

City of Hyattsville

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



Agenda Regular Meeting

Monday, April 6, 2020

7:00 PM

Council Chambers

City Council

Mayor Candace B. Hollingsworth
Kevin Ward, Council President, Ward 1
Carrianna Suiter, Council Vice President, Ward 3
Bart Lawrence, Ward 1
Robert S. Croslin, Ward 2
Danny Schaible, Ward 2
Ben Simasek, Ward 3
Edouard Haba, Ward 4
Daniel Peabody, Ward 4
Joseph Solomon, Ward 5
Erica Spell Wolf, Ward 5

ADMINISTRATION

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

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

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

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

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

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

WAYS TO WATCH THE MEETING LIVE: City Council meetings are broadcast live on cable television channel 71 (Comcast) and channel 12 (Verizon). You may also view meetings live online at hyattsville-md.granicus.com/MediaPlayer.php?camera_id=2

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

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

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

1. Call to Order and Council Roll Call**2. Pledge of Allegiance to the Flag****3. Approval of Agenda****4. Approval of the Minutes****4.a Approval of the Minutes**[HCC-289-FY20](#)**Approval of the Minutes**

I move that the Mayor and Council approve the minutes of the City Council Meetings of March 27 and April 1, 2019 and February 18 and March 2, 2020.

Sponsors: City Administrator

Attachments: [Minutes March 27 2019 CM FINAL](#)
[Minutes Apr 1 2019 CM FINAL](#)
[Minutes Feb 18 2020 FINAL](#)
[Minutes Mar 2 FINAL](#)

5. Motion to Close (7:10 p.m. - 8:10 p.m.)**5.a Motion to Close (60 minutes)**[HCC-287-FY20](#)**Motion to Close (60 minutes)**

I move that the Mayor and Council close the Council Meeting of April 6, 2020 to consult with staff to discuss confidential commercial or financial information related to a proposed development in the City.

This session will be closed under the authority of the Annotated Code of Maryland State Government General Provisions Article Section 3-305(b) (13) to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter - specifically Maryland Code, § 4-335 of the General Provisions Article (protecting from disclosure confidential commercial information).

The reason for closing the meeting under this exception is to protect the City's bargaining position and to maintain legally required confidentiality in regard to commercial and/or financial information.

Sponsors: Douglas

6. Public Comment (8:10 p.m. – 8:20 p.m.) Complete Speaker Card, Limit 2 minutes per speaker**7. City Administrator Update (8:20 p.m. - 8:30 p.m.)**

8. Presentations (8:30 p.m. - 9:00 p.m.)

- 8.a** Introduction of the Draft Budget for Fiscal Year 2021 (15 minutes) [HCC-288-FY20](#)

Introduction of the Draft Budget for Fiscal Year 2021 (15 minutes)

Click or tap here to enter text.

Sponsors: City Administrator

Department: City Clerk

Attachments: [FY21 Draft Budget](#)

- 8.b** Medical Office Building Architecture - Detailed Site Plan [HCC-286-FY20](#)
(DSP-20004)

Medical Office Building Architecture - Detailed Site Plan (DSP-20004)

Presentation Only

Sponsors: City Administrator

Department: Community & Economic Development

Attachments: [DSP-20004 Med Bldg - DSP-20004 Presentation Memo](#)
[A-SOJ-DSP 20004](#)
[Kaiser DSP Presentation Apr 6 2020 CM](#)

9. Proclamation (9:00 p.m. - 9:05 p.m.)

- 9.a** Proclamation in honor of National Volunteer Week [HCC-294-FY20](#)

Proclamation in honor of National Volunteer Week

I move that the Mayor and Council proclaim April 19 - 25, 2020 as National Volunteer Week in the City of Hyattsville.

Sponsors: City Administrator

Department: City Clerk

Attachments: [National Volunteer Week 2020](#)

10. Consent Items (9:00 p.m. - 9:05 p.m.)

Items listed on the Consent Agenda are considered routine in nature, and are approved in one motion. There will be no separate discussion of these items unless the Mayor/Council

request specific items be removed from the Consent agenda for separate action.

- 10.a** FY20 Budget Amendment: Accept and Appropriate the [HCC-278-FY20](#)
Chesapeake Bay Trust Grant Award

FY20 Budget Amendment: Accept and Appropriate the Chesapeake Bay Trust Grant Award

I move that the Mayor and Council amend the FY20 budget to accept and appropriate the Chesapeake Bay Trust award in the amount of \$60,762 for implementing a Tree Canopy Study and providing resources for residents to plant trees.

Sponsors: City Administrator

Department: Public Works

Attachments: [17682](#)

- 10.b** Repair of Security Gate at the Department of Public Works [HCC-279-FY20](#)

Repair of Security Gate at the Department of Public Works

I move that the Mayor and Council authorize the City Administrator to enter into an agreement with Del Electric, for an expenditure not to exceed \$12,000 for the repair of the Security Gate at the Department of Public Works.

Sponsors: City Administrator

Department: Public Works

Attachments: [S20-097 - DPW Entrance Gate - Hyattsville](#)

- 10.c** Right of Way Mowing [HCC-280-FY20](#)

Right of Way Mowing

I move that the Mayor and Council authorize the City Administrator to enter into a contract with Professional Lawn Maintenance Service, LLC for Additional Right of Way mowing in response to a Request For Proposal for an expenditure not to exceed \$21,000.

Sponsors: City Administrator

Department: Public Works

Attachments: [Professional Lawn Maintenance Services - Hyattsville RFP documents](#)
[Professional Lawn Maintenance Services - Addendum no. 1](#)

- 10.d** Dossier-on-Demand System Contract [HCC-282-FY20](#)

Dossier-on-Demand System Contract

I move that the Mayor and Council authorize the City Administrator to enter into an

agreement with Dossier Systems, Inc. for a 3 year subscription to the Dossier Fleet Management System with an encumbrance not to exceed \$25,000 for the setup, training, and first year of the subscription.

Sponsors: City Administrator

Department: Public Works

Attachments: [2020-02-07-DOD-City of Hyattsville-2020-02-12](#)

10.e Solar Lighting & LED Installation and Upgrades

[HCC-283-FY20](#)

Solar Lighting & LED Installation and Upgrades

I move that the Mayor and Council authorize the City Administrator enter into an agreement with GraybaR for the installation of LED and Solar LED lighting at various locations throughout the City at an encumbered amount not to exceed \$115,000.

Sponsors: City Administrator

Department: Public Works

Attachments: [Memo - Solar LEDs \(Laura Carr\)](#)
[Graybar Quotation 02349697 Parking lot one LED repalcements lights for current HID lights](#)
[Graybar Quotation 0234937326.pdf 38th ave \(1\)](#)
[Graybar Quotation 0234937323.pdf hyatt Park.pdf solar ballard lighting](#)

10.f FY20 Budget Amendment: Acceptance of Laptop Donation

[HCC-292-FY20](#)

FY20 Budget Amendment: Acceptance of Laptop Donation

I move that the Mayor and Council accept the donation of 10 used laptop computers and the Asset Disposal/Transfer form from GlobalGiving Foundation these computer devices have an aggerate value of \$500 and will be immediately gifted out as a pass-thru to Hyattsville City schools for distribution and specific use by students.

Sponsors: City Administrator

Department: City Clerk

Attachments: [Computer Donation](#)

10.g Reschedule Budget Work Session of April 18, 2020 to April 15, 2020 [HCC-291-FY20](#)

Reschedule Budget Work Session of April 18, 2020 to April 15, 2020

I move that the Mayor and Council cancel the Council Budget Work Session scheduled for

Saturday, April 18, 2020 and schedule a Budget Work Session for Wednesday, April 15, 2020

Sponsors: City Administrator

Attachments: [Calendar of Budget Presentations FY21 updated 040320](#)

11. Action Items (9:05 p.m. - 9:55 p.m.)

11.a Hyattsville Emergency Ordinance 2020-02 COVID-19 Pandemic Fund (Introduction & Adoption) [HCC-293-FY20](#)

Hyattsville Emergency Ordinance 2020-02 COVID-19 Pandemic Fund (Introduction & Adoption)

I move that the Mayor and Council introduce and adopt Hyattsville Emergency Ordinance 2020-02, COVID-19 Pandemic Fund, an uncodified Ordinance whereby the City of Hyattsville establishes a special revenue fund known as the Covid-19 Pandemic Fund and transfers one million dollars from unencumbered funds in the General Fund to reduce the impact of economic hardships arising from the pandemic caused by the coronavirus ("COVID-19") in the City of Hyattsville (INTRODUCTION & ADOPTION).

Sponsors: Hollingsworth

Department: City Clerk

Attachments: [Emergency Ordinance Covid Fund 3.23.20](#)

11.b Backyard Chicken Act [HCC-252-FY20](#)

Backyard Chicken Act

I move that the Mayor and Council direct the City Attorney to draft an ordinance amending Chapter 52 of the Hyattsville Charter and Code to amend section §52-10 by striking the inclusion of "domestic fowl" and "poultry and game birds" from the list of prohibited animals. Roosters will remain on the list of prohibited animals in the Code.

Sponsors: Schaible

Department: City Clerk

11.c Solid Waste Collection Study Contract [HCC-277-FY20](#)

Solid Waste Collection Study Contract

I move that the Mayor and Council authorize the City Administrator to enter into a contract with SCS Engineers and to encumber an amount not to exceed \$39,000 to complete a Solid Waste Collection Study in response to RFP #DPW20-001.

Sponsors: City Administrator

Department: Public Works

Attachments: [SCS Proposal to Hyattsville](#)
[SCS Proposal for PAYT Analysis](#)

- 11.d** 4016 Crittenden Street: Departure from Design Standards [HCC-284-FY20](#)
(DDS-666)

4016 Crittenden Street: Departure from Design Standards (DDS-666)

I move that the City Council authorize the Mayor to provide correspondence to the Maryland-National Capital Park & Planning Commission in opposition of the Departure from Design Standards (DDS-666) application. The City is of the opinion that the modification requested are insufficient and do not adequately buffer the proposed high-impact project from the historic Wheelock House located at 4100 Crittenden Street.

Sponsors: City Administrator

Department: Community & Economic Development

Attachments: [A-SOJ-DDS-666](#)
[CIVP-DDS-666](#)
[Prince Georges County Landscape Manual - Section 4.7](#)

12. Discussion Items (9:55 p.m. - 10:05 p.m.)

- 12.a** Enterprise Resource Planning Vendor Selection: BC Systems [HCC-285-FY20](#)

Enterprise Resource Planning Vendor Selection: BC Systems

I move that the Mayor and City Council authorize the City Administrator to enter into a contract for services with BC Computers Inc. (dba BC Systems) for the provision of an Enterprise Resource Planning system for a term of five (5) consecutive years and grant the authority to the City Administrator to execute three (3) additional consecutive one (1) year terms, not to exceed a term of eight (8) years, upon review for legal sufficiency by the City Attorney.

Sponsors: City Administrator

Department: Information Technology

Attachments: [Memo - ERP Selection - 3.31.2020](#)

13. Council Dialogue (10:05 p.m. - 10:15 p.m.)

14. Community Notices and Meetings

- 14.a** Main City Calendar April 7, 2020 - April 27, 2020 [HCC-290-FY20](#)

Main City Calendar April 7, 2020 - April 27, 2020

N/A

Sponsors: City Administrator

Attachments: [Main City Calendar Apr 7-Apr 27 040220](#)

15. Motion to Adjourn



City of Hyattsville

Hyattsville Municipal Bldg
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Agenda Item Report

File #: HCC-289-FY20

4/6/2020

4.a

Submitted by: Sean Corcoran
Submitting Department: City Clerk
Agenda Section: Approval of the Minutes

Item Title:
Approval of the Minutes

Suggested Action:

I move that the Mayor and Council approve the minutes of the City Council Meetings of March 27 and April 1, 2019 and February 18 and March 2, 2020.

Summary Background:

Action summaries for Council Meetings are posted to the City website within 48 hours of the meeting. Staff is in the process of reviewing records to ensure all previous meeting minutes have been approved by Council. Please see attached minutes.

Next Steps:

Upon approval, approved minutes will be posted on the City's website.

Fiscal Impact:

N/A

City Administrator Comments:

Recommended Approval

Community Engagement:

Minutes are posted on the City's website.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Legal Review Required?

N/A



WORK SESSION OF THE CITY COUNCIL, HYATTSVILLE MD
MARCH 27, 2019 – 7:30 PM

Present: Candace Hollingsworth, Mayor
Edouard Haba, W4 (Council Pres.)
Kevin Ward, W1 (Council VP)
Bart Lawrence, W1
Robert Croslin, W2
Thomas Wright, W3
Joseph A Solomon, W5

Absent: Shani Warner, W2
Carrianna Suiter, W3
Erica Spell, W5

Also present were the following City staff members:
Tracey E. Douglas, City Administrator
Jim Chandler, Assistant City Administrator
Ron Brooks, City Treasurer
Chief Amal Awad, City of Hyattsville Police Department
Lesley Riddle, Director of Public Works
Vivian Snellman, Director of Human Resources
Laura Reams, City Clerk
Nicola Konigkramer, Deputy City Clerk
Aaron Jones, DPW Fleet Maintenance Supervisor (departed at 8:51 p.m.)
Joe Buckholtz, DPW Operations Manager (departed at 8:51 p.m.)
Dawn Taft, Arborist (departed at 8:51 p.m.)
Tara George, DPW Projects Assistant (departed at 8:51 p.m.)
Laura Carr, Administrative Assistant (departed at 8:51 p.m.)
Captain Scott Dunklee, City of Hyattsville Police Department (departed at 7:47 p.m.)
Hal Metzler, DPW Project Manager (departed 8:51 p.m.)

1) Call to Order and Council Roll Call

Mayor Candace Hollingsworth called the meeting to order at 7:34 p.m.

2) Pledge of Allegiance to the Flag

3) Approval of the Agenda

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Croslin
AYES:	Hollingsworth, Haba, Ward, Lawrence, Croslin, Wright, Solomon
NAYS:	None
ABSENT:	Warner, Suiter, Spell



WORK SESSION OF THE CITY COUNCIL, HYATTSVILLE MD
MARCH 27, 2019 – 7:30 PM

4) Public Comment (7:40 p.m. - 7:50 p.m.) Limit 2 minutes per speaker

There were no public comments.

5) FY20 Proposed Budget Document

5.a) FY20 Proposed Budget

HCC-332-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#) 

[FY20 Proposed Budget.pdf](#) 

City Administrator Tracey Douglas addressed the Mayor and Council recalling that on March 18, 2019 staff provided the budget proposal for fiscal year 2020 (FY20) and that they would be presenting the Body with highlights therein and a financial overview.

City Treasurer, Ron Brooks, addressed questions submitted by **Ward 3 Councilmember Thomas Wright** and **Ward 1 Councilmember Bart Lawrence** expressing the importance of reducing expenditures wherever possible and provided a brief description of contracted and professional services noting that the budget addressed specific reduction in costs for those areas. Mr. Brooks stated that in the previous three (3) years there were attempts to move capital equipment items of a value in excess of \$5K to the capital budget compliant with industry standards. He added that the outlook estimate for Highway User Revenue (HUR) was very good and House Bill 807 provided insight that cited increases through 2024; more than twice the amount received in FY19. Treasurer Brooks addressed service charges stating that, in particular, the cost for Summer Jam would be reduced from \$9K to \$5.2K due to changes in vendors and omission of certain costs. Mr. Brooks addressed miscellaneous revenues and provided history regarding interest earnings and past fluctuations of revenues.

6) Presentation & Discussion (7:50 p.m. - 9:50 p.m.)

6.a) FY20 Proposed Budget

HCC-333-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

City Administrator Douglas stated that the presentations would be done by Department and introduced the overall agenda. She presented the Hyattsville City Government organizational chart and indicated that there were changes in personnel, but the structure remained the same. She summarized the overview of the FY19 budget citing several updates and future initiatives. She reported that the City was functioning under a balanced budget and moved the presentation to Treasurer Brooks for further details.



WORK SESSION OF THE CITY COUNCIL, HYATTSVILLE MD MARCH 27, 2019 – 7:30 PM

City Treasurer Ron Brooks reiterated the success of balancing the budget and stated that he would be keeping close track of any adjustments or amendments introduced in the meeting and that it was his intention to maintain, if not improve upon, the balanced budget. Mr. Brooks provided detail and visual aid regarding revenues and the FY20 total revenue estimate as well as the respective expenditures.

City Administrator Douglas presented the FY20 Mayor and Council priorities which included several proposed plans including infrastructure improvements, landscaping, the “re-imagining” of Magruder Park, a trash collection study, and the Hyattsville Community Stabilization fund. The presentation also detailed salary and benefits for City employees, an overview of economic development, infrastructure investment, programs and services, police and public safety initiatives, smart and green technology, and Sustained City services and programs. Ms. Douglas addressed FY20 Planning priorities which focused on the 2017-2021 Sustainability plan, a community survey and Age-Friendly Action plan, transportation study initiatives, and cited new and open positions which the City intended to staff and implement in the coming year.

The presentation was turned over to City Clerk, Laura Reams, who reported on the FY20 Mayor and City Council budgets citing minor increases in the budget primarily to provide for extended professional development and a scheduled salary increase. She explained that the Council budget was similar to what it had been in previous years and provided funding for salary compensation, professional development, partnership dues, education assistance grants, discretionary projects, continued City events and programs, and assistance for the Health, Wellness, and Recreation Advisory Committee (HWRAC) initiatives.

Councilmember Lawrence referenced the funds for the HWRAC stating that Council requested a report on the specific intention for the funds to which Ms. Reams explained that the details would be presented by the Committee on April 15th.

City Administrator Douglas cited minor increases in certain areas of the budget and reported on the increase in funding for legal services which would include a \$15 increase to the hourly rate of the City attorney as well as funding for bond counsel, contract review and negotiations, real estate and demolition consultation, and the continuation of assistance regarding existing needs.

City Clerk Reams presented the Clerk’s Office budget and provided a background and summary of the responsibilities of the City Clerk and stated intentions to improve agenda management software and add a part-time records management position. Treasurer Brooks added that the costs for Granicus, the legislative resource management software, came partly from the Clerk’s budget and partly from the Information Technology (IT) budget, but that the plan was to gradually put all funding under the Clerk’s budget.

Ms. Reams provided information regarding the Board of Supervisors of Elections relaying that changes had been made to the code regarding elections, outlined the process in which an election vendor was chosen, and described the efforts and outreach of the 2019 election including pop-up polling.



WORK SESSION OF THE CITY COUNCIL, HYATTSVILLE MD MARCH 27, 2019 – 7:30 PM

Director of Human Resources, Vivian Snellman, presented the budget agenda for the department providing a summary of the responsibilities of the department and showcasing its operational structure. Ms. Snellman listed several initiatives implemented by the Human Resources department such as volunteer programs, wellness initiatives, various educational opportunities, and referral programs. Director Snellman provided information on the department's FY20 program priorities listing the implementation of the Clean and Safe team, continued volunteer and internship outreach, a work study program with Northwestern High School, retention for key positions, and tools to reduce overall costs. She presented the department's budget proposal and the items' purposes and process of implementation.

Assistant City Administrator Jim Chandler addressed the Mayor and Council with a reprisal of budget and program priorities from FY19 reviewing previous operational and professional services including expanded IT services, implementation of a new telephone interface, as well as facility and capital projects support including a new Department of Public Works facility and Hyattsville Police Department headquarters. **Ward 5 Councilmember Joseph Solomon** requested that Mr. Chandler provide Council with an overview of the direction of the IT department to which Mr. Chandler stated that staff would prepare a presentation to be given that would supply the Body with all needed information.

Mr. Chandler addressed the initiatives of the Department of Community and Economic Development noting an intern position that had been used to help where needed depending on the volume of responsibilities of the department. He stated that the position had proven beneficial and they would like to transition from an internship to a full-time position. He highlighted measures that had been initiated in the FY19 budget and implemented successfully including vital reports and studies, installation of bicycle racks, the Commercial Façade Improvement Program, and electric vehicle charging stations. He noted the addition of a weekend Code inspector as well as new parking structures, automated license plate readers, and residential parking zones and their implementation. Assistant City Administrator Chandler projected goals for the FY20 budget including zoning ordinances, affordable housing strategy, various City events, advancing technology at the disposal of City staff, and improvements for parking and code compliance.

Councilmember Solomon inquired about short-term rentals to which Mr. Chandler responded that the department accounted for the purchase of a license that will allow collaboration with a company who collects and analyzes data related to short-term rentals making information regarding a property's license and rental frequency accurately and readily available. He stated that more resources and attention were to be given to short-term rentals in FY20.

Director of the Department of Public Works (DPW), Lesley Riddle, thanked staff for their efforts in developing the budget for presentation and introduced new staff members. Ms. Riddle gave background regarding the responsibilities of the department and provided an organizational chart of positions and responsibilities therein. She cited the initiatives of the FY19 budget and reported on their statuses including the new Police headquarters, the new DPW facility, and several other projects and studies. Director Riddle described the FY20 budget and program priorities citing construction projects and programs that would continue and noted new initiatives introduced in the fiscal year. The budgetary plan for DPW was then categorized and



WORK SESSION OF THE CITY COUNCIL, HYATTSVILLE MD MARCH 27, 2019 – 7:30 PM

detailed by plans for administration, highway streets operations, maintenance operations, and park operations.

Director of Community Services, Jake Rollow, presented the Mayor and Council with a background of the programs and accomplishments of the department citing increased reception to community outreach, a newly developed tutoring program and expanded opportunities at the Teen Center, and efforts to form partnerships with neighboring entities, and other items. He provided the organizational chart of the department and relayed that staff were seeking a program lead for an Age-Friendly initiative and administrative assistance. City Administrator Douglas referenced the new implementation of See, Click, Fix and stated that staff would be receiving training for the program in the coming weeks. Director Rollow displayed the Communications budget and explained some of the changes and reallocations of funds due to contractual obligations regarding teen mentoring and tutoring and the release of contractual obligation regarding Americorps VISTA. The remainder of the budget plan was broken down by park operations, cable television expenses, volunteer services, senior services, and Call-a-Bus Services.

Hyattsville Police Department Chief, Amal Awad, summarized the role and responsibilities of the Police force and presented its organizational chart stating that they would be requesting a full-time civilian position for training and a Commission for Accreditation for Law Enforcement Agencies (CALEA) certified professional who would be tasked with the maintenance of all records in preparations for audits throughout the department. City Administrator Douglas interjected that the position had formerly been held by a uniformed officer, but with the growing need to use all officers in the field, the position was to be transitioned to a civilian. Chief Awad stated that the Community Action Team (CAT) had been disbanded until staffing issues are resolved and the new Police headquarters are completed. She stated that the design of the new Police Department location was 95% complete and would be starting construction in the coming weeks. She projected that funds would be used to purchase six (6) new patrol vehicles and two (2) SUVs and that funding would be sought from grants from the Maryland Crime Intelligence Network (MCIN) and that continuing initiatives would include gang intelligence collection, traffic and pedestrian safety, and security of the commercial corridor. Chief Awad noted that an annual report including statistics and highlighted training initiatives would be provided at the end of the month and a presentation on 21st century policing would be held on April 15. She closed her comments citing continuing programs including senior check-ins, back to school safety, shop with a cop, coffee with a cop, and holiday food basket deliveries as well as increases in staffing and adjusted requirements for employment and detailed intentions for funding in the FY20 cycle.

City Administrator Tracey Douglas presented a visual display that cited the FY20-24 Capital Improvements Budget and stated that she would be fielding any questions regarding the departmental budget presentations.

City Treasurer Ron Brooks responded to inquiries from Council stating that there existed transfers for capital projects and transfers for debt services and there were four (4) funds: general, special revenue, capital, and debt services and funding for debt services was transferred out of the general fund.



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City Administrator Douglas provided an overview of the FY19 budget offsets which cited grants received, City programs, partnerships, including advertising opportunities and internships.

Councilmember Wright expressed his appreciation for the efforts committed stating that the presentation was well thought out, easily navigated, and impressive overall.

Councilmember Solomon echoed the sentiments of his colleague and inquired as to the changes that would take place in the City Municipal Building’s reception area to which Ms. Douglas responded that funding for renovation of the building would be included in a future fiscal cycle but improvements would be made including monitors in the lobbies that will provide information and direction, additional staff support, and a newly integrated phone system.

Councilmember Solomon inquired about delays in construction projects to which Ms. Douglas responded that some delay was due to weather conditions, staffing, and partly because of augmented tariffs that were substantially increasing the price of materials such as steel and concrete. Director of Public Works, Lesley Riddle, noted specific projects in the City directly affected by the delay in the delivery of steel and its raised cost and confirmed that it was the result of changes in international trade tariffs.

Treasurer Brooks stated that it was important to reassess the funding plan as the inevitable increased cost for development projects increased and staff became aware of the specific expenses. In response to questions from **Mayor Hollingsworth**, Mr. Brooks confirmed that solicitation for new auditors would take place in the FY20 cycle, as well as it being the final year until a property tax assessment could be determined. Assistant City Administrator Jim Chandler added that there would be about 380 units that would produce revenue from permitting.

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

Ward 2 Councilmember Robert Croslin thanked staff for the presentations and commended the hard work attributed to the effort which was echoed by **Councilmember Wright**.

Mayor Hollingsworth reminded Council that recommendation for Council officers would be requested in the coming months and those involved would be behooved to prepare for the process.

8) Community Notices and Meetings

8.a) City Calendar
HCC-335-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#) 

[Main City Calendar_Mar 29 - Apr 1 2019.docx](#) 

[Calendar of Budget Presentations_FY20_revised.docx](#) 



WORK SESSION OF THE CITY COUNCIL, HYATTSVILLE MD
MARCH 27, 2019 – 7:30 PM

9) Motion to Adjourn

The meeting adjourned at 9:40 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Croslin
SECONDER:	Lawrence
AYES:	Hollingsworth, Haba, Ward, Lawrence, Croslin, Wright, Solomon
NAYS:	None
ABSENT:	Warner, Suiter, Spell

ATTEST:

March 18, 2020



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD

April 1, 2019

Present: Candace Hollingsworth, Mayor
Edouard Haba, W4 (Council Pres.)
Kevin Ward, W1 (Council VP)
Bart Lawrence, W1
Robert Croslin, W2
Shani Warner, W2
Thomas Wright, W3
Carrianna Suiter, W3
Erica Spell, W5
Joseph A Solomon, W5

Absent: None

Also present were the following City staff members:

Tracey E. Douglas, City Administrator
Jim Chandler, Assistant City Administrator
Ron Brooks, City Treasurer
Chief Amal Awad, City of Hyattsville Police Department
Jake Rollow, Director of Community Services (departed at 8:40 p.m.)
Laura Reams, City Clerk
Ellarose Preston, Staff Liaison to the Health, Wellness, and Recreation Advisory Committee

1) **Call to Order and Council Roll Call**

Mayor Candace Hollingsworth called the meeting to order at 8:07 p.m.

2) **Pledge of Allegiance to the Flag**

3) **Approval of Agenda**

Amendment

MOVE consent item 7.e) Disbursement of Ward 1 Discretionary Funds to action; request to amend to include a match from Ward 2.

RESULT:	APPROVED, AS AMENDED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Ward
AYES:	Hollingsworth, Haba, Ward, Lawrence, Croslin, Warner, Wright, Suiter, Spell, Solomon,
ABSENT:	None



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD

April 1, 2019

4) Approval of the Minutes

4.a) Approval of the Minutes

HCC-349-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

[Minutes_Apr 18 2018 FINAL.pdf](#)

I move that the Mayor and Council approve the Special Council Meeting Minutes for April 18, 2018.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Croslin
AYES:	Hollingsworth, Haba, Ward, Lawrence, Croslin, Warner, Wright, Suiter, Spell, Solomon
ABSENT:	None

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

Ward 2 resident, Jim Groves, addressed the Mayor and Council in support of Community Yoga stating his appreciation for Council’s funding of the initiative and his gratitude in having the opportunity for the free service.

Ward 1 resident, Greg Smith, addressed the Mayor and Council requesting that the City integrate a zero-waste program and suggested the extension of the City’s composting program.

Mayor Hollingsworth registered a public comment relaying that there was impending correspondence transmitted to the Treasurer reporting that the City has received an excess in returns regarding property tax and would be obligated to return \$9M to the state. It was determined that this statement was made in jest in observance of April 1st; April Fool’s Day.

6) Presentations (8:20 p.m. - 8:55 p.m.)

6.a) City Administrator Update (5 minutes)

HCC-338-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

City Administrator Tracey Douglas provided updates on the Residential Parking Zone (RPZ), Sanctuary City, and Healthy Eating and Lifestyle (HEAL) programs reporting that the RPZ program was in its initial stages and there had been a 15% reduction in signage. Ms. Douglas stated that the City would take a non-intervention position regarding federal immigration matters and that there have been no reports from residents with relation to immigration. She noted that the Police



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Department did not inquire into national citizenship status. She introduced Wellness Coordinator Ellarose Preston reporting that Hyattsville had become the first platinum HEAL city in 2016 and provided updates regarding the continued actions in the fifth year including brown bag lunches, a farmer's market, Movin' with the Mayor exercise classes, noted honors, and the annual employee wellness fair. Ms. Preston presented Council with details regarding the wellness programs that had been instituted, plans moving forward, and emphasized the benefits that HEAL could provide.

Mayor Hollingsworth thanked Ms. Preston for her commitment and efforts and endorsed the annual wellness fair stating that it was well conducted and provided many benefits to the community.

Ward 5 Councilmember Joseph Solomon requested an update on the emergency alert system NIXLE that was used by the City to communicate information to residents in times of heightened caution to which Director of Community Services, Jake Rollow, answered that staff had experienced challenges with NIXLE and were reviewing other vendors that may better suit their needs while being cost-effective. Mr. Rollow stated that they were close to choosing and entering an agreement with a new vendor and procurement should be finalized at the end of the fiscal year.

Councilmember Solomon asked how residents should proceed when experiencing connectivity issues with NIXLE to which Ms. Douglas recalled the measures implemented to address the issues and testing thereafter. Mr. Rollow stated that after the issues were apparently resolved, no resident should have continued challenges and be informed of the adjustments.

6.b) Presentation of the 2019 Election Candidates (5 minutes)

HCC-339-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#) 

[Certification of Election Candidates.pdf](#) 

Greta Mosher, Chair of the Board of Supervisors of Elections, addressed the Mayor and Council with a presentation of the list of certified 2019 election candidates. Ms. Mosher extended best wishes to all candidates and provided a schedule of voting related events including early voting, pop-up polling, and voter registration.

6.c) AARP Recognition for Age-Friendly Action Plan (10 minutes)

HCC-346-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#) 

Director of Community Services, Jake Rollow, introduced the presentation for the American Association of Retired Persons (AARP) Age-Friendly Communities stating that Hyattsville was recognized as the first city in the State of Maryland to be a member. Mr. Rollow introduced AARP



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State President, Jim Campbell; Maryland State Director, Hank Greenberg; Prince George’s County Executive Council, Dr. Gabriela Blakes; and Montgomery County Executive Council, Betty Romera.

Mr. Greenberg addressed the Mayor and Council with congratulations on behalf of AARP for joining the Network of Age-Friendly Communities and completing the three-year action plan. He expressed the importance for the program provided details regarding the actions of the network, its benefits and future. Mr. Greenberg and Dr. Blakes presented the Mayor and staff with a certificate honoring the partnership.

6.d) Census 2020 (15 minutes)

HCC-347-FY19

Lead Sponsor: Hollingsworth

Co-Sponsor(s): Croslin, Ward

[Cover Page](#)

Presentation by Daniel Jones, Partnerships Specialist, US Census Bureau.

Daniel Jones, Partnership Specialist with the U.S. Census Bureau, explained that the United States Census was a year away stating that the Bureau was equipped and ready for the data collection. Mr. Jones described the general preparedness strategy for the Census stating that on March 12, 2020 a letter would be sent out to 95% of households in the U.S. and stressed the importance of participation especially in “hard-to-count” areas such as children, rural areas, immigrant populations, and individuals with limited English. He relayed that the Bureau asks that counties and municipalities create a Complete Count Committee comprised of diverse members to help identify “hard-to-count” areas and conduct outreach and communication to encourage as much participation as possible.

Council President Edouard Haba noted that not all residents were identified and asked if the names of those not participating could be provided to the Complete Count Committee so they could perform outreach to which Mr. Jones replied that they are unable to do that due to law and the protection of privacy, but highlighted the Local Update of Census Addresses (LUCA) that was used to provide details on livable addresses.

7) Consent Items (8:55 p.m. - 9:00 p.m.)

7.a) Landscape Maintenance Contract

HCC-328-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

I move that the Mayor and Council authorize the award of a one (1) year contract, renewable by the City Administrator for up to three (3) additional years to Level Green Landscaping LLC for landscape maintenance at various locations in the City at an annual cost not to exceed \$70,000, upon the review and approval by the City Attorney for legal sufficiency.



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7.b) Surplus of City Fleet Maintenance Vehicle

HCC-329-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#) 

I move that the Mayor and Council approve the sale of Fleet Maintenance Vehicle FMV003 from the Department of Public Works at public auction, all proceeds from the sale will be posted to General Fund Revenues.

7.c) Purchase of Pedestrian Safety Cross Walk System

HCC-330-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#) 

[pedestrian-crossing-safety-system-presentation.pdf](#) 

I move that the Mayor and Council authorize the expenditure of FY19 Capital Improvement Funds, in an amount not to exceed \$100,000, for the purpose of purchasing pedestrian crosswalk safety systems from Howard Industries, this is a sole source purchase.

7.d) Surplus Police Vehicles

HCC-336-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#) 

I move that the Mayor and Council declare the following vehicles surplus due to age, mileage, and condition:

- Vehicle # 1: 2005, Chevrolet Impala, VIN # 2G1WF55K759141329
- Vehicle # 4: 2005, Chevrolet Impala, VIN # 2G1WF55K859140836
- Vehicle # 24: 2004, Chevrolet S10 Blazer, VIN # 1GNDDT13X14K156122
- Vehicle # 25: 2005, Chevrolet S10 Blazer, VIN # 1GNDDT13X25K100871
- Vehicle # 29: 2008, Dodge Charger, VIN # 2B3KA43G18H134286
- Vehicle # 32: 2008, Dodge Charger, VIN # 2B3KA43GX8H134285
- Vehicle # 34: 2008, Dodge Charger, VIN # 2B3KA43G08H134280
- Vehicle # 35: 2008, Dodge Charger, VIN # 2B3KA43G38H236012



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7.f) Proclamation in honor of National Volunteer Week

HCC-343-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

[National Volunteer Week 2019.docx](#)

I move that the Mayor and Council proclaim April 7 - 13, 2019 as National Volunteer Week in the City of Hyattsville.

7.g) Purchase of Police Vehicles and Upfitting

HCC-345-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

I move that the Mayor and Council authorize the Police Department to purchase (8) vehicles from Hertricht Fleet Services and up fitting equipment from Global Equipment together in the amount not to exceed \$378,000.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Solomon
AYES:	Hollingsworth, Haba, Ward, Lawrence, Croslin, Warner, Wright, Suiter, Spell, Solomon
ABSENT:	None

8) Action Items (9:00 p.m. - 9:30 p.m.)

7.e) Disbursement of Ward 1 Discretionary Funds

HCC-341-FY19

Lead Sponsor: Ward

Co-Sponsor(s): Lawrence

[Cover Page](#)

I move that the Mayor and Council approve the disbursement of ~~\$250~~ \$900 total from the ~~Ward~~ 1 discretionary funds Ward 1, Ward 2, and Ward 5 at \$250 each and Ward 3 at \$150 to support equipment purchases for Hyattsville Community Yoga.

Ward 2 Councilmember Robert Croslin and **Councilmember Solomon** moved to amend the item to include \$250 each from Ward 2 and Ward 5 and **Ward 3 Councilmember Thomas Wright** moved to amend the item to include \$150 on behalf of Ward 3. The motion was moved by **Councilmember Wright**, seconded by **Ward 5 Councilmember Erica Spell**, and approved unanimously.



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RESULT:	APPROVED, AS AMENDED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Lawrence
AYES:	Hollingsworth, Haba, Ward, Lawrence, Croslin, Warner, Wright, Suiter, Spell, Solomon
ABSENT:	None

8.a) Establishing a Complete Count Committee for Census 2020 (10 minutes)

HCC-315-FY19

Lead Sponsor: Hollingsworth

Co-Sponsor(s): Croslin, Ward

[Cover Page](#)

I move that the Mayor and Council establish a Complete Count Committee for the purposes of increasing participation in the 2020 Census. The committee will identify opportunities to effectively engage residents, particularly in areas of the city identified as “Hard to Count” as indicated in the Hard to Count 2020 map. Members of the committee (up to 15) will be appointed by the Mayor and Council and shall be responsible for organizing all efforts related to this goal with support, as necessary, of City staff. The Mayor shall be an ex-officio member of the Complete Count Committee and will serve as a liaison to City staff via the City Administrator.

I further move that the Mayor and Council allocate \$10,000 in the FY20 budget to support expenses (communications, events, recruitment, etc.) related to this effort.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Solomon
AYES:	Hollingsworth, Haba, Ward, Lawrence, Croslin, Warner, Wright, Suiter, Spell, Solomon
ABSENT:	None

8.b) FY20 Budget Amendment: Summer Literacy Program (10 minutes)

HCC-342-FY19

Lead Sponsor: Ward

Co-Sponsor(s): Hollingsworth, Lawrence

[Cover Page](#)

[Summer Literacy Program - Background.docx](#)

I move that the Mayor and Council appropriate \$3,500 from the carry forth fund balance in the FY20 budget to support the Summer Literacy Program, an initiative of the City of Hyattsville Education Advisory Committee, faculty and students from University of Maryland – College Park, and the Rosa Parks Elementary School PTA.



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RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Lawrence
AYES:	Hollingsworth, Haba, Ward, Lawrence, Croslin, Warner, Wright, Suiter, Spell, Solomon
ABSENT:	None

8.c) Community Sustainability Fund (10 minutes)

HCC-41-FY18

Lead Sponsor: Hollingsworth

Co-Sponsor(s): N/A

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I move that the Mayor and Council direct the City Treasurer to establish a Community Sustainability Fund to support projects that advance the goals of the City of Hyattsville’s adopted Community Sustainability Plan. Funds shall be deposited into the fund annually based on the following formula:

$$0.6 * 0.7 * (\# \text{ of Units Developed} \times \text{Per Unit Impact Fee Realized})$$

Funds deposited into this fund should be allocated according to the following schedule:

- 40% 35% Affordable Housing
- 40% 35% Schools and Public Education
- 20% Transportation
- 10% Public Health

The Mayor and Council shall authorize all expenses from the fund.

Council President Haba suggested amending the motion to add a fourth category for public health and redistributing the percentages at 30% for affordable housing, 30% for schools, 30% for transportation, and 10% for public health. He cited a recommendation from **Councilmember Wright** that would reflect 35%, 35%, 20%, and 10% respectively for which he expressed his support and stated that adding a public health category will have a positive impact on residents.

Councilmember Solomon agreed with the distribution amounts of his colleagues and stated that he would like to include “green space acquisition” to the “public health” category.

Councilmember Wright recalled earlier conversations regarding the motion and detailed how he had arrived at his decision.

Council President Haba referenced green space acquisition and sought clarity about whether it should be added to which City Administrator Douglas responded that it would be her recommendation that the addition to the category be omitted as there were not any related programs, but recognized that the decision would be left to the discretion of the Council.



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Councilmember Croslin questioned how the category would be applied regarding developers' integration of green space in construction to which **Councilmember Solomon** responded that it was unrelated to contracted developers and the intention was to provide a foundation for the inclusion in the category for future Councilmembers.

Ward 3 Councilmember Carrianna Suiter stated that all the aforementioned categories should provide a public benefit to which **Council President Haba** interjected that there were two different levels of intervention and it should not be considered if a developer planned green space as part of their development plan. He stated that it should be focused on realized impact fees diverted from the public.

Ward 2 Councilmember Shani Warner inquired as to what would happen if an attractive project was introduced that would require a larger percentage of the funds to which **Mayor Hollingsworth** stated that the percentages put weight on the contributions of each item for the growth of the City and explained that future Council could make amendments as they saw fit.

Council President Haba moved to amend the distributions to 35%, 35%, 20%, and 10% respectively which was seconded by **Councilmember Spell** and approved unanimously.

Mayor Hollingsworth stated that with the additional category the overall percentage should be changed from 60% to 70%. A motion to amend the language accordingly was made by **Ward 1 Councilmember Bart Lawrence**, seconded by **Councilmember Wright** and approved unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Lawrence
AYES:	Hollingsworth, Haba, Ward, Lawrence, Croslin, Warner, Wright, Suiter, Spell, Solomon
ABSENT:	None

9) Discussion Items (9:30 p.m. - 9:45 p.m.)

9.a) Revitalization Tax Credit – Modification (15 minutes)

HCC-42-FY18

Lead Sponsor: Hollingsworth

Co-Sponsor(s): N/A

[Cover Page](#)

I move that the Mayor and Council direct the City Attorney to draft, in consultation with the appropriate staff, an ordinance amending §108-4 of the Hyattsville Charter and Code (Revitalization Tax Credit) to add “production of affordable housing for individuals and families at 60% AMI” and allow for certain exceptions in tax credit limitations pursuant to the production of affordable units. The tax credit may provide for the following:



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD

April 1, 2019

- Up to 100% tax credit on total assessed value for no more than 10 years for projects (new construction and rehabilitation of 13+ units) with net new affordable unit production of greater than 15%;
- Up to 100% tax credit on total assessed value for no more than 15 years for projects (new construction and rehabilitation of 20+ units) with net new affordable unit production of greater than 20%; and
- Up to 50% tax credit for rehabilitation projects that maintain the existing inventory of affordable units (by project) for no more than 10 years.

Projects receiving waivers of public safety or school facility surcharges shall be ineligible. Designated affordable units shall remain affordable for 30 years.

I further move that the City Administrator (or her designee) acquire professional services for independent financial review of applications submitted under this credit.

I further move that the City Administrator (or her designee) be authorized to establish partnerships necessary to provide property owners with a contact (or similar) to identify Prince George's County residents that meet income qualifications and are awaiting affordable units.

I further move that the City Administrator (or her designee) establish/modify administrative procedures and applications associated with this amendment and publish--not less than annually projects receiving benefits under this agreement effective July 1, 2019.

Mayor Hollingsworth Introduced the item and noted that modifications had been made since its last introduction one year prior. She explained that the language was intended to modify the revitalization tax credit to include an item that would allow transparency for the development community and be used as a tool to convey their ability and willingness to provide affordable housing.

Councilmember Wright stated that the item could have millions of dollars in deferment and cautioned not to proceed lightly. He expressed concern about costs to the City but expressed general support for the item.

Councilmember Lawrence asked what would constitute "rehabilitation" to which **Mayor Hollingsworth** responded that it was very similar to the Montgomery Housing Partnership (MHP) and City Administrator Douglas added that the City Attorney would address questions during the drafting process.

Council Vice President Kevin Ward questioned whether the item would be applied during discussions of affordable housing to which **Mayor Hollingsworth** replied that it was the preferred result and the discussion that evening was to determine whether to move the measure to action and ask the City Attorney to draft an ordinance.

Councilmember Wright expressed the importance of receiving the City Treasurer's assessment of financial impact.



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Councilmember Solomon supported addressing it as an action item in the future and inquired as to what the financial outlook was for the city, whether there were examples of municipalities of a similar size who had passed similar legislation, and noted that Hyattsville offered a great deal of opportunity for development stressing that the legislation should be considered meticulously.

Councilmember Croslin expressed concern that it should not have been the only justification for development and that it would be the only criterion for a tax credit to which **Councilmember Solomon** stated that if housing was to be developed it should include affordable units as well as Leadership in Energy and Environmental Design (LEED) implementation and green space development.

Assistant City Administrator Jim Chandler addressed the body explaining that there were not many existing stipulations and the credit was based on the net or the delta between the current value and the value received. He continued that it would reach its limit at 10 years and could not exceed the total value of the property.

Council President Haba expressed his preference that the units remained affordable at the 60% mutual interest (AMI) for the full term.

Mayor Hollingsworth announced that the item would return to Council on the action agenda.

10) Council Dialogue (9:45 p.m. - 9:55 p.m.)

11) Community Notices and Meetings

11.a) City Calendar

HCC-348-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

[Main City Calendar_Apr 2-15 2019.pdf](#)

12) Motion to Adjourn

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Croslin
SECONDER:	Ward
AYES:	Hollingsworth, Haba, Ward, Lawrence, Croslin, Warner, Wright, Suiter, Spell, Solomon
ABSENT:	None

The meeting adjourned at 9:50 p.m.

ATTEST:
March 18, 2020



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
April 1, 2019

A handwritten signature in blue ink, appearing to be "Laura Reams", is written above a horizontal line.

Laura Reams, City Clerk



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
FEBRUARY 18, 2020 – 8:00 p.m.

Present: Candace Hollingsworth, Mayor
Kevin Ward, W1 (Council President)
Bart Lawrence, W1
Robert Croslin, W2
Danny Schaible, W2
Ben Simasek, W3
Edouard Haba, W4 (departed at 11:29 p.m.)
Daniel Peabody, W4
Joseph A. Solomon, W5 (departed at 11:29 p.m.)
Erica Spell Wolf, W5

Absent: Carrianna Suiter, W3 (Council Vice President)

Also present were the following City staff members:

Tracey E. Douglas, City Administrator
Jim Chandler, Assistant City Administrator
Ron Brooks, City Treasurer
Lesley Riddle, Director of Public Works
Laura Reams, City Clerk
Sean Corcoran, Deputy City Clerk
Deputy Chief Scott Dunklee, City of Hyattsville Police Department

1) Call to Order and Council Roll Call

Mayor Candace Hollingsworth called the meeting to order at 8:05 p.m.

2) Pledge of Allegiance to the Flag

3) Approval of Agenda

Amendments to the Agenda

1. ADD Motion #HCC-229-FY20 to the CONSENT agenda:

Letter of Support: SB0737/HB1520 Sustainable Maryland Program Fund - Establishment

I move the City Council authorize the Mayor to send a letter to the City's Maryland Delegation, the Maryland Senate Education, Health and Environmental Affairs Committee and the Maryland House Appropriations Committee in support of bills SB0737/HB1520 to establish the Sustainable Maryland Program Fund. The Fund may be used for educating communities in the development of strategies to achieve green community certification; requiring, beginning with fiscal year 2022, for the Governor to include in the annual budget bill an appropriation of \$750,000 to the Fund.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
FEBRUARY 18, 2020 – 8:00 p.m.

2. REMOVE Motion #HCC-210-FY20 (Item 10.a) “Magruder Pointe PPS-4-18001 Correspondence to M-NCPPC Legal Counsel” from the Agenda.

3. ADD Motion # HCC-225-FY20 Magruder Pointe Development – Preliminary Plan of Subdivision 4-18001 to the DISCUSSION agenda.

RESULT:	APPROVED, AS AMENDED [UNANIMOUS]
MOVER:	Ward
SECONDER:	Lawrence
AYES:	Hollingsworth, Ward, Lawrence, Croslin, Schaible, Simasek, Haba, Peabody, Solomon, Spell Wolf
ABSENT	Suiter

4) Approval of the Minutes

4.a) Approval of the Minutes

HCC-221-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Approval of the Minutes](#)

[Minutes Feb 3 2020 FINAL.pdf](#)

[Minutes March 4 2019 CM FINAL.docx](#)

[Minutes March 18 2019 PH FINAL.docx](#)

[Minutes March 18 2019 CM FINAL.docx](#)

I move that the Mayor and Council approve the Council Meeting Minutes of March 4 and March 18, 2019, the Public Hearing of March 18, 2019, and the Council Meeting of February 3, 2020.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ward
SECONDER:	Lawrence
AYES:	Hollingsworth, Ward, Lawrence, Croslin, Schaible, Simasek, Haba, Peabody, Solomon, Spell Wolf
ABSENT	Suiter

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

Ward 5 resident, Kurt Brintzenhofe, addressed the Mayor and Council in opposition of the Backyard Chickens Act and provided documentation that cited potential concerns of domesticated chickens within urban areas. Mr. Brintzenhofe stated that he was providing the studies and reports to Council so that they could make their own determinations from the data and commended **Ward 4 Councilmember Edouard Haba** on his preference of working with the County on the issue. He suggested requiring a special license or permit for ownership and encouraged all to review the information provided.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD FEBRUARY 18, 2020 – 8:00 p.m.

Ward 2 resident, Daniel Broder, addressed the Mayor and Council with remarks regarding Magruder Pointe stating that he opposed moving forward on the conceptual site plan (CSP) for the upper lot and sending correspondence related to the project until litigation had completed. Mr. Broder stated that there were more allies and benefits for developers and equivalent attention and involvement was given to residents and the environment and urged Council to continue to work for the community.

Ward 1 resident, Greg Smith, addressed the Mayor and Council in opposition to the Magruder Pointe project stating that the project had been a subject of discussion for over two (2) years and that items that Werrlein promised to address had still not been addressed. Mr. Smith recalled several meetings that took place during planning and cited details in the plan and that were not consistent with City regulations. He opined that the developers had no intention of addressing any of the concerns they agreed to review.

Ward 1 resident, Sandra Rodriguez, addressed the Mayor and Council with comments regarding Sacred Heart home redevelopment stating that communication from the developers to residents had been extremely limited leaving residents unaware of any details regarding the project or its timeline. Ms. Rodriguez spoke specifically about utility infrastructure and how it would impact her property and identified potential code violations.

6) **City Administrator Update (8:20 p.m. - 8:30 p.m.)**

City Administrator Tracey Douglas addressed the Mayor and Council with an update of happenings in the City. Ms. Douglas noted the continued work of the Department of Public Works in maintaining the streets keeping them clear of leaves and debris and announced that April 4th would be Census Day which would entail events throughout the day designed to bring attention and participation to the 2020 Census and reach hard to count areas. She invited residents and staff to join the Mayor and Council at the Black History Month panel discussion and art event that would highlight the achievements and impact of African Americans. City Administrator Douglas noted areas of needed improvement on City roadways and explained while it was the responsibility of the County and State, the City would be recording the incidents and transferring them to the appropriate body.

7) **Presentations (8:30 p.m. – 9:00 p.m.)**

7.a) Dewey Property - Parcel 5: Detailed Site Plan (DSP) 19050 (15 minutes)

HCC-222-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Dewey Property - Parcel 5: Detailed Site Plan \(DSP\) 19050 \(15 minutes\)](#)
[Memo - DSP-19050 - Dewey Parcel 5 - Presentation and Discussion.docx](#)
[Presentation_DSP_19050.pdf](#)



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD FEBRUARY 18, 2020 – 8:00 p.m.

Assistant City Administrator Jim Chandler provided an introduction and brief history of the Dewey Property project stating that the item would be revisited at the following Council meeting and introduced Thomas Haller; counsel for the developers of the project: Fairfield Residential. Mr. Haller addressed the Mayor and Council by introducing members of his team and providing an overview and update of the project. He gave a short history of Fairfield Residential and detailed the changes in the project since the last presentation including adjustments to the roadways and sidewalks, installation of traffic signals and signage, cyclist and pedestrian considerations, and how the plan complies with the Transit District Development Plan (TDDP). He elaborated on other components of the project stating that upon completion there would be more parking available, street access points, and a courtyard on the interior of the structures.

Fairfield Residential representative, Brian Condley, addressed the Mayor and Council presenting details regarding the proposed facades of the structures, the locations of retail and corporate offices, and the incorporation and regulations of the loading zones of the buildings. Mr. Condley stated that the team addressed most of the concerns that were identified and was confident that they would resolve any other issues brought forward.

Thomas Haller recalled the issue of power transformers and explained that they attempted to address the recommendations of Council to limit their visibility by housing the transformers just outside the building shielded by metal screening. Mr. Haller stated that it was not feasible to bury the transformers and that the alternative was to design an aesthetically pleasing metal fencing around the units.

Ward 3 Councilmember Ben Simasek inquired as to whether there were any considerations for improvements for cyclists on any of the adjacent or through streets to which Mr. Haller responded that the conceptual site plan does not include any adjustments and that the roads were under State jurisdiction and he was not aware of any from another entity.

Ward 1 Councilmember Bart Lawrence requested details as to the dimensions of a side of the building and where crosswalks would be instituted to which Mr. Haller provided the specifics of the dimensions and stated that it was not included in the plan but confirmed that they would be required for safety before completion.

Mayor Hollingsworth raised a series of questions regarding the types of dwellings to be included, potential noise pollution in the courtyard area of the buildings, accessibility and American Disabilities Act (ADA) compliance, and how the determination of types of dwellings was made. She expressed her contentment for certain amenities including outdoor stoops on the first level of the structure. Mr. Condley responded that there would be 321 units consisting of 30 two-bedroom apartments, nine (9) three-bedroom apartments, 47 studio apartments, and 162 one-bedroom apartments determined by the site lying in an urban area and reflective of the demographic of the region. He stated that the materials used for the interior courtyard are the same materials used for the exterior to quell the sound of vehicles, construction, and the like and that they were required by law to make aspects of the construction ADA compliant, but noted that the company made every effort to allow individuals of varying capability restrictions.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD FEBRUARY 18, 2020 – 8:00 p.m.

7.b) Sacred Heart Home Redevelopment Project Update (15 minutes)

HCC-198-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Sacred Heart Home Redevelopment Project Update \(15 minutes\)](#)

Assistant City Administrator Jim Chandler provided background and summary regarding the Sacred Heart Home Redevelopment Project and introduced Larry Taub, attorney for Sacred Heart. Mr. Taub introduced himself, provided a short synopsis of the work of his firm and their partnership and history with Sacred Heart, and introduced the administrator for the property and Joe Welke, construction manager for the project. Mr. Taub stated that a grading permit had been issued the previous November, but they were still awaiting a building contract which was proving to be a lengthy process.

Mr. Welke addressed the Mayor and Council stating that they expected to be approved for the issuance of a building permit in the following few days and upon receipt they will begin construction on the convent; once completed they will begin construction on a nursing home, both of which were scheduled to be completed by the Spring of 2021. He addressed resident comments citing the flooding of sediment into the street as a result of heavy rains and explained that all of the required regulations for the mitigation of stormwater were in place and, in this case, the regulations were unable to accommodate the volume of stormwater produced. Mr. Welke assured the Body that the contractor of the project was diligent in addressing the necessary rehabilitation after the overwhelming influx of sediment runoff.

Mr. Taub announced the ceremonial groundbreaking of the project and invited the Mayor and Council to attend requesting their assistance in reaching out to community residents.

Mayor Hollingsworth raised the issue of communications expressing concern that residents were not regularly, adequately apprised of instances that could potentially impact nearby properties to which Mr. Taub replied that they attempted to establish lines of communications but were unable to reach a satisfactory population. He acknowledged that, previously, a number was provided to offer an outlet where residents could share comments and questions and committed to working with staff to establish a more effective means of communication.

Ward 2 Councilmember Robert Croslin relayed that there were concerns from many about the project and stated that a visual aid should have been prepared to aid the description of the subject area and its characteristics. He referenced large mounds of earth on the site and inquired to their purpose to which Mr. Welke answered that a portion was due to the mass grading on the site and a significant portion would be used to backfill retaining walls. He added that the mounds were temporary and would not be evident early into the construction of the convent.



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Ward 2 Councilmember Danny Schiabe cited the concerns of which he had been made aware from long-time residents and expressed the importance of being sympathetic to their interests and to providing them information as it became available. He adduced the sediment runoff as an example of an instance in which it was imperative to provide information to the community and offered to be the point of contact for outreach and updates provided to adjacent and nearby occupants.

8) Appointments (9:00 p.m. - 9:05 p.m.)

8.a) Appointment to the Hyattsville Environment Committee

HCC-219-FY20

Lead Sponsor: Simasek

Co-Sponsor(s): Schaible

Cover Page: [Appointment to the Hyattsville Environment Committee HEC Application Messenger W1 redacted.pdf](#)

I move that the Mayor and Council appoint Jared Messinger (Ward 1) to the Hyattsville Environment Committee for a term of 2 years to expire on February 18, 2022.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ward
SECONDER:	Solomon
AYES:	Hollingsworth, Ward, Lawrence, Croslin, Schaible, Simasek, Haba, Peabody, Solomon, Spell Wolf
ABSENT	Suiter

9) Consent Items (9:00 pm. - 9:05 p.m.)

9.a) Letter of Support: SB0737/HB1520 Sustainable Maryland Program Fund - Establishment

HCC-229-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

I move the City Council authorize the Mayor to send a letter to the City's Maryland Delegation, the Maryland Senate Education, Health and Environmental Affairs Committee and the Maryland House Appropriations Committee in support of bills SB0737/HB1520 to establish the Sustainable Maryland Program Fund. The Fund may be used for educating communities in the development of strategies to achieve green community certification; requiring, beginning with fiscal year 2022, for the Governor to include in the annual budget bill an appropriation of \$750,000 to the Fund.



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9.b) Allocate Ward 3 Funds in Support of Kirwan Commission Community Engagement Meeting

HCC-207-FY20

Lead Sponsor: Suiter

Co-Sponsor(s): Simasek

Cover Page: [Allocate Ward 3 Funds in Support of Kirwan Commission Community Engagement Meeting](#)

I move that the Mayor and Council authorize the expenditure of \$200 in Ward 3 funds in support of a community meeting to update the community on the status of the recommendations of the Kirwan Commission, and next steps. The funds may be used to cover costs associated with providing childcare, refreshments, and printing materials.

9.c) Adirondack Tree Experts - Contract Amendment

HCC-208-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Adirondack Tree Experts - Contract Amendment](#)

I move that the Mayor and Council authorize the City Administrator to approve an increase in an amount not to exceed \$25,000 to the current contract with Adirondack Tree Expert for tree work in the City.

9.d) Zoning Variance Request (V-170-19): 5225 42nd Place, Hyattsville

HCC-211-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Zoning Variance Request \(V-170-19\): 5225 42nd Place, Hyattsville Memo - V-170-19.docx](#)
[Application V-170-19.pdf](#)
[Site Plan V-170-19.pdf](#)

I move that the City Council authorize the Mayor to send correspondence to the Prince George's County Board of Zoning Appeals stating the City's support for variance request V-170-19, requests of 567 square feet net lot area, 3.34 feet front building line width, 12 feet front yard depth, and 10% net lot coverage, to permit a validation of existing conditions and allow the applicant obtain a building permit for the proposed construction of a driveway at the subject property at 5225 42nd Place, Hyattsville.

9.e) FY20 Budget Appropriation: MNCPPC Grant for Recreation Activities

HCC-220-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [FY20 Budget Appropriation: MNCPPC Grant for Recreation Activities](#)



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I move that the Mayor & Council amend the FY20 Special Revenues Funds Budget to accept and appropriate the grant award in the amount of \$19,000 from the Maryland National Capital Park and Planning Commission and authorize the City Administrator to sign the contract, upon the review and approval by the City Attorney for legal sufficiency.

9.f) FY20 Grant Award & Budget Amendment: Accept 2020 Census Grant Award and Amend the FY20 Special Revenues Funds Budget

HCC-213-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [FY20 Grant Award & Budget Amendment: Accept 2020 Census Grant Award and Amend the FY20 Special Revenues Funds Budget 2020 CENSUS GRANT PROGRAM AGREEMENT \(1\).pdf](#)

I move that the Mayor and Council accept the 2020 Census Grant award and amend the FY20 Special Revenues Funds Budget to appropriate an amount not to exceed \$19,000 to support the City of Hyattsville's efforts in facilitating the accurate counting of the population and the collection of basic demographic and housing information and to fund the activities exclusively for outreach efforts that focus on promoting and facilitating responses to the 2020 Census as required in Exhibit A of the grant agreement.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ward
SECONDER:	Lawrence
AYES:	Hollingsworth, Ward, Lawrence, Croslin, Schaible, Simasek, Haba, Peabody, Solomon, Spell Wolf
ABSENT	Suiter

10) Action Items (9:05 p.m. – 10:30 p.m.)

10.a) Magruder Pointe Development – Preliminary Plan of Subdivision 4-18001: Communication to the Chairman and Counsel (45 minutes)

HCC-227-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Magruder Pointe Development – Preliminary Plan of Subdivision 4-18001: Communication to the Chairman and Counsel \(45 minutes\)](#)

I move the Mayor and Council authorize the City Attorney to send correspondence to Maryland-National Capital Park & Planning Chairman Elizabeth Hewlett and legal counsel advising that the Conceptual Site Plan for the Magruder Pointe project includes the subject parcel within application PPS 4-18001 and that the entirety of the CSP is the subject of a petition for judicial review and requesting the public hearing be postponed until judicial review has concluded.



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RESULT:	APPROVED [9 - 1]
MOVER:	Ward
SECONDER:	Lawrence
AYES:	Hollingsworth, Ward, Lawrence, Croslin, Schaible, Simasek, Haba, Peabody, Solomon
NAYS	Spell Wolf
ABSENT	Suiter

10.b) 5600 Ager Road: Amendment to the West Hyattsville TDDP Table of Uses: CSP-19009-001 and DSP-19053-001 (15 minutes)

HCC-212-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [5600 Ager Road: Amendment to the West Hyattsville TDDP Table of Uses:CSP-19009-001 and DSP-19053-001 \(15 minutes\)](#)

[Memo - DSP-19053 - 5600 Ager Road.docx](#)

[A-SOJ-CSP-19009.pdf](#)

[CSP-19009-001.pdf](#)

[DSP-19053-001.pdf](#)

I move the City Council authorize the Mayor to send correspondence to the Maryland-National Capital Park & Planning Commission regarding CSP-19009-001 and DSP-19053-001, a request to amend the West Hyattsville TDDP Table of Uses: CSP-19009-001 and DSP-19053-001. The correspondence shall state the City's concerns regarding the long-term use and its alignment with the City's Sustainability Plan, transit-oriented development and West Hyattsville Transit District Development Plan. The correspondence shall also request that the Planning Board limit the permitted uses of the site to the following:

1. Eating or drinking establishment without drive-thru uses;
2. Food or beverage goods preparation on the premises of a food and beverage store;
3. Barber/hair salon and beauty shop;
4. Hardware store, clothing, dry goods;
5. Offices;
6. Pet grooming shop;

A use of 'Repair shop' shall be limited to small electronics and/or appliances **and a use of banks savings and loan association or other savings and lending institutions** and shall be limited to approval through a 'Special Permit'.

Assistant City Administrator Jim Chandler introduced the measure and provided background stating that the property had been vacant for some time and the applicant wanted to amend the table of uses to permit a wider array of commercial uses proposing minor changes to the site including updated signage, lighting, and pavement treatment intended as an interim use until the West Hyattsville Transit District was redeveloped. Mr. Chandler noted that until the uses for the property are officially authorized it is difficult to obtain tenants for the building which prompted the variety of uses specified in the motion. He elaborated on the details regarding right-by-use and circumstances that would require a special permit and explained that Council had the option to table the motion and address it at the following Council meeting should they so choose.



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Councilmember Haba and **Ward 5 Councilmember Erica Spell Wolf** expressed their support of the motion and the uses proposed.

Ward 5 Councilmember Joseph Solomon inquired as to whether the TDDP was undergoing a revision to which Mr. Chandler stated that he believed that was the case, but they had not received any notification and updates were expected in late spring or early summer.

Mayor Hollingsworth raised questions regarding item “5” and expressed concerns about definitions of terms in the language to which Mr. Chandler confirmed that a requirement could be invoked that businesses categorized as “lending institutions” would have to apply for a special permit that would spur a more public process that could be closely scrutinized to prevent the approval of unwanted businesses at the site.

Councilmember Solomon expressed concerns with the lack of specificity of “offices” and stated that vendors could simply change their terminology to project that an undesirable business was classified as an “office” thereby making it permissible to which Mr. Chandler clarified that there was discerning language in place that would prevent that type of instance and reiterated requiring a special permit as due diligence to prevent any unforeseen obstacles.

Mayor Hollingsworth stated that item “5” should be struck from the motion and included in the final sentence to reflect that “...a use of banks savings and loan association or other savings and lending institutions shall be limited to approval through...a 'Special Permit'”.

Councilmember Lawrence sought clarity regarding the reason for the inclusion of “repair shops” to which Mr. Chandler explained that the repair shop requested by the applicant was not specific and staff wanted to request that it was only pertinent to items that could be carried by pedestrians and of a certain scale to remain within the scope of the vision for the developing area. He added that the City’s suggestion was appropriate and that it was exercised to secure site control and monetize the investment.

Councilmember Solomon asked whether a bike shop would be permitted to which Mr. Chandler clarified that it would likely be classified as retail which was not requested by the applicant and cautioned that using a category of “retail” would be too broad.

Mayor Hollingsworth moved to amend the motion in accordance with her comments which was seconded by **Councilmember Spell Wolf** and passed unanimously.

RESULT:	APPROVED, AS AMENDED [UNANIMOUS]
MOVER:	Ward
SECONDER:	Lawrence
AYES:	Hollingsworth, Ward, Lawrence, Croslin, Schaible, Simasek, Haba, Peabody, Solomon, Spell Wolf
ABSENT	Suiter



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10.c) Letter to Board of License Commissions: Transfer of Class B+ License from Lee's Liquors and Restaurant to Hyattsville Fine Wine & Spirits (15 minutes)

HCC-224-FY20

Lead Sponsor: Hollingsworth

Co-Sponsor(s): Solomon, Spell

Cover Page: [Letter to Board of License Commissions: Transfer of Class B+ License from Lee's Liquors and Restaurant to Hyattsville Fine Wine & Spirits \(15 minutes\) Letter from BLC re Liquor Hut.pdf](#)
[Liquor Hut Application - date stamped.pdf](#)
[Report Hamilton Street Area 162020 Mayor and Council \(1\).pdf](#)
[Hyattsville Fine Wine & Spirits response letter.PDF](#)

I move the City Council authorize the Mayor to send a letter to the Prince George's County Board of License Commissioners acknowledging the applicant's revisions to its Application for Transfer of Location of Class B+, BWL License and Special Sunday Off-Sale Permit for Lee's Liquors and Restaurant, 2903 Hamilton Street, Hyattsville Restaurant LLC to Liquor Hut, 5350 Queens Chapel Road, Hyattsville.

The letter shall state the City remains concerned that the applicant has not made adequate progress regarding public safety, specifically violations of Maryland Law, such as public intoxication, assaults in the first and second degree and disorderly conduct, in-part due to the applicant's lack of proactive management and inability to responsibly manage point of sale.

The letter shall state the City of Hyattsville's reaffirmation of the request to deny the transfer location of Class B+, BWL License and Special Sunday Off-Sale Permit for Lee's Liquors and Restaurant and attach supporting documentation for justification.

Ward 4 Councilmember Daniel Peabody sought clarification regarding the proposed opening hours of the store stating that there was a nearby business with the same type of inventory in which the same time parameters were not applied to which Assistant City Administrator Jim Chandler explained that the business referenced by the Councilmember was a continuing unchanging business whereas the proprietors of Lee's Liquor were pursuing a new license, location, ownership, and business structure changing what was being requested by the City.

Mayor Hollingsworth requested that the representatives from the establishment move to the presentation podium to address Council comments and questions.

General Manager of Lee's Liquor, Nathaniel Hicks, stated that they did not adhere to the proposed time change due to the demands of the market.

Councilmember Haba recalled that the revised letter included commercial fencing to which Mr. Hicks explained that the fencing would be used to help show and accentuate the property lines and to help contain the elements of the business. Mr. Hicks welcomed the comments and suggestions of Council and City staff regarding the specifics of the proposed fence.



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Councilmember Croslin expressed support for changing the name of the establishment and asked whether the quality of inventory would improve to better reflect “fine wine and spirits” to which Mr. Hicks responded that the inventory would feature more specialized items and stated that Lee’s staff was willing to work with local police to minimize loitering and public intoxication.

Mayor Hollingsworth clarified that the name “Hyattsville Fine Wine and Spirits” was not suggested by the Mayor’s office, rather, she previously expressed that the original proposed name did not “convey a luxury retail experience” and the name was proposed by Lee’s ownership in response.

Councilmember Peabody relayed that a quick search indicated that similar establishments in the area opened between 8:00 a.m. and 10:00 a.m. and sought clarity regarding staff’s rationale for a later opening hour. City Administrator Douglas referred the inquiry to Deputy Chief of Police Scott Dunklee who provided details of previous analyses performed regarding crime in association with the store but stated that the time of day was not a factor considered or recorded in any of the observations.

Councilmember Solomon reiterated the purpose for the motion and stressed that the time change was part of a bigger effort to clean up the area and rid it of as many instances of unfavorable activities and businesses as possible. He stated that he did not agree with allowing a place that caters to loitering and public intoxication to continue to operate in the same fashion without impressing new regulations as they sought a new business model and location.

Councilmember Peabody stated that the responsibility of the behavior of the clientele did not rest solely on the owners of the business and while changing the type of business is important, it would take more than changing the hours of business to make a significant improvement.

Mayor Hollingsworth noted that the previous correspondence directed Council to disapprove the application. She reiterated the City’s position further detailed the original correspondence and explained that the establishment’s representatives had not made changes in compliance with the requests of the City.

Councilmember Solomon posed a response to **Councilmember Peabody** expressing that the clientele contributed to additional problems outside of public intoxication and loitering such as increased litter and vagrancy.

Councilmember Simasek sought clarity regarding the motion stating that there were other liquor stores in the area that opened as early as 8:00 a.m. and asked whether the compliance of all issues stated in the motion was required for approval by Council to which **Mayor Hollingsworth** reiterated the purpose of the motion.

Councilmember Haba recalled that in previous conversations the requirements were not clear and asked for Council to clarify whether the language was intended to deny the application or if it was requesting further changes. He expressed that the language should be discernable and declared that to be the reason for abstention from previous votes on the matter.



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Mayor Hollingsworth read a portion of the previous letter sent by Council to the Liquor Board and explained the original intention and how it was applicable to the language provided for that day's Council meeting.

Councilmember Simasek stated contentment with the language that was provided in the motion and his potential support, but expressed confusion explaining that some of the requests could not be fulfilled until after the approval of the correspondence and there is an opportunity to fulfill them.

Councilmember Lawrence expressed that the application was wholly inadequate and made a number of promises that, if gone unfulfilled, invoked no real consequence to the applicant to which Mr. Chandler responded that several conversations were held with the applicant requesting the details of a plan of operation and efforts to mitigate issues deemed problematic by Council, but the response from the applicant was vague. He stated that the hours of operation were important to the Board because it was under their purview and allowed them some control over how the business was operated.

Mayor Hollingsworth stated that she was receptive to the varying perspective and reminded colleagues that the proposal was for a new business in a new location and it should be treated in the same manner and held to the same standards of any new business in the City.

Councilmember Peabody thanked the Mayor for her comments and expressed his inclination to oppose two liquor stores in such close proximity and would support a letter expressing the concerns of Council, but also stated that there was value in being in business with an entity that was willing to address the concerns and make augmentations in line with the position of the City.

Councilmember Haba noted that the business resided in Ward 5 and the item was of interest to him, but stated that he did not feel as though he had enough clarity to formulate an adequate opinion. He reiterated that he was not interested in accommodating an unwanted business, but he would like more information.

Councilmember Solomon responded to the comments of **Councilmember Haba** and stated that the business and similar businesses do not fit with the vision of the City and if were simply a vote of whether or not have an additional liquor store in Hyattsville that he would oppose and sought the comments of his colleagues.

Councilmember Schaible stated that he had witnessed evidence of the concerns described in the motion and expressed his opposition to a simplified version of the motion explaining that he was content with a direct disapproval.

Ward 5 Councilmember Erica Spell Wolf agreed with the prior comments and expressed her support for denial of the application.



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Mayor Hollingsworth addressed Council to evaluate if Council should make a motion to add a sentence to the language requesting denial of the application for the transfer of the Class B license to which **Councilmember Solomon** offered to make the motion which was seconded by **Councilmember Spell Wolf**. The amendment to the motion was passed by a vote of 7-0-2 with abstentions from **Councilmember Croslin** and **Councilmember Haba**.

Council discussed the way in which the denial would be administered citing an option to state either specific conditions or broad and the importance of determining a collective opinion of the whole Body to project in the new motion.

Councilmember Haba opined that the approach would not address the root cause of the concerns of Council and that if the establishment was prohibited to build in the area, the customers would patronize the closest liquor store. He expressed that Council would be better served by working with the business to mitigate the core issues.

Mayor Hollingsworth cited the newly implemented Clean and Safe team stating that it was a \$240K annual investment that would be undermined by allowing establishments to conduct business as usual rather than making proactive changes to further improve the cleanliness and security of Hyattsville.

Councilmember Solomon responded to the comments of **Councilmember Haba** stating that addressing the underlying issues had always been an aspect of addressing the larger problem as a whole and disagreed with the statement that should the liquor store become unavailable patrons would simply move to another store. He continued describing instances in which the applicant was not putting forth the communicative efforts requested by Council. Assistant City Administrator Jim Chandler referenced a meeting that was requested by the City that resulted in a brief conversation with the applicant's hired lobbyist that did not result in any productive discussion or actions.

Mayor Hollingsworth returned the discussion to the specifics of the language of the intended correspondence requesting that staff provide comments to whether it was preferred to cite specific items or frame the language from a broader perspective.

Councilmember Peabody questioned the value and benefit of softening the City's position on the business inquiring as to what the difference of impact would be stating opposition to the semantics of the way in which the business was run or the nature of the business itself.

Councilmember Simasek provided clarity regarding **Councilmember Peabody's** inquiry stating that the language was not necessarily a "softening" of the language but a recognition that the City has no authority over licensing and were making an attempt to identify the best method to communicate opposition to the continuance of the business unless said business shows progress in resolving issues that concern Council.



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Councilmember Peabody explored other approaches to the language suggesting that the major concerns were being direct about the intent for the type of community envisioned for the future and explained that it would be more prudent to cite that the City held serious concerns regarding safety and security and to ask the Board to direct the applicant to collaborate with City officials to establish an agreement regarding regulations invoked by the retailer itself.

Councilmember Solomon and **Councilmember Croslin** agreed that the conversation was cyclical; becoming repetitive and it was imperative to come to a decision on the matter.

Mayor Hollingsworth stated that she understood all of the perspectives and suggested creating correspondence that stated support for the denial of the license with an attached addendum that provided a timeline of events that would provide a clear history the interaction between the City and the applicant. Mr. Chandler provided logistics about the process and Council agreed with the Mayor’s proposal.

RESULT:	APPROVED, AS AMENDED [UNANIMOUS]
MOVER:	Ward
SECONDER:	Solomon
AYES:	Hollingsworth, Ward, Lawrence, Croslin, Schaible, Simasek, Haba, Peabody, Solomon, Spell Wolf
ABSENT	Suiter

11) Discussion Items (10:30 p.m. – 11:00 p.m.)

11.a) Magruder Pointe Development – Preliminary Plan of Subdivision 4-18001 HCC-225-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

- [Memo - PPS 4-18001 - Magruder Pointe - Action - Final .docx](#)
- [Magruder Pointe Lot Pattern.pptx](#)
- [Magruder Pointe Density Upper Parcel.pptx](#)
- [Planning Committee - Jan 28, 2020 - Minutes Draft.doc](#)
- [City Staff Exhibit_Revised Plans_Feb18.pptx](#)
- [Magruder Pointe Presentation .pptx](#)
- [Gateway Arts District Sector Plan - Min. Lot Size TRN.pdf](#)
- [1-10-20. SDRC Comments.pdf](#)

I move the City Council authorize the Mayor to provide correspondence to the Maryland National Capital Park & Planning Commission regarding Preliminary Plan of Subdivision 4 18001. The correspondence shall express that, if the Planning Board chooses to proceed with consideration of this subdivision application, the City requests the Planning Board incorporate and adopt in its resolution the following conditions:

1. The applicant shall eliminate Lot 26 from the application, reducing the number of proposed single-family homes from sixteen to fifteen. All lots shall meet the minimum lot size standard of 5,000 SF.



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2. The applicant shall align the property borders of Lots 21 and 22 and the property borders of Lots 19 and 20 to allow for a more uniform lotting pattern.
3. The applicant shall use Lots 11 & 12 for open green space and/or supplemental stormwater management. Lots 11 & 12 shall not contain townhouse units.
4. All townhouse units shall front Parcel A1 without obstruction.
5. The upper parcel of the Magruder Pointe project shall contain no more than ten (10) single family attached (townhouse) units total. The applicant's proposed townhouse density exceeds that which has been approved by the District Council. The reduction in unit count will bring the development into compliance with the District Council's decision, as well as allow for wider townhouses and increased interior parking.
6. The internal alleyway shall be designed and constructed to a public standard and dedicated to the City as a public right-of-way. The site plans and any future dedication of plat shall incorporate language stating that the alleyway shall be publicly dedicated to the City of Hyattsville.
7. Overhead lighting shall be designed and constructed to Pepco standards for acceptance into the public utility system. The lighting shall be placed at the entrance/exit of the site at Hamilton Street, at the corner closest to lot 11, and at the entrance/exit of the site on Gallatin Street.
8. The applicant shall provide adequate Public Utility Easements (PUEs) for the provision of public utilities to ensure all proposed lots receive both wet and dry utility services. If public utility services can be provided through the existing utility systems and/or within the existing public utility easement, no additional land dedication or easement is required.
9. The stormwater management plan for the upper parcel of the Magruder Pointe Project shall be limited to the boundaries of the upper parcel and not reliant upon compensatory storage on the lower parcel.
10. The applicant shall include the replacement of a current Magruder Park bridge as an off-site facility improvement within their Bicycle and Pedestrian Impact Statement.

Mayor Hollingsworth acknowledged the challenge of receiving information on a motion only hours before discussion and introduced the changes to the language.

Assistant City Administrator Jim Chandler provided background and summary of the measure stating that the memo was designed to provide updates to Council and the intention was to respond to all concerns in their entirety. Mr. Chandler explained that the City of Hyattsville is exempt from the R55 standard under the Gateway Arch District Site Plan, but regarding the development in question, the R55 standards were applied and they would have to rely on what was previously adopted in the Conceptual Site Plan (CSP). He continued that for the purposes of the application the publicly dedicated areas were included in the density calculation and they were confident they resolve all the issues that could be resolved, but stated that some unsolvable issues remained.

City Planner Kate Powers relayed that the applicant provided a revised site plan removing one of the single-family lots leaving 15 units that all met the required minimum square footage. Ms. Powers stated that the applicant did not address the boundaries of three (3) lots and did not remove Lot 11 from the plan which had been previously requested by staff. She continued that the applicant did not calculate density, however City staff had done so and detailed the method of calculation. City Planner Powers reported that the applicant met the regulation for single-family



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homes, but exceeded regulations for townhouses and she recommended decreasing the number of townhomes from 15 to 10 in order to comply with density standards.

Mr. Chandler stated that the staff report was due the following day and if a decision was made by Council at any point beyond that evening the recommendation would have to be submitted as an exhibit instead of being included in the report which was the preferred outcome. He provided available options for moving forward and explained that staff had simplified the language and appeased the concerns of Council.

Councilmember Lawrence referenced an earlier Council meeting in which he requested the minimum lot size for the development to which Mr. Chandler responded that in that instance there was no standard because it was a townhouse in an R55 zone for which a standard did not exist, therefore, regulations reverted back to City code requirements. He added that they were functioning under an old code which was proving problematic but confirmed confidence that the recommendations were well thought out and were supported by strong reasoning that would be included with the recommendations.

Mayor Hollingsworth confirmed with Mr. Chandler that the density calculation determined by planning staff was the same method of calculation being applied throughout the project and stated that it was important to specify that in the correspondence offering recommendations.

Councilmember Haba asked whether a table within the plan was made before the plan had been updated to which Ms. Powers explained that there was no change regarding townhouses in the updated version and the changes only applied to single-family homes. She added that all of the lots met the minimum standard.

Councilmember Simasek cited language in the application asking if it was implied that a plan would be submitted with the Conceptual Site Plan (CSP) to which Mr. Chandler replied that it did not and it provides direction and options regarding compliance.

Councilmember Schaible questioned whether the language was too confusing and should be augmented for clarity and to state disapproval for continuance to which Mr. Chandler commented that it would be problematic should the language be overturned and it was in the best interest to move forward rather than experience a lengthy waiting period. He expressed that it was the staff's intention to communicate the position of approving previous language and being more specific in that position.

Councilmember Schaible inquired as to whether the stormwater management would require a method of on-site retention to allow water to drain naturally instead of treating and whether the site was meeting requirements to which Mr. Chandler stated that it appeared to meet regulation and that communication to the Board states the preference to minimize the impacts of the stormwater effect and prohibit use of off-site facilities. **Councilmember Schaible** stated that he expected to see a retention facility or some sort of improvement to which Mr. Chandler explained that the site was using a method that was approved by the County.



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Councilmember Croslin expressed his understanding that the requirement for stormwater was to capture and release water at the same rate to which Ms. Powers commented that the applicant’s revised site plan provides micro retention and bioretention, but nothing further.

Mayor Hollingsworth stated that it was important to recognize that it was an unusual situation with a great number of influential variables. She relayed that the next action would be at the following Council meeting unless the Body chose to pass the measure that evening in order for the language to be included in the staff report.

Note for the Record: Councilmembers Haba and Solomon departed at 11:29 p.m.

Councilmember Lawrence expressed his preference to move the legislation and made a motion to amend the second sentence of the language to read that until the appeal of the CSP is resolved the Planning Board not consider the subdivision. The motion was seconded by **Councilmember Schaible** and approved unanimously.

RESULT:	APPROVED, AS AMENDED [UNANIMOUS]
MOVER:	Lawrence
SECONDER:	Schaible
AYES:	Hollingsworth, Ward, Lawrence, Croslin, Schaible, Simasek, Peabody, Spell Wolf
ABSENT	Suiter, Haba, Solomon

11.b) Dewey Property - Parcel 5: Detailed Site Plan (DSP) 19050: Discussion Item (15 minutes)
HCC-223-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Dewey Property - Parcel 5: Detailed Site Plan \(DSP\) 19050: Discussion Item \(15 minutes\)](#)

[Memo - DSP-19050 - Dewey Parcel 5 - Presentation and Discussion.docx](#)

[1 CIVP-DSP-19050.pdf](#)

[2 A-SOJ-DSP-19050.pdf](#)

[3 A-SOJ-DDS-660.pdf](#)

[4 ARCH Plan-DSP-19050.pdf](#)

[5 BPIS DSP-19050.pdf](#)

[6 Recreational Facilities.pdf](#)

[7 UTC Parking Memo 11-05-2019.pdf](#)

[8 Illustrative Renderings.pdf](#)

[9 Relevant TDDP pages.pdf](#)

Assistant City Administrator Jim Chandler reported that the application brought forth only a few concerns stating that there were some lingering issues that the applicant would address and apply changes for the Council’s review.



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Mayor Hollingsworth apologized to representatives of the Dewey Property development and expressed that it was Council’s intention to give the matter proper attention and that they would have to discuss the matter further at a later date. She thanked the representatives for their patience and willingness to work with City officials.

11.c) Backyard Chicken Act (15 minutes)

HCC-226-FY20

Lead Sponsor: Schaible

Co-Sponsor(s): N/A

Cover Page: [Backyard Chicken Act \(15 minutes\)](#)

I move that the Mayor and Council direct the City Attorney to draft an ordinance amending Chapter 52 of the Hyattsville Charter and Code to amend section §52-10 by striking the inclusion of “domestic fowl”, and “poultry and game birds” from the list of prohibited animals. Roosters will remain on the list of prohibited animals in the Code.

Discussion of item 11.c, the Backyard Chicken Act, was postponed due to time constraints.

12) Council Dialogue (9:35 p.m. - 9:45 p.m.)

13) Community Notices and Meetings

13.a) Main City Calendar: February 4 - 18, 2020

HCC-205-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Main City Calendar: February 4 - 18, 2020
Main City Calendar_Feb 4-Feb 18.docx](#)

14) Motion to Adjourn

RESULT:	APPROVED, AS AMENDED [UNANIMOUS]
MOVER:	Croslin
SECONDER:	Lawrence
AYES:	Hollingsworth, Ward, Lawrence, Croslin, Schaible, Simasek, Peabody, Spell Wolf
ABSENT	Suiter, Haba, Solomon

The meeting adjourned at 11:48 p.m.

ATTEST:

Laura Reams, City Clerk



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
MARCH 2, 2020 – 7:00 PM

Candace Hollingsworth, Mayor
Carrianna Suiter, W3 (Council Vice President)
Bart Lawrence, W1
Robert Croslin, W2
Danny Schaible, W2
Ben Simasek, W3
Edouard Haba, W4
Daniel Peabody, W4
Joseph A. Solomon, W5

Absent: Kevin Ward, W1 (Council President)
Erica Spell Wolf, W5

Also present were the following City staff members:
Tracey E. Douglas, City Administrator
Jim Chandler, Assistant City Administrator
Ron Brooks, City Treasurer
Vivian Snellman, Director of Human Resources
Laura Reams, City Clerk
Sean Corcoran, Deputy City Clerk
E. I. Cornbrooks, IV, City Attorney

1) Call to Order and Council Roll Call

Mayor Candace Hollingsworth called the meeting to order at 7:06 p.m.

2) Pledge of Allegiance to the Flag

3) Approval of Agenda

Amendment to the Agenda

1. ADD Letter of Support: SB835/HB1034 County and Municipal Street Lighting Investment Act to CONSENT.

HCC-247-FY20

Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

I move the City Council authorize the Mayor to send a letter to the City's Maryland Delegation, the Maryland Senate Education, Health, and Environmental Affairs Committee, and the Maryland House Economic Matters Committee in support of bills SB835/HB1034 entitled the County and Municipal Street Lighting Investment Act.

2. MOVE 9.b) Disbursement of FY20 Thrive Grant Funds from Consent to Action.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
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RESULT:	APPROVED, AS AMENDED [UNANIMOUS]
MOVER:	Suiter
SECONDER:	Croslin
AYES:	Hollingsworth, Suiter, Lawrence, Croslin, Schaible, Simasek, Haba, Peabody, Solomon
ABSENT:	Ward, Spell Wolf

4) Approval of the Minutes
4.a) Approval of the Minutes
HCC-241-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Approval of the Minutes Minutes Feb 18 2020 FINAL.docx](#)

I move that the Mayor and Council approve the Council Meeting Minutes of the Public Hearing of February 18, 2020.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Suiter
SECONDER:	Simasek
AYES:	Hollingsworth, Suiter, Lawrence, Croslin, Schaible, Simasek, Haba, Peabody, Solomon
ABSENT:	Ward, Spell Wolf

5) Motion to Close (7:15 p.m. - 8:30 p.m.)

5.a) Motion to Close (60-90 minutes)
HCC-239-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Motion to Close \(60-90 minutes\)](#)

I move that the Mayor and Council close the Council Meeting of March 2, 2020 to consult with the City Attorney to discuss confidential commercial or financial information related to a proposed development in the City, to receive legal advice, and discuss possible litigation. The reason for closing the meeting under these exceptions is to protect the City’s bargaining position and to maintain legally required confidentiality in regard to commercial and/or financial information and to protect attorney/client privilege.

This session will be closed under the authority of the Annotated Code of Maryland State Government General Provisions Article Section 3-305(b)(7) consult with counsel to obtain legal advice; 3-305(b)(8) consult with staff, consultants, or other individuals about pending or potential litigation, and 3-305(b) (13) to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter - specifically Maryland Code, § 4-335 of the General Provisions Article (protecting from disclosure confidential commercial information).



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RESULT:	APPROVED [UNANIMOUS]
MOVER:	Suiter
SECONDER:	Haba
AYES:	Hollingsworth, Suiter, Lawrence, Croslin, Schaible, Simasek, Haba, Peabody, Solomon
ABSENT:	Ward, Spell Wolf

Pursuant to the requirement of the Annotated Code of Maryland State Government Article 3-306(C)(2); this statement is included in these minutes:

A closed session of the Council of the City of Hyattsville was held at 7:08 p.m. on Monday, March 2, 2020, in the City of Hyattsville Municipal Building, Third Floor Council Chambers.

In addition to the City Council, the following staff members were present: **City Administrator Tracey E. Douglas, Assistant City Administrator Jim Chandler, City Treasurer Ron Brooks, and City Clerk Laura Reams.**

Councilmembers Ward and Wolf were absent.

The authority under which the session was closed was the Annotated Code of Maryland State Government General Provisions Article Section 3-305(b)(7) consult with counsel to obtain legal advice; 3-305(b)(8) consult with staff, consultants, or other individuals about pending or potential litigation, and 3-305(b) (13) to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter - specifically Maryland Code, § 4-335 of the General Provisions Article (protecting from disclosure confidential commercial information).

Topics Discussed: Urban Investment Partners (UIP) request for modification to the Revitalization Tax Credit; legal briefing regarding the potential renaming of Magruder Park

Action Taken: None taken.

Ward 2 Councilmember Robert Croslin made a motion to adjourn the closed session, which was seconded by **Ward 1 Councilmember Bart Lawrence** and approved unanimously by the Council. The closed session adjourned at 7:59 p.m.

6) Public Comment (8:30 p.m. – 8:40 p.m.) Limit 2 minutes per speaker

Ward 2 resident, Daniel Broder, addressed the Mayor and Council in support of backyard chicken legislation and the Pay-as-You-Throw program stating that he understood the concerns about having fowl in an urban neighborhood regarding waste and maintenance, but expressed his opinion that the outcome would vary depending on the location in which the measure was implemented and encouraged Council to use the legislation to endorse farm-to-table food. Mr. Broder referenced Kristen Brown from Waste Zero stating that he relied on her expertise and data collection to determine his position. He cited statistics showing a decrease of 49% of waste in more than 100 cities that had implemented a similar program.



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Ward 1 resident, Greg Smith, addressed the Mayor and Council in support of Pay-as-You-Throw, backyard chicken legislation, the Summer Literacy Program, and a letter of support for a climate action plan stating the he was also familiar with the work of Waste Zero stating that they conducted thorough, accurate, research and they have proven that programs similar to Pay-as You-Throw could be extremely cost effective. He expressed his support for a feasibility study, but cautioned that a competent firm, such as Waste Zero, must first be identified.

Ward 2 resident, David Marshall, addressed the Mayor and Council with comments regarding backyard chickens, Pay-as-You-Throw, the Race and Equity Task Force, and Magruder Pointe. Mr. Marshall stated that he was not against the backyard chicken legislation, but that he held reservation regarding poor ownership practices that could negatively reflect an otherwise unremarkable legislation. He expressed disappointment in programs like Pay-as-You-Go stating that the program, studies, and many other initiatives taken by the City was transforming the community into something that was not aligned with the vision of most residents. Mr. Marshall expressed the need for more Black American male members of the Race and Equity task force to provide perspective and addressed Magruder Pointe in support of name change and suggested that decisions being made about the area should not be left to the Planning Committee.

7) **City Administrator Update (8:40 p.m. - 8:50 p.m.)**

City Administrator Tracey Douglas noted that it was Read Across America Day and observed the birthday of Theodor Seuss Geisel; Dr. Seuss. Ms. Douglas relayed that officers from the Hyattsville Police Department worked with two local schools and spent time reading to students and they intended to include more schools in the coming years. She recognized March 2020 as Women's Month and described that the City would highlight successful women of leadership throughout the month. City Administrator Douglas cited the spread COVID-19 (Coronavirus) and ensured that the City was doing everything possible to prevent further instances including providing sanitizer dispensers and close monitoring of guidance from the Centers for Disease Control (CDC).

8) **Presentations (8:50 p.m. - 9:05 p.m.)**

8.a) Presentation of FY20 Thrive Grant Fund Program (10 minutes)

HCC-233-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Presentation of FY20 Thrive Grant Fund Program \(10 minutes\)](#)

Chair of the Health, Wellness, and Recreation Advisory Committee, Don Berger, addressed the Mayor and Council regarding the Thrive Grant Program reporting on the process and actions over the past year stating that it was very successful and they had received 14 applications from a diverse population. Mr. Berger relayed that through extensive research they discovered 12 grants that were suitable for funding; all of which provided some benefit in the field of health, wellness, and recreation such as yoga classes for low-income residents, installation of bicycle racks, parent groups, and groups associated with Northwestern High School. He expressed his satisfaction with the Committee and stated that he felt it was deserving of the same funding in Fiscal Year 2021



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(FY21). Mr. Berger informed Council that the Committee was currently working on an art commissioning project that would display health and wellness related art within the City and cited that applications for the project were soon to close. He described plans for the Committee's mental health training and requested funds be reprogrammed to support the effort.

Mayor Hollingsworth expressed her gratitude for the Committee's efforts regarding first aid for mental health and other partnerships being forged. She recalled her skepticism when the Thrive Grants were initially proposed and stated that she her opinion changed as she witnessed the broad spectrum of applicants, the scope of providers, and the potential for future City programming. She thanked the Committee and all those associated for their hard work and successful results.

Ward 5 Councilmember Joseph Solomon thanked the Committee and commended **Ward 2 Councilmember Robert Croslin** for his support of the original proposal to which **Councilmember Croslin** expressed his appreciation for and satisfaction with the actions and work of the Committee.

8.b) Proclamation in Recognition of Nevilla E. Ottley (5 minutes)

HCC-235-FY20

Lead Sponsor: Hollingsworth

Co-Sponsor(s): N/A

Cover Page: [Proclamation in Recognition of Nevilla E. Ottley \(5 minutes\)](#)

Mayor Hollingsworth invited Ms. Nevilla Ottley to join her in front of the dais for the presentation of a proclamation celebrating her birthday and her years of contributions to the community in the way of music and the humanities. Ms. Ottley addressed the Mayor, Council, and attendees with a message of the importance of music and the benefits of having a focus in the arts that keeps the mind active and provides a path for young people.

9) Consent Items (9:05 p.m. - 9:10 p.m.)

9.a) Resolution 2020: Planning Assistance to Municipalities and Communities Application

HCC-230-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Resolution 2020: Planning Assistance to Municipalities and Communities Application](#)
[Memo - PMAC Application for CPTED Training.doc](#)
[Resolution 2020-02_CPTED.docx](#)

I move that the Mayor and Council adopt Hyattsville Resolution 2020-02, a resolution supporting the City of Hyattsville FY2020 Planning Assistance to Municipalities and Communities Application (INTRODUCTION AND ADOPTION).

9.b) Disbursement of FY20 Thrive Grant Funds was moved from Consent to Action.



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9.c) Proclamation in Recognition of Nevilla E. Ottley

HCC-236-FY20

Lead Sponsor: Hollingsworth

Co-Sponsor(s): N/A

Cover Page: [Proclamation in Recognition of Nevilla E. Ottley Proclamation 2020 Nevilla Ottley.docx](#)

I move that the Mayor and Council adopt a proclamation in recognition of the 75th birthday of Ms. Nevilla E. Ottley, founder of the Ottley Music School, and in celebration of her 32 years of service to the City of Hyattsville.

9.d) Traffic Calming - 4500 Block Emerson Street

HCC-231-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Traffic Calming - 4500 Block Emerson Street](#)

I move that the Mayor and Council approve the petition for traffic calming on the 4500 Block of Emerson Street.

9.e) Proclamation Celebrating March 2020 as Women's History Month in the City of Hyattsville
HCC-237-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Proclamation Celebrating March 2020 as Women's History Month in the City of Hyattsville Womens History Month 2020.docx](#)

I move that the Mayor and Council proclaim March 2020 to be Women's History Month in the City of Hyattsville.

9.f) Letter to Prince Georges County Officials to request Climate Action Plan

HCC-240-FY20

Lead Sponsor: Simasek

Co-Sponsor(s): Schiable, Suiter

Cover Page: [Letter to Prince Georges County Officials to request Climate Action Plan PGC Climate Change Letter.docx](#)

I move that the Council authorize the Mayor to send a letter to the Prince George's County Council, the Prince George's County Executive, Director of Department of the Environment, Director of Public Works and Transportation, and Energy Manager requesting that the county adopt an action plan to proactively respond to the threats posed by climate change.

9.g) Hyattsville Resolution 2020-03: Enhanced Mobility Grant Program

HCC-242-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A



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Cover Page: [Hyattsville Resolution 2020-03: Enhanced Mobility Grant Program Resolution 2020-03 COG Mobility Grant.docx](#)

I move that the Mayor and Council adopt Hyattsville Resolution 2020-03, a Resolution of the City Council of Hyattsville, Maryland, whereby the City Authorizes the Submission of a Grant Application to the Federal Transit Administration’s Enhanced Mobility Program (INTRODUCTION & ADOPTION).

9.h) Appointment to the Shade Tree Board
HCC-245-FY20

Lead Sponsor: Hollingsworth
Co-Sponsor(s): N/A

Cover Page: [Appointment to the Shade Tree Board Shade Tree Board Immordino W1 redacted.pdf](#)

I move that the Mayor, with Council approval, appoint Theresa Immordino (Ward 1) to the Shade Tree Board for a term of 3 years to expire on March 2, 2023.

9.i) Appointment to Race and Equity Task Force
HCC-246-FY20

Lead Sponsor: Haba
Co-Sponsor(s): N/A

Cover Page: [Appointment to Race and Equity Task Force RETF Brown-Grier W1 Redacted.pdf](#)

I move that the Mayor and Council appoint Ashleigh Brown-Grier (Ward 1) to the Race and Equity Task Force for a term of two years to expire on March 2, 2022.

9.j) Letter of Support: SB835/HB1034 County and Municipal Street Lighting Investment Act
HCC-247-FY20

Sponsor: At the Request of the City Administrator
Co-Sponsor(s): N/A

I move the City Council authorize the Mayor to send a letter to the City’s Maryland Delegation, the Maryland Senate Education, Health, and Environmental Affairs Committee, and the Maryland House Economic Matters Committee in support of bills SB835/HB1034 entitled the County and Municipal Street Lighting Investment Act.

RESULT:	APPROVED, AS AMENDED [UNANIMOUS]
MOVER:	Suiter
SECONDER:	Solomon
AYES:	Hollingsworth, Suiter, Lawrence, Croslin, Schaible, Simasek, Haba, Peabody, Solomon
ABSENT:	Ward, Spell Wolf



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10) Action Items (9:10 p.m. - 9:40 p.m.)

9.b) Disbursement of FY20 Thrive Grant Funds

HCC-232-FY20

Co-Sponsor(s): N/A

Lead Sponsor: At the Request of the City Administrator

Cover Page: [Disbursement of FY20 Thrive Grant Funds](#)

[02.01 - Grant Letter-R1.pdf](#)

[02.02 - HWRAC Thrive Grants 2020-R1.pdf](#)

[2020 Thrive Grant Applications Redacted.pdf](#)

I move that the Mayor and Council authorize the expenditure of \$5,738 to support the grant proposals recommended from the Health, Wellness, and Recreation Advisory Committee and listed in the attached memo for the dissemination of the FY20 Thrive Grants and reallocate the remaining \$3,262 to the committee for conducting mental health awareness training **and additional programming through the Health, Wellness, and Recreation Advisory Committee speaker series.**

Council Vice President Carrianna Suiter made a motion to add language to the end of the motion that was seconded by **Councilmember Solomon.**

RESULT:	APPROVED, AS AMENDED [UNANIMOUS]
MOVER:	Suiter
SECONDER:	Solomon
AYES:	Hollingsworth, Suiter, Lawrence, Croslin, Schaible, Simasek, Haba, Peabody, Solomon
ABSENT:	Ward, Spell Wolf

10.a) Adoption of Title VI Plan for the City of Hyattsville (10 minutes)

HCC-243-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Adoption of Title VI Plan for the City of Hyattsville \(10 minutes\)](#)

[HVL Attachment B 2019 Draft Title VI Plan 2-27-20 rev 022820.docx](#)

I move that the Mayor and Council adopt the Hyattsville Title VI of the Civil Rights Act of 1964 2020 – 2023 Implementation Plan.

City Administrator Tracey Douglas introduced the lead of the Age-Friendly Initiative and cited her extensive efforts in the improvement of resources for senescent residents. Ms. Douglas explained that the adoption of the Title VI Plan was a requirement of the Enhanced Mobility Grant program and provided background and information on the grant that resulted in increased public transportation for seniors and other mobility services. She stated that familiarity with the program and the process was new and areas of improvement had been identified and may return for discussion among Council.



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RESULT:	APPROVED [UNANIMOUS]
MOVER:	Suiter
SECONDER:	Lawrence
AYES:	Hollingsworth, Suiter, Lawrence, Croslin, Schaible, Simasek, Haba, Peabody, Solomon
ABSENT:	Ward, Spell Wolf

10.b) Dewey Property - Parcel 5: Detailed Site Plan (DSP) 19050 (20 minutes)
HCC-234-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Dewey Property - Parcel 5: Detailed Site Plan \(DSP\) 19050 \(20 minutes\)](#)

[Memo - DSP-19050 - Dewey Parcel 5 - Action - FINAL.docx](#)

[Dewey Parcel 5 - Mar 2 2020 Materials.pdf](#)

[PC Presentation DSP 19050.pdf](#)

[DSP FirstComment Response 10-11-19.pdf](#)

I move the City Council authorize the Mayor to provide correspondence to the Maryland-National Capital Park & Planning Commission in support of Detailed Site Plan 19050, subject to the following conditions:

- ~~Transformers associated with this development be installed subgrade, consistent with policy guidance per the Prince George’s Plaza TDDP. It is preferable that transformers along Public Road B are required.~~ Consistent with policy guidance per the Prince George’s Plaza TDDP, transformers along Public Road B shall be installed subgrade. The City is supportive of the applicant's request to place transformers above-grade, screened from the public view, along the east side of the property due to a reduced impact and no impact on the urban streetscape.
- The proposed retail space shall have a fenestration height of ~~14'~~ 10' and a façade treatment of 14' and build-to-line within the 25' maximum depth and 20' minimum depth required in the Transit District Development Plan.
- The applicant shall dedicate space for regular loading and delivery services within the structured parking garage.
- The applicant shall improve of the western leg of the existing crosswalk on Toledo Terrace adjacent to America Boulevard, as this right-of-way improvement is imperative to maintaining the connection between the proposed development and the Prince George’s Plaza Metro Station, as well as the amenities present in University Town Center.
- The applicant shall install at least two (2) inverted-U shaped bike racks in front of the leasing office and at least two (2) inverted-U shaped bike racks in front of the retail space. The applicant shall accommodate a 1:1 ratio of bicycle parking spaces to vehicle parking spaces.
- The applicant shall utilize a more vibrant architectural color palette and integrate public art into the development.

The City supports the applicant’s request for the following modifications:

- The City supports of the applicant’s request for a departure from the design standards, specifically the request for 9’ x 18’ universal sized parking spaces within the proposed parking garage structure.



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2. The City supports the applicant's requested build-to-line extensions, except for the proposed retail space.
3. The City supports the applicant's proposed location for the lobby entrance at the corner of Toledo Road and Public Road B.

Assistant City Administrator Jim Chandler introduced documentation distributed to Council and provided background and a summary on the measure stating that staff were content with most of the items in the proposal, but there were areas of disagreement outside of their scope that they asked to be addressed by the applicant.

City Planner Kate Powers presented details of the Dewey Property Parcel 5 proposal including location and specifications and cited requested variations including a set standard for parking spaces in the parking garage, the placement of power transformers, building area parameters, and the implementation of retail space. Ms. Powers relayed that the applicant requested that the retail space have a fenestration of 10 feet instead of the required 14 feet to which staff determined 14 feet would be necessary to allow for a standard height for retail and more tenants. Additionally, staff were opposed to the retraction of the building line for retail and preferred that regulations of the Transit District Development Plan (TDDP) be the standard. Ms. Powers reported that the staff were receptive to proposed changes regarding building entrances, crosswalks for increased accessibility and bicycle parking in the garage.

Councilmember Lawrence expressed concern regarding the pedestrian walkways stating that they were in very bad condition and in dire need of upgrade. He made a motion to amend the language to state that consistent with policy guidance per the Prince George's Plaza TDDP, transformers along Public Road B shall be required subgrade.

Ward 3 Councilmember Ben Simasek inquired as to why all of the transformers were not installed in the same way to which Assistant City Administrator Jim Chandler responded that the eastern side of the structure faced green space, a stormwater processing facility, and potentially a trail and that there was great expense in burying the transformers. He stated that the added expense was substantial and that City staff was making efforts to compromise.

Councilmember Solomon stated that he would have expected stronger reasoning to justify a subgrade requirement, but he was open to hear comments from Council.

Ward 4 Councilmember Edouard Haba sought clarity regarding the specifics of the language and ultimately agreed with the motion.

The motion to amend was seconded by **Councilmember Solomon** and passed unanimously.

Councilmember Solomon requested an explanation regarding the deviation from a larger parking space standard to which Mr. Chandler replied that the standard was consistent with several other counties and municipalities and it provided for a more standard template and improved circulation.



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Councilmember Lawrence interjected that he was aware of a member of the Planning Committee who could confirm that the standard was common in many areas outside of Hyattsville. Mr. Chandler added that examples could be provided to Council.

Ward 2 Councilmember Danny Schaible stated that he would have liked to have seen more color incorporated into the exterior of the development and have art displayed on the exterior as opposed to the interior. He expressed concern regarding the electric car charging stations within the parking garage and inquired about the possibility of being able to reach two legally parked vehicles to be charged from one charger.

Councilmember Lawrence recalled an earlier discussion in which it was determined that the art could be placed on the exterior that could be something like a bike rack, to which Mr. Chandler confirmed that there could be functional art, such as a bench, but there was not enough exterior area to incorporate any artistic structures.

Mayor Hollingsworth referenced the Planning Committee's recommendation and asked whether the 14 feet regulation was to be applied to both the interior and the exterior to which Mr. Chandler replied that it was discussed in regard to retail space and that it was the opinion of the Committee that a height of 10 feet would put the location at a disadvantage for future occupancy and limit the types of retail that can use the space. He stated that the height of the fenestration on the exterior would be contingent on the intentions for the outdoor space.

Mayor Hollingsworth requested further details regarding the retail space to which Mr. Chandler explained that what was being proposed was giving the aesthetic of the standard retail specifications but not the functionality of an average retail space. Thomas Haller, attorney for the applicant, was asked to come forward and provide context to the conversation.

Thomas Haller addressed the Mayor and Council expressing disappointment with the recommendations of the planning committee stating that the applicant had made every sincere effort in good faith to address each comment and comply with TDDP regulations. He continued that there were 90 to 100 requirements under the TDDP that the applicant sought to satisfy and asked for adjustments to only six (6). Mr. Haller stated that the retail space was compliant with TDDP regulations and the outdoor seating allowed for a 10 feet high interior fenestration and they purposely employed it in their plan to promote pedestrian traffic and retail patronage.

Mayor Hollingsworth provided comments regarding the 10 feet interior stating that the consequences of unequal heights did not seem to make a significant difference and suggested moving forward with the recommendations of the Planning Committee. Ward 2 resident, David Marshall, addressed the Mayor and Council recollecting that discussions among the Planning Committee pertained to the interior of the development and how it would affect the floors above. Mr. Marshall relayed that the Committee supported the developer's request for setbacks but there was no discussion regarding pulling the building closer to the street.

Councilmember Simasek recalled earlier conversations about the asymmetry of the exterior and was content with the idea of outdoor seating but was not clear on for which type of retail it would be applicable or beneficial.



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Mayor Hollingsworth requested that **Council Vice President Suiter** make a motion to revise item 2 in the language to read: the proposed retail space should have a fenestration height of 10 feet and a façade treatment of 14 feet; leaving the following language unchanged which was seconded by **Councilmember Lawrence**. The Mayor moved the discussion to City staff for their assessment to which Assistant City Administrator Jim Chandler described that it was a space that would be working from a competitive disadvantage due to several aspects including the omission of delivery space. Mr. Chandler added that the list of retail that was provided for the space was optimistic and staff inquired about removing all retail within the plan to which the developers would not agree.

Mr. Haller stated that the intention was to have commercial space and be able to provide commercial amenities and expressed his confidence that the space had longevity noting discussions with the property owner in which it was relayed that maintaining a tenant for the space would not be a challenge. **Mayor Hollingsworth** asked Mr. Haller if there was a prepared plan in the case that the property did not have a tenant to which Mr. Haller answered in the negative and stated that adjustments could be made if faced with the scenario.

Councilmember Solomon inquired further about the competitive disadvantage of the space to which Mr. Chandler clarified that regardless of the ceiling and fenestration height, the space had multiple challenges including a single delivery bay that would make the retailer single use and would make it less attractive to future investors and the limited square footage.

The amendment passed by a vote of 8-1.

RESULT:	APPROVED, AS AMENDED [UNANIMOUS]
MOVER:	Suiter
SECONDER:	Lawrence
AYES:	Hollingsworth, Suiter, Lawrence, Croslin, Schaible, Simasek, Haba, Peabody, Solomon
ABSENT:	Ward, Spell Wolf

11) Discussion Items (9:40 p.m. - 10:40 p.m.)

11.a) Backyard Chicken Act (15 minutes)

HCC-238-FY20

Lead Sponsor: Schaible

Co-Sponsor(s): N/A

Cover Page: [Backyard Chicken Act \(15 minutes\)](#)

I move that the Mayor and Council direct the City Attorney to draft an ordinance amending Chapter 52 of the Hyattsville Charter and Code to amend section §52-10 by striking the inclusion of “domestic fowl”, and “poultry and game birds” from the list of prohibited animals. Roosters will remain on the list of prohibited animals in the Code.



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Councilmember Schaible opened the discussion expressing optimism that the legislation would progress to action in a future meeting and stated that he would like to reiterate some of the pertinent points of previous discussions. He stated that citations relevant to chickens are not prevalent in the City of Hyattsville and that animal control and code enforcement focus on several other issues that take priority over fowl related complaints. He recalled conversations with City Counsel that determined that Council could not create a regulatory framework for the legislation because the authority for zoning was held by the County and relayed that the remaining options were few and ineffective. **Councilmember Schaible** cited the differences between County and City code and noted several instances where the City did not adhere to the regulations of the County.

Councilmember Lawrence expressed general support for the measure but noted the potential public health risk, asking if the legislation would make the City more vulnerable to liability. He noted that changes in the R55 zoning regulations would allow for urban farming, but that there the associated lot size requirements would virtually eliminate any home in Hyattsville from being eligible to house chickens. He stated that he has lingering concerns regarding public health and safety.

Councilmember Croslin stated that he had received several phone calls from residents who were displeased with the proposal expressing that it would attract more wildlife. He referenced research from the Center for Disease Control (CDC) that cautioned about the health hazards of maintaining chickens in an urban environment and was not confident that, should the legislation pass, there was no guarantee that safety for residents could be ensured.

Councilmember Haba expressed support for the concept of the legislation stating that it would have to be implemented in the correct way and could jeopardize existing chicken owners. He suggested lobbying the County for amendments to their laws.

Ward 4 Councilmember Daniel Peabody stated that the residents he had talked to hold concerns regarding public health and expressed that Ward 4 residents would likely not be in support due to the Ward's density issues.

Mayor Hollingsworth stated that, initially, she did not hold a strong opinion regarding the proposal, but she was reexamining her position after hearing the strong opinions from both sides. She opined that the public health issue was of the most concern. The Mayor suggested that **Councilmember Schaible** craft language to address the City's obligation to the safekeeping and wellbeing of chickens and humans.

Councilmember Solomon relayed the details of a conversation he participated in with **Councilmember Schaible** and the City attorney in which they explored ideas about adopting zoning regulations, but were unsuccessful because the County assumes all zoning authority. He expressed concerns about removing an existing ban and the message that it would portray and the possible negative consequences.



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Mayor Hollingsworth requested that **Councilmember Schaible** provide insight as to why the legislation was important to which he responded that the City was an outlier regarding this legislation, and it was supported in several neighboring regions. He continued that he did not believe that the areas that were allowing the ownership of chickens were experiencing any of the concerns that were voiced and stated that he has heard a lot of positive feedback and feels the legislation could be beneficial to the community.

Councilmember Haba stated that exercising the approach may provide a false confidence for owners and lead to more complicated issues. He expressed support for a letter to the County requesting they lift the ban on domesticated fowl and stated that it would be a more sound approach.

Councilmember Schaible stated it was his intention to move the item to action at a future Council meeting making it subject to a vote and, depending on the result, may provide an amended version of the legislation that would include a letter to the County, but was not confident that it would have a substantial effect.

11.b) FY21 Budget Request: Hyattsville Summer Literacy Program (10 minutes)

HCC-215-FY20

Lead Sponsor: Solomon

Co-Sponsor(s): N/A

Cover Page: [FY21 Budget Request: Hyattsville Summer Literacy Program \(10 minutes\)](#)
[Proposed Budget Summer Literacy Program](#)

I move that the City of Hyattsville include \$3,500 in its FY21 legislative budget in support of the Hyattsville Summer Literacy Program.

Councilmember Lawrence provided background on the item stating that it was the fourth year of the program and that this legislation would ease the worry about the timing of the issuance of grants they relied upon. He explained that funding provided by the City in a timelier manner would allow the program to continue with the confidence that they would be adequately funded.

Council Vice President Suiter inquired as to whether they would still pursue a grant from their previous source and what areas the funding would be applied. **Councilmember Lawrence** replied that they would still pursue the regular grant and that funding would be used to purchase books and supplies as they deem necessary.

Councilmember Croslin expressed his support for the legislation.

Mayor Hollingsworth requested that items 11.d and 11.e be discussed before item 11.c.

11.d) FY21 Budget Request: Pay-As-You-Throw Trash Disposal Study (15 minutes)

HCC-217-FY20

Lead Sponsor: Schaible

Co-Sponsor(s): N/A



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD MARCH 2, 2020 – 7:00 PM

Cover Page: [FY21 Budget Request: Pay-As-You-Throw Trash Disposal Study \(15 minutes\)](#)
[Curbside Compost Container Schaible.docx](#)
[General Public Fact Sheet Pay-As-You-Throw US EPA.pdf](#)
[Pay as you throw - Wikipedia.pdf](#)
[PAYT– WasteZero.pdf](#)

I move that the Mayor and Council authorize a feasibility study to assess transitioning our municipal trash collection services from the current flat-rate approach to a Pay-As-You Throw (PAYT) approach. Under the current approach, resident's pay a flat rate for trash collection from their property tax assessment regardless of how much or how little trash they generate. Under a PAYT approach, property taxes would be decreased to offset the new fees associated with metered trash collection, typically metered either by weight or by volume. This would bring trash collection into alignment with other metered utilities like water and electricity, where consumers are charged for what they use, creating financial incentives to conserve, recycle, and compost.

This feasibility study will provide guidance to help the City assess the relative benefits and potential drawbacks of switching to a PAYT approach, including:

- Expected decrease in municipal trash tonnage driven by increases in recycle and compost participation rates, and possible changes in consumer behavior
- An assessment of the various models of PAYT trash collection, considering their relative strengths and weaknesses
- A review of other comparable municipalities that have switched to PAYT, exploring the impacts associated with the switch including resident satisfaction, cost impacts, and overall changes in trash, recycle, and compost collection rates.
- A review of the possible drawbacks or unintended consequences of switching to PAYT, based off of actual data from other jurisdictions that have switched to PAYT.

For increased cost-efficiency and to expedite procurement, I recommend that this study be incorporated into the existing trash study authorized by the City of Hyattsville that explores trash collection services for single family and multi-family Hyattsville residents, if appropriate. This could be done by modifying the contract for the existing trash study, once awarded. If not appropriate, then this would be a standalone study.

Councilmember Schaible summarized the motion citing successful implementation among thousands of communities in the United States and explained the process for which trash was picked up in the City stating that the legislation would allow residents to be charged for disposal by the amount of waste rather than paying a flat fee for waste services. He stated that the legislation would result in a dramatic decrease in trash generated, improve landfill conditions, and reduce greenhouse gases. He explained that the proposal included a request for a modification to the current waste study to include the program and ensure that it could function in the City of Hyattsville.



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Councilmember Joseph Solomon asked whether one would opt in to the program to which **Councilmember Schaible** responded that the way in which the proposal was written it would be the standard practice for all residents.

Councilmember Simasek questioned how the legislation would apply to multi-family homes and expressed the importance of equity and how the plan could be implemented fairly and deter manipulation by homeowners to serve their interests to which **Mayor Hollingsworth** responded that the logistics could be determined from the study.

Council Vice President Suiter expressed her preference for the study to look at family size dynamics and variations thereof.

Councilmember Haba expressed support for the legislation and stated that it should include a portion of the focus on low-income households.

Councilmember Lawrence relayed that he had met representatives from Zero Waste previously and suggested inviting them to make a presentation regarding the program. He expressed support for the measure. He asked City Administrator Tracey Douglas if the City had signed a contract for the sanitation services study. Ms. Douglas replied that we had yet to, but that they're considering two vendors, both of which are capable of including pay-as-you-throw in their study. She added that there would need to be a modification to the scope of work to include the item.

Mayor Hollingsworth expressed opposition to conducting the study in the current fiscal year and preferred to delay a study on the PAYT program until the current waste study had concluded.

Councilmember Solomon inquired as to the scope of the current study and next steps to which Ms. Douglas responded that staff decided that expenses should be reviewed Citywide to determine where costs could be reduced and the waste study was under that initiative and that staff would return to Council with recommendations.

Mayor Hollingsworth stated that she would like to explore the possibility of having the PAYT included in the current study.

Councilmember Simasek expressed support for the concept and requested details regarding the potential contract to which Ms. Douglas explained that they would negotiate a contract for a consultant on the implementation and effect of the program. Department of Public Works Project Manager, Hal Metzler, added that a contract would traditionally have a six (6) month term but can be modified as needed.

11.e) FY21 Budget Request: Upgrade Hyattsville Curbside Compost Collection Containers
(10 minutes)

HCC-216-FY20

Lead Sponsor: Schaible

Co-Sponsor(s): N/A



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Cover Page: [FY21 Budget Request: Upgrade Hyattsville Curbside Compost Collection Containers \(10 minutes\)](#)

[Curbside Compost Container Schaible.docx](#)

I move that the Mayor and Council direct the Director of Public Works to procure additional curbside compost containers to accommodate the expanded number of participants, and to upgrade and replace existing curbside compost containers. An ideal container would have clear lettering indicating that it is a City of Hyattsville compost container, have a secure lid to prevent animal access, be adequately sturdy to sustain heavy loads and usage, have wheels for ease of movement, and have a capacity in the 10-20 gallon range.

The purchase should be at least 15% more than the current number of participants in the voluntary curbside compost collection program, to allow the program to grow and provide replacement containers as needed.

Councilmember Schaible provided a summary and explanation of the legislation stating that the supply of compost containers was decreasing and the legislation would address procuring more receptacles of a better quality. He stated that, while funds were limited, he did not believe this action to be expensive.

Department of Public Works Project Manager, Hal Metzler, detailed that the containers proposed would be approximately \$20K for the first year and additional funding would be required for annual replacement due to damage and wear. Mr. Metzler explained that it was difficult to determine an exact amount of compost containers that could be afforded from \$20K because the mixing of different types of waste could vary weights considerably. He stated that the estimate was based on the purchase of 400 containers and wheeled receptacles.

Mayor Hollingsworth expressed that the cost was consistent with the need and suggested including the measure in the fiscal year budget.

Councilmember Peabody and **Council Vice President Suiter** expressed support for the legislation and speculated that it would encourage more residents to participate in composting.

Councilmember Haba stated that the containers currently used were five (5) gallons and suggested finding an accurate average that could positively affect the cost to residents to which Mr. Metzler responded that it would be included in the waste study and agreed that determining an average size would be helpful.

Mayor Hollingsworth detailed the budget process for new members and City Administrator Douglas informed Council that industrial size containers were cited in the budget and that funding was available for varying sizes if needed.

11.c) FY21 Budget Request: Legislative Aide for Mayor & Council (10 minutes)

HCC-214-FY20

Lead Sponsor: Solomon

Co-Sponsor(s): N/A



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Cover Page: [FY21 Budget Request: Legislative Aide for Mayor & Council \(10 minutes\)](#)

I move that the Mayor and Council include funding in the FY-2021 budget to augment the Clerk's Office with a legislative assistant for the Mayor and Council.

Councilmember Solomon provided details regarding the budget request stating that he saw the need to employ an additional staff member in the City Clerk's office to conduct research and motion tracking. He explained that there were always several events and issues to be addressed and support in that area could be beneficial to Council.

Councilmember Croslin inquired as to the responsibilities of the position and salary to which **Councilmember Solomon** replied that the individual would assist with research and coordination for the entirety of Council who continually navigate ever evolving issues. **Councilmember Croslin** noted that in hiring an employee the entity's cost for the position is heightened annually.

Councilmember Lawrence expressed a challenge in justifying the proposal.

Councilmember Schaible responded that it was difficult to deem the proposal as a priority when compared to other budget items, but was supportive of the concept stating that it could be helpful to have a designated employee to address the more complicated issues.

Council Vice President Suiter agreed that there was much work to be done and stated that an added staff member could contribute to the productivity of Council. She expressed interest in receiving more detail.

Mayor Hollingsworth was appreciative of the proposal as it invited conversation and stated that Council did not have the support that was required, but expressed the importance of further discussion and the determination of responsibilities and other aspects. She expressed legal concerns stating that there could be issue with an employee receiving more compensation than their employer and other possible issues in a political environment.

Councilmember Solomon agreed that further discussion was available and logistics would need to be addressed. He stated that he originally placed the position under the purview of the Clerk's office because it was charter-driven that the office was responsible for Council support and could not be used as a political tool.

Mayor Hollingsworth sought clarity regarding the responsibilities, nature or the position, required skillset, and suggested that the decision should be made as a group and reflect how Council would do their job given the additional support.

Councilmember Lawrence asked whether there was opinion that Council was not being served by staff and that the position would help lessen their workload to which **Councilmember Solomon** retorted that it would help staff and provide further resources for different types of tasks from Council and stated that he would like to garner the support of his colleagues and then develop a job description.



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Councilmember Haba cited that adequate time to address motions was an issue for Council and it sometimes resulted in hastened decision making.

City Administrator Douglas reiterated the current process and recalled efforts to implement a similar system. Ms. Douglas noted that if there were needs not being addressed by staff they should be included in the motion language.

Councilmember Lawrence and **Council Vice President** discussed specific issues in which an additional staff member could be beneficial such as scheduling and event venue procurement.

Mayor Hollingsworth assessed that there were varying opinions regarding support or opposition to the measure and stated that further discussion would take place in which more information would be available.

12) Council Dialogue (10:45 p.m. - 10:55 p.m.)

13) Community Notices and Meetings

Councilmember Simasek cited Census Day and encouraged all to participate.

Councilmember Croslin cautioned about the ongoing COVID-19 (Coronavirus) epidemic and provided information and safety measures.

Councilmember Haba noted the nearing Maryland Municipal League annual conference and expressed its importance.

Councilmember Schaible cited events including a Ward 2 check-in and the District 22 listening session.

Councilmember Peabody thanked residents for participation at the recent Ward 4 check-in.

13.a) Main City Calendar: March 3 - 16, 2020

HCC-244-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Main City Calendar: March 3 - 16, 2020](#)

[Main City Calendar Mar 3-Mar 16.pdf](#)



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
MARCH 2, 2020 – 7:00 PM

14) Motion to Adjourn

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Croslin
SECONDER:	Suiter
AYES:	Hollingsworth, Suiter, Lawrence, Croslin, Schaible, Simasek, Haba, Peabody, Solomon
ABSENT:	Ward, Spell Wolf

The meeting adjourned at 11:53 p.m.

ATTEST:

March 12, 2020



City of Hyattsville

Hyattsville Municipal Bldg
4310 Gallatin Street, 3rd Flr
Hyattsville, MD 20781
(301) 985-5000
www.hyattsville.org

Agenda Item Report

File #: HCC-287-FY20

4/6/2020

5.a

Submitted by: Laura Reams
Submitting Department: City Clerk
Agenda Section: Motion to Close

Item Title:
Motion to Close (60 minutes)

Suggested Action:

I move that the Mayor and Council close the Council Meeting of April 6, 2020 to consult with staff to discuss confidential commercial or financial information related to a proposed development in the City.

This session will be closed under the authority of the Annotated Code of Maryland State Government General Provisions Article Section 3-305(b) (13) to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter - specifically Maryland Code, § 4-335 of the General Provisions Article (protecting from disclosure confidential commercial information).

The reason for closing the meeting under this exception is to protect the City's bargaining position and to maintain legally required confidentiality in regard to commercial and/or financial information.

Summary Background:

N/A

Next Steps:

N/A

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Approval.

Community Engagement:

N/A

Strategic Goals:

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

Legal Review Required?

Complete



City of Hyattsville

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Agenda Item Report

File #: HCC-288-FY20

4/6/2020

8.a

Submitted by: Laura Reams
Submitting Department: Administration
Agenda Section: Presentation

Item Title:

Introduction of the Draft Budget for Fiscal Year 2021 (15 minutes)

Suggested Action:

Click or tap here to enter text.

Summary Background:

City Administrator Douglas and Treasurer Brooks will introduce the Draft FY-2021 Budget and provide a high-level overview of the budget for the Council, residents and stakeholders.

Next Steps:

Departmental Budget Reviews and Council Discussion.

Fiscal Impact:

See Budget Document

City Administrator Comments:

For Discussion

Community Engagement:

The draft budget will be posted on the City's website prior to the meeting.

Strategic Goals:

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

Legal Review Required?

N/A

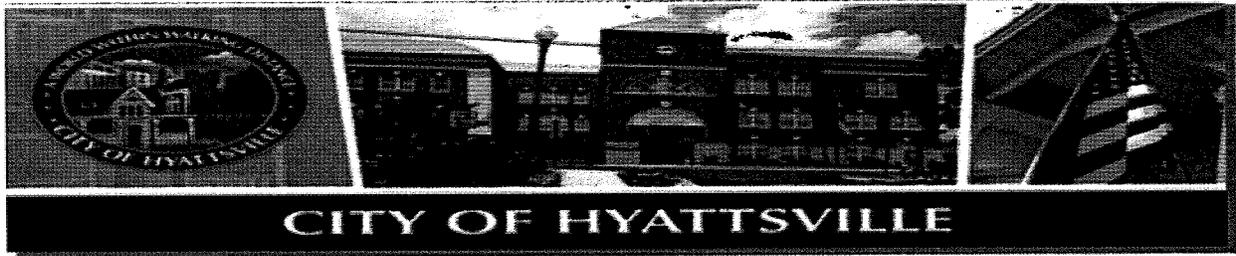
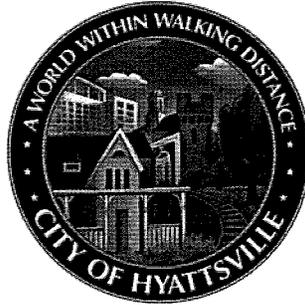


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Candace B. Hollingsworth
Mayor



Tracey E. Douglas
City Administrator

April 6, 2020

Honorable Mayor and Members of the Hyattsville City Council

I am submitting the Fiscal Year 2021 (FY21) General Fund and Capital Investment Budget Proposal for the City of Hyattsville with the knowledge that it is impossible to fully predict the personal and financial toll the COVID-19 pandemic is having and will continue to have on our City. In healthy economic times, the annual budget looks and feels much different than a budget prepared amid a never before seen crisis with an unknown impact and end date. With that in mind, the Treasurer and I are submitting a budget that anticipates a decrease in property, income, and amusement taxes and an increase in debt services as we begin repaying \$12.6M in municipal bonds which was necessary to complete our two high priority renovation projects. The presented budget may require amendments as we transition from a COVID-19 respond-and-support position to recovery measures with a gradual reintroduction of new and staple programs and services. Last year, for the first time in many years, the City presented a balanced budget; this year the proposed budget is being presented with an expected \$2.4M deficit. The City continues to maintain a reserve fund balance that provides us the ability to sustain essential government operations and critical services in the event of a national, state, or local crisis. While there is a higher degree of uncertainty with this submission, we are a resilient City and expect to fully recover and regain our financial health and community spirit.

The budget as presented includes the Mayor and City Council priorities including the Corona Virus Relief fund and new COVID-19 priorities such as emergency response planning and technology. It also includes funding to sustain essential government services, continue staple and new events and develop programs and initiatives such as the Speak-Up Community Sustainability Plan, the Transportation Management Study, and the Age Friendly Action Plan. Additionally, funding will be allocated to modest staffing and salary increases. The budget also reflects our continued investment in infrastructure, economic development, smart and green technology, public safety, and environmental protection. A summary of the FY21 budget proposal and program focus areas are outlined below:

Proposed Budget	
General Fund	
General Fund Revenues	\$20.9M
General Fund Expenditure (includes debt service)	\$23.3M
Transfer from General Fund Reserve Balance	\$2.4M
Total (Revenues – Expenditures)	0
Other Funds	
Special Revenue Funds	\$1.39M
Capital Improvement Funds	\$8.5M
Total All Funds	\$35.6M

The FY21 total operating budget, which includes all funds, is projected to be **\$35,695,596**. The General Fund budget projection is **\$23,336,079** which is an increase due in part to repaying debt service from funds borrowed to complete major infrastructure projects. Special Revenue funds are presented with a slight increase and the Capital Improvements Fund projection is presented as **\$8,512,000**.

Revenues in the General Fund are expected to be reduced to **\$20,917,438** due to current financial uncertainty. Real property taxes are also expected to be reduced to **\$14,040,698** in response to the current national crisis. Personal property taxes are projected to generate **\$812,325**, and City income taxes will likely be reduced to approximately **\$2,393,107**. Revenues such as admissions and amusement taxes, licenses and permits, service charges, fines and forfeitures, and highway user fees are expected to remain flat. The real property tax rate is presented as unchanged at **\$0.63** per **\$100** of assessed valuation. Finally, one important measure of a City's financial health is its cash reserves. The City anticipates using **\$2.4M** from the unreserved fund balance of **\$16,727,642** which will leave a balance of **14,327,643**, based on our most recently completed audited and financial statements for the calendar year ending December 2017. A few of the new and notable initiatives proposed in the FY21 budget are described below:

Employee Salary and Benefits: Employee salaries and benefits continue to consume the greatest portion of the General Fund Budget. In FY20 we completed a comprehensive study to compare Hyattsville salaries and benefits to surrounding counties and similarly sized municipalities. The compensation study revealed that the majority of Hyattsville police officers earned less than their counterparts by a range of 3 to 10% respective of their rank and time in service. In response, we adjusted our officer salaries by 10% and authorized a retention bonus for officers agreeing to a 5-year commitment payable at their milestone service achievements of 5, 10, 15, and 20 years. The National Police Foundation reports that the cost to recruit, hire, equip, and fully train a police officer to function independently could be up to \$100K and take over 18 months, however, we estimate our costs to be closer to \$50K. The retention bonus should be an incentive to reduce turnover in an environment of depleting supply, intense competition, and expanded law enforcement responsibilities. A few of our other career positions were slightly less than their counterparts and those salaries have since been adjusted.

In addition to salary adjustments, the FY21 budget reflects a **1.0%** cost of living adjustment (COLA) and a **3.5%** increase in benefits should the State of Maryland life and health insurance rates increase. We have identified five (5) full-time and three (3) part-time positions to augment the staff in the new fiscal year. The full-time additions include a Deputy City Administrator serving as the Emergency Operations Officer, Race and Equity Officer, and Smart Technology Liaison; a Deputy Safety Officer in the office of the Department of Public Works; a Council Liaison and voting assistant providing election and other direct support the Mayor and Council, and two (2) Community Action Officers supporting middle and elementary schools, businesses, and Wards. The three (3) part-time staff members will be assigned to the Clean and Safe Team as several members did not complete the training process during the first recruiting cycle. The additions will allow for expanded evening coverage in West Hyattsville and other busy corridors throughout the City. Finally, we have included funding to execute a contract for event planning and management and intend to evaluate support for specified Human Resources functions.

Community and Economic Development: The City continues to encourage and support community, neighborhood, and business development and has included funding to promote revitalization, entrepreneurship, and investment. During FY20, we enhanced outreach by hosting Business Roundtable meetings and increased communication efforts to keep our businesses and community partners informed of Federal, State, and local recovery efforts in response to COVID-19 and other City programs. In FY21 we included \$25K in the new and well received Corridor Investment Fund and \$50K in our Business Community Sustainability fund. These amounts may increase depending on need. Both funds will assist businesses with improvements, design, and revitalization. In addition, and in partnership with our State of Maryland Department of Housing & Community Development, we will continue supporting the Commercial Façade Improvement Program.

Funding was included to continue producing resource guides such as the Hyattsville Business Newsletter, Commercial Façade Style Guide, and the semi-annual Economic Development report. They will continue to provide valuable information to aid residents and businesses in understanding their City, new and ongoing investment and entrepreneurship opportunities, as well as policies and public programs. The demand for and use of these resources are indicators of the energy and excitement created around Hyattsville and reflects our commitment to improving the quality of life in our neighborhoods and business corridors.

The City has again prioritized projects and programs identified in the FY2017-2021 Community Speak-Up Sustainability Plan and the Age Friendly Action Plan. Initiatives include \$50,000 for the second phase of the City's affordable housing plan and a focus on development of an affordable housing "policy toolbox" to increase the availability and affordability of housing stock in Hyattsville.

Our Parking Compliance Division launched the new Residential Parking Zone program and the pay-by-plate program coinciding with the implementation of Automated License Plate Readers (ALPR). In addition, they installed 650 new color coded Residential Parking Zone signs and this year funding was appropriated to make necessary adjustments and improvements to the application process, structures, and signage.

Code Compliance has increased Citywide coverage by operating in geographically defined sectors and offering evening and weekend inspections. This has not only improved delivery of service to our residents, but allows the inspectors to build relationships with their customers. In FY21 we will continue licensing inspections for the more than 600 commercial, multi-family, and single-family residential and rental properties and will transition our application, payment, and licensing process to an online interface using the new Enterprise Resource Planning platform.

Infrastructure and Facility Investment: The FY21 budget includes funding to continue the infrastructure initiatives identified in the Speak-Up Sustainability Plan and the 2019 Transportation Study.

We have completed upgrades to Hyatt Park, the outdoor fitness center at the 38th Avenue Park and have made improvements to playgrounds while expanding seating and lighting in other City pocket parks. Additionally, we plan to purchase modular roadside restrooms to curtail public urination and improve sanitation and will continue to fund the ongoing Urban Tree Canopy study.

Funding has also been included to improve roadways through adaptive design. We plan to implement other pedestrian safety measures such as sidewalk repair and speed mitigation projects in West Hyattsville as well as bike lanes, ADA crosswalks, and storm water management. We have included funding to begin implementing the Lower Ward 1 stormwater study which will address flooding and resiliency in specific commercial and residential areas and, in response to increased requests for speed mitigation, we included funding to support low-impact design studies and additional technology such as flashing signs and illuminated crosswalks.

Facility improvements are ongoing throughout the City. The Municipal Building will see the completion of restroom renovation and interiors as well as an upgrade of the security system. The City has also obtained a AA2 municipal bond rating from Moody's which has allowed us to secure \$14M in municipal bonds to fund the \$10.8M adaptive reuse of 3505 Hamilton Street for the new Hyattsville Police and Public Safety headquarters (HQ) and the \$5M construction of the Department of Public Works (DPW) HQ. There have been some delays in construction and increases in material costs for both facilities, however, the Police HQ is still expected to be operational by the end of CY2021 or early CY2022 and the DPW HQ is under construction and will be completed this summer. The budget also includes limited funding for the partial renovation of the newly acquired 3000 sq. ft. building at 5812 40th Avenue that will serve as the new Teen Center. This funding, coupled with the State's recently announced \$100K Bond Bill funding, will allow the City to secure a County Use and Occupancy permit after making safety improvements to the sprinkler electrical and fire suppression systems.

Smart Technology: Technology can reduce costs and improve service delivery. In FY21 we included funding for the exploration of smart and sustainable initiatives and will continue to identify, research, and partner on smart lighting, gunshot detection software, Closed-Circuit Television (CCTV) camera system expansion, and green energy. This year we will integrate the long awaited Enterprise Resource Planning (ERP) Management System and digital scanning program to improve efficiency, reduce costs, provide and track data, and improve response times and customer service. Other new technology includes the continued purchase of hybrid vehicles, network fleet systems which will provide on-demand diagnostics and increase idle monitoring and GPS services for our vehicles and equipment.

Funding has been added for implementing Phase 3 of the LED street lighting study and lighting on the proposed extension of the Trolley Trail. We included funding as a place holder while we await recommendations from the Citywide Trash, Compost, and Pay-as-You-Throw management study. Finally, in FY20, we transitioned to a contract-based IT support model. This has provided the City with vast and reliable support of our evolving IT operational and security needs and a great deal of our IT funding resources will be used to transition Public Works and the Police Department into their new facilities while planning operations, network security, and hardware requirements for all City Departments.

Communications and Outreach: With the growing reliance on accurate and timely information, the City will explore new technologies and innovative approaches to ensure constant, reliable and transparent communication while expanding reach and dialogue. We will develop and implement a Strategic Communications Plan, update the City's website and branding style guide, and implement an audit to identify the best and most effective information distribution channels capable of reaching a variety of audiences. This year we plan to continue current platforms such as our SeeClickFix engagement portal, our emergency notification system; Code Red, and our Notify Me subscriber lists. We have also included funding to expand the production of media content and programming and develop new marketing and outreach campaigns on real estate such as smart trash receptacles, City vehicles, bus shelters, metro stations, and the Mall at Prince George's. Finally, we will continue to sponsor the bilingual parent workshops and identify other outreach outlets to include business, churches, and schools.

Programs and Services: The City takes great pride in delivering quality programs, events, and services. The FY21 budget includes funding for the continuation of our staple programs such as the Anniversary Festival, Summer Jams, International Festival, Senior Trips, Juneteenth, Call-A-Bus excursions, art and exercise classes, youth and teen programs, and educational outings. This year, we intend to expand program offerings to include ethnic and cultural events and age-friendly services, programs, and initiatives. We included funding to contract with a firm to identify, plan, and conduct a portfolio of new cultural and creative programs and services. The City also included funding to prioritize services outlined in the Age Friendly Action Plan. Some of the programs include a series of educational events, increased transportation options, partnerships with health and service organizations, and a vulnerable population annex to be included in the emergency operations plan. Additional funding is included for an updated Resident Satisfaction Survey, the last of which was conducted in 2019. Finally, we included funding for Teen tutoring and mentoring programs, youth services program, our growing toddler programs, and our expanded volunteer outreach programs.

Police and Public Safety: The City of Hyattsville Police Department continues to explore ways to reduce crime and the fear of crime and improve safety within our community. In FY20, we were, for the third consecutive year, awarded grant funding to assist the Governor's Office of Crime Control and Prevention to apprehend violent offenders and mitigate gang-related crime. In FY21, we intend to again apply for grant funding to expand our crime reduction efforts and invest in additional CCTV cameras to place in high-density public areas. We plan to launch our Traffic Safety Unit to monitor pedestrian and vehicular traffic on City streets and enhance our focus on education, engagement, and, when necessary, enforcement. Other initiatives include the implementation of the firearms buy-back program and a partnership with residents to access video camera footage to solve crime.

We plan to continue programs in support of the President's Task Force on 21st Century Policing. Programs include expanded training opportunities and funding to hire two (2) additional Community Action Team (CAT) officers to strengthen community-police relationships and build trust while maintaining transparency and accountability with our residents. The CAT team will expand senior home visits, serve as Council liaisons at community meetings, launch our Community Police Academy, work with our community to solve short and long-term problems, develop our Police Explorer Program, and support middle and elementary schools, businesses, and neighborhoods. A more robust CAT team will ensure an appropriate level of outreach and transparency to residents and our community at large.

The staff remains committed to identifying opportunities to offset expenditures by leveraging partnerships, securing grants, becoming more efficient, and ensuring competitive processes are in place for purchases and vendor selections. We will continue to monitor the COVID-19 current and multi-year impact and introduce programs and services to support our community for the duration. These initiatives will undoubtedly require amendments and modifications which we will present as we develop a clearer operating and financial picture.

In closing, I would like to publicly acknowledge the hard work of the directors and the significant time, effort, and commitment by the City Treasurer, Ron Brooks, and his dedicated staff.

Respectfully,

Tracey E. Douglas
City Administrator

PUBLIC OFFICIALS

MAYOR

Candace B. Hollingsworth

CITY COUNCIL MEMBERS

WARD 1

Bart Lawrence
Kevin Ward - President

WARD 4

Edouard Haba
Daniel Peabody

WARD 2

Robert Croslin
Danny Schaible

WARD 5

Joseph Solomon
Erica Spell

WARD 3

Carrianna Suiter - Vice President
Ben Simasek

ADMINISTRATIVE STAFF

City Administrator	Tracey Douglas
Assistant City Administrator	Jim Chandler
Community and Econ. Dev. Director	Jim Chandler
Director of Communications & Legislative Services	Laura Reams
Treasurer	Ron Brooks
Police Chief	Amal Awad
Human Resources Director	Vivian Snellman
Public Works Director	Lesley Riddle
Community and Volunteer Services Director	Vacant

The Intended Purposes of the Budget Document

The budget document for the City of Hyattsville, Maryland is intended to serve four purposes:

The Budget as a Policy Guide

As a policy guide, the budget serves to inform the reader about the organization and its policies. The budget includes organization – wide financial and programmatic policies and goals that address the long-term concerns and issues including the short term financial and operational policies that guide the development of the budget for the upcoming year.

The Budget as a Financial Plan

As a financial plan, the budget details the cost associated with providing municipal services and how the services will be funded. The 2020 Budget Summary illustrates all revenues and expenditures and fund distribution. The budget document explains the underlying assumptions for the revenue estimates and discusses significant revenue trends. In addition, there is discussion of the City's accounting structure and budgetary procedures.

The Budget as an Operations Guide

As an operations guide, the budget details how departments and the General Fund are organized. The budget informs the reader of all activities, services and functions carried out by each department. Each departmental budget section includes a description of the department's function, its goals and objectives, authorized positions, budget highlights and the budgetary appropriations.

The Budget as a Communication Device

As a communication device, the budget provides summary information to aid the reader in interpreting the document. Charts, graphs, tables and text are included in every section to consolidate the information as much as possible. The budget document also includes the detailed table of contents and a glossary of terms to make it easy to locate and understand its contents. Finally, the budget includes a Budget Transmittal Letter, which provides readers with a condensed analysis of the fiscal plans of the City for the upcoming fiscal year.

STATEMENT OF REVENUES, EXPENDITURE AND CHANGES IN FUND BALANCE

	FY-2018 Actual	FY-2019 Actual	FY-2020 Budget	FY-2020 Year-to-Date	FY-2021 Proposed	% Change	Amount
Revenue:							
Local Taxes:							
Real Property Taxes	11,752,808	12,374,588	13,655,051	12,749,207	14,040,698	3.0%	385,647
Personal Property Taxes	758,414	839,626	786,000	740,456	812,325	3.3%	26,325
Operating Property Tax	780,556	789,835	793,000	782,736	798,000	0.6%	5,000
Income Tax	2,266,235	2,870,517	2,642,107	1,439,065	2,392,107	-9.5%	-250,000
Admiss/Amusement Tax	344,072	360,174	350,000	146,219	275,000	-21.4%	-75,000
Subtotal - Local Taxes	15,902,085	17,234,740	18,226,158	15,857,683	18,318,130	0.5%	91,972
Other Revenue:							
Licenses and Permits	779,216	686,604	715,438	539,934	717,388	0.3%	1,950
Other Governments	697,146	794,849	908,775	426,214	953,695	4.9%	44,920
Service Charges	115,431	94,543	114,715	94,560	135,025	17.7%	20,310
Fines and Forfeitures	298,315	325,035	330,750	230,973	330,750	0.0%	0
Miscellaneous	458,238	578,954	430,655	367,713	462,450	7.4%	31,795
Subtotal - Other Revenue	2,348,346	2,479,985	2,500,333	1,659,394	2,599,308	4.0%	98,975
Total Revenue	18,250,431	19,714,725	20,726,491	17,517,077	20,917,438	0.9%	190,947
Expenditures:							
City Council	188,547	204,751	243,400	170,465	257,928	6.0%	14,528
City Clerk	206,711	215,074	267,289	169,833	343,078	28.4%	75,789
Mayor	20,381	24,559	29,939	15,330	32,216	7.6%	2,277
Elections	5,997	58,502	8,903	3,126	60,446	578.9%	51,543
Legislative	421,636	502,886	549,531	358,754	693,668	26.2%	144,137
Finance	595,401	676,830	709,373	398,119	639,340	-9.9%	-70,033
Legal	195,614	196,546	165,000	132,661	175,000	6.1%	10,000
Human Resources	503,853	543,335	601,600	381,237	637,763	6.0%	36,163
City Administrator	417,896	437,777	509,447	346,451	598,184	17.4%	88,737
Volunteer Services	104,873	115,626	123,155	79,194	291,054	136.3%	167,899
Senior Services	92,130	103,059	221,296	113,267	210,019	-5.1%	-11,277
Information Technology	232,861	400,446	453,565	296,799	417,900	-7.9%	-35,665
Communications	359,544	628,354	444,777	228,089	621,385	39.7%	176,608
Cable Television	110,082	168,207	179,736	125,262	187,642	4.4%	7,906
G I S	85,462	76,459	97,988	58,116	105,599	7.8%	7,611
General Government	2,697,716	3,346,639	3,505,937	2,159,195	3,883,886	10.8%	377,949

STATEMENT OF REVENUES, EXPENDITURE AND CHANGES IN FUND BALANCE(Continued)

	<u>FY-2018</u>	<u>FY-2019</u>	<u>FY-2020</u>	<u>FY-2020</u>	<u>FY-2021</u>	<u>%</u>	<u>Amount</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Proposed</u>	<u>Change</u>	
Police Command	937,932	1,237,878	1,374,219	977,578	1,583,477	15.2%	209,258
Criminal Investigations	605,253	622,834	703,069	463,228	797,659	13.5%	94,590
Patrol	3,973,525	3,773,553	4,430,008	2,714,586	5,025,483	13.4%	595,475
Records and Communications	1,034,866	1,125,703	1,320,143	869,200	1,431,223	8.4%	111,080
Redlight Camera Program	144,593	125,155	145,650	97,810	145,650	0.0%	0
Police Dept.	6,696,169	6,885,123	7,973,089	5,122,402	8,983,492	12.7%	1,010,403
Tax Rebate Incentives	0	0	100,000	0	0		
Community Sustainability	0	0	0	0	167,267	100.0%	167,267
Fire	50,000	50,000	50,000	50,000	50,000		
Code Compliance	456,392	509,367	606,796	403,911	634,065	4.5%	27,269
Public Works Administration	376,288	440,480	739,749	430,466	755,539	2.1%	15,790
Street Operations	933,683	922,216	1,122,775	564,313	1,071,440	-4.6%	-51,335
Sanitation Operations	1,179,026	1,251,752	1,511,610	926,384	1,554,130	2.8%	42,520
Bldg/Ground Maintenance	641,791	541,868	656,629	388,662	641,279	-2.3%	-15,350
Vehicle Maintenance	209,061	250,362	383,773	239,168	400,660	4.4%	16,887
Parks Maintenance	532,088	580,890	647,391	501,937	767,208	18.5%	119,817
Public Works	3,871,937	3,987,568	5,061,927	3,050,930	5,190,256	2.5%	128,329
Call-A-Bus	89,328	79,270	111,723	51,321	113,973	2.0%	2,250
Recreation/Teen Center	416,508	470,342	852,999	471,312	938,832	10.1%	85,833
Recreation and Arts	505,836	549,612	964,722	522,633	1,052,805	9.1%	88,083
Community Development	256,298	225,247	324,405	210,631	514,856	58.7%	190,451
Other Finance Uses - Transfers	1,636,860	1,700,002	1,587,883	798,587	2,165,784	36.4%	577,901
Total Expenditures and Transfers	16,592,844	17,756,444	20,724,290	12,677,043	23,336,079	12.6%	2,611,789
Revenues Over/(under) Expenses	1,657,587	1,958,281		4,840,034	-2,418,641		
Beginning Fund Bal. @ FY17	16,727,643	18,385,230			20,343,511		
Projected Ending Fund Bal.	18,385,230	20,343,511			17,924,870		

PROPERTY TAX - ASSESSABLE BASE TABLE
 CITY ASSESSABLE TAX BASE AND PROPERTY TAX REVENUE
 TRENDS AFTER ADJUSTING FOR CURRENT YEAR TAX
 CREDITS, ABATEMENTS, AND REFUNDS

Tax Year	Assessable Base	% Change	Tax Rate	Property Tax Revenues
Actual 2000/2001	639,024,650	0.60%	1.45*	3,331,800
Actual 2001/2002	583,632,131	-8.70%	0.58	3,380,146
Actual 2002/2003	593,853,384	1.80%	0.58	3,405,235
Actual 2003/2004	627,236,330	5.60%	0.58	3,633,347
Actual 2004/2005	706,447,072	12.60%	0.58	4,036,770
Actual 2005/2006	830,259,572	17.50%	0.63	4,754,837
Actual 2006/2007	867,843,290	4.50%	0.63	5,929,000
Actual 2007/2008	1,272,959,362	46.70%	0.63	7,818,607
Actual 2008/2009	1,534,332,409	20.50%	0.63	9,311,807
Actual 2009/2010	1,780,606,089	16.10%	0.63	10,866,933
Actual 2010/2011	1,790,735,658	0.60%	0.63	11,014,288
Actual 2011/2012	1,834,788,826	2.50%	0.63	10,975,823
Actual 2012/2013	1,820,746,818	-0.80%	0.63	11,208,300
Actual 2013/2014	1,606,051,871	-11.80%	0.63	10,070,000
Actual 2014/2015	1,692,783,538	5.40%	0.63	10,763,333
Actual 2015/2016	1,712,883,857	1.19%	0.63	10,371,581
Actual 2016/2017	1,792,292,775	4.64%	0.63	11,216,241
Actual 2017/2018	1,889,092,997	5.40%	0.63	11,780,989
Actual 2018/2019	1,987,237,231	5.20%	0.63	12,374,588
Projected 2019/2020	2,065,307,040	3.90%	0.63	12,905,051
Estimated 2020/2021	2,181,979,574	5.60%	0.63	13,540,698

SUMMARY OF REVENUES

	<u>FY-2018 Actual</u>	<u>FY-2019 Actual</u>	<u>FY-2020 Budget</u>	<u>FY-2020 Year-to-Date</u>	<u>FY-2021 Proposed</u>	<u>% Change</u>	<u>Amount</u>
Revenue:							
Local Taxes:							
Real Property Taxes	11,752,808	12,374,588	13,655,051	12,749,207	14,040,698	3.0%	385,647
Personal Property Taxes	758,414	839,626	786,000	740,456	812,325	3.6%	26,325
Operating Property Tax	780,556	789,835	793,000	789,835	798,000	0.6%	5,000
Income Tax	2,266,235	2,870,517	2,642,107	1,212,108	2,392,107	-20.6%	-250,000
Admiss/Amusement Tax	344,072	360,174	350,000	193,531	275,000	-38.8%	-75,000
Subtotal - Local Taxes	15,902,085	17,234,740	18,226,158	15,685,137	18,318,130	0.5%	91,972
Other Revenue:							
Licenses and Permits	779,216	686,604	715,438	513,504	717,388	0.3%	1,950
Other Governments	697,146	794,849	908,775	496,584	953,695	4.9%	44,920
Service Charges	115,431	99,723	114,715	53,800	135,025	17.7%	20,310
Fines and Forfeitures	298,315	325,035	330,750	210,955	330,750	0.0%	0
Miscellaneous	458,238	578,954	430,655	399,750	462,450	7.4%	31,795
Subtotal - Other Revenue	2,348,346	2,485,165	2,500,333	1,674,593	2,599,308	4.0%	98,975
Total Revenue	18,250,431	19,719,905	20,726,491	17,359,730	20,917,438	0.9%	190,947

REVENUE STRUCTURE:

The General Fund's revenues are grouped into ten major categories as shown in the revenue summary above. Of these ten categories, taxes make up 88% of total revenues. The remaining 12% of the revenue based is from Licenses and Permits, Other Governments, Service Charges, Fines and Forfeitures, and Miscellaneous. Revenue anticipated from specific revenue items within these different revenue groupings are shown in the line item detail for each group on pages 8 through 17 of this section.

REAL PROPERTY TAXES—REVENUES

Account Description	FY-2018 Actual	FY-2019 Actual	FY-2020 Budget	FY-2020 Year-to-Date	FY-2021 Proposed
Real Property Tax—Current	\$ 11,767,616	\$ 12,718,173	\$ 13,709,701	\$ 12,769,917	\$ 14,100,798
Homeowners Tax Credit Refund	\$ (42,989)	\$ (44,991)	\$ (35,000)	\$ (30,548)	\$ (35,000)
Real Property Tax—Prior Year	\$ 6,926	\$ (198,887)	\$ (45,600)	\$ 0	\$ (45,600)
Tax Rebate Incentive	\$ 0	\$ (100,000)	\$ 0	\$ 0	\$ 0
Real Property Tax—Interest	\$ 21,255	\$ 293	\$ 25,950	\$ 9,838	\$ 20,500
Total Real Property Taxes	\$ 11,752,808	\$ 12,374,588	\$ 13,655,051	\$ 12,749,207	\$ 14,040,698

BUDGET HIGHLIGHTS

- Revenues from Real Property Taxes are based on assessments established by the State Department of Assessment and Taxation. The property assessment is multiplied by the property tax rate established by the Mayor and Council to determine real estate tax revenues. The estimated property assessment base for fiscal year 2020/2021 is 2,181,979,574 an increase of 5.60% over fiscal year 2019/2020. A history of the change in the City's assessable tax base and real property tax revenues is available on page 8 of this document.
- The time frame for the next State Department reassessment process will be available shortly.
- The proposed budget does not include a real property tax rate increase.

PERSONAL PROPERTY TAXES—REVENUES

<u>Account Description</u>	<u>FY-2018 Actual</u>	<u>FY-2019 Actual</u>	<u>FY-2020 Budget</u>	<u>FY-2020 Year-to-Date</u>	<u>FY-2021 Proposed</u>
Personal Property Tax—Current	\$724,661	\$798,641	\$753,325	\$701,254	\$773,325
Personal Property Tax—Prior Year	29,749	34,906	29,700	35,646	34,500
Personal Property Tax—Penalty	2,438	3,633	2,275	2,115	2,500
Personal Property Tax—Interest	<u>1,566</u>	<u>2,446</u>	<u>1,500</u>	<u>1,441</u>	<u>2,000</u>
Total Personal Property Taxes	<u>\$758,414</u>	<u>\$839,626</u>	<u>\$786,800</u>	<u>\$740,456</u>	<u>\$812,325</u>

BUDGET HIGHLIGHTS

- Revenues from Personal Property Taxes are based on assessments established by the State Department of Assessment and Taxation. The property tax rate is established by the Mayor and Council to determine personal property tax revenues.
- The proposed budget retains the current personal property tax rate of \$1.15 per \$100 of the assessed value of all tangible personal property, including commercial inventory.

OPERATING PROPERTY TAXES—REVENUES

<u>Account Description</u>	<u>FY-2018 Actual</u>	<u>FY-2019 Actual</u>	<u>FY-2020 Budget</u>	<u>FY-2020 Year-to-Date</u>	<u>FY-2021 Proposed</u>
Operating Property Tax—Current	\$780,556	\$789,835	\$793,000	\$782,736	\$793,000
Operating Property Tax—Prior Year	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Operating Property Taxes	<u>\$780,556</u>	<u>\$789,835</u>	<u>\$793,000</u>	<u>\$782,736</u>	<u>\$793,000</u>

HIGHLIGHTS

- Revenues from Operating Property Taxes are based on assessments established by the State Department of Assessment and Taxation. The property assessment is multiplied by the property tax rate established by the Mayor and Council to determine operating property tax revenues.
- The proposed budget retains the current operating property tax rate of \$1.98 per \$100 of the assessed value of property which is owned by a railroad or utility company.
- Examples of operating property are power line rights-of-way and substations, railroad rights-of-way and yards, radio towers, etc.

INCOME TAX—REVENUES

<u>Account Description</u>	<u>FY-2018 Actual</u>	<u>FY-2019 Actual</u>	<u>FY-2020 Budget</u>	<u>FY-2020 Year-to-Date</u>	<u>FY-2021 Proposed</u>
Income Tax	<u>\$2,266,235</u>	<u>\$2,870,517</u>	<u>\$2,642,107</u>	<u>\$1,439,065</u>	<u>\$2,392,107</u>
Total Income Taxes	<u>\$2,266,235</u>	<u>\$2,870,517</u>	<u>\$2,642,107</u>	<u>\$1,439,065</u>	<u>\$2,392,107</u>

BACKGROUND

The county imposes a local income tax on residents' personal income and the tax revenue is shared with municipalities. The portion of the revenue received by the municipality is the greatest of the three amounts calculated by the State Comptroller:

- (1) 0.37% of municipal residents' net taxable income
- (2) 8.5% of the residents' state income tax liability
- (3) 17% of residents' county income tax liability

ADMISSION & AMUSEMENT TAX—REVENUES

<u>Account Description</u>	<u>FY-2018 Actual</u>	<u>FY-2019 Actual</u>	<u>FY-2020 Budget</u>	<u>FY-2020 Year-to-Date</u>	<u>FY-2021 Proposed</u>
Admission and Amusement Tax	\$344,072	\$360,174	\$350,000	\$146,219	\$275,000
Total Admission & Amusement Tax	\$344,072	\$360,174	\$350,000	\$146,219	\$275,000

BACKGROUND

Municipalities may levy an admissions and amusement tax on the gross receipts of certain entertainment and amusement businesses within the municipality. A rate of up to 10% is permitted, with some limitations. The State Comptroller collects the tax on our behalf and deducts a service fee from the tax remitted.

LICENSES AND PERMITS—REVENUES

Description	FY-2018 Actual	FY-2019 Actual	FY-2020 Proposed	FY-2020 Year-to-Date	FY-2021 Proposed
License Other	10,459	2,092	1,500	1,553	1,550
Street Usage - Permits	3,150	3,850	2,650	2,925	2,950
Liquor License	7,269	7,082	5,900	4,016	5,950
Traders License	50,875	46,770	43,000	6,793	43,000
SF Residence Rental	53,430	76,323	74,150	75,925	75,700
Multi-unit Rental	309,038	211,485	236,000	189,491	236,000
81,Hotel/Motel Fee	313	0	450	0	450
Cable TV Franchise Fee	260,813	256,732	266,750	174,596	266,750
Business Licenses	83,869	82,270	85,038	84,635	85,038
Total Licenses and Permits	\$779,216	\$686,604	\$715,438	\$539,934	\$717,388

BACKGROUND

- Licensing fees and permits may be charged for franchises, licenses, or permits associated with certain authorized businesses or transactions. We may not, however, license the same business or trade transaction that the state licenses and regulates. The amount of permit or license fee must bear a reasonable relation to the cost of regulating the activity being permitted or licensed.
- Fees for Multi-unit Rentals are due every two years so there is some variation in the revenues received from this source each year.

OTHER GOVERNMENTS—REVENUES

Description	FY-2018 Actual	FY-2019 Actual	FY-2020 Budget	FY-2020 Year-to-Date	FY-2021 Proposed
Highway User Tax	\$370,863	\$404,127	\$565,280	\$228,568	\$585,200
Police Protection	302,788	304,094	320,000	154,294	345,000
Financial Corp Tax	23,495	23,495	23,495	0	23,495
State-Miscellaneous	0	63,132	0	43,352	0
Total Other Governments	\$697,146	\$794,849	\$908,775	\$426,214	\$953,695

BACKGROUND

- A portion of the state gasoline tax, taxes, and fees on the purchase and registration of vehicles, and a portion of the corporate net income tax are shared with counties and municipalities. The Baltimore City share of highway user revenue is specified in state law. Other local jurisdictions receive the amount of the local share that remains once Baltimore City's share is allocated. One half of the share available to local jurisdictions other than Baltimore City is allocated to each county based on its relative proportion of road miles to the state total. The other half is allocated to each county based on its relative proportion of registered vehicles to the state total. A portion of the funds designated for a particular county is distributed to the counties' municipalities. The share for each municipality equals the ratio of the municipality's road miles to the county's total times one half the county's highway user revenues plus the ratio of each municipality's vehicle registrations to the county's total times one half the county's highway user revenues.
- State aid for police protection is determined annually based on a formula that takes into account a subdivision's wealth, population density, and level of expenditures on police protection, including expenditures by the county government and municipalities within the county.
- The state requires counties to provide municipalities an amount equal to the amount the municipality received in fiscal year 1968 from the local property tax on financial institutions' stocks, a tax that was discontinued in 1968.

SERVICE CHARGES—REVENUES

Account Description	FY-2018 <u>Actual</u>	FY-2019 <u>Actual</u>	FY-2020 <u>Proposed</u>	FY-2020 <u>Year-to-Date</u>	FY-2021 <u>Proposed</u>
Police Services Charges	\$13,759	\$15,597	\$10,850	\$10,311	\$10,850
Forced Clean-ups	22,635	24,923	33,400	1,980	33,400
Snow Removal	0	0	0	0	0
Sale of Salt	2,515	4,900	12,650	0	12,650
Sale of Scrap Metal	980	784	1,000	720	1,000
Toter Sales	0	0	0	0	0
Call-A-Bus	1,642	2,414	3,500	347	3,500
Special Events	1,710	1,860	2,500	1,217	2,500
City Anniversary	7,789	6,822	5,000	0	5,000
Street Festival	0	0	200	0	200
Child & Parent Program	2,975	2,032	1,500	1,655	1,500
Other Programing	0	0	125	0	125
Summer Jam	3,906	6,024	9,000	2,258	9,000
Youth Program-Summer/Spring	57,395	28,962	34,690	75,973	55,000
NSF Check Fee	125	225	300	100	300
Total Service Charges	<u>\$115,431</u>	<u>\$94,543</u>	<u>\$114,715</u>	<u>\$94,560</u>	<u>\$135,025</u>

BACKGROUND

Municipalities may impose service charges on individuals who benefit directly from services and/or programs. Service charges are not used to fund programs that benefit the community at large. Like permit and license fees, user charges cannot exceed the cost of the service being provided.

FINES AND FORFEITURES—REVENUES

<u>Account Description</u>	<u>FY-2018 Actual</u>	<u>FY-2019 Actual</u>	<u>FY-2020 Proposed</u>	<u>FY-2020 Year-to-Date</u>	<u>FY-2021 Proposed</u>
Red-light Cameras	\$256,773	\$302,360	\$295,250	\$218,243	\$295,250
Municipal Fines	39,160	20,675	33,000	11,780	33,000
False Alarms	<u>2,382</u>	<u>2,000</u>	<u>2,500</u>	<u>950</u>	<u>2,500</u>
Total Fines and Forfeitures	<u>\$298,315</u>	<u>\$325,035</u>	<u>\$330,750</u>	<u>\$230,973</u>	<u>\$330,750</u>

BACKGROUND

Fines may be imposed on individuals for violations of municipal ordinances. Municipal fines may not exceed \$1,000 per violation.

MISCELLANEOUS—REVENUES

<u>Account Description</u>	<u>FY-2018 Actual</u>	<u>FY-2019 Actual</u>	<u>FY-2020 Budget</u>	<u>FY-2019 Year-to-Date</u>	<u>FY-2021 Proposed</u>
Interest	\$250,575	\$417,072	\$228,205	\$240,812	\$260,000
Room/Pavilion Rentals	9,325	11,425	5,600	4,425	5,600
Ballfield Lighting Reimb.	3,282	4,100	3,200	2,825	3,200
Gain/Loss on Property	9,077	16,228	3,500	13,928	3,500
Confiscated Property	4,628	0	2,500	16,010	2,500
City Park Donations	0	0	0	0	0
Miscellaneous	<u>181,351</u>	<u>130,129</u>	<u>187,650</u>	<u>89,713</u>	<u>187,650</u>
Total Miscellaneous	<u>\$458,238</u>	<u>\$578,954</u>	<u>\$430,655</u>	<u>\$367,713</u>	<u>\$462,450</u>

BACKGROUND

Miscellaneous revenues include those which do not fit into another category — interest, rentals, donations, and reimbursements.

FY – 2021 Budget
Proposed Expenditures Including
Goals, Objectives, Actions and Measurements
Identified by Department

Mayor - #120

Department Description

Per the City Charter the Mayor shall be the Executive officer of the City with all the power necessary to secure the enforcement of all City ordinances, resolutions, and laws under the Charter.

Personnel Data - FTEs

	<u>FY20 Budget</u>	<u>FY21 Budget</u>
Mayor (part-time)	<u>1.0</u>	<u>1.0</u>
Total	1.0	1.0

Mayor
(continued)

Budget Summary - Fund #120

	FY18 <u>Actual</u>	FY19 <u>Actual</u>	FY21 <u>Budget</u>	FY20 <u>YTD</u>	FY21 <u>Proposed</u>
Office of the Mayor					
Salaries & Wages	11,550	12,914	14,340	10,755	15,834
Fringe Benefits	1,629	2,089	2,418	1,728	2,780
Contracted Services	0	0	0	0	0
Communications	1,798	1,799	2,200	1,213	2,200
Supplies & Materials	0	0	0	0	0
Travel & Training	520	60	3,131	60	3,052
Other	4,884	7,697	7,850	1,574	8,350
Capital Outlay	0	0	0	0	0
Total Mayor	20,381	24,559	29,939	15,330	32,216

Budget Includes

- Funding for professional development.
- Mayor's Discretionary Funds.

City CouncilDepartment Description

Per the City Charter the Council shall have the power to pass all such ordinances, resolutions and laws not contrary to the Constitution and laws of the State of Maryland or this Charter as it may deem necessary for the good government of the city; for the protection and preservation of the city's property, rights and privileges; for the preservation of peace and good order; for securing persons and property from violence, danger or destruction; and for the protection and promotion of the health, safety, comfort, convenience, welfare and happiness of the residents of the city and visitors thereto and sojourners therein.

The City Council is composed of ten members — two from each of the City's five wards.

Personnel Data - FTEs

	<u>FY20 Budget</u>	<u>FY21 Budget</u>
Council Member (part-time)	<u>10.0</u>	<u>10.0</u>
Total	10.0	10.0

City Council

Budget Summary - Fund #100

City Council	FY18 Actual	FY19 Actual	FY20 Budget	FY20 YTD	FY21 Proposed
Salaries & Wages	77,290	82,829	95,970	71,978	105,970
Fringe Benefits	11,330	13,674	16,830	11,018	16,608
Contracted Services	0	0	0	0	5,000
Insurance	30,772	31,411	32,000	30,289	32,000
Communications	7,816	10,700	8,900	5,605	8,900
Supplies & Materials	706	263	700	320	850
Travel & Training	35,685	37,279	47,000	26,813	47,600
Other	24,589	28,595	42,000	24,442	41,000
Capital	360	0	0	0	0
Total City Council	188,547	188,547	243,400	170,465	257,928

Budget Includes.

- Increase in Council Member Salaries in accordance with Hyattsville Ordinance 2015-01.
- Funding for professional development.
- Increased dues to cover Maryland Municipal League (MML), Prince George's County Municipal Association (PGCMA), Anacostia Trail Heritage Association (ATHA) and National League of Cities (NLC)
- Funding for the following Council initiatives
 - ◊ Education Assistance Grants - \$10,000
 - ◊ Ward Discretionary Funds - \$8,500 (\$1,700 per Ward)
 - ◊ City Committee Discretionary Funds - \$500
 - ◊ Support of the Annual Sonny Frazier Toy Drive - \$1,500
 - ◊ Support of the Annual Historic Preservation Association Historic House Tour - \$2,000
 - ◊ Support of the Hy-Swap - \$1,000
 - ◊ Dues for PGCMA & ATHA - \$6,600
 - ◊ Health Wellness and Recreation Committee Initiatives
 - \$9,000 in HWRAC Grants
 - \$2,000 for Artist Commission
 - \$1,200 in funding to support the Lecture/Workshop Series
 - \$300 to provide Banners

City of Hyattsville

Office of the City Clerk

FY 2021 Goals and ObjectivesGoal 1 - Document & Maintain Accurate Records of all Official Actions of the Mayor & Council

Objective 1.1 - Effectively serve the public by providing access to information relating to the City's legislative process.

Action 1.1 - Compile and publish City Council agendas, minutes, videos, and legal notices in an efficient manner, within legally prescribed timelines and in a variety of forms (paper and web-based), maintain and update the City Charter and Code. Ensure all required postings are completed in compliance with state law.

Measurement 1.1 - Number of official records processed, number of times video and electronic records accessed. Produce and publish an update of the City Charter and Code.

Goal 2 - Provide Timely Responses to Requests for Information Filed Under the Maryland Public Information Act, in Accordance With All Legal Requirements.

Objective 2.1 - Stay abreast of the state and local laws, code and charter to ensure compliance.

Action 2.1 - Coordinate timely response to all persons who request City records in accordance with the Maryland Public Information Act.

Measurement 2.1 – The number of public information act requests that are responded to and the average time to complete a request.

Goal 3 - Manage and Oversee the City's Archives in Accordance With the City's Retention Schedule, as Approved by the Maryland State Archives.

Objective 3.1 - Preserve the City's history and ensure information is available to the public through a highly effective records management program.

Action 3.1 - Effectively maintain custody of and preserve City records per citywide record retention schedule.

Measurement 3.1 – Complete 50% of the Inventory of City Archives, develop and implement an electronic database.

Office of the City Clerk

(continued)

FY 2021 Goals and Objectives

Goal 4 - Administer City Elections with the Board of Supervisors of Elections

Objective 4.1 - Administer City elections in an impartial manner in accordance with local laws. Proactively work with Board of Supervisors of Elections to increase voter turnout and voter education.

Action 4.1 - Effectively administer and coordinate municipal elections including implementation of new initiatives.

Measurement 4.1 - Number of voter registration events, percentage of voter turnout.

Goal 5 - Provide Excellent Administrative Support to the Mayor and Council and Ensure the Office of the City Clerk Has the Resources Required to Fulfill its Mission.

Objective 5.1 – Ensure the highest quality of service and support is provided to the Mayor, Council, staff, and public. .

Action 5.1 - Continually improve operational processes and enhance services through effective methods and customer service oriented solutions. Establish training program for Clerk's Office team.

Measurement 5.1 - Respond quickly and accurately to customer requests, track response time to inquiries, number of annual training sessions.

Objective 5.2 - Seek innovative processes to maintain the highest levels of efficiency.

Action 5.2 – Continually benchmark with municipalities and vendors to ensure products and processes used are delivering the best quality cost effective product, information, and materials.

City Clerk - #101

Mission Statement

The Office of the City Clerk responds to inquiries including Public Information Act requests, maintains public records in partnership with other City departments, manages the City's election process, acts as official recorder of all City Council Meetings, and provides oversight of the City's Archives (Retention Schedule).

Personnel Data - FTEs

	<u>FY20</u> <u>Budget</u>	<u>FY21</u> <u>Budget</u>
City Clerk	1	1
PT Records Clerk	0.5	0
Administrative Assistant II (PT)	0.5	0.5
Deputy City Clerk	1	1
New position - Council	<u>0</u>	<u>1</u>
Total	3	3.5

Functions

- Prepare agenda and follow up on all Mayor and Council meetings; coordinate activities with other inter-governmental organizations; coordinate all legislative activities.
- Maintain and preserve official City Records.
- Function as Records Management Coordinator.
- Provide response to resident inquiries relating to local government issues.
- Provide information to City Staff regarding the Charter, Code, and Policy decisions of the Mayor and Council.
- Issue block party permits.
- Respond to Public Information Act Requests.
- Coordinate all City Election related activities with the Board of Supervisors of Elections.
- Administrative Functions.

City Clerk

Department Description

The Office of the City Clerk responds to inquiries including Public Information Act requests, maintains public records in partnership with other City departments, oversees the City's election process, acts as official recorder of all City Council Meetings, and provides oversight of the City's Archives (Retention Schedule).

Budget Summary - Fund #101

	<u>FY18 Actual</u>	<u>FY19 Actual</u>	<u>FY20 Budget</u>	<u>FY20 YTD</u>	<u>FY21 Proposed</u>
City Clerk					
Salaries	151,599	158,189	183,494	113,368	242,288
Overtime	0	0	0	0	0
Fringe Benefits	51,196	50,973	60,475	40,245	73,020
Contracted Services	298	277	14,750	11,445	19,400
Communications	1,198	1,199	1,400	813	1,400
Supplies & Materials	639	719	800	1,575	700
Travel and Training	1,781	3,717	6,370	2,387	6,270
Capital Outlay	0	0	0	0	0
Total City Clerk	206,711	215,074	267,289	169,833	343,078

Budget Includes:

- Funding for part-time administrative clerk and records clerk
- Funding for full-time deputy city clerk
- Funding for professional development

Budget Highlights

- Update the City's retention schedule and transfer documents to off-site storage
- Continue Council Video Recaps

Board of Elections - #130

Mission Statement

The Board of Supervisors of Elections strives to present a courteous, service-oriented team of professionals who inform the public and run all aspects of the election process for the City of Hyattsville.

Personnel Data

	<u>FY20 Budget</u>	<u>FY21 Budget</u>
Election Board Member (part-time)	<u>5.0</u>	<u>5.0</u>
Total	5.0	5.0

Functions

- Plan and conduct regular and special City elections in coordination with the City Clerk.
- Encourage voter registration in the City.
- Conduct voter education programs and prepare and distribute voter outreach materials.
- Recommend to the Council amendments to the City's election law and regulations when it deems such amendments are necessary and will provide for the improved conduct of elections.
- Train and coordinate staffing of election judges in City elections.

Board of Elections

Department Description

The Board of Supervisors of Elections is a five-member board appointed by the Mayor and Council to a four (4) year term to conduct all City Elections.

Budget Summary - Fund #130

	<u>FY18 Actual</u>	<u>FY19 Actual</u>	<u>FY20 Budget</u>	<u>FY20 YTD</u>	<u>FY21 Proposed</u>
Election Board					
Salaries	3,500	5,242	3,500	2,625	5,000
Fringe Benefits	294	425	303	225	296
Contracted Services	1,420	49,661	4,250	276	52,250
Supplies & Materials	783	3,174	850	0	2,900
Total Election Board	5,997	58,502	8,903	3,126	60,446

Budget Highlights

- Budget includes funding for voter advertising and outreach.
- Research Vote-by-Mail Initiative.

City of Hyattsville

City Administrator

FY 2021 Strategic Goals and Objectives

Goal 1 – Ensure Transparent and Accessible Governance

Objective 1.1 – Ensure the community has access to timely and accurate information.

Action 1.1 - Provide increased opportunities for resident input and participation.

Action 1.2 - Provide timely information on City events, policies, programs, and services.

Action 1.3 – Develop performance measures for City operations, programs, and projects.

Measurement 1.1/1.2/1.3 –Evaluate the success of communication platforms and increases in community involvement.

Outcome: Communications Coordinator, community planning sessions and the implement ERP for data accuracy.

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

Objective 2.1 – Leverage funding, resources, programs, and services to encourage growth and development.

Action 2.1 - Maintain a responsible level of investment in capital assets, operations and the fund balance.

Action 2.2 - Invest in, and manage City infrastructure including streets, sidewalks, lighting and facilities.

Action 2.3 - Promote and invest in transportation alternatives to support multi-modal connectivity.

Action 2.4 – Encourage infill, revitalization, redevelopment and transit-oriented investment.

Action 2.6 - Evaluate the City's annexation roadmap to enhance economic viability

Measurement 2.1-2.3– Identify opportunities for alternative sources of funding to encourage investment.

Measurement 2.4- Ensure annual budget compliance and incremental improvements in city infrastructure.

Measurement 2.6 – Identify and present potential annexation opportunities before CY 2018

Outcome: Ongoing

Goal 3 - Promote a Safe and Vibrant Community

Objective 3.1 – Improve safety and security

Action 3.1 - Enhance safety and security in public places, neighborhoods, parks and commercial corridors.

City Administrator

(continued)

FY 2021 Strategic Goals and Objectives

Action 3.2 – Continue public engagement efforts by community policing and reinforcing police training.

Action 3.3 - Implement identified 21st Century Policing objectives and work with the Governor's Office of Crime Control and Prevention to remove violent offenders and increase municipal partnerships.

Action 3.4 – Enhance the quality of programs, profile of parks, recreational services, community amenities and City services.

Action 3.5 - Provide timely public safety notification and communication alerts.

Action 3.6 - Promote health and wellness initiatives in the community and the workplace.

Action 3.6 - Ensure a professional, engaged and equipped police department committed to protecting and serving all residents and all members of the community.

Measurement 3.1 – Review crime trends to determine if safety enhancements are effective.

Measurement 3.2-3.5 - Review Surveys and seek feedback on policing strategies and engagement

Measurement 3.6 – Review training records for compliance, obtain police engagement feedback, improve communications and upgrade equipment as required.

Goal 4 – Foster Excellence in all City Operations

Objective 4.1 – Ensure professional, responsive and quality services

Action 4.1 - Provide exceptional and reliable customer support and service.

Action 4.2 - Recruit, develop, and retain a first-rate workforce by investing in professional development, encouraging personal growth and evaluating to ensure competitive compensation.

Action 4.3 - Ensure policies, procedures, and practices meet or exceed accredited or nationally recognized standards and resident expectations.

Measurement–Monitor the frequency and type of complaints and praise; track for reduction in hire lag time and retention rates. Pass accreditation inspections.

Action 4.4 - Apply sustainable practices to City operations, infrastructure, facilities, and equipment.

Action 4.5- Be good stewards of revenue and expenditures. Ensure adequate internal and external controls are in place to mitigate waste, fraud or abuse.

Measurement - 4.3/4.4/4.5/4.6 – Increase use of technology by identifying two new programs annually. Ensure all new and renovated facilities meet LEED standards; Complete Audits, and implement a Fraud, Waste and Abuse hotline with required 48 hours' follow-up.

Measurement - 4.3/4.4/4.5 – Increased use of technology. Ensure all new and renovated facilities meet LEED standards; Complete Audits, and implement a Fraud, Waste and Abuse controls.

Outcome: Ongoing

City Administration - #180

Mission Statement

The mission of the City Administrator is to ensure that the policies established by the City Council are executed and that the City provides timely and high quality municipal services to its diverse population in a cost-effective manner.

Personnel Data - FTEs

	<u>FY20</u> <u>Budget</u>	<u>FY21</u> <u>Budget</u>
City Administrator	1	1
Administrative Assistants	0.25	0.25
Administrative Assistants - Wellness	1.0	1
New position - Assistant City Administrator	<u>0</u>	<u>1</u>
Total	2.25	3.25

Functions

- Responsible for the day-to-day management of City operations.
- Provides leadership and guidance for all City Departments to achieve City goals.
- Provide office management and administrative support to all departments.
- Project management oversight.

City AdministratorDepartment Description

Administers policies and goals established and adopted by the Mayor and City Council; responsible for the proper administration of all day-to-day affairs; and supports and participates in governmental partnerships.

Budget Summary - Fund #180

Administration	FY18 Actual	FY19 Actual	FY20 Budget	FY20 YTD	FY21 Proposed
Salaries	245,374	242,856	265,263	184,033	300,703
Overtime	742	-	1,000	503	1,000
Fringes	75,348	76,915	85,666	58,721	98,722
Contracted services	50,491	66,756	94,350	52,151	107,300
Insurance	12,608	10,774	11,043	12,187	12,650
Communications	5,289	7,052	6,750	3,925	7,500
Supplies & Materials	10,966	10,489	11,000	9,419	11,000
Travel & Training	11,815	14,300	16,575	13,035	16,400
Other	2,053	7,565	16,800	12,477	23,000
Capital Outlay	3,211	1,070	1,000	0	1,000
Total Administration	417,896	437,777	509,447	346,451	579,275

Budget Includes

- Funding for professional development, training
- Executive Officer/Project Manager (Smart Technology, Enterprise Resource Planning (ERP), Small Cell Tower, WIFI)
- Contracted Services funding for grant management, emergency operations plan development, ERP Consultant.

City of Hyattsville
Office of the Treasurer
FY 2021 Goals and Objectives

Goal 1 - Complete a comprehensive annual budget document each year (SG-1)

Objective 1-1: Ensure a comprehensive, fiscally responsible budget is prepared and linked to Council priorities, departmental goals and includes funding for required services.

Action 1-1 - Prepare and submit a draft budget document that considers Council priorities & departmental needs.

Action 1-2 - Revise the City's chart of accounts to reduce the number of inactive accounts

Measurement – Reduce 10% of line items to create a streamlined management and tracking process.

Goal 2 - Complete a five-year Capital Improvements Plan (CIP) budget document (SG-2).

Objective 2-1: Create a capital plan which includes established priorities and City goals.

Action 2-1. Ensure relevant sections are completed and explore multiple funding options

Action 2-2 - Update the five-year forecast as part of annual budget (SG-2).

Measurement –CIP linked to community, council and department goals and priorities.

Goal 3 – Provide effective management of the Contracts, Grants and Purchasing Process (SG-1)

Objective 4.1- Ensure oversight, management of, and compliance with, policies, procedures relating to contracts, grants and procurement.

Action 3-1 – Update the City's Procurement Manual

Office of the Treasurer

(continued)

FY 2021 Goals and Objectives

Action 3-2 – Implement Procedures to identify Fraud, Waste and Abuse

Action 3.3 – Continue tracking new and recurring grant opportunities to leverage funding.

Measurement- Identify a minimum of 4 new grant opportunities per year.

Measurement- Review all contracts for compliance prior to implementation

Goal 4 - Complete past due audits and ensure future audits are complete as required (SG-2).

Objective 5-1: Complete and file past due audits and remain compliant for all future audits.

Action 4-1- Complete past due audits and correct violations

Goal 5 - Properly record and track payroll and accounting data (SG-1)

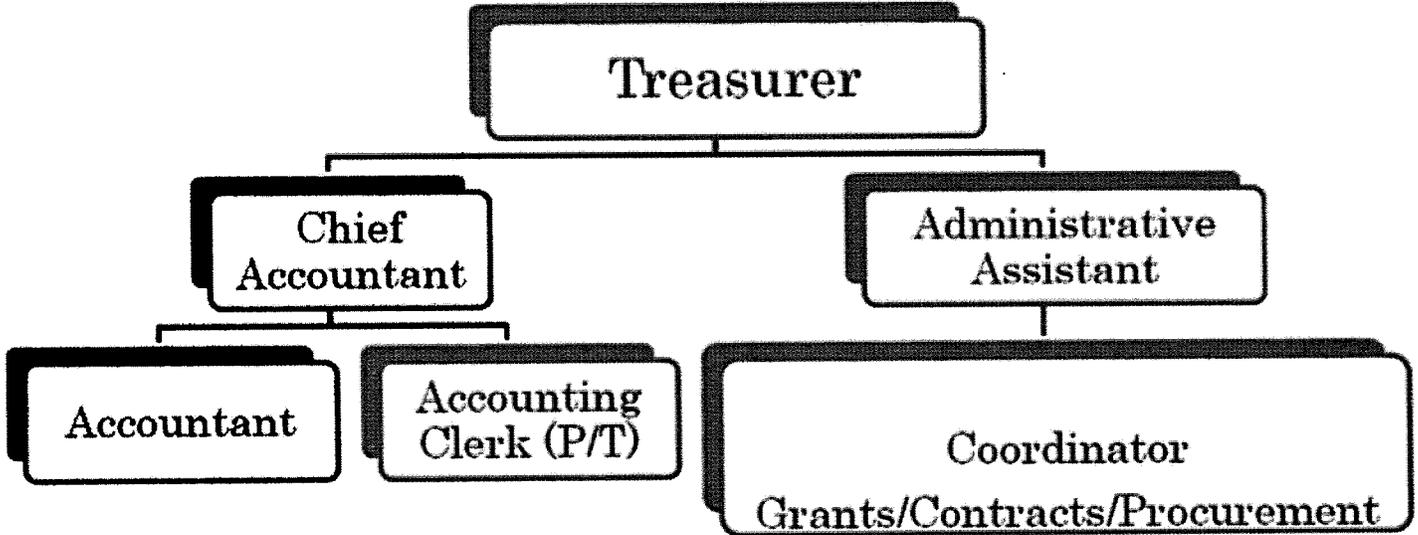
Objective 5.1 - Ensure payroll and account expenditures are reviewed daily and reconciled weekly

Action 5-1. Review payroll and accounting expenditures to ensure compliance

Measurement- 5.1- 99.9% accuracy rate on all payroll transactions and expenditures

Office of the Treasurer

Organizational Chart



Treasurer - #140

Mission Statement

Establish, comply and communicate policies and procedures necessary to ensure the accurate, proper and efficient management and use of resources to support the City and staff.

Personnel Data - FTEs

	<u>FY20 Budget</u>	<u>FY21 Budget</u>
City Treasurer	1.0	1.0
Administrative Assistant - vacant	1.0	1.0
Accountants	2.0	2.0
Coordinator-Grants/Contracts/Purchasing - vacant	1.0	1.0
Accounting Clerk (part-time)	<u>0.2</u>	<u>0.2</u>
Total	<u>5.2</u>	<u>5.2</u>

Functions

- Provide for the overall financial administration of the City.
- Provide for maximum utilization of the City's funds and their investment.
- Coordinate the development of the City's annual budget, its day-to-day administration and financial reporting.
- Review time cards and other payroll authorization forms for adherence to the City's payroll/personnel policies, prepare payroll checks and direct deposit notifications, maintain payroll records, and payroll tax reporting.
- Review adequacy of documentation and compliance with the City's policies and procedures with regard to disbursement processing.
- Record costs, classify expenditures, and disburse cash to the City's vendors.
- Provide tax history assistance to citizens, financial institutions, mortgage companies, tax service companies, and attorneys.
- Prepare deposits and various general ledger account reconciliations.
- Monitor all contracts and grant activity for adherence to all applicable laws, including the City Charter.

TreasurerDepartment Description

The Finance Department is responsible for the systems and procedures that assure the sound and efficient function of the City's financial activities.

Budget Summary - Fund #140

	<u>FY18 Actual</u>	<u>FY19 Actual</u>	<u>FY20 Budget</u>	<u>FY20 YTD</u>	<u>FY21 Request</u>
Treasurer's Office					
Salaries	380,712	367,071	396,773	251,844	338,920
Overtime	968	6,274	7,000	7,507	8,500
Fringes	133,100	126,794	133,235	88,080	111,845
Contracted Services	67,307	161,836	157,740	43,490	165,160
Insurance	450	450	520	450	560
Communications	900	1,481	1,425	1,155	1,310
Supplies & Materials	7,375	4,928	3,900	3,254	4,300
Travel & Training	2,250	5,584	5,680	489	5,645
Capital Outlay	1,338	2,412	3,100	1,850	3,100
Total Treasurer's Office	594,401	676,830	709,373	398,119	639,340

Budget Includes

- Increase funding per contract to retain the services of the current CPA firms.

Notable Activities for FY-2021

- Manage and monitor the purchasing process according to the purchasing policy passed in FY-2013 and continue the process of upgrading the policy.
- Manage and monitor the contract compliance process and update the database that identifies all of the City's contractual obligations (on-going).
- Complete pass due audits and file with the State of Maryland.
- Issue bonds to secure funding for various infrastructure projects.

LEGAL

Department Description

Per the City Charter the Mayor, with the approval of the Council, may appoint a City Attorney who shall serve at the pleasure of the Mayor and the City Council. The City Attorney shall be the legal adviser of the City and shall perform such duties in connection as may be required by the Council or the Mayor. The compensation of the City Attorney shall be determined by the Council. The City Attorney also has the power to employ such legal consultants as it deems necessary from time to time.

Budget Summary - Fund #150

	<u>FY-2018</u> <u>Actual</u>	<u>FY-2019</u> <u>Actual</u>	<u>FY-2020</u> <u>Budget</u>	<u>FY-2020</u> <u>YTD</u>	<u>FY-2021</u> <u>Proposed</u>
Contracted Services	195,614	196,546	165,000	132,661	175,000
Total Expenditures	195,614	196,546	165,000	132,661	175,000

Budget Highlights

- Maintain current service level.
- Reduced to be more consistent with actual.

City of Hyattsville

Department of Human Resources

FY 2021 Goals and ObjectivesGoal 1. - Management/Employee Development & Training

Objective 1.1 - Identify low cost, high value personal and professional education and training opportunities for continuous improvement and development of a diverse and positive work environment.

Action 1.1 - Identify low/no cost effective training resources such as webinars, local training, brown bag lunch, All Hands meetings, certification programs, and partnering with other municipalities for the development of workforce to include required training in diversity, gender identification and harassment.

Measurement 1.1 – Number of hours and employees trained within the fiscal year to include number of renewed or new certifications/skills.

Goal 2. - Improve Workplace Safety

Objective 2.1 - Ensure workplace safety programs and services are identified and in place to support a safe and productive operating environment which in turn may reduce Workers Compensation Claims and LGIT claims.

Action 2.1 – Engage LGIT and Chesapeake in developing training programs for all employees by webinars, video classroom instruction, and local training seminars. Initiate 5 minute training segments where possible/practical. Conduct AAR's following incidents for LGIT or Workers Compensation claims. Certify appropriate personnel in CPR and AED usage.

Measurement 2.1 - Determine June 30 baseline for claims in both LGIT and Chesapeake Worker's Compensation. Calculate number of claims and dollars spent at end of fiscal year. Record number and hours of personnel trained and missed work days if applicable.

Objective 2.2 – Continue work with the City and State Wellness Coordinator to identify programs and potential funding opportunities to support workplace wellness, healthy eating and active living lifestyle choices consistent with the HEAL initiative, and, promote work/life balance.

Action 2.2 – Through on-site opportunities such as Wellness Fairs, Coopers Institute processes, moving with the Mayor programs, healthy food alternatives at meetings, and diversified brown bag lunches, provide information to employees to help affect behavioral changes to improve personal wellness and productivity.

Measurement 2.2 – Identify the number of opportunities and attendance at identified programs.

Department of Human Resources

(continued)

FY 2021 Goals and Objectives**Goal 3. – Deliver Employee-value HR Programs and Services**

Objective 3.1 – Retain and hire qualified employees with continuous improvements to benefits, policies, and procedures to augment Employer of Choice offerings. Current and Planned initiatives include:

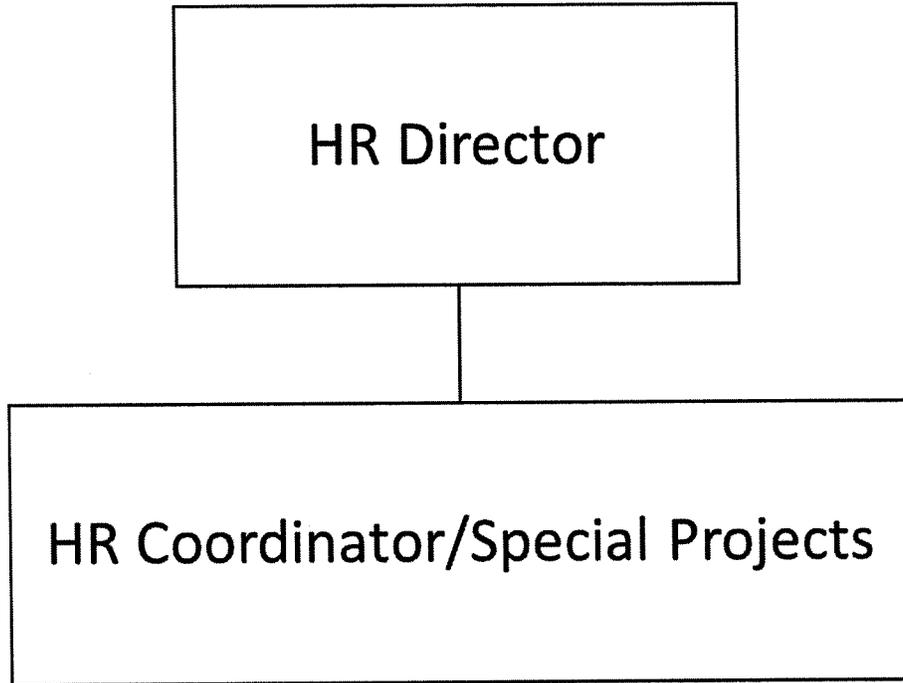
- o Employee Community Volunteer Program
- o Residency Bonus Improvement made in FY20
- o Employee of the quarter
- o Suggestion Program Implementation
- o Alternate or flex schedule policy in place
- o Retention Program for PD.
- o Comp/Benefit Study FY20 Completed (Forecast for FY22)
- o Investigate Pay for Performance Program
- o Recognition of Superior Service to the City as Employee of the Year
- o Educational Assistance Program Improvement
- o Revise Performance Evaluation Program
- o Employee Relations Board Start-up

Action 3.1 - Conduct triannual benefit and compensation studies to make informed recommendations to Council to attract qualified applicants, identify opportunities to motivate the existing workforce, and inspire long-term commitment/retention. Investigate the use of an employee satisfaction survey to gather data on programs of the City.

Measurement 3.1 – Analyze turnover on annual basis and gather both positive and negative data from out-briefings - reporting results to senior staff and/or Council.

Department of Human Resources

Organization Chart



Human Resources - #160

Mission Statement

The mission of the Human Resources Department as a strategic partner is to support the goals and challenges of the City of Hyattsville by providing services that promote a work environment that is characterized by fair treatment of staff, open communications, personal accountability, trust and mutual respect. We will seek and provide solutions to workplace issues that support and optimize the operating principles of the City and position the City as an Employer of Choice.

	<u>FY20 Budget</u>	<u>FY21 Budget</u>	<u>Personnel Data - FTEs</u>
Human Resources Director	1.0	1.0	
HR Coordinator/Special Projects	<u>1.0</u>	<u>1.0</u>	
Total	<u>2.0</u>	<u>2.0</u>	

Functions

- Employee Relations Liaison.
- Recruitment and Retention Programs.
- Status Changes for all Personnel.
- Training and Development Programs.
- Workers Compensation/LGIT Programs.
- Records Administration for Legal Compliance.
- Performance Programs to include disciplinary actions.
- Personnel Policies and Procedures.
- Benefit Administration for Current and Retired Employees.
- Compensation and Benefit Surveys.

Human ResourcesDepartment Description

The Human Resources Department is responsible for managing the human capital for the City of Hyattsville. The Human Resources Director works with all City departments.

Budget Summary - Fund #160

	FY18	FY19	FY20	FY20	FY21
	Actual	Actual	Budget	YTD	Proposed
HR - Personnel					
Salaries	169,661	178,480	190,726	129,400	213,001
Fringes & Retiree Benefits	306,757	324,613	363,074	232,326	369,062
Contracted Services	9,153	26,763	23,000	11,534	34,500
Communications	6,524	5,967	6,400	4,065	8,000
Supplies & Materials	7,498	4,554	12,400	3,267	7,500
Travel & Training	2,625	2,665	4,500	645	4,900
Other	325	85	500	0	300
Capital Outlay	1,310	208	1,000	0	500
Total HR - Personnel	503,853	543,335	601,600	381,237	637,763

Budget Includes

- Funding for retirees pension liability.
- Funding for employees' wellness programs.
- Funding for tuition reimbursements.

Ongoing activities for FY-2021

- Employee positions job marketing analysis.
- Employee safety program.
- Employee wellness program, physical fitness, HEAL initiative.

Information Technology

Mission Statement: The City's Information Technology Services Division is responsible for providing and supporting technology necessary for the delivery of City operations.

Fiscal Year 2021 Goals & Objectives

Goal 1. - Provide technologies that support City operations and resource decisions (SG-1)

Objective 1.1 - Invest in information technology services, support and infrastructure that informs resource and performance information

Action 1.1 - Implement a fully integrated Enterprise Resource Planning (ERP) System to support City operations and investment decisions.

Action 1.2 - Phones systems replacement to provide integrated technology and reporting capabilities.

Action 1.3 - Updating the organization's Acceptable Use Policy (AUP) and Disaster Recovery (DR) Policy.

Measurement 1.1 - ERP reporting implementing as a resource and reporting tool to gather and store data for efficient distribution of information.

Information Technology - #181

Mission Statement

Through expertise, innovation and cooperative partnerships, the City Clerk's office strives to facilitate and support the City's legislative processes and meetings, record and provide access to the City's official records, preserve the City's history, and conduct elections with integrity.

Personnel Data - FTEs

	<u>FY20</u> <u>Budget</u>	<u>FY21</u> <u>Budget</u>
Info Tech Manager	<u>1.0</u>	<u>0</u>
Total	1.0	0

Functions

- Set up and support new/existing personal computers.
- Ensure all personal computers are using the same software, provide technical instruction, and assist with programming.
- Analyze user needs to provide the best possible solution.
- Maintain the City server network.
- Provide IT related training and support for all City departments.

Information TechnologyDepartment Description

The Office of Information Technology is responsible for managing and maintaining the City's information technology resources and ensuring that the City's computer systems are secure, reliable and flexible enough to meet the City's current and future technology needs.

Budget Summary - Fund #18

	FY18	FY19	FY20	FY20	FY21
	Actual	Actual	Budget	YTD	Proposed
Information Technology					
Salaries & Wages	75,956	77,734	83,460	38,185	0
Overtime	1,345	170	1,500	782	0
Fringe Benefits	34,084	33,604	35,405	16,811	0
Contract Services	113,976	266,400	315,000	233,971	392,000
Communication	889	921	1,200	643	200
Utilities/Gas/Oil	0	0	0	0	0
Supplies & Materials	1,605	3,923	2,500	244	2,500
Travel & Training	2,794	299	3,000	0	3,200
Capital Outlay	2,213	17,395	11,500	6,163	20,000
Total Information Technology	232,861	400,446	453,565	296,799	417,900

Budget Includes

- Provides funding for contractual obligations:
 - Virtual CIO and Network Engineering Services and email license service provider.
- Provides for additional IT project based funding to address deficiencies as identified as identified in IT Assessment Report.
- Provides for professional development for organizational training.

Ongoing activities for FY-2021

- On-going support of current computers and City Servers.
- On-going support of current systems network.
- On-going support of individual requests.
- Enterprise Resource Planning

City of Hyattsville
Hyattsville Police Department
Fiscal Year 2021 Goals & Objectives

Goal 1 – Building Trust and Legitimacy

Objective 1.1 - Demonstrate fair and impartial policing while initiating positive, nonenforcement activities to engage our community.

Actions 1.1 - Expand training on community policing, conflict resolution, crisis intervention and de-escalation to reinforce the philosophy that every HCPD officer is a community officer.

Measurement 1.1 - Number of community collaborations, community trainings and community problem-solving opportunities.

Goal 2 – Community Policing and Crime Prevention

Objective 2.1 - Enhance capacity of Community Action Team to complement Patrol by expanding community outreach by developing, managing, and overseeing all Problem-Oriented Policing projects particularly in areas like Hamilton Street and UTC.

Actions 2.1 - Dedicate our resources to foster meaningful partnerships with all segments of our community focusing on education, engagement, enforcement and empowerment.

Measurement 2.1 - Increased community awareness, collaboration and engagement, and crime reduction.

Goal 3 – Policy and Oversight

Objective 3.1 - Review and update HCPD's policies consistent with 21st Century Policing and national best practices.

Action 3.1 - Collaborate with Lexipol and Command Staff to develop and bring all policies into the 21st century. Research and evaluate feasibility of implementation of external oversight beyond the Police and Public Safety Citizens Advisory Committee.

Measurement 3.1 - Number of policies updated with training consistent with updates, and staffing levels.

Hyattsville Police Department

(continued)

Fiscal Year 2021 Goals & Objectives

Goal 4 – Recruitment and Retention

Objective 4.1 - Recruit, hire, and train 21st Century Policing officers reflective of the diversity of our community and its values.

Action 4.1 - Develop recruitment literature reflective of the true nature of a police officer's daily work activities and recruit locally highlighting community incentives.

Measurement 4.1 - The diversity represented in the number of persons recruited, trained and hired.

Hyattsville Police Department
Vision, Mission & Values Statements

Vision Statement

The City of Hyattsville Police Department honors its promise by oath to serve our community with passion, pride, respect and dignity for all.

Mission Statement

The City of Hyattsville Police Department is committed to working with our stakeholders to create a safe community while honoring the sanctity of all lives.

Value Statements

Department members are committed to professionalism through:

SERVICE

Providing quality service and protection competently, courteously and compassionately.

INTEGRITY

Upholding public trust through honest, consistent engagement fostering mutual trust.

RESPECT

Treating all persons with dignity and respect by promoting equality and fairness while upholding the Constitutional rights of all.

Police Department Summary**Budget Summary**

	<u>FY-2018</u> <u>Actual</u>	<u>FY-2019</u> <u>Actual</u>	<u>FY-2020</u> <u>Budget</u>	<u>FY-2020</u> <u>Year-to-Date</u>	<u>FY-2021</u> <u>Proposed</u>
Police Command	937,932	1,237,878	1,374,219	977,578	1,583,477
Criminal Investigations	605,253	622,834	703,069	463,228	797,659
Patrol	3,973,525	3,773,553	4,430,008	2,714,586	5,025,483
Records and Communications	1,034,866	1,125,703	1,320,143	869,200	1,431,223
Red light Camera Program	144,593	125,155	145,650	97,810	145,650
Police Dept.	<u>6,696,169</u>	<u>6,885,123</u>	<u>7,973,089</u>	<u>5,122,402</u>	<u>8,983,492</u>

Budget Includes

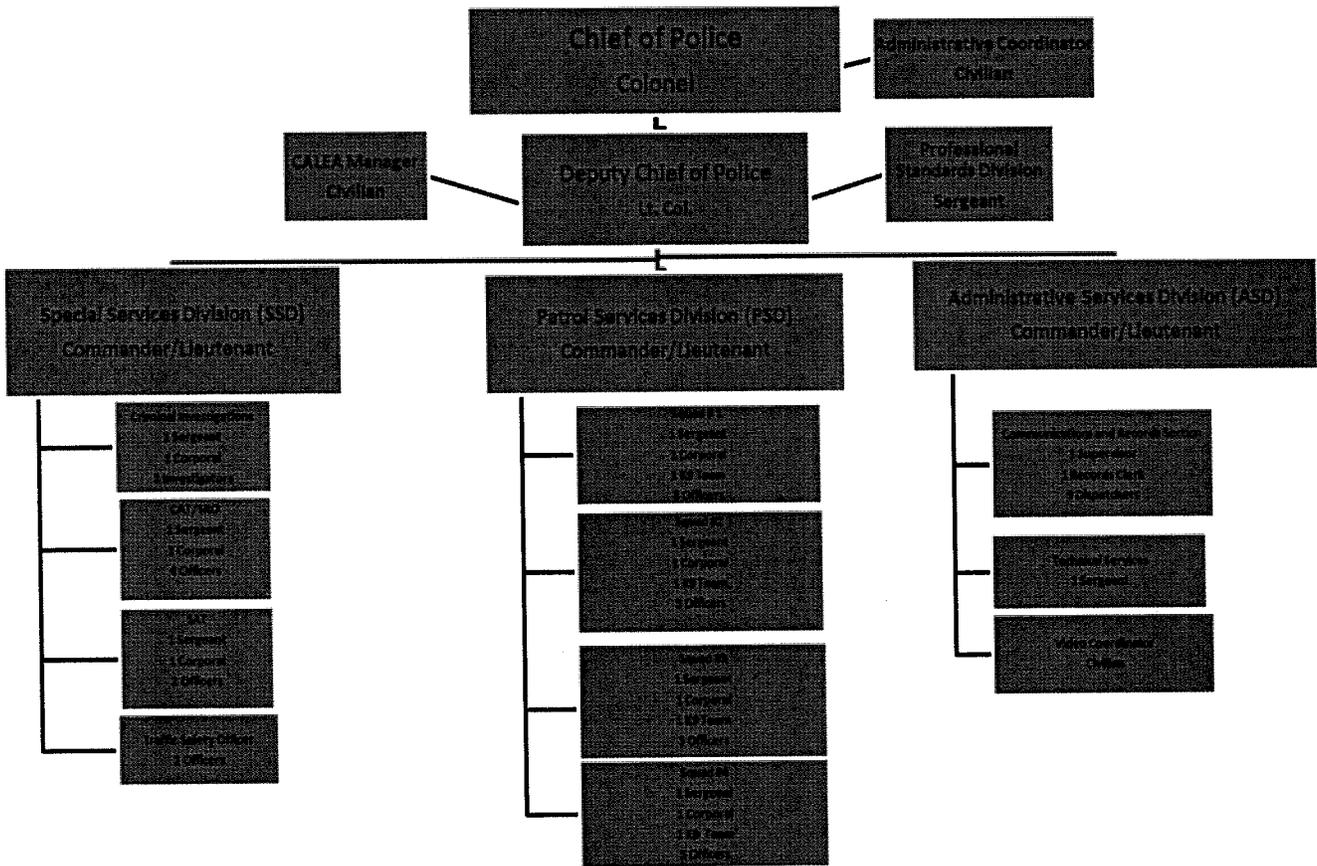
- Funding for all department programs, activities and personnel.

POLICE SUMMARY (Continued)

Organizational Chart

Proposed FY 2021 - 48 Sworn 15 Civilian

Current FY 2020 - 46 Sworn 15 Civilian



Police Command - #200Division Description

The Command/Administration component of the Department is responsible for the executive management of the Department. Among Command/Administration's primary responsibilities are: Command and control of all operational units of the Department; establishing the Department's organizational structure; formulating the Department's goals, outputs, and outcomes, policies, rules, regulations and procedures and assuring adherence to them; keeping the Mayor and Council, City Administrator and residents apprised about the Department's activities; representing the City's interest on the local, state, and national levels and in organizations and associations of police officials; and other general administrative tasks. This Division is also responsible for the Office of Professional Standards which includes insuring that the Department maintains its accreditation from the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA).

Personnel Data - FTEs

	<u>FY20</u> <u>Budget</u>	<u>FY21</u> <u>Budget</u>
Police Chief	1.0	1.0
Captain	1.0	1.0
Lieutenant	3.0	3.0
Sergeant	1.0	1.0
Manager—CALEA	1.0	1.0
PD Administrative Asst.	1.0	1.0
Total	<u>8.0</u>	<u>8.0</u>

Functions

- Personnel matters.
- Management of vehicles and other equipment.
- Hiring and background investigations.
- Payroll and invoice processing.
- Legal concerns.
- Accreditation.
- Policies and Procedures.
- Staffing and Organization.
- Goals and Objectives.
- MCIN Grant Administration
- President's Task Force on 21st Century Policing
- Liaison to the Police and Public Safety Advisory Committee

Police Command(continued)Budget Summary - Fund #200

	FY18	FY19	FY20	FY20	FY21
	Actual	Actual	Budget	YTD	Proposed
Police Command					
Salaries & Wages	531,958	689,871	782,995	555,865	863,277
Overtime	9,119	31,749	29,570	35,868	50,000
Fringe Benefits	290,405	375,139	394,704	284,807	451,150
Contracted Services	13,145	18,440	43,500	7,251	43,500
Insurance	39,447	43,133	43,000	42,225	43,000
Communications	8,931	9,979	9,200	7,011	13,500
Utilities/Gas/Oil	11,497	12,007	9,500	7,857	12,000
Supplies & Materials	17,591	21,345	17,650	10,304	21,850
Travel and Training	20,903	26,725	28,450	21,748	31,450
Other	879	872	7,650	89	7,150
Capital Outlay	1,019	8,618	8,000	4,553	46,600
Total Police Command	944,894	1,237,878	1,374,219	977,578	1,583,477

Budget Includes

- Includes funding for fully staffed unit.

Ongoing and new activities for FY-2021

- On-going support of operations.
- MCIN Grant funds two civilian positions in Police Special Revenue Fund.

Criminal Investigations - #201

Division Description

The Criminal Investigations Section is responsible for providing investigative services and is staffed or on-call 24 hours per day, 7 days per week. Investigators also participate in investigative task-force activities involving multiple jurisdictions. The Evidence Technician/Property Custodian is responsible for crime-scene processing and property storage and disposal.

Personnel Data - FTEs

	<u>FY20</u> <u>Budget</u>	<u>FY21</u> <u>Budget</u>
Sergeant	1.0	1.0
Corporal	2.0	2.0
Private 1st Class/Private	2.0	2.0
Crime Scene Investigator	<u>1.0</u>	<u>1.0</u>
 Total	 <u>6.0</u>	 <u>6.0</u>

Functions

- Conducting follow-up investigations of reported crimes.
- Securing, collecting, analyzing, storing, disposing of evidence and recovered property.
- Interviewing and/ or interrogating victims and suspects.
- Obtaining and executing search warrants.

Criminal Investigations

(continued)

Budget Summary - Fund #201

	FY18	FY19	FY20	FY20	FY21
	Actual	Actual	Budget	YTD	Proposed
Criminal Investigations					
Salaries & Wages	304,307	308,056	345,550	236,587	404,254
Overtime	70,498	50,734	68,000	52,969	85,000
Fringe Benefits	180,348	197,841	214,519	127,847	224,955
Contracted Services	12,598	19,033	20,000	13,691	32,000
Insurance	3,427	4,584	4,850	4,160	4,850
Communications	6,458	7,651	6,700	4,988	7,300
Utilities/Gas/Oil	13,150	13,303	12,000	6,729	12,000
Supplies & Materials	10,857	12,663	14,500	9,536	14,600
Travel and Training	3,711	5,656	11,400	3,513	7,150
Other	476	51	550	453	550
Capital Outlay	3,972	3,262	115,000	17,059	0
Total Criminal Investigations	609,802	622,834	813,069	477,532	792,659

Budget Includes

- Includes funding for fully staffed unit.

Ongoing and new activities for FY-2021

- On-going support of operations.

Patrol - Community Action Team - #202Department Description

The Patrol Division is the largest Departmental component responsible for routine and emergency response to calls for service and directed patrol of the City. The division operates under the command of a Lieutenant and is comprised of four patrol squads.

The Patrol Division's primary function is to provide appropriate levels of visible patrol (vehicle, bicycle, and foot) coverage 24 hours per day, 7 days per week. Patrol staff prepare and present testimony and evidence at trials, provide supplemental patrol coverage for special events, emergencies and/or disasters, and provide field training for new officers. Patrol also includes Traffic Safety, Pedestrian Safety, and K-9 Teams.

Personnel Data - FTEs

	<u>FY20 Budget</u>	<u>FY21 Budget</u>
Sergeant	6.0	5.0
Corporal	7.0	7.0
Private 1st Class/Private	<u>19.0</u>	<u>22.0</u>
Total	<u>32.0</u>	<u>34.0</u>

Functions

- Performing preventive patrols.
- Responding to calls for service.
- Handling motor vehicle accidents and traffic related matters.
- K-9 unit.
- Emergency Response Team
- Traffic enforcement.
- School Resource Officers.
- Community Engagement.

Patrol - Community Action Team

(continued)

Community Action Team - #202Division Description

The Community Action Team is responsible for shaping the Department's vision of community policing to include developing and managing all Problem-Orienting Policing programming, community outreach and the School Resource Officer Program.

Budget Summary - Fund #202

Police Patrol	FY18 Actual	FY19 Actual	FY20 Budget	FY20 YTD	FY21 Proposed
Salaries & Wages	1,972,677	1,799,936	2,214,030	1,452,984	2,564,545
Overtime	265,515	292,411	347,380	236,281	340,000
Fringe Benefits	1,287,848	1,219,657	1,362,425	791,057	1,558,528
Contracted Services	127,246	157,611	165,173	51,505	186,560
Insurance	44,032	46,351	46,000	51,729	46,000
Communications	27,070	23,710	21,500	15,871	60,500
Utilities/Gas/Oil	95,909	106,306	90,000	55,739	100,000
Supplies & Materials	93,038	85,390	99,300	38,156	105,100
Travel and Training	23,448	13,853	38,900	8,841	23,250
Other	22	0	500	0	0
Capital Outlay	36,720	28,328	44,800	31,163	41,000
Total Police Patrol	3,973,525	3,773,553	4,430,008	2,731,326	5,025,483

Budget Includes

- Includes funding for fully staffed unit.

Ongoing and new activities for FY-2021

- On-going support of operations.
- Traffic and Pedestrian Safety Unit.
- CAT Officer.

Records and Communications - #204

Division Description

Records and Communications is responsible for handling all emergency and non-emergency calls for service, and for documenting the Department's operational activities. The Division is staffed 24 hours per day. Technology Services and Video Management are responsible for operation and maintenance of radios, computer-aided dispatch, records, telephones, CCTV Systems, Body-worn Camera and In-car Video Systems.

Personnel Data - FTEs

	<u>FY20</u>	<u>FY21</u>
	<u>Budget</u>	<u>Budget</u>
Supervisor	1	1
Public Safety Aide III	3	2
Public Safety Aide II	2	4
Public Safety Aide I	3	3
Records Clerk	1	1
Administrative Services Spec.	1	1
Media Relations Spec. (Vacant)	1	1
Total	<u>13</u>	<u>13</u>

Functions

- Receive and dispatch all calls for police services.
- Ensuring proper use and functioning of the computer aided Dispatch Records Management System/data entry.
- Producing weekly, monthly, quarterly and annual crime reports.
- Answering walk-in requests for information and services.
- Oversight of automated traffic enforcement.
- Technology oversight.
- Civilian Fingerprinting.
- Digital Video Management.
- Crime Analysis.

Records and Communications

(continued)

Budget Summary - Fund #204

	FY18	FY19	FY20	FY20	FY21
	Actual	Actual	Budget	YTD	Proposed
Records & Comm.					
Salaries & Wages	613,610	682,325	802,348	570,887	902,020
Overtime	74,192	76,905	84,150	52,765	80,000
Fringe Benefits	247,866	269,557	309,145	203,098	354,453
Contracted Services	60,716	72,044	95,000	24,849	55,500
Communications	1,304	1,304	950	942	1,450
Utilities/Gas/Oil	1,963	342	3,000	866	2,000
Supplies & Materials	3,628	4,402	6,000	2,160	6,000
Travel and Training	716	1,006	3,550	339	3,800
Capital Outlay	30,871	17,818	16,000	13,294	26,000
Total Records & Comm.	1,034,866	1,125,703	1,320,143	869,200	1,431,223

Budget Includes

- Includes funding for fully staffed unit.

Ongoing and new activities for FY-2021

- On-going support of operations.
- Civilian Fingerprinting.

Red Light Camera ProgramDepartment Description - #260

The Red Light Camera Enforcement Program is designed to enhance vehicular and pedestrian safety at select intersections throughout the City. The program consists of pole-mounted cameras that are connected to sensors which can determine when a vehicle runs a red light. When this occurs, the camera takes a series of photographs of the violator's vehicle, including the vehicle's license plate number, and records a variety of information about the incident (dates, time, speed of vehicle, etc.). These photos are analyzed and if the analysis indicates that a violation did occur, a violation notice is issued to the owner of the vehicle.

The City is a member of a Regional Red Light Enforcement Consortium which oversees and administers the Red Light Camera Programs for counties and municipalities throughout Maryland. The Consortium supplies, installs and maintains the cameras; processes the photos; and with oversight and guidance from the City, ultimately issues citations.

Budget Summary

Description	FY-2018 Actual	FY-2019 Actual	FY-2020 Budget	FY-2020 Year-to-Date	FY-2021 Proposed
Red light Revenues					
Total Revenues	256,773	302,360	295,250	213,748	295,250
Bank Fees	0	0	0	0	0
Contracted Services	144,593	125,155	145,650	97,810	145,650
Total Expenditures	144,593	125,155	145,650	97,810	145,650

Hyattsville Volunteer Fire DepartmentDepartment Description - Fund #211

Located in the Maryland suburbs of Washington D. C., the Hyattsville Volunteer Fire Department provides primary fire and emergency medical services to the City of Hyattsville and several surrounding areas. Volunteer officers and members receive no compensation. Career personnel are employees of Prince Georges County who provide their salaries and benefits. The City of Hyattsville provides an annual contribution to the HVFD to go toward operating expenses.

Budget Summary

Account Description	<u>FY-2018 Actual</u>	<u>FY-2019 Actual</u>	<u>FY-2020 Budget</u>	<u>FY-2020 Year-to-Date</u>	<u>FY-2021 Proposed</u>
Contracted Services	50,000	50,000	50,000	50,000	50,000
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	50,000	50,000	50,000	50,000	50,000

City of Hyattsville
Department of Public Works
FY 2021 Goals and Objectives

Goal 1. Ensure Transparency, Open Lines of Communication, and Feedback (SG-1.)

Objective 1.2- Ensure City wide announcements and outreach regarding ongoing and upcoming projects, services, and infrastructure work is adequately conveyed

Action 1.2 Conduct and/or participate in community forums and committees to ensure resident awareness and obtain input, dialog, and feedback

Measurement- Participate in all required community forums, civic meetings, committee meetings and events

Goal 2. Ensure the management and/or oversight of projects, services and construction

Objective 2.1 - Ensure projects and City services are properly executed and completed within standards and within budget and with quality results

Action 2.1 - Provide oversight to ensure completion of projects within cost, standards, and schedule

Action 2.2 -Seek funding sources to offset capital and operating projects

Action 2.3 - Complete major building and road renovation projects, lighting upgrades, environmental initiatives and traffic analysis.

Measurement- Complete projects within costs, standards and project schedules

Goal 3. Invest in strategies to increase the safety, and vibrancy of the community (SG-3).

Objective 3.1- Continue developing and implementing plans that will enhance and uplift the aesthetic profile of parks and public spaces

Actions 3.1- Physically improve and upgrade parks, streets, and public spaces

Department of Public Works

(continued)

FY 2021 Goals and Objectives

Action 3.2 – Implement environmentally friendly programs and educate the public on the benefit of food forests, low impact design, smart trash cans, storm water management and urban tree canopy.

Measurement: Improve the overall use of parks and public space by residents and visitors

Goal 4. Invest in staff through training and development opportunities and continuous process improvements (SG-4)

Objective 5: Identify low cost training opportunities for staff and ensure compliance with certifications

Action 4.1- Offer and require training opportunities to all staff within the Public Works Department

Action 4.2- Schedule in-house training sessions on various operational functions

Measurement: Schedule training for employees and measure the effectiveness through visual and skill related assessments

SG: Strategic Goal

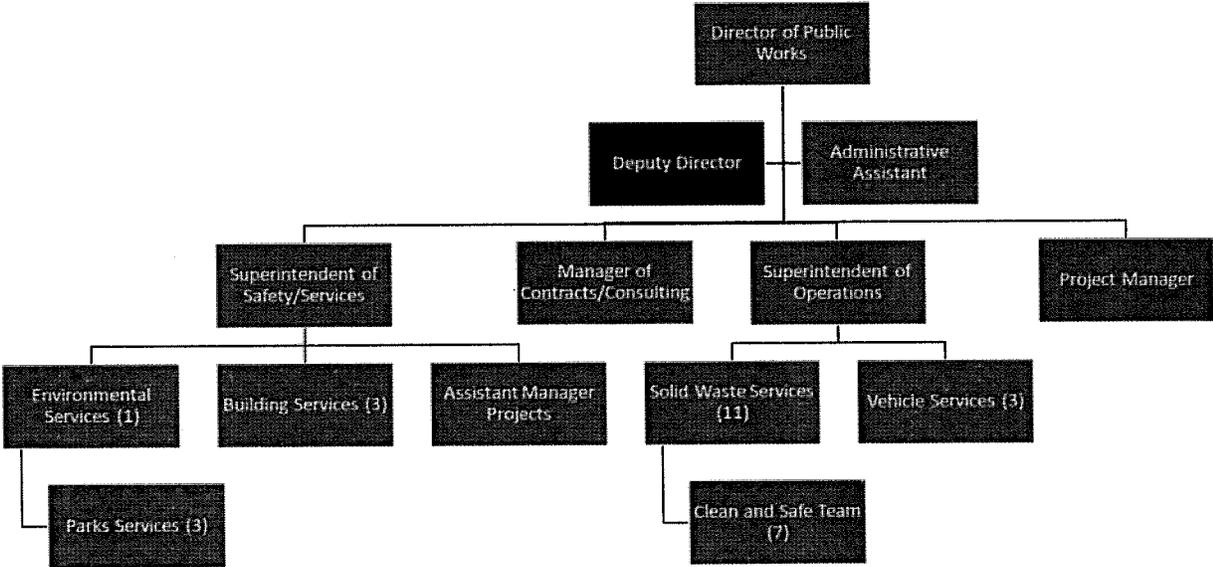
Public Works Department SummaryMission Statement

The Directorate of Public Works (DPW) provides effective and high quality public works services to enhance the living and working environment in the City of Hyattsville. The DPW services include planning, design, building, maintaining, and operating public infrastructure, and ensures sustainable practices in a manner that respects the environment and adequately preserves assets for future generations.

Budget Summary

	<u>FY-2018 Actual</u>	<u>FY-2019 Actual</u>	<u>FY-2020 Budget</u>	<u>FY-2020 YTD</u>	<u>FY-2021 Proposed</u>
Public Works Administration	376,288	440,480	739,749	430,466	755,539
Street Operations	933,683	922,216	1,122,775	564,313	1,071,440
Sanitation Operations	1,179,026	1,251,752	1,511,610	926,384	1,554,130
Bldg./Ground Maintenance	641,791	541,868	656,629	388,662	641,279
Vehicle Maintenance	209,061	250,362	383,773	239,168	400,660
Park Maintenance	532,088	580,890	647,391	501,937	767,208
Public Works	3,871,937	3,987,568	5,061,927	3,050,930	5,190,256

Department of Public Works—Summary
Department Organization Chart



Public Works Administration - #300Department Description

The Public Works Department Administrative Division coordinates the planning, design, construction, operation, and maintenance of public improvement, facilities, and equipment owned by the City and the public.

The Department provides professional and technical support to other City departments.

Personnel Data - FTEs

	<u>FY20 Budget</u>	<u>FY21 Budget</u>
Public Works Director	1.0	1.0
Administrative Assistant	1.0	1.0
Project Manager	1.0	1.0
Superintendent	1.0	1.0
Assistant Project Manager	1.0	1.0
Total	5.0	5.0

Functions

- Provide oversight to department.
- Budgeting.
- Planning.
- Process payments for contractors and suppliers.
- Process payroll.

Public Works AdministrationBudget Summary – Fund #300

	<u>FY-2018</u> <u>Actual</u>	<u>FY-2019</u> <u>Actual</u>	<u>FY-2020</u> <u>Budget</u>	<u>FY-2020</u> <u>YTD</u>	<u>FY-2021</u> <u>Proposed</u>
DPW Administration					
Salaries & Wages	201,285	283,304	415,000	285,252	424,350
Overtime	0	0	1,000	0	2,000
Fringe Benefits	71,390	113,027	203,149	122,460	215,639
Contracted Services	85,926	15,568	88,000	6,081	90,000
Insurance	2,391	2,537	2,500	3,882	0
Communications	3,675	5,009	5,050	3,527	5,650
Utilities/Gas/Oil	2,072	1,969	2,500	2,562	2,500
Supplies & Materials	3,079	14,001	6,500	2,911	6,800
Travel and Training	3,553	3,601	4,850	3,044	7,600
Other	0	0	0	0	0
Capital Outlay	2,917	1,464	11,200	747	1,000
Total - DPW Administration	376,288	440,480	739,749	430,466	755,539

Budget Includes

- Funding for contract services.
- Full-Time Administrative Assistant.

Ongoing and new activities for FY-2021

- Oversight of capital projects.
- OSHA Safety Compliance

Highway & Street Operations - #311Department Description

The Street Division maintains and improves the City rights-of-way, conducts winter storm/ice control, leaf collection, and assists other departments as needed.

Personnel Data - FTEs

	<u>FY20 Budget</u>	<u>FY21 Budget</u>
Operations Manager	1.0	1.0
Crew Leader	1.0	1.0
Driver	2.0	2.0
Laborer	2.0	2.0
 Total	 <u>6.0</u>	 <u>6.0</u>

Functions

- Maintain and improve City-owned roadways, rights-of-way, drainage, pavement, streets, and gutters.
 - Maintain and improve City-owned sidewalk and paths.
 - Coordinate construction on City-owned and maintained roadways and ROW's.
 - Provide emergency clean-up and removal services during storm events.
-

Highway & Street OperationsBudget Summary – Fund #311

	FY18 Actual	FY19 Actual	FY20 Budget	FY20 YTD	FY21 Proposed
Highway Streets Operations					
Salaries & Wages	280,371	263,973	331,687	206,267	319,083
Overtime	49,715	56,019	65,568	15,210	38,500
Fringe Benefits	156,651	155,545	192,820	115,975	183,457
Contracted Services	103,080	139,410	151,000	57,414	226,200
Insurance	8,936	10,398	10,500	9,589	0
Communications	2,973	3,081	2,500	2,134	2,500
Utilities/Gas/Oil	228,803	219,005	243,500	119,937	218,000
Supplies & Materials	87,414	73,684	106,000	37,286	79,500
Travel and Training	3,412	654	6,700	501	4,200
Other	0	0	0	0	0
Capital Outlay	12,329	447	12,500	0	0
Total Highway Streets Ops.	933,683	922,216	1,122,775	564,313	1,071,440

Budget Includes

- Funding for contract services.
- Employee working parks.

Ongoing and new activities for FY-2021

- Oversight of new roadway and sidewalk projects.
- Establishing state compliance on curb and sidewalks.
- Painting curbs to comply with state regulations.
- Maintain existing snow budget.
- Installation of Solar Pedestrian signs

Sanitation Operations - #351Department Description

The Sanitation Division provides collection of waste items such as refuse, yard waste, and bulk items. Provides collection services for City sponsored functions and events. The division also operates semi-annual collection and recycling of electronics.

Personnel Data - FTEs

	<u>FY20</u> <u>Budget</u>	<u>FY21</u> <u>Budget</u>
Supervisor	1.0	1.0
Crew Leader	1.0	1.0
Driver	4.0	4.0
Laborer	<u>7.0</u>	<u>7.0</u>
 Total	 <u>13.0</u>	 <u>13.0</u>

Functions

- Provide collection services for refuse, white goods, tires, leaves, and yard waste from residential structures and City-maintained facilities.
- Provide information and assistance on the collection and disposal of other solid waste collections such as electronics and recycling.
- Provide emergency clean-up and removal services during storm events.
- Plan Clean-up days

Sanitation Operations

Budget Summary – Fund #351

Sanitation Operations	FY18 Actual	FY19 Actual	FY20 Budget	FY20 YTD	FY21 Proposed
Salaries & Wages	497,722	498,812	561,475	369,668	661,909
Overtime	25,874	18,305	33,794	16,526	37,500
Fringe Benefits	267,708	256,535	281,841	173,987	358,271
Contracted Services	302,307	378,031	469,630	283,539	357,500
Insurance	9,190	11,517	9,950	10,462	9,950
Communications	3,343	3,985	13,000	3,101	5,000
Utilities/Gas/Oil	38,584	42,162	50,000	24,757	45,000
Supplies & Materials	34,116	40,448	86,270	40,737	74,500
Travel and Training	182	2,956	3,150	1,107	4,500
Other	0	(999)	0	0	0
Capital Outlay	0	0	2,500	2,500	0
Total Sanitation Operations	1,179,026	1,251,752	1,511,610	926,384	1,554,130

Budget Includes

- Funding for contract services.

Ongoing and new activities for FY-2021

- Schedule additional recycling events.
- Expand existing composting programs.

Vehicle Maintenance Operations - #382

Department Description

The Vehicle Maintenance Division provides maintenance services for all Department of Public Works and Community Services vehicles.

Personnel Data - FTEs

	<u>FY20 Budget</u>	<u>FY21 Budget</u>
Superintendent	1.0	1.0
Supervisor	1.0	1.0
Mechanic I	<u>2.0</u>	<u>2.0</u>
Total	<u>4.0</u>	<u>4.0</u>

Functions

- Provide general services.
- Provides services for various vehicles.

Vehicle Maintenance OperationsBudget Summary – Fund #382

	FY18 Actual	FY19 Actual	FY20 Budget	FY20 YTD	FY21 Proposed
Vehicle Maintenance					
Salaries & Wages	111,797	139,733	201,016	145,268	225,618
Overtime	11,027	14,232	22,869	8,105	15,000
Fringe Benefits	59,644	62,428	88,438	56,784	96,792
Contract	3,591	5,036	29,500	999	14,500
Insurance	934	899	950	1,382	950
Communications	1,196	1,483	2,100	1,240	2,500
Gas	2,691	3,599	3,000	1,963	3,000
Supplies	16,119	20,538	29,300	20,552	39,000
travel	2,059	1,681	3,600	2,875	3,300
Other	0	0	0	0	0
Capital	0	733	3,000	0	0
Total Vehicle Maintenance	209,061	250,362	383,773	239,168	400,660

Budget Includes

- Funding for contract services.

Ongoing and new activities for FY-2021

- Emergency Vehicle repairs.
- When resources are available continue with upgrading of aging fleet with new and alternative energy vehicles.

Building and Ground Maintenance Operations - #381Department Description

The Building and Ground Maintenance Division provides maintenance services for all City-owned buildings and property.

Personnel Data - FTEs

	<u>FY20 Budget</u>	<u>FY21 Budget</u>
Superintendent	1.0	1.0
Building Specialist	1.0	1.0
Laborer	0.0	1.0
Total	3.0	3.0

Functions

- Provide services to all City facilities
- Oversight of street lights
- Management of facility database system
- Management of operations

Building and Ground Maintenance OperationsBudget Summary – Fund #381

Maintenance Operations	FY18 Actual	FY19 Actual	FY20 Budget	FY20 YTD	FY21 Proposed
Salary	119,520	125,442	135,912	74,245	130,832
O/T	14,566	11,716	15,000	12,474	18,000
Benefits	63,468	63,924	70,817	31,768	69,272
Contract	207,535	132,357	171,175	89,475	175,000
Insurance	13,619	14,712	15,800	16,496	15,300
Communications	39,083	36,268	41,000	56,542	50,000
Gas	141,539	122,789	141,820	77,739	136,600
Supplies	30,328	27,637	40,500	27,785	38,000
travel	2,807	2,892	3,600	2,033	4,600
Other	8,404	3,691	11,880	105	0
Capital	923	419	9,125	0	3,675
Total Maintenance Operations	641,791	541,847	656,629	388,662	641,279

Budget Includes

- Funding for contract services.

Ongoing and new activities for FY-2021

- Retrofitting of PEPCO lights.
- Assisting with DPW facilities upgrade and renovation.

Park Operations - #601Department Description

Develop and implement appropriate parks management maintenance standards.

Personnel Data - FTEs

	<u>FY20 Budget</u>	<u>FY21 Budget</u>
Supervisor of Environmental Programs	0.0	1.0
Parks Supervisor	0.0	1.0
Foreman	1.0	1.0
City Arborist	1.0	0.0
Laborer	<u>2.0</u>	<u>2.0</u>
Total	4.0	5.0

Functions

- Maintain the City's park system, which includes both owned and maintained by the City of Hyattsville, as well as those owned by MNCPPC, but maintained by the City.
- Coordinate work with a wide range of vendors and external partners, including MNCPPC, landscaping contractors, equipment vendors, etc.

Park OperationsBudget Summary – Fund #601

	<u>FY18</u> <u>Actual</u>	<u>FY19</u> <u>Actual</u>	<u>FY20</u> <u>Budget</u>	<u>FY20</u> <u>YTD</u>	<u>FY21</u> <u>Proposed</u>
PARK OPERATIONS					
Salaries & Wages	174,326	179,106	190,086	145,327	246,243
Overtime	1,855	3,305	2,200	1,843	2,200
Fringe Benefits	94,324	104,199	111,555	77,997	125,015
Contracted Services	216,333	238,065	268,000	247,388	309,000
Insurance	2,779	1,859	2,100	2,247	2,100
Communications	2,274	1,854	2,500	1,177	2,500
Utilities/Gas/Oil	5,017	4,264	6,000	3,082	6,000
Supplies & Materials	32,911	46,234	61,500	21,384	71,000
Travel and Training	2,268	1,071	3,450	1,492	3,150
Capital Outlay	0	933	0	0	0
Total	532,088	580,890	647,391	501,937	767,208

Budget Includes

- Funding for contract services.
- Ongoing funding for Urban Forestry Program.
- Resources to continued upgrading park related programs and activities by adding new technology when appropriate and available.

City of Hyattsville
Department of Communications

FY 2021 Goals & Objectives

Goal 1. - Inform and promote the community (SG-1).

Objective 1.1 – Use multiple media to inform the community of Hyattsville.

Measurement 1.1 – Number of media and languages used and frequency of updates.

Action 1.1 – Send City information directly and bilingually to residents via the Life and Times, direct mailings, social media, email and text messages, listserve posts, and automated telephone calls. Also, broadcast all Council meetings and maintain an up to date website.

Objective 1.2- Promote the City of Hyattsville and its community.

Measurement 1.2 – Number of promotional videos created and views on social media and elsewhere.

Action 1.2 – Create and share original content videos that highlight the City and share widely.

Department of Communications
(continued)

FY 2021 Goals & Objectives

Goal 3. – Outreach to and engage the community in public life (SG-5).

Objective 3.1 – Engage residents in City government, planning, programs and services.

Measurement 3.1 – Number of avenues utilized to create relationships and recruit participation in City activities and public life.

Action 3.1 – Partner with businesses, churches, schools and community groups. Host community conversations and public meetings

**Department of Community and Volunteer Services
Organizational Chart**

Organizational Chart to be developed at a later date

Budget Summary

Department of Communications - (a)

Community and Volunteer Services - (b)

Mission Statement

We build and support the community of Hyattsville.

Budget Summary

	FY-2018 Actual	FY-2019 Actual	FY-2020 Budget	FY-2020 Year-to-Date	FY-2021 Proposed
Communications (a)	359,544	628,354	444,777	228,089	621,385
Cable Television (a)	110,082	168,207	179,736	125,262	187,642
Volunteer Services (b)	104,873	115,626	123,155	79,194	291,054
Senior Services (b)	99,141	102,678	221,296	113,267	210,019
Call-A-Bus (b)	89,328	79,270	111,723	51,321	113,973
Recreation/Teen Center (b)	416,508	470,342	852,999	471,312	938,832
Total Summary	1,179,476	1,564,477	1,933,686	1,068,445	2,362,905

Budget Includes

- Funding for department activities and personnel for the new Department of Communications in (a) above.
- Funding for all department programs, activities and personnel under the new department of Community and Volunteer Services in (b) above.

Communications/Public Relations - #182Division Description

The Communications and Outreach division is responsible for all the communications - and much of the outreach - work of the City, except for that of the Police Department.

Personnel Data - FTE's

	<u>FY20 Budget</u>	<u>FY21 Budget</u>
Community Services Director	0.35	0
Special Projects & Outreach Supervisor	1.0	1.0
Communications & Outreach Coordinator	1.0	1.0
Receptionist	1.5	1.5
Total	3.85	3.85

Communications/Public Relations

(continued)

Budget Summary - Fund #182

	FY18 <u>Actual</u>	FY19 <u>Actual</u>	FY20 <u>Budget</u>	FY20 <u>YTD</u>	FY21 <u>Request</u>
Communication - PR					
Salary	129,719	175,221	203,753	90,493	342,987
Overtime	346	904	1,000	703	1,000
Fringes Benefits	49,042	55,417	73,024	33,787	119,898
Contract Services	90,372	105,648	53,000	34,430	38,000
Communications	33,188	39,279	44,900	29,956	47,600
Supplies	47,188	56,118	60,500	38,146	65,300
travel	3,949	3,623	6,600	84	6,600
Other	1,231	184	0	490	0
Capital	4,505	12,225	2,000	0	0
Total Communications - PR	359,541	448,619	444,777	228,089	621,385

Budget Includes

- Funding for 12 editions of the Hyattsville Reporter in the Hyattsville Life & Times and 12 editions of the Hyattsville Reporter in direct mailings (Green Sheets).
- Funds for graphics design and various web services.
- Respond to media inquiries and provide in-house support for all other departments.
- Maintain the City's website and social media accounts.
- Produce regular newsletters, and election and budget guides. Coordinate graphic design for all flyers, posters, etc.
- Coordinate the outreach, especially to churches and schools, and coordinate the new-immigrant parent workshops.

Recreation Operations - #611Division Description

The Recreation division is responsible for the delivery of quality events, including the Anniversary Carnival, International Festival, Summer Jams, Movie Nights, etc.- and youth programs - including all camps, Creative all camps, Creative Minds and the Teen Center.

Personnel Data - FTE's

	<u>FY20</u> <u>Budget</u>	<u>FY21</u> <u>Budget</u>
Community Services Director	0.65	0.65
Recreation Manager	1.0	1.0
Youth Programs Supervisor	1.0	1.0
Youth Programs Coordinator	<u>3.0</u>	<u>3.0</u>
Total	5.65	5.65

Cable Television - #185Division Description

The Cable Television division ensures that all City Council meetings are recorded and broadcast and also produces original promotional videos that highlight the City.

Personnel Data - FTE's

	<u>FY20 Budget</u>	<u>FY21 Budget</u>
Video Supervisor	1.0	1.0
Video Coordinator	1.0	1.0
Total	2.0	2.0

Cable Television

(continued)

Budget Summary - Fund #185

	FY18 Actual	FY19 Actual	FY20 Budget	FY20 YTD	FY21 Proposed
Cable Television					
Salaries & Wages	71,416	107,774	117,126	79,839	120,054
Overtime	1,280	414	1,500	410	1,000
Fringe Benefits	30,729	50,094	55,410	39,102	57,488
Contract Services	2,950	2,680	0	45	0
Communications	1,303	3,021	0	2,385	3,300
Supplies & Materials	1,104	773	500	622	400
Travel & Training	1,300	3,451	5,200	2,859	5,400
Capital Outlay	0	0	0	0	0
Total Cable TV	110,082	168,207	179,736	125,262	187,642

Budget Includes

- Funding for equipment and contracted services to ensure successful video capabilities.

Ongoing and new activities for FY-2021

- Creative promotional videos highlighting Hyattsville.

Volunteer Services - #187Division Description

The Volunteer Services division recruits volunteers into service that benefits the City and our community.

Personnel Data - FTE's

	<u>FY20 Budget</u>	<u>FY21 Budget</u>
Comm. Services Mgr.	1	1
Total	1	1

Volunteer Services

(continued)

Budget Summary - Fund #187

	FY18 Actual	FY19 Actual	FY20 Budget	FY20 YTD	FY21 Proposed
Volunteer Services					
Salaries & Wages	62,831	65,609	71,421	48,811	164,642
Overtime	0	0	0	0	0
Fringe Benefits	18,723	19,719	20,784	14,757	60,207
Contracted Services	21,152	28,024	28,000	15,175	60,500
Communications	598	599	650	413	675
Supplies & Materials	126	118	100	38	130
Travel & Training	494	1,557	1,200	0	3,900
Capital Outlay	950	0	1,000	0	1,000
Total Volunteer Services	104,873	115,626	123,155	79,194	291,054

Budget Includes

- Funding for supplies and materials to support volunteers and celebrate their work.

Ongoing and new activities for FY-2021

- Coordination of volunteer groups to support a wide range of City goals and priorities.

Senior Services - #455Division Description

The Office of Senior and Disability Services conducts outreach, provides referral services, and coordinates programs and activities to meet the needs of seniors and people with disabilities.

Personnel Data - FTE's

	<u>FY20 Budget</u>	<u>FY21 Budget</u>
Age Friendly Initiative Program Lead	0.0	1.0
Senior & Disability Coordinator	<u>1.0</u>	<u>1.0</u>
Total	2.0	2.0

Senior Services

(continued)

Budget Summary - Fund #455

	FY18	FY19	FY20	FY20	FY21
	Actual	Actual	Budget	YTD	Proposed
Senior Services					
Salaries & Wages	48,301	50,684	114,511	70,374	128,809
Overtime	157	798	1,300	39	200
Fringe Benefits	13,955	15,218	32,285	18,339	32,285
Contract	26,653	27,803	56,000	22,810	31,500
Communication	598	599	1,600	416	675
Insurance	0	0	0	0	0
Supplies & Materials	2,366	5,717	9,500	1,289	11,700
Travel	100	1,507	4,100	0	4,850
Capital	0	733	2,000	0	0
Total Senior Services	92,130	103,059	221,296	113,267	210,019

Budget Includes

- Funding for monthly trips for seniors, Ageless Graces classes, Artworks Now classes, health lectures and local events and celebrations.

Ongoing and new activities for FY-2021

- Execute Year - 1 tasks of the Age - Friendly plan and pursue partnerships and contracts for Year - 2 goals.

CALL-A-BUS - #450Division Description

The Call-A-Bus division provides transportation service to seniors and residents with disabilities for medical appointments, and regular and seasonal shopping opportunities and special trips. It also transports elementary-school students to aftercare programs and middle- and high-school students to and from the Teen Center.

Personnel Data - FTE's

	<u>FY20 Budget</u>	<u>FY21 Budget</u>
Bus Drivers	<u>1.3</u>	<u>1.3</u>
Total	<u>1.3</u>	<u>1.3</u>

CALL-A-BUS

(continued)

Budget Summary - Fund #450

	FY18	FY19	FY20	FY20	FY21
	Actual	Actual	Budget	YTD	Proposed
Call-A-Bus					
Salaries & Wages	53,836	53,521	57,866	30,378	58,366
Fringe Benefits	24,337	27,376	32,257	9,440	32,257
Contract	(4,634)	(13,412)	6,500	(5,546)	7,000
Insurance	6,934	5,946	7,150	6,798	7,150
Utilities/Gas/Oil	6,699	6,879	6,000	2,963	6,500
Communications	1,169	1,207	1,000	753	1,500
Supplies	962	1,053	700	1,013	1,200
Travel	25	0	250	0	0
Other	0	0	0	0	0
Total Call-A-Bus	89,328	82,570	111,723	45,799	113,973

Budget Includes

- Funding for 40 - hour per week services for seniors and residents with disabilities, and afterschool transportation for students.

Ongoing and new activities for FY-2021

- Continue to provide excellent service.

City of Hyattsville

Department of Community and Economic Development

Fiscal Year 2021 Goals & ObjectivesGoal 1. - Facilitate investment efforts in the community through planned development and redevelopment of commercial corridors consistent with the adopted Smart Growth values of the City (SG-2)

Objective 1.1 - Develop strategies through planning efforts that support adaptive reuse, development and redevelopment.

Action 1.1 – Implement strategies and actions included in the adopted 2017 - 2021 Community Sustainability Plan.

Action 1.2 – Engage land owners to ensure proposed land-use and development is compatible with the adopted vision of the community.

Action 1.3 – Evaluate opportunities for property tax base net growth through annexation.

Action 1.4 – Publish annual Community Sustainability Plan Progress Report.

Measurement 1.1 - Implement 35% of adopted and funded actions by June 2020.

Goal 2. – Improve the aesthetic quality of commercial properties within the City's commercial corridors

Objective 2.1 – Identify opportunities and incentives for commercial property reinvestment and placemaking

Action 2.1 – Engage owners of vacant or historically underperforming commercial properties.

Action 2.2 – Develop and publish semi-annual economic development reports.

Action 2.3 – Administer the City's commercial façade improvement program.

Action 2.4 – Provide existing and prospective businesses and commercial property owners with information on State, County and local financing and technical assistance resources.

Measurement 2.1 – Perform up to three (3) commercial facade improvements projects, or a cumulative reinvestment value of \$100,000, at long-term vacant or underutilized buildings per year.

Goal 3. - Minimize commercial and residential property maintenance code violations through voluntary corrective compliance (SG-3).

Department of Community and Economic Development

(continued)

Fiscal Year 2021 Goals & Objectives

Action 3.1 – Participate in scheduled neighborhood & community meetings as a means for proactively addressing code related issues and reducing the issuance of municipal infractions.

Action 3.3 – Utilize property maintenance brochures as a resource for informing customers of best practices for maintaining their property consistent with requirements of the City Code.

Measurement 3.1 – Achieve an annual Rate of Voluntary Compliance of 80%

Goal 4. - Provide effective parking management services within the City's commercial corridors and residential neighborhoods (SG-3).

Objective 4.1 - Administer policies and implement technology consistent with best practices which provide users with convenient, user friendly parking experience.

Action 4.1 – Administer pay-by-phone technology to provide customers with additional payment opportunities.

Action 4.2 – Provide customers with the City's parking services brochure.

Action 4.3 – Administer the City's residential parking program as a more responsive program for residents and administrators.

Measurement 4.1 – Maintain a pay-by-phone payment adoption rate of 15%.

Goal 5 - Support City staff and operations by expanding the benefits of shared information and providing geographic data visualization through maps and applications (SG-4).

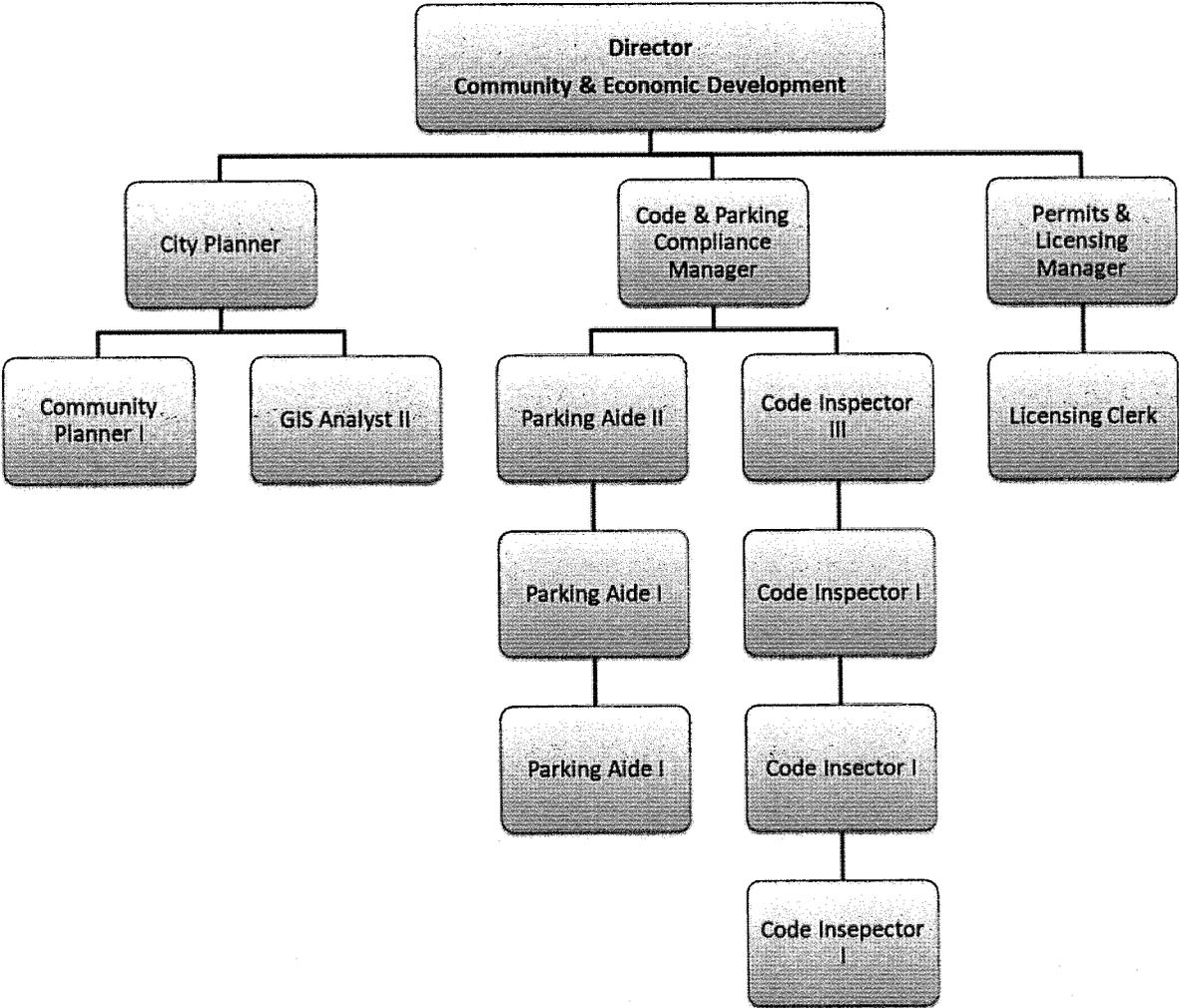
Objective 5.1 - Provide GIS mapping and geodatabase analysis to assist in the delivery of City projects and programs.

Action 5.1 – Support City operations by providing timely mapping and spatial analysis service requests.

Action 5.2 – Produce GIS based data to support policy decisions and administration of City capital invest-

Department of Community & Economic Development—Summary

Department Organization Chart



Community and Economic Development - #799Department Description

The Dept. of Community and Economic Development reports on local development, acquires grant funding, manages local community planning, and economic development efforts.

Personnel Data - FTEs

	FY20	FY21
	<u>Budget</u>	<u>Budget</u>
Director	.75	0.75
Planner I	1.0	1.0
Intern (s)	.0	0.0
City Planner	<u>1.0</u>	<u>1.0</u>
Total	<u>2.75</u>	<u>2.75</u>

Functions

- Review and report on development projects and other community planning efforts that impact the City.
- Leverage external funding opportunities to implement projects and priorities adopted by the City.
- Management of local economic development and revitalization projects, events and programming.
- GIS and community development research projects by intern.
- Customer service.

Community DevelopmentcontinuedBudget Summary - Fund #799

Community Development	FY18 Actual	FY19 Actual	FY20 Budget	FY20 YTD	FY21 Proposed
Salaries & Wages	150,073	135,633	198,525	151,642	283,606
Overtime	0	0	1,000	0	1,000
Fringe Benefits	48,834	40,826	54,480	42,609	54,480
Contract Services	26,430	13,964	43,200	2,277	116,500
Communications	3,038	1,083	2,400	1,047	2,400
Supplies & Materials	1,082	1,483	1,400	2,067	3,550
Travel & Training	5,362	1,730	7,530	4,494	10,020
Other	19,370	29,074	15,400	6,025	41,800
Capital Outlay	2,110	1,454	470	470	1,500
Total Community Dev.	256,298	225,247	324,405	210,631	514,856

Budget Includes

- Community Development Coordinator (F/T).
- Affordable Housing Strategy & Feasibility Study - Phase 1: \$65,000

Ongoing activities for FY-2021

- Ongoing support of operations.
- Administration of Commercial Facade Improvement Program.
- Contracted Services.

Code Compliance - #231Department Description

The division is composed of 0.5 manager (shared with Parking), three inspectors and one administrative assistant who respond to concerns from residents that affect the quality of life within the City such as zoning, overgrown lots or yards, inoperative vehicles, maintenance of structures, illegal signs and public nuisances. Systematic inspections are also performed throughout the City to ensure properties are in compliance with City Codes.

Personnel Data - FTEs

	<u>FY20</u> <u>Budget</u>	<u>FY21</u> <u>Budget</u>
Manager	0.5	0.5
Inspector III/II/I	4.0	4.0
Administrative Assistant II	<u>1.5</u>	<u>1.5</u>
 Total	 <u>6.0</u>	 <u>6.0</u>

Functions

- Property maintenance inspections.
- Business licenses.
- Rental licensing.
- Customer service, meetings, professional development

Code CompliancecontinuedBudget Summary - Fund #231

	2018	2019	2020	2020	2021
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>YTD</u>	<u>Proposed</u>
Code Operations					
Salaries & Wages	250,813	291,895	334,770	234,311	347,841
Overtime	208	257	1,500	418	1,500
Fringe Benefits	132,675	146,972	173,006	121,209	184,599
Contract Services	42,594	35,858	59,420	27,156	68,700
Insurance	4,681	4,478	4,800	3,935	4,800
Communications	4,697	8,094	9,400	4,848	7,400
Utilities/Gas/Oil	642	1,030	2,000	818	1,500
Supplies & Materials	10,926	10,270	11,700	6,331	11,400
Travel & Training	3,714	4,580	7,200	4,885	5,075
Capital Outlay	<u>5,441</u>	<u>5,933</u>	<u>3,000</u>	<u>0</u>	<u>1,250</u>
Total Code Operations	456,392	509,367	606,796	403,911	634,065

Budget Includes

- Funding for contract services.
- Funding for professional development.

On-going activities for FY-2021

- On-going support of operations.
- Raze and removal of blighted residential structures.
- Residential Brochure Updates.
- Additional Evening & Weekends Inspector.

Parking Compliance - #203Department Description

The division is composed of 0.5 manager (shared with Parking) and two compliance officers.

Personnel Data - FTEs

	<u>FY20 Budget</u>	<u>FY21 Budget</u>
Manager	0.50	0.50
Public Safety Aide	<u>2.50</u>	<u>2.50</u>
Total	3.00	3.00

Functions

- Patrol for parking compliance.
- Parking equipment maintenance.
- Court Hearings.
- Customer service, meetings, professional development.

Parking Compliance

(continued)

Budget Summary - Fund #203

	FY18	FY19	FY20	FY20	FY21
	Actual	Actual	Budget	YTD	Request
PARKING ENFORCEMENT					
Salaries & Wages	145,071	148,813	159,329	106,292	182,310
Overtime	3,531	20,763	22,593	20,448	25,000
Fringe Benefits	69,931	65,986	74,658	53,152	82,555
Contracted Services	245,623	267,236	333,700	135,364	316,400
Insurance	2,295	1,133	2,700	2,338	2,700
Communications	2,282	2,169	3,200	1,562	3,200
Utilities/Gas/Oil	2,673	3,010	2,600	1,325	2,500
Supplies & Materials	44,901	21,550	15,250	6,631	16,200
Travel and Training	50	150	3,500	577	4,100
Capital Outlay	3,091	5,267	3,750	1,813	2,250
Interfund transfers	0	0	0	0	0
Miscellaneous	0	0	0	0	0
TOTAL PARKING ENF.	519,447	536,077	621,280	329,502	637,215

Budget Includes

- Funding for contract services.
- Funding for professional development.

On-going activities for FY-2021

- On-going support of operations.
- Pay by phone parking program - administration.
- Additional Public Parking Signage.
- Updates to Residential Parking Permit Program.
- Streamlined Public Lot Permits Program.
- Host a Parklet day event in September.

GIS - #195

Department Description

The division is composed of one full time GIS Technician who is responsible for managing geographic information requests including mapping and data layers.

Personnel Data - FTEs

	<u>FY20 Budget</u>	<u>FY21 Budget</u>
GIS Technician	<u>1.00</u>	<u>1.00</u>
Total	<u>1.00</u>	<u>1.00</u>

Functions

- Create and/or manage GIS data.
- Customer service, meetings, professional development.
- Provide GIS mapping to support City services.

GIS

(continued)

Budget Summary - Fund #195

	FY18 Actual	FY19 Actual	FY20 Proposed	FY19 YTD	FY21 Proposed
GIS Department					
Salaries & Wages	56,432	47,008	64,024	36,086	69,778
Fringe Benefits	17,155	15,306	19,244	11,232	20,201
Contracted Services	8,408	10,003	8,600	9,245	9,000
Communications	598	149	0	0	0
Supplies & Materials	482	74	570	0	570
Travel & Training	1,410	2,268	3,850	1,337	4,850
Capital Outlay	950	1,620	1,700	216	1,200
Total GIS	85,435	76,428	97,988	58,116	105,599

Budget Includes

- Funding for GIS software and maintenance agreements.
- Professional Development

On-going and new activities for FY-2021

- On-going support of City department operations.
- Develop web-based mapping applications.
- 2020 US Census Local Government participation.

Speed Camera Program

Budget Summary - Fund #60 - 261

	FY18	FY19	FY20	FY20	FY21
	Actual	Actual	Budget	YTD	Proposed
Speed Camera Enforcement					
Salaries & wages	137,438	37,956	85,000	21,487	85,000
Fringe Benefits	28,692	6,941	64,775	4,130	64,775
Contract Services	202,235	198,235	305,000	115,503	305,000
Supplies & Materials	0	0	0	0	-
Capital Equipment	0	38,315	89,990	69,990	35,000
TOTAL Speed Camera	368,365	275,447	544,765	211,110	489,775

Budget Includes

- Funding for Police Captain Position.

OTHER FINANCE USES—TRANSFERS

	FY18	FY19	FY20		FY21
	Actual	Actual	Budget	YTD	Proposed
<u>Other Uses</u>					
Transfer-Capital Project	299,529	456,620	746,000	479,507	450,000
Transfer-Debt Service	1,636,859	1,700,002	1,587,883	798,587	2,165,784
Total Expenditures	1,936,388	2,156,622	2,333,883	1,278,094	2,615,784

Budget Highlights

- For FY20 this area contemplates a transfer from the General Fund to the Capital Project funds for future projects and equipment replacement. A final decision to make this transfer would occur in June when final FY20 estimated revenues and planned expenditures are passed by City Council. This would be consistent with best practices in order to set-aside funds for capital outlay purposes.
- This area covers transfers to the Capital Projects Fund for major equipment and other capital purchases.
- This area also covers transfers required to the Debt Service Fund for payment of lease and bond principal and interest.

FY 2021 - 2025 Proposed Capital Improvements Plan

Department	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025
General Government					
Admin. Equip. & Furniture & Teen Center	10,000	7,500	5,000	5,000	5,000
IT Hardware & Replacements	5,000	5,000	5,000	5,000	5,000
Enterprise Resource Planning	425,000	185,000	165,000	165,000	165,000

Total - GG	440,000	197,500	175,000	175,000	175,000
Police Department					
K-9 Dog & Kennel	15,000	10,000		10,000	
IT Server Replacement	10,000		10,000		
Vehicle Replacement	324,000	324,000	324,000	540,000	432,000
Mobile Data Terminal (MDT)	20,000	20,000	20,000	20,000	20,000
Body Cameras	15,000	45,000	15,000	15,000	15,000
CCTV - (3 Units)	20,000	20,000	20,000	20,000	20,000
Body Armor	5,000	5,000	5,000	5,000	5,000
Weapons	20,000	20,000	20,000	20,000	20,000
Portable Radios	15,000	15,000	5,000	5,000	5,000
Total - PD	429,000	459,000	419,000	635,000	517,000

	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025
Public Works Department					
Sidewalks	100,000	100,000	100,000	100,000	100,000
Roadway Improvement Gen. Prog.	300,000	300,000	300,000	300,000	300,000
University Hills Street Reconstr.	150,000				
Teen Center Renovation	500,000	1,000,000	500,000		
Public Works Facility	300,000	300,000			
West Hyattsville New Street Project	1,000,000	1,000,000	1,500,000	1,500,000	200,000
Lighting Improvements	500,000	500,000	500,000	500,000	500,000
Replacement Vehicles	400,000	400,000	400,000	300,000	300,000
3505 Hamilton Street	250,000				
Seasonal - Banners/City Buildings	10,000		10,000		10,000
Administration Building	165,000	165,000	165,000	165,000	165,000
Trash Toters	15,000	15,000	15,000	15,000	15,000
Recycling and Trash Program	70,000	70,000	70,000	70,000	70,000
Park Improvements	1,200,000	1,500,000	1,000,000	1,000,000	1,000,000
Residential Signage	50,000	50,000	30,000	30,000	30,000
Heurich Park Community Garden	250,000				
Trolley Trail Lighting	250,000				
City-Wide Storm Water Mitigation	500,000	700,000	700,000	800,000	800,000
4310 Gallatin Renovation/Replacement	500,000	5,000,000	5,000,000		
Total - DPW	6,510,000	11,100,000	10,290,000	4,780,000	3,490,000

FY 2021 - 2025 Proposed Capital Improvements Plan
(continued)

	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025
Community Services-CIP & PEG					
PEG Equipment	100,000	100,000	100,000	100,000	100,000
Community Services-Bus		65,000			
Total - CIP & PEG	100,000	165,000	100,000	100,000	100,000
Community Development					
Automated LPR			17,000	17,000	17,000
Parking Improvements	1,025,000	25,000	25,000	25,000	25,000
Bikeshare Infrastructure		10,000			
Vehicle Replacement - Parking Code				24,000	24,000
Vehicle Replacement - Code Compliance		24,000			
Portable Radios - Parking	8,000				
Total - Community Dev.	1,033,000	59,000	42,000	66,000	66,000
Grand Total - CIP	8,512,000	11,980,500	11,026,000	5,756,000	4,348,000



City of Hyattsville

Hyattsville Municipal Bldg
4310 Gallatin Street, 3rd Flr
Hyattsville, MD 20781
(301) 985-5000
www.hyattsville.org

Agenda Item Report

File #: HCC-286-FY20

4/6/2020

8.b

Submitted by: At the Request of the City Administrator
Submitting Department: Community & Economic Development
Agenda Section: Presentation

Item Title:

Medical Office Building Architecture - Detailed Site Plan (DSP-20004)

Suggested Action:

Presentation Only

Summary Background:

The subject property is 2.027 acres, zoned Mixed-Use Transit Oriented (M-X-T) and is within the 2006 *Approved Transit District Development Plan for the West Hyattsville Transit District Overlay Zone* (TDDP). This property is located on the southwest side of Ager road, approximately 620 feet north of Hamilton Street and the entrance to the West Hyattsville Metro Station.

Kaiser Permanente is proposing a three-story medical office building totaling 44,362 square feet with an attached three-story garage.

The applicant is requesting various modifications from the TDDP.

Next Steps:

This application is scheduled for Discussion on April 20th and Action on May 4th.

Fiscal Impact:

N/A

City Administrator Comments:

N/A

Community Engagement:

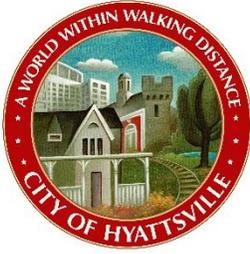
This detailed site plan application is scheduled for review by the Planning Committee at 7:30 PM on Tuesday, April 21st.

Strategic Goals:

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

Legal Review Required?

N/A



Memo

To: Mayor and City Council

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

Date: April 1, 2020

Re: Medical Office Building Architecture – Detailed Site Plan (DSP-20004)

Attachments: SOJ-DSP-20004
ILUS-DSP 20004
CIVP-DSP-20004
ARCP-DSP 20004

The purpose of this memorandum is to provide the City Council a brief summary of the detailed site plan (DSP) application for a Medical Office Building along Ager Road.

Project Summary

- The subject property is 2.027 acres, zoned Mixed-Use Transit Oriented (M-X-T) and is within the 2006 *Approved Transit District Development Plan for the West Hyattsville Transit District Overlay Zone* (TDDP). This property is located on the southwest side of Ager road, approximately 620 feet north of Hamilton Street and the entrance to the West Hyattsville Metro Station.
- Kaiser Permanente is proposing a three-story medical office building totaling 44,362 square feet with an attached three-story garage.
- The applicant is requesting various modifications from the TDDP.

Project Details

The subject property resides along Ager Road, directly northeast of the West Hyattsville Metro. This DSP application seeks to establish approval of architecture for the medical office building on Parcel 1 of the property. Kaiser Permanente is proposing a three-story medical office building totaling 44,362 square feet with an attached three-story garage. The subject property is currently unused green space.

This area of Ager Road has a mix of both residential and commercial with West Hyattsville Metro Station at the center. Kirkwood apartments are located to the northwest of the subject property while single-family residences and commercial uses lie to the northeast. Southwest of the property is the Riverfront at

West Hyattsville Subdivision, where townhouses are being developed. Further southwest is the M-NCPPC Northwest Branch Stream Valley Park.

Prior Approvals

1. Conceptual Site Plan (CSP-05006)
 - Approved on the Property in 2008
2. Preliminary Plan of Subdivision (PPS 4-15020)
 - Approved in 2017 with 24 conditions
 - Many of the conditions of the Preliminary Plan were fulfilled at the time of Infrastructure Detailed Site Plan.
3. Detailed Site Plan for Infrastructure Only (DSP-16029)
 - Approved on March 23, 2017 for infrastructure only
 - Resolution contained no conditions applicable to the Architecture Site Plan.

Requested Modifications

Request #	Category	Reference	Requirement	Requested
1	Ground Floor Retail	(Page 67)	“Buildings shall front on the street and square and provide ground level retail uses”; “Buildings shall provide retail on all ground floor elevations”	A cafe open to the public is proposed on the ground floor
2	Building Envelope and Block Standards- General Design Principles and Intent	(Page 68)	“Building parking areas (off-street) shall be...shared by multiple owners/uses.”	Single use parking garage.
3	General Design Principles and Intent- Building Street Types	(Page 69)	Facades of bldg. shall be constructed at the build-to-line or sidewalk edge for at least 75% of the street frontage	68.4% frontage buildout
4	General Design Principles and Intent- Building Street Types	(Page 74)	Building Heights along Residential Streets - Four to six stories along Little Branch Run	Three stories
5	General Design Principles and Intent- Building Street Types	(Page 75)	Build-to line façade percentage on Little Branch Run - 75% frontage buildout	72.8% frontage buildout
6	General Design Principles and Intent	(Page 82)	Landscaping of Building Fronts - “Building fronts (public), along the streetscape, shall provide planters and window boxes with flowering plants within two feet of the building face.”	None

7	Streetscape Standards	(Page 81-90)	Streetscape, Street Tree and Lighting Standards along Ager Road - Various requirements	No modification to existing condition
8	Streetscape Standards	(Page 90)	Public Street Lighting-Lighting Fixtures - Incandescent, metal halide, or halogen only.	LED lighting is proposed.
9	Streetscape Standards-Blocks and Alleys	(Page 91)	Alleys shall provide access to the rear of all building lots and off-street parking facilities. Where not constructed, right of way for an alley must be dedicated.	No alley is proposed to be constructed or dedicated.
10	Streetscape Standards-Blocks and Alleys	(Page 92)	Curb cuts shall be prohibited on Boulevard and Main Street development sites.	A right-in/right-out access is proposed for the garage from Ager Road, a Boulevard Street.
11	Architecture Standards-Building Facades	(Page 104-105)	Permitted and Prohibited Materials - facades shall provide architectural material that meets the materials list specified in the architectural standards.	Alternative materials are proposed
12	Architectural Standards General Design Principles and Intent	(Page 106)	Windows and Doors/Entrances - Windows shall not span vertically more than one story.	The building façade includes curtainwall framing systems with insulated glazing that extends from the ground floor to the roof.
			A maximum of five windows may be hanged horizontally.	Windows are hanged horizontally in groups larger than five windows.
			Windows shall be no closer than 30 inches to building corners.	Windows are placed closer than 30 inches to exterior building corners.
			Single panes of glass shall not be larger than 6 feet high by 4 feet wide.	The curtainwall and storefront glass panels are larger than 6 feet high and 4 feet wide.
			Windows shall allow a minimum 60% of surface view into the building for a depth of at least 20 feet.	The view into the building to a depth of 20 feet is interrupted

				by interior wall configurations.
			Windows shall be double hung, single-hung, awning or casement windows. Fixed windows are only allowed as a component of a window system that includes operable windows. The maximum pane size is 40" by 40".	All windows are proposed to be fixed units and non-operational, and the window systems are not limited to double-hung, single hung, awning or casement windows. The proposed windows are 54" wide by 64" high.
13	Architectural Standards General Design Principles and Intent	(Page 107)	Building signage shall be illuminated with external lighting only. Lettering for all signage shall not exceed 18" in height or width and 3" in relief. Ground mounted signage is prohibited.	Building signage will be internally illuminated. Lettering for all wall mounted building signage will vary in height between 24" and 36" and will be 4-5" deep. Ground mounted monumental signage is proposed.
14	General Design Principles and Intent	(Page 109)	For off-street parking structures, landscaping shall be provided at the rate of one tree (2.5-inch caliper) and three shrubs (24-inch) height per ten linear feet of parking façade. The garage is 66 ft. wide along Ager Road, requiring 7 shade trees and 20 shrubs.	3 shade trees and 20 shrubs are proposed.
			Retail uses shall be provided in the ground floor of any parking structure with street frontage within commercial mixed-use blocks. (p. 112)	None
			Parking structure entrances and exits shall not be more than 16 feet clear height and 24 feet clear width. Parking access shall consist of a single location point for entry/exit purposes to minimize curb cuts.	The parking structure entrance is not more than 16 feet clear height but is more than 24 feet clear width. There are two points of access to the garage.

			Parking structure elevators shall be constructed of glass walls. (p.114)	The parking structure elevator will not be transparent.
			Parking structure lighting shall be 250W metal halide. (p. 115)	The parking structure lights will be LED.
			Parking structures shall have 10-foot 6-inch ceilings. (p. 115)	The first floor of the parking structure has a 12-foot ceiling.

Next Steps

DSP-20004 is a new application under the Expedited Transit Oriented Development (ETOD) regulations contained in Section 27-290.01 of the Zoning Ordinance. ETOD projects located in a Mixed-Use Zone are exempt from the requirement to obtain approval of a Conceptual Site Plan and have expedited development review of 60 days.

The M-NCPPC referral date for the subject application is April 17, 2020. Based on the scale of the project, the City will submit comments on May 7, 2020 to be included as an exhibit to the M-NCPPC Staff Report.

The City Council will hear a presentation from the applicant on Monday April 6, 2020. This application will be a discussion item on the April 20, 2020 City Council agenda. The Planning Committee will review DSP-20004 on April 21, 2020. The City Council will act on DSP-20004 on Monday May 4, 2020.

RIVERFRONT AT WEST HYATTSVILLE

DETAILED SITE PLAN

ARCHITECTURE for a MEDICAL OFFICE BUILDING

DSP-20004

pursuant to

EXPEDITED TRANSIT-ORIENTED DEVELOPMENT

in a

Transit District Overlay Zone (TDOZ)

STATEMENT OF JUSTIFICATION

February 24, 2020

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I. INTRODUCTION

Kaiser Permanente, (the “Applicant”) presents this Detailed Site Plan application for Medical Office Building Architecture on Ager Road in Hyattsville, Maryland. Located on the southwest side of Ager Road, approximately 620 feet north of Hamilton Street and the entrance to the West Hyattsville Metro Station, the “Property” is Parcel 1, Riverfront at West Hyattsville, platted in June 2019, Record Plat ME 252@14 plus 6,663 square feet of excess right of way recently conveyed to the owner of Lot 1. Kaiser Permanente proposes a three-story medical office building totaling 45,765 square feet with an attached three-story parking garage on this 2.027+ acre Property.

The Property has recently been through several stages of the Prince George’s County approval process, including Preliminary Plan of Subdivision (4-15020) and Detailed Site Plan for Infrastructure Only (DSP-16029). These approvals established the lotting and parcel pattern, circulation plan, stormwater quantity and quality management techniques and locations, landscaping and utility locations. This Detailed Site Plan application seeks to establish approval of architecture for the medical office building on Parcel 1.

As noted in prior applications, this stretch of Ager Road is a mix of old and new, residential and commercial, dominated by the West Hyattsville Metro Station. To the northwest lay the Kirkwood Apartments, a series of three-story, brick multifamily buildings. Across Ager Road, to the northeast, single-family residences abut commercial uses, including a training facility for health care providers and a Latino Market. These are in the R-T Zone within the Transit District Overlay (T-D-O). To the southeast, in the M-X-T and T-D-O Zones, is land associated with the Metro Station. Southwest are developing townhomes in the Riverfront at West Hyattsville Subdivision. Further southwest is the M-NCPPC Northwest Branch Stream Valley Park.

II. PRIOR APPROVALS

Conceptual Site Plan CSP-05006

Conceptual Site Plan CSP-05006 was approved on the Property in 2008. Preliminary Plan 4-15020 was approved in 2017. This application constitutes a new application under the Expedited Transit Oriented Development (“ETOD”) regulations contained in Section 27-290.01 of the Zoning Ordinance. Pursuant to Section 27-290.01(a)(1), ETOD projects located in a Mixed Use Zone are exempt from the requirement to obtain approval of a Conceptual Site Plan. As such, the development of the Subject Property will proceed without a CSP and the prior CSP conditions will not be applicable to the proposed development and analysis of compliance with prior conditions of approval is not required.

Preliminary Plan 4-15020

Preliminary Plan 4-15020 was approved with 24 conditions contained in PGCPB 17-42, adopted on March 23, 2017. Many of the conditions of the Preliminary Plan were fulfilled at the time of Infrastructure Detailed Site Plan. The remainder of the conditions are applicable prior to final plats and permit issuance.

Detailed Site Plan DSP-16029

Detailed Site Plan 16029 was approved by the Planning Board on March 23, 2017 for infrastructure only. Planning Board resolution PGCPB 17-43 contained no conditions applicable to the Architecture Site Plan.

III. RELATIONSHIP TO THE GENERAL PLAN

In 2014, the County Council approved *Plan Prince George's 2035* ("Plan 2035"), the County's new General Plan. The Growth Policy Map, (Map 1; p. 18) includes the following six policy areas:

- Regional Transit Districts
- Employment Areas
- Local Centers
- Established Communities
- Future Water and Sewer Service Areas
- Rural and Agricultural Areas

Plan 2035 also includes a growth boundary. The first five policy areas are found generally within the growth boundary, with most future development recommended for the Regional Transit Districts and Local Centers. Rural and Agricultural Areas are found mostly outside the growth boundary.

The Property is identified on the Growth Policy Map as the West Hyattsville Local Center. Local Centers are recommended **"as focal points for development and civic activity based on their access to transit or major highways."** Plan 2035 includes **"recommendations for directing medium- to medium-high residential development, along with limited commercial use, to these locations, rather than scattering them throughout the established communities."** The centers, it continues, **"are envisioned as supporting walkability, especially in their cores and where transit service is available."** (p. 19)

Plan 2035 further describes Local Centers as areas ripe for development including:

- Mid-rise and low-rise multifamily and townhomes at a density of 15 to 30 dwellings per acre.
- Limited new Commercial development at an FAR of 1.5 to 3.0
- Metrorail or Light Rail with connections to bus services.

(p. 108)

The proposed Medical Office development of Parcel 1 presents a FAR of .518, within the range recommended for Local Centers. Townhomes have been approved in the western portion of the Property; this proposal furthers the mix of uses envisioned on this Metro-adjacent Property.

Plan 2035 presents a Vision of Prince George’s County of “**strong, green, and healthy communities**” in a “**competitive, innovative, and adaptive economy**” with “**vibrant and walkable mixed-use centers; quality open space; restored ecosystems; and iconic destinations**” (p. 11). The overriding Land Use Goal, and, indeed, the overarching theme of Plan 2035 is to:

“Direct future growth toward transit-oriented, mixed-use centers in order to expand our commercial tax base, capitalize on existing and planned infrastructure investments, and preserve agricultural and environmental resources” (p. 93).

In fact, citing a 2011 study by the George Mason University Center for Regional Analysis (GMU), Plan 2035 adopted its recommendation that “**a majority of new housing be located in compact developments with convenient access to jobs and transportation options to meet the workforce’s growing demand for mixed-use, walkable, transit-accessible communities**” (p. 104).

The prior detailed site plans approved for this Riverfront at West Hyattsville (DSP-16029 for Infrastructure, and DSP-17044 for townhouse architecture) advanced this Vision and Land Use Goal by providing just the type of walkable, transit accessible community promoted throughout Plan 2035. This Architecture Detailed Site Plan for a Medical Office Building with structured parking is the next step in achieving the General Plan goal of a transit-oriented, mixed-use center in West Hyattsville, that expands the commercial tax base and capitalizes on existing and planned infrastructure.

IV. MASTER PLAN AND ZONING

The Property is in the Mixed Use-Transit Oriented (M-X-T) Zone. It is in the 2006 *Approved Transit District Development Plan for the West Hyattsville Transit District Overlay Zone* (“TDDP”) which sets forth development regulations addressed later in this statement of justification. Three distinct neighborhoods are examined in the TDDP: North Park, Hamilton Square, and Queenstown. Riverfront at West Hyattsville straddles the North Park and Hamilton Square neighborhoods; the subject Property sits southeast of the tracks in Hamilton Square. Proposed medical office development in the Hamilton Square portion of the Property is the focus of this detailed site plan. The Vision for Hamilton Square is:

This will be the most active of the three neighborhoods. Centrally located, it will contain the most diverse development mix—several types of residential units, office space, and stores. The neighborhood’s center will be Hamilton Town Square, a large, formally landscaped open civic space. Adjacent to the square will be a high-rise office tower, a multigenerational community center, and Metro Station Plaza, which will accommodate transit bus boarding and drop-offs. The Town Square will bisect a proposed LID street that connects Ager Road with the Northwest Branch stream valley park. (p. 10)

The proposed Medical Office Building fits nicely into this vision. It will act as a gateway to the Hamilton Square neighborhood, providing the office mix to the residential uses in the Riverfront at West Hyattsville development.

The Property was placed in the Mixed-Use Transit Oriented (M-X-T) Zone within a Transit District Overlay (T-D-O) Zone. The TDDP included a Detailed Use Table (pp. 41- 47) outlining all uses allowed in the Overlay Zone. Proposed within the medical building is an ancillary medical lab. “Medical Lab” is not listed as a permitted use; an amendment to the Uses Permitted in the Land Use Plan Categories is requested to allow this interior ancillary use. Justification for the Amendment is found in Section IX of this document.

The TDDP created a number of standards for the transit district. Many of the requirements were met when the Infrastructure Detailed Site Plan was approved. Those standards applying to the commercial architecture and structured parking addressed below.

V. TRANSIT DISTRICT STANDARDS

The TDDP includes design standards for Building Envelopes and Blocks, Streetscapes, Architecture, and Parking. Below are the standards applicable to Architecture and structured parking. Development Standards are listed in *italics* in the column on the left below, with the Applicant’s response in the right column.

Building Envelope and Block Standards- General Design Principles and Intent (Page 67)
<p><i>I. Intent</i></p> <p>The TDDP identifies the building envelope standards for all building sites within the West Hyattsville Transit District. The intent of the building envelope standards is to create a vital public realm through well designed street space. Deviations from the building envelope standards can be reviewed through the appropriate process as outlined in the Transit District Development Plan (Applicability of Site Plan Requirements). The building envelope standards set the specifications for building sites along street, siting, elements and use.</p>

<p><i>1. Buildings shall be aligned and close to the street</i></p>	<p>The building is proposed as close to the street as possible, behind the Ager Road pedestrian zone and public utility easement. It is setback 28± feet to accommodate a pedestrian zone, landscaping and a public utility easement.</p>
<p><i>2. Buildings shall be consistent forms on both sides of the street and shall provide public space between buildings fronting the street.</i></p>	<p>The submitted architecture shows the design elements on all building façades to be consistent in form. Public space, and the building relationship to the public space, is provided along both Ager Road to the East and Little Branch Run to the north.</p>
<p><i>3. Buildings shall front the street and square and provide ground level retail uses to provide an active, vital, and safe pedestrian public space.</i></p>	<p>Ground level retail is not proposed in this medical office building. A Modification is requested. Justification is provided in Section VIII of this document.</p>
<p><i>4. Buildings shall define the property lines. Public and private space shall be clearly defined as public with open views and surveillance, or private and protected.</i></p>	<p>The building is proposed as close to the east and south property lines as possible [behind the public utility easement along Ager Road], and the storm drain easement [to the south]. Welcoming public space is provided with an enhancing the pedestrian experience along Ager Road, and extending a walkway, south of the garage for a future pedestrian connection.</p>

<p><i>5. Buildings shall be designed to orient views towards the street and public realm.</i></p>	<p>The building’s interior program has been laid out to maximize viewing to the public realm.</p>
<p><i>6. Buildings shall provide retail on all ground floor elevations to provide an active and interesting pedestrian street life. Community-serving financial (e.g., commercial bank or savings and loan branch) or professional (medical, tax preparation, insurance) service establishments may be allowed in ground-floor space provided that such uses have a primary entrance on the street.</i></p>	<p>No ground floor retail is proposed. A Modification is requested. Justification is provided in Section VIII of this document.</p>
<p><i>7. Building vehicle storage and service areas for garbage and mechanical equipment shall be located away from the street.</i></p>	<p>These are interior to the parking garage.</p>
<p><i>8. Building parking areas (off-street) shall be located away from the street and shared by multiple owners/uses.</i></p>	<p>Off-street parking is provided in a parking garage. It is located away from the street.</p>
<p><i>9. Commercial and mixed-use blocks shall contain a minimum on 80 percent commercial uses on the ground floor.</i></p>	<p>The entire building is commercial office, including 100 percent of the ground floor.</p>
<p><i>General Design Principles and Intent-Building Street Types (Page 68)</i></p>	

<p>Intent</p> <p><i>The TDDP identifies the building street type for all streets within the West Hyattsville Transit District. The building street types are provided to regulate building height requirements, parking structure height, ground story height, upper story height, and transitions in height for the specific street types of Boulevard (Ager, Chillum, and Queens Chapel Roads), Main Street (Hamilton Street), Park Drive, Residential Street, LID Street, Local Access Street, and Alley. Deviations from the building street type requirements shall be reviewed through the appropriate process as outlined in the transit district development Plan (Applicability of Site Plan Requirements).</i></p>	
<p>COMMENT: Parcel 2 fronts Ager Road, a Boulevard, and Little Branch Run, a Residential Street. Below are the design principles for Boulevards and Residential Streets only. Requirements for all other types of street in Riverfront at West Hyattsville are not included.</p>	
<p>Boulevard (Ager, Chillum, and Queens Chapel)</p>	
<p>Height Specifications</p> <p><i>1. Building Height: Principal building height is measured in stories. All buildings shall be a minimum of three stories and a maximum of six stories in height, except where otherwise noted in the TDDP.</i></p>	<p>N/A – The proposed building is a 43-foot tall, three-story building.</p>
<p><i>2. Parking Structure Height and Block Coverage: No parking structure within the block shall exceed the eave height within 40 feet of the parking structure. Any parking area fronting the build-to line shall provide a three-foot-high solid masonry wall to screen vehicles. No block shall have more than 25 percent of its street frontage occupied by screened parking. Unscreened parking shall be prohibited.</i></p>	<p>The Parking structure is 43± feet tall, matching the height of the attached building. A small portion of the garage fronts Ager Road and a solid wall screens the interior. The design also puts the entrance around a slight corner so that the garage entrance does not face Ager Road. 62 feet of the garage fronts Ager Road; with a 295.7± foot long lot frontage, this represents 22 percent of the frontage. All parking is screened.</p>
<p><i>3. Transition in Building Height: Where a Boulevard Street Type is within 40 feet of a</i></p>	<p>The subject Property is not within 40 feet of a single family home.</p>

<p><i>single-family home, the maximum height shall not exceed 32 feet to the eaves or parapet.</i></p>	
<p>Siting Specifications</p> <p>1. Build-To Line: <i>The facades of all buildings shall be constructed at the build-to line (or sidewalk edge) for at least 75 percent of the street frontage of each block with the following exception: Block corners are exempt from the build-to line requirement if a special pedestrian-oriented building corner treatment is provided. The street façade shall be a single plane, limited to façade jogs of less than 24 inches, interrupted only by porches, stoops, bay windows, shop fronts, and balconies.</i></p>	<p>The Property has 295.5± feet of frontage on Ager Road. The proposed building is 199.3 feet long along this frontage. 67.4 percent of the frontage is building façade. A Modification is requested. See section VIII if this document for discussion.</p>
<p>2. Maximum Block Length: Block lengths shall be a maximum of 400 feet in length; refer to the TDDP block registration plan (Map 13).</p>	<p>The Property has approximately 295.5 feet of frontage on Ager Road. This requirement is met.</p>
<p>3. Lot Coverage: <i>Building shall only occupy the lot area delineated in the siting specifications and shall be in accordance with the West Hyattsville TDDP. All buildings are required to be located at the build-to line and shall be located zero feet from the sidewalk edge. The sidewalk location and width shall be in accordance with the applicable streetscape sections and roadway segments of the TDDP and shall be delineated on the detailed site plan. The minimum open contiguous area shall comprise a minimum 15 percent of the total buildable area and can be located anywhere within the buildable area of the site.</i></p>	<p>The building is set as close to Ager Road as possible. It is behind a pedestrian zone, landscaping and a required public utility easement.</p> <p>The open contiguous area for the site is greater than the minimum required 15 percent</p>
<p>4. Side Yard Line: <i>Building side lot lines have no required setback unless shared with an existing single-family house where an eight-foot setback shall be provided.</i></p>	<p>N/A – The lot line is not shared with single-family homes.</p>
<p>5. Rear Yard Line: <i>On sites with no alley access, there shall be a 25-foot setback from the rear yard line.</i></p>	<p>There is no alley access along the rear property line (opposite Little Branch Run). The garage is setback in excess of 25 feet from the rear property line.</p>

<p><i>Residential Street</i></p>	<p>The Property has frontage on Little Branch Run, a Residential Street, the main entrance into the development, connecting Ager Road with River Terrace Road.</p>
<p>Height Specifications</p> <p><i>1. Building Height:</i> <i>Principal building height is measured in stories. All buildings shall be a minimum of four stories and a maximum of six stories in height, except where otherwise noted in the TDDP. No accessory building shall be more than 18 feet to its eaves.</i></p>	<p>The building is three-stories tall. A modification is requested. Justification is provided in Section VII of this document.</p>
<p><i>2. Parking Structure Height and Block Coverage:</i> <i>No parking structure within the block shall exceed the eave height within 40 feet of the parking structure. Any parking area fronting the build-to line shall provide a three-foot high solid masonry wall to screen vehicles. No block shall have more than 25 percent of its street frontage occupied by screened parking. Unscreened parking shall be prohibited.</i></p>	<p>The parking structure is not along Little Branch Run; it is on the opposite side of the office building.</p>

<p>Siting Specifications</p> <p><i>1. Building Street Façade: The facades of all buildings shall be constructed at the build-to line (or sidewalk edge) for at least 75 percent of the street frontage of each block with the following exception: Block corners are exempt from the build-to line requirement if a special pedestrian-oriented building corner treatment is provided. The street facade shall be a single plane, limited to façade jogs of less than 24 inches, interrupted only by porches, stoops, bay windows, shop fronts, and balconies.</i></p>	<p>The Property has 185.3± of frontage on Little Branch Run. The building is 135 feet along this frontage, adding to a 72.8 percent of façade along this road. A Modification is requested, and detailed in Section VIII of this document.</p>
<p><i>2. Maximum Block Length: Block lengths shall be a maximum of 400 feet in length; refer to the TDDP block registration plan (Map 13).</i></p>	<p>The block lengths along Little Branch Run were approved at the Infrastructure Detailed Site Plan stage. This application conforms to this approval.</p>

<p>3. <i>Buildable Area:</i> <i>Building shall only occupy the lot area delineated in the siting specifications and shall be in accordance with the West Hyattsville TDDP. All single-family residential buildings are required to be located two feet back from the build-to line to provide additional room for a front porch as stated below in the element specifications. The sidewalk location and width shall be in accordance with the applicable streetscape sections and roadway segments of the TDDP and shall be delineated on the detailed site plan.</i></p>	<p>Sidewalk locations and widths were approved in DSP 16029, and are in accordance with the West Hyattsville TDDP.</p>
<p>4. <i>Side Yard Line:</i> <i>The minimum side setback is five feet.</i></p>	<p>The building is setback more than 22 feet from the side property line.</p>
<p>5. <i>Rear Yard Line:</i> <i>On sites with no alley access, there shall be a 12-foot setback from the rear yard line.</i></p>	<p>The building is setback more than 25 feet from the rear property line.</p>
<p>ARCHITECTURE STANDARDS (Page 103)</p> <p>GENERAL DESIGN PRINCIPLES AND INTENT</p>	
<p><i>Intent</i></p> <p>M-NCPPC staff shall review building architecture. Staff will coordinate with the developer and/or applicant to review the standards of the form-based code. Architecture shall be of high quality, enduring, and promoting a sense of character for the building street wall. Building walls should reflect high-quality architecture and complement the surrounding development.</p>	

<p>They should be structural walls that provide long-lasting building materials. Building walls should not be too ornate or too simple. All building materials shall be appropriate to their specific properties for load bearing capacity. Refer to the TDDP architecture standards below for the specific prescriptions of this section. Specifically, the architecture standards are intended:</p> <ul style="list-style-type: none"> <input type="checkbox"/> To enhance the visual appeal of new commercial/mixed-use and residential development <input type="checkbox"/> To enhance the visual environment of activity centers <input type="checkbox"/> To promote pedestrian accessibility and safety <input type="checkbox"/> To minimize visual clutter and blight 	
<p><i>1. Architecture shall blend aesthetically into the built environment of the block for which the development lot is located.</i></p>	<p>There is minimal built environment surrounding the site [adjacent blocks and those across Ager Road] to aesthetically blend with. The proposed architecture will establish a high quality built environment for future buildings to blend into.</p>
<p><i>2. Architecture shall specify required details as indicated in the TDDP.</i></p>	<p>Architecture specifies the required details as outlined in the TDDP. Modifications have been requested in the following sections where these details were not able to be meet.</p>
<p><i>3. Architecture shall provide a coherent form for the building.</i></p>	<p>The architecture is providing a coherent form – aligning the facades along Ager Road with a simple and understandable massing and visual language.</p>

<p><i>4. Architecture materials shall provide appropriate material properties (strength) for the design purpose of the building; strong materials shall support lighter materials.</i></p>	<p>The architecture materials utilized provide an appropriate aesthetic - a brick base with metal panels above, “strong materials” supporting “lighter materials”.</p>
<p><i>5. Architecture materials shall be as indicated in the TDDP; equivalent or better material is also encouraged but shall be approved at the discretion of the Planning Board.</i></p>	<p>The architecture materials provided that meet the TDDP include brick. A modification is requested to include metal panels, composite architectural panels (minimal usage) and digital LED panels. There will be no usage of the prohibited materials listed in the TDDP. Justification is provided in Section VIII of this document.</p>
<p><i>6. Architecture characteristics shall be coordinated with respect to building articulation, building scale and proportions, architectural style, roof forms, building details and fenestration patterns, and materials.</i></p>	<p>Architecture characteristics are coordinated with respect to the building articulation, scale and proportion, style, roof form, details and fenestration patterns and materials.</p>
<p>Configurations and Techniques (Page 105)</p>	

<p>1. Exterior Walls (Architecture):</p> <ul style="list-style-type: none"> □ <i>Exterior walls greater than 40 feet in length shall break any flat, monolithic façade with discernible architectural elements, such as bay windows, recessed entrances and windows, display windows, arcades, balconies, cornices, bases, pilasters, columns or other architectural details or articulation combined with changes in materials to provide visual interest and pedestrian scale. Building designs, rooflines, or façade treatments that are monotonous shall be prohibited.</i> □ <i>Exterior wall materials shall be consistent horizontally (i.e., joints between different materials shall be horizontal and continue around corners) except for chimneys and piers.</i> □ <i>Exterior wall material/architectural changes shall be provided with a constructional logic. Building additions shall specify a building material that is compatible in architecture and material with the original building.</i> □ <i>All exposed and visible exterior walls of a building shall provide quality</i> 	<p>There are not exterior walls greater than 40 feet in length without discernible architectural elements.</p> <p>Exterior Wall materials are in keeping with the TDDP requirements, joints run continuously between different materials, windows and doors.</p> <p>The Exterior wall materials/architectural changes are provided with constructional logic. This project does not include a building addition.</p> <p>The exposed exterior walls of the building are composed of quality materials in conformance to the architectural standards.</p>
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<p><i>architectural material along the facades according to the permitted building façade materials stated in the architectural standards.</i></p>	
<p>2. Brick and Stone:</p> <p><input type="checkbox"/> <i>Brick shall specify the pattern, color, type, and model number of brick to be used.</i></p>	<ul style="list-style-type: none"> • The brick to be used on this project will be “Endicott” Face brick; Manganese Ironspot – staggered running bond

<p><input type="checkbox"/> <i>Stone shall specify the pattern, color, type, and finish of stone to be used.</i></p>	<p>pattern; standard size brick; 7 5/8" L X 2 1/4" H X 3/5/8" D</p> <ul style="list-style-type: none"> • Stone is not proposed for this project.
<p>3. Building Facades along Corner Lots: <i>Building facades along corner lots shall be architecturally treated as having street frontage on both the front and side streets. Both facades shall provide architectural material that meets the materials list specified in the architectural standards.</i></p>	<p>The building façade along Little Branch Run has street frontage that matches the street frontage of Ager Road to the east with materials provided that meet the TDDP architectural standards including brick. A modification is requested to include metal panels. Justification is provided in Section VIII of this document. There will be no usage of the prohibited materials listed in the TDDP.</p>
<p>4. Parapet Roofs: (Cornice, Entablature, and Coping Standards)</p> <p><input type="checkbox"/> <i>Parapet roofs shall only be permitted to conceal roof top mechanical equipment and shall not extend beyond the height of the rooftop mechanical equipment. Building architectural roof sections shall be submitted as part of the detailed site plan to provide compliance with this standard.</i></p> <p><input type="checkbox"/> <i>Parapet roofs shall not be permitted if the purpose is to extend the height building. Parapet roofs shall not create a false building height extension and</i></p>	<p><input type="checkbox"/> Parapet roofs are included at a height as a safety measure for persons accessing the rooftop mechanical equipment. And roof drain locations, as well as roofing material inspections. Parapets do not extend beyond the heights of roof top mechanical equipment. See submitted architectural drawings for compliance.</p> <p><input type="checkbox"/> Parapet roofs are not used for roof extensions of overall building height.</p>

<p><i>shall not qualify as overall building height.</i></p>	
<p>WINDOWS AND DOORS/ENTRANCES</p>	
<p>Configurations and Techniques (Page 106)</p>	
<p>The following configurations and techniques are permitted.</p> <p>1. All Windows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Windows shall not span vertically more than one story.</i> <input type="checkbox"/> <i>Windows shall correspond to interior space and shall not span across building structural elements such as walls and mechanical spaces between floors.</i> <input type="checkbox"/> <i>Windows may be ganged horizontally (maximum five per group) if each grouping is separated by a mullion, column, pier or wall section that is a minimum of seven inches wide.</i> <input type="checkbox"/> <i>Windows shall be no closer than 30 inches to building corners (excluding bay windows and where the building corner is also a block corner).</i> 	<ul style="list-style-type: none"> <input type="checkbox"/> The building facade includes curtainwall framing systems with insulated glazing that extends from the ground floor to the roof. A modification is requested. Justification is provided in Section VIII of this document. <input type="checkbox"/> Windows are placed in relation to the proposed floor plans and do not span across walls, floors or mechanical spaces. <input type="checkbox"/> Windows are ganged horizontally in groups larger than 5 windows, each window is separated by a vertical mullion or column, pier or wall section. See attached elevations. A modification is requested. Justification is provided in Section VIII of this document.

<p><input type="checkbox"/> <i>Exterior shutters, if applied, shall be sized and mounted appropriately for the window (one-half the width), even if inoperable.</i></p>	<p><input type="checkbox"/> Window elements are placed closer than 30 inches to exterior building corners for façade balance. A modification is requested. Justification is provided in Section VIII of this document.</p> <p><input type="checkbox"/> Exterior shutters are not proposed for this project.</p>
<p>2. Ground Floor Windows:</p> <p><input type="checkbox"/> <i>Single panes of glass shall not be larger than six feet high by four feet wide.</i></p> <p><input type="checkbox"/> <i>Windows shall not be made opaque by window treatments and shall allow a minimum 60 percent of surface view into the building for a depth of at least 20 feet.</i></p>	<p><input type="checkbox"/> Curtain wall and storefront glass panels are larger than six feet high by four feet wide as shown on the elevations. A modification is requested. Justification is provided in Section VIII of this document.</p> <p><input type="checkbox"/> Windows are not proposed to be opaque by use of any window treatments, however views into the building to a depth of 20 feet is interrupted by interior wall configurations. A modification is requested. Justification is provided in Section VIII of this document.</p>

3. Upper-Story Windows:

- Windows shall be double-hung, single-hung, awning, or casement windows.*
- Fixed windows are permitted only as a component of a system including operable windows within a single wall opening.*
- Residential buildings/floors: panes of glass no larger than 36 inches vertical by 30 inches horizontal.*
- The maximum pane size for office uses is 40 inches vertical by 40 inches horizontal.*
- Egress windows may be installed according to the appropriate building code.*

- All windows are proposed to be fixed units; non- operational in this commercial project. **A modification is requested. Justification is provided in Section VIII of this document.**
- All fixed window units are non-operational. **A modification is requested. Justification is provided in Section VIII of this document.**
- This is a commercial building with no residential units.
- This project proposes window units that are 54'W X 64"H. **A modification is requested. Justification is provided in Section VIII of this document.**
- Egress windows are not being proposed for this project.

<p>4. Doors/Entrances:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Primary entrances shall be delineated on the detailed site plan as major architectural features so that they are clearly identified as entry points, front the primary public street, and are pedestrian accessible. A portico, arcade, or similar architectural feature shall be provided to shelter the primary entrance.</i> <input type="checkbox"/> <i>Building facades over 200 feet in length facing a street shall provide two or more public building entrances off the street.</i> <input type="checkbox"/> <i>Primary building entrances shall connect to the sidewalk with a pedestrian walkway.</i> <input type="checkbox"/> <i>Shop front entrances are permitted to extend up to 24 inches beyond the build-to line.</i> <input type="checkbox"/> <i>Double height entryways (those that span more than one story) shall be prohibited.</i> <input type="checkbox"/> <i>Doors shall not be recessed more than three feet behind the shop front windows and shall have a clear view and path to a 45-degree angle past the</i> 	<ul style="list-style-type: none"> <input type="checkbox"/> The primary building entrance is shown and delineated along Ager Road, mid-block. The proposed architectural features enhance and identify the main entry to the building with dual pedestrian approaches, from the public walkways and the covered canopy approach from the parking garage directly to this primary entrance. <input type="checkbox"/> The proposed building façade along Ager Road is not over 200 feet in length. One primary entrance is proposed. <input type="checkbox"/> The proposed primary building entrance is connected to the public sidewalk with a pedestrian walkway. <input type="checkbox"/> There are no separate retail shop entrances proposed in this project. <input type="checkbox"/> We are not proposing double height entryways on this project. <input type="checkbox"/> Public Doors or entrances are not proposed to be recessed.
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<p><i>perpendicular from each side of the door.</i></p> <p><input type="checkbox"/> <i>Roll-down security gates, door, and windows shall be prohibited.</i></p>	<p><input type="checkbox"/> Roll-down security gates, doors or windows are not being proposed for this project.</p>
<p>SIGNAGE (Page 107)</p>	
<p>Materials:</p> <p>The following is a list of permitted and prohibited materials.</p> <p>Permitted:</p> <ul style="list-style-type: none"> • Plastic • Metal • Wood • Iron • Masonry • Bronze • Painted (window signage only) <p>Prohibited:</p> <ul style="list-style-type: none"> • Shiny or reflective materials 	<p>Proposed signage for this project is comprised of materials permitted by TDDP standards.</p>

Configurations and Techniques:	
<p>1. Sign Lighting: Building signs shall be illuminated with external lighting only. Lighting shall provide full cut-off fixtures to reduce sky glow and glare. Flashing, traveling, animated, or intermittent lighting shall be prohibited on the exterior of any building or building sign whether such lighting is of temporary or long term duration.</p>	<p>Building mounted signs are proposed to be internally illuminated. A modification is requested. Site signage; ground mounted directional signs and entry monument signs are to be in-ground illuminated. A modification is requested. Justification is provided in Section VIII of this document.</p>
<p>2. Sign Specifications: Building signage shall be permitted as board signs, cornice signs, blade signs, door signs, awning signs, and window signs only. All other signage, including freestanding signs, shall be prohibited. Sign specifications, typology, and location standards are as follows:</p> <ul style="list-style-type: none"> • Board signs shall be permitted within the area between the second story floor line and the first floor ceiling. The horizontal board sign shall not exceed two feet in height. Company logos or names shall be permitted when placed within the board sign or placed or painted within ground floor or second story office windows. • Cornice/parapet signs shall be permitted using a masonry or bronze plaque bearing an owner or building's name. These signs shall be placed in the building's cornice/parapet wall or under the eaves and above the upper story windows. • Blade signs shall be permitted when located perpendicular to the building façade and shall provide a minimum clearance of seven feet measured from the sidewalk elevation to the bottom of the sign for pedestrian safety. Shop 	<p>Proposed building signage includes individual wall mounted letters and company logo. All elements are to be internally illuminated with plastic faces and aluminum returns. A modification is requested.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Board signs are not being proposed. <input type="checkbox"/> Cornice/parapet signs are not being proposed. <input type="checkbox"/> Blade signs are not being proposed.

<p>signs may be hung from an overhang or awning.</p> <ul style="list-style-type: none"> • Door signs shall be permitted to identify street address and shall be located as illustrated in the reference drawing. • Awning/overhang signs shall be permitted within the front face of the awning as illustrated in the reference drawing. Lettering shall be a maximum of five inches high. Awnings/overhangs shall have a minimum ten feet clear height above the sidewalk, a minimum of six feet depth out from the building façade, and the maximum extension shall not protrude over any tree or landscape planting area. Canvas cloth or equivalent (no shiny or reflective materials), metal or glass materials shall be permitted. All other materials shall be prohibited. Internal illumination through the awning/overhang shall be prohibited. • Window signs shall be permitted as painted window signs or illuminated neon signs; animated signs are prohibited. • Lettering for all signage shall not exceed 18 inches in height or width and 3 inches in relief. 	<ul style="list-style-type: none"> <input type="checkbox"/> Exterior Door signs shall reflect USPS street address and located per TDDP/USPS requirements. <input type="checkbox"/> Awning/overhanging signs are not being proposed. <input type="checkbox"/> Window signage will conform to these TDDP signage guidelines. <input type="checkbox"/> Lettering for wall mounted signage proposed is of various heights, 2'-0"H, 3'-0"H and 4'-5" deep, internally illuminated. A modification is requested. Justification is provided in Section VIII of this document.
<p>PARKING STANDARDS (Page 109)</p>	
<p>GENERAL DESIGN PRINCIPLES AND INTENT (Page 109)</p>	

<p>COMMENT: The General Design Principles and Intent of the Parking Standards were reviewed and approved with the Detailed Site Plan for Infrastructure. On- and off-street parking standards applicable at the Architecture Site Plan stage are outlined below.</p>	
<p>ON-STREET PARKING (Page 111)</p>	
<p><i>Intent</i></p> <p>To regulate the design and location of on-street parking to provide convenient access to adjoining uses without compromising pedestrian/motorist safety and the quality of the streetscape environment.</p>	
<p><i>1. Materials:</i> <i>On-street parking areas shall be coordinated with the Department of Public Works and Transportation (DPW&T) and/or State Highway Administration (SHA) as appropriate.</i></p>	<p>The Applicant continues to work with the City of Hyattsville to coordinate materials for on-street parking within the Riverfront at West Hyattsville project, although no on-street parking is proposed adjacent to the subject property.</p>
<p><i>2. Configurations and Techniques</i></p> <p><i>a. Permitted Development Blocks for On-Street Parking:</i> <i>On-street parking areas shall be permitted in all development blocks except NN and OO.</i></p> <p><i>b. Siting:</i> <i>On-street parking shall be located in accordance with the West Hyattsville TDDP streetscape sections. Restricted (non-rush hour) on-street parking may be permitted on primary streets within the TDOZ, subject to an executed memorandum of understanding</i></p>	<p>No on-street parking is proposed.</p>

<p><i>(MOU) between the City of Hyattsville, DPW&T, and the State Highway Administration (SHA) as appropriate.</i></p>	
<p>OFF-STREET PARKING (Page 112)</p>	
<p><i>Intent</i></p> <p>To regulate the location, siting, and design of off-street parking to provide convenient access to adjoining uses without compromising pedestrian/motorist safety and the quality of the built environment within the West Hyattsville TDOZ.</p>	
<p>Configurations and Techniques:</p>	

<p>1. <i>Siting:</i> <i>Off-street parking facilities (surface lots and parking structures) shall be located in accordance with the West Hyattsville TDDP/TDOZ parking plan. Surface parking areas shall be provided to the rear of the site away from the public realm view. Parking areas and pedestrian access to these areas shall not exceed 25 percent of the build-to line frontage on any block. Street frontage vehicular access to off-street parking facilities shall be prohibited (see discussion of off-street parking entrances below).</i></p>	<p>The parking structure is 64 feet wide along Ager Road. This represents 21.7 percent of the Property’s total Ager Road frontage of 295.5 feet. This requirement is met.</p>
<p>2. <i>Uses Within Parking Structures Along Street Frontages:</i> <i>Retail uses shall be provided on the ground floor of any parking structure with street frontage within commercial mixed-use blocks as identified in the West Hyattsville TDDP. Retail spaces on the ground floor shall have display windows, canopies/awnings, and recessed entrance doors to enhance the parking structure. Parking structures on corner lots shall provide ground-floor retail uses within the parking structure along both the front and side streets.</i></p>	<p>No retail is provided on the ground floor of the parking structure. A modification is requested. Justification is provided in Section VIII of this document.</p>

<p>3. Façade Treatments for Parking Structures: <i>Parking structure facades that are visible to the public realm shall consist of high-quality material such as brick, brick with concrete banding, brick with glass block banding, or other material as specified in the permitted materials list above. All parking structure exteriors shall be architecturally designed to integrate and be compatible with adjacent building materials. Parking structures on corner lots shall provide street-frontage quality architectural facades along both the front and side streets.</i></p>	<p>The parking garage is constructed of similar, high-quality materials to the office building, creating a unified architectural concept throughout the development.</p>
<p>4. Parking Structure Fenestration: <i>Parking structure openings shall provide a minimum of 75 percent transparency to provide visibility for pedestrian safety. Ground floor building, façade fenestration shall be 75 percent of each building façade along its street frontage. Blank wall facades shall not exceed 25 percent of any street frontage in accordance with the approved West Hyattsville TDDP conceptual site plan.</i></p>	<p>Parking structure screening is provided with metal screening– these provide 75% transparency for visibility at the ground floor of the building. There are no blank wall facades.</p>
<p>5. Parking Structure Height: <i>Structured parking shall be from a minimum of two stories to a maximum of five stories. Parking garages shall not exceed the height of the surrounding buildings and shall not visually dominate the</i></p>	<p>The structure is three stories tall and the same height of the adjoining building. It occupies a small part of the Ager Road frontage and is on the opposite side of the building from Little Branch Run. It is not visibly dominant.</p>

<p><i>block where visible from the street or other public space.</i></p>	
<p>6. Siting of Parking Structures With Street Frontage: <i>All parking structures with street frontage shall be located at the build-to lines that shall be sited zero feet from the sidewalk edge to create a continuous street wall. Each applicant or the applicant's heirs, successors, and/or assignees, shall be responsible for parking structure improvements as delineated in the West Hyattsville TDDP. Parking garages shall be located within the interior of a block, surrounded by buildings that front the street except where otherwise delineated in the West Hyattsville TDDP. Parking structures on corner lots shall meet the build-to lines along both the front and side streets.</i></p>	<p>Only a small portion of the parking structure fronts Ager Road. It is setback to accommodate a pedestrian zone, landscaping and the public utility easement.</p>

<p>7. Parking Structure Entrances and Exits (Single-Family Residential): <i>Parking structure entrances and exits within single-family areas shall not be more than 80 square feet in area, and there shall not be more than one garage door for each 16 feet of building frontage. All townhouse and live/work unit garages shall be tuck-under. Access to parking garages from the street frontage shall be prohibited. Parking access shall consist of a single location point for entry/exit purposes to minimize curb cuts.</i></p>	<p>This does not apply to commercial structures.</p>
<p>8. Parking Structure Entrances and Exits (Multi-family/Nonresidential): <i>Parking structure entrances and exits within multifamily residential or nonresidential areas shall not exceed 16 feet clear height and 24 feet clear width and shall not be sited within 100 feet of the block corner or another garage entry on the same block. Garage entry portals may be set back up to 24 inches behind the surrounding façade. Parking access shall consist of a single location point for entry/exit purposes to minimize curb cuts. Vehicle access from the street frontage shall be permitted.</i></p>	<p>Entrance/exits to the parking garage does not exceed 16 feet clear height however the proposed entry/exit to Ager Road does exceed 24 feet clear width to allow users to bypass the internal queuing lane. A modification is requested. Justification is provided in Section VIII of this document.</p> <p>The proposed parking access to the single garage consists of two location points, accessed from Little Branch Road to the North, and off of Ager Road to the east. A modification is requested. Justification is provided in Section VIII of this document.</p>

<p>9. Parking Structure Stairwells: <i>Parking structure stairwells shall provide up-lighting with a minimum of 2.0 foot-candles and a maximum of 5.0 foot-candles. Glass facades shall be provided for high visibility and openness to enhance pedestrian safety. Steps shall provide open riser construction to increase visibility for pedestrian security.</i></p>	<p>Parking structure stairwells will have glass facades to provide high visibility for pedestrian safety. Lighting is provided within the ranges required by the TDDP.</p>
<p>10. Parking Structure Elevators: <i>Parking structure elevators shall be lighted to a minimum of five foot-candles at the entrance to the elevator car door in accordance with the ADA standards. Elevators shall be constructed of glass walls to provide an open view to provide pedestrian safety and enhanced visibility.</i></p>	<p>Lighting is provided within the ranges required by the TDDP. Parking structure elevators will not have glass walls as required by the TDDP. A modification is requested. Justification is provided in Section VIII of this document.</p>

<p>11. Parking Structure Lighting: <i>Lighting for all multifamily and nonresidential parking structures shall provide up-light fixtures and shall meet foot-candle requirements as specified below:</i></p> <ul style="list-style-type: none"> <i>a. One-way pendant uplight fixture, 30- to 72-inch stems, recessed “J” box-style hung from parking structure ceiling</i> <i>b. Two-way pendant uplight fixture, 30- to 72-inch stems, recessed “J” box-style hung from parking structure ceiling</i> <i>c. Perimeter or core uplight wall fixture</i> <i>d. 250W metal halide</i> <i>e. 10-foot6-inch parking structure ceiling</i> <i>f. Reflectance: 80 percent ceiling (shall use matte white paint), 40 percent deck (concrete construction), and 0 percent walls.</i> 	<p>The proposed parking structured garage lighting proposes up-lighting over the drive aisles for user safety.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pendant up-light fixtures are proposed to conform with TDDP guidelines. <input type="checkbox"/> Two-way pendant up-lights are proposed near the stair/elevator landing areas for visibility and safety. <input type="checkbox"/> Wall fixtures are proposed around the perimeter. <input type="checkbox"/> LED lamps/fixtures are proposed throughout the parking garage. A modification is requested. Justification is provided in Section VIII of this document. <input type="checkbox"/> The proposed structured parking garage has a lower level ceiling in excess of 12-0”. A modification is requested. Justification is provided in Section VIII of this document. <p>Proposed finish Reflectance will comply with these guidelines.</p>
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BIKEWAYS AND BICYCLE PARKING (Page 116)	
<p>COMMENT: Locations for bikeways, paths and trails were established at the time of Infrastructure Detailed Site Plan. Applicable sections of the Bicycle parking requirements are listed below.</p>	
<p>2. Bicycle Space Required Number: Minimum number of required bicycle parking spaces shall be the following:</p> <ul style="list-style-type: none"> • 1 space/20 off-street vehicular parking spaces (office, nonvehicle retail services) 	<p>A minimum of 12 bicycle spaces will be provided. This meets the 1 space/20 off-street vehicle parking space requirement.</p>
<p>3. Bicycle Space Dimensions: Bicycle spaces shall be a minimum of six feet long and 2.5 feet wide, and shall provide an overhead minimum clearance of seven feet in covered spaces. A minimum five-foot-wide clear aisle shall be provided between each row of bicycle parking.</p>	<p>Bicycle space dimensions are provided as required in the TDDP.</p>
<p>4. Bicycle Parking Locations: Bicycle parking shall be located proportionally at each public entrance within a development.</p> <p>a. Parking Structures: Required bicycle parking within a structure shall be located in or near main entrances or elevators to provide for pedestrian safety, visibility, and security of property.</p> <p>b. On Site: Bicycle parking (not located within a parking structure) shall be located on site within 50 feet of main building entrances. Bicycle parking shall not obstruct walkways.</p>	<p>Bicycle parking is provided within the garage and within 50 feet of the entrance to the building. It has direct access to the public right-of-way.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bicycle parking is located within the parking garage, lower level near the main drop off area within the garage, near the front entry. <input type="checkbox"/> Bicycle parking racks do not obstruct walkways and are located near the building entrance.

<p>c. Right-of-Way: Bicycle parking may be located in the public right-of-way with the approval of the Maryland State Highway Administration, Prince George’s County Department of Public Works and Transportation, and the City of Hyattsville.</p> <p>d. Building: Bicycle parking may be located within a building, but the location shall be easily accessible for bicyclists.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> There is no Bicycle parking in the right - of-way. <input type="checkbox"/> There is no Bicycle parking within the building.
<p>5. Bike Parking Security:</p> <p>a. Bicycle Racks: Secure stationary racks shall be provided that are anchored/bolted to the ground for security of bicycle property.</p> <p>b. Bicycle Locker: Lockable enclosures shall be provided for the storage of bicycles for security of bicycle property.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Bicycle racks are anchored to the ground for security purposes. <input type="checkbox"/> Bicycle Lockers (lockable) are not provided.
<p>6. Bike Parking Access: Bicycle parking shall have direct access to the public right-of-way.</p>	<p>Bike Parking locations have direct access to the Public Right-of-Way.</p>

VI. OTHER REQUIREMENTS

Section 27-548 contains regulations applicable to development in the M-X-T Zone. These regulations are set forth below.

(a) Maximum floor area ratio (FAR):

(1) Without the use of the optional method of development — 0.40 FAR; and

(2) With the use of the optional method of development — 8.00 FAR.

RESPONSE: The Riverfront at West Hyattsville development is eligible for a FAR of 1.4 under the optional method of development. Specifically, Section 27-545(b)(4)(A) provides that a development is entitled to a floor to area ratio of 1.0 above the base FAR of 0.40 if 20 or more dwelling units are provided. The project has been approved for 183 townhouse units to date. The proposed medical office building will achieve a FAR of .518 on the subject property.

(b) The uses allowed in the M-X-T Zone may be located in more than one (1) building, and on more than one (1) lot.

RESPONSE: The proposed uses in the Riverfront at West Hyattsville project are located in more than one building and more than one lot.

(c) Except as provided for in this Division, the dimensions for the location, coverage, and height of all improvements shown on an approved Detailed Site Plan shall constitute the regulations for these improvements for a specific development in the M-X-T Zone.

RESPONSE: The proposed development is subject to the requirements of the TDDP and the requirements of the ETOD.

(d) Landscaping, screening, and buffering of development in the M-X-T Zone shall be provided pursuant to the provisions of the Landscape Manual. Additional buffering and screening may be required to satisfy the purposes of the M-X-T Zone and to protect the character of the M-X-T Zone from adjoining or interior incompatible land uses.

RESPONSE: Landscaping is addressed on the DSP.

(e) In addition to those areas of a building included in the computation of gross floor area (without the use of the optional method of development), the floor area of the following improvements (using the optional method of development) shall be included in computing the gross floor area of the building of which they are a part: enclosed pedestrian spaces, theaters, and residential uses. Floor area ratios shall exclude from gross floor area that area in a building or structure devoted to vehicular parking and parking access areas (notwithstanding the provisions of Section 27-107.01). The floor area ratio shall be applied to the entire property which is the subject of the Conceptual Site Plan.

RESPONSE: No enclosed pedestrian spaces, theaters or residential uses are proposed in this application. The FAR excludes the floor area of the parking structure.

(f) Private structures may be located within the air space above, or in the ground below, public rights-of-way.

RESPONSE: No private structures are proposed to be located within the air space of a public right of way.

(g) Each lot shall have frontage on, and direct vehicular access to, a public street, except lots for which private streets or other access rights-of-way have been authorized pursuant to Subtitle 24 of this Code.

RESPONSE: The medical office building is proposed to have direct frontage on and direct vehicular access to Little Branch Drive and Ager Road. A variation request will be filed in conjunction with a revised final plat of subdivision to allow access to Ager Road, which is classified as an arterial right of way.

(h) Townhouses developed pursuant to a Detailed Site Plan for which an application is filed after December 30, 1996, shall be on lots at least one thousand two hundred (1,200) square feet in size, and shall have at least sixty percent (60%) of the full front facades constructed of brick, stone, or stucco. In addition, there shall be no more than eight (8) townhouses per building group, except where the applicant

demonstrates to the satisfaction of the Planning Board or District Council, as applicable, that more than eight (8) dwelling units (but not more than ten (10) dwelling units) would create a more attractive living environment or would be more environmentally sensitive. In no event shall the number of building groups containing more than eight (8) dwelling units exceed twenty percent (20%) of the total number of building groups in the total development. The minimum building width in any continuous, attached group shall be eighteen (18) feet, and the minimum gross living space shall be one thousand two hundred and fifty (1,250) square feet. For the purposes of this Subsection, gross living space shall be defined as all interior building space except the garage and unfinished basement or attic area. The minimum lot size, maximum number of units per building group and percentages of such building groups, and building width requirements and restrictions shall not apply to townhouses on land any portion which lies within one-half (½) mile of an existing or planned mass transit rail station site operated by the Washington Metropolitan Area Transit Authority and initially opened after January 1, 2000. In no event shall there be more than ten (10) dwelling units in a building group and no more than two (2) building groups containing ten (10) dwelling units. For purposes of this section, a building group shall be considered a separate building group (even though attached) when the angle formed by the front walls of two (2) adjoining rows of units is greater than forty-five degrees (45°). Except that, in the case of a Mixed-Use Planned Community, there shall be no more than eight (8) townhouses per building group, except when the applicant demonstrates to the satisfaction of the Planning Board or District Council, as applicable, that more than eight (8) dwelling units (but not more than ten (10) dwelling units) would create a more attractive living environment or would be more environmentally sensitive. In no event shall the number of building groups containing more than eight (8) dwelling units exceed twenty percent (20%) of the total number of building groups in the total development. The minimum building width in any continuous, attached group shall be eighteen (18) feet, and the

minimum gross living space shall be one thousand two hundred and fifty (1,250) square feet. For the purposes of this Subsection, gross living space shall be defined as all interior building space except the garage and unfinished basement or attic area. Garages may not dominate the streetscape. Garages that are attached or incorporated into the dwelling shall be set back a minimum of four (4) feet from the front façade and there shall not be more than a single garage, not to exceed ten (10) feet wide, along the front façade of any individual unit. Garages may be incorporated into the rear of the building or freestanding in the rear yard and accessed by an alley. Sidewalks are required on both sides of all public and private streets and parking lots. At the time of Detailed Site Plan, the Planning Board or the District Council may approve a request to substitute townhouses, proposed for development as condominiums, in place of multifamily dwellings that were approved in a Conceptual Site Plan approved prior to April 1, 2004. Such substitution shall not require a revision to any previous plan approvals. Further, at the time of Detailed Site Plan for a Mixed-Use Planned Community, the Planning Board or the District Council may approve modifications to these regulations so long as the modifications conform to the applicable regulations for the particular development.

RESPONSE: No townhouses are proposed as part of this application.

- (i) The maximum height of multifamily buildings shall be one hundred and ten (110) feet. This height restriction shall not apply within any Transit District Overlay Zone, designated General Plan Metropolitan or Regional Centers, or a Mixed-Use Planned Community.**

RESPONSE: No multifamily buildings are proposed as part of this application.

- (j) As noted in Section 27-544(b), which references property placed in the M-X-T Zone through a Sectional Map Amendment approved after October 1, 2006, and for which a comprehensive land use planning study was conducted by Technical Staff prior to initiation, regulations for Conceptual or Detailed Site Plans (such as, but**

not limited to density, setbacks, buffers, screening, landscaping, height, recreational requirements, ingress/egress, and internal circulation) should be based on the design guidelines or standards intended to implement the development concept recommended by the Master Plan, Sector Plan, or the Sectional Map Amendment Zoning Change and any referenced exhibit of record for the property. This regulation also applies to property readopted in the M-X-T Zone through a Sectional Map Amendment approved after October 1, 2006 and for which a comprehensive land use planning study was conducted by Technical Staff prior to initiation of a concurrent Master Plan or Sector Plan (see Section 27-226(f)(3) of the Zoning Ordinance). Notwithstanding any other provision of this Code, this regulation shall not apply to property subject to the provisions of Section 27-544(f)(2)(I), above.

RESPONSE: This section is not applicable as The West Hyattsville Sectional Map Amendment was approved on May 23, 2006.

Sec. 27-290.01. - Requirements for Expedited Transit-Oriented Development Projects.

(a) Expedited Transit-Oriented Development Projects shall be eligible for expedited review as set forth in this Section, except that applications eligible under Section 27-107.01(a)(242.2)(D) shall be subject to Section 27-290.02 and shall not be subject to Section 27-290.01(a)(1) through (7) or (b), but may serve as development guidelines.

RESPONSE: The proposal is pursuant to the definition found in Section 27-107.01(a)(242.2)(A): “the subject property is located entirely within a Transit District Overlay Zone (‘TDOZ’).” Section 27-107.01(a)(242.2)(D) applies to public uses or buildings. This Property is entirely within the West Hyattsville TDOZ; therefore, the application is subject to Section 27-290.01.

(1) Expedited Transit-Oriented Development Projects located in a Euclidean Zone or a Mixed Use Zone, where a site plan approval is required, shall be exempt from applicable site plan requirements other than a Detailed Site Plan. Detailed Site Plan applications filed pursuant to this Section shall be eligible for expedited review.

RESPONSE: The Applicant is seeking expedited review pursuant to this section and is subject to the requirements of the West Hyattsville Transit District Development Plan and Overlay Zone.

(A) An application filed pursuant to this Section shall incorporate elements of a Conceptual Site Plan, as needed, to comply with specific conditions applicable to the subject property.

RESPONSE: At the time of the DSP for Infrastructure, a determination was made that the original CSP for this Property was no longer applicable and that the application constitutes a new application under the Expedited Transit Oriented Development (“ETOD”).

(B) An application filed pursuant to this Section may amend an existing Conceptual Site Plan applicable to the subject property.

RESPONSE: The application is for a Detailed Site Plan and does not amend an existing Conceptual Site Plan.

(C) An application filed pursuant to this Section may amend an existing Detailed Site Plan for the subject property.

RESPONSE: This application does not amend an existing Detailed Site Plan.

(2) Expedited Transit-Oriented Development Projects on property located within a Comprehensive Design Zone shall be eligible for expedited review in the consideration of:

(A) A combined Comprehensive Design and Specific Design Plan application pursuant to Section 27-531; or

(B) A Specific Design Plan application, where there is an existing Comprehensive Design Plan applicable to the subject property.

(i) An application filed pursuant to this subparagraph may amend an existing Comprehensive Design Plan for the subject property.

(ii) An application filed pursuant to this subparagraph may amend an existing Specific Design Plan for the subject property.

RESPONSE: The Property is not in a Comprehensive Design Zone.

(4) An application for a Detailed Site Plan, combined Comprehensive Design and Specific Design Plan, or Specific Design Plan, including an amendment to an existing plan, filed pursuant to this Section, shall be defined in this Section and prominently designated as an "Expedited Transit-Oriented Development Site Plan Application."

RESPONSE: The words "Expedited Transit-Oriented Development Site Plan Application" are on all application forms and the Detailed Site Plan Sheets.

(5) Expedited Transit-Oriented Development Projects for which a preliminary plan of subdivision is required may file a preliminary plan application concurrently with an Expedited Transit-Oriented Development Site Plan Application in accordance with Part 3, Division 9 of this Subtitle.

RESPONSE: Preliminary Plan 4-15020 has been approved. This application stands in conformance with that approval.

(6) Review of Expedited Transit-Oriented Development Projects by the Department of Permitting, Inspections, and Enforcement, as prescribed by Subtitle 32 of this Code, shall be expedited. Notwithstanding any other requirement in this Code, an Expedited Transit-Oriented Development Site Plan Application may be filed with the Planning Board thirty (30) days after the stormwater management concept plan for the project is filed with the Department of Permitting, Inspections, and Enforcement. The Planning Board may not approve an Expedited Transit-Oriented Development Site Plan Application without an approved stormwater management concept plan for the project in accordance with Subtitle 32 of this Code.

RESPONSE: This applies to the County. However, a stormwater concept plan has been approved. A revision to Concept # 11905-2016 has been approved. A revision to this Concept Plan has been submitted for approval with this application.

(7) All County agencies with responsibility for permit review for an Expedited Transit-Oriented Development Project shall make such review the highest priority in their staffs' permitting work responsibilities and shall comport with the expedited development review and permitting provisions of this Section. Permits may be staged to enable specific phases of Expedited Transit-Oriented Development Projects to proceed while concurrent review for future phases is ongoing.

RESPONSE: This applies to the County.

(8) All proposed Expedited Transit-Oriented Development Site Plan

Applications shall comply with the informational mailing prescriptions set forth in Division 1, Part 3 of this Code and shall be expressly designated in the mailing as an Expedited Transit-Oriented Development Project. In addition, at the time an Expedited Transit-Oriented Development Site Plan Application is filed, the applicant shall provide written substantiation of outreach efforts to garner public input, to include any civic association registered with the Planning Board for the area where the project is located and any municipality within a one mile radius of the Expedited Transit-Oriented Development Project.

RESPONSE: This was expressly described in the Informational Mailing and will be in all future Applicant mailings.

(b) As a condition of site plan approval, an Expedited Transit-Oriented Development Site Plan shall:

(1) use the best urban design practices and standards, including:

(A) Encouraging a mix of moderate and high density development within walking distance of a transit station to increase transit ridership, with generally the most intense density and highest building heights in closest proximity to the transit station and gradual transition to the adjacent areas;

RESPONSE: The proposed Riverfront at West Hyattsville development includes a mix of moderate and high density residential and commercial development within walking distance of an existing transit station which will increase transit ridership. The highest density is proposed in closest proximity to the station. This Architecture DSP presents a building in an urban environment with a parking garage. The building is within easy walking distance to the West Hyattsville Metro.

(B) Reducing auto dependency and roadway congestion by:

(i) locating multiple destinations and trip purposes within walking distance of one another;

RESPONSE: This is not applicable at the Architecture DSP.

(ii) creating a high quality, active streetscape to encourage walking and transit use;

RESPONSE: Both Ager Road and Little Branch Run will include sidewalks, street trees, and attractive lighting. These will be attractive streets leading to adjacent transit. The Architecture DSP shows high-quality design and materials on a building placed close to the streets, creating an attractive, urban pedestrian oriented space.

(iii) minimizing on-site and surface parking; and

RESPONSE: A 232 space parking structure is proposed in conformance with the TDDP.

(iv) providing facilities to encourage alternative transportation options to single-occupancy vehicles, like walking, bicycling, or public transportation use;

RESPONSE: Carpool, vanpool and bike racks are provided in the parking structure.

(C) Minimizing building setbacks from the street;

RESPONSE: The building is proposed as close to the street as possible, behind only the sidewalk and public utility easements.

(D) Utilizing pedestrian scale blocks and street grids;

RESPONSE: Block length was established through the Infrastructure Detailed Site Plan, DSP-16029.

(E) Creating pedestrian-friendly public spaces; and

RESPONSE: Public space locations were established through DSP-16029.

(F) Considering the design standards of Section 27A-209.

RESPONSE: The section of Subtitle 27A, Urban Centers and Corridor Nodes Development and Zoning Code, includes design standards which are discussed below.

(2) provide a mix of uses, unless a mix of uses exists or is approved for development in the adjacent areas,

RESPONSE: This was addressed at the DSP for Infrastructure and remains unchanged by this Architecture DSP.

(3) not include the following uses, as defined in Section 27A-106 or, if not defined in Section 27A-106, as otherwise defined in this Subtitle (or otherwise, the normal dictionary meaning):

(A) Adult entertainment;

(B) Check cashing business;

(C) Liquor store;

- (D) Pawnshop or Pawn Dealer;**
- (E) Cemetery;**
- (F) Vehicle and vehicular equipment sales and services (also includes gas station, car wash, towing services, RV mobile home sales, and boat sales);**
- (G) Wholesale trade, warehouse and distribution, or storage (including self-service storage, mini-storage, and any storage or salvage yards);**
- (H) Industrial;**
- (I) Amusement park;**
- (J) Strip commercial development (in this Section, "Strip commercial development" means commercial development characterized by a low density, linear development pattern usually one lot in depth, organized around a common surface parking lot between the building entrance and the street and lacking a defined pedestrian system);**
- (K) Sale, rental, or repair of industrial or heavy equipment;**
- (L) Any automobile drive-through or drive-up service;**
- (M) Secondhand business (in this Section, a "Secondhand business" is an establishment whose regular business includes the sale or rental of tangible personal property (excluding motor vehicles) previously used, rented, owned or leased);**
- (N) Nail salon and similar uses designated as North American Industry Classification System (NAICS) No. 812113, except as an ancillary use;**
- (O) Beauty supply and accessories store (in this Section, a "Beauty supply and accessories store" is a cosmetology, beauty, or barbering supply establishment engaged in the sale of related goods and materials wholesale and/or retail.), except as an ancillary use; or**
- (P) Banquet halls, unless accessory to a restaurant, tavern, hotel, or convention center.**

RESPONSE: The Proposal continues to not include these prohibited uses.

(4) comply with the use restrictions of Section 27A-802(c), and

RESPONSE: The section of Subtitle 27A, states:

Public utility uses or structures including underground pipelines, electric power facilities or equipment, or telephone facilities or equipment; and railroad tracks or passenger stations, but not railroad yards, shall be permitted in all frontages (Building Envelope Standards), subject to the design regulations of this Subtitle. These uses or structures shall be designed to be harmonious to the overall design and character of the Urban Center District. Other public utility uses or structures including major transmission and overhead distribution lines and structures are prohibited within the Urban Centers and Corridor Nodes Districts.

RESPONSE: Public utilities will be underground on this Property. Junction boxes are to be located in necessary areas and are shown on the detailed site plan. They are typical of urban areas and are harmonious with the character of the Urban Center. Landscaping ensures they are attractive.

(5) be compatible with any site design practices or standards delineated in any Master Plan, Sector Plan or Overlay Zone applicable to the area of development. To the extent there is a conflict between the site design practices or standards of subsection (b)(1), above, and those of a Master Plan, Sector Plan or Overlay Zone applicable to the area that is proposed for development under this Section, the site design practices and standards of the Master Plan, Sector Plan or Overlay Zone shall apply.

RESPONSE: The applicant has been careful to design the building to meet the Development Standards related to Architecture found in the West Hyattsville TDDP and TDOZ. These Development Standards have been discussed fully earlier in this statement of justification.

(6) Nothing in this Section shall be interpreted to preclude projects that include the uses described in subsection (b)(3), above, from proceeding without the use of expedited review prescribed in this Section.

RESPONSE: Again, the proposal does not include these uses.

Sec. 27A-209. - General Design Principles of Urban Centers and Corridor Nodes.

(a) Building Façades should be aligned and close to the Street. Buildings form the space of the Street.

RESPONSE: As noted, the building is as close to the street as possible, forming the space of the street and allowing for an active streetscape.

(b) The Street is a coherent space, with consistent building forms on both sides. Buildings facing across the Street-Space contribute to a clear public space and Street-Space identity.

RESPONSE: This is a single parcel with a single building. It is surrounded by Metro uses. There are no buildings on both sides of the street within this section of Riverfront at West Hyattsville. Sidewalks, the only public space, create the street-space identity.

(c) Multimodal, complete Streets incorporating well-designed pedestrian, bicycle, transit, and auto facilities are essential elements of the Urban Centers and Corridor Nodes.

RESPONSE: This was addressed at the DSP for Infrastructure and remains unchanged by this Architecture DSP.

(d) Consideration of the natural environment is paramount in the Urban Centers and Corridor Nodes. All new development should be designed in accordance with best practices of environmentally-sensitive site design and sustainability. Development within the Urban Centers and Corridor Nodes shall demonstrate consideration of the natural environment through several means, including the environmental infrastructure Functional Overlay, Regulating Plan, and Permit Site Plan application.

RESPONSE: This was addressed at the DSP for Infrastructure and remains unchanged by this Architecture DSP.

(e) Regulated Environmental Features shall be preserved, protected, and restored to a natural state to the fullest extent possible.

RESPONSE: This was addressed at the DSP for Infrastructure and remains unchanged by this Architecture DSP.

(f) Buildings oversee the Street-Space with active fronts. This overview of the Street-Space contributes to safe and vital public spaces.

RESPONSE: The proposed medical office building is designed with an active street front through the pedestrian/streetscape improvements and landscape area proposed along the facades of the building facing the public realm. The façade materials incorporate curtain wall/glass that also promotes an active front.

(g) In an urban environment, property lines are generally physically defined by buildings, walls or fences. Land should be clearly public or private—in public view and under surveillance or private and protected from view.

RESPONSE: The building is proposed close to both streets. South and west side property lines are well defined by Metro uses. No confusion between public and private land is expected.

(h) Buildings are designed for neighborhoods, towns, and cities. Rather than being simply pushed closer together, buildings should be designed for the urban situation within towns and cities. Views are directed to the Street-Space and interior gardens or court-yards to highlight these key amenities for the community and reinforce visual surveillance and sense of communal ownership of these spaces.

RESPONSE: The proposed building fronts both Ager Road and Little Branch Run. Views are directed toward these streets and the space between the building and the street. Minimal setbacks are proposed to allow for an active streetscape, creating the urban setting envisioned by the TDDP.

(i) Vehicle storage and parking (excluding on-Street parking), garbage and recycling storage, and mechanical equipment are kept away from the Street-Space.

RESPONSE: Garbage and recycling storage and mechanical equipment are proposed in the rear of the building, well away from the streetscape. A small side of the parking garage fronts Ager Road to the east; the access to the garage is to the south side, away from the street space.

VIII. MODIFICATION TO THE TDDP DEVELOPMENT STANDARDS

Section 27-548.08(c)(3) provides that as part of a detailed site plan in a Transit District Overlay Zone, the applicant may ask the Planning Board to apply development standards which differ from mandatory requirements in the Transit District Development Plan, unless the plan provides otherwise, and except as noted below. As identified above, the applicant has noted several mandatory requirements for which the applicant is requesting that the Planning Board apply different development requirements. Each of them is listed below with a discussion addressing the proposed amendment.

MODIFICATION 1

Building Envelope and Block Standards- General Design Principles and Intent (Page 67)

Ground Floor Retail

Required: Ground floor retail required in all buildings
Proposed: None

Discussion: The building is a self-contained medical office building. While there will be some retail (a pharmacy) in the building, it will not have exterior entrances. The purpose of this requirement is to provide an active, vital, and safe pedestrian public space. The proposed medical office building achieves that purpose by creating an active streetscape along the road. Further, the TDDP also states that "...professional (medical, tax preparation, insurance) service establishments may be allowed in ground-floor space provided that such uses have a primary entrance on the street." The proposed medical office building will have a primary entrance on the street and satisfy the purpose of this requirement.

MODIFICATION 2

General Design Principles and Intent-Building Street Types (Page 68)

Build-to line façade percentage on Ager Road

Required: 75% frontage buildout
Proposed: 67.4%

Discussion: The property has 295.5 feet of frontage on Ager Road and the proposed building occupies 199.3 feet along this frontage, or 67.4 percent. The site is impacted by an existing WSSC easement that extends diagonally from Ager Road to the rear (or southern) property line, and then extends along the entire length of that property line. Buildings cannot be located within that easement and thus the parking garage is angled so that it does not encroach. While this prevents the applicant from achieving full compliance with the build-to-line design standard, it allows the applicant to minimize the garage as a street element. Given these constraints, the applicant conforms to the design standard to the maximum extent possible.

MODIFICATION 3

General Design Principles and Intent-Building Street Types (Page 74)

Building Heights along Residential Streets

Required: Four to six stories along Little Branch Run
Proposed: Three stories

Discussion: It is not clear that a modification to this requirement is needed. The property fronts on Ager road and Little Branch Run, which is classified as a Residential Street. On Ager Road (a primary street), the minimum height is three stories. On Little Branch Run, a residential street, the minimum height is 4 stories. However, the minimum and maximum heights on the residential street are “except as otherwise noted in the TDDP”. In this case, since the Ager Road frontage is the primary frontage, the height requirements for Ager Road would control. In the event it is determined that they do not, a modification is requested.

MODIFICATION 4

General Design Principles and Intent-Building Street Types (Page 75)

Build-to line façade percentage on Ager Road

Required: 75% frontage buildout
Proposed: 67.4%

Discussion: The property has 295.5 feet of frontage on Ager Road and the proposed building occupies 199.3 feet along this frontage, or 67.4 percent. The site is impacted by an existing WSSC easement that extends diagonally from Ager Road to the rear (or southern) property line, and then extends along the entire length of that property line. Buildings cannot be located within that easement and thus the parking garage is angled so that it does not encroach. While this prevents the applicant from achieving full compliance with the build-to-line design standard, it allows the applicant to minimize the garage as a street element. Given these constraints, the applicant conforms to the design standard to the maximum extent possible.

General Design Principles and Intent (Page 109)

Off-street Parking

Required:	Retail on the first floor
Proposed	None

Discussion: No parking is proposed on the first floor of the parking garage. The garage has been purposefully located to not occupy the street frontage. It is setback behind the building line and is located away from the public right of way. It would not be a suitable location for ground floor retail given that it is being located to minimize its street presence.

MODIFICATION 4

General Design Principles and Intent-Building Street Types (Page 75)

Build-to line façade percentage on Little Branch Run

Required:	75% frontage buildout
Proposed:	72.8%

Discussion: The property has 185.3 feet of frontage on Little Branch Run and the proposed building occupies 135 feet along this frontage, or 72.8 percent. There are two factors which constrain full conformance to this design standard. The first is that the building

must be setback from the road to accommodate the PUE, or 28.4 feet. Also, a driveway is provided between the building and the Metro rail tracks to allow access to the garage and for building services (trash, loading, etc.) The combination of these two factors prevents the building from achieving the full 75% frontage buildout. Given these constraints, the applicant conforms to the design standard to the maximum extent possible.

MODIFICATION 5

Architectural Standards General Design Principles and Intent (Page 104)

Building Facades

Required: Permitted and Prohibited Materials

Proposed: Alternative materials proposed

Discussion: None of the prohibited materials included in the TDDP are proposed to be used. However, materials not listed (or listed for only limited purposes) are proposed. The TDDP states that “equivalent or better materials is also encouraged but shall be approved at the discretion of the Planning Board.” The applicant proposes to use equivalent or better materials in the façade of the proposed building. For example, the list of permitted uses includes metal, but such use is limited to beams, lintels, trim elements and ornamentation only. The applicant proposes to use metal panels. The design and function of metal panels has expanded greatly since the TDDP was approved, and when used as proposed projects a modern aesthetic that is high in design and quality. The applicant also proposes a minimal use of composite architectural panels to further improve the architectural design of the building. Finally, the applicant proposes to utilize digital LED panels on the façade facing Ager Road. These phenolic panels are architectural and include a digital LED graphics which allow for a unique art feature which will be appropriate for Hyattsville, which values art and its arts district. All of these materials are proposed to enhance the architecture of the building but were not

specifically included in the list of permitted uses. The applicant is requesting that the Planning Board approved the use of these materials.

MODIFICATION 6

Architectural Standards General Design Principles and Intent (Page 106)

Windows and Doors/Entrances

Required: Windows shall not span vertically more than one story.

Proposed: The building façade includes curtainwall framing systems with insulated glazing that extends from the ground floor to the roof.

Discussion: The east elevation facing Ager Road includes a curtainwall framing system with insulated glazing that extends from the ground floor to the roof. This system is used in two locations and provides a visually attractive break in the building mass. The northernmost curtainwall allows visibility of the internal metal stairs, which further provides architectural interest and visibility to the street. This curtainwall is also located next to the LED panels, which will further enhance the architectural interest and quality of the east elevation.

Required: A maximum of five windows may be ganged horizontally.

Proposed: Windows are ganged horizontally in groups larger than five windows.

Discussion: As required by the TDDP design standard, the windows are separated by a vertical mullion or column, pier or wall section, but there are more than five ganged horizontally. These windows are located within the curtainwall framing systems proposed on the eastern elevation. As noted above, this curtainwall framing system serves to break up the horizontal mass of the eastern elevation and provides a unique, high quality architectural feature. As proposed, the ganged windows enhance the proposed architecture.

Limiting the number of ganged windows to five would result in narrow strips of glazing that would be out of scale with the overall length of the eastern elevation.

Required: Windows shall be no closer than 30 inches to building corners.

Proposed: Windows are placed closer than 30 inches to exterior building corners.

Discussion: Windows have been located closer than 30 inches to the building corners is several locations for façade balance. Windows wrap the corner from the eastern façade to the northern façade. The curtainwall framing also places windows within 30 inches of the corner. The windows are used as an architectural feature which enhance the building design and are not the “traditional” type of window envisioned by the TDDP. window on the east elevation facing Ager Road includes a curtainwall framing system with insulated glazing that extends from the ground floor to the roof. This system is used in two locations and provides a visually attractive break in the building mass. The northernmost curtainwall is located next to the LED panels, which will further enhance the architectural interest and quality of the east elevation.

Required: Single panes of glass shall not be larger than 6 feet high by 4 feet wide.

Proposed: The curtainwall and storefront glass panels are larger than 6 feet high and 4 feet wide.

Discussion: As noted above, the curtainwall windows are used as an architectural feature to enhance the façade. Given the modern design of the building, the larger panes are in scale with the façade and only enhance the quality of the architecture.

Required: Windows shall allow a minimum 60% of surface view into the building for a depth of at least 20 feet.

Proposed: The view into the building to a depth of 20 feet is interrupted by interior wall configurations.

Discussion: While the use of windows is proposed to enhance the architecture of the building, the view into the building through the window does not extend to a full depth of 20 feet due to the interior wall configurations. Given the design of the building, it would not be possible to achieve a view at least 20 feet at all locations.

Required: Windows shall be double hung, single-hung, awning or casement windows. Fixed windows are only allowed as a component of a window system that includes operable windows. The maximum pane size is 40” by 40”.

Proposed: All windows are proposed to be fixed units and non-operational, and the window systems are not limited to double-hung, single-hung, awning or casement windows. The proposed windows are 54” wide by 64” high.

Discussion: As a commercial building with a closely controlled HVAC system, all of the windows will be fixed and the window systems are not limited to double-hung, single-hung, awning or casement windows due to the nature of the design and the use of windows as an architectural statement. The proposed windows are 54” wide by 64” high, again reflecting the desire to use the windows as an architectural feature to provide interest in the building façade through the use of different materials and window configurations.

MODIFICATION 7

Architectural Standards General Design Principles and Intent (Page 107)

Signage

Required: Building signage shall be illuminated with external lighting only. Lettering for all signage shall not exceed 18” in height or width and 3” in relief. Ground mounted signage is prohibited.

Proposed: Building signage will be internally illuminated. Lettering for all wall mounted building signage will vary in height between 24” and 36” and will be 4-5” deep. Ground mounted monumental signage is proposed.

Discussion: The signage package for the proposed building is intended to enhance the visual appeal of the project and promote pedestrian accessibility and safety contributing to visual clutter. While internally illuminated and more than 18” in height and width and 3” in relief, the signage will be appropriate in scale to the building and identify the nature of the use for pedestrians, motorists and transit riders seeking the medical facility. The ground mounted signage consists of four signs which are strategically placed to serve their intended purpose. One sign will be located at the entrance to the garage and service area off of Little Branch Run. This sign will direct trucks to the receiving area. The second sign will be located at the corner of Little Branch Run and Ager Road and direct motorist and pedestrians to the main entrance, the parking garage and the receiving area. The third free standing sign will be located at the entrance to the garage from Ager Road and direct motorist where to park. This sign will include an art panel which will complement the LED panel incorporated into the building architecture. The final ground mounted sign is a “Welcome” sign as motorist enter the garage. This sign is setback from the right of way and is not intended to be seen by passing motorists. All of the proposed signage is critical to the operation of a medical facility such as that proposed as it is important for members to be able to quickly located the building and which entrance to access. Without free standing signage, receiving trucks may enter the passenger vehicle garage entrance with no place to turn around, and customers may pass the entrance and end up in the Metro station or bus loop. The signage only promotes safety without contributing to visual clutter.

MODIFICATION 8

Parking Standards, General Design Principles and Intent (Page 109)

Off-Street Parking

Required: Retail uses shall be provided in the ground floor of any parking structure with street frontage within commercial mixed-use blocks.

Proposed: No retail is provided in the ground floor of the parking structure.

Discussion: The Applicant is of the understanding that since the subject property is classified as Mixed Use Residential on the Preferred Land Use plan, and not a commercial mixed use category, this requirement does not apply. If it is determined that this development standard does apply, a modification is requested. Due to the WSSC easement, the frontage of the parking garage on Ager Road has been truncated and the access to the garage renders the front of the parking garage as unsuitable for retail use, both in terms of area and depth. For this reason, a modification is requested.

With regard to all of the proposed modifications set forth above, Section 27-548.08 states that “in approving the Transit District Site Plan, the Planning Board shall find that the mandatory requirements, as amended, will benefit the proposed development and the Transit District and will not substantially impair implementation of the Transit District Development Plan.” The applicant submits that the Planning Board can make such a finding in this case. The building proposed is a specific purpose building—a medical office building. The building, and the entrances to the building and parking must serve the needs of this use and the patients utilizing the building. Most of the modifications requested are intended to allow for the use of modern materials or architectural treatments not available or envisioned 15-18 years ago when the standards were written. All of the modifications are intended to enhance the architecture and result in the construction of a high quality building that will set a very high bar for future buildings in the vicinity of the Metro station. For these reasons, the amendments to the

mandatory requirements will benefit the proposed development and the Transit District and will not in any way substantially impair the implementation of the TDDP.

IX. AMENDMENTS REQUIRED TO BE APPROVED BY THE DISTRICT COUNCIL

As noted above, Section 27-548.08(c)(3) provides that the applicant may ask the Planning Board to apply development standards which differ from mandatory requirements in the Transit District Development Plan. However, such amendments do not apply to parking standards (except for provisions concerning the dimensions, layout, or design of parking spaces or parking lots). Rather, Section 27-548.09.01 provides that a property owner may ask the District Council, but not the Planning Board, to change the list of allowed uses, as well as the parking standards in the Transit District Development Plan. In this instance, the applicant is requesting amendments to the list of allowed uses and to the parking standards set forth in the Transit District Development Plan.

AMENDMENT TO THE PREFERRED LAND USE CATEGORIES TABLE OF USES
(Page 41)

Table 2 in the TDDP (p. 42) contains a list of uses permitted in each of the Preferred Land Use Plan Categories. The proposed medical office building is proposed to be located on Parcel 1, which is designated on the Preferred Land Use Plan approved with the Infrastructure Detailed Site Plan as Mixed-Use Residential. The medical office building will primarily be used for outpatient clinics, outpatient support, administration and member services (including a pharmacy) and building support services. Included with this 45,765 square foot building is a medical laboratory with 1,696 square feet, or 3.7% of the building area. In the Mixed-Use Residential category, all types of offices and research are permitted, including medical practitioners offices or medical clinics, as well as drug stores. The list of uses does not permit “Research, development, and testing laboratory (may include testing facilities and equipment), medical or dental laboratory.” This use category is listed as a primary use, which is not the case with the proposed medical office building. In the subject case, the medical laboratory is operating as an accessory use, as such term is defined in Section 27-107.1(a)(245) of the Zoning Ordinance. Specifically, the medical laboratory is subordinate to, customarily incidental to, and

ordinarily found in association with, a medical clinic. Further, the proposed medical laboratory is subordinate in purpose, floor area, intensity, and extent to, and located on the same lot with the medical clinic. Finally, the proposed medical laboratory does not change the character of the principal use as a medical clinic. Notwithstanding the fact that the proposed medical laboratory is likely permitted in this instance as an accessory use, the Applicant requests a modification to the list of permitted uses for the Mixed-Use Residential Preferred Land Use Plan Category to permit a medical laboratory in conjunction with, and accessory to, a medical clinic.

Section 27-548.09.01 permits the District Council, but not the Planning Board, to approve a change to the list of allowed uses within a TDDP pursuant to a request filed by a property owner. The application for such a change shall include a statement that the proposed development conforms with the purposes and recommendations of the Transit District, as stated in the Transit District Development Plan. The Applicant has addressed the conformance of the proposed development of a medical office building with the purposes and recommendations of the Transit District above, in satisfaction of this requirement.

The District Council may approve an amendment to the list of permitted uses provided that it finds that the proposed development conforms with the purposes and recommendations of the Transit Development District, as stated in the TDDP, and meets applicable site plan requirements. Conformance with the specific TDDP Development Standards is addressed in detail above. The proposed development also conforms with the purposes and recommendations of the TDDP. “The West Hyattsville TDDP envisions compatible moderate- to higher-density development, located within an easy walk of a major transit stop, generally with a mix of residential, employment, and shopping opportunities, designed for pedestrians without excluding the automobile.” (TDDP p. 9). Implementation of this vision focuses on three key elements, density, diversity of land uses and design that creates attractive pedestrian friendly environments.

The TDDP encourages an intensity of development sufficient to provide a mass of transit riders. The proposed medical office building will be part of the larger Riverfront at West Hyattsville project that includes a mix of residential and non-residential development that will spur ridership at the West Hyattsville Metro. The proposed medical office building will not only provide its employees with access to a transit station, but also its patients.

The diversity of product is also a key component to implementing the vision of the TDDP. The proposed project provides for sale townhouses, rental apartments and employment within walking distance of the Metro, and allows opportunity for additional development on the land owned by WMATA at the station entrance. Finally, the design contributes to creating an attractive, pedestrian friendly environment. The Riverfront at West Hyattsville project is improving pedestrian connectivity to the Metro through improvements within the Northwest Branch Stream Valley Park, including lighting of existing trails, as well as additional pedestrian and bicycle trail connections.

The TDDP identifies four key elements to support transit-oriented development at the West Hyattsville Metro Station, neighborhoods, environment, transportation elements and low impact development. The overall Riverfront at West Hyattsville project, and the proposed medical office building in particular, contribute to each of these key elements. As discussed at length above, the subject Property at the edge of the Hamilton Neighborhood, which is the anchor of the transit district. The proposed medical office building will provide the first building block of the Metro core envisioned by the TDDP. Environmentally, the Riverfront at West Hyattsville project will create natural areas and open spaces which will serve residents of the community and commuters accessing the Metro from other neighborhoods, consistent with the goals of the TDDP. The TDDP encourages implementation of transportation elements such as streets, pedestrian pathways and rail transit rights of way to help organize community structure. The Riverfront at West Hyattsville project does all of these things by not only enhancing existing pedestrian and bicycle pathways, but adding additional connections which will safely connect the community to the Metro along existing transit rights of way. Low impact development techniques are also encouraged. The proposed development will incorporate modern ESD stormwater management techniques into the medical office building site and the remainder of the development. In addition, the proposed medical office building will achieve LEED certification.

For all of the above reasons, the District Council can find that that the proposed development conforms with the purposes and recommendations of the TDDP.

AMENDMENT TO MAXIMUM PARKING RATIO (Page 118)

The TDDP establishes maximum parking ratios for all uses within its boundaries. These parking ratios vary depending on the proximity of the property to the West Hyattsville Metro Station. The subject property is with ¼ mile of the metro station. For a retail/commercial use, the maximum parking ratio allowed is 2.00 parking spaces per 1,000 square feet. Under this parking ratio, the maximum number of parking spaced which would be permitted to serve the proposed medical office building is 92 spaces. The applicant is proposing to construct a parking garage to serve the needs of the building with 238 parking spaces. As noted above, modifications to the parking standards (such as the maximum number) are required to be approved by the District Council. The applicant submits that due to the nature of the proposed use, a modification is justified and conforms with the purposes and recommendations of the Transit Development District, as stated in the TDDP. The purposes and recommendation of the TDDP are set forth above in conjunction with the discussion of the amendment of permitted uses. The same discussion applies in this instance. The need for the additional parking, notwithstanding the proximity to the Metro Station, is based upon the unique nature of the use. The need for the parking is not premised upon the number of employees at this facility. By 2025, the applicant projects that the maximum number of staff on-site will be 105—which exceeds the maximum number of parking spaces which the TDDP permits. However, the employees at the facility currently are proximate to a Metro station and the applicant sponsors a program to encourage use of mass transit known as the Wage Works program. The Wage Works program is a commuter spending account which allows employees to utilize after tax dollars for mass transit usage. The applicant intends to retain this mass transit incentive program.

The need for the additional parking relates to the ability to be able to service the patients which come to the facility. Projections for 2025 indicate that 61,468 patients will utilize the facility each year, with up to 557 total patient visits per day. While may patients will utilize mass transit, many other patients will not be able to due to health-related conditions that will require them to arrive by car. Based upon experience with other facilities in the Washington region, the 238 parking spaces proposed is the minimum necessary to ensure that the needs of the patients are served and parking is not strained on streets outside the facility.

The proposed building will increase metro ridership at West Hyattsville and will be a valuable addition to a Metro Station that is currently underutilized. However, the applicant also needs to ensure that the needs of all patrons are addressed. For these reasons, the District Council can find that that the proposed development conforms with the purposes and recommendations of the TDDP.

X. CONCLUSION

The Applicant presents a Detailed Site Plan for Architecture that is in conformance with the development standards outlined in the West Hyattsville Transit District Development Plan and Transit District Overlay Zone, as well as other Zoning Ordinance requirements for Expedited Transit Overlay Development. Building on the layout approved in the Infrastructure Detailed Site Plan (DSP-16029), the architectural façade presented is urban in nature. The landmark building is oriented toward the intersection of Ager Road and Little Branch Run, close to the streets, with wide sidewalks in front providing easy pedestrian access to the Metro and neighborhoods beyond. This is the urban, pedestrian oriented environment envisioned by the TDDP. The Applicant, therefore, respectfully requests approval.

Respectfully Submitted,



Thomas H. Haller
Gibbs and Haller
1300 Caraway Court, Suite 102
Largo, Maryland 20774
(301) 306-0033

Statement of Justification
Riverfront at West Hyattsville
Detailed Site Plan, DSP-20004
Medical Office Architecture
Expedited Transit-Oriented Development
February 24, 2020

West Hyattsville

Kaiser Permanente Medical Office







Space	Approximate Square Footage
Medical Office Building (Total Building)	48,000
Select Building Components	
Clinics	25,000
Lab	1,700
Café	300
Pharmacy	2,000
General Services	1,600
Outpatient Support Services	2,100
Administrative	1,800
Imaging	3,200



WEST



EAST



SOUTH



NORTH

Building Design – Perspective (Front)





Proposed Preferred Land Use Map

CONFIDENTIAL – Not for Distribution



Proposed Uses Currently Permitted

All Types of Offices and Research

Medical Office

Drug Store (Pharmacy)

Proposed Uses to be Added as Permitted

Medical Lab

Café

Parking Summary

- TDDP Permitted Parking Spaces - 92
- Proposed Structured Parking Spaces - 238

Need for Additional Parking

- Medical office typically requires 5 spaces per 1,000sf
- Future Growth: Facility is designed to serve both current and future members
- Many visitors require the use of a car to visit medical office facilities. Lack of adequate parking impacts those with medical needs
- Employer provides mass transit incentive program to employees (Wage Works flex spending account)



City of Hyattsville

Hyattsville Municipal Bldg
4310 Gallatin Street, 3rd Flr
Hyattsville, MD 20781
(301) 985-5000
www.hyattsville.org

Agenda Item Report

File #: HCC-294-FY20

4/6/2020

9.a

Submitted by: Laura Reams
Submitting Department: City Clerk
Agenda Section: Proclamation

Item Title:
Proclamation in honor of National Volunteer Week

Suggested Action:
I move that the Mayor and Council proclaim April 19 - 25, 2020 as National Volunteer Week in the City of Hyattsville.

Summary Background:
National Volunteer Week is an annual opportunity to celebrate all who voluntarily serve their community. It is also a time to encourage others to give of their time and talent to serve others.

Next Steps:
Proclaim that the week of April 19 - 25, 2020, to be National Volunteer Week in the City of Hyattsville.

Fiscal Impact:
N/A

City Administrator Comments:
Recommend approval.

Community Engagement:
The City has launched a new volunteer initiative, Hyattsville Helps. Visit hyattsville.org/hvlhelps for information on how to get involved.

Strategic Goals:
Goal 3 - Promote a Safe and Vibrant Community

Legal Review Required?
N/A

CITY OF HYATTSVILLE

PROCLAMATION

**DECLARING THE WEEK OF APRIL 19 – 25, 2020, TO BE NATIONAL VOLUNTEER WEEK
IN THE CITY OF HYATTSVILLE**

WHEREAS, volunteering is the idea of helping fellow neighbors, friends, and anyone who may be in need of assistance; and

WHEREAS, the City of Hyattsville has an abundance of kind-hearted residents that – through gestures big and small – make our community a great place to live; and

WHEREAS, National Volunteer Week is a time to recognize those who with goodwill serve their community, and encourage others to do the same;

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Council of the City of Hyattsville recognize the week of April 19 – 25, 2019, as National Volunteer Week, encouraging all residents to support their neighbors and community members, and embrace a spirit of service.

Candace B. Hollingsworth
Mayor, City of Hyattsville

April 6, 2020





City of Hyattsville

Hyattsville Municipal Bldg
4310 Gallatin Street, 3rd Flr
Hyattsville, MD 20781
(301) 985-5000
www.hyattsville.org

Agenda Item Report

File #: HCC-278-FY20

4/6/2020

10.a

Submitted by: Hal Metzler
Submitting Department: Public Works
Agenda Section: Consent

Item Title:

FY20 Budget Amendment: Accept and Appropriate the Chesapeake Bay Trust Grant Award

Suggested Action:

I move that the Mayor and Council amend the FY20 budget to accept and appropriate the Chesapeake Bay Trust award in the amount of \$60,762 for implementing a Tree Canopy Study and providing resources for residents to plant trees.

Summary Background:

In November 2019 the City Council approved a contract with Davey Resource Group to complete a City Wide Urban Tree Canopy Study. In December City staff applied for a grant from the Chesapeake Bay Trust and received notification of the award in March.

Next Steps:

Completion of the Urban Tree Canopy Study.

Fiscal Impact:

\$60,762

City Administrator Comments:

Click or tap here to enter text.

Community Engagement:

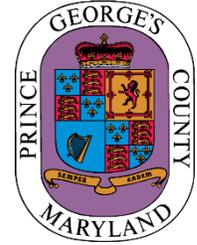
N/A

Strategic Goals:

Goal 3 - Promote a Safe and Vibrant Community

Legal Review Required?

Complete



March 2, 2020

Mrs. Tracy Douglas
City Administrator
City of Hyattsville
4310 Gallatin Street
Hyattsville, MD 20781

Dear Mrs. Douglas:

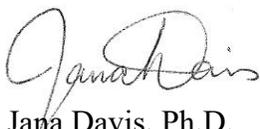
The Chesapeake Bay Trust thanks the City of Hyattsville for your proposal to the Prince George's Stormwater Stewardship Award Program. I am pleased to report approval of \$60,762 to promote the importance and benefits of trees by implementing a Tree Canopy study and providing resources to residents to plant trees.

Your award will be distributed as detailed in the award agreement attached. The payment(s) are contingent on key elements that are required prior to the release of each payment as described in your award agreement. **Please carefully read your award agreement** and contact the Trust if you have questions.

The signed award agreement, any other contingencies, and status and final reports must be submitted by logging into the Chesapeake Bay Trust Online Grant System account accessed through the link https://www.GrantRequest.com/SID_1520 with the same username and password used when you applied. The Trust reserves the right to cancel the award and apply funds to other projects if the requirements of the award agreement are not met by the due dates.

If you should have any questions regarding our decision, please feel free to contact the Program Officer, Sadie Drescher at 410-974-2941 ext. 105. The Chesapeake Bay Trust greatly appreciates the time you invested in proposal development and looks forward to working with you in the future.

Sincerely,



Jana Davis, Ph.D.
Executive Director

Award #: 17682
Project Leader: Dawn Taft



108 Severn Avenue • Annapolis, MD 21403 • PH: 410.974.2941
www.chesapeakebaytrust.org



Award Agreement between the Chesapeake Bay Trust
And the City of Hyattsville

March 2, 2020

This agreement is between the Chesapeake Bay Trust (the Trust) and the City of Hyattsville (the “awardee”). The total amount of the award for award number 17682 is \$60,762. Delivery of this award is made through the Prince George’s County Stormwater Stewardship Award Program and is subject to receipt by the Trust of a signed copy of this agreement, which confirms that:

1. **Award Amount and Description:** The award is in the amount of \$60,762 to promote the importance and benefits of trees by implementing a Tree Canopy study and providing resources to residents to plant trees. By accepting this award, awardee agrees that said monies will be used to accomplish deliverables with budgeted items as proposed in your application received on 12/5/2019, modified through any contingencies below, and approved in this award agreement.
2. **Period of Performance:** The period of performance for this award is from 2/19/2020 to 10/1/2021.
3. **Changes in Scope and Budget:** Up to 10% of total project funds may be shifted from one of the seven high level budget categories (e.g., supplies, travel, etc.) to another, as long as the shift does not substantively modify the project’s goals, objectives, milestones, or deliverables. Significant changes to project budget and/or scope must be approved by the Trust in advance of the change. Requests for approval of changes must be made by completing the Award Revision Request Requirement available in your online award portal. The following types of changes should trigger an Award Revision Request:
 - a. Scope changes:
 - i. An alteration of the intent, goals, objectives, milestones, and/or deliverables of the project
 - ii. A change in the physical location of a project
 - iii. Changes in key personnel or key project partners
 - iv. Changes in project deliverables as proposed in your original application and modified through contingencies in this award agreement
 - v. Changes in timeline in your original application or as subsequently amended, including requests for no-cost extensions
 - b. Budgetary changes:
 - i. Changes in budget that result in a greater than 10% shift in funds across high level budget categories (personnel, supplies, contractual, travel, field trip fees, other, and indirect costs)
 - ii. Addition of a line item to the budget that falls under one of the seven high level budget categories that had not yet appeared in your budget (e.g., adding personnel when none had been approved previously or adding contractual services to the budget)
 - iii. Budget changes that reflect an alteration of the intent of the project
 - iv. Budget changes that reflect a change in the environmental benefit or impact of a project

4. **Pre-planting meeting:** The awardee agrees to initiate, organize, and schedule a mandatory pre-planting meeting after the contract with the prime contractor has been awarded and within 30 days of the planting start date, to include Trust staff, the landowner (if not the awardee), the awardee, the contractor, and additional parties needed for successful implementation.
5. **Change to Planting Plan:** Any changes to the planting plan submitted to the Trust within the application must be approved by the funding partners; i.e., if the plans submitted to the Trust are not identical to plans used, changes must be approved.
6. **Start of construction/implementation:** Construction/implementation must be initiated by 11/1/2020, otherwise the award may be terminated by the Trust.
7. **Distribution of funding:** Funding will be distributed in phased payments as described below:
 - a. Phase 1 payment of \$54,686 (90% of the award amount) is contingent upon:
 - i. submission by 5/1/2020 to the Trust of the signed award agreement;
 - ii. submission by 5/1/2020 to the Trust of the award agreement contingencies that were due by 8/15/2019 and the and pre-construction meeting that was due by 9/15/2019 for the Green Streets, Green Jobs, Green Towns award #16962;
 - iii. submission by 5/1/2020 to and approval by the Trust of an updated scope of work that details:
 1. the Arbor Day and Earth Day workshops;
 2. the community support elements; and
 3. additional scope changes per the kick-off meeting (described in 7(a)(vii) below);
 - iv. submission by 5/1/2020 to and approval by the Trust of an updated application budget that:
 1. limits tree planting costs to \$150 per tree;
 2. details the Arbor Day/Earth Day workshop and community support budget line items;
 3. reports personnel per the Financial Management Spreadsheet's "Application Budget Instructions" in cell B8 to report staff salary, benefits, and fringe as needed/appropriate for the project; and
 4. reflects the awarded amount. To submit the updated budget, use the worksheet in the Trust's Financial Management Spreadsheet entitled "Application Budget" (the third tab along the bottom). You may copy your original budget request into this tab and make edits from there.
 - v. submission by 5/1/2020 to and approval by the Trust of a written statement that the awardee will coordinate their tree planting program with the Town of Cheverly who administers a tree planting program;
 - vi. submission by 5/1/2020 to and approval by the Trust of planting list;
 - vii. initiation, organization, and scheduling of a project kick-off meeting within 60 days of the project start date to include the Trust Point of Contact, relevant project partners, and contractors. At this project kick-off meeting the scope of work and budget will be discussed and upon agreement between the Trust an awardee revised scope of work and budget will be submitted per sections 7a(ii) and 7a(iii); and

- viii. submission by 5/1/2020 to and approval by the Trust of documentation that provides the details of a project kick-off meeting.

Contact the Trust for assistance with these contingencies. Funds will not be released until these contingencies are met.

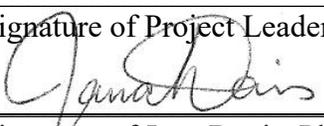
- b. Final payment of \$ 6,076 (10% of the award amount) will be distributed upon submission to and review by the Trust of your **final report due on or before 10/1/2021**. The final report shall include:
- i. **Programmatic report:** A final report as specified in the report form instructions that can be assessed through https://www.grantrequest.com/SID_1520. Included in the final report will be a deliverables section that should match the deliverables you proposed in your approved application, as modified by any contingencies or budget adjustments.
 - ii. **Financial report - Financial Management Spreadsheet's "Expenses" worksheet:** Information must be entered in the appropriate columns (see the "Expenses Instructions" worksheet) describing how the previous phase funds were spent plus the final 10% such that the full award amount, less any award monies not to be used, is reported. If unauthorized changes were made to the budget or deliverables without Trust approval you will be required to refund the award.
 - iii. **Financial documentation - Submission of invoices/receipts and an accounting of personnel costs:** Invoices/receipts and documentation of personnel expenses must be included in ONE PDF or other file. Each row entered into the Financial Management Spreadsheet's "Expenses" worksheet must include a corresponding invoice/receipt/piece of documentation. The individual receipts/invoices/documentation must be numbered with the corresponding backup document numbers (Column A) in the Financial Management Spreadsheet's "Expenses" worksheet and submitted in numerical order. Copies of timesheets associated with any personnel time supported by the award must be included. Institutions of Higher Education may provide, in lieu of timesheets, time and effort reporting documentation that complies with 2 CFR 200.430. Any invoices, receipts, or other documentation already submitted in reporting on a previous phase, if applicable, need not be resubmitted.
 - iv. **Final products:** that include a list of trees planted and location, site pictures for tree plantings, flyers, presentations, and additional other deliverables as outlined in your award application as modified through any contingencies.
 - v. **Photos of the project:** For all projects that involve a construction element, submit before, during, and after construction photos. For all projects that involve an outreach or community engagement element, submit photos of engagement events.
8. **Progress report(s):** Progress report(s) on this project including the outreach and/or restoration progress, to date, is due to the Trust on or before **6/1/2020 and 9/1/2020**.
9. **Submitting documents:** The signed award agreement, other contingencies, and status and final reports are required to be submitted by logging into the Chesapeake Bay Trust

Online Grant System account accessed through the link https://www.GrantRequest.com/SID_1520 with the same username and password used when you applied. Status and final report extension requests must be made using the Award Revision Request Requirement prior to the report due date. Depending on circumstances, the Trust may or may not grant an extension. In cases where the awardee fails to submit a status report or final report by the due date, the Trust reserves the right to terminate the award agreement and require a refund of funds already transferred to the awardee. By signing this award agreement, the awardee agrees to comply with all conditions of the agreement, status and progress report date(s), if applicable, and the final report date listed above and agrees to return funds if a complete report is not submitted by the deadline. Failure to submit report(s) by the deadline will affect eligibility for future awards.

10. **Acknowledgement of funding partners:** All public communications and promotion including press releases, print publications, signage, online messaging, etc. must:
- a. Acknowledge program partners, Prince George’s County Department of the Environment (using both names and logos) whose logos appear at the top of the cover letter to this Agreement.
 - b. Include the Trust’s license plate logo (available at www.cbtrust.org/logos).
11. The recipient agrees to comply with the terms and conditions included in the proposal submission and all applicable local, state, and federal laws.

The undersigned who is (are) fully authorized in the premises of the City of Hyattsville accepts, subject to the terms and conditions in the above award agreement.

Please return signed copies of the full award letter, with each page initialed and full signatures on the last page, by uploading a scanned copy to your Chesapeake Bay Trust Online Grant System account accessed through the link https://www.GrantRequest.com/SID_1520 with the same username and password used when you applied. Please keep a copy for your records.

Signature of Executive Officer*	Title	Date
	Executive Director	3/2/2020
Signature of Jana Davis, Ph.D., Executive Director; Chesapeake Bay Trust		
Award #: 17682 Grant Program: Prince George's Stormwater Stewardship		



City of Hyattsville

Hyattsville Municipal Bldg
4310 Gallatin Street, 3rd Flr
Hyattsville, MD 20781
(301) 985-5000
www.hyattsville.org

Agenda Item Report

File #: HCC-279-FY20

4/6/2020

10.b

Submitted by: Hal Metzler
Submitting Department: Public Works
Agenda Section: Consent

Item Title:
Repair of Security Gate at the Department of Public Works

Suggested Action:
I move that the Mayor and Council authorize the City Administrator to enter into an agreement with Del Electric, for an expenditure not to exceed \$12,000 for the repair or the Security Gate at the Department of Public Works.

Summary Background:
Construction of the new Department of Public Works is ongoing. As part of the project new electrical and security conduits and wiring need to be installed for the operation of the gate and to help maintain the physical security of the facility.

Next Steps:
N/A

Fiscal Impact:
\$12,000

City Administrator Comments:
Recommend Support

Community Engagement:
N/A

Strategic Goals:
Goal 3 - Promote a Safe and Vibrant Community

Legal Review Required?
Pending

PROPOSAL SUBMITTED TO:

March 26, 2020

City of Hyattsville
Hal Metzler
4633 Arundel Place Hyattsville MD 20781

240-832-6959
hmetzler@hyattsville.org

Job Name: DPW Entrance Gate - Hyattsville
Job No.:
Location: 4633 Arundel Place Hyattsville
Md 20781
Proposal: S20-097
Acct. Rep: Dan McCann

We are pleased to provide our proposal for the above referenced project to include all labor, materials, and equipment as required to complete the project in accordance with the specifications you had outlined and based on the following scope of work:

Scope:

Our proposal is based on the following details:

- Furnish and install 2 - 2-inch PVC conduits across street from gate controller to gate controller.
- Excavate and repair broken conduit under driveway leading to gate keypad.
- Furnish and install line voltage in ground junction box with circuits.
- Furnish and install low voltage in ground junction box with cable.
- Re-connect power to gate controllers and check for proper working condition.

Total Quote: \$11,250.00 – (Eleven Thousand Two Hundred Fifty Dollars)

(NOTE) Price based on existing circuits still in working condition after repair.

Included in quoted cost:

- Furnishing electrical permit and inspections, if required, by local jurisdiction authority.
- Install and maintain temporary circuits for lighting and small tools.
- Performing the complete installation in a workmanlike manner according to standard practices
- Perform all work during normal daytime business hours.
- Performing this work based on the usage of a standard AIA contract or a similar contract which includes mutually agreeable contract conditions and schedules.

Excluded from the quoted cost:

- Any alteration or deviation from above specifications involving extra costs or deletions, shall be executed upon written instruction, and shall become an extra charge or deduction from our quoted estimate.
- All mechanical control wiring, equipment and terminations are excluded from this proposal.
- Any required drywall cutting, patching, or painting shall be performed by others.



Douglas Electric & Lighting

Proposal

11125 Pepper Rd.
Hunt Valley, Maryland 21031
Ph. 410-785-4800
Fax 410-785-4801

- Any associated fees or cost as related to dumpsters or removal of debris offsite.
- Any associated utility company charges or fees.
- Any work to be performed outside on normal daytime, weekday business hours.
- Any permit inclusion for other Subcontractors hired by the General Contractor or Owner.
- All demolition of electrical equipment, lighting or existing circuitry is excluded from this proposal unless otherwise listed in detail above.
- Any required special Professional, Environmental, or Pollution Liability insurance coverages.

Notes:

- Due to uncontrollable, erratic, and rapidly rising steel and copper prices, this proposal is subject to increase if products required for this project escalate in cost prior to the execution of a written agreement. (Proof shall be provided for any cost increases.)
- Our proposal is based on a continuous, non-stop workflow. Multiple starting and stopping of this project may result in added cost and associated mobilization fees.
- Accelerations in the schedule after this project start resulting in required overtime hours. Any differential shall be pre-approved by the Owner / General Contractor and charged as an additional cost.
- Significant Change Orders that are approved may require contract time extensions for project completion.
- Demolition scope of work consists only of cutting and making safe. Regardless of what the specifications and drawings specify, all electrical circuitry, wiring and equipment shall be removed by others and is excluded from our quoted price.
- Any extra work or cost incurred due to unseen underground obstacles, ground water, soil conditions, or rock formations if applicable.
- Due to the international trade tariffs imposed by the US Government in 2018, the cost of electronic based products including lighting are highly subject to unexpected tariff associated cost. Our quoted cost can only be held for a period of two weeks from the date of this proposal. Final pricing cannot be established until the time when the product is actually approved to be placed on order ordered. Any cost increases incurred will be added to the contract price.
- This proposal is based on our work being installed in accordance to all applicable national and local codes. We do not take responsibility for any existing conditions that do not meet these codes unless it is clearly defined in our detailed scope of work listed above.



City of Hyattsville

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Agenda Item Report

File #: HCC-280-FY20

4/6/2020

10.c

Submitted by: Hal Metzler
Submitting Department: Public Works
Agenda Section: Consent

Item Title:
Right of Way Mowing

Suggested Action:

I move that the Mayor and Council authorize the City Administrator to enter into a contract with Professional Lawn Maintenance Service, LLC for Additional Right of Way mowing in response to a Request For Proposal for an expenditure not to exceed \$21,000.

Summary Background:

In March of 2020 the City solicited a Request for Proposal (RFP) #DPW20-002 for Additional Right of Way mowing. Professional Lawn Maintenance Service's proposal was responsive and responsible and provided the best value for the City.

Next Steps:

N/A

Fiscal Impact:

\$21,000

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

Goal 4 - Foster Excellence in all City Operations

Legal Review Required?

Pending

PROPOSAL DOCUMENTS

In order to qualify for this Project, Contractors must submit all information requested in the following pages.

CONTRACTOR INFORMATION

Proposals must adhere to the format of these Proposal forms and content of this RFP. Proposals will not be evaluated unless all parts of the Proposal form are submitted in a complete package. The information set forth is the minimum required in order to qualify for consideration.

Firm Name Professional Lawn Maintenance Services, LLC

Address 4218 Nicholson st.

City, State, Zip Hyattsville, MD, 20781

Contact Person Chris McRae

Phone Number 240 687 8893

Email Address plmslandscape@gmail.com

PROPOSAL RATE SHEET

In compliance with your Invitation to Proposal, we propose to furnish all materials, labor, equipment and services, necessary to complete the work as outlined in the Scope, per the pricing stated below:

Item	Approx. Quantity	Unit	Position	Unit Rate	Proposal Amount
1	26	LS	Mowing & Trimming of all turf areas, including cleanup after maintenance of all sidewalks, driveways, etc.		
2	26	LS	Edging of all sidewalks, driveways, and curbs		
3	22	LS	Flower bed chemical and manual weeding and deadheading		
4	4	LS	Landscape planting bed and tree base weed removal by chemical and manual means		
5	3	LS	Fall Cleanup		
6	1	LS	Annual mulching		
				Total Proposal	

The quantities on this Proposal form are an estimate. Proposals will be for lump sum rate per occurrence; Contractor will be only paid for work that is inspected and accepted by the City.

PROPOSAL FORM PRICE AUTHORIZATION

By signing this Proposal form, such action certifies that the Contractor has personal knowledge of the following:

That said Contractor has examined the RFP and specifications, carefully prepared the Proposal form, and has checked the same in detail before submitting said Proposal; and that said Contractor, or the agents, officers, or employees thereof, have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive Proposing in connection with this Proposal.

That all said work will be performed at the Contractor's own proper cost and expense. The Contractor will furnish all necessary materials, labor, tools, machinery, apparatus and other means of construction in the manner provided in the applicable specifications, and at the time stated in the contract.

The undersigned, being a reputable Contractor and having submitted the necessary pre-qualification forms, hereby submits in good faith and in full accordance with all specifications, attached or integral, his/her Proposal:

Name of Contractor Professional Lawn Maintenance Services, LLC

Authorized Signature 

Name and Title of Signatory Christopher McRae Managing Member

Date 3/24/2020

Type of Organization (circle One): Corporation Partnership Proprietorship

SEAL:
(If corporation)

INSURANCE REQUIREMENT

Submit a certificate of Insurance from your insurance agent or insurance company that evidences your company's ability to obtain the following minimum insurance requirements. Attach and label as Exhibit I.

I. Workers Compensation

Coverage Statutory

A:

Coverage \$500,000 Bodily Injury by Accident for Each Accident

B:

\$500,000 Bodily Injury by Disease for Policy Limit

\$500,000 Bodily Injury by Disease for Each Employee

2. Commercial Auto Liability Insurance for All Owners, Non-Owned and Hired Autos.

\$1,000,000 Combined Single Limit for Bodily Injury and Property Damage Liability

3. Commercial General Liability Insurance

\$2,000,000 General Aggregate

\$1,000,000 Products/Completed Operations Aggregate

\$1,000,000 Personal and Advertising Injury Limit

\$1,000,000 Combined Single Limit Bodily Injury & Property Damage - Each Occurrence

\$50,000 Fire Legal Limit

\$5,000 Medical Payment

4. Umbrella/Access Liability Insurance

\$2,000,000 Each Occurrence

COMPANY BACKGROUND

Company Name Professional Lawn Maintenance Services, LLC
Main Office Location 4218 Nicholson Street
Hyattsville MD 20781
Year Founded 2010

Project Manager Name Christopher McRae
Project Manager Phone 240 687 8893
Project Manager Email plmslandscape@gmail.com
Years of Experience 15

Has the company ever operated under another name? If yes, what name?

No

Do you have the equipment and staff available to start within 10 days of notice to proceed?

Yes

If no to the previous question, how long would it take to have the equipment and staff available?

N/A

Has the company ever done work with the City of Hyattsville? If yes, when and what type of work.

No

REFERENCES

Complete and submit the following for three (3) projects of similar nature as the project specified. Make copies and/or attach additional pages as needed.

Name of Project Town of Edmonston

Owner of Project Rodney Barnes

Address of Project 5005 52nd Ave Edmonston, MD 20781

Contact Person Rodney Barnes

Phone Number 301-699-8806

Email address Rbarnes@Edmonstonmd.gov

Description of work

Maintain Municipality landscaping including parks, rights of ways and rain gardens.

Comments

REFERENCES

Complete and submit the following for three (3) projects of similar nature as the project specified. Make copies and/or attach additional pages as needed.

Name of Project Archdiocese of Washington

Owner of Project Phillip Duct

Address of Project 5001 Eastern Ave NE Chillum, MD 20782

Contact Person Phillip Duct

Phone Number 301 853 4500

Email address Ductp@adw.org

Description of work
Maintain the Archdiocese of Washington headquarters Cardinals Office
Full service Landscaping and we provide snow removal at multiple sites

Comments
The area of the property that we maintain is about 4 acres

REFERENCES

Complete and submit the following for three (3) projects of similar nature as the project specified. Make copies and/or attach additional pages as needed.

Name of Project

Catholic Charities DC

Owner of Project

John Tucker

Address of Project

924 G. st. NW Washington DC 20001

Contact Person

John Tucker

Phone Number

202 439 3200

Email address

John.Tucker@CC-DC.org

Description of work

Full service landscaping at multiple Catholic Charity properties (17) including the Kennedy Institute and Gift of piece. We also provide snow removal for these sites.

Comments

We have been servicing Catholic Charities since 2010. The Kennedy Institute is approximately 5 acres and Gift of Piece is approximately 20 acres.

Appendix (A) – City of Hyattsville Sample Contract Form

CITY OF HYATTSVILLE AGREEMENT

--- Contract Name ---

Contractor:

RFP No.:

Contract No.:

THIS AGREEMENT is made this ____ day of March 2020, by and between **THE CITY OF HYATTSVILLE**, a municipal corporation of the State of Maryland, hereinafter referred to as the “City,” and XXXXXXXX, hereinafter referred to as “Contractor.”

RECITALS

WHEREAS, the Hyattsville City Council authorized the City Administrator to enter into a contract regarding an XXXXXX;

WHEREAS, the Contractor submitted a response to the City’s Request for Proposal No. XXXXXX dated XXXXXX; and

WHEREAS, the Contractor and the City pursuant to that authorization are entering into this Agreement for the above Project pursuant to a response to the City’s Request for Proposal (hereinafter, the “RFP”) and all of Contractor’s bid responses.

TERMS

NOW, THEREFORE, in consideration of the mutual covenants and obligations contained herein and other good and valuable consideration, the sufficiency of which is hereby mutually acknowledged, the City and Contractor agree as follows:

ARTICLE I. SCOPE OF SERVICES

The Project shall include all work outlined in the recitals above, the RFP, the proposal dated XXXXXX, and all other work as reasonably required by the City, including those set forth

ADDENDUM NO. I
TO THE REQUEST FOR PROPOSALS (RFP)
FOR RIGHT OF WAY MOWING
FOR THE CITY OF HYATTSVILLE,
MARYLAND
RFP #DPW19-002

Monday March 23, 2020

The City of Hyattsville, Maryland, hereafter the "City", is issuing this Addendum #1 on Monday March 23, 2020 to amend and clarify information and specifications included in RFP #DPW20-002, Right of Way Mowing. **Addendum #1 includes the questions received before the deadline and answers, strikes the Proposal Rate Sheet on page 9 and replaces it in its entirety with the attached updated Proposal Rate Sheet, includes the pre-proposal sign in sheet, and includes the pre-proposal meeting handout.** There are no other changes to the RFP. There is no change to the submission date or time. This addendum is incorporated into RFP #DPW20-002 and any associated contract documents as if fully set out in the original RFP. **Proposer must acknowledge the receipt of Addendum #1 by signing this addendum where indicated and including this addendum as part of your bid package.**

Questions and Answers

No questions were received by the deadline.

PROPOSAL RATE SHEET

In compliance with your Invitation to Proposal, we propose to furnish all materials, labor, equipment and services, necessary to complete the work as outlined in the Scope, per the pricing stated below:

Item	Approx. Quantity	Unit	Position	Unit Rate	Proposal Amount
1		EA	Mowing & Trimming of all turf areas, including cleanup after maintenance of all sidewalks, driveways, etc.		
1A	26	EA	University Hill Apartment Complex to Fire Hydrant	\$ 35	\$ 910
1B	26	EA	3322 Stanford Drive	\$ 20	\$ 520
1C	26	EA	3000 Gumwood Drive	\$ 40	\$ 1040
1D	26	EA	Green space across from 3501 Oliver Street	\$ 30	\$ 780
1E	26	EA	31 st Place at Nicholson Street	\$ 35	\$ 910
1F	26	EA	Oliver Street at 42 nd Ave	\$ 40	\$ 1040
1G	26	EA	Oliver Street at 41 st Ave	\$ 25	\$ 650
1H	26	EA	Teen Center – 5812 40 th Ave	\$ 65	\$ 1690
1I	26	EA	38 th Avenue Park	\$ 200	\$ 5200
1J	26	EA	40 th Place and Gallatin Street	\$ 50	\$ 1300
1K	26	EA	40 th Ave and Buchanan Street	\$ 30	\$ 780

1L	26	EA	Melrose Trail and 41 st Place	\$ 55	\$ 1430
1M	26	EA	Charles Armentrout Drive and 42 nd Place	\$ 65	\$ 1690
1N	26	EA	Hyattsville Sign at Baltimore Ave and Tanglewood Drive	\$ 15	\$ 390
10	26	EA	Parking Lot 4 on Farragut Street	\$ 25	\$ 650
2		EA	Flower bed chemical and manual weeding and deadheading		
20	22	EA	Parking Lot 4 on Farragut Street	\$ 45	\$ 990
3		LS	Fall Cleanup		
3H	1	LS	Teen Center – 5812 40 th Ave	\$ 225	\$ 225
3I	1	LS	38 th Avenue Park	\$ 500	\$ 500
4		LS	Annual mulching		
40	1	LS	Parking Lot 4 on Farragut Street	\$ 250	\$ 250
				Total Proposal	\$ 20,945

The quantities on this Proposal form are an estimate. Proposals will be for lump sum rate per occurrence; Contractor will be only paid for work that is inspected and accepted by the City.

END OF ADDENDUM #1

Hal W. Metzler, Jr. El
City of Hyattsville, Project Manager

I acknowledge receipt of addendum #1 for this RFP and have enclosed it as part of the bid package.

Company Professional Lawn Maintenance Services, LLC

Signature  Date 3/24/2020



City of Hyattsville

Hyattsville Municipal Bldg
4310 Gallatin Street, 3rd Flr
Hyattsville, MD 20781
(301) 985-5000
www.hyattsville.org

Agenda Item Report

File #: HCC-282-FY20

4/6/2020

10.d

Submitted by: Hal Metzler
Submitting Department: Public Works
Agenda Section: Consent

Item Title:
Dossier-on-Demand System Contract

Suggested Action:

I move that the Mayor and Council authorize the City Administrator to enter into an agreement with Dossier Systems, Inc. for a 3 year subscription to the Dossier Fleet Management System with an encumbrance not to exceed \$25,000 for the setup, training, and first year of the subscription.

Summary Background:

The City has been using the Dossier Fleet Management software for several years to track maintenance of the City's fleet. Recently Dossier switched to a subscription service model. City staff evaluated several other software and subscription-based options. It was determined that the Dossier proposal provided the best fleet management solution.

Next Steps:

N/A

Fiscal Impact:

\$25,000

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

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

Legal Review Required?

Complete

DOSSIER ON-DEMAND SUBSCRIPTION SERVICE AGREEMENT

This Agreement is between City of Hyattsville (“CUSTOMER”) with corporate offices located at the address set forth at the end of this agreement, and Dossier Systems, Inc. (“COMPANY”) with corporate offices located at the address set forth at the end of this agreement, covering CUSTOMER’s subscription for and use of certain software service provided by COMPANY as set forth on Schedule “A” attached and made a part hereof (the “Applicable Dossier On-Demand Subscription Service”), hereinafter referred to as “DOD Service.” The DOD Service is a Software-as-a-Service (SaaS) offering of COMPANY’s software products collectively known as “Dossier.” This agreement also covers all sales of equipment, goods and materials (“Hardware”) and Consulting, Training and other Professional Services and Subscriber User Support Services (“Services”). The terms and conditions contained on any purchase order or request for quotation received by COMPANY from CUSTOMER are expressly superseded hereby and shall not be construed as part of the agreement between CUSTOMER and COMPANY. Unless otherwise specifically agreed in writing between the parties, this document constitutes the entire agreement between CUSTOMER and COMPANY with respect to the subject matter hereof. The parties, intending to be legally bound, hereby agree as follows:

- 1. Access to DOD Service.** Subject to the terms and conditions of this Agreement, COMPANY grants CUSTOMER access to DOD Service to use, solely for CUSTOMER’s own internal business purposes, those features as specified in Schedule “A”, for the term of the active subscription. Access to DOD Service is provided strictly on a named user basis (one person, one login account). Access to DOD Service is specifically not provided on a concurrent user basis, and CUSTOMER will be in violation of this agreement if a login account is used by more than one individual.
- 2. Subscription Registration.** CUSTOMER will provide subscription set up data as requested in a standard form to be provided by COMPANY for each named user covered by this Agreement that shall include, but not be limited to, user name, title, mailing address, phone #, fax #, e-mail address (the “Set Up Data”). CUSTOMER will be responsible at all times to maintain and update the accuracy and completeness of the Set Up Data and to notify COMPANY of any changes.
- 3. Subscriber User ID and Password.** Upon receipt of all Set Up Data and applicable fees, COMPANY will set up CUSTOMER’s account. COMPANY will assign and send each CUSTOMER named user a unique login User

ID and password. CUSTOMER will maintain the confidentiality of all User ID(s) and password(s) and will ensure that each User ID/password is used by only one designated individual in CUSTOMER's organization; sharing of User ID/Password for use by multiple individuals is expressly prohibited under this agreement. CUSTOMER is responsible for the use of CUSTOMER's account and all activity under CUSTOMER's account, whether used under any name or by any person, and for ensuring full compliance with this Agreement by all users of that account. CUSTOMER agrees to indemnify, defend, and hold harmless COMPANY for any liability or expense arising from misuse of CUSTOMER's User ID and password. CUSTOMER agrees to notify COMPANY of any unauthorized use of CUSTOMER's User ID and password account within 24 hours of becoming aware of the occurrence.

4. Fees. CUSTOMER will pay COMPANY the fees for the DOD Service as set forth on Schedule "A" attached hereto.

5. Delivery. Certain optional features available in conjunction with DOD may involve the purchase of Hardware from COMPANY. Delivery of any Hardware purchased hereunder to the carrier at the point of origin shall constitute delivery of the Hardware to CUSTOMER and thereafter the shipment of Hardware shall be at CUSTOMER's risk. Delivery and shipment dates as shown on quotations, acknowledgments or invoices are estimates only. COMPANY shall not be liable for delays in delivery of the Hardware, Services or Software. COMPANY shall have the right to make partial shipments.

6. Data Ownership and Use.

(a) Data Ownership: The data entered and accumulated by CUSTOMER during its use of the DOD Service is CUSTOMER's proprietary property. COMPANY will not release any information specific to CUSTOMER without its written permission.

(b) Use of Data: COMPANY intends to develop in the future a proprietary application that aggregates anonymized fleet data into a composite database that may be used for benchmarking, establishing industry best practices, and other commercial uses. CUSTOMER data hosted in the DOD environment will be automatically included in this benchmarking database. Anonymized data is defined as data that has had all customer identifying names, marks, numbers, licenses, registrations, serial numbers, references, inferences, indicators, designators and symbols of any kind removed to such an extent so as to make it impossible to

identify, detect or separate the owners of individual data aggregated in the new database. If you do not wish to have your anonymized data included in the industry benchmark database, please mark an “x” in the opt out checkbox at the end of this agreement.

(c) Access to Service: CUSTOMER is responsible to obtain access to the Internet at its own expense. **NOTE:** Performance of the DOD Service is directly dependent on the speed and throughput of the CUSTOMER’s internet connectivity. SLOW INTERNET ACCESS SPEED NEGATIVELY AFFECTS THE SPEED OF THE DOD SERVICE.

7. Restrictions. CUSTOMER will not use the DOD Service, the Interface and Software, except through the subscription service provided hereunder. CUSTOMER will not do any of the following: (i) copy (except as permitted herein), translate or modify the DOD Service, Software or content including without limitation the user interface (look and feel) or any software coding; (ii) merge the Interface, Software or any content provided under this Agreement with another program or modify such Interface, Software or such content; (iii) reverse-engineer, disassemble, de-compile, or make any attempt to discover the source code of the Interface or Software; (iv) sublicense, license, sell, rent, lease, distribute, resell for profit or otherwise give to any third party any portion of the DOD Service, Interface, Software or any content provided under this Agreement; or (v) perform any data entry, import or data updating in any other manner other than through the use of the DOD Service’s user interface. COMPANY and its licensors shall retain all copyrights, title and interest, including all intellectual property rights, in and to the DOD Service, Interface, Software, any content provided under this Agreement and related names, logos and websites. CUSTOMER acknowledges that the DOD Service access granted hereunder does not provide CUSTOMER with title or ownership of the DOD Service, Interface, Software and any content provided under this Agreement, but only a right of limited use. For purposes hereof, the “Interface” means the search interface which is part of DOD Service, and the “Software” means the source and operating code which comprises the DOD Service.

8. Proprietary Rights. The DOD Service contains copyrighted material, trademarks, and other proprietary information of COMPANY and its licensors. In addition, CUSTOMER and other subscribers to COMPANY’s DOD Service may post copyrighted information. Except for information which is in the public domain or for which CUSTOMER has been given written permission, CUSTOMER will not copy, modify, publish, transmit,



distribute, perform, display, or sell any such copyrighted or proprietary information.

9. Modifications to Applicable DOD Fleet Service. CUSTOMER will not modify or attempt to modify for any reason the DOD Service, Interface or Software except as provided by the standard self customization features (configurable settings) of the DOD service or Interface. Under no circumstances shall CUSTOMER modify any textual references to the COMPANY or DOD Service name, remove entirely or tamper with COMPANY logos or trademarks, delete the marketing phrases, or change the structure of the links to COMPANY (including URL and “come-from” tag). COMPANY reserves the right to install new releases of the Interface or Software from time to time, and in such event the DOD Service access granted herein shall apply to such new release and CUSTOMER will no longer have access to the previous release. COMPANY makes no commitment, express or implied, as to the frequency or timing of new releases but will notify CUSTOMER in advance before installing any new releases.

10. File Storage. The DOD Service provides storage space for files (often referred to as Documents within Dossier) which can be associated with records in DOSSIER. These files are stored in the DOD environment and receive the same backup and disaster recovery services as the CUSTOMER’s Dossier data. The following file types may be stored: JPG, PDF, DOC, and XLS. The Total Storage Quota is dependent on the number of Units included in CUSTOMER’s subscription as defined below, and as quantified in “Schedule A”. The storage quota is cumulative, and can be deployed as desired by CUSTOMER, so long as the total quota is not exceeded. Documents may be associated with Units and Repair Orders. Documents may also be associated with Parts and/or Personnel if these Dossier options are included In CUSTOMER’s subscription as quantified in “Schedule A”. Total Storage Quota is 5MB x the number of units defined in Schedule A, unless additional storage is specified in Schedule A. For example, a 50 unit agreement would include 250 MB of storage, unless specifically delineated otherwise in Schedule A. CUSTOMER’s Document Storage Quota can be expanded in 1 GB increments at additional cost. Additional storage is only available if included in Schedule A.

11. Data Security and Backup Services. COMPANY will employ commercially reasonable technical and security measures intended to avoid unauthorized access to CUSTOMER’s entered data within the DOD Service. CUSTOMER’s data will be backed up (copied) daily with multi-site storage as provided within the Microsoft Azure hosting environment. Backups will include all of CUSTOMER’s data stored in the DOD Service

environment including all data entered into DOSSIER and all files as defined in section 10 above. Backups are retained for seven (7) days so that the seven (7) most recent backups will be available for recovery (the oldest backup will be deleted each day).

12. Data Recovery Service. COMPANY will perform data recovery services at no charge to CUSTOMER if the DOD Service fails or if CUSTOMER's data becomes damaged or corrupted for any reason caused by COMPANY or DOD Services. If CUSTOMER's data is damaged, corrupted, deleted, or otherwise compromised due to the actions of CUSTOMER or by any of CUSTOMER's users, or by CUSTOMER's negligence in failing to secure login credentials or maintain adequate security negligence, data recovery may be possible by COMPANY but a fee will be assessed. Cost for data recovery in such situation will be billed at COMPANY's prevailing professional services rate at the time of recovery, and full data recovery cannot be guaranteed. CUSTOMER acknowledges that any data entered at times later than the date/time that the backup was made will be lost.

13. Subscriber User Support Services. Normal User Support Services (CUSTOMER Support, End user help desk services) are available from 8:00 a.m. to 6:00 p.m. Eastern Standard or Daylight Time as applicable, Monday through Friday, on normal business days of COMPANY, on a first come, first served basis by telephone and/or e-mail. Normal User Support Services do not include training services which are optionally available and provided at prevailing fees. COMPANY will also provide Emergency Support Service for the DOD Service on a 24/7/365 basis. Emergency Support Service is limited to situations where the DOD Service is down (not available or not accessible via internet connection) in which case services will be provided to repair, replace, or restore the DOD service. Normal User Support Services are not available via the Emergency Support Service.

14. Service Availability Guarantee. The DOD Service will be available for CUSTOMER use 24 hours a day, 365 days per year with a guarantee of not less than 98.5% uptime on a monthly basis excluding scheduled maintenance outages. In the event that COMPANY fails to achieve this uptime guarantee, COMPANY may be penalized for each hour less than guaranteed as a percentage of the CUSTOMER's monthly service fee based on the number of hours in that month (720 hours in a 30 day month, etc.). Any penalty incurred by COMPANY will be applied as a credit toward future CUSTOMER DOD Service fees. Downtime due to Internet failure, failure of CUSTOMER's local internet connection or CUSTOMER's Internet Service Provider (ISP) connection service, failure of CUSTOMER's computer hardware or software, scheduled maintenance, or Force Majeure, are

excluded from the service availability guarantee. The applicable DOD Service may be unavailable from time to time due to routine maintenance or upgrades, patches or in response to hardware, software, power, or communication failures, or other technical issues. COMPANY will use commercially reasonable efforts to minimize any service disruption. COMPANY will give advance notice for planned outages which are expected on a regular basis for maintenance, upgrades, etc. Downtime associated with planned outages is excluded from the service availability guarantee.

15. Term, Termination. The term of this Agreement shall be as set forth in Schedule “A” (the “Term”). Either party may terminate the Agreement at any time for any reason by giving the other party thirty (30) days advance written notice, subject to the following terms:

(a) CUSTOMER Termination: CUSTOMER may cancel this entire Subscription Agreement and/or reduce the number of Named Users and/or optional features or modules by giving COMPANY thirty (30) days advance written notice by certified mail to COMPANY at its current corporate address identifying the exact number of Named Users and/or optional features or modules to be cancelled and by paying a cancellation fee of 50% of the Subscription Fees for the remaining portion of the Term of this agreement (the “Cancellation Fee”). CUSTOMER is responsible to download/export their data using Standard DOD SERVICE features prior to the effective date of service termination. All CUSTOMER data stored on the DOD SERVICE including onsite and offsite backups will be deleted and/or destroyed 30 days after the effective date of termination. To the extent that CUSTOMER cancels individual Users and/or optional software features or modules, the applicable monthly service fees will be adjusted accordingly. To reinstate and re-activate any users or features that are cancelled, the then prevailing activation and subscription service fees will apply.

(b) COMPANY Termination: If COMPANY terminates the Agreement for reason other than non-payment, CUSTOMER is responsible to download/export their data using Standard DOD SERVICE features prior to the effective date of service termination.

16. LIMITATION OF LIABILITY. COMPANY AND ITS AFFILIATES WILL NOT BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES THAT RESULT FROM THE USE OF OR INABILITY TO USE THE DOD SERVICE. NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN, COMPANY’S LIABILITY TO CUSTOMER FOR ANY CAUSE

WHATSOEVER, AND REGARDLESS OF THE FORM OF THE ACTION, WILL AT ALL TIMES BE LIMITED TO MONTHLY SERVICE FEES PAID, IF ANY, BY CUSTOMER TO COMPANY FOR THE DOD SERVICE DURING THE TERM. IN ADDITION, COMPANY WILL NOT BE LIABLE FOR THE ACTS OR OMISSIONS OF OTHER USERS (INCLUDING UNAUTHORIZED USERS, OR “HACKERS”) OF ANY DOD SERVICE. THE TERMS OF THIS SECTION WILL SURVIVE ANY TERMINATION OF THIS SUBSCRIPTION AGREEMENT.

17. Service Operations. CUSTOMER is solely responsible for its use of the DOD Service and for the quality of the data contained therein, including all initial and subsequent entry of data, production and use of provided reports, and any and all content in CUSTOMER’s DOD Service environment.

18. Indemnification. To the extent permitted by Maryland’s Local Government Tort Claims Act, CUSTOMER shall defend, indemnify and hold harmless COMPANY, its officers, directors, employees, agents and licensees, from and against any and all claims, liabilities, demands, damages, losses and expenses including cost of litigation and reasonable attorney’s fees arising out of or relating to (i) the negligent data entry, operation or use of the DOD Service, and (ii) CUSTOMER’s use of the DOD Service, including without limitation, any violation by CUSTOMER of these terms and conditions. COMPANY agrees to release, defend, indemnify, and hold CUSTOMER, its parent, partners, subsidiaries, division affiliates, insurers, successors and assigns and each of their past, present or future respective directors, officers, agents and employees harmless from and against any costs (including reasonable attorneys’ fees and expert witness fees), losses, liabilities, claims, demands, damages, or causes of action alleging (i) that the DOD Services infringe any patent, copyright, or other intellectual property right of a third party, or (ii) that the sale of the DOD Services pursuant to this Agreement constitutes a misappropriation of any intellectual property right in the United States of America.

This section will survive any termination of this Agreement.

19. Force Majeure. COMPANY will not be liable in any amount for failure to perform any obligation under this Agreement if such failure is caused by the occurrence of any unforeseen contingency beyond its reasonable control, including without limitation Internet outages, communications outages, fire, flood, war or act of God.

20. Limited Warranty

(a) COMPANY warrants that the Services will be performed in a good and workmanlike manner. If the Services

should fail to meet the above warranty, COMPANY will, at its sole option, either correct or replace the Services free of charge if COMPANY is notified of the problem in writing within one (1) year from the date such Services in question were performed and the problem persists without resolve for a period of thirty (30) days. CUSTOMER shall reproduce such problem as a condition precedent to such corrective action. CUSTOMER agrees that its sole and exclusive remedy will be limited to such corrective action.

- (b) Any Hardware sold hereunder is not manufactured by COMPANY and is sold under the respective brand or trade names of third party manufacturers. COMPANY MAKES NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE AS TO SUCH HARDWARE, AND ALL SUCH HARDWARE IS SOLD AS IS. If requested by CUSTOMER, COMPANY will use its commercially reasonable efforts to assist CUSTOMER in submitting a warranty claim to the applicable manufacturer.
- (c) COMPANY warrants, except as provided below, that the DOD Service will perform substantially in accordance with COMPANY's published product documentation for the product version currently running in the DOD Service environment. If the DOD Service does not meet the above warranty, COMPANY's sole obligation hereunder shall be to provide to CUSTOMER the Subscriber User Support Services described in section 13. COMPANY does not warrant that the functions contained in the DOD Service will operate in combination with other software which may be used by the CUSTOMER, or that the Software is free from errors in the nature of what is commonly categorized by the software industry as "bugs."

OTHER THAN THE LIMITED WARRANTIES SET FORTH ABOVE, COMPANY MAKES NO OTHER WARRANTIES OR REPRESENTATIONS OF ANY KIND, EXPRESS OR IMPLIED, AS TO THE SERVICES AND HARDWARE INCLUDING WITHOUT LIMITATION FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY OR AS TO ANY OTHER MATTER, AND SUCH WARRANTIES SUPERSEDE ANY ORAL OR WRITTEN WARRANTIES MADE OR IMPLIED BY COMPANY OR IN ANY OF COMPANY'S BROCHURES, CATALOGS, LITERATURE OR OTHER MATERIALS.

- 21. Non-Solicitation.** During the Term of this agreement and for twelve (12) months thereafter, CUSTOMER shall not directly or indirectly solicit or induce any employee or independent contractor of COMPANY to terminate or refrain from renewing or extending his or her employment or services with COMPANY, or employ, solicit or

induce any such employee or independent contractor to become employed by or enter into an independent contractor relationship with CUSTOMER.

22. General Terms. This Agreement constitutes the entire agreement between CUSTOMER and COMPANY with respect to the subject matter hereof and supersedes all prior agreements between CUSTOMER and COMPANY. COMPANY and CUSTOMER agree that no failure to exercise and delay in exercising any right, power, or privilege hereunder on the part of either party shall operate as a waiver of any right, power or privilege. COMPANY and CUSTOMER further agree that no single or partial exercise of any right, power, or privilege hereunder shall preclude its further exercise. In the event that a portion of this Agreement is held unenforceable, the unenforceable portion will be construed in accordance with applicable law as nearly as possible to reflect the original intentions of the parties, and the remainder of the provisions will remain in full force and effect. All notices under this Agreement shall be in writing to the addresses provided herein. This Agreement will be governed by the laws of the state of Maryland (excluding its choice of law rules). The parties agree that the U.N. Convention on Contracts for the International Sale of Goods shall not apply to this Agreement. CUSTOMER hereby consents to jurisdiction and venue in the state courts of Maryland for any action arising out of this Agreement. Nothing in this Agreement will be construed as creating a joint venture, partnership, employment or agency relationship between CUSTOMER and COMPANY. CUSTOMER may not assign this Agreement by operation of law or otherwise, without COMPANY's written consent, which shall not be unreasonably withheld. This Agreement will be binding on, inure to the benefit of and be enforceable against CUSTOMER and COMPANY and their respective permitted successors and assignors. The terms of this Section will survive any termination of this Agreement.

Please Note: The Remainder of this Page is Intentionally Left Blank



SCHEDULE “A” - DOSSIER ON-DEMAND SUBSCRIPTION SERVICE AGREEMENT

This Schedule “A” is added to and made part of the DOD Subscription Service Agreement between Dossier Systems, Inc. (“COMPANY”) and City of Hyattsville (“CUSTOMER”).

1. Subscription: This subscription covers the following DOD Service(s) functions, features, and options:

Dossier Professional Edition with 250 maximum units

Full Named User Licenses: Five (5)

Inventory Module

Personnel Module

Vendor Management Module

Fuel and Meter Import Module

Barcode Module

Advanced Reporting Option

One (1) Trip of three (3) Days of On-Site Training provide in first year of contract**

** Please note: Travel and living expenses are in addition to the purchase price and will be billed separately at cost after the onsite visit is complete.

2. Subscription Term: Thirty-six (36) months beginning _____ and continuing until expiration on _____.

3. Subscription Fees: The DOD Service described above will be provided at a one-time activation fee of \$ 12,070.00 and at an annual subscription fee of \$ 8,820.00. If applicable, a sales order form listing your purchase and initial payment requirement, including any Professional Services you purchased, will be provided along with this contract for your convenience.

4. Additional Fees: NOT APPLICABLE

5. Subscription Fee Payment Terms & Conditions: Subscription fees are payable annually in advance of use of the DOD Service via check or wire transfer, however, regardless of payment method, all payments must be received before the DOD Service is provided and made accessible. All invoices will be due and payable within

thirty (30) days after the invoice date. All payments are to be made in US Dollars. Payments are considered delinquent if not paid within thirty (30) days after the applicable invoice date stated on the invoice (“Due Date”). A late payment charge of one and one-half percent (1.5%) per month will be applied to the CUSTOMER’s account if invoices are not paid by the Due Date. If COMPANY is required to take action to collect any delinquent payments hereunder, CUSTOMER will reimburse COMPANY for reasonable attorney and/or collection fees incurred in collecting the account. In addition to any collection remedies COMPANY may use, COMPANY reserves the right to disconnect or otherwise discontinue the DOD service; provided, prior to COMPANY exercising its right of Disconnection of Non-Payment, COMPANY shall have provided CUSTOMER written notice and opportunity to cure non-payment within thirty (30) days of receipt of said written notice. If CUSTOMER fails to cure its payment default and COMPANY exercises its right of Disconnection for Non-Payment, a reactivation of a service suspended for non-payment will occur upon receipt of payment in full of the amount then due, including late fees, plus a reactivation fee of \$100 per subscriber user. CUSTOMER shall pay all applicable sales, use and excise taxes.

6. **Internet Service Connection & Minimum Computer Hardware:** CUSTOMER is responsible for providing Connectivity and computing equipment and/or mobile devices with the appropriate operating systems and applications as defined in the then current Dossier Systems “Systems Requirements – Dossier On-Demand” Technical Overview document for the version of Dossier software operating in the DOD Service environment. CUSTOMER acknowledges and agrees that the DOD Service must stay current with technology trends and that the supported computer/mobile device platforms will change over time. COMPANY agrees to provide a minimum of six (6) months notice before removing any operating system from the supported list.
7. **System Coordinator:** CUSTOMER agrees to appoint and maintain a “Dossier On-Demand Fleet Service Coordinator” who is authorized to act on its behalf to make authoritative decisions, to perform its user administration services and actions, and who will be COMPANY’s single contact source for the Company’s subscription. CUSTOMER names the following as its Coordinator: _____.
8. **Training:** COMPANY offers training services for CUSTOMER’s staff in the use of the DOD Service at additional cost. Any such training services will be provided pursuant to a separate agreement between COMPANY and CUSTOMER.



IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the date set forth below. This Agreement shall be effective upon the last date set forth below.

**City of Hyattsville
4310 Gallatin Street
Hyattsville, MD 20781**

**Dossier Systems, Inc.
6 Terri Lane
Suite 700
Burlington, NJ 08016**

By: _____

By: _____

Name: _____

Name: Phil Zuccarello

Title: _____

Title: Director, Finance & Administration

Date: _____

Date: _____

OPT OUT. By checking this box, customer opts to exclude their cleansed data from the industry benchmark database as described in Data Ownership and Use - Section 6 (b) of the Dossier On-Demand Subscription Service Agreement.



City of Hyattsville

Hyattsville Municipal Bldg
4310 Gallatin Street, 3rd Flr
Hyattsville, MD 20781
(301) 985-5000
www.hyattsville.org

Agenda Item Report

File #: HCC-283-FY20

4/6/2020

10.e

Submitted by: Hal Metzler
Submitting Department: Public Works
Agenda Section: Consent

Item Title:
Solar Lighting & LED Installation and Upgrades

Suggested Action:

I move that the Mayor and Council authorize the City Administrator enter into an agreement with GraybaR for the installation of LED and Solar LED lighting at various locations throughout the City at an encumbered amount not to exceed \$115,000.

Summary Background:

The City has renovated and upgraded several parks over the past two (2) fiscal years with many significant improvements. As part of the renovation projects staff would like to upgrade existing lighting, and in some cases augment it with additional solar powered lights at several parks maintained by the City. GraybaR provided a proposal utilizing the US Communities (now Omnia) purchasing agreement, of which the City is a member.

Next Steps:

N/A

Fiscal Impact:

\$115,000

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

Goal 3 - Promote a Safe and Vibrant Community

Legal Review Required?

Pending



Memo

To: Lesley Riddle, Director of Public Works

From: Michael Schmidl, Superintendent

CC: Ron Brooks, Treasurer

Date: March 7, 2016

Re: **Solar lighting & LED installation and Upgrading Though US Communities Contract**

I would like to propose the following to council for approval.

East First Light Technologies has put together proposals to install Solar lighting at 3 locations and replace 5 HID lights with LED fixtures using the US Communities contract # EV2370 (Now OMNIA)
Products and installation will be provided by GraybaR and Ennis Electric under this contract.

Location # 1 Hyatt Park installing 9 - solar powered Ballard style lights Total \$36,857.97

Location #2 38th Ave. Park installing 7 – solar powered Ballard style and 4 cobra head style lights Total \$ 31,879.34

Location #3 Centennial Park & parking lot #1 installing 4 -cobra head style solar lights and 5 – LED flood lights to replace 5 HID flood lights. Total \$ 43,913.07

Final total of \$112,650.38 charge to 70-311-400-5678



4800 FORBES BLVD
 LANHAM MD 20706-4304
 Phone: 301-306-3200
 Fax: 301-731-0573

To: MISC GOVT
 4800 FORBES BLVD
 LANHAM MD 20706
 Attn: Dawn Taft
 Phone: 804-279-2750
 Email:
 Fax:

Date: 03/16/2020
Project Name:
GB Quote #: 0234969753
 Purchase Order Nbr:
 Release Nbr:
 Additional Ref#:
 Revision Nbr:
 Valid From: 03/16/2020
 Valid To: 04/15/2020
 Contact: PETER ROTKIS
 Email: peter.rotkis@graybar.com

Proposal

We appreciate your request and take pleasure in responding as follows

Notes: * *Price includes all shipping cost* 1-2 weeks delivery after receipt of order * "Quoted Per OMNIA Contract #EV2370"

Item	Quantity	Supplier	Catalog Nbr	Description	Price	Unit	Ext.Price
100	5	NORTH STAR	NOF NORTH STAR LIGHTING INC		\$908.22	1	\$4,541.10

GB Part#:NOF NSL LTFIXTURES

Item Note: * Consists of: * SMF-450-40-W45-U-ND-SF * 10 units in stock. * Will deliver 1-2 weeks after receipt of order.

200	1	ENNIS ELECTRIC	NOF ENNIS ELECTRIC COMPANY INC		\$4,964.00	1	\$4,964.00
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GB Part#:NOF EN9 ENNIS

Item Note: * Consists of: * We propose to furnish the materials and labor necessary to provide the following scope or work: * 1. Install (5) new LED parking lot lights on existing poles using the existing circuits. * 2. Fixtures/ lamps are provided by Graybar. * Our proposal excludes the following: * · Identification or abatement of hazardous materials. * · Painting, patching, access panels. * · Upgrades or improvements to existing electrical systems to meet code requirements, except as * specifically described herein. * · Liability for errors or omissions in the design, drawings and specifications. * · Coordination or engineering studies. * · Performance and payment bonds.

Total in USD (Tax not included): \$9,505.10

This equipment and associated installation charges may be financed for a low monthly payment through Graybar Financial Services (subject to credit approval). For more information call 1-800-241-7408 to speak with a leasing specialist.

To: MISC GOVT
 4800 FORBES BLVD
 LANHAM MD 20706
 Attn: Dawn Taft

Date: 03/16/2020
 Project Name:
 GB Quote #: 0234969753

Proposal

We appreciate your request and take pleasure in responding as follows

Item	Quantity	Supplier	Catalog Nbr	Description	Price	Unit	Ext.Price
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GRAYBAR ELECTRIC COMPANY, INC.

TERMS AND CONDITIONS OF SALE

1.,ACCEPTANCE OF ORDER; TERMINATION - Acceptance of any order is subject to credit approval and acceptance of order by Graybar Electric Company, Inc. ("Graybar") and, when applicable, Graybar's suppliers. If credit of the buyer of the goods or services ("Buyer") becomes unsatisfactory to Graybar, Graybar reserves the right to terminate upon notice to Buyer and without liability to Graybar.

2.,PRICES AND SHIPMENTS - Unless otherwise quoted, prices for goods shall be those in effect at time of shipment, which shall be made F.O.B. shipping point, prepaid and bill. Unless otherwise indicated in the applicable quotation or statement of work, prices for services shall be those in effect at the time of completion. The contract price for goods and services shall be increased by the amount of any applicable tariff, excise, fee, assessment, levy, charge or duty of any kind whatsoever, imposed, assessed or collected by any governmental body, whether or not reflected in the costs charged to Graybar, and Graybar may increase its cost for goods and or services appropriately to take into account such increases in Graybar's costs.

3.,RETURN OF GOODS - Credit may be allowed for goods returned with prior approval. A deduction may be made from credits issued to cover cost of handling. Returns will not be accepted for services or any material which has been modified at the request of Buyer. In addition, no custom orders may be returned.

4.,TAXES - Prices shown do not include sales or other taxes imposed on the sale of goods or services. Taxes now or hereafter imposed on sales, shipments or services will be added to the purchase price. Buyer agrees to reimburse Graybar for any such tax or provide Graybar with acceptable tax exemption certificate.

5.,DELAY IN DELIVERY - Graybar is not to be accountable for delays in delivery of goods or services occasioned by acts of God, failure of its suppliers to ship or deliver on time, or other circumstances beyond Graybar's reasonable control. Factory shipment or delivery dates are best estimates, and in no case shall Graybar be liable for any consequential or special damages arising from any delay in provision of services, shipment or delivery.

6.,LIMITED WARRANTIES - Graybar warrants that all goods sold are free of any security interest and will make available to Buyer all transferable warranties (including without limitation warranties with respect to intellectual property infringement) made to Graybar by the manufacturer of the goods. Buyer acknowledges that the performance of any service which alters the manufacturer provided goods as indicated in the statement of work may void the manufacturer's warranty. Graybar shall use the same care and skill a similarly situated provider of like services would exercise following commonly accepted industry practices in the performance of its duties under this agreement. GRAYBAR MAKES NO OTHER EXPRESS OR IMPLIED WARRANTIES, AND SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PURPOSE. UNLESS OTHERWISE AGREED IN WRITING BY AN AUTHORIZED REPRESENTATIVE OF GRAYBAR, PRODUCTS SOLD HEREUNDER ARE NOT INTENDED FOR USE IN OR IN CONNECTION WITH (1) ANY SAFETY APPLICATION OR THE CONTAINMENT AREA OF A NUCLEAR FACILITY, OR (2) IN A HEALTHCARE APPLICATION, WHERE THE GOODS HAVE POTENTIAL FOR DIRECT PATIENT CONTACT OR WHERE A SIX (6) FOOT CLEARANCE FROM A PATIENT CANNOT BE MAINTAINED AT ALL TIMES.

7.,LIMITATION OF LIABILITY - Buyer's remedies under this agreement are subject to any limitations contained in manufacturer's terms and conditions to Graybar, a copy of which will be furnished upon written request. Furthermore, Graybar's liability shall be limited to either repair or replacement of the goods, re-performance of the services, or refund of the purchase price, all at Graybar's option, and IN NO CASE SHALL GRAYBAR BE LIABLE FOR INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES. In addition, claims for shortages, other than loss in transit, must be made in writing not more than five (5) days after receipt of shipment. Unless otherwise agreed in the applicable statement of work, acceptance of services will occur not more than five (5) days after completion of performance.

8.,WAIVER - The failure of Graybar to insist upon the performance of any of the terms or conditions of this agreement or to exercise any right hereunder shall not be deemed to be a waiver of such terms, conditions, or rights in the future, nor shall it be deemed to be a waiver of any other term, condition, or right under this agreement.

9.,MODIFICATION OF TERMS AND CONDITIONS - These terms and conditions, and any associated statement of work, supersede all other communications, negotiations, and prior oral or written statements regarding the subject matter of these terms and conditions. No change, modification, rescission, discharge, abandonment, or waiver of these terms and conditions shall be binding upon Graybar unless made in writing and signed on its behalf by a duly authorized representative of Graybar. No conditions, usage of trade, course of dealing or performance, understanding or agreement, purporting to modify, vary, explain, or supplement these terms and conditions shall be binding unless hereafter made in writing and signed by the party to be bound. Any proposed modifications or additional terms are specifically rejected and deemed a material alteration hereof. If this document shall be deemed an acceptance of a prior offer by Buyer, such acceptance is expressly conditional upon Buyer's assent to any additional or different terms set forth herein.

10.,REELS - When Graybar ships returnable reels, a reel deposit may be included in the invoice. The Buyer should contact the nearest Graybar service location to return reels.

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13.,ASSIGNMENT - Buyer shall not assign its rights or delegate its duties hereunder or any interest herein without the prior written consent of Graybar, and any such assignment, without such consent, shall be void.

14.,GENERAL PROVISIONS - All typographical or clerical errors made by Graybar in any quotation, acknowledgment or publication are subject to correction. This agreement shall be governed by the laws of the State of Missouri applicable to contracts to be formed and fully performed within the State of Missouri, without giving effect to the choice or conflict of law provisions thereof. All suits arising from or concerning this agreement shall be filed in the Circuit Court of St. Louis County, Missouri, or the United States District Court for the Eastern District of Missouri, and no other place unless otherwise determined in Graybar's sole discretion. Buyer hereby irrevocably consents to the jurisdiction of such court or courts and agrees to appear in any such action upon written notice thereof.

15.,PAYMENT TERMS - Payment terms shall be as stated on Graybar's invoice or as otherwise mutually agreed. As a condition of the sales agreement, a monthly service charge of the lesser of 1-1/2% or the maximum permitted by law may be added to all accounts not paid by net due date. Visa, MasterCard, American Express, and Discover credit cards are accepted at point of purchase only.

16.,EXPORTING - Buyer acknowledges that this order and the performance thereof are subject to compliance with any and all applicable United States laws, regulations, or orders. Buyer agrees to comply with all such laws, regulations, and orders, including, if applicable, all requirements of the International Traffic in Arms Regulations and/or the Export Administration Act, as may be amended. ~~THIS EQUIPMENT AND ASSOCIATED INSTALLATION CHARGES MAY BE SUBJECT TO A DUE DILIGENCE PAYMENT THROUGH GRAYBAR FINANCIAL SERVICES (SUBJECT TO CREDIT APPROVAL) OR OTHER SUPPORTING DOCUMENTATION AT THE TIME OF EXPORT OR TRANSFER, UNLESS BUYER HAS OBTAINED PRIOR WRITTEN AUTHORIZATION FROM THE UNITED STATES OFFICE OF EXPORT CONTROL OR OTHER AUTHORITY RESPONSIBLE FOR SUCH MATTERS.~~

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4800 FORBES BLVD
 LANHAM MD 20706-4304
 Phone: 301-306-3200
 Fax: 301-731-0573

To: MISC GOVT
 4800 FORBES BLVD
 LANHAM MD 20706
 Attn: Dawn Taft
 Phone: 804-279-2750
 Email: peter.rotkis@graybar.com
 Fax:

Date: 03/11/2020
Project Name:
GB Quote #: 0234937326
 Purchase Order Nbr:
 Release Nbr:
 Additional Ref#:
 Revision Nbr:
 Valid From: 03/11/2020
 Valid To: 04/10/2020
 Contact: PETER ROTKIS
 Email: peter.rotkis@graybar.com

Proposal

We appreciate your request and take pleasure in responding as follows

Notes: * 10 WEEK LEAD TIME * INCLUDES ALL SHIPPING COSTS * "QUOTED PER OMNIA CONTRACT #EV2370"

Item	Quantity	Supplier	Catalog Nbr	Description	Price	Unit	Ext.Price
100	1	FIRST LIGHT TECH	38 PARK AVE	MATERIAL	\$16,949.09	1	\$16,949.09

GB Part#:NOF FL1 FIRSTLIGHT

Item Note: * QUANTITY 7 - WLB-102-BK-SYM-NW-04 * QUANTITY 3 - SCL-SPMU-BK-T4-NW-09 * QUANTITY 1 - PLE-AL-4S-TH1-SD-12-BK * QUANTITY 1 - PLE-AL-4S-TH1-DD-12-BK (180 DEGREES)

200	1	ENNIS ELECTRIC	38 PARK AVE	LABOR	\$14,930.25	1	\$14,930.25
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GB Part#:NOF EN9 ENNIS

Item Note: * We propose to furnish the materials and labor necessary to provide the following scope or work: * 1. Drill (2) 30" holes and install (2) pre-cast light pole bases for new solar light poles. A 24" dia. base will be provided 6" above grade. Please allow an additional \$1500.00 per base if a poured base and footing is necessary due to soil conditions. A stamped structural drawing will be provided for the pre-cast * bases. * 2. Install (3) First Light Type SCL pole lights and solar panels provided by others. Fixtures to be pre-programmed by the factory for customer settings. Second pole will have 2 light fixtures. * 3. Drill (7) 12" holes and install (7) customer supplied First light Type WLB2 bollards. A 12" dia. concrete base will be provided for the bollards. * 4. All locations must be pre-approved before any construction begins. We request a City of Hyattsville representative be present for this site walk. * 5. Remove spoils and repair ground around new bases using seed and straw. * 6. Obtain a permit from the jurisdiction (if necessary) for the project and provide inspection reports. * Our proposal excludes the following: * * Identification or abatement of hazardous materials. * * Liability for errors or omissions in the design, drawings and specifications. * * Coordination or engineering studies. * * Soil analysis report and sediment control.

Total in USD (Tax not included): \$31,879.34

This equipment and associated installation charges may be financed for a low monthly payment through Graybar Financial Services (subject to credit approval). For more information call 1-800-241-7408 to speak with a leasing specialist.

To: MISC GOVT
 4800 FORBES BLVD
 LANHAM MD 20706
 Attn: Dawn Taft

Date: 03/11/2020
 Project Name:
 GB Quote #: 0234937326

Proposal

We appreciate your request and take pleasure in responding as follows

Item	Quantity	Supplier	Catalog Nbr	Description	Price	Unit	Ext.Price
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GRAYBAR ELECTRIC COMPANY, INC.

TERMS AND CONDITIONS OF SALE

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- 2.,PRICES AND SHIPMENTS - Unless otherwise quoted, prices for goods shall be those in effect at time of shipment, which shall be made F.O.B. shipping point, prepaid and bill. Unless otherwise indicated in the applicable quotation or statement of work, prices for services shall be those in effect at the time of completion. The contract price for goods and services shall be increased by the amount of any applicable tariff, excise, fee, assessment, levy, charge or duty of any kind whatsoever, imposed, assessed or collected by any governmental body, whether or not reflected in the costs charged to Graybar, and Graybar may increase its cost for goods and or services appropriately to take into account such increases in Graybar's costs.
- 3.,RETURN OF GOODS - Credit may be allowed for goods returned with prior approval. A deduction may be made from credits issued to cover cost of handling. Returns will not be accepted for services or any material which has been modified at the request of Buyer. In addition, no custom orders may be returned.
- 4.,TAXES - Prices shown do not include sales or other taxes imposed on the sale of goods or services. Taxes now or hereafter imposed on sales, shipments or services will be added to the purchase price. Buyer agrees to reimburse Graybar for any such tax or provide Graybar with acceptable tax exemption certificate.
- 5.,DELAY IN DELIVERY - Graybar is not to be accountable for delays in delivery of goods or services occasioned by acts of God, failure of its suppliers to ship or deliver on time, or other circumstances beyond Graybar's reasonable control. Factory shipment or delivery dates are best estimates, and in no case shall Graybar be liable for any consequential or special damages arising from any delay in provision of services, shipment or delivery.
- 6.,LIMITED WARRANTIES - Graybar warrants that all goods sold are free of any security interest and will make available to Buyer all transferable warranties (including without limitation warranties with respect to intellectual property infringement) made to Graybar by the manufacturer of the goods. Buyer acknowledges that the performance of any service which alters the manufacturer provided goods as indicated in the statement of work may void the manufacturer's warranty. Graybar shall use the same care and skill a similarly situated provider of like services would exercise following commonly accepted industry practices in the performance of its duties under this agreement. GRAYBAR MAKES NO OTHER EXPRESS OR IMPLIED WARRANTIES, AND SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PURPOSE. UNLESS OTHERWISE AGREED IN WRITING BY AN AUTHORIZED REPRESENTATIVE OF GRAYBAR, PRODUCTS SOLD HEREUNDER ARE NOT INTENDED FOR USE IN OR IN CONNECTION WITH (1) ANY SAFETY APPLICATION OR THE CONTAINMENT AREA OF A NUCLEAR FACILITY, OR (2) IN A HEALTHCARE APPLICATION, WHERE THE GOODS HAVE POTENTIAL FOR DIRECT PATIENT CONTACT OR WHERE A SIX (6) FOOT CLEARANCE FROM A PATIENT CANNOT BE MAINTAINED AT ALL TIMES.
- 7.,LIMITATION OF LIABILITY - Buyer's remedies under this agreement are subject to any limitations contained in manufacturer's terms and conditions to Graybar, a copy of which will be furnished upon written request. Furthermore, Graybar's liability shall be limited to either repair or replacement of the goods, re-performance of the services, or refund of the purchase price, all at Graybar's option, and IN NO CASE SHALL GRAYBAR BE LIABLE FOR INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES. In addition, claims for shortages, other than loss in transit, must be made in writing not more than five (5) days after receipt of shipment. Unless otherwise agreed in the applicable statement of work, acceptance of services will occur not more than five (5) days after completion of performance.
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 Fax: 301-731-0573

To: MISC GOVT
 4800 FORBES BLVD
 LANHAM MD 20706
 Attn: Dawn Taft
 Phone: 804-279-2750
 Email: peter.rotkis@graybar.com
 Fax:

Date: 03/11/2020
Project Name:
GB Quote #: 0234937323
 Purchase Order Nbr:
 Release Nbr:
 Additional Ref#:
 Revision Nbr:
 Valid From: 03/11/2020
 Valid To: 04/10/2020
 Contact: PETER ROTKIS
 Email: peter.rotkis@graybar.com

Proposal

We appreciate your request and take pleasure in responding as follows

Notes: * 10 WEEK LEAD TIME * INCLUDES ALL SHIPPING COSTS * "QUOTED PER OMNIA CONTRACT #EV2370"

Item	Quantity	Supplier	Catalog Nbr	Description	Price	Unit	Ext.Price
100	1	FIRST LIGHT TECH	HYATT PARK MATERIAL		\$19,900.47	1	\$19,900.47

GB Part#:NOF FL1 FIRSTLIGHT

Item Note: * QUANTITY 9 - WLB-102-BK-SYM-NW-04 * QUANTITY 3 - SCL-SPMU-BK-T4-NW-09 * QUANTITY 3 - PLE-AL-4S-TH1-SD-12-BK

200	1	ENNIS ELECTRIC	HYATT PARK LABOR		\$16,957.50	1	\$16,957.50
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GB Part#:NOF EN9 ENNIS

Item Note: * We propose to furnish the materials and labor necessary to provide the following scope or work: * 1. Drill (3) 30" holes and install (3) pre-cast light pole bases for new solar light poles. A 24" dia. base will be provided 6" above grade. Please allow an additional \$1500.00 per base if a poured base and footing is necessary due to soil conditions. A stamped structural drawing will be provided for the pre-cast * bases. * 2. Install (3) First Light Type SCL pole lights and solar panels provided by others. Fixtures to be pre-programmed by the factory for customer settings. * 3. Drill (9) 12" holes and install (9) customer supplied First light Type WLB2 bollards. A 12" dia. concrete base will be provided for the bollards. * 4. All locations must be pre-approved before any construction begins. We request a City of Hyattsville representative be present for this site walk. * 5. Remove spoils and repair ground around new bases using seed and straw. * 6. Obtain a permit from the jurisdiction (if necessary) for the project and provide inspection reports. * Our proposal excludes the following: * Identification or abatement of hazardous materials. * * Liability for errors or omissions in the design, drawings and specifications. * * Coordination or engineering studies. * * Performance and payment bonds. * * Soil analysis report and sediment control.

Total in USD (Tax not included): \$36,857.97

This equipment and associated installation charges may be financed for a low monthly payment through Graybar Financial Services (subject to credit approval). For more information call 1-800-241-7408 to speak with a leasing specialist.

To: MISC GOVT
 4800 FORBES BLVD
 LANHAM MD 20706
 Attn: Dawn Taft

Date: 03/11/2020
 Project Name:
 GB Quote #: 0234937323

Proposal

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Item	Quantity	Supplier	Catalog Nbr	Description	Price	Unit	Ext.Price
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5.,DELAY IN DELIVERY - Graybar is not to be accountable for delays in delivery of goods or services occasioned by acts of God, failure of its suppliers to ship or deliver on time, or other circumstances beyond Graybar's reasonable control. Factory shipment or delivery dates are best estimates, and in no case shall Graybar be liable for any consequential or special damages arising from any delay in provision of services, shipment or delivery.

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315

Subject to the standard terms and conditions set forth in this document. Unless otherwise noted, freight terms are F.O.B. shipping point prepaid and bill. Unless noted the estimated ship date will be determined at the time of order placement.



City of Hyattsville

Hyattsville Municipal Bldg
4310 Gallatin Street, 3rd Flr
Hyattsville, MD 20781
(301) 985-5000
www.hyattsville.org

Agenda Item Report

File #: HCC-292-FY20

4/6/2020

10.f

Submitted by: Laura Reams
Submitting Department: City Clerk
Agenda Section: Consent

Item Title:
FY20 Budget Amendment: Acceptance of Laptop Donation

Suggested Action:

I move that the Mayor and Council accept the donation of 10 used laptop computers and the Asset Disposal/Transfer form from GlobalGiving Foundation these computer devices have an aggerate value of \$500 and will be immediately gifted out as a pass-thru to Hyattsville City schools for distribution and specific use by students.

Summary Background:

The City received a donation of 10 used laptops which will be distributed to local schools for use by students.

Next Steps:

Acceptance of donation and distribution of laptops.

Fiscal Impact:

\$500

City Administrator Comments:

Recommend approval

Community Engagement:

Staff coordinated with the local City schools to identify students in need.

Strategic Goals:

Goal 3 - Promote a Safe and Vibrant Community

Legal Review Required?

N/A

GlobalGiving Foundation Asset Disposal/Transfer Form

Department Tech

Reason for Disposal 2 (1 - Not Functional 2 - Outdated 3 - Not Needed)
Type of Disposition 3 (1 - Disposal 2 - Employee Gift 3 - Other Nonprofit
5 - Transfer to another Site or Department 6 - PP&E
decommission and recycle)

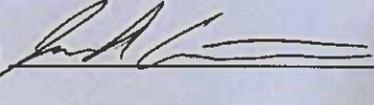
Recipient's Name (if gift or other nonprofit) City of Hyattsville, MD

Address 4310 Gallatin St. Hyattsville, MD 20781

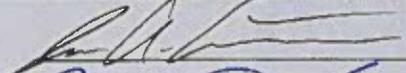
Site Location/Department (if transfer): _____

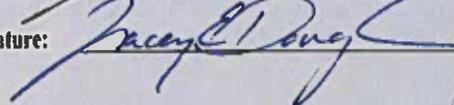
Asset Information Section (Use a Separate Sheet for Additional Items)

- Quantity 10 Brand/Description: Acer
- Model # CB515-1HT-P39B Serial # NXGPTAA0027420D1887600 Asset# ASSET-811
- Model # CB515-1HT-P39B Serial # NXGPTAA00274117E8A7600 Asset# ASSET-827
- Model # CB515-1HT-P39B Serial # NXGPTAA0027362B67B7600 Asset# ASSET-738
- Model # CB515-1HT-P39B Serial # NXGPTAA00274400B547600 Asset# ASSET-737
- Model # CB515-1HT-P39B Serial # NXGPTAA0027431C0957600 Asset# ASSET-813
- Model # CB515-1HT-P39B Serial # NXGPTAA0027431C07D7600 Asset# ASSET-812
- Model # CB515-1HT-P39B Serial # NXGPTAA00273823C067600 Asset# ASSET-749
- Model # CB515-1HT-P39B Serial # NXGPTAA0027420D5FC7600 Asset# ASSET-742
- Model # CB515-1HT-P39B Serial # NXGPTAA00274400AFF7600 Asset# ASSET-740
- Model # CB515-1HT-P39B Serial # NXGPTAA00273823D4B7600 Asset# ASSET-743

Hard Drive Cleaned XX Completed By Signature 

Remarks _____

Requestor's Signature:  Date: 3/24/20

Approved By Signature:  Date: 3/27/20



City of Hyattsville

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Agenda Item Report

File #: HCC-291-FY20

4/6/2020

10.g

Submitted by: Laura Reams
Submitting Department: City Clerk
Agenda Section: Consent

Item Title:

Reschedule Budget Work Session of April 18, 2020 to April 15, 2020

Suggested Action:

I move that the Mayor and Council cancel the Council Budget Work Session scheduled for Saturday, April 18, 2020 and schedule a Budget Work Session for Wednesday, April 15, 2020

Summary Background:

Staff recommends cancelling the Budget Work Session scheduled for April 18 and rescheduling on April 15.

An updated Budget schedule is listed below and attached.

Revised FY-21 Budget Schedule

- Wednesday, March 25 Work Session - CANCELLED
- Monday, April 6, 7 PM - Presentation - Introduction & Overview of Draft FY21 Budget
- Wednesday, April 15, 7PM - Council Budget Work Session - FY21 Departmental Budget Review
- Monday, April 27 - Deadline for Council Budget Amendments
- Monday, May 4 - 7:30 PM - Public Hearing on FY21 Real Property Tax Rate
- Monday, May 4 - 8 PM - Discussion on Council Budget Amendments
- Monday, May 18 - 7 PM Introduction/First Reading - FY21 Budget
- Monday, June 1 - 7PM Adoption of FY21 Budget

Next Steps:

The City will publish notice of the meeting cancellation and the revised schedule.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support.

Community Engagement:

Notice of the meeting cancellation and revised scheduled will be shared on all City communication mediums.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

318

Legal Review Required?

N/A

City of Hyattsville – FY2021 Budget Calendar - Updated

Council Meeting

Monday, April 6, 2020, 8:00 PM - 10:00 PM via video teleconference

- Introduction & Overview of the Draft Budget for Fiscal Year 2021

Council Budget Work Session

Wednesday, April 15, 2020, 8:00 PM - 10:00 PM via video teleconference

- FY-21 Budget Review: Legislative & Administrative
- FY-21 Budget Review: Department of Public Works
- FY-21 Budget Review: Community Services
- FY-21 Budget Review: Community & Economic Development
- FY-21 Budget Review: Police Department
- FY-21 Budget Review: Capital Improvement Plan (CIP)
- Five-Year Forecast
- Follow up Discussion: All Departments

Deadline for submission of Council Budget Amendments

Monday, April 27, 2020, 5:00 PM

Public Hearing on the Real Property Tax Rate for Fiscal Year 2021

Monday, May 4, 2020, 7:30 PM - 8:00 PM via video teleconference

Council Meeting

Monday, May 4, 2020, 8:00 PM - 10:00 PM via video teleconference

- Discussion/Vote on Submitted Council Budget Amendments

Council Meeting

Monday, May 18, 2020, 8:00 PM - 10:00 PM via video teleconference

- Introduction & First Reading: FY21 Budget Ordinance

Council Meeting

Monday, June 1, 2020, 8:00 PM - 10:00 PM via video teleconference

- Second Reading & Adoption: FY21 Budget Ordinance



City of Hyattsville

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Agenda Item Report

File #: HCC-293-FY20

4/6/2020

11.a

Submitted by: Candace Hollingsworth
Submitting Department: Legislative
Agenda Section: Action

Item Title:

Hyattsville Emergency Ordinance 2020-02 COVID-19 Pandemic Fund (Introduction & Adoption)

Suggested Action:

I move that the Mayor and Council introduce and adopt Hyattsville Emergency Ordinance 2020-02, COVID-19 Pandemic Fund, an uncodified Ordinance whereby the City of Hyattsville establishes a special revenue fund known as the Covid-19 Pandemic Fund and transfers one million dollars from unencumbered funds in the General Fund to reduce the impact of economic hardships arising from the pandemic caused by the coronavirus ("COVID-19") in the City of Hyattsville (INTRODUCTION & ADOPTION).

Summary Background:

On March 5, 2020, Governor Larry Hogan (MD) declared a state of emergency due to an increasing number of COVID-19 outbreaks in the continental US and the State of Maryland. The Mayor and Council of the City of Hyattsville adopted emergency ordinance 2020-01-COVID-19 on March 23, 2020 extending the powers of the City Administrator to ensure the efficient operations of city government during the state of emergency. As this situation has evolved, it is clear that a variety of efforts will be necessary to address a wide range of needs in the Hyattsville community. This fund is proposed to support programs and initiatives providing economic relief, social services support, and other measures to promote collective recovery. The Mayor and Council shall be responsible for establishing priorities for distribution and criteria governing the acceptance of applications. These criteria shall be established no later than the regular Council Meeting of May 4, 2020.

No funds shall be disbursed from this fund without the approval of the Mayor and Council.

Next Steps:

Staff will proceed with setting up the fund while Council establishes the priorities and criteria.

Fiscal Impact:

\$1M

City Administrator Comments:

The City is able to financially support this request by using funds from the general fund reserves.

Community Engagement:

TBD

Strategic Goals:

321

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

Legal Review Required?

Complete

**CITY OF HYATTSVILLE
MARYLAND**

**UNCODIFIED EMERGENCY ORDINANCE
2020-02 COVID-19 PANDEMIC FUND**

An uncodified Ordinance whereby the City of Hyattsville establishes a special revenue fund known as the Covid-19 Pandemic Fund and transfers one million dollars from unencumbered funds in the General Fund to reduce the impact of economic hardships arising from the pandemic caused by the coronavirus (“COVID-19”) in the City of Hyattsville.

WHEREAS, an outbreak of disease caused by the coronavirus (“COVID-19”) occurred in Hubei province, China, in late 2019, and is currently a deadly pandemic; and

WHEREAS, due to numerous mitigation measures recommended by the federal and state authorities and subsequently imposed by the State, City of Hyattsville residents and business are suffering from economic hardships of various kinds; and

WHEREAS, it is the desire of the Mayor and Council to ameliorate these economic hardships to the extent possible; and

WHEREAS, pursuant to §C2-9 of the Charter the Mayor and Council have authority to enact emergency legislation by the affirmative vote of a majority of the members of the Council.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HYATTSVILLE, MARYLAND, THAT the Mayor and Council hereby establish the Covid – 19 Pandemic Fund as follows:

Section 1. The Mayor and Council direct the Treasurer to establish a special revenue fund to be referred to as the Covid-19 Pandemic Fund.

Section 2. The Mayor and Council appropriate and transfer one million dollars (\$1,000,000.00) from the General Fund’s unencumbered balance to the Covid - 19 Pandemic Fund.

Section 3. Prior to the expenditure of funds from the Covid – 19 Pandemic Fund, specific criteria and guidelines for such expenditures must be established and approved by a two-thirds majority vote of the Council.

Section 4. Upon the successful elimination of the Covid – 19 pandemic and with Mayor and Council approval, the Treasurer shall seek to close the Covid-19 Pandemic Fund and transfer any remaining funds back to the General Fund’s unencumbered balance via ordinance.

Section 5. The City Administrator, with the assistance of the Treasurer, shall ensure that all expenditures from the Covid – 19 Pandemic Fund are properly documented and shall seek reimbursement for said expenditures from federal and state authorities.

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

AND BE IT FURTHER ORDAINED, that this Ordinance is an Emergency Ordinance and shall be effective immediately upon enactment;

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

INTRODUCED by the City Council of the City of Hyattsville, Maryland, at a regular public meeting on **April 6, 2020**.

ADOPTED by the City Council of the City of Hyattsville, Maryland, at a regular public meeting on **April 6, 2020**.

Adopted: _____

Attest: _____
Laura Reams, City Clerk

Candace B. Hollingsworth, Mayor

⊞ indicate deletions

Underline indicates additions

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

Effective Date: April 6, 2020



City of Hyattsville

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Agenda Item Report

File #: HCC-252-FY20

4/6/2020

11.b

Submitted by: Danny Schaible
Submitting Department: Legislative
Agenda Section: Action

Item Title:
Backyard Chicken Act

Suggested Action:

I move that the Mayor and Council direct the City Attorney to draft an ordinance amending Chapter 52 of the Hyattsville Charter and Code to amend section §52-10 by striking the inclusion of “domestic fowl” and “poultry and game birds” from the list of prohibited animals. Roosters will remain on the list of prohibited animals in the Code.

Summary Background:

This modification will eliminate the City prohibition on raising chickens in Hyattsville. Chicken raising is an enjoyable recreational activity that provides a healthy food source, high-quality fertilizer, fosters community building, and, with proper regulations, does not result in unsanitary or noisy conditions. Many jurisdictions allow responsible chicken raising, including our neighbors in Anne Arundel, Baltimore, Howard, and Montgomery Counties, and nearby municipalities like Annapolis, Baltimore, and Rockville. NOTE: The Prince George's County Ordinance that restricts raising chickens, Section 27-441, will remain in effect, so raising chickens in Hyattsville will remain prohibited by County Ordinance.

Next Steps:

The City Attorney and Director of Community and Economic Development will draft the ordinance for discussion and action by the Mayor and Council. If the motion passes, Hyattsville will write a letter to the Prince George's County Council, informing them of the change to our municipal code, and requesting that Section 27-441 be modified to allow for responsible chicken raising within Prince George's County. The City should tie this request to the recent County Code change to support urban farming within Prince George's County.

An initial discussion was held on January 21, 2020, with follow up Council discussion on March 2, 2020.

Fiscal Impact:

N/A

City Administrator Comments:

The Community & Economic Development staff met with Councilman Schaible to discuss the intent of the motion. The elimination of the “domestic fowl” and “poultry and game birds” language will result in the City Code Compliance staff no longer enforcing this as a City violation. Incidents may still be referred to Prince George's County Department of Permits, Licensing and Inspections (DPIE) and it would be incumbent upon Prince George's County to enforce any “domestic fowl”, and “poultry and game birds' violations of County Code if the County does not agree to a modification.

Community Engagement:

The draft ordinance will be scheduled for Council discussion/action at a future Council Meeting.

325

Strategic Goals:

Goal 3 - Promote a Safe and Vibrant Community

Legal Review Required?

Pending



City of Hyattsville

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Agenda Item Report

File #: HCC-277-FY20

4/6/2020

11.c

Submitted by: Hal Metzler
Submitting Department: Public Works
Agenda Section: Action

Item Title:
Solid Waste Collection Study Contract

Suggested Action:

I move that the Mayor and Council authorize the City Administrator to enter into a contract with SCS Engineers and to encumber an amount not to exceed \$39,000 to complete a Solid Waste Collection Study in response to RFP #DPW20-001.

Summary Background:

In January 2020 the City of Hyattsville solicited a Request for Proposal (RFP) for a Solid Waste Collection Study to evaluate the current Solid Waste collection program and to provide recommendations for improvements and/or expansion of services. The City received several responses to the RFP and selected SCS Engineers as providing the best value to the City.

Next Steps:

Proceed with study.

Fiscal Impact:

NTE \$39,000

City Administrator Comments:

Recommend Support. SCS Engineers has a proven record of providing comprehensive collection study services.

Community Engagement:

To be determined

Strategic Goals:

Goal 4 - Foster Excellence in all City Operations

Legal Review Required?

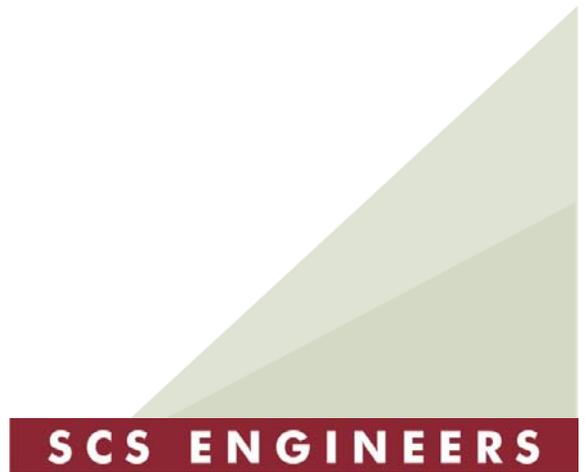
Pending

PRACTICAL | ACHIEVEABLE | MEASUREABLE

Proposal for a Solid Waste Collection Study

The City of Hyattsville
4310 Gallatin Street
Hyattsville, Maryland 20781

Attention: Laura Reams, City Clerk



90000003.02 | January 30, 2020

11260 Roger Bacon Drive
Suite 300
Reston, VA 20190
703.471.6150 328

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Appendices

- A – Draft Scope of Services
- B – Staffing Plan
- C – Budget Detail

1 EXECUTIVE SUMMARY

The City of Hyattsville would like a review of their existing solid waste collections and management services to assess ways to improve efficiency and cost effectiveness. In addition, the City would like to explore expansion of their current waste services to include multi-family properties. The analysis should include costs for expansion of services, legal considerations, required equipment, appropriate scope of service, public/private access, and use of external or internal resources.

SCS is well-matched for this assignment having recently completed several solid waste collection evaluations for other jurisdictions (most recently for the City of College Park, MD), local proximity to the City of Hyattsville, and assigning staff that have worked on these types of projects and have the experience. We will sit down at a face-to-face meeting to discuss the City’s concerns, gather information, observe solid waste collection operations, and compare policies and practices to other communities.

Our team provides national expertise with a local knowledge. Not all solid waste collection practices have the ability to transfer to other jurisdictions. SCS will help the City decide on the practices that best suit their operations and have the most likely capacity for success.

Our proposal is organized according to the forms provided in the RFP. We have included our approach as Appendix A and a description of the staff that will be assigned to this project in Appendix B.

2 CONTRACTOR INFORMATION

Firm Name	SCS Engineers
Address	11260 Roger Bacon Dr, Suite 300, Reston, VA 20190
Contact Person	Stacey Demers, Project Director 703-471-6150 office 703-929-2986 cell sdemers@scsengineers.com

3 PROPOSAL RATE SHEET

Item	Approx. Quantity	Unit	Position	Hourly Rate	Proposal Amount
1	See Appendix C	LS	See Appendix C	See Appendix C	\$32,398

A detailed cost estimate is provided in Appendix C.

PROPOSAL FORM PRICE AUTHORIZATION

By signing this Proposal form, such action certifies that the Contractor has personal knowledge of the following:

That said Contractor has examined the RFP and specifications, carefully prepared the Proposal form, and has checked the same in detail before submitting said Proposal; and that said Contractor, or the agents, officers, or employees thereof, have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive Proposing in connection with this Proposal.

That all said work will be performed at the Contractor's own proper cost and expense. The Contractor will furnish all necessary materials, labor, tools, machinery, apparatus and other means of construction in the manner provided in the applicable specifications, and at the time stated in the contract.

The undersigned, being a reputable Contractor and having submitted the necessary pre-qualification forms, hereby submits in good faith and in full accordance with all specifications, attached or integral, his/her Proposal:

Name of Contractor	SCS Engineers
Authorized Signature	
Name and Title of Signatory	Stacey Demers, Project Director
Date	January 29, 2020
Type of Organization	Corporation
SEAL	

4 INSURANCE REQUIREMENT

Exhibit 1 presents our certificate of insurance. SCS maintains insurance coverage that exceeds the limits required in the RFP.

Exhibit 1: SCS Certificate of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
03/19/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Insurance Services West, Inc. Los Angeles CA office 707 Wilshire Boulevard Suite 2600 Los Angeles CA 90017-0460 USA	CONTACT NAME: PHONE (A/C. No. Ext): (866) 283-7122 FAX (A/C. No.): 800-363-0105 E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
INSURED SCS Engineers, SCS Field Services, SCS Energy, SCS Tracer Environmental 3900 Kilroy Airport way, Ste 100 Long Beach CA 90806 USA	INSURER A: Steadfast Insurance Company	NAIC # 26387
	INSURER B: Zurich American Ins Co	16535
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

Holder Identifier :

COVERAGES CERTIFICATE NUMBER: 570075439279 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:			GLO011277804	03/31/2019	03/31/2020	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$25,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			BAP 0112780-04	04/01/2019	04/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE AGGREGATE
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N	WC011277904	04/01/2019	04/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000
A	<input checked="" type="checkbox"/> Env Prof (E&O)			IPR379235302 Prof Liab - claims Made	03/31/2017	03/31/2020	Per claim \$2,000,000 Aggregate \$2,000,000

Certificate No : 570075439279

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of Insurance

CERTIFICATE HOLDER SCS Engineers, SCS Energy, SCS Field Services, SCS Tracer Environmental 3900 Kilroy Airport way, #100 Long Beach CA 90806-6816 USA	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

Exhibit 1 (continued): SCS Certificate of Insurance (page 2)

AGENCY CUSTOMER ID: 570000034408

LOC #:



ADDITIONAL REMARKS SCHEDULE

Page of

AGENCY Aon Risk Insurance Services West, Inc.		NAMED INSURED SCS Engineers, SCS Field Services,	
POLICY NUMBER See Certificate Number: 570075439279			
CARRIER See Certificate Number: 570075439279	NAIC CODE	EFFECTIVE DATE:	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER	
INSURER	
INSURER	
INSURER	

ADDITIONAL POLICIES If a policy below does not include limit information, refer to the corresponding policy on the ACORD certificate form for policy limits.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
	OTHER							
A	Env Contr Poll			IPR379235302 Poll Liab - Per Occur	03/31/2017	03/31/2020	Per Occurrence	\$2,000,000
							Aggregate	\$2,000,000

5 COMPANY BACKGROUND

Company Name	SCS Engineers
Main Office Location	<u>Headquarters:</u> 3900 Kilroy Airport Way, #100, Long Beach, CA 90806 <u>Office for this project for the City of Hyattsville:</u> 11260 Roger Bacon Dr, Suite 300, Reston, VA 20190
Year Founded	1970
Project Manager Name	Stacey Demers
Project Manager Phone	703-471-6150 x2466
Project Manager Email	sdemers@scsengineers.com
Years of Experience	29
Has the company every operated under another name? If yes, what name?	No
Do you have the equipment and staff available to start within 10 days of notice to proceed?	Yes
If no to the previous question, how long would it take to have the equipment and staff available?	NA
Has the company ever done work with the City of Hyattsville? If yes, when and what type of work.	No

Founded in 1970, we are one of the oldest and most experienced environmental engineering firms in the U.S. We divide our professional practice into two broad divisions: Solid Waste and Environmental Services. Sustainable Materials Management is one of the professional practice areas associated with SCS' Solid Waste Division. Our sustainable materials management practice includes:

- Waste, recycling, and organics collection and efficiency assessments.
- Solid waste and materials management /zero waste plans and implementation, waste characterization studies, public outreach and education programs.
- Financial analysis and rate studies, privatization evaluations, and organizational assessments.

- Organics diversion, including collection programs, and composting and anaerobic digestion facility design, permitting, and engineering.
- Convenience drop-off center, Materials Recovery Facility (MRF), and transfer station design, permitting, engineering, and compliance.

Our solid waste and materials management planning practice services are summarized below.

Exhibit 2: Solid Waste and Materials Management Planning Services

Plans and Studies	<ul style="list-style-type: none"> ● Solid Waste Management Plans ● Zero Waste Strategic Plans ● Regulation Review and Recommendations ● Policy Development and Implementation ● Program Planning ● Benchmarking of Services and Fees ● Diversion Analysis and Planning ● Waste Generation and Characterization Studies ● Feasibility Studies ● Greenhouse Gas Inventories ● Sustainability Plans
Program Design and Implementation	<ul style="list-style-type: none"> ● Collection Assessments and Program Development ● Waste Assessments ● Business Technical Assistance ● Diversion Program Development ● Facility Feasibility Studies ● Implementation Schedules ● Monitoring and Evaluation ● Diversion Assessments ● Program Effectiveness and Improvements ● Special Events and Public Venue Programs ● Construction and Demolition Debris Diversion Programs ● LEED Certification
Financial and Economic Analysis	<ul style="list-style-type: none"> ● Rate Analysis ● Hauler Audits ● Cost of Service Studies ● Cost, Financial, and Economic Analysis ● Alternative Rate Structures and Fee Schedules ● Evaluation of Public-Private Partnerships ● Development of RFQ/RFP/Bid Documents ● Procurement Assistance ● Grant funding applications and management ● Customer Billing and Service Reviews
Public Outreach and Education	<ul style="list-style-type: none"> ● Development of Public Education Programs ● Facilitation of Public Meetings ● Workshops and Seminars ● Public Opinion Surveys ● Flyers, Posters, Newsletters, Social Media ● School Assemblies ● Contests, Promotions, Public Events

6 REFERENCES

Reference 1	
Name of Project	2018 Solid Waste Collection Study
Owner of Project	City of College Park, MD Department of Public Works
Address of Project	9217 51st Ave, College Park, MD 20740
Contact Person	Robert Marsili, Director of Public Works
Phone Number	240-487-3590 x3601
Email Address	rmarsili@collegeparkmd.gov
Description of Work	<p>The City of College Park contracted with SCS Engineers to evaluate their waste collection program and compare it to programs offered by other municipalities. SCS observed waste collection operations and interviewed staff to develop recommendations that would help the City improve efficiency, control costs, and reduce abuses.</p> <p>While the main concern for the City was how to control the escalating quantities of special trash (bulky waste, white goods, and electronics) set out for collection, SCS also observed collection operations for garbage, recycling, and yard waste. We worked with the City to develop practical and implementable solutions for continued high service to all residents and presented these recommendations to City Council.</p>
Comments	SCS provided the contracted services within budget and on time.

Reference 2	
Name of Project	2019 Solid Waste Collection System Evaluation
Owner of Project	City of Lynchburg, VA, Department of Public Works
Address of Project	1700 Memorial Avenue, Lynchburg, VA 24501
Contact Person	Gaynelle Hart, Director of Public Works
Phone Number	434-455-4450
Email Address	gaynelle.hart@lynchburgva.gov
Description of Work	<p>The City of Lynchburg utilized an annual decal system to pay for its waste collection program. Because residents did not renew their decal consistently, revenues often fell short to cover operational expenses. Coupled with financial issues was pressure from City council to keep the City clean and to implement a curbside recycling collection program. SCS was contracted by the City to evaluate two major components of the City’s waste collection program:</p> <ul style="list-style-type: none"> • Material Collections: SCS evaluated the efficiency of the City’s existing solid waste collection system and assessed potential for implementing a curbside recycling program. • Financial Assessment: SCS projected the sufficiency of Refuse Rate revenues to fund annual operating expenses and capital program, while maintaining adequate working capital reserves over a multi-year projection period (FY 2020 – FY 2029). SCS also evaluated the impact of modifications to the City’s billing and collection methods. <p>SCS observed collection operations and interviewed personnel to identify methods to increase efficiency and evaluate feasibility of implementing curbside recycling collection. Recommendations were presented in a Final Report and presented to the City Council.</p>
Comments	SCS provided the contracted services within budget and on time.

Reference 3	
Name of Project	Methods to Increase Multi-Family Recycling
Owner of Project	Montgomery County, MD, Division of Solid Waste Services
Address of Project	101 Monroe St., 6th Floor, Rockville, MD 20850
Contact Person	Alan Pultyniewicz, Recycling Coordinator
Phone Number	240-777-6480
Email Address	Alan.Pultyniewicz@montgomerycountymd.gov
Description of Work	<p>Of the approximately 1,000,000 tons of waste generated annually in Montgomery County, MD, about 9% is generated by the multi-family sector. SCS conducted several studies that guided pathways to increase recycling within this population:</p> <ul style="list-style-type: none"> • Location of Communal Recycling Collection Containers - The County ordinance requires that communal recycling containers be "convenient", however, "convenient" means different things to different users. SCS documented recycling quantities at various multi-family units and correlated the quantity of recycling with the distance from dwelling units to the nearest communal recycling container. We recommended the County Ordinance be revised to require recycling containers be located no more than 300 feet from each dwelling unit. • Number of Communal Recycling Locations - Similar to the recommendation above to define convenience, SCS recommended that the number of communal recycling locations be at least one for every 100 dwelling units. • Capacity of Communal Recycling Containers - The quantity of waste materials placed in recycling collection containers instead of refuse collection containers is related to the proportion of waste capacity devoted to recycling. As such, increased recycling requires a proper balance of refuse and recycling capacity. The recycling rate increases significantly when the proportion of waste disposal capacity devoted to recycling is greater than 40 percent.
Comments	SCS has a lot of experience assessing waste and recycling collection at multi-family properties which will help us assess the feasibility of implementing City-provided waste collection services to this sector.

The table below lists other relevant contracts that were awarded to SCS by other jurisdictions for work similar to that requested by the City.

Name of Jurisdiction and Client/Contact	Title of Contract or Work Order	Strength of Services Provided	SCS Organizational Structure (Key Personnel & SCS Office Location)
<p>Oklahoma City Environmental Assistance Trust (OCEAT), OK James Linn Superintendent (405) 297-2464 james.linn@okc.gov</p>	<p>Evaluation of Solid Waste Collection Services</p>	<p>SCS' review of both City and private collection practices enabled contract negotiations for the new solid waste collection contract, which serviced over 196,000 households beginning in September 2016.</p>	<p><u>Reston, VA</u> Stacey Demers, Project Director <u>Norfolk, VA</u> Robert Gardner, Reviewing Principal</p>
<p>Town of Chapel Hill, NC Wendy Simmons Solid Waste Services Manager (919) 969-5123 wsimmons@townofchapelhill.org</p>	<p>Waste Collections and Technology Study; Comprehensive Review of Solid Waste Collections, Transportation, and Disposal Options</p>	<p>SCS' RFP resulted in the Town entering into an Interlocal Agreement to participate in the County's recycling program; SCS is assisting the Town with implementing our recommendations</p>	<p><u>Reston, VA</u> Stacey Demers, Collections and Recycling Advisor Josh DeGayner, Field Assessment <u>Norfolk, VA</u> Robert Gardner, Reviewing Principal</p>
<p>Rockbridge County, VA Jeremy Garrett Solid Waste Director (540) 460-1490 jeremy_garrett@co.rockbridge.va.us</p>	<p>Provide Assistance Related to Issuance of a RFP to Solicit Proposals/Bids - Implementation of Solid Waste and Recyclable Material Hauling Services; Development of a Comprehensive Solid Waste Management Plan</p>	<p>SCS' RFP resulted in the County executing a contract that yielded substantial cost savings; SCS' Strategic Plan was adopted by the Board of Supervisors and SCS is assisting the County with implementing our recommendations</p>	<p><u>Reston, VA</u> Stacey Demers, Project Director Josh DeGayner, Field Assessment <u>Richmond, VA</u> Robert Dick, Project Manager Ryan Duckett, Staff Professional</p>
<p>City of Virginia Beach, VA John Barnes Solid Waste Administrator (757) 385-4628 jbarnes@vb.gov</p>	<p>Solid Waste Rate Study; Update Residential Collection Routing Maps; Pay as You Throw Analysis; Zero Waste Policy Analysis; Evaluate Residential Routing, Route Optimization, and Implement a New Routing Program</p>	<p>SCS' studies helped the City realize, among other issues, the limiting factor in maximizing productivity is not the available time in the day, but the capacity of the vehicles, the availability of spare trucks, and the concentration of customers that are serviced by single axle trucks</p>	<p><u>Reston, VA</u> Stacey Demers, Project Director <u>Norfolk, VA</u> Robert Gardner, Reviewing Principal</p>

Name of Jurisdiction and Client/Contact	Title of Contract or Work Order	Strength of Services Provided	SCS Organizational Structure (Key Personnel & SCS Office Location)
Orange County, NC Gayle Wilson Solid Waste Director (919) 968-2885 gwilson@orangecountync.gov	Development of a Solid Waste Financial Plan; Waste Characterization Studies	SCS' Financial Plan resulted in the County modifying the funding structure for their Solid Waste Enterprise Fund; SCS' waste characterizations studies have provided data for over 20 years that guide the County's program policies	<u>Reston, VA</u> Stacey Demers, Waste Composition <u>Richmond, VA</u> Robert Dick, Project Manager Ryan Duckett, Financial Analyst

APPENDIX A – DRAFT SCOPE OF WORK

TASK 1: KICK-OFF MEETING

Goal

The objective of this task is to verify a mutual understanding of the project goals and tasks, communication protocols, available information and data, and timeline of fieldwork and project submittals.

Description

Upon the Notice of Award, SCS will arrange for a kick-off meeting within the first ten days of the project with City staff and with other interested representatives to clarify mutual expectations and objectives. At this time, we will review our proposed method and discuss ways that SCS can cooperate with each party so that the solid waste study proceeds successfully while causing a minimum amount of disruption in normal operations.

Information that can be discussed and provided to SCS at this meeting (if available) include the following:

- Operating and capital budgets
- Copy of City Code related to solid waste collection, recycling, and special/bulk trash
- Scalehouse records for refuse, bulky trash, yard waste and recycling on a weekly or monthly basis for the past two years
- Equipment List
- Collection staffing and salaries
- Employee absenteeism and on-the-job injury rates
- Customer complaint records
- Map of collection routes for refuse, recycling, yard waste and bulky trash
- Listing, description (number of dwelling units) and map (if available) of multi-family properties in the City.

Deliverables

Within one week of the Kick-Off Meeting, SCS will summarize the topics discussed at the meeting, list the information and data provide at the meeting, and provide an updated schedule of fieldwork and deliverables.

TASK 2: FIELD ASSESSMENT

Goal

The objective of this task is to evaluate the current operations for the collection of refuse, recycling, yard waste, and bulk trash to identify opportunities to enhance the program's efficiency and effectiveness.

Description

Under this task, we will observe the current waste collection, transport, and disposal system over a one-week period. We will conduct in-person interviews during the field reconnaissance with various City staff performing tasks related to waste and recycling collection operations. The field effort will consist of the following:

Field Reconnaissance and Data Gathering on Existing Operations

- Meet with City's solid waste collection personnel to review current refuse, recycling, yard waste, and bulky waste collection routing and practices.
- Conduct a field reconnaissance of City collections operations and associated facilities. The visit will enable the observation of program assets, protocols, and routine practices first-hand. We can either follow the collection vehicles in our own vehicle (ride-behind) or ride in the collection vehicle (ride-along). Operational aspects to focus on may involve:
 - Equipment Performance and Maintenance;
 - Truck Timing and Traffic Control;
 - Number of Personnel Per Route;
 - Tons Collected Per Vehicle and Vehicle Type;
 - Number of Customers Served per Route (households, public receptacles, small businesses)
 - Route Duration;
 - Number of Disposal Runs Per Route;
 - Regulatory Compliance;
 - Safety Policies and Protocols;
 - Staff Communications;
 - Training Programs;
 - Personnel Management;
 - Service Order Technologies and Procedures; and
 - Unauthorized Waste Handling Procedures.
- Conduct interviews with key solid waste collection personnel to summarize recommendations that staff have considered to improve solid waste collection operations.

Interviews and Observations at Potential Multi-Family Properties

- Meet with several multi-family properties to discuss waste collection needs and observe infrastructure for trash and recycling collection operations.
- Estimate average weekly trash quantities generated by multi-family properties.
- Assess options for City-provided services to multi-family properties, e.g., City service to smaller properties with six or less dwelling units versus larger properties, serving multi-family properties with carts versus dumpsters, etc.

Analysis and Development of Findings

- Evaluate the existing collections program, manpower resources, operations, equipment, containers/bins, and facilities to identify potential areas of improvement.
- Evaluate the overall collection efficiency using summary statistics of collection times, waste quantities collected, and other information available. Compare these summary statistics to similar statistics of other communities (Task 3).
- Identify areas where routing efficiencies can be achieved based on deployment of equipment and personnel resources, geographical density of collection routes, and other factors that may be unique to the City's collection system. Note this subtask does not include a full-scale route optimization study.
- Assess additional resources required (manpower and equipment), legal considerations, and estimated costs related to providing trash collection services to multi-family properties.

Deliverables

SCS will prepare a narrative presenting the analysis, findings, conclusions, and recommendations of the evaluation of the City's existing collection program and describe potential methods to provide service to multi-family properties.

TASK 3: BENCHMARKING

Goal

Conduct research of other municipal solid waste programs that provide service to multi-family properties.

Description

SCS will utilize internet research and in-house data to summarize municipal programs that collect waste materials from multi-family properties, both locally and nationally. We will include key-lessons and graphics (when appropriate).

Deliverables

SCS will prepare a narrative presenting the analysis, findings, conclusions, and recommendations for the City's multi-family collection program in a section in the final report and will include a description

of options for providing service to multi-family properties (manpower, equipment, legal considerations, and costs).

TASK 4: FINAL REPORT AND PRESENTATION

Goal

Prepare a Final Report and presentation that:

1. Summarizes recommended modifications to the existing solid waste collection program to improve efficiency and cost effectiveness.
2. Describes options for providing solid waste services to multi-family properties.

The assessment will include observations and recommendations as appropriate.

Description

SCS will compile a preliminary list of findings and recommendations to review with the City prior to development of the Final Report. It is expected that the findings and recommendations will focus largely on the expansion of operations to include multi-family properties but include other solid waste collection operations as appropriate. After meeting with City staff, we will revise our findings and recommendations accordingly. The final report will address the following:

- Summary of existing collection performance including metrics,
- Modifications recommended to existing collections practices to improve efficiency based on equipment use, personnel resources, geographical density of collection routes, and other factors.
- Recommended changes to collection policies and City codes and ordinances to expand services to multi-family properties.

Supporting documentation from other jurisdictions, program metrics, and observations made during the one-week field activity will be provided to support recommendations.

SCS will submit the draft report to the City and allow two weeks for review and comment. The final report will be submitted back to the City within one week of receipt of comments.

Deliverables

SCS will prepare a draft report and incorporate City comments into a Final Report that summarizes recommended changes to the existing solid waste program and presents options and associated costs related to providing service to multi-family properties.

APPENDIX B - STAFFING PLAN

Our Project Team is comprised of individuals qualified to help City of Hyattsville evaluate their solid waste collection program. Capsule biographies are presented below.

Stacey Tyler Demers, LEED® AP, Program Manager



Ms. Demers is a Leadership in Energy and Environmental Design Accredited Professional (LEED AP) with diverse experience in environmental program design and implementation. She has 24 years of experience in the solid waste industry and has worked on most of SCS's solid waste management planning projects performed in the eastern half of the U.S. With a BS in Statistics, she brings strong analytical skills as well as field program design experience to projects. Ms. Demers is currently assessing the collection program in College Park, MD. Other recent experience includes assessments of solid waste collection programs for Oklahoma City, OK; Chapel Hill, NC; and Rockbridge County, VA. She recently assessed solid waste collection for the City of Long Beach, CA as they strive to implement collection of separated organics from both residences and businesses.

She works with municipalities and private industry in a variety of solid waste management planning elements, including on-site waste assessments, coordination of community events, recycling program support, and preparation of solid waste management plans.

Vita Quinn, MBA



Ms. Quinn has 12 years of experience as a financial analyst and management consultant. She has extensive experience working for local government and has developed financial sustainability solutions for various general governments, special revenue funds, and utility enterprise funds. Her utility experience includes cost apportionment and rate design for solid waste, recycling, stormwater, water, and sewer. She is also skilled in non-ad valorem assessment development and other taxing/fee programs. Other areas of expertise include fiscal impact analysis and bond feasibility analysis. Her financial, business, and analytical skills coupled with her capability in financial modeling, data analysis, and public engagement serve to provide our clients with the highest level of service in all aspects of consulting.

Brent Dieleman, S.C.



Mr. Dieleman is a Senior Project Professional with SCS Engineer's Sustainable Materials Management Division in Reston, Virginia. Project activities include consensus building, partnership advancement, field sampling, technical assistance, program and data analysis, industry research, plan development, and database management. Mr. Dieleman recently assessed the waste collection program for College Park, MD. He has 15 years of experience in the solid waste and energy field. Brent has been the Project Manager for waste characterization studies to assess recycling and waste diversion opportunities, evaluate the feasibility of waste-to-energy facilities, and assist in solid waste management planning activities.

Josh DeGayner



Mr. DeGayner has over 10 years of experience completing waste characterization studies and led the field effort for several recent solid waste collection studies, including City of College Park, MD; Oklahoma City, OK; Chapel Hill, NC; and Rockbridge County, VA.

As a Field Manager for solid waste studies, Mr. DeGayner assesses collection programs, recycling and waste diversion opportunities, evaluates waste diversion programs, and assists in solid waste management planning activities. Josh also assists in developing the sampling plan; planning and coordinating the logistics with the client or host facility contacts; conducting health and safety training; providing onsite oversight and management of field activities, quality assurance review of data, and data analysis, report writing, and presentations.

Ryan Duckett, EIT



Mr. Duckett provides a wide variety of planning services ranging from business consulting to sustainability. He also provides design services ranging from the development of concept drawings and site evaluations to full design packages for construction and permitting and construction inspections. Key components of his work include Facility Design, Rate Studies, Financial/Economic Analysis, Sustainable Materials Management (SMM), Strategic Waste Planning, Collections Optimization, and Waste Characterization as well as Solid Waste Permitting, Compliance, Regulatory Reporting, LFG Modeling, and Landfill and LFG-to-energy Construction CQA.

Quinn Albertson, EIT



Ms. Albertson is responsible for working on sustainable materials management (SMM) and solid waste planning projects, including facility engineering/design and financial analysis. Since 2017, Ms. Albertson's specific task assignments in SMM include developing the South Wake Landfill Life Extension Study, focusing on increased material diversion and waste reduction options. She has evaluated the overall efficiency of the Rappahannock Regional Solid Waste Management Board's recycling programs, including development of a pro forma model and benchmarking analyses for tip fees and Waste-to-Energy Plant Contracts. She has also participated in a Solid Waste Collections Routing and Technology Study for the Town of Chapel Hill, evaluating potential technologies and routing strategies for the Town's collections fleet.

APPENDIX C - BUDGET

A budgetary estimate to complete the services described in Section 3 of this proposal is \$32,398. An itemization of estimated labor and expenses is presented below.

DESCRIPTION			TASK 1 Kick Off Meeting	TASK 2 Field Assessment	TASK 3 Bench- marking	TASK 5 Final Report & Presentation	PROJECT TOTAL	
<u>Title</u>	<u>Name</u>	<u>Rate \$/Hour</u>	<u>Hours</u>	<u>Hours</u>	<u>Hours</u>	<u>Hours</u>	<u>Hours</u>	<u>Cost</u>
Project Director	Demers	\$220.00	4	4	4	8	20	\$4,400
Project Advisor	Quinn	\$220.00	0	0	4	4	8	\$1,760
Sr. Project Professional	Dieleman	\$150.00	4	8	32	32	76	\$11,400
Project Professional	DeGayner	\$150.00	4	40	8	40	92	\$13,800
Clerical	Varies	\$60.00	0	0	0	8	8	\$480
Total Labor Hours		--	12	52	48	92	204	\$31,840
Total Labor Cost			\$2,080	\$8,080	\$7,760	\$13,920		
<u>Other Direct Costs (ODCs)</u>			<u>Units</u>	<u>Units</u>	<u>Units</u>	<u>Units</u>	<u>Units</u>	<u>Cost</u>
		<u>Cost \$/Unit</u>						
Mileage		\$0.40	60	300	0	60	420	\$168
Truck Rental (per day)		\$65.00	1	4	0	1	6	\$390
Total ODCs		--	\$89	\$380	\$0	\$89	--	\$558
TOTAL BUDGETARY ESTIMATE (Labor, ODCs)			\$2,169	\$8,460	\$7,760	\$14,009	\$32,398	



**Solving Your Environmental Challenges is SCS's Primary Mission.
Our values are absolute; we believe in:**

- Providing superior client service that meets or exceeds your expectations.
- Practical, value-added solutions. Technical excellence and quality work.
- Holding paramount the safety and health of our clients, the public, and our employees.
- Professionalism and integrity. Being honest, fair, and ethical.
- Supporting our profession and related industries for the greater good of our communities.



Stacey T. Demers, Project Manager

March 19, 2020
90000003.02

Sent via email to: hmetzler@hyattsville.org

Mr. Hal Metzler
Department of Public Works
City of Hyattsville
4310 Gallatin Street
Hyattsville, Maryland 20781

Subject: Pay-As-You-Throw Analysis

Dear Mr. Metzler:

The City of Hyattsville would like to add a Pay-As-You-Throw (PAYT) Analysis to their Solid Waste Collection Study. Communities around the U.S. have used PAYT programs to incentivize residents to separate recyclable and compostable waste materials from trash thereby reducing the quantity of trash destined for landfill disposal. SCS will describe the various methods of implementing a PAYT program (variable-sized carts, stickers, bags, coupons, and other methods) as well as the associated benefits and challenges of each in light of the City's existing collection program. SCS will estimate capital costs, annual revenue, administrative procedures, and expected trash reductions expected from each of the PAYT methods.

Our analysis will be included as a section of the final report for the Solid Waste Collection Study. Our cost for the additional PAYT analysis is \$6,240.

We appreciate the opportunity to work with the City of Hyattsville. Please do not hesitate to contact either of the undersigned if you have questions or would like to discuss your project.

Sincerely,



Josh DeGayner
Senior Project Professional
SCS Engineers



Stacey T. Demers
Project Director
SCS Engineers





City of Hyattsville

Hyattsville Municipal Bldg
4310 Gallatin Street, 3rd Flr
Hyattsville, MD 20781
(301) 985-5000
www.hyattsville.org

Agenda Item Report

File #: HCC-284-FY20

4/6/2020

11.d

Submitted by: At the Request of the City Administrator
Submitting Department: Community & Economic Development
Agenda Section: Action

Item Title:

4016 Crittenden Street: Departure from Design Standards (DDS-666)

Suggested Action:

I move that the City Council authorize the Mayor to provide correspondence to the Maryland-National Capital Park & Planning Commission in opposition of the Departure from Design Standards (DDS-666) application. The City is of the opinion that the modification requested are insufficient and do not adequately buffer the proposed high-impact project from the historic Wheelock House located at 4100 Crittenden Street.

Summary Background:

The subject property is located at 4016 Crittenden Street, zoned R-55, and resides within the Traditional Residential Neighborhood Character Area of the Gateway Arts District.

The applicant has proposed the construction of one single-family detached unit on the subject property. Previously, a single-family detached residence of comparable size resided on the property but was razed in 2015.

The subject property is adjacent to the Wheelock House (4100 Crittenden Street), an example of late Victorian domestic architecture and a designated historic site.

The applicant is requesting a departure from Section 4.7(c)(7)(A) of the 2010 Prince George's County Landscape Manual. This section of the Landscape Manual establishes a consistent buffering system which provides transitions between moderately incompatible uses.

Next Steps:

Any recommendations adopted by the City Council at the April 6, 2020 meeting will be conveyed to the Planning Board before the M-NCPPC hearing.

Fiscal Impact:

N/A

City Administrator Comments:

City staff is recommending denial of the applicant's request for departure from the design standards as the project is considered "high impact" by M-NCPPC and it is the professional opinion of City staff that the requested buffer and setback widths are insufficient.

Community Engagement:

350

The M-NCPPC Planning Board is scheduled to conduct a public hearing to consider DSP-19050 on Thursday, April 16, 2020.

Strategic Goals:

Goal 3 - Promote a Safe and Vibrant Community

Legal Review Required?

N/A

DEPARTURE FROM DESIGN STANDARDS (DDS-666)
HYATT ADDITION, LOT 50
STATEMENT OF JUSTIFICATION

APPLICANT: Werrlein Property, c/o Karl Granzow
4110 Melwood Rd.
Upper Marlboro, MD 20772

ATTORNEY/AGENT: Law Offices of Norman D. Rivera, Esq. LLC
17251 Melford Blvd., Suite 200
Bowie, MD 20715
301-352-4973

CIVIL ENGINEER: Applied Civil Engineering
9470 Annapolis Rd. #41
Lanham, MD 20706
301-459-5932

1. DESCRIPTION OF PROPERTY

The subject property is located at 4016 Crittenden Street, in the City of Hyattsville. More particularly, it is located on the northeast side of Crittenden Street, approximately 100 feet south of its intersection with 40th Place, in Planning Area 68 and Council District 2. The subject site is also located within the Traditional Residential Neighborhood Character Area of the 2006 *Approved Sector Plan and SMA for the Prince George's County Gateway Arts District* (Gateway Arts Sector Plan).

The subject property is located on Tax Map 50 in Grid B1 and contains a total of .2108 acres in the R-55 and Development District Overlay (D-D-O) Zones. Approximately .17 acres is also located within the Chesapeake Bay Critical Area Conservation Overlay (I-O-D) Zone. This proposed departure application is

a companion to a Conservation Plan application (CP-19001), which is currently under review for the construction of one single-family detached unit to replace a single-family detached residence of comparable size that was razed in 2015.

Existing single-family detached uses surround the property to the north, west, and across Crittenden Street. The subject property is immediately adjacent to the Wheelock House, Historic Site 68-010-31, to the east. With the subject DDS application, the applicant seeks relief from Section 4.7 Buffering Incompatible Uses of the 2010 Prince George’s County Landscape Manual (Landscape Manual) adjacent to the historic site.

2. REQUEST FOR DEPARTURE FROM DESIGN STANDARDS APPROVAL

The applicant is requesting approval of a departure from design standards to allow for a reduced bufferyard along the property line adjacent to the Wheelock House historic site. Section 4.7(c)(7)(A) Buffering Incompatible Uses of the Landscape Manual requires a Type D Bufferyard where a developing lot adjoins a designated historic site in the Developed Tier. Such bufferyard requires a 50-foot building setback and a 40-foot-wide landscaped yard planted with 160 plant units per 100 linear feet of property line. In this instance there is 130 linear feet of shared property line where the bufferyard is required. The following summarizes the requirement per the Landscape Manual and the Applicant’s proposal under this departure request:

REQUIRED BUFFERYARD PER SECTION 4.7(c)(7)(A) OF THE LANDSCAPE MANUAL

Minimum building setback	50
Minimum width of provided buffer	40
Percentage of required buffer strip occupied by existing trees	0
Six (6) foot high fence or wall included in bufferyard	No
Number of plant units required	208

PROPOSED BUFFERYARD

Length of bufferyard	130 feet
Minimum building setback	12.5 feet
Minimum width of provided buffer	8-10 feet
Percentage of required buffer strip occupied by existing trees	0
Six (6) foot high fence or wall included in bufferyard	No
Number of plant units provided	120

This lot has a peculiar shape and size as the front enjoys a large curved line along the front street side and both left and right property lines converge towards each other as they progress towards the rear to a much narrower rear property line as compared to the front. At its southern end, fronting Crittenden Road, the lot is approximately 65 feet wide, then extends northward approximately 200 feet. Over this length, the property narrows to approximately 37 feet in width at its northern boundary. The unusual shape and small area of the property allow limited opportunities for development. A new single-family house is proposed in the southern portion of the site, proximate to Crittenden Road. Approximately 130 feet of the site's eastern property line is shared with the historic property and as such, requires a Type D buffer, in accordance with Section 4.7(c)(7)(A) of the Landscape Manual. The Type D bufferyard requires a minimum 50-foot building setback and a 40-foot-wide landscape bufferyard, the provision of which would render the site undevelopable.

The developing lot and the historic site are separated by an existing black aluminum fence recently installed by the current owner of the historic property (Christopher Currie). Where the fence ends and continues toward the rear of the property to the back-property line, there is a heavy boulder wall that ranges from about 4 feet to 5 feet in height and is topped with buffering plantings. This condition is depicted in the enclosed photo (Attachment "A").

The applicant and current owner of the historic property, Chris Currie, discussed the possibility of installing a 6-foot-high, sight-tight fence along the property line. This would reduce the required planting units by 50 percent to a total of 104. Mr. Currie was in opposition to this as it would have a detrimental look adjacent to his existing black fence as well as an awkward positioning adjacent to his rear boulder wall.

Discussion also entertained the possibility of creating a larger buffer with more shade tree plantings. The applicant offered to do plantings on the historic property and on the developing property, or both. Mr. Currie indicated that he has a very robust farm garden on his property immediately adjacent to the developing property and would rather see very little or no large trees as it would have a detrimental impact on the ability of his garden to receive proper sun light.

The Applicant has worked closely with Historic Preservation Section staff and Mr. Currie in making significant modifications to the proposed architecture to ensure compatibility with the historic site. A memo from Section Supervisor, Howard Berger, to the Historic Preservation Commission regarding the companion Conservation Plan CP-19001 dated December 5, 2019 indicates that “The currently proposed architecture should be considered compatible with the adjacent Historic Site” and recommends approval with no conditions as long as revisions relating to the then pending Alternative Compliance case were reflected on the plans.

The Applicant’s request for Alternative Compliance (AC-19013) was recommended for disapproval by the Alternative Compliance Committee and the Planning Director subsequently made a recommendation of denial to the Planning Board. The formal notice dated December 30, 2019 states that “The alternative design proposed is not equally effective as normal compliance with the requirements of a Type D bufferyard. Given the significant spatial limitations of the property, and its location within a well-established residential neighborhood, the Alternative Compliance Committee believes achieving normal compliance, or equally effective design, with the Section 4.7 bufferyard requirements is not possible.” Upon the recommendation of the Alternative Compliance Committee and endorsement of that recommendation by the Planning Director, the applicant now submits the subject

departure from design standards application in accordance with Section 27-239.01 of the Zoning Ordinance.

3. CONFORMANCE TO THE REQUIRED CRITERIA FOR APPROVAL OF A DEPARTURE FROM DESIGN STANDARDS

Section 27-239.01(b)(7)(B) of the Zoning Ordinance sets forth the following required findings for approval of a departure from a standard contained in the Landscape Manual:

(7) Required findings.

(A) In order for the Planning Board to grant the departure, it shall make the following findings:

(i) The purposes of this Subtitle will be equally well or better served by the applicant's proposal;

RESPONSE: *The Landscape Manual lists the following Objectives related to Section 4.7 Buffering Incompatible Uses:*

(1) Establish a comprehensive, consistent, and flexible buffering system consisting of a specified area of land and vertical elements, such as plant materials, walls, fences, and berms, between adjacent incompatible land uses.

(2) Form a visual and physical separation between uses of a significantly different scale, character, and/or intensity of development to mitigate undesirable impacts, such as noise, smell, storage facilities, dust, fumes, vibration, litter, vehicle exhaust, and lighting.

(3) Create a transition between moderately incompatible uses.

The proposed bufferyard will incorporate additional plant materials to the existing wrought iron fencing and boulder wall, providing for a mixture of attractive visual elements between the two incompatible land uses. While the Landscape Manual considers the two uses significantly incompatible, the applicant has worked carefully with Historic Preservation

staff to ensure the scale, and character of the proposed single-family home is compatible with the adjacent historic site. As noted above, a memo from Historic Preservation Section Supervisor, Howard Berger, to the Historic Preservation Commission regarding the companion Conservation Plan CP-19001 indicates that "The currently proposed architecture should be considered compatible with the adjacent Historic Site." Furthermore, the proposed single-family residence will produce the same impacts in terms of noise, smell, storage facilities, dust, fumes, vibration, litter, vehicle exhaust and light as the historic site, which is also in use as a single-family residence. While the Applicant recognizes the Landscape Manual's intent to protect the visual character of historic sites, in this instance it seems most appropriate to consider the adjacent uses moderately incompatible, in which case a transition between the uses is recommended. The proposed combination of plantings and building setback, in combination with the existing fencing and boulder wall will provide an attractive, historically appropriate transition between the moderately incompatible uses.

The Landscape Manual lists the following Design Guidelines related to the buffering of historic sites:

(3) When buffering historic sites from incompatible uses, historically appropriate, noninvasive species should be used to preserve the context of the historic site.

Historically appropriate, noninvasive species, including Red Sunset Maple, Pin Oak, and American Holly are proposed to preserve the context of the historic site.

(4) Consideration should be given to topography, the extent of the environmental setting, and the preservation of vistas whenever possible. When designing bufferyards, equal consideration should be given to preserving and enhancing the views of and the views from historic sites.

As noted above, the applicant discussed the option of installing a 6-foot-high, sight-tight fence along the property line with the owner of the historic site. This would reduce the required planting units by 50 percent to a total of 104. The owner, Mr. Currie, was in opposition to this as it would have a detrimental look adjacent to his existing black fence as well as an awkward positioning adjacent to his rear boulder wall, detracting from the view both of and from the historic site.

Based on the foregoing analysis, the Applicant contends that the purposes of this Subtitle will be equally well or better served under this proposal.

(ii) The departure is the minimum necessary, given the specific circumstances of the request;

RESPONSE: *Given the narrow, deep nature of the site as well as its tapered shape, the maximum width of bufferyard possible has been provided. The Applicant proposes to replace the previously razed single-family home with a new building of comparable size, minimizing the building footprint and maximizing the building setback to the extent possible. With a lot width varying from only 37 to 65 feet, provision of a wider bufferyard was not feasible without rendering the property undevelopable.*

(iii) The departure is necessary in order to alleviate circumstances which are unique to the site or prevalent in areas of the County developed prior to November 29, 1949;

RESPONSE: *The subject proposal consists of infill development within a well-established community that was originally developed in the early 1900s. The neighborhood is characterized by narrow, deep lots in a regularized grid blocking pattern.*

(iv) The departure will not impair the visual, functional, or environmental quality or integrity of the site or of the surrounding neighborhood.

RESPONSE: *As discussed in detail above, the architecture of the proposed single-family house has been revised in consultation with Historic Preservation Section staff, who has deemed it compatible with the historic site. As such, approval of the departure to allow a smaller bufferyard will not impair the visual or functional integrity of the site. Upon approval of the requested departure and construction of the proposed house, an additional 18 Red Sunset Maples, 4 Pin Oaks, and 11 American Hollies will be planted on the site, enhancing the environmental integrity of the site and surrounding neighborhood.*

(B) For a departure from a standard contained in the Landscape Manual, the Planning Board shall find, in addition to the requirements in paragraph (7)(A) above, that there is no feasible proposal for alternative compliance, as defined in the Landscape Manual, which would exhibit equally effective design characteristics.

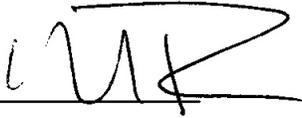
RESPONSE: *The Applicant's request for Alternative Compliance (AC-19013) was recommended for disapproval by the Alternative Compliance Committee and the Planning Director subsequently made*

a recommendation of denial to the Planning Board. The formal notice dated December 30, 2019 states that "The alternative design proposed is not equally effective as normal compliance with the requirements of a Type D bufferyard. Given the significant spatial limitations of the property, and its location within a well-established residential neighborhood, the Alternative Compliance Committee believes achieving normal compliance, or equally effective design, with the Section 4.7 bufferyard requirements is not possible."

CONCLUSION

For all of the foregoing reasons, the Applicant believes the subject application conforms to the criteria for approval of a departure from design standards. Based on the foregoing analysis, as well as the plans and supporting documentation filed in conjunction with this application, the applicant respectfully requests the approval of DDS-666.

Respectfully submitted,

By: 

Attorney for Applicant

Norman D. Rivera

Chesapeake Bay Critical Area - General Notes

- 1. The site lies within "IDO" overlay zone of the Chesapeake Bay Critical Area (CBCA).
2. This site is zoned (R-55) and is located in the (Developed) Tier as defined in the Approved 2002 General Plan.
3. The existing use of the property is (Residential).
...
26. The site is not located within an Aviation Policy Area (APA).

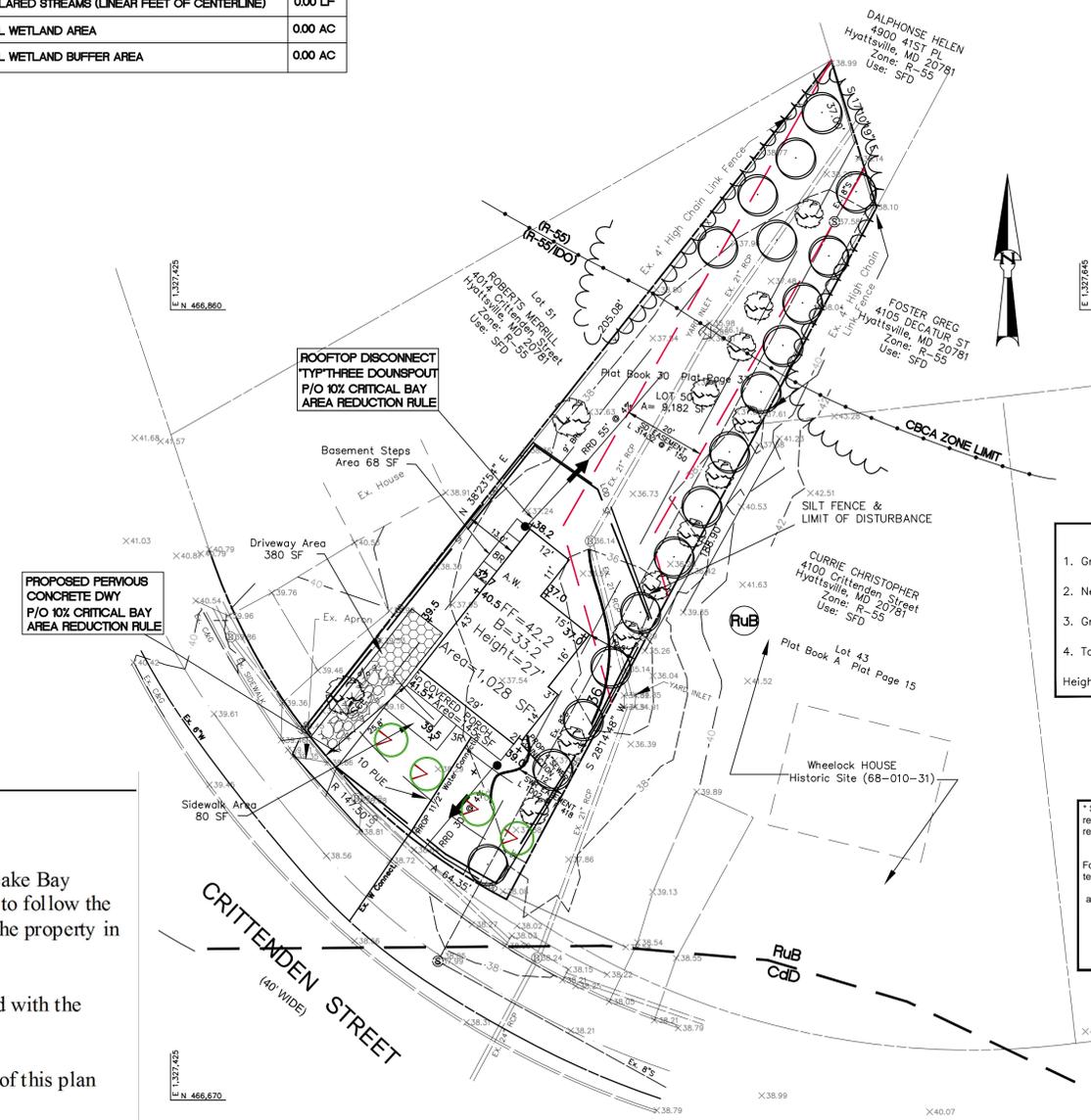
SITE DATA table with columns: GROSS TRACT AREA (0.21 AC), EXISTING 100-YR FLOOD PLAIN (0.00 AC), NET TRACT AREA (0.21 AC), EXISTING WOODLAND IN THE FLOOD PLAIN (0.00 AC), EXISTING WOODLAND IN THE NET TRACT AREA (0.00 AC), EXISTING WOODLAND TOTAL (0.00 AC), EXISTING PMA (0.00 AC), REGULATED STREAMS (0.00 LF), TOTAL WETLAND AREA (0.00 AC), TOTAL WETLAND BUFFER AREA (0.00 AC).

GENERAL INFORMATION TABLE with columns: Zoning (Zone) R-55/IDO/DDO, Aviation Policy Area (APA) N/A, Tax Grid (TMG) 50 B-2, WSSC Grid (Sheet 200) 206 NE 03, Planning Area (Plan Area) 68, Election District (ED) 16st, Councilmanic District (CD) 2st, General Plan 2002 Tier (Tier) Developed, Traffic Analysis Zone (COG) (TAZ-COG) 753, PG Traffic Analysis Zone (TAZ-PG) 961.



GENERAL NOTES

- 1. Number of Lots Proposed: (1) SINGLE FAMILY DETACHED
2. Existing Zoning: R-55 ; Overlay Zone: Chesapeake Critical Bay "I-D-0" Residential
3. Property Use : Residential
4. Property Area for entire site: 9,182 SF OR 0.2108 AC. Area within IDO: 7,260 SF OR 0.17 AC.
...
13. This site is exempt from the Woodland Conservation Ordinance, Area < 40,000 SF. Subject to Critical Bay Regulations



LOT 50 SITE ANALYSIS table: 1. Gross area of site= 9,182 SF, 2. Net area of site= 9,182 SF, 3. Gross floor area= 1,567 SF, 4. Total lot coverage= 17.1%.

ZONING SCHEDULE table with columns: REQUIRED, PROVIDED. Lists requirements for lot area, setbacks, and building heights.

Property Owner's Certification

Werrlein Property, C/o John Werrlein. I hereby certify that I have reviewed this Chesapeake Bay Critical Area Conservation Plan (CP- 19001) and agree to follow the approved plan during the construction phase and to maintain the property in accordance with the requirements of this plan.

A Conservation Planting and Plan Agreement is not associated with the approval of this plan (CP- 19001).

A Conservation Easement is not associated with the approval of this plan (CP- 19001).

Signed (Name, Property Owner) Date 12-11-2019

TREE CONSERVATION CERTIFICATION. THIS PLAN HAS BEEN PREPARED IN ACCORDANCE WITH THE MARYLAND DEPARTMENT OF NATURAL RESOURCES FOREST CONSERVATION ACT, AND THE PRINCE GEORGE'S COUNTY WOODLAND PRESERVATION ORDINANCE...

UTILITY NOTE: ALL UTILITY ADJUSTMENT AND/OR RELOCATION i.e., ELECTRIC POLES, FIRE HYDRANT, etc.. SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR/DEVELOPER/BUILDER TO BE DONE DURING CONSTRUCTION.

CERTIFICATE OF COMPLIANCE: I HEREBY CERTIFY THAT THIS PLAN CONFORMS TO THE REQUIREMENTS OF SUBTITLE 32, DIVISION 2 OF THE CODE OF PRINCE GEORGE'S COUNTY WATER RESOURCES PROTECTION AND GRADING CODE...

SOIL CHARACTERISTICS table with columns: Map Symbol, Map Unit Name, K-Factor, Hydric Rating, Hydrological Soil Group, Drainage Class.

PROFESSIONAL CERTIFICATION: I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed professional engineer under the laws of the State of Maryland, License No. 20444.

Stabilization practices on all projects must be in accordance with the requirements of COMAR 26.17.1.08 G regulations by January 9, 2013, regardless of when an erosion and sediment control plan was approved.

THIS BLOCK IS FOR OFFICIAL USE ONLY. M-NCPPC APPROVAL. PROJECT NAME: HYATT ADD. TO HYATTSVILLE, LOT 50. PROJECT NUMBER: CP-19001.

GRAPHIC SCALE. 1 inch = 20 ft. Includes a scale bar and a professional engineer's seal for Ziyad Shalabi, dated 12/11/2019.

LEGEND table with symbols for EXISTING CONTOUR, PROPOSED CONTOUR, PROPERTY LINE, R/W BASE LINE, EXISTING DRAIN PIPE, LIMIT OF DISTURBANCE, SILT FENCE, EXISTING SEWER, EXISTING WATER, EXISTING EDGE OF PAVING, STABILIZED CONSTRUCTION ENTRANCE, SOIL DIVIDE, SOIL TYPE, ZONING LIMIT, PERVIOUS CONCRETE DRIVEWAY.

REVISIONS table with columns: E.F. NAME, DESIGNED, DRAWN, CHECKED, APPROVED, DATE, BY.

APPLIED CIVIL ENGINEERING INC. ENGINEERING * PLANNING * SURVEYING * LAND DEVELOPMENT & PERMIT PROCESSING. 9470 ANNAPOLIS ROAD, SUITE 414 LANHAM, MARYLAND 20706 TEL. (301) 459-5932.

OWNER/APPLICANT/DEVELOPER: HYATTSVILLE COMMUNITY DEV CORP, 4312 HAMILTON ST, Hyattsville, MD 20781, 443-510-1274.

CONSERVATION PLAN: 4016 CRITTENDEN STREET LOT "50" HYATT'S ADDITION TO HYATTSVILLE. Hyattsville (16 th) Election District Prince George's County, Maryland. SCALE: 1" = 20' CONTRACT No.: 19-16 SHEET 1 OF 2.

LANDSCAPING SCHEDULE						
SYMBOL	NO.	COMMON NAME	BOTANICAL NAME	SIZE/METHOD	SPACING	NATIVE SPECIES
	18	Red Sunset Maple	Acer Rubrum Red Sunset	2.5"-3"/ BB	AS SHOWN	Yes
	4	Pin Oak	Quercus Palustris	2.5"-3"/ BB	±20	Yes
	11	American Holly	Ilex Opaca	2" - 2 1/2"	±15'	Yes

Schedule 47-1
Buffering Incompatible Uses Requirements
"East Side, Lot 45"

1) General Plan Designation: X Developed Tier, Corridor Node or Center
 Developing or Rural Tier

2) Use of Proposed Development: Single Family Detached

3) Impact of proposed development: Residential

4) Use of adjoining Development: Single Family Detached "Historic"

5) Impact of adjoining development: Residential

6) Minimum required bufferyard (A,B,C, Dor E): A B C X D E

7) Minimum required building setback: 50' feet

8) Building setback provided: 95' feet

9) Minimum required width of landscape yard: 40' feet

10) Width of landscape yard provided: 8-10 feet
(The required setback and landscape yard may be reduced by fifty percent (50%) in the Developed Tier, Corridor Node or Center When a six (6) foot high fence or wall is provided.)

11) Linear feet of buffer strip required along property line and right of way: 100 linear feet

12) Percentage of required bufferyard occupied by existing trees: 0 %

13) Is a six-foot high fence or wall included in bufferyard? yes X no
(The required plant material may be reduced by fifty percent (50%) When a six (6) foot high fence or wall is provided.)

14) Total number of plant units required in buffer strip: 200 p.u.

15) Number of shade trees provided: Shade Trees 8 x 10 p.u. = 80 p.u.
evergreen trees 11 x 5 p.u. = 55 p.u.
ornamental trees x 5 p.u. = p.u.
shrubs: x 1 p.u. = p.u.
Total 135 p.u.

• An Alternative of Compliance will be filed to meet the requirements

Section 46-2
Buffering Development from Special Roadways
"Crittenden Street"

1) Name of special roadway: "Crittenden Street"

2) Type of special roadway: "Historic"

3) General Plan Designation: X Developed Tier
 Developing Tier
 Rural Tier

4) Linear feet of street frontage not including driveway openings: 6435 feet

5) Minimum width of required buffer: 10' feet

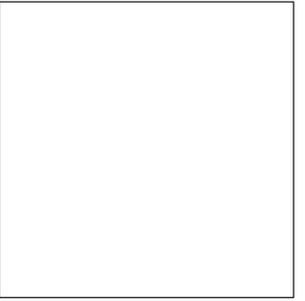
6) Minimum width of provided buffer: 10' feet

7) % of required buffer strip occupied by existing trees: 0 %

8) Invasive species in the buffer area? Yes X No

9) Number of plants required: 2 shade trees
 evergreen trees
 20 shrubs

10) Total number of plants provided: 4 shade trees
 evergreen trees
 shrubs



VICINITY MAP
SCALE: 1"=2000'

Section 49-1
Sustainable Landscaping Requirements

1) % of native plant material required in each category:

Shade trees: total 22 x 50% = 11 total number required
total number provided 22 = 100 % native

Ornamental Trees: total 11 x 50% = 5.5 total number required
total number provided 11 = 100 % native

Evergreen Trees: total x 30% = total number required
total number provided = % native

Shrubs: total x 30% = total number required
total number provided = % native

2) Are invasive species proposed? Yes X No

3) Are existing invasive species on site in areas that are to remain undisturbed? Yes X No

4) If "yes" is checked in numbers 2 or 3, is a note included on the plan requiring removal of invasive species prior to certification in accordance with Section 1.5, Certification of Installation of Plant Materials, of this manual? Yes X No

5) Are trees proposed to be planted on slopes greater than 3:1? Yes X No

Sample Schedule for Section 4.1-1
Residential Requirements for One-Family Detached Lots
Under 9,500 Square feet

1) Lot Size Range: lot

2) Number of lots: 1 lot

3) Total number of trees required per lot: 2 shade trees
 2 ornamental/evergreen trees

4) Total number of trees provided: per lot 2 shade trees
 2 ornamental trees
 0 evergreen trees
 0 existing shade trees (min. 2.5" dbh and located within 75' of a dwelling unit)

5) Number of shade trees required per lot to be located on the south and/or west side of the residential structure: 1 shade trees

6) Total number of shade trees provided on the south and/or west side of structures: 1 shade trees

7) Number of trees required per lot to be located in the front yard: 1 shade trees
 ornamental/evergreen trees

8) Total number of trees provided in front yards: 1 shade trees
 1 ornamental/evergreen trees

*Shade trees planted on the south and/or west side and within 30 feet of a residential structure, which are also located in the front yard may be counted in both 6 and 8 above.

Property Owner's Certification

Werrlein Property
C/o John Werrlein
I hereby certify that I have reviewed this Chesapeake Bay Critical Area Conservation Plan (CP- 19001) and agree to follow the approved plan during the construction phase and to maintain the property in accordance with the requirements of this plan.

A Conservation Planting and Plan Agreement *is not* associated with the approval of this plan (CP- 19001).

A Conservation Easement *is not* associated with the approval of this plan (CP- 19001).

 12-11-2019
Signed (Name, Property Owner) Date

TREE CONSERVATION CERTIFICATION
THIS PLAN HAS BEEN PREPARED IN ACCORDANCE WITH THE MARYLAND DEPARTMENT OF NATURAL RESOURCES FOREST CONSERVATION ACT, AND THE PRINCE GEORGE'S COUNTY WOODLAND PRESERVATION ORDINANCE. THE PREPARER IS A LICENSED PROFESSIONAL AND/OR A QUALIFIED PROFESSIONAL UNDER COMAR 08.19.06.01.

Ziyad Shalabi 12-11-2019
NAME SIGNATURE DATE

E.F. NAME:	REVISIONS	
DESIGNED: ZMS DATE: March 2019	DATE	BY
DRAWN: ZMS DATE: March 2019		
CHECKED: DATE:		
APPROVED: DATE:		

APPLIED CIVIL ENGINEERING INC.
ENGINEERING * PLANNING * SURVEYING * LAND DEVELOPMENT
& PERMIT PROCESSING
470 ANNAPOLIS ROAD, SUITE 414
LANHAM, MARYLAND 20706
TEL. (301) 459-5932

OWNER/APPLICANT/DEVELOPER
HYATTSVILLE COMMUNITY DEV CORP
4312 HAMILTON ST
Hyattsville, MD 20781
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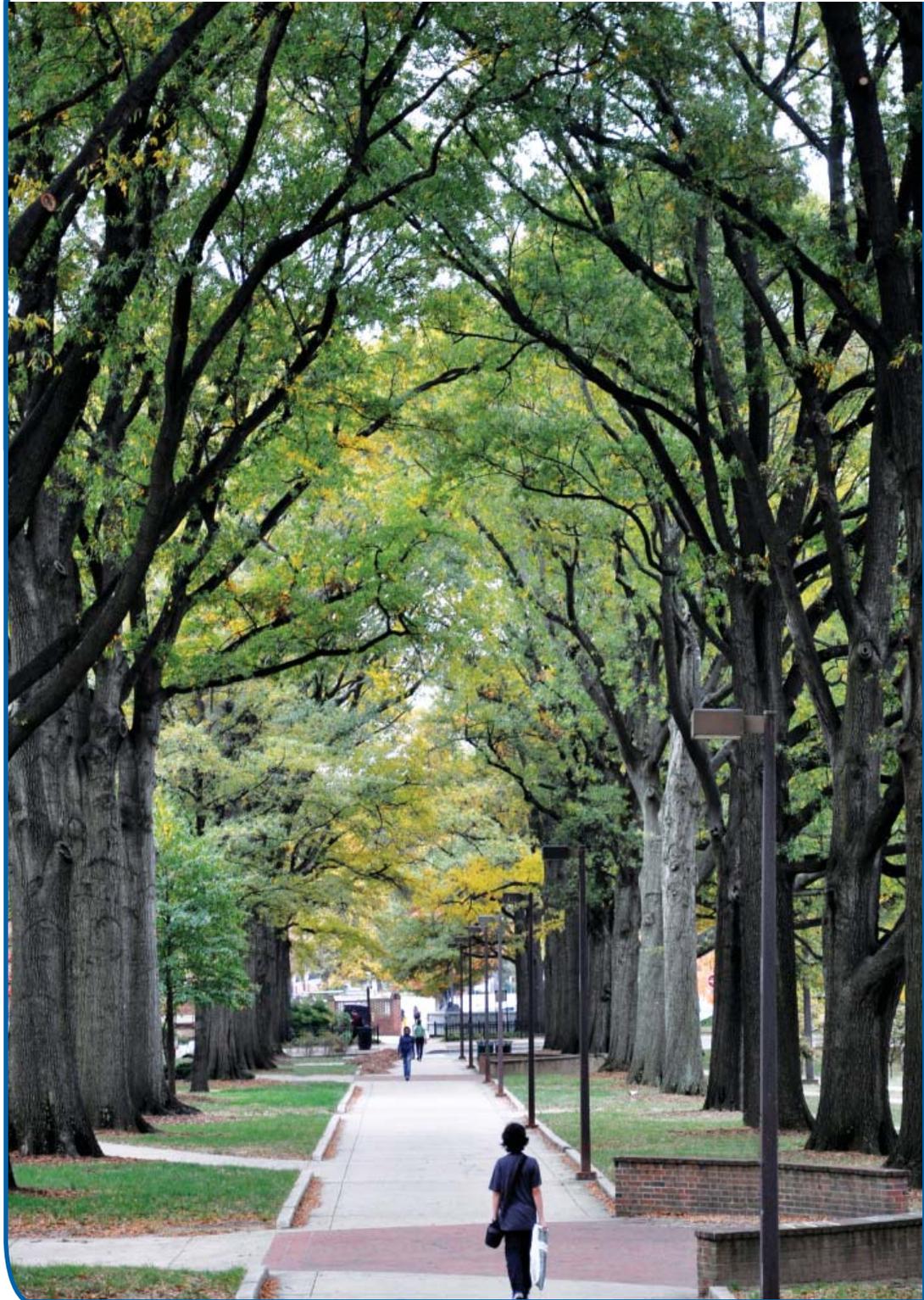
CONSERVATION PLAN
4016 CRITTENDEN STREET
LOT "50"
HYATT'S ADDITION TO HYATTSVILLE
Hyattsville (16 th) Election District
Prince George's County, Maryland



PRINCE GEORGE'S COUNTY

LANDSCAPE MANUAL

DECEMBER 2010



The Maryland-National Capital Park and Planning Commission
www.pgplanning.org



4.7 Buffering Incompatible Uses

(a) Objectives

- (1) Establish a comprehensive, consistent, and flexible buffering system consisting of a specified area of land and vertical elements, such as plant materials, walls, fences, and berms, between adjacent incompatible land uses.
- (2) Form a visual and physical separation between uses of a significantly different scale, character, and/or intensity of development to mitigate undesirable impacts, such as noise, smell, storage facilities, dust, fumes, vibration, litter, vehicle exhaust, and lighting.
- (3) Create a transition between moderately incompatible uses.

(b) Design Guidelines

- (1) Any combination of shade trees, ornamental trees, evergreen trees, and shrubs may be used to achieve the desired buffering effect, as long as the proposed combination of plants yields a total number of plant units equal to or greater than the requirement.
- (2) Buffering elements, such as walls, fences, and berms, should be carefully designed not to unnecessarily obstruct views, restrict light and air, or create hazardous blind spots (see Section 3.5(f), Crime Prevention Through Environmental Design).
- (3) When buffering historic sites from incompatible uses, historically appropriate, noninvasive species should be used to preserve the context of the historic site.
- (4) Consideration should be given to topography, the extent of the environmental setting, and the preservation of vistas whenever possible. When designing bufferyards, equal consideration should be given to preserving and enhancing the views of and the views from historic sites.

- (5) Trees and shrubs planted in the buffer should exhibit substantial variety in species and visual characteristics, include native species, and be designed to create varied and attractive views.
- (6) Plans submitted for review shall show the general location and type of major landscape elements of an existing or proposed buffer on adjacent properties and shall demonstrate that the proposed buffer treatment will provide an attractive visual continuity with existing or proposed buffer treatments on adjacent properties.
- (7) Natural landscape features, particularly existing native plant materials and tree cover, should be preserved and enhanced whenever possible.

(c) Requirements

If the adjoining property is neither vacant (see Section 4.7(c)(5)), a nonconforming use (see Section 4.7(c)(6)), nor a historic site (see Section 4.7(c)(7)), the following methodology shall be used to determine the required bufferyard width and quantity of plant materials between two adjacent uses:

- (1) Locate the proposed development (nonresidential uses only) in Section 4.7, Table 4.7-1, Use Impact Categories. Note whether the use is assigned High (H), Medium (M), or Low Impact (L).
- (2) Locate the adjoining use in Table 4.7-1, Use Impact Categories. Note whether the use is assigned High (H), Medium (M), or Low Impact (L) and whether the proposed and adjacent uses are considered compatible based on the use group. If a developing lot adjoins a vacant lot, see Section 4.7(c)(5). A lot is considered vacant if it contains no structure or vehicle surface area within two hundred (200) feet of the property line. If a developing lot adjoins nonconforming uses, see Section 4.7(c)(6). If a developing lot adjoins a historic site, see Section 4.7(c)(7).

- (A) The assignment of each use as high, medium, or low impact, as indicated in Table 4.7-1, Use Impact Categories, is based on whether the use typically involves one or more of the following:
- (i) Noise.
 - (ii) Outdoor loading spaces and/or dumpsters, other trash collection facilities, or recycling facilities.
 - (iii) Type of trash generated on the site, e.g., food or animal by-product disposal.
 - (iv) Exterior storage.
 - (v) Dust, fumes, vehicle exhaust, and vibration.
 - (vi) Litter.
 - (vii) Lighting during the evening or at night (10:00 p.m.–6:00 a.m.).
 - (viii) Use of the property during the evening or at night (10:00 p.m.–6:00 a.m.).
 - (ix) Generation of more than three hundred (300) daily vehicle trips.
- (B) A High-Impact Use, signified by "H" in Table 4.7-1, Use Impact Categories, is one which, considering the criteria, is expected to have a strong effect on adjacent properties.
- (C) A Medium-Impact Use, signified by "M" in Table 4.7-1, Use Impact Categories, is one which, considering the criteria, is expected to have a moderate effect on adjacent properties.

- (D) A Low-Impact Use, signified by "L" in Table 4.7-1, Use Impact Categories, is one which, considering the criteria, is expected to have a limited effect on adjacent properties.
- (E) When a specific use is not identified in Table 4.7-1, Use Impact Categories, the most similar use shall be used. Interpretations relating to impact categories shall be made by the planning director, or the designee, whose decision shall be appealable to the Planning Board.
- (F) A required bufferyard shall not overlap a required landscape strip along a street (see Figure 4.7-1).

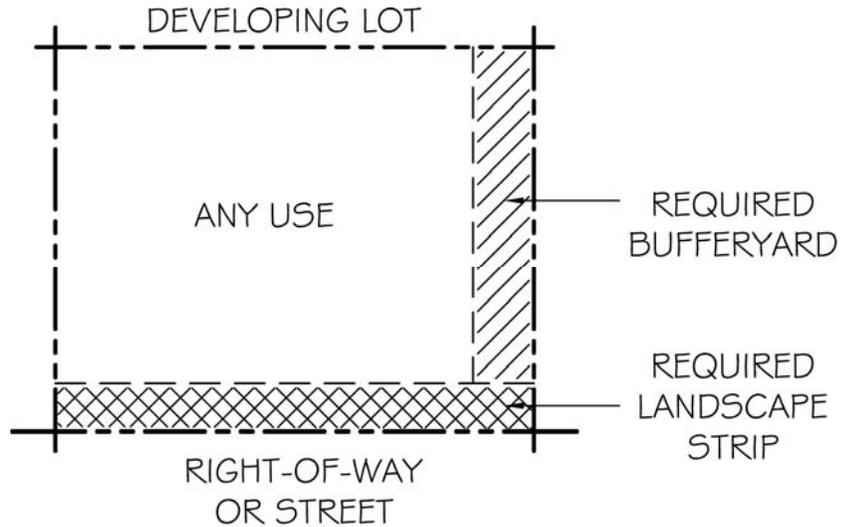


Figure 4.7-1 Relationship of Bufferyards and Landscape Strips

- (G) In the case of a lot that is located in more than one zone, the establishment of a required bufferyard is based on the platted or recorded property line(s), not the zoning line(s).

- (H) For applications proposing horizontally arranged mixed-use under a unified development scheme on a single lot or multiple lots, the impact category for the use nearest a property line shall determine the buffering requirements for that yard (see Figure 4.7-2).

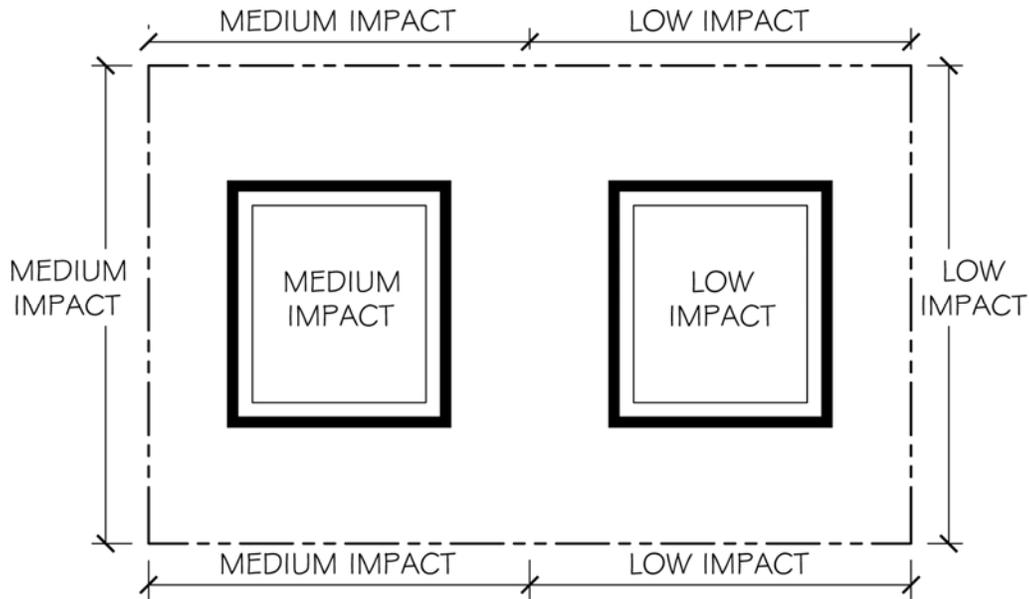


Figure 4.7-2 Use Determination for Horizontally Arranged Mixed-Use Development

- (I) For applications proposing vertically arranged mixed-use development on a single lot or multiple lots, the impact category for the property shall be based on the predominant use of the property. The predominant use is determined by the gross floor area associated with each use (see Figure 4.7-3).

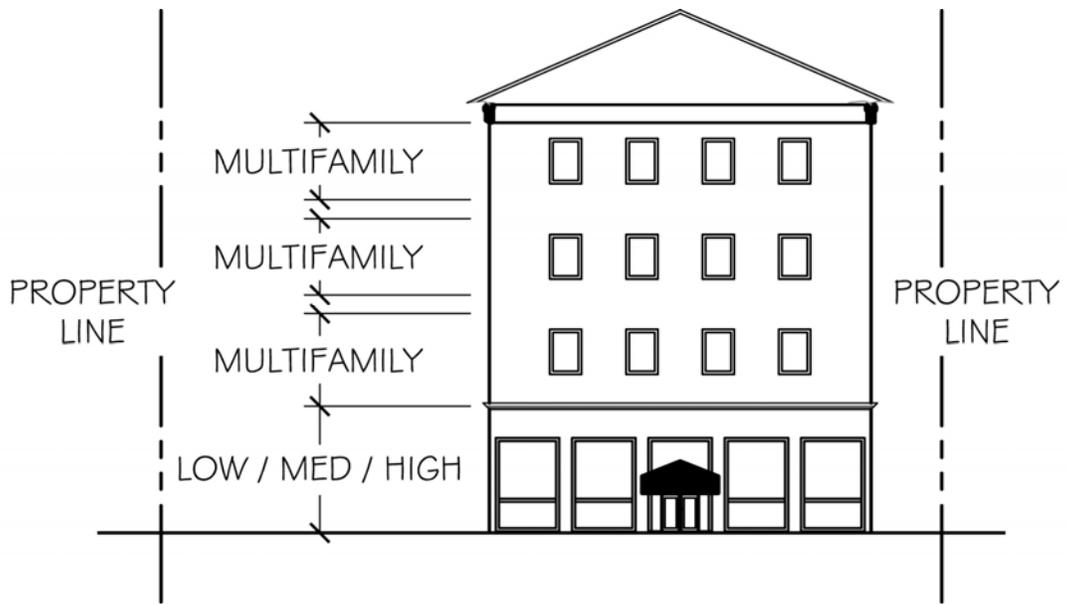


Figure 4.7-3 Use Determination for Vertically Arranged Mixed-Use Development

- (J) For applications including buildings over forty-six (46) feet in height, the bufferyard (setback and landscaped yard) shall be increased by one-third (1/3) of the additional building height when adjoining properties contain one-family attached and/or detached structures.

**Table 4.7-1
Use Impact Categories**

USE	IMPACT CATEGORY
A. RESIDENTIAL, OTHER THAN SINGLE-FAMILY, MULTIPLEX, MULTIFAMILY, AND LODGING	
The following uses are considered compatible when located on adjoining properties:	
Country Inn or Bed and Breakfast	L
Fraternity or Sorority House	M
Group Residential Facility (20 residents or more)	M
Motel or Hotel	M
Rooming Houses or Boarding Houses	L
B. INSTITUTIONAL/EDUCATIONAL	
1. The following uses are considered compatible when located on adjoining properties:	
Chancery	L
Church or similar place of worship	M
Convent or Monastery	L
Day Care Center for children or adults	L
Eleemosynary or Philanthropic Institutions	L
Nursing or Care Home	L
School (public or private)	M
2. The following uses are not considered compatible with the uses above when located on adjoining properties:	
Hospital	H
Training Facility, general	M
Training Facility, truck driver, military, or any other facility that includes the use of firearms, explosives, or heavy machinery	H

C. PUBLIC/QUASI PUBLIC

1. The following uses are considered compatible when located on adjoining properties:

Fire, Ambulance, or Rescue Station	H
Library	L
Post Office	M
Public Office Buildings	M

2. The following uses are not considered compatible with the uses above when located on adjoining properties:

Jail	H
Sanitary Landfill	H

D. RECREATIONAL/ENTERTAINMENT/SOCIAL/CULTURAL

1. The following uses are considered compatible when located on adjoining properties:

Amusement Arcade	M
Archery Range	L
Athletic Field (lighted)	M
Athletic Field (unlighted)	L
Baseball Batting Range	M
Beach, Public	M
Billiard or Pool Parlor	M
Boat Ramp	M
Bowling Alley	M
Club or Lodge (private)	M
Community Center (public or private)	M
Dog Park	L
Fishing Pier	L
Golf Course or Country Club	L
Golf Driving Range (unlighted)	M
Marina	M

Museum, Aquarium, Art Gallery, Cultural Center, or similar facility	M
Park (with no active recreational facilities)	NO BUFFER
Playground	L
Recreational Campground	M
Reducing/Exercise Salon or Health Club	M
Riding Stable (Equestrian)	M
Rifle, Pistol, or Skeet Shooting Range (indoor)	M
Skate Park (outdoor)	M
Skating Rink	M
Summer Camp	L
Swimming Pool (private or HOA owned)	L
Tennis, Basketball, Handball, or similar court (outdoor)	M
Theater (indoor)	M

2. The following uses are not considered compatible with the uses above when located on adjoining properties:

Amusement Park	H
Arena or Stadium	H
Go-Cart Track	H
Golf Driving Range (lighted)	H
Miniature Golf Course	H
Race Track	H
Rifle, Pistol, or Skeet Shooting Range (outdoor)	H
Swimming Pool (public)	H
Theater (outdoor, including drive-in)	H

E. COMMERCIAL

1. The following uses are considered compatible when located on adjoining properties:

Animal Hospital, Veterinary Office (without kennel or boarding)	M
Antique Shop	L
Bank (with drive-through)	M
Bank (without drive-through)	L

Building Supply (wholly enclosed, except for nursery stock)	M
Commercial and Professional Offices	M
Contractor's Office (without outside storage)	L
Dry Cleaning (pick-up only)	M
Food and Beverage Store	M
Funeral Parlor, Undertaking Establishment (see Section 27-357(a)(1))	M
Laundromat	M
Offices: Accountants, Architects, Clergymen, Engineers, Lawyers, Medical Practitioners, and similarly recognized and learned profession (as an accessory use in a dwelling)	L
Medical Practitioner's Office	M
Real Estate Sales Office (as an accessory use in a dwelling)	L
Restaurant (sit down)	M
Retail Sales and Consumer Service Establishment (including integrated shopping centers) 60,000 square feet GFA or less	M

2. The following uses are not considered compatible with the uses above when located on adjoining properties:

Animal Hospital, Veterinary Office (with kennel or boarding)	H
Building Supply (with outdoor storage)	H
Contractor's Office (with outside storage)	H
Drive-in or Fast-Food Restaurant	H
Dry Cleaning Plant	H
Kennel	H
Retail Sales and Consumer Service Establishment (including integrated shipping centers) larger than 60,000 square feet GFA	H

F. VEHICLE-RELATED USES

The following uses are considered compatible when located on adjoining properties:

Auto Parts with Installation	H
Automobile Filling Station	H
Auto Repair Facilities	H

Auto Dealership without repair facilities	M
Auto Storage Yard (not wrecked cars)	M
Auto Towing Yard	H
Auto Salvage Yard	H
Carwash	H
Rental and display of trucks, recreational vehicles, trailers exceeding 8,500 pounds of gross vehicle weight	H
Rental and display of passenger cars and light trucks	M

G. INDUSTRIAL

The following uses are considered compatible when located on adjoining properties:

Chemical and Allied Manufacturing	H
Distillery for the Production of Fuel Alcohol (industrial continued)	H
Fabrication of Wood, Metal, Paper, Plastic, and Glass Products from materials produced elsewhere	H
Manufacturing and Processing of Lumber, Wood, and related products	H
Manufacturing of Scientific, Specialized, and Technical Instruments and Equipment	H
Metal Production	H
Petroleum, Gas, and Related Products	H
Printing, Publishing, Paper, and related industries	H
Processing of Food and related products for human consumption	H
Rubber and Synthetic Rubber Products	H
Stone, Clay, Glass, and Cement Products	H
Textile Products	H

H. WHOLESALE, WAREHOUSE AND DISTRIBUTION

All general wholesale, warehouse, and distribution	H
Consolidated storage (formerly mini-warehouse)	H

I. RESOURCE PRODUCTION AND RECOVERY

The following uses are considered compatible when located on adjoining properties:

Agricultural uses:

- (A) All general agriculture L
- (B) Limited to floriculture, horticulture, gardening and private noncommercial greenhouses L
- (C) Keeping of homing or racing pigeons L

Class Three Fill H

Concrete Recycling H

Nursery or Garden Center M

Rubble Fill H

Sand or Gravel Wet Processing H

Sawmill H

Surface Mining H

J. TRANSPORTATION/PARKING/COMMUNICATION, UTILITIES

The following uses are considered compatible when located on adjoining properties:

Airport, Airpark, Airfield, Airstrip, Heliport, Helistop H

Broadcasting Studio (with tower) M

Broadcasting Studio (without tower) L

Bus Maintenance (at a private school or church) H

Bus or Train Station or Terminal H

Motor Freight Facilities and Terminals H

Parking Garage (commercial) M

Parking Lot (commercial) M

Public Utility Use or Structure (except overhead utility lines but including a tower, monopole, or antenna) M

Public Utility with overhead power lines	L
Public Utility Easement without any aboveground structures	NO BUFFER
Rail Lines at or above ground level	H
Satellite Dish Antenna	L
Taxicab Dispatching Station	M
Tower, Pole, Whip, or Antenna (electronic, radio, or television, transmitting or receiving, except a public utility structure or satellite dish antenna)	L

K. MISCELLANEOUS

Auction House	M
Carpentry, Cabinet Making, or other	M
Cemetery	L
Crematory	M
Junk Yard	H
Palmistry/Spiritual Advisor (as an accessory use or otherwise)	L
Recycling Collection Center	H
Rental Business	M
Storage Yard	H
Stormwater Management Pond (on an individual lot)	NO BUFFER
Tattoo Parlor	L

- (3) Consult Table 4.7-2, Minimum Bufferyard Requirements. Locate the use categories for the proposed use and the adjoining use along the appropriate axis. Read down and over to determine the required bufferyard type.

**Table 4.7-2
Minimum Bufferyard Requirements**

Proposed Use	Adjoining Use					
	One-Family Detached	Townhouses, Multiplexes and Other Attached Units	Multifamily	Low Impact	Medium Impact	High Impact
One-Family Detached	NONE	A*	B*	B*	C*	D*
Townhouses, Multiplexes, and Other Attached Units	A	NONE	A*	B*	C*	D*
Multifamily	B	A	NONE	A*	B*	D*
Low Impact	B	B	A	NONE	A*	C*
Medium Impact	C	C	B	A	NONE	B*
High Impact	D	D	D	C	B	NONE

*Indicates the maximum buffer that may be required. If all or any part of the buffer has been provided on the adjacent property, was required by the landscape manual, and is shown on a landscape plan approved in accordance with this section, the proposed use may provide only that amount of the buffer that has not been provided on the adjacent property (see Figure 4.7-4).

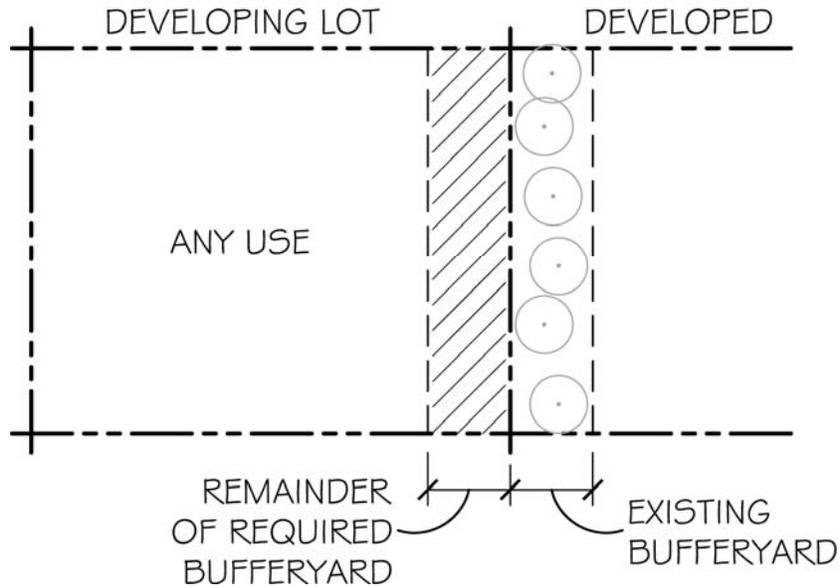


Figure 4.7-4 Required Bufferyard Adjacent to Existing Bufferyard

- (4) Consult Table 4.7-3, Bufferyard Types, to determine minimum building setback, minimum landscaped yard, and plant requirements for each bufferyard type.

**Table 4.7-3
Bufferyard Types**

Type	Minimum Building Setback	Minimum Landscaped Yard	Number of Plant Units Required per 100 Linear Feet of Property Line
A	20 feet	10 feet	40
B	30 feet	20 feet	80
C	40 feet	30 feet	120
D	50 feet	40 feet	160
E	60 feet	50 feet	180

In order to use and understand Table 4.7-3, Bufferyard Types, the following notes apply:

- (A) Where a greater building setback is required by the Zoning Ordinance to compensate for the height of the building, one (1) additional foot of landscaped yard shall be required for every three (3) feet of required building setback in excess of the setbacks required in Table 4.7-3, Buffered Types.
- (B) Surface parking, loading facilities, trash collection, recycling facilities, and mechanical equipment may not be located in the minimum landscaped yard.
- (C) Number of Plants Required

Any combination of shade trees, ornamental trees, evergreen trees, and shrubs may be used to achieve the desired buffering effect, as long as the proposed combination of plants yields a total number of plant units equal to or greater than the requirement.

Plant unit equivalencies are as follows:

- One (1) shade tree = Ten (10) plant units
- One (1) evergreen tree = Five (5) plant units
- One (1) ornamental tree = Five (5) plant units
- One (1) shrub = One (1) plant unit

Plants may be located anywhere within the bufferyard.

- (D) When existing noninvasive trees are located within the entire minimum landscaped yard, preservation of those trees will be allowed to substitute for the required plant materials. When existing trees are located in only part of the minimum landscaped yard, the number of plant units required may be reduced in proportion to the percentage of the area of the

landscaped yard occupied by existing trees. Seventy percent (70%) or more of the critical root zone of all trees proposed to be preserved shall remain undisturbed.

- (E) For properties located in the Developing Tier, the required bufferyard may be reduced as follows:
 - (i) If the width of the required bufferyard (building setback and the landscape yard) is increased, the required plant material may be proportionately decreased for a total maximum reduction of twenty-five percent (25%) of the required plant material; or
 - (ii) If a six (6) foot high, opaque fence or wall is located within the bufferyard, plant unit requirements may be reduced by up to fifty percent (50%). The wall or fence must provide the maximum concealment.
- (F) For properties located in the Developed Tier and/or a Center or Corridor Node, except for those adjoining existing residentially developed lots, the requirements may be reduced up to fifty percent (50%) (including the number of plant units, setback, and landscape yard), if a six (6) foot high, opaque fence or wall is located within the bufferyard. The wall or fence must provide the maximum concealment.

(5) Developing Lots Adjacent to Vacant Lots

- (A) A lot is considered vacant if it contains no structure or vehicular surface area within two hundred (200) feet of the property line.
- (B) If a developing property with a nonresidential use is adjacent to a vacant property zoned residential, then one hundred percent (100%) of the bufferyard is required. In the Developed Tier and/or a Center or Corridor Node, the landscape yard requirements may be reduced by fifty percent

(50%) on the developing lot if a six (6) foot high, opaque fence or wall is provided on the developing lot (see Figure 4.7-5).

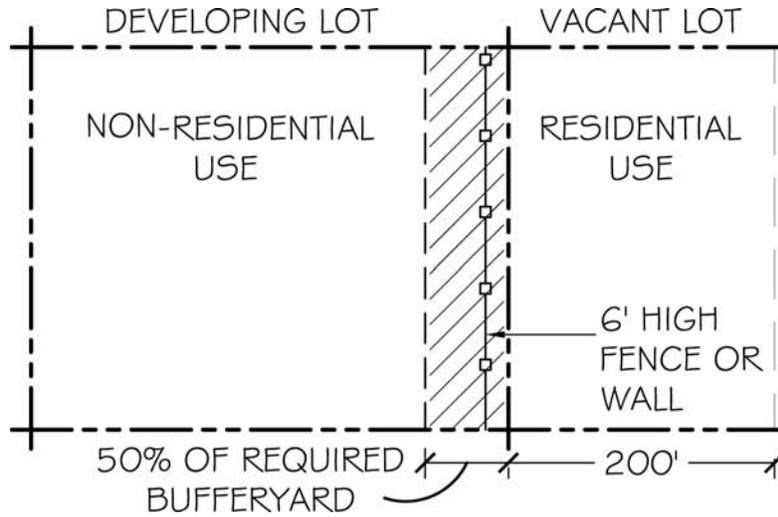


Figure 4.7-5 Developing Non-Residential Use Adjacent to Vacant Residentially-Zoned Property

(C) If a developing property with a residential use is adjoining vacant property zoned residential, fifty percent (50%) of the bufferyard is required to be provided on the developing lot (see Figure 4.7-6).

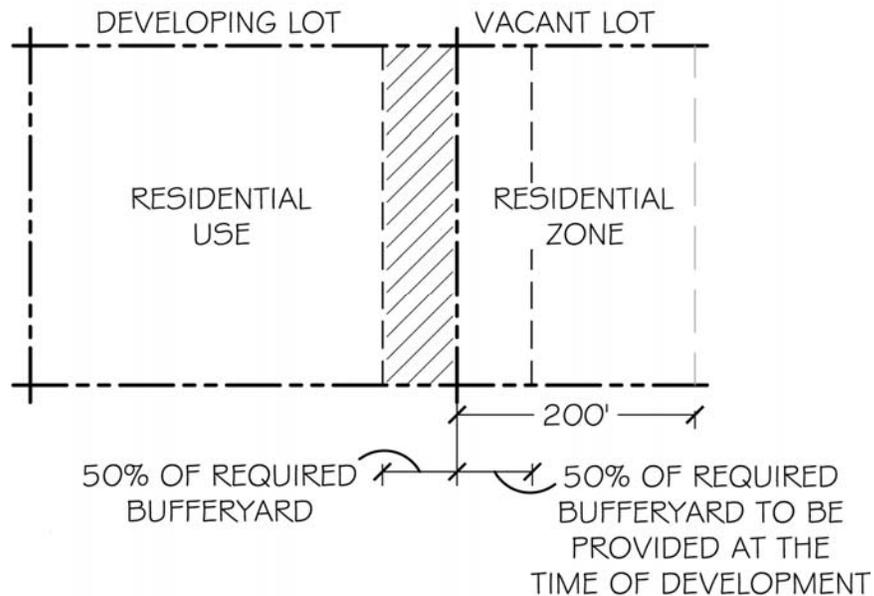


Figure 4.7-6 Developing Residential Use Adjacent to Vacant Residentially-Zoned Property

- (D) If a developing property with a residential use is located adjacent to a vacant lot located in a Commercial or Industrial Zone, the developing property is not required to provide a buffer.
- (E) If a developing property with a non-residential use is located adjacent to a vacant lot located in a Commercial or Industrial Zone, fifty percent (50%) of the bufferyard is required to be provided on the developing lot.
- (F) If a developing property is located in a Commercial Zone and is adjoining vacant property located in a Commercial Zone, the developing property is not required to provide a bufferyard.
- (G) If a developing property is located in an Industrial Zone and is adjoining vacant property located in an Industrial Zone, the developing property is not required to provide a bufferyard.

(6) Developing Lots Adjacent to Nonconforming Uses

If a developing property is adjacent to an incompatible, certified, nonconforming use, the bufferyard requirement may be reduced by fifty percent (50%) if a six (6) foot high, opaque fence or wall is provided on the developing lot (see Figure 4.7-7).

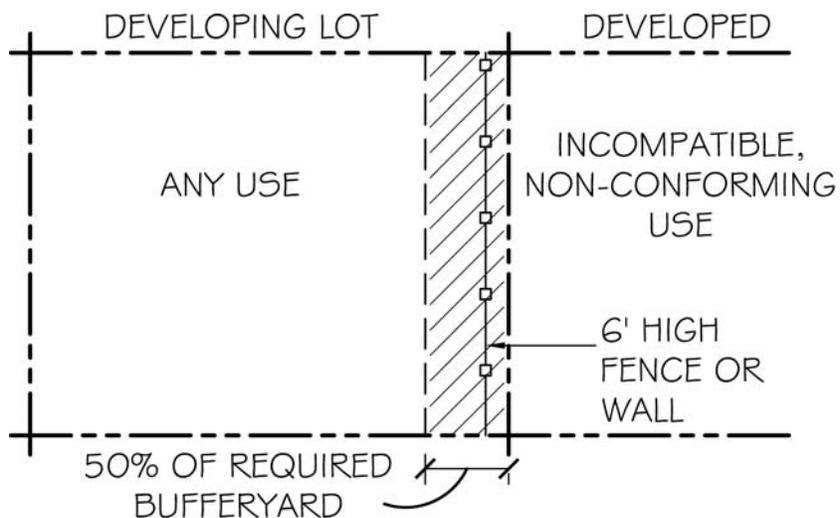


Figure 4.7-7 Developing Property Adjacent to Incompatible, Nonconforming Use

(7) Developing Lots Adjacent to Historic Sites

- (A) If a developing lot adjoins a designated historic site (except underground archeological sites) located within the Developed Tier, a Center, or a Corridor Node, the developing lot shall provide a Type “D” buffer along the entire shared property line (see Table 4.7-3, Bufferyard Types). This requirement does not apply to a property line or right-of-way line adjacent to a special roadway (see Section 4.6(c)(2)).
- (B) If a developing lot adjoins a designated historic site (except underground archeological sites) and is located within the Developing or Rural Tier, the developing lot shall provide a Type “E” buffer along the entire shared property line (see Table 4.7-3, Bufferyard Types and Figure 4.7-8). This requirement does not apply to a property line or right-of-way line adjacent to a special roadway (see Section 4.6(c)(2), Buffering Development from Special Roadways).

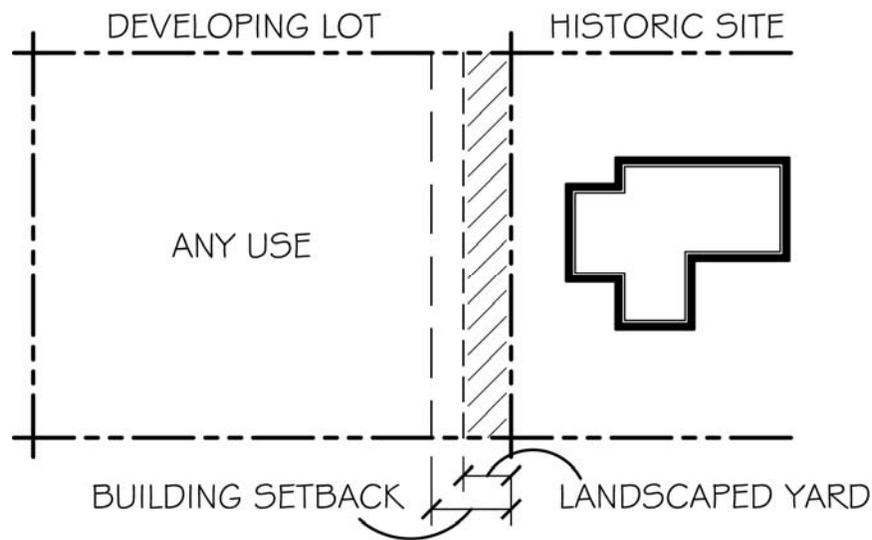


Figure 4.7-8 Developing Property Adjacent to Historic Site

(d) Demonstrating Compliance

The landscape plan shall include a schedule as follows demonstrating compliance with the requirements of this section.

Sample Schedule 4.7-1

Buffering Incompatible Uses Requirements

- | | | |
|-----|--|---|
| 1) | General Plan designation: | _____ Developed Tier, Corridor
Node or Center
_____ Developing or Rural Tier |
| 2) | Use of proposed development: | _____ |
| 3) | Impact of proposed development: | _____ |
| 4) | Use of adjoining development: | _____ |
| 5) | Impact of adjoining development: | _____ |
| 6) | Minimum required bufferyard (A, B, C, D or E): | ___A ___B ___C ___D ___E |
| 7) | Minimum required building setback: | _____ feet |
| 8) | Building setback provided: | _____ feet |
| 9) | Minimum required width of landscape yard: | _____ feet |
| 10) | Width of landscape yard provided: | _____ feet |
| | (The required setback and landscape yard may be reduced by fifty percent (50%) in the Developed Tier, Corridor Node or Center when a six (6) foot high fence or wall is provided.) | |
| 11) | Linear feet of buffer strip required along property line and right-of-way: | _____ linear
feet |
| 12) | Percentage of required bufferyard occupied by existing trees: | _____ % |
| 13) | Is a six (6) foot high fence or wall included in bufferyard? | _____ yes _____ no |
| | (The required plant material may be reduced by fifty percent (50%) when a six (6) foot high fence or wall is provided.) | |
| 14) | Total number of plant units required in buffer strip: | _____ p.u. |
| 15) | Total number of plant units provided: | shade trees _____ x 10 p.u.= _____ p.u.
evergreen trees _____ x 5 p.u.= _____ p.u.
ornamental trees _____ x 5 p.u.= _____ p.u.
shrubs _____ x 1 p.u.= _____ p.u. |
| | | Total _____ p.u. |



City of Hyattsville

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Agenda Item Report

File #: HCC-285-FY20

4/6/2020

12.a

Submitted by: At the Request of the City Administrator
Submitting Department: Community & Economic Development
Agenda Section: Discussion

Item Title:

Enterprise Resource Planning Vendor Selection: BC Systems

Suggested Action:

I move that the Mayor and City Council authorize the City Administrator to enter into a contract for services with BC Computers Inc. (dba BC Systems) for the provision of an Enterprise Resource Planning system for a term of five (5) consecutive years and grant the authority to the City Administrator to execute three (3) additional consecutive one (1) year terms, not to exceed a term of eight (8) years, upon review for legal sufficiency by the City Attorney.

Summary Background:

The City has solicited the market for an Enterprise Resource Planning (ERP) platform, has identified systems that provide functionality and operational modules that align with City of Hyattsville operations and are recommending the selection and authorization to proceed with a contract for services with the recommended vendor BC Systems.

The City procured the services of Enterprise Resource Consulting, a vendor with experience vetting Enterprise Resource Planning (ERP) platforms. Through an extensive internal assessment of operational requirements and services, Enterprise Resource Consulting identified firms that matched the City's requirements and issued a Request for Qualifications in October 2018.

The solicitation stated that the overarching goal of the procurement was to replace most of the current technology with Enterprise Resource Planning software, with the likelihood of utilizing some standalone software for the functions which the ERP does not address.

Next Steps:

This item is scheduled for approval on the April 20th Consent agenda.

Fiscal Impact:

Annual licensing costs will be funded at \$60,000 based on the estimated number of required user licenses to support the organization.

City Administrator Comments:

Priority ERP System provided by BC Systems (BC Computers, Inc. dba BC Systems, Ridgewood, New Jersey)

- 1. Modern Flexible System:** There was agreement that a modern, flexible system which was constructed largely with tools, would be a better choice than an older, "hard-coded" system for which any changes would require programmers with not only skills in the corresponding programming language, but also with in-depth knowledge of the specific software package. A system which could be modified and enhanced by users (without becoming "version locked") was a better choice now, and for the future.
- 2. Application Programming Interface:** It was also agreed that a system with modern Application Programming

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Interface (API) would easily allow data to be shared between the ERP system, and almost any modern third-party application, which may be employed.

- 3. Document Storage:** Also crucial to the decision was the ability of BC Systems' document-storage partner, Digiscribe, to handle the number of paper documents which need to be scanned (Digiscribe can scan 240 pages per minute). Digiscribe provides the accuracy of the redundant indexing of documents (99.5% accuracy guaranteed), as well as the security and transparency which the City of Hyattsville requires. (Please see appendix A for details)
- 4. Comprehensive Responses:** The City of Hyattsville selection team agreed that Priority ERP system was alone in meeting ALL these requirements.

Community Engagement:

N/A

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Legal Review Required?

Complete



Memo

To: Mayor and Council
From: Tracey Nicholson, City Administrator
CC: Jim Chandler, Director, Community and Economic Development
Ron Brooks, City Treasurer
Jan Guszynski, Special Projects Manager
Date: March 31, 2020
Re: Enterprise Resource Planning (ERP) System Procurement

This memorandum provides the City Council with a detailed summary of the solicitation and procurement of an Enterprise Resource Planning (ERP) system for the City of Hyattsville, and includes a recommendation for awarding a contract for services.

Summary

The City has solicited the market for an Enterprise Resource Planning (ERP) platform, has identified systems that provide functionality and operational modules that align with City of Hyattsville operations and are recommending the selection and authorization to proceed with a contract for services with the recommended vendor BC Systems.

Background

The National Government Financial Officers Association (GFOA) has encouraged cities across the United States to replace financial management systems with ERP systems to reduce costs, improve efficiencies and make more informed financial decisions.

What is an ERP System and Why is it Needed?

An ERP System integrates operations and functions into a single IT system so that governing bodies and employees can be more efficient and make data-driven, financial and programming decisions by viewing enterprise-wide information across departments on business and financial operations. ERP systems are used to:

- Integrate and automate internal processes and information systems;
- Streamline processes, gain efficiencies, improve productivity and accountability;
- Provide a real-time view of core business, programming and financial data;
- Allow for the reliance on a common data base to make timely and accurate information

available to stakeholders.

Request for Proposal

The City procured the services of Enterprise Resource Consulting, a vendor with experience vetting Enterprise Resource Planning (ERP) platforms. Through an extensive internal assessment of operational requirements and services, Enterprise Resource Consulting identified firms that matched the City's requirements and issued a Request for Qualifications in October 2018.

“The City of Hyattsville, Maryland invites sealed responses to this Request for Proposal (RFP), for the procurement of an Enterprise Resource Planning (ERP) solution to improve communication and access to cross-departmental information required to provide the highest level of service to the City's residents. The purpose of this solicitation is for the City of Hyattsville to select a “short list” of two to four vendors that appear to meet the criteria and budget and will be asked to demonstrate the software so that one vendor will be chosen to provide a comprehensive ERP solution. The City intends to negotiate terms and execute a comprehensive agreement with the winning vendor. The City is open to a solution utilizing a platform of on-premises, cloud, or Software as a Service, with a preference that the new ERP system be on the cloud or Software as a Service.”

The solicitation stated that the overarching goal of the procurement was to replace most of the current technology with Enterprise Resource Planning software, with the likelihood of utilizing some standalone software for the functions which your ERP does not address.

- Improve the support of financial and accounting applications
- Automate Human Resource applications and processes
- Create a centralized repository for information and data to be stored and shared
- Streamline processes to allow rapid, real-time access to information
- Improve our ability to manage and track information and data
- Create efficiencies within or across departments
- Simplify reporting, and utilize dashboards and business intelligence software
- Track activities, inventory, processes, etc.
- Facilitate project planning, manage and track progress

In addition to the overall functionality requirements, the solicitation required that the responding firm provided (1) document scanning and management services that could either be managed in-house or partnered with a firm to serve as a sub-contractor and (2) the firm provide cost proposal for integration and annual licensing. In December 2018 the City received responses from twenty-one (21) firms, whose responses were reviewed for organizational capacity, system functionality and cost.

In March 2019, the City narrowed the prospective vendor list to the following and hosted a series of in-person and webinars with the following firms to gain a better understanding of platform:

Firm	Description
Tyler Technologies	Proprietary software solution
BC Systems	Proprietary software solution
Ellipse Solutions	Microsoft Dynamics based software system

Required Functions/Capabilities

The scope of services/requirements included a solution that could consolidate and/or integrate existing systems where possible and streamline business processes. The components of the ERP solution and requirements included:

- Finance, Budget & Accounting
- Human Resources
- Employee Dashboard
- Time Clock Management
- Document Management
- Inventory & Fixed Asset Management
- Permits & Licensing
- GIS Compatibility
- Procurement, Contract & Grants Management

Evaluation Criteria

- Understanding of Requirements
- Technical Solution and Approach
- Staffing and Qualifications
- Firm Experience, References and Capabilities
- Price

Technical Proposal Analysis & Evaluation

The proposals were distributed and evaluated independently. The selection team met with each of the finalists and required each to demonstrate how their software fit the City of Hyattsville, using a customized “Demo Script” prepared by our consultant, based on our agreed upon requirements. Several demonstrations and follow-ups were required for each company. This helped us assess the product’s look and feel, learn about the vendor’s organization, and verify the first impressions we formed during the research phase.

The Staff confirmed that all firms were “In Good Standing” with the State of Maryland and after a thorough analysis, the Staff recommended the following three (3) firms participate in the in-person presentations, interviews and webinar sessions with Staff:

- BC Systems
- Ellipse Solutions
- Tyler Technologies

Presentation & Interview Evaluations

In March, 2019, the top-3 firms provided the City with 60-90 minute in-person presentations which included an ERP overview, network security overview and details of their capabilities and services. Following the presentation and interviews, the Staff completed reference checks of the existing and former clients of each of the firms. The Staff then ranked the firms and scheduled follow-up interviews with the Top-2 firms, BC Systems and Tyler Technologies.

Presentations/Demonstration Evaluation Criteria:

- System functionality and applicability to City operations
- Core services: Human Resources Management, Finance, Operations, Customer Service
- User Friendliness: Recognition that user adoption of the system is critical
- System security
- Integration into existing platforms.
- Program Offerings and Platform: Unique features of the individual systems

Assessment of Top-2 Firms

BC Systems

- Founded in 1984 as BC Computers, Inc., BC Systems specializes in browser-based ERP solutions and progressive technology for SMBs and public entities.
- BC Systems core business is designing and implementing integrated business management solutions. BC's ERP solution Priority is a web-based platform geared toward public entities to better manage their internal resources to maximize productivity and to revamp their operational processes with ERP solutions to be more forward-thinking, scalable, manageable, and cost-effective. Priority's features cover finance, manufacturing, logistics, human resources, time and attendance, business intelligence, project management and customer relationship management (CRM) modules. These modules are primarily offered within end-to-end product suites alongside a limited offering of individual modules.
- The solution helps users manage business operations, develop, strengthen and maintain enterprise asset management. It provides executive reports that allow senior management to extract and analyze high-level data in various views.
- Priority is available as either an on-premise and cloud-based enterprise resource planning (ERP) solution suitable for midsize to large businesses in many industry segments including manufacturing, apparel, electronics, food and beverage, industrial machinery and more. The solution enables users to access their data in real-time from mobile devices and tablets. The City intends on implementing a cloud-based ERP solution.
- Priority is built completely on the Microsoft .NET platform. The SDK described above is all based on .NET.
- Priority is completely integrated with MS Office and can import and export to and from Excel, can output to Word, and completely integrates with Outlook. Users of Priority directly from within Outlook for those who are heavy on Outlook, but perhaps lighter users on the Priority side.

- Priority integrates with Voice Over IP (VOIP) phone systems and therefore will integrate with RingCentral, the City’s recently integrated phone system.
- Priority is designed to help users configure the application to the specific needs of the organization. It offers customization and rationalization options to cater to the needs of the companies as they grow. It supports multiple languages and currencies. Support is provided via phone and video tutorials.
- BC Systems training model is based on a webinar and “training the trainer” method and engaging employees act as mentors/trainers in their respective departments. Training will include knowledge transfer of the finer details of the program after first doing an overview of Priority with all departments separately.
- Priority is a flexible solutions, whereas modifications to ERP systems, even minor changes in process workflow, often require modification to be made by a programmer. In Priority, most of the changes we make for our clients are configuration changes using tools like BPM (Business Process Management), Data Generators, and screen nomenclature and layout changes. Once the templates are set for an organization, BC Systems will train the Administrative team how to tweak it is time goes on.
- In the case of a custom programming need beyond that described above, BC Systems employs programmers that can use the SDK (Software Development Toolkit) that comes with Priority to make most any change you might ever need. Priority is essentially built on this SDK.
- On our hosted Priority CloudERP platform, all upgrades are included in the monthly charges.
- The system is compatible with single-sign on and multi-factor authentication for additional security.

Tyler Technology

- Tyler’s Incode product has many of the required and desired functions as a “turn-key” system.
- Their Incode General Ledger is the heart of their financial applications suite and provides comprehensive flexibility and control of financial transactions. Incode is a sequel database designed to support cities.
- Their software has 10 features, Technology Platform, Database management using Microsoft SQL, and Modular integration-extensive collection of applications.
- Tyler’s Incode Personnel Management Suite provides an Employee Self Service portal, time and attendance and applicant tracking interface.
- Tyler hosts continuing education of their products and services through online applications and Tyler University.
- Their Energov Product Suite allows for management for utility payments, permitting and Land management, rental property management and land management. Tyler also has a maintenance management suite and has over 20 government clients in Maryland.
- Tyler’s system security includes unique user log-in credentials each session, user information is pulled from the Windows domain and checked against the database,

user information is queried against the Active Directory structure and the system can isolate single machines to exclude from the network.

- The system security also includes secure digital signatures with encryption for automated check signing, allows viewing of proprietary signature by authorized personnel only, multiple authorizations on single forms to ensure accountability in check disbursements.

Recommended Vendor

Priority ERP System provided by BC Systems (BC Computers, Inc. dba BC Systems, Ridgewood, New Jersey)

1. **Modern Flexible System:** There was agreement that a modern, flexible system which was constructed largely with tools, would be a better choice than an older, “hard-coded” system for which any changes would require programmers with not only skills in the corresponding programming language, but also with in-depth knowledge of the specific software package. A system which could be modified and enhanced by users (without becoming “version locked”) was a better choice now, and for the future.
2. **Application Programming Interface:** It was also agreed that a system with modern Application Programming Interface (API) would easily allow data to be shared between the ERP system, and almost any modern third-party application, which may be employed.
3. **Document Storage:** Also crucial to the decision was the ability of BC Systems’ document-storage partner, Digiscribe, to handle the number of paper documents which need to be scanned (Digiscribe can scan 240 pages per minute). Digiscribe provides the accuracy of the redundant indexing of documents (99.5% accuracy guaranteed), as well as the security and transparency which the City of Hyattsville requires. (Please see appendix A for details)
4. **Comprehensive Responses:** The City of Hyattsville selection team agreed that Priority ERP system was alone in meeting ALL these requirements.
5. **Costs:**
 - a. Integration: \$108,000
 - b. Estimated Annual Maintenance & Licensing Costs: \$57,540 (based on quantity of seat licenses).
 - c. **Total 1st Year Cost: \$165,540**

Recommended Motion

“I move the City Council authorize the City Administrator to enter into a contract for services with BC Computers Inc (dba BC Systems) for the provision of an Enterprise Resource Planning system for a term of five consecutive years and grant the authority to the City Administrator to execute three additional consecutive one-year terms, not to exceed a term of eight (8) years, upon review for legal sufficiency by the City Attorney.”



City of Hyattsville

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Agenda Item Report

File #: HCC-290-FY20

4/6/2020

14.a

Submitted by: Sean Corcoran
Submitting Department: City Clerk
Agenda Section: Community Notices and Meetings

Item Title:
Main City Calendar April 7, 2020 - April 27, 2020

Suggested Action:
N/A

Summary Background:
N/A

Next Steps:
N/A

Fiscal Impact:
N/A

City Administrator Comments:
N/A

Community Engagement:
N/A

Strategic Goals:
Goal 1 - Ensure Transparent and Accessible Governance

Legal Review Required?
N/A

City Calendar: April 7 – April 27, 2020

Zoom meeting details will be posted on hyattsville.org/meetings

(Virtual) Complete Count Census Committee Meeting

Wednesday, April 15, 2020, 7:30 PM

(Virtual) Budget Work Session: FY21 Department Presentations

Wednesday, April 15, 2020, 8:00 PM – 10:00 PM

RESCHEDULED to May 4, 2020: FY21 Real Property Tax Rate Public Hearing

Previously scheduled for Monday, April 20, 2020, 7:30 PM – 10:00 PM

(Virtual) City Council Meeting

Monday, April 20, 2020, 8:00 PM – 10:00 PM

City Council meetings will continue as scheduled and will remain open to the public; however, residents are encouraged to use electronic methods to submit public comment and meetings will only be available on cable television or web stream. For more information visit:

www.hyattsville.org/meetings

The following weekly program offerings and City events are canceled through Monday, April 27, 2020:

- Boards and Committee Meetings (with the exception of the Complete Count Census Committee)
- Teen Tutoring and Mentoring
- Ageless Grace Exercise Classes
- Community Yoga
- Senior Bus Trips
- Police Ride-Alongs
- Invasive Plant Removals

The following City events are postponed until an alternate date to be determined:

- **Hyattsville 2020 Census Day**
- **Arbor Day at McClanahan**
- **Electronics and Paint Recycling Day** (previously scheduled for April 11, 2020, 10:00AM – 1:00PM, 4633 Arundel Place)
- **134th City Anniversary Parade** (previously scheduled for April 25, 2020, 11:00 AM, Magruder Park)
- **134th City Anniversary Music and Fireworks** (previously scheduled for April 25, 2020, 6:30 PM, Magruder Park)

The following services will be suspended or limited through April 27, 2020:

- Notary and Fingerprint Services
- Licensing and Permitting
- Call-a-Bus for Seniors Transportation Services will continue for essential trips only such as medical appointments and grocery store trips.

The following services and activities will continue as scheduled:

- Police patrols and emergency response
- Solid waste, recycling, and compost collections
- Parking enforcement