
INTEROFFICE MEMORANDUM

TO: ALFRED LOTT

FROM: MATI BAZURTO

SUBJECT: CHANGE OF NAME FROM EXCALIBUR ROAD TO FRED ROBINSON DRIVE

DATE: 3-4-2020

CC: DANIEL MEARS

About a month ago, I was asked to look into what the City would need to do in order to change the name from Excalibur Road to Mayor G. Frederick Robinson Way in tribute to the many years of service by our previous Mayor Fred Robinson. I reached out to the Maryland-National Capital Park and Planning Commission's Information Management Division/Property Address Prince Georges County (division). This division is responsible for overseeing the management of all property addresses and creation/modification of all roads in Prince Georges County. Below are the steps taken in the process to change the name of Excalibur Road.

- First, I researched the Prince Georges County Street-name Index to determine whether there were any road names that could have potential conflict with the name change.
- Next, I reached out to Ms. Wendy Contee, the division staff person responsible for road name changes. She explained that we could not use the word Mayor nor could we use an initial or a period in a street name. We were left with Frederick Robinson. Because our previous Mayor was known as Fred Robinson to most residents, it was decided to name the road Fred Robinson Drive. There is a Robinson Farm Way, thus we could not use Fred Robinson Way.
- Ms. Wendy Contee asked that the City send a formal letter informing them that the City of Bowie wished to initiate the process of changing a certain portion of Excalibur Road to Fred Robinson Drive. Along with the letter, I submitted a GIS map of the portion of the road that we wished to change the name of. I also submitted a copy of the plat.
- Once the division received the letter, map and plat, Ms. Wendy Contee advised me of the following:

“ According to property address regulations: Any existing dedicated right-of-way in the County may be changed by the occupants and/or owners of property fronting thereon at any time, providing a petition, signed by more than 50% of those affected, is submitted to the Commission requesting such change. The petition will include the legal description of the property and the current mailing address of each signer. ”

Because the City of Bowie is the only affected owner of property fronting the portion of the road that will have the name change, the County does not require the petition.

- If the name change is approved by City Council, the County will be notified and they will send out Notice of Change and the new name will be in effect 60 days after the Notices are posted and/or mailed.

Currently, I have been asked to delineate some of the impacts that the name change to City Hall's address would have. Many of the impacts would be operational. However, there would be financial impacts from this change either because we would need to reprint documents, letterhead, cards, permits, etc. or because of the additional staff time required to make modifications. Below I have listed some actions City employees would need to take to change the address of City Hall.

- Modifying address on all City documents and printed material that comes out of City Hall. We would need to reprint all letterhead, envelopes, City Hall business cards, etc.
- Contacting the thousands of vendors City does business with to change address.
- Cleaning up all search engines and map search programs.
- Submitting address change to Post Office and other government agencies.
- Modifying address change on all social media platforms.
- Modifying address on the City website.
- Notifying all public partners of change of address.
- Notifying 911 dispatch of change of address
- Notify PG County Animal Management Division for change of address on all of their mailings.
- Reprinting of all parking tickets (Special printing at high cost).
- Reprinting of all professionally printed brochures or labels to be put over the modified address.
- Updating digital signature lines in emails for employees.
- Updating property address on dozens of City properties through Maryland SDAT/land records.
- Updating address on ActiveNet for permitting.
- Updating address on Building Permit software and rental database system.
- Doing an outreach campaign notifying residents of change of address.
- Prepare a public information campaign to educate Bowie residents related to utility bill payment and other correspondence with the City.
- Update the City's address in existing contracts and agreements where the address is used.
- Manage the challenges/delays for package delivery and supply delivery for the time when the new address is not reflected in GPS or mapping applications.
- Update public safety information for people seeking to locate the Police Station in emergency situations.
- Work with Prince Georges County to update street name signage at Mitchellville.

By no means is the aforementioned list, an all-compassing list. We predict that there may arise other actions/issues that we have not considered. To this day issues arise from the relocation of City Hall from Kenhill Drive. It is also difficult to determine the actual cost of the address change, but an estimate is about \$20,000 to \$30,000 in material and staff time.