



THE MARYLAND-NATIONAL CAPITAL
Park and Planning Commission

COMMISSION MEETING

January 22, 2025

10:00 a.m. – 12:00 p.m.

**Prince George's
Parks and Recreation Administration**

Auditorium

6600 Kenilworth Avenue
Riverdale, Maryland 20737

and via teleconference

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MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Wednesday, January 22, 2025

10:00 am to 12:00 noon

Prince George’s Parks and Recreation Administrative Building Auditorium and via Teleconference

		<u>ACTION</u>	
		Motion	Second
1.	Consent Agenda (10:00 a.m.)	(*)	
	a) Approval of January 22, 2025 Commission Meeting Agenda		Page 1
	b) Resolution 25-01 Disposal of M-NCPPC Property (Randall Farm Maintenance Facility)		Page 3
2.	Approval of Commission Minutes (10:05 a.m.)		
	a) Open Session – December 18, 2024	(*)	Page 15
3.	General Announcements (10:05 a.m.)		
	a) National Blood Donor Month		
	b) National Slavery and Human Trafficking Prevention Month		
	c) Upcoming Black History Month		
	d) Financial Disclosure Filing Requirement April 30 (State and M-NCPPC Deadline)		
	e) Neighborhood Planning Academy		
	f) Graduate Assistantship Program with Bowie State University and Prince George’s County Planning Department		
4.	Officers’ Reports (10:10 a.m.)		
	<u>Executive Director’s Report</u>		
	a) Quarterly Late Evaluation Report (For Information Only)		Page 19
	b) CIO Quarterly Report (For Information Only)		Page 23
	<u>Secretary-Treasurer’s Report</u>		
	<i>No report scheduled</i>		
	<u>General Counsel</u>		
	c) Litigation Report (for Information Only)		Page 27
	d) Legislative Update (Borden/Baucum-Colbert)		(D)
	<i>Pursuant to the Maryland General Provisions Article of the Annotated Code of Maryland, Section 3-305(b)(9) a closed session is proposed to conduct collective bargaining negotiations or consider matters that relate to the negotiations.</i>		
5.	Closed Session (10:30 a.m.)		

(*) Vote (LD) Late Delivery (H) Handout (D) Discussion Only

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MEMORANDUM

DATE: January 9, 2025

TO: The Maryland-National Capital Park and Planning, Full Commission

FROM: Paul J. Sun, Land Acquisition Specialist *PJS*
Park Planning and Environmental Stewardship
Department of Parks and Recreation

SUBJECT: **PGCPB Resolution No. 2024-122 (M-NCPPC No. 25-01)**

Attached, please find the above referenced PGCPB Resolution regarding the disposal of Commission owned property (Randall Farm Maintenance Facility) to Prince George's County, Maryland.

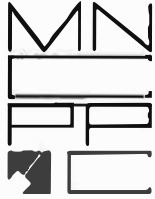
The Commission agrees to dispose of the property for right-of-way dedication for future Ritchie Marlboro Road improvements to made by Prince George's County.

We request that the Prince George's County Planning Board Resolution be scheduled for adoption by the Full Commission at the next available Full Commission hearing.

Thank you for your attention to this matter.

Attachment:

- PGCPB Resolution No. 2024-122 /
M-NCPPC Resolution 25-01



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Department of Parks and Recreation
6600 Kenilworth Avenue Riverdale, Maryland 20737

PGCPB No. 2024-122
MNCPPC No. 25-01

RESOLUTION

WHEREAS, The Maryland-National Capital Park and Planning Commission (“Commission”) is authorized under the Annotated Code of Maryland, Land Use Article § 17-205, to dispose of land that it determines not to be needed for park purposes; and

WHEREAS, in connection with the Commission’s Randall Farm Solar Field project (Prince George’s County (“County”) Department of Permitting, Inspections and Enforcement (“DPIE”) project no. 36910-2017), by letter dated August 14, 2018, DPIE approved a deferral of frontage right-of-way dedication (DPIE no. 38660-2018) conditioned upon the Commission’s agreement to dedicate a 60’ right-of-way from the centerline of Ritchie-Marlboro Road upon demand by the County; and

WHEREAS, the County has recently demanded that the Commission dedicate as right-of-way certain Commission property (shown on “Randall Farm Frontage Improvements; Right-of-Way Dedication and Proposed Improvements Exhibit”) that is the frontage of Randall Maintenance Facility on Ritchie-Marlboro Road: (a) 7,255 s.f. or 0.17 acres of Parcel 31, Tax Account No. 1766013; (b) 40,250 s.f or 0.92 acres of Parcel 46, Tax Account No. 3172541; and (c) 47,304 s.f. or 1.09 acres of Parcel 47, Tax Account No. 1713346, shown on Tax Map 91, Grids D-2, D-3 and E-3 (totaling 94,809+ square feet or 2.18 acres)(collectively, the “Commission Property”); and

WHEREAS, the Commission Property is no longer needed for park purposes.

NOW, THEREFORE BE IT RESOLVED that the Commission may dedicate the Commission Property to Prince George’s County for public use as the right-of-way for Ritchie-Marlboro Road (subject to a finding by full Commission that the Commission Property is not needed for park purposes and is eligible for disposal); and

BE IT FURTHER RESOLVED, that in connection with the transactions contemplated herein, the Executive Director is authorized to execute and deliver, on behalf of the Commission, any and all such agreements, certificates, and/or instruments, and to do or cause to be done, any and all such acts, as the Executive Director deems necessary or appropriate to make effective or to implement the intended purposes of the foregoing resolutions, without limitation, and the taking of such actions shall be deemed conclusively to be authorized hereby.

* * * * *

This is to certify that the foregoing is a true and correct copy of the action taken by the Prince George’s County Planning Board of The Maryland-National Capital Park and Planning Commission on the motion of Commissioner Washington, seconded by Commissioner Bailey, with Commissioners Shapiro, Doerner, Washington, Bailey, and Geraldo voting in favor of the motion, during open session, at its regularly held meeting on Thursday, November 21, 2024, in Upper Marlboro, Maryland.

Adopted by the Prince George’s County Planning Board this 12th day of December 2024.

Peter A. Shapiro
Chairman

APPROVED AS TO LEGAL SUFFICIENCY
Hunter O. Maxwell
M-NCPPC Legal Department

By: *Jessica Jones*
Jessica Jones
Planning Board Administrator

Date 12/19/24

CERTIFICATION

This is to certify that the forgoing is a true and correct copy of Resolution 25-01 adopted by the Maryland-National Capital Park and Planning Commission on motion of _____, seconded by _____, with _____ in favor of the motion and _____ being opposed, with _____ being absent for the vote at its regular meeting held on January 22, 2025.

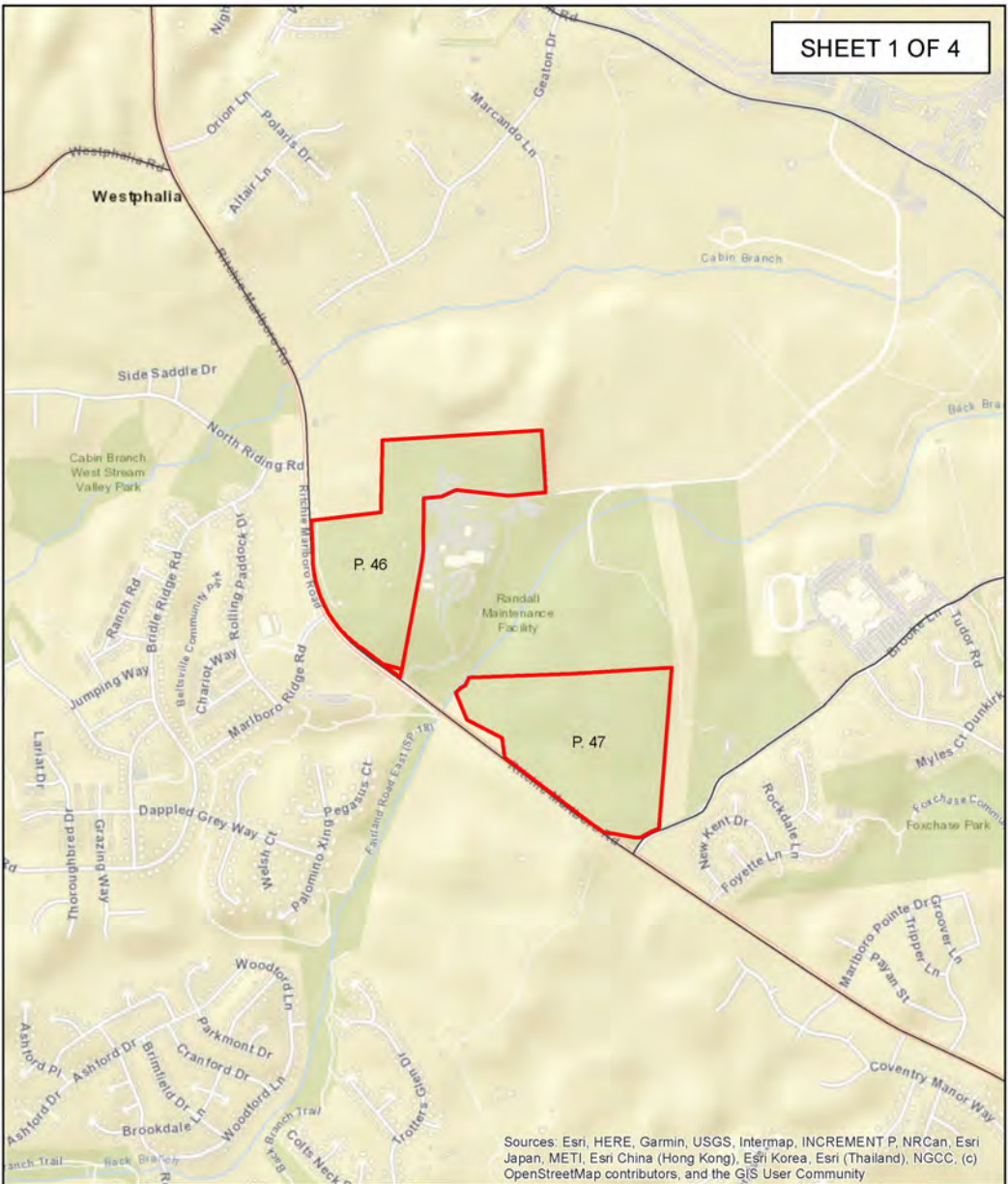
William Spencer, Acting Executive-Director

Prince George's County Planning Board:

November 21, 2024

AGENDA

Land Disposal – Randall Maintenance
Facility



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

Randall Maintenance Facility
 Property of the Maryland-
 National Capital Park and
 Planning Commission

Tax Map 91 Grids: D 2, D 3 and E 3
 Parcels 31,46 and 47



	<p>Randall Farms Ritchie Marlboro Road Upper Marlboro, MD 20772 M-NCPPC</p>	<p>This information may not be reproduced, stored in a retrieval system or transmitted in any form, including electronic or by photographic reproduction, without the express written permission of the Maryland National Capital Park and Planning Commission.</p>	<p>DATE: September 2024 SCALE: 1,300 </p>	
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August 14, 2018

Mr. Glenn Ryan, AIA, NCARB
Design and Construction Manager
Maryland-National Capital Park & Planning Commission
Parks, Planning & Development Division
6600 Kenilworth Ave, Suite 301
Riverdale, Maryland 20737

Re: Randall Farm Solar Field
DPIE SID No. 36910-2077
@R: Ritchie Marlboro Road

Dear Mr. Ryan:

This is in response to your email requesting a waiver to the required right-of-way dedication and frontage improvements along Ritchie Marlboro Road for the above-referenced project in compliance with the County Road Code.

The Department of Permitting, Inspections and Enforcement (DPIE) has reviewed this request and hereby grants a deferral of frontage right-of-way dedication and improvements with the following conditions:

- 1) The existing entrance to be evaluated, and if warranted, acceleration/deceleration lanes and/or widening is required.
- 2) A 60-foot public road right-of-way, from the centerline of Ritchie Marlboro Road along the property frontage, is to be dedicated upon demand by Prince George's County, including the ultimate roadway improvements along the frontage of this property. Enclosed is the draft covenant for the deferral of the required right-of-way dedication.

9400 Popperman Place, 5th Floor, Largo, Maryland 20774
Phone: 301.636.2020 • <http://dps.mpggva.us> • FAX: 301.636.2021

Mr. Glenn Ryan
August 14, 2018
Page 2

- 3) Sight distance analysis for the proposed entrance and access points along the property frontage to be provided to DPIE Traffic Engineering Section for review and approval.

If you have any questions or need additional information, please contact Mr. Mariwan Abdullah, P.E., District Engineer for the area, Site/Road Plan Review Division, at 301.636.2060.

Sincerely,

Hassan A. Hajaal
Director

Enclosure

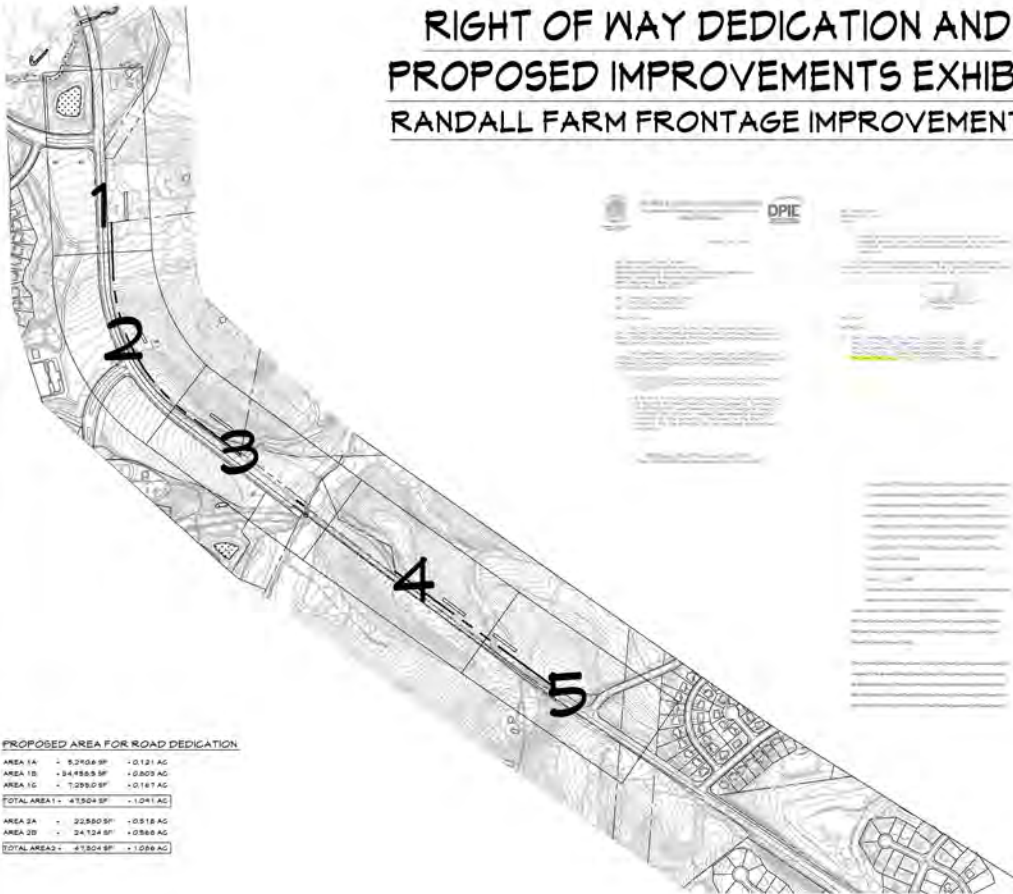
HAB:MA:dar

cc: Dawit Abraham, P.E., Deputy Director, DPIE
Mary Giles, P.E., Associate Director, S/RPRD, DPIE
Rey de Guzman, P.E., Chief Engineer, S/RPRD, DPIE
Tuan Duc, P.E., Chief, Bridge/NFDES, S/RPRD, DPIE
Mariwan Abdullah, P.E., District Engineer, S/RPRD, DPIE

Land Disposal: Randall Maintenance Facility

Since 2018, as part of ongoing improvements at the Randall Maintenance Facility, there is a DPIE requirement to provide a full width right-of-way along Ritchie-Marlboro Road.

RIGHT OF WAY DEDICATION AND PROPOSED IMPROVEMENTS EXHIBIT RANDALL FARM FRONTAGE IMPROVEMENTS



PROPOSED AREA FOR ROAD DEDICATION

AREA 1A	-	5,210.6 SF	-	0.121 AC
AREA 1B	-	34,938.5 SF	-	0.803 AC
AREA 1C	-	5,289.0 SF	-	0.119 AC
TOTAL AREA 1	-	45,438.1 SF	-	1.043 AC
AREA 2A	-	22,860.5 SF	-	0.518 AC
AREA 2B	-	24,124.5 SF	-	0.554 AC
TOTAL AREA 2	-	46,985.0 SF	-	1.072 AC



NOTICE TO CONTRACTORS

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS, AS APPLICABLE.

2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING AND TESTING TO CONFIRM EXISTING UTILITY LOCATIONS.

3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING AND TESTING TO CONFIRM EXISTING UTILITY LOCATIONS.

4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING AND TESTING TO CONFIRM EXISTING UTILITY LOCATIONS.

5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING AND TESTING TO CONFIRM EXISTING UTILITY LOCATIONS.

EXISTING LEGEND

- EXISTING MINOR CONTOUR
- EXISTING MAJOR CONTOUR
- EXISTING STREAM
- EXISTING TREE LINE
- EXISTING DRIVE
- EXISTING BUILDING
- Soil Line
- 100 YEAR FEMA FLOODPLAIN
- EXISTING WETLAND AREA
- EXISTING PROPERTY LINE

PROPOSED LEGEND

- PROPOSED PROPERTY LINE
- PROPOSED CONCRETE FLOW
- PROPOSED PAVING
- PROPOSED ROAD DEDICATION

INDEX OF SHEETS

COVER SHEET	01
PLAN 1	02-03
PLAN 2 - PLAN 4	04-06
PLAN 5	07

CALL MISS UTILITY AT 1-800-257-7777

DATA SOURCES:

- EXISTING TOPOGRAPHY PROVIDED FROM BEST AVAILABLE SOURCE GEORGIA COUNTY GIS RECORDS.
- CONTRACTOR IS RESPONSIBLE FOR VERIFYING AND TESTING TO CONFIRM EXISTING UTILITY LOCATIONS.

DATUM:
HORIZONTAL DATUM: NAD 83 (2011)
VERTICAL DATUM: NAVD 83

DATE	BY	REVISIONS

CENTURY ENGINEERING
A Kleinfelder Company
1500 BERRY STREET, SUITE 100, BUNKER HILL, GEORGIA 30116
PHONE: 404.585.2400 WWW.CENTURYENG.COM

**RANDALL FARM FRONTAGE IMPROVEMENTS
ROW DEDICATION AND PROPOSED IMPROVEMENTS EXHIBIT - OVERALL**
4300 North Hickory Road, Union Station, Marietta, Georgia
SECTION DISTRICT 10 - COUNTY BOARD DISTRICT 6

PROFESSIONAL CERTIFICATION

DESIGNER: J. SHOWN
DATE: 10/24/2024

SEAL: AS SHOWN

PROJECT NO: 2024000001A

REVISION: 00



Land Disposal:
Randall Maintenance
Facility

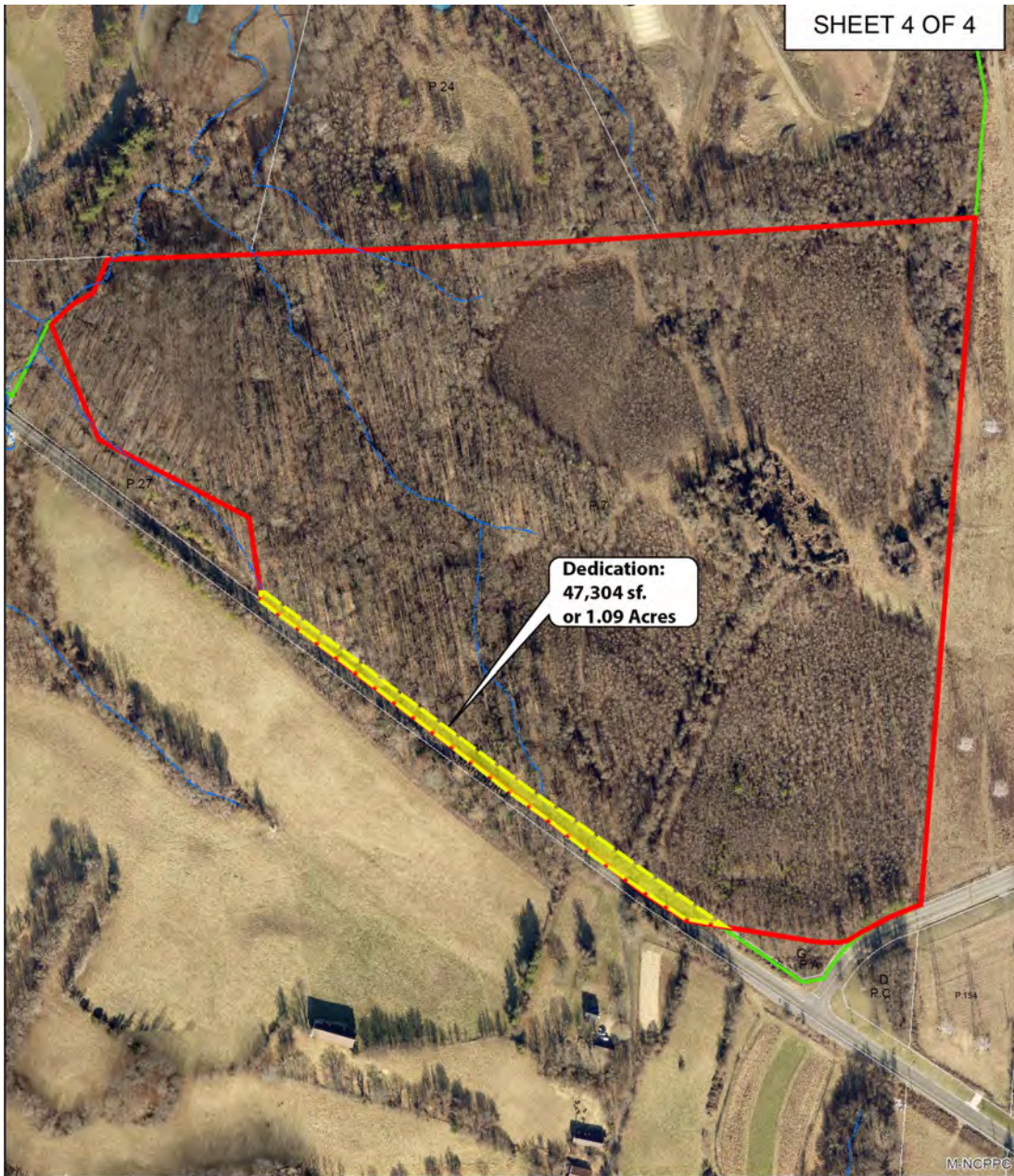


Dedication:
40,250 s.f.
or 0.92 acres

Dedication:
7,255 s.f.
or 0.17 acres

Land Disposal: Randall Maintenance Facility

	<p>M-NCPPC Parcels 46 & 31 Randall Farms Maintenance Facility</p>	<p>This information may not be reproduced, stored in a retrieval system or transmitted in any form, including electronic or by photographic reproduction, without the express written permission of the Maryland National Capital Park and Planning Commission.</p>	<p>DATE: September 2024</p>	
			<p>SCALE: 200 $\frac{10}{1}$ Feet</p>	



Dedication:
47,304 sf.
or 1.09 Acres

Land Disposal: Randall Maintenance Facility



M-NCPPC
Parcel 47
Randall Farms
Maintenance Facility

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DATE: September 2024

SCALE: 200 11 Feet



- A total of 2.18± acres across three parcels (Parcel 31, 46 & 47) will be dedicated to Prince George's County.
- The 2.18± acres will no longer be needed for Park purposes.
- No improvements will be made to Ritchie Marlboro Road.
- Subject to Final Approval by the Full Commission

Land Disposal: Randall Maintenance Facility

STAFF RECOMMENDATION

Approval
(Tyler/Pettiford/Sun)

(Subject to final approval by The Full Commission)

Land Disposal:
Randall Maintenance
Facility

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Commission Meeting
Open Session Minutes
December 18, 2024

The Maryland-National Capital Park and Planning Commission met in a hybrid format, from the Wheaton Headquarters Building Auditorium in Wheaton, Maryland and virtually via videoconference. The meeting was broadcast by the Montgomery Planning Department.

PRESENT

Montgomery County Commissioners

Artie Harris, Chair
Shawn Bartley
James Hedrick
Josh Linden
Mitra Pedoeem

Prince George's County Commissioners

Dorothy Bailey
William Doerner
Manuel Geraldo

NOT PRESENT

Peter A. Shapiro, Vice Chair
A. Shuanise Washington

Chair Harris called the meeting to order at 10:03 a.m.

ITEM 1

AGENDA

Chair Harris moved item 1b to section 5 and announced that the General Counsel indicated she would not need to have a legislative update this month. General Counsel Borden would also speak briefly to follow up on an item from the November meeting.

- a) Approval of December 18, 2024 Commission Meeting Agenda

ACTION: Motion of Commissioner Geraldo to approve the amended Agenda
Seconded by Commissioner Bailey
8 approved the items

ITEM 2

APPROVAL OF MINUTES

- a) Approval of Commission Minutes – Open Session
Regular Meeting: 11/20/24

ACTION: Motion of Commissioner Geraldo to approve the 11/20/24 minutes
Seconded by Commissioner Hedrick
8 approved the item

ITEM 3

GENERAL ANNOUNCEMENTS

- a) National Human Rights Month
b) National Drunk and Drugged Driving Prevention Month
c) Global AIDS Awareness Month
d) Ongoing Winter Festival Of Lights and Winter Garden Walk through in Prince George's and Montgomery Counties

- e) Christmas Day (Dec 25) and New Years Day (Jan 1) Holidays. M-NCPPC Offices Closed
- f) Diversity Council Openings for 2025-2026 (Chair Harris noted all positions have been filled)

ITEM 4 COMMITTEE/BOARD REPORTS

- a) Employees' Retirement System Board of Trustees Regular Meeting Minutes from November 5, 2024 (for information only)

ITEM 5 ACTION/PRESENTATION ITEMS

- a) Resolution 24-26 Employment and Employees Referral Bonuses (Allen)

Corporate HR Director Allen requested Commissioners' support of modifications to the current hiring and referral bonus program as reflected in the packet, noting these changes were discussed and supported by department heads. The modifications reduce the number of pay range bands for hiring bonuses from five to three; and reduce the maximum bonus cap to \$7,500 from \$10,000, with the exception of Park Police positions, which would remain at \$10,000.

The maximum referral bonus for employees who recommend hired candidates will also be reduced from \$1000 to \$500.

Mr. Allen said he will return in June 2025 to report on the program.

Commissioners asked to have statistics on the use of the program to accompany the follow up in June.

ACTION: Motion of Commissioner Geraldo to approve Resolution 24-26
Seconded by Commissioner Hedrick
8 approved the item

- b) Resolution 24-27 Approval of the Fiscal Year 2026 M-NCPPC Operating and Capital Budgets (Charles)

Corporate Budget Director Charles presented the proposed budget resolution, approved by each county by the respective planning boards. She provided a summary of the memo and resolution, submitted as a late delivery item.

Commissioner Pedeem asked for a breakout how much of the expected increase in property tax revenue is due to new housing versus higher assessments. Ms. Charles said she would contact the appropriate county personnel to try to get that information.

Commissioner Pedeem asked to identify the driving force behind the 18% increase in personnel costs. Ms. Charles said the primary driver of that cost was increased benefits costs.

ACTION: Motion of Commissioner Geraldo to approve Resolution 24-27
Seconded by Commissioner Bailey
8 approved the item

- c) (Item 1b renumbered) Proposed changes to MSRR Chapter 1400 Provisions on Personal Leave (Harvin/Beckham) (taken out of order)

Corporate Policy Chief Michael Beckham requested the Commission support changes to the

Merit System Rules and Regulations Chapter 1400 on the accrual of Personal Leave for new unrepresented Merit employees. These changes will reflect those negotiated in the last contract approved with the Municipal and County Government Employees Organization (MCGEO) collective bargaining union. He reviewed changes that were included in the packet.

ACTION: Motion of Commissioner Geraldo to approve proposed changes to MSRR Chapter 1400
Seconded by Commissioner Pedoeem
8 approved the item

ITEM 6

OFFICERS' REPORTS

Executive Director's Report

- a) MFD Quarterly Purchasing Statistics. (For Information Only)
- b) Quarterly Budget Transfers (For Information Only)
- c) Annual CAS Report (Spencer/Dupree)

Acting Executive Director Spencer presented a video highlighting statistics from the Annual Central Administrative Services Report, included in the packet. Chair Harris thanked Mr. Spencer and all the CAS staff for their hard work supporting the M-NCPPC over both counties. Commissioner Bailey agreed, saying the presentation was informative and well done.

Commissioner Geraldo asked if there are any preparations being made for extra applicants from the Federal workforce who may be searching for new employment with the new incoming administration. Mr. Spencer said the department is in the process of creating a strategic plan to address the possibility, including a review of employment competitiveness, retention policies, outreach efforts, and meeting with departments on hiring needs.

Secretary-Treasurer's Report

No report scheduled

General Counsel's Report

- d) Litigation Report (For information only)
- e) Legislative Update (Baucum-Colbert) (item cancelled)

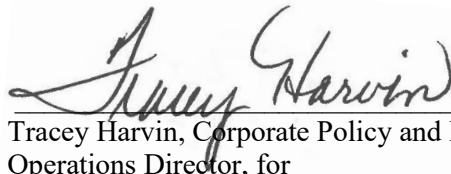
General Counsel Borden spoke briefly following up on an item from the November Commission meeting regarding conflicts of interest disclosures in M-NCPPC bond sales. She noted while there are no disclosure restrictions on those who purchase an M-NCPPC bond, the agency's professional services agreements with our bond consultants and bond lawyers require them to comply with conflict of interest provisions and is part of our standard contract with any vendor. Commissioner Doerner thanked Ms. Borden for the follow-up.

Commissioner Doerner asked in the context of land use litigation in the General Counsel's Litigation Report, to indicate to our legislators the outstanding record of land use cases won by our attorneys. Ms. Borden said the Legal Department has won at least 98-99% of our land use cases and agreed it would be helpful to legislators who may not have the staff with the training on land use to rely on them as subject matter experts to help influence appropriate decisions regarding development issues that might risk potential litigation. Commissioner Doerner praised the agency's legal staff attached to the Planning offices who give terrific advice and guidance.

Chair Harris adjourned the meeting at 10:52 am.



James Adams, Senior Technical Writer



Tracey Harvin, Corporate Policy and Management
Operations Director, for
William Spencer, Acting Executive Director

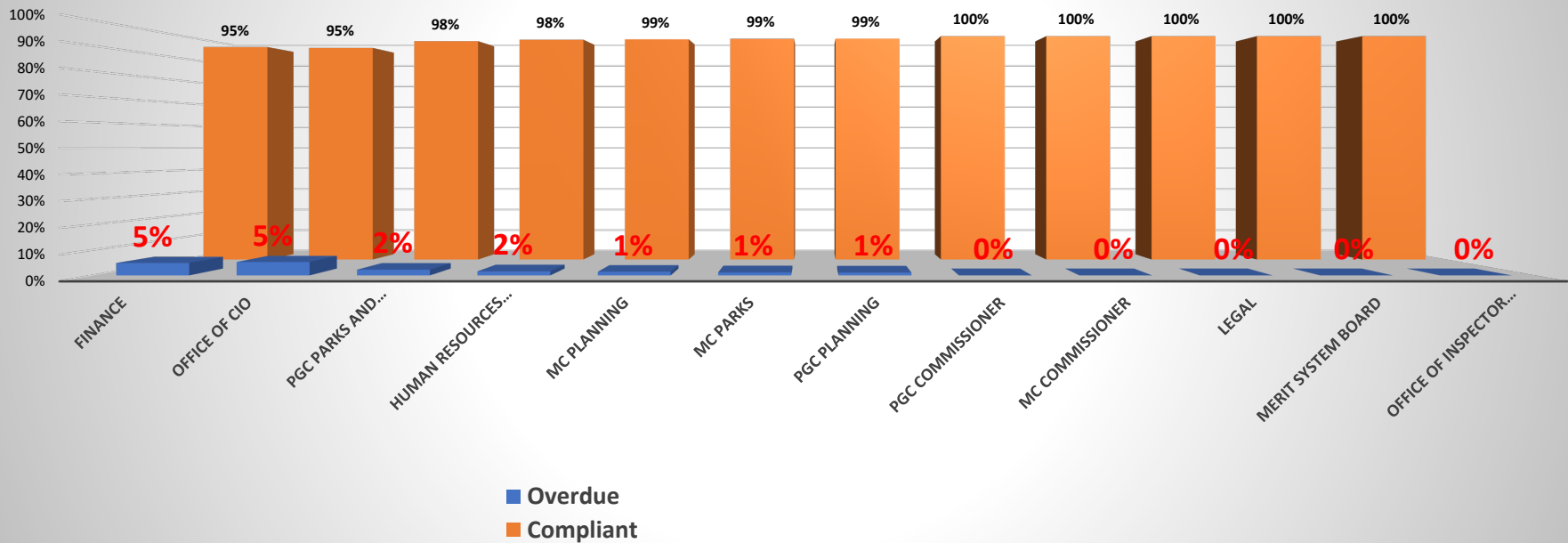
**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
EMPLOYEE PERFORMANCE EVALUATIONS NOT COMPLETED BY DUE DATE
BY DEPARTMENT FOR OCTOBER 2024 AND DECEMBER 2024**

	1 - 30 DAYS			31 - 60 DAYS			61 - 90 DAYS			91 + DAYS			DEPARTMENT TOTALS		
	Oct-24	Nov-24	Dec-24	Oct-24	Nov-24	Dec-24	Oct-24	Nov-24	Dec-24	Oct-24	Nov-24	Dec-24	Oct-24	Nov-24	Dec-24
CHAIRMAN, MONTGOMERY COUNTY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CHARIMAN, PRINCE GEORGE'S COUNTY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OFFICE OF CIO	0	0	0	0	0	0	0	0	0	1	1	0	1	1	0
OFFICE OF INSPECTOR GENERAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EXECUTIVE COMMITTEE/CHAIRS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DEPT. OF HUMAN RESOURCES & MGT.	0	1	0	1	0	0	0	0	0	0	0	0	1	1	0
LEGAL DEPARTMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FINANCE DEPARTMENT	0	0	0	0	0	0	2	0	0	0	0	0	2	0	0
PRINCE GEORGE'S PLANNING	2	0	1	0	1	0	0	0	0	0	0	0	2	1	1
PRINCE GEORGE'S PARKS & RECREATION	11	11	10	5	7	6	3	1	1	6	8	7	25	28	24
MONTGOMERY COUNTY PARKS	3	12	5	3	0	5	1	2	0	2	0	0	9	14	10
MONTGOMERY COUNTY PLANNING	1	3	3	1	0	1	0	0	0	0	0	0	2	3	4
DEPARTMENT TOTAL BY DAYS LATE	17	27	19	10	8	12	6	3	1	9	9	7			
COMMISSION-WIDE TOTAL													42	48	39

**DEPARTMENTS HAVE BEEN NOTIFIED OF LATE EVALUATIONS.

** Status equals A1 and A2

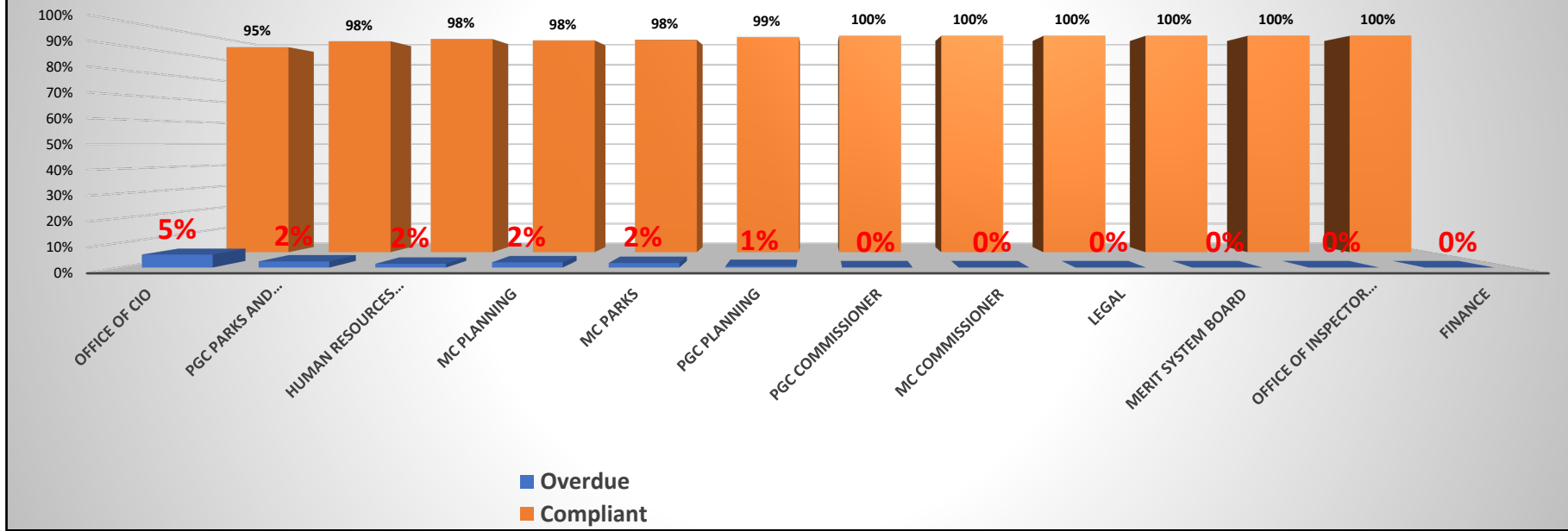
Late Annual Performance Evaluation Report Career Employees



*Data as of October 31, 2024

<u>Employee Count</u>	Evaluation Status		
Department	Overdue	Compliant	Total Employees
Finance	2	39	41
Human Resources and Mgt	1	62	63
Legal		26	26
MC Commissioner		3	3
MC Parks	9	749	758
MC Planning	2	139	141
Merit System Board		1	1
Office of CIO	1	18	19
Office of Inspector General		6	6
PGC Commissioner		9	9
PGC Parks and Recreation	25	1,086	1,111
PGC Planning	2	178	180
Total Employees	42	2,316	2,358

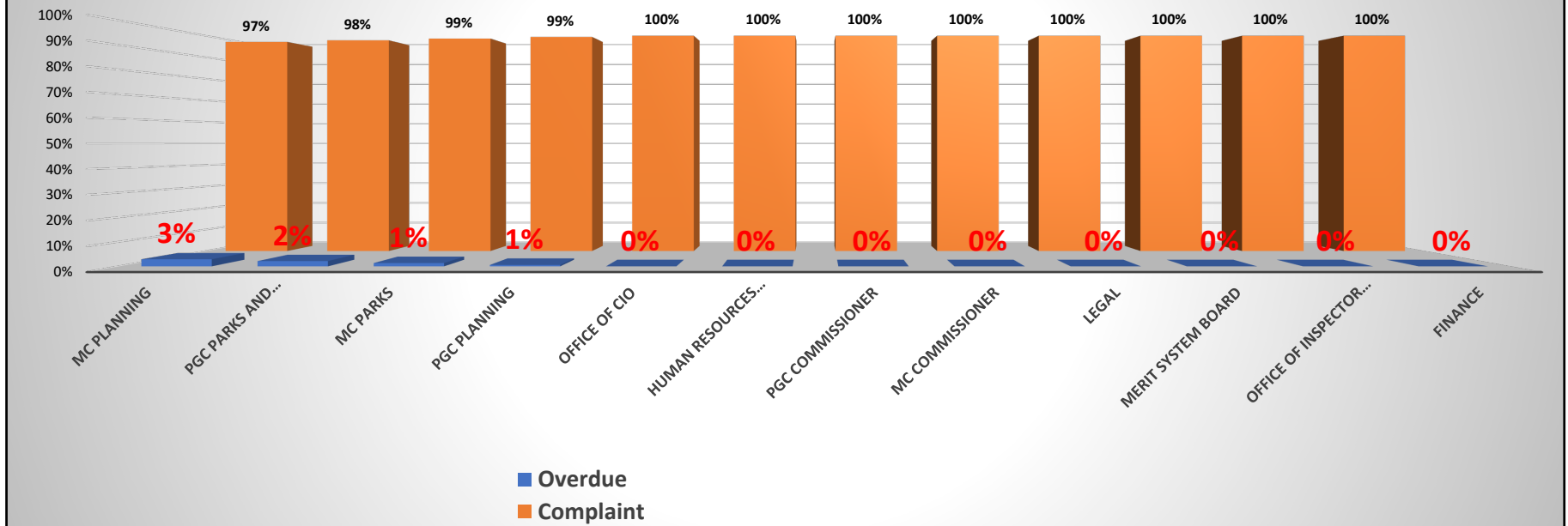
Late Annual Performance Evaluation Report Career Employees



*Data as of November 30, 2024

<u>Employee Count</u>	Evaluation Status		
Department	Overdue	Compliant	Total Employees
Finance		42	42
Human Resources and Mgt	1	65	66
Legal		26	26
MC Commissioner		3	3
MC Parks	14	744	758
MC Planning	3	139	142
Merit System Board		1	1
Office of CIO	1	18	19
Office of Inspector General		6	6
PGC Commissioner		9	9
PGC Parks and Recreation	28	1,095	1,123
PGC Planning	1	181	182
Total Employees	48	2,329	2,377

Late Annual Performance Evaluation Report Career Employees



*Data as of December 31, 2024

<u>Employee Count</u>	Evaluation Status		
Department	Overdue	Complaint	Total Employees
Finance		41	41
Human Resources and Mgt		64	64
Legal		26	26
MC Commissioner		3	3
MC Parks	10	745	755
MC Planning	4	135	139
Merit System Board		1	1
Office of CIO		19	19
Office of Inspector General		6	6
PGC Commissioner		9	9
PGC Parks and Recreation	24	1,097	1,121
PGC Planning	1	178	179
Total Employees	39	2,324	2,363



The Maryland-National Capital Park and Planning Commission
Office of the Chief Information Officer
6611 Kenilworth Avenue, Suite 403
Riverdale, Maryland 20737
<http://www.mncppc.org> ☎ T. (301) 454-1010

TO: Commissioners
FROM: Mazen Chilet, Chief Information Officer *Chilet*
DATE: 01/22/2025
SUBJECT: Chief Information Officer Report – 4th Quarter - 2024 – Open Session

Update on the Enterprise Resource Planning (ERP): Project Mosaic and Kronos/UKG Migration Project

ERP: Project Mosaic

Project Objectives

The project aims to reduce costs and enhance efficiency by streamlining processes across various units within our organization. Our goal is to foster adaptability and promote informed decision-making throughout the Agency. We are committed to ensuring up-to-date and accurate data are readily accessible, enabling prompt and well-informed decisions. Our overarching objective is to demonstrate responsible stewardship by showing how increased productivity and efficiency can improve the quality of our services.

In the coming years, the Commission will transition to a next-generation Enterprise Resource Planning (ERP) system to support core processes such as payroll, human resources, procurement, budgeting, and finance.

This ERP system will automate manual tasks, enhance efficiency, and boost staff confidence. It will transform our organization, improve collaboration, and foster cooperation and information sharing across departments. Increasing access to accurate data will support informed decision-making and allow our staff to focus on higher-value work, enhancing our ability to adapt to changes.

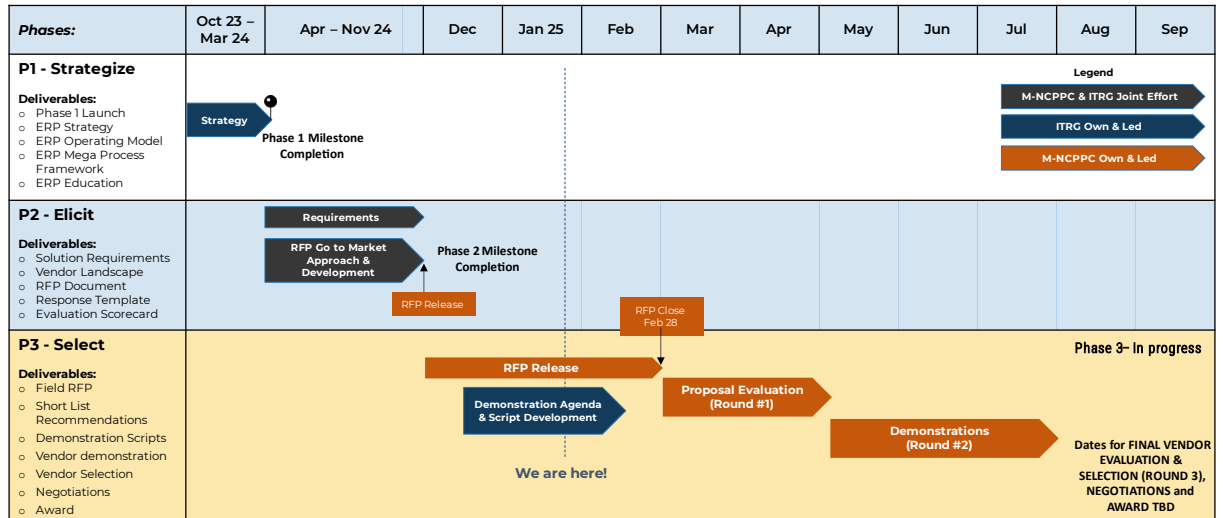
ERP Evaluation Structure

- A ten-member Evaluation Committee was formed to represent all departments. Each Department Head selected their respective Committee member.
- Members of the Evaluation Committee will select up to five content experts from their respective departments to serve as technical advisors.

RFP Schedule

- As we conclude Phase 3 of the Requirements Gathering Process, the RFP Package was published on the procurement portal on Wednesday, November 20, 2024.

Project Approach and Schedule



- The following dates were established by the Procurement and the Project Team:
 - Pre-Proposal Meeting, December 18, 2024.
 - Proposal Question Deadline, January 8, 2025.
 - RFP Responses from Vendors Due by February 28, 2025.
- Procurement developed the timeline for the RFP evaluation and selection process.
 - Demonstration Script Review: December 23, 2024 - January 10, 2025.
 - Finalize Demonstration Scripts.: January 27, 2025 - February 14, 2025.
 - Deadline to Submit Advisors' Names: January 31, 2025.
- Evaluation Committee Kickoff: February 18, 2025.
- Technical Advisors Kickoff: February 18, 2025.
- Training for Advisors: March 18, 2025.

Kronos/UKG Migration Project

The Kronos/UKG Migration Project is a significant initiative aimed at enhancing the Commission's timekeeping and payroll systems.

Project Overview

UKG (formally Kronos) will retire the UKG Workforce Central Timekeeper product and its hosting option at the end of December 2025. The upgrade involves migrating from Kronos to UKG Workforce Pro. This includes enhancements, such as a mobile app, time-off requests, easier historical corrections, and a cleaner look and feel. It also includes payroll synchronization,

during which two payroll cycles—primary and secondary—were combined into just one primary payroll cycle.

Cutover to the new system:

The UKG Workforce Pro go-live occurred as planned on December 8, 2024.

Project Details

Phase I - Completed

- Migration from UKG Workforce Timekeeper to UKG Workforce Pro Management.
- Synchronization (Consolidation) of the agency's payroll cycles into a single pay schedule and related processes.
- Retain historical data access to attendance data on-premise.

Phase II – In Progress

- Roll-out of the Advanced Scheduler for the Prince George's Department of Parks and Recreation.
- Deployment of UKG Workforce Pro Management mobile app.

Training

- All staff, managers who approve timecards, and administrators who sign off on timecards have completed the mandatory training.
- We have complied with Maryland Labor Law and the Commission's Administrative Procedure 19-02.
- Departmental administrators also completed the required self-paced business process changes training related to payroll synchronization.
- Time and Attendance Management to train the end-user on the new UKG functionality was completed by December 6, 2024.

Post GO-Live Support

Support has been provided through the ONPOINT help desk ticketing system, alongside live, virtual drop-in office hours and departmental presentations. This combination of resources ensures that users have multiple avenues for assistance and information.

- A team of OCIO, Finance, Department HR, and IT staff members facilitated the live, virtual drop-in sessions.
- The project team presented the new system to individual department staff in December.
- As of Tuesday, January 14, the team supported 862 employees. 559 have attended the live virtual drop-in sessions, and 303 have participated in the department presentations.
- The live, virtual support sessions occurred in two stretches:
 - Monday, December 9, through Monday, December 23.
 - Wednesday, January 8, through Friday, January 17.
 - The first office hour session began with 80 participants, but the average attendance was 35.

Support Effort Summary

As of Tuesday, January 14, 2025, we excitedly announce that we have logged 22 live support hours. This impressive amount of time encompasses our engaging live, virtual drop-in office hours, where participants could seek real-time assistance, and five hours dedicated to insightful departmental presentations that offered valuable information and resources.

End of Report



Reply to:

Debra S. Borden, General Counsel
Office of the General Counsel
6611 Kenilworth Avenue, Suite 200-201
Riverdale, Maryland 20737
Phone: 301-454-1670 • Fax: 301-454-1674

December 31, 2024

MEMORANDUM

TO: The Maryland-National Capital Park and Planning Commission
FROM: Debra S. Borden
General Counsel
RE: Litigation Report for December 2024 – FY 2025

Please find the attached litigation report we have prepared for your meeting scheduled for Wednesday, January 15, 2025. As always, please do not hesitate to call me in advance if you would like me to provide a substantive briefing on any of the cases reported.

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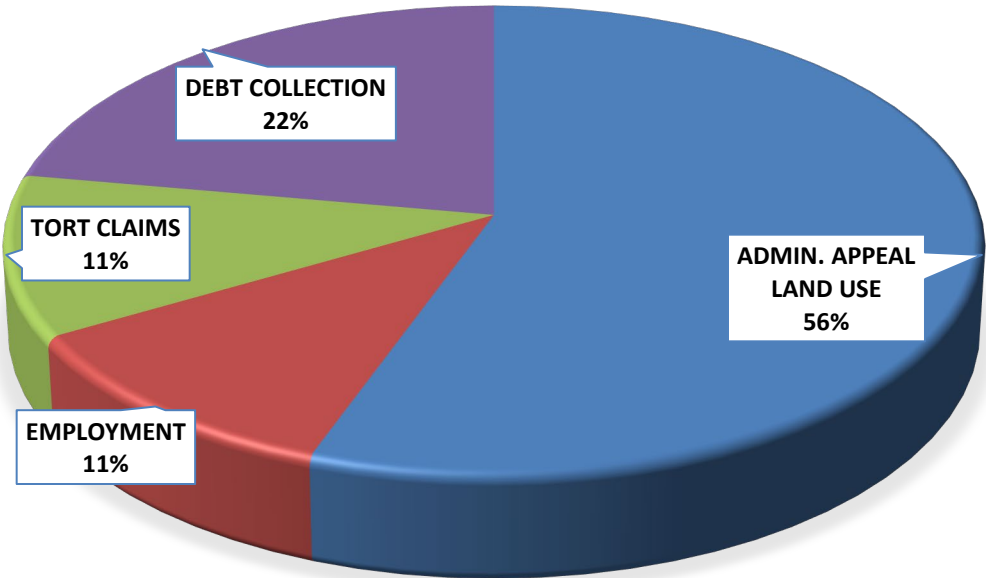
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December 2024
Composition of Pending Litigation

(Sorted by Subject Matter and Forum)

	STATE TRIAL COURT	APPELLATE COURT OF MARYLAND	SUPREME COURT OF MARYLAND	FEDERAL TRIAL COURT	FEDERAL APPEALS COURT	U.S. SUPREME COURT	SUBJECT MATTER TOTALS
ADMIN APPEAL: LAND USE	4	1					5
ADMIN APPEAL: OTHER							0
BANKRUPTCY							0
CIVIL ENFORCEMENT							0
CONTRACT DISPUTE							0
DEBT COLLECTION	2						2
EMPLOYMENT DISPUTE	1						1
LAND USE DISPUTE							0
MISCELLANEOUS							0
PROPERTY DISPUTE							0
TORT CLAIM	1						1
WORKERS' COMPENSATION							0
PER FORUM TOTALS	8	1					9

OVERVIEW OF PENDING LITIGATION



December 2024 Litigation Activity Summary

	COUNT FOR MONTH			COUNT FOR FISCAL YEAR 2025			
	Pending Nov. 2024	New Cases	Resolved Cases	Pending Fiscal Year 24	New Cases FY To Date	Resolved Cases FY To Date	Pending Current Month
Admin Appeal: Land Use (AALU)	5			4	1		5
Admin Appeal: Other (AAO)	0			2		2	0
Bankruptcy (B)	0			0			0
Civil Enforcement (CE)	0			0			0
Contract Disputes (CD)	0			1		1	0
Debt Collection (D)	2			0	2		2
Employment Disputes (ED)	1			4		3	1
Land Use Disputes (LD)	0			0			0
Miscellaneous (M)	0			0			0
Property Disputes (PD)	0			0			0
Tort Claims (T)	2		1	3		2	1
Workers' Compensation (WC)	0			5		5	0
TOTALS	10	0	1	19	3	13	9

**INDEX OF YTD NEW CASES
(7/1/2024 TO 6/30/25)**

A. <u>New Trial Court Cases.</u>	<u>Unit</u>	<u>Subject Matter</u>	<u>Month</u>
Asare v. Commission	PG	Tort	Aug.
In the Matter of Cameron Hills Owner's Association Inc., et al.	MC	AALU	Aug.
Commission v. Denis	MC	DC	Sept.
Hallman v. Cowell, et al.	PG	CD	Sept.
Greater Capitol Heights Improvement Corporation, Inc. v. Commission	PG	AALU	Sept.
Commission v. Brewer	PG	DC	Oct.
In the Matter of Glenn Dale Citizens' Association, Inc., et al.	PG	AALU	Nov.
B. <u>New Appellate Court Cases.</u>	<u>Unit</u>	<u>Subject Matter</u>	<u>Month</u>
Paige Industrial Services, Inc. v. Commission	MC	AAO	July

**INDEX OF YTD RESOLVED CASES
(7/1/2024 TO 6/30/2025)**

A. <u>Trial Court Cases Resolved</u>	<u>Unit</u>	<u>Subject Matter</u>	<u>Month</u>
Commission v. Chen	MC	CD	July
Mays v. Commission	PG	ED	July
In the Matter of Forest Grove Citizens Association, et al. (C-15-CV-23-002405)	MC	AALU	July
In the Matter of Forest Grove Citizens Association, et al. (C-15-CV-24-000505)	MC	AALU	July
Chisley v. Commission	PG	Tort	July
Evans v. Braveboy, et al.	PG	Tort	Aug.
Weisman v. Commission, et al.	MC	ED	Aug.
Hallman v. Cowell, et al.	PG	CD	Oct.
Wallace v. Commission, et al.	PG	ED	Oct.
Asare v. Commission	PG	Tort	Nov.
B. <u>Appellate Court Cases Resolved</u>	<u>Unit</u>	<u>Subject Matter</u>	<u>Month</u>
Paige Industrial Services, Inc. v. Commission	MC	AAO	Sept.

Disposition of FY25 Closed Cases Sorted by Department		
CLIENT	PRINCIPAL CAUSE OF ACTION IN DISPUTE	DISPOSITION
Employees Retirement System		
Finance Department		
Department of Human Resources & Management		
Montgomery County Department of Parks		
Commission v. Chen	Breach of Contract matter to recover funds for rental of recreational fields.	07/18/2024 – Case voluntarily dismissed after payment of outstanding funds.
Paige Industrial Services, Inc. V. Commission	Judicial Review of the decision of the administrative agency (CCRC). Contractor’s claim for additional payments for construction at Rock Creek Maintenance Yard.	07/12/2024 – Decision of the CCRC affirmed. However, case appealed to the Appellate Court of Maryland.
Paige Industrial Services, Inc. V. Commission	Appeal of decision affirming the decision of the administrative agency (CCRC). Contractor’s claim for additional payments for construction at Rock Creek Maintenance Yard.	09/04/2024 – Commission’s Motion to Dismiss granted by the Appellate Court of Maryland.
Montgomery County Park Police		
Weisman v. Commission, et al.	Plaintiff, a former police sergeant, filed a complaint against the Commission and the Montgomery County Chief of Police, alleging a hostile work environment due to discrimination based on sex, sexual orientation, and religion.	08/12/2024 – Motion to Dismiss granted.

Montgomery County Planning Board		
In the Matter of Forest Grove Citizens Assoc. et al. (C-15-CV-23-002405)	Petitioners sought Judicial Review of the Montgomery County Planning Department's decision regarding 9801 Georgia Avenue Sketch Plan 320230020.	07/29/2024 – Judgment of the Planning Board affirmed.
In the Matter of Forest Grove Citizens Assoc. et al. (C-15-CV-24-000505)	Petitioners sought Judicial Review of the Montgomery County Planning Department's decision regarding 9801 Georgia Avenue Sketch Plan 320230020.	07/29/2024 – Judgment of the Planning Board affirmed.
Prince George's County Department of Parks and Recreation		
Mays v. Commission	Employee terminated from the Commission for her COVID vaccination status brought suit alleging several employment-related claims, such as religious and genetic discrimination, retaliation, and wrongful discharge.	07/27/2024 – Case settled and dismissed.
Chisley v. Commission, et al.	Plaintiff alleged he tripped and fell in a concealed hole at Enterprise Golf Course.	08/04/2024 – Case dismissed for lack of prosecution.
Evans v. Braveboy, et al.	Plaintiff alleged she tripped and fell at Fairwood Community Park due to uneven sidewalk pavement resulting in injuries.	08/07/2024 – Motion to Dismiss granted.
Hallman v. Cowell, et al.	Action for payment of services rendered at Suitland Community Center	10/03/2024 – Stipulation of dismissal.
Wallace v. Commission, et al.	Former employee alleges discrimination and wrongful termination relating to her COVID vaccination status.	10/16/2024 – Stipulation of dismissal.
Asare v. Commission	Tort suit alleging injuries at Southern Recreation Center as a result of a physical altercation while participating in Xtreme Teen's program.	11/13/2024 – Motion to Dismiss granted.
Prince George's County Planning Board		
Prince George's Park Police		
Office of Internal Audit		

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DISTRICT COURT FOR MONTGOMERY COUNTY, MARYLAND

Commission v. Denis

Case No. D-06-CV-24-022979 (DC)

Lead Counsel: Johnson
Other Counsel:

Abstract: Action to recover losses for damage(s) to Commission property.

Status: Amended Complaint filed.

Docket:

09/17/2024	Complaint filed
09/23/2024	Summons issued
10/22/2024	Affidavit of non-service
10/22/2024	Request for Summons Renewal
11/07/2024	Summons issued
12/17/2024	Summons served
12/31/2024	Amended Complaint filed

DISTRICT COURT FOR PRINCE GEORGE'S COUNTY, MARYLAND

Commission v. Brewer

Case No. D-05-CV-24-044346 (DC)

Lead Counsel: Johnson

Abstract: Action to recover losses for damage(s) to Commission property.

Status: Hearing set.

Docket:

10/22/2024	Complaint filed
11/08/2024	Affidavit of Service filed
01/27/2025	Hearing set

CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND

In the Matter of Cameron Hill Owner's Association, Inc., et al.

Case No. C-15-CV-24-004664 (AALU)

Lead Counsel: Mills
Other Counsel:

Abstract: Petitioners seek Judicial Review/Mandamus of the Montgomery County Planning Board's Decision regarding 8676 Georgia Avenue Sketch Plan 320230060 and Preliminary Plan 120230150.

Status: Motions pending.

Docket:

08/26/2024	Petition for Judicial Review
09/13/2024	Answer to Petition for Judicial Review
09/20/2024	Answer to Petition for Judicial Review
12/13/2024	Respondent 8676 Georgia Avenue LLC's Motion to Dismiss
12/17/2024	Montgomery County Planning Board's Motion to Dismiss
12/30/2024	Motion for Modified Briefing Schedule
12/30/2024	Opposition to Motions to Dismiss and Request for Hearing

In the Matter of Forest Grove Citizens Association, et al.

Case No. C-15-CV-24-001622 (AALU)

Lead Counsel: Mills
Other Counsel:

Abstract: Petitioners seek Judicial Review of the Montgomery County Planning Board's Decision in 9801 Georgia Avenue Plan no(s). 120230160, 820230130 and F20240040

Status: Case taken under advisement.

Docket:

04/08/2024	Petition for Judicial Review
04/17/2024	First Amended Petition for Judicial Review
05/01/2024	Answer to Petition for Judicial Review
05/08/2024	Answer to Petition for Judicial Review
05/31/2024	Administrative Record received
06/26/2024	Order of Court. Case Nos. C-15-CV-24-001622, C-15-CV-24-002507 and C-15-CV-24-001628 be consolidated pursuant to Maryland 2-503; and it is further ordered that all future pleadings shall be filed in Civil No. C-15-CV-24-001622 and said case shall be designated as the lead case.
07/29/2024	Memorandum in Support of Petition for Judicial Review
09/12/2024	Respondent's Memorandum filed
10/02/2024	Reply in Support of the Petition for Judicial Review
11/06/2024	Hearing held. Court takes under advisement.
01/10/2025	Court to announce ruling from the bench.

CIRCUIT COURT FOR PRINCE GEORGE’S COUNTY, MARYLAND

Tiffany Celey v. Maryland-National Capital Park and Planning Commission

Case No. C-16-CV-23-003168 (ED)

Lead Counsel: Ticer
Other Counsel: Johnson; Rupert

Abstract: Defendant alleged employment discrimination based upon race, sex, and disability, as well as retaliation.

Status: Case Dismissed.

Docket:

07/12/2023	Complaint filed
09/26/2023	Summons reissued
12/28/2023	Complaint received from SDAT via certified mail.
01/03/2024	Answer filed
02/14/2024	Stipulation Order Regarding Confidentiality of Discovery Material filed
02/28/2024	Order of Court regarding Confidentiality of Discovery Material
05/30/2024	Scheduling Order issued
06/11/2024	Motion to Modify scheduling order to reschedule settlement conference
07/03/2024	Order of the Court granting Motion to Modify scheduling order.
07/16/2024	Motion to Strike Appearance of J. Stolarz
08/05/2024	Order of Court granting Motion to Strike and Notice to Employ new counsel.
10/17/2024	Notice of Appearance
11/08/2024	Consent Request for Modification of Trial Dates
11/26/2024	Settlement Conference held
11/20/2024	Case settled in principle
12/19/2024	Joint Notice of Dismissal

In the Matter of Glenn Dale Citizens Association, Inc., et al.

Case No. C-16-CV-24-005361 (AALU)

Lead Counsel: Warner
Other Counsel:

Abstract: Petitioners seek Judicial Review of the Prince George's County Planning Board's Decision with regard to Preliminary Plan of Subdivision No. 4-22051.

Status: Hearing set.

Docket:

11/07/2024	Petition for Judicial Review
11/27/2024	Response to Petition for Judicial Review filed
12/12/2024	Scheduling Order
12/19/2024	Glen Dale Holding Company LLC and WFC Flagship LLC Response to Petition for Judicial Review
04/11/2025	Hearing set

Greater Capitol Heights Improvement Corporation, Inc. v. Commission

Case No. C-16-CV-24-003895 (AALU)

Lead Counsel: Warner
Other Counsel:

Abstract: Petitioners seek Judicial Review of the Prince George's County Planning Board's Decision approving Preliminary Plan of Subdivision No. 4-22014.

Status: Motion to Dismiss pending.

Docket:

08/21/2024	Petition for Judicial Review
09/24/2024	Response to Petition for Judicial Review filed.
10/29/2024	Scheduling Order
11/18/2024	Deficient Filing
11/18/2024	Corrected Memorandum in Support of Petition for Judicial Review
12/18/2024	Motion to Dismiss
12/18/2024	Respondents' Memorandum
12/18/2024	Motion to Dismiss tasked to Judge Woodall
12/18/2024	Respondent MNCPPC Answering Memorandum
12/22/2024	Stipulation Modifying Briefing Deadlines

Louise Vester v. Bowie Baysox Baseball Club, et al.

Case No. C-16-CV-24-002961 (Tort)

Lead Counsel: Thornton
Other Counsel: Bansal

Abstract: Tort suit for injuries allegedly sustained while attending a Bowie Baysox game at Prince George's Stadium.

Status: Commission dismissed.

Docket:

06/21/2024	Complaint filed
10/23/2024	Complaint received via certified mail
11/12/2024	Affidavit of Service filed as to the Commission
11/12/2024	Affidavit of Service filed as to Maryland Baseball Holding Company, LLC
11/12/2024	Affidavit of Service filed for Bowie Baysox
11/12/2024	Affidavit of Service filed for Attain Sports and Entertainment
11/22/2024	Consent Motion to Extend Deadline to file and initial responsive pleading
12/12/2024	Stipulation of Dismissal with Prejudice as to Commission
12/17/2024	Order of Court granting dismissal

APPELLATE COURT OF MARYLAND

Bhargava, et al. v. Prince George’s Cnty. Public Schools Proposed S. K-8 Middle School, et al.

Case No. ACM REG – 0659-2023 (AALU)

(Originally filed under CAL21-13945 in Prince George’s County)

Lead Counsel: Warner
Other Counsel:

Abstract: Appeal of decision affirming the Prince George’s County Planning Board’s decision to affirm the Planning Director’s approval of a tree conservation plan, a revision of that tree conservation plan, and variances to the Woodland Conservation Ordinance that allowed removal of specimen trees.

Status: Opinion pending.

Docket:

05/31/2023	Appeal filed
06/27/2023	Order to Proceed
08/25/2023	Briefing Notice
08/30/2023	Joint Stipulation to Modify Briefing Schedule
10/11/2023	Record Extract
10/13/2023	Appellant Brief
12/01/2023	Appellees Brief filed
12/21/2023	Reply Brief
01/25/2024	Scheduling Notice
03/12/2024	Oral argument reset for June.
06/04/2024	Oral argument held.

SUPREME COURT OF MARYLAND

No Pending Matters

U.S. DISTRICT COURT OF MARYLAND

No Pending Matters

U.S. COURT OF APPEALS FOR THE FOURTH CIRCUIT

No Pending Matters