



# City of Bowie

## Regular City Council Meeting

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**Monday, August 5, 2024**  
**Council Chambers - 8 p.m.**

***AMENDED - AUGUST 4, 2024 7:16 p.m.***

### **AGENDA**

- I. CALL MEETING TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. QUORUM**
- IV. AGENDA ADDITIONS/DELETIONS/AMENDMENTS**
- V. CITIZEN PARTICIPATION**
- VI. PRESENTATIONS**
  - A.** Adoption and Presentation of Proclamation P-12-24 Proclaiming July 31, 2024 as World Ranger Day in the City of Bowie
- VII. CITY BOARDS AND COMMITTEES**
- VIII. COUNCIL ANNOUNCEMENTS**
- IX. CITY MANAGER'S REPORT**
- X. CONSENT AGENDA**
  - A.** Approval of June 3, 2024 Council Meeting Minutes
  - B.** Approval of June 17, 2024 Council Meeting Minutes
  - C.** Approval of July 1, 2024 Council Meeting Minutes
  - D.** Approval of July 8, 2024 Council Meeting Minutes
  - E.** Adoption of Resolution R-49-24 Waiving the Bidding Requirements of Section 61 "Purchasing and Contracting" of the City Charter, for Good Cause Shown, to Allow the City to Enter into a Contract with Ashton Manor Environmental LLC for Fall Street Tree Planting in City Right-of-Ways
  - F.** Adoption of Resolution R-50-24 Waiving the Competitive Bidding Requirements of Section 62 "Cooperative Bidding" of the Charter of the City of Bowie to Allow the Purchase of Sixteen (16) Police Vehicles through Two (2) State of Maryland Procurement Contracts
  - G.** Adoption of Resolution R-51-24 Waiving the Competitive Bidding Requirements of Section 62 "Cooperative Bidding" of the Charter of the City of Bowie to Allow the Issuance of a Purchase Order for Police Vehicle Upfitting Services through a Howard County Procurement Contract
  - H.** Adoption of Resolution R-52-24 Waiving the Competitive Bidding Requirements of Section 61 "Purchasing and Contracting" of the City Charter to Allow the City Manager to Issue a Purchase Order to Deere & Company and Authorize the

Purchase of a John Deere 1600 Turbo Terrain Cut Commercial Wide-Area Riding Mower

- I. Adoption of Resolution R-53-24 Waiving the Competitive Bidding Requirements of Section 61 "Purchasing and Contracting" of the Charter of the City of Bowie and Awarding a Contract to Jesco, Inc. in the Amount of \$138,610 for the Purchase of One Backhoe, by Piggybacking a Sourcewell Contract
- J. Adoption of Resolution R-54-24 Authorizing the Issuance of a Purchase Order to EBA Engineering, Inc., for Task Order/RFP #5-07 in the Amount of \$119,759.35 in Accordance With the Master Contract Approved on January 22, 2019
- K. Adoption of Resolution R-55-24 Approving an Agreement Between the City and the American Federation of State, County and Municipal Employees
- L. Introduction of Ordinance O-7-24 Amending the Adopted Budget for the Fiscal Year Beginning July 1, 2024 and Ending June 30, 2025, as Embodied in Ordinance O-4-24, to Appropriate Funds for the following Projects and Grants: an Additional \$122,000 for the Public Arts Bowie Sign Project, \$58,500 for Energy Efficiency and Conservation Strategy, Additional Grant Funding to the Maryland Women's Business Center (MWBC) Totaling \$120,000, and Funding for the Emergency Operations Center in the Amount of \$237,500

#### **XI. OLD BUSINESS**

- A. Council discussion on street striping to control speeding on neighborhood streets
- B. ***Economic Development Promotion/Marketing - Council will discuss and set priorities in order for staff to finalize a scope of work for a marketing strategy RFP to be prepared***

#### **XII. NEW BUSINESS**

- A. Bulk Trash Pick-up, Solid Waste General Rules and Special Agreements Discussion - Staff will discuss bulk trash pick-up in Bowie as related to condominiums and apartment complexes, and brief Council regarding the City's solid waste general rules and special agreements.
- B. Preliminary Plan #4-24007, Melford Towns – The developer is requesting the City's approval recommendation for a Preliminary Plan of subdivision containing 28 lots and four parcels on 2.59 acres, located on the south side of Lake Melford Avenue, east of Curie Drive, in the Town Activity Center-Edge (TAC-E) Zone. The proposed development will replace one 94,068 square foot multi-family apartment building containing 71 dwelling units previously approved in Detailed Site Plan #22043 for Melford Mansions. - **Public Hearing/Eligible for Action**
- C. City's Transportation Priority List - Staff from the Planning Department will review the current Transportation Priority List for State and County facilities serving Bowie.

#### **XIII. ADJOURNMENT AND MOVE TO CLOSE SESSION:**

- A. ***To adjourn to closed session under the statutory authority of the Md. Annotated Code, General Provisions Article §3-305(b)(1): "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals".***

**Note:** The Ethics Commission has advised that under certain circumstances, members of the public may qualify as lobbyists when they testify before the City Council. If so, the Bowie Ethics Ordinance requires that certain information be filed with the Ethics Commission. Please review the information about lobbying that is provided with the City Clerk. If you have any questions about lobbying, please contact the Ethics Commission or the Assistant City Manager.

**This meeting will be televised live on Verizon Channel 10 and Comcast Channel 71 and 996, repeated on 8/7/2024 and 8/10/2024 at 7:00 p.m., and [web-streamed live](#).**

**For a closed-captioned version of the meeting video, please go to <https://www.youtube.com/user/cityofbowiemd/playlists> and select the 2024 Council Meetings list. Once the meeting video opens, be sure to click on “CC” button to turn on closed captioning.**

**NEXT REGULAR MEETING OF THE BOWIE CITY COUNCIL - TUESDAY, SEPTEMBER 3, 2024 - COUNCIL CHAMBERS - 8:00 P.M.**



## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Recognition of World Park Ranger Day

**DATE:** 08/01/2024

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This memo serves to propose the issuance of Proclamation #: P-12-24, recognizing World Ranger Day on July 31 in honor of the dedicated park rangers in the City of Bowie.

World Ranger Day is an internationally recognized event that celebrates the crucial work of park rangers and other guardians of natural and cultural heritage. Celebrated annually on July 31, it acknowledges the essential role rangers play in preserving the beauty, wildlife, and historical treasures of parks and protected areas globally. It also commemorates those who have lost their lives or sustained injuries in the line of duty.

**ATTACHMENTS:** 1. 20240805 - Proclamation P-12-24

**PROCLAMATION OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND  
PROCLAIMING JULY 31, 2024 AS WORLD RANGER DAY IN THE CITY OF BOWIE**

**WHEREAS**, World Ranger Day, celebrated on July 31st, is an international event that recognizes the dedicated work of park rangers and other guardians of natural and cultural heritage; and

**WHEREAS**, park rangers are essential in conserving the natural beauty, wildlife, and historical treasures of parks and protected areas around the globe; and

**WHEREAS**, World Ranger Day also commemorates rangers who have lost their lives or have been injured in the line of duty, highlighting the risks and sacrifices associated with their profession; and

**WHEREAS**, the City of Bowie recognizes and appreciates the tireless efforts of our own park rangers, and recognizes their dedication and work to protect and manage our parks, providing education and ensuring the safety of visitors to these cherished areas;

**NOW, THEREFORE, BE IT PROCLAIMED** that the Council of the City of Bowie, Maryland, hereby proclaims July 31, 2024, as World Ranger Day in the City of Bowie.

**INTRODUCED AND PASSED** by the Council of the City of Bowie, Maryland at a Regular Meeting on the Fifth day of August 2024.

Attest:

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Timothy J. Adams, Mayor

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Awilda Hernandez, City Clerk

## REGULAR CITY COUNCIL MEETING MINUTES

MONDAY, JUNE 3, 2024

### CALL MEETING TO ORDER:

The Regular Meeting of the Bowie City Council was held on Monday, June 3, 2024, in Council Chambers at City Hall. Mayor Adams called the meeting to order at 8:03 p.m.

### PLEDGE OF ALLEGIANCE TO THE FLAG:

Mayor Adams led the Pledge of Allegiance to the Flag of the United States of America.

### QUORUM:

In attendance were Mayor Adams, Mayor Pro Tem Woolfley, Councilmembers Brady, Estève, Ndebumadu, Rogers, and Truesdale, City Manager Lott, Assistant City Manager Mears, City Attorney Levan, City Clerk Hernandez, and Staff.

### AGENDA ADDITIONS/DELETIONS/AMENDMENTS:

Councilmember Ndebumadu moved New Business, Item C Bulk Trash Pick-up Discussion to the next Council meeting. Mayor Pro Tem Woolfley seconded the motion. Motion passed unanimously.

### CITIZEN PARTICIPATION:

1. Alfonso Simmons, BBGC Baseball Program – Spoke about conditions of the fields and lack of regular maintenance.

### PRESENTATIONS:

- A. Arts Committee representatives Shelina Hayes and Kathleen Parker presented \$1,750 college scholarships to Kaia Jordan and Willow Singleton.

Education Committee representatives Nicole Warner and Julie Gordon presented \$2,500 college scholarships to Nathaniel Scott and Sophia Villar.

- B. Education Committee representatives Nicole Warner and Julie Gordon recognized teachers from various schools in the city with the 39<sup>th</sup> Annual Excellence in Education Teacher Award. (List attached).

### COUNCIL ANNOUNCEMENTS:

Mayor Adams thanked staff for the great job putting together Bowiefest.

Councilmember Ndebumadu thanked Chief Preston for the Community meeting held at South Lake.

**CITY MANAGER'S REPORT:**

City Manager Lott had no report.

**CONSENT AGENDA:**

Councilmember Esteve motioned to approve Consent Agenda items: A) Adoption of Proclamation P-10-24 Proclaiming June 1-9, 2024, as Chesapeake Bay Awareness Week in the City of Bowie; B) Adoption of Resolution R-26-24 Waiving the Competitive Bidding Requirements of Section 61 "Purchasing and Contracting" of the Charter of the City of Bowie and Awarding a Contract to GranTurk Equipment Company, Inc. in the Amount of \$932,541 for the Purchase of Three Refuse Trucks, by Piggybacking a COSTARS Pennsylvania Department of General Services Bid; C) Adoption of Resolution R-29-24 Awarding a Professional Services Contract for the Implementation of the Old Town Bowie 5-Year Strategic Plan and the Revitalization of Old Town Bowie to Innucvate Community Development Partners, Inc. in an Amount Not to Exceed Two Hundred Seventy Five Thousand Dollars (\$275,000) for Years One and Two of a Five Year Contract; D) Adoption of Resolution R-30-24 Accepting a Bid Proposal for the Northview Drive Bituminous Trail Repairs & Replacements Project from E&R Services, Inc. in the Amount of \$34,700. Mayor Pro Tem Woolfley seconded the motion. Motion passed 7-0.

**OLD BUSINESS:**

A. Adoption of Ordinance O-5-24 Authorizing the Acquisition of Certain Real Property Owned by the Maryland-National Capital Park and Planning Commission Known as Part of the Tall Oaks Community Park in Bowie, Maryland Consisting of 56.33 +/- Acres for a Public Purpose, and Declaring That Real Property Owned by the City of Bowie Known as the Cora Bowie Property, Consisting of 61.41 +/- Acres is Surplus Property and Authorizing its Conveyance to the Maryland-National Park and Planning Commission in Exchange for the M-NCPPC Property Identified Above.

**Public Hearing:**

Since there was no one signed up to speak, Mayor Adams declared the public hearing to have been held.

Councilmember Esteve moved to adopt Ordinance O-5-24. Councilmember Brady seconded the motion. Motion passed unanimously.

B. Request for Program Funding from Maryland Women's Business Center (MWBC) – Councilmember Truesdale requested that this item be placed on the agenda in order for Ms. Danette Nguyen to provide a brief description of the Shop Local retail business incubator proposed for Bowie aimed at increasing small business support. They are requesting funding in the amount of \$101,250.

Ms. Nguyen encouraged Council to visit the program that is currently running at Rockville Town Square in order to experience how the program runs and ask questions to the local businesses that are open there now.

Council concurred to have staff review budget to see if funding of \$101,250 requested can be attained as well as work with Ms. Nguyen to setup dates for the site visit in Rockville.

C. CIP Projects/Fund Balance Explanation – Finance Director, Byron Matthews, summarized the list of CIP projects that were funded with the 2019 Bond proceeds. (List attached)

Mayor Adams asked to include FY25 projects on the document presented during the meeting and that it be posted on the website for residents to view.

New Business:

A. Legislative Session Wrap-up – Mr. Christopher Dews with Cornerstone Government Affairs, briefed Council on items from the legislative session. This year's State budget did present a lot of cuts for funding initiatives. Cornerstone was able to secure two initiatives for the City, one being \$250,000 towards the tuberculosis issue and \$25,000 for the Volunteer Fire Department. Mr. Dews also mentioned that conversations with the 23<sup>rd</sup> Delegation should start earlier in order to begin preparations for the 2025 sessions.

Mr. Dews also summarized some of the bills that affected the City. HB1059 Prince George's County - Qualifying Municipal Corporation - Land Use PG/MC 105-24 did not pass and HB1524 Horse Racing - Racing Facility Ownership and Construction - Racing Operations, passed but will delay the transfer of the Bowie Racetrack property until December 2025.

Council thanked Mr. Dews for his presentation and concurred to begin looking at dates to schedule a meeting with the 23<sup>rd</sup> Delegation.

B. Bowie Business Incubator Update - Executive Director, June Evans, briefed Council on the programs progress in the last year. They have 146 Accelerator Graduates, have served over 177 City of Bowie businesses and have generated \$85M in revenues. Bowie BIC in partnership with Bowie State University, is launching a Center of Excellence for 8(a) Government Contracting.

Mayor Adams thanked Ms. Evans for the update.

ADJOURNMENT:

Mayor Pro Tem Woolfley motioned to adjourn the regular City Council meeting. Councilmember Rogers seconded the motion. Motion passed 7-0. The meeting was adjourned at 10:14 p.m.

Awilda Hernandez, MMC  
City Clerk



## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Excellence in Education Teacher Awards

**DATE:** 05/30/2024

The following teachers and staff were nominated by their school principal to receive the 39th Annual Excellence in Education Teacher Award. These educators will be honored with a certificate and a monetary award during the June 3, 2024, City Council meeting, in recognition of their dedication to our schools and students.

| Teacher                   | School                            |
|---------------------------|-----------------------------------|
| Carla Burgess             | Pointer Ridge Elementary School   |
| Sonia Cortez-Sayasa       | C. Elizabeth Rieg Regional School |
| Jessica Elston            | Yorktown Elementary School        |
| Amanda Huizar             | Benjamin Tasker Middle School     |
| Marti Jenkins             | Benjamin Tasker Middle School     |
| Valerie Jones             | Pointer Ridge Elementary School   |
| Isabel Martin             | Whitehall Elementary School       |
| Sheerin Nahmias           | Yorktown Elementary School        |
| Michelle Pantl            | Whitehall Elementary School       |
| Nicole Pearsall           | Samuel Ogle Middle School         |
| Madelyn Perez             | Tulip Grove Elementary School     |
| Esme Pierzchala           | Tulip Grove Elementary School     |
| Keith Pieschek            | Samuel Ogle Middle School         |
| Michelle Shavers-Burnside | C. Elizabeth Rieg Regional School |
| Susan Toczykowski         | Grace Christian School            |
| Cindy Weaver              | Grace Christian School            |

**CITY OF BOWIE, MARYLAND**  
**LIST OF PROJECTS FUNDED BY THE 2019 BOND PROCEEDS**

Districts

|    | City Assets                               | FY2022           | FY2022              | FY2023              | FY2024            | Total Spent         | Balance             |
|----|-------------------------------------------|------------------|---------------------|---------------------|-------------------|---------------------|---------------------|
|    | 10165 Williams Plains House               | 375,000          | -                   | -                   | -                 | -                   | 375,000.00          |
|    | 10166 Emergency Efficiency Improvements   | 10,000           | 10,000.00           | -                   | -                 | 10,000.00           | -                   |
|    | 10181 Land Acquisition                    | 19,200           | -                   | 2,646.91            | -                 | 2,646.91            | 16,553.09           |
| 3A | 10186 Gymnasium                           | 701,900          | 701,900.00          | -                   | -                 | 701,900.00          | -                   |
| 3B | 10192 City Hall                           | 121,900          | 60,550.00           | 65,243.00           | -                 | 125,793.00          | (3,893.00)          |
| 1B | 10314 Solid Waste Administration Facility | 11,100           | -                   | 11,100.00           | -                 | 11,100.00           | -                   |
| 1B | 10315 Public Works Main Facility          | 589,900          | 248,155.00          | 10,620.83           | 1,629.90          | 260,405.73          | 329,494.27          |
|    | 10319 Hiker/Biker Trail System            | 363,300          | 39,705.50           | -                   | -                 | 39,705.50           | 323,594.50          |
|    | 10321 The Bowie Heritage Trail            | 30,000           | 30,000.00           | -                   | -                 | 30,000.00           | -                   |
|    | 10326 Chesapeake Bay                      | 1,029,700        | 238,638.46          | 577,466.78          | 213,594.76        | 1,029,700.00        | -                   |
|    | 10333 Facility Preventive Maintenance     | 738,900          | 738,900.00          | -                   | -                 | 738,900.00          | -                   |
|    | 10336 Stormwater Management               | 112,100          | 60,725.00           | 11,842.44           | 12,914.17         | 85,481.61           | 26,618.39           |
| 3A | 10515 Allen Pond Park                     | 15,000           | 2,940.00            | -                   | 6,975.54          | 9,915.54            | 5,084.46            |
| 2B | 10516 Belair Mansion                      | 69,500           | 46,642.76           | 5,157.03            | 17,700.21         | 69,500.00           | -                   |
| 2B | 10519 Belair Stables                      | 12,500           | 750.00              | 11,750.00           | -                 | 12,500.00           | -                   |
| 2B | 10521 Whitmarsh Park                      | 210,200          | 100,392.00          | 62,076.25           | -                 | 162,468.25          | 47,731.75           |
| 3A | 10532 Ice Arena                           | 82,500           | 22,750.00           | 3,657.00            | 56,093.00         | 82,500.00           | -                   |
| 4B | 10536 Church Road Park                    | 175,000          | -                   | 118,572.00          | -                 | 118,572.00          | 56,428.00           |
| 1A | 10545 Golf Course                         | 2,240,000        | 42,500.00           | 1,489,614.41        | 330,325.88        | 1,862,440.29        | 377,559.71          |
| 3B | 10549 Centennial Park                     | 10,000           | -                   | -                   | -                 | -                   | 10,000.00           |
|    |                                           | <u>6,917,700</u> | <u>2,344,548.72</u> | <u>2,369,746.65</u> | <u>639,233.46</u> | <u>5,353,528.83</u> | <u>1,564,171.17</u> |

|    | City Assets                                           | FY2023           | FY2023     | FY2024              | Total Spent         | Balance             |
|----|-------------------------------------------------------|------------------|------------|---------------------|---------------------|---------------------|
|    | 10164 Facility Security                               | 500,000          | 153,497.47 | 346,502.53          | 500,000.00          | -                   |
|    | 10166 Energy Efficiency Improvements                  | 40,500           | -          | -                   | -                   | 40,500.00           |
|    | 10178 Emergency Operations Center                     | 50,000           | -          | 6,720.00            | 6,720.00            | 43,280.00           |
|    | 10181 Reserve for Land Acquisition                    | 19,200           | 19,200.00  | -                   | 19,200.00           | -                   |
| 3A | 10184 Senior Center                                   | 105,000          | -          | 105,000.00          | 105,000.00          | -                   |
| 2B | 10187 Kenhill Center                                  | 194,700          | 2,995.00   | 191,705.00          | 194,700.00          | -                   |
| 3B | 10192 City Hall                                       | 25,000           | 25,000.00  | -                   | 25,000.00           | -                   |
| 1B | 10314 Solid Waste Administration Facility             | 50,500           | 25,250.00  | -                   | 25,250.00           | 25,250.00           |
| 1B | 10315 Public Works Main Facility                      | 242,100          | -          | -                   | -                   | 242,100.00          |
|    | 10319 Hiker-Biker Trails                              | 69,700           | -          | -                   | -                   | 69,700.00           |
|    | 10321 Bowie Heritage Trail                            | 30,000           | 7,975.00   | -                   | 7,975.00            | 22,025.00           |
|    | 10322 Trails Master Plan                              | 125,000          | -          | 59,254.95           | 59,254.95           | 65,745.05           |
|    | 10326 Chesapeake Bay                                  | 2,191,600        | 17,907.81  | 52,156.94           | 70,064.75           | 2,121,535.25        |
|    | 10333 Facility Preventive Maintenance                 | 746,600          | 746,000.00 | -                   | 746,000.00          | 600.00              |
|    | 10336 Stormwater Management                           | 348,500          | 5,859.10   | -                   | 5,859.10            | 342,640.90          |
|    | 10337 Sediment Control Reserve - Gateway Center       | 36,900           | -          | -                   | -                   | 36,900.00           |
|    | 10339 Sediment Control Reserve -Melford               | 126,300          | -          | -                   | -                   | 126,300.00          |
|    | 10344 Sediment Control Reserve - Centennial Park      | 57,600           | -          | -                   | -                   | 57,600.00           |
|    | 10371 Sediment Control Reserve - Pin Oak Plaza        | 5,200            | -          | -                   | -                   | 5,200.00            |
|    | 10373 Sediment Control Reserve - Elder Oaks           | 2,900            | -          | -                   | -                   | 2,900.00            |
|    | 10375 Sediment Control Reserve - Collington           | 5,500            | -          | -                   | -                   | 5,500.00            |
|    | 10376 Sediment Control Reserve - Covington City Share | 15,200           | -          | -                   | -                   | 15,200.00           |
| 2B | 10511 Play House                                      | 182,400          | 32,139.50  | 131,994.00          | 164,133.50          | 18,266.50           |
| 3A | 10515 Allen Pond Park                                 | 1,300            | -          | -                   | -                   | 1,300.00            |
| 2B | 10516 Belair Mansion                                  | 30,000           | -          | 30,000.00           | 30,000.00           | -                   |
| 2B | 10519 Belair Stable Museums                           | 23,900           | 13,760.42  | 10,139.58           | 23,900.00           | -                   |
| 4A | 10524 Glen Allen Park                                 | 225,000          | 225,000.00 | -                   | 225,000.00          | -                   |
| 3A | 10532 Bowie Ice Arena                                 | 740,300          | -          | 740,300.00          | 740,300.00          | -                   |
|    | 10538 Parks & Grounds Annex                           | 80,000           | 16,215.00  | 27,700.00           | 43,915.00           | 36,085.00           |
|    | 10544 Public Art                                      | 25,000           | 24,150.00  | -                   | 24,150.00           | 850.00              |
| 1A | 10545 Bowie Golf Course                               | 2,355,000        | 177,849.16 | -                   | 177,849.16          | 2,177,150.84        |
|    |                                                       | <u>8,650,900</u> | <u>-</u>   | <u>1,492,798.46</u> | <u>1,701,473.00</u> | <u>5,456,628.54</u> |

**Recap:**

|                                  |                        |                |
|----------------------------------|------------------------|----------------|
| Cash remaining after settlement: | \$ 18,518,083.68       |                |
| Drawdown in FY2022               | (1,307,882.40)         |                |
| Drawdown in FY2023               | (3,116,545.11)         | (8,547,800.29) |
| Drawdown in FY2024               | (4,123,372.78)         |                |
| Year-to-date balance             | <u>\$ 9,970,283.39</u> |                |

|                         |                        |
|-------------------------|------------------------|
| Anticipated cost FY2024 | \$ 3,660,983.39        |
| Adopted Allocation 2025 | <u>6,309,300.00</u>    |
| Fund Allocation         | <u>\$ 9,970,283.39</u> |

## REGULAR CITY COUNCIL MEETING MINUTES

MONDAY, JUNE 17, 2024

### CALL MEETING TO ORDER:

The Regular Meeting of the Bowie City Council was held on Monday, June 17, 2024, in Council Chambers at City Hall. Mayor Adams called the meeting to order at 8:06 p.m.

### PLEDGE OF ALLEGIANCE TO THE FLAG:

Mayor Adams led the Pledge of Allegiance to the Flag of the United States of America.

### QUORUM:

In attendance were Mayor Adams, Mayor Pro Tem Woolfley (virtual), Councilmembers Brady, Estève, Ndebumadu (virtual), Rogers, and Truesdale (virtual), Assistant City Manager Mears, City Attorney Levan, City Clerk Hernandez, and Staff.

### AGENDA ADDITIONS/DELETIONS/AMENDMENTS:

Councilmember Brady moved Consent Agenda, Item H Adoption of Resolution R-34-24 Authorizing Transmittal of a Legislative Action Request to the Maryland Municipal League for Consideration to under New Business for discussion. Mayor Pro Tem Woolfley seconded the motion. Motion passed 6-0 (Ndebumadu did not vote).

### CITIZEN PARTICIPATION:

1. Scott Vining, Trinity Drive – Suggested Council consider adding a right turn arrow from Evergreen Parkway onto Northview Drive.

### CITY BOARDS AND COMMITTEES:

1. Mayor Pro Tem Woolfley moved to appoint Mr. Robert Kellaway to the Environmental Advisory Committee for a 2-year term. Councilmember Brady seconded the motion. Motion passed 6-0 (Ndebumadu did not vote). Mayor Adams swore in Mr. Kellaway to the committee.

### COUNCIL ANNOUNCEMENTS:

Mayor Adams thanked staff for the Juneteenth events.

### CITY MANAGER'S REPORT:

City Manager Lott echoed the Mayor's comments on the Juneteenth festivities as well as mentioned the upcoming Styrofoam recycling event and summer concerts.

## CONSENT AGENDA:

Councilmember Brady motioned to approve Consent Agenda items: A) Approval of April 1, 2024 Council Meeting Minutes; B) Approval of April 15, 2024 Council Meeting Minutes; C) Adoption of Proclamation P-11-24 Proclaiming June 17-23, 2024, as Pollinator Week in the City of Bowie; D) Adoption of Resolution R-28-24 Awarding Contracts to Carmeuse Lime and Stone and George S. Coyne Chemical Co., Inc. for the Supply and Delivery of Hydrated Lime, Hydrofluosilicic Acid, Liquid Chlorine, Polymerized Aluminum Chlorohydrate and Sodium Carbonate for the Treatment of Water and Wastewater; E) Adoption of Resolution R-31-24 Emergency Procurement for the Temporary Repair of Storm Drain at 8009 Oat Chase Lane, Saddlebrook Subdivision; F) Adoption of Resolution R-32-24 Awarding a Contract to USALCO, LLC for the Supply and Delivery of Liquid Aluminum Sulfate for the Treatment of Wastewater; G) Adoption of Resolution R-33-24 Awarding a Contract to Pollu-Tech, Inc. for the Supply and Delivery of Polymer for the Treatment of Wastewater; I) Adoption of Resolution R-35-24 Accepting Bid Proposals for Job Order Services for Facilities Maintenance, Repair and Minor Construction; J) Adoption of Resolution R-37-24 Authorizing the City Manager to Enter Into an Agreement With Campbell Oil Company for the Purchase of Ultra-low Sulfur Diesel Fuel in Truck Transport Will Call Quantities for Zone 3; K) Adoption of Resolution R-38-24 Authorizing the City Manager to Enter Into an Agreement With James River Solutions for the Purchase of Ultra-low Sulfur Diesel Fuel in Tank Wagon Will Call Quantities for Zone 3; L) Adoption of Resolution R-39-24 Accepting a Bid for Purchase of Automated Playback System Upgrade and Annual Maintenance of Equipment Installed in the Amount of \$60,234.37; M) Adoption of Resolution R-40-24 Waiving the Bidding Requirements of Section 61 "Purchasing and Contracting" of the City Charter, for Good Cause Shown, to Allow the City to Enter Into a Contract with Miller Flooring Company for Wood Court Floor Sanding, Refinishing and Relining at the Bowie City Gymnasium; N) Adoption of Resolution R-41-24 Accepting a Proposal for Virtual Server Stack Refresh with DataNetworks in the Amount of \$249,500; O) Adoption of Resolution R-42-24 Accepting a Proposal for VMware Subscription with DataNetworks in an Amount Not to Exceed \$64,800; P) Adoption of Resolution R-43-24 Accepting Bid for Rehabilitation of Cast Iron Pipe (CIP) Water Mains Using Class IV Structural Cured-In-Place (CIPP) Lining in the Kenilworth Section of the City. Councilmember Esteve seconded the motion. Motion passed 6-0 (Ndebumadu did not vote).

## OLD BUSINESS:

A. CIP Projects/Bond Money Explanation – Finance Director, Byron Matthews, read the projects and dollar amounts that are being funded in FY25 with the remaining balance of the bond money from the Iceplex. The total amount being used is \$6,309,300.

## NEW BUSINESS:

A. Bowie CLAW Presentation – Mr. Paul Nadler, representative of CLAW, briefed Council on the Trap-Neuter-Return (TNR) program which helps to control the cat population. Bowie Citizens for Local Animal Welfare (Bowie CLAW) is a not-for-profit, volunteer-based organization dedicated to helping animals in the City of Bowie.

Mayor Adams thanked Mr. Nadler for his presentation.

B. Corridor Region Small Business Development Center (SBDC) Update - Mr. Kyle Bayliss briefed Council on their programs and services for small businesses which include workshops, financial assistance, business planning, market research, export assistance and technology commercialization. In the past five years SBDC economic impact in the City has helped 17 new businesses get started, created 106 jobs, and provided 35 loans/equity in a dollar value of \$1,489,886.

Mayor Adams thanked Mr. Bayliss for the update.

C. Bowie Community Media Corporation (BCMC) - President, Ms. Candi Waller, briefed Council on their organization. BCMC handles the recruitment of producers and their retention, program scheduling for the public access channel owned by the City. Programming airs on Verizon FIOS (Channel 11) and Xfinity/Comcast(Channel 77).

Mayor Pro Tem Woolfley asked if the City appoints the Board members. Ms. Waller responded that they do not.

Mayor Adams thanked Ms. Waller for the briefing.

D. Adoption of Resolution R-34-24 Authorizing Transmittal of a Legislative Action Request to the Maryland Municipal League for Consideration – Councilmember Brady motioned to adopt R-34-24. Councilmember Rogers seconded the motion. Motion passed 5-0 (Ndebumadu, Truesdale did not vote).

ADJOURNMENT:

Mayor Pro Tem Woolfley motioned to adjourn the regular City Council meeting. Councilmember Rogers seconded the motion. Motion passed 5-0 (Ndebumadu, Truesdale did not vote). The meeting was adjourned at 10:15 p.m.

Awilda Hernandez, MMC  
City Clerk

## REGULAR CITY COUNCIL MEETING MINUTES

MONDAY, JULY 1, 2024

### CALL MEETING TO ORDER:

The Regular Meeting of the Bowie City Council was held on Monday, July 1, 2024, in Council Chambers at City Hall. Mayor Adams called the meeting to order at 8:09 p.m.

### PLEDGE OF ALLEGIANCE TO THE FLAG:

Mayor Adams led the Pledge of Allegiance to the Flag of the United States of America.

### QUORUM:

In attendance were Mayor Adams, Mayor Pro Tem Woolfley, Councilmembers Brady, Estève (virtual), Rogers, and Truesdale, City Manager Lott, Assistant City Manager Mears, City Attorney Levan, City Clerk Hernandez, and Staff.

### AGENDA ADDITIONS/DELETIONS/AMENDMENTS:

Mayor Adams moved New Business, Item A Fire Station 39 Discussion to under City Boards and Committees. Councilmember Truesdale seconded the motion. Motion passed 6-0.

### CITIZEN PARTICIPATION:

1. Frank Elsen – Spoke about concerns of neighbor's bamboo growing and spreading onto his property.
2. Del Billings – Has concerns with the staffing changes at Bowie Fire station #39.

### PRESENTATIONS:

Police Chief, Dwayne Preston presented departmental awards to the following individuals for their actions which led to the rescue of a 15-year-old youth and his dog from a pond near City Hall. Sergeant Matthew P. Titman #067 with the Distinguished Service Award, Lieutenant John R. Knott #012 with the Life Saving Award and Communications Specialist III, John R. Rivera #C821 with the Life Saving Award.

### CITY BOARDS AND COMMITTEES:

#### A. Appointments and Swearing-In:

1. Councilmember Brady motioned to appoint Ms. Alexis Gbemudu to the Economic Development Committee for a 2-year term. Mayor Pro Tem Woolfley seconded the motion. Motion passed 5-0 (Esteve did not vote).

2. Mayor Adams motioned to appoint Ms. Alejandra Londono Gomez to the Education Committee for a 2-year term. Mayor Pro Tem Woolfley seconded the motion. Motion passed 5-0 (Esteve did not vote).
3. Mayor Adams swore in Ms. Gbemudu and Ms. Gomez to their respective committees.

B. Reappointments:

1. Councilmember Brady moved the reappointment of Les Kaunitz to the Public Safety Committee for a 2-year term. Mayor Pro Tem Woolfley seconded the motion and it carried 5-0 (Esteve did not vote).
2. Mayor Adams moved the reappointment of Nancy Franklin, Carl J. Robinson and William Schmitt to the Administrative Review Board for a 2-year term. Mayor Pro Tem Woolfley seconded the motion and it carried 5-0 (Esteve did not vote).
3. Councilmember Truesdale moved the reappointment of Robert W. Day, Sr., Lisa Frison, Terry Rogers, Jr., Carl J. Schuettler and Ronald G. Skotz to the Advisory Planning Board for a 2-year term. Councilmember Brady seconded the motion and it carried 5-0 (Esteve did not vote).
4. Mayor Pro Tem Woolfley moved the reappointment of Gabrielle Davison and Joseph S. Wright, III to the Arts Committee for a 2-year term. Councilmember Brady seconded the motion and it carried 5-0 (Esteve did not vote).
5. Mayor Pro Tem Woolfley moved the reappointment of Bonaventure Akinlosotu, Mary Ellen Winlund and Joseph Wright to the Community Outreach Committee for a 2-year term. Mayor Adams seconded the motion and it carried 5-0 (Esteve did not vote).
6. Councilmember Truesdale moved the reappointment of Carrie Weaver-Bridges to the Community Recreation Committee for a 2-year term. Councilmember Brady seconded the motion and it carried 5-0 (Esteve did not vote).
7. Councilmember Rogers moved the reappointment of Elveeda Dixon, Kone Faulkner, Jessica Fucile and Tiffani Scales to the Diversity Committee for a 2-year term. Councilmember Brady seconded the motion and it carried 6-0.
8. Councilmember Brady moved the reappointment of Adrienne Bigelow-Lewis, Veronica Fountain, Billy D. Louis, Yolanda Muckle, Michael Oleru, Eddie Pounds and Christopher Rizzi to the Economic Development Committee for a 2-year term. Councilmember Truesdale seconded the motion and it carried 5-0 (Esteve did not vote).
9. Mayor Adams moved the reappointment of Zachariah Lowe and Nadji Kirby to the Education Committee for a 2-year term. Councilmember Rogers seconded the motion and it carried 5-0 (Esteve did not vote).
10. Mayor Pro Tem Woolfley moved the reappointment of Alexandra S. Harry Nappier, Karin Taschenberger and John R. Teasdale to the Environmental Advisory Committee for a 2-year term. Councilmember Brady seconded the motion and it carried 5-0 (Esteve did not vote).
11. Mayor Pro Tem Woolfley moved the reappointment of William Olukoya to the Financial Advisory Committee for a 2-year term. Councilmember Brady seconded the motion and it carried 5-0 (Esteve did not vote).
12. Councilmember Rogers moved the reappointment of Michelle Balfe, Linda Cooper, Howard R. Dobson, Maysen Gore-Duran, Elena M. Wisler and Joshua Wooten to the Green Team Executive Committee for a 2-year term. Councilmember Brady seconded the motion and it carried 6-0.
13. Mayor Pro Tem Woolfley moved the reappointment of Richard Bleach, JoAnn Marshall-Hobbs and Kenneth Wenzel to the Information Technology Committee for a 2-year term. Councilmember Rogers seconded the motion and it carried 6-0.
14. Councilmember Brady moved the reappointment of Delmer F. Billings, Ronald E. Gill, Jr., William C. Grayson and Jacqueline M. Rhone to the Public Safety Committee for a 2-year term. Councilmember Truesdale seconded the motion and it carried 5-0 (Esteve did not vote).

NEW BUSINESS:

A. Fire Station #39 Discussion – Prince George’s County Fire Chief, Tiffany Green briefed Council on the staffing changes that occurred at Bowie Fire Station #39. The department has a staffing shortage and career firefighters have been required to work overtime to cover 253 vacant positions, causing firefighters fatigue, health issues, and increased on-duty accidents and injuries. Fire Chief Green stated that the station will be manned by volunteer firefighters as best they can. Calls will also be handled by surrounding stations. The department has been authorized to hire 150 additional firefighters in Fiscal Year 2025.

Mayor Pro Tem Woolfley asked if the additional 150 hires above and beyond the allocated need or to get the number needed. Fire Chief Green responded that the 150 is about 80 above the allocation needed, so the 150 will bring them above and help reach the overall County requirement of 1,124.

Councilmember Rogers encourages the Fire Chief to continue the engagement with the City on the progress of the staffing.

Mayor Adams thanked Fire Chief Green for her briefing.

COUNCIL ANNOUNCEMENTS:

Mayor Adams encouraged residents to have a safe and happy Fourth of July holiday.

CITY MANAGER'S REPORT:

City Manager Lott did not have a report.

CONSENT AGENDA:

Mayor Pro Tem Woolfley motioned to approve Consent Agenda items: A) Approval of May 6, 2024 Council Meeting Minutes; B) Approval of May 20, 2024 Council Meeting Minutes; C) Adoption of Resolution R-36-24 Authorizing the City Manager to Engage a Certified Public Accountant for the Annual Audits for Fiscal Years 2024-2026; D) Adoption of Resolution R-45-24 Authorizing the Issuance of a Purchase Order to KCI Technologies, Inc. for Task Order/RFP #11-01 in the Amount of \$375,198.34 in Accordance With the Master Contract Approved on January 7, 2019; E) Adoption of Resolution R-46-24 Accepting Bid to Provide Services of Biosolids Hauling, Management and Utilization from the City’s Wastewater Treatment Plant. Councilmember Brady seconded the motion. Motion passed 5-0 (Esteve did not vote).

OLD BUSINESS:

A. Request for Maryland Women’s Business Center (MWBC) Retail Business Incubator Program Funding – Councilmember Truesdale commented that himself and several of his colleagues visited the incubator in Rockville and had a chance to speak with Mayor Ashton about the program. They were very impressed with the program.

Councilmember Truesdale motioned to award a grant funding to MWBC in the amount of \$140,000 in Fiscal Year 2025 to set up and operate the incubator program in the City of Bowie. Councilmember Brady seconded the motion. Motion passed 6-0.

ADJOURNMENT:

Mayor Pro Tem Woolfley motioned to adjourn the regular City Council meeting. Councilmember Rogers seconded the motion. Motion passed 5-0 (Esteve did not vote). The meeting was adjourned at 9:33 p.m.

Awilda Hernandez, MMC  
City Clerk

## REGULAR CITY COUNCIL MEETING MINUTES

MONDAY, JULY 8, 2024

### CALL MEETING TO ORDER:

The Regular Meeting of the Bowie City Council was held on Monday, July 8, 2024, in Council Chambers at City Hall. Mayor Adams called the meeting to order at 8:03 p.m.

### PLEDGE OF ALLEGIANCE TO THE FLAG:

Mayor Adams led the Pledge of Allegiance to the Flag of the United States of America.

### QUORUM:

In attendance were Mayor Adams, Mayor Pro Tem Woolfley, Councilmembers Brady, Estève, Rogers, and Truesdale (virtual), City Manager Lott and City Clerk Hernandez.

### AGENDA ADDITIONS/DELETIONS/AMENDMENTS:

Councilmember Esteve moved Consent Agenda, Item B Adoption of Resolution R-48-24 Approving the Establishment by Prince George's County, Maryland of the Mill Branch Crossing Development District to under New Business. Mayor Pro Tem Woolfley seconded the motion. Motion passed 6-0.

### CITIZEN PARTICIPATION:

None.

### PRESENTATIONS:

None.

### CITY BOARDS AND COMMITTEES:

#### A. Appointments/Reappointments/Swearing-In:

1. Mayor Adams motioned to appoint Mr. Okezie Onukwubiri to the Information Technology Committee for a 2-year term. Councilmember Esteve seconded the motion. Motion passed 6-0.

Mayor Adams swore in Mr. Onukwubiri to the Information Technology committee.

### COUNCIL ANNOUNCEMENTS:

Council had no announcements.

CITY MANAGER'S REPORT:

City Manager Lott did not have a report.

CONSENT AGENDA:

Councilmember Esteve motioned to approve Consent Agenda item: A) Adoption of Resolution R-47-24 Authorizing the Issuance of a Purchase Order to Brudis & Associates, Inc. for Task Order/RFP #3-17 in the Amount of \$34,555.74 in Accordance With the Master Contract Approved on October 31, 2018. Mayor Pro Tem Woolfley seconded the motion. Motion passed 6-0.

NEW BUSINESS:

A. Adoption of Resolution R-48-24 Approving the Establishment by Prince George's County, Maryland of the Mill Branch Crossing Development District.

Councilmember Rogers motioned to adopt Resolution R-48-24. Councilmember Brady seconded the motion. Motion passed 4-2 (Esteve, Woolfley).

ADJOURNMENT:

Mayor Pro Tem Woolfley motioned to adjourn the regular City Council meeting. Councilmember Rogers seconded the motion. Motion passed 6-0. The meeting was adjourned at 8:12 p.m.

Awilda Hernandez, MMC  
City Clerk



## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Award Contract for Fall Street Tree Planting in City Right-of-Ways to Ashton Manor Environmental LLC  
Resolution R-49-24

**DATE:** 08/01/2024

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The City of Bowie plants specified trees in the City Right-of-Ways each Fall. City staff found a cooperative contract through Montgomery County ("MoCo") on which the City could piggyback.

However, when discussing the piggyback opportunity with the company hired under the MoCo contract, Ashton Manor Environmental LLC (AME), the company agreed to provide the City more favorable pricing than the pricing established in the MoCo contract. The price for the Hand Mowing in the MoCo contract is \$150.00 per hour. AME has quoted a price of \$136.36 per hour. Since the pricing offered the City is different than that established in the MoCo contract, the City cannot piggyback on the contract. However, since MoCo awarded the AME contract as a result of a competitive solicitation, as the lowest responsible and responsive bidder, the Department of Community Services does not believe that the City will be able to obtain a better price.

The Department of Community Services believes that the above establishes good cause for waiving the bidding requirements of the City Charter and recommends a waiver from Section 61 of the City of Bowie Charter for the Fall street tree planting in the City Right-of-Ways.

I concur with the recommendation of the Department of Community Services and request your approval of Resolution R-49-24.

**ATTACHMENTS:** 1. 20240805 - Resolution R-49-24

**RESOLUTION**  
**OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND**  
**WAIVING THE BIDDING REQUIREMENTS OF SECTION 61 “PURCHASING AND**  
**CONTRACTING” OF THE CITY CHARTER, FOR GOOD CAUSE SHOWN, TO**  
**ALLOW THE CITY TO ENTER INTO A CONTRACT WITH ASHTON MANOR**  
**ENVIRONMENTAL LLC FOR FALL STREET TREE PLANTING IN**  
**CITY RIGHT-OF-WAYS**

**WHEREAS**, the Charter of the City of Bowie, Maryland (hereinafter, “the City”), Section 61(b)(1) requires that all expenditures for, *inter alia*, materials, construction of public improvements or contractual services involving more than Twenty-Five Thousand Dollars (\$25,000) be made by written contract upon sealed bids to the lowest responsive bid; and

**WHEREAS**, City Charter, Section 61(b)(3) provides that the City Council by a two-thirds vote may waive the bidding requirements of Section 61(b)(1) for good cause shown; and

**WHEREAS**, the City of Bowie plants trees, known as street trees, each Fall in the City Right-of-Ways; and

**WHEREAS**, Montgomery County (MoCo) has a contract for such services with Ashton Manor Environmental LLC that is available for the City of Bowie to use; and

**WHEREAS**, Ashton Manor Environmental LLC has agreed to provide these services to the City of Bowie at a lower price than established in the Montgomery County contract; and

**WHEREAS**, the value of the contract exceeds Twenty-Five Thousand Dollars (\$25,000); and

**WHEREAS**, the City Council deems the fact that the MoCo contract was awarded to Ashton Manor Environmental LLC after a competitive bidding process and that Ashton Manor Environmental is willing to offer the City the Services at a reduced rate to constitute good cause to waive the bidding requirements otherwise required by Section 61 of the Charter.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Bowie, Maryland, upon a two-thirds vote, that the bidding requirements of Section 61(b)(1) of the City Charter are hereby waived, and the award of a contract to Ashton Manor Environmental LLC, for the City of Bowie Fall street tree planting, is hereby approved and the City Manager is authorized to enter into an agreement with Ashton Manor Environmental LLC in the amount of Eighty-One Thousand Twenty-Eight Dollars and Thirteen Cents (\$81,028.13).

**INTRODUCED AND PASSED** by the Council of the City of Bowie, Maryland at a meeting on August 5, 2024.

**ATTEST:**

**THE CITY OF BOWIE, MARYLAND**

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Awilda Hernandez  
City Clerk

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Timothy J. Adams  
Mayor



## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Purchase of Sixteen (16) Replacement Vehicles for the Police Department  
Resolution R-50-24

**DATE:** 08/01/2024

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The FY25 budget allows for the purchase of sixteen (16) replacement vehicles for use by the Police Department. The staff of the Police Department has determined that State of Maryland Contract #001B3600241, awarded to Hertrich Fleet Services, Inc. for Dodge SUV Vehicles, and State of Maryland Contract #001B9400184, awarded to Hertrich Fleet Services, Inc. for Chevrolet EV vehicles, meet the needs of the Department. Because the State of Maryland used competitive bidding procedures substantially similar to those of the City, seeking additional bids is not expected to yield better results.

The following unmarked vehicles are being replaced: #558, #575, #596, #600, #621, #622.

The following marked vehicles are being replaced: #579, #586, #594, #603, #604, #608, #608, #613, #615 and #624

In accordance with City Charter Section 62, staff recommends that Council authorize the issuance of a purchase order to Hertrich Fleet Services, Inc., in the amount of \$707,385.00

I concur with the above recommendation and request your approval of Resolution R-50-24.

**ATTACHMENTS:** 1. 20240805 - Resolution R-50-24

**RESOLUTION**  
**OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND**  
**WAIVING THE COMPETITIVE BIDDING REQUIREMENTS OF SECTION 62**  
**“COOPERATIVE BIDDING” OF THE CHARTER OF THE CITY OF BOWIE TO**  
**ALLOW THE PURCHASE OF SIXTEEN (16) POLICE VEHICLES THROUGH**  
**TWO (2) STATE OF MARYLAND PROCUREMENT CONTRACTS**

**WHEREAS**, the Charter of the City of Bowie, Maryland (hereinafter, “the City”) requires, in section 62, that all expenditures for inter alia, materials, construction of public improvements or contractual services involving more than twenty-five thousand dollars be made by written contract upon sealed bids to the lowest responsible bidder, except where the City Council by two-thirds vote waives the bidding requirement for good cause shown; and

**WHEREAS**, the FY25 budget allows for the purchase of sixteen (16) replacement vehicles for use by the Police Department; and

**WHEREAS**, the Police Department received and analyzed the State of Maryland Contract #001B3600251 for fourteen (14) Dodge SUV Vehicles, awarded to Hertrich Fleet Services, Inc.; and

**WHEREAS**, the Police Department received and analyzed the State of Maryland Contract #001B9400184 for two (2) Chevrolet EV Vehicles, awarded to Hertrich Fleet Services, Inc.; and

**WHEREAS**, the proposed contract price for the services to be procured will exceed twenty-five thousand dollars and the City Council deems the aforestated economic efficiencies to constitute good cause to waive the bidding requirements otherwise required by the Charter.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Bowie, Maryland, by at least a two-thirds vote, that:

Section 1. The competitive bidding requirements of Section 62 of the Bowie City Charter are for good cause shown, hereby waived.

Section 2. The City Manager is hereby authorized to issue a purchase order to Hertrich Fleet Services, Inc. in the amount of \$707,385.00 for the above-mentioned vehicles.

**INTRODUCED AND PASSED** by the Council of the City of Bowie, Maryland at a meeting on August 5, 2024, by a vote of at least two-thirds of the members of the Council.

**ATTEST:**

**THE CITY OF BOWIE, MARYLAND**

\_\_\_\_\_  
 Awilda Hernandez  
 City Clerk

\_\_\_\_\_  
 Timothy J. Adams  
 Mayor



## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Purchase of Upfitting Services for Sixteen (16) Replacement Vehicles for the Police Department  
Resolution R-51-24

**DATE:** 08/01/2024

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The FY25 budget allows for the purchase of upfitting services for sixteen (16) replacement vehicles for use by the Police Department. The staff of the Police Department determined that Howard County Contract #4400003685 awarded to Front Line Mobile Tech for upfitting services meets the needs of the Department. Because Howard County used competitive bidding procedures substantially similar to those of the City, seeking additional bids is not expected to yield better results.

The following unmarked vehicles are being replaced/upfitted: #558, #575, #596, #600, #621 and #622.

The following marked vehicles are being replaced/upfitted: #579, #586, #594, #603, #604, #608, #609, #613, #615 and #624.

In accordance with City Charter Section 62, staff recommends that Council authorize the issuance of a purchase order to Front Line Mobile Tech in the amount of \$311,365.00

I concur with the above recommendation and request your approval of Resolution R-51-24.

**ATTACHMENTS:** 1. 20240805 - Resolution R-51-24

**RESOLUTION**  
**OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND**  
**WAIVING THE COMPETITIVE BIDDING REQUIREMENTS OF SECTION 62**  
**“COOPERATIVE BIDDING” OF THE CHARTER OF THE CITY OF BOWIE TO**  
**ALLOW THE ISSUANCE OF A PURCHASE ORDER FOR**  
**POLICE VEHICLE UPFITTING SERVICES THROUGH**  
**A HOWARD COUNTY PROCUREMENT CONTRACT**

**WHEREAS**, the Charter of the City of Bowie, Maryland (hereinafter, “the City”) requires, in section 62, that all expenditures for inter alia, materials, construction of public improvements or contractual services involving more than twenty-five thousand dollars be made by written contract upon sealed bids to the lowest responsible bidder, except where the City Council by two-thirds vote waives the bidding requirement for good cause shown; and

**WHEREAS**, the FY25 budget allows for the upfitting of sixteen (16) replacement vehicles for use by the Police Department; and

**WHEREAS**, the Police Department received and analyzed the Howard County Contract #4400003685 for upfitting services awarded to Front Line Mobile Tech; and

**WHEREAS**, the proposed contract price for the services to be procured will exceed twenty-five thousand dollars and the City Council deems the aforestated economic efficiencies to constitute good cause to waive the bidding requirements otherwise required by the Charter.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Bowie, Maryland, by at least a two-thirds vote, that:

Section 1. The competitive bidding requirements of Section 62 of the Bowie City Charter are for good cause shown, hereby waived.

Section 2. The City Manager is hereby authorized to issue a purchase order to Front Line Mobile Services in the amount of \$311,635.00 for the above-mentioned upfitting services.

**INTRODUCED AND PASSED** by the Council of the City of Bowie, Maryland at a meeting on August 5, 2024, by a vote of at least two-thirds of the members of the Council.

**ATTEST:**

**THE CITY OF BOWIE, MARYLAND**

\_\_\_\_\_  
 Awilda Hernandez  
 City Clerk

\_\_\_\_\_  
 Timothy J. Adams  
 Mayor



## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Waive Bidding for Purchase of a John Deere 1600 Turbo Terrain Cut Commercial Wide-Area Riding Mower with Canopy  
Resolution R-52-24

**DATE:** 08/01/2024

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The FY2025 Parks and Grounds Division budget allows for the acquisition of a John Deere 1600 Turbo Terrain Cut Commercial Wide-Area Riding Mower with Canopy. The Parks and Grounds Division has located a Contract with the State of Maryland (Contract# 001B0600298) through Deere & Company, upon which we will be able to piggyback.

This year we have budgeted \$99,000 for this purchase.

The Department of Community Services recommends waiving bidding requirements for good cause shown, as allowed by Section 61(b) of the City Charter, for the purchase of a John Deere 1600 Turbo Terrain Cut Commercial Wide-Area Riding Mower with Canopy, in the amount of \$69,729.24.

I concur with the above recommendation and request your approval of Resolution R-52-24.

**ATTACHMENTS:** 1. 20240805 - Resolution R-52-24

**RESOLUTION**  
**OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND**  
**BY TWO-THIRDS VOTE WAIVING THE COMPETITIVE BIDDING**  
**REQUIREMENTS OF SECTION 61 “PURCHASING AND CONTRACTING” OF**  
**THE CITY CHARTER TO ALLOW THE CITY MANAGER TO ISSUE A PURCHASE**  
**ORDER TO DEERE & COMPANY AND AUTHORIZE THE PURCHASE OF A**  
**JOHN DEERE 1600 TURBO TERRAIN CUT COMMERCIAL WIDE-AREA RIDING**  
**MOWER**

**WHEREAS**, the Charter of the City of Bowie, Maryland (hereinafter, “the City”) requires, in section 61, that all expenditures for inter alia, materials, construction of public improvements or contractual services involving more than twenty-five thousand dollars be made by written contract upon sealed bids to the lowest responsible bidder, except where the City Council by two-thirds vote waives the bidding requirement for good cause shown; and

**WHEREAS**, the FY2025 Equipment Acquisition budget allows for the purchase of a John Deere 1600 Turbo Terrain Cut Commercial Wide-Area Riding Mower; and

**WHEREAS**, the Parks and Grounds Division has located a Contract (#001B0600298) with the State of Maryland through Deere & Company, upon which we will be able to piggyback.

**NOW, THEREFORE, BE IT RESOLVED**, by the Council of the City of Bowie, Maryland, upon two thirds vote, that the bidding requirements of Section 61 of the City Charter are hereby waived; and

**BE IT FURTHER RESOLVED**, that the Council authorizes the City Manager to issue a Purchase Order to Deere & Company, in the amount of \$69,729.24.

**INTRODUCED AND PASSED** by the Council of the City of Bowie, Maryland, at a Regular Meeting on August 5, 2024.

ATTEST:

CITY OF BOWIE, MARYLAND

\_\_\_\_\_  
Awilda Hernandez, City Clerk

\_\_\_\_\_  
Timothy J. Adams, Mayor



## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Waive Bidding for Replacement of Backhoe #275  
Resolution R-53-24

**DATE:** 08/01/2024

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The FY25 budget allows for the replacement of backhoe #275, which will be used by the streets division. The Public Works Department located a contract awarded by Sourcewell, a unit of Minnesota state government formed for cooperative bidding purposes, to John Deere (Contract #011723-JDC), including backhoes meeting the needs of the streets division. The mid-Atlantic John Deere franchisee is Jesco, Inc. of South Plainfield, New Jersey, with a local office in Baltimore, Maryland. The cost of the backhoe is \$138,610.00, which is within the budgeted amount of \$143,600.

The Sourcewell contract may be deemed not substantially equivalent to the City's procurement practices for purposes of applying the cooperative bidding section of the City Charter, because Sourcewell charges a fee to participating vendors. The Department investigated whether better results might be obtained through a City-initiated competitive procurement process, by obtaining several quotations from local dealers. All the quoted prices received were significantly greater than the price offered under the Sourcewell contract. Therefore, in the Department's judgment, good cause exists under Section 61(b)(3) of the Charter to waive the competitive procurement requirements of Section 62. The waiver requires the affirmative vote of 2/3 of the Council.

In accordance with City Charter Section 61, we are requesting that Council waive bidding requirements and allow for the issuance of a purchase order to Jesco, Inc. in the amount of \$138,610.00.

I concur with the above recommendation and request your approval of Resolution R-53-24.

**ATTACHMENTS:** 1. 20240805 - Resolution R-53-24

**RESOLUTION**  
**OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND**  
**WAIVING THE COMPETITIVE BIDDING REQUIREMENTS OF SECTION 61 "PURCHASING AND CONTRACTING" OF THE CHARTER OF THE CITY OF BOWIE AND AWARDING A CONTRACT TO JESCO, INC. IN THE AMOUNT OF \$138,610.00 FOR THE PURCHASE OF ONE BACKHOE, BY PIGGYBACKING A SOURCEWELL CONTRACT**

**WHEREAS**, the FY25 budget allows for the replacement of backhoe #275, which will be used by the streets division; and

**WHEREAS**, the Public Works Department located a contract awarded by Sourcewell, a unit of Minnesota state government formed for cooperative bidding purposes, to John Deere (Contract #011723-JDC), including backhoes meeting the needs of the streets division; and

**WHEREAS**, the Mid-Atlantic John Deere franchisee is Jesco, Inc. of South Plainfield, New Jersey, with a local office in Baltimore, Maryland; and

**WHEREAS**, the cost of the backhoe is \$138,610, which is within the budgeted amount of \$143,600; and

**WHEREAS**, the Sourcewell contract may be deemed not substantially equivalent to the City's procurement practices for purposes of applying the cooperative bidding section of the City Charter, because Sourcewell charges a fee to participating vendors; and

**WHEREAS**, the Department investigated whether better results might be obtained through a City-initiated competitive procurement process, by obtaining several quotations from local dealers; and

**WHEREAS**, all prices received were significantly greater than the price offered under the Sourcewell contract; and

**WHEREAS**, in the Department's judgment, good cause exists under Section 61(b)(3) of the Charter to waive the competitive procurement requirements of Section 62; and

**WHEREAS**, the waiver requires the affirmative vote of two-thirds of the Council.

**NOW, THEREFORE, BE IT RESOLVED**, by the Council of the City of Bowie, Maryland, by at least two-thirds vote, that:

Section 1. The competitive bidding requirements of Section 61 of the Bowie City Charter are for good cause shown, hereby waived.

Section 2. The City Manager is hereby authorized to issue a purchase order to the said company for the above-mentioned equipment.

**INTRODUCED AND PASSED** by the Council of the City of Bowie, Maryland, at a meeting on August 5, 2024, by a vote of at least two-thirds of the members of the Council.

**ATTEST:**

**CITY OF BOWIE, MARYLAND**

\_\_\_\_\_  
Awilda Hernandez, City Clerk

\_\_\_\_\_  
Timothy J. Adams, Mayor



## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Architect/Engineering Open End Contract Category 5-Roadways/Bridges Design  
RFP/Task Order #5-07 Jericho Park Trail Redesign  
Resolution R-54-24

**DATE:** 08/01/2024

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On January 22, 2019, and February 20, 2019, the City entered into an Architect/Engineering Open End Agreement with Brudis & Associates, Inc. (BAI) of Columbia, MD, McLaren Technical Services, Inc. (McLaren) of Baltimore, MD, A. Morton Thomas & Associates, Inc. (AMT) of Rockville, MD and EBA Engineering, Inc. (EBA) of Laurel, MD for Category 5-Roadways/Bridges Design. Professional Services delivered through these Agreements are negotiated and procured on a Task Order basis as the City's needs arise.

On July 15, 2024, the Public Works Department advertised a Notice of Intent to Negotiate for RFP/Task Order #5-07 Jericho Park Trail Redesign under the Architect/Engineering Open End Agreement. For this project, the \$100,000 cap on Proposals was removed. Proposals were accepted from BAI, McLaren, and EBA which have Open End Professional Services Agreements with the City for Roadways/Bridges Design. For this task, the Proposal from EBA was selected based on cost, capacity to perform in a timely manner and understanding of the project.

In accordance with City Charter Section 61(b)(4), a total fee of \$119,759.35 for the required services was negotiated. This fee includes the Base Task \$93,386.31, Trail Maintenance Easement \$18,087.86 and As-Builts for \$8,285.18. This is within the amount budgeted in the FY25 Bowie Trails Master Plan CIP Budget.

The Public Works Department recommends that Council authorize the issuance of a Purchase Order to EBA for Task Order/RFP #5-07 pursuant to the Master Contract approved on January 22, 2019.

I concur with the recommendation of the Public Works Department and request your approval of Resolution R-54-24.

**ATTACHMENTS:** 1. 20240805 - Resolution R-54-24

**RESOLUTION**  
**OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND**  
**AUTHORIZING THE ISSUANCE OF A PURCHASE ORDER TO**  
**EBA ENGINEERING, INC. FOR TASK ORDER/RFP #5-07**  
**IN THE AMOUNT OF \$119,759.35**  
**IN ACCORDANCE WITH THE MASTER CONTRACT**  
**APPROVED ON JANUARY 22, 2019**

**WHEREAS**, on July 15, 2024, the Public Works Department advertised a Notice of Intent to Negotiate for a Task Order for the Jericho Park Trail Redesign; and

**WHEREAS**, an RFP was issued to four (4) firms which have open end professional services agreements with the City. These firms include Brudis & Associates, Inc. (BAI) of Columbia, MD, McLaren Technical Services, Inc. (McLaren) of Baltimore, MD, A. Morton Thomas & Associates, Inc. (AMT) of Rockville, MD and EBA Engineering, Inc. (EBA) of Laurel, MD; and

**WHEREAS**, for this project, the \$100,000 cap on Proposals was removed. Proposals were accepted from BAI, McLaren, and EBA which have Open End Professional Services Agreements with the City for Roadways/Bridges Design. For this task, the Proposal from EBA was selected based on cost, capacity to perform in a timely manner and understanding of the project; and

**WHEREAS**, in accordance with City Charter 61(b)(4) a total fee of \$119,759.35 for the required services was negotiated. This fee includes the Base Task \$93,386.31, Trail Maintenance Easement \$18,087.86 and As-Built for \$8,285.18. This is within the amount budgeted in the FY25 Bowie Trails Master Plan CIP Budget.

**NOW, THEREFORE BE IT RESOLVED**, by the Council of the City of Bowie, Maryland that the Council authorizes the issuance of a Purchase Order to EBA for Task Order/RFP #5-07 pursuant to the Master Contract approved on January 22, 2019.

**INTRODUCED AND PASSED** by the Council of the City of Bowie, Maryland at a meeting on August 5, 2024.

ATTEST:

\_\_\_\_\_  
 Awilda Hernandez, City Clerk

\_\_\_\_\_  
 Timothy J. Adams, Mayor



## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Contract with AFSCME local 1209 R-55-24

**DATE:** 08/01/2024

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Negotiations to update the long running contract between the City and the American Federation of State, County and Municipal Employees ("AFSCME") Local 1209/Council 67 (now known as "Council 3"), representing City of Bowie employees in the Public Works Department, as well as those in the Building Maintenance and Parks and Grounds Divisions have been completed. Several negotiation sessions, both jointly and independently, were held in the development of a new collective bargaining agreement ("CBA"). The bargaining teams for the City and the AFSCME reached agreement, which was ratified by the AFSCME membership on June 27, 2024.

Significant changes from the previous CBA include:

- Solid Waste Division refuse and recycling collection crews will be eligible to receive premium pay, when they complete their daily tasks, and are subsequently assigned by management to assist other crews in the completion of their task.
- The allowance for two pairs of work boots per year has been increased from \$148 in the previous CBA to \$340.
- The City of Bowie agrees to Cost of Living increases of:
  - 2.3 percent effective July 1, 2024
  - 2.3 percent effective July 1, 2025
  - 2.3 percent effective July 1, 2026

- Effective July 1, 2024, the City of Bowie Longevity Pay Plan, which rewards employees for their length of service by providing a cash payment in five-year increments, will be adjusted to the schedule below. Payments will be made during the anniversary month of each 5-year interval:

- Employees with 5 years of service shall receive \$150
- Employees with 10 years of service shall receive \$275
- Employees with 15 years of service shall receive \$400
- Employees with 20 years of service shall receive \$525
- Employees with 25 years of service shall receive \$650
- Employees with over 25 years of service will receive \$650, plus an additional \$125 for each subsequent 5-year service interval. *(For example: an employee with 30 years of service will receive \$650 + \$125 during the month of their 30-year service anniversary. An employee with 35 years of service will receive \$650 + \$250 during the month of their 35-year service anniversary).*
- Longevity payments are bonus payments and are not included in the employee's base pay.

These payments represent a \$25 increase at each interval over the previous CBA.

It is my recommendation that you approve Resolution R-55-24.

**ATTACHMENTS:**

1. 20240805 - Resolution R-55-24
2. 20240805 - Union Agreement - 2024-2027 FINAL

**RESOLUTION**  
**OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND**  
**APPROVING AN AGREEMENT BETWEEN THE CITY**  
**AND THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL**  
**EMPLOYEES**

**WHEREAS**, The City of Bowie and the American Federation of State, County and Municipal Employees (“AFSCME”) Local 1209/Council 3 wish to promote harmonious relations between the City and AFSCME to establish an equitable procedure for resolving differences, and to establish certain conditions of employment for certain employees; and

**WHEREAS**, The City and the AFSCME have reached an agreement regarding the terms and conditions of employment to accomplish the stated goals; and

**WHEREAS**, these terms and conditions will be contained in an Agreement between the City of Bowie, Maryland and AFSCME Local 1209/Council 3, covering the period from July 1, 2024 through June 30, 2027 and incorporated herein by reference; and

**WHEREAS** The City Council has determined that the terms and condition of the Agreement are acceptable, and are in the best interests of the City.

**NOW THEREFORE, BE IT RESOLVED**, by the City Council of the City of Bowie, Maryland, that the Agreement is approved, and the City Manager is authorized to execute the Agreement on behalf of the City, attached hereto as Exhibit A.

**INTRODUCED AND PASSED** by the Council for the City of Bowie, Maryland at a Regular Meeting on August 5, 2024.

**ATTEST:**

**THE CITY OF BOWIE, MARYLAND**

\_\_\_\_\_  
Awilda Hernandez  
City Clerk

\_\_\_\_\_  
Timothy J. Adams  
Mayor

**AGREEMENT**

**BETWEEN**

**CITY OF BOWIE, MARYLAND**



**&**

**LOCAL 1209/COUNCIL 67**

**AMERICAN FEDERATION OF  
STATE, COUNTY & MUNICIPAL EMPLOYEES  
AFL-CIO**

**JULY 1, 2024 THROUGH JUNE 30, 2027**

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**Preamble**

Pursuant to the provisions of City of Bowie R-36-69, this agreement entered into by the City of Bowie, hereinafter referred to as “Employer”, and Local 1209/Council 3, American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as “Union”, has as its purpose the promotion of harmonious relations between the Employer and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work and other conditions of employment. All references to be made AFSCME Local 1209-B / AFSCME Council 3, with the removal of all AFSCME Council 67.

**ARTICLE I  
Recognition**

The Employer recognizes the Union as the sole and exclusive collective bargaining agent of the employees in the units listed below for the purpose of establishing salaries, wages, hours and other conditions of employment.

The affected units are: Department of Public Works; Community Services Department: (a) Parks and Grounds Division; (b) Building Maintenance. Excluded from the above units are those employees referenced in Section 3 of Resolution R-36-69, which generally includes all administrative, management and/or supervisory employees.

**New Employee Orientation.** The Union shall have the right and opportunity to hold orientation sessions with all newly hired bargaining unit members. The orientation session shall be used to explain the Union and introduce their officers. The orientation must be held within 15 days of the employee’s hire date and shall be during working hours with no loss of pay at a time agreed by Management. These meetings may not to exceed one hour (1) in duration.

**Right to information:** The City shall furnish the Union quarterly a list, in Excel or equivalent format, of all employees in the bargaining unit. The list shall include name, job title, department, pay grade and hire date, work location, mailing address, and phone number if employee provided one, the rate of pays of bargaining unit employees. The City shall also provide the Union with a list of changes in the bargaining unit positions that involve transfers, leaves of absence, and separations, promotions, and retirement.

## **ARTICLE 2**

### **Management Responsibility**

It is recognized that the Management of the City, the control of its properties and the maintenance of order and efficiency, is solely a responsibility of the City. Accordingly, the City retains the right, including but not limited, to select and direct the working forces, including the right to hire, suspend or discharge for just cause, assign, promote or transfer, to determine the amount of overtime to be worked, to relieve employees from duty because of lack of work or for other legitimate reasons; decide the number and location of its facilities, maintenance and repair, amount of supervision necessary, machinery and tool equipment, methods, schedules of work, together with the selection, procurement, designing, engineering and the control of equipment and materials; purchase services of others, contract or otherwise, except as they may be otherwise specifically limited in this Agreement and to make reasonable and binding rules which shall not be inconsistent with this Agreement.

## **ARTICLE 3**

### **Union Steward & Union Representation**

#### **Section 1:**

The Union shall designate three stewards and three alternates. The Employer shall recognize and deal with the Union Stewards, alternates when serving in the absence of the steward, and the Union President in all matters relating to grievance and interpretation of this Agreement.

#### **Section 2:**

A written list of the Union Stewards (such lists to outline the area to be represented by stewards) shall be furnished to the Employer immediately after their designation and the Union shall notify the Employer promptly of any changes of such Union Stewards.

#### **Section 3:**

Union Stewards and the Union President shall be granted reasonable time off during working hours to investigate and settle grievances, upon advance notice to the Department Head through their immediate supervisor, without loss of pay. Such time off shall be arranged in a manner which causes the least disruption of, or interference with the operation of the City, its employees, and supervisory personnel. The Union shall be allowed an aggregate of ten (10) days for training its officers. Once these ten aggregate days are used, Union members desiring additional Union training must use their own leave.

## **ARTICLE 4**

### **General Provisions**

#### **Section 1: Pledge Against Discrimination and Coercion.**

The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, sex, marital status, race, color, creed, national origin, political affiliation, or sexual orientation. The Union shall share equally with the Employer the responsibility for applying this provision of the Agreement.

The employer agrees not to interfere with the rights of employees to become members of the Union, and there shall be no discrimination, interference, restraint, or coercion by the Employer

or any Employer representative against any employee because of Union membership or because of any employee activity in an official capacity on behalf of the Union, or for any other cause.

The Union recognizes its responsibilities as bargaining agent and agrees to represent all employees in the bargaining unit without discrimination, interference, restraint, or coercion.

No provision of this Agreement shall be applied or interpreted in a manner that conflicts with or violates any federal, state, or City law and any such provisions shall be deemed null and void and of no effect. In the event that any provision is declared null and void, both parties agree to meet and negotiate in good faith in an attempt to address such provision.

## **Section 2: Union Bulletin Boards.**

The Employer agrees to furnish and maintain suitable bulletin boards in convenient place(s) in each work area to be used by the Union.

The Union shall limit its posting of notices and bulletins to such bulletin boards.

## **Section 3: Union Activities on Employer's Time and Premises.**

The Employer agrees that during working hours, on the Employer's premises, and without loss of pay, Union representatives shall be allowed with prior notice to the City Manager or his designee to:

- Post Union Notices.
- Distribute Literature.
- Solicit Union Membership during other employees' non-working time.
- Attend Negotiating Meetings.
- Transmit Communication, authorized by the Local Union or its Officers, to the Employer or their Representative.
- Consult with the Employer, their Representative, Local Union Officers, or other Union Representatives concerning the enforcement of any provisions of the Agreement.

## **Section 4: Visits by Union Representatives.**

The Employer agrees that accredited representatives of the American Federation of State, County and Municipal Employees whether Local Union Representatives, District Council Representatives, or International Representatives, shall have full and free access to the premises of the Employer at any time during working hours to conduct Union business. Said representatives shall notify the City Manager prior to each occurrence.

Such notification shall be at least 24 hours prior to the requested visit – except in an emergency situation when the Union Representative shall notify the appropriate Department Director when he/she arrives on City premises.

## **Section 5: Work Rules**

A. The Employer agrees to meet and confer with the Union prior to changes in existing work rules, or the establishment of new rules and notify the Union of changes in old or the establishment of new administrative policies.

In addition, when existing rules are changed or new rules are established, they shall be posted prominently on all bulletin boards for a period of ten consecutive workdays before becoming effective.

B. Informing Employees. The Employer further agrees to furnish each employee in the bargaining unit with a copy of all existing work rules 30 days after they become effective. New employees shall be provided with a copy of the rules at the time of hire.

C. Enforcing. Employees shall comply with all existing reasonable rules that are not in conflict with the terms of this agreement, provided the rules are uniformly applied and uniformly enforced.

Any unresolved complaint as to the reasonableness of any new or existing rules, or any complaint involving discrimination in the application of new or existing work rules, or the establishment of new work rules shall be resolved through the grievance procedure.

#### **Section 6: Management Rights.**

Nothing in this agreement shall be construed as delegating to others the authority conferred by law on the Employer, or in anyway abridging or reducing such authority.

This Agreement shall be construed as requiring the Employer to follow its provisions in the exercise of the authority conferred upon the Employer by law.

#### **Section 7: Labor-Management Committee.**

The Local Union President and the Shop Steward of the affected sections will serve together with representatives of management in the Departments of Public Works, Community Services and Human Resources on a Labor Management Committee. This committee shall meet quarterly for the purpose of keeping the lines of communication open between labor and management during the term of this agreement – or sooner if issues arise.

### **ARTICLE 5**

#### **Maintenance of Membership and Check off**

For those employees who become members of the union and who properly execute payroll deduction authorization cards, the Employer agrees to withhold from their paycheck each pay period the regular union dues in the amount certified to the employer by the union. The employer shall be free from any liability by reason thereof to those employees whose dues are so deducted. Such withholding for Union dues are to be transmitted to the American Federation of State, County and Municipal Employees, AFL-CIO, Council 3, not later than the 15th day after the 1st day of the succeeding month. The Union will notify the Employer at least 30 days prior to any change in such dues.

This authorization shall continue in effect until the employee rescinds it by written notice to the City of Bowie and AFSCME. Withdrawal shall be effective only if notice is given to AFSCME within the five-day period immediately preceding June 30th of any year.

The United States Postmark; time stamped email from requestor; or dated stamped signature from the Human Resources Office may be used to establish proof of timely submittal.

## **ARTICLE 6**

### **Seniority**

#### **Section 1: Seniority In General.**

Seniority standing shall be granted to all regular employees. The standing is to be determined on the basis of actual length of continuous service from the latest date of permanent employment with the City of Bowie. Newly hired employees shall be deemed probationary for a period of six months. In the event the employee's immediate supervisor is unable to make a determination as to whether an employee shall be granted a regular appointment at the end of the six-month probationary period, the Human Resources Director, following consultation with said supervisor and the applicable department head may extend the employee's probation; provided, however, that this decision may not be deferred past the second six months. During such probationary period, employees may be discharged by the City without the same constituting a grievance.

Supervisors and probationary employees shall discuss the employee's job performance at a reasonable interval during the probationary period.

Seniority shall be terminated if the employee resigns; is discharged for just cause; is absent without notice for five (5) consecutive days; fails to report to work within five (5) days after the City sends to the last known address a written notification to return to work after a layoff; or upon the termination of leave of absence, unless such time is extended in writing by the City.

#### **Section 2: Promotions.**

Promotions shall be made on the basis of length of service provided the most senior employee has the ability to meet the qualifications of the position to be filled. A fair and reasonable performance test for promotion may be given by the City Manager or their designee. Upon promotion no additional probationary period shall be imposed upon an employee so promoted. (See attached Letter Addendum for interpretation of this provision.) Qualified applicants who work for the city and apply for a position will be given an interview, but will not receive a letter from the City telling them why they were not chosen for a position.

#### **Section 3: Reduction in Work Force and Transfer.**

In the case of a reduction in force or the elimination of position, employees shall be laid off within affected classifications according to the least seniority provided so that if a lay-off should occur, those employees remaining in said classifications should be capable of performing the duties of their position in a satisfactory manner. If an employee feels they have been laid off without regard to seniority or ability to perform work satisfactorily, they may file a grievance.

When the working force is to be increased after a layoff, employees will be recalled in the order of seniority and the ability to perform the work for the classification being recalled.

The Human Resources Director may make temporary transfer of employees to positions other than those they normally perform in order to meet the requirements of the operation of the department.

- (a) If the transfer is to a more desirable position or shift, the most qualified employee, among those available, shall be assigned to the position.
- (b) If the transfer is to a less undesirable position or shift, the least senior employee shall be transferred unless such a transfer is not feasible or is for the purpose of an emergency.

- (c) Employees designated by management to perform duties of a higher classification on a temporary basis for more than two consecutive days will be compensated according to the City's normal promotional rate. The City's normal promotional rate is as follows:
- 5% increase for up to two salary grades, or the entry rate of the higher grade, whichever is greater;
  - or 10% increase for more than two salary grades, or the entry rate of the higher grade, whichever is greater.
- (d) Temporary transfer assignments shall be good for a period not to exceed thirty (30) workdays, unless:
- (1) The position is being kept open for an employee on authorized annual or sick leave, or
  - (2) Mutually agreed upon by the City and the Union; otherwise any position which is filled for more than thirty (30) workdays by temporary transfers shall be considered open and shall be posted.
- (e) Should a circumstance arise that includes layoffs, the City will offer some early retirement options to employees with thirty years of consecutive service, or who are at or above 62 years of age at the time that they are laid off. The ability to provide these early retirement options, and the extent to which they will be funded will be based on funds available in that year's budget.

#### **Section 4: Demotions.**

The term demotion, as used in this provision, means the reassignment - not requested by the employee - of an employee from a position in one job classification to a lower paying position in the same job classification or in another job classification.

Demotions shall be made only for inability to satisfactorily perform job or to avoid laying off employees. In any case involving demotion, the employee involved shall have the right to elect which alternative they will take - the demotion or the layoff, if the option for layoff is available.

A. Voluntary Demotion: A Voluntary Demotion without prejudice may be granted by the City Manager, upon recommendation of the Department Head with the written consent of the employee in which event, the employee shall be placed in a job classification in which the wage rate most closely approximates, but does not exceed, the rate in the employee's current classification.

B. Involuntary Demotion: The employer may invoke an involuntary demotion, upon written recommendation of the appropriate Department Head approved by the City Manager, a copy of which shall be given to the employee. The approved recommendation shall include:

1. The specific reason for the proposed demotion.
2. The position and rate of compensation to which the employee is to be demoted.
3. A statement informing the employee of the appropriate appeal procedures.
4. The employee may appeal the proposed demotion in accordance with Article 7, Section 2 "Discharge, Suspension and/or Involuntary Demotion".

5. The employee will be given consideration among applicants for promotion to their previous position and rate of compensation prior to the demotion after a period of twelve (12) months upon availability of the next previous position vacancy.

**Section 5: Seniority List.**

The City will provide to the Union each July, a seniority list of all bargaining unit employees.

## **ARTICLE 7**

### **Discipline and Discharge**

#### **Section 1.**

The parties agree to follow a progressive disciplinary policy utilizing the disciplinary methods permitted by the City Code; provided however, that the parties also recognize and agree that initial disciplinary action should be consistent with the severity of the offense.

Discipline. Progressive disciplinary action or measures shall include only the following:

- Oral reprimand
- Written reprimand
- Suspension (notice to be given in writing)
- Discharge

Disciplinary action may be imposed upon an employee only for failing to fulfill their responsibilities as an employee or violation of City policy. Any disciplinary action or measure imposed upon an employee may be processed as a grievance through the regular grievance procedure.

If the Employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

Records of disciplinary action pertaining to absenteeism or lateness shall not apply to infractions of the same nature or other actions after a period of one (1) year. However, if the employee has maintained a good record relating to lateness and absenteeism during that year, any disciplinary action may be waived.

#### **Section 2. Discharge.**

The Employer shall not discharge any employee without just cause. If, in any case, the Employer feels there is just cause for discharge, the employee involved may be suspended for five days. The employee and their President and Steward will be notified in writing that the employee has been suspended and is subject to discharge.

The Union shall have the right to take up the suspension and/or discharge as a grievance at the third step of the grievance procedure by notification by certified mail, email from requestor; or dated stamped receipt from the Human Resources Office, requesting a hearing in letterform with a brief summary of the grievance to be heard. The grievance form must be signed by the grievant and presented immediately prior to the hearing. The matter shall be handled in accordance with this procedure through the arbitration step if deemed necessary by either party. Should the City Manager initiate the discharge or suspension of any employee, the Mayor will designate a hearing officer to substitute for them in the third step.

Any employee found to be unjustly suspended or discharged should be reinstated with full compensation for all lost time and with full restoration of all other rights and conditions of employment.

In such event, the City must hear the case within five (5) days from the receipt of the appeal. Should the appeal go unheard or unanswered as a result of management delay, the employee shall be reinstated with full back pay.

Following the discovery of an infraction which could result in suspension, employees must either be suspended within three working days of discovery of the infraction or receive written notice within three days of discovery of the infraction that pending investigation, suspension could result from their infraction. Any action to suspend following such written notice must be in writing and take place within twenty (20) days of notice. All suspension days must be consecutive workdays.

## **ARTICLE 8**

### **Grievance and Arbitration**

#### **Section 1:**

A grievance shall be considered to exist only when there is a disagreement involving the interpretation or application of this Agreement, provided that neither grievance nor its settlement shall expand or modify this Agreement. Grievances must be presented within fifteen (15) calendar days after the date of their occurrence or the date on which the condition causing this disagreement becomes known or they will not be considered. The Union shall not represent any employee on any grievance which was initiated prior to execution of this Agreement. The purpose of this grievance procedure is a sincere desire by both parties to settle grievances in the shortest time possible and the lowest level possible so as to foster efficiency and employee morale.

#### **Section 2:**

Grievance or disputes, which may arise between the parties, shall be settled in the following manner:

Step 1. The Union Steward, with the complaining employee, shall discuss the grievance or dispute, which has been reduced to writing, with the immediate supervisor within fifteen (15) working days of the grievance (or their knowledge of its occurrence). The immediate supervisor shall attempt to adjust the matter and shall respond to the Union Steward and employee in writing within five (5) working days.

Step 2. If after a thorough discussion with the immediate supervisor, the grievance has been unsatisfactorily resolved, the Union Steward, the President of Local Union, and the complaining employee shall, after written appeal, discuss the grievance with the Department Head, within five (5) working days after the immediate supervisor's response is due. The Department Head shall respond in writing within five (5) working days. The Notice of Appeal shall set forth the grounds for the grievance and a brief statement of the factual situation creating the alleged grievance.

Step 3. If after a thorough discussion with the Department Head, the grievance has not been satisfactorily resolved, the Union Steward, the complaining employee, the President of the Local Union, and the Union representative shall, after written appeal, discuss the grievance with the City Manager within five (5) working days after the Department Head's response is due. The City Manager shall respond in writing within five (5) working days.

Step 4. If the grievance is still unsettled, either party may, within fifteen (15) days by written notice to the other, request arbitration. The arbitration proceedings shall be conducted by an Arbitrator as provided for below:

To select an Arbitrator, the Federal Mediation and Conciliation Service shall be requested by either or both parties to provide a panel of five (5) Arbitrators. Both the Employer and the Union shall have the right to strike two names from the plan. The party requesting arbitration shall strike the first name; the other party shall then strike one name. The process will be repeated and the remaining person shall be the Arbitrator.

The decision of the Arbitrator shall be final and binding on the parties. The Arbitrator shall issue a decision within thirty (30) days after the conclusion of testimony and agreement.

The Employer shall permit all persons pertinent to the grievance, including those requested by the employee, to be given time off from duty without loss of pay in order that said persons may testify at the hearing.

The costs of such proceedings shall be shared equally by the Employer and the Union.

**Section 3:**

Any grievance not answered by Management within the time limit prescribed, the relief requested will be considered granted, unless the time limits are extended by written request.

**Section 4:**

Nothing herein shall be construed to deny the right of individual employees to present matters to the Employer on their own behalf.

**Section 5:**

The Union agrees not to seek arbitration concerning improvements to the existing salary and fringe benefit plans.

**Section 6:** Unequal or disproportionate work assignments for those employees in an individual classification performing under the task system may constitute a grievance.

## **ARTICLE 9**

### **Hours of Work**

#### **Section 1: Regular Hours.**

The regular hours of work each day shall be consecutive except that they may be interrupted by a lunch period.

#### **Section 2: Work Week.**

The workweek shall consist of five consecutive workdays, Monday to Friday inclusive, except for employees in continuous operation (seven days a week).

#### **Section 3: Work Day.**

Eight (8) consecutive hours of work within the 24-hour period beginning at midnight shall constitute the regular workday for employees.

#### **Section 4: Work Shift.**

Eight (8) consecutive hours of work shall constitute a work shift for employees. All employees shall be scheduled to work on a regular work shift, and each work shift shall have a regular starting and quitting time.

#### **Section 5: Work Schedules.**

Work schedules showing the employees by shifts, workdays, and hours shall be posted on all department/division bulletin boards at all times.

Except for emergency situations, work schedules shall not be changed unless the changes are mutually agreed upon by the Union and the Employer.

#### **Section 6: Exceptions.**

Notwithstanding any provisions of this agreement, employees in the classes Water Plant Operator and Wastewater Plant Operator shall be exempt from this section in order to facilitate an independent schedule which shall balance out to 80 hours every two weeks (2080 hours per year), and shall be based on a normal schedule of eight (8) hours per day.

Any employees who are working flexible work schedules shall be exempt from the above referenced provisions, and they shall not be eligible for overtime payment for those flexed hours. Either management or the Union can propose a flexible work schedule and such proposal must be approved by both parties prior to implementation.

#### **Section 7:**

Any bargaining unit employee assigned to refuse collection from another division shall be eligible for the same benefits, including task, holiday pay, etc.

#### **Section 8:**

If an employee works when the City of Bowie Government is closed due to a weather related or other designated emergency, and employee has been identified as an Essential Employee, then employee shall be compensated for those hours worked at the rate of two times and one-half their hourly rate. At the option of the employee, compensatory time off may be earned at the rate of two times and one-half in lieu of cash payment for the hours worked during the emergency condition.

**Section 9:**

The work hours of Solid Waste employees assigned to refuse, or recycling collection is based on task completion ("Task"). This means that these employees may be excused for the workday when Solid Waste management determines that the tasks of all solid waste work crews have been completed. Under no circumstances will tasks be considered complete prior to 11:00 a.m.

Immediately upon completion of their refuse and/or recycling collection routes, the route driver is required to contact Solid Waste Management to receive instructions as to which crew they will be assigned to assist. Employees on crews assigned to assist other crews will receive pay at time and one half of their normal pay for each hour spent assisting the crew to which they were assigned.

**Example:** *Crew #1 completes their task at 11:45 a.m., and contacts management for further assignment. Management assigns them to assist Crew #2 in completion of their route. Crew #1 reaches Crew #2 at 12:00 p.m., at which time they begin assisting them, until the task is completed at 1:00 p.m. Under this scenario, each member of Crew #1 will receive one hour of pay at one and one-half of their normal pay*

An Essential Employee is an employee who is required to work while all other Employees are allowed to be off. All Public Works employees and Community Services employees in the Parks and Grounds Division and the Public Buildings and Grounds Division are Essential Employees. The Employer will notify an employee who is in an Essential Employee position, provide the Union with a list of Essential Employee positions, and notify the Union if changes are made.

## **ARTICLE 10**

### **Safety and Health**

#### **Section 1:**

The Employer and the Union shall cooperate in the enforcement of work safety. The City is committed to providing a safe workplace that is in compliance with all the applicable federal, state, and local jurisdiction safety and health laws and regulations. To this goal the Union agrees to work cooperatively with City management in all safety and health matters. Should an unsafe or unhealthy work condition become apparent, the matter shall be considered immediately by the Employer. If the matter is not adjusted satisfactorily, within a reasonable period of time, a grievance may be processed according to the grievance procedure. Those articles of clothing, such as pants and jackets, provided for in the current allowance shall be available, or the employee may substitute the allowance for other needed uniform items.

The employer will annually provide two pairs of boots for each bargaining unit employee. Replacement of rainwear and gloves, due to defects or when worn out through normal wear and tear, will be made by the exchange of the old equipment for the new. The Employer agrees to attempt to purchase the best possible equipment within budgetary restraints, and the Union employees agree to bear the responsibility for maintaining the aforementioned equipment.

#### **Section 2:**

The City will furnish rainwear of a durable quality, and which is designed to provide maximum strength.

The employer will annually provide two (2) pairs of work boots to all bargaining unit members per year, not to exceed a combined cost of three hundred and forty dollars (\$ 340) for both pairs.

The employer will provide a basic line of prescription safety eyeglasses, with side shields, at no cost to designated employees in job positions requiring the use of prescription safety eyeglasses. The employer has the right to limit the frame, side shield and lens selection to certain styles, features, replacement frequency and safety standards for life expectancy, employee protection and cost containment.

The basic uniform consists of a jacket with detachable hood and pants having fly front and elastic suspenders.

#### **Section 3:**

Drivers of vehicles with two-way radios shall operate and have responsibility for proper care of and proper operation of two-way radios.

#### **Section 4:**

The City and the Union agree to create a Joint Labor-Management Safety Committee [JLMSC]. The purpose of the JLMSC is to examine, evaluate, and make recommendations regarding safety concerns within the Departments/Divisions of the collective bargaining unit. In addition to employees (both union and non-union) and supervisors from the affected Departments/Divisions, it is recommended that the City's Risk Manager be on this committee.

**ARTICLE 11**  
**Rest Periods**

All employees' work schedules shall provide for a fifteen-minute rest period during each one-half shift. The rest period shall be scheduled at the middle of each one-half shift whenever this is feasible.

Employees who for any reason work beyond their regular quitting time into the next shift, shall receive a fifteen-minute rest period before they start to work on such next shift. In addition, they shall be granted the regular rest periods that occur during the shift.

**ARTICLE 12**  
**Meal Periods**

All employees shall be granted a lunch period during each work shift. Whenever possible, the lunch period shall be scheduled at the middle of each shift.

The Employer shall furnish a meal to any employee who is requested to and does work two hours beyond their regular quitting time. The employee shall be furnished additional meals every four hours thereafter while he continues to work.

In the event the Employer is unable to furnish meals, the employee shall be granted time to eat, not to exceed 40 minutes on the clock. The Employer shall compensate the employee \$10.00 in applicable situations

**ARTICLE 13**  
**Clean Up Time**

Employees shall be granted a fifteen-minute personal cleanup period prior to the end of each work shift.

Work schedules shall be arranged so employees may take advantage of this provision. The Employer shall make the required facilities available, and the Employer and employee shall cooperate in maintaining the facility in proper sanitary condition.

**ARTICLE 14**  
**Call Time**

Any employee called to work outside of their regularly scheduled shift shall be paid for a minimum of 3 hours at the rate of time and one-half.

If the call timework assignment and the employee's regular shift overlap, the employee shall be paid the call time rate for time and one-half until he completes two hours work. The employee shall then be paid to the balance of their regular shift at the appropriate rate.

**ARTICLE 15**  
**Contracting and Subcontracting of Public Work**

Management will not contract out work normally performed by the bargaining unit employees without conferring with the Union prior to changes.

**ARTICLE 16**  
**Work Stoppage**

The Union agrees that neither the Union nor its officers or agents will authorize, instigate, aid, support or engage in a strike, slowdown, or work stoppage against the Employer. The Employer agrees not to lock out employees.

## **ARTICLE 17**

### **Overtime**

#### **Section 1: Rate of Pay.**

Time and one-half the employee's regular hourly rate of pay, shall be paid for work under any of the following conditions, but compensation shall not be paid twice for the same hours.

#### **Section 2: Weekly.**

All work performed in excess of 40 hours in any workweek.

#### **Section 3: Sunday Work.**

Employees whose normal work week is Monday through Friday, but may occasionally be called in for emergency response, shall be paid double time for any work on a Sunday.

#### **Section 4: Distribution.**

Overtime work shall be distributed equally to employees working within the same job classification. The distribution of overtime shall be equalized over each six-month period beginning on the first day of the calendar month following the effective date of this agreement, or on the first day of any calendar month this agreement becomes effective.

On each occasion the opportunity to work overtime shall be offered to the employee within the job classification who has the least number of overtime hours to their credit at that time. If this employee does not accept the assignment, the employee with the next fewest number of overtime hours to their credit shall be offered the assignment. If the employees of the job classifications of the affected divisions do not accept the assignment, then the opportunity to work overtime shall be offered to employees of other divisions qualified to perform the work required. The selection process is to be the same as established for overtime opportunity in the affected divisions. The procedure shall be followed until the required employees have been selected for the overtime work.

A record of the overtime hours worked by each employee shall be posted on the department/division bulletin board monthly.

#### **Section 5: Work at Employee's Option.**

Overtime work shall be voluntary except in the case of emergency as determined by the City Manager. No adverse action shall be taken against an employee who declines to work voluntary overtime. However, disciplinary action may be imposed upon employees who accept the opportunity to work voluntary overtime, but fail to report for said voluntary overtime, the record of overtime shall show double the number of hours for which they failed to report.

The Employer shall not vary or rearrange work schedules to avoid the payment of overtime.

For the purpose of this section the term emergency is defined as a circumstance that requires immediate action.

#### **Section 6: Exceptions.**

Notwithstanding any provisions of this agreement, employees in the classes Water Plant Operator and Wastewater Plant Operator whose work schedules vary from the normal schedule maintained by the Public Works Department shall be granted overtime reimbursement for all hours worked over the total number required normally. Such overtime shall be at the established rates for the

times and days on which the work is performed. This does not mean that overtime shall be paid for work on Saturdays and Sundays if said days are within the normal work schedule.

Any employees who are working flexible work schedules shall not be eligible for overtime for those flexed hours.

## **ARTICLE 18**

### **Holidays**

#### **Section 1: Holidays Recognized and Observed.**

The following days shall be recognized and observed as paid holidays:

1. New Year's Day
2. Dr. Martin Luther King's Birthday
3. Presidents' Day
4. Memorial Day
5. Juneteenth
6. Independence Day
7. Labor Day
8. Veteran's Day
9. Thanksgiving Day
10. The Day after Thanksgiving
11. Christmas Day

Eligible employees shall receive one day's pay for each of the holidays listed above on which they perform no work.

Whenever any of the holidays listed above shall fall on Saturday, the preceding Friday shall be observed as the holiday.

Whenever any of the holidays listed above shall fall on Sunday, the succeeding Monday shall be observed as the holiday.

#### **Section 2: Holiday Pay.**

Eligible employees who perform no work on a holiday shall be paid a regular day's salary, or eight (8) times their hourly rate, whichever is applicable.

#### **Section 3: Holiday Work.**

If an employee works on any of the holidays listed above, they shall be paid 3 times their hourly rate for all hours worked, provided they worked at least 40 hours within the workweek in which the holiday occurs.

Refuse Collection and Equipment Operators and Garage employees are scheduled to work holidays unless otherwise notified. However, management will make reasonable and equitable efforts to honor an employee's leave request.

Employees in continuous operation shall receive 3 times their hourly rate for all hours worked on a holiday provided that the employee is in an "in pay" status or on approved leave during the pay period in which the holiday occurs.

All bargaining unit employees shall receive 3 times their hourly rate for all hours worked on Christmas or the day of its observance.

#### **Section 4: Holiday for Overtime Purposes.**

For the purpose of computing overtime, all holiday hours (worked or unworked) for which an employee is compensated shall be regarded as hours worked.

## **ARTICLE 19**

### **Vacation**

#### **Section 1: Eligibility and Allowances**

A. Employees shall be eligible to take paid vacation leave after one hundred (180) calendar days of service with the employer. Employees shall start to earn paid vacation allowances as of their date of hire.

B. Employees hired before July 1, 2010 shall earn vacation allowances annually based on the following schedule:

1. One (1) working day per month for employees with three or less years of service.
2. 1.25 working days per month for employees with over three years service but no more than five years of service.
3. 1.5 working days per month for employees with over five years service but not more than ten years of service.
4. 1.75 working days per month for employees with over ten years service but no more than fifteen years of service.
5. 2.08 working days per month for employees with over fifteen years of service.

C. Employees hired on or after July 1, 2010 shall earn vacation allowances annually based on the following schedule:

1. .83 working days per month for employees with five or less years of service.
2. 1.25 working days per month for employees with over five years of service but not more than fifteen years of service.
3. 1.66 working days per month for employees with over fifteen years of service but not more than twenty years of service.
4. 1.91 working days per month for employees with over twenty years of service.

#### **Section 2: Vacation Pay.**

The rate of vacation pay shall be the employee's regular straight time rate of pay in effect for the employee's regular job on the payday immediately preceding the employee's vacation period.

#### **Section 3: Vacation Scheduling.**

The Employer may require that vacation schedules be prepared in advance. The Employer shall have the authority to adjust such schedules so as to maintain an effective working force at all times. Normally, an employee will be granted vacation for the time desired. If conflicts arise, the employee with greater seniority within the same classification shall have preference.

**Section 4: Work During Vacation Period.**

Any employee who is required to and does work during their vacation period because of an emergency, shall be paid for regular hours at their regular straight time rate and for overtime hours at a rate of one and one-half (1 1/2) times their regular straight time rate.

**Section 5: Payment for Unused Leave Upon Termination.**

Upon termination, an employee may take the unused portion of their vacation leave or may request payment in cash for same. In no event shall such leave, paid or taken, exceed thirty days.

## **ARTICLE 20**

### **Sick Leave**

#### **Section 1: Allowances and Accumulation**

A. All employees hired prior to July 1, 1988 and who have not elected the option set forth in Section 2-53 (c) of the City Code shall be entitled to earn sick leave from their date of hire and shall earn said leave at the rate of 1.25 days per month of each month of service. These employees may accumulate sick leave without limitation.

All employees hired after June 30, 1988, and employees hired prior to June 30, 1988 who elect to receive short-term disability (salary continuation) benefits, shall be entitled to eight (8) personal days per calendar year.

B. Any employee who contracts or incurs any non-service connected sickness or disability or who is subjected to medical quarantine or who must care for a sick member of their immediate family for up to five days, shall be eligible (depending on their status as described in the above paragraph) for either sick leave or personal leave with pay.

#### **Section 2: Evidence of Illness.**

The Employer may require after the third consecutive workday evidence as deemed necessary to validate illness, including family illness, disability or quarantine. Such evidence may be required after one workday in the event that an employee's performance so warrants. Any employee fraudulently obtaining sick leave or personal leave for sick purposes shall be subject to disciplinary actions.

#### **Section 3: Immediate Family.**

For the purposes of this article immediate family shall be construed to mean one of the following: husband, wife, children, parents, brother, sister, and other blood relatives residing in the employee's household or the corresponding in-laws to the aforementioned persons.

#### **Section 4: Sick Leave for Overtime Purpose.**

For the purpose of computing overtime, all hours taken as sick leave or personal leave for which an employee is compensated shall be regarded as hours worked.

## **ARTICLE 21**

### **Other Leave**

#### **Section 1: Eligibility Requirements.**

Employees shall be eligible for leave of absence or other leave after 180 days of service; however, nothing contained herein shall attempt to limit statutory rights or obligations of employees. In the event of an emergency situation, requirements established within this section or those adopted subsequently may be waived by the City Manager.

#### **Section 2: Application for a Leave of Absence.**

Any request for leave of absence shall be submitted in writing by the employee to their immediate supervisor. The request shall state the reason the leave of absence is being requested and the approximate length of time off the employee desires.

Authorization for leave of absence shall be furnished to the employee by their immediate supervisor, and it shall be in writing.

Any request for a short leave of absence shall be answered promptly. Request for immediate leaves (for example, family sickness or death) shall be answered before the end of the shift on which the request is submitted.

A request for a short leave of absence - a leave not exceeding one month - shall be answered within five days. A request for a leave of absence exceeding one month shall be answered within 10 days.

Seniority shall be accrued while an employee is on a leave of absence.

#### **Section 3: Reasonable Purpose.**

An unpaid leave of absence may be granted by the City Manager for limited and definite periods for any reasonable purposes, as determined by the City Manager, not to exceed one year, but may be extended at the discretion of the City Manager.

Paid leave may be granted for authorized purposes only and the City Manager may require written justification and substantiation prior to authorization.

If a leave of absence is for six months or more, it may be necessary to hire someone to perform the work of the position vacated. In such a case, the employee returning from a leave will be given an equal position, in the same classification grade and step, but not necessarily the same position.

#### **Section 4: Paid Leave**

##### **A. Jury Duty.**

Employees shall be granted a leave of absence with pay any time they are required to report for jury duty or jury service.

##### **B. Voting Time.**

Employees shall be granted up to three hours off with pay to vote on regular National Presidential Election Days. This shall not apply to any special election held to fill a vacancy in national office.

**C. Civic Duty.**

Employees required to appear before a court on any matter not related to their work in which they are not personally involved (as a plaintiff or defendant), shall be granted a leave of absence with pay (as set forth in the following paragraph) for the period necessary to fulfill their civic responsibilities.

Employees shall be paid the difference, if any, between the compensation they receive from the court or other public body and their wages for each day of service.

**D. Military Service.**

Appropriate military leaves of absences, benefits, and reinstatements will be granted pursuant to state and federal law. Any employee who is a member of a reserve force of the United States or of this State and who is ordered by the appropriate authorities to attend a training period or perform other duties under the supervision of the United States or this State shall be granted a leave of absence during the period of such activity.

Any employee who participates in annual reserve training (2 weeks) in the armed forces of the United States while in the service of the Employer shall be granted a leave of absence for the period of military service. Such employees shall be entitled to receive the difference between their regular salary and their military pay, if the latter is less than their regular pay for a period of two weeks training in any one year.

**E. Funeral Leave.**

Employees covered by this agreement shall be granted four working days off with pay for a death in the employee's immediate family.

For purposes of this article, immediate family shall include the following: spouse, children, parents, brother, sister, (including stepparents, stepchildren, stepbrothers, and stepsisters), grandparents, or other blood relatives residing in the employee's household, or other in-laws to the employee or spouse. Such leave will not be deducted from any other leave earned by the employee.

The employer may require reasonable proof of death, relationship or residence, in the event the Employer has reason to question the validity of a request for leave under this Section.

**F. Family and Medical Leave.**

Regular full or part time employees who have been employed with the City for twelve months, which need not be consecutive, and who have 1,250 hours of service during the previous calendar year are entitled to receive twelve weeks of leave during any calendar year for specified family or medical reasons, which include:

- (1) Birth or adoption of a child, or placement of a foster child, in order to care for the child;
- (2) Caring for the employee's spouse, child or parent who has a serious health condition;
- (3) A serious condition that renders the employee unable to perform the functions of the job.

A "serious health condition" is one which requires either inpatient care or continuing treatment by a health care provider.

FMLA leave under this policy is generally unpaid leave. Effective July 1, 2011, if an employee is eligible for any paid leave under any other benefit program such as accrued annual leave or unused sick or personal leave, the employee will be required to exhaust the paid leave upon commencement of, and concurrently with FMLA leave (unless the employee is receiving Workers Compensation benefits). Paid leave will run concurrently with and be counted toward the employee total 12 weeks of FMLA leave. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform their duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

### **1. Obtaining Family and Medical Leave.**

(a) An employee must give thirty (30) days notice to the Human Resources Director to be entitled to leave for the birth or adoption of a child, unless the date of birth or placement of the adopted child requires leave to begin in less than thirty (30) days, in which case the employee will give as much notice as is practicable.

(b) If the leave request is based on the serious illness of the employee or the employee's family member, the employee shall provide thirty (30) days notice to the Human Resources Director, or if that is not possible, as much notice as is practicable.

(c) The Human Resources Director will require certification as to the medical condition requiring leave, and may also require a second medical opinion if there is reasonable doubt as to the validity of the medical condition. The Human Resources Director may require a recertification of the medical condition and may also require the employee to make periodic reports as to his or her status or intention to return to work.

### **2. Reinstatement after family and medical leave.**

(a) An employee returning to work from family or medical leave will be reinstated to the employee's former position or to an equivalent position with no loss of benefits. If an employee receives pay from their annual, sick, personal or supplemental leave balances during the period of leave, benefits will continue to accrue for the period that pay is received. If the family or medical leave is unpaid, in whole or in part, no benefits will accrue for the unpaid portion of the leave.

b. An employee is entitled to continue to participate in the City's group health insurance program while on family or medical leave, if they are not receiving pay through their leave balances, the employee is required to pay the City's portion of the premium, as well as any portion of the premium the employee is customarily required to pay.

### **3. Interpretative Guidance.**

Any questions concerning the implementation of the family and medical leave rights provided herein will be resolved in accordance with the Department of Labor interim final regulations implementing the Family and Medical Leave Act of 1993, but this chapter will govern in the event that it provides greater benefits.

**G.** Effective January 1, 1996, all employees eligible for Personal Leave shall be entitled to eight (8) Personal Leave days per calendar year. Personal Leave is intended to be used for personal and sick purposes. However, if an employee has used all of his/her Personal Leave and the employee is too sick to come to work, the employee may request Annual Leave by calling their supervisor at the time normally required for call-in. The employee must talk personally with their supervisor or designee when requesting this permission. The City may require a doctor's note for verification of illness if the employee has abused their leave.

#### **Section 5. Unpaid Leave**

**A. Union Business.** Members of the Union selected by the union to participate in any other Union activity shall be granted a leave of absence at the request of the Union. A leave of absence for such Union activity shall not exceed one month, but it shall be renewed or extended for a similar period at any time upon the request of the Union, subject to a limitation of 60 days during any given calendar year.

#### **B. Education**

The City Manager may grant a leave of absence without pay for any employee completing one year of service for educational purposes to improve their skills or to obtain formal education necessary to qualify for other municipal job opportunities. The period of the leave of absence shall not exceed one year.

## **ARTICLE 22**

### **Health and Welfare Benefits**

**Section 1:** Effective July 1, 1988, the City enacted a Flexible Benefits Program. The purpose of the Program is to allow eligible employees of the City to purchase medical coverage with pre-tax dollars and to permit eligible employees who are covered under another medical plan to receive additional cash payments in lieu of electing medical coverage under the Program.

The program is intended to be a “Cafeteria Plan” meeting the requirement of Section 125 of the Internal Revenue Code of 1954, as amended.

Each employee who has elected medical coverage under the Flexible Benefits Program shall be required to contribute twenty percent (20%) towards the benefit premium cost.

Any employee who has elected to waive medical coverage under the Program shall receive a credit.

**Section 2:** The Employer agrees to assume the cost of an optical care plan for each employee who has elected optical services under the Flexible Benefits Program.

**Section 3:** The City may require an annual physical for each employee, and shall assume full cost for such examination.

**Section 4:** Any employee under the Flexible Benefits Program who has elected to waive optical services coverage and dental coverage shall receive a credit.

**Section 5:** The City will provide to all employees brochures or memoranda on health and welfare benefits.

**Section 6:** The union and management shall meet and confer at least sixty (60) days prior to any change in health care carriers. Should any benefits change occur between the current insurance carrier and the City of Bowie, then the Union President and Council Representative shall be notified prior to the implementation of such change.

**Section 7:** Union Sponsored Insurance: The City will provide payroll deduction for Union sponsored insurance programs, if at least 30% of the Union’s dues paying members sign up for the insurance. The City reserves the right to review and approve the types of insurance offered under this program.

**Section 8:** Retiree Health Coverage: An employee who retires at or after age 55 and has enough years of service to add to their retirement age and equal “80” can receive health benefits (including prescription). The retiree will pay 50% of the cost and the City will pay 50%. All retirees are eligible for coverage under the City’s vision or dental plans. To receive these benefits, an employee must be at least age 55; and have completed at least 25 years of service with the City; and be retired; and have been covered under the City’s plan immediately preceding retirement. [Note: The number of years of service are added to the employee’s age at time of retirement. These numbers must add up to at least 80. For instance: 55 (age) plus 25 (years of service) = 80; 56 plus 24 = 80; 57 plus 23 = 80; 55 plus 30 = 85; 60 plus 20 = 80; and so forth.] Retiree coverage ends the first day of the month following the date the retiree becomes eligible for Medicare. At that point, dependents not eligible for Medicare may continue coverage under

COBRA, if eligible. The retiree medical plan is renewed on an annual basis. The right is reserved to the City to amend or modify the plan.

**Section 9:** The City will provide 50% of the premium of a supplemental Medicare plan of the City's choosing to employees with thirty-five years of continuous service with the City of Bowie, and who are Medicare eligible at the time of their retirement. The plan will have a maximum value of \$450.00 per month for ten years. Employee must be employed by the City at the time of retirement in order to be eligible to receive this benefit.

## **ARTICLE 23**

### **Wages**

**Section 1:** The City of Bowie agrees to a Cost-of-Living increase of 2.3 percent effective July 1, 2024.

**Section 2:** The City of Bowie agrees to a Cost-of-Living increase of 2.3 percent effective July 1, 2025.

**Section 3:** The City of Bowie agrees to a Cost-of-Living increase of 2.3 percent effective July 1, 2026.

## **ARTICLE 24**

### **Longevity Pay**

Effective July 1, 2021, the City of Bowie Longevity Pay Plan, which rewards employees for their length of service by providing a cash payment in five-year increments, will be adjusted to the to the schedule below. Payments will be made during the anniversary month of each 5-year interval:

- Employees with 5 years of service shall receive \$150
- Employees with 10 years of service shall receive \$275
- Employees with 15 years of service shall receive \$400
- Employees with 20 years of service shall receive \$525
- Employees with 25 years of service shall receive \$650
- Employees with over 25 years of service will receive \$650, plus an additional \$125 for each subsequent 5-year service interval. *(For example: an employee with 30 years of service will receive \$650 + \$125 during the month of their 30-year service anniversary. An employee with 35 years of service will receive \$650 + \$250 during the month of their 35-year service anniversary).*

Longevity payments are bonus payments and are not included in the employee's base pay.

## **ARTICLE 25**

### **Saving Clause**

In the event any Article, Section or Portion of this Agreement should be held invalid and unenforceable by any Court of competent jurisdiction, such decision shall apply only to the specific Article, Section or Portion thereof specifically specified in the Court's decision; and upon the issuance of such a decision, the Employer and Union agree to immediately negotiate a substitute for the invalidated Article, Section or Portion thereof.

## **ARTICLE 26**

### **Training Program**

The Employer and the Union shall cooperate in the establishing of an on-the-job training program that encompasses the following:

1. Direct instruction of employees by the employees of the classification under direct management supervision.
  2. Cross-training by the lower classifications for different programs.
  3. Certification by management of the employee undergoing on-the-job training by recording the completion of the different job skills.
  4. The employees undergoing on-the-job training shall make themselves available for the training during their regular working hours.
  5. The employer shall ensure the availability of training personnel from the bargaining unit; for the delivery of the program objectives, during working hours providing the productivity of the unit is not interrupted.
  6. New Employees - The employer agrees to give introductory training to new employees explaining their benefits, functions, duties and other responsibilities.
  7. Notification of Training - The employer will notify the union president and shop steward and the employees of their status regarding requested training in a timely fashion prior to the beginning of such training.
- Individual Training Plan: In an effort to expand and make available to City employees more training programs, and opportunities and upward mobility, an Individual Training Plan is being made a part of the annual evaluation process. While this plan can be changed and updated annually, it should be oriented toward long-range career goals.

The employee and supervisor should discuss how additional training may improve the employee's skills in their present position; or how it could prepare him for a different position with the City.

Most short courses and training sessions, which are related to, an employee's present position will be paid for entirely by the City and may be taken during working hours. Two-thirds (2/3) of the costs for college, correspondence, and other long-term courses which improve an employee's skills in their present job, or prepare the individual for a different job, will be reimbursed by the City to the employee after they have successfully completed the course. All such training requests are subject to Departmental approval and financial limitations.

The Human Resources Office, after obtaining and correlating these training requests, will work closely with the various Departments in seeing that these courses are made available to the employees.

**ARTICLE 27**  
**Compensable on the job injuries**

An employee that sustains a compensable on the job injury may use available hours from their personal, sick, compensatory and/or accrued annual leave balances for up to four-weeks, to supplement the difference between pay received while on worker's compensation leave and their regular rate of pay.

### **Duration of Agreement**

This agreement shall become effective July 1, 2021, and remain in full force and effect until June 30, 2024. It shall be automatically renewed from year to year thereafter, unless either party shall give the other party notice of desire to terminate, modify or amend this Agreement - such notice to be given in writing by certified mail at least sixty (60) days prior to March 31st of each year. Negotiations to modify or amend this Agreement after 1998 shall be completed by March 31st of any year, unless extended by mutual consent, for any changes to be effective July 1st immediately following.

Be it Further Agreed that all contract heretofore established and consummated between the parties are, hereby, dissolved by mutual agreement and that upon the effective date, the Agreement shall become effective and binding upon the City and both bargaining units of Local 1209 inclusive of all members, and shall be known collectively as the City of Bowie - Local 1209, "AFSCME Work Agreement." This shall in no way imply that the individual units may not be treated as separate units of the whole.

This agreement shall be effective July 1, 2024.

#### **Local 1209, AFSCME, AFL-CIO**

#### **CITY OF BOWIE**

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Darrin Thomas, Sr.  
Local President

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Alfred D. Lott  
City Manager

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Charles Hale  
Local Vice President

---

Steven W. Haley  
Human Resources Director

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Hassan Malone  
Staff Representative  
AFSCME, Council 3

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Executive Director  
AFSCME, Council 3

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Letter Addendum  
August 6, 1976

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The Honorable  
G. Charles Moore  
City Manager  
City Building  
Bowie, Maryland 20715

Dear Mr. Moore:

In light of the assurances given during the negotiations, it is the opinion of the Union that Article 6, Section 2, as currently written in the Agreement does not in any way conflict with Section 67 of the City Charter. In our opinion, the language in the Agreement which say "Promotions shall be made on the basis of the length of service, provided the most senior employee has the ability to meet the qualifications of the position to be filled.", does not contain any factors that would dilute the charter requirements, because in our opinion, the language would obligate the employee not only to possess the necessary qualifications, but also to use these qualifications to perform work at an acceptable performance level.

I hope that this interpretation will satisfy the understanding reached at the bargaining table, because it was and is the policy of this Union that under no circumstances should an employer be required to promote any employee who cannot satisfactorily perform the duties of a higher classification, as required by the City charter.

We have discussed this matter thoroughly with our attorneys, and they agree that our contract language as it stands is in no way in conflict with Section 67 of the charter. Nevertheless, for a better understanding between the parties, we readily agree to the above assurances and are confident that there will be no problems in interpreting the Agreement and its application in the future.

I think that our past performance indicates that the Union has never utilized the grievance procedure on a promotion, and that in light of this it might appear that both parties interpreted the Agreement in the same manner.

May I also call to your attention that when I led the bargaining team in the original negotiations with the City, that this question arose, and it was agreed at that time by all concerned that the contract language did not conflict with the City charter in any way.

Sincerely,

Ernest B. Crofoot  
Director, Council 67  
AFSCME, AFL-CIO

cc: Herbert J. Belgrad, Esquire  
Mr. Clyde Thompson  
Mr. Clarence Thomas

G. Charles Moore  
Clarence W. Thomas

Randolph J. Forrester  
Clyde Thompson

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March 19, 1980

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Mr. Randolph Forrester  
Director of Personnel  
City Building  
Bowie, MD 20715

During our recent negotiating sessions many areas of concern between the parties were discussed, one of which dealt with the Union's compliance with Article IV, Section 4. I can assure you that this Article has been upheld by myself since taking over the Council 67 and Local 1209's responsibilities in Bowie and this shall continue in the future.

Thank you for bringing this matter to my attention.

Respectfully,

Thomas B. Kelleher  
Representative, Council 67  
AFSCME, AFL-CIO

cc: President Howard Turner  
Rosemary Moore  
Sallie Lackey

Old State Grievance Form

Mr. Thomas Kelleher  
Council Representative  
AFSCME Council 67  
901 Russell Street  
Baltimore, Maryland 21230

Dear Mr. Kelleher:

This is to confirm our intent to meet during the second quarter of fiscal year 1987 to study the plant operator's positions as they relate to the pay scale. The meeting shall include the Council Representative, Union President and Vice President.

Sincerely,

G. Charles Moore  
City Manager



## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Supplemental Ordinance O-7-24 - An Ordinance Approving Supplemental Appropriations for the Annual Budget for Fiscal Year 2025

**DATE:** 08/01/2024

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Ordinance O-7-24 proposes to amend the City's Fiscal Year 2025 Annual Budget to provide an additional appropriation for the following purpose:

The City would like to extend a grant to the Maryland Women's Business Center (MWBC). MWBC is a not-for-profit 501(c)(3) corporation already providing limited business counseling services in the City. The appropriation of \$140,000 is to establish the MWBC Shop Local retail business incubator in Bowie and to provide one additional full-time business counselor position for increased small business support capacity. \$20,000 was already budgeted for the FY2025 budget. The staff is requesting an additional \$120,000.

DCS is requesting a supplemental ordinance to rollover the FY2024 Public Art appropriation to FY2025. The dollar amount requested is \$122,000.00, which is the amount of the contract. This is for the Bowie Sign Project (at the intersection of Route 197 and Kenhill Drive). This has been an ongoing process to get the dying shrubs removed and replaced with a more durable "Gateway Sign". With delays that were beyond our control (SHA approval, Council presentations and approvals, and contract signing by all parties) we simply ran out of time to be able to get a purchase requisition entered before the end of the FY24 closeout. It is crucial that this project still be funded for completion.

The City applied and was awarded funding through the Department of Energy to pursue an Energy Efficiency and Conservation Block Grant (EECBG). The creation of an internal Efficiency and Conservation Strategy in the amount of \$58,500 from FY24 is requested to be rollover to FY2025 for completion of this project.

The Emergency Management Department is requesting a supplemental ordinance to request to rollover the FY2024 appropriate the purpose of upgrading the audio visual to the Emergency Operations Center Conference room to FY2025. The City applied for and was awarded funding of \$100,000 through the Department of General Services Capital Grants Program.

### GENERAL FUND

#### Revenues

|                |       |                               |                   |
|----------------|-------|-------------------------------|-------------------|
| 01             | 48005 | Appropriated Fund Balance     | \$ 120,000        |
| 01             | 43005 | Department of the Environment | 58,500            |
| Total Revenues |       |                               | <u>\$ 178,500</u> |

#### Expenditure Appropriation

|                      |       |                                          |                   |
|----------------------|-------|------------------------------------------|-------------------|
| 01120                | 55050 | City Manager's Office - Municipal Grants | \$ 58,500         |
| 01197                | 55050 | Economic Development - Municipal Grants  | 120,000           |
| Total Appropriations |       |                                          | <u>\$ 178,500</u> |

### CAPITAL PROJECTS FUND

#### Revenues

|                |       |                           |                   |
|----------------|-------|---------------------------|-------------------|
| 10             | 48005 | Appropriated Fund Balance | \$ 259,500        |
| 10             | 43110 | State Grants              | 100,000           |
| Total Revenues |       |                           | <u>\$ 359,500</u> |

#### Expenditure Appropriation

|                      |       |                             |                   |
|----------------------|-------|-----------------------------|-------------------|
| 10544                | 57010 | Public Art                  | \$ 122,000        |
| 10178                | 57010 | Emergency Operations Center | 237,500           |
| Total Appropriations |       |                             | <u>\$ 359,500</u> |

Council's approval of Ordinance O-7-24 providing supplemental appropriations for the annual budget for the fiscal year ending June 30,2025 is requested.

**ATTACHMENTS:** 1. 20240805 - Ordinance O-7-24

**ORDINANCE**

**OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND AMENDING THE  
ADOPTED BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2024 AND  
ENDING JUNE 30, 2025, AS EMBODIED IN ORDINANCE O-4-24, TO  
APPROPRIATE FUNDS FOR THE FOLLOWING PROJECTS AND GRANTS: AN  
ADDITIONAL \$122,000 FOR THE PUBLIC ARTS BOWIE SIGN PROJECT, \$58,500  
FOR ENERGY EFFICIENCY AND CONSERVATION STRATEGY, ADDITIONAL  
GRANT FUNDING TO THE MARYLAND WOMEN'S BUSINESS CENTER, (MWBC)  
TOTTALLING \$120,000, AND FUNDING FOR THE EMERGENCY OPERATIONS  
CENTER IN THE AMOUNT OF \$237,500.**

**WHEREAS**, as required by the Local Government Article of the Annotated Code of Maryland and the Charter of the City of Bowie, the City Council of the City of Bowie, Maryland (hereinafter, "the City") adopted Ordinance No. O-4-24 to appropriate funds for the several objects and purposes for which the City intended to provide for the Fiscal Year beginning July 1, 2024, and ending June 30, 2025; and

**WHEREAS**, in accordance with Section 45 of the City Charter, no public money may be expended without having been appropriated by the City Council; and

**WHEREAS**, supplemental appropriations are necessary to reflect additional sources of revenues and expenditures that were not included in Ordinances O-4-24; and

**WHEREAS**, it has become necessary to appropriate additional funding to increase the appropriation for the Public Arts Fund Bowie Sign project, The Energy Efficiency and Conservation Strategy, the Maryland Women's Business Center (MWBC) grant, and the Emergency Operations Center; and

**WHEREAS**, an additional appropriation of \$120,000 from the General Fund Appropriated Fund Balance for the Maryland Women's Business Center Grant and \$58,500 from the Department of the Environment for the Energy Efficiency and Conservation Strategy. An additional appropriation of \$359,500 is needed for the Capital Projects Fund of which \$259,500 from the Capital Project fund Appropriated Fund Balance and \$100,000 from the State of Maryland to fund the Public Arts Bowie Sign Project for \$122,000, and \$237,500 for the Emergency Operation Center; and

**WHEREAS**, pursuant to Md. Code Ann., Local Gov't Article, § 5-205, the City may spend money for a purpose different from the purpose for which the money was appropriated or spend money not appropriated at the time of the annual levy if approved by a two-thirds vote of all the individuals elected to the Council; and

Asterisks \* \* \*  
herein  
[Brackets]  
law]

: Indicate matter retained in existing law but omitted

: [Indicate matter deleted from existing

WHEREAS, City Charter, Sec. 12 "Procedure for enacting ordinances" requires that ordinances become effective at the expiration of thirty (30) calendar days following their passage by the Council.

**Section 1: NOW, THEREFORE, BE IT ORDAINED AND ENACTED**, by the Council of the City of Bowie, that the Budget for the Fiscal Year beginning July 1, 2024, ending June 30, 2025, as adopted by Ordinance O-4-24; is further amended as follows:

APPROPRIATION ORDINANCE  
THE CITY OF BOWIE, MARYLAND

\*\*\* General Fund\*\*\*

ESTIMATED REVENUES

|                           |                |     |               |
|---------------------------|----------------|-----|---------------|
|                           |                | *** |               |
| Appropriated Fund Balance | [\$18,553,600] |     | \$ 18,673,600 |
| Community Development     | [\$390,500]    |     | \$ 449,000    |
| Total Revenues            | [\$83,827,500] |     | \$ 84,006,000 |

APPROPRIATION BY ACTIVITY

|                      |                |     |               |
|----------------------|----------------|-----|---------------|
|                      |                | *** |               |
| City Manager         | [\$1,859,200]  |     | \$ 1,917,700  |
| Economic Development | [\$1,340,100]  |     | \$ 1,460,100  |
| Total Appropriations | [\$83,827,500] |     | \$ 84,006,000 |

\*\*\*

\*\*\* Capital Projects Fund\*\*\*

ESTIMATED REVENUES

|                           |                |     |               |
|---------------------------|----------------|-----|---------------|
|                           |                | *** |               |
| Appropriated Fund Balance | [\$6,309,300]  |     | \$ 6,568,800  |
| State Grants              | [1,989,600]    |     | \$ 2,089,600  |
| Total Revenues            | [\$46,356,400] |     | \$ 46,715,900 |

APPROPRIATION BY ACTIVITY

|                            |                |     |               |
|----------------------------|----------------|-----|---------------|
|                            |                | *** |               |
| Public Art                 | [\$25,000]     |     | \$ 147,000    |
| Emergency Operation Center | [\$ -]         |     | \$ 237,500    |
| Total Appropriations       | [\$46,356,400] |     | \$ 46,715,900 |

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Asterisks \* \* \*  
herein  
[Brackets]  
law]

: Indicate matter retained in existing law but omitted

: [Indicate matter deleted from existing

**Section 2:** BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF BOWIE, that, this Ordinance shall become effective thirty (30) days after its enactment by the Council of the City of Bowie, provided that it is adopted by a 2/3 vote of the members of the City Council and further provided that a fair summary of this Ordinance is published at least once prior to the date of passage and at least once within ten (10) days after the date of passage in a newspaper having general circulation in the City.

**INTRODUCED** by the Council of the City of Bowie, Maryland, at a Regular Meeting on August 5, 2024.

**PASSED** by the Council of the City of Bowie, Maryland, at a Regular Meeting on September 2, 2024

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Awilda Hernandez  
City Clerk

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Timothy J. Adams  
Mayor

Approved as to Form and Legal Sufficiency

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Elissa D. Levan  
City Attorney

Asterisks \* \* \*  
herein  
[Brackets]  
law]

: Indicate matter retained in existing law but omitted

: [Indicate matter deleted from existing



## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Street Striping

**DATE:** 08/01/2024

---

This item was added at the request of Councilmember Ndebumadu.

**ATTACHMENTS:** None



## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Economic Development Promotion/Marketing

**DATE:** 08/01/2024

---

This item was added as a request from Councilmember Ndebumadu.

**ATTACHMENTS:** None



## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Bulk Trash Pick-up at Condominiums and Apartment Complexes, Solid Waste General Rules and Special Agreements

**DATE:** 08/01/2024

---

As City Staff strives to uphold the standards of the City of Bowie and ensure effective waste management practices, the attached presentation is dedicated to enlightening both the Council and the community on various facets of solid waste management. Also attached is a document for the assessment of the economic impact that picking up bulk items at condominiums would have on the City of Bowie Fiscal Year 2025 Budget.

The presentation aims to address critical aspects of the City's solid waste management system, including:

1. Trash pickup schedules and procedures
2. Recycling pickup guidelines
3. Yard waste collection protocols
4. Bulk item disposal procedures
5. Management of food scraps
6. Container maintenance and conditions
7. Guidelines for acceptable disposal items
8. Identification of unacceptable waste materials

Moreover, there will be a detailed overview of our solid waste fleet, elucidation on the designated collection routes, and clarification on any inquiries pertaining to special arrangements during the presentation.

The Public Works Department has reaffirmed its commitment to adhere strictly to the standards outlined on the City's official website. These standards serve as our guiding principles in executing our responsibilities within the Solid Waste Division, ensuring consistency and transparency in our operations.

We believe that this presentation will foster a deeper understanding within the Council and the broader community regarding the City's solid waste management practices. By aligning ourselves with these standards and effectively communicating them, we aim to enhance the efficiency and sustainability of our waste management efforts.

Council's attendance and participation in this presentation is highly valued, as your insights and feedback will further strengthen our initiatives in serving the community.

Thank you for your continued support and dedication to the betterment of our city.

**ATTACHMENTS:**

1. 20240805 - Picking Up Bulk Trash from Condominiums Assessment
2. 20240805 - Trash and Recycling Presentation

# Picking Bulk Trash from Condominiums Assessment

## Background

This is a white paper intended to assess the economic impact that picking bulk items in condominiums would have to the City of Bowie Fiscal Year 2025 Budget,

There are three condominium housing units located in the incorporated area of the city. They are:

- Covington Manor – 232 Units
- The Vistas – 140 Units
- Woodland Lake – 262 units

The total number of units added to the bulk trash collection is: 634

## Calculate Annual Bulk Trash for the Condominium Complexes

The assumptions to calculate the annual tonnage for the condominium complexes will be done with a minimum of 0.2 tons/year and a maximum of 0.5 tons/year. The tipping fees are depicted on the last column of Table 1.

| Assumed Tons/Year | Number of Units | Total Tons/Year | Tipping Fee per ton Annapolis JCT | Tipping Fee Total |
|-------------------|-----------------|-----------------|-----------------------------------|-------------------|
| 0.2               | 634             | 126.8           | \$ 86.24                          | \$ 10,935.23      |
| 0.3               | 634             | 190.2           | \$ 86.24                          | \$ 16,402.85      |
| 0.4               | 634             | 253.6           | \$ 86.24                          | \$ 21,870.46      |
| 0.5               | 634             | 317             | \$ 86.24                          | \$ 27,338.08      |

Table 1. Tipping Fees

## Operational Recommendations

### *Grapple Truck Use:*

Bulk trash, by definition, includes items that are too large or heavy to be handled by traditional garbage collection methods. Therefore, using grapple trucks is an efficient and practical solution. Grapple trucks are specifically designed to handle oversized waste, making them ideal for bulk trash collection. Adding one more grapple truck to the fleet (bringing the total to two) is a prudent recommendation. This increase will help manage the estimated bulk trash volume more effectively, ensuring timely and efficient collection. By having two grapple trucks, the city can ensure coverage and redundancy, reducing the risk of service disruption due to maintenance or breakdowns.

**Cost: \$360,000**

**Fuel Cost: \$84,180**

### *Staffing:*

The current solid waste staff is overloaded with work. This task will entail increasing the workforce by 4 full-time equivalent (FTE) positions dedicated to operating these trucks, this would ensure that there are sufficient personnel to handle the workload. Two drivers and two collectors will provide consistent coverage throughout the day.

**Total = \$237,600**

### *Scheduling:*

Scheduling bulk trash pickup daily from Monday through Friday allows for regular and predictable service. This approach can help prevent the accumulation of bulk trash, maintain cleaner neighborhoods, and provide residents with a reliable service. Daily pickup also ensures that the grapple trucks and personnel are used efficiently, spreading the workload evenly throughout the week.

### *Summary:*

| <b>Assumed<br/>Tons/Year</b> | <b>Tipping<br/>Fee Total</b> | <b>Grapple Truck</b> | <b>Fuel Cost</b> | <b>Salaries<br/>and Fringe</b> | <b>Total</b>     |
|------------------------------|------------------------------|----------------------|------------------|--------------------------------|------------------|
| 0.2                          | \$<br>10,935.23              | \$<br>360,000.00     | \$<br>84,180.00  | \$<br>237,600.00               | \$<br>692,715.23 |
| 0.3                          | \$<br>16,402.85              | \$<br>360,000.00     | \$<br>84,180.00  | \$<br>237,600.00               | \$<br>698,182.85 |
| 0.4                          | \$<br>21,870.46              | \$<br>360,000.00     | \$<br>84,180.00  | \$<br>237,600.00               | \$<br>703,650.46 |
| 0.5                          | \$<br>27,338.08              | \$<br>360,000.00     | \$<br>84,180.00  | \$<br>237,600.00               | \$<br>709,118.08 |

Table 2. Summary

# Trash & Recycling Informative Discussion



# Mission

- **Curbside collections:**
- Trash, recycling, and bulk pickup (Special pick up/yard waste)
- **Website**
  - <https://www.cityofbowie.org/1137/Trash-Recycling>





# Recycling

- Paper
- Plastic
- Cardboard
- Glass bottles
- Cans
- Motor Oil and Antifreeze (**done at the collection site on Public Works Rd., Bowie**)
  - Drops-offs are only allowed when the facility is open.
  - Motor oil and antifreeze are the only fluids accepted. They must be emptied into the collection tanks.
  - Full or partially full containers may not be left at the site.
  - Schedule:
    - **Monday – Friday: 8 a.m. to 3:30 p.m.**
    - **Weekends and Holidays: Closed**

# Household Trash Collection

- Collected twice weekly (except holidays)
- Household trash includes all household waste and food scraps\* that cannot be collected through the residential recycling or yard waste collections.
- Large items (**other than metal, appliances or tires**) can be included with the regular household trash curbside collection.



# Preparing for Trash Collection

- **Place items for collection at the curb prior to 7 a.m. on the day of your collection**, but not prior to 5 p.m. the day before your collection.
- **Trash should be in closed containers** (32-gallon containers are a good size for household trash) or tied bags.
- **Containers and bags must weigh less than 50 lbs** when filled.
- **Place large trash items next to trash containers** for collection on regular scheduled trash collection days.



# Preparing for Trash Collection (Cont.)

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- **Animal Waste (kitty litter, dog waste) and human waste (diapers)**, food scraps and other items that will attract animals must be placed in a plastic bag and then put in a trash can with a tight-fitting lid.
- **Medicines and Needles** and other sharp objects can be placed in puncture-proof, hard plastic containers you can't see through. Then place the sealed container with your household trash - - never in a recycling bin.
- **Mattresses must be sealed in a plastic bag or wrapped in plastic, secured with tape.** A mattress bag can be purchased at Home Depot, Lowe's, Target or other local hardware stores.



# Acceptable Items



**All regular household trash and food scraps.**



**Empty or dry latex paint cans.** Oil-based paint is considered hazardous waste and cannot be accepted at curbside.



**Large household items, such as furniture** (except for metal and appliances) can also be disposed of with household trash.

- Items made of 98% metal, appliances, and tires - **these items require a special pick-up**
- Items that can be recycled through the City's Residential Recycling Program
- Liquids of any type
- Hazardous materials
- Compressed gas cylinders (propane, air, other gasses)
- Car parts
- **Construction debris** (concrete, bricks, lumber, windows, doors, drywall, tile, shingles & other roofing materials)
- Dirt, sod, mulch, rocks
- Yard Waste (The County prohibits yard waste in the landfill) – **these are picked up on Wednesdays**
- Stumps larger than 6" in diameter
- **Ammunition** or firearms

## Prohibited Items



# Large or Bulky Items

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- **Large or bulky trash items** such as rugs, mattresses (must be wrapped in plastic), wooden furniture, upholstered furniture (couches, chairs) and plastic toys, etc. These items will be picked up on your regular trash day.
- **Large or bulky trash items** shall be at the curb by 7 a.m. on your normal trash collection day.
- **Metal items, appliances, and tires** are collected through a special pickup so they may be recycled. Please call to schedule an appointment at 301-809-2338 (or 2344).



# Special Pickup

- Appliances and other items that are at least 98% metal - such as metal cabinets, metal shelving, grills and lawn mowers.
- Tires (up to 4 tires may be collected from a residence each year).
- Items such as lawn mowers must be **drained of all fluids (oil and gas)**
- Ensure refrigerator **doors are removed or tied shut** for safety prior to leaving on curb.
- Artificial Christmas trees



# Yard Waste Collection (Wednesday)

- Place items for collection at the curb prior to 7 a.m. on Wednesday, the yard waste collection day, but not prior to 5 p.m. on Tuesday.
- Yard waste should be put out in one of the following ways:
- Loose within a container weighing no more than 50 lbs. (Do not use blue recycling carts or bins for yard waste.)
- Bagged in PAPER bags (Large yard wastepaper bags yard waste are available from BJ's, Giant, Home Depot, Lowes, Safeway, Target, Walmart, and other local stores. **(Plastic bags may not be used for yard waste.)**)
- Branches up to 3 inches in diameter and 4 feet long must be tied in bundles; bundles must weigh no more than 50 lbs each.



# Acceptable Items

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- Grass clippings
- Leaves
- Small limbs/branches
- Christmas trees (January only). Trees must be placed at the curb and be free of decorations and lights.



# Prohibited Items

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- Apples
- Bamboo
- Dirt
- Landscape timbers
- Lumber
- Mulch
- Pumpkins
- Rocks
- Sod
- Logs
- Stumps





# Questions & answers



## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Preliminary Plan #4-24007, Melford Towns

**DATE:** 08/01/2024

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### **I. Background and Proposal**

St. John Properties, Inc. is seeking approval of a Preliminary Plan of subdivision containing 28 townhouse lots and four parcels on 2.59 acres, located on the south side of Lake Melford Avenue, east of Curie Drive, in the Town Activity Center-Edge (TAC-E) Zone (see Attachment #1). The proposed development will replace one 94,068 square foot multi-family apartment building containing 71 dwelling units previously approved in Detailed Site Plan #22043 for Melford Mansions.

Detailed Site Plan #18034-02 containing 249 for-sale townhouse units was approved by the City Council on February 22, 2022. The proposed Preliminary Plan will combine land from The Mansions project and portions of the townhouse parking area included in Detailed Site Plan #18034-02 to create the new 28 lot addition (see Attachments #2 and #3). Preliminary Plan #4-24007 qualifies and was submitted for processing under the old Subdivision regulations. If approved, the project will be subject to approval of a Detailed Site Plan. A County Planning Board hearing for this application is scheduled for October 3, 2024.

A Statement of Justification was included with this application (see Attachment #4). Because the land involved in the current proposal was already reviewed in the two referenced Detailed Site Plans and the requested number of dwelling units is 43 units fewer than what is currently approved, staff did not conduct a Stakeholders Meeting.

### **II. Analysis of Preliminary Plan #4-24007**

Pursuant to Subtitle 24 (Subdivisions), a Preliminary Subdivision Plan may be approved if the Planning Board finds:

- that adequate public facilities exist or are programmed for the area within which the subdivision is located; and,
- the subdivision is designed in accordance with the provisions for woodland conservation and tree preservation.

The Subdivision Regulations also state that the submission of a stormwater management concept plan may be required prior to approval of the preliminary plan.

The application was reviewed by the County's Subdivision and Development Review Committee (SDRC) on July 19, 2024. No major issues were identified. City staff reviewed the applicant's Statement of Justification and the Subdivision regulations and determined that Preliminary Plan #4-24007 complies with the County's regulations.

### **III. Outstanding Issues**

None

### **IV. Recommendation**

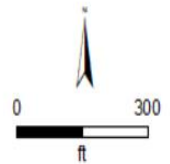
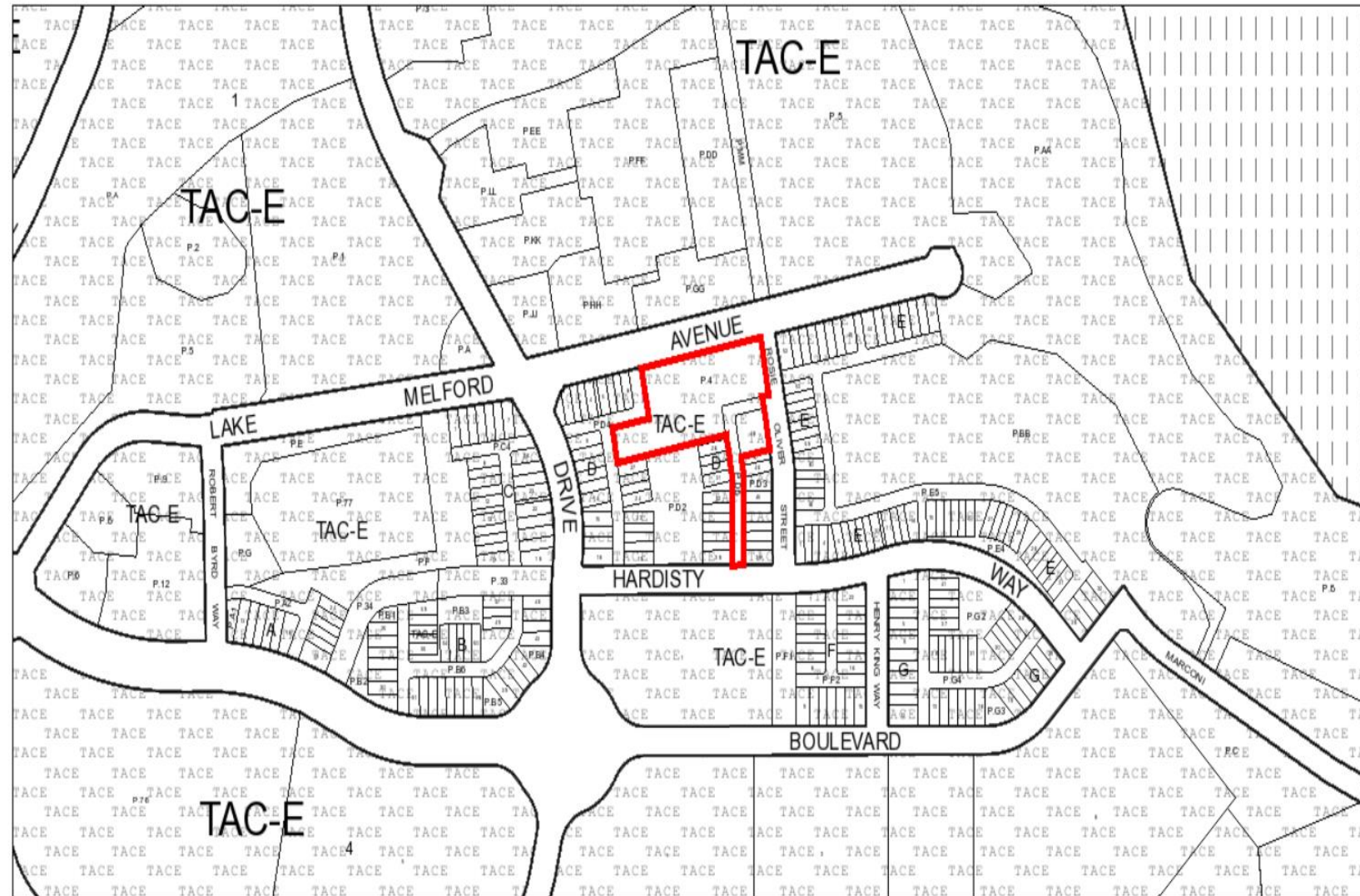
Because the requirements of Subtitle 24 are met for Preliminary Plan #4-24007, staff recommends **APPROVAL**.

**ATTACHMENTS:**

1. 20240805 - Location Map
2. 20240805 - Preliminary Plan
3. 20240805 - Plan Comparison
4. 20240805 - Statement of Justification

# ZONING SKETCH MAP

APP NO: 4-24007  
 EXISTING ZONE:  
 PLANNING AREA: 71B  
 WSSC GRID: 207NE15  
 TAX MAP: 47  
 TAX GRID: F3  
 COUNCIL DISTRICT: 4



The Maryland-National Capital Park and Planning Commission  
 Prince Georges County Planning Department  
 Geographic Information System  
 Created: 4/9/2024





LAW OFFICES  
**SHIPLEY & HORNE, P.A.**

**Russell W. Shipley**  
**Arthur J. Horne, Jr.\***  
**Dennis Whitley, III\***  
**Robert J. Antonetti, Jr.**

1101 Mercantile Lane, Suite 240  
 Largo, Maryland 20774  
 Telephone: (301) 925-1800  
 Facsimile: (301) 925-1803  
 www.shpa.com

**Bradley S. Farrar**  
**L. Paul Jackson, II\***  
 \* Also admitted in the District of Columbia

March 7, 2024

**VIA EMAIL DELIVERY**

Ms. Sherri Conner  
 Supervisor, Subdivision Section  
 Prince George's County Planning Department  
 Development Review Division  
 1616 McCormick Drive  
 Largo, MD 20774

**RE: MELFORD TOWN CENTER (Preliminary Plan 4-24007)**  
**Statement of Justification for Variation Request from**  
**Section 24-128(b)(7)(A)**

Dear Ms. Conner:

On behalf of our client, St. John Properties, Inc. (the "Applicant"), Shipley and Horne, P.A., hereby submits this Statement of Justification in support of a variation from Section 24-128(b)(7)(A) of the prior Subdivision Regulations.

The overall Melford development is a tract of land in the northeast quadrant of the intersection of Robert S. Crain Highway (MD 3) and John Hanson Highway (MD 50/301), and measuring approximately 277 acres, in Planning Area 71B, Council District 4. The land area of this application is located in the central portion of the Melford Town Center development (largely located within the core of the overall Melford mixed-use project) and includes approximately 2.59 acres in the current TAC-E (Town Activity Center, Edge) Zone, (the "Property"). However, the Applicant is electing to pursue development in accordance with the prior Subdivision Regulations in effect prior to April 1, 2022, as explained below.

The Applicant is requesting a Preliminary Plan of Subdivision 4-24007 (the "PPS"), Certificate of Adequacy (ADQ), and a variation from Section 24-128(b)(7)(A) of the prior Subdivision Regulations to subdivide three (3) existing parcels into 28 lots and four (4) parcels for the construction of 28 single-family attached townhouses. The three (3) subject parcels are currently approved for use as a 135,432 SF multi-family building (located on Parcel V; part of DSP-22043 'Mansions') and associated surface parking area and open space area (located on Parcels D5 and D8; part of DSP-18034 'Townhomes'). This application is intended to replace the proposed multi-family building, adjacent surface parking area, and open space area with 28 new townhome units and associated infrastructure. The variation request is to allow twelve (12) of the 28 proposed lots to be served by alleys without having frontage on and pedestrian access to a public right-of-way.

### **Election to Utilize the Prior Subdivision Regulations (Section 24-1900)**

On April 1, 2022, the approved Countywide Sectional Map Amendment (“CMA”) and the updated Prince George’s County Zoning Ordinance (“New Zoning Ordinance”) became effective and rezoned the Property to the newly created TAC-E Zone. Notwithstanding, the Applicant elects to pursue a PPS application and subsequent variation utilizing the applicable provisions of the prior Subdivision Regulations pursuant to Section 24-1900, which states in the pertinent part:

#### ***Section 24-1901. Abrogation –***

*The provisions of this Section shall be abrogated, and of no further force and effect after **two (2) years** from the effective date of these Regulations, absent further extension by Legislative Act of the governing body of Prince George’s County. (Emphasis added).*

#### ***Section 24-1902. Purpose and Intent –***

*Notwithstanding any other provision set forth within this Part, the County Council finds that there is a need to retain certain procedures, regulations, zones, uses, and/or other aspects embodied within the prior Subdivision Regulations (being also Subtitle 24, Prince George’s County Code, 2019 Edition, 2021 Supplement) for purposes of sustaining and/or minimizing wholesale abandonment, for proposals for the development of land in Prince George’s County. In approving CB-015-2018, it is the intent of the District Council to prospectively implement the provisions of this Subtitle in furtherance of the orderly growth and development of land, as well as the protection of the public health, safety, morals, and general welfare of citizens and residents, in Prince George’s County. However, based on significant public testimony received during consideration of these Regulations, the Council recognizes that such immediate, wholesale implementation of this Subtitle may not be feasible or appropriate in all circumstances. **Accordingly, the purpose of this Section is to provide, for a limited time period, a process to apply the requirements of the prior Subdivision Regulations set forth in Subtitle 24 of the 2019 Edition of the Prince George’s County Code (2021 Supplement).** (Emphasis added).*

#### ***Section 24-1903. Applicability –***

- (a) Development proposals or permit applications may utilize the prior Zoning Ordinance (with the exception of the LCD, LMXC, and LMUTC Zones) or Subdivision Regulations for development of the subject property.***
- (b) Once approved, development applications that utilize the prior Subdivision Regulations shall be considered “grandfathered” and subject to the provisions set forth in Section 24-1704 of this Subtitle.***

On February 8, 2022, the County Council of Prince George’s County, Maryland, sitting as the

District Council signed into law the Final Conditional Approval, an Ordinance to incorporate acceptance of conditional zoning approved in Zoning Ordinance No. 1-2022, and grant final conditional zoning approval in Zoning Map Amendment A-10051-C for the Property.

On December 4, 2014, the Prince George's County Planning Board adopted PGCPB No. 14-128 File No. CSP-06002-01. Pursuant to the Code of Prince George's County, the CSP-06002-01 Melford Property application was scheduled on the the Prince George's County District County agenda. Following the proper public notification requirements by the Clerk of the Council, the District County elected to review the Application and conducted a hearing on February 23, 2015. The District Council voted to approve CSP-06002-01 on March 23, 2015, subject to 25 conditions. On or about March 9, 2017, the Prince George's County Planning Board approved Preliminary Plan 4-16006 (the "2017 PPS") for the Melford Town Center project. The 2017 PPS approved 256 lots and 50 parcels to accommodate 359,500 square feet of commercial uses (consisting of 124,500 square feet of commercial/retail, & 235,000 square feet of office/medical office), and 1,793 residential dwelling units (consisting of 293 attached units and 1,500 multifamily units). Since these underlying approvals are currently valid, the Applicant has proceeded with numerous Detailed Site Plan applications utilizing the provisions of the Zoning Ordinance that existed prior to April 1, 2022, per Section 27-1704(b) of the new Zoning Ordinance. Based on the significant approval history prior to the implementation of the new Zoning Ordinance and Subdivision Regulations, the Applicant believes that it is most efficient and appropriate to pursue review and approval of PPS 4-24007 subject to the prior Subdivision Regulations.

**A. Neighboring properties, use, and zoning:**

**North:** The large lot single-family residential community of Sherwood Manor Subdivision in the AR (Agricultural-Residential) Zone and a portion of the Patuxent River Park in the ROS (Reserved Open Space) Zone.

**South:** US 50 forms the southern boundary of the project, followed by property in the AG (Agriculture and Preservation) Zone, automotive dealerships in the TAC-E Zone, and single-family subdivision in the RR (Rural Residential) Zone, all located north of Governor Bridge Road.

**East:** Property owned by M-NCPPC in the RMF-12 (Residential, Multifamily-12) and AG Zones and Anne Arundel County.

**West:** Undeveloped parkland in the ROS Zone and residential neighborhoods in the City of Bowie.

**B. Prior Approvals**

Below are the previous land use approvals that are relevant to the subject Property:

On January 25, 1982, the Prince George's County District Council approved Zoning Map Amendment (Basic Plan) A-9401 for the subject property, with ten conditions (Zoning Ordinance 2-1982). The zoning map amendment rezoned the property from the R-A and O-S Zones to the Employment and Institutional Area (E-I-A) Zone. On July 7, 1986, the District Council approved Comprehensive Design Plan CDP-8601, affirming the prior Prince George's County Planning Board decision (PGCPB Resolution No. 86-107), for the Maryland Science and Technology Center, with 27 conditions and two considerations. The 2006 Approved Master Plan for Bowie and Vicinity and Sectional Map Amendment for Planning Areas 71A, 71B, 74A and 74B (Bowie and Vicinity Master Plan and SMA) rezoned the property from the E-I-A Zone to the Mixed Use–Transportation Oriented (M-X-T) Zone. The original CSP-06002 was approved by the Planning Board on January 11, 2007 which proposed a mixed-use development consisting of hotel, office, retail, restaurant, research and development, and residential (366 single-family detached and attached units and 500 multifamily units) uses. On May 11, 2009, the District Council approved Conceptual Site Plan CSP-06002 with four modifications and 29 conditions yet deleting the residential component of the proposed development. Over the years, numerous specific design plans (SDPs) and detailed site plans (DSPs) have been approved for the subject property in support of the office, flex, hotel and institutional uses, although not all have been constructed.

On May 6, 2014, the Prince George's County Council approved the Plan Prince George's 2035 Approved General Plan ("2035 General Plan"), which created new center designations to replace those found in the 2002 Prince George's County Approved General Plan. The 2035 General Plan included all of Melford within the Bowie Town Center, and classified said center as a "Local Town Center."

CSP-06002-01 was filed by the Applicant on June 9, 2014. On October 30, 2014, the M-NCPPC Technical Staff (hereinafter the "Technical Staff") issued its Technical Staff Report ("TSR") recommending approval of CSP-06002-01 with conditions. The Technical Staff's recommendation of approval with conditions was based on its independent review of the previous CSP, the 2014 General Plan, the 2006 Master Plan, the Statement of Justification filed by the Applicant, and the referral comments from the other reviewing agencies and departments. All responses received from referral agencies/entities supported the application request.

At its meeting on April 21, 2014, the Bowie City Council conducted a public hearing on CSP-06002-01 for the Melford property. As originally proposed to the City, the CSP revision included up to 100,000 square feet of retail; up to 260,000 square feet of employment; 126,520 square feet of research space; and up to 2,500 dwelling units (including up to 500 senior adult multifamily units, 1,500 non-senior multifamily units, and 500 townhome units). After hearing from 14 speakers who expressed their views on the proposal, the City Council voted to approve CSP-06002-01 for Melford Village but determined that the residential component should be revised to include up to 1,000 senior multifamily units (which may include assisted living facility units), up to 1,000 non-senior multifamily units, and up to 500 townhome units.

The Planning Board held its public hearing on CSP-06002-01 on November 13, 2014. At the hearing, testimony was provided by several expert witnesses on behalf of the Applicant in support of the design and mix of uses proffered in CSP-06002-01. On December 4, 2014, the Planning Board issued Resolution 14-128 approving CSP-06002-01. On February 23, 2015, the District Council held Oral Argument based on an appeal filed by local citizen opponents and took the case under advisement. On March 23, 2015, the District Council issued a Notice of Final Decision and Order of Approval with Conditions affirming the Planning Board's decision in CSP-06002-01.

On or about March 9, 2017, the Prince George's County Planning Board approved the 2017 PPS for the Melford Town Center project. The 2017 PPS approved 256 lots and 50 parcels to accommodate 359,500 square feet of commercial uses (consisting of 124,500 square feet of commercial/retail, & 235,000 square feet of office/medical office), and 1,793 residential dwelling units (consisting of 293 attached units and 1,500 multifamily units).

Multiple detailed site plans have been approved for the project including a plan for rough grading (DSP-17020), a 388-unit multifamily building (the "Aspen"; DSP-18007), 57,845 square feet of retail (the "Retail Village East"; DSP-18026), and infrastructure for townhouses/attached units (DSP-18034). Further, Melford Mansions (DSP-19052) was approved for 435 multifamily dwelling units in nine separate buildings which included one 12,000-square-foot clubhouse with a swimming pool and other associated amenities. Due to the expiring validity period of DSP-19052, the Applicant filed DSP-22043 for the Melford Mansions, which was approved by the Planning Board on January 26, 2023.

**Conceptual Site Plan CSP-06002-01:** CSP-06002-01 was approved on December 4, 2014, by the Prince George's County Planning Board, in accordance with Subtitle 27, Part 3, Division 9, of the prior Prince George's County Code with 23 conditions. The official decision of this case is embodied in the resolution of approval by the Prince George's County District Council with 25 conditions, of which the conditions relevant to the review of this PPS application are provided below, ***highlighted in italic bold:***

1. ***The proposed development shall be limited to a mix of uses where the trip cap associated with the uses within the boundary of CSP-06002-01 shall not exceed 4,441 AM and 4,424 PM peak hour trips. Any development with an impact beyond that identified hereinabove shall require a revision to the conceptual site plan with a new determination of the adequacy of transportation facilities.***

**RESPONSE:** The Applicant acknowledges this condition and has provided a transportation memorandum demonstrating conformance. It should be noted that this request is below all the density and square footage limitations approved in the CSP and the previous PPS applications.

4. ***At the time of preliminary plan of subdivision, the following issues shall be addressed, or information shall be provided:***

- a. *Reevaluate the intersection of Melford Boulevard and Science Drive to determine what improvements will be needed at various phases of the proposed development.*

**RESPONSE:** The Applicant acknowledges this condition and notes all intersections that access the site are designed to be perpendicular and properly align.

- b. *Provide an updated letter from the Maryland Department of Natural Resources, Wildlife and Heritage Division, concerning the presence of rare, threatened, and/or endangered species on the site as an amendment to the updated natural resources inventory (NRI) prior to approval.*

**RESPONSE:** The Applicant acknowledges this condition and notes that an updated letter from the Maryland Department of Natural Resources, Wildlife and Heritage Division, concerning the presence of rare, threatened, and/or endangered species on the site was submitted during the revision of the natural resources inventory (NRI-054-06-01), which was approved on March 1, 2016. The latest natural resources inventory (NRI-054-06-02) was approved on January 16, 2018.

- c. *If impacts to regulated environmental features are proposed at the time of preliminary plan, over and above those previously approved by the Planning Board, a statement of justification shall be submitted in accordance with Section 24-130 of the Subdivision Regulations. The justification shall address how each impact has been avoided and/or minimized and shall include 8.5 by 11 exhibits of the proposed disturbance.*

**RESPONSE:** The Applicant acknowledges this condition and notes that there are no anticipated nor identified new impacts to regulated environmental features proposed with this PPS application. The entire land area for this PPS has been mass graded by the Applicant as part of previous infrastructure site plan approvals.

- d. *The preliminary plan application package shall contain a copy of the erosion and sediment control concept plan.*

**RESPONSE:** The Applicant acknowledges this condition, and the submittal package contains a copy of the erosion and sediment control concept plan for the project.

- e. *Evaluate the provision of a circulator shuttle bus service or route throughout Melford, to/from adjacent or nearby employers, commuter bus lots, and future stations and/or mass transit.*

**RESPONSE:** The Applicant has evaluated the provision of a bus service and bus route throughout the overall Melford property. The proposed design of Melford Village will accommodate a future bus

route. The future bus route will run into the site along Melford Boulevard and move in a counterclockwise motion from Melford Boulevard to Curie Drive to Science Drive and then back to Melford Boulevard in order to exit the site. The bus route will be designed per the WMATA Station Site and Access Planning Manual. Bus stops will be located within the site as needed with the buildout of the site to meet demand.

5. *Except for previously approved clearing that directly relates to the construction of the stormwater management ponds, all disturbances to the stream and floodplain buffers shall be eliminated. Where buffers have been disturbed by previous approvals, they shall be reforested wherever possible. The Type I tree conservation plan associated with the preliminary plan of subdivision will be evaluated for impacts to these buffers for the installation of stormwater management outfalls, as necessary. The 150-foot building setback shall be shown on the plans, and the applicant shall adhere to the setback.*

**RESPONSE:** The Applicant acknowledges this condition and notes that there are no anticipated nor identified new impacts to regulated environmental features proposed with this PPS application.

6. *During the review of the Type I tree conservation plan associated with the preliminary plan of subdivision, the linear wetland in the middle of the southeastern portion of the site shall be evaluated to ensure its protection in a manner consistent with previous approvals.*

**RESPONSE:** The Applicant acknowledges this condition and notes the portions of the linear wetland located in the southeast corner of this site, along with a block of wetlands and wetlands buffers located on Lots 4 and 6 have been totally protected under the current development plan.

7. *Prior to approval of a preliminary plan of subdivision or detailed site plan, the applicant shall demonstrate:*
  - a. *The development plans shall show minimization of impervious surfaces, through all phases of the project, with the use of permeable paving surfaces in accordance with the approved storm water management concept plan for Melford. Structured parking should be used to the maximum extent reasonably practicable.*
  - b. *The required 100-foot natural buffer for streams and the 150-foot buffer for the 100-year floodplain shall be retained in an undisturbed or restored state to the fullest extent possible, except for impacts approved by the Planning Board. Master-planned trails and connectors to the master plan trail from interior trail networks shall be allowed subject to minimization of impacts.*

- c. *Clearing for utility installation shall be minimized, especially in environmentally-sensitive areas, and clearing for utilities in those areas shall be coordinated, to minimize ground or buffer disturbance. Woodland disturbed for that purpose shall be reforested, in cooperation with the appropriate utility.*
- d. *The open space system, including but not limited to environmentally-sensitive areas, shall extend through the site and shall link the different uses. Portions of the open space system shall be visible to and accessible from public streets.*

**RESPONSE:** The Applicant acknowledges and has met the above four conditions. With regards to reduction of impervious surfaces, the instant application represents a truly compact and sustainable mixed-use community. The majority of buildings in the Melford Town Center are multistory and most multifamily buildings contain a substantial amount of structured parking. Further, 10% of the surface parking within the overall Melford Town Center project will be pervious pavement (provided soil conditions allow for the installation of such materials). All required buffers have been maintained to fullest extent practicable. Each of the four neighborhoods include a unique green network composed of pocket parks, natural and historic viewsheds, and/or active recreation along water bodies. Existing green spaces have been preserved to the maximum extent practicable to emphasize scenic views from public spaces and enhance the physical characteristics of the site.

- 8. *All stream channels on the site shall be depicted on all plans in their entirety, with the regulated stream buffer shown as required.*

**RESPONSE:** The Applicant acknowledges the conditions and notes that all streams and regulated stream buffers were correctly delineated on the revised NRI (NRI-054-06-01).

- 13. *All plans shall delineate and note both the environmental setting and the impact area for Melford and Cemetery, Historic Site 71B-016.*

**RESPONSE:** The Applicant acknowledges this condition and notes that the PPS reflects the environmental setting and the impact area for Melford and Cemetery, Historic Site 71B-016.

- 16. *Prior to approval of any preliminary plan of subdivision or detailed site plan applications, the Historic Preservation Section shall certify that all quarterly reports have been received in a timely manner and that the Melford site is being properly maintained.*

**RESPONSE:** The Applicant acknowledges this condition and has submitted all required quarterly reports.

17. *The applicant shall provide standard sidewalks along both sides of all internal roads, in keeping with Guideline 3 of Prince George's County Council Resolution CR-11-2006. In areas of high pedestrian activity, wide sidewalks shall be required where reasonably appropriate, unless modified by the City of Bowie for portions of sidewalk within the public right-of-way.*
18. *Curb extensions, curb cuts, crosswalks, pedestrian refuges, and other pedestrian safety features shall be provided where appropriate, and shall be shown on all affected detailed site plans.*
19. *Connector trails shall be provided to complement the sidewalk network and provide access between uses and development pods. Priority shall be given to providing trail and sidewalk access to the existing trail around the lower pond. The comprehensive trail network will be evaluated at the time of preliminary plan of subdivision and should be in conformance with Guidelines 29 and 30 of Prince George's County Council Resolution CR-11-2006.*

**RESPONSE:** The Applicant acknowledges the three conditions above, which are reflected on the previously approved PPS, 4-16006. The Melford Town Center includes sidewalks on both sides of the internal roads and several internal trail/bicycle connections, in addition to the master plan trail. The trail along the Patuxent River corridor is shown as two connections from both the north and south ends of the development. These connections are designed to meet the intent of the master plan recommendations. A modified grid road network is being proposed which accommodates relatively small block sizes and includes sufficient crossing opportunities for pedestrians. In addition to the proposed network of sidewalks, pedestrian access is further supplemented by the stream valley trail, the trail around the pond, and the proposed trail/bicycle routes.

20. *The illustrative plan provided with the conceptual site plan (CSP) is for illustrative purposes only and does not reflect the final layout for any purpose, including limits of disturbance. The CSP may be used as a guide for the layout to be reviewed with the preliminary plan of subdivision or detailed site plans, but its proposed development should be modified, where development shown in the CSP is not consistent with environmental or other master plan considerations.*

**RESPONSE:** The Applicant acknowledges the condition and notes the proposed development of 28 additional townhomes does not exceed the density and square footages regulations identified in the CSP. There are also no impacts to regulated environmental features on-site with this PPS application.

21. *No additional research and development flex space is permitted in the Mixed Use–Transportation Oriented (M-X-T) Zone at Melford.*

**RESPONSE:** The Applicant acknowledges this condition and notes that no additional research and development flex space is proposed with this PPS application.

**22. Recreation Facilities Conditions:**

- a. The applicant shall complete construction of a ten-foot-wide asphalt surface hiker/bicycler/equestrian trail, four boardwalks, a 15-space asphalt parking lot, an asphalt access road, and trailhead facilities on adjacent Patuxent River Park prior to issuance of a building permit for the 500th residential dwelling unit within the Melford development.*
- b. Prior to the first residential building permit, the applicant shall submit to the Prince George's County Department of Parks and Recreation (DPR) for review and approval revised construction drawings for public recreational facilities. These drawings shall include details for construction of the planned asphalt parking lot and asphalt access road.*
- c. The applicant shall construct at least two eight-foot-wide asphalt trail connectors from the residential neighborhood to the master-planned trail on dedicated parkland. The location of the trail connectors shall be established at the time of detailed site plan review and approval.*
- d. The applicant shall submit to the Prince George's County Department of Parks and Recreation (DPR) a performance bond, letter of credit, or other suitable financial guarantee, in an amount to be determined by DPR, at least two weeks prior to issuance of a building permit for the 100th residential dwelling unit within the Melford development.*
- e. Prior to a submission of any final plat of subdivision for the residential component of Melford, the public Recreational Facilities Agreement (RFA) recorded at Liber 34304, Folio 145 shall be amended to incorporate an asphalt parking lot and asphalt access road to the park, timing of construction, and bonding of the recreational facilities. Upon DPR approval, the RFA shall be recorded among the Land Records of Prince George's County, Upper Marlboro, Maryland.*
- f. The applicant shall allocate appropriate and developable areas for the private recreational facilities on the homeowners' association land. The private recreational facilities shall include playgrounds for children of all ages. The private recreational facilities shall be reviewed by the Urban Design Section of the Development Review Division for adequacy and property siting, prior to approval of the detailed site plan by the Planning Board.*

**RESPONSE:** The Applicant acknowledges the above conditions and notes that recreational facilities were established with the previously approved detailed site plans for the subject property, including DSP-18034, DSP-18034-01, and DSP-18034-02. Development of townhouses within this PPS will require a detailed site plan approval, at which time recreational facilities will be reviewed.

23. *A pedestrian connection, designed according to the CSP Streetscape Design Standards, shall be constructed between the Melford Boulevard/Science Drive roundabout and Kendale Lane in the Kenilworth section, prior to the issuance of the building permit for the 300th dwelling unit, subject to the approval of the Maryland State Highway Administration.*

**RESPONSE:** The Applicant acknowledges this condition and notes that the required pedestrian connection is shown on the previously approved PPS, 4-16006.

24. *The final number of affordable workforce housing units and senior multifamily units shall be submitted by the applicant prior to submittal of an application for preliminary plan of subdivision.*

**RESPONSE:** The Applicant acknowledges this condition and has placed a note on the Preliminary Plan to reflect that 5 percent (%) of the total multifamily units will be affordable workforce housing and 20 percent (%) of all multi-family units will be designated as senior housing.

**C. Compliance with General Plan and Master Plan**

**Plan Prince George's 2035 (the "2035 General Plan")**

The PPS is only for residential uses. Notwithstanding, the uses presented in this PPS will be used to ultimately support the total mix of uses approved in the CSP. Said applications were approved, in part, based on the recommendations of the approved 2035 General Plan. According to the approved 2035 General Plan, the site is located within an Employment Center, and is designated as a "Local Town Center" as shown on the Growth Policy Map. The mix of uses proposed in the approved CSP are consistent with the vision, policies and strategies of the 2035 General Plan. Specifically, page 108 of the approved 2035 General Plan explains the Local Town Centers concept as follows:

| Town Centers (Local)                                                                                                                                         |  |                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Bowie</li> <li>• Brandywine</li> <li>• Konterra</li> <li>• Landover Gateway</li> <li>• Westphalia Center</li> </ul> |  | A range of auto-accessible centers that anchor larger areas of suburban subdivisions. Overall, the centers are less dense and intense than other center types and may be larger than a half mile in size due to their auto orientation. The centers typically have a walkable "core" or town center. |

|                                                                           |                                                    | <p>Often the mix of uses is horizontal across the centers rather than vertical within individual buildings. While master plans may call for future heavy or light rail extensions or bus rapid transit, no transit alternatives have been approved for construction.</p> <p>Town Centers such as Brandywine, Konterra, and Westphalia are currently under construction and have received significant public and private investment for infrastructure improvements. These centers are envisioned to develop per the guidelines of Plan 2035 to help fulfill countywide goals.</p> |                                                                                                                       |
|---------------------------------------------------------------------------|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>New Housing Mix</b>                                                    | <b>Average Housing Density for New Development</b> | <b>FAR for New Commercial Development</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Transportation Characteristics</b>                                                                                 |
| Low-rise apartments and condos, townhomes, and small, single-family lots. | 10-60 Dwelling Units/Acre                          | 1-2.5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Largely automobile-oriented with access from arterial highways. Limited bus service along with on-demand bus service. |

As noted above, the 2035 General Plan intends that Local Town Centers offer a range of auto-accessible centers that anchor larger areas of suburban subdivisions. Overall, the local centers are less dense and intense than other center types (in the 2035 General Plan) and may be larger than half mile in size due to their auto orientation. The centers typically have a walkable “core” or town center. Often the mix of uses is horizontal across the centers rather than vertical within individual buildings. While master plans may call for future heavy or light rail extensions or bus rapid transit, no transit alternatives have been approved for construction. All of these elements form the essence of the Melford Town Center.

The Melford Town Center proposal approved in CSP-06002-01, and carried forth through PPS 4-16006, does not exceed the development limits for a “Local Town Center” as defined by the 2035 General Plan. Specifically, the proposed development for CSP-06002-01 was based on the gross acreage of approximately 276.68 acres (roughly 9.0 dwelling units per acre, and less than 10-60 dwelling units per acre recommended for Town Centers), with an overall floor area ratio (“FAR”) of .47-.70 (less than the 1.0-2.5 FAR recommended for Town Centers). Further, the overall Melford project is primarily automobile oriented with access from two arterial highways (via an interchange with US 50/MD 3). The existing transportation infrastructure abutting the overall Melford project was the result of a significant public investment by the State of Maryland through the construction of elevated interchange ramps leading from US 50/MD 3 directly into the

main entrance of the project. Notwithstanding this automobile orientation and infrastructure, the compact and sustainable layout of the Melford Town Center and its mix of uses encourages workers and residents at Melford to live, work and play in the same area. By locating residences and jobs proximate to each other, this thoughtful neighborhood planning concept incorporates sustainable design elements that encourage walking, bicycling, and the potential for public transportation for daily commuting. As evidenced by the approved Design Guidelines for the Melford Town Center approved in the CSP (and as reflected in the lotting and street grid patterns proposed in the approved 2017 PPS), the Melford Town Center will have a “walkable core” consisting of the main plaza with a horizontal mix of uses including office, retail and residential. Further, the Melford Town Center plan represents a vibrant and compact mix of dwelling types including multifamily units (both market rate and senior age restricted) and townhomes.

The provided PPS represents a portion of the overall residential density and use mixed planned for the Melford Town Center through the approved CSP. The Applicant proposes the subdivision of three (3) existing parcels into 28 lots and four (4) parcels for the construction of 28 single-family attached townhouse units. The three (3) subject parcels are currently approved for use as a 135,432 SF multi-family building (located on Parcel V; part of DSP-22043 ‘Mansions’) and associated surface parking area and open space area (located on Parcels D5 and D8; part of DSP-18034 ‘Townhomes’). This application is intended to replace the proposed multi-family building, adjacent surface parking area, and open space area with 28 new townhome units and associated infrastructure. The associated variation request is to allow twelve (12) of the 28 proposed lots to be served by alleys without having frontage on and pedestrian access to a public right-of-way. Approval of this PPS will not exceed the density and square footage limitations of the CSP. Instead, this PPS will further increase the residential mixture of uses envisioned with the CSP and will be consistent with the standards approved with PPS 4-16006.

### **2022 Approved Bowie-Mitchellville and Vicinity Master Plan (the “Master Plan”)**

On March 8, 2022, the Prince George’s County District Council adopted the Resolution of Approval for the 2022 *Bowie-Mitchellville and Vicinity Master Plan and Sectional Map Amendment*, which replaced the previous 2006 Master Plan. The subject Property, as part of the overall Melford development, is located within a Plan 2035 growth center known as the “Bowie Local Town Center, which has been described in detail above and is located within the US 301/MD 3 Corridor. The plan presents several engagement areas with goals, opportunities, and challenges to consider. These engagement areas consist of the following categories:

- Land Use
- Comprehensive Zoning
- Economic Prosperity
- Transportation and Mobility
- Natural Environment
- Housing and Neighborhoods
- Community Heritage, Culture, and Design

- Healthy Communities

- Public Facilities

## **Land Use**

As a component of a Plan 2035 growth Center, the Master Plan envisions increased development within Melford as specified in the Land Use Goals on page 46 of the Master Plan. These goals state that growth and development should be directed into Plan 2035 growth centers, which is being pursued with this PPS, given the ability to provide 28 additional townhouse units that are consistent with the prior approval history of the site. The provided PPS application is also consistent with the relevant land use policies from the approved Master Plan, particularly LU 5.5, which states that “Melford should continue to develop pursuant to its approved Conceptual Site Plans.” As this proposed PPS is consistent with the use mixture approved in the latest CSP, the subject Property meets this goal and is pursued in support of the Master Plan’s guidelines.

## **Comprehensive Zoning**

The Applicant notes that none of the proposed Comprehensive Zoning policies cover the subject Property. However, the proposed single-family townhouse residential use is consistent with the approved CSP and will provide a residential component of the Melford Town Center development. This proposal will enhance the approved mixed-use development envisioned within the current TAC-E and prior M-X-T zoning that is currently being constructed in the Melford Town Center.

## **Economic Prosperity**

The subject PPS proposes single-family residential dwellings as a component of the mixed-use development envisioned within the Melford Town Center. The development proposes a mixture of residential, commercial/retail, and office/medical office uses, creating a dense and walkable community. PPS 4-16006 approved 124,500 square feet of commercial uses and 245,000 square feet of office/medical office uses, which is consistent with Economic Prosperity Policy 5.1 (page 100), which states a desire to “Promote the County’s High-Tech Tax Credit for businesses involved in engineering, life sciences, research, and development along US 301/MD 3 (Robert Crain Highway) at the Melford Town Center. The proposed single-family townhouse residential dwellings will increase the housing availability for employees working within existing medical and high-technological facilities in the Melford Town Center. The Melford Town Center also proposes a mixture of retail shops and restaurants that will create a mixed-use development experience.

## **Transportation and Mobility**

The Applicant proposes the subdivision of three (3) existing parcels into 28 lots and four (4) parcels for the construction of 28 single-family townhouse units. The three (3) subject parcels are

currently approved for use as a 135,432 SF multi-family building (located on Parcel V; part of DSP-22043 ‘Mansions’) and associated surface parking area and open space area (located on Parcels D5 and D8; part of DSP-18034 ‘Townhomes’). Private alleys are proposed to access the rear elevation of each of the 28 lots. These private alleys were approved with PPS 4-16006 and the subject Application proposes the extension of these roadways utilizing the space within the three existing parcels. Of these 28 lots, 12 are proposed to be accessed from alleys without having frontage on a public street, which necessitates a variation request as described below in this statement of justification. The private alleys will be designed to meet the transportation requirements of the prior Zoning Ordinance in a manner consistent with PPS 4-16006, including crosswalks at existing or relocated intersections with the public streets. The subject PPS will be designed to prioritize pedestrians with homes fronting the adjacent Melford Avenue & Rosie Oliver Streets having direct access via sidewalks. Those homes not fronting on public streets will have frontage or be within walking distance of an approved open space parcel. No bicycle infrastructure is proposed for this PPS, but these lots will have access to existing facilities within the Melford Town Center development approved with PPS 4-16006. These facilities consist of bicycle lanes and bicycle parking spaces.

## **Natural Environment**

Within the Master Plan, the Natural Environment section contains goals, policies, and strategies. Relevant master plan goals, policies, and strategies are provided below, ***highlighted in italic bold***. The Property is exempt from Policies 8 through 10 as it is not located within the BSU Marc Campus Center.

## ***AREAWIDE***

### ***Green Infrastructure***

***Policy NE 1: Ensure that areas of connectivity and ecological functions are maintained, restored, or established during development or redevelopment.***

#### ***Strategies:***

- |                      |                                                                                                                                                                                                                                                                                |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><i>NE 1.1</i></b> | <b><i>Use the green infrastructure network as a guide to decision-making, and as an amenity in the site design and development review process.</i></b>                                                                                                                         |
| <b><i>NE 1.2</i></b> | <b><i>Continue to complete Prince George’s County DoE’s Programmatic Practices, which includes stormwater-specific programs, tree planting and landscape revitalization programs, public education programs, and mass transit and alternative transportation programs.</i></b> |

**RESPONSE:** The adjacent Patuxent River is a designated ‘Primary Corridor’ in the master plan’s green infrastructure network. All wetland, stream and floodplain areas and buffers are preserved and maintained to protect sensitive environmental features and enhance water quality to the fullest extent practicable. This proposed PPS is for the subdivision of three (3) existing parcels into 28 lots and four (4) parcels, within the center of the existing Melford development, where appropriate green infrastructure and buffers have been established. With the approval of PPS 4-16006, the Applicant donated approximately 100 acres of parkland adjacent to the Patuxent River to M-NCPPC for incorporation into the Patuxent River Park. This parkland serves as a significant buffer between the Melford Town Center development and the Patuxent River.

**Policy NE 2:** *Preserve, in perpetuity, Nontidal Wetlands of Special State Concern (NTWSSC) within Bowie-Mitchellville and Vicinity (see Map 42. Nontidal Wetlands of Special State Concern [NTWSSC] – 2017).*

**Strategies:**

**NE 2.1** *Continue to protect the NTWSSC and associated hydrologic drainage area located within the following areas:*

- *The Belt Wood Special Conservation Area*
- *Near the Huntington Crest subdivision south of MD 197, within the Horsepen Branch Watershed.*
- *In the northern portion of Bowie-Mitchellville and Vicinity adjacent to the Patuxent Research Refuge and along the Patuxent River north of Lemon Bridge Road.*

**RESPONSE:** The Applicant acknowledges this policy and notes that no Nontidal Wetlands of Special State Concern (NTWSSC) exist within the subject Property.

**Stormwater Management**

**Policy NE 3:** *Proactively address stormwater management in areas where current facilities are inadequate.*

**Strategies:**

- NE 3.1** *Identify strategic opportunities to acquire flood-prone and flood-susceptible properties to protect life and property, preserve the subwatersheds, and buffer existing public and private development.*
- NE 3.2** *Evaluate Bowie-Mitchellville and Vicinity’s stormwater management facilities for additional volume capacity to support and encourage redevelopment.*

**NE 3.3**      *Complete the Prince George's Department of the Environment's current stormwater management studies within the master plan area (see the Department of the Environment's Clean Water Map<sup>2</sup> for a comprehensive map of current and future projects). Create a catalog of additional sites where stormwater mitigation or intervention is warranted for further evaluation and recommendation.*

**NE 3.4**      *Identify opportunities to retrofit portions of properties to enhance stormwater management infiltration.*

**RESPONSE:** The Applicant acknowledges this policy and notes that a revised stormwater management concept plan approved by the City of Bowie has been provided with this subject PPS.

***Forest Cover / Tree Canopy Coverage***

**Policy NE 4:** *Support street tree plantings along transportation corridors and streets, reforestation programs, and retention of large tracts of woodland to the fullest extent possible to create a pleasant environment for active transportation users including bicyclists and pedestrians.*

***Strategies:***

**NE 4.1**      *Use funding from the Prince George's County Woodland Conservation Fund to reverse the decrease in tree canopy coverage in Folly Branch, Horsepen Branch, and Upper Patuxent River watersheds through reforestation programs.*

**NE 4.2**      *Plant street trees to the maximum extent permitted along all roads and trail rights-of-way (see Transportation and Mobility).*

**RESPONSE:** The Applicant acknowledges this policy and notes that sufficient street trees will be provided in accordance with the Prince George's County Department of Public Works and Transportation (DPW&T) standards, and landscape materials will be required in accordance with the 2010 *Prince George's County Landscape Manual* at the time of detailed site plan (DSP). The tree canopy coverage requirements of Subtitle 25, Division 3, will also be evaluated at the time of DSP.

***Impervious Surface***

**Policy NE 5:** *Reduce urban heat island effect, thermal heat impacts on receiving streams, and reduce stormwater runoff by increasing the percentage shade and tree canopy over impervious surfaces.*

***Strategies:***

- NE 5.1      Retrofit all surface parking lots using ESD and best stormwater management practices when redevelopment occurs. Plant trees wherever possible to increase tree canopy coverage to shade impervious surfaces, to reduce urban heat island effect, limit thermal heat impacts on receiving streams, and slow stormwater runoff (see TM 11.1).***
- NE 5.2      Retrofit streets pursuant to 2017 DPW&T Urban Streets Design Standards as recommended in the Transportation and Mobility Element, which include increased tree canopy cover for active transportation comfort and modern stormwater management practices.***

**RESPONSE:** The Applicant acknowledges this policy and has designed the subject Property to utilize proposed alleys approved with PPS 4-16006. No surface parking lots, or public streets are proposed for construction with this subject PPS. However, the existing public streets fronting the Property have been generally designed pursuant to the 2017 *DPW&T Urban Streets Design Standards* as approved with PPS 4-16006. This proposal will also include the planting of street trees that will serve, in part, to reduce urban heat island effect and to slow stormwater runoff.

***Climate Change***

***Policy NE 6: Support local actions that mitigate the impact of climate change.***

***Strategies:***

- NE 6.1      Support implementation of the City of Bowie Climate Action Plan 2020-2025 and the Metropolitan Washington 2030 Climate and Energy Action Plan.***
- NE 6.2      Continue to support and promote the Prince George's Climate Action Commission as per Council Resolution CR-7-2020 to develop a Climate Action Plan for Prince George's County to prepare for and build resilience to regional climate change impacts, and to set and achieve climate stabilization goals.***

**RESPONSE:** The Applicant acknowledges this policy and has proposed context sensitive townhouse dwelling units, with green building designed techniques that are consistent with those approved in DSP-18034. The Melford Town Center is designed to be a mixed-use community, providing a walkable development with a decreased reliance on fossil fuels and automobiles.

***Policy NE 7: Continue to expand active transportation opportunities to reduce automobile***

*dependency and carbon emissions.*

***Strategies:***

***NE 7.1      Develop at least one electric vehicle charging station for every eight fuel pumps at existing and new gas stations. Provide at least one electric vehicle charging station for every 100 parking spaces in commercial surface parking lots and one charging station for every 250 parking spaces in parking structures.***

**RESPONSE:** The Applicant acknowledges this policy. While no outdoor electric vehicle charging stations are proposed with this PPS application, all residential townhouse garages will be “EV ready” and can accommodate charging stations from future homeowners.

**Housing and Neighborhoods**

The subject PPS proposes single-family residential dwellings as a component of the mixed-use development envisioned within the Melford Town Center. This development will consist of infill housing at a Bowie Local Town Center, as desired in Policy HN 5.

**Community, Heritage, Culture, and Design**

The subject PPS is within the Melford Town Center Development, which has preserved and maintained the historic Melford House site as part of the prior approval process. This historic site was constructed circa 1810 and is located at the center of the Melford development, which can be visited by future residents of the proposed 28 single-family townhouse dwelling units.

**Healthy Communities**

As shown on Map 47, the subject Property is within a 10-minute walk of a supermarket and within a 10-minute drive of multiple supermarkets along US 301 or US 3, providing safe and sustainable access to food. Further, the Melford Town Center will include a retail village which is intended to have food options for residents, employees, and visitors.

**Public Facilities**

The Melford Town Center has existing public facilities, including utilities as the site has been previously developed. The Applicant contends that the public facilities are adequate, which will be examined by Park and Planning staff within ADQ-2022-008. These public facilities were previously tested as part of the approval of PPS 4-16006. The subject PPS requests the subdivision of three (3) parcels into 28 lots and four (4) parcels for the creation of 28 single-family attached residential dwelling units. These dwelling units will be apart of the overall Melford Town Center, sharing

recreational facilities and utilizing existing utility lines. The subdivision will reduce the overall number of units approved by PPS 4-16006, as the approved multifamily building will be replaced by single-family residential development.

### **Green Infrastructure Functional Plan**

The Patuxent River is a designated Primary Corridor in the master plan's green infrastructure network. The Stormwater Management Concept approval for the overall Melford project employs a combination of traditional systems and environmental site design techniques to more than adequately treat the quality and quantity of stormwater runoff generated from the proposed development. Moreover, the Melford Village Design Guidelines are consistent with the principles of LEED ND to ensure that all wetland, stream and floodplain areas and buffers are preserved and maintained to protect and enhance water quality to the maximum extent practicable. It is important to note that the applicant has already donated approximately 100+ acres of parkland to M-NCPPC adjacent to the Patuxent River which will serve as a significant buffer between the project and the Patuxent River.

### **Woodland and Wildlife Habitat Conservation Ordinance**

This property is subject to the provisions of the 1989 Prince George's County Woodland Conservation and Tree Preservation Ordinance because there are previously approved tree conservation plans for the site. The preceding CSP-06002-01 application was determined to not be subject to the Woodland and Wildlife Habitat Conservation Ordinance, Subtitle 25, Division 2, which became effective September 1, 2010, because there are previously approved Type I and Type II tree conservation plans (TCPI and TCPII). The site is currently grandfathered from the requirements of Subtitle 27 which became effective on September 1, 2010, and February 1, 2012 by prior approval of the CSP.

The Type I and Type II Tree Conservation Plans (TCPI-044-98 with revisions and TCPII-036-99 with revisions, respectively) are associated with the site based on the Planning Board's previous approvals.

Development of the M-X-T-zoned site requires approval of a CSP and DSP. The site was first reviewed under M-X-T requirements with the approval of CSP-06002 and TCPI-044-98-02. The scope of the CSP included a hotel, office, retail, restaurant, research and development space, and residential pods for single and multifamily attached dwellings (townhouses and condominiums, respectively) and single-family detached dwellings.

A Natural Resources Inventory, NRI-054-06, was approved for the site on February 21, 2008, which was valid for five years. A revised NRI (encompassing the development within PPS 4-16006) was approved on March 10, 2016. A second revision was approved on November 27, 2017.

The TCPI was previously revised five times, with the latest revision being TCP1-044-98-05, which was approved with PPS 4-16006. The current application contains a revised TCPI that meets all of the applicable requirements of the Woodland Conservation Ordinance (known as TCP1-044-98-06). No environmental features are proposed to be impacted as part of this PPS application as there are none within the limits of disturbance of the site.

### **2010 Water Resources Functional Master Plan**

The instant PPS been reviewed against the recommendations in this plan and have been found to be consistent with the policies therein because sensitive environmental features are preserved, and the Applicant intends to use environmental site design (ESD) concepts (as required by its approved stormwater management concept plan) in developing the property as recommended by the 2010 Plan. The property is identified as having existing water and sewer category classifications of W-3 and S-3 (Public water and sewer service exist).

### **2009 Master Plan of Transportation**

There are no identified improvements pursuant to recommendations contained in this plan or the Master Plan that impact the proposed PPS.

## **D. Variation Request**

**VARIATION REQUEST RESPONSE:** The Applicant requests a variation to Section 24-128(b)(7)(A) to permit 12 townhouse lots that are served by alleys and do not have frontage on and pedestrian access to a public right-of-way.

### **Section 24-128. Private roads and easements.**

*(b) The Planning Board may approve preliminary plans of development containing private roads, rights-of-way, alleys, and/or easements under the following conditions:*

*(7) In Comprehensive Design and Mixed Use Zones:*

*(A) For land in the V-L, V-M, R-L, R-S, R-M, R-U, M-U-I, L-A-C, M-A-C, M-X-C, M-U-TC, and M-X-T Zones, the Planning Board may approve a subdivision (and all attendant plans of development) with private roads to serve attached single-family dwellings, two-family dwellings, and three-family dwellings, but not single-family detached or multifamily dwellings, in accordance with the requirements of Subsections (e) and (f) of Section 27-433 of the*

***Zoning Ordinance, except as hereinafter provided. In all of the above zones, and in the R-R Zone when developed as a cluster subdivision, the Planning Board may approve a subdivision with alleys to serve any permitted use, provided the lot has frontage on and pedestrian access to a public right-of-way. The District Council may disapprove the inclusion of alleys during the consideration of the detailed site plan for a cluster subdivision. For the purposes of this Section, an "alley" shall mean a road providing vehicular access to the rear or side of abutting lots, and which is not intended for general traffic circulation.***

**RESPONSE:** As a result of site restraints within the Melford Town Center, approximately 12 townhomes will be located on lots served by private alleys without frontage on and pedestrian access to a public street. The proposed alleys meet all the dimensional requirements of the Subdivision Regulations and will allow for an efficient and safe circulation pattern for residents of the development.

**Section 24-113. Variations.**

- (a)** ***Where the Planning Board finds that extraordinary hardship or practical difficulties may result from strict compliance with this Subtitle and/or that the purposes of this Subtitle may be served to a greater extent by an alternative proposal, it may approve variations from these Subdivision Regulations so that substantial justice may be done and the public interest secured, provided that such variation shall not have the effect of nullifying the intent and purpose of this Subtitle and Section 9-206 of the Environment Article; and further provided that the Planning Board shall not approve variations unless it shall make findings based upon the evidence presented to it in each specific case that:***

**RESPONSE:** The granting of the provided variation request is consistent with the relevant purposes of the Subdivision Regulations and will not harm the public interest as explained herein. Moreover, denial of the instant variation request will certainly create practical difficulties for the Applicant in its pursuit to develop the site in the manner contemplated in CSP-06002-01. It is important to note that Maryland courts have long distinguished variations (or in other contexts referred to as “variances”) based on “area” versus “use.” *McLean v. Soley*, 270 Md. 208, 215, 310 A.2d 783, 787 (1973); see also, *Zengerle v. Board of County Commissioners for Frederick County*, 262Md. 1, 276 A.2d 646 (1971). The Court of Special Appeals described the differences between the two types of requests in the following manner:

An “[A]rea variance” (a variance from area, height, density, setback, or sideline restrictions, such as a variance from the distance required between buildings) and not a “use variance”

(a variance which permits a use other than that permitted in the particular district by the ordinance, such as a variance for an office or commercial use in a zone restricted to residential uses). *Anderson v. Board of Appeals*, 22 Md. App. 28, 37-38, 322 A.2d 220, 225-26.

This distinction is significant as the type of variation (i.e. “area” or “use”) dictates the extent an applicant has to demonstrate practical difficulty or undue/extraordinary hardship resulting from the strict application of the relevant ordinance. The Maryland Court of Appeals held in *Richard Roeser Profl Builder v. Anne Arundel County*, 368 Md. 294 (2002) that most jurisdictions, including Maryland, have adopted the position that when reviewing an “area variance” the lesser standard of “practical difficulty” should be used, and when “use variances” are sought, the more strict “undue hardship” standard should be utilized.

In the instant matter, the Applicant is requesting an “area” variation from the requirements in Section 24-128 (b)(7)(A) requiring that townhomes served by alleys have frontage on a public street. The “practical difficulty” in this case results from the site constraints within the Melford Town Center which prohibits the lotting pattern for 12 additional townhouse units from being served by alleys while maintaining frontage on a public street. These site constraints include areas of extreme topographical changes, the presence of various sensitive environmental features (particularly in the southeast neighborhood), and the presence of the Melford House environmental setting (which generally prohibits and/or limits physical and visual impacts from development of the proposed townhouse lots). All the aforementioned site constraints limit the areas where lots and streets/alleys can be located. The hardship/practical difficulties related to the aforementioned site constraints would be largely eliminated if the Applicant could utilize alleys to access the rear of the 12 additional townhouse units. The Applicant also notes that the Planning Board has already approved a variation to permit 68 townhouse lots to be served by alleys without frontage on a public street in PPS 4-16006 (PGCPB Resolution No. 17-45). The granting of this variation allows the Applicant to subdivide three (3) existing parcels into 28 lots and four (4) parcels, creating a lotting pattern that is consistent with the previously approved lots in PPS 4-16006 (PGCPB Resolution No. 17-45). If the instant variation request is not allowed, it is not possible for the Applicant to create an efficient subdivision layout with the subject 12 townhouse units utilizing alleys and having frontage on a public street.

In addition to the statements above, Section 24-113 of the Subdivision Regulations requires the following findings be made in approving any variation request.

***(1) The granting of the variation will not be detrimental to the public safety, health, or welfare, or injurious to other property;***

**RESPONSE:** The granting of the instant variation request will not be detrimental to public safety, health or welfare or be injurious to other property. Each of the subject 12 lots will be accessed by alleys (serving the rear of each unit) with a minimum pavement width of 18 feet. Further each

alley will allow for direct vehicular access to a public street and the proposed lotting pattern is compatible with the townhouse lots previously approved in PPS 4-16006 (PGCPB Resolution No. 17-45).

**(2) *The conditions on which the variation is based are unique to the property for which the variation is sought and are not applicable generally to other properties;***

**RESPONSE:** The Property has several conditions which are unique and are not applicable generally to other abutting properties. These site constraints include areas of extreme topographical changes, the presence of various sensitive environmental features (particularly in the southeast neighborhood), and the presence of the Melford House environmental setting (which generally prohibits and/or limits physical and visual impacts from development of the proposed townhouse lots). Beginning from the west, the portion of Melford Village designed for townhouse units contains the environmental setting for the historic Melford House. The east end of the same area of Melford Village contains sensitive environmental features (such as a stream and woodlands) which are slated for preservation. Between the historic environmental setting (to the west) and the sensitive environmental features (to the east) contains a sloping topography that falls from west to east. The natural changes in topography limit the placement of where sticks of townhouses (and by association the location of the necessary road/alleys to serve the townhouse units) can be placed. In sum, the aforementioned site constraints are unique to this portion of Melford Village and are not generally applicable to other properties.

**(3) *The variation does not constitute a violation of any other applicable law, ordinance, or regulation; and***

**RESPONSE:** Granting the variation will not be in violation of any law, ordinance, or regulation. To the contrary, the granting of the instant variation request would allow the Melford Town Center project to create the compact mix of uses contemplated in CSP-06002-01 without negatively impacting the environmental and historic setbacks required by other County ordinances and/or regulations. The variation to Section 24-128(b)(7)(A) is unique to the Subdivision Regulations and under the sole authority of the Planning Board. Therefore, the variation does not constitute a violation of any other law, ordinance, or regulation.

**(4) *Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations is carried out;***

**RESPONSE:** Because of the combination of factors stated above the Applicant would experience hardship/practical difficulties if the instant variation request is not granted. Again, the “practical difficulty” in this case results from the site constraints within Melford Town Center which prohibits 12 of the 28 proposed townhouse lots from being served by alleys while maintaining frontage on a

public street. These site constraints include areas of extreme topographical changes, the presence of various sensitive environmental features (particularly in the southeast neighborhood), and the presence of the Melford House environmental setting (which generally prohibits and/or limits physical and visual impacts from development of the proposed townhouse lots). All the site constraints limit the areas where lots and streets/alleys can be located. The hardship/practical difficulties related to the site constraints would be largely eliminated if the Applicant could utilize alleys to access the rear of 12 of the 28 proposed townhouse lots without frontage on a public street. The Applicant also notes that the Planning Board has already approved a variation to permit 68 townhouse lots to be served by alleys without frontage on a public street in PPS 4-16006 (PGCPB Resolution No. 17-45). The granting of this variation allows the Applicant to subdivide three (3) existing parcels into 28 lots and four (4) parcels, creating a lotting pattern that is consistent with the previously approved lots in PPS 4-16006 (PGCPB Resolution No. 17-45). If the instant variation request is not allowed, it is not possible for the Applicant to create an efficient subdivision layout with the subject 12 townhouse units utilizing alleys and having frontage on a public street.

- (5) *In the R-30, R-30C, R-18, R-18C, R-10A, R-10, and R-H Zones, where multifamily dwellings are proposed, the Planning Board may approve a variation if the applicant proposes and demonstrates that, in addition to the criteria in Section 24-113(a), above, the percentage of dwelling units accessible to the physically handicapped and aged will be increased above the minimum number of units required by Subtitle 4 of the Prince George's County Code.*

**RESPONSE:** The Property is zoned TAC-E and is proceeding under the prior Zoning Ordinance, where the site was previously zoned M-X-T. Therefore, this section is not applicable.

### **Conclusion**

The Applicant respectfully requests approval of a variation from Section 24-128(b)(7)(A) of the prior Subdivision Regulations. As discussed herein, this variation request meets all the criteria of approval set forth in the appropriate sections of the prior Subdivision Regulations.

Your favorable consideration of this request is greatly appreciated.

Respectfully Submitted,



Robert J. Antonetti

March 7, 2024  
4-24007 & ADQ-2024-008, Melford Town Center  
Request for a variation from Section 24-128(b)(7)(A)  
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cc: St. John Properties, Inc.  
Mr. Andrew M. Roud  
Rachel Leitzinger, P.E.  
Nicholas Snyder, AICP  
Bryan Focht, P.E.

RJA/ats

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## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** City Transportation Priority List 2024

**DATE:** 08/01/2024

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### I. Background

Each year, the City Council conducts an overview of the State's Consolidated Transportation Program (CTP) and County Capital Improvement Program (CIP) for the purposes of establishing the City's Transportation Priority Listing. The City's priorities are communicated to State and County officials as early input to the next year's budget cycle.

A typical project in the CTP will go through four distinct stages, as noted below. Not all activities for each project may be funded at the same time. Some projects are funded for the first activity, but then left dormant for various reasons. The levels of activity, or stages, a typical project goes through are:

Project Planning, which is a two-step process. The first part of Project Planning is the delineation of a project's limits and identification of those agencies whose participation will be necessary in the project. The second step is to determine necessary improvements which may be required for construction of a project, such as identifying various activities like right-of-way acquisition or wetlands mitigation which must be carried out, and determining such design aspects of a project as the required number of lanes or whether noise barriers will be required;

Design and Engineering, which is where the actual details of such factors as how much fill may be needed, where the various utilities will be located (i.e., underground versus overhead), etc., are determined.

Right-of-Way Acquisition, which is where SHA actually negotiates with landowners to obtain whatever land is needed to construct the project; and

Construction, which is the final activity where the road or improvement is actually constructed.

It should be noted that some of the four stages of a project might occur simultaneously. It is not uncommon for planning and engineering, planning and right-of-way acquisition, engineering and right-of-way acquisition, or in some cases, construction and right-of-way acquisition to take place at the same time. For very large projects, phasing is also common, with different actions taking place in the different phases.

## II. State Transportation Projects

Attachment #1 is a listing of the State's transportation projects in the Bowie area. These projects are summarized below by category:

### A. Design and Engineering Projects

1. MD 450 from Stonybrook Drive to west of MD 3 (95% engineered)
2. MD 197, from US 50 to MD 450 Relocated – Engineering underway (30% engineered)

### B. Project Planning

1. MD 3, from MD 450 to Anne Arundel County line (Project removed)
2. US 301/MD 197 interchange (Project removed)
3. US Route 301 South Corridor Transportation Study (Planning removed)

The City's transportation priority list letter to the State Transportation Secretary dated August 28, 2023, is provided as Attachment #2. A copy of the current Prince George's County Transportation Priority List is provided as Attachment #3.

The City's 2023 letter reiterated the Council's highest transportation priorities, which include the following:

1. The urgently needed upgrade of MD 197 - Move MD 197, from Kenhill Drive to MD 450 relocated from **Design and Engineering to Construction (#6 on County list)**.
2. The completion of MD 450 - Move MD 450, from Stonybrook Drive to west of MD 3, from **Design and Engineering to Right-of-Way and Construction Projects (#9 on County list)**. The City also requested a reexamination of the design plans for the Bowie Mainstreet section of the project to provide for a more multi-modal, complete street design.

The remaining priority recommendations on the list from last year included:

1. Grade-separation of the US 301 intersections with MD 197, Harbour Way/Governor Bridge Road and Excalibur Road/Mitchellville Road - Move US 301/MD 197 interchange from **Project Planning to Design and Engineering (Project Removed)**.
2. The upgrading of US 301 from Excalibur Road to MD 214 – Include funding for **Project Planning** and/or interim capacity improvements for both the northbound and southbound lanes.
3. Upgrading of MD 3 from US 50 to Anne Arundel County line. **(Fund Design and Engineering. Project removed.)** Safety improvements are currently under construction at the MD 3/Forest Drive intersection.
4. Public Transit via the US 50 Corridor – Investigate US 50, between New Carrollton and Annapolis, as a priority transit corridor, restructure existing service to become more efficient and provide new transit options.
5. New Interchange on US 50 at MD 193.

6. New Roadway Connecting MD 197 near Bowie State University with MD 3 in Anne Arundel County. A State Feasibility Study is recommended.

7. MD 978 (Hall Road) – Provide sidewalk extension and bridge over Collington Branch, between Pointer Ridge Drive and the CSX railroad tracks. Currently, SHA is in the design stage east of CSX. **(Sidewalk retrofit was completed west of CSX railroad tracks in 2018.)**

8. MD 197 North Median landscaping retrofit, from MD 450, north to Rockledge Elementary School.

Recommendation (State Transportation Projects): It is recommended that the City Council reiterate its support for the major projects noted in this memo, with a strong emphasis on completing the MD 197 upgrade as soon as possible.

### **III. County Transportation Projects**

Attachment #4 identifies Prince George’s County transportation projects, as they appear in the County CIP. The County projects in the Bowie area are summarized below by category:

#### **A. Construction Projects**

1. WB & A Bridge over Patuxent River (construction underway, est. completion Aug. 2024)
2. Bridge Replacement – Chestnut Avenue (est. completion FY 2027)

#### **B. Design/Engineering/Right-of-Way Acquisition/Planning**

1. Bridge Replacement – Governor Bridge Road (On hold; design completed in FY 2021)
2. Bowie Heritage Trail (Bowie State/MDNR property) (construction underway; est. completion FY 2025)
3. Collington Branch Stream Valley Park Hiker-Biker Trail on Hall Road (design underway; est. completion FY 2025)
4. Church Road Improvements (On hold)
5. US Route 301 improvements, south of MD 214 (On hold; funding available)

A copy of the City’s 2023 letter to the County Executive regarding the County's transportation priorities is included as Attachment #5.

Several City-recommended projects have not been included in the CIP (e.g. Old Stage Road). It is recommended that these be included with funding in the out years. In addition, the County is working to improve Race Track Road, between Idlewild Drive and Clearfield Drive, through a Countywide Public Works Department project. This project is not listed individually within the County CIP. The County has officially restarted the project and is on schedule to complete design in 2025, with construction in early to mid-2026.

### **Road Projects**

1. Add Church Road, from MD 214 to MD 450, to **Construction and Design/Engineering/Planning Projects**, including funding for planning, design and engineering. In 2021, City Council offered to donate the land necessary to re-align Church Road,

between MD 214 and Woodmore Road/Mount Oak Road. However, the County did not advance any funding for improvements to Church Road.

2. Add Old Stage Road as a **Construction Project**.

3. Continue funding for the Race Track Road improvement project, between Idlewild Drive and Clearfield Drive, as a **Construction Project**.

### **Trail/Sidewalk Projects**

1. Pursuant to the approved Bowie and Vicinity Master Plan, request M-NCPPC funding for construction of a pedestrian underpass under MD 197 to connect Normal School Road to the MARC Train Station at Bowie State University (a feasibility study and preliminary engineering plan, funded by the Metropolitan Washington Council of Governments' Transportation-Land Use Connections program, was completed in 2014.) This project should be added to the **Design/Engineering/Planning Projects** category.

2. Pursuant to the Walkable Communities Strategy for Old Town Bowie, add a CIP project to evaluate sidewalk retrofit construction on Old Laurel Bowie Road, Chestnut Avenue and Duckettown Road. This project should be added to the **Design/Engineering/Planning Projects** category.

3. Pursuant to the adopted Citywide Trails Plan, request M-NCPPC funding for a trail link between Dolphin Way in Woodmore Estates and Dunwood Crossing Drive in Woodmore Highlands, using the former A-44 right-of-way. This project should be added to the **Design/Engineering/Planning Projects** category.

4. Construct a new pedestrian bridge over MD 214 in accordance with the Citywide Trails Plan to **Design/Engineering/Planning Projects**. (A bridge could possibly be located on M-NCPPC land situated between Hall Road East and Pennsbury Drive on the north side of MD 214 and M-NCPPC land on the South Lake development on the south side of MD 214. A feasibility study funded by the Metropolitan Washington Council of Governments' Transportation Land Use Connections program was completed.)

### **Transit Projects**

The City Council has endorsed the following improvements and enhancements to the transit system serving the City:

1. Establish a downtown circulator route (The Bus) serving the Bowie Center, including Covington and Melford.
2. Establish a regional transit route from Annapolis to Laurel via the Northview Park-and-Ride lot.
3. Establish a Microtransit service that serves key locations throughout the City.
4. Establish County bus (The Bus) service between the 450 Mainstreet area and the City of Greenbelt.
5. Evaluate County bus (The Bus) service between Bowie Town Center and Largo Town Center, including service along Woodmore, Mount Oak and Mitchellville Roads.

6. Evaluate County bus (The Bus) service between Fairwood and Upper Marlboro, via Fairwood Parkway, Church Road, Leeland Road and US 301.
7. Continue to advocate for efficiency improvements to WMATA bus service.
8. Initiate County bus (The Bus) transit service in Old Town Bowie to connect it to other cultural and business attractions within the City.

Recommendation (County Transportation Projects): It is recommended that City Council include all the above recommendations in the priority list letter to Prince George's County.

- ATTACHMENTS:**
1. 20240805 - State CTP Projects (2024)
  2. 20240805 - 2023-2024 State Transportation Priorities
  3. 20240805 - 2023 PGC Transportation Priority Letter
  4. 20240805 - County CIP Projects (2024)
  5. 20240805 - 2023-2024 County Transportation Priorities

## **Attachment #1: State CTP Projects (2024)**

### Design and Engineering Projects

1. Route 450 from Stonybrook Drive to MD Route 3 (Prince George's County Line 27) - This project consists of design and engineering to upgrade the section of MD Route 450, from a point approximately 1,000 feet east of its intersection with Stonybrook Drive, to MD Route 3 to a multi-lane divided highway (1.4 miles). Planning studies were completed for this segment in 1988. Engineering is approximately 95% complete. Project is on hold. In 2023, the average daily traffic range was 24,900 – 31,000 vehicles per day and is projected to grow to 32,400 – 40,300 vehicles per day in the Year 2043.
2. MD Route 197 (Prince George's County Line 24) - Study to upgrade and widen existing MD 197 to a multi-lane divided highway from Kenhill Drive to MD 450 Relocated (1.4 miles). Sidewalks will be included where appropriate. Wide curb lanes will accommodate bicycles. Engineering underway; County contributed \$1 million to planning, funding increased of \$1.8 million to complete final design. In 2023, the average daily traffic was 31,000 vehicles per day, and it is projected to be 44,300 in the Year 2043.

### Project Planning

1. MD Route 3 - This project consists of a study to upgrade MD Route 3 from US Route 50 to MD Route 32 (8.9 miles) to address safety and capacity concerns. The project would improve safety and relieve traffic congestion in this heavily traveled corridor. Project has been removed from D&E program due to being an older corridor-level project in need of reevaluation.
2. US Route 301/ MD Route 197 Interchange - Study to upgrade and widen US Route 301, from north of Mount Oak Road to US 50 (2.0 miles) and MD 197 from US 301 to Mitchellville Road (0.3 miles). Bicycles and pedestrians will be accommodated where appropriate. Improvements are needed to accommodate the existing and projected high volumes of traffic generated by continuing growth along the US 301 corridor and to address existing safety problems. Project has been removed from D&E program due to being an older corridor-level project in need of reevaluation.
3. US Route 301 South Corridor Transportation Study - This is a multi-modal corridor study to consider highway/transit improvements from the Potomac River to the US Routes 301/50 interchange in Bowie (50.3 miles). This study will address transportation needs and consider related environmental and growth management issues. Project has been removed from D&E program due to being an older corridor-level project in need of reevaluation.



# City of Bowie

15901 Fred Robinson Way  
Bowie, Maryland 20716

August 28, 2023

The Honorable Paul Wiedefeld, Secretary  
Maryland Department of Transportation  
7201 Corporate Center Drive  
Hanover, Maryland 21076

RE: City of Bowie 2023-2024 Transportation Priorities

Dear Secretary Wiedefeld:

The Bowie City Council is pleased to present the City's Transportation Priority List for 2023-2024, which was the subject of a briefing at City Hall on August 14, 2023. The City's priorities for State transportation facilities are unchanged from last year; however, this year we wish to add some additional justification and updated background for several projects on our list.

The City's Transportation Priorities for 2023-2024 include:

## 1. Local Road Improvement Priorities

The City's highest transportation priorities for roadway construction include the following five projects.  
**MD 197 is the City Council's highest transportation priority.**

- **MD 197 (Prince George's County CTP, Line 24):**  
**FULLY FUND RIGHT-OF-WAY AND CONSTRUCTION**

The State Highway Administration is moving ahead with a re-design of Preliminary Engineering plans for the project. In the FY 2023-2028 CTP, \$1.8 million in funding has been dedicated to advance the project to complete final design. This project consists of upgrading and widening existing MD 197 to a multi-lane divided highway from Kenhill Drive to MD 450 Relocated (1.4 miles). Access will be controlled with three roundabouts, and the existing trail will be relocated where appropriate. In 2022, the average daily traffic was 34,000 vehicles per day, and it is projected to be 43,800 in the Year 2042.

The existing, two-lane section is already severely congested in the morning and evening peak periods and at all hours on the weekends. The lack of roadway capacity has resulted in ever-increasing diversion of traffic from MD 197 onto the City's local street system. In addition, there are continuing concerns voiced by residents about pedestrian safety and access from the side streets. In response to numerous safety incidents, a mid-block crossing was installed recently near the Foxhill Park entrance. MD 197 is ready for the State's investment of right-of-way and construction funding in the next CTP. As you may know, City residents have been waiting for relief from this harmful congestion bottleneck for more than three decades. The MD 197 is currently Construction Priority #6 for Prince George's County.

- **MD 450 (Prince George's County CTP, Line 27):**  
**FULLY FUND RIGHT-OF-WAY AND CONSTRUCTION**

This project is the last portion of a multi-segment improvement of Maryland 450, from the Whitfield Chapel Road near the Capital Beltway to MD 3. Project planning was completed for the entire alignment

Letter to Transportation Secretary Wiedefeld  
re: City of Bowie Transportation Priorities

in 1991. Completion of design, as well as right-of-way acquisition and construction are needed, between Stonybrook Drive and west of MD 3. Design is over 90% complete but the project is on hold. Traffic volume in 2022 was 24,600 average vehicles per day; projected traffic volume for the Year 2042 is 40,700 vehicles per day. This project is very crucial to the City's economic development since it provides principal access to the Bowie Mainstreet commercial area. More importantly, is the critical need to create a safer roadway.

The City Council appreciates your consideration of a re-examination of the roadway design concept for Bowie Mainstreet, as in 2021 Administrator Tim Smith concurred with our request to reexamine the existing MD 450 design as soon as funding resources have been identified. We would like to see some forward movement regarding this project as the City Council has approached SHA numerous of times to redesign the Bowie Mainstreet portion of this corridor. We urgently request the State to place funding into the CTP to fully complete design and engineering, right-of-way acquisition and construction of the Bowie Mainstreet portion of MD 450 over the next several years

- **US 301/MD 197 Interchange (Prince George's County CTP, Line 20):**  
**FUND DESIGN AND ENGINEERING**

The City Council worked very closely with SHA staff to identify an acceptable alternative (Alternative 2 with Roundabouts). Project Planning was completed in 2007, and the project is ready to move into design and construction. Development pressures continue to mount in this area, including mixed-use development at the Mill Branch Crossing project and a regional recreational park being planned by The Maryland-National Capital Park and Planning Commission. This intersection provides access to many Bowie businesses and is at the heart of the City's downtown (designated as the smart growth, mixed use "Bowie Local Center"). As noted during the Project Planning study, increasing traffic volume will also create a permanent congestion bottleneck in the regional road network and potentially harm the local economy, unless the interchange project moves forward. Improvements are needed to accommodate the existing and projected high volumes of traffic generated by continuous growth along the US 301 corridor and to address existing safety problems. Unfortunately, this critical project has been lingering on hold since 2007 for lack of funding. Traffic volume in 2022 was 64,200 average vehicles per day on US 301/19,100 on MD 197; projected traffic volume for the Year 2042 is 75,600 vehicles per day on US 301/25,600 on MD 197. The forecast for 2042 represents about a 18% increase on US 301 and about a 34% increase on MD 197. The project is now Construction Priority #11 on the Prince George's County Transportation Priority List.

- **US 301, from Excalibur Road to Leeland Road (not currently in the CTP):**  
**FUND PROJECT PLANNING OR INTERIM CAPACITY IMPROVEMENTS**  
**THROUGH DISTRICT 3**

There has been increasing growth in traffic volume on US 301 increasing from 62,400 to 64,200 (AADT) from August to December of 2022, a traffic increase up to almost 3% in 5 months. The amount of traffic congestion and the substantial amount of approved additional development in the corridor accentuates access and safety concerns. Since it is likely that the ultimate, controlled access improvements planned for US 301 will not occur for many years into the future, the existing roadway should be widened to three travel lanes in each direction as soon as possible, in order to keep pace with other road improvement projects slated for construction north and south of this segment. If a separate Project Planning study is not possible, we would respectfully request that a study be funded at the District level.

Letter to Transportation Secretary Wiedefeld  
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When fully constructed, the South Lake development plan will include 380,000 square feet of retail use, 220,000 square feet of office use, two hotels and 1,360 dwelling units, including 325 multi-family apartment units, 126 multi-family condominium (two-over-two) units, 567 townhouse units and 342 single-family detached units. In addition, a major County sports complex is approved just south of South Lake. Liberty Sports Park will feature multiple fields for a variety of youth sports, including lacrosse, football, soccer, field hockey and rugby. This complex will draw visitors from throughout the country and will have a significant economic impact on Prince George's County and the surrounding area. The tremendous amount of new development in this area deserves a comprehensive approach to improving US 301. The US 301 South Corridor Transportation Study (Prince George's County CTP, Line 19), also on hold, might present a funding opportunity to plan for construction of a third northbound lane.

- **MD 3 (Prince George's County CTP, Line 13):  
FUND DESIGN, ENGINEERING AND RIGHT-OF-WAY ACQUISITION**

This project will upgrade MD Route 3 from US Route 50 to MD Route 32 (8.89 miles) to address safety and capacity concerns. The project will improve safety and relieve traffic congestion in this heavily traveled corridor. In 2022, the average daily traffic range was 66,500 – 84,600 vehicles per day and is projected to grow to 88,600 – 137,400 vehicles per day in the Year 2042. The forecast for 2042 represents about a 63% increase in growth of the traffic volume, and it demonstrates that a need to move ahead with design and engineering now exists.

Additional traffic in the corridor will be generated by the mixed-use development at Melford Village, located at the MD 3 interchange with Belair Drive. The approved plan for Melford Village, includes up to 100,000 square feet of retail, up to 260,000 square feet of employment, 126,520 square feet of research space and up to 2,500 dwelling units (including up to 1,000 senior adult multi-family units, 1,000 non-senior multi-family units and 500 townhome units). This site is now under development and the first multi-family building (388 units) is nearly finished construction and should be open to leasing by the end of the fall. The new growth is in addition to the 1.4 million square feet of employment use already existing or approved at the same site. To their credit, the developer of Melford, St. John Properties, has contributed significantly by making traffic capacity improvements at the MD 3/MD 450 intersection ahead of schedule. Because Project Planning is completed for the MD 3 project, it is recommended that funding be provided to begin Design and Engineering, as well as advanced right-of-way acquisition.

The City Council greatly appreciates SHA's recently completed interim safety improvements and signalization along the southbound lanes of MD 3, south of MD 450. The City Council also notes that \$45 million has been expended in right-of-way acquisition for the US 301 South Corridor Transportation Study along US 301 (Prince George's County Line 19). The City Council believes that acquiring vacant parcels in the MD 3 corridor in a similar manner would be a cost-effective way to assemble right-of-way for lane widening and construction of the future interchange at MD 450/MD 3.

## 2. **Other Immediate Transportation Priorities**

Two remaining local priorities for State transportation facilities are identified below.

1. **MD 978 (Hall Road)** – District 3 completed construction of a sidewalk between Hall Station Drive and the CSX railroad tracks in 2017. We ask that you continue to support improvements to MD 978, as this roadway is part of the City's master planned trail network, known as The Bowie Byway. A concept development plan was completed and is awaiting design funds for the segment between the CSX railroad and MD 214. Both the City and

Letter to Transportation Secretary Wiedefeld  
re: City of Bowie Transportation Priorities

County are committed to partnering with SHA to complete pedestrian improvements that will ensure safe access to the new South Bowie Library. In 2021, the City completed a feasibility study, working with District 3, that confirmed the potential for a grade-separated pedestrian bridge over MD 214 in the vicinity of Hall Road.

2. MD 197 North Landscaping Retrofit – Twenty years ago, SHA’s Office of Environmental Design prepared a concept plan for landscaping of the median areas between Rockledge Elementary School. We would like to see this plan implemented. The retrofit design was achieved with broad community consensus, and the City feels the promised work is long overdue and should be initiated as soon as possible. We believe the State would qualify for stormwater credit by reducing impervious surfaces in this part of the MD 197 corridor. The City Council asks that you provide a current cost estimate for this project so that it might be implemented by SHA District 3 as soon as possible.

### 3. Long-Range Transportation Priorities

In addition to the above, the City Council wishes to highlight several other extremely important improvements to the State transportation system. These projects are not currently listed in the State Consolidated Transportation Program but have regional significance:

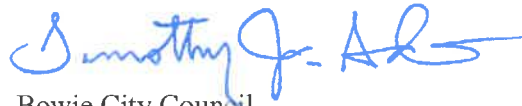
- Acquisition of the CSX Railroad tracks from Morgantown on the Potomac River all the way to Bowie – There is a once-in-a-lifetime opportunity to establish a regional hiker-biker trail amenity in place of the CSX railroad tracks, since the coal fired power plants at Morgantown on the Potomac River and Chalk Point on the Patuxent River will be shutting down operations soon. The railroad corridors could be repurposed to a Rails-to-Trails concept, enhancing multi-modal travel opportunities within Prince George’s and Charles Counties. MDOT leadership is essential in this regard, and we implore you to work at the highest levels to ensure that the opportunity for non-vehicular travel is preserved and eventually realized.
- Public Transit Via the US 50 Corridor – The City Council requests that you accelerate project development of the US 50 Transit Corridor, referred to as Corridor 28 in the MTA Regional Transit Plan for Central Maryland. The City concurs with the plan’s recommendation for a new, regional bus route from Annapolis to Union Station via US 50, with a stop at the Northview Park-and-Ride lot in Bowie, within the next several years to provide transit service that integrates with existing WMATA bus routes and national and regional rail systems at Union Station. The city also requests the examination of the current conditions of the bus shelter and routes here in Bowie. At certain stops there are no bus shelters forcing people to stand in the street or the grass making the susceptible to inclement weather, and the improving the wait time and efficiency on our already low frequency routes are just some of the conditions we would like to improve along with requesting better bus shelters.
- A New Interchange on US 50 (I-595) at MD 193 - The City Council is very concerned that traffic levels on MD 197, which are continuing to increase, may even be made worse unless MD 197 is upgraded and a new interchange is constructed on US 50 at MD 193. The current Prince George’s County Transportation Priority List recommends a Project Planning study for an additional interchange on US 50, at some location between MD 197 and MD 704 (County Project Planning Priority #6), and the project’s stated purpose is to relieve congestion and improve safety on MD 197 and MD 450.

Letter to Transportation Secretary Wiedefeld  
re: City of Bowie Transportation Priorities

- A New Roadway Connecting MD 197 near Bowie State University with MD 3 in Anne Arundel County – There is a need to conduct a feasibility study to further examine regional traffic congestion in the MD 450 corridor, east of Race Track Road, and the heavy volume of motorists who are projected to use MD 450, Race Track Road and Jericho Park Road in order to travel between Laurel and Crofton. Please note that this need to evaluate the operational and environmental feasibility of this roadway connection is recommended in both the Approved Prince George's County Master Plan of Transportation and the Approved Bowie State/MARC Station Sector Plan. This facility will greatly enhance access to the planned, mixed-use Transit Oriented Development community charted for the Bowie State MARC Station area. State leadership is key to realizing this future transportation concept

As always, City will keep working to make the community a better place for all. The City Council appreciates your time and dedication to responsible transportation planning and for the state's uninterrupted commitment to serving the residents of Maryland. Thank you for this opportunity to provide our recommendations.

Sincerely,



Bowie City Council  
Timothy J. Adams  
Mayor

cc: The Honorable Ronald L. Watson, Ph.D., State Senator  
The Honorable Marvin E. Holmes, Delegate  
The Honorable Adrian Boafo, Delegate  
The Honorable Kym Taylor, Delegate  
The Honorable Thomas E. Dernoga, County Council Chair  
The Honorable Ingrid Watson, County Council Member  
The Honorable Wala Blegay, County Council Member  
The Honorable Angela D. Alsobrooks, County Executive  
The Honorable Peter Shapiro, Prince George's County Planning Board Chairman  
Mr. Tim Smith, SHA Administrator  
Mr. Derek L. Gunn, P.E., SHA District Engineer  
Mr. Randy Clarke, WMATA General Manager/CEO  
Mr. Michael Johnson, Director of Prince George's County DPW&T



**Thomas E. Dernoga**

Chair  
District 1

"Effective. Responsive. Committed."

October 3, 2023

Mr. Paul J. Wiedefeld  
Secretary, Maryland Department of Transportation  
7201 Corporate Center Drive  
Hanover, Maryland 21076

Dear Secretary Wiedefeld:

On behalf of Prince George's County ("the County"), the Executive Branch, and the County Council, please find the (FY) 2024-2029 Consolidated Transportation Program (CTP) priority letter and list expressing the shared vision of the County's most pressing priorities for your consideration in finalizing the current draft CTP. Prince George's County is excited that the Bipartisan Infrastructure Law (BIL) and the federal government's comprehensive National Roadway Safety Strategy, addressing climate change, and the critical backlog in bridge and roadway repair, amongst other important initiatives of the Biden-Harris Administration, is already making a difference. This includes the recently awarded 2023 RAISE Grant of \$25 million that will accelerate more than \$70 million in regional projects to help build the Central Avenue Connector Trail, and a suite of other vital local bicycle and pedestrian projects, the 2022 RAISE Grant of \$20.5 Million to accelerate economic development in New Carrollton, the 2022 Safe Streets and Roads for All (SS4A) funding of \$21,253,985 for making 7 of the most dangerous roadways in the County safer for all, and the \$25 Million of 2022 funding under the Low to No Emissions Grant to facilitate the County's transition to a Zero Emission Bus (ZEB) Fleet and the supporting infrastructure. The County is also poised to utilize the State's \$50.7M commitment to the ongoing build-out of the New Carrollton joint development and \$6M contributions in WMATA's joint development studies supporting TOD at WMATA stations.

The County very much appreciates the Moore-Miller Administration's commitment to a mutual interest in tackling these same issues, including safety, equity, and climate. In particular, the County views programs designed to enhance multi-modality, the re-engineering of roadways, safety for all with emphasis on protecting our most vulnerable users, and a renewed commitment to transit with the promotion of electric vehicles, and the transition of our transit fleet to zero-emission vehicles (ZEV) as paramount to that agenda.

Prince George's County continues to advance priorities for a comprehensive multimodal transportation network that will strengthen the County, the Capital region, and the State. The County emphasizes projects that further safe system transportation approaches like Vision Zero Prince George's, Zero Emission Fleet Transition, Transit Oriented Development (TOD), and strategies designed to spur economic growth while promoting sustainability, safety, and equity. In addition to forward-thinking and aspirational programs, dedicated funding is critical to preserving and maintaining County infrastructure and the state of good repair needs of our aging roadways, bridges, sidewalks, facilities, and stormwater structures. A key example is the County's initiative to re-imagine transit through the Prince George's County Transit Transformation (PGC TT). The PGC TT is taking a multi-pronged approach to take transit in the County to an entirely new level.

Several pillars of this new initiative include:

- **Zero-Emissions Bus Transition** – The County is committed to transitioning 70% of its transit fleet to zero emissions by 2035 and 100% by 2040.
- **Transit Forward** – A new and active approach that engages the community and seeks to move transit forward by prioritizing performance of the services we provide for residents and other users of our system.
- **Service Changes** – In alignment with WMATA’s Better Bus Network redesign, the future of transit in the region starts with incremental changes by all service providers, maximized travel time savings, and improved quality of service for customers.
- **Transit Vision Plan** – The Department has embarked on a new focus and vision for transit in Prince George’s County. This will include enhanced and expanded transit service as well as a re-invigorated approach to new mobility options and weekend fixed route service.

It is evident that Prince George’s County is on the move, but to attain our aspirations, partnerships, particularly with the State, will be critical to its success.

Central to an enthusiastic commitment to transit, is robust funding for the Locally Operating Transit Systems (LOTS), ensuring that any formula distributions or readjustments consider enabling systems to grow, with equity as a central factor, not merely rewarding those that already have more established systems that prioritize data factors over serving those who need transit the most. This will be crucial in not only ensuring that the County will be able to adequately address our transit needs but also as the County has embarked on an aggressive sustainability initiative in converting our fleet to Zero Emission Buses (ZEBs).

In addition, investing in the Washington Metropolitan Area Transit Authority’s (WMATA) ability to sustain and enable a robust network, address present needs as well and advance important aspirational projects like the Blue Orange Silver Study is vital for the County, the State, and the Region. In working together with our partners at the State Highway Administration (SHA) and WMATA, we look forward to pursuing and implementing tactical bus lanes and other treatments designed to enable a high-capacity transit/bus rapid transit network to be realized in the County. This will require careful consideration of the context of each corridor and appropriate agency roles.

Moving aggressively on the Southern Maryland Rapid Transit Project (SMRT) is vital to addressing congestion and climate by providing a much-needed alternative to travel by single occupancy vehicles in the busy MD 5/US 301 corridor. We look forward to not only advancing the Memorandum of Understanding with the State and Charles County, with a supporting tiered structure that involves key stakeholders in laying the foundation for completing the National Environmental Policy Act process and achieving a record of decision. The State’s commitment to making this critical project a reality is vital to the Region, and the County looks forward to partnering with the state to ensure the SMRT ultimately advances to construction and revenue service.

The County continues to stand arm-in-arm with the State in pursuing locating the new FBI headquarters in **Greenbelt or Landover**, as vital to a cost-effective, more readily constructed, secure facility as well as furthering President Biden’s commitment to equity. The County also looks forward to continued coordination on essential joint development projects in **New Carrollton** and the other 14 Metro Stations in Prince George’s County. The County is appreciative of the State’s advancing of critical projects to the County, including the continued funding for the planning, design, and construction of the **Medical Center Drive Interchange**, and additional construction

funding for the **Blue Line Corridor Improvements**. While the movement of traffic in these vital transit-oriented developments is important, it should not be done at the expense of non-motorized mobility and safety. Particularly regarding the crossing of the Beltway at Largo. In addition to bicycle and pedestrian access as part of the Medical Center Drive bridge currently in design, it is also important to leverage the new FY24 RAISE grant that includes the Central Avenue Connector Trail Study for a bicycle and pedestrian connection directly to the Largo Medical Center campus over the Beltway.

As the Metropolitan Washington Council of Governments (MWCOG) Transportation Planning Board (TPB) moves forward with approval of the next long-range plan in visualize 2050, TPB analysis shows that by 2045, for those traveling by car, Prince George's County is disproportionately negatively impacted in projected commute time (see attachment). As a result, while State progress on key County initiatives is very much appreciated, re-doubling efforts on equity and taking dramatic steps now in advancing the County's priorities will be essential to achieve our shared goals of a greater, more equitable jobs to housing balance in the region. To realize these goals, a concerted and meaningful focus on Transit Oriented Development around the 15 Metro Stations in Prince George's County is integral to addressing equity, congestion, and sustainability in the Washington Region. While this issue is larger than just transportation, it is a key component. The County looks forward to continued partnership and the State's leadership in addressing this vital matter and to prompt action.

The County is appreciative of the State's ongoing commitment to the construction and realization of advancing the **Purple Line** through construction, and eventually to revenue service, the County does want to emphasize the imperative need to do so as expeditiously as possible, hopefully with minimal or no additional delays or cost increases above those recently approved by the Board of Public Works. Continued delays have a compounding impact on the affected communities, especially those in Areas of Persistent Poverty or Historically Disadvantaged Communities. Maintaining corridor aesthetics, road resurfacing, and placing paramount importance on improving, not merely holding harmless pedestrian safety is essential. As the Purple Line is a light rail facility designed to enhance access for people walking, biking, and using transit, it is critical to consider that many of the segments in Prince George's County are among those with the highest pedestrian and bicycle fatality and crash rates in the State. Therefore, continued and enhanced investment in advancing safety improvements and countermeasures is critical. As the design of these treatments is now approaching, if not exceeding the decade mark, and there have been significant advances in best practices, we urge a reassessment and integration of critical elements recommended by M-NCPPC (MD 193 SPACES report) and the County, including sidewalk and bicycle facilities where they currently do not exist in that segment and other portions of the alignment (i.e., along MD 410 Veterans Parkway). Focusing on intersections, and short-term improvements that can be made, particularly in the segments with the highest crash rate (MD 193, MD 201, MD 410, etc.). While it is appreciated that the State added MD 193 to the State's Pedestrian Safety Action Plan (PSAP), some of the most dangerous segments are still not included, the PSAP needs to align with where the data shows the problems are most acute. Improving safety in this corridor now is critical, and waiting until project completion is not acceptable.

A priority that is critical for the County is that the elements of maintenance, including care of medians and trash removal, are carried out effectively. The County appreciates the strong working relationship that has been developed in this critical issue. Responding to the need to more frequently and strategically coordinate with SHA to better understand operations and challenges facing existing state contractors. The Department now has recurring meetings between DPW&T, SHA, and the

National Park Service to more frequently discuss operational needs and find opportunities to better coordinate along state and county roadway intersections. Another part of this strategy is a partnership to tackle the most troublesome intersections. The County looks forward to continuing the effort to positively influence operations and maintenance conditions along state roadways in the County for the betterment of residents in Prince George's County.

The County requests that the State directs its resources toward projects that enhance community revitalization, promote economic development, increase transit access, reduce congestion, and improve roadway safety for all users. Expanding on these objectives, the projects expressed below and in the attached priority list are some of the key priorities for the County and cover a range of transportation issues and areas in the draft FY 2023-2028 CTP, which include the following:

### **VEHICLE AND PEDESTRIAN SAFETY**

**Vision Zero Prince George's Multimodal Enhancements on State-Maintained Roadways/Creating Safer Streets:** Both Prince George's County and the State of Maryland are Vision Zero jurisdictions. In recent years, unfortunately, the overall trend shows an increase in fatalities and serious injuries, particularly involving pedestrians, in the State and Region. We are grappling with the risks to vulnerable road users and how we can effectively respond. However, much more is needed as the data shows that a preponderance of these crashes are at night and along State-maintained high-speed arterial roadways. As both the County and the State are Vision Zero jurisdictions, we will need to collaborate in implementing the safe systems approach to safety, which requires a holistic treatment that will require the re-engineering of our highways to optimize safety for all with emphasis on protecting our most vulnerable users. This means embracing best practices like continuous lighting, road diets, protected bike lanes, pedestrian refuge islands, and advancing sidewalk projects expeditiously when they are needed, regardless of who will maintain them.

As SHA advances the Pedestrian Safety Action Plan (PSAP), the County appreciates the corridors identified to date as well as the Pedestrian Safety Road Audits already conducted, however, according to SHA data, most of the 1-mile road segments in the County with the highest severity index for pedestrian crashes are on State maintained roadways, it is imperative that the State re-evaluate both the PSAP corridors (and their limits) to best align with crash data and equity needs.

With regards to the SHA Context Driven Contexts, the County wishes to express extreme concern that the jurisdiction with the highest number of fatalities and serious injuries has very few communities identified. In particular, with regards to Urban Centers and Urban Core, there are not any represented from Prince George's County. This appears to be a tremendous oversight. The County's General Plan, Plan Prince George's 2035, identifies 3 downtowns for the County, they are Largo, New Carrollton, and Hyattsville Crossing (aka Mall at Prince George's). If the objective is to identify countermeasures that can be applied to areas that statistically have high rates of fatalities and injuries, it is essential to not rely on existing conditions alone but to consider development in the pipeline and for areas that have been identified by local planning as a major activity center (Downtown or Regional Transit Center as identified in Plan 2035), those factors, in our view, must all be considered. Otherwise, it seems that the solutions will likely not be applied effectively or efficiently to where the problems are most acute. Therefore, a re-evaluation of the Context-Driven Context is requested. The County stands ready to work with the State in partnering to turn the corner

and achieve zero fatalities.

The list attached to this letter contains a category for the County's High Injury Network (HIN). As we understand that the State uses a similar system called PSAP, it will be important that all of the corridors on both lists are addressed. The [Prince George's County High Injury Network \(HIN\)](#), encompasses one-mile segments of roads with the greatest severity of bike and pedestrian crashes. Each of the HIN corridors is located within Equity Emphasis Areas (Metropolitan Washington Council of Governments), with most crashes occurring in urban areas reflecting higher concentrations of low-income and minority populations. As 19 out of the 20 top overall road segments in the HIN are along State-maintained roadways, it is critical that the State significantly increase its investment efforts to address this scourge and reverse the curve so that we can truly achieve zero deaths and injuries.

In 2017, Prince George's County was among the first urban/suburban jurisdictions to adopt Urban Street Standards. These standards have details that, if complied with, will produce roadways that can safely accommodate all users. In advancing safe streets for all and ensuring that our standards meet the needs of the time, it is essential to re-evaluate and update when necessary. In order to do so in a manner that will be effective and implementable, it is critical to follow a process, like the one the County employed in developing the initial Urban Standards that utilized peer review, outreach, and stakeholder involvement in order to maximize their efficacy in practice. In so doing, it is also vital to recognize how these standards can be implemented to the fullest by incorporating the partners critical to the process of development, as public capital programs are a relatively small portion of how urban communities can be retrofitted and created. The County looks forward to coordinating with the State in advancing processes that will create safer, more livable communities for all.

### **TRANSIT/WMATA/MULTI-MODAL**

- **Federal Bureau of Investigations (FBI) Headquarters: I-95/Greenbelt Metro Access; Landover Improvements:** The County appreciates the highly coordinated and cooperative effort with the Governor's Office, MDOT, and SHA in aggressively advancing these two sites as being optimally positioned for selection by the General Services Administration (GSA) as the preferred site for a new FBI Headquarters. Funding to complete the design of the Greenbelt interchange and working together with Federal and development team partners in readying both the Greenbelt and Landover sites will be critical. Re-locating the principal facility for the FBI to Prince George's County is an essential part of the larger need to add much-needed employment opportunities near where so many of the employees reside. We look forward to our continued efforts to ensure that both the Greenbelt and Landover locations are appropriately funded with the supporting infrastructure necessary for a successful bid and, most importantly, a facility that will best serve the needs and interests of both the State and County. The County values the support and high degree of coordination on this initiative.
- **Medical Center Drive Interchange/Blue Line Corridor Initiative Improvements:** The Blue Line Corridor and Medical Center Drive are integral to the new University of Maryland Regional Medical Center, the gateway to the new downtown Largo, and the Blue Line Corridor. The County appreciates the appropriation of State funding towards improvements to local infrastructure, and the speed at which the project is advancing in planning. We look forward to expeditiously advancing the planning and design of this critical project and the

other elements in Largo and Blue Line Corridor that will best enable unlocking the full potential of this corridor. As a part of these improvements, it is vital to ensure a smooth and efficient system for delivery of the Central Avenue (MD 214) Complete Streets or other critical projects in this corridor as well as ensuring safe bicycle and pedestrian mobility in the entire corridor, especially in safely crossing the Beltway.

- **New Carrollton:** As this vital TOD will soon serve as the beginning of the Purple Line, it is essential to maximize the full potential of this regional infrastructure nexus. With the incoming light rail, existing MARC and Amtrak Stations, and the Joint Development project involving WMATA and the State, additional funding is needed to enhance much-needed connectivity, environmental treatments, and streetscaping, and help leverage MDOT's existing focus on improving the Penn Line.
- **Prince George's County Transit Transformation (PGC TT) Investment:** Prince George's County will soon launch the PGCTT Year 1 plan in the fall of 2024 to re-imagine bus service, operations, and customer experience. This new approach will focus on transit performance reliability and safety. As the Prince George's County transit system, "The Bus" is independent of WMATA, faces similar challenges. Therefore, to be successful in making this transition, coordination and partnership with the state will be vital. More robust funding is needed for the Locally Operated Transit Systems (LOTS) programmed for Prince George's County. Specifically, any changes to LOTS funding distribution that is principally based on a limited number of metrics or factors, will likely hinder or stymie growth of other systems. In addition, it is imperative to factor in population and equity as part of any distribution and not exclusively revenue hours, revenue miles, and passenger trips. The County's effort to invest in the **Transit Vision Plan and Prince George's County Transit Transformation**, leveraging funding including the federal earmark and \$25 million low-no emissions grant to rehabilitate the existing facility, initiate the study for a new facility, (which will then need funding for engineering and construction) and continuing the transition to **Zero Emission Buses** and related infrastructure are central to the County's vision for a more comprehensive, climate-friendly and efficient delivery of transit services is only the beginning of the resources needed to truly realize this program. Enhanced funding is critical to meet not only existing needs, but to enable future growth while addressing new efficiencies, technologies, and climate change. Changes to the distribution of LOTS funding could hinder those critical sustainability initiatives.
- **Washington Metropolitan Area Transit Authority (WMATA) Funding:** Transit systems have been particularly hard hit the past few years, and federal funding is not sufficient for existing, let alone future needs. However, sustained funding for the WMATA system is essential for the County, the Region, and the State. The County appreciates the high level of coordination with WMATA in advancing the Better Bus initiative network redesign to make sure that bus service is provided in an effective and efficient manner. Now it is imperative to ensure that both the Metrorail and Metrobus systems receive the support that they need for success. An increased focus on Transit Oriented Development through the Joint Development Process and overall coordination are essential to the health and vibrancy of both WMATA and the County.
- **Southern Maryland Rapid Transit:** The Southern Maryland Rapid Transit (SMRT), proposed fixed guideway project along the MD5/US-301 corridor from Prince George's

County to Charles County, needs to be advanced. As the Maryland General Assembly has approved a funding mechanism that matches State funding with Federal Funds, and the first \$10 million has been secured, the County looks forward to working together with Charles County and the State to advance this funding as the first phase of the SMRT NEPA process. Through the 2021 General Assembly Session language, there is a clear path forward. Securing the remaining funding needed to complete the remaining project planning and design elements for the projects so they can move into construction is critical for this vital and burgeoning corridor.

- **Bus Rapid Transit/ High-Capacity Transit (BRT/HCT):** Advancing the corridors identified in the Prince George's County Feasibility Study, and other projects that will advance treatments setting the foundation for BRT/HCT is critical at this time. Advancing the WMATA Tactical Bus Lane/Queue Jump project in a manner consistent with agency areas of maintenance and responsibility will be important to move this project forward fairly and efficiently. Continual funding will allow Prince George's County to advance the projects from study corridors to locally preferred alternatives with strong community and political support. Moving into the next phase of planning and implementation is critical to meet the needs of County residents, but also effectively connect to neighboring jurisdictions in Virginia, the District of Columbia, and Montgomery County, which are aggressively pursuing their own initiatives.
- **Transit-Oriented Development:** Placing an emphasis on bringing jobs closer to housing is central to a long-term development and sustainability strategy for the County, the State, and the Region. Prince George's County appreciates MDOT advancing previously requested TOD designations. However, five additional TODs need to be added in the short term to the State Designated TOD list. Realigning the State list to be consistent with County plans as well as aggressively advancing projects at all TODs, including Greenbelt, New Carrollton, Branch Avenue, and the Largo/Blue Line Corridor, is critical to sustainable economic development for the County, the State, and the Region.
- **Blue/Orange/Silver Capacity and Reliability Study:** The County appreciates the WMATA Blue/Orange/Silver Line study initiative. As the selection of the preferred alternative is scheduled to take place soon, and alternatives 3,4,5 & and 6 would all benefit the County, it is alternative 4, Blue Line to National Harbor, that is of greatest interest. If chosen as the preferred alternative, the County expresses support for the first phase to be the section utilizing the Woodrow Wilson Bridge, as the 11<sup>th</sup> and 12<sup>th</sup> lanes were constructed to support heavy rail and stops at National Harbor as well as Oxon Hill and Forrest Heights would serve as the strongest of the alternatives for addressing Capacity, Sustainability, and Equity.
- **Virginia Department of Transportation (VDOT) I--495 Southside Express Lanes Study (I-495 SEL Study):** While Prince George's County is very supportive of greater connectivity within the region, the County is extremely concerned with the current VDOT SEL Study, which will likely worsen bottlenecks on the Maryland side of the study region. The Woodrow Wilson Bridge (WWB) Project Record of Decision (ROD) stated that the "HOV lanes and a shoulder are of a sufficient width and structural strength to allow for their future conversion to WMATA rail transit use." If the 11<sup>th</sup> and 12<sup>th</sup> lanes were to become HOV lanes, it is of great concern that any related ramp and approach roadway

reconfigurations to accommodate the HOV lanes would significantly hinder the possibility of a conversion to rail.

Alternative 4, Blue Line to National Harbor (via the Woodrow Wilson Bridge), of the WMATA Blue, Orange, Silver Line Capacity and Reliability Study of the rail options studied, based on the cost-benefit analysis, would provide the **highest level of benefits**. Advancing an alternative that does not support sustainable, equitable, and transit-specific benefits appears to be in direct conflict with the Woodrow Wilson Bridge (WWB) Project Record of Decision (ROD).

### **STATE ROADS & HIGHWAYS**

- **MD 210 (Palmer Road at Livingston Road West Interchange):** The County looks forward to the expeditious advance of the subsequent interchanges as crucial to improve safety on this dangerous roadway and looks forward to seeing concepts for the next interchange soon. The County appreciates the coordinated effort with the County and the Parks Department in determining how best to advance, construct, and maintain a shared-use bicycle-pedestrian corridor, as well as planning and expeditious advance of the next interchange.
- **MD4 at Suitland Parkway:** During the CTP Tour in 2020, the County expressed extreme displeasure regarding the delays, scale backs, and construction issues that have befallen this project. The County is pleased that the state has reinitiated the project and restored the flyover to the design as originally planned and is soon ready to advertise the project. Given the delays and inconvenience the community has faced for nearly two decades, the County appreciates the pace of the current project, as it is imperative that SHA quickly complete this project.
- **US 1, Baltimore Avenue (MD 193 to I-95/495):** The County appreciates the State advancing Phase I of this vital project through the current construction process. The County is now looking to the State to quickly fund and advance the subsequent phases.
- **MD 197, Collington Road (US 50 to MD 450):** The County appreciates the renewed study of the widening MD 197 from US 50 to MD450 and a context-sensitive design that provides both greater capacity and features designed to manage speed and enhance safety. The County appreciates the inclusion of funding for this project in the FY 23 CTP to advance planning and design and looks forward to subsequently programming this project for construction.
- **MD 223 Piscataway Road/Woodyard Road (MD 4 to Steed Road):** The County wants to call attention to the need for widening of MD 223. Specifically, much-needed improvements at the intersection with Brandywine Road/Old Branch Avenue. Action is needed to advance this long-standing project to widen this intersection (the “BK Miller Intersection”), per the County Master Plan of Transportation and Maryland State Highway Administration (SHA) plans to widen Brandywine Road from 2 lanes to 4 lanes, as stipulated in County Master Plans.

The County is excited to work closely with the State in advancing opportunities of mutual benefit. We look forward to further collaborating with the Maryland Department of Transportation to support a comprehensive multimodal transportation program. The expeditious advance of the noted priority projects will strengthen Prince George's County, the region, and the State of Maryland. We thank you for your partnership.

Sincerely,



Angela Alsobrooks  
County Executive



Thomas Dernoga  
County Council Chair

cc: The Honorable Thomas E. Dernoga, Chair, Prince George's County Council  
The Honorable Wala Blegay, Vice-Chair, Prince George's County Council  
Tara H. Jackson, Chief Administrative Officer, Office of the County Executive  
Joy A. Russell, Chief of Staff, Office of the County Executive  
Floyd E. Holt, Deputy Chief Administrative Officer, Office of the County Executive  
Michael D. Johnson, Director, Department of Public Works and Transportation  
Oluseyi A. Olugbenle, Deputy Director, DPWT  
Peter A. Shapiro, Chair, Prince George's County Planning Board, M-NCPPC  
Suzann M. King, Acting Director, Prince George's Planning Department, M-NCPPC  
Samantha Biddle, AICP, Deputy Secretary, Maryland Department of Transportation  
Joe McAndrew, Assistant Secretary, Maryland Department of Transportation  
Bill Tyler, Director, Department of Parks and Recreation, M-NCPPC  
William Pines, Administrator, State Highway Administration  
Holly Arnold, Administrator, Maryland Transit Administration  
Heather Murphy, Director of Planning and Capital Programming, MDOT  
Victor Weissberg, Major Projects Manager, DPWT  
J. Kenneth Battle, Director, TIEE Committee, Prince George's County Council

Attachments

## **Attachment #4: County CIP Projects (2024)**

### Construction, Design/Engineering, Planning Projects

1. Bridge Replacement – Chestnut Avenue – The project replaces the Chestnut Avenue bridge over Newstop Branch and reconstructs the approach roadways. The existing 19- foot span steel and reinforced concrete bridge is experiencing deterioration and in need of structural replacement. Design completed in FY 2020. Planning and land acquisition funds spent in FY 2021; construction started in FY 2022, scheduled to continue in FY 2024. Construction funding of \$2.0M appears each year in Year 1 and Year 2. Estimated completion date moved back from FY 2023 to FY 2027 according to the proposed FY 2025-2030 CIP Budget.
2. Governor’s Bridge Replacement – This project replaces the existing structure. It is a single lane Pratt through-truss bridge with steel stringers and steel beams with an open grid steel deck. The structure is load posted for 4,000 pounds and carries a sufficiency rating of 2. Federal funding will be utilized for design and construction of the project at an 80/20 federal/local funding ratio. This structure is jointly owned by Prince George's County and Anne Arundel County. Design phase completed in FY 2021. Project remains on hold.
3. Church Road Improvements – This project provides geometric and safety improvements to Church Road between Woodmore Road and MD 214 (Central Avenue). Improvements will include intersection improvements, some local realignment of the roadway, and the addition of shoulders and roadside drainage where necessary. This improvement is needed to enhance safety along the roadway. All funding remains in the Beyond 6 Years category in the CIP.
4. US Route 301 Improvements (south of MD 214) –This project consists of the improvement of US 301 by providing a third through lane north and south bound between MD 214 and MD 4 and further widening as needed, at Trade Zone Avenue, MD 214 and MD 725. Associated intersection improvements at Old Central Avenue, Trade Zone Avenue, Leeland Road and Village Drive West will also be undertaken. This project is necessary to provide satisfactory levels of service during peak periods at the intersections along US 301 should State Highway Administration planned improvements be delayed. It provides for increased capacity to accommodate planned development in this area as well as enhanced safety for the traveling public. Construction funding allocations of \$4.13M annually appears in each CIP year, from Year 1 through Year 6. Design, construction funding and project completion to be determined.
5. Horsepen Park – Installation of multi-age playground, picnic shelter, bicycle pump track and basketball court. A later phase will include a large bicycle pump track, a bicycle skills area, a shade structure and a restroom. All construction funding will be spent through FY 2021. Project completed FY 2021.
6. WB & A Bridge Over Patuxent River – The bridge over the Patuxent River is a critical link between the WB & A in Prince George’s County and the WB & A in Anne Arundel County. Design completed in FY 2019; construction began in FY 2021. On pace to be completed August-September 2024.
7. Collington Branch Stream Valley Park – Walking path along Hall Road. Project cost at \$396K in construction funding for FY 2025. Currently in the design stage. Estimated completion date; FY 2025. The State Highway Administration is requesting internal funding to design the proposed side path along Hall Road, adjacent to the park property. Building the trail within the park was problematic due to permitting issues and the high cost of building in a wetland. M-NCPPC

funding should remain in case SHA has a shortfall. The walking path will provide the adjacent neighborhood access through the park. In areas where developer contributions are not possible, the City of Bowie and M-NCPPC work closely with transportation departments to make sure public roadway corridors can be used for trail alignments, and that safe roadway crossings can be installed.

8. Bowie Heritage Trail – This trail is the northern section of the City of Bowie’s planned Bowie Heritage Trail. It will extend from the Bowie MARC Station eastward through Bowie State University and State DNR lands to the northern terminus of the WB&A Spur. Project cost remains \$468K. \$139K funding is shown as expended prior to FY 20, but \$329K construction funds were moved up from Year 5 to Year 4. Design and construction start TBD. Completion date remains FY 2025.



# City of Bowie

15901 Fred Robinson Way  
Bowie, Maryland 20716

August 28, 2023

The Honorable Angela D. Alsobrooks  
Prince George's County Executive  
County Administration Building  
Upper Marlboro, Maryland 20772

RE: Bowie City Council 2023-2024 Transportation Priority List

Dear County Executive Alsobrooks:

On August 14, 2023, the Bowie City Council reviewed the City's Transportation Priority List. We wish to provide you with this letter to highlight our priorities for State and County transportation facilities. Below are the City's transportation priorities and recommendations:

## 1. State Transportation Priorities

The attached letter to Transportation Secretary Paul Wiedefeld includes the City Council's top priorities for projects that would be State funded. **The City's highest priority for State roadway facilities continues to be the reconstruction of MD 197 (Collington Road) between Kenhill Drive and Relocated MD 450 (currently County Priority #6).** The State Highway Administration is moving ahead with a re-design of Preliminary Engineering plans for the project. In the FY 2022-2027 CTP, \$2.5 million in funding has been dedicated to advance the project to 30% design. This project consists of upgrading and widening existing MD 197 to a multi-lane divided highway from Kenhill Drive to MD 450 Relocated (1.4 miles). In 2022, the average daily traffic was 34,000 vehicles per day, and it is projected to be 43,800 in the Year 2042. The existing, two-lane section is already severely congested in the morning and evening peak periods and at all hours on the weekends. The City asks that you amend the County's Transportation Priority List to make expediting MD 197 one of the County's highest priorities for construction.

The City's other major priorities for State facilities include:

- Reconstruction of MD 450 (Annapolis Road) between Stonybrook Drive and MD 3 (County Priority #9), with immediate emphasis on the segment between Stonybrook Drive and Race Track Road (known as Bowie Mainstreet);
- Construction of an interchange at the US 301/MD 197 intersection (County Priority #9).
- US 301 capacity and safety improvements between Excalibur Road and Leeland Road (The City recommends adding a Project Planning study for US 301 to the County Priority List).
- Design and engineering, as well as right-of-way acquisition, for MD 3, between US 50 and MD 32 (State Consolidated Transportation, Plan Prince George's County Line 13); Acquiring vacant parcels in a similar manner to the right-of-way acquisitions for US 301 would be a cost-effective way to assemble right-of-way for lane widening and construction of the future interchange at MD 450/MD 3.

## **2. County Capital Improvement Program**

**Church Road** - The City's highest priority for County roadways is Church Road. An improvement project has remained in out years of the CIP for many years, but with no real effort to move it forward. Unfortunately, the \$9.7 million upgrade project for Church Road continues to be shown in the "Beyond 6 Years" category of the CIP, and the completion date for the project is "to be determined". The referenced project provides geometric and safety improvements to Church Road between Woodmore Road and MD 214 (Central Avenue) which will include intersection improvements, local realignment of the roadway (horizontal and vertical), and the addition of shoulders and roadside drainage where necessary. This roadway upgrade would help enhance safety and lessen congestion south of Woodmore Road.

Church Road is a major road serving a large portion of the Prince George's County's estate-home community. Because of the overwhelming need for a safer road that provides adequate traffic carrying capacity, full construction funding for the segment of Church Road between Mount Oak Road and MD 214 should be programmed in the first years of the CIP. The City is willing to donate six acres of land to Prince George's County thus providing the land needed for a roadway realignment at this location.

We urge you to support a feasibility study for the Church Road corridor in the DPW&T budget for FY 2025 and consider placing funding for design of improvements between MD 214 and Mount Oak Road in Year 2 of the FY 2025 CIP and funding for construction in Years 2-3, so that this critical safety project can move forward soon.

**Mitchellville Road** – This important roadway serves as a major conduit for both pedestrian and vehicular traffic, from the Bowie Town Center to Pointer Ridge and US 301. It is our understanding that a project to improve Mitchellville Road exists within the Countywide CIP page, the road is undergoing resurfacing now and there is currently no funding available for it or any larger project. The City recommends a cost-effective project consisting of a 2-lane urban section roadway (including on-road bike lanes) which will provide needed refuge for pedestrians, allow for safer bicycle access and improve drainage conditions. We ask for your cooperation by including full funding for these improvements, south of Mount Oak Road, in the Countywide CIP project over the next three years.

**Race Track Road** - The City Council supports a continuation of funding for pedestrian safety and aesthetic landscaping improvements to Race Track Road. There is avid community support for the project. The design status is about 40% complete and includes a full road layout plan, profiles, and cross sections, as well as maintenance of traffic/signing and pavement marking plans. In May 2018, a public information session was held at Yorktown Elementary School. We understand that the County is still funding this project, but construction will not begin until FY 2026 under the current budget plan. The Race Track Task Force recommends a complete street cross section and extend the limits of the project past the Race Track. The City appreciates your helping to address the many safety challenges on Race Track Road.

**Governor's Bridge Replacement** - The Bowie City Council is very disappointed with the decision not to replace or repair Governor Bridge, which crosses the Patuxent River within the City limits. Governor Bridge Road is an important vehicular route connecting Prince George's County with Anne Arundel County and construction of a replacement bridge is called for in the approved Bowie, Mitchellville and Vicinity Area Master Plan. The road provides a second point of access for the 240 single family dwellings in the Longleaf community, 478 multi-family apartment units at Governor's Green, the Prince George's Stadium North Parking Lot, several automobile dealerships and other properties. The City has always understood that the bridge would be repaired or replaced, so that vehicular access could be restored. The City would like to see a bridge improvement that enhances safety and preserves access (especially for emergency vehicles).

US 301 Improvements (south of MD 214) – This project consists of the improvement of US 301 by providing a third through lane north and south bound between MD 214 and MD 4 and further widening as needed, at Trade Zone Avenue, MD 214 and MD 725. Associated intersection improvements at Old Central Avenue, Trade Zone Avenue, Leeland Road and Village Drive West will also be undertaken. This project is necessary to provide satisfactory levels of service during peak periods at the intersections along US 301 should State Highway Administration planned improvements be delayed. It provides for increased capacity to accommodate planned development in this area as well as enhanced safety for the traveling public. Construction funding of \$410,000 is programmed in Year 1 of the current CIP. Construction funding allocations of \$4.13M annually appear in each CIP year, from Year 2 through Year 6.

The City Council observed that developers have added a third through lane to some segments of the southbound lanes of US 301, south of MD 214, but that no projects or funding appear to be available to add a third *northbound* lane. It is recommended that the County join the City in requesting that the Prince George's County portion of the CTP include funding for Project Planning. Alternatively, the US 301 South Corridor Transportation Study (Prince George's County CTP, Line 19), also on hold, might present a funding opportunity for construction of a third northbound lane.

### 3. Public Transit

Planned mixed-use development, such as at Bowie Town Center, Melford Village, South Lake and Mill Branch Crossing strengthens the case for better and more frequent transit service within our City. In addition, some of the more remote portions of the City are sorely underserved by public transit or have no service at all. The establishment of a new Transit Oriented Development at the Bowie State MARC Station will help with this, but it won't address many of our needs. Also, the Council identified several concerns with the existing bus facilities and routes. At certain stops there are no bus shelters forcing people to stand in the street or the grass, making them susceptible to inclement weather. Council also indicated improving the wait time and efficiency on our already low frequency routes along with requesting better bus shelters.

Expansion of the County transit service to the Bowie area will go a long way toward addressing the priority transit needs identified by the City Council, as follows:

1. *Establish a downtown circulator route (The Bus) serving the Bowie Center, including Covington and Melford.*
2. *Evaluate County bus (The Bus) service between the 450 Mainstreet area and the City of Greenbelt.*
3. *Evaluate County bus (The Bus) service between Bowie Town Center and Largo Town Center, including service along Woodmore, Mount Oak and Mitchellville Roads.*
4. *Evaluate County bus (The Bus) service between Fairwood and Upper Marlboro, via Fairwood Parkway, Church Road, Leeland Road and US 301.*
5. *Designate the US 50 corridor as a Priority Transit Corridor on all future County plans.*
6. *Ensure the establishment of a regional transit route from Annapolis to Laurel via the Northview Park-and-Ride lot in the next several years.*

Letter to County Executive Angela D. Alsobrooks  
City Council Transportation Priority List

7. *Continue to advocate for efficiency improvements to WMATA bus service and the Better Bus Network Design initiative regarding Bowie.*
8. *Initiate County bus (TheBus) transit service in Old Town Bowie to connect it to other cultural and business attractions, including Bowie State University*

#### 4. **Trails**

Pedestrian Bridge over MD 214 – Funding should be included to the M-NCPPC CIP to help construct a new pedestrian bridge over MD 214 (outside the City limits). In 2021, the City completed a feasibility study, working with the Maryland State Highway Administration, that confirmed the potential for a grade-separated pedestrian bridge over MD 214 in the vicinity of Hall Road. A recommended location for a future bridge is on M-NCPPC land situated between Hall Road East and Pennsbury Drive, on the north side of MD 214, and County owned land in the South Lake (Karington) development, on the south side of MD 214.

Bowie Heritage Trail - The County's assistance, through the M-NCPPC CIP, is requested for construction of a pedestrian underpass of MD 197 (outside the City limits) to connect Lemon's Bridge Road near the D.S.S. Goodloe House to the MARC Train Station at Bowie State University. A feasibility study and preliminary engineering plan, funded by the Metropolitan Washington Council of Governments' Transportation-Land Use Connections program, was completed in 2014. Also, this fiscal year, the City will complete a 2,200 linear foot extension of The Bowie Heritage Trail, from Old Town Bowie to Jericho Park/Lemon's Bridge Road.

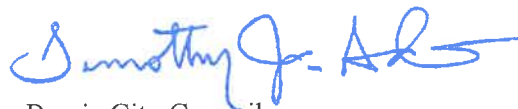
A-44 Greenway Trail - The City is also interested in a partnership with M-NCPPC to design and build a north-south trail system in the Church Road corridor (mostly outside the City limits), using lands dedicated to public use from the now-obsolete Inter-County Connector (A-44). The City would like to explore the possibility of trail construction on M-NCPPC property between Dolphin Way in Woodmore Estates and Dunwood Crossing Drive in Woodmore Highlands.

Acquisition of the CSX Railroad tracks from Morgantown on the Potomac River all the way to Bowie - There is a once-in-a-lifetime opportunity to establish a regional hiker-biker trail amenity in place of the CSX railroad tracks, since the coal fired power plants at Morgantown on the Potomac River and Chalk Point on the Patuxent River will be shutting down operations soon. The railroad corridors could be repurposed to a Rails-to-Trails concept, enhancing multi-modal travel opportunities within Prince George's and Charles Counties. State and County leadership are essential in this regard, and we implore you to work at the highest levels to ensure that the opportunity for non-vehicular travel is preserved and eventually realized.

As always, City will keep working to make the community a better place for all. The City Council appreciates your time and dedication to responsible transportation planning and for your uninterrupted commitment to serving the residents of Prince George's County. Thank you for this opportunity to provide our recommendations

Letter to County Executive Angela D. Alsobrooks  
City Council Transportation Priority List

Sincerely,



Bowie City Council  
Timothy J. Adams  
Mayor

Attachment #1: Letter to Paul Wiedefeld dated August 28, 2023

cc: The Honorable Ronald L. Watson, Ph.D., State Senator  
The Honorable Marvin E. Holmes, Delegate  
The Honorable Adrian Bofo, Delegate  
The Honorable Kym Taylor, Delegate  
The Honorable Thomas E. Dernoga, County Council Chair  
The Honorable Ingrid Watson, County Council Member  
The Honorable Wala Blegay, County Council Member  
The Honorable Angela D. Alsobrooks, County Executive  
The Honorable Peter Shapiro, Prince George's County Planning Board Chairman  
Mr. Tim Smith, SHA Administrator  
Mr. Derek L. Gunn, P.E., SHA District Engineer  
Mr. Randy Clarke, WMATA General Manager/CEO  
Mr. Michael Johnson, Director of Prince George's County DPW&T