District Council is compelled to adopt CR-17-2019, the City Council requests that any approval of an 'urban farming' use be limited through a 'Special Permit' provision, which will allow for the general public and affected municipalities to evaluate the impacts of such a requested use.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Memo - GAD Amendment - Urban Farming - 4.8.2019.docx](#)

[GAD - Urban Farm Amendment.pdf](#)

[Gateway Arts District - Agriculture TOU.pdf](#)

Summary Background:

Prince George's County Council Resolution CR-17-2019 has been submitted as a proposed amendment to the Gateway Arts District Development District Overlay (DDO) Table of Uses to permit Urban Farm uses in the TRN Character Area. A public hearing on the amendment is scheduled for April 30, 2019 with all written testimony to be submitted to the Clerk of the Council by close of business on Wednesday, May 15, 2019.

The Table of Uses contained within the GAD Plan include defined uses per the County Zoning Code. The uses are organized by general use categories (Arts-Related Uses, Commercial Uses, Industrial Uses, Institutional/Educational Residential, etc.) The term 'urban farming' was not a land-use term defined by Prince George's County in 2004, therefore it is appropriate for the County to consider whether the use should be considered through an amendment to the GAD Plan.

Next Steps:

The City will submit correspondence to Prince George's County on, or before May 15, 2019.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend the City Council oppose CR-17-2019 and inform Prince George's County's District Council of its reasons outlined in the attached memorandum.

Community Engagement:

A joint session of the Prince George's County District Council and Planning Board was held on Tuesday, April 29, 2019 at 7:00 PM in the Council Hearing Room in Upper Marlboro, Maryland.

Strategic Goals:

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

Legal Review Required?

Pending



Memo

To: Mayor and City Council
From: Jim Chandler, Asst. City Administrator; Director, Community and Economic Development
Date: April 8, 2019
Re: County Council Resolution CR-17-2019 – Amendment to the Gateway Arts District Development District Overlay (DDO) Table of Uses to permit Urban Farm uses in the TRN
Attachments: CR-17-2019 - Public Notice

The purpose of this memorandum is to provide the City Council with information and a recommendation regarding a proposed amendment to the Gateway Arts District Development District Overlay (DDO) Table of Uses to permit Urban Farm uses in the Traditional Residential Neighborhood (TRN) Character Area.

Amendment Details

Prince George's County Council Resolution CR-17-2019 has been submitted as a proposed amendment to the Gateway Arts District Development District Overlay (DDO) Table of Uses to permit Urban Farm uses in the TRN Character Area. A public hearing on the amendment is scheduled for April 30, 2019 with all written testimony to be submitted to the Clerk of the Council by close of business on Wednesday, May 15, 2019.

Gateway Arts District Sector Plan and Development District Overlay Zone

The Gateway Arts District Sector (GAD) Plan and Sectional Map Amendment for Planning Area 68 was adopted as a revitalization strategy by the Prince George's County District Council in 2004. The Development District Overlay Zones contained within the Plan serve as the regulatory land-use document for parts of the City of Hyattsville, North Brentwood, Brentwood and Mount Rainier. The GAD plan is organized by designated Character Areas (pg. 12), with each designated area subject to specific development standards and permitted land-uses. The plan defines the Traditional Residential Neighborhood (TRN) Character Area as having goals "preserve the single-family residential neighborhood character as anchor of the Arts District, while supporting artists who produce and teach from their homes."

Intent of the Amendment

The Table of Uses contained within the GAD Plan include defined uses per the County Zoning Code. The uses are organized by general use categories (Arts-Related Uses, Commercial Uses, Industrial Uses, Institutional/Educational Residential, etc.) The term 'urban farming' was not a land-use term defined by Prince George's County in 2004, therefore it is appropriate for the County to consider whether the use should be considered through an amendment to the GAD Plan.

The Prince Georges' County Code defines Urban Farm as:

A use that permits a non-profit organization or for-profit business to cultivate fruits, vegetables, flowers, that permits composting, beekeeping, agricultural education, and incidental sales (excluding in the R-80 and R-55 Zones) on the property, and excludes livestock. However, a Health Department permit is required if fruits and vegetables are cut up or prepared foods are sold to the public. The non-profit organization or for-profit business operating an urban farm shall be a cooperator with the Prince George's Soil Conservation District, and operate under an approved Farm Management Plan. Accessory structures ordinarily found in association with an Urban Farm are permitted. The appearance and scale of all accessory structures shall be in compliance with the existing requirements of the zone. Off-street parking and loading requirements in Part II and Landscape Manual regulations do not apply to an Urban Farm. The term shall not include "Agriculture."

Similarly, in 2011, the County considered an amendment to the GAD Plan to permit 'Bed and Breakfast', a use that had not been defined within the Table of Uses because it was not an adopted land-use term at the time of the Plan's adoption. The 'Bed and Breakfast' use amendment was supported by the City of Hyattsville and subsequently adopted through CB-39-2009.

Agricultural uses are generally a land-use that is not permitted use, either by-right or through Special Permit, within the Gateway Arts District, per page 188.

Use	Source	TC	APE	NAP	MRC	TRN	NC	SVP
Agricultural Purposes on a lot having a net area of less than five acres	27-441	X	X	X	X	X	X	X
Agricultural Purposes on a lot having a net area of at least five acres	27-441	X	X	X	X	X	X	X

The Table of Uses also includes a category of 'Resource Production/Recovery, which limits permitted uses to the Stream Valley Park Character Area and a prohibited use in all other Character Areas, per page 196.

Use	Source	TC	APE	NAP	MRC	TRN	NC	SVP
Agricultural preservation development, in accordance with Section 27-445.01	27-441	X	X	X	X	X	X	P
Agricultural uses	27-441	X	X	X	X	X	X	SP

In summary, agricultural uses are not a use that is supported in any of the Character Areas of the Gateway Arts District Sector Plan and DDOZ.

Prince George's County Zoning Ordinance and Subdivision Rewrite

In 2018 the Prince George's County Council utilized a robust legislative process to develop and adopt a new Zoning Ordinance and Subdivision Regulations and provide important tools to facilitate the implementation of the Prince George's General Plan – Plan 2035 - and other County policy goals. The new

Zoning Ordinance is intended to streamline procedures, reduce obstacles to achieving the economic development goals of the County, enhance utility and user-friendliness, encourage appropriate public input into the development review process, consolidate and simplify zones and uses, and incentivize development at targeted growth locations.

The newly adopted Zoning Ordinance includes a conversion of zoning category base zones for Residential and Non-Residential land-uses. The administrative procedures for the conversion of land-uses is on-going and expected to be completed and adopted by October 2020. It is likely that the Traditional Residential Neighborhood (TRN) Character Area, predominantly an R-55 base layer, will convert to the new zoning category of RSF-65 – Residential, Single Family – 65. Regardless of its conversion designation, the adopted Zoning Ordinance will permit urban agriculture in all base zones by-right, subject to certain use-specific standards that are similar to the current Urban Agriculture additional regulations, including but not limited to structural/building improvements on-site.

Staff Recommendation

As detailed above, agricultural uses are not a use that is supported in any of the Character Areas of the Gateway Arts District Sector Plan and DDOZ. While the argument that Plan did not consider 'urban farming' at the time of adoption is valid, the amendment does not consider agricultural uses which were defined at the time of the Plan's adoption. These agricultural uses were considered and determined to be 'not permitted', and therefore not supported by either the Traditional Residential Neighborhood (TRN) Character Area, nor any of the other Character Areas that support land-use modifications.

The County is scheduled to adopt an administrative conversion of land-uses that are consistent with the comprehensive efforts of the new County's Zoning Ordinance, which will permit urban agriculture in all base zones by-right, subject to certain use-specific standards that are similar to the current Urban Agriculture additional regulations. It is Staff's opinion that it is more prudent to allow the Zoning Ordinance process to be fully implemented. Additionally, Staff is concerned that the use of amendments through land-use provision that will sunset in 2020 could set a precedent for introducing 'grandfather and/or legal non-compliant' uses. If the amendment is not adopted, it will delay the introduction of 'urban farming' as a legal use, but it is Staff's opinion that it is in the public's interest to wait for the County Zoning Ordinance to take effect.

If the County's Zoning Ordinance is delayed and/or abandoned, the District Council could reconsider an 'urban farming' use in the Traditional Residential Neighborhood Character Area, should it be necessary.

For the reasons detailed above, the Director is recommending the City Council oppose CR-17-2019 and inform Prince George's County's District Council of its reasons for its position.

If the District Council is compelled to adopt CR-17-2019, Staff recommends the City Council request that any approval of an 'urban farming' use be limited to through a 'Special Permit' provision, which will allow for the general public and City of Hyattsville to evaluate the impacts of such a requested use.



March 25, 2019

Dear Property Owner:

This is notice of a joint public hearing of the Prince George's County Planning Board and District Council on a minor amendment to the Prince George's County Gateway Arts District Development District Overlay (D-D-O) Zone.

PUBLIC HEARING DATE/TIME: April 30, 2019, at 7:00 p.m.
Doors will open at 6:00 p.m.
Planning Staff will be available to answer questions.

PUBLIC HEARING LOCATION: Council Hearing Room
First Floor, County Administration Building
14741 Governor Oden Bowie Drive
Upper Marlboro, Maryland 20772

PURPOSE OF PUBLIC HEARING: To give interested persons an opportunity to comment on the proposal to amend the Gateway Arts District D-D-O Zone Table of Permitted Uses within the 2004 *Approved Sectional Map Amendment for the Prince George's County Gateway Arts District* to permit Urban Farm uses in the Traditional Residential Neighborhood ("TRN") character area of the Gateway Arts Development District.

To view the Council Resolution (CR-17-2019) directing the Planning Board to initiate this minor amendment, and a map showing the Traditional Residential Neighborhood character area, please visit the website at: <http://www.pgplanning.org/4477/MA04GAD>. Hard copies of the sector plan and the map are also available for viewing at:

M-NCPPC, County Administrative Building, Planning Information Services, Lower Level,
14741 Governor Oden Bowie Drive, Upper Marlboro, MD 20772 (8:30 a.m. to 4:30 p.m.)

If you wish to speak at the public hearing, you are encouraged to register in advance by calling the Prince George's County M-NCPPC Public Affairs Division at 301-952-4584. You may also sign up online at <https://www.mncppc.org/1699/Testify-at-Public-Hearing> until 2:00 p.m. on the day of the hearing. Written testimony and/or exhibits may be submitted in lieu of or in addition to oral testimony. To be accepted into the record, written testimony or comments must be original, signed documents. Emails or faxes will not be considered unless followed by an original.

Notice of Joint Public Hearing
Minor Amendment to the Prince George's County Gateway Arts District D-D-O Zone
March 25, 2019
Page 2

Written testimony must be mailed to the Clerk of the Council, County Administration Building, Room 2198, 14741 Governor Oden Bowie Drive, Upper Marlboro, Maryland 20772 prior to the close of business on Wednesday, May 15, 2019, when the public hearing record will close.

If you have any questions regarding this minor amendment please contact the Project Manager, Michael Zamore by e-mail at michael.zamore@ppd.mncppc.org or by phone 301-952-3972.

Sincerely,

A handwritten signature in black ink, appearing to read 'Scott Rowe', with a long horizontal flourish extending to the right.

Scott Rowe
Supervisor, Long Range Planning Section
for
Michael Zamore
Project Manager

Cc: Redis C. Floyd, Clerk of the Council

Uses Permitted

The letter **P** indicates that the use is permitted in the character area. The letters **SP** indicate that the use is permitted with a special permit and will require a detailed site plan process. (Applicants will be assigned a DSP and an SP for all applications within the Gateway Arts District.) The letter **X** indicates that the use is prohibited. The **source** column references the location in the Zoning Ordinance that is the basis for the use in the table. In some cases the use as it appears in the table is verbatim, in other cases the description of a use that appears in the Zoning Ordinance has been modified but is based on the Zoning Ordinance description. Where there is no reference to the Zoning Ordinance, the uses are being added via the Development District Overlay Zone and did not previously exist in the Zoning Ordinance. If the use is not listed in the table, it is prohibited.

It should be noted that this table controls the underlying uses listed in the Zoning Ordinance. Thus, some of the uses permitted in a character area might be prohibited in the underlying zone's use table as listed in the Zoning Ordinance. For example, many residential uses are prohibited in industrial zones but are now permitted in the I-2 Zone within the arts production and entertainment character area because it is consistent with the goals of the Arts District. In addition, many uses that have an adverse impact upon the character area due to scale, traffic, noise or other elements may be permitted in the underlying zones but, as listed in the table, are prohibited by the Gateway Arts Development District Overlay Zone. However, the affected properties are very limited and would not create adverse impact to their surrounding development. As a result, there are very few zoning changes to the underlying zones in the sectional map amendment section.

In general, most commercial and industrial zones now support a mix of uses of varying scale and intensity. Uses that have been added include arts production, art-related services, artistic endeavors, computers and digital arts, lifestyle uses (such as café and bakery), and dwelling styles that support artists. Certain uses have been limited as disruptive and out of scale with the character area. For example, institutional uses will no longer be allowed within single-family neighborhoods except as an adaptive reuse of an existing institutional building. Uses incompatible with either pedestrian-orientation or family aspects of character areas have been similarly limited.

Legend:

TC	Town Center
APE	Arts Production and Entertainment
NAP	Neighborhood Arts and Production
MRC	Multifamily Residential Community
TRN	Traditional Residential Neighborhood
NC	Neighborhood Commercial
SVP	Stream Valley Park

Use	Source	Character Areas						
		TC	APE	NAP	MRC	TRN	NC	SVP
(B) All others	27-473	X	SP	X	X	X	X	X
Commercial recreational development	27-461	X	X	X	X	X	X	X
	27-441							
Consolidated storage	27-461	X	SP	SP	X	X	X	X
Contractor's office (general) as a permanent use, including the businesses of siding, flooring, roofing, plumbing, air conditioning, heating, painting, carpentry, electrical work, landscaping and the like, with buildings and uses accessory to the business (as well as the office) use:	27-461							
	27-461	X	P	SP	X	X	X	X
	new	X	X	X	X	X	X	X
	27-461							
Contractor's office (must include sanitary facilities), construction yard or shed, or storage building (in connection with a construction project) as a temporary use	27-473	P	P	P	P	P	P	P
	27-441							
	27-461	X	P	P	X	X	X	X
Hardware fabrication and manufacturing of products from material produced elsewhere	27-461	X	P	P	X	X	X	X
Home occupations for residents, when not otherwise allowed	27-441	P	P	P	P	P	P	P
Ice vending machine for block ice	27-473	X	SP	X	X	X	SP	X
Increase in height of accessory building (not to exceed the height of the main structure), used for:	27-441							
(A) Servant, household help living quarters	27-441	X	P	P	X	P	X	X
(B) Agricultural purposes on a lot having a net area of less than five acres	27-441	X	X	X	X	X	X	X
(C) Agricultural purposes on a lot having a net area of at least five acres	27-441	X	X	X	X	X	X	X
(D) Office	27-441	X	P	P	X	X	X	X
(E) Artist Studio	new	P	P	P	P	P	P	P
Mobile home, with use for which amusement taxes collected, as a temporary use	27-461	P	P	P	X	X	P	P
Recycling collection center as a temporary use, in accordance with Sections 27-260 and 27-261	27-473							
Recycling collection center, paper only (limited to collection, storage, and shipping):	27-461	X	X	SP	X	X	P	X
Rental business for items permitted to be sold (except as otherwise specified)	27-473							
	27-461	SP	P	SP	X	X	SP	X

Use	Source	Character Areas						
		TC	APE	NAP	MRC	TRN	NC	SVP
Planned retirement community	27-461							
	27-473	SP	X	X	SP	X	X	X
	27-441							
Recreational community development, in accordance with Section 27-444	27-441	X	X	X	X	X	X	X
Rental of guest rooms (by the residents):	27-441	X	X	X	X	X	X	X
Residential Revitalization: Comprising any form of proposed multifamily, attached one-family or detached one-family dwellings, in a residential revitalization project, as shown on a detailed site plan approved in accordance with Section 27-445.09	27-441	SP	X	X	SP	X	X	X
Rooming houses	27-441	X	X	X	X	X	X	X
Tourist cabin camp	27-461 27-441	X	X	X	X	X	X	X
Tourist home	27-461 27-441	X	X	X	X	X	X	X
Townhouse, in general	27-441							
(A) If allowed in the underlying zone		P	P	P	P	P	X	X
(B) All other		P	X	X	X	X	X	X
Loft-style housing above the first floor		P	P	SP	P	X	X	X
Transitional shelter for the homeless	27-461 27-473	SP	X	X	X	X	X	X
(9) RESOURCE PRODUCTION/RECOVERY:	27-461 27-441							
Agricultural preservation development, in accordance with Section 27-445.01	27-441	X	X	X	X	X	X	P
Agricultural uses	27-441 27-461 27-473	X	X	X	X	X	X	SP
Sand and gravel wet-processing	27-461 27-473 27-441	X	X	X	X	X	X	X
Sawmill	27-441	X	X	X	X	X	X	X
Surface mining	27-461 27-473 27-441	X	X	X	X	X	X	X



Hyattsville City Council Agenda Item Report

Meeting Date: May 6, 2019
Submitted by: Laura Reams
Submitting Department: Administration
Item Type: Planning & Development
Agenda Section:

SUBJECT

Educational Facilities Task Force Discussion (30 minutes)

HCC-398-FY19

Recommendation:

Provide a recommendation (s) of a potential site(s) for Prince Georges County Public Schools (PGCPS) to consider in the RFP for Alternate Construction Financing (ACF).

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

Council discussion of the Educational Facilities Task Force Presentation.
PGCPS Department of Capital Programs intends to release an Request for Proposal (RFP) in Jul/Aug to solicit contractors interested in ACF to build schools. They intend to identify 5 or 6 middle schools for consideration in the initial round. They will select schools based upon priorities outlined in the Educational Facilities Master Plan and if the applicable City can confirm the land for construction is free and clear from incumbrances. PGCPS requests the City provide a recommendation (s) on free and clear sites to consider in the initial RFP release. This information will be provided to PGCPS by the end of the month.

Next Steps:

The City Council shall communicate to the Prince George's County Public Schools (PGCPS) prior to 31 May 2019 any school sites for its consideration endorsed by the elected body.

Fiscal Impact:

N/A

City Administrator Comments:

The Education Task Force recommendations include two potential free and clear sites. The current Hyattsville Middle School Site and Magruder Park.

Community Engagement:

The Educational Facilities Task Force hosted public committee meetings from March 2019 - April 2019.

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

N/A