



MAYOR AND CITY COUNCIL WORK SESSION AGENDA

Monday, February 23, 2009

7:30 p.m.

City Hall Council Chambers

(Please turn off all cellular phones and pagers prior to the meeting. Hand held signs brought into the Council Chambers may not be displayed in a manner which disrupts the meeting, blocks the view of spectators or cameras and poses a safety concern [e.g., signs mounted on stakes]. Your cooperation is appreciated.)

I. Call to Order

II. Topic(s)

A. Discussion of the Metropolitan Washington Council of Governments (COG) Area Emergency Management Mutual Aid Operational Plan (MAOP)

B. Discuss Computing Options and Costs for the Proposed Mayor and City Council Paperless Package System and Associated Physical Changes to the Council Chambers

III. Adjournment

This schedule is subject to change. Work Sessions are broadcast over Cable TV, Channel 13 and on the Internet at www.gaithersburgmd.gov/tv. Receive City agendas, minutes and news via e-mail. Log on to the myGaithersburg e-mail-based news service at www.gaithersburgmd.gov/myGaithersburg. Please contact 301-258-6310 prior to meetings to confirm accessibility accommodations.

UPCOMING COUNCIL MEETING

This list is not all-inclusive, and does not reflect priorities or scheduling
But is intended to provide a glance at future items to come before the City Council.

Regular Meeting of the Mayor and City Council

- Mon., March 2 - Public Hearing - Solicit Input on the City's Consolidated Planning Process for Community Development Block Grant (CDBG) Funding Through the U.S. Department of Housing and Urban Development (HUD)
- Ord., Res. Reg. - Adopt COG's Emergency Management Operational Plan
- Verizon Right-of-Way Fee Agreement

Call to Order

Topics

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

February 23, 2009

CALL TO PODIUM:

Skip Lanham
Emergency Management Coordinator
Police Department

RESPONSIBLE STAFF:

Chief John King
Skip Lanham, Police Department
Lynn Board, City Attorney

AGENDA ITEM:

(please check one)

<input type="checkbox"/>	Presentation
<input type="checkbox"/>	Proclamation/Certificate
<input type="checkbox"/>	Appointment
<input type="checkbox"/>	Public Hearing
<input type="checkbox"/>	Historic District
<input type="checkbox"/>	Consent Item
<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	Resolution
<input type="checkbox"/>	Policy Discussion
<input checked="" type="checkbox"/>	Work Session Discussion Item
<input type="checkbox"/>	Other:

PUBLIC HEARING HISTORY:

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

TITLE:
Discussion on the Metropolitan Washington Council of Governments Emergency Management Mutual Aid Operational Plan

SUPPORTING BACKGROUND:
<p>The Metropolitan Washington Council of Governments (COG) in response to the events of 9/11, Hurricane Katrina and large-scale events held in downtown Washington, DC, recognizes the need to establish Mutual Aid Agreements (MAA). These were developed and approved by COG member jurisdictions in 2005/2006. Gaithersburg approved the COG MAA in November 2005.</p> <p>The MAA calls for operational plans to be developed in the event of spontaneous incidents or large scale pre-planned events that exceed the capability of any COG jurisdictions. The next step was development of Mutual Aid Operational Plans (MAOP), which are required by the MAAs, in order to request or provide support, provide protection from additional liability, and ensure policies for fiscal issues and reimbursement were in place.</p> <p>The COG Police MAOP was finalized and approved by Chief King in November 2008. (The COG Debris Removal MAOP is currently under review by the jurisdictions.) The Emergency Management MAOP was approved by the COG Emergency Managers Committee and Attorneys Committee on December 17, 2008 and December 19, 2008, respectively, and has been submitted for approval by respective jurisdictions.</p>

DESIRED OUTCOME:
Conduct Work Session Topic Discussion and Provide Guidance to Staff.

RESOLUTION NO. _____

RESOLUTION OF THE MAYOR AND CITY COUNCIL
ADOPTING THE METROPOLITAN WASHINGTON
COUNCIL OF GOVERNMENTS EMERGENCY
MANAGEMENT MUTUAL AID OPERATION PLAN

WHEREAS, the City of Gaithersburg adopted the National Capital Region Mutual Aid Agreement in conjunction with the member jurisdictions of Council of Governments in November of 2005; and

WHEREAS, the National Capital Region Mutual Aid Agreement calls for the development of an operation plan; and

WHEREAS, the Metropolitan Washington Council of Governments has developed an Emergency Management Mutual Aid Operation Plan; and

WHEREAS, the Metropolitan Washington Council of Governments is recommending that the City Council adopt the Metropolitan Washington Council of Governments Emergency Management Mutual Aid Operations Plan; and

WHEREAS, the adoption of the plan will be in the City's best interests as it provides an operation plan in the event of spontaneous incidents or large scale pre-planned events that exceed the capability of any COG jurisdiction:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Gaithersburg that the Metropolitan Washington Council of Governments Emergency Management Mutual Aid Operations Plan attached hereto is hereby adopted by the Mayor and City Council.

ADOPTED by the Mayor and City Council this _____ day of _____, 2009.

SIDNEY A. KATZ, MAYOR and
President of the Council

THIS IS TO CERTIFY that the foregoing
Resolution was adopted by the City Council
in public meeting assembled on the ____ day
of _____, 2009.

Angel L. Jones, City Manager

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

February 23, 2009

CALL TO PODIUM:

Peter Cottrell
Brian Helms

RESPONSIBLE STAFF:

Peter Cottrell
Director, Information Technology

Brian Helms
Systems Support Manager

AGENDA ITEM:

(please check one)

<input type="checkbox"/>	Presentation
<input type="checkbox"/>	Proclamation/Certificate
<input type="checkbox"/>	Appointment
<input type="checkbox"/>	Public Hearing
<input type="checkbox"/>	Historic District
<input type="checkbox"/>	Consent Item
<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	Resolution
<input type="checkbox"/>	Policy Discussion
<input checked="" type="checkbox"/>	Work Session Discussion Item
<input type="checkbox"/>	Other:

PUBLIC HEARING HISTORY:

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

TITLE:
Discuss Computing Options and Costs for the Proposed Mayor and City Council Paperless Package System and Associated Physical Changes to the Council Chambers

SUPPORTING BACKGROUND:
A package of information is produced on a weekly basis for interested parties, particularly for the Mayor and City Council. This package consists of a mix of several types of documents, including announcements, correspondence, resolutions, memos and site plans.
There is an ongoing effort to produce an electronic version of this package and to deliver it via the network; saving paper and staff time spent copying and compiling the individual copies of the package.
An associated issue is how the Mayor and Council members will access the paperless package on the dais in the Council Chambers during a meeting. A set of options for computing platforms was presented at a prior work session.
A PowerPoint presentation will provide a cost analysis of the different computing and display options, and will show the proposed solution for any associated dais modifications.

DESIRED OUTCOME:
Receive staff presentation and recommendations, and provide guidance.

Paperless Packages



Mayor & City Council
Work Session
February 23, 2009

REVIEW

- Previous work sessions were held on April 29 and December 8 of 2008.
- Follow-up was requested on costs for different options.
- Poll of Planning Commission members was requested.
- Concerns were expressed over cost and impact of dais modifications.

UPGRADE GOALS

Several new capabilities are desired as part of the Cable Office Upgrade and Paperless Package projects:

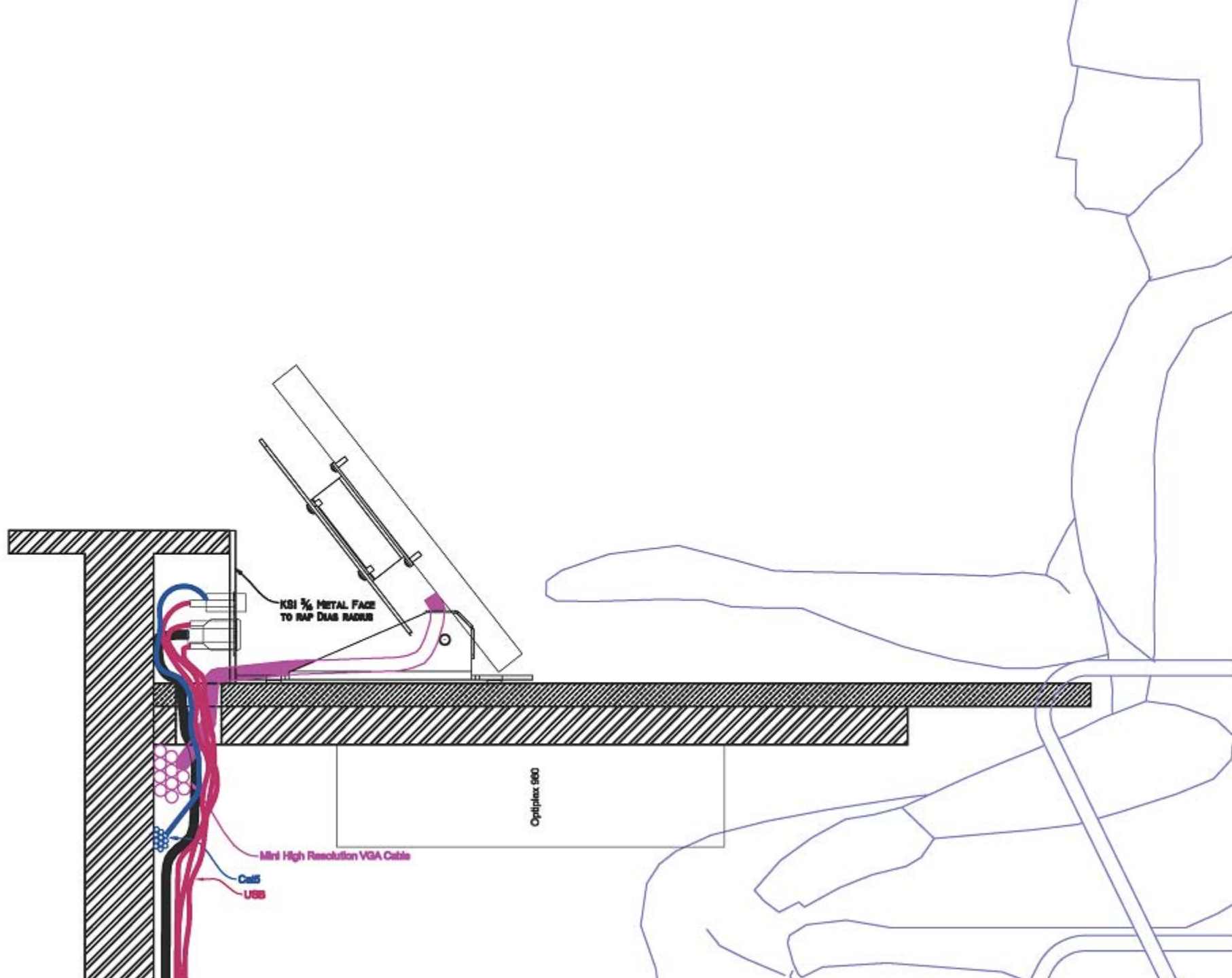
- Computer and network access on dais
- Computer-based presentations

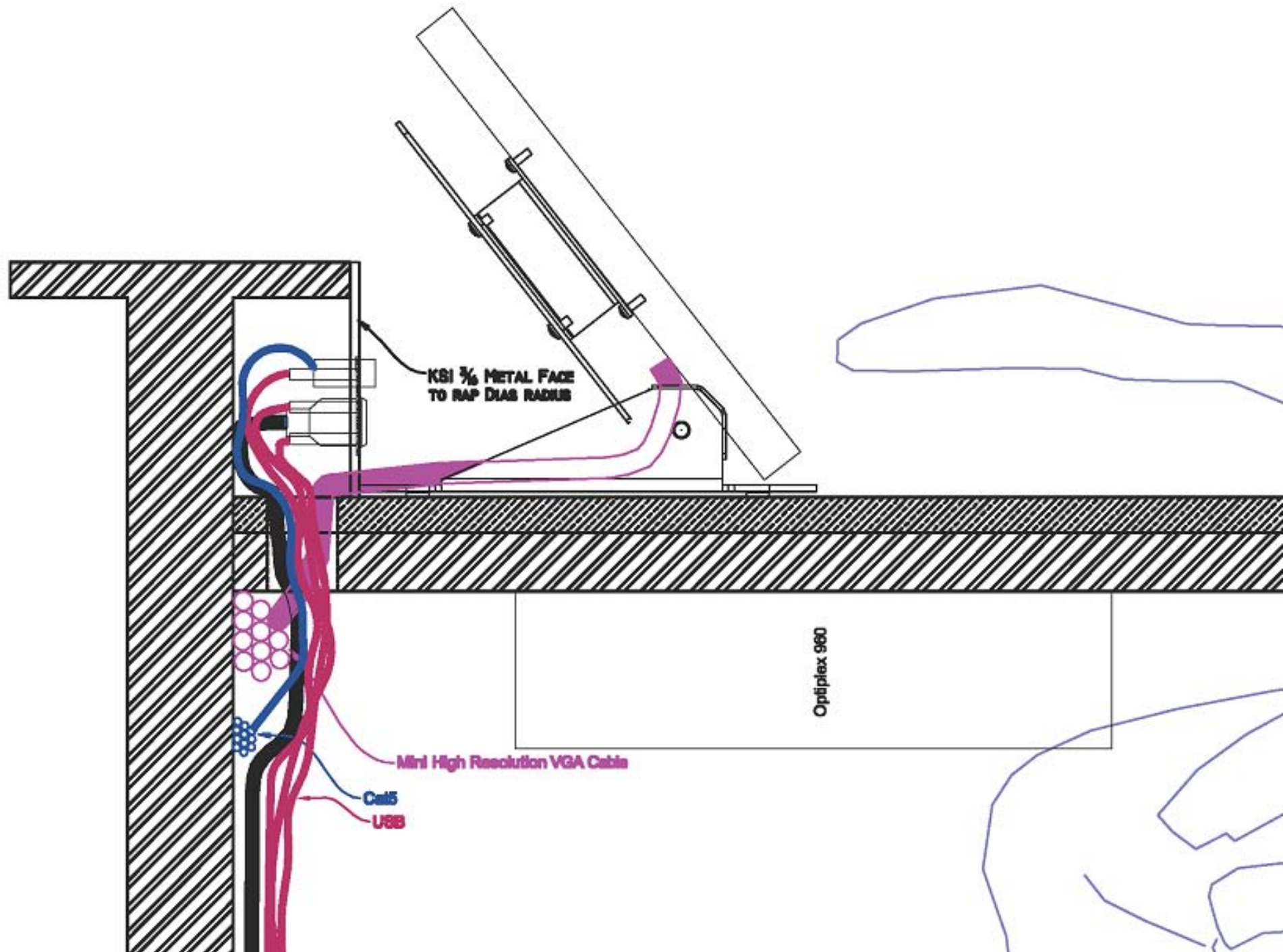
PLANNING COMMISSION

- Several members said they had a personal laptop which they'd be willing to use.
- Some would possibly use extra capabilities.
- They are generally in favor of the move to Paperless Packages.
- Will wait for final version for M&CC.

DAIS MODIFICATIONS

- Dais is unsuitable for major modifications due to structural concerns.
- Some solution is required for providing power and network access.
- Proposals include relocation of microphones.





COST COMPARISON - BACKGROUND

- Number of Desktops
- Number of Laptops to be Provided
- Cost of Computers
- Dais Modification Costs

Dais Option #1

- Simplest dais configuration provides power and network connectivity.
- No fixed computers, but laptop-accessible.
- No monitors; M&CC would view presentations on a ceiling monitor.

Dais Option #1

Dais Modifications	\$13,700
1 Ceiling Display	\$3,500
11 Laptops (@ \$1,175 / system)	\$12,925
11 Software (@ \$500 / system)	\$5,500
Total	\$35,625

Dais Option #1

- Pros

- Least expensive option.
- Laptop computers are portable and could be used elsewhere.

- Cons

- Laptops couldn't be used for other City needs.
- Laptops wouldn't be centrally managed and maintained.

Dais Option #2

- Dais configuration provides power and network connectivity.
- No fixed computers, but laptop-accessible.
- Eleven 17" monitors on dais for viewing presentations.

Dais Option #2

Dais Modifications	\$18,814
11 17" Monitors (@ \$189 / Monitor)	\$2,079
11 Laptops (@ \$1,175 / system)	\$12,925
11 Software (@ \$500 / system)	\$5,500
Total	\$39,318

Dais Option #2

- Pros

- Laptop computers are portable and could be used elsewhere.
- Provides a better viewing option for presentations.

- Cons

- Laptops couldn't be used for other City needs.
- Laptops wouldn't be centrally managed and maintained.
- Individual displays use some space on the dais.

Dais Option #3

- Dais configuration provides power and network connectivity.
- 11 fixed desktop computers, but still laptop-accessible.
- Eleven 17" monitors on dais for viewing presentations.

Dais Option #3

Dais Modifications	\$23,546
11 17" Monitors (@ \$189 / Monitor)	\$2,079
11 Desktops (@ \$833 / system)	\$9,163
11 Software (@ \$500 / system)	\$5,500
Total	\$40,288

Dais Option #3

- Pros

- Most flexible option; can still use personal laptops.
- Desktops can be used by multiple groups.
- Additional software capabilities available; can add abilities to collaborate and to present.
- Provides a better viewing option for presentations.
- Desktops are on the internal network.

- Cons

- Most expensive option.
- Fixed computers can't be used elsewhere.

Dais Options - Summary

- Option # 1 - \$35,625
- Option # 2 - \$39,391
- Option # 3 - \$40,288
- Staff recommendation is Option # 3.

Timeline

- Cable system design including dais modifications completed – 2/28/09
- Wireless availability in Council Chambers – late February 2009
- Digital Delivery testing – mid March 2009
- Dais modifications completed – May/June, 2009
- Computers live and dais access available – June 2009
- Paper-based package ended – June/July 2009
- City Hall power upgrade complete, full functionality – late Summer 2009

Adjournment

From Staff



Distributed to M&CC:2/23/09

February 17, 2009

Mr. Robert Harding
Administrative Officer
Gaithersburg-Washington Grove Fire Dept., Inc.
801 Russell Avenue
Gaithersburg, Maryland 20879

Dear Mr. Harding:

Thank you for your recent letter. I am pleased to announce that the City of Gaithersburg will support your request for grant funding in the amount of \$5,000 for the Fireman's Fund of the Gaithersburg-Washington Grove Volunteer Fire Department, Inc. to maintain the firehouse. These funds will be included in the City's FY'10 Proposed Budget

The \$5,000.00 has been awarded to assist the Fireman's Fund with costs associated with the replacement of windows and doors at the old firehouse on 13 East Diamond Avenue in Olde Towne.

We look forward to working with you in the future on this and other projects.

Sincerely,

Angel L. Jones
City Manager

alj/sp

cc: ✓ Mayor and City Council
Harold Belton, Director of Finance & Administration

City of Gaithersburg • 31 South Summit Avenue, Gaithersburg, Maryland 20877-2098
301-258-6300 • FAX 301-948-6149 • TTY 301-258-6430 • cityhall@gaitersburgmd.gov • www.gaitersburgmd.gov

MAYOR
Sidney A. Katz

COUNCIL MEMBERS
Jud Ashman
Cathy C. Drzyzgula
Henry F. Marraffa, Jr.
Michael A. Sesma
Ryan Spiegel

CITY MANAGER
Angel L. Jones



**FIREMAN'S FUND
of the
GAITHERSBURG-WASHINGTON GROVE
VOLUNTEER FIRE DEPARTMENT, INC.**

801 Russell Avenue
Gaithersburg, MD 20879
Phone (301)-948-6209 • Fax (301) 948-6836

February 11, 2009

FEB 2 2009

Ms. Angel Jones, City Manager
City of Gaithersburg
31 South Summit Ave.
Gaithersburg, MD 20877

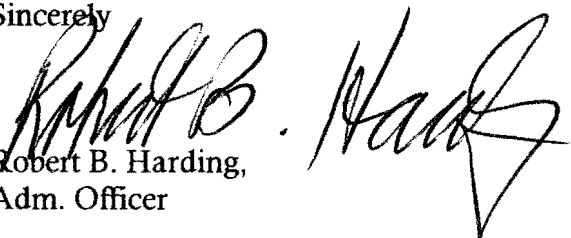
Dear Ms. Jones:

The Fireman's Fund of the Gaithersburg-Washington Grove Volunteer Fire Department exists to support the local fire and rescue services provided by the Gaithersburg-Washington Grove Volunteer Fire Department, Inc. Through donations by citizens, corporations and the City of Gaithersburg we are able to maintain the old firehouse located at 13 East Diamond Ave. in Old Town, which is used as a museum and assembly hall.

We would appreciate the City's consideration of a grant in the current budget in the amount of \$5,000.00. These funds would be used to help with the costs of window and door replacement at the old firehouse. The cost for this work was \$14,083.00

Your consideration of this request is appreciated.

Sincerely


Robert B. Harding,
Adm. Officer

C: Frank Jacob, President
LFB
Files



Distributed to M&CC:2/23/09

Britta Monaco
Public Information Director
301-258-6310

www.gaithersburgmd.gov

For Release February 12, 2009

Gaithersburg to Host Pet Licensing, Rabies Clinic

Gaithersburg, MD. Residents are urged to take advantage of the City of Gaithersburg's one-stop pet licensing and rabies vaccination clinic scheduled for Sunday, March 1, 2009 from Noon to 3 p.m. at City Hall, 31 South Summit Avenue. Conducted by the City's Animal Control Division, the clinic offers the opportunity to purchase new or renewal licenses, which are required in order to obtain the free rabies vaccination. The event will be held rain or shine. All pets must be accompanied by an adult. Dogs must remain on a leash. Cats must remain on a leash or be contained.

Rabies vaccinations and City of Gaithersburg pet licenses are required by law for each dog and cat within city limits. License fees are \$5 per altered pet and \$35 per unaltered pet. There is no charge for pets under the age of one year; however, a license is still required. Senior citizens and pet owners receiving public assistance may receive a \$3 discount on the altered pet licensing fee. Fees may be paid with cash or personal check.

For more information please call 301-258-6343 or visit the City online at www.gaithersburgmd.gov.

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Mayor
Sidney A. Katz

City Manager
Angel L. Jones

Council Members

Jud Ashman Cathy C. Drzyzgula Henry F. Marraffa, Jr. Michael A. Sesma Ryan Spiegel

For Release February 13, 2009

Gaithersburg, Rockville Offer Environmental Rainscapes Rewards to Residents

Gaithersburg, MD. The cities of Gaithersburg and Rockville are joining forces to offer a Rainscapes Rewards program to residents of the two municipalities. The program offers incentives for property owners that install natural drainage projects. These projects reduce the amount of stormwater entering local streams, increase the groundwater supply, reduce chemical and nutrient pollutants entering waterways, and may help reduce water utility bills.

In the first phase of the program, Gaithersburg and Rockville are offering a \$50 per barrel (up to a maximum of four barrels) rebate for households within their city limits that install rain barrels. These are containers that are connected to existing downspouts to collect rainwater from rooftops. Rooftops can account for over 40 percent of impervious cover in residential neighborhoods, and stormwater runoff is the leading type of residential non-point source pollution entering local waterways.

The barrels can be made of plastic or wood, they come in various designs and colors, they can range in size from 55 to 100 gallons, and more than one barrel can be used to increase capacity. Rain barrels can help reduce flooding in your basement or yard, provide your plants with better water, save money and water as you use less tap water, and protect the Chesapeake Bay by helping to moderate stream erosion and the resulting pollution that flows to the bay.

Free informational seminars on the installation and use of rain barrels will be held on Saturday, March 21 from 1:30 to 3:30 p.m. at the Activity Center at Bohrer Park, 506 S. Frederick Ave., Gaithersburg, MD 20877 and on Saturday, April 18 from 1:30 to 3:30 p.m. at the Rockville Senior Center, 1150 Carnation Dr., Rockville, MD 20850. Space is limited to 50 participants per workshop.

For more information on the seminars and the Rainscapes Rewards program, Gaithersburg residents should call 301-258-6310 or e-mail environment@gaitersburgmd.gov. Rockville residents should call 240-314-8870 or e-mail environment@rockvillemd.gov.

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Mayor
Sidney A. Katz

City Manager
Angel L. Jones

Council Members

Jud Ashman Cathy C. Drzyzgula Henry F. Marraffa, Jr. Michael A. Sesma Ryan Spiegel

For Release February 13, 2009

Gaithersburg Seeks Help in Identifying Vacant Properties

Gaithersburg, MD. In order to preserve public safety and promote the health and welfare of its neighborhoods, the City of Gaithersburg has established a “Vacant Property” reporting system. Neighborhood Services staff has been proactively tracking and inspecting bank-owned foreclosures for several months in an attempt to protect the City’s housing stock and the quality of life in our neighborhoods.

Not all vacant properties are in bank-owned foreclosure status, however. So that these do not go undetected, we are requesting resident assistance in reporting vacant properties to us online at vacantproperty@gaithersburgmd.gov.

Once a property is identified, staff will inspect the structure to ensure it is secure and safe. Property owners will be notified of existing property maintenance violations including lack of maintenance of exterior structures, grass over 10 inches, weeds, accumulation of rubbish or garbage, and inoperable or abandoned vehicles.

For more information on the Vacant Property program please contact the City of Gaithersburg Neighborhood Services Division at 301-258-6340 or visit www.gaithersburgmd.gov.

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Mayor
Sidney A. Katz

City Manager
Angel L. Jones

Council Members

Jud Ashman Cathy C. Drzyzgula Henry F. Marraffa, Jr. Michael A. Sesma Ryan Spiegel

Outside Correspondence

2/14/09

Dear Dr. Stiles,

Thank you for your e-mail and your interest!

I am sending a copy of your e-mail to our staff so that they may keep you informed about the Market Square Advisory Committee.

Sincerely,
Sidney

From: Dennis Stiles [mailto:dstiles5@comcast.net]
Sent: Saturday, February 14, 2009 6:59 PM
To: Sidney Katz
Cc: Michael Sesma
Subject: Market Square Advisory Committee

Dear Mr. Katz,

Michael Sesma recently mentioned that you may need some help with your Market Square Advisory Committee. I would be glad to help you and your committee, if you need any additional members. I have attached my resume per Michael Sesma's request.

Best wishes and thank you for all that you do for our great city.

Sincerely,

Dennis Stiles

Dennis Stiles, DDS
Marie Tigani Stiles, DDS
333 Main Street- Kentlands
Gaithersburg, MD 20878
301-947-6900
www.stilesdentistry.com

Dennis John Stiles, DDS
333 Main Street
Gaithersburg, MD 20878
E-mail: Dstiles5@comcast.net
Cell- 301-219-4509
Office- 301-947-6900

Professional Affiliations

The American Dental Association, 1986-present
The Maryland Dental Association, 1986-present
The Southern Maryland Dental Society, 1986-present
The American Prosthodontic Society, 1990-present
The American Equilibration Society, 1998-present
The American Prosthodontic Society Outreach 2000 study club, 1996-2002
International College of Dentists, 2000-present
The American College of Dentists, 2001-present
The American Academy of Cosmetic Dentistry, 2007-present
The Academy of Osseointegration, 2005-present
The Academy of Sleep Medicine, 2006-present
The Academy of Sports Dentistry, 2006-present

Service to Organized Dentistry

The American Student Dental Association :
Trustee, 1984-1985
Executive Vice President, 1986.
Maryland State Dental Association Legislative Committee, 1989-present
Southern Maryland Dental Society Membership Committee, 1987-1988
American Prosthodontic Society Membership Committee, 1991-1992, 1995-present
American Prosthodontic Society Outreach 2000 Study Club Washington DC Chapter:
Organizational committee 1996
Study Club Director 1996 through 1998, Study Club Director 2000 to 2002
American Prosthodontic Society Executive Council, 1999-2002
American Prosthodontic Society National Vice President, 2003-2004
American Prosthodontic Society President Elect, 2004-2005
American Prosthodontic Society President, 2005-2006
Georgetown University Alumni Board, 2004-present
International College of Dentistry, local DC chapter counselor, 2007-present

Academic Institutions

Part Time Faculty Georgetown University School of Dentistry:
Removable Prosthodontics Department, 1986-88

Service to Church/Community

Germantown Jaycees:

Member 1987-2000

President 1987-1988

Germantown Rotary:

Member 1986-1999

President 1989-1991

Germantown Oktoberfest Committee:

Member 1992-1999, Chair 1996

Parish Council Member at Mother Seton Catholic Parish 1987-1994

Chair of Council 1992-94

Knights of Columbus Third Degree ,1993-present

Mary of Nazareth Catholic Elementary School Board

Member 1994-2001

Chairman of the Board 1995-2001.

Renew 2000 Core Team for Our Lady of The Visitation Catholic Parish:

Coordinator (chair) 1998-2002

The John Carroll Society :

Member 1997-present

Boy Scouts of America Webelos :

Den Leader 1998-2000.

Victory Youth Center (Archdiocese of Washington, DC):

Member of the Board of Directors, 1999-2004

Catholic Business Network:

Member 1998-present

Catholic Charities Health Care Network:

Pro Bono Dental Service to Patients Since 1989

Catholic Youth Organization Coach (certified):

Girls Basketball 1993-2004

Girls Softball 1994-1999

Boys Soccer 2001-2006

Boy Scout Troop 1094

Assistant Scoutmaster 2000-present

Our Lady of the Visitation Parish “ENVISION” 3 year plan:

Planning and Implementation Team Coordinator 2002

Mary of Nazareth School Principal Search Committee:

Committee Member 2003

Archdiocese of Washington Board of Education:
Board Member 2003-Present
Chair of the Development Committee 2004-Present
President of the School Board, 2006-2008
Kentland Community Foundation
Board Member, 2007-present

Awards: Professional/Community

The Germantown Gazette Community Service award 1989
Germantown Rotary Service Award 1990 and 1995
Germantown Jaycees Community Service Award 1995
Germantown Rotary Paul Harris Fellow 1997
Fellow Academy of General Dentistry 1998
Fellow International College of Dentists 2000
Fellow American College of Dentists 2001

Education

Amherst Regional High School, 1978
American International College, BS , 1982
Georgetown University Dental School, DDS, 1986

Professional Presentations

Case Presentation,
L.D. Pankey Institute, 1999
Lecturer for the Prosthodontic Outreach 2000 Study Club,
“ The Complete Evaluation and Recording Centric Relation”
3 hour lecture, 1999
Clinical Presentation
L.D. Pankey Institute, 2002
Baltimore Pankey Study Club- 2006-present



Commission Assistance and Mentoring Program

Training and continuing education for Maryland's Historic District Commissioners, staff, and elected officials

Contact Eliza Voigt, Planner, if you would like to attend

CAMP is a program of the National Alliance of Preservation Commissions that brings experts in local historic preservation from around the country to communities for intensive, specialized, and high-energy training on the issues that apply most directly to you. There are three opportunities for you and your fellow commissioners to learn the ins-and-outs of local historic districts, meet other Marylanders who are working on historic preservation issues in their communities, and get to know the staff of the Maryland Historical Trust, Preservation Maryland, and the Maryland Association of Historic District Commissions who are here to help you.

All CAMPS will cover the following:

- * Legal Issues - the legal basis for preservation, property rights, due process, appeals, etc.
- * Standards and Guidelines - understanding the Secretary Standards and local design guidelines
- * Procedures - how to make strong, defensible decisions
- * Public Support - building partnerships with community members and elected officials

THREE OPPORTUNITIES FOR GREAT TRAINING (all sessions are on Saturdays)

March 28, 2009
9:00-4:00

Germantown
The Lodge at Little Seneca Creek
14500-A Clopper Road
Boysds, MD 20841

Sponsored by the Montgomery County
Historic Preservation Commission/M-NCPPC

April 25, 2009
9:00-4:00

Cambridge
The Cambridge Yacht Club
1 Mill Street
Cambridge, MD 21613

Sponsored by the Cambridge
Historic Preservation Commission

June 20, 2009
9:00-4:00

Annapolis
City Hall
160 Duke of Gloucester Street
Annapolis, MD 21401

Sponsored by the Annapolis Historic Preservation
Commission and Preservation Maryland

REGISTRATION

*\$25 per person (includes continental breakfast, box lunch and binder of training materials)

*Registration is open to all Historic Preservation Commission members, elected officials, Staff (including attorneys, code officers, and planners), and Main Street Directors

*Registration is limited to 30 participants per session.

For more information contact Cory Kegerise, Maryland Historical Trust at (410) 514-7635 or ckegerise@mdp.state.md.us or visit www.marylandhistoricaltrust.net

Funding and support has been provided by the National Park Service, U.S. Department of the Interior and the following partners:





Commission Assistance and Mentoring Program

Training and continuing education for Maryland’s Historic District Commissioners, staff, and elected officials

REGISTRATION AND ATTENDANCE

CAMP is a hand-on highly participatory experience, and thus attendance at each session will be limited to 30 participants. Registrations will be accepted on a first come - first served basis, with overflows being placed on a waiting list in the event of a cancellation.

DEADLINES

- *Germantown - Registrations due Friday March 13**
- *Cambridge - Registrations due Friday April 10**
- *Annapolis - Registrations due Friday June 5**

CANCELLATION

In the event that you cannot attend, or wish to attend a session other than the one you originally registered for, one week’s notice is required in order to receive a full refund.

PAYMENT

All payments and registrations are being processed by Maryland Association of Historic District Commissions.

*Payments should be checks made payable to:

MAHDC
 P.O. Box 734
 Crownsville, MD 21032

*CERTIFIED LOCAL GOVERNMENTS - CLGs who have current Education & Training Set-Aside grants being administered by MAHDC may use these funds to cover the registration fees associated with CAMP. Participants should record time and mileage associated with attending CAMP to report as match for the Education grants. It is not necessary for the CLG to submit a check for payment, but rather the total amount of the fees may be deducted from your grant award by checking the appropriate box on the registration form. This is intended to minimize processing and administrative costs for all parties.

CLG TRAINING REQUIREMENTS

CAMP satisfies the annual training and continuing education requirements for commission members in Maryland CLGs.

The activity that is the subject of this educational program has been financed (in part/entirely) with Federal funds from the National Park Service, U.S. Department of the Interior, made available through the Maryland Historical Trust, an entity within the Maryland Department of Planning. However, the contents and opinions do not necessarily reflect the views or policies of these agencies.

Funding and support has been provided by the National Park Service, U.S. Department of the Interior and the following partners:





Commission Assistance and Mentoring Program

Training and continuing education for Maryland's Historic District Commissioners, staff, and elected officials

Date: _____

Commission Name: _____

County: _____

Contact Name & Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

There will be a total of _____ individuals attending CAMP from our commission

_____ All participants from our commission will be attending the same CAMP session

_____ Participants from our commission will be attending different CAMP sessions (check the location box next to each person's name below).

	NAME	POSITION/TITLE	LOCATION	TOTAL FEE
1			<input type="checkbox"/> Germantown <input type="checkbox"/> Cambridge <input type="checkbox"/> Annapolis	X \$25 =
2			<input type="checkbox"/> Germantown <input type="checkbox"/> Cambridge <input type="checkbox"/> Annapolis	X \$25 =
3			<input type="checkbox"/> Germantown <input type="checkbox"/> Cambridge <input type="checkbox"/> Annapolis	X \$25 =
4			<input type="checkbox"/> Germantown <input type="checkbox"/> Cambridge <input type="checkbox"/> Annapolis	X \$25 =
5			<input type="checkbox"/> Germantown <input type="checkbox"/> Cambridge <input type="checkbox"/> Annapolis	X \$25 =
6			<input type="checkbox"/> Germantown <input type="checkbox"/> Cambridge <input type="checkbox"/> Annapolis	X \$25 =
7			<input type="checkbox"/> Germantown <input type="checkbox"/> Cambridge <input type="checkbox"/> Annapolis	X \$25 =

_____ Check Enclosed (made payable to MAHDC, P.O. Box 734 , Crownsville, MD 21032)

TOTAL DUE = _____

_____ Please deduct \$ _____ from our FFY2008 CLG Education Set Aside Grant

Signature of Grant Project Manager _____

Funding and support has been provided by the National Park Service, U.S. Department of the Interior and the following partners:

