



**CITY COUNCIL WORKSHOP MEETING  
\*VIRTUAL MEETING\*  
MONDAY, SEPTEMBER 14, 2020, 7:00 P.M.**

This Agenda is subject to change. If this agenda is modified it will be reposted to the City of New Carrollton's website: [www.newcarrolltonmd.gov](http://www.newcarrolltonmd.gov). If you have any questions please contact the City Clerk at (301) 459-6100.

**Items for discussion**

- 1. Call to Order**
- 2. Report of the Mayor and Administration**
- 3. Council Questions/Council Announcements**
- 4. Proclamation – Breast Cancer Awareness Month (October 2020)**
- 5. Proclamation - Support of ‘Walktober’ in New Carrollton (October 2020)**
- 6. Resolution 21-01 Adoption of Council Rules and Procedures**
- 7. 4-Cities Coalition Meeting Schedule for Thursday, October 29, 2020, at 7:30 p.m. Agenda Items (Hosted by the City of New Carrollton)**
- 8. Creation of a Community Relations Committee**
- 9. Community Events Halloween 2020**
- 10. Ordinance 21-01 Budget Amendment Reconciliation No. Seven: To Amend Ordinance 19-17 Expense Budget for FY 2020 (Emergency Ordinance)**
- 11. Ethics Commission Appointment – Ms. June D. Garrett**
- 12. 2020 Election Wrap-Up and 2021 Election Planning**
- 13. Payment in Lieu of Annual Leave**
- 14. Letter Offering Comments on the Draft Environmental Impact Statement and Section 4(f) Evaluation for the I-495 and I-270 Managed Lane Study**
- 15. Whether to Entertain a Discussion at a Future Meeting: Re: Giving Department Heads the Authority to Make Their Own Line Item Adjustments**
- 16. Meeting Minutes**
  - a.) Council Workshop Meeting Minutes (August 17, 2020)
  - b.) Council Legislative Meeting Minutes (August 19, 2020)
  - c.) Council Closed Session Meeting Minutes (August 19, 2020)

17. **Review of Bills**  
**Batch # 1 (August 21, 2020); Batch # 2 (September 4, 2020); and**  
**Batch # 3 ( September 4, 2020)**
18. **Public Comment – (Residents’ Concerns, Audience Participation and Phone Calls) When addressing the Council please state your name and address for the record.**
19. **Request for Future Agenda Items**
20. **Adjournment**

**PLEASE NOTE:** This meeting of the City of New Carrollton Council will be a virtual meeting. Anyone interested in listening to the meeting will be able to by calling the following number: **301-715-8592 with code 915 3605 7121**. You do not need a participant code. If you want to join the meeting via the Computer click on the link to join the Zoom Meeting: Join Zoom Meeting <https://zoom.us/j/91536057121> Meeting ID: 915 3605 7121. **If you have comments for the Council please email them to City Clerk Doug Barber at [dbarber@newcarrolltonmd.gov](mailto:dbarber@newcarrolltonmd.gov) by 3:00 p.m. the day of the meeting.**



## **MEMORANDUM**

To: Mayor and City Council  
From: Karen Ruff, Assistant City Administrative Officer  
Cc: Department Heads  
Re: August 2020 City Administrative Officer's Report  
Date: September 14, 2020

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### **Administration**

Inventory: The first phase of the inventory of all City assets conducted by the City was concluded on August 31, 2020. Staff and the Mayor are in the process of reviewing the results to determine next steps. However, it is anticipated that the next phase of the inventory will include inventorying equipment and vehicles. It is expected that this next phase will be completed by October 31, 2020.

Additionally, the Local Government Insurance Trust appraiser will be in the City on Thursday to assist the City in valuing its buildings and improvements at the Municipal Center, the Department of Public Works, the Hanko building and City parks.

The American Asphalt Co., LLC Contract: At the last meeting of the City Council, the Council approved the award of the contract for resurfacing of the Municipal Center parking lot to American Asphalt Co, LLC contingent on reference checks. Staff communicated with four of the references submitted by American Asphalt. All references came back stating that American Asphalt came in on-time and within budget on all projects. All four references said that American Asphalt was easy to work with and that they would hire American Asphalt for another project. The proposed contract has been sent to the City Attorney for review/approval.

Coronavirus Relief Fund Agreement with Prince George's County: On August 31 the City received its executed CRF Agreement with Prince George's County. The next step is for the City to initiate the reimbursement process. Additionally, staff will be carrying out the remainder of the terms of the Agreement

Census 2020: Time is running short. There are only 19 days left to increase the City's response rate. Although as of September 11 the City response rate is the same as the National response rate a 65.5%, we would still like to see it increase by 9.5% by September 30. Please continue to get the word out! (Note: The Maryland response rate is 69.8 and Prince George's County's response rate is 67.9.)

City of New Carrollton eNewsletter (formerly referred to as Constant Contact): The City now has 335 people signed up to receive the City's eNewsletter. The eNewsletter sent on Friday, September 11, issued a challenge to City residents, asking that they encourage 3 of their neighbors to sign up to receive the City's eNewsletter. With a little luck, perhaps we can reach 1,000 subscribers!

### **City Clerk**

Newsletter: The September/October 2020 City Newsletter was issued. Ms. Benitez is preparing the November/December 2020 edition, which will be mailed to residents the first week of November.

Events: The City officially has been discussing Halloween 2020 while addressing COVID-19 concerns. The City will provide notifications to residents through the City's social media outlets once a decision has been determined. The City's main concern with addressing holding City events is the safety of our residents and City employees.

The City has scheduled our Annual Shredding Event for Saturday, November 14, 2020, from 9:00 a.m. until 12:00 Noon at the Andrew C. Hanko Building at Beckett Field (8511 Legation Road). Please contact City Clerk Doug Barber at 301-459-6100 or by email at [dbarber@newcarrolltonmd.gov](mailto:dbarber@newcarrolltonmd.gov) if you have any questions.

City Committees: The following information has been posted on all media outlets in the City:

### **How to Apply for City Committees**

The City of New Carrollton seeks your involvement. If you would like to serve on a City committee, please fill out the Committee Application located on the City's website, [www.newcarrolltonmd.gov](http://www.newcarrolltonmd.gov), under "Government" and click on City Committees. You can submit your application via email to the City Clerk at [dbarber@newcarrolltonmd.gov](mailto:dbarber@newcarrolltonmd.gov) or mail it to:

City of New Carrollton Municipal Center  
Attn: City Clerk  
6016 Princess Garden Parkway  
New Carrollton, Maryland 20784

Mayor Nembhard will review all Committee Applications and will make her appointments with the City Council's confirmation. We are currently looking for volunteers to serve on the following committees: Board of Elections, Ethics Commission, Vera Cope Weinbach Scholarship, Zoning & Appeals Board, and Veterans Park Memorial Committee. Details of each of the City Committees are located on the City's website.

**Please note:** Membership on some committees may require the submission of a Financial Disclosure Statement. For additional information, you may contact the City Clerk at 301-459-6100.

## **Social Media Report**

Highlighting the social media activity over the past month on our Facebook and Twitter accounts:

### Facebook:

In the last 28 days there have been

- 203 page views
- 10 page likes
- 328 people reached through posts
- 13 Post Engagements.

The top post was a helpful hint shared by the NCPC. It reached 229 people and had 15 engagements.

### Twitter:

Twitter earned 5,995 impressions over the last 28 days. The top tweet was informing the residents of the Census deadline and the City's response rate receiving

- 691 impressions
- 6 engagements.

Followed by a tweet informing the residents about grab and go meal distribution at the Municipal Center receiving

- 472 impressions
- 24 engagements.

Twitter also gained 17 followers.

## **Human Resources**

### Recruiting:

We conducted interviews for the Grounds Maintenance Worker and Sanitation Worker vacancies, and have two identified candidates who are moving to the next step of the hiring process. We will begin interviewing for our other vacancies in the upcoming weeks.

### Wellness:

On Thursday, September 10, 2020, we hosted a Wellness in Your Life webinar with College Park. The webinar focused on the importance of physical and mental wellbeing.

We are in the process of planning a Virtual Employee Health & Wellness Week beginning Monday, October 28<sup>th</sup> to Friday, November 1<sup>st</sup>. Most activities will be done virtually except for

**Finance and Accounting**

Attached is the Monthly Budget Report: FY 2021 August 2020.

CITY OF NEW CARROLLTON, MARYLAND  
FOR MONTH AND YTD ENDING AUGUST 31, 2020

	ACTUAL AUG 19	ACTUAL JUL 19-AUG 19	ACTUAL FY 20	Percent of full yr pd thru YTD		ACTUAL AUG 20	ACTUAL JUL 20 - AUG 20	AMENDED BUDGET FY 21	Percent of budget pd thru YTD		Actual FY 21-20 fav/(unfav)
<b>STATEMENT OF REVENUES AND EXPENDITURES</b>											
<b>REVENUES</b>											
Tax revenues	341,246	453,642	7,922,719	6%		350,871	368,112	8,430,682	4%		(85,530)
County revenues	8,367	8,367	89,975	9%		-	-	123,468	0%		(8,367)
Other revenues	283,203	731,153	3,317,762	22%		128,648	435,829	2,907,951	15%		(295,324)
<b>TOTAL REVENUES</b>	<b>632,816</b>	<b>1,193,162</b>	<b>11,330,456</b>	<b>11%</b>		<b>479,519</b>	<b>803,941</b>	<b>11,462,101</b>	<b>7%</b>		<b>(389,221)</b>
Reserves and appropriations						-	-	150,000			
<b>TOTAL REVENUES AND RESERVES</b>	<b>632,816</b>	<b>1,193,162</b>	<b>11,330,456</b>	<b>11%</b>		<b>479,519</b>	<b>803,941</b>	<b>11,612,101</b>	<b>7%</b>		<b>(389,221)</b>
<b>EXPENDITURES</b>											
Personnel - General Government	96,960	173,508	1,122,771	15%		98,242	165,010	1,379,676	12%		8,498
Personnel - Public Safety	259,559	460,404	3,294,253	14%		305,442	475,490	3,616,293	13%		(15,086)
Personnel - Public Works	193,778	352,078	2,247,457	16%		195,778	293,776	2,644,855	11%		58,302
<b>TOTAL PERSONNEL</b>	<b>550,297</b>	<b>985,990</b>	<b>6,664,481</b>	<b>15%</b>		<b>599,462</b>	<b>934,276</b>	<b>7,640,824</b>	<b>12%</b>		<b>51,714</b>
Operations - General Government	40,834	192,496	680,264	28%		43,354	215,422	735,086	29%		(22,926)
Operations - Public Safety	81,615	138,886	910,333	15%		59,789	113,773	783,520	15%		25,113
Operations - Public Works	93,189	119,866	1,123,955	11%		85,212	124,682	1,248,408	10%		(4,816)
<b>TOTAL OPERATIONS</b>	<b>215,638</b>	<b>451,248</b>	<b>2,714,552</b>	<b>17%</b>		<b>188,355</b>	<b>453,877</b>	<b>2,767,014</b>	<b>16%</b>		<b>(2,629)</b>
Capital - General Government	-	-	125,550	0%		325	325	61,000	1%		(325)
Capital - Public Safety	5,800	-	258,537	0%		-	127	14,000	1%		(127)
Capital - Public Works	-	-	157,509	0%		-	-	509,000	0%		-
<b>TOTAL CAPITAL</b>	<b>5,800</b>	<b>-</b>	<b>541,596</b>	<b>0%</b>		<b>325</b>	<b>452</b>	<b>584,000</b>	<b>0%</b>		<b>(452)</b>
Weinbach scholarship	-	-	5,000	0%		-	-	5,000	0%		-
<b>TOTAL EXPENDITURES</b>	<b>771,735</b>	<b>1,437,238</b>	<b>9,925,629</b>	<b>14%</b>		<b>788,142</b>	<b>1,388,605</b>	<b>10,996,838</b>	<b>13%</b>		<b>48,633</b>
Reserves and appropriations						-	-	130,000			
<b>TOTAL EXPENDITURES AND RESERVES</b>	<b>771,735</b>	<b>1,437,238</b>	<b>9,925,629</b>	<b>14%</b>		<b>788,142</b>	<b>1,388,605</b>	<b>11,126,838</b>	<b>12%</b>		<b>48,633</b>
<b>REVENUE OVER EXPENSES BEFORE FINANCING</b>	<b>(138,919)</b>	<b>(244,076)</b>	<b>1,404,827</b>			<b>(308,623)</b>	<b>(584,664)</b>	<b>485,263</b>			<b>(340,588)</b>
Net financing costs	9,314	18,629	328,780	6%		9,314	18,629	485,263	4%		-
<b>REVENUE OVER EXPENSES AFTER FINANCING</b>	<b>(148,233)</b>	<b>(262,705)</b>	<b>1,076,047</b>			<b>(317,937)</b>	<b>(603,293)</b>	<b>-</b>			<b>(340,588)</b>

### BENEFITS ANALYSIS

	ACTUAL JUL 19-AUG 19 YTD	PCT OF WAGES	FULL YEAR ACTUAL FY 20	PCT OF WAGES	ACTUAL JUL 20 - AUG 20	PCT. OF WAGES
Detail of Personnel Costs:						
Wages	779,370		4,769,656		727,781	
FICA	57,401	7.37%	352,840	7.40%	54,406	7.48%
Health & Life Insurance	139,799	17.94%	928,518	19.47%	145,787	20.03%
Employee Assistance Program	6,207	0.80%	6,657	0.14%	5,929	0.81%
Workmans' Comp & Unemployment	-	0.00%	254,767	5.34%	-	0.00%
Retirement & Pension	-	0.00%	344,532	7.22%	-	0.00%
<b>TOTAL BENEFITS</b>	<b>203,407</b>	<b>26.10%</b>	<b>1,887,314</b>	<b>39.57%</b>	<b>206,122</b>	<b>28.32%</b>
<b>TOTAL PAYROLL AND BENEFITS</b>	<b>982,777</b>		<b>6,656,970</b>		<b>933,903</b>	

### CASH AND INVESTMENTS SUMMARY

	AUG 19	AUG 20
Cash Balance:		
TD Bank General	58,853	26,574
TD Bank Payroll	335,035	203,865
Suntrust Speed Camera	708,929	643,355
Petty Cash	500	500
TD Bank Money Market	235,474	238,130
TD General Investments	1,157,684	1,263,491
PNC MD Pool General	5,894,749	7,025,129
PNC MD Pool Cable TV	732,937	772,576
PNC MD Pool Weinbach Scholarship	41,605	41,638
<b>TOTAL CASH</b>	<b>9,165,766</b>	<b>10,215,257</b>
Fidelity CD's	3,208,381	3,301,803
<b>TOTAL CASH &amp; INVESTMENT</b>	<b>12,374,146</b>	<b>13,517,060</b>





**CITY OF NEW CARROLLTON**  
DEPARTMENT OF PUBLIC WORKS  
6318 WESTBROOK DRIVE • NEW CARROLLTON, MARYLAND 20784  
(O) 301.577.1008 (F) 301.577.6953

**To:** Mayor and City Council  
**Subject:** Public Works Report  
**Date:** September 10, 2020

**Clean Water Partnership** - Work has commenced on Carrollton Pkwy at 85<sup>th</sup> Ave. The work is expected to move along the branch at about 100 feet a week (weather permitting). The “NO PARKING” signs will be moved accordingly as the work progresses. The next section (Fairbanks St. – Quentin St.) will begin upon completion of the previous section. No definitive dates are given.

**City Bulk Pick up** – Bulk collection was suspended this week due to the holiday. The next collection will take place next week on 8/16/2020.

**Street Line Painting** – The City streets are getting a fresh coat of line paint, please pay attention to the intersections with cones as the paint will be wet. Street Line Painting will take a little longer due to the excessive rainfall.

**Statistics for the month of August -**

- Senior Van Service** - 49 calls for service
- Bulk Pick-up** - 432
- Sump Discharge** - 5
- Trees Trimmed** - 163
- Trees Removed** - 7
- Vehicles in for Service** - 16

Andre Triplett  
Public Works Director



# CITY OF NEW CARROLLTON

6016 PRINCESS GARDEN PARKWAY • NEW CARROLLTON, MARYLAND 20784-2898  
Phone (301) 459-6100 Fax (301) 459-8172

## MEMORANDUM

**TO:** City Council of New Carrollton  
**FROM:** Doug Barber, City Clerk  
**DATE:** September 11, 2020  
**RE:** Proclamation -Breast Cancer Awareness Month (October 2020)

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The Administrative Staff of the City of New Carrollton requests that the City Council of New Carrollton proclaim October 2020 as Breast Cancer Awareness Month in the City of New Carrollton. The first step in beating Breast Cancer is awareness and education for all.

The proposed proclamation would be presented for adoption at the Council Legislative Meeting scheduled for Wednesday, September 16, 2020.



**CITY OF NEW CARROLLTON  
BREAST CANCER AWARENESS MONTH PROCLAMATION  
OCTOBER 2020**

**WHEREAS**, while considerable progress has been made in the fight against breast cancer, it remains the most commonly diagnosed cancer and the second leading cause of death among women in the United States; and

**WHEREAS**, each year it is estimated that more than 220,000 women in the United States will be diagnosed with breast cancer and more than 40,000 will die as a result of the disease; and

**WHEREAS**, even so, male breast cancer is very rare. Less than one percent of all breast cancer cases develop in men, and only one in a thousand men will ever be diagnosed with breast cancer; and

**WHEREAS**, October is Breast Cancer Awareness Month, an annual campaign to increase awareness about the disease; and

**WHEREAS**, during this month, we reaffirm our commitment to support breast cancer research and to educate all citizens about its risk factors, detection and treatment; and

**WHEREAS**, as we display pink ribbons and wear pink clothing to raise awareness, we also support those courageously fighting breast cancer and honor the lives lost to the disease; and

**WHEREAS**, this October, we recognize breast cancer survivors, those battling the disease, their families and friends who are a tireless source of love and encouragement, and applaud the efforts of our medical professionals and researchers working to find a cure for this deadly disease; and

**WHEREAS**, Breast Cancer Awareness Month is an opportunity to unite all citizens in our community to prevent breast cancer deaths through increased education and regular screenings;

**NOW, THEREFORE**, I Mayor Phelecia E. Nembhard and City Councilmembers of the City of New Carrollton, Maryland do hereby proclaim October as:

**BREAST CANCER AWARENESS MONTH**

**IN WITNESS THEREOF**, we have hereunto set our hand and caused the Seal of the City of New Carrollton affixed this Sixteenth Day of September in the year of Our Lord Two Thousand Twenty.

\_\_\_\_\_  
Phelecia E. Nembhard, Mayor

\_\_\_\_\_  
Lincoln H.G. Lashley, Chair

\_\_\_\_\_  
Stephen L. John, Vice Chair

\_\_\_\_\_  
Sarah Potter Robbins, Mayor Pro-Tem

\_\_\_\_\_  
Allyne Hooks, Alternate Treasurer

\_\_\_\_\_  
Cynthia DB Mills, Councilmember

**DATE:** \_\_\_\_\_

**ATTEST:**

[SEAL]

\_\_\_\_\_  
Douglass A. Barber, MMC



# CITY OF NEW CARROLLTON

6016 PRINCESS GARDEN PARKWAY • NEW CARROLLTON, MARYLAND 20784-2898  
Phone (301) 459-6100 Fax (301) 459-8172

## MEMORANDUM

**TO:** City Council of New Carrollton  
**FROM:** Doug Barber, City Clerk  
**DATE:** September 14, 2020  
**RE:** Proclamation –Support of “Walktober” in New Carrollton (October 2020)

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Mayor Nembhard and Administration Staff request that the City Council of New Carrollton support “Walktober” in the City of New Carrollton during the month of October. As walking is great exercise and a healthy mode of travel that is environmentally friendly, the City of New Carrollton desires to encourage City staff and residents to embrace walking and the principal that people should be able to safely walk throughout the community.

The proposed proclamation would be presented for adoption at the Council Legislative Meeting scheduled for Wednesday, September 16, 2020.



**PROCLAMATION  
SUPPORT OF WALKTOBER 2020  
IN THE CITY OF NEW CARROLLTON**

**WHEREAS**, walking is an excellent form of exercise and a healthy mode of travel that is environmentally friendly; and

**WHEREAS**, the City of New Carrollton encourages City Staff and residents to embrace the benefits of walking and the principal that people should be able to safely circulate throughout the community without cars; and

**WHEREAS**, walkability is a positive attribute of our community, which the City and its Departments are committed to realizing, as well as the importance of facilitating safe and convenient mobility for all; and

**WHEREAS**, organized walks can promote civic education when focused on nature, art in the community and architecture. Additionally, a safe pedestrian environment can support economic development and local businesses, and

**WHEREAS**, when walking, it is important to pay attention to what is going on around us, and drivers must remember to be vigilant to ensure the safety of pedestrians; and

**WHEREAS**, the City of New Carrollton recognizes and supports City residents and employees who are promoting the benefits of walking as a form of healthy recreation and as an active mode of transportation.

**NOW, THEREFORE, BE IT PROCLAIMED** that the City Council of New Carrollton does hereby proclaim the month of October, 2020 in the City of New Carrollton as “Walktober” and Pedestrian Safety Month and urges that everyone rededicate themselves to enjoying the benefits of walking and ensuring the safety of pedestrians in our community.

**INTRODUCED AND PASSED** by the Council of New Carrollton at the Council Legislative Meeting on September 16, 2020.

\_\_\_\_\_  
Phelecia E. Nembhard, Mayor

\_\_\_\_\_  
Lincoln H.G. Lashley, Chair

\_\_\_\_\_  
Stephen L. John, Vice Chair

\_\_\_\_\_  
Sarah Potter Robbins, Mayor Pro-Tem

\_\_\_\_\_  
Alllyne Hooks, Alternate Treasurer

\_\_\_\_\_  
Cynthia DB Mills, Councilmember

**DATE:** \_\_\_\_\_

[SEAL]

**ATTEST:**

\_\_\_\_\_  
Douglass A. Barber, MMC



# CITY OF NEW CARROLLTON

6016 PRINCESS GARDEN PARKWAY • NEW CARROLLTON, MARYLAND 20784-2898  
Phone (301) 459-6100 Fax (301) 459-8172

## MEMORANDUM

**TO:** City Council of New Carrollton  
**FROM:** Karen Ruff, City Administrative Officer  
**DATE:** September 11, 2020  
**RE:** Resolution 21-01 Adoption of Council Rules and Procedures

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City of New Carrollton Charter, Section 8 Council Meetings requires that the City Council Rules and Procedures. The City Council reviewed proposed Council Rules and Procedures over several meeting. The City Council has provided their comments and suggested changes which have been incorporated into the Council Rules and Procedures.

Proposed Resolution 21-01, Council Rules and Procedures, once approved will be presented for adoption at the Council Legislative Meeting scheduled for Wednesday, September 16, 2020.



Resolution 21-01  
Adopting Rules of Procedure for the City Council of New Carrollton

**Effective: September 16, 2020**

**A RESOLUTION  
OF THE CITY COUNCIL OF NEW CARROLLTON ADOPTING  
RULES OF PROCEDURE FOR THE CITY COUNCIL OF NEW CARROLLTON**

**WHEREAS**, the Charter of the City of New Carrollton, § C-8 “Council meetings” requires that the City Council adopt rules and regulations consistent with the City Charter “for its own government while in session;” and

**WHEREAS**, the Administration prepared Rules of Procedure for the City Council’s consideration, which are attached hereto as Exhibit A; and

**WHEREAS** the City Council has reviewed the proposed Rules of Procedure and desires to adopt the Rules to govern its conduct while in session.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, by the City Council of New Carrollton, that the Rules of Procedure for the City Council of New Carrollton attached hereto as Exhibit A are hereby adopted.

ADOPTED AND ENACTED BY THE CITY COUNCIL OF NEW CARROLLTON THIS 16<sup>th</sup>  
DAY OF SEPTEMBER 2020.

[SEAL]

**ATTEST:**

\_\_\_\_\_  
Douglass A. Barber, MMC, City Clerk

\_\_\_\_\_  
Lincoln H.G. Lashley, Chair  
City Council

**APPROVED:**

\_\_\_\_\_  
Phelecia E. Nembhard, Mayor

Date: \_\_\_\_\_

# Rules of Procedure for the City Council of New Carrollton

## I. Authority

These rules are adopted pursuant to the authority provided in §C-8 of the Charter of the City of New Carrollton.

## II. Council Meetings

### A. Open Meetings

1. All meetings of the Mayor and City Council shall be open to the public, except when such meetings are held in closed session pursuant to the provisions of the Maryland Open Meetings Act (Md. General Provisions Code Ann., Title 3 Open Meetings Act) or the Mayor and/or City Council are performing a function to which the Maryland Open Meetings Act does not apply. Notice of all meetings shall be provided as set forth herein and as required by the Maryland Open Meetings Act.

2. The City Council shall meet the third Wednesday of each month in City Hall (a.k.a the New Carrollton Municipal Center) located at 6016 Princess Garden Parkway, New Carrollton, Maryland or some other place of convenience in the City. In accordance with §C-8 of the City of New Carrollton Charter, the meeting on the third Wednesday of the month shall be referred to as the regular meeting of the Council. The Council shall meet at such other times and locations as may be required to conduct the business of the City. The City Council may meet by teleconference under very limited situations as set forth hereinafter. City Council meetings shall start at 7:00 p.m., unless otherwise noted.

3. Special meetings of the Mayor and City Council shall be called by the City Clerk upon request of the Mayor or a majority of the members of the Council. A statement that a special meeting will be held, together with the date, time and location, as well as the purpose of the meeting, shall be posted conspicuously at the City Municipal Center as soon as is practicable upon scheduling of the meeting. Failure to post such notice shall not invalidate any action taken at such meeting.

### B. Quorum

Three Councilmembers present at any meeting shall constitute a quorum for the transaction of business. A member of the City Council may attend a meeting of the Council, and be considered present for voting, through electronic communication, as more fully explained in Section V.F. below.

### C. Public Comments

Public comments are permitted at the end of each regular meeting of the City Council. Advance sign-up is not required unless noted on the agenda. At their turn, speakers who wish to



address the Council should come to the podium and state their name and address for the record. Comments are limited to three minutes each. If a speaker believes that their public comments need to extend more than three minutes and that the additional information cannot be provided in written form, the person may request that the Council Chair give them permission for an additional one or two minutes. To ensure that everyone who wants to comment has the time to do so, members of the public are expected to only speak once during public comments. Speakers may not cede their time to another person. If the Council determines that it would be in the best interest of Council to hear from a speaker a second time, the Council has the authority to request that the speaker return to the podium to provide additional information requested by the Council.

If a person is not present at a regular meeting of the City Council, yet would like to participate in Public Comments, the person may call in to a phone number provided by the City and may speak via telephone during the call-in time at the end of the meeting. When recognized, the person shall state their name and address before speaking to the issue regarding which they called. The time limits established in the prior paragraph for those speaking to the Council in person shall apply to call in persons as well.

#### D. Chairperson

The Chairperson of the City Council, or in their temporary absence, the Vice Chairperson, shall preside at all meetings of the City Council. In the absence of the Chairperson and Vice Chairperson, a Councilmember other than the Mayor Pro Tem and Alternate Treasurer will act as presiding officer during meetings of the Council. Hereinafter, the person presiding at a meeting, whether it be the Chairperson, Vice Chairperson, or Councilmember, shall be referred to as the presiding officer. At the appointed hour of the meeting, the presiding officer shall take their seat and immediately call the members of the City Council to order. A silent roll call shall be performed by the City Clerk, who shall enter in the minutes of the meeting the names of the members present. The presiding officer shall preserve order and decorum at all meetings of the Council. The presiding officer shall state every question before the Council, announce the decision of the Council on all subjects and decide all questions of order.

### III. Duties and Privileges of Members

#### A. Right of floor

Before speaking on any matter, a member shall seek the floor by addressing the presiding officer. When recognized by the presiding officer, a member shall confine themselves to the question under debate, avoid personalities, and refrain from impugning the motives of any other member's argument or vote. No Councilmember shall interrupt another Councilmember in debate without their consent, or unless it is to call the person to order, and to obtain such consent, they shall first address the presiding officer. If a member, while speaking, is called to order, the member shall cease speaking until the question of order is determined, and, if in order, the member shall be permitted to proceed. Councilmembers shall not raise personal matters pertaining to alleged

improper performance or conduct of any city employee or Councilmember etc., at a public Council meeting.

#### B. Right of appeal

Any Councilmember may appeal to the Council a ruling on a decision of the presiding officer. The member making the appeal may briefly state their reason for appeal, and the presiding officer may briefly explain their ruling, but there shall be no debate on the appeal. The presiding officer shall then put the question: "Shall the decision of the Chair be sustained?" If a majority of the members present vote "YES," the ruling of the Chair is sustained; otherwise, it is overruled.

#### C. Voting

Every member present, when a question is put, shall vote "Yea," "Nay," or "Abstain." When abstaining, a member shall state the reason therefor. Unless a member of Council states that they are not voting, their silence shall be recorded as an affirmative vote.

#### D. Disorderly conduct or violation of rules by Councilmembers

If a Councilmember indulges in any language or conduct unbecoming to their office, the person shall be called to order by the presiding officer and in such case; the offending member shall lose the floor and not proceed without the approval of the majority of the members present. The Council may, by vote of not less than four members expel the member from a meeting for disorderly conduct or a violation of Council rules.

#### E. Behavior of attendees at Council meetings

Attendees of Council meetings and those speaking during audience participation and phone calls will conduct themselves in a professional manner at all times during meetings of the City Council. If any confusion or disorder arises, the presiding officer may, upon their own initiative or upon the request of any Councilmember enforce order. If the offending person or persons are a spectator, he/she or they may be ejected from the meeting. If any member of the Council objects to the ruling of the presiding officer, he/she shall have the right to appeal to the council as provided herein.

### IV. Council Procedure

#### A. Order of Business

The business of all Regular meetings of the Council shall be transacted in the following order; provided, however, that the Chair or presiding official may take any item of business out of order unless objected to by a majority of the Councilmembers.

1. Call to Order
2. Pledge of Allegiance
3. Workshop Discussion Items
4. Approval of the Minutes (Or Consent Agenda – for things such as minutes, proclamations, letters from Council, with each item listed thereunder)
5. Council Questions and Council Announcements
6. Additions to the Agenda by the Council
7. Old Business
8. New Business
9. Public Comment
10. Adjournment

Provided that the City Clerk has previously furnished each Councilmember with a copy of the minutes of a prior meeting, the minutes may be approved without reading them.

#### B. Agenda

1. The City Clerk and the Council Chair shall prepare the Agenda for each meeting of the City Council. Pursuant to the Maryland Open Meetings Act, § 3-302.1. Before meeting in open session, the City Council is required to make available to the public an agenda that contains known items of business or topics to be discussed during that portion of any meeting that is open and indicating whether the Council expects to close any portion of the meeting. If the agenda has been determined at the time notice of an open meeting is provided, the Council shall make the agenda available at that time. If an agenda has not been determined at the time the Council gives notice of a meeting, the Council shall make the agenda available as soon as practicable after the agenda has been determined, but no later than 24 hours before the meeting. The City Council shall make the agenda available as is required by the Maryland Open Meetings Act, § 3-302.1(d). Accordingly, at least three business days prior to each meeting, the Chair or presiding official shall approve the agenda and ensure that each member of the Council and the Mayor receive a copy of the agenda for the forthcoming meeting. Nothing in the Maryland Open Meetings Act prohibits the City Council from altering an agenda after the agenda has been made available to the public. Accordingly, if it becomes necessary to add an item to an agenda after the City Clerk and the Council Chair have set the agenda, an item may be added with the concurrence of the City Clerk and the Chair or at the written request of two Councilmembers, one of which may be the Chair. At each regular meeting of Council, the Chair shall request agenda items from the Council for the next month's meeting, or a future meeting if additional time is required to properly prepare the item for Council's consideration.

2. If the City Council is unable to comply with the provisions of subsection 1 above because the meeting was scheduled in response to an emergency, a natural disaster, or any other unanticipated situation, the City Council shall make available an agenda of the meeting as soon as possible, but no later than within a reasonable time after the meeting occurs.

3. Modifications to the agenda may be made as follows:

- a. At the request of two or more members of the Council, an item shall be placed on the agenda for consideration at a meeting.
- b. Upon commencement of a Council meeting, upon a motion duly made and seconded, and upon the affirmative vote of at least a majority of the members of the Council, an item may be removed from a meeting agenda.

C. Introduction and passage of ordinances and resolutions

1. Ordinances and resolutions shall be introduced by the Council only in written form.

2. All ordinances except ordinances making appropriations and ordinances codifying or rearranging existing ordinances or enacting a code of ordinances, shall be confined to one subject, and the subject or subjects of all ordinances shall be clearly expressed in their title. Ordinances making appropriations shall be confined to the subject of appropriations.

3. Each ordinance may be introduced on its first reading by a member of the Council and seconded by another Councilmember. Each ordinance may be enacted on its second reading. No ordinance, other than an emergency ordinance, shall be passed until it has been read or summarized on two separate days. Any reading of an ordinance shall be by title only, unless a majority of the Council requires a full reading.

4. Except as otherwise required by State law, the affirmative vote of a majority of the Council shall be required for adoption of an ordinance or resolution. State law requires that actions involving the spending of funds for other than the budgeted purpose require an affirmative vote of two-thirds of the entire Council (four votes). The "Yeas," "Nays" and abstentions shall be taken upon the passage of all ordinances and resolutions and be entered in the minutes of the proceedings.

5. Proposed legislation shall contain a brief statement setting forth its budgetary impact.

6. Copies of all ordinances and resolutions shall be prepared for distribution to all members of the Council, Mayor, City Administrative Officer and the City Clerk at the meetings where the ordinance or resolutions are introduced. Whenever any member of the Council is absent from such meetings, the City Clerk shall arrange to have copies delivered to him/her.

7. If the Council so desires, any pending ordinance or resolution may be referred to the Mayor, any member of the Council, a standing or special committee, the City Solicitor, or the City Administrative Officer for study, recommendations, redrafting etc.

8. The Council may hold scheduled public hearings on regular meeting nights or at another time in order to accept public comments on an ordinance or other issue. Public hearings

are generally scheduled at the beginning of a regular meeting. Speakers may be asked to sign up to speak at a public hearing. Comments will be limited to three minutes each.

Requests to show visual or audiovisual materials during a public hearing must be submitted to the City Clerk at least 24 hours in advance of a meeting. If the request is approved, the digital file or link to the file must be emailed to the City Clerk no later than noon the day of the meeting. Flash drives (thumb drives) are not permitted for use at the meeting. This process shall apply to any requests to show visual or audiovisual materials at a Council meeting.

#### D. Emergency ordinances

An emergency ordinance may be declared by a four-fifths vote of the City Council<sup>1</sup> (as provided for in §C-10 “General powers of Council” of the City of New Carrollton Charter). An emergency ordinance shall become effective on the date specified in the ordinance, but no ordinance shall become effective until approved by the Mayor or passed over his or her veto by the Council.

#### E. Precedence of Motions

When a question is before the Council, no motion shall be entertained except; (a) to fix the hour of adjournment; (b) to adjourn; (c) to postpone to a certain time; (d) for the previous question; (e) to refer; (f) to amend or (g) to postpone indefinitely. These motions shall have precedence in the order indicated. Any such motion, except a motion to amend, to postpone to a certain time, to refer, and to postpone indefinitely shall be put to a vote without debate.

#### F. Motions out of the regular order

The presiding officer at any time shall permit a member to introduce an agenda item out of the regular order.

#### G. Motion to adjourn--when not in order--not debatable

A motion to adjourn shall be in order at any time, except as follows: (a) when repeated without intervening business or discussion; (b) when made as an interruption of a member while speaking; (c) when the previous question has been ordered; and (d) while a vote is being taken. A motion to adjourn is not debatable.

#### H. Motion to table (postpone)

A motion to table (postpone) shall preclude all amendments or debate on the subject under consideration. If the motion shall prevail, the consideration of the subject may be resumed at any time by a majority vote under new business at a subsequent meeting.

<sup>1</sup> **A four-fifths vote of the City Council means a vote by four members.**

#### I. Previous question

When the previous question is moved and seconded by another member, it shall be put as follows: "Shall the main question now be put?" There shall be no further amendment or debate; however, pending amendment shall be put in his or her order before the main question. If the question, "Shall the main question now be put" and approved by a majority of the members present, the main question shall then be voted upon. If the question were decided in the negative, then the main question remains before the Council.

#### J. Division of question

If a question contains two or more divisible propositions, the presiding officer upon request of a member, may divide the same.

#### K. Motion to Amend

A motion to amend a main motion, seeks to amend, alter or change, in some way, a main motion that is presently pending before the Mayor and Council. When the Council is ready to vote on a motion that has been subject to an amendment, the Council shall first vote on the amendment and, if the amendment passes, then the Council will proceed to vote on the motion as amended. In the event that the amendment does not carry, then the Council will consider and vote on the main motion.

#### L. Reconsideration

After the decision on any question, any member who voted with the majority may move to reconsider any action at the same or the next succeeding meeting. A motion to reconsider shall require the approval of at least three (3) members of the Council. A meeting closed pursuant to the Maryland Open Meetings Act shall not be considered in determining the "next succeeding meeting" for purposes of this section. After a motion for reconsideration has once been acted upon, no other motion for reconsideration thereof shall be made without unanimous consent of all members of the Council.

#### M. Procedure in absence of rule

In the absence of a rule to govern a point of procedure, the practice approved of in Robert's Rules of Order Newly Revised (1990 Edition), as amended, shall prevail.

## V. Miscellaneous

### A. Suspension of rules

Any provision of these rules not governed by the City Charter, State Law, or City Ordinance may be suspended for a particular purpose, such as to allow debate on a motion that is non-debatable or to permit some other type of action that is not otherwise permitted by these Rules of Procedure, at any meeting of the Council by a vote of not less than four (4) members of the Council. If vacancies on the Council occur that result in only three (3) or four (4) members sitting as the Council, then three votes shall be required to suspend the rules.

### B. Report of Mayor and City Council

The report is to be used to present any items or fact of interest by the City Council, report current or future events, and to permit the Mayor and Administrative Staff to report on conditions in and on the City or Departments. Answers may be given to the constituent questions from previous meetings or correspondence, accept and read committee reports, make presentations and give awards. Neither committee appointment announcements nor decision on any issue is to be made during the report. The Council shall require a report from the Mayor and City Departments by Friday before the Council meeting. The Council may want to add to the Mayor and/or Department's agenda(s) before the meeting on Monday for discussion of items not included.

### C. Use of handheld electronic devices

The Mayor and Councilmembers shall give their full time and attention to the business before them; therefore, no use of an electronic device by the Mayor or a Councilmember is permitted during any Council meeting. All electronic devices must be turned off or put in silent mode by everyone upon entering the City Council Chamber or any council hearing location, and not be used during the meeting. Any person, whether it be a member of City staff, the Mayor, a Councilmember or someone attending the meeting, who violates this rule shall be asked to leave the chamber by the presiding officer. Some devices may interfere with the council audio system.

### D. Video Recording

Council meetings will ordinarily be recorded by the City. These recordings may become part of the permanent record of Council proceedings. Meetings will be simultaneously cablecast on the City of New Carrollton cable channel and archived online. Copies are available upon request from the City, if costs are paid by the requestor.

### E. ADA Notice

The City of New Carrollton is committed to ensuring that individuals with disabilities are able to fully participate in public meetings. Anyone with a disability who wishes to receive

auxiliary services or accommodations at a Council meeting should contact the City Clerk at [city@newcarrolltonmd.gov](mailto:city@newcarrolltonmd.gov) at least 48 hours in advance.

#### F. Special Rules for Electronic Participation by Members of the City Council

Electronic participation by Councilmembers is for the benefit of the City and not an individual councilmember. Accordingly, electronic participation shall be the exception, not the rule, and shall be limited to twice a year per councilmember. Electronic participation should be limited to times when an agenda item is time sensitive and a quorum of the Council cannot be obtained without a Councilmember participating electronically, an agenda item is highly important and the Councilmember cannot be physically present, and when it is important that all councilmembers participate in a decision and a councilmember cannot be physically present. In the event that one of these aforementioned situations presents itself, and a councilmember has already participated in a Council meeting electronically twice that year, the presiding officer may authorize the Councilmember to attend electronically one additional time. A member of the City Council may attend a meeting of the Council through electronic communication as set forth below.

1. Prior to the Meeting: The Councilmember shall give notice to the Council Chair and City Clerk of his/her desire to attend a meeting from a remote location, provide good cause for the request and indicate from where the member will participate. Notice should be provided one week in advance when practicable. Upon receipt of notice, the City Clerk will confirm that the City TV staff is able to manage the request. Once confirmation has been received, the City Clerk will note the remote participation on the City Council agenda. Emergency requests due to illness, unexpected travel for work, or similar unforeseen circumstances will be accommodated when possible.

2. During the Meeting: The Council Chair will announce the member's remote participation at the beginning of the meeting. During roll call, the Councilmember shall respond that he or she is present. If the Councilmember attending electronically leaves the meeting, the person shall announce the departure unless the meeting has been paused for a break or has been adjourned. After a break, the Council Chair will confirm that the Councilmember is still present at the meeting. The Councilmember attending electronically shall ask for recognition from the Council Chair if he or she desires to speak. When a Councilmember is attending electronically, all votes taken during the meeting shall be by roll call. The vote of the remote participant must be audible.

3. Limitations: Remote participation is only available when the Councilmember participating electronically has been provided a copy of all materials before the Council during the meeting and has reviewed the materials. Remote participation will be limited by the technology available. No more than one member may participate remotely in a meeting unless a second member is needed in order to achieve a quorum. Requests shall be accommodated in the order that they are received. If the remote connection fails or the participating member cannot hear the proceedings or be heard by all those present, the Councilmember shall depart the meeting until the connection can be properly restored. In this event, the Council Chair will announce the departure



and, when applicable, the Councilmember's subsequent rejoining at the meeting. Electronic participation is always contingent upon the ability of staff to make arrangements for the voice of the remote participant to be heard by all persons at the meeting and for the remote participant to hear all Councilmembers in attendance.

Notwithstanding the limitations mentioned above, in the event of an emergency such as an act of God, natural disaster or health emergency, that prohibits the Council from being able to gather together for a meeting, the entire Council may participate in Council meetings electronically, provided, however, that every member is provided the materials that are the subject of discussion at the meeting, public notice of the meeting is provided and the public is given an opportunity to participate electronically. An executive order of the president of the United States or the governor of the State of Maryland shall also qualify as an emergency under this provision.

#### G. Closed (executive) Sessions:

The Maryland Open Meetings Act permits the City Council to discuss certain topics confidentially in closed session. Preserving the confidentiality of closed session discussions promotes effective dialogue among Councilmembers. If a person is concerned that what is discussed in an executive session may be disclosed afterwards, the person may not freely participate in the discussion. Furthermore, information can be presented out of context. The City Council, therefore, imposes a duty on every Councilmember, the mayor and staff attending a closed meeting to maintain their confidence on any city business and/or information pertaining to the City of which the person has knowledge as a result of attending a closed meeting. In the event of any closed session, no member of the City Council, mayor, employee of the City, or any other person present during a closed session of the City Council, shall disclose to any person the content or substance of any discussion or action which took place during the closed session, unless a majority of the City Council shall authorize such disclosure in accordance with Md. General Provisions Code Annotated, §3-306(c)(4)(iii). An employee or appointee found to have violated this section shall be subject to disciplinary action, including leave without pay. A member of any City board or committee found to have violated this section shall be removed from office immediately. A City Councilmember or mayor found to have violated this section shall be subject to public censure by the City Council and any further action authorized under City Code, Chapter 12, §12-5.

Adopted by the City Council by Resolution 21-01 on \_\_\_\_\_.



# CITY OF NEW CARROLLTON

6016 PRINCESS GARDEN PARKWAY • NEW CARROLLTON, MARYLAND 20784-2898  
Phone (301) 459-6100 Fax (301) 459-8172

## MEMORANDUM

**TO:** City Council of New Carrollton  
**FROM:** Doug Barber, City Clerk  
**DATE:** September 11, 2020  
**RE:** 4-Cities Coalition Meeting Scheduled for Thursday, October 29, 2020, at 7:30 p.m. Agenda Items (Hosted by the City of New Carrollton)

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The City of New Carrollton will be hosting the upcoming 4-Cities Coalition Meeting scheduled for Thursday, October 29, 2020, at 7:30 p.m. Please submit any agenda items to the City Clerk Barber for consideration. City Clerk Barber will reach out to the other cities to obtain their agenda items and will keep the Council apprised. Given the ever changing restrictions on gathering a decision has not been made as to whether the meeting will be virtual or in person.



# CITY OF NEW CARROLLTON

6016 PRINCESS GARDEN PARKWAY • NEW CARROLLTON, MARYLAND 20784-2898  
Phone (301) 459-6100 Fax (301) 459-8172

## MEMORANDUM

**TO:** The City Council of New Carrollton  
**FROM:** Doug Barber, City Clerk  
**DATE:** September 11, 2020  
**RE:** Creation of a Community Relations Committee

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Councilmember Hooks requested the Council discuss forming a Community Relations Committee. The Community Relations Committee would recognize our elderly residents with cards signed by the Mayor and include posts on our City website of residents who are celebrating their milestone birthdays (80<sup>th</sup>, 90<sup>th</sup> or 100<sup>th</sup>).

The creation of a committee would place a bridge between our residents and the City Administration, and provide positive recognition to our senior residents.

## **City of New Carrollton Community Relations/Outreach Committee**

**Purpose:** The City of New Carrollton Community Relations/Outreach Committee shall advise the City about City residents' special life events and assist the City in recognizing these events.

**Methods of Outreach:** The Committee will use a variety of ways to perform outreach efforts in the City to learn of residents' special life events, to include but not be limited to publications in City newsletters, eNewsletters, website and social media, where appropriate.

### **Types of Special Life Events to be Recognized:**

The Committee will assist the City in recognizing the following types of special life events:

- a. Milestone Birthdays (70, 75, 80, 85, 90, 95, 100)
- b. Milestone Wedding Anniversaries (40, 50, 60, 70)
- c. Milestone Educational Events (High School and College graduation, Doctorate)
- d. Military person returning home from a tour of active duty
- e. Longevity of City employees and promotions of City employees

**Composition of the Committee:** The Committee will consist of 5 members. Members shall be volunteers and will not be paid.

### **Committee Responsibilities:**

- The Committee will meet twice a month (on a day and time determined by the Committee members). The Committee shall discuss new ideas, comments, opinions and perspectives for its operations.
- The Committee will acquire resident information (name, mailing address, date of events) from a reliable source. The Committee shall also obtain permission to publish the information.
- The Committee will coordinate with the Mayor and City Council a quarterly meeting for the signing of outgoing congratulatory material. The Committee will strive to send materials the first week of the month of an event.

- Members will be provided a meeting agenda and committee materials in advance of the meeting to be prepared for discussion/comment.
- A Staff Liaison will be assigned to the Committee.

DRAFT



## CITY OF NEW CARROLLTON

6016 PRINCESS GARDEN PARKWAY • NEW CARROLLTON, MARYLAND 20784-2898  
Phone (301) 459-6100 Fax (301) 459-8172

### MEMORANDUM

**TO:** City Council of New Carrollton  
**FROM:** Doug Barber, City Clerk  
**DATE:** September 11, 2020  
**RE:** Community Events – Halloween 2020

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Halloween 2020 was discussed at the Council Workshop Meeting held on Wednesday, September 2, 2020. City Clerk Barber advised the Council an event flyer would be prepared and presented to the Council at the next Council Workshop Meeting. Clerk Barber as well as the Police Department have selected two additional sites for City of New Carrollton Goodie Bags to be distributed to children on Halloween Night (Saturday, October 31, 2020) from 6:00 p.m. until 9:00 p.m. or while supplies last. Listed below are the following distribution location sites:

Legation Road and Topton Street  
 Carrollton Parkway at Lamont Drive  
 Heritage Square Apartments – New Carrollton Early Learning Center (7823 Riverdale Road)  
 Hilltop Apartments Leasing Office (5345 85<sup>th</sup> Avenue)

This is an outside event and we will be taking precautions due to COVID-19 restrictions. The 2020 Halloween Event Flyer is attached. The City will be promoting the event through all of the City's social media outlets.

Trick or Treat – Halloween Night – Outside Event

Saturday, October 31, 2020

6:00 p.m. until 9:00 p.m.

**(while supplies last)**

**City Halloween Goodie Bags will be given out to children trick-or-treating at the following locations:**

**Legation Road and Topton Street**

**Carrollton Parkway at Lamont Drive**

**Heritage Square Apartments**

**New Carrollton Early Learning Center**

**7823 Riverdale Road**

**Hilltop Apartments Leasing Office**

**5345 85<sup>th</sup> Avenue**



**For more information call: City Hall at 301-459-6100**

**Email: [City@newcarrolltonmd.gov](mailto:City@newcarrolltonmd.gov)**





# CITY OF NEW CARROLLTON

6016 PRINCESS GARDEN PARKWAY • NEW CARROLLTON, MARYLAND 20784-2898  
Phone (301) 459-6100 Fax (301) 459-8172

## MEMORANDUM

**TO:** City Council of New Carrollton  
**FROM:** Maisha Williams, Director of Accounting and Finance/Treasurer  
**DATE:** September 11, 2020  
**RE:** Ordinance 21-01 Budget Amendment Reconciliation No. Seven: To Amend Ordinance 19-17 Expense Budget for FY 2020 (Emergency Ordinance)

### Background

At the end of each fiscal year, to prepare for the audit, the City takes stock of changes in revenue, grants, and other funds obtained after the original budget approval, and prepares budget adjustments for these and unforeseen expenditures. As a result, staff has prepared an ordinance reflecting revenue and expenditure line items revised to reflect new information or requirements identified in the months elapsed since the adoption of the annual budget.

### Discussion

#### General Government

Some unused expense line items were reduced by \$83,082, which offset the increase of some General Government line items that totaled \$83,082.

#### Public Safety

Additional revenue of \$276,337 from Red- Light and Speed Camera was received along with reducing some unused expense line items by \$255,247. These items help offset the increase of some Public Safety line items that totaled \$531,584.

#### Public Works

Some unused expense line items were reduced by \$140,380, which offset the increase of some Public Works line items that totaled \$140,380.





Ordinance 21-01  
Budget Amendment Reconciliation No. Seven:  
To Amend Ordinance 19-17, as amended  
Expense Budget for FY 2020

**Effective: September 16, 2020**

**AN EMERGENCY ORDINANCE OF THE CITY COUNCIL OF NEW CARROLLTON AMENDING THE ADOPTED BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020 AS EMBODIED IN ORDINANCE 19-17, as amended TO REFLECT ADDITIONAL REVENUES BROUGHT INTO THE BUDGET, AND TO ADJUST VARIOUS EXPENDITURES**

**WHEREAS**, the City Council of New Carrollton (the “City Council”), a body politic and corporate of the State of Maryland is authorized to adopt a fiscal year budget, pursuant to City Charter, §C-14 “Budget and Finance”; and

**WHEREAS**, the City Council adopted a budget for FY 2020 via Ordinance No. 19-17; and

**WHEREAS**, certain expenses reflected in the City budget will exceed their appropriated amount and require an adjustment in the FY 2020 Budget to reflect additional money being appropriated to these items; and

**WHEREAS**, the City Council wishes to amend the FY 2020 Budget to account for new revenues and expenditures since the enactment of the Budget; and

**WHEREAS**, the City Council may, by a four-fifths vote, declare any proposed ordinance or any proposed amendment to an ordinance to be an “emergency” and shall thereupon be authorized to introduce and enact such ordinance or amendment at a single meeting; and

**WHEREAS**, an emergency ordinance shall become effective on the date specified in the ordinance, but no ordinance shall become effective until approved by the Mayor or passed over his veto by the City Council; and

**WHEREAS**, the City Council hereby declares that it is in the best interests of the City that this Ordinance be deemed an emergency ordinance so that it may become effective immediately upon approval by the Mayor or when passed over his veto by the City Council.

**Section 1. NOW THEREFORE, BE IT ENACTED AND ORDAINED** by the City Council of New Carrollton, that Ordinance 19-17, Current Expense Budget for the City of New Carrollton, Maryland for Fiscal Year 2020, under the heading of “City of New Carrollton FY 2020 Adopted Budget” be and hereby is amended as follows:

Account # and Description	Original/ Amended Budget Thru #6	Decrease Revenue/ Increase Expense	Increase Revenue/ Decrease Expense	Amended Budget
<b>Revenues</b>				
01-1000-36150- RED-LIGHT CAMERA	625,000		211,819	836,819
01-1000-36155- SPEED CAMERA REVENUE	300,000		64,517	364,517
<b>Total Revenues</b>			<b>276,337</b>	
<b>General Government</b>				
<b>Expenses</b>				
01-1110-54020- CELL PHONES	400	256		656
01-1510-45400- EMPLOYEE SERVICE-G.G.ADMINISTRATION	624,758		78,435	546,323
01-1510-45650- OVERTIME-EMPLOYEE SERVICE	3,000	2,555		5,555
01-1510-48000- RETIREMENT & PENSION	47,200	2,732		49,932
01-1510-48010- LIFE AND LTD	4,500	540		5,040
01-1510-50200- COMPUTER & IT SUPPORT	50,000	6,374		56,374
01-1510-50301- SPECIAL COUNSEL EXPENSES	20,000	4,273		24,273
01-1510-50400- ADVERTISING EXPENSES	1,500	971		2,471
01-1510-50440- I-NET OPERATING COST	15,254	22		15,276
01-1510-50450- CITY NEWSLETTER	31,000	5,657		36,657
01-1510-50470- COVID RELATED EXPENSES		18,943		18,943
01-1510-50720- PUBLIC OFFICIALS LIABILITY & BONDING	22,025	1,045		23,070
01-1510-52550- JANITORIAL SUPPLIES	7,000	492		7,492
01-1510-53510- DUES & SUBSCRIPTIONS	13,750	555		14,305
01-1510-53520- EMPLOYEE TRAINING	2,500	841		3,341
01-1510-54020- CELLPHONES	500	64		564
01-1510-54060- UTILITY-NATURAL GAS	10,000	5,897		15,897
01-1510-54070- UTILITY-WATER	9,000	264		9,264
01-1510-54150- UPKEEP OF HANKO BUILDING	10,000	3,779		13,779
01-1510-54552- VENDING MACHINE	0	113		113
01-1520-54445- COMMUNITY PROMOTION	3,000	161		3,161
01-2010-50200- COMPUTER & IT SUPPORT	40,000	3,517		43,517
01-2010-54410- BANK SERVICE FEES	1,500	98		1,598
01-2010-54550- MISCELLANEOUS	300	210		510
01-2510-45650- OVERTIME-EMPLOYEE SERVICE	5,000	6,389		11,389
01-2510-46500- HEALTH INSURANCE	51,753	11,369		63,122
01-2510-50200- COMPUTER SUPPORT	3,000	994		3,994
01-2510-52130- VEHICLE OPERATIONS & MAINTENANCE	3,500	40		3,540
01-2510-52520- OFFICE SUPPLIES & PRINTING	5,000	143		5,143
01-2510-54021- GPS TRACKING	960	124		1,084
01-2510-54550- MISCELLANEOUS	150	8		158
01-4510-60130- DEBT SERV.-STREET WORK PRINCIPAL FY 2012	82,136		4,647	77,489
01-4510-60530- DEBT SERV.-STREET WORK INTEREST FY 2012	29,630	4,654		34,284
<b>Total General Government</b>		<b>83,082</b>	<b>83,082</b>	

Account # and Description	Original/ Amended	Decrease Revenue/ Increase Expense	Increase Revenue/ Decrease Expense	Amended Budget
<b>Public Safety</b>				
<b>Expenses</b>				
01-3010-45400- EMPLOYEE SERVICE	555,999		23,635	532,364
01-3010-45470- COVID PAYROLL RELATED EXPENSES		88,662		88,662
01-3010-45650- OVERTIME-EMPLOYEE SERVICE	11,586	22,888		34,474
01-3010-46500- HEALTH INSURANCE	120,000	19,942		139,942
01-3010-48010- LIFE AND LTD	5,000	869		5,869
01-3010-50200- COMPUTER & IT SUPPORT	15,000	857		15,857
01-3010-50210- POLICE RADARS/CALIBRATION/MAINT	1,000	49		1,049
01-3010-50470- COVID RELATED EXPENSES		22,212		22,212
01-3010-50760- OFFICE EQUIPMENT CONTRACTS	4,200	16		4,216
01-3010-52105- TRAILER MAINT. & SUPPLIES		487		487
01-3010-52130- VEHICLE OPERATION & MAINTENANCE	50,000	2,794		52,794
01-3010-52510- PANTRY SUPPLIES	3,000	401		3,401
01-3010-54497- REDLIGHT CAMERA SERVICE FEES	206,250	132,662		338,912
01-3010-58100- COMPUTERS	21,459	10,729		32,188
01-3010-58120- BODY CAMERA		11,319		11,319
01-3030-45650- O.T-SPEED CAMERA POLICE OFFICERS	9,100	10,566		19,666
01-3030-46300- F.I.C.A	6,290	69		6,359
01-3030-48010- LIFE AND LTD	600	11		611
01-3030-54495- SPEED CAMERA VENDOR FEE	164,000	64,517		228,517
01-3030-57100- VEHICLES	119,000	961		119,961
01-3040-45400- EMPLOYEE SERVICE	1,003,695		198,962	804,733
01-3040-45650- OVERTIME-POLICE OFFICERS	73,673	135,493		209,166
01-3040-52140- VEHICLE GASOLINE USE		5,522		5,522
01-3050-45400- EMPLOYEE SERVICES	178,529		32,649	145,880
01-3050-45650- OVERTIME-PARKING ENF. OFFICERS	1,700	558		2,258
<b>Total Public Safety</b>		<b>531,584</b>	<b>255,247</b>	

Account # and Description	Original/ Amended	Decrease Revenue/ Increase Expense	Increase Revenue/ Decrease Expense	Amended Budget
	Budget Thru #6			
<b>Public Works</b>				
<b>Expenses</b>				
01-3510-45300- P.W. DIRECTOR'S SALARY	103,187		14,610	88,577
01-3510-45400- P.W. EMPLOYEE SERVICE	442,140		37,734	404,406
01-3510-45470- COVID PAYROLL RELATED EXPENSES		16,457		16,457
01-3510-45650- OVERTIME-EMPLOYEE SERVICE	9,180	32,805		41,985
01-3510-46300- F.I.C.A	42,789		3,139	39,650
01-3510-46500- HEALTH INSURANCE	100,000		22,674	77,326
01-3510-50470- COVID RELATED EXPENSES		2,065		2,065
01-3510-52130- VEHICLE OPERATIONS & MAINTENANCE	125,000		49,075	75,925
01-3510-52140- VEHICLE GASOLINE USE	70,000		13,149	56,851
01-3510-52520- OFFICE SUPPLIES & PRINTING	3,500	293		3,793
01-3510-54010- TELEPHONES	3,000	179		3,179
01-3510-54020- CELL PHONES	2,500	115		2,615
01-3610-45650- OVERTIME-EMPLOYEE SERVICE	3,000	17,236		20,236
01-3610-46500- HEALTH INSURANCE	65,000	592		65,592
01-3710-45650- OVERTIME-EMPLOYEE SERVICE	4,300	33,058		37,358
01-3710-50550- RECYCLING CONTRACT	126,000	4,621		130,621
01-3710-51100- LANDFILL FEES-COUNTY	197,800	11,322		209,122
01-3810-45650- OVERTIME-EMPLOYEE SERVICE	4,000	20,397		24,397
01-3810-51130- PARKS CONTRACTUAL	5,000	1,215		6,215
01-3810-52210- EQUIPMENT REPAIR & MAINTENANCE	5,000	24		5,024
<b>Total Public Works</b>		<b>140,380</b>	<b>140,380</b>	
<b>Total Budget Amendment</b>		<b>755,046</b>	<b>755,046</b>	

**Section 2. BE IT FURTHER ENACTED AND ORDAINED** by the City Council of New Carrollton, Maryland, with at least four-fifths of the total Council concurring, that this Ordinance be deemed an emergency ordinance so that it may be introduced and enacted on the same date and so that it shall become effective immediately upon approval by the Mayor or when passed over his veto by the City Council.

INTRODUCED AND ENACTED BY THE CITY COUNCIL OF NEW CARROLLTON, MARYLAND ON THE 16<sup>th</sup> DAY OF SEPTEMBER, 2020.

**EFFECTIVE DATE: September 16, 2020**

**Attest:**

**City of New Carrollton**

\_\_\_\_\_  
Douglass A. Barber, MMC  
City Clerk

\_\_\_\_\_  
Lincoln H.G. Lashley, Chair  
City Council

**Approved:**

\_\_\_\_\_  
Phelecia E. Nembhard  
Mayor

Date: \_\_\_\_\_



# CITY OF NEW CARROLLTON

6016 PRINCESS GARDEN PARKWAY • NEW CARROLLTON, MARYLAND 20784-2898  
Phone (301) 459-6100 Fax (301) 459-8172

## MEMORANDUM

**TO:** City Council of New Carrollton  
**FROM:** Doug Barber, City Clerk  
**DATE:** September 11, 2020  
**RE:** Ethic Commission Appointment – June D. Garrett

---

Ms. June D. Garrett submitted her application to serve on the City of New Carrollton Ethics Commission. Mayor Nembhard has reviewed is seeking the City Council’s approval of Ms. June D. Garrett’s committee appointment to serve on the City’s Ethics Commission. The term of office will be for a (3) three year term per City of New Carrollton Code, Chapter 12- Ethics, Section 12-4.

The proposed committee appointment would be presented for adoption at the Council Legislative Meeting scheduled for Wednesday, September 16, 2020.



# CITY OF NEW CARROLLTON

6016 PRINCESS GARDEN PARKWAY • NEW CARROLLTON, MARYLAND 20784-2898  
 Phone (301) 459-6100 Fax (301) 459-8172

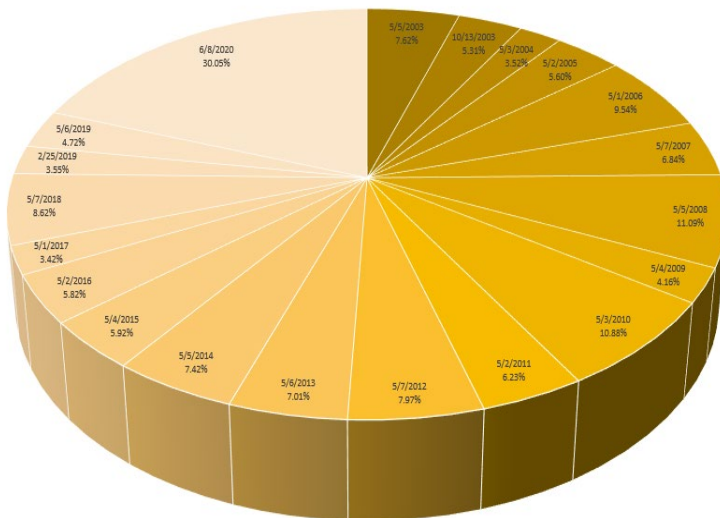
## MEMORANDUM

**TO:** City Council of New Carrollton  
**FROM:** Doug Barber, City Clerk  
**DATE:** September 11, 2020  
**RE:** 2020 Elections Wrap-Up/2021 Election Planning

The City of New Carrollton held their first “vote by mail” election on June 8, 2020. The Board of Elections, along with the City Clerk, worked hard within a very short timeframe to ensure all election requirements were met.

After every election cycle, the Board of Elections reviews all election processes and procedures. As a result of this year’s review, the Board requests that the City Council consider amending the City Code to allow for an election complaint procedure. The amendment to the City Code must be in place before the start of the 2021 election cycle (February 2021). The Board will shortly begin the planning process for the May 2021 election. Accordingly, the Board requests that the City Council decide whether the 2021 City election will be a vote by mail or in person election. If the election will be conducted via mail, a charter amendment resolution is necessary and must be effective by February 1, 2021. The Board understands there are additional costs for a vote by mail election; however, in the 2020 Election the City saw a significant increase in voter turnout. Please see the pie-chart to the right.

Since 2003 ...  
**What % of New Carrollton Registered Voters Voted?**



The Board has also provided a chart of the data collected from the 2019 Election and the 2020 election for Council's reference.

<b><u>Special Election - 2019</u></b>		
2/25/2019	Number of Registered Voters	6485
2/25/2019	Number of Early Voting Paper Ballot	0
2/25/2019	Number of Machine Voters	217
2/25/2019	Number of Absentee Voters	13
2/25/2019	Total Number of Voters	230
2/25/2019	Percentage of Registered Voters that Voted	3.55%
<b><u>General Election - 2019</u></b>		
5/6/2019	Number of Registered Voters	6524
4/27/2019	Number of Early Voting Paper Ballot	52
5/6/2019	Number of Machine Voters	240
5/6/2019	Number of Absentee Voters	16
5/6/2019	Total Number of Voters	308
5/6/2019	Percentage of Registered Voters that Voted	4.72%
<b><u>Vote by Mail Election - 2020</u></b>		
6/8/2020	Number of Registered Voters	6592
6/8/2020	Number of Early Voting Paper Ballot	1981
6/8/2020	Number of Machine Voters	0
6/8/2020	Number of Absentee Voters	0
6/8/2020	Total Number of Voters	1981
6/8/2020	Percentage of Registered Voters that Voted	30.05%

Board of Elections Chair Charles Davis and City Clerk Doug Barber will be on hand to respond to any election questions posed by the Council during the discussion.





# CITY OF NEW CARROLLTON

6016 PRINCESS GARDEN PARKWAY • NEW CARROLLTON, MARYLAND 20784-2898  
Phone (301) 459-6100 Fax (301) 459-8172

## MEMORANDUM

**TO:** City Council of New Carrollton  
**FROM:** Phelecia Nembhard, Mayor  
**DATE:** September 11, 2020  
**RE:** Payment in Lieu of Annual Leave

---

Recently employees have inquired about being paid for their annual leave (vacation), rather than taking it. As is further explained below, in September 2018, the City amended the City's Personnel Policies to prohibit payment in lieu of annual leave. (See attached Resolution 19-03 changing the City's Personnel Policy: Compensatory Time and Payment in Lieu of Annual Leave.) Although Payment in Lieu of Annual Leave was terminated, under certain circumstances, the City does allow for the advancement of salary when an employee is in need of additional funds. The advancement is paid back to the City. Administration is seeking guidance from the City Council on the issue of payment in lieu of annual leave, as a return to the City's previous policy would require Council approval.

Prior to September 2018, the City had what was commonly referred to as a leave buy back policy. The policy, formally "Payment in Lieu of Annual Leave, stated:

Payment in lieu of annual leave is to be permitted only in extreme and unusual circumstances. However, at the option of the City, and when it is advantageous to the City, Payment in Lieu of Annual Leave may be granted, but not to exceed two weeks. The City Administrative Officer, the Chief of Police, or the Director of Public Works, as appropriate, may approve payment in lieu of Annual Leave, provided the employee has the accrued leave on the record.

The City Council establishes an annual budget that provides for the payment of employees' salaries, plus any anticipated increases (ie. COLAs and merit increases). When an employee "sells back" their annual leave to the City, the employee then receives an additional two weeks' pay that was not anticipated nor budgeted. The policy essentially allowed for an employee to receive up to one extra pay check per year, thereby increasing their salary. A leave buy back by the City sometimes triggered the need for a budget amendment. Another reason the policy was changed in 2018 is that it required the subjective interpretation and application of "extreme and unusual circumstances."



Resolution 19-03  
Changes to the City's Personnel Policy: Compensatory  
Time and Payment in Lieu of Annual Leave

Effective: September 19, 2018

**A RESOLUTION OF THE CITY COUNCIL OF NEW CARROLLTON AMENDING  
CITY PERSONNEL POLICIES REGARDING COMPENSATORY TIME AND  
PAYMENT IN LIEU OF ANNUAL LEAVE TO LIMIT THE AMOUNT OF  
COMPENSATORY TIME EMPLOYEES MAY ACCRUE AND TERMINATING THE  
POLICY THAT ALLOWED FOR PAYMENT IN LIEU OF ANNUAL LEAVE**

**WHEREAS**, New Carrollton City Code, §23-6 "Personnel Policies" requires that the City Council adopt, by resolution, personnel policies and procedures and that it amend the policies as necessary; and

**WHEREAS**, the Administration reviewed the City's Compensatory Time and Payment in Lieu of Annual Leave policies ("Policies") and recommends the changes to the Policies contained in Exhibit A, which are, in short, limiting the amount of compensatory time that employees, other than sworn employees, may accrue to 40 hours and limiting sworn employees to 100 hours, and terminating the ability of employees to receive payment in lieu of annual leave; and

**WHEREAS**, these changes will clarify the Policies and provide for better administration of personnel matters; and

**WHEREAS**, the Administration held employee meetings to review the proposed changes to the Policies with City employees on Tuesday, September 4, 2018, at which no significant concerns were voiced; and

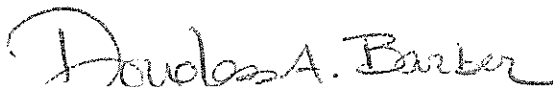
**WHEREAS**, a memorandum from the Administration outlining the proposed changes and providing further detail on the changes is attached hereto as Exhibit A.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, by the City Council of New Carrollton, that the Policies, as set forth in Exhibit A, are hereby approved and the City Administration is hereby directed to make these changes to the City's Personnel Policy regarding the Compensatory Time and Payment in Lieu of Annual Leave policies.

ADOPTED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF NEW CARROLLTON, MARYLAND THIS 19TH DAY OF SEPTEMBER 2018.

[SEAL]


ATTEST:

  
Douglass A. Barber, CMC, City Clerk



Richard Bechtold, Chairman  
City Council

APPROVED:

  
Duane H. Rosenberg, Mayor  
Date: 09-20-2018



City of New Carrollton  
6016 Princess Garden Parkway  
New Carrollton, Maryland 20784-2898

MEMORANDUM

To: Councilmembers

From: Duane Rosenberg, Mayor  
Alayna Rowlett, Human Resources Administrator

Re: Changes to the City's Personnel Policies

Date: 09.19.18

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In an effort to reduce certain financial liabilities and ensure that City policies are clear and concise, the following changes are being proposed to the City's Compensatory Time and Payment in Lieu of Annual Leave Policies. The Policies will be presented to the City Council for approval at the Council's September 19 meeting. The policy changes are in bold text.

**D. Compensatory Time:**

**Compensatory time off is leave earned by an employee when working overtime that is required by business necessity and is approved as required below. Exempt and non-exempt employees may be eligible for compensatory time off for hours worked in excess of an employee's normally scheduled work day, subject to the following provisions:**

- 1. Compensatory time shall not be earned without prior written approval from the employee's immediate supervisor.**
- 2. Non-exempt employees who elect to receive compensatory time in lieu of overtime pay must submit a written request to their supervisor and the Accounting Department upon submitting their time sheet for approval.**
- 3. Compensatory time earned by employees in each Department of the City shall be reviewed at the end of each pay period by the employee's Department head as appropriate (ie. Administrative Officer, Chief of Police or the Director of Public Works), and reported to the Director of Finance and Accounting. The Director of Finance and Accounting shall maintain the official record of employees' compensatory leave balances.**

4. The employee may use accumulated compensatory time in the same manner as accumulated leave.
5. With the exception of sworn personnel, employees may accumulate a maximum of forty (40) hours of compensatory time. However, once this amount has been accumulated, employees will no longer earn additional compensatory time until the employee's use of such compensatory time reduces his/her accumulated balance to an amount below the maximum, except as provided hereinbelow. Accordingly, non-exempt (hourly) employees reaching this level will receive overtime pay. Exempt employees who have accumulated the maximum compensatory time permissible, will be required to flex their work hours within two pay periods of working the additional hours, upon their supervisor's approval.
6. Sworn personnel may accumulate a maximum of one hundred (100) hours of compensatory time. However, once this amount has been accumulated, an employee will no longer earn additional compensatory time until the employee's use of such compensatory time reduces his/her accumulated balance to an amount below the maximum, except as provided hereinbelow. Accordingly, non-exempt (hourly) sworn personnel reaching this level will receive overtime pay. Exempt, sworn personnel who have accumulated the maximum compensatory time permissible, will be required to flex their work hours within two pay periods of working the additional hours, upon their supervisor's approval.
7. All non-exempt employees will be paid their accumulated compensatory time balances upon leaving employment with the City. Exempt employees will not receive payment for compensatory time. In addition, compensatory time will not be transferred to Annual or Sick Leave balances.
8. Exempt employees who are required to attend evening meetings that begin after their normal work day ends are free to leave at the end of their normal work day, but must report back to work for the scheduled meeting. Employees will only accumulate compensatory time for actual hours worked from the end of the employee's normal work day until the meeting that are approved in accordance with this Policy.

Employees who, at the time of adoption of this amended Policy, have a compensatory time balance over forty (40) hours and sworn personnel with a balance over one hundred (100) hours must reduce their compensatory balances to the new maximum amounts by 11:59 p.m.

**on January 4, 2020. As of January 5, 2020, no City employee shall have a compensatory leave balance that exceeds the amount established herein.**

The Compensatory Time policy currently states the following:

Exempt and non-exempt employees may be eligible for compensatory time off after working abnormally long hours, subject to the following provisions:

1. Compensatory time shall not be earned without prior written approval from the employee's immediate supervisor.
2. Compensatory time earned shall be reviewed at the end of each pay period by the Administrative Officer, Chief of Police and the Director of Public Works, as appropriate, and reported to the Financial Officer.
3. The employee may use accumulated compensatory time in the same manner as accumulated leave.
4. Payment for accumulated compensatory time shall not be made without approval by the Mayor; compensatory time may be transferred to Annual Leave or Sick Leave.
5. A maximum of thirty days compensatory time may be accumulated by administrative and public works personnel, and once this amount has been accumulated, the employee will cease to earn additional compensatory time until the use of such compensatory time reduces his/her accumulated balance to an amount below this maximum. For non-exempt (hourly) employees reaching this level, overtime pay requirements will be reinstated.
6. Public Safety personnel may accumulate a maximum of sixty days compensatory time, at which time the employee will cease to earn additional compensatory time until the use of such compensatory time reduces his/her accumulated balance to an amount below this maximum. For non-exempt employees reaching this level, overtime pay requirements will be reinstated.

#### **Payment in Lieu of Annual Leave**

**As of the date of adoption of this Policy, the City will no longer allow payment in lieu of annual leave. Employees will only be paid their accumulated vacation balances upon leaving employment with the City.** Employees must use their vacation leave throughout the year and are only permitted to rollover a maximum of two hundred and forty (240) hours. Employees that do not use vacation leave in excess of 240 hours before the end of the last pay period of the fiscal year will lose the accumulated leave.

All leave balances will be adjusted on the beginning of the first full pay period of the fiscal year.

The Payment in Lieu of Annual Leave policy currently states the following:

Payment in lieu of annual leave is to be permitted only in extreme and unusual circumstances. However, at the option of the City, and when it is advantageous to the City, Payment in Lieu of Annual Leave may be granted, but not to exceed two weeks. The City Administrative Officer, the Chief of Police, or the Director of Public Works, as appropriate, may approve payment in lieu of Annual Leave, provided the employee has the accrued leave on their record.



# CITY OF NEW CARROLLTON

6016 PRINCESS GARDEN PARKWAY • NEW CARROLLTON, MARYLAND 20784-2898  
Phone (301) 459-6100 Fax (301) 459-8172

## MEMORANDUM

**TO:** City Council of New Carrollton  
**FROM:** Karen Ruff, City Administrative Officer  
**DATE:** September 11, 2020  
**RE:** Letter Offering Comments on the Draft Environmental Impact Statement and Section 4(f) Evaluation for the I-495 and I-270 Managed Lane Study

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At the Council's September 2 Workshop meeting, the City Council heard from County Council Member Dannielle Glaros and others regarding the proposed Beltway Expansion Project and the Draft Environmental Impact Statement ("DEIS") and Section 4(f) Evaluation for the I-495 & I-270 Managed Lane Study. After discussion of the issue, direction was given for staff to draft a letter in opposition to the Project, pointing out the deficiencies of the DEIS. Attached for your consideration is a draft of the letter. Additionally, attached is an executive summary of the DEIS.

The proposed letter could be presented for adoption at the Council Legislative Meeting scheduled for Wednesday, September 16, 2020 or in October, 2020, since comments are not due until the beginning of November.

**Proposed Letter in Opposition to the Beltway Expansion Project**

September \_\_, 2020

[Add Addressees]

RE: The I-495 & I-270 Managed Lane Study – Draft Environmental Impact Statement  
and Draft Section 4(f) Evaluation for the Managed Lane Study

Dear \_\_\_\_\_:

The Maryland Department of Transportation’s plan to widen I-495, the Capital Beltway, is ill advised and will have a deleterious impact on the City of New Carrollton, as explained below. Accordingly, the City of New Carrollton opposes the Beltway widening project and takes issue with the Draft Environmental Impact Statement (“DEIS”) and Draft Section 4(f) Evaluation for the Managed Lane Study. The only option proposed that is acceptable is the no build option.

Generally speaking, the proposed Beltway expansion will, depending on the alternative selected:

- result in the loss of a significant amount of parkland, ranging from 144.7 to 149 acres;
- eliminate or significantly reduce the buffer between the Capital Beltway and existing homes located proximate to the Beltway, creating an increased level of traffic noise for residents in those homes, thereby ruining the peaceful enjoyment of their properties;
- incur a cost of construction in the neighborhood of \$15 billion, thereby requiring exorbitant tolls that may create a situation where people will not be able to afford to use the newly created lanes (the DEIS mentions that the average daily toll rates would range between \$0.68/mile to \$0.77/mile). Furthermore, the DEIS shows that there may be a need for a State subsidy in the amount of \$482 to \$1,088 million;
- increase air pollution;
- impact wetlands, possibly over 16 acres of wetlands; and
- result in a tremendous loss of tree canopy.

The DEIS analyzes seven possible alternatives considered for the project, one of which is a no build option, although it is recognized that the no build option does not achieve the goal of the Study. The Overview of Potential Impacts by CEA Analysis Area Community as Summarized from the Community Profiles states, for the City of New Carrollton, that the acreage range of property acquisitions will be 5.3 acres. The DEIS identifies eight public park property owners along the study corridor that will be impacted, including the City of New Carrollton. The City’s



Beckett Field will be impacted by a taking of 0.2 acres for all of the alternatives, other than the no build. The DEIS shows that the northeast portion of the City of New Carrollton will be directly affected by the project.

Last, but not least, there will be significant disruptions to traffic along the Capital Beltway during construction. And, the environmental and social impacts will be everlasting, with potential stormwater runoff issues, reduction in trees, parks and green space, homes being destroyed and/or yards decreased, to name a few.

In conclusion, the State and the DEIS should not only seriously consider alternative ways to relieve congestion on the Capital Beltway, but also further explore the impact that the coronavirus pandemic has had on the way that businesses, schools, colleges, and governments operate, including the fact that some businesses have stated that they may not return to the traditional business model, which means allowing employees to telework. This step is an absolute must as the selection of the action/alternative to be taken requires consideration of “all practicable means to avoid, minimize or mitigate environmental harm.” Although the DEIS recognizes the COVID-19 pandemic and the “uncertainty surrounding post-shutdown traffic levels and transit use,” it fails to offer a traffic model that predicts how the pandemic will affect long-term future traffic projections and transit use. Since the next step is the development of a Final Environmental Impact Statement identifying the preferred alternative, it is important that all comments be fairly considered, including those in opposition to the project. Given the potential tremendous negative impact of the Beltway expansion project, and the lack of proof that any of the proposed alternatives will reduce traffic congestion, one can only conclude at this time that the no build option is the only option. The City of New Carrollton vehemently opposes the widening of the Beltway as proposed and evaluated in the DEIS.

Sincerely,

Phelecia Nembhard, Mayor

## EXECUTIVE SUMMARY

### Study Overview

#### What Is the I-495 & I-270 Managed Lanes Study?

The I-495 & I-270 Managed Lanes Study (Study) is the first element of the broader I-495 & I-270 Public-Private Partnership (P3) Program. This Study is considering alternatives that address roadway congestion within the specific Study scope of 48 miles from I-495 from south of the George Washington Memorial Parkway in Fairfax County, Virginia, including improvements to the American Legion Bridge over the Potomac River, to west of MD 5, and along I-270 from I-495 to north of I-370, including the East and West I-270 Spurs. I-495 and I-270 in Maryland are the two most heavily traveled freeways in Maryland, each with an Average Annual Daily Traffic (AADT) volume up to 260,000 vehicles per day in 2018 (MDOT SHA, 2019) (refer to **Figure ES- 1**).

The Study evaluated rational end points, known as logical termini. The Study extends beyond the logical termini to include the area of influence for traffic and environmental analyses. There are three logical termini for the MLS as follows:

- **Western Terminus:** on I-495, 0.4 miles south of George Washington Memorial Parkway interchange; allows outer loop mainline improvements that are carried to the George Washington Memorial Parkway to be merged and transitioned into the existing mainline lanes without causing congestion due to lane drops and merges. The managed lanes would connect directly into the proposed extension of the Virginia Express Lanes.
- **Southern Terminus:** on I-495, 1.3 miles west of MD 5; allows inner loop mainline improvements that are carried to MD 5, a regional access controlled north-south highway, to be merged into the existing mainline lanes before the express-local system without causing congestion due to lane drops, weaving, and merging.

**Figure ES- 1: I-495 & I-270 Managed Lanes Study Corridors**



- **Northern Terminus:** on I-270, 0.6 miles north of I-370; allows northbound mainline improvements that are carried to I-370 to be merged and transitioned into the existing general purpose lanes and the high occupancy vehicle (HOV) lane safely, minimizing congestion due to lane drops and merges. I-370 links to MD 200, a major east-west tolled highway. The HOV lane from 0.6 miles north of I-370 will continue to its current terminus at MD 121 (Clarksburg Road), 8 miles north of I-370.

The traffic modeling and analysis has encompassed the next interchange beyond these three limits as the area of traffic influence. Furthermore, the logical termini for the area of environmental review and analysis area have been extended beyond these intersecting roadways to account for the necessary distance for the mainline improvements to tie into the existing roadway operations.

### Who Is Leading the Study?

The Federal Highway Administration (FHWA), as the Lead Federal Agency, and Maryland Department of Transportation State Highway Administration (MDOT SHA), as the Local Project Sponsor, have prepared a Draft Environmental Impact Statement (DEIS) under the National Environmental Policy Act (NEPA) for the I-495 & I-270 Managed Lanes Study.



U.S. Department  
of Transportation  
**Federal Highway  
Administration**

**MDOT** MARYLAND DEPARTMENT OF TRANSPORTATION  
STATE HIGHWAY ADMINISTRATION

### What Other Agencies Are Involved in the Study?

FHWA and MDOT SHA have conducted extensive outreach with Federal, state, regional, and local agencies, in addition to interested stakeholders and the general public, throughout the duration of the Study. At the initiation of the Study, an Agency Coordination Plan was developed. The purpose of the Plan was to establish the structure and timing for coordination with the involved agencies during the Study (refer to **Chapter 7** and **Appendix P** of the DEIS for additional details).

Agencies actively involved in the Study include Cooperating and Participating Agencies. Cooperating Agencies are Federal agencies other than a Lead Agency that have jurisdiction by law or special expertise with respect to any environmental resources potentially impacted<sup>1</sup>. Participating Agencies are any Federal, state, tribal, regional, and local agencies that may have an interest in the Study and the environmental review process<sup>2</sup>. At the initiation of the Study, agencies were invited to be Cooperating, Participating, and Notified Agencies<sup>3</sup>. There are eight Cooperating, 18 Participating, and seven Notified Agencies for the Study. Refer to **Chapter 7, Table 7-1** for a complete list of these agencies and their roles.

The Cooperating Agencies for the Study are:

- US Army Corps of Engineers (USACE)  
Baltimore District
- US Environmental Protection Agency (EPA)
- National Park Service (NPS)
- National Capital Planning Commission (NCPC)
- MD Department of Environment (MDE)
- Maryland Department of Natural Resources (MDNR)
- Virginia DOT (VDOT)
- Maryland-National Capital Park and Planning Commission (M-NCPPC)

<sup>1</sup> Cooperating Agency as defined in 40 CFR 1508.5. A State or local agency of similar qualifications or, when the effects are on lands of tribal interest, a Native American tribe may, by agreement with the lead agencies, also become a Cooperating Agency.

<sup>2</sup> Participating Agency as defined in 23 USC 139(d)

<sup>3</sup> Notified Agencies have been defined for this Study to include all other agencies who could have an interest in the Study, or that have a role that is yet to be determined. These agencies would be notified of Study milestones concurrently with the public and those milestone notification points are part of the public involvement plan.

FHWA and MDOT SHA have held Interagency Working Group Meetings, as well as resource specific meetings with the agencies, and will continue to hold meetings with the Cooperating, Participating and other interested agencies to keep them informed and engaged in the environmental review process.

### **How Has the Public Been Engaged in the Study?**

The public has been engaged at every step of the process, and are a key component of the NEPA process, including the review of this DEIS. To date, MDOT SHA has extensively engaged the public through the following ways, among others:

- Large Public Workshops
  - Four (4) Scoping Public Workshops
  - Four (4) Alternatives Public Workshops
  - Eight (8) Alternatives Retained for Detailed Study Public Workshops
- Community Association Meetings (21)
- Stakeholder/Large Landowner Meetings (85)
- Presentations to regional, state and local elected officials
- Actively maintaining public and elected officials mailing lists
- Program and Study Newsletters (3)
- Public and Elected Official Email Blasts
- Targeted Outreach to Underserved Communities
- Social Media
- Radio
- Regional and local newspapers
- P3 Program webpage ([495-270-p3.com/](http://495-270-p3.com/))

### **How Has the Covid-19 Pandemic Impacted the Study?**

MDOT SHA recognizes the substantial impact of the COVID-19 stay-at-home order on current transportation patterns throughout the region. We understand COVID-19 is impacting all Marylanders today – in how we work, in how we spend our free time, and in how we travel. While MDOT’s number one priority is the health and safety of Marylanders, we are continuing with our efforts to ensure transportation improvements are being developed to meet our State’s needs not only for today but for the next 20-plus years. We are aware of the reduced traffic on interstates such as I-495 and I-270 due to the COVID-19 stay-at-home order. MDOT SHA also acknowledges the uncertainty surrounding post-shutdown traffic levels and transit use. There is no definitive traffic model to predict how this unprecedented global pandemic will affect long-term future traffic projections and transit use. MDOT SHA is committed to tracking trends in travel behavior and monitoring traffic volumes over time as businesses and schools slowly begin to reopen. We will evaluate and consider all new information that becomes available to ensure the solutions will meet the needs of Marylanders now and in the future.

## Draft Environmental Impact Statement

### What Is the Draft Environmental Impact Statement?

The Draft Environmental Impact Statement (DEIS) provides a detailed description of the Study Purpose and Need, reasonable alternatives, the existing environmental conditions, and the analysis of the anticipated beneficial and adverse environmental effects and consequences of the alternatives, and potential mitigation. The DEIS provides a comparative analysis between the No Build Alternative and the Build Alternatives so that interested citizens, elected officials, government agencies, businesses, and other stakeholders can assess the potential social, cultural, and natural environmental effects of the Study. The DEIS is supported by 19 technical reports, which are listed in the adjacent text box and appended to the document.

After circulation of the DEIS, a Final Environmental Impact Statement (FEIS) will be developed. The FEIS will identify the Preferred Alternative and focus on any additional analysis and refinements of the data, as well as responding to substantive comments received on the Draft EIS. Upon completion of the EIS process, the Federal Lead Agency issues a Record of Decision (ROD) which identifies the Selected Action as a result of the Study, after considering a reasonable range of alternatives and all practicable means to avoid, minimize, or mitigate environmental harm.

#### What are the Supporting Technical Reports to the DEIS?

- A. Purpose and Need Statement
- B. Alternatives Technical Report
- C. Traffic Technical Report
- D. Environmental Resource Mapping
- E. Community Effects Assessment/  
Environmental Justice Technical Report
- F. Draft Section 4(f) Evaluation
- G. Cultural Resources Technical Report
- H. Draft Section 106 Programmatic  
Agreement
- I. Air Quality Technical Report
- J. Noise Analysis Technical Report
- K. Hazardous Materials Technical Report
- L. Natural Resources Technical Report
- M. Avoidance, Minimization & Impacts  
Report (AMR)
- N. Draft Compensatory Mitigation Plan
- O. Indirect and Cumulative Effects  
Technical Report
- P. Public Involvement & Agency  
Coordination Technical Report
- Q. Conceptual Mitigation Plan
- R. Joint Permit Application
- S. Environmental Assessment Form

### What Is the Format of the DEIS?

The DEIS provides a summary of the 19 technical reports and contains ten chapters. Detailed documentation of existing conditions, methodologies, assessments of effects, and conceptual mitigation, when applicable, are included in the Study technical reports appended to this DEIS (**Appendices A through S**).

- **Chapter 1** presents the Study's Purpose and Need. This chapter is supported by the *Purpose and Need Statement* (**Appendix A**).
- **Chapter 2** presents the chronology of alternatives development and analysis for the Study. It includes a description of the alternatives considered and screening analysis, including the No Build Alternative. It also describes other common elements of the Build Alternatives such as, limits of disturbance (LOD),<sup>4</sup> managed lanes access, stormwater management, construction and short-term effects, transit

<sup>4</sup> The limits of disturbance are the proposed boundary within which all construction, staging, materials storage, grading, clearing, erosion and sediment control, landscaping, drainage, stormwater management, noise barrier replacement/construction, and related activities would occur.

elements, pedestrian and bicycle considerations, tolling, financial viability, and the benefits of managed lanes. This chapter is supported by the *Alternatives Technical Report (Appendix B)*.

- **Chapter 3** presents the existing and future traffic conditions and the results from the traffic operational analyses conducted for each of the Build Alternatives. This chapter is supported by the *Traffic Technical Report (Appendix C)*.
- **Chapter 4** presents the existing environmental conditions (affected environment) identified along the study corridors, the anticipated effects to the resources (environmental consequences), and measures to avoid, minimize, and mitigate potential environmental effects, where applicable. This chapter is supported by **Appendices D through R**.
- **Chapter 5** presents a summary of the *Draft Section 4(f) Evaluation*, which discusses the potential effects to significant public parks, recreational areas, and historic properties in compliance with Section 4(f) of the US Department of Transportation (USDOT) Act of 1966. This chapter is supported by *Draft Section 4(f) Evaluation (Appendix F)*.
- **Chapter 6** presents the Executive Order 13807: *Establishing Discipline and Accountability in the Environmental Review and Permitting Process for Infrastructure Projects*<sup>5</sup> that requires Federal agencies to process environmental reviews and authorization decisions for major infrastructure projects as “One Federal Decision.”
- **Chapter 7** presents a summary of the public outreach and agency coordination for the Study that has occurred, to date. This chapter is supported by the *Public Involvement and Agency Coordination Technical Report (Appendix P)* and other resource-specific appendices.
- **Chapters 8 and 9** present the List of Preparers of the DEIS and the Distribution List of agencies, organizations, and persons to whom the DEIS was made available for review and comment.
- **Chapter 10** presents the references for the DEIS.

### What Are Some Common Terms Used Throughout the DEIS?

- **Study corridors**, as defined in the Study scope, includes I-495 from south of the George Washington Memorial Parkway in Fairfax County, Virginia, including the American Legion Bridge crossing over the Potomac River, to west of MD 5 in Prince George’s County, Maryland; and I-270 from I-495 to I-370 in Montgomery County, including the east and west I-270 spurs north of I-495. (Refer to **Chapter 1** for additional details.)
- **Corridor study boundary** was defined as 48 miles long and approximately 300 feet on either side of the centerline of I-495 and I-270. It was used to define the data collection area for gathering information on existing environmental conditions. The corridor study boundary was used in the environmental resource investigations for Natural Resources, summarized in **Sections 4.11 through 4.20 of Chapter 4**, and parks and Section 4(f) Resources summarized in **Section 4.4 and Chapter 5**.
- **Limits of Disturbance (LOD)** were defined for each Build Alternative as the proposed boundary within which all construction, staging, materials storage, grading, clearing, erosion and sediment control,

<sup>5</sup> <https://www.whitehouse.gov/presidential-actions/presidential-executive-order-establishing-discipline-accountability-environmental-review-permitting-process-infrastructure/>

landscaping, drainage, stormwater management (SWM), noise barrier replacement/construction, and related construction activities would occur (refer to **Chapter 2, Section 2.7.4**).

### What Are The Ways to Comment on the DEIS and Draft Section 4(f) Document?

FHWA and MDOT SHA invite interested elected officials, state and local governments, other Federal agencies, Native American tribal governments, organizations, and members of the public to provide comments on the DEIS and Draft Section 4(f) Evaluation. The DEIS for the Study and technical reports can be viewed and downloaded from the project website at: <https://495-270-p3.com/DEIS/>

The public comment period opens on July 10, 2020 and will continue until October 8, 2020. *Written and oral comments will be given equal consideration*, and FHWA will review all comments, and consider and respond to all substantive comments received or postmarked by that date in the preparation of the FEIS. Comments received or postmarked after that date will be reviewed and considered to the extent practicable. A series of virtual and in-person public hearings will occur at least 30 days after the Notice of Availability. Refer to <https://495-270-p3.com/DEIS/> for the latest information on the Public Hearings dates and locations.

Comments on the DEIS may be made by:

- Oral testimony at one of the Public Hearings in the main hearing room
- Oral testimony to a court reporter at a Public Hearing in private in a separate room
- DEIS comment form at <https://495-270-p3.com/DEIS/>
- Email to [MLS-NEPA-P3@mdot.maryland.gov](mailto:MLS-NEPA-P3@mdot.maryland.gov)
- Written comments on a comment form at a Public Hearing
- Letters to Lisa B. Choplin, DBIA, I-495 & I-270 P3 Program Director, I-495 & I-270 P3 Office, 707 North Calvert Street, Mail Stop P-601, Baltimore MD 21202

### What Is the Study's Purpose and Need?

The Study Purpose and Need was developed through a comprehensive process that included the examination of past studies, a review of existing regional plans, and an analysis of the environmental and socioeconomic conditions in the region. The full Purpose and Need Statement that was concurred upon by the Cooperating Agencies<sup>6</sup> in November 2018 is included in **Appendix A**.

The Study's purpose is to develop a travel demand management solution(s) that addresses congestion, improves trip reliability on I-495 and I-270 within the Study limits, and enhances existing and planned multimodal mobility and connectivity.

The needs for the Study are:

- Accommodate Existing Traffic and Long-Term Traffic Growth
- Enhance Trip Reliability
- Provide Additional Roadway Travel Choices
- Accommodate Homeland Security
- Improve Movement of Goods and Services

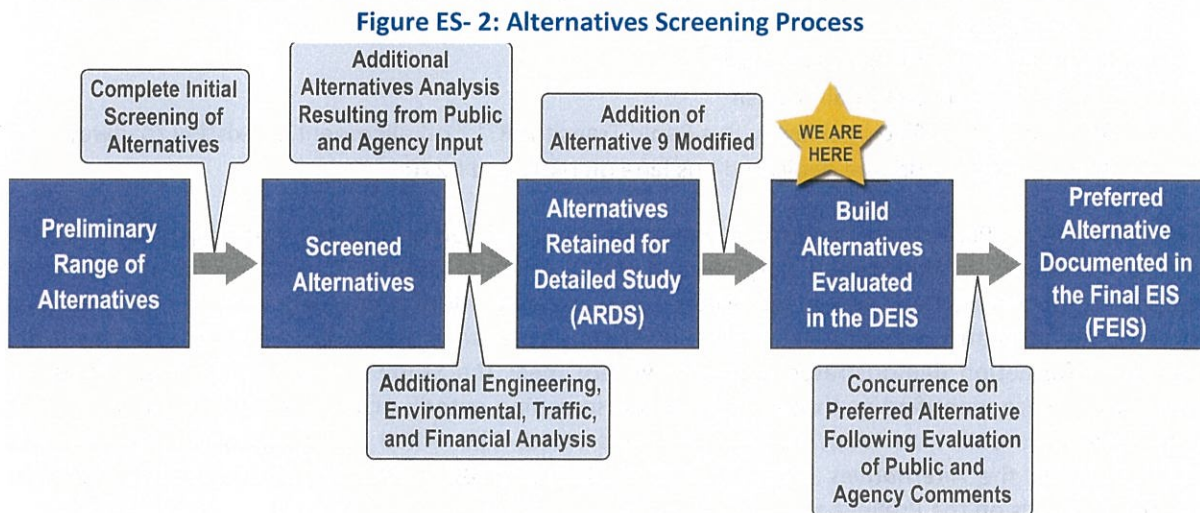
<sup>6</sup> NCPC concurred on the Purpose and Need only; M-NCPPC did not concur on the Purpose and Need.

Two goals for the Study were identified in addition to the needs: (1) the use of alternative funding approaches for financial viability and (2) environmental responsibility. Refer to **Chapter 1** and **Appendix A** for additional information on the Study's Purpose and Need.

## Alternatives Considered

### What Is the Process to Screen the Alternatives Considered?

The alternatives development and screening can be described through a five-step process that narrows the Preliminary Range of Alternatives under consideration down to the Preferred Alternative (refer to **Figure ES- 2**). The first four steps are presented in this DEIS and the last step will be documented in the FEIS. This process was conducted in collaboration with agency partners and included public review. Through a series of analytical steps, as well as agency and public review, these Preliminary Alternatives were narrowed to the Screened Alternatives and then down to the Alternatives Retained for Detailed Study (ARDS) (refer to **Chapter 2**). Generally, in NEPA, the term ARDS refers to only those alternatives retained for detailed study; however, in this DEIS, additional alternatives were studied in detail and the substantial data analyzed is presented. Those alternatives which were studied in detail met the Purpose and Need and were determined to be reasonable are referred to as the Build Alternatives. As the level of design and analysis detail increased, the number of alternatives being considered decreased.



### What Was the Preliminary Range of Alternatives Considered?

A range of 15 Preliminary Alternatives was identified based on previous, relevant studies and planning documents, and input received during the NEPA scoping process from the public and from Federal, state, and local regulatory agencies. The Preliminary Range of Alternatives included:

- Alternative 1: No Build
- Alternative 2: Transportation Systems Management / Transportation Demand Management (TSM/TDM)
- Alternative 3: Add one General Purpose (GP) Lane
- Alternative 4: Add one HOV lane in each direction on I-495 and retain existing HOV lane in each direction on I-270



- Alternative 5: Add one priced<sup>7</sup> managed lane network in each direction on I-495 and convert one existing HOV lane in each direction to a priced managed lane on I-270
- Alternative 6: Add two GP lanes in each direction on I-495 and I-270
- Alternative 7: Add two HOV lanes in each direction on I-495 and retain one existing HOV lane and add one HOV lane in each direction on I-270
- Alternative 8: Add two priced managed lanes in each direction on I-495 and add one priced managed lane in each direction and retain one existing HOV lane in each direction on I-270
- Alternative 9: Add two priced managed lanes in each direction on I-495 and convert one existing HOV lane to a priced managed lane and add one priced managed lane in each direction on I-270
- Alternative 10: Add two priced managed lanes in each direction on I-495 and on I-270 and retain one existing HOV lane in each direction on I-270 only
- Alternative 11: Physically separate traffic using C-D lanes, adding two GP lanes in each direction on I-495
- Alternative 12A: Convert existing GP lane on I-495 to contraflow lane during peak periods
- Alternative 12B: Convert existing HOV lane on I-270 to contraflow lane during peak periods
- Alternative 13A: Add two priced managed reversible lanes on I-495
- Alternative 13B: Convert existing HOV lanes to two priced managed reversible lanes on I-270
- Alternative 13C: Add two priced managed reversible lanes and retain one existing HOV lane in each direction on I-270
- Alternative 14A: Heavy Rail<sup>8</sup> transit
- Alternative 14B: Light Rail<sup>9</sup> transit
- Alternative 14C: Fixed guideway Bus Rapid Transit (BRT)<sup>10</sup> off alignment of existing roadway
- Alternative 15: Add one dedicated bus lane on I-495 and I-270

The analysis of the Preliminary Range of Alternatives was completed by applying screening criteria to each alternative related to the Study's Purpose and Need, refer to **Chapter 2, Section 2.5**. A qualitative assessment of these criteria was made using readily available information (data available from existing sources). An alternative was dropped from further consideration at this stage in the process only if the available information demonstrated it clearly did not meet the Study's Purpose and Need. Screened Alternatives were identified as those that met the screening criteria or required additional analysis to determine their ability to meet the Purpose and Need. The initial screening of alternatives was documented in the *Alternatives Technical Report (Appendix B)*. Refer to **Chapter 2, Section 2.4** for additional details on the Preliminary Alternatives.

### What Were the Screened Alternatives Considered?

The Screened Alternatives were presented to the public through the program website via written documentation and a video in February 2019 and included:

<sup>7</sup> Based on public and agency input, MDOT SHA defined priced managed lanes as High-Occupancy Toll (HOT) lanes or Express Toll Lanes (ETL) and the descriptions of the alternatives were modified accordingly.

<sup>8</sup> Heavy Rail is a mode of transit service (also called metro, subway, rapid transit, or rapid rail) operating on an electric railway with the capacity for a heavy volume of traffic. It is characterized by high speed and rapid acceleration passenger rail cars operating singly or in multi-car trains on fixed rails.

<sup>9</sup> Light Rail is a mode of transit service (also called streetcar, tramway, or trolley) operating passenger rail cars singly (or in short trains) on fixed rails. Light rail vehicles are typically driven electrically with power being drawn from an overhead electric line via a trolley or a pantograph and driven by an operator on board the vehicle.

<sup>10</sup> Bus Rapid Transit is a high-quality bus-based transit system that delivers fast and efficient service that may include dedicated lanes, busways, traffic signal priority, off-board fare collection, elevated platforms, and enhanced stations.

- Alternative 1: No Build – Though this alternative does not meet the Study’s Purpose and Need, consistent with NEPA requirements, it was carried forward for further evaluation to serve as a base case for comparing the other alternatives
- Alternative 5: One HOT Managed Lane Network
- Alternative 8: Two ETL Managed Lanes Network on I-495 and one ETL and one HOV Lane Network on I-270
- Alternative 9: Two HOT Managed Lanes Network
- Alternative 10: Two ETL Managed Lanes Network on I-495 and I-270 and Retain one HOV Lane on I-270 only
- Alternative 13B: Two HOT Managed Lanes Network on I-495 and two Reversible HOT Managed Lanes Network on I-270
- Alternative 13C: Two ETL Managed Lanes Network on I-495 and two Reversible ETL Managed Lanes Network on I-270, and retain one HOV Lane on I-270 only

Additional engineering, traffic, financial, and environmental analyses were completed, and used to determine the reasonableness of the Screened Alternatives to be carried forward as the ARDS. The Recommended Alternatives Retained for Detailed Study (ARDS) included all of the Screened Alternatives and they were presented at the Spring 2019 Public Workshops. Following these workshops, the Recommended ARDS were further analyzed, and Alternative 5 was dropped from further consideration.

### Why Was Alternative 5 Dropped from Further Consideration?

Alternative 5 was identified as a Screened Alternative and considered adding one priced managed lane in each direction on I-495 and converting one existing HOV lane in each direction to a priced managed lane on I-270. In response to agency comments and public input, MDOT SHA and FHWA further assessed the detailed analysis of Alternative 5 and found it would perform the worst of the Screened Alternatives for most metrics used to evaluate existing traffic and long-term traffic growth and trip reliability and would perform the worst amongst the Screened Alternatives in system-wide delay, corridor travel time, density/level of service<sup>11</sup>, and travel time (general purpose lanes). In addition, Alternative 5 failed to meet the goal of financial viability, as it would require a significant public subsidy to deliver. Based on the financial analysis results and the deficiencies in addressing the existing traffic and long-term traffic growth and trip reliability, FHWA and MDOT SHA determined that Alternative 5 was not a reasonable alternative as it did not meet the Study’s Purpose and Need, and it was not carried forward as an ARDS for the Study. However, to facilitate Cooperating Agencies’ decisions for their actions and to be transparent, Alternative 5 is included in the comparison of impacts in **Chapters 3 and 4** of this DEIS. The results of the screening of alternatives and the rationale for the identification of the ARDS are summarized in **Chapter 2, Sections 2.5 and 2.6** and documented in the *Alternatives Technical Report (Appendix B)*.

### What Other Alternatives Have Been Considered?

#### MD 200 Diversion Alternative

Following the Spring 2019 Public Workshops and agency meetings, several Cooperating and Participating Agencies requested that MDOT SHA evaluate an alternative (the MD 200 Diversion Alternative) that would provide an alternative route for travelers to use MD 200 (Intercounty Connector) instead of the top side of I-495 between I-270 and I-95 to avoid or reduce impacts to significant, regulated resources and residential relocations.

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<sup>11</sup> Level of Service (LOS) is a letter grade assigned to a section of roadway that measures the quality of traffic flow, ranging from LOS A to LOS F.

In the near term, the premise of this alternative has merit due to the currently available capacity on MD 200, a Maryland Transportation Authority (MDTA) facility. As such, MDOT SHA is working with MDTA to encourage through traffic from points north on I-95 that is destined for the American Legion Bridge or beyond (and the reverse movement) to utilize MD 200 to take advantage of the near-term spare capacity and potentially provide some relief to the top side of I-495. In an attempt to divert some of this traffic, MDOT SHA has proposed to MDTA to provide travel times for I-495 and MD 200 through the use of the existing dynamic messaging signs. If the travel times show the trip is shorter on MD 200 and the toll is amenable to travelers, then they may choose to divert to MD 200.

However, in addressing the Study's Purpose and Need, the MD 200 Diversion Alternative must also accommodate *long-term* traffic growth, enhance trip reliability, and improve the movement of goods and services. In the design year of 2040, the traffic analysis results indicated that the MD 200 Diversion Alternative would perform worse than most of the Screened Alternatives in many metrics used to evaluate the reasonableness of the alternatives. The MD 200 Diversion Alternative would not address the Study's Purpose and Need of accommodating long-term traffic growth, enhancing trip reliability or improving the movement of goods and services. A summary of the MD 200 Diversion Alternative analysis is included in **Chapter 2, Section 2.5.3.b** and documented in the *Alternatives Technical Report (Appendix B)*.

#### **Alternative 9 Modified (9M)**

MDOT SHA and FHWA evaluated an additional alternative after the ARDS were identified called Alternative 9 Modified (Alternative 9M) in response to public and agency comments on the ARDS. Alternative 9M would consist of a blend of Alternative 5 and Alternative 9 in an effort to avoid or reduce impacts to sensitive environmental resources and property relocations on the top side of I-495 (I-270 West Spur and I-95). The analysis was completed to determine if this alternative, which includes a reduction of lanes on the top side of I-495, would sufficiently meet the Study's Purpose and Need. Overall, Alternative 9M would be a blend of these two Screened Alternatives with the primary difference on the top side of I-495 between I-270 West Spur and I-95 being the addition of one HOT lane instead of two HOT lanes in each direction.

Alternative 9M was evaluated to the same level of detail as the Screened Alternatives and was found to meet the Study's Purpose and Need, and therefore is included as a reasonable alternative in this DEIS. A summary of the Alternative 9 Modified analysis is included in **Chapter 2, Section 2.6.4** and is documented in Appendix B of the *Alternatives Technical Report (Appendix B)*.

### **What Are the Alternatives Retained and Analyzed in the DEIS?**

Preliminary engineering along with additional traffic, financial, and environmental analyses were considered to determine the reasonableness of the Screened Alternatives to be carried forward as the ARDS. This DEIS presents the additional analysis and comparison of impacts between the ARDS, hereinafter referred to as the **Build Alternatives**, and the No Build Alternative. The alternatives retained and analyzed in the DEIS are summarized in **Table ES- 1**. Refer to **Chapter 2** for additional discussion on the development of the alternatives for this Study.

**Table ES- 1: Alternatives Retained and Analyzed in the DEIS**

Alternative	Description
<b>Alternative 1</b>	No Build
<b>Alternative 8</b>	2-Lane, ETL Managed Lanes Network on I-495 and 1-ETL and 1-Lane HOV Managed Lane on I-270
<b>Alternative 9</b>	2-Lane, HOT Managed Lanes Network on both I-495 & I-270
<b>Alternative 9 Modified (9M)</b>	2-Lane, HOT Managed Lanes Network on west and east side of I-495 and on I-270; 1-Lane HOT Managed Lane on top side of I-495
<b>Alternative 10</b>	2-Lane, ETL Managed Lanes Network on I-495 & I-270 plus 1-Lane HOV Managed Lane on I-270 only
<b>Alternative 13B</b>	2-Lane, HOT Managed Lanes Network on I-495; HOT Managed, Reversible Lane Network on I-270
<b>Alternative 13C</b>	2-Lane, ETL Managed Lanes Network on I-495, ETL Managed, Reversible Lane Network and 1-Lane HOV Managed Lane on I-270

The No Build Alternative does not meet the Study's Purpose and Need but was retained for comparison with the other alternatives. The results of the screening of alternatives and the rationale for the identification of the alternatives retained and analyzed in the DEIS are summarized in **Chapter 2, Section 2.5** and documented in the *Alternatives Technical Report (Appendix B)*.

### What Transit Components Are Included in the Build Alternatives?

While standalone transit alternatives were found to not meet the Study's Purpose and Need, each Build Alternative includes the following transit elements consistent with the project purpose of enhancing existing and planned multimodal mobility and connectivity:

- Allowing free bus usage in the managed lanes to provide an increase in speed of travel, assurance of a reliable trip, and connection to local bus service/systems on arterials that directly connect to activity and economic centers.
- Accommodating direct and indirect connections to existing transit stations and planned Transit-Oriented Development at the Silver Spring Metro/MARC (US 29), Shady Grove Metro (I-370), Twinbrook Metro (Wootton Parkway), Montgomery Mall Transit Center (Westlake Terrace), Medical Center Metro (MD 187 and MD 185), Kensington MARC (MD 185), Greenbelt Metro/MARC (Cherrywood Lane), New Carrollton Metro/MARC/Amtrak (US 50), Largo Town Center Metro (MD 202 and MD 214), and Branch Avenue Metro (MD 5).

These elements are also being considered by the *Transit Work Group*, which includes representatives from the transit and planning jurisdictions who were both directly and indirectly affected by the P3 Program, including Montgomery, Prince George's, Frederick, Howard, Anne Arundel and Charles counties, as well as MDOT MTA commuter bus, MARC and WMATA, MDOT Secretary's Office of Planning and Capital Programming, MDOT SHA, FHWA, Federal Transit Administration (FTA), and the MWCOG. Initiated in May 2019, the Transit Work Group met eight times to provide input on existing transit services and help identify feasible opportunities for transit to use the managed lanes (refer to **Chapter 2, Section 2.7.6**).

The *Transit Service Coordination Report* was made available to the public in June 2020 on the P3 Program website (<https://495-270-p3.com/transit-benefits/>) and it is being used to inform affected counties and transit providers about the significant transit opportunities offered by managed lanes such as strategies to maximize the benefits of reliability and speed; provide a basis for the evaluation and prioritization of

future capital and operating needs in the service area; and initiate discussions about ways to incorporate regional transit services into the P3 Program.

### **Is the Replacement of the American Legion Bridge Part of the Managed Lanes Study?**

Yes, all Build Alternatives include the full replacement of the American Legion Bridge with a new, wider bridge (not widening of the existing bridge). The existing bridge is nearly 60 years old and would need to be replaced sometime over the next few decades regardless of this Study. The new bridge would be constructed in phases to maintain the same number of existing lanes at all times, and therefore the new bridge will be replaced in the same existing location.

### **How Have Public Comments on the Alternatives Been Considered?**

To date, the public and stakeholders have been encouraged to provide comments on the scope of the Study, the Purpose and Need, range of alternatives, initial screening of alternatives, environmental and property avoidance and minimization measures, and potential mitigation measures. Through the public engagement process, MDOT SHA has taken a hard look at comments received and incorporated certain elements into the Study including, but not limited to: removing the existing Collector-Distributor lanes on I-270 to minimize right-of-way needs along I-270; committing to a pedestrian path along a new American Legion Bridge; eliminating or providing certain managed lanes direct access locations; avoiding relocation of the Rock Creek to significantly minimize impacts to this significant resource; committing to replacing all existing noise barriers; and incorporating certain transit elements while continuing to coordinate with local transit providers for additional opportunities to accommodate existing and planned multimodal connectivity and mobility. To address comments received from the public and agencies on the Recommended Alternatives Retained for Detailed Study (ARDS) and to avoid or minimize environmental and community impacts along the top side of I-495, MDOT SHA analyzed additional alternatives including MD 200 (ICC) Diversion Alternative and Alternative 9 Modified. The results of these analyses can be found in **Chapters 2, 3 and 4** as well as the *Draft Section 4(f) Evaluation* in **Appendix F**.

## **Tolling**

### **Why Do the New Lanes Need to Be Tolled and Why Does the State Need a Developer to Build Them?**

The State of Maryland does not have the funds to construct improvements of this magnitude with an estimated cost of approximately \$8 to 10 Billion. Additionally, even with the tolls to pay back loans, the State does not have enough bonding capacity to take out loans to pay for the improvements. Therefore, the State will select a Developer through a competitive process and will enter into a P3 agreement whereby the Developer would design, build, finance, operate, and maintain the managed lanes for a period of time using the toll revenue. MDOT SHA would continue to own all of the lanes on I-495 and I-270 and ensure the highway meets their intended transportation function.

### **How Will the Managed Toll Lanes Work?**

All of the Build Alternatives would include dynamic tolling for the managed lanes (HOT or ETL) for the full length of the Study. The toll rates would be adjusted dynamically within the approved toll rate range and could change in response to real-time variations in traffic conditions every five to 15 minutes. The tolls would be collected electronically at highway speeds, with no toll plazas, no toll booths, and no cash payments. Through this approach, traffic flow would be managed, congestion would be reduced, and a minimum average operating speed of 45 mph would be maintained in the managed lanes.

## How Will the Toll Rates Be Set?

The toll rate ranges will be set following the process outlined in the Code of Maryland Regulations (COMAR) 11.07.05 – Public Notice of Toll Schedule Revisions, including public input. In general, a recommended range of toll rates will be developed to manage the traffic and ensure the facilities can meet the necessary traffic performance requirements. The toll rate range would include an upper limit on the toll rate per mile. The recommended toll rate range will be presented to the MDTA Board Members for review. Public hearings and a minimum 60-day public comment period will be held so the public has the opportunity to provide comments on the toll rate range. The public comments will be summarized for the MDTA Board Members (including proposed revisions, if necessary) and the Board will vote on the toll rate range. Once the managed lanes are opened, the toll rates will be adjusted dynamically within the approved MDTA toll rate range to ensure the traffic and lane performance requirements are achieved.

## What Could the Toll Rates Be?

The planning study and the DEIS do not recommend the final proposed toll rate ranges for the managed lanes; however, potential toll rates were estimated to meet the goals of the Study (manage traffic demand and congestion on the I-270 and I-495, and ensure 45 mph in managed lanes), and to determine if the Build Alternatives would be financially viable. Therefore, for planning purposes only, the estimated opening year (2025) average weekday toll rates per mile (in 2020 \$) for all time periods for passenger cars using an E-ZPass transponder were: \$0.70/mile for Alternative 8; \$0.69/mile for Alternative 9; \$0.77 for Alternative 9M; \$0.68/mile for Alternative 10; \$0.73/mile for Alternative 13B; and \$0.71/mile for Alternative 13C. Ultimately, the toll rate ranges will be set by the MDTA Board after public review and comment. It is not anticipated that the environmental and community impacts described in this DEIS would be substantially different once a final toll rate range is approved because the modeling process for estimating potential planning-level toll rates is similar to the modeling process to support analysis of toll rate ranges that will be presented to MDTA for consideration by the Board.

## Transportation and Traffic

### What Is a Managed Lane?

Highway facilities that use strategies, such as lane-use restrictions or congestion pricing, to optimize the number of vehicles that can travel the highway to maintain free-flowing speeds. Managed lanes are designed to operate at an acceptable level of service even when the adjacent general purpose lanes are congested. Because they are managed to control the number of vehicles using the lane to keep them flowing, managed lanes provide users with a more reliable option to reach their destination(s). Managed Lanes may include, but are not limited to: HOV lanes, HOT Lanes, ETLs, and bus-only lanes.

### What Traffic Analysis Was Performed for the Study?

Detailed traffic operational analyses were performed for each of the Build Alternatives to evaluate their ability to meet the Study's Purpose and Need in the design year of 2040. The evaluation methodology included a three-step process. First, a regional forecasting model was developed for each of the Build Alternatives using the Metropolitan Washington Council of Governments Travel Demand Model (Metropolitan Washington Council of Governments (MWCOG) model), which is the model typically used by MDOT SHA and other transportation agencies to evaluate projects in the Washington, DC Metropolitan Area. MWCOG model Version 2.3.71 was used, which was the latest model version available when the analysis was initiated. Next, the outputs from the MWCOG model were used to develop balanced traffic volume projections for the design year of 2040 for each roadway segment and ramp movement within the Study limits for each Build Alternative during the peak periods. Finally, traffic simulation models for

each of the Build Alternatives were developed using VISSIM software to determine the projected operational performance of several key metrics during the AM peak period (6:00 AM to 10:00 AM) and the PM peak period (3:00 PM to 7:00 PM).

### What Are the Results of the Traffic Operational Analyses?

The design year 2040 traffic operational evaluation for each Alternative are summarized below and presented in **Chapter 3** of this DEIS.

- **Alternative 1 (No Build)** would not address any of the operational issues experienced under existing conditions, and it would not be able to accommodate long-term traffic growth, resulting in slow travel speeds, delays, long travel times, and an unreliable network.
- **Alternative 5** was determined to not be a reasonable alternative, as it does not meet the Study's Purpose and Need due to deficiencies in addressing the existing traffic and long-term traffic growth and trip reliability. However, the results for Alternative 5 have been included in this DEIS for comparison purposes only. Refer to the *Alternatives Technical Report (Appendix B)* for more information.
- **Alternative 8, Alternative 13B, and Alternative 13C** would all outperform the No Build Alternative in every metric. However, these alternatives would not rank first in any of the operational metrics studied and would therefore only be expected to provide moderate benefits.
- **Alternative 9M** was not originally included as a Build Alternative, but it has been evaluated to the same level of detail. This alternative was studied as a blend of Alternative 5 and Alternative 9. Refer to **Chapter 2, Section 2.6.4** and the *Alternatives Technical Report (Appendix B)* for more information. Alternative 9M would outperform Alternative 1 in every metric, but it would not rank first in any of the operational metrics studied, similar to Alternative 8, Alternative 13B, and Alternative 13C.
- **Alternative 9 and Alternative 10** would consistently perform well in all the operational metrics studied, and each alternative ranked first in three of the six key metrics. Alternative 9 would perform the best in terms of average speed, LOS, and effect on the local network. Alternative 10 would perform the best in terms of delay, travel time index, and throughput. These two alternatives would be expected to provide the best operational benefits to the I-495 and I-270 Managed Lanes Study area and the surrounding transportation network. Refer to **Chapter 3** and **Appendix C** for detailed information.

## Environmental Resources, Consequences and Mitigation

### What Environmental Resources Were Considered in the Analysis Documented in the DEIS and Supporting Technical Reports?

**Chapter 4** of the DEIS presents the existing environmental conditions (affected environment) identified along the study corridors, the anticipated effects to the resources (environmental consequences), and measures to avoid, minimize, and mitigate unavoidable effects to those resources. Additional opportunities to avoid and minimize effects will be considered and documented in the FEIS. The environmental resources and topics analyzed were:

1. Land Use and Zoning
2. Demographics
3. Communities and Community Facilities
4. Parks and Recreational Facilities
5. Property Acquisitions and Relocations
6. Visual and Aesthetic Resources
7. Historic Architectural and Archeological Resources
8. Air Quality
9. Noise
10. Hazardous Materials
11. Topography, Geology and Soils
12. Waters of the US and Waters of the State, including Wetlands
13. Watersheds and Surface Water Quality
14. Groundwater Hydrology
15. Floodplains
16. Vegetation and Terrestrial Habitat
17. Terrestrial Wildlife
18. Aquatic Biota
19. Rare, Threatened and Endangered Species
20. Unique and Sensitive Areas
21. Environmental Justice and Title VI Compliance
22. Indirect and Cumulative Effects
23. Consequences of Construction
24. Commitment of Resources

### What Are the Effects of the Build Alternatives on the Environmental Resources?

The environmental consequences presented in **Chapter 4** are described for the No Build and Build Alternatives. Because the Build Alternatives would either expand and/or reconfigure existing highways, in a constrained built environment, and because the engineering requirements are similar between all Build Alternatives, the total scope of impacts is anticipated to be very similar. At this stage of design, quantified impacts presented are assumed to be permanent or long-term effects in the DEIS (refer to **Tables ES- 2 and 4-1**). As design is advanced on a Preferred Alternative, the long-term effects will be refined, and the specific short-term, construction-related effects will be segregated and quantified and documented in the FEIS. The anticipated construction effects are discussed qualitatively throughout **Chapter 4** and in **Chapter 2, Section 2.7.3**. The summary of environmental effects comparison between the No Build and Build Alternatives is presented in **Table ES- 2**.

### What Avoidance and Minimization Opportunities Have Been Considered for Effects to Environmental Resources?

At this stage in the NEPA Study, avoidance and minimization opportunities to parklands, wetlands, wetland buffers, waterways, forests, and the Federal Emergency Management Agency's 100-year floodplain have been identified and coordinated with the regulatory and resource agencies. Impacts were avoided and minimized to the greatest extent practicable in all areas at this preliminary stage of the Study, and avoidance and minimization techniques were specifically refined in some areas of sensitive or recreationally valuable resources. Refer to **Chapter 4, Draft Section 4(f) Evaluation (Appendix F)**, and *Avoidance, Minimization & Impacts Report (Appendix M)* for additional details. The effort to avoid, minimize and mitigate unavoidable impacts will continue through ongoing and future coordination with the applicable regulatory and resource agencies.

### What Mitigation Is Being Considered for Unavoidable Environmental Effects?

Mitigation for unavoidable effects to environmental resources were considered based on the effects of the Build Alternatives. The proposed conceptual mitigation is discussed by applicable resource in **Chapter 4** and further detailed in the *Conceptual Mitigation Plan (Appendix Q)* for the following resources: wetlands; forests; rare, threatened, and endangered species; parkland; cultural resources; noise; air; properties; hazardous materials; topography, geology, soils; groundwater; environmental justice; visual



aesthetic; aquatic biota; and unique and sensitive areas. Further mitigation measures will be identified and refined as the Study progresses and in consideration of public, stakeholder, and agency comment.

### What Is Section 4(f)?

Section 4(f) of the USDOT Act of 1966, as amended (49 U.S.C. 303(c)) stipulates that the USDOT, including the FHWA, cannot approve the use of land from a publicly-owned park, recreation area, wildlife or waterfowl refuge, or public or private historic site unless the following conditions apply:

- FHWA determines that there is no feasible and prudent avoidance alternative to the use of land from the property, and the action includes all possible planning to minimize harm to the property resulting from such use (23 CFR §774.3(a)(1) and (2)); or
- FHWA determines that the use of the Section 4(f) properties, including any measures to minimize harm committed to by the applicant, will have a *de minimis* impact on the property (23 CFR §774.3(b)).

### What Are the Section 4(f) Impacts?

A “use” of (or impact to) Section 4(f) property occurs:

- (i) When land is **permanently incorporated** into a transportation facility;
- (ii) When there is a **temporary occupancy** of land that is adverse in terms of the statute’s preservation purpose as determined by the criteria in 23 CFR §774.13(d); or
- (iii) When there is a **constructive use** of a Section 4(f) property as determined by the criteria in 23 CFR §774.15.

A total of 111 Section 4(f) properties were identified within the corridor study boundary including public parks and recreation areas and historic sites. Of the 111 Section 4(f) properties, 68 would have a Section 4(f) use (impact) and 43 would be avoided. Of the 68 Section 4(f) properties that have a use, 36 would result in minor Section 4(f) use, 22 require an evaluation of avoidance alternatives and analysis of least overall harm, and four properties meet the exception criteria. Refer to **Chapter 5, Section 5.5** and **Appendix F** for additional details on the *Draft Section 4(f) Evaluation*.

**Table ES- 2: Summary of Effects Comparison of the Alternatives<sup>1</sup>**

	Resource	Alt 1 No Build	Alt 5 <sup>2</sup>	Alt 8	Alt 9	Alt 9M	Alt 10	Alt 13B	Alt 13C
<b>Environmental</b>	Total Potential Impacts to Section 4(f) Properties including park and historic properties (acres)	0	141.7	146.8	146.8	144.7	149.0	145.5	146.7
	Number of Historic Properties with Adverse Effect <sup>3</sup> [Adverse effect cannot be determined] <sup>4</sup>	0	13 [7]	13[7]	13[7]	13[7]	13[7]	13[7]	13[7]
	100-Year Floodplain (acres)	0	114.3	119.5	119.5	116.5	120.0	119.5	119.9
	Unique and Sensitive Areas (acres)	0	395.3	408.2	408.2	401.8	410.8	406.7	408.6
	Sensitive Species Project Review Area (acres)	0	151.7	155.0	155.0	153.7	155.0	155.0	155.0
	Forest canopy (acres)	0	1,434	1,497	1,497	1,477	1,515	1,489	1,503
	Wetlands of Special State Concern	0	0	0	0	0	0	0	0
	Wetlands, Field-Reviewed (acres)	0	15.4	16.3	16.3	16.1	16.5	16.3	16.1
	Wetlands 25-foot buffer (acres)	0	51.2	53.1	53.1	52.7	53.6	53.1	53.5
	Waters of the US (linear feet)	0	153,702	155,922	155,922	155,229	156,948	155,822	156,632
	Tier II Catchments (acres)	0	55.2	55.3	55.3	55.3	55.3	55.3	55.3
Noise Receptors Impacted <sup>5</sup>	0	3,661	4,470	4,470	4,249	4,581	4,411	4,461	
<b>Traffic</b>	System-wide Delay Savings vs. No Build (AM/PM) <sup>6</sup>	0	20%/22%	23%/33%	34%/33%	30%/30%	35%/34%	27%/22%	26%/34%
<b>Engineering</b>	Total Right-of-way Required <sup>7</sup> (acres)	0	284.9	323.5	323.5	313.4	337.3	318.9	329.3
	Number of Properties Directly Affected	0	1,240	1,475	1,475	1,392	1,518	1,447	1,479
	Number of Residential Relocations	0	25	34	34	25	34	34	34
	Number of Business Relocations	0	4	4	4	4	4	4	4
	Width of Pavement on I-495 (feet)	138–146	170–174	194–198	194–198	170-198	194–198	194–198	194–198
	Width of Pavement on I-270 (feet)	228–256	194–198	218–222	218–222	218-222	242–248	202–206	226–230
	Capital Cost Range [Construction & ROW] (billions)	N/A	\$7.8–\$8.5	\$8.7 – \$9.6	\$8.7 – \$9.6	\$8.5-\$9.4	\$9.0 – \$10.0	\$8.7 - \$9.6	\$8.8 - \$9.7

Notes: <sup>1</sup> Preliminary impacts represented in this table assume total impacts; permanent and temporary impacts will be distinguished in the FEIS.

<sup>2</sup> MDOT SHA and FHWA determined Alternative 5 is not a reasonable alternative, but it is included in the DEIS for comparison purposes only.

<sup>3</sup> Refer to Chapter 4, Section 4.7 and Appendix G, Volume 1 for additional details on the effects to historic properties.

<sup>4</sup> Based on current design information, effects cannot be fully determined on these 7 historic properties. MDOT SHA will evaluate these properties further as design advances.

<sup>5</sup> Noise receptors are noise-sensitive land uses which include residences, schools, places of worship, and parks, among other uses. Note that these numbers include receptors that do not have an existing noise wall as well as receptors that have an existing noise wall which is expected to be replaced

<sup>6</sup> Previous versions of this table used a similar metric of Annual Average Hours of Savings per Commuter. System-Wide Delay Savings better reflects benefits to all road users.]

<sup>7</sup> The right-of-way is based on State records research and filled in with county right-of-way, as necessary. With the Section 4(f) properties, some boundaries vary based on the presence of easements and differences in the size and location of historic and park boundaries.

## What Permits, Approvals and Authorizations Will Likely Be Required?

In addition to NEPA compliance, many permits, approvals and authorizations are being coordinated concurrently with the NEPA process or would be obtained prior to construction of any improvements. **Table ES- 3** summarizes the Federal, state, and local permits, authorizations and approvals that will likely be required based on the current Study design assumptions and associated impacts. Refer to **Chapter 6, Section 6.5**.

**Table ES- 3: Likely Permits and Approvals**

	Permit/ Approval	Responsible/Permitting Agency
Concurrent with NEPA or within 90 days from the Record of Decision	National Environmental Policy Act (NEPA) Approval – Record of Decision <sup>1</sup>	Federal Highway Administration
	Section 4(f) Approval	Federal Highway Administration
	Endangered Species Act Consultation	US Fish and Wildlife Service / NOAA-NMFS
	Section 106 Programmatic Agreement	Federal Highway Administration
	Clean Water Act Section 404 and Section 10	US Army Corps of Engineers
	Maryland/Virginia State Waters (Section 401)	US Army Corps of Engineers / Maryland Department of Environment / Virginia Department of Environmental Quality
	Maryland Nontidal Wetlands and Waterways Permit	Maryland Department of Environment
	Virginia Wetland Protection Permit	Virginia Department of Environmental Quality
Prior to Construction	Special Use Permit - Construction in VA and MD	National Park Service
	Capper-Cramton Park Permits	National Capital Planning Commission
	Park Construction Permit - M-NCPPC	Maryland National Capital Park and Planning Commission
	Maryland Reforestation Law Approval	Maryland Department of Natural Resources
	State and County Forest Conservation Easement Revision Approvals	Maryland Department of Natural Resources / Maryland National Capital Park and Planning Commission
	General Permit for Stormwater Associated with Construction Activity - MD	US Environmental Protection Agency / Maryland Department of the Environment
	General Permit for Stormwater Associated with Construction Activity - VA	US Environmental Protection Agency / Virginia Department of Environmental Quality
	Stormwater Management/Erosion and Sediment Control	Maryland Department of Transportation - State Highway Administration Plan Review Division / Maryland Department of the Environment
	Stormwater Management/Erosion and Sediment Control	US Environmental Protection Agency / Maryland Department of the Environment / Virginia Department of Environmental Quality
	Clean Water Act Section 402 (MS4)	Maryland Department of the Environment
	Water Appropriation and Use Permit	Maryland Department of the Environment

Note: <sup>1</sup>The lead agency is responsible for preparing and publishing a single ROD for all Federal agencies with authorization responsibility for the project to support any necessary authorization decisions. The ROD will incorporate the decisions of each such agency, unless an exception to a single ROD is met as set forth in Section XIII or where Federal law provides for the lead agency to issue a combined FEIS/ROD. Memorandum of Understanding Implementing One Federal Decision Under Executive Order 13807, <https://www.whitehouse.gov/wp-content/uploads/2018/04/MOU-One-Federal-Decision-m-18-13-Part-2-1.pdf>

## What is the One Federal Decision Executive Order?

The I-495 & I-270 Managed Lanes Study is following the “One Federal Decision” *Executive Order 13807: Establishing Discipline and Accountability in the Environmental Review and Permitting Process for Infrastructure Projects*<sup>12</sup> requires Federal agencies to process environmental reviews and authorization decisions for major infrastructure projects as “One Federal Decision (OFD).” The Executive Order 13807 (EO) sets a goal of reducing the average time to complete environmental reviews under the National Environmental Policy Act and authorization decisions for major infrastructure projects to two years from the publication of the Notice of Intent (NOI). The EO also directs that, except under certain circumstances,<sup>13</sup> the Federal lead agency and all Cooperating and Participating Agencies shall “record any individual agency decision in one Record of Decision (ROD)” and prepare a single Environmental Impact Statement (EIS). Provided the EIS includes adequate detail to inform the agency decisions, the EO requires obtaining permits and approvals within 90 days of the issuance of the ROD<sup>14</sup>. The EO also requires major infrastructure projects to be managed under a single permitting timetable covering environmental review and authorizations.

## What Are the Next Steps for the Study?

This DEIS has been signed by FHWA and MDOT SHA and distributed to Federal, state, and local agencies, as well as organizations and other interested parties and is available for public review. There will be Public Hearings held during a 90-day review period for the DEIS; the comment deadline is October 8, 2020. During this 90-day review period, the DEIS is available in public locations throughout the study corridors and on the project website <https://495-270-p3.com/DEIS/>. Comments on the DEIS are considered equally regardless of whether received orally or in writing and may be made by:

- Oral testimony at one of the public hearings in the main hearing room
- Oral testimony to a verbatim recorder at a public hearing in private in a separate room
- Written comments on a comment form at a public hearing
- Letters to Lisa B. Choplin, DBIA, I-495 & I-270 P3 Program Director, I-495 & I-270 P3 Office, 707 North Calvert Street, Mail Stop P-601, Baltimore MD 21202
- DEIS comment form at <https://495-270-p3.com/DEIS/>
- Email to [MLS-NEPA-P3@mdot.maryland.gov](mailto:MLS-NEPA-P3@mdot.maryland.gov)

Following the 90-day review period, the MDOT SHA and FHWA will review all comments and respond to all substantive comments received or postmarked by the end of the comment period in the preparation of the FEIS. Comments received or postmarked after that date will be reviewed and considered to the extent practicable. In addition to the disposition of all substantive comments, the FEIS will summarize

<sup>12</sup> Exec. Order No. 13807, 82 Fed. Reg. 40463 (August 15, 2017), <https://www.whitehouse.gov/presidential-actions/presidential-executive-order-establishing-discipline-accountability-environmental-review-permitting-process-infrastructure/>

<sup>13</sup> The EO provides that a single ROD shall be issued, “unless the project sponsor requests that agencies issue separate NEPA documents, the NEPA obligations of a cooperating or participating agency have already been satisfied, or the lead Federal agency determines that a single ROD would not best promote completion of the project’s environmental review and authorization process.”

<sup>14</sup> The lead Federal Agency may extend the 90-day deadline if it determines Federal law prohibits the agency from issuing its approval within 90 days or an extension would better promote completion of the project’s environmental review and authorization process or the project sponsors requests a different timeline. Exec. Order No. 13807, 82 Fed. Reg. 40463 (August 15, 2017). <https://www.whitehouse.gov/wp-content/uploads/2018/04/MOU-One-Federal-Decision-m-18-13-Part-2-1.pdf>

additional and updated information not refined or quantified in the DEIS, identification of the Preferred Alternative and factors that support the selection, and commitments and mitigation measures to be carried forth during final design and construction.

## Public-Private Partnership (P3) Program

### What Is a P3?

A Public-Private Partnership (P3) is an alternative model for delivery of a capital project. A P3 is a partnership between the public or governmental sector with private entities. The P3 seeks to harness private sector expertise, innovation and funding in order to deliver public infrastructure for the benefit of the public owner and users of the infrastructure. P3s seek to successfully leverage the respective strengths of the public and private sectors to deliver large, complex infrastructure projects in a cost effective and timely fashion. Functions under a P3 agreement may include designing, building, financing, operating, and maintaining a transportation facility.

### Why Is a P3 Being Considered for This Study?

There are several reasons for utilizing a P3:

- **Private Financing Results in Faster Construction:** P3 projects can move forward when the state does not have available funding because the private sector finances the improvements based on future funding or revenue. It would take more than 25 years to fund I-495 & I-270 P3 Program congestion relief improvements relying on state funds and would use all of MDOT's capital expansion budget for this one project.
- **Transfer of Risks:** The state and the private sector share the risks based on who can best manage each risk to provide the best value to the state.
- **Operations and Maintenance:** The state can benefit from having the private sector operate the highway and maintain it (for example, pavement repairs, grass mowing) at a more economical cost. Without the P3 Program, it is estimated that MDOT would need to invest \$1.7 billion in bridge replacement/rehabilitation and pavement rehabilitation over the next decade simply to just maintain the existing roadways on I-495 and I-270 in Montgomery and Prince George's Counties in a state of good repair, with no congestion relief.
- **Limited Government Funding:** Projects that include a future revenue source may be constructed with limited or no governmental funding upfront. In fact, the I-495 & I-270 P3 Program has a goal to implement the Program at no net cost to the state.

### How Would the Project Be Constructed?

The focus of this DEIS is on addressing transportation needs within the 48-mile Study limits: I-495 from south of the George Washington Memorial Parkway in Fairfax County, Virginia, including improvements to the American Legion Bridge over the Potomac River, to west of MD 5, and along I-270 from I-495 to north of I-370, including the east and west I-270 spurs.

Due to the magnitude of the Study, MDOT SHA would need to construct any Build Alternative in phases. Phase 1 of the P3 Program would include that portion of the MLS along I-495 from the vicinity of the George Washington Memorial Parkway in Virginia, across and including the ALB, to its interchange with I-270 at the West Spur, and I-270 from its interchange with I-495 to its interchange with I-370. A Phase 1

P3 Agreement would also include I-270 up to I-70 which would be advanced through a separate, independent NEPA study.

The Maryland Board of Public Works approved the competitive solicitation process for Phase 1 to move forward for the selection of a Phase Developer to assist MDOT SHA with preliminary development and design activities, in accordance with federal regulations. No commitment will be made by MDOT SHA as to any alternative that is being or may be evaluated through the NEPA process.

It is expected that Phase 1 would be developed and delivered by a Phase 1 Developer, under a Phase 1 P3 Agreement. The southern portion of Phase 1 from I-495 in the vicinity of the George Washington Memorial Parkway to I-270 and I-270 from I-495 to I-370 would be developed, constructed, and delivered first. Additionally, given the magnitude of the improvements, the Phase Developer would be expected to develop and deliver the southern portion of Phase 1 in two or more sections, to be agreed upon with MDOT.

**WORKSHOP/LEGISLATIVE MEETING**

**MORE THAN \$10,000 CHECKS:**

1. NZI CONSTRUCTION CORP. ( Sidewalk repairs - Fountainebleau Drive etc.)	21,445.00
2. PRINCE GEORGE'S COUNTY ( Landfill fees - 07/20)	21,953.31
3. CITY OF GREENBELT ( Shared street sweeper)	14,044.22
4. EXPRESS SERVICES INC ( Temporary labour - Public Works)	10,098.40
5. KOCH HOLDINGS INC ( Vehicle purchase - Police)	84,476.98
6. LOCAL GOVERNMENT INSURANCE TRUST (Monthly health insurance)	75,328.33
	<u>227,346.24</u>

**PAYMENT DESCRIPTION:**

1st BATCH TOTAL (08/21/20) - 5 pages (Total amount of all of the bills for this batch)	93,375.61
2nd BATCH TOTAL (09/04/20) -5 pages) (Total amount of all of the bills for this batch)	271,322.68
3rd BATCH TOTAL (09/04/20) -1 page) (Total amount of all of the bills for this batch)	6,342.56
SUNTRUST BANK ( Electronic transfer - June 2020)	5,115.53
	<u>376,156.38</u>

<b>Bill Questions Department Key</b>		
<b>Dept</b>	<b>Dept Name</b>	<b>Dept Head</b>
1110	Mayor and Council	Karen Ruff
1510	Admin	Karen Ruff
1530	H/R	Karen Ruff
1520	Economic Development	Karen Ruff
2010	Finance	Karen Ruff
2510	Code Enforcement	Chief Rice
3010	Police Admin	Chief Rice
3030	Police Speed Camera	Chief Rice
3040	Police Patrol	Chief Rice
3050	Parking and Animal	Chief Rice
3510	Public Works Admin	Andre Triplett
3610	Highways	Andre Triplett
3710	Sanitation	Andre Triplett
3810	Parks and Rec	Andre Triplett



**CITY OF NEW CARROLLTON**  
**TD GENERAL**  
**A/P Detail Check Register for Check Date 8/21/2020**

<u>Check</u>	<u>Vendor</u>	<u>Description or Invoice Numbers</u>	<u>Check Amount</u>	<u>Invoice Distribution Accounts</u>	<u>Distribution Amount</u>
EFT		EFT Transmittal	9,962.21	01-0000-10100-00000-00000 TD BANK GENERAL ACCOUNT	-9962.21
EFT	ACCUFUND INC ✓	HOSTED SET UP FEE - P.W	0.00	01-3510-50200-00000-00000 COMPUTER & IT SUPPORT	40.00
EFT	ALEXANDER CLEAVER PA ✓	ATTORNEY EXPENSES - 7/20	0.00	01-1510-50300-00000-00000 CITY ATTORNEY EXPENSE	962.50
0039826	ASSA ABLOY ENTRANCE SYSTEMS US INC. ✓	DOOR REPAIR - POLICE - CUST# 207840	607.72	01-1510-52100-00000-00000 BUILDING MAINT. & REPAIR	607.72
0039827	AUTOZONE STORES LLC ✓	Invoices 1833621680, 1833636194, 1833637760, 1833637768, 1833637892, 1833650309, 1833651070, 1833651072, 1833652149, 1833652960	924.93	01-3010-52130-00000-00000 VEHICLE OPERATION & MAINTENANCE 01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	236.72 688.21
0039828	CENTRAL TRUCK CENTER INC. ✓	VEHICLE MAINTENANCE #8	84.13	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	84.13
0039829	CHARLES DAVIS ✓	2020 ELECTIONS	774.00	01-1510-50470-00000-00000 COVID RELATED EXPENSES	774.00
EFT	CHESAPEAKE FORD OF DC ✓	VEHICLE MAINTENANCE - Car 150	0.00	01-3010-52130-00000-00000 VEHICLE OPERATION & MAINTENANCE	632.61
0039830	CHRIS PENNINI ✓	PARKS CONTRACTUAL SPORT PARKS	410.00	01-3810-51130-00000-00000 PARKS CONTRACTUAL	410.00
EFT	CINTAS CORPORATION LOC 41	Invoices 4050241705, 4055808478, 4057055728, 4057067412, 4057737213, 4058307567	0.00	01-1510-52550-00000-00000 JANITORIAL SUPPLIES 01-3510-52550-00000-00000 JANITORIAL SUPPLIES 01-3510-53570-00000-00000 UNIFORMS	142.78 138.19 1095.59
0039831	COMCAST CABLE COMMUNICATIONS MANAGEMENT, LLC ✓	8511 LEGATION RD - ACCOUNT # 8299 42 015 0303439	238.52	01-1510-54150-00000-00000 UPKEEP OF HANKO BUILDING	238.52
0039832	DARCARS CHR JEEP DODGE OF NC ✓	Invoices 14667DJW, 14758DJW, 14793DJW, 15048, 15049DJW	2,037.32	01-3010-52130-00000-00000 VEHICLE OPERATION & MAINTENANCE	2037.32
0039833	ELECTRONIC SYSTEMS, INC ✓	PRINTING SERVICES - ACC# CO26: 380347-T	127.24	01-1510-52520-00000-00000 OFFICE SUPPLIES & PRINTING	127.24
0039834	EXPRESS SERVICES INC ✓	Invoices 24157986, 24181769, 24207828	6,214.40	01-3510-50330-00000-00000 TEMPORARY LABOR SUPPORT	6214.40
EFT	FOREMOST PROMOTIONS	COMMUNITY PROMOTION ITEMS - ACC# 209369 ✓	0.00	01-3010-54445-00000-00000 POLICE COMMUNITY PROMOTION	1905.00

**CITY OF NEW CARROLLTON**  
**TD GENERAL**  
**A/P Detail Check Register for Check Date 8/21/2020**

<u>Check</u>	<u>Vendor</u>	<u>Description or Invoice Numbers</u>	<u>Check Amount</u>	<u>Invoice Distribution Accounts</u>	<u>Distribution Amount</u>
EFT	HANCOCK REFRIGERATION COMPANY, INC	BUILDING MAINTENANCE A/C UNIT - 6318 WESTBROOK DR.	0.00	01-3510-52100-00000-00000 BUILDING MAINT. & REPAIR	295.08
0039835	HOME PARAMOUNT ✓	MONTHLY PEST CONTROL CHARGES - 6318 WESTBROOK DR	78.00	01-3510-52100-00000-00000 BUILDING MAINT. & REPAIR	78.00
EFT	HOMESTEAD GARDENS, INC.	PARKS, FIELD & TREE MAINTENANCE - CUSTOMER# 601571	0.00	01-3810-54250-00000-00000 PARKS, FIELDS & TREE MAINTENANCE	455.89
0039836	JOHNSON TRUCK CENTER ✓	VEHICLE MAINTENANCE #99	105.40	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	105.40
0039837	KOHLER EQUIPMENT ✓	Invoices 325086, 325822, 325823	194.70	01-3810-52210-00000-00000 EQUIPMENT REPAIR & MAINTENANCE	96.12
0039838	LANDOVER PRINTING CENTER ✓	Invoices 26291, 26292, 26308	653.24	01-3810-53130-00000-00000 SMALL EQUIPMENT 01-2510-52520-00000-00000 OFFICE SUPPLIES & PRINTING 01-2510-52540-00000-00000 SIGNS, NOTICES & PERMITS	192.40 460.84
0039839	LOWE'S BUSINESS ACCOUNT ✓	Invoices 1063, 1746, 2434, 43105, 43462, 43700, 43722, Repairing windows through building	612.26	01-1510-52100-00000-00000 BUILDING MAINT. & REPAIR 01-3510-52100-00000-00000 BUILDING MAINT. & REPAIR 01-3510-52510-00000-00000 PANTRY SUPPLIES 01-3610-52120-00000-00000 BOARD UP SERVICES 01-3610-52150-00000-00000 SMALL OPERATING EQUIPMENT & PARTS 01-3610-53000-00000-00000 STREET & STORM DRAIN MAINT. MATERIALS 01-3610-53130-00000-00000 SMALL EQUIPMENT 01-3810-54250-00000-00000 PARKS, FIELDS &	73.73 31.11 42.60 45.35 29.25 14.52 18.99 356.71
0039840	MARTY MOWS ✓	PARKS CONTRACTUAL	955.00	01-3810-51130-00000-00000 PARKS CONTRACTUAL	955.00
0039841	MARYLAND MAYORS' ASSOCIATION ✓	ANNUAL DUES - 07/20 - 06/21-MAYOR NEMBARD	60.00	01-1110-53510-00000-00000 DUES & SUBSCRIPTIONS	60.00
0039842	MML-PARKS & RECREATION ✓	ANNUAL MEMBERSHIP -07/20-06/21(B. PUDNER)	35.00	01-3510-53510-00000-00000 DUES & SUBSCRIPTIONS	35.00
0039843	NATIONAL CAPITAL INDUSTRIES ✓	Invoices 553992, 554570	357.28	01-3510-52100-00000-00000 BUILDING MAINT. & REPAIR 01-3610-52560-00000-00000 TRAFFIC SAFETY SUPPLIES	160.00 197.28

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EFT	NBA OFFICE PRODUCTS	Invoices 02900335, 02907909	0.00	01-1510-52510-00000-00000 PANTRY SUPPLIES	149.50
				01-3510-52510-00000-00000 PANTRY SUPPLIES	228.22
0039844	NEW YORK LIFE ✓	3RD PARTY INSURANCE - REMITTER ID# 021017768	996.83	01-0000-21125-00000-00000 NEW YORK LIFE INSURANCE PAYABLE	996.83
0039845	NOW TECHNOLOGIES INC ✓	COMPUTER & IT SUPPORT	4,245.25	01-1510-50200-00000-00000 COMPUTER & IT SUPPORT	4245.25
0039846	NZI CONSTRUCTION CORP. ✓	SIDEWALK REPAIR - FOUNTAINBLEAU DRIVE, KAREN ELAINE, AREHART DR. & VETERAN'S PARK	21,445.00	01-3610-58520-00000-00000 SIDEWALK REPAIRS	21445.00
		Veteran Park			
0039847	ORKIN INC AC 689632 ✓	8511 LEGATION RD -ACC# 689632	62.40	01-1510-54150-00000-00000 UPKEEP OF HANKO BUILDING	62.40
EFT	P & H AUTO - ELECTRIC INC.	VEHICLE MAINTENANCE - Car 155 Purnell	0.00	01-3010-52130-00000-00000 VEHICLE OPERATION & MAINTENANCE	109.99
EFT	PASSPORT LABS, INC	VEHICLE CONTROL FINES SERVICE FEES	0.00	01-3010-54495-00000-00000 VEHICLE CONTROL FINE SERVICE FEES	1101.16
0039848	PENNMARVA INC ✓	PARKS CONTRACTUAL BACKFLOW TEST	2,250.00	01-3810-51130-00000-00000 PARKS CONTRACTUAL	2250.00
0039849	PEPCO ✓	Invoices 200841227241, 210003548642	6,567.06	01-3610-51210-00000-00000 STREET LIGHTING	6567.06
0039850	PET WASTE ELIMINATOR ✓	SANITATION SUPPLIES (Bus Stop wastebaskets) - CUSTOMER# 560159	930.99	01-3710-52570-00000-00000 SANITATION SUPPLIES	930.99
0039851	PPG ARCHITECTURAL FINISHES INC ✓	Invoices 830102049360, 830102049456, 830103013538, 830103013824	488.18	01-1510-52100-00000-00000 BUILDING MAINT. & REPAIR	17.99
				01-3610-52560-00000-00000 TRAFFIC SAFETY SUPPLIES	298.53
				01-3610-53130-00000-00000 SMALL EQUIPMENT	85.66
				01-3710-52570-00000-00000 SANITATION SUPPLIES	85.95
0039852	PRINCE GEORGE'S COUNTY ✓	REAL PROPERTY TAXES ON CELL TOWER - 7500 GOOD LUCK RD	2,646.49	01-1510-52100-00000-00000 BUILDING MAINT. & REPAIR	2646.49
0039853	PRINCE GEORGE'S COUNTY ✓	LANDFILL FEES - 7/20	21,953.31	01-3710-51100-00000-00000 LANDFILL FEES- COUNTY	21953.31

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0039854	QUILL CORPORATION ✓	Invoices 9098488, 9100797, 9105638, 9117965	254.57	01-3510-50470-00000-00000 COVID RELATED EXPENSES 01-3510-52520-00000-00000 OFFICE SUPPLIES & PRINTING 01-3510-53120-00000-00000 SAFETY SUPPLIES	20.35 208.42 25.80
0039855	READYREFRESH ✓	Invoices 10H0437380884, 10H7802571500	352.29	01-1510-52510-00000-00000 PANTRY SUPPLIES 01-3010-52510-00000-00000 PANTRY SUPPLIES	146.78 205.51
EFT	RITCHIE LAND RECLAMATION LLC ✓	Invoices 0000063886, 0000064067, 0000064103	0.00	01-3610-51110-00000-00000 LANDFILL FEES	2278.42
0039856	RMS OF WESTMINSTER ✓	VEHICLE MAINTENANCE #8	420.00	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	420.00
0039857	ROBERTS OXYGEN COMPANY INC ✓	VEHICLE MAINTENANCE (Oxygen) - CUSTOMER # 5999500	142.12	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	142.12
0039858	RONNIE FAIRLEY ✓	2020 ELECTIONS	282.00	01-1510-50470-00000-00000 COVID RELATED EXPENSES	282.00
0039859	SANIJOHN ✓	MONTHLY EQUIPMENT RENTAL - 07/20	609.00	01-3810-52180-00000-00000 EQUIPMENT RENTAL & PORT A POTTY	609.00
0039860	STAPLES ADVANTAGE ✓	Invoices 8059158043, 8059258561	371.68	01-2010-52520-00000-00000 OFFICE SUPPLIES & PRINTING 01-2510-52520-00000-00000 OFFICE SUPPLIES & PRINTING 01-3010-52510-00000-00000 PANTRY SUPPLIES	280.50 73.98 17.20
0039861	T-MOBILE ✓	CELL PHONE CHARGES - P.W - ACCOUNT # 952020832	88.85	01-3510-54020-00000-00000 CELL PHONES	88.85
0039862	THE CARLSEN GROUP INC. ✓	MONTHLY SERVICE CHARGES	312.00	01-1510-52520-00000-00000 OFFICE SUPPLIES & PRINTING 01-2010-52520-00000-00000 OFFICE SUPPLIES & PRINTING 01-2510-52520-00000-00000 OFFICE SUPPLIES & PRINTING	104.00 104.00 104.00
0039863	THE LUCIAN COMPANY ✓	COUNCIL SUPPLIES - NAME BADGES	24.72	01-1110-52520-00000-00000 OFFICE SUPPLIES & PRINTING	24.72
0039864	TRAIN PRINTING COMPANY, INC ✓	OFFICE SUPPLIES - CODE	84.00	01-2510-52520-00000-00000 OFFICE SUPPLIES & PRINTING	84.00
0039865	UNIVERSITY OF MARYLAND/ SCHOOL OF PUBLIC POLICY ✓	TORCHBEARER PROGRAM APPLICATION - MAYOR NEMBARD	25.00	01-1110-53510-00000-00000 DUES & SUBSCRIPTIONS	25.00

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0039866	VERIZON <i>-Serv. a C. inully</i>	ACCOUNT # 852-064-628-0001-30 - HANKO BLDG	298.75	01-1510-54150-00000-00000 UPKEEP OF HANKO BUILDING	298.75
0039867	VERIZON WIRELESS ✓	CELL PHONE CHARGES - P.W - ACC# 902009495 - 00001	44.01	01-3510-54020-00000-00000 CELL PHONES	44.01
0039868	WASHINGTON GAS ✓	6016 PRINCESS GARDEN PKWY - ACC# 220004003822	98.76	01-1510-54060-00000-00000 UTILITY-NATURAL GAS	98.76
0039869	WILDES-SPIRIT PRINTING ✓	CITY NEWSLETTER MAILING	3,296.82	01-1510-50450-00000-00000 CITY NEWSLETTER	3296.82
0039870	WINFRED PUFFENBARGER ✓	2020 ELECTIONS	300.00	01-1510-50470-00000-00000 COVID RELATED EXPENSES	300.00
0039871	XEROX CORPORATION ✓	PRINTING - POLICE - CUST# 725457931	189.25	01-3010-52520-00000-00000 OFFICE SUPPLIES & PRINTING	189.25
EFT	XEROX FINANCIAL SERVICES	CONTRACT # 010-0037890-002 - LEASE PAYMENT -ADMIN - 07/16 - 8/15	0.00	01-1510-50760-00000-00000 OFFICE EQUIPMENT CONTRACTS	427.28
0039872	ZEP SALES & SERVICE ✓	JANITORIAL SUPPLIES - # 11158472	164.98	01-1510-52550-00000-00000 JANITORIAL SUPPLIES	164.98
<b>Total for Check Run:</b>			<b><u>93,375.61</u></b>		

*[Handwritten Signature]* 8/20/20  
 Signature and Date to Approve Checks

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 Signature and Date to Approve Checks

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 Signature and Date to Approve Checks

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EFT		EFT Transmittal	104,268.39	01-0000-10100-00000-00000 TD BANK GENERAL ACCOUNT	-104268.39 ✓
EFT	ACCUFUND INC	COMPUTER & IT SUPPORT	0.00	01-2010-50200-00000-00000 COMPUTER & IT SUPPORT	1437.00 ✓
0039873	ADVANCED SECURITY SAFE & LOCK	REPLACEMENT OF REAR DOOR - CITY HALL	6,171.00	01-1110-57011-00000-00000 MUNICIPAL BUILDING UPGRADE	6171.00 ✓
EFT	AFLAC	3RD PARTY INSURANCE	0.00	01-0000-21120-00000-00000 AFLAC WITHHOLDING	2746.88 ✓
0039874	BGE	6016 PRINCESS GARDEN PKWY - ACCOUNT# 0195120000	2,480.14	01-1510-54050-00000-00000 UTILITY-ELECTRICITY	2480.14 ✓
0039875	CENTRAL TRUCK CENTER INC.	VEHICLE MAINTENANCE #8	309.57	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	309.57 ✓
EFT	CHESAPEAKE FORD OF DC	Invoices 211539, 216398	0.00	01-2510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	79.79 ✓
EFT	CINTAS CORPORATION LOC 41	Invoices 4059046577, 4059593504, 4059605057, 4059605124, 4060321692	0.00	01-3010-52130-00000-00000 VEHICLE OPERATION & MAINTENANCE	30.12 ✓
EFT	CITY OF GREENBELT	SHARED STREET SWEEPER JAN.1, 2020 - JUNE 30, 2020	0.00	01-1510-52550-00000-00000 JANITORIAL SUPPLIES	230.48 ✓
0039876	COLONIAL LIFE	3RD PARTY INSURANCE	3,265.52	01-3510-52550-00000-00000 JANITORIAL SUPPLIES	138.19 ✓
0039877	COMCAST CABLE COMMUNICATIONS MANAGEMENT, LLC	Invoices 2008 - 0450608, 8.19-9.18.20	209.49	01-3510-53570-00000-00000 UNIFORMS	849.83 ✓
0039878	CONTRACT VIDEO SPECIALISTS, INC	Invoices 17154, 17155	650.48	01-3610-54120-00000-00000 SHARED STREET SWEEPER	14044.22 ✓
0039879	CURTIS POWER SOLUTIONS, LLC	Invoices 140680, 140988	1,399.73	01-0000-21121-00000-00000 COLONIAL WITHHOLDING	3265.52 ✓
0039880	DARCARS CHR JEEP DODGE OF NC	VEHICLE MAINTENANCE 2010 DODGE AVENGER (CODE)	247.20	01-1510-50430-00000-00000 CABLE TELEVISION OPERATION	15.34 ✓
0039881	ENERGY RISING INTERNATIONAL	Mask, KN95 Masks ;	2,600.00	01-3010-52105-00000-00000 TRAILER MAINT. & SUPPLIES	194.15 ✓
				01-1510-50430-00000-00000 CABLE TELEVISION OPERATION	650.48 ✓
				01-1510-54150-00000-00000 UPKEEP OF HANKO BUILDING	829.23 ✓
				01-3510-52100-00000-00000 BUILDING MAINT. & REPAIR	570.50 ✓
				01-2510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	247.20 ✓
				01-3010-50470-00000-00000 COVID RELATED EXPENSES	2600.00 ✓

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0039882	EXPRESS SERVICES INC	Invoices 24034718, 24133304, 24234595, 24260608, 24289708	10,098.40	01-3510-50330-00000-00000 TEMPORARY LABOR SUPPORT 01-3710-50330-00000-00000 TEMPORARY LABOR SUPPORT 01-3810-50330-00000-00000 TEMPORARY LABOR SUPPORT	8855.52 ✓ 621.44 ✓ 621.44 ✓
0039883	FLEETPRIDE	Invoices 57260440, 58454691	260.92	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	260.92 ✓
0039884	FLUIDSECURE	COMPUTER & IT SUPPORT	1,324.00	01-3510-50200-00000-00000 COMPUTER & IT SUPPORT	1324.00 ✓
EFT	GATE CONTROL SYSTEMS INC.	6318 WESTBROOK DR. GATE SERVICE CHARGE	0.00	01-3510-52100-00000-00000 BUILDING MAINT. & REPAIR	255.50 ✓
0039885	GOODE COMPANIES INC.	Invoices 05103403, 06103394	4,325.24	01-3710-50500-00000-00000 REFUSE COLLECTION CONTRACT	4325.24 ✓
EFT	JACKSON LEWIS P.C	SPECIAL COUNSEL SERVICES - 07/20	0.00	01-1510-50301-00000-00000 SPECIAL COUNSEL EXPENSES	2801.00 ✓
0039886	KOCH HOLDINGS INC	Invoices 231354, 231355, 231355-1	84,476.98	01-3030-57100-00000-00000 VEHICLES	84476.98 ✓
0039887	LANDOVER PRINTING CENTER	BUSINESS CARDS FOR ANDRE TRIPLETT - CUSTOMER ID# 405	40.00	01-3510-52520-00000-00000 OFFICE SUPPLIES & PRINTING	40.00 ✓
EFT	LOCAL GOVT. INSURANCE TRUST	MONTHLY HEALTH INSURANCE	0.00	01-0000-21110-00000-00000 HEALTH INSURANCE WITHHOLDING	75328.33 ✓
EFT	MAGLOCLEN	MEMBERSHIP RENEWAL - 07/20 - 06/21 - W. EVERTS	0.00	01-3010-53510-00000-00000 DUES & SUBSCRIPTIONS	400.00 ✓
0039888	MARTY MOWS	Invoices 117552, 118895 <i>Need to mow!</i>	1,910.00	01-3810-51130-00000-00000 PARKS CONTRACTUAL	1910.00 ✓
0039889	MARYLAND ENVIRONMENTAL SERVICE	Invoices 408165, 900899	3,193.32	01-3710-50550-00000-00000 RECYCLING CONTRACT 01-3710-51115-00000-00000 COMPOST FEES	2609.82 ✓ 583.50 ✓
EFT	NAC MECHANICAL SERVICES, LLC	BUILDING MAINTENANCE	0.00	01-1510-52100-00000-00000 BUILDING MAINT. & REPAIR	443.98 ✓
0039890	NORTHERN TOOL + EQUIPMENT	VEHICLE MAINTENANCE (SHOP SUPPLIES)	639.99	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	639.99 ✓
0039891	NOW TECHNOLOGIES INC	Invoices AUG20-048, AUG20-049	2,524.00	01-1510-50470-00000-00000 COVID RELATED EXPENSES	2524.00 ✓
EFT	P & H AUTO - ELECTRIC INC.	VEHICLE MAINTENANCE - CAR 139	0.00	01-3010-52130-00000-00000 VEHICLE OPERATION & MAINTENANCE	109.99 ✓

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0039892	P.G. TIRE INC	Invoices 256203, 256273	1,341.00	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	1341.00 ✓
0039893	PENNMARVA INC	6016 PRINCESS GARDEN PKWY - CITY HALL OFFICE RESTROOM	1,078.48	01-1510-52100-00000-00000 BUILDING MAINT. & REPAIR	1078.48 ✓
0039894	PEPCO	Invoices 200071390222, 200151387605, 200221378572, 200221378573, 200221378574, 200431355515, 200521332801, 200521332802, 200521332804, 200631306791, 200741283836, 200761277756, 200871220000, 200911188172, 200921173877	1,488.09	01-1510-54150-00000-00000 UPKEEP OF HANKO BUILDING 01-3510-54050-00000-00000 UTILITY - ELECTRICITY 01-3610-51210-00000-00000 STREET LIGHTING	380.68 ✓ 825.38 ✓ 282.03 ✓
0039895	PPG ARCHITECTURAL FINISHES INC	Invoices 830103013551, 830103013575, 830103013835, 830103013847, 830103013852, 830103013902, 830103013965, 830103013966, 830103013967, 830103013968, 830103013980	2,088.82	01-1110-57011-00000-00000 MUNICIPAL BUILDING UPGRADE 01-3610-52560-00000-00000 TRAFFIC SAFETY SUPPLIES 01-3610-53000-00000-00000 STREET & STORM DRAIN MAINT. MATERIALS 01-3610-53130-00000-00000 SMALL EQUIPMENT 01-3810-54250-00000-00000 PARKS, FIELDS & TREE MAINTENANCE	344.86 ✓ 1476.40 ✓ 85.49 ✓ 84.21 ✓ 97.86 ✓
0039896	PRECISION TESTING INC	GASOLINE TANK MAINTENANCE	398.00	01-3510-52200-00000-00000 Gasoline Tank Maint.	398.00 ✓
EFT	PT ARMOR INC	UNIFORMS - B. ROBINSON 3146	0.00	01-3010-53570-00000-00000 UNIFORMS	1020.00
0039897	QUILL CORPORATION	Invoices 9093102, 9815082	138.55	01-1510-52510-00000-00000 PANTRY SUPPLIES 01-1510-52520-00000-00000 OFFICE SUPPLIES & PRINTING 01-1510-52550-00000-00000 JANITORIAL SUPPLIES 01-2010-52520-00000-00000 OFFICE SUPPLIES & PRINTING 01-3510-52510-00000-00000 PANTRY SUPPLIES	27.40 ✓ 55.98 ✓ 21.84 ✓ 4.29 ✓ 29.04 ✓
EFT	RITCHIE LAND RECLAMATION LLC	Invoices 0000064145, 0000064182	0.00	01-3610-51110-00000-00000 LANDFILL FEES	500.00 ✓
0039898	ROBERTS OXYGEN COMPANY INC	Invoices 336603, 192601	187.12	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	187.12 ✓
0039899	ROBINSON, BRYAN R.	Invoices 082520, 082520	53.68	01-3010-54550-00000-00000 MISCELLANEOUS EXPENSES	53.68 ✓
EFT	SANDRASLIMAS DO ROAD PROMOTIONS	MAYOR & COUNCIL PHOTOS	0.00	01-1110-54550-00000-00000 MISCELLANEOUS EXPENSES	400.00 ✓



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EFT	SECURE ALARMS, INC	Invoices WO-0501, WO-0501	0.00	01-1510-52100-00000-00000 BUILDING MAINT. & REPAIR	460.00
0039900	SHRED-IT USA	MONTHLY SERVICE CHARGES - CUSTOMER# 11776711	133.99	01-1510-52520-00000-00000 OFFICE SUPPLIES & PRINTING	133.99 ✓
0039901	STAPLES ADVANTAGE	Invoices 3446929959, 8059181760, 8059181760, 8059246028, 8059261994, 8059391766, 8059481081	691.07	01-1110-52520-00000-00000 OFFICE SUPPLIES & PRINTING 01-3010-52510-00000-00000 PANTRY SUPPLIES 01-3010-52520-00000-00000 OFFICE SUPPLIES & PRINTING 01-3010-58000-00000-00000 FURNITURE & FIXTURES 01-3510-50470-00000-00000 COVID RELATED EXPENSES 01-3510-52510-00000-00000 PANTRY SUPPLIES 01-3510-52520-00000-00000 OFFICE SUPPLIES & PRINTING	26.79 ✓ 15.68 ✓ 37.76 ✓ 205.99 ✓ -27.00 ✓ 77.00 ✓ 335.17 ✓ 19.68 ✓
0039902	T-MOBILE	Invoices 2008 - 020832, 2008 - 269421, 2008 - 721991, 5.21-6.20.20	6,652.91	01-0000-15300-00000-00000 PREPAID ITEMS 01-3010-54020-00000-00000 CELL PHONES	2968.55 3684.36
EFT	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	LIFE & AD& D	0.00	01-0000-20102-00000-00000 LIFE INSURANCE PAYABLE	2993.08 ✓
0039903	THE LUCIAN COMPANY	Invoices 0172129-IN, 0172171-IN, 0172172-IN	2,270.30	01-1110-53570-00000-00000 UNIFORMS/APPAREL 01-1510-53570-00000-00000 UNIFORMS/APPAREL 01-1510-54445-00000-00000 COMMUNITY PROMOTION	281.04 ✓ 64.26 ✓ 1925.00 ✓
0039904	THE PRINCE GEORGE'S POST, INC	ADVERTISING EXPENSES	560.00	01-1510-50400-00000-00000 ADVERTISING EXPENSES	560.00 ✓
0039905	UNIVERSITY OF MARYLAND/ SCHOOL OF PUBLIC POLICY	REGISTRATION FEE - ACADEMY FOR EXCELLENCE - M.WILLIAMS, K.RUFF, A.ROWLETT, A.TRIPLETT, I.HARRIS, V.LYEW, W.EVERTS & M.BUTLER	2,000.00	01-1510-53520-00000-00000 EMPLOYEE TRAINING 01-1530-53520-00000-00000 EMPLOYEE TRAINING 01-2010-53520-00000-00000 EMPLOYEE TRAINING 01-2510-53520-00000-00000 EMPLOYEE TRAINING 01-3010-53520-00000-00000 EMPLOYEE TRAINING 01-3510-53520-00000-00000 EMPLOYEE TRAINING	250.00 ✓ 250.00 ✓ 250.00 ✓ 250.00 ✓ 750.00 ✓ 250.00 ✓
0039906	VERIZON A/C # 755-300-184-0001-65	6016 PRINCESS GARDEN PKWY - ACC# 755-300-184-0001-65	119.99	01-1510-54010-00000-00000 TELEPHONES	119.99 ✓
0039907	VERIZON CONNECT NWF INC	Invoices OSV000002181694, OSV000002187186	793.31	01-3010-54021-00000-00000 GPS TRACKING 01-3510-54021-00000-00000 GPS TRACKING	404.75 ✓ 388.56 ✓
0039908	VERIZON WIRELESS	Invoices 9861199053, 9861199053	27.39	01-3010-54020-00000-00000 CELL PHONES 01-3510-54020-00000-00000 CELL PHONES	40.57 ✓ -13.18 ✓

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<u>Check</u>	<u>Vendor</u>	<u>Description or Invoice Numbers</u>	<u>Check Amount</u>	<u>Invoice Distribution Accounts</u>	<u>Distribution Amount</u>
0039909	WASHINGTON GAS	Invoices 2007 - 055354, 2007 - 613886	572.22	01-1510-54150-00000-00000 UPKEEP OF HANKO BUILDING 01-3510-54060-00000-00000 UTILITY - NATURAL GAS	30.42 ✓ 541.80 ✓
0039910	WASHINGTON SUBURBAN SANITARY COMMISSION	Invoices 2007 - 010000, 2007 - 430000, 2007 - 740000, 2007 - 740000	1,598.67	01-1510-54070-00000-00000 UTILITY-WATER 01-3510-54070-00000-00000 UTILITY - WATER	908.53 ✓ 690.14 ✓
0039911	WB WASTE SOLUTIONS, LLC	Invoices 1300636613, 1300640290	16,720.90	01-3710-50500-00000-00000 REFUSE COLLECTION CONTRACT	16720.90 ✓
0039912	WILLIAMS, MAISHA M	Invoices 082720, 082720	433.84	01-1110-54445-00000-00000 COMMUNITY PROMOTION 01-1510-52100-00000-00000 BUILDING MAINT. & REPAIR 01-1510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE 01-1510-54445-00000-00000 COMMUNITY PROMOTION 01-1510-54450-00000-00000 NEW CARROLLTON GREEN TEAM 01-1510-54550-00000-00000 MISCELLANEOUS 01-1510-54552-00000-00000 VENDING MACHINE	32.13 ✓ 19.61 ✓ 11.00 ✓ 26.35 ✓ 27.98 ✓ 30.16 ✓ 127.84 ✓ 52.96 ✓ -0.53 ✓ 106.34 ✓
0039913	WINDSTREAM	TELEPHONE CHARGES - ADMIN & P.W - ACCOUNT # 012272451	1,064.99	01-1510-54010-00000-00000 TELEPHONES 01-3510-54010-00000-00000 TELEPHONES	808.17 ✓ 256.82 ✓
0039914	XEROX CORPORATION	OFFICE SUPPLIES & PRINTING CUSTOMER # 717894299	202.19	01-3510-52520-00000-00000 OFFICE SUPPLIES & PRINTING	202.19 ✓
0039915	ZEP SALES & SERVICE	JANITORIAL SUPPLIES - # 11158472	312.80	01-1510-52550-00000-00000 JANITORIAL SUPPLIES	312.80 ✓
<b>Total for Check Run:</b>			<b><u>271,322.68</u></b>		

*[Signature]* 9/3/20  
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 Signature and Date to Approve Checks

*[Signature]* 9/4/20  
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 Signature and Date to Approve Checks

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 Signature and Date to Approve Checks

**CITY OF NEW CARROLLTON**  
**TD GENERAL**  
**A/P Detail Check Register for Check Date 9/04/2020**

<u>Check</u>	<u>Vendor</u>	<u>Description or Invoice Numbers</u>	<u>Check Amount</u>	<u>Invoice Distribution Accounts</u>	<u>Distribution Amount</u>
EFT		EFT Transmittal	230.00	01-0000-10100-00000-00000 TD BANK GENERAL ACCOUNT	-230.00
EFT	SECURE ALARMS, INC	BUILDING MAINTENANCE	0.00	01-1510-52100-00000-00000 BUILDING MAINT. & REPAIR	230.00
0039916	T-MOBILE	Invoices 2008 - 020832, 2008 - 269421, 2008 - 721991	6,112.56	01-0000-15300-00000-00000 PREPAID ITEMS 01-3010-54020-00000-00000 CELL PHONES	2968.55 3144.01
<b>Total for Check Run:</b>			<u><b>6,342.56</b></u>		

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