

City Council of Hyattsville, Maryland

AGENDA **City Council Work Session** **Wednesday, February 15, 2017** **8:00 PM**



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

CITY COUNCIL

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

ADMINISTRATION

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

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.

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

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1. **Call to Order and Council Roll Call**
2. **Pledge of Allegiance to the Flag**
3. **Approval of the Agenda**
4. **Public Comment (8:10 p.m. - 8:20 p.m.) Limit 2 minutes per speaker**
5. **Presentation (8:20 p.m. - 8:45 p.m.)**
Hyattsville Facility Planning - Informational Presentation
Motion #: Presentation followed by Discussion
Sponsor(s): At the Request of the City Administrator
[Facility Presentation 14 Feb 2017.pdf](#)
6. **Discussion (8:45 p.m. - 9:50 p.m.)**
Hyattsville Facility Planning - Questions & Answers, Open Floor Discussion
7. **Community Notices and Meetings**
7.a.) City Calendar: February 16-21, 2017
Motion #: N/A
Sponsor(s): At the Request of the City Administrator
[Main City Calendar Feb 16-21 2017.pdf](#)
8. **Council Dialogue (9:50 p.m. - 10:00 p.m.)**
9. **Motion to Adjourn**



Hyattsville City Council Agenda Item Report

Meeting Date: February 15, 2017

Submitted by: Laura Reams

Submitting Department: Administration

Item Type: Presentation

Agenda Section: Presentation (8:20 p.m. - 8:45 p.m.)

SUBJECT

Hyattsville Facility Planning - Informational Presentation

Motion #

Presentation followed by Discussion

Recommendation:

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

[Facility Presentation 14 Feb 2017.pdf](#)

Summary Background:

See attached presentation

Next Steps:

N/A

Fiscal Impact:

See Attached Presentation

City Administrator Comments:

N/A

Community Engagement:

N/A

Strategic Goals:

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

Goal 4 - Foster Excellence in All City Operations

Legal Review Required?

N/A

Hyattsville Facility Planning

City Council Work Session

Informational Presentation

February 15, 2017



Hyattsville Facility Planning Work Session Agenda

Introductions

Background & Purpose

Facility Options

Cost Comparisons

Work Session: Open Floor

Contributors/Presenters



Tracey Nicholson, City Administrator

Jim Chandler, Assistant City Administrator

Ron Brooks, City Treasurer

Douglas Holland, Chief of Police

Lesley Riddle, Director of Public Works

Hal Metzler, Project Manager

Mike Schmidl, Facility Manager

Jeff Burkhart, Program Manager

John DiMenna, Design Manager

Mitch Nelson, Senior Designer

Stephanie Kunkel, MEP Engineer

Council Directives

Background

Monday, May 4, 2015

- **54-05-15 Authority to Proceed on Moving HPD to 3505 Hamilton Street:** I move that the Mayor & Council accept the recommendation of staff and approve the renovation of 3505 Hamilton Street for the purpose of relocating the Hyattsville Police Department to this facility, and further authorize the City Administrator to develop and issue a design/build solicitation for procurement of development services.
- **55-05-15 Issuance of Solicitation for 4310 Gallatin Street Redevelopment:** I move that the Mayor and Council authorize the City Administrator to proceed with the development and issuance of a Request for Qualifications/Information (RFQ/I) for the purpose of soliciting proposals for the redevelopment of 4310 Gallatin Street.
- **56-05-15 Authority to Evaluate Options for Relocation of City Administrative Offices:** I move that the Mayor & Council authorize the City Administrator to proceed with exploring options for the relocation of City Administrative offices, which may include the long-term lease, joint development, joint tenancy, or purchase of facilities. Consideration should also be given for suitable and accessible space for public meetings, including meetings of the full Council.

Police Department

Factors Influencing Moving the Police Department

- Space Constraints at 4310 Gallatin
- Officer / Detainee / Citizen Safety
- CALEA Standards
- Industry Best Management Practices
- Evidence Processing and Secured Storage
- City Administration Building Expansion Limited
- More Effective Emergency Response

Police Department

Ideal Criteria For New Location

- Space for Current and Future Operations
- Access to Arterial Roadways
- Secured and Public Parking
- Public Accessibility
- Secure Detainee and Evidence Processing
- Community Relations Space
- Utilizing Existing City Asset
- Training and Fitness Space
- Centralized Location
- Site Control

Administrative Offices

Factors for Consideration of 4310 Gallatin Street

- Major Infrastructure Reinvestment Required at 4310 Gallatin
- Additional Space Requirements (alleviated if PD moves)
- Additional Building Security Required if PD moves
- Council Chamber Upgrade
- Market Demand for 4310 Gallatin
- Interior Layout
- ADA Compliance

Administrative Offices

Ideal Criteria For New Location

- Space for Current and Future Operations
- Council Chambers and TV Studio Upgrade
- Community Space
- Improved Lobby and Public Accessibility
- Building Security
- Availability and Site Control

Facility Options

- **3505 Hamilton Street** – Former BB&T Bank
- **4310 Gallatin Street** – Current City Building
- **5012 Rhode Island Avenue** – County Services Building
- **Centennial Park** – New Construction
- *6525 Belcrest Road – University Town Center*
- *4017 Hamilton St – Former WSSC Headquarters*

Police to 3505 Hamilton Street

Factors for Consideration:

Built 1955 & 1964 (62 & 53 Yrs. Old)

Existing Gross Square Feet: 26,520

Advantages

- CALEA Standards
 - Sally Port – Secure Entrance
 - Detainee Processing & Holding
 - Evidence Processing & Storage
- Access to Major Arterials
- More Centralized Location
- Investment Anchor

Disadvantages

- Required Modifications / Costs
 - Mechanical
 - Hazardous Materials
 - Elevators
 - Requires Expansion of Current Footprint (additional 9,000 sq. ft.)
- Inadequate space for combined staffing

Administrative Offices at 4310 Gallatin Street

Factors for Consideration:

Built 1990 (27 yrs. old)

Existing Gross Square Feet: 28,103

Advantages

- Retain Current Location
- Allows for New 2nd Floor
Design Layout and Uses

Disadvantages

- Critical Up-Grades
 - Mechanical
 - Energy Efficiency
 - Water Intrusion
 - Windows
- Upgrade Layout Required for Security and Public Interface
- Swing Space Cost During Renovation
- Continuity of Operations

County Services Building at 5012 Rhode Island Ave

Factors for Consideration:

Built 1963 (54 yrs. old)

Existing Gross Square Feet: 30,000; Adm. Staff Only

Existing Gross Square Feet: 71,000; Adm. & Police

Advantages

- Location (Stays Near Current Location)
- Combined Staff Option
- Parking
- Community/Outdoor Space
- Allows for Optimal Redesign of Council Chambers and Office Space
- Anchor for Arts District

Disadvantages

- Critical Up-Grades Required
 - Interior Demo
 - Mechanical
 - ADA Compliance
 - Security
 - Fire Suppression
 - Hazardous Materials
 - Elevators and Staircases
- Less Centralized Location for PD
- Lease Costs / Loss of City Asset

County Services Building at 5012 Rhode Island Ave



Centennial Park

Potential New Construction

Factors for Consideration:

Anticipated Gross Square Feet: 24,000 Square Feet

Advantages

- LEED / Sustainability
- Minimizes Maintenance Costs
- Improved Building Layout
- Public Access / ADA Compliant
- New Council Chambers
- Improved Parking
- Sale and Repurposing of 4310 Gallatin; Gain in Property Taxes
- Anchor for Arts District
- Concurrent Development Schedule

Challenges

- Route 1 Traffic Considerations
- Water and Sewer Considerations

Centennial Park

Potential New Construction



Building Construction Cost Estimates

Professional Facility Analysis

3505 Hamilton Street – January 2016

- Space Planning/Programming
- Architectural/Engineering Schematic Design
- Mechanical Design
- Hazardous Material Preliminary Evaluation

Administration Options – November 2016

- Architectural/Engineering Facility Evaluation
- Mechanical Evaluation
- Hazardous Material Preliminary Evaluation
- Program Forecast; New Facility

3505 Hamilton Street

3505 Hamilton Street

Construction Cost

\$7,800,000

37,500 Sq. Ft. Gross

CALEA Standards

- Sally Port / Safety
- Detainee Processing and Holding
- Evidence Processing and Storage
- Class Room Training / Physical Training Areas
- Private Interview Rooms
- Direct Public Entrance
- Secured Parking



Administrative Offices at Centennial Park

Administrative Offices at Centennial Park

Construction Costs
\$7,500,000

24,000 Sq. Ft. Gross

- ADA Convenient & Compliant
- LEED / Sustainability
- Easy Public Access
- Enhance Art District
- Council Chambers
- Adm. Offices
- Public Mtg. Space
- Additional Parking
- Rec. Space TBD
- Minimizes Operation and Maintenance Burden and Future Costs



Gallatin Street Building

Gallatin Street Renovation		Demolition of Gallatin St. Building
Renovation of former Police Headquarters	Reno. & Complete Fit-Out of Build.	
\$5,200,000	\$7,400,000	
Renovation of 2 nd Floor provides 6,136 SF addition space for expansion of administrative services and public service space.	Entire renovation of Gallatin St. building.	\$800,000
Address Critical Needs: • Mechanical System • Energy Efficiency • Water Intrusion • Windows • Hazardous Materials	Address Critical Needs: • Mechanical System • Energy Efficiency • Water Intrusion • Windows • Hazardous Materials	
	Upgrades • ADA Compliance • Public Interface • Security • Relocate Council Chambers • Increase Public Use of Facilities	If the City vacates the Gallatin Street building and sells to a private developer, the City may be asked to demolish the building.



County Services Building



County Services Building (Lease)	
30,000 S.F. w/o Police	71,000 S.F. with Police
\$8,800,000	\$15,400,000
Upgrade and fit-out 30,000 SF of the vacant County Office Building on Rhode Island Ave. for the relocation of City Administrative Offices to this site	Upgrade and fit-out the entire 71,000 SF of the vacant County Office Building on Rhode Island Ave. for the relocation of the City Administrative Offices and the Police

Construction Cost Comparisons

3505 Hamilton Street	Centennial Park New Construction	Gallatin St. Renovation (No Police)		County Services Building Rhode Island Ave.		Demolition of Gallatin St. Building
		Reno. & Fit-Out former Police occupied space	Reno. & Complete Fit-Out of Building	30,000 S.F. w/o Police	71,000 S.F. with Police	
\$7,800,000	\$7,500,000	\$5,200,000	\$7,400,000	\$8,800,000	\$15,400,000	\$800,000
During the summer of 2016, preliminary design studies were performed to relocate the Police Department to the City-owned building on Hamilton St. Costs were estimated for three selected options. Revision #1 contains essential/minimum requirements. FF&E is not included.	In the late summer of 2016, preliminary concepts were developed for moving the City Administrative functions to a new City Office Building at Centennial Park. FF&E is not included.	Renovation of the Gallatin St. building to upgrade the building systems and to fit-out the area vacated by the Police Department. FF&E is not included.	Renovation of Gallatin St. building to upgrade the building systems and to fit-out the entire building. FF&E is not included.	Upgrade and fit-out 30,000 SF of the vacant County Services Building on Rhode Island Ave. for the relocation of City Administrative Offices to this site. FF&E is not included.	Upgrade and fit-out the entire 71,000 SF of the vacant County Services Building on Rhode Island Ave. for the relocation of the City Administrative Offices and the Police Department. FF&E is not included.	If the City chooses to remain at the current location, one option is to demolish the current building and build a new building,. If the City decided to vacate the Gallatin Street building and sells to a private developer, the City may be asked to demolish the building.
		May require temp relocation of staff	Will require temp relocation of staff	Lease costs are not included.	Lease costs are not included.	Option to sell property

Additional Cost Considerations

Architectural / Engineering Design (A/E)

Annual Compounded Cost Increase

Furnishings, Fixtures & Equipment (FF&E)

Relocation Cost

Short-Term Lease / Swing Space (4310 Redevelopment)

Long-Term Lease (County Services Building)

Building Combination Scenarios

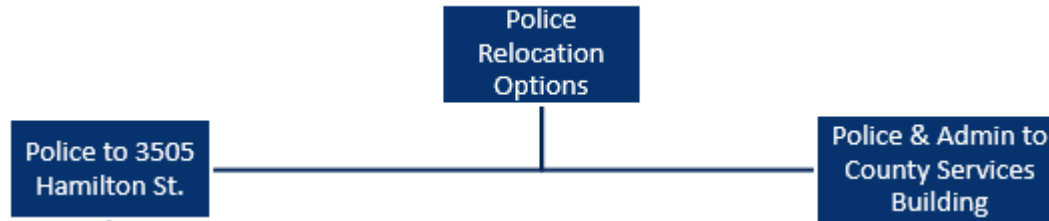
SCENARIOS		
	Police	Administration
A	County Services (70,000 SF)	
B	3505 Hamilton St	County Services (30,000 SF)
C	3505 Hamilton St	Centennial Park
D	3505 Hamilton St	Partial Renovation 4310 Gallatin St
E	3505 Hamilton St	Full Renovation 4310 Gallatin St
F	3505 Hamilton St	Demolish and Rebuild 4310 Gallatin St

Projected Development Cost Detail

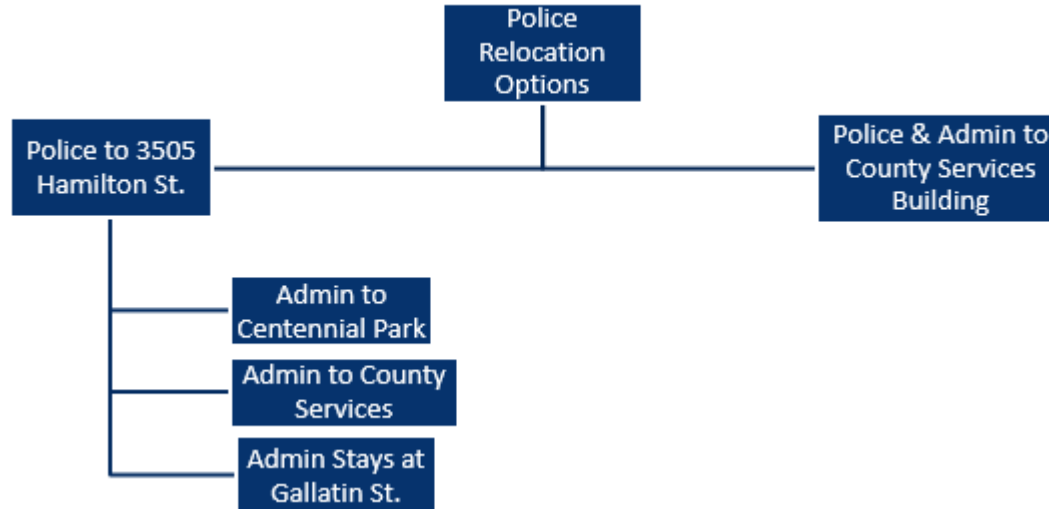
(In Millions)

Scenario	Police Option	Admin Option	Construction	Design	FF& E	Permanent Relocation	Lease	Temporary Relocation	Cost Escalation per year	Property Sale	Total
A	CSB	CSB	\$15.40	\$1.85	\$1.42	\$	\$23.4	NA	\$0.93	\$	\$43.03
B	3505	CSB	\$16.60	\$1.99	\$1.35	\$	\$9.9	NA	\$1.00	\$	\$30.84
C	3505	CEN	\$15.30	\$1.84	\$1.23	\$	NA	NA	\$0.92	\$	\$19.28
D	3505	4310 Part	\$13.00	\$1.56	\$1.31	\$	NA	\$0.8	\$0.79	NA	\$17.51
E	3505	4310 Full	\$15.20	\$1.82	\$1.31	\$	NA	\$0.8	\$0.92	NA	\$20.09
F	3505	4310 Demo	\$16.10	\$1.93	\$1.23	\$	NA	\$0.8	\$0.96	NA	\$21.07
			Money spent adds value to a city asset								
			Money spent does not add value to a city asset								

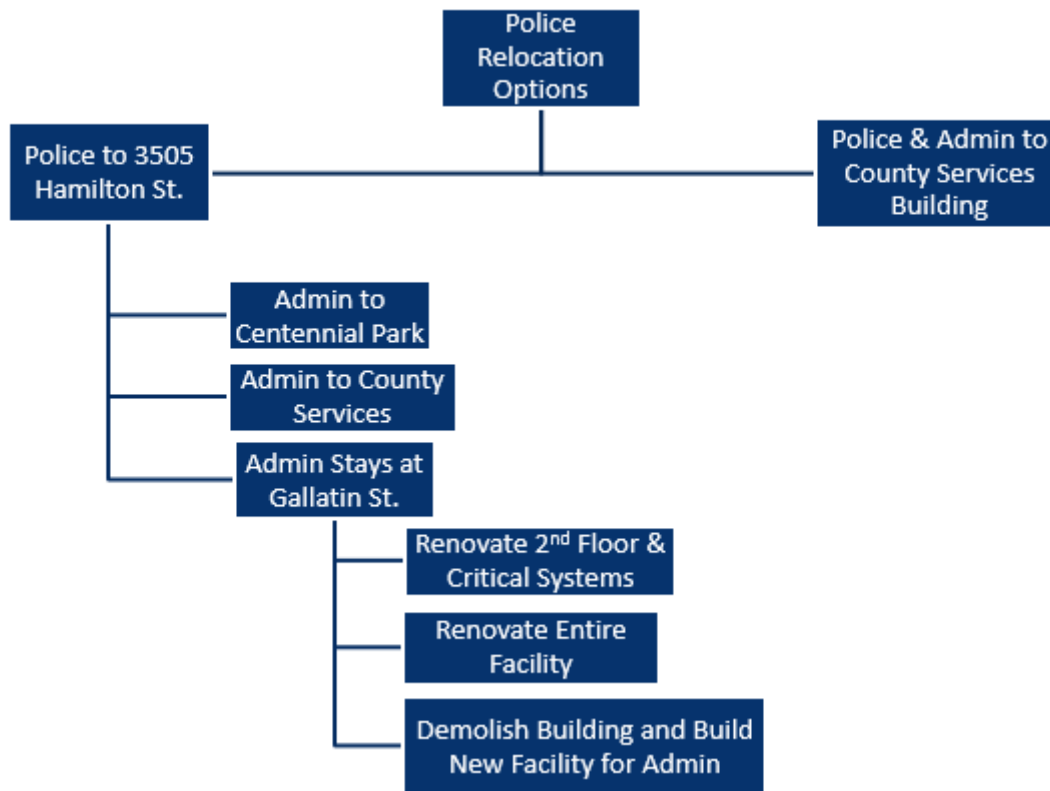
Scenarios for Relocation



Scenarios for Relocation



Scenarios for Relocation



Work Session

Questions and Answers & Open Floor Discussion

Hyattsville Facility Planning

City Council Work Session

Informational Presentation

Thank You





Hyattsville City Council Agenda Item Report

Meeting Date: February 15, 2017

Submitted by: Laura Reams

Submitting Department: Administration

Item Type: Legislative

Agenda Section: Discussion (8:45 p.m. - 9:50 p.m.)

SUBJECT

Hyattsville Facility Planning - Questions & Answers, Open Floor Discussion

Motion #

Recommendation:

Sponsor(s):

ATTACHMENTS

Summary Background:

Next Steps:

Fiscal Impact:

City Administrator Comments:

Community Engagement:

Strategic Goals:

Legal Review Required?

Weekly Program Offerings

Ageless Grace Senior Exercise Classes

Wednesdays, Thursdays and Fridays, 10:00 AM @ the City Administrative Building

Creative Minds

Tuesdays and Thursdays, 10:00 AM @ Magruder Park Recreation Center

City Calendar: February 16 - 21, 2017

Cooking Matters Grocery Trip

February 16, 1:30 PM – 4:00 PM – Price Rite Grocery Store

Take a free Nutritional Tour of the Price Rite Grocery Store at the Shops at Queens Chapel. Tour participants will receive a re-usable grocery bag and a \$10 Price Rite Gift Card. Participants must register by 2:00 PM the day before by calling (301) 985-5000.

Non-Native Invasive Plant Removal

February 18, 2017, 10:00 AM - 2:00 PM @ Magruder Woods, Volunteers meet at the Recreation Building.

Volunteers will be instructed in the identification and proper removal of threatening plants. Registration is encouraged but not required. For more information or to register, please call 301.985.5057 or email caistis@hyattsville.org

Trip to Shoppers & Price Rite

February 21, 2017, 11:00 AM - 1:00 PM

Bus pick up at Friendship Arms and for community residents by appointment (appointments must be made by 2:00 PM the day before by calling (301) 985-5000).

City Council Meeting

February 21, 8:00 PM – 10:00 PM @ 3rd Floor Council Chambers