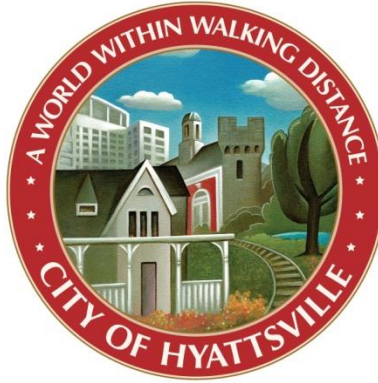




Hyattsville City Council Regular Meeting

Monday, February 2, 2015

7:30 PM

Agenda

1. Call to Order and Council Roll Call

2. Pledge of Allegiance to the Flag

3. Approval of Agenda (7:30 p.m.)

- (1) Motion to Approve the Agenda of Monday, February 2, 2015 with the following amendment: (1) amend Motion # 10-02-15, Motion to Close to reflect a closed session discussion of personnel matters in addition to the planned discussion of contract negotiations with the City Attorney.

4. Motion to Close (7:30 p.m.)

- (1) Motion # 10-02-15 Motion to Close

I move that the Mayor and Council close the Council Meeting of February 2, 2015 to discuss contract negotiations with the City Attorney. - **Tartaro**

5. Public Comment (8:10 p.m. - 8:20 p.m.)

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

- (1) Certificates of Appreciation for Mia Marbury and Greg Muynila
- (2) FY-2012 Audit Presentation by CohnReznick

7. Consent Items (8:40 p.m. - 8:45 p.m.)

- (1) **11-02-15 Proclamation in Recognition of Black History Month** I move that the Mayor & Council approve the following proclamation for Black History Month. – **Tartaro**
- (2) **12-02-15 Police Ammunition Purchase** I move that the Mayor & Council approve the purchase of ammunition at a cost of \$14,796 from "The Gun Shop" located at 60 Main Street, South Hampton, N.J. 08088 – **Tartaro**
- (3) **13-02-15 Purchase of Road Salt** I move that the Mayor & Council authorize the purchase of Road Salt from Cargill at a purchase price of \$76.06 per ton, the total purchase amount is not to exceed \$35,000. – **Tartaro**

- (4) **14-02-15 Appointment of Code Compliance Advisory Committee Members** I move that the Mayor and Council appoint the following Hyattsville residents to serve as members of the City's Code Compliance Advisory Committee for a two (2) year period to expire on December 31, 2016:

- Nina Faye, Ward 3, Reappointment
- Paul Koch, Ward 1, Reappointment
- Pat Yinkey, Ward 2, Reappointment
- Shirley Fisher, Ward 5, New Appointment – **Tartaro**

8. Action Items (8:45 p.m. - 9:30 p.m.)

- (1) **15-02-15 2015 Compensation Review Committee Recommendations** I move that the Mayor & Council discuss, accept, and then adopt the Compensation Review Committee's recommendations regarding compensation for the Mayor and Council Members during the upcoming Mayoral term (May 2015 - May 2019). This recommendation will become effective after the May 2015 Election. – **Tartaro**
- (2) **16-02-15 Route One Surface Lot: Engineering Design** I move that the Mayor & Council accept the proposal submitted by Stantec Consulting Services to provide engineering design services and authorize the City Administrator to execute a contract for in an amount not to exceed \$81,070, pending the review by the City Attorney for legal sufficiency. – **Tartaro**
- (3) **17-02-15 Authorization to Schedule an Early Voting Day on Saturday May 2, 2015** I move that the Mayor & Council authorize the Board of Supervisors of Elections to schedule Saturday, May 2, 2015 as an additional advance voting day for the 2015 Election. April 25, 2015 is currently authorized as an early voting day for Hyattsville residents. – **Tartaro**
- (4) **18-02-15 Approval of Election Services Vendor for Election 2015** I move that the Mayor & Council approve the recommendation of the Board of Supervisors of Elections to select ELECTEC, Inc., to be used as the City's of Hyattsville's election machine and services vendor for the Biennial Election to be held on Tuesday, May 5, 2015 and to authorize the City Administrator to execute the contract in an amount not to exceed \$21,000, upon the review and approval by the City Attorney for legal sufficiency. – **Tartaro**

9. Discussion Items (9:30 p.m. - 10:00 p.m.)

- (1) Kiplinger Development (15 minutes)
- (2) Additional Funding for University Hills Streets Project (15 minutes)

10. Council Dialogue (10:00 p.m. - 10:10 p.m.)

11. Community Notices and Meetings

- (1) City Calendar: February 3, 2015 - February 21, 2015

12. Motion to Adjourn

- (1) Motion to Adjourn the Council Meeting of February 2, 2015



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 2/2/2015 7:30 PM
Department: City Administration
Prepared by: Tracey Nicholson
Sponsors: Tartaro
DOC ID: (ID # 1065)

4.1

Motion to Close: MOTION #10-02-15 Motion to Close

SUBJECT: Motion to Close

SECTION: Motion to Close

RECOMMENDED ACTION:

Motion #10-02-15

I move that the Mayor & Council close the Council meeting of February 2, 2015 to discuss contract negotiations with the City Attorney.

BACKGROUND: N/A

NEXT STEPS: N/A

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT: N/A

STRATEGIC GOALS AND ACTIONS:

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

Action: 5.3 Promote City and community accomplishments, services and events through approp

FISCAL IMPACT:

None


Tracey Nicholson, City Administrator 1/30/2015

Tracey E. Nicholson, City Administrator



Presentations: Certificates of Appreciation for Mia Marbury and Greg Muynila

SUBJECT: Certificates of Appreciation for Mia Marbury and Greg Muynila

SECTION: Presentations

BACKGROUND:

Today we recognize two valuable members of our Cable Studio staff who have been essential to televising our City Council meetings and ensuring we remain accessible and transparent. We wish them well as they transition.

Mia Marbury has been working behind the scenes for the City of Hyattsville since 2009 as a Cable Studio Support Technician. She has helped transition the station through its many stages of development. She has been an invaluable resource and asset to the staff and the City of Hyattsville. We appreciate her service and support to this community.

Greg Muynila has interned in the Cable studio for just over a year. In his short time here he has become a right-hand-man for supporting and televising Council meetings. He helped ensure the seamless transition of support during the Cable studio remodeling efforts. Greg has been a tremendous asset to our team and the City of Hyattsville.

We bid farewell Mia and Greg and wish them well in all future endeavors.

NEXT STEPS:

The Mayor will present a Certificate of Appreciation to Ms. Marbury and Mr. Muynila for their hard work and accomplishments while employed with the City of Hyattsville.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

STRATEGIC GOALS AND ACTIONS:

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

Action: 5.3 Promote City and community accomplishments, services and events through approp



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 2/2/2015 7:30 PM
Department: Community Services
Prepared by: Jake Rollow
Sponsors: Tartaro
DOC ID: (ID # 1067)

6.1

Presentations: Certificates of Appreciation for Mia Marbury and Greg Muynila


Tracey Nicholson, City Administrator 1/30/2015



Presentations: FY-2012 Audit Presentation by CohnReznick

SUBJECT: FY-2012 Audit Presentation by CohnReznick

SECTION: Presentations

BACKGROUND:

The City's auditor of record CohnReznick will provide City Council an overview of the final FY-2012 audit report and will briefly discuss the information submitted in the following documents:

1. Communication with Those Charges with Governance.
2. Management Letter.
3. Report on Internal Control over Financial Reporting and on Compliance and Other Matters .

NEXT STEPS:

n/a

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

STRATEGIC GOALS AND ACTIONS:

Goal: Goal 4 – Foster Excellence in all City Operations

Action: 4.3 Ensure policies, procedures, and practices meet or exceed accredited or nation


Tracey Nicholson, City Administrator 1/30/2015



Consent Items: MOTION #11-02-15 Proclamation in Recognition of Black History Month

SUBJECT: Proclamation in Recognition of Black History Month

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #11-02-15

I move that the Mayor & Council approve the following proclamation for Black History Month.

BACKGROUND:

Black History Month is February, 2015.

NEXT STEPS:

n/a

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

STRATEGIC GOALS AND ACTIONS:

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

Action: 5.4 Develop and/or strengthen partnerships with organizations and neighboring comm

FISCAL IMPACT:

None


Tracey Nicholson, City Administrator 1/30/2015



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 2/2/2015 7:30 PM
Department: Community Services
Prepared by: Jake Rollow
Sponsors: Tartaro
DOC ID: (ID # 1057)

7.1

Consent Items: MOTION #11-02-15 Proclamation in Recognition of Black History Month

Tracey E. Nicholson, City Administrator



Proclamation in Recognition of Black History Month

A Century of Black Life, History and Culture

February, 2015

Whereas, the Association for the Study of African American Life and History was founded in 1915, to promote awareness of African Americans in history and crush historical falsehoods; and

Whereas, African Americans have called Hyattsville home since the City's earliest days in the 1800s; and have had a profound impact on American Society, our heritage and culture; and

Whereas, we as a community recognize African Americans' rich culture and strive to foster equality and learn from their struggle for rights and opportunities; and

Therefore, we proclaim February Black History Month in Hyattsville, and encourage all residents to reflect on, and celebrate the valuable contributions of African Americans and their impact on our history.

Marc Tartaro, Mayor

February 2, 2015



Consent Items: MOTION #12-02-15 Police Ammunition Purchase

SUBJECT: Police Ammunition Purchase

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #12-02-15

I move that the Mayor & Council approve the purchase of ammunition at a cost of \$14,796 from "The Gun Shop" located at 60 Main Street, South Hampton, N.J. 08088

BACKGROUND:

Council approval is needed because the purchase cost exceeds the \$10,000 threshold. The purchase is funded in the current budget, Police Patrol Supplies, line # 01-202-001-5499.

Each year, due to departmental and Maryland regulations, all Police Officers in the State of Maryland must complete annual firearms qualifications. Each Hyattsville City Police Officer completes a live-fire qualification at the shooting range at least three times per year.

At a minimum, each HCPD officer shoots 430 rounds of .40 caliber ammunition per year during our normal qualification courses. Based on the current amount of approved positions, that comes to a total of approximately 19,000 rounds. Additionally, our HEAT Team must qualify an additional 4 times per year with 3 different weapons. The Team uses 4,200 rounds of .40 caliber ammunition and 1,400 rounds of patrol rifle .223 ammunition. Patrol officers who are patrol rifle certified must also shoot 200 rounds per year for a total of 4,000 rounds.

LE223T3 (Patrol Rifle ammo)	\$279.90	10 Cases (5,000 rounds)	\$2,799.00
P40HST3 (Duty Ammo .40 Cal.)	\$319.90	15 Cases (15,000 Rounds)	\$4,798.50
AE40R3 (Practice Ammo .40 Cal)	\$239.95	30 Cases (30,000 Rounds)	\$7,198.50
			Total: \$14,796.00

The current ammunition supplier is the Gun Shop located at 60 Main Street, South Hampton, NJ 08088. The Gun Shop's prices are obtained through a "Blanket Purchase Order State of Maryland) agreement.

NEXT STEPS: Order ammunition

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT: No Additional Resources needed



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 2/2/2015 7:30 PM
Department: Police Department
Prepared by: Douglas Holland
Sponsors: Tartaro
DOC ID: (ID # 1052)

7.2

Consent Items: MOTION #12-02-15 Police Ammunition Purchase

STRATEGIC GOALS AND ACTIONS:

Goal: Goal 3 - Promote a Safe and Vibrant Community

Action: 3.6 Ensure a professionally managed, staffed, and equipped police force trained a

FISCAL IMPACT:

\$14,796


Tracey Nicholson, City Administrator 1/29/2015

Tracey E. Nicholson, City Administrator

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B4400063

PRINT DATE: 06/30/14

PAGE: 01

SHIP TO:

AS SPECIFIED ON INDIVIDUAL ORDERS

VENDOR ID: 1222167890

GUN SHOP

60 MAIN ST STE D

VINCENTOWN, NJ

(609) 859-1997 EXT 1

08088

REFER QUESTIONS TO:

CHERYLL BREWTON

(410) 767-3183

CHERYLL.BREWTON@MARYLAND.GOV

ITB:**EXPR DATE:** 12/14/14**POST DATE:** 07/09/13**DISCOUNT TERMS:** .

NET 30 DAY

CONTRACT AMOUNT:

.00

TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

=====

STATEWIDE CONTRACT
FOR
AMMUNITION - FEDERAL

=====

AMENDMENT #1

THE PURPOSE OF THIS AMENDMENT IS TO APPEND THE UPDATED PRICE LIST FOR THE FINAL ONE(1) YEAR RENEWAL, THROUGH JULY 14, 2014. THE PRICE LIST IS INCLUDED AS AN ATTACHMENT TO THIS UPDATED VERSION OF THE BLANKET PURCHASE ORDER.

AMENDMENT #2

THE PURPOSE OF THIS AMENDMENT IS TO EXTEND THE CONTRACT DATES FOR A SIX(6) MONTH EXTENSION THROUGH DECEMBER 14, 2014.

VENDOR CONTACT: GEORGE PETRONIS
609-859-1997

*** CONTINUED, NEXT PAGE ***

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B4400063

PRINT DATE: 06/30/14

PAGE: 02

TERMS (cont'd):

REQUIREMENTS CONTRACT FOR SUPPLYING THE USING AUTHORITY WITH THEIR NEED FOR THE FOLLOWING ITEM(S) FOR THE CONTRACT PERIOD SPECIFIED BELOW.

RELEASES SHALL BE MADE AS REQUESTED BY THE USING AUTHORITY ON AN "AS-REQUIRED" BASIS.

QUANTITIES STATED ARE ESTIMATES ONLY AND ARE NOT TO BE CONSTRUED AS ANY MINIMUM OR MAXIMUM GUARANTEE. USAGE WILL BE FOR THE ACTUAL REQUIREMENTS OF THE AGENCY AND MAY VARY APPRECIABLY FROM THE ESTIMATED QUANTITIES.

CONTRACT PERIOD: JULY 15, 2013 THROUGH JULY 14, 2014.

THE TERM OF THE CONTRACT WILL BE A PERIOD OF ONE (1) YEAR. THIS IS THE FINAL RENEWAL OPTION AT THE SAME TERMS AND CONDITIONS.

NOTE: RENEWAL OPTIONS ARE AT THE DISCRETION OF THE STATE AND THE CONTRACTOR WILL NOT BE RELIEVED OF THE COMMITMENT TO RENEW THE CONTRACT. AT TIME OF RENEWAL, CONTRACTORS MAY SUBMIT UPDATED MANUFACTURER'S LIST(S) WHICH ARE IN EFFECT AT THE TIME OF RENEWAL AND RECEIVE INCREASES ACCORDINGLY. THE UPDATED LIST MUST REMAIN IN EFFECT FOR THE ENTIRE RENEWAL PERIOD.

THE CONTRACT SHALL REMAIN IN EFFECT FOR THE TIME PERIOD SPECIFIED UNLESS THE CONTRACT IS TERMINATED BY THE STATE. THE STATE MAY TERMINATE ANY CONTRACT WITHOUT SHOWING CAUSE UPON THIRTY (30) DAYS WRITTEN NOTICE TO THE CONTRACTOR.

THIS CONTRACT IS TO BE A FIRM FIXED PRICE CONTRACT. ALL PRICES CONTAINED HEREIN SHALL BE FIRM FOR THE ENTIRE CONTRACT PERIOD. THE PRICE LIST IN EFFECT ON THE DATE OF THE BID OPENING SHALL REMAIN IN EFFECT FOR THE ENTIRE CONTRACT PERIOD. THE PRICE LIST IN EFFECT AT THE TIME OF BID OPENING MUST BE SPECIFIED (TITLE, DATE, PRICE LIST #, ETC) IN THE BID DOCUMENTS. THE PRICE LIST MUST BE SUBMITTED TO THE PROCUREMENT OFFICER PRIOR TO CONTRACT AWARD. ADDITIONALLY, THE CONTRACTOR(S) MUST MAKE COPIES OF THE PRICE LIST AVAILABLE TO USING AGENCIES UPON REQUEST. AT TIME OF RENEWAL, CONTRACTORS MAY SUBMIT UPDATED MANUFACTURER'S LIST(S) WHICH ARE IN EFFECT AT THE TIME OF RENEWAL AND RECEIVE INCREASES ACCORDINGLY. THE UPDATED LIST MUST REMAIN IN EFFECT FOR THE ENTIRE RENEWAL PERIOD.

PAYMENT TERMS ARE TO BE NET, 30 DAYS.

ALL PRODUCTS OFFERED MUST BE OF FIRST QUALITY, NEWLY MANUFACTURED. RELOADS ARE NOT ACCEPTABLE.

*** CONTINUED, NEXT PAGE ***

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B4400063

PRINT DATE: 06/30/14

PAGE: 03

TERMS (cont'd):

MINIMUM ORDER IS THREE (3) CASES AND CAN BE A COMBINATION OF ANY ITEMS ON CONTRACT. ANY ITEMS ON AN ORDER RELEASE OF LESS THAN 3 CASES ARE SUBJECT AT THE CONTRACTOR'S DISCRETION TO FREIGHT CHARGES, PREPAID AND ADDED TO THE INVOICE AS A SEPARATE LINE ITEM. ITEMS WHICH ARE PICKED UP FROM THE CONTRACTOR'S PLACE OF BUSINESS WILL NOT BE SUBJECT TO THE MINIMUM ORDER REQUIREMENT OR ANY ADDITIONAL SERVICE CHARGES.

CONTRACT PRICES ARE F.O.B. DESTINATION TO ANY POINT WITHIN THE STATE OF MARYLAND.

IF INSIDE DELIVERY IS REQUIRED, AGENCIES WILL BE CHARGED AN ADDITIONAL FEE BY THE CONTRACTOR. ADDITIONALLY, IF INSIDE DELIVERY IS REQUIRED, IT MUST BE SO STATED WHEN ORDER IS PLACED.

DELIVERY: ALL DELIVERIES MUST BE COMPLETED WITHIN 90 DAYS AFTER RECEIPT OF ORDER. IF THE CONTRACTOR FAILS TO MEET THE REQUIRED DELIVERY, THE ORDERING ENTITY MAY PURCHASE A PRODUCT OF EQUAL QUALITY ON THE OPEN MARKET AND CHARGE THE CONTRACTOR THE DIFFERENCE BETWEEN THE PURCHASE PRICE AND THE CONTRACT PRICE. DUE TO MILITARY DEMANDS, AGENCIES ARE URGED TO ORDER AS FAR IN ADVANCE AS POSSIBLE.

PURSUANT TO ARTICLE 41, SECTION 18-201 OF THE ANNOTATED CODE OF MARYLAND, EXCEPT AS PROVIDED IN (B) THE FOLLOWING ENTITIES MAY PURCHASE MATERIALS, SUPPLIES, AND EQUIPMENT UNDER THIS CONTRACT:

- (1) A COUNTY OR BALTIMORE CITY;
- (2) A MUNICIPAL CORPORATION;
- (3) A GOVERNMENTAL AGENCY IN THE STATE;
- (4) A PUBLIC OR QUASI-PUBLIC AGENCY THAT:
 - (I) RECEIVES STATE MONEY; AND
 - (II) IS EXEMPT FROM TAXATION UNDER SECTION 501(C)(3) OF THE INTERNAL REVENUE CODE:
- (5) A PRIVATE ELEMENTARY OR SECONDARY SCHOOL THAT:
 - (I) EITHER HAS BEEN ISSUED A CERTIFICATE OR APPROVAL FROM THE STATE BOARD OF EDUCATION OR IS ACCREDITED BY THE ASSOCIATION OF INDEPENDENT SCHOOLS; AND
 - (II) IS EXEMPT FROM TAXATION UNDER SECTION 501 (C)(3) OF THE INTERNAL REVENUE CODE:

OR
- (6) A NONPUBLIC INSTITUTION OF HIGHER EDUCATION UNDER SECTION 17-106 OF THE EDUCATION ACTICLE.

*** CONTINUED, NEXT PAGE ***

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B4400063

PRINT DATE: 06/30/14

PAGE: 04

TERMS (cont'd):

A PRIVATE ELEMENTARY OR SECONDARY SCHOOL OR A NONPUBLIC INSTITUTION OF HIGHER EDUCATION MAY NOT PURCHASE RELIGIOUS MATERIALS UNDER THIS CONTRACT

THE RIGHT TO PURCHASE UNDER THIS SECTION SHALL BE IN ADDITION TO, BUT NOT IN SUBSTITUTION FOR, THE APPLICABLE PURCHASING POWER GRANTED TO ANY OF THE LISTED ENTITIES PURSUANT TO ANY STATUTORY OR CHARTER PROVISION.

ALL PURCHASES UNDER THIS CONTRACT BY ANY SUCH ENTITY WHICH IS NOT A UNIT OR AGENCY OF THE STATE OF MARYLAND FOR WHICH THE STATE OF MARYLAND MAY BE HELD LIABLE IN CONTRACT (1) SHALL NOT CONSTITUTE A PURCHASE OR CONTRACT BETWEEN THE CONTRACTOR AND THAT ENTITY ONLY, (2) SHALL NOT CONSTITUTE A PURCHASE OR CONTRACT OF THE STATE OF MARYLAND, (3) SHALL NOT BE BINDING OR ENFORCEABLE AGAINST THE STATE OF MARYLAND OR ANY OF ITS UNITS OR AGENCIES, AND (4) MAY BE SUBJECT TO OTHER TERMS AND CONDITIONS AGREED TO BY THE CONTRACTOR, AND THE PURCHASER. CONTRACTOR BEARS THE RISK OF DETERMINING WHETHER OR NOT ANY ENTITY FROM WHICH THE CONTRACTOR RECEIVES AN ORDER UNDER THE CONTRACT IS A UNIT OR AGENCY OF THE STATE OF MARYLAND SUCH THAT THE CONTRACT MAY BE ENFORCED AGAINST THE STATE OF MARYLAND.

A REPORT MUST BE FURNISHED BY THE SUCCESSFUL VENDOR EVERY SIX MONTHS DETAILING THE PURCHASE OF ALL ITEMS ON THE CONTRACT. THE REPORT SHALL BE IN EXCEL FORMAT AND PROVIDE, AS A MINIMUM, THE CONTRACT NUMBER, CONTRACT ITEM NUMBER, THE DOLLAR VOLUME PURCHASED OF EACH ITEM, AGENCY IDENTIFICATION, AND THE CONTRACT TOTAL. THE REPORT MUST BE FILED WITHIN THIRTY (30) DAYS AFTER THE END OF EACH REPORTING PERIOD. ANY EXCEPTION TO THIS MANDATORY REQUIREMENT MAY RESULT IN CANCELLATION OF THE AWARD. FAILURE TO PROVIDE THE REPORT WITH THE MINIMUM REQUIRED INFORMATION MAY ALSO NEGATE ANY CONTRACT EXTENSION CLAUSES. ADDITIONALLY, VENDORS WHO ARE DETERMINED TO BE IN DEFAULT OF THIS MANDATORY REPORT REQUIREMENT WILL NOT BE ALLOWED TO BID ON ANY FUTURE REQUIREMENTS.



Consent Items: MOTION #13-02-15 Purchase of Road Salt

SUBJECT: Purchase of Road Salt

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #13-02-15

I move that the Mayor & Council authorize the purchase of Road Salt from Cargill at a purchase price of \$76.06 per ton, the total purchase amount is not to exceed \$35,000.

BACKGROUND:

The City is recommending that we accept the quote of \$76.05 per ton from Cargill to purchase road salt for the remaining 2014-2015 Winter season. We have exhausted the current purchase order and need additional road salt for the season. The City has used Cargill as our salt vendor for the past four years because of their ability to offer a cost savings on bulk road salt. The staff recommends that we accept their quote and purchase additional salt from Cargill. The FY15 operating budget has \$35,000.00 for road salt which allows us to respond to snow events.

NEXT STEPS:

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

STRATEGIC GOALS AND ACTIONS:

Goal: Goal 3 - Promote a Safe and Vibrant Community

Action: 3.1 Enhance safety and security in public places including residential neighborho

FISCAL IMPACT:

Road salt is budgeted in the Streets Division operating budget.



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 2/2/2015 7:30 PM
Department: Public Works
Prepared by: Lesley Riddle
Sponsors: Tartaro
DOC ID: (ID # 1062)

7.3

Consent Items: MOTION #13-02-15 Purchase of Road Salt


Tracey Nicholson, City Administrator 1/30/2015

Tracey E. Nicholson, City Administrator



Consent Items: MOTION #14-02-15 Appointment of Code Compliance Advisory Committee Members

SUBJECT: Appointment of Code Compliance Advisory Committee Members

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #14-02-15

I move that the Mayor and Council appoint the following Hyattsville residents to serve as members of the City's Code Compliance Advisory Committee for a two (2) year period to expire on December 31, 2016:

- Nina Faye, Ward 3, Reappointment
- Paul Koch, Ward 1, Reappointment
- Pat Yinkey, Ward 2, Reappointment
- Shirley Fisher, Ward 5, New Appointment

BACKGROUND:

The term for the Code Compliance Advisory Committee members expired on December 31, 2014. Appointment forms for members are attached.

NEXT STEPS:

The Committee's next scheduled meeting is February 18, 2015.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

STRATEGIC GOALS AND ACTIONS:

Goal: Goal 1 - Ensure Transparent and Accessible Governance

Action: 1.1 Provide information and opportunities for resident participation in civic ende

FISCAL IMPACT:

None



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 2/2/2015 7:30 PM
Department: Clerk's Office
Prepared by: Laura Reams
Sponsors: Tartaro
DOC ID: (ID # 1063)

7.4

Consent Items: MOTION #14-02-15 Appointment of Code Compliance Advisory Committee
Members


Tracey Nicholson, City Administrator 1/30/2015

Tracey E. Nicholson, City Administrator



**CITY OF HYATTSVILLE
COMMITTEE / BOARD APPLICATION**

**APPLICANT
INFORMATION**

NAME OF COMMITTEE/BOARD:	Code Compliance Advisory Committee
NAME OF APPOINTEE:	Nina S. Faye
WARD #:	Three
REFERRED BY:	Tim Hunt

BIOGRAPHICAL STATEMENT:

Please provide a brief background statement including why you are interested in being appointed to a committee. This statement will be posted on the City's website.

BIO STATEMENT (FOR POSTING ON CITY WEBSITE):	My spouse and I moved to our home in Hyattsville in 1989. I am a member of the Hyattsville Horticulture Society and Hyattsville Aging in Place. I have been attending Code Enforcement Advisory Committee Meetings since 2005. I have been appointed to the Committee three times, and I have served as chairperson of the Committee three times. As was common in the past, appointments expired and members, including myself, continued serving until the Mayor and Council noticed and got around to taking action. Before retiring in 2013, I specialized in quality control of federal database records, primarily on smoking and health issues for the CDC Office on Smoking and Health. My degrees include a B.A. and M.A. in English and an M.L.S. (masters in library and information services). Since moving to the area, I have worked in Rare Books and Literary Manuscripts at UMCP Libraries, at the National Agricultural Library Indexing Branch, and at a series of contracting firms on a variety of contracts. The contracts included indoor air quality for the EPA (project manager), and youth violence, HIV/AIDS prevention, tuberculosis, smoking, and others for HHS. I feel that citizen participation is crucial to good government. Submitted December 15, 2014.
--	--

For internal use:

DATE INFORMATION RECEIVED:	
APPROVED BY COUNCIL (DATE & MOTION NUMBER):	

DATE OF TERM EXPIRATION:	
DATE POSTED ON WEBSITE	



**CITY OF HYATTSVILLE
COMMITTEE / BOARD APPLICATION**

**APPLICANT
INFORMATION**

NAME OF COMMITTEE/BOARD:	
NAME OF APPOINTEE:	
ADDRESS:	
WARD #:	
EMAIL:	
PHONE NUMBER:	
REFERRED BY:	

BIOGRAPHICAL STATEMENT:

Please provide a brief background statement including why you are interested in being appointed to a committee. This statement will be posted on the City's website.

BIO STATEMENT (FOR POSTING ON CITY WEBSITE):	

For internal use:

DATE INFORMATION RECEIVED:	
APPROVED BY COUNCIL (DATE & MOTION NUMBER):	
DATE OF TERM EXPIRATION:	
DATE POSTED ON WEBSITE	



**CITY OF HYATTSVILLE
COMMITTEE / BOARD APPLICATION**

**APPLICANT
INFORMATION**

**NAME OF
COMMITTEE/BOARD:**

CODE ADVISORY COMMITTEE

NAME OF APPOINTEE:

PAT YINKE

ADDRESS:

[REDACTED]

WARD #:

2

EMAIL:

[REDACTED]

PHONE NUMBER:

[REDACTED]

REFERRED BY:

ROBERT CROSHIN

BIOGRAPHICAL STATEMENT:

Please provide a brief background statement including why you are interested in being appointed to a committee. This statement will be posted on the City's website.

BIO STATEMENT (FOR POSTING ON CITY WEBSITE):

39 YEAR RESIDENT OF HYATTSVILLE.
A FOUNDER OF HPS (1983) 30 YEAR MEMBER
A FOUNDER OF HYATTSVILLE AGING IN PLACE & FORMER BOARD MEMBER
MEMBER HYATTSVILLE HORTICULTURE SOCIETY
FORMER MEMBER CODE ADVISORY COMMITTEE

For internal use:

DATE INFORMATION RECEIVED:

APPROVED BY COUNCIL (DATE & MOTION NUMBER):

DATE OF TERM EXPIRATION:

DATE POSTED ON WEBSITE



**CITY OF HYATTSVILLE
COMMITTEE / BOARD APPLICATION**

**APPLICANT
INFORMATION**

**NAME OF
COMMITTEE/BOARD:**

Code Enforcement

NAME OF APPOINTEE:

Sherley A Fisher

ADDRESS:

[REDACTED]

WARD #:

5

EMAIL:

PHONE NUMBER:

[REDACTED]

REFERRED BY:

Joseph Solomon

BIOGRAPHICAL STATEMENT:

Please provide a brief background statement including why you are interested in being appointed to a committee. This statement will be posted on the City's website.

BIO STATEMENT (FOR POSTING ON CITY WEBSITE):

I have been a resident of Hyattsville since the 1960s. I have lived on my home for 25 years. I am a retired registered - retired from Washington Hospital Center after 45 years (emergency room and ER). I have been involved in activities with the city for several years. I started the neighborhood watch for our area in March 5 after seeing how much it helped my dad who was in his 90's and living alone. On the street where I live we had several families with physical and medical needs (over)

For internal use:

DATE INFORMATION RECEIVED:

APPROVED BY COUNCIL (DATE & MOTION NUMBER):

DATE OF TERM EXPIRATION:

DATE POSTED ON WEBSITE

OVER

sometimes difficult for family and health care workers
ask at these homes. She presented a need for
instructed packing and I obtained the necessary
signatures and worked with the city to bring this
about. I have put together the welcome to Hyattsville
packet and have had positive feedback from the
people who have received them. Lighting is a real
problem near the Jefferson St. Community garden.
A lighting survey in 2012 was test so another resident
and I watched the street from 38th to 40th and
noted down the lights that were broken, where the
light arm was too short to light the sidewalk and
street and turned this survey in to the city. We
were told it was lost. I have helped in the past
with clearing invasive plants (only twice) and this
past year brought pink to Hyattsville for
breast cancer awareness month.
I hope this shows my desire to work with the
city and the residents.

Shelly Fisher



Action Items: MOTION #15-02-15 2015 Compensation Review Committee Recommendations

SUBJECT: 2015 Compensation Review Committee Recommendations

SECTION: Action Items

RECOMMENDED ACTION:

Motion #15-02-15

I move that the Mayor & Council discuss, accept, and then adopt the Compensation Review Committee's recommendations regarding compensation for the Mayor and Council Members during the upcoming Mayoral term (May 2015 - May 2019). This recommendation will become effective after the May 2015 Election.

BACKGROUND:

The City of Hyattsville Charter, Sections C2-5, C2-6 and C2-6.1

C2-5 Compensation of Mayor

The Mayor shall receive an annual salary as set, from time to time, by an ordinance passed by the Council in the regular course of business; provided, however, that the compensation of the Mayor be determined pursuant to the provisions of C2-6.1

C2-6 Compensation of Council Members

Each Council member shall receive an annual salary which shall be equal for all Council Members and shall be as specified, from time to time, by an ordinance passed by the Council in the regular course of business; provided, however, that the compensation of the Council Member be determined pursuant to the provisions of C2-6.1

C2-6.1 Compensation Review Committee

Every four (4) years, at least one hundred and eighty (180) days prior to a mayoral election, the Mayor shall appoint, with Council approval, a seven person 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 Council Members serving during that upcoming four-year term. 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's recommendation, but shall either accept or reject it, by motion, resolution or ordinance.

Beginning in December 2014, the Compensation Review Committee met four (4) times, reviewed materials provided by City staff, raised questions regarding previous and current actions recommended by other Compensation Review Committees; reviewed information comparing other elected official's compensation to comparable municipalities, and asked questions which were addressed by the Finance Director and the City Attorney. The recommendation of the Committee is attached and the Chair of the



Action Items: MOTION #15-02-15 2015 Compensation Review Committee Recommendations

Compensation Review Committee, Mr. Peter Daniels will be available to answer any questions from the Mayor and Council.

NEXT STEPS:

The Mayor and Council shall have no power to alter or amend the Commission's recommendation, but shall either accept or reject it, by motion, resolution or ordinance. Should the Council approve the Committee's recommendation, the City Attorney will draft an uncodified Ordinance which will be presented to the Council for a first and second reading at the Council Meetings of February 17, 2015 and March 2, 2015.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

STRATEGIC GOALS AND ACTIONS:

Goal: Goal 4 - Foster Excellence in All City Operations

Action: 4.6 Be good stewards of revenue and expenditures. Ensure adequate internal and external con

FISCAL IMPACT:

Please refer to chart in the attached memo.


Tracey Nicholson, City Administrator 1/30/2015

Tracey E. Nicholson, City Administrator

Compensation Review Committee Statement & Recommendation

Updated: 1/23/2015 11:41 AM

The following statement reflects the views of all participating members on the Hyattsville City Council Compensation Review Committee.

The Committee's decision-making process was guided in large part by a debate over what compensation for the Mayor and City Council is meant to achieve. The compensation debate can be conceived as a spectrum, where on one end, no compensation is given, because the officials in question are simply performing their civic duty, and are not motivated to do so by money. On the other end of the spectrum lies the concept of a "fair wage" for the Mayor and City Council that serves several purposes:

- 1) A pay scale *approximating* the wages one could expect to earn from a second, part-time job expands the potential universe of candidates and could increase competition for Council seats, especially in wards with a disproportionate number of low-income residents. At the current pay rate, it is hard to imagine anybody working two jobs quitting one of those jobs in order to run for, and hold a seat on the Council.
- 2) Most workers tend to respond positively when given a pay increase. The hope in this case is that higher compensation will yield a harder-working Mayor and City Council.
- 3) Any substantial pay increase is likely to receive attention from local media and constituents. That increased attention will raise the profile of the Council, the Mayor and the decisions they make.

In the course of our deliberations, the Committee made an effort to understand the overall fiscal condition of the city budget, the degree to which Mayoral and City Council compensation is a factor in the budget, and the scope of the Mayor and Council's decision-making authority. Addressing the first point, City Treasurer Ronald Brooks provided a summary of past, current and future operating budgets, after which, the Committee concluded that a substantial compensation increase would probably not have any significant impact on funding sources for city services. The Committee also gathered data from surrounding jurisdictions, which showed that Hyattsville currently sits in the middle of the pack in terms of the percentage of the city budget spent on Mayoral and Council compensation. We also received a summary of Mayoral and Council duties from Committee Member David Hiles, himself a former Council Member.

In conclusion, our proposal contemplates a substantial compensation increase over a four year period for the Mayor and City Council. Even at the end of the four-year period, Hyattsville's compensation budget for the Mayor and City Council would be within range of surrounding jurisdictions, albeit on the higher end of the spectrum. We would encourage Council Members to return a portion of their compensation to the city if the extra income is not needed. We would also encourage the next Compensation Review Committee to analyze city elections held after the salary increases take effect, looking especially at how many seats are contested and for evidence of greater diversity on the Council.

The numerical details of our proposal are spelled out in the chart below, with an effective date of July 1, 2017 for the first increase in Mayoral and Council Member salaries. Here is an explanation for that two year delay: *The Maryland State Constitution* essentially forbids sitting elected officials from raising their own pay. *The Hyattsville City Charter* mandates equal pay for all Council Members. The 2017 effective date ensures that no member on the current Council will be voting to raise their own pay before they have to stand for re-election, and also ensures that every Council member will be paid the same salary. Technically, the Mayor's salary could be increased starting July 1, 2015, but we are recommending a delay in order to synchronize the Mayor's pay increase with the Council's. Our recommendation extends through 2020 in order to avoid what amounts to a two year "dead period" (caused by the conflict between the Charter & State Constitution referenced above) after the next Compensation Review Committee is convened in 2019. City Attorney Richard Colaresi has approved this recommendation as to legal sufficiency.

City of Hyattsville, Maryland					
Recommendations of Compensation Review Committee: Budget Years 2017-2020					
	Base Year (2014)	July 1, 2017	July 1, 2018	July 1, 2019	July 1, 2020
Operating Budget Forecast*		2.5%	2.5%	2.5%	2.5%
Total City Budget	\$15,000,000.00	\$16,153,500.00	\$16,557,000.00	\$16,971,000.00	\$17,400,000.00
Mayor's Compensation	\$7,800.00	\$11,550.00	\$12,914.00	\$14,340.00	\$15,834.00
Council Mbr. Compensation	\$5,200.00	\$7,729.00	\$8,643.00	\$9,597.00	\$10,597.00
Total \$ Compensation	\$59,800.00	\$88,844.25	\$99,342.00	\$110,311.50	\$121,800.00
% of Budget	0.40%	0.55%	0.60%	0.65%	0.70%

*2.5% budget increase forecast based on information gathered during briefing with the Hyattsville City Treasurer



Action Items: MOTION #16-02-15 Route One Surface Lot: Engineering Design

SUBJECT: Route One Surface Lot: Engineering Design

SECTION: Action Items

RECOMMENDED ACTION:

Motion #16-02-15

I move that the Mayor & Council accept the proposal submitted by Stantec Consulting Services to provide engineering design services and authorize the City Administrator to execute a contract for in an amount not to exceed \$81,070, pending the review by the City Attorney for legal sufficiency.

BACKGROUND:

The City solicited engineering design proposals from three engineering firms for development of a surface parking lot to be located at 4505 and 4508 Hamilton Street. These properties were acquired and razed by the City for the purpose of developing a public parking facility. Each firm was provided with an on-site tour and timeline considerations.

Cost proposals were submitted by each of the three firms along with a detailed project schedule. The details of the proposals are as follows:

Firm	Lump Sum Cost
Sabra Wang Associates	\$107,895.30
Charles P. Johnson & Associates (CPJ)	\$58,677.50
Stantec Consulting Services	\$73,700.00

Recommend the Mayor and Council award a contract for services to Stantec Consulting Services for best value, determined by current workload, quality of previous work, timeliness, and proposed cost. A copy of the proposal submitted by Stantec is attached.

Staff requests a 10% contingency budget and contract not to exceed \$81,070 and to ensure that the City can immediately issue a Notice to Proceed, that the contract be approved on Action for February 2, 2015.

The State of Maryland will allow the City to use the balance of our Strategic Demolition Smart Growth Impact Fund grant award towards the cost of engineering and construction



Action Items: MOTION #16-02-15 Route One Surface Lot: Engineering Design

of the surface lot, therefore they will be reimbursed by the State for all engineering design associated costs.

NEXT STEPS:

Upon approval, the City will immediately execute a contract for services with the selected firm and issue a Notice to Proceed.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Staff will coordinate the project and provide the Council with regular progress updates.

STRATEGIC GOALS AND ACTIONS:

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

Action: 2.4 Provide economic development programming and projects to support and facilitate

FISCAL IMPACT:

No impact. Contracted services are being funded by Maryland DHCD grant.


Tracey Nicholson, City Administrator 1/30/2015

Tracey E. Nicholson, City Administrator



Memo

To: Mayor and Council

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

CC: Tracey Nicholson, City Administrator

Date: January 29, 2015

Re: Hamilton Street East Surface Lot: Engineering Design Proposals

The City solicited engineering design proposals for development of a surface parking lot to be located at 4505 and 4508 Hamilton Street. These properties were acquired and razed by the City for the purpose of developing a public parking facility.

The City directly solicited proposals from the following engineering firms and provided each firm with an on-site tour the subject site:

Firm	Address
Sabra Wang Associates	7055 Samuel Morse Drive, Columbia, MD
Charles P. Johnson & Associates	1751 Elton Road, Suite 300, Silver Spring, MD
Stantec (formerly Greenhorne O'Mara)	6110 Frost Place, Laurel, MD

The project requirements include the design for the development of a surface parking facility that provides connections to properties both south and north of the subject site with primary vehicular access from Hamilton Street. The facility will include locations for parking stations, additional way-finding signage, concrete curb along the perimeter, landscaped storm water management islands, overhead LED lighting and storm water management facilities along the eastern border of the Hiker-Biker Trail. The engineer will look at the feasibility of providing a vehicular and pedestrian connection to the properties immediately north of the subject site. The firms were informed that the City would like the facility constructed during the 2015 calendar year preferably no later than September/October 2015.

The scope of work for the services include:

- Schematic Design: Site assessment & topography, geotechnical studies, soil boring and a conceptual design layout.

- Design Development: Tree, landscape and stormwater management plan, sediment control concept plan, public utility coordination, sustainability concepts.
- Construction Documents: Development and submission of both 95% permit plans and 100% construction plans, SWM and storm drain plans, sediment control plan, landscape and tree canopy plan, MDE Notice of Intent (NOI), cost estimates and agency notifications.
- Bidding: Development of bid packet and evaluation
- Construction Administration: Construction administration services, certifications and as-built survey.

Cost proposals were submitted by each of the three firms along with a detailed project schedule. The details of the proposals are as follows:

Firm	Lump Sum Cost
Sabra Wang Associates	\$107,895.30
Charles P. Johnson & Associates (CPJ)	\$58,677.50
Stantec Consulting Services	\$73,700.00

Each of the three firms provided the City with recent engineering design services, have delivered a high-quality product, and maintain a good working relationship with the City. While the cost proposal provided by CPJ is less than either of the other two proposals, based upon the current number of projects that CPJ is currently performing for the City, Staff's preference is to utilize the services of another firm. Sabra Wang Associates performed the engineering design services for the surface lots at Farragut Street, Hamilton Street and Jefferson Street in 2011. The work required a single change order at the request of the City and the project was delivered on time. Stantec Consulting Services was sub-contracted by the City to provide the conceptual design service of the University Hills Green Streets Project, which was funded by the Chesapeake Bay Trust.

Based on current workload, quality of previous work, time considerations, and proposed cost, recommend that the Mayor and Council award a contract for services to Stantec Consulting Services for best value. A copy of the proposal submitted by Stantec is attached. Staff is requesting a 10% contingency budget and a contract not to exceed \$81,070. To ensure that the City can immediately issue a Notice to Proceed, the staff also recommends that the contract be approved on Action for February 2, 2015.

The State of Maryland will allow the City to use the balance of our Strategic Demolition Smart Growth Impact Fund grant award towards the cost of engineering and construction of the surface lot. The City will therefore be reimbursed by the State for **all** engineering design associated costs.



Stantec Consulting Services Inc.
 6110 Frost Place
 Laurel MD 20707-2927
 Tel: (301) 982-2800
 Fax: (301) 220-2619

January 28, 2015
 File: 2029

Attention: Jim Chandler, Assistant City Administrator and Director, Community & Economic Development

City of Hyattsville
 4310 Gallatin Street
 Hyattsville, MD 20781

**Reference: Parking Lot Improvements, 4503 and 4508 Hamilton Street,
 Hyattsville, Prince George's County
 Proposal for Engineering and Design Development Services, "the Proposal"**

Dear Mr. Chandler:

Stantec Consulting Services, Inc. (SCSI) is pleased to submit this proposal for planning and engineering services for the above referenced project. Enclosed is our Standard Form of Agreement, outlining our scope of services and associated fees.

We appreciate the opportunity to submit a proposal for this project. If you have any questions or require additional information, please feel free to contact us.

Regards,

STANTEC CONSULTING SERVICES, INC.

Alan Arnold, P.E.
 Senior Principal
 Tel: 301-982-2800
 Fax: 301-220-2619
 Al.arnold@stantec.com

Attachments:
 Professional Services Agreement Terms and Conditions
 Attachment A - Scope of Services
 Attachment B - Rate Table
 Exhibit 1 - Surface Parking Facility Improvements

Attachment: Stantec Cost Proposal (1055 : Route One Surface Lot: Engineering Design)



Stantec Consulting Services Inc.
 6110 Frost Place
 Laurel, MD 20707
 Tel: (301) 982-2800
 Fax: (301) 220-2619

Attachment A **SCOPE OF SERVICES AND FEES**

Parking Lot Improvements, 4503 and 4508 Hamilton Street, Hyattsville, Prince George's County

RECITAL

Stantec is pleased to present this proposal for surveying and engineering services for the above referenced project. This proposal covers certain work which will need to be performed in accordance with City of Hyattsville, Prince George's County, and Maryland Department of General Services policies and procedures. Based on the descriptions provided, we understand the project involves preparing site improvements for surface parking lot for approximately 90 spaces, overlay for Hamilton Street, and connections to the existing parking lots north and south of the proposed new parking facility as shown on Exhibit 1 attached. We will provide coordination with the Site Electrical Engineer as needed to show the location of proposed light poles, electric, security and communication lines on the site and grading plans.

SUMMARY OUTLINE OF STANTEC SERVICES

We anticipate our services will be required during the following phases of the Project: Schematic Design Phase, Design Development Phase, Construction Document Phase, Bidding Phase, and Construction Administration Phase. It is assumed this project qualifies as redevelopment with respect to stormwater management regulations and that the parking facility will conform to sustainable design including Low Impact Development (LID), and Environmental Site Design (ESD) Best management Practices to the maximum extent practicable (MEP) as outlined in the 2014 Prince George's County Stormwater Management Design Manual. It is understood that low maintenance landscape practices shall be used as much as feasible including stone mulch with low maintenance plant material in lieu of organic mulch.

It is understood by all parties that some design elements are not well defined at this time and, as work progresses, changes and refinements may be necessary during the course of the project. If such changes occur, Stantec Consulting Services, Inc. will notify the Client and estimate the additional design costs. Time base estimates (NTE) indicated are estimated fees per hourly rate tables, not to exceed without prior written or verbal authorization from Client. Written authorization can be in the form of a letter, fax, email and/or verbal authorization. Verbal authorization when provided by Client will be followed up with a confirmation via email or some other written communication.

Listed below is the scope of work and our corresponding fees for our services for this project:

WORK TASK BREAKDOWN AND FEE SCHEDULE**Phase 1 – SCHEMATIC DESIGN**

<i>Task No.</i>	<i>Description</i>	<i>Fee</i>
1.1	Site Assessments. Perform assessment and prepare a letter report addressing site, utility, and landscape systems as they relate to sustainability compliance with the City of Hyattsville Community Sustainability Program SC2011003. A National Resource Inventory (NRI) is not anticipated to be required for this project. (4750) [Site & Utility Assessments]	Lump Sum \$1,200.00
1.2	Property Research. Stantec will research the Public Record for any easements and/or other recorded items affecting the Survey Area. Any items found will be plotted on the final drawing generated for the topographic survey.(6000) [Property Research]	Lump Sum \$1,400.00
1.3	Topographic Survey. Task includes performing a topographic survey for approximately 1.5 acres as shown on Exhibit 1 including survey of Hamilton Street to limit of the proposed overlay. Stantec field crews will also obtain the inverts of storm drain and sanitary sewer structures encountered where visible and if accessible. The information for the remainder of the underground utilities, i.e. water, electric, gas, telecom etc. will be shown based solely by the location of their above ground evidence unless a field designation and markings of the horizontal location is performed by others prior to the topographic survey field mobilization. <i>Note: A Boundary Survey is not proposed nor included in the fee. The survey will be based in the Maryland State Plane NAD83 horizontal and NGVD29 vertical datums, consistent with current WSSC and County requirements, with all units in U.S. Survey Feet. Cadd platform and requested cadd standards to be specified prior to the commencement of the survey. Topographic mapping will be prepared for presentation at a scale of 1"=30'. (6250) [Topo Survey]</i>	Lump Sum \$8,000.00
1.4	Geotechnical Studies & Report. Geotechnical services will be required to support stormwater management and paving requirements for the project. It is assumed that this task will be performed by others and a copy of the report furnished for inclusion with applicable agency review packages in a timely manner.	Not in Contract
1.5	Soil Boring stakeout. This scope if required shall be refined during conceptual phase of the project.	Not in Contract

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Page 3 of 9

Parking Lot Improvements, 4503 and 4508 Hamilton Street, Hyattsville, Prince George's County

1.6	Sketch Site Plan. Prepare sketch site plan that reflects the existing buildings, adjacent parking facilities, and proposed 90 space parking lot. Sketch plan will show schematic stormwater management facilities, utility lines, roads, walks, grades, parking facilities, pay station and sign locations, and other structures in the site development area. The development area limited to the footprint area of the proposed parking facility plus 50' more or less.(4410) [SD Sketch Site Plan]	Lump Sum \$3,400.00
1.7	Meetings and Coordination. Attendance at one (1) meeting along with email and phone coordination during the schematic phase. (5880) [SD Meetings & Coordination]	Lump Sum \$1,200.00
Phase 1 – SCHEMATIC DESIGN TOTAL		\$15,200.00

Attachment: Stantec Cost Proposal (1055 : Route One Surface Lot: Engineering Design)

Phase 2 – DESIGN DEVELOPMENT

<i>Task No.</i>	<i>Description</i>	<i>Fee</i>
2.1	Tree Conservation Exemption. Prepare a Type II Tree Conservation Exemption request and submit to Maryland-National Capital Park and Planning Commission (MNCPPC) for review and approval. (0110) [DD TCP Exemption]	Lump Sum \$800.00
2.2	Sustainability Implementation Review: This task allows for review of design documents prepared during the design development phase for compliance with the Sustainability Plan. An allowance of four (4) hours is allocated for this task. (4750)	Lump Sum \$600.00
2.3	Public Fire Hydrant Relocation Plan (WSSC). The location of the existing water and sewer is unknown. This task is based on the assumption that a fire hydrant relocation plan and permit will be required per each fire hydrant that requires relocation due to the new parking facility layout. The design task and fee assumes standard WSSC blocking is used and that no special appurtenances are required, i.e., air release valves, valve vaults, blow-off valves, etc. This task includes associated permit forms and applications for WSSC review. (4300) [DD Site Utility Plan]	Per each \$2,500.00
2.4	Site Development Plan (SDP). Prepare permit and construction documents for site grading and site geometrics based on the approved sketch plan for the proposed parking facility. (4260) [DD SDCP]	Lump Sum \$2,500.00
2.5	SWM Concept Plan. Prepare Stormwater Concept Plan to be submitted to Prince George's County Department of Permitting, Inspections, and Enforcement (DPIE). We assume that no SWM quantity management will be required and that up to three (3) micro-bioretenention or similar treatment facility will be sufficient to obtain DPIE approval. The concept will include a narrative that supports the concept, demonstrates that Environmental Site Design (ESD) has been utilized to the maximum extent practicable (MEP). Since ESD also requires planning elements that preserve and utilize existing site features, this item will be performed concurrently and in close coordination with site planning. Geotechnical testing and reports to support SWM design is not included in this task.(4280) [DD SD&PP]	Lump Sum \$3,500.00
2.6	Sediment Control Concept Plan. Prepare a Sediment Control Concept Plan that reflects the preliminary means and methods to control and contain sediment from running off the site shall be shown on the plan. Plan will show temporary stockpile areas and will include standard responsibility and stabilization notes and sediment control details.(4650) [DD Sed Control Plan]	Lump Sum \$3,400.00

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Page 5 of 9

Parking Lot Improvements, 4503 and 4508 Hamilton Street, Hyattsville, Prince George's County

- 2.7 Landscape Plan. Prepare a preliminary Landscape Plan. The plan will assess sustainable elements in accordance with the Prince George's County *Landscape Manual* and assess compliance with *Tree Canopy Ordinance*, and DGS guidelines. This plan shall be closely coordinated with site, utility, site electric and lighting, and other engineering drawings for consistency. Plant specifications shall include material, species, location, sizes and installation detailing. Plan will include tree canopy coverage calculations as required by the Tree Canopy ordinance and assess if the ordinance can be met. Plans prepared under this scope do not guarantee compliance with the TCC ordinance or include application for waivers that may be required. (5300) **[DD Landscape Plan]** Lump Sum \$3,600.00
- 2.8 Meetings and Coordination. Meetings and coordination as needed or requested during the Design Development phase. This item includes all meetings and coordination with Client, Planning Board, agencies, preparation of project schedules, and other project management activities requested by Client related to the scheduling, tracking, monitoring and reporting on project events and activities. Includes attendance at up to 3 design development planning work sessions with the architect and client and includes up to 40 hours of coordination time. 5881) **[DD Meetings & Coordination]** Lump Sum \$5,000.00

Phase 2 – DESIGN DEVELOPMENT TOTAL**\$21,900.00****Phase 3 – CONSTRUCTION DOCUMENT**

<i>Task No.</i>	<i>Description</i>	<i>Fee</i>
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- | | | |
|-----|--|---------------------------------|
| 3.1 | Final Site Development Plan. Prepare a final site development plan for both 95% and 100% construction document phase to be reviewed and approved by City of Hyattsville and submitted to Prince George's County for permit review and approval. (4430) [CD Site Dev Plan] | Lump Sum
\$5,000.00 |
| 3.2 | Process Fire Hydrant Relocation Plan.
This task includes preparation and applications with Washington Suburban Sanitary Commission for obtaining public fire hydrant relocation permit. (4310) [CD Site Utility Plan] | Time Basis
(Est)
\$500.00 |
| 3.3 | SWM and Storm Drain Plans: Prepare Final Stormwater Management and Storm Drain Plans, computations, report, and drainage area maps as required for submittal package necessary for review to Prince George's County DPIE. This plan requires final ESD sizing and location as well as coordination with the Erosion and Sediment Control Plan. Task also includes preparation of an ESD/Erosion and Sediment Control overlay plan which is required to be submitted with the Stormwater Site Development Plan to DPIE and preparation of applications and estimates associated with agency Storm Drain Permit, assisting developer with preparation and recordation of the SWM Maintenance Agreements if needed. (4261) [CD SWM/ESD Plan] | Lump Sum
\$6,500.00 |
| 3.4 | Sediment Control Plan. Prepare final Sediment Control Plan that reflects the preliminary means and methods to control and contain sediment from running off the site shall be shown on the plan. This item includes preparation of submittal package necessary for review at Prince George's Soil Conservation District (SCD). (4651) [CD Sed Control Plan] | Lump Sum
\$2,500.00 |
| 3.5 | Landscape and Tree Canopy Plan. Prepare a final Landscape Plan that is designed in accordance with the Prince George's County <i>Landscape Manual</i> , sustainable design and DGS guidelines. This plan shall be closely coordinated with site, site electric and lighting, utility and other engineering drawings for consistency. Plant specifications shall include material, species, location, sizes and installation detailing. (5310) [CD Landscape Plan] | Lump Sum
\$2,500.00 |
| 3.6 | Parking Lot Paving and Marking Plan. Prepare a final Paving Plan for the proposed 90 space parking lot and new driveway access for the proposed swing space classrooms and associated paving details. It is assumed the geotechnical report and pavement design will be furnished by others. (4281) [CD SD&PP] | Lump Sum
\$2,800.00 |
| 3.7 | Preparation of one (1) Notice of Intent (NOI) application and submit to MDE. (4100) [CD NOI] | Lump Sum
\$800.00 |
| 3.8 | Specifications. Prepare site work specifications. All site work specification and construction notes will be shown on the appropriate plan sheets and no separate specification package will be provided. (0040) [CD Spec] | Not in
Contract |

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Page 7 of 9

Parking Lot Improvements, 4503 and 4508 Hamilton Street, Hyattsville, Prince George's County

3.9	Cost Estimates. Estimates pertaining to agency permit applications will be provided as needed for permit review, fee determination, and bonding requirements based on the agency's published unit price lists and are included in the applicable scope tasks. No separate estimates will be provided. (0020) [CD Cost Estimates]	Not in Contract
3.10	Assist City of Hyattsville with processing of agency permits. This item includes responding to comments from Prince George's County Department of Permitting, Inspections, and Enforcement (DPIE), Maryland National Capital Park and Planning Commission (MNCPPC), Maryland State Highway Administration (SHA), Washington Suburban Sanitary Commission (WSSC), Maryland Department of the Environment (MDE) as required in order to obtain: • DPIE Storm Drainage & Paving Permit; • DPIE/SCD Fine Grading Permit; • WSSC Minor Fire Hydrant Relocation; Includes up to 50 hours of permitting assistance. (4700) [CD Permit Processing]	Time Basis (Est) \$5,000.00
Phase 3 – CONSTRUCTION DOCUMENT TOTAL		\$26,600.00

Phase 4 – BIDDING

<i>Task No.</i>	<i>Description</i>	<i>Fee</i>
4.1	Meetings and Coordination. One meeting and email /phone coordination as needed or requested during the Bidding phase. This item includes meetings and coordination with Client, architect, contractors, etc. for up to 15 hours of coordination time. (5882) [CD Meetings & Coordination]	Time Basis (Est) \$2,000.00
Phase 4 – BIDDING TOTAL		\$2,000.00

Phase 5 – CONSTRUCTION ADMINISTRATION

<i>Task No.</i>	<i>Description</i>	<i>Fee</i>
5.1	Construction Administration Services. Review and address RFI's and shop submittals/ shop drawings. (4090) [Construction Admin]	Time Basis (Est) \$2,000.00
5.2	Certifications. Prepare grading & surface drainage and landscape certifications as required by Prince George's County. Task includes up to 2 site visits and preparation of certification paperwork needed for construction closeout. (5250) [Certifications]	Time Basis (Est) \$2,000.00
5.3	As Built Surveys. (6900) [As built Survey]	Not in Contract
5.4	Meetings and Coordination. Meetings and coordination as needed or requested during the Construction phase. This item includes all site visits, meetings and coordination with Client, architect, contractors, etc. Includes attendance at up to 4 site visits and meetings. Assumed up to 20 hours of coordination time. (5883) [CA Meetings & Coordination]	Time Basis (Est) \$2,500.00
Phase 5 – CONSTRUCTION ADMINISTRATION TOTAL		\$6,500.00

REIMBURSIBLES

<i>Task No.</i>	<i>Description</i>	<i>Fee</i>
6.1	Reimbursable Expenses for miscellaneous prints, mileage, and courier fees. review fees for civil plan reviews and site permits only. Does not include building permit or any other agency fee. Utility connection fees, system development charges, impact fees, posting of any sureties or bonds that are required for construction permits, etc. (0050) [Reimbursables]	Lump Sum \$1,500.00

FEE SUMMARY	
Phase 1 – SCHEMATIC DESIGN	\$15,200.00
Phase 2 – DESIGN DEVELOPMENT	\$21,900.00
Phase 3 – CONSTRUCTION DOCUMENT	\$26,600.00
Phase 4 – BIDDING	\$2,000.00
Phase 5 – CONSTRUCTION ADMINISTRATION	\$6,500.00
Reimbursable	\$1,500.00
TOTAL ESTIMATED FEE - ALL PHASES	\$73,700.00

EXCLUSIONS

1. This proposal does not include the following services. However, a proposal can be provided for these services if requested or required throughout the course of the project:
 - a. ALTA/ACSM Survey.
 - b. Boundary Survey.
 - c. Underground utility locating services. Stantec will use record information provided by the College and other public records, plus any information our surveyors find visible on the ground surface to represent the existing underground utilities on the civil plans.
 - d. Phase I ESA or Phase II ESA.
 - e. Detailed Site Plan (DSP) or Specific Design Plan (SDP).
 - f. Natural Resource Inventory (NRI).
 - g. Tree Conservation Plan (TCPI or TCPII).
 - h. Construction phasing plans.
 - i. Utility Capacity Studies.
 - j. Traffic control plans.
 - k. Public or private water, sewer, storm drain or dry utility extensions of any kind
 - l. Offsite road improvements.
 - m. Relocation of existing utilities or overhead utilities.
 - n. Public Improvement Plan.
 - o. Retaining walls design.
 - p. Design of special appurtenances or special blocking design for water line.
 - q. Design of underdrain systems to address groundwater conditions that may be present on the site.
 - r. Design of irrigation system.
 - s. Wetland delineation and/or permitting.
 - t. Archeology.
 - u. Noise study and noise attenuation studies.
 - v. Preparation of any County zoning plans or approvals.
 - w. Traffic studies.
 - x. Floodplain studies or easements.
 - y. Outfall studies.
 - z. Building Permit (by architect).
 - aa. Revisions to other previously approved engineering drawings are not needed.
 - bb. Processing and applications for variances.
 - cc. Soils engineering, soils testing and design of pavement thickness to be performed by others
 - dd. Site Electric and Lighting



Stantec Consulting Services Inc.
 6110 Frost Place
 Laurel MD 20707-2927
 Tel: (301) 982-2800
 Fax: (301) 220-2619

Exhibit B

RATE TABLE

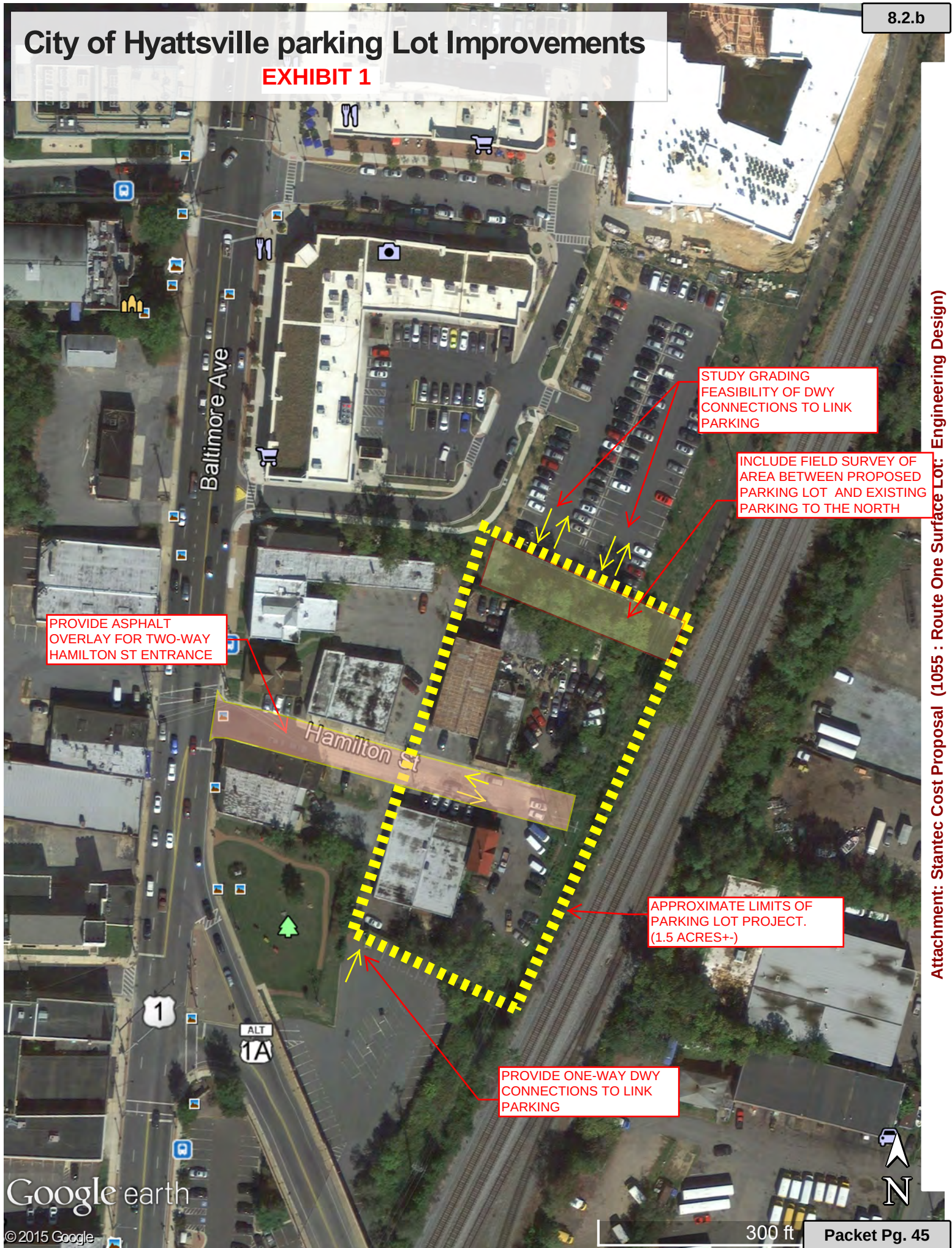
The following standard hourly rates will apply for all services performed on a Time Basis (hourly):

Employee Hourly Billing Rates and Titles

Classification	Rate
Senior Technician	\$118.00
Senior Designer	\$125.00
Project Engineer	\$125.00
Landscape Architect	\$125.00
Licensed Land Surveyor	\$140.00
Survey Technician	\$118.00
1-Person Field Survey Crew	\$120.00
2-Person Field Survey Crew	\$180.00
Senior Principal	\$227.00
Senior Project Manager	\$145.00

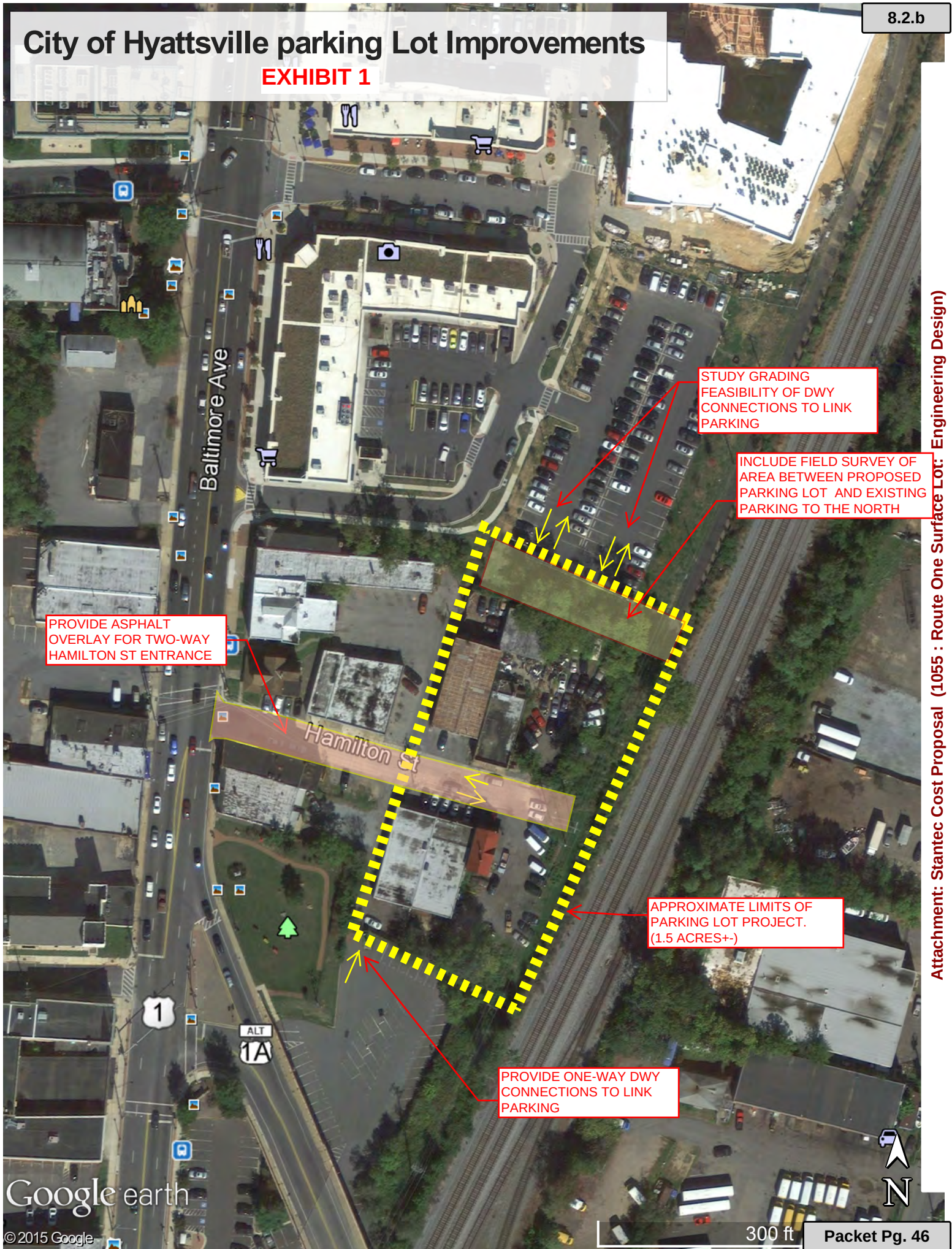
City of Hyattsville parking Lot Improvements

EXHIBIT 1



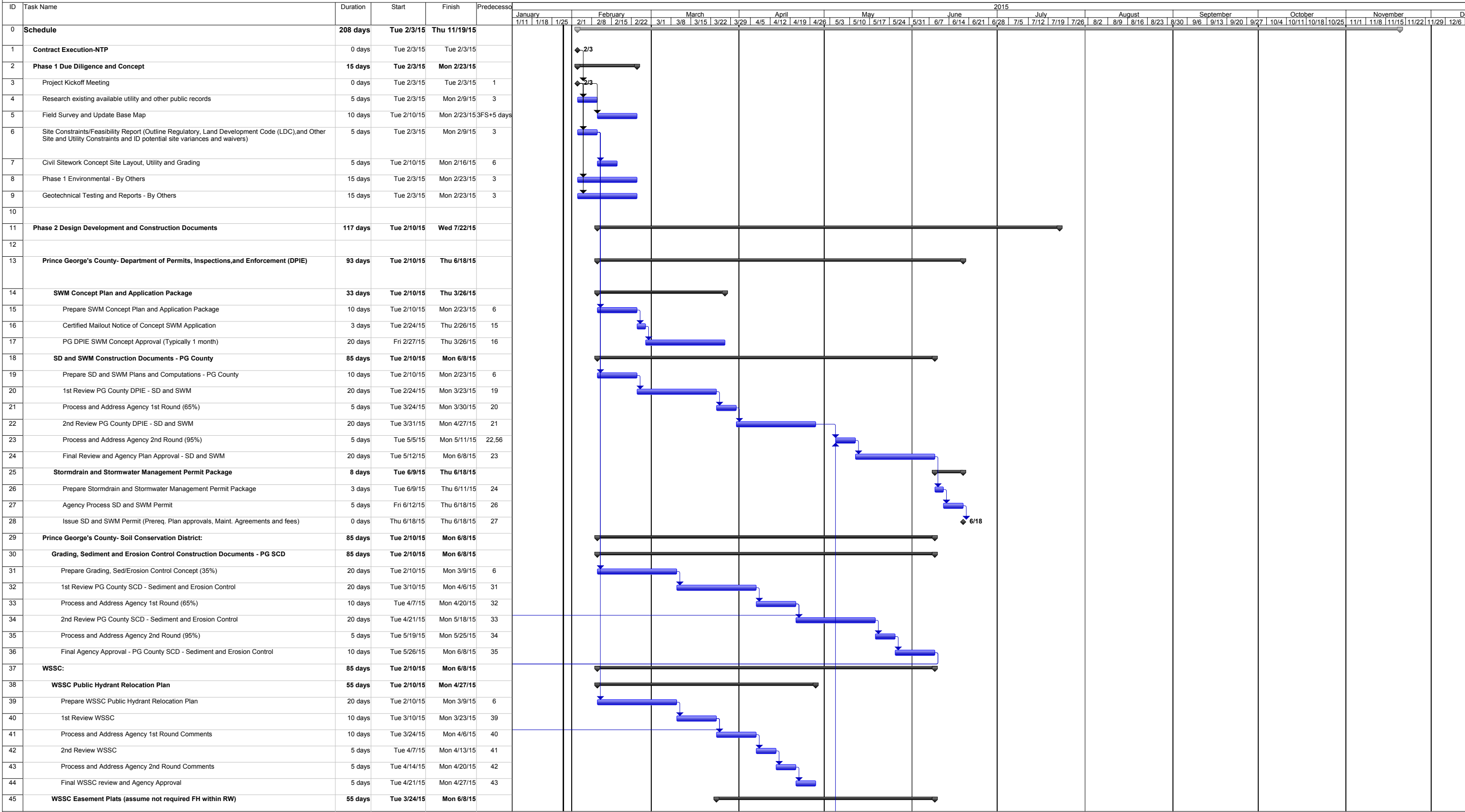
City of Hyattsville parking Lot Improvements

EXHIBIT 1



City of Hyattsville Hamilton Street Parking Facility Improvements, Prince George's County
Design Development and Permit Schedule

Stantec Consulting
Prepared By: Stephen McAree, PE



File: 2015-01-29 City of Hyattsville Ham

Date: Thu 1/29/15

Task

Progress

Milestone

◆

Summary

Rolled Up Task

Rolled Up Milestone

◇

Rolled Up Progress

Split

External Tasks

Project Summary

Group By Summary

Deadline

⬇

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

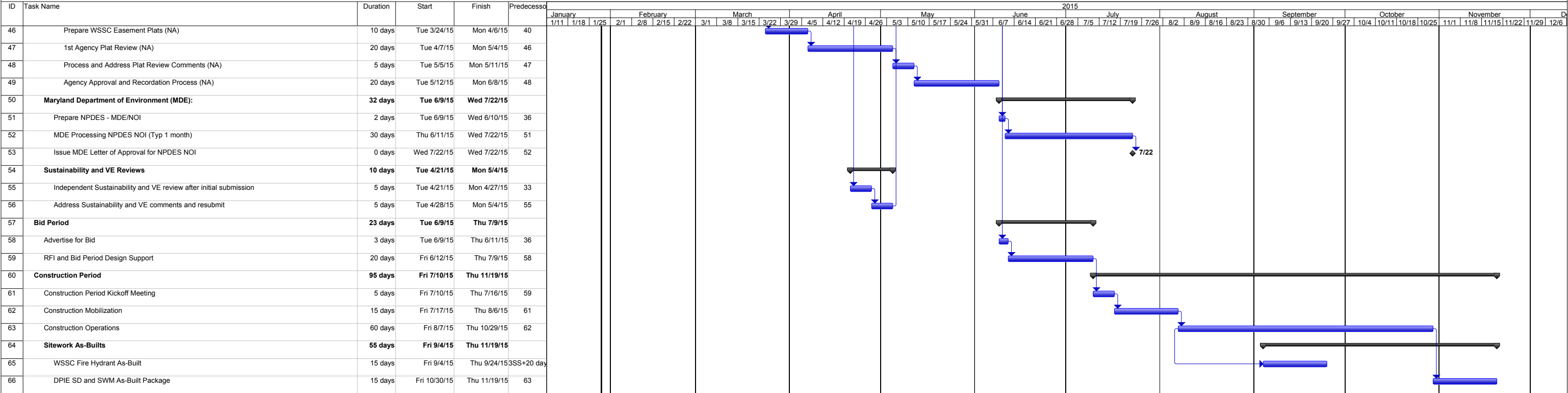
Manual Summary

Start-only

Finish-only

City of Hyattsville Hamilton Street Parking Facility Improvements, Prince George's County
Design Development and Permit Schedule

Stantec Consulting
Prepared By: Stephen McAree, PE





Action Items: MOTION #17-02-15 Authorization to Schedule an Early Voting Day on Saturday May 2, 2015

SUBJECT: Authorization to Schedule an Early Voting Day on Saturday May 2, 2015

SECTION: Action Items

RECOMMENDED ACTION:

Motion #17-02-15

I move that the Mayor & Council authorize the Board of Supervisors of Elections to schedule Saturday, May 2, 2015 as an additional advance voting day for the 2015 Election. April 25, 2015 is currently authorized as an early voting day for Hyattsville residents.

BACKGROUND:

At the November 17, 2014, Council Meeting, the Council authorized the Board of Supervisors of Elections to schedule an advance voting day on Saturday, April 25, 2015 (10 days prior to Election Day). During the discussion, several Council Members expressed their desire to hold one additional advance voting day on the Saturday prior to the election. At that time, the planned use of electronic poll books made it difficult to schedule another early voting day so close to Election Day.

In January, the Prince George's County Board of Elections informed the City Clerk that, at this time, they were unable to support the use of e-poll books due to the large number of municipalities located in Prince George's County and the anticipated amount of technical support and coordination required.

The City budgeted \$27,000 for the potential use of e-poll books. Because we will not be using these services for the May 2015 election, the City will have a cost savings that can be reprogrammed to support an additional day of early voting. The Board of Supervisors of Elections and the City staff recommend the Mayor and Council approve the Saturday, before the election, May 2, 2015 as an additional day of early voting.

A draft election calendar is attached.

NEXT STEPS:

Upon approval, the City will proceed with the inclusion of an additional advance voting day on the City's Election calendar. Services for two (2) days of Early Voting are included in the in the Election Vendor Services Estimate.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Approximately \$4500. The Board of Supervisors of Elections and the City Clerk will coordinate advance voting day activities.



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 2/2/2015 7:30 PM
Department: Clerk's Office
Prepared by: Laura Reams
Sponsors: Tartaro
DOC ID: (ID # 1066)

8.3

Action Items: MOTION #17-02-15 Authorization to Schedule an Early Voting Day on Saturday May 2, 2015

STRATEGIC GOALS AND ACTIONS:

Goal: Goal 1 - Ensure Transparent and Accessible Governance

Action: 1.1 Provide information and opportunities for resident participation in civic ende

FISCAL IMPACT:

\$4,500


Tracey Nicholson, City Administrator 1/30/2015

Tracey E. Nicholson, City Administrator



CITY OF HYATTSVILLE, MARYLAND 2015 ELECTION CALENDAR

MONDAY, FEBRUARY 2, 2015	Applications for Vote by Mail (Absentee) Ballots available, 8:30 a.m., for pick up at City Municipal Building, 3 rd Floor or online at www.hyattsville.org/election
MONDAY, FEBRUARY 23, 2015	Candidates may begin registering at 8:30 a.m. (drop off times between 8:30 a.m. – 5:30 p.m. or by appointment, email electionboard@hyattsville.org)
FRIDAY, MARCH 27, 2015	Deadline for Candidates to file for office, 5:00 PM Deadline to withdraw from candidacy, 5:00 PM
FRIDAY, APRIL 10, 2015	Deadline for residents to register or report address changes to the Maryland Board of Elections, to vote in the City election. Voter applications must be submitted to the Board of Elections of Prince George's County via https://voterservices.elections.state.md.us/OnlineVoterRegistration
FRIDAY, APRIL 10, 2015	Begin Processing Absentee Ballot Applications, 8:30 AM
WEDNESDAY, APRIL 22, 2015	Tentative Date for Candidate Forum, Sponsored by the Hyattsville Life and Times
FRIDAY, APRIL 24, 2015	Deadline for Candidates to file Initial Campaign Finance Report, 5:00 PM
SATURDAY, APRIL 25, 2015	Early Voting (MAGRUDER PARK TIME – 9 AM – 5 PM)
SATURDAY, MAY 2, 2015	Early Voting (MAGRUDER PARK TIME – 9 AM – 5 PM) PENDING COUNCIL APPROVAL
MONDAY, MAY 4, 2015	Deadline for filing Absentee Ballot Applications, 10:00 AM
TUESDAY, MAY 5, 2015	CITY ELECTION, 7 AM TO 8 PM
TUESDAY, MAY 12, 2015	Deadline for candidates to file Final Campaign Finance Report, 5:00 PM
FRIDAY, MAY 22, 2015	Deadline for removal of campaign signs
MONDAY, MAY 18, 2015	CITY COUNCIL MEETING, 8 PM, Certified Election Results accepted by the Council, Newly Elected Officials are issued the Oath of Office



Action Items: MOTION #18-02-15 Approval of Election Services Vendor for Election 2015

SUBJECT: Approval of Election Services Vendor for Election 2015

SECTION: Action Items

RECOMMENDED ACTION:

Motion #18-02-15

I move that the Mayor & Council approve the recommendation of the Board of Supervisors of Elections to select ELECTEC, Inc., to be used as the City's of Hyattsville's election machine and services vendor for the Biennial Election to be held on Tuesday, May 5, 2015 and to authorize the City Administrator to execute the contract in an amount not to exceed \$21,000, upon the review and approval by the City Attorney for legal sufficiency.

BACKGROUND:

The Board of Supervisor of Elections recommends that the City execute a contract for Election services with ELECTEC, Inc., for the May 2015 Election. The contract will include the rental of electronic voting machines, preparation of ballots (including absentee and provisional ballots), election judge training and an on-site technician for Early Voting and Election Day. The attached estimate of services is separated into 2 estimates, one for two (2) days of Early Voting and one for Election Day. The Council has already authorized one day of Early Voting (Saturday, April 25, 2015) and the Board is recommending that the Council authorize an additional day of Early Voting on Saturday, May 2, 2015.

NEXT STEPS:

Upon approval by the Council and review/approval by the City Attorney as to legal sufficiency, the City Administrator will execute the contract.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

The Board of Supervisors of Elections and the City Clerk will work with the Election vendor to coordinate and implement all early voting and Election Day activities.

STRATEGIC GOALS AND ACTIONS:

Goal: Goal 4 - Foster Excellence in All City Operations

Action: 4.6 Be good stewards of revenue and expenditures. Ensure adequate internal and external con

FISCAL IMPACT:

Not to exceed \$21,000. The City has budgeted funds of \$26,800 for equipment rental for the 2015 election. This estimate is \$5,800 under budget.



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 2/2/2015 7:30 PM
Department: Clerk's Office
Prepared by: Laura Reams
Sponsors: Tartaro
DOC ID: (ID # 1064)

8.4

Action Items: MOTION #18-02-15 Approval of Election Services Vendor for Election 2015


Tracey Nicholson, City Administrator 1/30/2015

Tracey E. Nicholson, City Administrator

ELECTEC ELECTION SERVICES, INC.**10 Eagle Avenue, Suite 800, PO Box 791, Mt. Holly, NJ 08060****(800) 833-9912 Fax (609) 267-8072****ESTIMATE OF COST for ELECTION DAY, 5/5/2015**

(PAGE 1 OF 2)

TO:	DATE:	1/22/2015
Laura Reams, City Clerk	DATE OF ELECTION:	Tuesday, 5/5/2015
City of Hyattsville	TIME OF ELECTION:	7am to 8pm
4310 Gallatin Street	TYPE OF ELECTION:	Mayor/Council Member
Hyattsville, MD 20781	TYPE OF MACHINE:	Electronic
Phone: 301-985-5009	LOCATION(S):	Five (5)
Fax: 301-985-5007		

1242 ELECTRONIC VOTING MACHINES

	Quantity	Cost Per Machine	ESTIMATED COST
Ordered Machines	10	\$425.00	\$4,250.00
Spare Machines **	5	\$425.00	\$0.00

*** No Charge unless used*

Transportation	10	\$225.00	\$2,250.00
Fuel Surcharge 10%			\$225.00

TECHNICIAN SERVICES

Technician(s)	Number of Hours	Cost Per Hour	ESTIMATED COST
1	18	\$45.00	\$810.00

TRAVEL & LODGING EXPENSE

	ESTIMATED COST
	\$475.00

MACHINE BALLOT PREPARATION & PRINTING

ITEM	QUANTITY	ESTIMATED COST
Sample Ballots (Full machine size) For posting at each ward	5	
Official Machine Ballots	10	
Estimated Cost for Ballot Preparation and Printing to Include Spanish on all machine ballots and audio on one memory cartridge in each ward		\$2,600.00

ELECTEC ELECTION SERVICES, INC.**10 Eagle Avenue, Suite 800, PO Box 791, Mt. Holly, NJ 08060****(800) 833-9912 Fax (609) 267-8072****ESTIMATE OF COST for ELECTION DAY, 5/5/2015****(PAGE 2 OF 2)**

TO:	DATE:	1/22/2015
Laura Reams, City Clerk	DATE OF ELECTION:	Tuesday, 5/5/2015
City of Hyattsville	TIME OF ELECTION:	7am to 8pm
4310 Gallatin Street	TYPE OF ELECTION:	Mayor/Council Member
Hyattsville, MD 20781	TYPE OF MACHINE:	Electronic
Phone: 301-985-5009	LOCATION(S):	Five (5)
Fax: 301-985-5007		

ABSENTEE BALLOT PRINTING & SCANNING		ESTIMATED COST
Rental of One Absentee Scanner		\$750.00
Absentee Preparation and Printing of Ballots for five wards		
(Example: 300 total ballots @ \$.80 each)		\$240.00
	<i>Quantity</i>	<i>Price Per Ballot</i>
	0-500	\$0.80
	501-1000	\$0.75
	1001-1499	\$0.65

PROVISIONAL BALLOT PRINTING		ESTIMATED COST
Provisional Preparation and Printing of Ballots for five wards		
(Example: 300 total ballots @ \$.80 each)		\$240.00
	<i>Quantity</i>	<i>Price Per Ballot</i>
	0-500	\$0.80
	501-1000	\$0.75
	1001-1499	\$0.65

TRAINING		ESTIMATED COST
Chief Judges Training (3 hours)		\$750.00
Judges Training (3 hours)		\$750.00
Preparation and Delivery of Two Machines for Training		No Charge
Preparation and Delivery of Additional Three Machines for Training		\$575.00
Sub-Total		\$13,915.00
Spanish Ballots Discount		-\$1,785.00
Adjusted Sub-Total		\$12,130.00
Preferred Customer Discount		-\$150.00
TOTAL ESTIMATED COST		\$11,980.00

ELECTEC ELECTION SERVICES, INC.**10 Eagle Avenue, Suite 800, PO Box 791, Mt. Holly, NJ 08060****(800) 833-9912 Fax (609) 267-8072****ESTIMATE OF COST for 2015 EARLY VOTING**

(PAGE 1 OF 2)

TO:	DATE:	1/22/2015
Laura Reams, City Clerk	DATE OF ELECTION:	Early Voting 4/25/2015 and 5/2/2015
City of Hyattsville	TIME OF ELECTION:	2 Days (9am-6pm)
4310 Gallatin Street	TYPE OF ELECTION:	Town
Hyattsville, MD 20781	TYPE OF MACHINE:	Electronic
Phone: 301-985-5009	LOCATION(S):	One (1)
Fax: 301-985-5007		

1242 ELECTRONIC VOTING MACHINES

	Quantity	Cost Per Machine Per Day	ESTIMATED COST
Ordered Machines	5	\$425 per day per machine	\$4,250.00
Spare Machines **	5	\$425 per day per machine	\$0.00

*** No Charge unless used*

Transportation	5	\$225.00	\$1,125.00
Fuel Surcharge 10%			\$112.50

TECHNICIAN SERVICES (2 OPTIONS)

Technician(s)	Number of Hours	Cost Per Hour	ESTIMATED COST
1	22	\$45.00	\$990.00

TRAVEL AND LODGING EXPENSE

	ESTIMATED COST
	\$475.00

ELECTEC ELECTION SERVICES, INC.**10 Eagle Avenue, Suite 800, PO Box 791, Mt. Holly, NJ 08060****(800) 833-9912 Fax (609) 267-8072****ESTIMATE OF COST for 2015 EARLY VOTING****(PAGE 2 OF 2)**

TO:	DATE:	1/22/2015
Laura Reams, City Clerk	DATE OF ELECTION:	Early Voting 4/25/2015 and 5/2/2015
City of Hyattsville	TIME OF ELECTION:	2 Days (9am-6pm)
4310 Gallatin Street	TYPE OF ELECTION:	Town
Hyattsville, MD 20781	TYPE OF MACHINE:	Electronic
Phone: 301-985-5009	LOCATION(S):	One (1)
Fax: 301-985-5007		

MACHINE BALLOT PREPARATION & PRINTING

ITEM	QUANTITY	ESTIMATED COST
Sample Ballot (Full Machine Size)	5	
Official Machine Ballots	5	
Estimated Cost for Ballot Preparation and Printing to Include Spanish on all machine ballots and audio on one memory cartridge in each ward		\$1,750.00

PROVISIONAL BALLOT PRINTING

PROVISIONAL BALLOT PRINTING		ESTIMATED COST
Provisional Preparation and Printing of Ballots for five wards		
(Example: 300 total ballots @ \$.80 each)		\$240.00
	<i>Quantity</i>	<i>Price Per Ballot</i>
	0-500	\$0.80
	501-1000	\$0.75
	1001-1499	\$0.65

TOTAL ESTIMATED COST	\$8,942.50
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Discussion Items: Kiplinger Development: Discussion

SUBJECT: Kiplinger Development: Discussion

SECTION: Discussion Items

BACKGROUND:

The former Kiplinger Editors Press site located at 3401 East-West Highway, is proposed for subdivision from one (1) parcel to three (3) parcels. The applicants are requesting the City's support for a 348-unit multifamily development and approval for preliminary plan of subdivision for a fee simple townhome development on the north side of the site. The applicant is scheduled for a Planning Board Hearing on Thursday, February 19, 2015 to consider the detailed site plan for the multi-family residential building and the preliminary plan of subdivision for the site. The staff recommends that the Council, through separate Action items, comment on the detailed site plan for the multi-family residential building and the preliminary plan of subdivision.

The applicant presented and discussed the proposal with the Hyattsville Planning Committee on Tuesday, January 27, 2015. The minutes are attached.

NEXT STEPS:

Action items for the detailed site plan and preliminary plan of subdivision are scheduled for consideration on February 17, 2015.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Staff will continue to work with M-NCPPC Staff and the applicant to address any conditions for approval and will be responsible to attend hearing regarding the application(s).

STRATEGIC GOALS AND ACTIONS:

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

Action: 2.4 Provide economic development programming and projects to support and facilitate


Tracey Nicholson, City Administrator 1/30/2015



Memo

To: Mayor and City Council

CC: Tracey Nicholson, City Administrator
Lesley Riddle, Director, Public Works

From: Jim Chandler, Assistant City Administrator and Director, Community & Economic Development

Date: January 28, 2015

Re: Kiplinger Property: DSP-14010 & Preliminary Plan of Subdivision (4-14013)

Background

The applicants are requesting the City's support for a 348-unit multifamily development and approval for preliminary plan of subdivision for a fee simple townhome development on the north side of the site. As discussed during the previous presentation by the applicant's attorney, the intent of discussing both phases of development is to provide the City Council with context for the overall development.

The former Kiplinger Editors Press site located at 3401 East-West Highway, is proposed for subdivision from one (1) parcel to three (3) parcels. The applicant has been working with the M-NCPPC Subdivision Review Committee (SDRC), which will likely to approve the subdivision of the site with conditions.

The conceptual site plan (CSP) for the project was approved by the District Council in June 2013, however the applicant will require approval of a revision to the conceptual site plan through the detailed site plan process due to the substantive modifications being presented. Those modifications include the removal of retail use and the introduction of for-sale townhomes.

Review of the Subject Site: Multi-family Development (DSP-14010)

The applicant, Fore Property, is proposing a multifamily residential building consisting of 3.77 acres, with a unit breakdown of five (5) residential levels of 71-studio, 157-one bedroom, 106-two bedroom and 18-three bedroom units for a total of 352 units. The site would also include structured parking that accommodates 416 spaces in a 5.5 level parking garage. The applicant proposes full amenities including exercise and clubhouse areas. The applicant is proposing a parking ratio of 1.15 to 1 unit. Units are proposed to include one parking space with a second space available for an additional fee.

The applicant is proposing a LEED certified building which will attain a minimum of Silver rating, but based on post-construction testing may achieve a higher rating.

The multi-family units are intended to be leased at market rate, with a rate to be determined. The total construction value of the multi-family is estimated at \$73 million.

The site will not have direct vehicle access from East-West Highway, but will be accessible from both Toledo Terrace and Editors Park Drive. The restricted traffic pattern is intended to provide a consistent and linear pedestrian network as prioritized in the development standards of the Prince George's Plaza Transit District Development Plan. The applicant is required to conduct a study of the flashing yellow traffic signal at Editors Park Drive, as required by the Conceptual Site Plan approval. The applicant anticipates that the finding from the study will conclude that the intersection be upgraded to a fully signalized intersection.

The applicant originally proposed to construct the roadway network as a private road, with the maintenance of the roadway being the responsibility of the respective homeowners association. As a private roadway, the applicant would be subject to less restrictive public utility easement (PUE) regulations. I met with the M-NCPPC Subdivision, Community Planning and Traffic Management staff to discuss access to the site, the road network, and future development of the adjacent parcels. Based on our discussions, a full public dedication of the 'primary' roadway and Toledo Terrace will be recommended. M-NCPPC staff is working with the applicant to review a public dedication of 47' which will include two vehicle travel lanes, parking on the south, a full linear tree box on the north and sidewalks on both the north and south sides of the roadway. As a public roadway, the applicant will be required to meet more stringent public utility easement (PUE) requirements, however based on discussions with M-NCPPC staff and the applicants' civil engineer, there is adequate space in the roadway to accommodate PUE's. The applicant will be required to warranty the street trees for a specific period of time as required in the resolution for approval.

The M-NCPPC Subdivision Review Committee (SDRC) is requesting that the City clearly state its position on the public dedication of both Toledo Terrace and the primary roadway (parallel to East West Highway) proposed by the applicant.

Review of the Subject Site: Townhouse Development (4-14013)

The second applicant, NVR, is proposing the development of approximately 100 fee simple townhouse units located on the proposed south parcel of the subject property. The applicant is required to submit a Preliminary Plan of Subdivision, which is the division by plat or deed of a larger piece of property into two or more smaller lots, plots, sites, tracts, parcels, or other land divisions (either for development or for sale) in accordance with Subtitle 24 of the Prince George's County Code.

If the applicant's subdivision is approved, the applicant will then proceed with a detailed site plan, which will require a separate review and approval process. This discussion and recommendation should focus on the general layout of the site plan, road network, green space, vehicular access, parking and other land-use elements. Details such as building materials, façade treatment and recreational programming should be reserved for detailed site plan review.

The applicant is proposing to introduce townhomes as a new housing product into the Prince George's Plaza Transit District Overlay Zone. The layout of the townhouse community is intended to create a neighborhood within the subject site that is consistent, but at a lower density than the neighboring multi-family development. The 16' wide units are proposed with a ground floor entrance with rear loading tandem parking and storage. The living spaces are proposed for second and third floors with an optional fourth floor loft, similar to the product EYA used in the Arts District, Hyattsville.

The applicant is proposing to create greenway along the southern edge of the property which borders a fenced WMATA easement. Based on comments received from both City staff and M-NCPPC Staff, the applicant intends on revising this element to enhance the connection between a recreational tot lot and dog walking area via a pedestrian pathway, which will likely serve as a more attractive alternative for residents walking/biking to the Metro station to the East. The greenway will terminate at both the east and west borders of the subject property, however it will provide an opportunity for connectivity to adjacent parcels should either or both redevelop in the future.

The applicant is developing a parking plan to address City's parking concerns. The applicant is providing a standard two-vehicle parking garage within the townhouse structure and auxiliary parking for guests. The applicant understands the pitfalls of parking managed by a homeowners association (HOA) and has agreed to participate as a City managed residential parking zone. The property's proximity to the Metro should reduce the incidents of illegal parking by townhouse residents, but the demand from commercial properties or the multifamily development can become an issue. The primary recourse if managed by the HOA, instead of the City would be to tow vehicles from the property.

Hyattsville Planning Committee Review

The applicants met with the Hyattsville Planning Committee on Tuesday, January 27, 2014 to discuss the subject property. The minutes from the meeting are attached to this memo. The Committee's recommendation with respect to this project is as follows:

- 1) Multifamily development detailed site plan
 - Enhancements should be made to the corner at Editors Park Drive
 - The street trees along East-West Highway should be placed in between the curb and sidewalk to serve as a protective barrier for pedestrians
- 2) Townhouse Preliminary Plan of Subdivision
 - The Committee is supportive of the applicant's request for subdivision
 - The Committee is supportive of public dedication of both Toledo Terrace and the primary roadway for operational and long-term redevelopment purposes;
 - The Committee is supportive of developing a recreational greenway along the southern border of the property
 - The Committee is supportive of the applicant's parking plan and having the City residential parking program be required.
- 3) Overall Site Transportation
 - The Committee supports the full signalization at Editors Park Drive, and that the applicant make efforts to provide alternative transportation connections to adjacent properties including shared vehicle services.
- 4) Retail Parcel
 - The Committee generally supports the introduction of residential 2-over-2 concept on the retail parcel, but will require additional information and details prior to making a recommendation.

Recommendation

The applicant is proposing a redevelopment project to construct a mixture of additional transit-oriented residential units consistent with goals articulated in the Prince George's Transit District Overlay Zone.

The project was originally intended to include a retail component for the third parcel along East-West Highway, however there is no significant interest from the retail market for uses permitted by the Table of Uses or consistent with the preferred land-use.

The applicant is scheduled for a Planning Board Hearing on Thursday, February 19, 2015 to consider the detailed site plan for the multi-family residential building and the preliminary plan of subdivision for the site. Recommend that the City, through separate Action items, comment on the detailed site plan for the multi-family residential building and the preliminary plan of subdivision for the site. Staff recommends the Council provide support for the project with the following conditions:

- 1) Multifamily development (DSP-14014)
 - The applicant shall revise the site plan to include additional enhancements at the corner at Editors Park Drive, which may include public art or more traditional streetscape elements.
 - The applicant shall revise the proposed streetscape along East-West Highway to place native species trees between the curb and sidewalk to serve as a protective barrier for pedestrians.
- 2) Preliminary Plan of Subdivision
 - The City supports the public dedication of both Toledo Terrace and the primary roadway, provided that the roadways meet the street standards as defined by Prince George's County DPW&T. The applicant warrants the street trees for a period of up to five (5) years from certification of the site plan. Furthermore, the publicly dedicated roadways are bonded by the applicant and the City will be reimbursed for any replacement costs for signage for a period of five years from date of certification of the site plan;
 - The City supports the concept for developing a recreational greenway along the southern border of the property as both an amenity and as an opportunity for connectivity to adjacent parcels;
 - As a condition for approval, the applicant agrees to participate in the City residential parking program.
 - The City supports the full signalization at Editors Park Drive.
 - The applicant will be required to design and construct all exterior lighting systems to Pepco standard and have Pepco accept responsibility for maintenance of the lighting system. The exterior lighting must also be focused on the site and minimize impacts to the evening sky.

The City will have additional opportunities to review any future applications with respect to the detailed site plan elements of the townhouse parcel and the third 'retail' parcel that may include condominium units and therefore the comments and recommendations with respect to both plans will be provided as part of a follow-up review.

CITY OF HYATTSVILLE

PLANNING COMMITTEE MINUTES

JANUARY 27, 2015

- 1) Introduction of Committee Members in attendance (7:34 PM)
 - Maureen Foster
 - Nkosi Yearwood
 - David Marshall
 - Jonathan Mueller
 - William Doerner
 - Thomas Scheffer
 - Chad Copeland
 - Jim Chandler

- 2) Kiplinger Redevelopment (7:35 PM – 10:13 PM)
 - Applicant:
 - i. Bill Shipp, Attorney, O'Malley, Miles, Nylen & Gilmore, P.A.
 - ii. Ken Dunn, Civil Engineer, Soltesz
 - iii. Doug Colley, Kiplinger
 - iv. Jim Sullivan, Fore Property
 - v. Brian Afnan, Director – Land, NVR

 - Bill Shipp
 - i. Overview of project team
 - ii. Overview of presentation, site history and owner's scheduling sundown of leases for sale & redevelopment of the property
 1. Three phases of development
 2. Multi-family development proceeding with detailed site plan;
 3. Fee-simple Townhomes proceeding with preliminary plan of subdivision

 - Kiplinger Multi-family Development (DSP-14010)
 - Jim Sullivan, Fore Property
 - i. 348-units with 95% mix of studio, one-bedroom, two-bedroom, with 5% of 3-bedroom units.
 - ii. Development model is to always secure LEED certification, proposed as Silver
 - iii. Mix of exterior materials including brick and hardy plank, does not include EFIS;
 - iv. Pet friendly with modern finishes
 - v. LEED: Site redevelopment, proximity to Metro and existing demo materials are being reused and/or disposed of and documented with the intent of receiving credit towards LEED.

 - Kiplinger Townhouse Development
 - Brian Afnan, NVR
 - i. Company background: Parent company of Ryan Homes, \$3 billion annually;
 - ii. Project similar to redevelopment of Rosenthal Automotive site in Virginia
 - iii. Concept is an urban product similar, though not identical to EYA Arts District or Federal Hill in Baltimore
 - iv. Approximately 100 fee simple townhouse units, 16-width with tandem parking
 - v. Working with M-NCPCCP Design review and City staff on layout challenges.
 1. Public utility & layout of primary east-west roadway
 2. Connectivity of recreational greenway along south edge of the property
 3. Proposed townhomes on the "retail" parcel

4. Dialogue with City Police Department on security camera layout.
- Overall Project
 - i. B. Shipp provided the Committee with an overall description of the site redevelopment
 1. Parking
 - a. Townhouses: Rear loaded parking
 - b. Additional on-street parking with primary road serving as a “main street” with overflow parking available on the south east portion of the parcel
 2. Primary Roadway
 - a. Discussion of short-term and long term benefits of full dedication of Toledo Terrace and “primary” east west road. Originally proposed as private, however both County and City have discussed operational “lessons learned” with respect to the EYA project. A full dedication would require roadway public utility easements (PUE) to be built to public roadway standards (no utilities in the sidewalk). Long-term provides for continuity of road network as proposed in update to Prince George’s TDDP and addresses operational concerns.
 3. Transportation
 - a. Applicant will conduct a traffic analysis, however they expect, per the approved CSP, that full signalization of signal at Editors Park Drive & East-West Highway will be required.
 4. Recreational
 - a. Discussions with County and City to improve connectivity of southern “greenway” that would connect the tot playground with the dog walking area and also serve as a more attractive alternative route to Metro for residents.
 - ii. Committee Clarifying Questions
 - i. Jonathan Muller
 1. Connectivity to “bi-sectional road”
 2. Evaluation for full signal at Editors Park Drive
 - a. B. Shipp: Applicant will conduct a permit level study
 3. Provision for below market rate housing
 - a. B. Shipp: Both developments will be market rate
 - ii. D. Marshall
 1. \$78 million in development cost is for the whole project or just the multi-family development?
 - a. J. Sullivan: Multi-family only
 2. Public dedication of roadway
 - a. B. Shipp: Clarified public as to City via the County requirements for dedication
 3. Retail
 - a. Retail on the third parcel would require circulation through the neighborhood and in front of the townhouse units on the “retail” parcel
 - b. B. Shipp: County Transportation determined that an access from Toledo Terrace is too close to the intersection and there are concerns about townhouses backing up to retail parking lot. There is generally a lack of retail market for the site. Applicant is considering an alternative to develop the parcel as a 2-over-2 for sale condominium to complete the development and East-West Highway Streetscape. Approximately 40-units to fill in the balance of the site.
 4. Public recreational area
 - a. Public access
 - i. B. Afnan: Likely to be secured and accessible only to townhouse residents.

5. Multi-family layout
 - a. Are there 4-unit apartments
 - i. J. Sullivan: No and proceeded to clarify key on the site plan
 - b. Recreational amenities: On-site & for the general public?
 - i. B. Shipp: Applicant will prepare a package & if there is a gap per M-NCPPC's value calculation, the applicant will be required to provide funding to M-NCPPC for parks & amenity investment.
- iii. Maureen Foster
 1. LEED for townhomes
 - a. B. Afnan: No, the company builds to Energy Star standards, which is generally more effective for townhouse construction and value added for the buyer. Energy Star is incorporated to the company's business model. LEED has a lack of return on investment.
- iv. Nkosi Yearwood
 1. Where is the market for these types of housing products
 - a. J. Sullivan: 20 – 38 year old demographics complemented by downsizing baby boomers.
 - b. B. Afnan: Market has subsidized, prices are still low. Fairwood in Bowie, demand is increasing confidence. Quality product by metro is resilient.
- v. Chad Copeland
 1. Brian: Concept for linear park as more attractive alternative to Metro with incorporation of security cameras.
 - a. B. Shipp: Creates opportunity for redevelopment links consistent with the Prince George's Transit District Development Plan.
- vi. Thomas Sheffer
 1. Southern boundary is WMATA Right of Way?
 - a. B. Shipp: Yes
 2. Is retail viable within the project?
 - a. J. Sullivan: Was considered, but is not leasable and they see the spaces turning over too often.
 3. Why not pursue LEED Gold?
 - a. J. Sullivan: Promise Silver, might achieve a higher evaluation once the application is evaluated. Most building codes have incorporated LEED principals.
 4. Walkability concerns
 - a. Pods of townhomes created many intersections and opportunities for pedestrian-vehicle conflict;
- vii. William Doerner
 1. Similar concern regarding vehicles
 - a. K. Dunn: Delineation in pavement treatments, not necessarily vertical changes, though that is being considered for the alleys.
 2. Traffic & Transportation program
 - a. B. Shipp: Discussion of both Toledo Terrace and 'primary' roadway as public dedication
 - b. Multi-family is parked at a 1.15:1 ratio, with every unit having 1-dedicated space and a fee for a second space
 - c. Townhouse: 16' units call for tandem parking
 3. Townhouse dimensions
 - a. 16' x 40' (second & third story's) plus loft
 - b. Total size is < 2,000 sq.ft.
 4. Recreational Uses
 - a. Dog walking area
 5. Clarification on connectivity/walkability & lighting

- a. Sidewalks: East-West Highway, Toledo, Editors Park Drive, Primary Road
 - b. Lighting: Yes, lighting to public/Pepco design standard
 - 6. Any issues with noise from Metro
 - a. B. Shipp: Mandatory noise study, per State requirements.
- Committee Comments
 - i. J. Mueller
 - 1. No real concerns with multi-family building
 - 2. Would like to see retail included
 - 3. Supportive of the overall project
 - 4. Parking is being addressed
 - ii. D. Marshall
 - 1. No red flags
 - 2. Reserve judgment on the 2-over-2 condominium until additional details are provided, but better than introducing a retail use;
 - 3. Ownership of main street should be under City control to manage parking and same goes for Toledo Terrace
 - 4. Concerned about lack of “public” space, as what is being proposed is isolated.
 - 5. Council may raise concern about inclusion of 3-bedroom units
 - 6. Ensure street furniture is for public use
 - 7. Dislike for speedbumps, but a slightly raised grade for the alleys are wise
 - 8. No speed bumps on the main roadway.
 - iii. N. Yearwood
 - 1. Multi-family should have a ground level presence, possibly an art element similar to Post Park. Could use traditional elements such as a planter.
 - 2. Structured parking garage: use a green screen on rear of the garage for visual benefit of townhouse community
 - 3. Public ROW, 47’ proposed public dedication. Building to new stormwater management requirements.
 - a. K. Dunn: Underground filtration will use ESD devices
 - 4. Prefers a public art element as a public face, location to be determined by the applicant.
 - 5. Parking: Prefers less parking on-site and a 1:1 parking ratio to be consistent with the goals of the TDDP.
 - 6. Reserve opportunities for Capital Bikeshare
 - iv. C. Copeland
 - 1. Public park does not make sense
 - 2. Demonstrated thought & compromise to parking management.
 - 3. May offer an opportunity for unique/localized retail
 - 4. Significant effort to connect to other properties including Metro
 - v. T. Scheffer
 - 1. Okay with private park due to potential vandalism issues
 - 2. Likes greenway concept as it helps to breakdown isolation of the site
 - 3. Likes overall design
 - 4. Consider niche retail opportunities
 - 5. Crosswalks/crossing for public access on ‘primary’ road
 - vi. W. Doerner
 - 1. Concerned about absence of speed bumps on ‘primary’ roadway, generally not supportive of speed bumps, but may be warranted
 - 2. Facades: placement of the trees behind the sidewalk along E-W Highway is not pedestrian friendly and should be viewed as a protective barrier;
 - 3. Parking: Suggests charging for the parking in multi-family to let the market dictate actual demand.
 - 4. Consider impact on surrounding neighborhoods
 - 5. Build in an arts element for cohesiveness

vii. M. Foster

1. Name street consistent with naming convention
2. Assess safety of intersection at Toledo Terrace
3. Greenscreen at Parking garage
 - a. Applicant: May be ventilation issues, but screening is feasible
 - b. B. Afnan: Townhouse layout is intended to look away from parking structure

- Committee Recommendations (Approved 6-0) (N. Yearwood left prior to vote)

i. Multifamily development detailed site plan

1. Enhancements should be made to the corner at Editors Park Drive
2. The street trees along East-West Highway should be placed in between the curb and sidewalk to serve as a protective barrier for pedestrians

ii. Townhouse Preliminary Plan of Subdivision

1. The Committee is supportive of the applicant's request for subdivision
2. The Committee is supportive of public dedication of both Toledo Terrace and the primary roadway for operational and long-term redevelopment purposes;
3. The Committee is supportive of the concept for developing a recreational greenway along the southern border of the property
4. The Committee is supportive of the applicant's parking plan and the having the City residential parking program be required.

iii. Overall Site Transportation

1. The Committee supports the full signalization at Editors Park Drive, that the applicant make efforts to provide alternative transportation connections to adjacent properties and that the applicant consider including shared vehicle services.

iv. Retail Parcel

1. The Committee generally supports the introduction of residential 2-over-2 concept on the retail parcel, but will require additional information and details prior to making a recommendation.

3) Committee Business (10:18 PM)

- Adoption of Minutes from November 18, 2014: Minutes to be voted on in February
- Confidentiality Statement: Distributed and signed by Committee Members
- Committee Worksheet: Was emailed and will be discussed at February Committee meeting
- Maryland Open Meetings Act Reference Guide: Was emailed and will be discussed at February Committee meeting

4) Development Project Updates (10:19 – 10:33 PM)

- Safeway at University Town Center (DSP—05084/01)
 - i. J. Chandler provided a construction summary and shared that the development is scheduled to be delivered by the end of the calendar year.
- Former Marche Florist, 4800 Rhode Island Avenue
 - i. J. Chandler provided a brief summary to the Committee regarding the construction schedule and potential opening dates
- City Facilities Community Meeting, February 4th, 7 PM
 - i. J. Chandler provided the Committee with details of the meeting, which is scheduled for next week and will serve to inform recommendations and decision making.

5) Next Meeting

- The next meeting is scheduled for February 24, 2015
 - i. Appointment of Chair(s)
 - ii. Prince George's TPPD: Draft recommendation(s)

6) Adjourn (10:36 PM)



Discussion Items: Additional Funding for University Hills Streets Project

SUBJECT: Additional Funding for University Hills Streets Project

SECTION: Discussion Items

BACKGROUND:

The design plans to renovate and improve the sidewalk and street infrastructure within the boundaries of University Hills has been in the planning stages for several years. The scope of work for this project has been changed several times which has created a lag in the project reaching design completion.

Our engineering firm, Charles P. Johnson and Associates will require an additional \$60,000 funding to complete the project design.

NEXT STEPS:

The DPW will review and obtain Council approval of the final design plans for the University Hills sidewalk and street renovation project.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Oversight and review of design plans.

STRATEGIC GOALS AND ACTIONS:

Goal: Goal 3 – Promote a Safe and Vibrant Community

Action: 2.2 Invest in, and manage City infrastructure including streets, sidewalks and pub


Tracey Nicholson, City Administrator 1/30/2015

Main City Calendar – February 3, 2015 – February 21, 2015

1. **Creative Minds: Parent & Child Program**
Every Tuesday & Thursday, 10:00 AM - 12:00 PM @ Magruder Recreation Center
 Creative Minds Parent & Child Program is a toddler program enriching children through education & interactive activities, including introduction to movement, art, music, story time and free play.
2. **Board of Supervisors of Elections Meeting**
February 3, 4:00 PM - 5:00 PM @ 3rd floor, Inner Conference Room
3. **Ageless Grace Exercise Class**
Every Wednesday & Friday, 10:00 AM - 11:00 AM @ 4310 Gallatin Street First Floor
 Ageless Grace, a seated exercise program that works the core, activates the organs and systems of body. This program uses 21 simple tools based on the cutting-edge science of neuroplasticity. Ageless Grace is ideal for any active adult, children and people with disabilities.
4. **Community Meeting: Facility Planning**
February 4, 7:00 PM - 8:00 PM @ Abundant Life Bible Church
 A Community Meeting will be held on Wednesday, February 4th at 7 PM to present and solicit feedback from residents and community stakeholders on proposals for City owned buildings, including the proposed move of the Hyattsville City Police Department and select administrative staff to the City Building located at 3505 Hamilton Street. The meeting will be held at the Abundant Life Bible Church, located at 5405 36th Avenue in Ward 5.
5. **City Council Budget Work Session - Introduction of Draft FY16 Budget**
February 11, 8:00 PM - 10:00 PM @ 3rd Floor, Council Chambers
6. **Board of Supervisors of Elections Meeting**
February 17, 4:00 PM - 5:00 PM @ 3rd Floor, Inner Conference Room
7. **Planning Committee**
February 17, 7:30 PM - 9:30 PM @ 4310 Gallatin Street
8. **City Council Meeting**
February 17, 8:00 PM - 10:00 PM @ Third Floor, Council Chambers
9. **Code Compliance Advisory Meeting**
February 18, 7:00 PM - 8:30 PM @ City Municipal Building, 1st Floor Multipurpose Room
10. **Under the Big Top Parent & Child Dance**
February 21, 5:00 PM - 7:00 PM @ City Municipal Building