



THE MARYLAND-NATIONAL CAPITAL  
Park and Planning Commission

# COMMISSION MEETING

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**December 19, 2018**

10:00 a.m. – 12:00 noon

**Montgomery Regional Office**

*Auditorium*

8787 Georgia Avenue

Silver Spring, Maryland 20901

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**ITEM 1b**

**MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION MEETING**  
**Wednesday, December 19, 2018**  
**MRO (Auditorium)**  
**10:00 a.m. – 12 noon**

		<u>ACTION</u>	
		Motion	Second
1.	<b>Approval of Commission Agenda</b>	(+*) Page 1	
2.	<b>Approval of Commission Minutes</b>		
	a) Open Session – November 21, 2018	(+*) Page 3	
	b) Closed Session – November 21, 2018	(++*)	
3.	<b>General Announcements</b>		
	a) Prince George’s Department of Parks and Recreation Winter Festival of Lights – Watkins Regional Park through January 1		
	b) Montgomery Parks Department Winter Garden Walk Through Holiday Light Display – Brookside Gardens through January 1		
4.	<b>Committee Minutes/Board Reports (For Information Only)</b>		
	a) Executive Committee Meeting – Open Session – December 11, 2018	(+) LD	
	b) Employees’ Retirement System Board of Trustees Meeting – November 6, 2018	(+) Page 7	
5.	<b>Action and Presentation Items</b>		
	a) Resolution 18-33 Resolution for Adoption for the Master Plan of Highways and Transitways (Wright)	(+*)Page 13	
	b) Resolution 18-34 Resolution for Adoption for the Bicycle Master Plan (Wright)	(+*)Page 22	
	c) Resolution 18-38 Approval of the Fiscal Year 2020 Proposed Operating and Capital Budgets of the Maryland-National Capital Park and Planning Commission (Kroll)	(+*)Page 67	
	d) Comprehensive Annual Financial Report (CAFR) for the Fiscal Year End June 30, 2018 (C. Lehman – SB and Company, LLC/Walsh/Rodman)	(+) Page 83	
	e) Discussion of options for utilizing forfeited employee contributions to Flexible Spending Account Program (Spencer/McDonald)	(+)Page 100	
	f) ERP Upgrade Status (Chilet)	(+)Page 102	
6.	<b>Officers’ Reports</b>		
	a) Executive Director’s Report (For Information Only) Late Evaluation Report (November)	(+) Page 113	
	b) Secretary Treasurer (For Information Only) MFD Purchasing Statistics First Quarter	(+) Page 115	
	c) General Counsel (For Information Only) Litigation Report	(+) Page 151	

(+) Attachment      (++) Commissioners Only      (\*) Vote      (H) Handout      (LD) Late Delivery

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# THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue Riverdale, Maryland 20730

Commission Meeting  
Open Session Minutes  
November 21, 2018

The Maryland-National Capital Park and Planning Commission met at the Prince George's County Parks and Recreation Administration Building Auditorium in Riverdale, Maryland.

## PRESENT

### Prince George's County Commissioners

Elizabeth M. Hewlett, Vice-Chair  
Dorothy Bailey  
William Doerner  
Manuel Geraldo  
A. Shuanise Washington

### Montgomery County Commissioners

Casey Anderson, Chair  
Norman Dreyfuss  
Natali Fani-Gonzalez  
Tina Patterson

## NOT PRESENT

Gerald Cichy

Chair Anderson convened the meeting at 10:06 a.m.

### ITEM 1

#### APPROVAL OF COMMISSION AGENDA

ACTION: Motion of Geraldo to approve the Commission agenda  
Seconded by Bailey  
9 approved the motion

### ITEM 2

#### APPROVAL OF COMMISSION MINUTES

Open Session – October 17, 2018  
ACTION: Motion of Hewlett to approve the Commission minutes  
Seconded by Geraldo  
9 approved the motion

### ITEM 3

#### GENERAL ANNOUNCEMENTS

- a) American Indian Heritage Month – November
- b) Prince George's County Department of Parks and Recreation Winter Festival of Lights at Watkins Regional Park – November 23 through January 1
- c) Upcoming Montgomery County Department of Parks Winter Garden Walk Through Holiday Light Display at Brookside Gardens – November 16 through January 1
- d) One-Commission Holiday Event at Silver Spring Convention Center – December 14

### ITEM 4

#### COMMITTEE MINUTES/BOARD REPORTS (For Information Only)

- a) Executive Committee – Open Session – November 7, 2018
- b) Executive Committee – Closed Session – November 7, 2018
- c) Employees' Retirement System Board of Trustees Meeting – September 11, 2018
- d) Employees' Retirement System Board of Trustees Special Meeting – October 2, 2018

*Pursuant to Maryland General Provisions Article of the Annotated Code of Maryland, Section 3-305(b)(7) a closed session is proposed to consult with counsel for legal advice.*

Vice-Chair Hewlett moved to enter closed session. Commissioner Bailey seconded, 9 approved the motion. Chair Anderson moved the meeting to closed session at 10:08 a.m.

ITEM 5        CLOSED SESSION DISCUSSION

The meeting returned to open session at 10:44 a.m.

ITEM 6        ACTION AND PRESENTATION ITEMS

a) Resolution #18-37 Ratification of the Appointment of Acting Executive Director (Gardner)  
Commissioners thanked and supported Anju Bennett, noting the professionalism and skill she brings to the position.

ACTION: Motion of Washington to approve Resolution #18-37  
Seconded by Geraldo  
9 approved the motion

b) GFOA Distinguished Budget Presentation Award for FY2019 (Kroll)  
Chair Anderson read the text of the award and praised Corporate Budget Director John Kroll and budget staff through the agency for their hard work. Mr. Kroll thanked Commissioners, his team, and departmental budget staff. Vice Chair Hewlett added her praise to Mr. Kroll and Secretary-Treasurer Zimmerman on their successful Rating Agency trip to New York City.

c) Resolution #18-36 Recommendation to Approve the Employer Contribution for Fiscal Year 2020 (Rose/Boomershine)

Employees' Retirement System Manager Andrea Rose introduced Mr. David Boomershine of Boomershine Consulting Group, who presented background (included in the packet) on the actuarial evaluation resulting in a change in the recommended Employer Contribution.

ACTION: Motion of Hewlett to approve Resolution #18-37  
Seconded by Geraldo  
9 approved the motion

d) Acknowledge Melissa D. Ford as the Prince George's County Open Trustee to the Employees' Retirement System Board of Trustees (Rose) MG/EHM

Approved without discussion.

ACTION: Motion of Geraldo to approve  
Seconded by Hewlett  
9 approved the motion

e) Required Reporting for Healthy Vending Machine Policy (for information only)  
(Spencer/McDonald)

Acting Executive Director Bennett presented background on this item indicating that the Human Resources team provided the Executive Committee with a status report on implementing the healthy vending policy and brought it to the Commission as an information item. The Human Resources team has been meeting with legal and purchasing staff in a workgroup to implement the new standards, and legal and purchasing staff determined that there were so many vending machine contracts with the agency that it would be prohibitive to implement the changes with

each one. Instead, the team has identified some of the more prominent vendors and will be implementing the policy changes with them.

Commissioner Dreyfuss shared he was not in favor of changes to the vending machine offerings over the cost of staff researching and implementing these standards, adding that people should be able to make their own choices. Other Commissioners supported the policy, noting that the policy encourages having choices available, and does not dictate what people will eat. Commissioner Washington asked if there were more than 200 vending machine vendors servicing the agency, had staff had considered consolidating vendors. Acting Executive Director Bennett said there were two vendors being considered as they were identified as already implementing healthy vending standards and had consolidated by purchasing or subcontracting several of the smaller vending companies.

Acting Executive Director Bennett said the workgroup will continue to move forward with implementing the standards and provide an update on the progress. Additionally, once the standards have been in place for a year, the work group will return with an assessment to determine if the goals should be amended.

f) Artificial Sweeteners and Sugar Substitutes Effects on Health (for information only)  
(Spencer/McDonald)

Acting Executive Director Bennett presented background on this item, saying the Healthy Vending Machine Policy requires that 50 percent of vending machine content must be low- or no-sugar items, which could include artificial sweeteners. Staff reported on research studies collected on the impact of artificial sweeteners and sugars substitutes. Acting Executive Director Bennett noted that Commissioner Doerner made suggestions in setting up benchmarks in the implementation of the new vending standards and said the team will create those benchmarks during an upcoming work session.

g) Presentation of Semi-Annual Report, Montgomery Planning and Montgomery Parks  
(Wright)

Montgomery County Planning Director Wright introduced Deputy Director Stern and Acting Deputy Director Kronenberg. They described how they presented their semi-annual report to the Montgomery County Council and thought it would be a great opportunity to share it with Commissioners in both counties. Director Wright said this was a reflection of the work of the One Commission and how we are all working towards similar goals.

Director Wright shared Planning Highlights from 2014-2018: 14 plans approved and adopted, Zoning Code rewrite and District Map Amendment; New Subdivision Staging Policy in 2016; Efficient Development application process with new metrics and online tools; design excellence and placemaking initiatives. Director Wright described the General Plan Update through Planning Functions and Major Projects and reviewed the Wedges and Corridors plan for growth. Director Wright noted population growth trends, forecasted housing demand, and building permit comparisons with other nearby counties. Director Wright described in the presentation Planning for New Suburbanism – using land and space efficiently, not necessarily near transit, promoting walking and biking, multi-modal opportunities, a mixture of building uses/types, heights, and applying it to transit-oriented development (e.g., Chevy Chase Lake, White Flint, Grosvenor/Strathmore) and reimagining older suburban centers (e.g., Westbard, Montgomery Village, Rock Spring). Deputy Director Stern and Acting Deputy Director Kronenberg discussed some of the projects ahead to improve the quality of development and some of the various broad-spectrum studies conducted all leading to the update of the general plan and discussed some of the department's special projects and programs from 2014-2018. Director Wright discussed

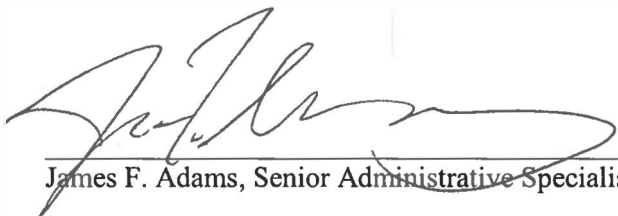
engaging hard-to-reach audiences (e.g., Spanish language translation; digital interactive maps, text-back feedback maps); and discussed planning challenges and opportunities for 2019 and beyond.

Vice Chair Hewlett complimented the work and creativity that went into the presentation and videos, and what a tremendous story the PowerPoint, the videos and the pamphlet told. Chair Anderson added that Montgomery County got the idea for the new layout and content design of the pamphlet from Prince George's County Planning and thanked them for prodding Montgomery County to move toward ideas for a more user-friendly top-level marketing tool. Commissioner Doerner agreed that the report was a great piece of marketing. Commissioner Doerner asked if Montgomery Planning staff could provide Commissioners with information on Accessory Dwelling Units permits, saying it may be a way for Prince George's County to improve their affordable housing process. Director Wright noted some of the projects Montgomery Planning staff was working on with that topic and said her staff would be happy to share the information.

ITEM 7 OFFICERS' REPORTS

- a) Executive Director's Report (For information only)  
Employee Evaluations Not Completed by Due Date (October 2018)
  
- b) Secretary Treasurer (For information only)  
Investment Report (August)
  
- c) General Counsel (For information only)  
Litigation Report

There being no further business to discuss, the meeting ended at 11:55 a.m.

  
James F. Adams, Senior Administrative Specialist

  
Anju A. Bennett, Acting Executive Director





**REGULAR BOARD OF TRUSTEES MEETING  
MINUTES**

**Tuesday, November 6, 2018; 10:00 A.M.  
ERS/Merit Board Conference Room**

The Maryland-National Capital Park and Planning Commission Employees' Retirement System Board of Trustees met in the ERS/Merit Board Conference Room at its office in Riverdale, Maryland on Tuesday, November 6, 2018 and was called to order at 10:00 a.m. by CHAIRMAN HEWLETT.

**Board Members Present:**

1. Elizabeth M. Hewlett, Board of Trustees Chairman, Prince George's County Commissioner
2. Gerald R. Cichy, Board of Trustees Vice Chairman, Montgomery County Commissioner
3. Howard Brown, FOP Represented Trustee
4. Pamela F. Gogol, Montgomery County Public Member Out 12:00 p.m.
5. Amy Millar, MCGEO Represented Trustee (via conference call)
6. Barbara Walsh, Bi-County Open Trustee
7. Joseph C. Zimmerman, CPA, M-NCPPC Secretary-Treasurer, Ex-Officio

**Board Members Not Present:**

1. Rick Liu, Montgomery County Open Trustee
2. Sheila Morgan-Johnson, Prince George's County Public Member

ERS staff present: Andrea L. Rose, Administrator; Heather D. Brown, Senior Administrative Specialist; Sheila S. Joynes, Accounting Manager; and, Ann McCosby, Software Manager.

Presentations by: Boomershine Consulting Group - David S. Boomershine, Senior Consulting Actuary and President, and Sunita Bhatia, Senior Actuary.

Others present in-person: M-NCPPC - Anju Bennett, Acting Executive Director and John Kroll, Budget Manager; and, via conference call: Groom Law Group - David N. Levine, Principal; and, Wilshire Associates - Bradley A. Baker, Managing Director.

**1. CONSENT AGENDA**

The following items are to be approved or accepted by vote on one motion unless a Board member requests separate consideration:

- A. Approval of the November 6, 2018 Board of Trustees Meeting Agenda
- B. Minutes of Regular Meeting, September 11, 2018
- C. Minutes of Closed Session Meeting, September 11, 2018
- D. Minutes of Special Meeting, October 2, 2018
- E. Disbursements Granted Reports – August and September 2018

**ACTION:** MS. GOGOL made a motion, seconded by VICE CHAIRMAN CICHY to approve the Consent Agenda, as submitted. The motion PASSED unanimously (7-0). (Motion #18-45)

**2. CHAIRMAN'S ITEMS**

- A. Board of Trustees Conference Summary

- B. Acknowledge the Appointment of Melissa D. Ford as the Prince George's County Open Trustee for the term ending June 30, 2021
- C. Resolution in Honor of Patricia Colihan Barney

CHAIRMAN HEWLETT reminded Board members that annual training is a requirement for all trustees.

CHAIRMAN HEWLETT reported Melissa D. Ford, Acting Budget Manager for the Prince George's County Department of Parks and Recreation, won the Prince George's County Open Trustee seat election by acclamation following the third Notice of Election. No applications were received for the first and second Notices of Election. Ms. Ford will serve for the remainder of the term ending June 30, 2021.

ACTION: MS. WALSH made the motion, seconded by MS. GOGOL to Acknowledge Melissa D. Ford as the Prince George's County Open Trustee for the remainder of the term ending June 30, 2021. The motion PASSED unanimously (7-0). (Motion #18-46)

CHAIRMAN HEWLETT noted the Resolution in Honor of Patricia Colihan Barney for her nineteen years of service on the Employees' Retirement System Board of Trustees.

ACTION: MS. WALSH made the motion, seconded by VICE CHAIRMAN CICHY to Approve the Resolution in Honor of Patricia Colihan Barney. The motion PASSED unanimously (7-0). (Motion #18-47)

CHAIRMAN HEWLETT recognized Anju Bennett, who will be formally approved by the Commission at its' November 21, 2018 meeting as the Acting Executive Director. Ms. Bennett will be a voting member of the Board following Commission approval.

### 3. MISCELLANEOUS

No miscellaneous reported.

### 4. MANAGER REPORTS/PRESENTATIONS

- A. Boomershine Consulting Group
  - Presentations by David S. Boomershine, Senior Consulting Actuary and President, and Sunita Bhatia, Senior Actuary
  - i. M-NCPPC Trustee Education November, 2018
  - ii. Actuarial Review as of July 1, 2018
    - a. Recommendation to Approve an Employer Contribution

David Boomershine conducted an actuarial educational session covering the mechanics and risks of pension funding and the role of the trustee.

The July 1, 2018 actuarial valuation indicated a funded ratio (based on the actuarial value of assets) of 94.9%, which is up from 90.7% in 2017. The July 1, 2018 actuarial valuation includes a change in the investment return assumption from 6.95% to 6.90% and changes to the active member death benefits for employees in Plans B and E.

To meet the funding objectives, the recommended employer contribution of \$19,245,489 (12.3% of covered payroll) is payable July 1, 2019 for fiscal year 2020. The recommended employer contribution decreased from \$24,792,093 (16.4% of covered payroll) as of July 1, 2017 primarily due to an actuarial error in the ERS' favor.

Mr. Boomershine reported discovery of a programming oversight related to the mortality tables. The oversight dates back to the 2016 and 2017 valuations resulting in a reduction in the actuarial liability and the normal cost.

**ACTION:** MS. GOGOL made a motion, seconded by MS. WALSH to approve an employer contribution of \$19,245,489 (12.3% of covered payroll) payable July 1, 2019 for fiscal year 2020. The motion PASSED unanimously (7-0). (Motion #18-48)

Mr. Boomershine agreed to finalize the full actuarial valuation report and provide to Ms. Rose within a few days.

## **5. REPORT OF THE ADMINISTRATOR**

Presentation by Administrator, Andrea L. Rose

A. Administrator's Report dated October 23, 2018

- i. Recommendation to Approve an Amended Fee Schedule, Exhibit D, for the J.P. Morgan Chase Bank U.S. Active Core Plus Equity Fund

Andrea Rose presented the Administrator's Report dated October 23, 2018 which included a new fee structure for the J.P. Morgan Chase Bank U.S. Active Core Plus Equity Fund.

J.P. Morgan felt a reduction in the standard fee was in line with the market environment and necessary to attract new clients. A reduction for new clients would be unfair to existing clients paying the standard fee; therefore, existing clients are receiving a fee reduction. The new fee structure is 70 bps on the first \$25 million and 60 bps on the balance. This decrease was effective as of October 1<sup>st</sup> and will be reflected in the Q4 billing.

**ACTION:** MS. GOGOL made a motion, seconded by VICE CHAIRMAN CICHY to approve an Amended Fee Schedule, Exhibit D, for the J.P. Morgan Chase Bank U.S. Active Core Plus Equity Fund. The motion PASSED unanimously (7-0). (Motion #18-49)

Ms. Rose reported Cheiron completed their actuarial audit of the July 1, 2017 Actuarial Valuation and they will be presenting the results of the audit to the Board at its December 4, 2018 meeting.

## **6. COMMITTEE REPORTS/RECOMMENDATIONS**

A. Investment Monitoring Group Committee

- i. Regular Report of September 18, 2018

Presentation by Committee Chairman, Sheila Morgan-Johnson

- a. Recommendation to Approve the Revised Representative Investment Guidelines for Western Asset's Global Multi-Sector Fund
- b. Recommendation to Approve the Estimated Statement of Cash Flow as an Informational Item Only in the Administrator's Report

In the absence of the Investment Monitoring Group (IMG) Chairman, MS. MORGAN-JOHNSON, Andrea Rose presented the IMG's Regular Report of September 18, 2018.

The IMG reviewed revised investment guidelines for Western Asset's Global Multi-Sector fund prepared by Wilshire's Bradley Baker. At the IMG's April 18, 2018 meeting, Western Asset discussed removal of the benchmark and management to a volatility target of 5-7%. Wilshire's revised investment guidelines reflect the change. The guidelines are "Representative" because Western's Confidential Offering Memorandum (COM) contains the specific guidelines which prevail. The IMG agreed the COM should be attached to the Representative Investment Guidelines and language added that the guidelines must be read in conjunction with the COM.

The COM is confidential and was provided to trustees in the closed session materials for review.

ACTION: MR. ZIMMERMAN made a motion, seconded by MS. WALSH to Approve the Revised Representative Investment Guidelines for Western Asset’s Global Multi-Sector Fund.  
The motion PASSED unanimously (7-0). (Motion #18-50)

Staff raised concerns regarding the Board’s approval of the Estimated Statement of Cash Flow for benefit payments, expenses, and capital calls. Paying benefit payments, expenses and capital calls is an operational function for ERS staff and Board approval does not always align with cash needs and/or payment requirements. Staff do not want to be considered in a position of non-compliance or subject to a penalty for a delinquent capital call. Since there is no policy or procedure requiring the Board’s approval, the IMG recommended moving the Estimated Statement of Cash Flow to an information only item in the Administrator’s report.

ACTION: MS. WALSH made a motion, seconded by MR. BROWN to approve moving the Estimated Statement of Cash Flow to an Information Only Item in the Administrator’s Report.  
The motion PASSED unanimously (7-0). (Motion #18-51)

- ii. Regular Report of October 16, 2018  
Presentation by Acting Committee Chairman, Joseph C. Zimmerman, CPA

B. Administration & Personnel Oversight Committee  
Presentation by Committee Chairman, Barbara Walsh

- i. Regular Report of September 18, 2018
  - a. Recommendation to Approve the Board Self-Assessment and Board Member Training Self-Assessment
  - b. Recommendation to Approve Updates to the ERS’ Employee Handbook pursuant to the Maryland Healthy Working Families Act

MS. WALSH presented the Administration & Personnel Oversight Committee’s (“Personnel Committee”) Regular Report of September 18, 2018.

The Board Self-Assessment and Board Member Training Self-Assessment were consolidated and trustee comments were incorporated. The Personnel Committee recommended Board approval.

ACTION: MS. WALSH made a motion, seconded by MS. GOGOL to Approve the Board Self-Assessment and Board Member Training Self-Assessment.  
The motion PASSED unanimously (7-0). (Motion #18-52)

The Board agreed to wait until March/April 2019 to request completion of the self-assessments due to the recent Board turnover. In the interim, Chairman Hewlett recommended asking Patricia Colihan Barney, former Executive-Director, and Barbara Walsh, who is retiring shortly, to complete the self-assessments as their feedback would be helpful given their time on the Board.

The Personnel Committee reviewed the revised ERS Employee Handbook which was amended pursuant to the Maryland Healthy Working Families Act (Act) to allow the use of sick leave to obtain relief for instances of domestic violence, sexual assault or stalking committed against the employee or the employee’s family and to expand the definition of a family member. The ERS is not subject to the Act but revised its Employee Handbook to maintain consistency with the Commission.

ACTION: VICE CHAIRMAN CICHY made a motion, seconded by MR. ZIMMERMAN to Approve the Revised ERS Employee Handbook pursuant to the Maryland Healthy Working Families Act.

The motion PASSED unanimously (7-0). (Motion #18-53)

ii. Regular Report of October 24, 2018

MS. WALSH presented the Administration & Personnel Oversight Committee's ("Personnel Committee") Regular Report of October 24, 2018.

C. Audit Committee

Presentation by Committee Chairman, Barbara Walsh

i. Regular Report of October 16, 2018

MS. WALSH presented the Audit Committee's Regular Report of October 16, 2018.

The Audit Committee met with SB & Company ("SB") for the results of the June 30, 2018 audit. William Seymour, Engagement Partner, explained the Scope of Services included an audit of the June 30, 2018 financial statements; review of the Comprehensive Annual Financial Report (CAFR); recommendations and observations noted during the audit process; and, year-round discussions on accounting and auditing issues. SB audited the significant risk areas, including financial reporting, investments, investment income, benefits payable, actuarial information, contributions, information technology, administrative expenses, and payroll. As of June 30, 2018 and June 30, 2017, the ERS had a Fiduciary Net Position Restricted for Pensions of \$920,751,289 and \$868,155,816, respectively. During 2018 the Fiduciary Net Position Held in Trust for Pension Benefits increased by \$52.6 million due to investment gains. SB issued an unmodified opinion on the financial statements. There were no material weaknesses or instances of fraud identified. SB received full cooperation from management.

**7. CLOSED SESSION**

The Board will meet in Closed Session, pursuant to the General Provisions Article of the Annotated Code of Maryland Section 3-305(b)(13) to discuss matters that are subject to Section 4-335 of the General Provisions Article of the Maryland Annotated Code, which prevents public disclosure of confidential commercial or financial information; and Section 3-305(b)(14) to discuss, before a contract is awarded, a matter directly related to the contents of a proposal because public discussion or disclosure would adversely impact the ability of ERS to participate in the competitive bidding or proposal process; and, Section 3-305(b)(1) to discuss personnel matters.

At 11:52 a.m. CHAIRMAN HEWLETT requested a motion to go into Closed Session under authority of the General Provisions Article of the Annotated Code of Maryland Sections 3-305(b)(13) and 4-335 to discuss the evaluation of the Pension Software Administration Proposals and Section 3-305(b)(14) to discuss negotiating the final costs in the competitive bid process with a presentation by the ERS Administrator, Andrea Rose, and Section 3-305(b)(1) to discuss the ERS Administrator's 2018 Performance Evaluation with a presentation by the Administration & Personnel Oversight Committee Chairman, Barbara Walsh.

**ACTION:** VICE CHAIRMAN CICHY made a motion, seconded by MS. GOGOL to go into Closed Session. The motion PASSED unanimously (7-0). (Motion #18-54)

MS. GOGOL left the meeting at 12:00 p.m.

During Closed Session, the Board of Trustees discussed the following matters:

1. The Board discussed the recommendation for a vendor for the pension software administration proposal and the proposed 5-year costs for the project versus the competitors.

2. The Board discussed needing support from the Commission for a supplemental expenditure before entering contract negotiations with the vendor.
3. The Board approved selection of a vendor, contingent upon Commission approval for a supplemental expenditure request.
4. The Administration & Personnel Oversight Committee Chairman, Barbara Walsh reported on the ERS Administrator's 2018 Performance Evaluation.

At 12:03 p.m. CHAIRMAN HEWLETT requested a motion to leave Closed Session.

ACTION: VICE CHAIRMAN CICHY made the motion, seconded by MS. WALSH to leave Closed Session. The motion PASSED unanimously (6-0). (Motion #18-57)

ACTION: MS. WALSH made the motion, seconded by VICE CHAIRMAN CICHY to ratify the actions taken in Closed Session. The motion PASSED unanimously (6-0). (Motion #18-58)

The Board of Trustees meeting of November 6, 2018 adjourned at 12:05 p.m.


Respectfully,


Heather D. Brown  
Senior Administrative Specialist

Andrea L. Rose  
Administrator

**Resolution of Adoption of the Approved Technical Update to the Master Plan of Highways and Transitways**

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 Stephen Aldrich, Master Planner/Supervisor, FP&P, [stephen.aldrich@montgomeryplanning.org](mailto:stephen.aldrich@montgomeryplanning.org), 301-495-4528

 Pamela Dunn, Chief, FP&P, [pamela.dunn@montgomeryplanning.org](mailto:pamela.dunn@montgomeryplanning.org), 301-650-5649

**Completed: 09/07/2018**

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**Staff Recommendation**

Approve the Resolution of Adoption

**Summary**

Attached for your review and approval is the M-NCPPC Resolution Number 18-33 to adopt the Technical Update to the Master Plan of Highways and Transitways. The Montgomery County Council, sitting as the District Council, approved the Technical Update to the Master Plan of Highways and Transitways by Resolution Number 18-1215 on July 26, 2018. The Montgomery County Planning Board approved the adoption of the Technical Update to the Master Plan of Highways and Transitways by Resolution Number 18-113 on December 6, 2018.

**Attachments:**

1. Montgomery County Planning Board Resolution No. 18-113; M-NCPPC Resolution No. 18-33
2. Montgomery County Council Resolution No. 18-1215





**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**

6611 Kenilworth Avenue • Riverdale, Maryland 20737

**MCPB NO. 18-113**  
**M-NCPPC NO. 18-33**

**RESOLUTION**

WHEREAS, The Maryland-National Capital Park and Planning Commission, by virtue of the Land Use Article of the Annotated Code of Maryland, is authorized and empowered, from time to time, to make and adopt, amend, extend and add to The General Plan (On Wedges and Corridors) for the Physical Development of the Maryland-Washington Regional District Within Montgomery and Prince George's Counties; and

WHEREAS, the Montgomery County Planning Board of The Maryland-National Capital Park and Planning Commission, pursuant to procedures set forth in the Montgomery County Code, Chapter 33A, held a duly advertised public hearing on February 15, 2018 on the Public Hearing Draft Technical Update to the Master Plan of Highways and Transitways, being also an amendment The General Plan (On Wedges and Corridors) for the Physical Development of the Maryland-Washington Regional District Within Montgomery and Prince George's Counties, as amended; the Rustic Roads Functional Master Plan, as amended; the Preservation of Agricultural and Rural Open Space Functional Master Plan; the Aspen Hill Master Plan; the Bethesda Downtown Sector Plan; the Bethesda-Chevy Chase Master Plan; the Boyds Master Plan; the Burtonsville Commercial Crossroads Neighborhood Plan; the Capitol View and Vicinity Sector Plan; the Chevy Chase Lake Sector Plan; the Clarksburg Master Plan and Hyattstown Special Study Area, as amended; the Cloverly Master Plan; the Damascus Master Plan; the East Silver Spring Master Plan; the Fairland Master Plan; the Forest Glen Sector Plan; the Four Corners Master Plan; the Friendship Heights Sector Plan; the Gaithersburg and Vicinity Master Plan; the Germantown Employment Area Sector Plan; the Germantown Master Plan; the Glenmont Sector Plan; the Great Seneca Science Corridor Master Plan; the Greater Lyttonsville Sector Plan; the Grosvenor Sector Plan; the Grosvenor/Strathmore Metro Area Minor Master Plan; the Kemp Mill Master Plan; the Kensington Sector Plan; the Town of Kensington and Vicinity Sector Plan; the Kensington/Wheaton Master Plan; the Long Branch Sector Plan; the Montgomery Village Master Plan; the North and West Silver Spring Master Plan; the North Bethesda/Garrett Park Master Plan; the Olney Master Plan; the Potomac Subregion Master Plan; the Rock Spring Master Plan; the Sandy Spring/Ashton Master Plan; the Sandy Spring Rural Village Plan; the Shady Grove Sector Plan; the Silver Spring CBD Sector Plan; the Takoma/Langley Crossroads Sector Plan; the Takoma Park Master Plan; the Twinbrook Sector Plan; the Upper Rock Creek Master Plan; the Westbard Sector Plan; the Wheaton CBD Sector Plan; the White Flint Sector Plan; the White Flint 2 Sector Plan; the White Oak Master Plan; and the White Oak Science Gateway Master Plan; and

APPROVED AS TO LEGAL SUFFICIENCY

  
M-NCPPC LEGAL DEPARTMENT



WHEREAS, the Montgomery County Planning Board, after said public hearing and due deliberation and consideration, on May 3, 2018, approved the Planning Board Draft Technical Update to the Master Plan of Highways and Transitways, recommended that it be approved by the District Council, and forwarded it to the County Executive for recommendations and analysis; and

WHEREAS, the Montgomery County Council, sitting as the District Council for the portion of the Maryland-Washington Regional District lying within Montgomery County, held a public hearing on July 10, 2018, wherein testimony was received concerning the Planning Board Draft Technical Update to the Master Plan of Highways and Transitways; and

WHEREAS, the Montgomery County Executive reviewed and made recommendations on the Technical Update to the Master Plan of Highways and Transitways and forwarded those recommendations and an analysis to the District Council on July 23, 2018; and

WHEREAS, the District Council, on July 24, 2018 approved the Planning Board Draft Technical Update to the Master Plan of Highways and Transitways subject to the modifications and revisions set forth in Resolution No. 18-1215; and

WHEREAS, the Montgomery County Planning Board, on December 6, 2018, recommended that The Maryland-National Capital Park and Planning Commission adopt the Technical Update to the Master Plan of Highways and Transitways as approved by the District Council.

NOW, THEREFORE BE IT RESOLVED, that, in accordance with Section 21-103 of the Maryland Land Use Article, The Maryland-National Capital Park and Planning Commission does hereby adopt the said Technical Update to the Master Plan of Highways and Transitways, together with the General Plan for the Physical Development of the Maryland-Washington Regional District within Montgomery and Prince George's Counties, as amended; the Rustic Roads Functional Master Plan, as amended; the Preservation of Agricultural and Rural Open Space Functional Master Plan, as amended; the Aspen Hill Master Plan, as amended; the Bethesda Downtown Sector Plan, as amended; the Bethesda-Chevy Chase Master Plan, as amended; the Boyds Master Plan, as amended; the Burtonsville Commercial Crossroads Neighborhood Plan, as amended; the Capitol View and Vicinity Sector Plan, as amended; the Chevy Chase Lake Sector Plan, as amended; the Clarksburg Master Plan and Hyattstown Special Study Area, as amended; the Cloverly Master Plan, as amended; the Damascus Master Plan, as amended; the East Silver Spring Master Plan, as amended; the Fairland Master Plan, as amended; the Forest Glen Sector Plan, as amended; the Four Corners Master Plan, as amended; the Friendship Heights Sector Plan, as amended; the Gaithersburg and Vicinity Master Plan, as amended; the Germantown Employment Area Sector Plan, as amended; the Germantown Master Plan, as amended; the Glenmont Sector Plan, as amended; the Great Seneca Science Corridor Master Plan, as amended; the Greater Lyttonsville Sector Plan, as amended; the Grosvenor Sector Plan, as amended; the Grosvenor/Strathmore Metro Area Minor Master Plan, as amended; the Kemp Mill Master Plan, as amended; the Kensington Sector Plan, as amended; the Town of Kensington and Vicinity Sector Plan, as amended; the Kensington/Wheaton Master Plan, as amended; the Long Branch Sector Plan, as amended; the Montgomery Village Master Plan, as amended; the North and West Silver Spring Master Plan, as amended; the North Bethesda/Garrett Park Master Plan, as amended; the Olney Master Plan, as amended; the Potomac Subregion Master Plan, as amended; the Rock Spring Master Plan, as amended; the Sandy Spring/Ashton Master Plan, as amended; the

Sandy Spring Rural Village Plan, as amended; the Shady Grove Sector Plan, as amended; the Silver Spring CBD Sector Plan, as amended; the Takoma/Langley Crossroads Sector Plan, as amended; the Takoma Park Master Plan, as amended; the Twinbrook Sector Plan, as amended; the Upper Rock Creek Master Plan, as amended; the Westbard Sector Plan, as amended; the Wheaton CBD Sector Plan, as amended; the White Flint Sector Plan, as amended; the White Flint 2 Sector Plan, as amended; the White Oak Master Plan, as amended; and the White Oak Science Gateway Master Plan, as amended; and as approved by the District Council in the attached Resolution No.18-1215; and

BE IT FURTHER RESOLVED, that copies of said Amendment must be certified by The Maryland-National Capital Park and Planning Commission and filed with the Clerk of the Circuit Court of each of Montgomery and Prince George's Counties, as required by law.

\*\*\*\*\*

CERTIFICATION

This is to certify that the foregoing is a true and correct copy of Resolution 18-113 adopted by the Montgomery County Planning Board of the Maryland-National Capital Park and Planning Commission on motion of Commissioner Cichy, seconded by Commissioner Fani-González, with Chair Anderson and Commissioners Fani-González and Cichy voting in favor, and Vice Chair Dreyfuss and Commissioner Patterson absent at its regular meeting held on Thursday, December 6, 2018, in Silver Spring, Maryland.



\_\_\_\_\_  
Casey Anderson, Chair  
Montgomery County Planning Board

Resolution No.: 18-1215  
Introduced: July 24, 2018  
Adopted: July 24, 2018

**COUNTY COUNCIL FOR MONTGOMERY COUNTY, MARYLAND  
SITTING AS THE DISTRICT COUNCIL FOR THAT PORTION  
OF THE MARYLAND-WASHINGTON REGIONAL DISTRICT  
WITHIN MONTGOMERY COUNTY, MARYLAND**

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By: District Council

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**SUBJECT:** Approval of Planning Board Draft Technical Update to the Master Plan of Highways and Transitways

1. On May 11, 2018, the Montgomery County Planning Board transmitted to the County Executive and the County Council the Planning Board Draft Technical Update to the Master Plan of Highways and Transitways.
2. The Planning Board Draft Technical Update to the Master Plan of Highways and Transitways amends the Master Plan of Highways and Transitways within Montgomery County; the General Plan (on Wedges and Corridors) for the Physical Development of the Maryland-Washington Regional District in Montgomery and Prince George’s Counties, as amended; the Rustic Roads Functional Master Plan, as amended; the Preservation of Agricultural and Rural Open Space Functional Master Plan; the Aspen Hill Master Plan; the Bethesda Downtown Sector Plan; the Bethesda-Chevy Chase Master Plan; the Boyds Master Plan, the Burtonsville Commercial Crossroads Neighborhood Plan; the Capitol View and Vicinity Sector Plan; the Chevy Chase Lake Sector Plan; the Clarksburg Master Plan and Hyattstown Special Study Area, as amended; the Cloverly Master Plan; the Damascus Master Plan, the East Silver Spring Master Plan; the Fairland Master Plan; the Forest Glen Sector Plan; the Four Corners Master Plan; the Friendship Heights Sector Plan; the Gaithersburg and Vicinity Master Plan; the Germantown Employment Area Sector Plan; the Germantown Master Plan; the Glenmont Sector Plan; the Great Seneca Science Corridor Master Plan; the Greater Lyttonsville Sector Plan; the Grosvenor Sector Plan; the Grosvenor/Strathmore Metro Area Minor Master Plan; the Kemp Mill Master Plan, the Kensington Sector Plan; the Town of Kensington and Vicinity Sector Plan; the Kensington/Wheaton Master Plan; the Long Branch Sector Plan, the Montgomery Village Master Plan; the North and West Silver Spring Master Plan; the North Bethesda/Garrett Park Master Plan; the Olney Master Plan; the Potomac Subregion Master Plan; the Rock Spring Master Plan; the Sandy Spring/Ashton Master Plan; the Sandy Spring Rural Village Plan, the Shady Grove Sector Plan; the Silver Spring CBD Sector Plan; the Takoma/Langley Crossroads Sector Plan; the Takoma Park Master Plan; the Twinbrook Sector Plan; the Upper Rock Creek Master Plan; the Westbard Sector Plan; the Wheaton

CBD Sector Plan; the White Flint Sector Plan; the White Flint 2 Sector Plan; the White Oak Master Plan; and the White Oak Science Gateway Master Plan.

3. On July 23, 2018, the County Executive transmitted to the County Council his fiscal impact analysis for the Technical Update to the Master Plan of Highways and Transitways.
4. On July 10, 2018, the County Council held a public hearing regarding the Planning Board Draft Technical Update to the Master Plan of Highways and Transitways. The Plan was referred to the Transportation, Infrastructure, Energy and Environment Committee for review and recommendation.
5. On July 19, 2018, the Transportation, Infrastructure, Energy and Environment Committee held a worksession to review the issues raised in connection with the Planning Board Draft Technical Update to the Master Plan of Highways and Transitways.

### Action

The County Council for Montgomery County, Maryland, sitting as the District Council for that portion of the Maryland-Washington Regional District in Montgomery County, Maryland, approves the following resolution:

The Planning Board Draft Technical Update to the Master Plan of Highways and Transitways, dated May 2018, is approved with revisions. County Council revisions to the Planning Board Draft Technical Update to the Master Plan of Highways and Transitways are identified below. Deletions to the text of the Plan are indicated by [brackets], additions by underscoring. The maps in this resolution have been updated to be consistent with the text.

Page 7: Revise the first sentence, as follows: “The Master Plan of Highways and Transitways [(MPHOT)] MPOHT ...”

Throughout the Plan, change the total number of road or transitway segments re-classified or modified, and the changes by category in Table 7, to correspond with the revisions in this resolution.

Page 11: In Table 1, include the Georgetown Branch Master Plan (January 1990) and the Countywide Bikeway Master Plan (March 2005).

Page 12: In Table 2, include the Town of Kensington and Vicinity Sector Plan (May 1978).

Page 32: In Table 6, in the “Minor Arterial/Traffic Calming Considered?” cell: [No Speed Humps] Yes. In the cells with “Not Required”: [Not Required] No.

Page 34: Change the title of Table 7, as follows: “[Proposed] Changes to MPOHT, by Reason.”

Page 36: In Table 8: revise the “Target Speeds/Arterials” cell to read “25 mph Urban; 30 mph or higher in Suburban and Rural Areas; revise the “Target Speeds/Minor Arterials” cell to read “25 mph Urban; typically lower than Arterials in Suburban and Rural Areas.”; revise the “Target Speeds/Primary Residential Streets” cell to read “25 mph Urban; 25-30 mph in Suburban and Rural Areas”; and delete the reference to “suicide” lanes in the “Medians” row and in the footnote.

Page 37: Delete the second and fourth paragraphs in the “Recommended Minor Arterial Streets” section.

Page 38: Change the title of Table 9, as follows: “[Proposed] Minor Arterials [Candidates] (Down-Classification).” Revise the street name for segment #30: [Dale Drive] Columbia Boulevard/Dale Drive.

Pages 38-39: Revise Table 9 to show Prince Philip Drive and Hines Road reclassified from Arterials to Minor Arterials; the existing lanes, planned lanes, proposed planned lanes, and the master plan rights-of-way for these roads are the same as in the Olney Master Plan. Revise Table 9 to show the segment of Lockwood Drive between Colesville Road and New Hampshire Avenue reclassified from an Arterial to a Minor Arterial; the existing lanes, planned lanes, proposed planned lanes, and the master plan right-of-way for this road is the same as in the White Oak Science Gateway Master Plan.

Page 40: Replace the word “Proposed” with “Classification” in the map’s title. Delete the word “Proposed” in the legend. Revise the map to show Prince Philip Drive, Hines Road, and the segment of Lockwood Drive between Colesville Road and New Hampshire Avenue.

Pages 41-42: Remove the words “Future Possible” from the maps’ titles. Remove the word “Proposed” in the legends. Delete the four segments of Capitol View Avenue and Capitol View Avenue Relocated from the map on page 42.

Page 43: Delete the four segments of Capitol View Avenue and Capitol View Avenue Relocated from Table 10. Change the title of Table 10, as follows: “[Future Possible] Minor Arterials [Candidates] (Up-Classification).”

Page 45: In Table 10, revise the “From Location” in Segment 107: [Darnestown Rd] Unicorn Way.

Page 47: Change the title of Table 11, as follows: “Primary Residential [Candidates] Streets.”

Pages 50-51: Replace the word “Proposed” with “Classification” in the maps’ titles. Delete the word “Proposed” in the legends.

Page 52: Under the “Correction of Road Classification Inconsistencies” section, add the following paragraph after the third paragraph:

There is a classification inconsistency on Randolph, East Randolph, and Cherry Hill Roads. Randolph Road is currently classified as a Major Highway from Rock Creek to Fairland

Road, but it is currently classified as an Arterial further west between Rock Creek and White Flint and on East Randolph Road and Cherry Hill Road further east between Fairland Road and Prince George’s County. However, these roads carry a consistent function between White Flint and Prince George’s County. Reclassifying both Randolph Road from Rock Creek to Parklawn Drive and East Randolph Road/Cherry Hill Road from Fairland Road to Prince George’s County from Arterial to Major Highway would correct this inconsistency.

Page 53: Change the title of Table 12, as follows: “Re-Classification [Candidates] to Correct Master Plan Inconsistencies.”

Pages 53-56: In Table 12, add segments for Randolph Road from Rock Creek to Parklawn Drive and for East Randolph Road/Cherry Hill Road from Fairland Road to Prince George’s County, reclassifying them from Arterial to Major Highway; the existing lanes, planned lanes, proposed planned lanes, and the master plan rights-of-way for these segments are the same as in the White Flint 2 Sector Plan and the White Oak/Fairland/White Oak Science Gateway Master Plans, respectively.

Page 57: Replace the word “Proposed” with “Classification” in the map’s title. Delete the word “Proposed” in the legend.

Page 58: Change the title of Table 13, as follows: “Re-Classification [Candidates] – Rural Boundary Modifications.”

Page 60: Replace the word “Proposed” with “Classification” in the map’s title. Delete the word “Proposed” in the legend.

Page 61: Revise the title at the top of the page, as follows: “[Proposed] Classification Changes on Major Highways.”

Page 61: Revise the start of the first sentence, as follows: “There are 11 [proposed] classification[s] changes ...”

Page 61: Revise the start of the third sentence, as follows: “Table 14 provides ...” Change the title of Table 14, as follows: “Re-Classification [Candidates] – Major Highways.”

Page 63: Replace the word “Proposed” with “Classification” in the map’s title. Delete the word “Proposed” in the legend.

Page 67: Replace the word “Proposed” with “Classification” in the map’s title. Delete the word “Proposed” in the legend.

Page 68: Replace the title of the section, as follows: “Highway [Candidates for Removal] Segments Removed from the MPOHT.”



Page 69: Replace the title of the map, as follows: “[Proposed Changes:] Segments [to be] removed from the MPOHT.” Delete the word “Proposed” in the legend.

Page 70: Replace the title of Table 16, as follows: “[Candidates Proposed for Removal] Highway Segments Removed from the MPOHT.”

Page 72: In Table 17, revise the “To Location” for the second I-270 segment, as follows: [Great Seneca Creek] Middlebrook Rd. Revise the “From Location” for the third I-270 segment, as follows: [Little Seneca Creek] Middlebrook Rd.

Pages 73-74: Delete the section entitled “Right-of-Way Changes Needed to Support the Bicycle Master Plan,” including Table 18.

Page 75: Revise the title of the section as follows: [Potential Expansion of] Urban Road Code and Bicycle-Pedestrian Priority Area Boundaries. Revise subtitle, as follows: New and Expanded Urban Road Code Areas and Bicycle-Pedestrian Priority Areas. Revise the paragraph, as follows:

The Master Plan of Highways and Transitways is an appropriate place for modifying Urban Road Code and Bicycle-Pedestrian Priority Area boundaries. In preparing the plan, a review of existing [Urban Road Code] areas was conducted and potential modifications were identified for consideration with this technical update. These locations are summarized in Table [19] 18. The intent of any change was to make these [Urban Road Code] boundaries consistent with existing and or planned urban character, including zoning.

Page 75: Revise title of table, as follows: Table [19] 18: Changes to Urban Road Code (URC) and Bicycle-Pedestrian Priority Area (BPPA) Boundaries [ - Proposed Changes]. Revise the heading of first column, as follows: [Proposed Urban Road Code] New or Revised Area. Delete the word “Proposed” in the heading of the third column. Delete the word “Urban” from the cells in the third column.

After Page 75: Include the maps for the new or revised areas.

Pages 80-87: Relocate this material to the Plan’s appendices.

### **General**

All illustrations and tables included in the Plan are to be revised to reflect District Council changes to the Planning Board Draft. The text and graphics are to be revised as necessary to achieve clarity and consistency, to update factual information, and to convey the actions of the District Council. All identifying references pertain to the Planning Board Draft.

This is a correct copy of Council action.

  
Megan Davey Limarzi, Esq.

Clerk of the Council

## Resolution of Adoption of the Approved Bicycle Master Plan

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**DA** David Anspacher, Master Planner/Supervisor, FP&P, [david.anspacher@montgomeryplanning.org](mailto:david.anspacher@montgomeryplanning.org), 301-495-2191

**PD** Pamela Dunn, Chief, FP&P, [pamela.dunn@montgomeryplanning.org](mailto:pamela.dunn@montgomeryplanning.org), 301-650-5649

**Completed: 09/07/2018**

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### Staff Recommendation

Approve the Resolution of Adoption

### Summary

Attached for your review and approval is the M-NCPPC Resolution Number 18-34 to adopt the Bicycle Master Plan. The Montgomery County Council, sitting as the District Council, approved the Bicycle Master Plan by Resolution Number 18-1339 on November 27, 2018. The Montgomery County Planning Board adopted the Bicycle Master Plan by Resolution Number 18-114 on December 6, 2018.

### Attachments:

1. Montgomery County Planning Board Resolution No. 18-114; M-NCPPC Resolution No. 18-34
2. Montgomery County Council Resolution No. 18-1339





**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**

6611 Kenilworth Avenue • Riverdale, Maryland 20737

**MCPB NO. 18-114**  
**M-NCPPC NO. 18-34**

**RESOLUTION**

WHEREAS, The Maryland-National Capital Park and Planning Commission, by virtue of the Land Use Article of the Annotated Code of Maryland, is authorized and empowered, from time to time, to make and adopt, amend, extend and add to The General Plan (On Wedges and Corridors) for the Physical Development of the Maryland-Washington Regional District Within Montgomery and Prince George's Counties; and

WHEREAS, the Montgomery County Planning Board of The Maryland-National Capital Park and Planning Commission, pursuant to procedures set forth in the Montgomery County Code, Chapter 33A, held a duly advertised public hearing on January 25, 2018 on the Public Hearing Draft Bicycle Master Plan, being also an amendment to the Master Plan of Highways and Transitways within Montgomery County; The General Plan (On Wedges and Corridors) for the Physical Development of the Maryland-Washington Regional District Within Montgomery and Prince George's Counties, as amended; the Rustic Roads Functional Master Plan, as amended; the Preservation of Agricultural and Rural Open Space Functional Master Plan; the Aspen Hill Master Plan; the Bethesda Downtown Sector Plan; the Bethesda-Chevy Chase Master Plan; the Boyds Master Plan; the Burtonsville Commercial Crossroads Neighborhood Plan; the Capitol View and Vicinity Sector Plan; the Chevy Chase Lake Sector Plan; the Clarksburg Master Plan and Hyattstown Special Study Area, as amended; the Cloverly Master Plan; the Countywide Bikeways Functional Master Plan; the Countywide Transit Corridors Functional Master Plan; the Damascus Master Plan; the East Silver Spring Master Plan; the Fairland Master Plan; the Forest Glen Sector Plan; the Four Corners Master Plan; the Friendship Heights Sector Plan; the Gaithersburg and Vicinity Master Plan; the Germantown Employment Area Sector Plan; the Germantown Master Plan; the Glenmont Sector Plan; the Great Seneca Science Corridor Master Plan; the Greater Lyttonsville Sector Plan; the Grosvenor Sector Plan; the Grosvenor/Strathmore Metro Area Minor Master Plan; the Intercounty Connector Limited Functional Master Plan Amendment: Bikeways and Interchanges; the Kemp Mill Master Plan; the Kensington Sector Plan; the Town of Kensington and Vicinity Sector Plan; the Kensington/Wheaton Master Plan; the Long Branch Sector Plan; the Master Plan of Bikeways; the Montgomery Village Master Plan; the North and West Silver Spring Master Plan; the North Bethesda/Garrett Park Master Plan; the Olney Master Plan; the Potomac Subregion Master Plan; the Rock Spring Master Plan; the Sandy Spring/Ashton Master Plan; the Sandy Spring Rural Village Plan; the Shady Grove Sector Plan; the Silver Spring CBD Sector Plan; the Takoma/Langley Crossroads Sector Plan; the Takoma Park Master Plan; the Twinbrook Sector Plan; the Upper Rock Creek Master Plan; the Westbard Sector Plan; the Wheaton CBD Sector Plan; the White Flint Sector Plan; the White Flint 2 Sector Plan; the White Oak Master Plan; and the White Oak Science Gateway Master Plan; and

APPROVED AS TO LEGAL SUFFICIENCY

  
M-NCPPC LEGAL DEPARTMENT

WHEREAS, the Montgomery County Planning Board, after said public hearing and due deliberation and consideration, on May 3, 2018, approved the Planning Board Draft Bicycle Master Plan, recommended that it be approved by the District Council, and forwarded it to the County Executive for recommendations and analysis; and

WHEREAS, the Montgomery County Council, sitting as the District Council for the portion of the Maryland-Washington Regional District lying within Montgomery County, held a public hearing on July 10, 2018, wherein testimony was received concerning the Planning Board Draft Bicycle Master Plan; and

WHEREAS, the Montgomery County Executive reviewed and made recommendations on the Bicycle Master Plan and forwarded those recommendations and an analysis to the District Council on September 12, 2018; and

WHEREAS, the District Council, on November 27, 2018 approved the Planning Board Draft Bicycle Master Plan subject to the modifications and revisions set forth in Resolution No. 18-1339; and

WHEREAS, the Montgomery County Planning Board, on December 6, 2018, recommended that The Maryland-National Capital Park and Planning Commission adopt the Bicycle Master Plan as approved by the District Council.

NOW, THEREFORE BE IT RESOLVED, that, in accordance with Section 21-103 of the Maryland Land Use Article, The Maryland-National Capital Park and Planning Commission does hereby adopt the said Bicycle Master Plan, together with the Master Plan of Highways and Transitways within Montgomery County, as amended; The General Plan (On Wedges and Corridors) for the Physical Development of the Maryland-Washington Regional District Within Montgomery and Prince George's Counties, as amended; the Rustic Roads Functional Master Plan; as amended; the Preservation of Agricultural and Rural Open Space Functional Master Plan, as amended; the Aspen Hill Master Plan, as amended; the Bethesda Downtown Sector Plan, as amended; the Bethesda-Chevy Chase Master Plan, as amended; the Boyds Master Plan, as amended; the Burtonsville Commercial Crossroads Neighborhood Plan, as amended; the Capitol View and Vicinity Sector Plan, as amended; the Chevy Chase Lake Sector Plan, as amended; the Clarksburg Master Plan and Hyattstown Special Study Area, as amended; the Cloverly Master Plan, as amended; the Countywide Bikeways Functional Master Plan, as amended; the Countywide Transit Corridors Functional Master Plan, as amended; the Damascus Master Plan, as amended; the East Silver Spring Master Plan, as amended; the Fairland Master Plan, as amended; the Forest Glen Sector Plan, as amended; the Four Corners Master Plan, as amended; the Friendship Heights Sector Plan, as amended; the Gaithersburg and Vicinity Master Plan, as amended; the Germantown Employment Area Sector Plan, as amended; the Germantown Master Plan, as amended; the Glenmont Sector Plan, as amended; the Great Seneca Science Corridor Master Plan, as amended; the Greater Lyttonsville Sector Plan, as amended; the Grosvenor Sector Plan, as amended; the Grosvenor/Strathmore Metro Area Minor Master Plan, as amended; the Intercounty Connector Limited Functional Master Plan Amendment: Bikeways and Interchanges, as amended; the Kemp Mill Master Plan, as amended; the Kensington Sector Plan, as amended; the Town of Kensington and Vicinity Sector Plan, as amended; the Kensington/Wheaton Master Plan, as amended; the Long Branch Sector Plan, as amended; the Master Plan of Bikeways, as

amended; the Montgomery Village Master Plan, as amended; the North and West Silver Spring Master Plan, as amended; the North Bethesda/Garrett Park Master Plan, as amended; the Olney Master Plan, as amended; the Potomac Subregion Master Plan, as amended; the Rock Spring Master Plan, as amended; the Sandy Spring/Ashton Master Plan, as amended; the Sandy Spring Rural Village Plan, as amended; the Shady Grove Sector Plan, as amended; the Silver Spring CBD Sector Plan, as amended; the Takoma/Langley Crossroads Sector Plan, as amended; the Takoma Park Master Plan, as amended; the Twinbrook Sector Plan, as amended; the Upper Rock Creek Master Plan, as amended; the Westbard Sector Plan, as amended; the Wheaton CBD Sector Plan, as amended; the White Flint Sector Plan, as amended; the White Flint 2 Sector Plan, as amended; the White Oak Master Plan, as amended; and the White Oak Science Gateway Master Plan, as amended; and as approved by the District Council in the attached Resolution No. 18-1339; and

BE IT FURTHER RESOLVED, that copies of said Amendment must be certified by The Maryland-National Capital Park and Planning Commission and filed with the Clerk of the Circuit Court of each of Montgomery and Prince George's Counties, as required by law.

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CERTIFICATION

This is to certify that the foregoing is a true and correct copy of Resolution 18-114 adopted by the Montgomery County Planning Board of the Maryland-National Capital Park and Planning Commission on motion of Commissioner Fani-González, seconded by Commissioner Cichy, with Chair Anderson and Commissioners Fani-González and Cichy voting in favor, and Vice Chair Dreyfuss and Commissioner Patterson absent at its regular meeting held on Thursday, December 6, 2018, in Silver Spring, Maryland.



\_\_\_\_\_  
Casey Anderson, Chair  
Montgomery County Planning Board

Resolution No.: 18-1339  
Introduced: November 27, 2018  
Adopted: November 27, 2018

**COUNTY COUNCIL FOR MONTGOMERY COUNTY, MARYLAND  
SITTING AS THE DISTRICT COUNCIL FOR THAT PORTION  
OF THE MARYLAND-WASHINGTON REGIONAL DISTRICT  
WITHIN MONTGOMERY COUNTY, MARYLAND**

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Lead Sponsor: County Council

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**SUBJECT:** Approval of Planning Board Draft Bicycle Master Plan

1. On May 7, 2018, the Montgomery County Planning Board transmitted to the County Executive and the County Council the Planning Board Draft Bicycle Master Plan.
2. The Planning Board Draft Bicycle Master Plan amends the Master Plan of Highways and Transitways within Montgomery County; the General Plan (on Wedges and Corridors) for the Physical Development of the Maryland-Washington Regional District in Montgomery and Prince George’s Counties, as amended; the Rustic Roads Functional Master Plan, as amended; the Preservation of Agricultural and Rural Open Space Functional Master Plan; the Aspen Hill Master Plan; the Bethesda Downtown Sector Plan; the Bethesda-Chevy Chase Master Plan; the Boyds Master Plan; the Burtonsville Commercial Crossroads Neighborhood Plan; the Capitol View and Vicinity Sector Plan; the Chevy Chase Lake Sector Plan; the Clarksburg Master Plan and Hyattstown Special Study Area, as amended; the Cloverly Master Plan; the Countywide Bikeways Functional Master Plan; the Countywide Transit Corridors Functional Master Plan; the Damascus Master Plan; the East Silver Spring Master Plan; the Fairland Master Plan; the Forest Glen Sector Plan; the Four Corners Master Plan; the Friendship Heights Sector Plan; the Gaithersburg and Vicinity Master Plan; the Germantown Employment Area Sector Plan; the Germantown Master Plan; the Glenmont Sector Plan; the Great Seneca Science Corridor Master Plan; the Greater Lyttonsville Sector Plan; the Grosvenor Sector Plan; the Grosvenor/Strathmore Metro Area Minor Master Plan; the Intercounty Connector Limited Functional Master Plan Amendment: Bikeways and Interchanges; the Kemp Mill Master Plan, the Kensington Sector Plan; the Town of Kensington and Vicinity Sector Plan; the Kensington/Wheaton Master Plan; the Long Branch Sector Plan; the Master Plan of Bikeways; the Montgomery Village Master Plan; the North and West Silver Spring Master Plan; the North Bethesda/Garrett Park Master Plan; the Olney Master Plan; the Potomac Subregion Master Plan; the Rock Spring Master Plan; the Sandy Spring/Ashton Master Plan; the Sandy Spring Rural Village Plan; the Shady Grove Sector Plan; the Silver Spring CBD Sector Plan; the Takoma/Langley Crossroads Sector Plan; the Takoma Park Master Plan; the Twinbrook Sector Plan; the Upper Rock Creek Master Plan; the Westbard Sector Plan; the

Wheaton CBD Sector Plan; the White Flint Sector Plan; the White Flint 2 Sector Plan; the White Oak Master Plan; and the White Oak Science Gateway Master Plan.

3. On September 12, 2018, the County Executive transmitted to the County Council his fiscal impact analysis for the Bicycle Master Plan.
4. On July 10, 2018, the County Council held a public hearing regarding the Planning Board Draft Bicycle Master Plan. The Plan was referred to the Transportation, Infrastructure, Energy and Environment Committee for review and recommendation.
5. On September 17, 2018 and October 1, 2018, the Transportation, Infrastructure, Energy and Environment Committee held worksessions to review the issues raised in connection with the Planning Board Draft Bicycle Master Plan.

### Action

The County Council for Montgomery County, Maryland, sitting as the District Council for that portion of the Maryland-Washington Regional District in Montgomery County, Maryland, approves the following resolution:

The Planning Board Draft Bicycle Master Plan, dated May 2018, is approved with revisions. County Council revisions to the Planning Board Draft Bicycle Master Plan are identified below. Deletions to the text of the Plan are indicated by [brackets], additions by underscoring. Montgomery County Planning Department staff may make additional, non-substantive revisions to the Master Plan before its adoption by the Maryland-National Capital Park & Planning Commission.

Page 3: Revise the second paragraph as follows: “This plan makes recommendations for a low-stress network of bikeways throughout Montgomery County. These recommendations are intended to help identify opportunities that may arise in the future to install bikeways. The goal of this system is to ensure cyclists of all ages and abilities are comfortable and safe riding to transit stations, employment centers, shops, public facilities and other destinations in Montgomery County.”

Page 4: Revise the third bullet as follows: “This plan recommends a framework for establishing a[n extensive] network of low-stress bikeways in Montgomery County. This will create an environment where people of all ages and bicycling abilities feel comfortable and safe riding bicycles to work, shop, transit, public facilities and other destinations in the county. The purpose of proposing an extensive network of bikeways is to identify options for bikeways that should be constructed if possible, to achieve the goal of creating a network that connects people and destinations by bicycle. The Plan does not assume that every proposed bikeway in the master plan will be constructed.”



Page 4: Revise the fifth bullet as follows: “After applying the Level of Traffic Stress methodology to Montgomery County’s road network, appropriate bikeway recommendations were selected to create a low-stress bicycling network. The 1,100-mile network of bikeways includes ~~573~~580 miles of sidepaths, ~~172~~173 miles of trails, ~~128~~130 miles of bikeable shoulders, ~~99~~93 miles of separated bike lanes and ~~48~~49 miles of neighborhood greenways. More than one-quarter of this network currently exists.”

Page 4: Revise the sixth bullet as follows: “The plan uses a data-driven approach to assess the amount of discomfort that people feel when they bicycle close to traffic on roads in the county. Currently, ~~14~~16 percent of potential bicycling trips can be made on a low-stress bicycling network in Montgomery County. This plan aims to increase this measure of low-stress connectivity to ~~55~~50 percent[ by 2043].”

Page 5: Revise the last bullet as follows: “The plan is a key element in Montgomery County’s Vision Zero Action Plan to eliminate traffic-related ~~facilities~~fatalities and serious injuries by 2030.”

Page 10: But these streets largely represent “islands of connectivity” that are separated by arterial roads and environmental features, such that only about ~~14~~16 percent of potential bicycling trips can be made on a comfortable bicycling network today.

Page 17: Revise the second paragraph as follows: “Defining a vision for the Bicycle Master Plan does not simply mean stating the goals on paper. It also lays the foundation for a comprehensive monitoring program, which supports the implementation of the plan by providing an ongoing assessment of how effective Montgomery County is in meeting the plan’s goals and objectives over time~~the next 25 years~~. The components of the Bicycle Master Plan vision are clear and measurable.”

Page 21: Revise Objective 1.1 as follows: “[By 2043, ]8 percent of commuter trips by Montgomery County residents will be by bicycle, up from ~~0.6~~0.8 percent in ~~2016~~2017.”

Page 21: Revise Objective 1.2 as follows: “[By 2043, t]The percentage of people who commute by bicycle to a Montgomery County Transportation Management District (TMD) will be:”

Page 21: Revise Objective 1.2 as follows:

“DATA REQUIREMENT (SOURCE):

- Bicycle mode share during the 7:00 – 8:59 AM period from the commuter surveys conducted by the Montgomery County Department of Transportation Division of Commuter Services.[Number of respondents who bicycle to work by Transportation Management District (requires changes to the existing commuter survey).

- Number of respondents by Transportation Management District (commuter surveys).  
Number of respondents who bicycle to work by Transportation Management District (requires changes to the existing commuter survey).

Note: Montgomery County Commuter Services will be modifying the annual commuter survey to capture this information. Targets for the objective can be established once the baseline data is available. Note: Montgomery County.]“

Page 22: Revise Objective 1.3 as follows: “[By 2043, t]The percentage of people who access a transit station by bicycle during the AM peak period will be:”

Page 22: Revise Objective 1.4 as follows: “[By 2043, t]The percentage of public school students who bicycle to school will be:”

Page 23: Update infographic to show a 0.8% bicycle mode share in 2017.

Page 25: Revise Objective 2.1 as follows: “[By 2043, 55]50 percent of potential bicycle trips will be able to be made on a low-stress bicycling network.”

Page 25: Revise Objective 2.2 as follows: “[By 2043, t]The level of low-stress connectivity to each transit service, defined as the percentage of dwelling units within two miles of each transit station that are connected to the transit station on a low-stress bicycling network, will be:

- 65 percent for Red Line stations, up from [9]10 percent in 2018.
- [55]65 percent for Brunswick Line stations, up from [12]14 percent in 2018.
- 70 percent for Purple Line stations, up from 4 percent in 2018.
- 40 percent for Corridor Cities Transitway stations, up from 0 percent in 2018.”

Page 26: Revise Objective 2.3 as follows: “[By 2043, t]The level of very low-stress connectivity to each public school, defined as the percentage of dwelling units within one mile of elementary schools, 1.5 miles of middle schools and 2 miles of high schools that are connected to the school on a very low-stress bicycling network, will be:

- [45]60 percent for elementary schools, up from [39]38 percent in 2018.
- [35]55 percent for middle schools, up from 25 percent in 2018.
- [25]35 percent for high schools, up from [13]12 percent in 2018.”

Page 26: Revise Objective 2.4 as follows: “By 2043, the level of low-stress connectivity to public libraries, recreation centers and regional / recreational parks, defined as the percentage of dwelling units within two miles of these public facilities that are connected to the public facility on a low-stress bicycling network, will be:

- [50]55 percent for public libraries, up from 8 percent in 2018.
- [35]40 percent for recreation centers, up from [13]16 percent in 2018.

- 50 percent for regional / recreational parks, up from [27]28 percent in 2018.”

Page 27: Revise Objective 2.5 as follows: “[By 2043, ]11 Red Line stations, 5 Brunswick Line stations, 7 Purple Line stations and 3 Corridor Cities Transitway stations will have bicycle parking stations in Montgomery County.”

Page 27: Revise Objective 2.6 as follows: “[By 2043, ]100 percent of Montgomery County public schools will have one short-term bicycle parking space for every 20 students of planned capacity, with bicycle parking styles that are acceptable per the Association of Pedestrian and Bicycle Professionals *Bicycle Parking Guidelines, 2nd Edition.*”

Page 28: Revise Objective 2.7 as follows: “[By 2043, ]40 percent of blocks in 19 Bicycle Pedestrian Priority Areas will have the number of short-term bicycle parking spaces required by the zoning code.”

Page 28: Revise Objective 2.8 as follows: “[By 2043, ]100 percent of Montgomery County public libraries and recreation centers will have one short-term bicycle parking space per 8,000 square feet of floor area, with bicycle parking styles that are acceptable per the Association of Pedestrian and Bicycle Professionals *Bicycle Parking Guidelines, 2nd Edition.*”

Page 31: Revise Objective 3.1 as follows: “[By 2043, t]The percentage of bicycle trips that can be made on a low-stress bicycling network in US census tracts where the median income is below 60 percent of the county average median income will be the same as or greater than the county overall.”

Page 33: Revise Objective 4.1 as follows: “By 2030, eliminate bicycling fatalities and serious injuries, per the Two-Year Vision Zero Action Plan.”

Page 37: Revise the first sentence as follows: “Although many trips are short enough to be made by bicycle, most are made by private motor vehicles<sup>2</sup>.”

Page 37: Revise the third paragraph as follows: “Those who tolerate a low level of traffic stress are more comfortable on residential streets, trails and major highways / arterial roads with bikeways that are separated from traffic. These ‘interested but concerned’ bicyclists account for about 51 percent of the population[ and include children].”

Page 67: Add a double asterisk to “Primary Residential”.

Page 71: Revise the title as follows: [Bikeway]Breezeway Network Characteristics.

Page 72: In the “Crossings of Interstates” section replace two instances of “Interstates” with “Freeways”.

Page 74: Revise the first paragraph as follows: “Nineteen[fourteen] corridors are proposed for the Breezeway Network, as shown in the map below.”



Page 74: Revise the Proposed Breezeway Network map to: 1) Include a label for the “White Flint to Rock Spring” Breezeway, and 2) delete the portion of the Veirs Mill Road to White Oak Breezeway to the east of Columbia Pike.

Page 75: Revise the Breezeway Corridors table as follows:

<u>Germantown [Road]Town Center to Montgomery College</u>	<u>Aircraft Drive</u>	<u>Observation Drive</u>	<u>Modern Major Highway</u>
<u>Metropolitan Branch Trail</u>	<u>Silver Spring Transit Center</u>	<u>District of Columbia</u>	<u>Rail Corridor</u>

Page 76: Revise the City of Rockville to Friendship Heights Breezeway description as follows: “The City of Rockville to Friendship Heights Breezeway connects the City of Rockville to [Friendship Heights]the District of Columbia...”

Page 76: Revise the City of Rockville to Wheaton Breezeway description as follows: “The City of Rockville to Wheaton Breezeway connects the City of Rockville to [Wheaton]Georgia Ave on the south side of [the road]Veirs Mill Road.”

Page 76: Revise the Clarksburg to City of Gaithersburg Breezeway description as follows: “The Clarksburg to City of Gaithersburg Breezeway connects [Clarksburg]Stringtown Road to the City of Gaithersburg.”

Page 76: Revise the Germantown Road Breezeway description as follows:

“Germantown [Road]Town Center to Montgomery College

The Germantown [Road]Town Center to Montgomery College Breezeway connects [Germantown Town Center]Aircraft Drive to [Montgomery College]Observation Drive and consists of sidepaths.”

Page 76: Revise the Germantown to Burtonsville Breezeway description as follows: “The Germantown to Burtonsville Breezeway is a trail that extends along an electrical transmission corridor between a utility corridor in Germantown and Prince George’s County. Major infrastructure projects include new crossings of these major transportation facilities[roadways].”

Page 77: Revise the Germantown to Life Sciences Center Breezeway description as follows: “The Germantown to Life Sciences Center Breezeway connects Middlebrook Road[Germantown Town Center] to the City of Rockville[Life Sciences Center]...”

Page 77: Revise the Life Sciences Center to Shady Grove Breezeway Description as follows:

“Life Sciences Center to Shady Grove Metro

The Life Sciences Center to Shady Grove Breezeway connects Key West Avenue[the Life Sciences Center] to [the Shady Grove Metrorail station area]Shady Grove Access Road and consists of a sidepath.”

Page 77: Add the Metropolitan Branch Trail Breezeway:

“Metropolitan Branch Trail

The Metropolitan Branch Trail is an off-road shared-use path along a rail corridor that connects Silver Spring to Union Station in the District of Columbia. The trail exists in segments. In Montgomery County, it is programmed for completion as part of the six-year Capital Improvements Program. Major infrastructure projects include:

- A new bridge over Georgia Avenue.
- An underpass beneath Burlington Avenue.
- Pedestrian-scale lighting.”

Page 77: Revise the Potomac to Rock Spring Breezeway description as follows: “The Potomac to Rock Spring Breezeway connects Seven Locks Road[Rock Spring] to Old Georgetown Road[Potomac]...”

Page 78: Revise the Veirs Mill Road to White Oak Breezeway description as follows: “The Veirs Mill Road to White Oak Breezeway connects Veirs Mill Road and Columbia Pike[White Oak]...”

Page 78: Revise the Wheaton to Takoma/Langley Breezeway description as follows: “The Wheaton to Takoma/Langley Breezeway connects Veirs Mill Road[Wheaton] to Prince George’s County[Takoma/Langley and White Oak]...”

Page 78: Revise the White Flint to Rock Spring Breezeway description as follows: “The White Flint to Rock Spring Breezeway connects Montrose Parkway[White Flint] to Democracy Blvd[Rock Spring]...”

Page 80: Revise the third paragraph as follows: “Overall, the Bicycle Master Plan recommends about 1,100 miles of bikeways, of which slightly more than one-quarter currently exist. The largest category of bikeways comprises sidepaths ([573]580 miles), followed by trails ([172]173 miles), bikeable shoulders ([128]130 miles), separated bike lanes ([99]93 miles) and neighborhood greenways ([48]49 miles). As previously discussed, the network proposed in the plan lays out a set of options to achieve the goals of connecting people and destinations by bicycle.

Page 81: Replace the “Summary of Bikeway Recommendations” table with this table:

CATEGORY	BIKEWAY TYPES	EXISTING	PLANNED	TOTAL
Trails	Off-Street Trails	99	74	173
	Stream Valley Park Trails	28	0	28
	Neighborhood Connectors	11	3	14
Separated Bikeways	Shared Use Paths	121	459	580
	Separated Bike Lanes	2	91	93
Striped Bikeways	Buffered Bike Lanes		7	7
	Conventional Bike Lanes	13	19	32
	Advisory Bike Lanes			0
	Contra-Flow Bike Lanes	1	5	6
Bikeable Shoulders	Bikeable Shoulders		130	130
Shared Roads	Neighborhood Greenways		49	49
	Shared Streets		1	1
	Priority Shared Lane Markings		5	5
Total		274	843	1,117

Page 83: Replace the “Interstate Ramps” section with:

“Freeway Crossings: Freeway ramps present significant safety concerns for crossing pedestrians and bicyclists. Motorists tend to accelerate to freeway speeds on entrance ramps and are often more focused on finding a gap to merge into traffic at exit ramps and less aware of non-motorized users crossing the ramps. To eliminate these impediments and improve the safety of pedestrians and bicyclists, the following design standards and considerations for designing and constructing safe, comfortable, grade-separated crossings are recommended.

New freeways, freeways undergoing major change or stand-alone capital projects will include grade-separated crossings for bisecting road networks. Preferably, these grade-separated crossings will avoid crossing freeway ramps. Grade-separated crossings will:

- Be a minimum of 12 feet wide (2-foot-wide buffer, 8-foot-wide sidepath, 2-foot-wide buffer) between walls and railings where the connecting bikeway is a sidepath and a minimum of 17 feet wide (2-foot-wide buffer, 8-foot-wide striped two-way separated

bike lanes, 5-foot-wide sidewalk and 2-foot-wide buffer) where the connecting bikeway is separated bike lanes.

- Strive to make all locations on the crossing visible from both ends of the crossing.
- Avoid sharp-angled turns.
- Include pedestrian-scale lighting.
- Provide intuitive wayfinding.
- Incorporate welcoming public art and aesthetic features.

Freeways that are undergoing minor or no changes will preferably include traffic signalization to reduce conflicts between motorists and ramp crossers. The goal of signalizing freeway ramps is to minimize conflicts between motor vehicles, bicyclists and pedestrians while maximizing visibility between all modes in constrained right-of-way. Unsignalized treatments with geometric changes are not recommended and should only be considered when overpasses, underpasses and signalized ramps are not feasible.

Montgomery County’s Bicycle Facility Design Toolkit (Appendix B) provides additional details on freeway crossing treatments.”

Page 84: Add a new subsection within the “Bikeways” subsection of the plan:

“Expansion of Master-Planned Right-of-Way

Master-planned rights-of-way have been assessed to identify areas where additional right-of-way is needed to accommodate the bikeway recommendations in this plan. These locations are identified in the table below.

Master-Planned Right-of-Way

<u>Street</u>	<u>From Location</u>	<u>To Location</u>	<u>Minimum Right-of-Way (Feet)</u>
<u>Aspen Hill Rd</u>	<u>Georgia Ave</u>	<u>Connecticut Ave</u>	<u>90</u>
<u>Blackwell Rd</u>	<u>Darnestown Rd</u>	<u>Great Seneca Hwy</u>	<u>80</u>
<u>Century Blvd</u>	<u>Dorsey Mill Rd</u>	<u>Aircraft Dr</u>	<u>136</u>
<u>Cherry Hill Rd</u>	<u>Columbia Pike (US 29)</u>	<u>Prince George’s County Line</u>	<u>90</u>
<u>Connecticut Ave</u>	<u>Georgia Ave</u>	<u>Bel Pre Rd</u>	<u>90</u>
<u>East Ave</u>	<u>Upton Dr</u>	<u>University Blvd (MD 193)</u>	<u>60</u>
<u>Leland St</u>	<u>Wisconsin Ave</u>	<u>46<sup>th</sup> St</u>	<u>70</u>
<u>Summit Ave Ext</u>	<u>Plyers Mill Rd</u>	<u>Farragut Ave</u>	<u>80</u>
<u>Summit Ave</u>	<u>Knowles Ave</u>	<u>Plyers Mill Rd</u>	<u>80</u>

Page 87: In the caption delete the words: “the spaces of”

Page 93: Add the following as a fourth footnote: “4. The bicycle parking requirements for the following transit stations will be identified in the future: Clarksburg Town Center, Comsat Station, Dorsey Mill Station, Cloverleaf Station and Germantown Center.”

Page 100: Revise Existing Bicycle-Supportive Program 1.9 as follows: “Justification: The Tier 1 bikeways recommended in the prioritization section of this plan are to be substantially completed in the near term and are focused on substantially implementing networks of separated bike lanes in [seven]11 of the county’s Bicycle Pedestrian Priority Areas (Bethesda CBD, Friendship Heights CBD, Life Sciences Center, Long Branch, Lyttonsville, Piney Branch-University, Silver Spring CBD, Takoma / Langley Crossroads, Wheaton CBD, White Flint and White Oak)[ within five years of approval of this plan]. The Montgomery County Department of Transportation will need additional funding to hire staff and construct these bikeways within this timeframe.”

Page 104: Revise Recommended New Bicycle-Supportive Program 3.3 as follows: Justification: Neighborhood greenways are a cost-effective way to providing low-stress bicycle networks through residential communities. The Tier 1 bikeways recommended in the prioritization section of this plan include neighborhood greenways that feed into [seven]11 Bicycle Pedestrian Priority Areas (Bethesda CBD, Friendship Heights CBD, Life Sciences Center, Long Branch, Lyttonsville, Piney Branch-University, Silver Spring CBD, Takoma / Langley Crossroads, Wheaton CBD, White Flint and White Oak) and are to be substantially completed in the near term[recommended to be completed within five years of approval of this plan]. The Montgomery County Department of Transportation will need additional funding to hire staff and construct these bikeways.

Pages 108 – 109: Update the goals addressed by each program to be consistent with pages 109 to 119.

Page 137: Revise the “Implementation Mechanism” section as follows: “Like other master plans, the bicycling network proposed in the plan is not a capital improvement program. The plan does not require the County to construct all master-planned bikeways, but instead provides options for implementation and network redundancy, so bikeways can be installed as opportunities arise. Montgomery County’s bicycling network will be implemented through a number of mechanisms, including:

- Montgomery County Capital Improvements Program
- Montgomery County Planning Board’s approval of development
- Public facility projects undertaken by the Montgomery County Department of Transportation, Maryland State Highway Administration, federal government and other agencies”

Page 137: Revise the third bullet as follows: “In determining whether existing space can be repurposed, designers should consider road diets, [and] lane diets and removal of on-street parking. If sufficient space can be repurposed from existing elements in the roadway, the project should begin with more detailed design following the master plan recommendation. As with any transportation project, when removal of on-street parking is under consideration, analysis of the parking needs of local residents, businesses and institutions including an assessment of the adequacy of the remaining or alternative parking to meet these needs must be considered. If sufficient space within the existing right-of-way cannot be repurposed, additional right-of-way may need to be purchased. If neither option is desirable, designers need to consider alternative interim or permanent design solutions. The relevant Subdivision Staging Policy requirements in effect at the time of implementation must be satisfied with implementation of the master plan-recommended or alternative design solutions.”

Page 141: In the first paragraph, replace “blue box” with “the sidebar”.

Page 142: Add the following paragraph to the end of the “Implementation Through Public Facility Projects” section: “Portions of master-planned Bus Rapid Transit (BRT) corridors are highly constrained, potentially limiting the ability to implement bikeways in the initial phase of construction. In these locations, the provision of appropriate transit and pedestrian infrastructure is the first priority. However, BRT is expected to promote redevelopment in its corridors and is a staging requirement for new development in master plan areas such as White Flint and the Great Seneca Science Corridor. Bikeways in these constrained portions not built initially to their master-planned dimensions would ultimately be built to these dimensions when redevelopment occurs through the development approval process described above or through separate, stand-alone capital projects.”

Page 145: Revise the “Eliminating On-Street Parking” bullet as follows: “Depending on parking lane width, removing one on-street parking lane can provide 7 or more feet for separated bike lanes. On-street parking should only be removed after analysis determines that local parking needs are adequately served by remaining or alternative parking.”

Page 145: Revise the “Eliminating Travel Lanes” bullet: “If a road has more travel lanes than necessary based on traffic volume, the lanes can be removed to provide space for separated bike lanes. There are other instances with travel lane removal should be considered due to the safety or operational benefits of fewer lanes. However, the relevant Subdivision Staging Policy requirements in effect at the time of implementation must be satisfied.”

Page 148: Revise the first paragraph as follows: “The network of bikeways and bicycle parking stations recommended in the Bicycle Master Plan is extensive but as previously discussed is not likely to be fully constructed, partly because of budget limitations and partly because the plan identifies redundant options to ensure that the goal of connectivity can be achieved.[and i] It is likely to be only partially completed during the [25-year ]life of the plan through County capital projects, state highway projects and private development. Such a large network is proposed so that opportunities to implement the preferred bicycling network are not lost when unforeseen circumstances arise. However, it is important to identify bikeway network priorities because funding for implementation is limited.”

Page 148: In the third paragraph, replace the word “can” with “should”.

Page 148: Update the Bicycle and Pedestrian Priority Areas map based on current designations.

Page 148: Revise footnote 11 as follows: Montgomery County has designated [31]34 areas as...”

Page 149: Revise the first paragraph as follows: “The figure below shows how the proposed bicycle network would be built out. Currently about [261]266 miles of the recommended bikeway network exists. [Within the 25-year life of this plan, a]An additional [356]380 miles [would be constructed, including bikeways that are currently programmed in the county’s capital budget and projects prioritized ]are recommended as priorities for construction in one of four tiers. Approximately [44]42 percent of the recommended bikeway network [would be constructed beyond the 25-year life of this plan]is recommended for implementation as opportunities arise rather than as a set of stand-alone projects. For example, these improvements can be incorporated in private development, and state and local road construction, or spot safety improvements where bikeways can be implemented as part of another project.”

Page 149: Revise the bikeway mileage as follows: Existing Bikeways: [261]266 miles, Programmed Bikeways: [23]17 miles, Tier 1 Bikeways: [56]91 miles, Tier 2 Bikeways: [59]85 miles, Tier 3 Bikeways: [135]118 miles, Tier 4 Bikeways: [83]69 miles, Future Bikeways: [488]471 miles and Total Bikeways: [1,105]1,117 miles.

Page 149: Revise the second paragraph as follows: “To support implementation of the [meet the aggressive timeframe for implementing ]Tier 1 bikeway projects, it is recommended that Montgomery County [will need to ]program additional funds for the Bicycle Pedestrian Priority Areas program and create a new Neighborhood Greenway program.”

Page 150: Revise the Programmed bikeway mileage from “23 Miles” to “17 Miles”.



Page 150: Revise the Programmed Bikeways table as follows:

<b>STREET</b>	<b>FROM</b>	<b>TO</b>	<b>BIKEWAY</b>	<b>POLICY AREA</b>	<b>LENGTH (MI)</b>
<u>Gold Mine Rd</u>	<u>James Creek Ct</u>	<u>Chandlee Mill Rd</u>	<u>Sidepath</u>	<u>Olney</u>	<u>0.1</u>
[Goshen Rd]	[Warfield Rd]	[Girard St]	[Sidepath and Conventional Bike Lanes]	[Montgomery Village/Airpark]	[6.0]

Page 151: Revise the Programmed Bikeways map as follows: Update the map to reflect changes to the Programmed Bikeways table.

Page 152: Revise the first paragraph as follows: “Tier 1 projects are recommended to be substantially completed [within five years of] in the near term following approval of the Bicycle Master Plan. These projects include:”

Page 152: Revise the Tier 1 bikeway mileage from “56 Miles” to “91 Miles” and “340 Miles” to “374 Miles”.

Page 153: Revise the Tier 1 map as follows: Update the map to reflect changes to the Tier 1 Bikeways table.

Pages 154 – 160: Revise the Tier 1 Bikeways table as follows:

<b>STREET</b>	<b>FROM</b>	<b>TO</b>	<b>BIKEWAY</b>	<b>POLICY AREA</b>	<b>LENGTH (MI)</b>
<u>Bradley Blvd</u>	<u>Wilson La</u>	<u>Fairfax Rd</u>	<u>Sidepath and Conventional Bike Lanes</u>	<u>Bethesda/Chevy Chase (East)</u>	<u>0.5</u>
City of Rockville to Friendship Heights Breezeway	Old Georgetown Rd	[Wisconsin Ave] <u>Strathmore Ave</u>	Separated Bike Lanes	Bethesda CBD	0.5
<u>Clarksburg to City of Gaithersburg Breezeway</u>	<u>Little Seneca Pkwy</u>	<u>Waters Discovery Ln</u>	<u>Sidepath</u>	<u>Clarksburg</u>	<u>0.7</u>
<u>Falls Rd</u>	<u>Dunster Rd</u>	<u>River Rd</u>	<u>Sidepath (East Side)</u>	<u>Potomac</u>	<u>3.6</u>
<u>Franklin Ave - Arliss St</u>	<u>Franklin Ave</u>	<u>Arliss St</u>	<u>Neighborhood Greenway</u>	<u>Long Branch Sector Plan, Silver Spring/Takoma Park (East)</u>	<u>0.8</u>

<b>STREET</b>	<b>FROM</b>	<b>TO</b>	<b>BIKEWAY</b>	<b>POLICY AREA</b>	<b>LENGTH (MI)</b>
<u>Frederick Rd</u>	<u>Snowden Farm Pkwy</u>	<u>Stringtown Rd</u>	<u>Sidepath</u>	<u>Clarksburg Town Center</u>	<u>0.7</u>
<u>Germantown - Grosvenor Breezeway</u>	<u>Tuckerman La</u>	<u>Westlake Dr</u>	<u>Trail</u>	<u>Off-Street Trail</u>	<u>1.3</u>
<u>Germantown to Life Sciences Center Breezeway</u>	<u>Observation Dr</u>	<u>Century Blvd</u>	<u>Separated Bike Lanes</u>	<u>Germantown East, Germantown West</u>	<u>0.5</u>
<u>Goldsboro Rd</u>	<u>MacArthur Blvd</u>	<u>River Rd</u>	<u>Separated Bike Lanes</u>	<u>Potomac</u>	<u>1.0</u>
<u>Grubb Rd / Lyttonsville Rd</u>	<u>Brookville Rd</u>	<u>Lyttonsville Pl</u>	<u>Separated Bike Lanes</u>	<u>Silver Spring/Takoma Park (West)</u>	<u>0.1</u>
<u>Grubb Rd / Lyttonsville Rd</u>	<u>Lyttonsville Pl</u>	<u>East West Hwy</u>	<u>Separated Bike Lanes</u>	<u>Silver Spring/Takoma Park (West)</u>	<u>0.4</u>
<u>Little Seneca Pkwy (North Side)</u>	<u>Observation Dr Ext</u>	<u>Western Terminus</u>	<u>Sidepath</u>	<u>Clarksburg</u>	<u>0.3</u>
<u>Lyttonsville Rd / Michigan Ave</u>	<u>Pennsylvania Ave</u>	<u>Lyttonsville Pl</u>	<u>Neighborhood Greenway</u>	<u>Silver Spring/Takoma Park (West)</u>	<u>0.3</u>
<u>McKinley St</u>	<u>Grant St</u>	<u>Old Georgetown Rd (MD 187)</u>	<u>Neighborhood Greenway</u>	<u>Bethesda-Chevy Chase (East)</u>	<u>0.1</u>
<u>Montrose Rd</u>	<u>Seven Locks Rd</u>	<u>I-270</u>	<u>Sidepath</u>	<u>North Bethesda</u>	<u>0.2</u>
<u>Olney to Glenmont Breezeway</u>	<u>Wendy La</u>	<u>Matthew Henson Trail</u>	<u>Neighborhood Greenway</u>	<u>Aspen Hill</u>	<u>0.4</u>
<u>Olney to Glenmont Breezeway</u>	<u>Matthew Henson Trail</u>	<u>Georgia Ave</u>	<u>Neighborhood Greenway</u>	<u>Glenmont, Kensington/Wheaton</u>	<u>1.7</u>
<u>Piedmont Crossing LP Trail</u>	<u>Brown St</u>	<u>Crabbs Branch Way</u>	<u>Off-Street Trail</u>	<u>Derwood</u>	<u>0.1</u>
<u>Porter Rd / Sundale Dr /</u>	<u>Michigan Ave</u>	<u>Grubb Rd</u>	<u>Neighborhood Greenway</u>	<u>Silver Spring/Takoma Park (West)</u>	<u>0.8</u>

<b>STREET</b>	<b>FROM</b>	<b>TO</b>	<b>BIKEWAY</b>	<b>POLICY AREA</b>	<b>LENGTH (MI)</b>
<u>Washington Ave</u>					
<u>Seven Locks Rd</u>	<u>Montrose Rd</u>	<u>Tuckerman La</u>	<u>Sidepath and Bikeable Shoulders</u>	<u>Potomac</u>	<u>2.4</u>
<u>University Blvd</u>	<u>Connecticut Ave</u>	<u>Decatur Ave</u>	<u>Separated Bike Lanes</u>	<u>Kensington/Wheaton</u>	<u>0.2</u>
<u>University Blvd</u>	<u>Decatur Ave</u>	<u>Valley View Ave</u>	<u>Sidepath</u>	<u>Kensington/Wheaton, Wheaton CBD</u>	<u>0.7</u>
<u>University Blvd</u>	<u>Valley View Ave</u>	<u>Veirs Mill Rd</u>	<u>Separated Bike Lanes (South Side)</u>	<u>Kensington/Wheaton, Wheaton CBD</u>	<u>0.3</u>
<u>Wisconsin Ave (MD 355)</u>	<u>Bradley Blvd (MD 191)</u>	<u>Nottingham St</u>	<u>Sidepath</u>	<u>Bethesda CBD</u>	<u>0.1</u>

Page 162: Revise the first paragraph as follows: “Tier 2 projects[ are recommended to be substantially completed within 10 years of approval of the Bicycle Master Plan. These projects include:] include bikeways located in the remaining Bicycle Pedestrian Priority Areas.

[

- Bikeways located in the remaining Bicycle Pedestrian Priority Areas.]”

Page 162: Revise the Tier 2 bikeway mileage from “59 Miles” to “85 Miles” and “399 Miles” to “459 Miles”.

Page 163: Revise the Tier 2 map as follows: Update the map to reflect changes to the Tier 2 Bikeways table.

Pages 164 – 170: Revise the Tier 2 Bikeways table as follows:

<b>STREET</b>	<b>FROM</b>	<b>TO</b>	<b>BIKEWAY</b>	<b>POLICY AREA</b>	<b>LENGTH (MI)</b>
<u>Arcola Ave</u>	<u>Grandview Ave</u>	<u>Amherst Ave</u>	<u>Sidepath</u>	<u>Kensington/Wheaton</u>	<u>0.3</u>
<u>Bowie Mill Rd</u>	<u>Muncaster Mill Rd</u>	<u>Olney-Laytonsville Rd (MD 108)</u>	<u>Sidepath</u>	<u>Olney, Rural East (East)</u>	<u>3.3</u>
<u>Burtonsville Access Rd</u>	<u>School Access Rd</u>	<u>Old Columbia Pike (MD 198)</u>	<u>Sidepath</u>	<u>Burtonsville Town Center</u>	<u>0.3</u>

<b>STREET</b>	<b>FROM</b>	<b>TO</b>	<b>BIKEWAY</b>	<b>POLICY AREA</b>	<b>LENGTH (MI)</b>
Burtonsville to Silver Spring Breezeway	[Tech Rd] <u>Cherry Hill Rd</u>	Stewart La	Sidepath	Fairland/Colesville, White Oak	[1.3] <u>1.8</u>
<u>Burtonsville to Silver Spring Breezeway</u>	<u>Colesville Rd</u>	<u>University Blvd</u>	<u>Neighborhood Greenway</u>	<u>Kensington/Wheaton</u>	<u>0.4</u>
<u>Burtonsville to Silver Spring Breezeway</u>	<u>University Blvd</u>	<u>Franklin Ave</u>	<u>Neighborhood Greenway / Off-Street Trail</u>	<u>Silver Spring/Takoma Park (East)</u>	<u>0.9</u>
<u>Burtonsville to Silver Spring Breezeway</u>	<u>Franklin Ave</u>	<u>Sligo Creek Pkwy</u>	<u>Neighborhood Greenway</u>	<u>Silver Spring/Takoma Park (East)</u>	<u>0.1</u>
<u>Capital View Ave / Metropolitan Ave</u>	<u>Ferndale St</u>	<u>Forest Glen Rd</u>	<u>Sidepath</u>	<u>Kensington/Wheaton</u>	<u>2.6</u>
<u>City of Rockville to Wheaton Breezeway</u>	<u>Twinbrook Connector Trail</u>	<u>Glorus Pl</u>	<u>Separated Bike lanes / Sidepath</u>	<u>North Bethesda/Twinbrook, Aspen Hill, Kensington/Wheaton</u>	<u>2.8</u>
<u>College View Dr / Trail</u>	<u>Glorus Pl</u>	<u>Veirs Mill Rd</u>	<u>Neighborhood Greenway</u>	<u>Kensington/Wheaton</u>	<u>0.6</u>
<u>Connecticut Ave (West Side)</u>	<u>Laird Pl</u>	<u>Newdale Rd</u>	<u>Sidepath</u>	<u>Chevy Chase Lake Master Plan</u>	<u>0.1</u>
<u>Connecticut Ave</u>	<u>Jones Bridge Rd</u>	<u>Chevy Chase Lake Dr</u>	<u>Separated Bike Lanes</u>	<u>Chevy Chase Lake Master Plan</u>	<u>0.4</u>
<u>Dale Dr</u>	<u>Woodland Dr</u>	<u>Piney Branch Rd</u>	<u>Sidepath</u>	<u>Silver Spring/Takoma Park (West), Silver Spring/Takoma Park (East)</u>	<u>2.1</u>
[Franklin Ave - Arliss St]	[Franklin Ave]	[Arliss St]	[Neighborhood Greenway]	[Long Branch Sector Plan, Silver Spring/Takoma Park (East)]	[0.8]
[Frederick Rd]	[Snowden Farm Pkwy]	[Stringtown Rd]	[Sidepath]	[Clarksburg Town Center]	[0.7]

<b>STREET</b>	<b>FROM</b>	<b>TO</b>	<b>BIKEWAY</b>	<b>POLICY AREA</b>	<b>LENGTH (MI)</b>
<u>Germantown to Grosvenor Breezeway</u>	<u>Utility Corridor #1</u>	<u>Angus Pl</u>	<u>Sidepath and Conventional Bike Lanes</u>	<u>Potomac</u>	<u>0.4</u>
<u>Germantown to Grosvenor Breezeway</u>	<u>Angus Pl</u>	<u>Old Georgetown Rd</u>	<u>Sidepath and Conventional Bike Lanes</u>	<u>North Bethesda, Potomac</u>	<u>1.9</u>
<u>Goshen Rd</u>	<u>Warfield Rd</u>	<u>Girard St</u>	<u>Sidepath and Conventional Bike Lanes</u>	<u>Montgomery Village/Airpark</u>	<u>6.0</u>
[Grubb Rd / Lyttonsville Rd]	[Brookville Rd]	[Lyttonsville Pl]	[Separated Bike Lanes]	[Silver Spring/Takoma Park (West)]	[0.1]
[Grubb Rd / Lyttonsville Rd]	[Lyttonsville Pl]	[East West Hwy]	[Separated Bike Lanes]	[Silver Spring/Takoma Park (West)]	[0.4]
[Lyttonsville Rd / Michigan Ave]	[Pennsylvania Ave]	[Lyttonsville Pl]	[Neighborhood Greenway]	[Silver Spring/Takoma Park (West)]	[0.3]
<u>MacArthur Blvd</u>	<u>Falls Rd</u>	<u>Old Angler's Inn</u>	<u>Bikeable Shoulders</u>	<u>Potomac</u>	<u>1.1</u>
<u>MacArthur Blvd</u>	<u>Old Angler's Inn</u>	<u>I-495</u>	<u>Sidepath and Bikeable Shoulders</u>	<u>Potomac</u>	<u>3.6</u>
[Olney to Glenmont Breezeway]	[Wendy La]	[Matthew Henson Trail]	[Neighborhood Greenway]	[Aspen Hill]	[0.4]
[Olney to Glenmont Breezeway]	[Matthew Henson Trail]	[Georgia Ave]	[Neighborhood Greenway]	[Glenmont, Kensington/Wheaton]	[1.7]
<u>Olney-Sandy Spring Rd</u>	<u>Dr. Bird Rd</u>	<u>Brooke Rd</u>	<u>Sidepath</u>	<u>Olney</u>	<u>1.0</u>
[Porter Rd / Sundale Dr / Washington Ave]	[Michigan Ave]	[Grubb Rd]	[Neighborhood Greenway]	[Silver Spring/Takoma Park (West)]	[0.8]
<u>Tuckerman La</u>	<u>Falls Rd</u>	<u>Utility Corridor #1</u>	<u>Sidepath and Conventional Bike Lanes</u>	<u>Potomac</u>	<u>1.5</u>
[University Blvd]	[Connecticut Ave]	[Decatur Ave]	[Separated Bike Lanes]	[Kensington/Wheaton]	[0.2]
[University Blvd]	[Decatur Ave]	[Valley View Ave]	[Sidepath]	[Kensington/Wheaton, Wheaton CBD]	[0.7]

Page 172: Revise the first paragraph as follows: “Tier 3 projects[ are recommended to be substantially completed within 20 years of approval of the Bicycle Master Plan. These projects] include:”

Page 172: Revise the Tier 3 bikeway mileage from “135 Miles” to “118 Miles” and “534 Miles” to “577 Miles”.

Page 173: Revise the Tier 3 map as follows: Update the map to reflect changes to the Tier 3 Bikeways table.

Pages 174 – 180: Revise the Tier 3 Bikeways table as follows:

<b>STREET</b>	<b>FROM</b>	<b>TO</b>	<b>BIKEWAY</b>	<b>POLICY AREA</b>	<b>LENGTH (MI)</b>
[Burtonsville to Silver Spring Breezeway]	[Cherry Hill Rd]	[Tech Rd]	[Sidepath]	[White Oak]	[0.5]
Burtonsville to Silver Spring Breezeway	Southwood Ave	[University Blvd] <u>Lorain Ave</u>	Sidepath[ / Neighborhood Greenway]	Kensington/Wheaton	[0.5] <u>0.1</u>
[Burtonsville to Silver Spring Breezeway]	[University Blvd]	[Franklin Ave]	[Neighborhood Greenway / Off-Street Trail]	[Silver Spring/Takoma Park (East)]	[0.9]
[Burtonsville to Silver Spring Breezeway]	[Caroline Ave]	[Worth Ave]	[Sidepath]	[Silver Spring/Takoma Park (East)]	[0.2]
[Burtonsville to Silver Spring Breezeway]	[Franklin Ave]	[Sligo Creek Pkwy]	[Neighborhood Greenway]	[Silver Spring/Takoma Park (East)]	[0.1]
City of Rockville to Wheaton Breezeway	Twinbrook Pkwy	[Aspen Hill Rd] <u>Twinbrook Connector Trail</u>	Sidepath	North Bethesda	[0.5] <u>0.2</u>
[City of Rockville to Wheaton Breezeway]	[Aspen Hill Rd]	[Montrose Pkwy]	[Sidepath]	[Aspen Hill]	[0.9]
[College View Dr / Trail]	[Glorus Pl]	[Veirs Mill Rd]	[Neighborhood Greenway]	[Kensington/Wheaton]	[0.6]

<b>STREET</b>	<b>FROM</b>	<b>TO</b>	<b>BIKEWAY</b>	<b>POLICY AREA</b>	<b>LENGTH (MI)</b>
[Germantown to Grosvenor Breezeway]	[Utility Corridor #1]	[Angus Pl]	[Separated Bike Lanes]	[Potomac]	[0.4]
[Germantown to Grosvenor Breezeway]	[Angus Pl]	[Old Georgetown Rd]	[Separated Bike Lanes]	[North Bethesda, Potomac]	[1.9]
[Germantown to Life Sciences Center Breezeway]	[Observation Dr]	[Century Blvd]	[Separated Bike Lanes]	[Germantown East, Germantown West]	[0.5]
[MacArthur Blvd]	[Falls Rd]	[I-495]	[Sidepath and Bikeable Shoulders]	[Potomac]	[4.7]
Montrose Rd	Falls Rd	[Montrose Rd] <u>Seven Locks Rd</u>	Sidepath	North Bethesda	[0.5] <u>0.2</u>
<u>Montrose Rd</u>	<u>I-270</u>	<u>Montrose Rd</u>	<u>Sidepath</u>	<u>North Bethesda</u>	<u>0.1</u>
<u>Naglee Rd</u>	<u>Rodney Rd</u>	<u>New Hampshire Ave</u>	<u>Neighborhood Greenway</u>	<u>White Oak</u>	<u>0.3</u>
[Olney-Sandy Spring Rd]	[Dr. Bird Rd]	[Brooke Rd]	[Sidepath]	[Olney]	[1.0]
<u>Rodney Rd – Royal Rd</u>	<u>Rodney Rd</u>	<u>Royal Rd</u>	<u>Off-Street Trail</u>	<u>White Oak</u>	<u>0.1</u>
[Seven Locks Rd]	[Montrose Rd]	[Tuckerman La]	[Sidepath and Bikeable Shoulders]	[Potomac]	[2.4]
Summit Ave[ / Cedar La]	Knowles Ave	[Rock Creek Trail] <u>Cedar La</u>	Sidepath	Kensington/Wheaton	[1.3] <u>0.3</u>

Page 182: Revise the first paragraph as follows: “Tier 4 projects[ are recommended to be substantially completed within 25 years of approval of the Bicycle Master Plan. These projects] include:

- All remaining bikeways that are recommended for completion within the [25-year ]life of the plan.
- Several heavily-used recreational bicycling routes.”



Page 182: Revise the Tier 4 bikeway mileage from “83 Miles” to “69 Miles” and “617 Miles” to “646 Miles”.

Page 183: Revise the Tier 4 map as follows: Update the map to reflect changes to the Tier 4 Bikeways table.

Pages 184 – 188: Revise the Tier 4 Bikeways table as follows:

<b>STREET</b>	<b>FROM</b>	<b>TO</b>	<b>BIKEWAY</b>	<b>POLICY AREA</b>	<b>LENGTH (MI)</b>
[Bowie Mill Rd]	[Muncaster Mill Rd]	[Cashell Rd]	[Sidepath]	[Olney, Rural East (East)]	[2.4]
Bradley Blvd	[Wilson La] <u>Glenbrook Rd</u>	Fairfax Rd	Sidepath and Conventional Bike Lanes	Bethesda/Chevy Chase (East)	[0.6] <u>0.1</u>
Burtonsville to Silver Spring Breezeway	Briggs Chaney Rd	[Tech Rd] <u>Cherry Hill Rd</u>	Sidepath	Fairland/Colesville	[1.7] <u>0.5</u>
City of Rockville to Wheaton Breezeway	[Montrose Pkwy] <u>Glorus Pl</u>	College View Dr	Separated Bike Lanes / Sidepath	Kensington/Wheaton	[2.3] <u>0.7</u>
[Clarksburg to City of Gaithersburg Breezeway]	[Little Seneca Pkwy]	[Dorsey Mill Rd]	[Sidepath]	[Clarksburg]	[0.9]
[Connecticut Ave (West Side)]	[Laird Pl]	[Newdale Rd]	[Sidepath]	[Chevy Chase Lake Master Plan]	[0.1]
[Connecticut Ave]	[Manor Rd]	[Chevy Chase Lake Dr]	[Separated Bike Lanes]	[Chevy Chase Lake Master Plan]	[0.2]
[Falls Rd]	[Dunster Rd]	[River Rd]	[Sidepath (East Side)]	[Potomac]	[3.6]
[Little Seneca Pkwy (North Side)]	[Observation Dr Ext]	[Frederick Rd]	[Sidepath]	[Clarksburg]	[0.3]

Page 190: Change the number of long-term bicycle parking spaces as the Silver Spring Library from “20” to “40”.

Page 192: Revise the “Prioritization of Bicycle-Supportive Programs” table as follows:

<b>PROGRAM</b>	<b>[TARGET]<u>RECOMMENDED TIMEFRAME</u></b>
1.9 Bicycle Pedestrian Priority Areas	[Immediately] <u>Short Term</u>

2.1 Bikeways Program – Minor Projects	[Immediately] <u>Short Term</u>
2.2 Roadway and Bikeway Related Maintenance	[Three years after plan approval] <u>Medium Term</u>
2.3 Snow Removal / Wind / Rain Storms	[Three years after plan approval] <u>Medium Term</u>
2.4 Resurfacing: Primary/Arterial AND Sidewalk & Curb Replacement	[Three years after plan approval] <u>Medium Term</u>
3.1 BikeMontgomery Outreach Program	[Three years after plan approval] <u>Medium Term</u>
3.2 Bicycle Master Plan Monitoring Report	Ongoing
3.3 Neighborhood Greenway Program	[Immediately] <u>Short Term</u>
3.4 Bicycle Parking Program	[Two years after plan approval] <u>Short Term</u>
3.5 Public School Bicycle Education	[Three years after plan approval] <u>Medium Term</u>
3.6 Bicycle Facility Education	[Immediately] <u>Short Term</u>
3.7 Bicycle Count Program	[One year after plan approval] <u>Short Term</u>
3.8 Countywide Wayfinding Plan	[Three years after plan approval] <u>Medium Term</u>

Pages 193-194: Revise the “Prioritization of Bicycle-Supportive Laws, Regulations and Policies” table as follows:

<b>LAW, REGULATION AND POLICY</b>	<b>[TARGET COMPLETION]<u>RECOMMENDED TIMEFRAME</u></b>
<b>ROADWAY LAWS AND POLICIES</b>	
2.1 Authorize Lower Posted Speed Limits	Ongoing
2.2 Repeal the Mandatory Use Law	Ongoing
2.3 Conduct a “Rules of the Road” Assessment	[Two years after plan approval] <u>Short Term</u>
2.4 Replace the State’s Marked Bike Lane Policy	Ongoing
2.5 Develop a County Policy on E-Bikes	[Two years after plan approval] <u>Short Term</u>
<b>DESIGN STANDARDS AND PRACTICES</b>	
2.6 Establish Level of Traffic Stress Targets	[One year after plan approval] <u>Short Term</u>
2.7 Update Context Sensitive Road Design Standards	11/1/2019 (Per Vision Zero Action Plan)

2.8 Review all Designed Projects Against Best Practices	[One year after plan approval] <u>Short Term</u>
2.9 Make Separated Bikeways the Preferred Bikeway Facility Type	[One year after plan approval] <u>Short Term</u>
2.10 Extending Separated Bike Lanes Through Intersections	[One year after plan approval] <u>Short Term</u>
2.11 Consolidate Driveways along Master-Planned Bikeways	[Two years after plan approval] <u>Short Term</u>
2.12 Develop a Shared Lane Marking Policy	[Two years after plan approval] <u>Short Term</u>
2.13 Develop Bicycle Parking Standards for County Facilities	[One year after plan approval] <u>Short Term</u>
2.14 Reassess Road Code Urban Area Boundaries	[One year after plan approval] <u>Short Term</u>
2.15 Establish Standards for Trail Crossings at Major Roads	[One year after plan approval] <u>Short Term</u>
<b>MAINTENANCE</b>	
2.16 Develop Protocols for Bicycle Facility Closures and Detours	[Two years after plan approval] <u>Short Term</u>
<b>OTHER</b>	
2.17 School Site Selection	[Two years after plan approval] <u>Short Term</u>
2.18 Enable Traffic Calming and Access Restrictions on Neighborhood Greenways	[Immediately] <u>Short Term</u>
2.19 Update the Zoning Code	[One year after plan approval] <u>Short Term</u>
2.20 Revise the Bicycle to School Policy	[Two years after plan approval] <u>Short Term</u>
2.21 Abandonments	[Two years after plan approval] <u>Short Term</u>
2.22 Loading Zones	[Two years after plan approval] <u>Short Term</u>

Pages 198 – 199: Update the table as follows:

1.1	Percentage of residents who commute by bicycle.	0.75% (2017)	0.75% (2017)	1%	3%	4%	6%	8%	12%
1.2	Bicycling Rates to Transportation Management Districts	Bethesda	0.7%	TBD	TBD	TBD	TBD	TBD	TBD
		Friendship Heights	1.4%	TBD	TBD	TBD	TBD	TBD	TBD
		North Bethesda	1.0%	TBD	TBD	TBD	TBD	TBD	TBD

		Shady Grove	1.5%	TBD	TBD	TBD	TBD	TBD	TBD	TBD
		Silver Spring	1.4%	TBD	TBD	TBD	TBD	TBD	TBD	TBD
		White Oak	N/A	TBD	TBD	TBD	TBD	TBD	TBD	TBD
2.1	Countywide Connectivity		16%	N/A	20%	30%	40%	50%	50%	80%
2.2	Connectivity to Transit Stations	Red Line	10%	15%	20%	35%	55%	60%	65%	80%
		Brunswick Line	14%	25%	30%	35%	60%	60%	65%	80%
		Purple Line	4%	10%	20%	30%	60%	70%	70%	75%
		Corridor Cities Transitway	0%	0%	0%	35%	40%	40%	40%	75%
2.3	Connectivity to Public Schools	Elementary Schools	38%	40%	40%	40%	45%	45%	45%	60%
		Middle Schools	25%	25%	25%	30%	30%	35%	35%	55%
		High Schools	12%	15%	15%	15%	20%	20%	25%	35%
2.4	Connectivity to Public Facilities	Public Libraries	8%	10%	15%	20%	40%	50%	55%	85%
		Recreation Centers	16%	15%	20%	25%	30%	35%	40%	70%
		Recreational and Regional Parks	28%	30%	30%	30%	35%	45%	50%	75%
3.1	Connectivity to Low Income Areas		57%	N/A	70%	80%	85%	85%	85%	85%
4.1	The number of bicycling fatalities and serious injuries per year.		12 (2017)	0 by 2030 (per Vision Zero Action Plan)						

Pages 201 – 228: Delete the section entitled “Outreach”.

Page 232: Revise the Aspen Hill map as follows: 1) Delete the dashed orange line on the west side of Connecticut Ave between Bel Pre Road and Grand Pre Road, and 2) Add the Potomac to Veirs Mill Road Breezeway designation on Montrose Parkway.

Pages 233 – 236: Modify the Aspen Hill table as follows:

NORBECK RD (MD 28) SOUTH BIKEWAY				
Norbeck Rd (MD 28)	Bauer Dr	[Norbeck Rd Access Road]400’ west of Nadine Dr	Separated Bikeway	Sidepath (South Side)
CONNECTICUT AVE (MD 185) WEST BIKEWAY				
Connecticut Ave[ (MD 185)]	Grand Pre Rd	Georgia Ave (MD 97)	Separated Bikeway	Separated Bike Lanes (Two-Way, West Side)
ADDITIONAL RECOMMENDATIONS				
Bonifant Rd	Layhill Rd (MD 182)	Intercounty Connector Trail	Separated Bikeway	Sidepath [(South Side)](Side TBD)
	[Intercounty Connector Trail]	[Pebblestone Dr]	[Separated Bikeway]	[Sidepath (South Side)]

Page 238: Revise the Bethesda CBD map as follows: 1) Add a dashed orange line on the east side of Wisconsin Ave from Bradley Blvd to Nottingham Dr, and 2) Change color of the Norfolk Avenue bikeway between Rugby Avenue and Woodmont Avenue to red.

Pages 239 – 240: Revise the Bethesda CBD table as follows:

CITY OF ROCKVILLE TO FRIENDSHIP HEIGHTS BREEZEWAY				
Battery La	Bethesda Trolley Trail	[Wisconsin Ave (MD 355)] <u>Woodmont Ave</u>	Separated Bikeway	Separated Bike Lanes (Two-Way, North Side)
Woodmont Ave	Battery La	[Wisconsin Ave (MD 355)] <u>Strathmore Ave</u>	Separated Bikeway	Separated Bike Lanes*
<u>Strathmore St</u>	<u>Woodmont Ave</u>	<u>Bradley Blvd (MD 191)</u>	<u>Shared Road</u>	<u>Priority Shared Lanes</u>
<u>Bradley Blvd</u>	<u>Strathmore St</u>	<u>Wisconsin Ave (MD 355)</u>	<u>Separated Bikeway</u>	<u>Separated Bike Lanes (Two-Way, East Side)</u>

<u>CAPITAL CRESCENT TRAIL TO BRADLEY LA NEIGHBORHOOD GREENWAY</u>				
<u>46th St</u>	<u>Elm St</u>	<u>Walsh St</u>	<u>Shared Road</u>	<u>Neighborhood Greenway</u>
<u>Walsh St</u>	<u>46th St</u>	<u>West Ave</u>	<u>Shared Road</u>	<u>Neighborhood Greenway</u>
<u>West Ave</u>	<u>Walsh St</u>	<u>Bradley La</u>	<u>Shared Road</u>	<u>Neighborhood Greenway</u>
ADDITIONAL RECOMMENDATIONS				
[ <u>46th St</u> ]	[ <u>Elm St</u> ]	[ <u>Walsh St</u> ]	[ <u>Shared Road</u> ]	[ <u>Neighborhood Greenway</u> ]
Battery La	Old Georgetown Rd (MD 187)	[ <u>Wisconsin Ave (MD 355)</u> ] <u>Bethesda Trolley Trail</u>	Separated Bikeway	Separated Bike Lanes (Two-Way, Side TBD)
<u>Battery La</u>	<u>Woodmont Ave</u>	<u>Wisconsin Ave (MD 355)</u>	<u>Separated Bikeway</u>	<u>Separated Bike Lanes (Two-Way, Side TBD)</u>
Bradley Blvd (MD 191)	Fairfax Rd	[ <u>Wisconsin Ave (MD 355)</u> ] <u>Strathmore St</u>	Separated Bikeway	Separated Bike Lanes (Two-Way, North Side)
[ <u>Strathmore St (MD 547)</u> ]	[ <u>Woodmont Ave</u> ]	[ <u>Bradley Blvd (MD 191)</u> ]	[ <u>Shared Road</u> ]	[ <u>Priority Shared Lanes</u> ]
[ <u>Walsh St</u> ]	[ <u>46th St</u> ]	[ <u>West Ave</u> ]	[ <u>Shared Road</u> ]	[ <u>Neighborhood Greenway</u> ]
[ <u>West Ave</u> ]	[ <u>Walsh St</u> ]	[ <u>Bradley La</u> ]	[ <u>Shared Road</u> ]	[ <u>Neighborhood Greenway</u> ]
<u>Wisconsin Ave (MD 355)</u>	<u>Bradley Blvd (MD 191)</u>	<u>Nottingham Dr</u>	<u>Separated Bikeway</u>	<u>Sidepath (West Side)</u>
<u>Woodmont Ave</u>	<u>Strathmore St</u>	<u>Wisconsin Ave (MD 355)</u>	<u>Separated Bikeway</u>	<u>Separated Bike Lanes*</u>

Page 242: Revise the Bethesda – Chevy Chase (East) map as follows: 1) Add a dashed red line on McKinley St between Grant St and Old Georgetown Rd, 2) Add a dashed orange line on Old Georgetown Rd from Southwick St to McKinley St, 3) Change the color of the Kensington Pkwy bikeway to orange, and 4) Remove the neighborhood greenway between Connecticut Ave and Brookeville Road in Chevy Chase Section 5.

Pages 243 – 247: Revise the Bethesda-Chevy Chase (East) table as follows:

<u>CAPITAL CRESCENT TRAIL TO BRADLEY LA NEIGHBORHOOD GREENWAY</u>
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[Woodbine St]	[Brookeville Rd]	[Beach Dr]	[Shared Road]	[Neighborhood Greenway]
[Woodbine St]	[Glendale Rd]	[Beach Dr]	[Shared Road]	[Neighborhood Greenway]
FERNWOOD – BATTERY LA NEIGHBORHOOD GREENWAY				
<u>Sonoma Rd</u>	<u>Hempstead Ave</u>	<u>Grant St</u>	<u>Shared Road</u>	<u>Neighborhood Greenway</u>
ADDITIONAL RECOMMENDATIONS				
Brookeville Rd (MD 186)	Woodbine St	[Western Ave] <u>District of Columbia</u>	Shared Road	Priority Shared Lane Markings
<u>Glenbrook Rd</u>	<u>Bradley Blvd (MD 191)</u>	<u>Little Falls Pkwy</u>	<u>Separated Bikeway</u>	<u>Separated Bike Lane (One-Way, Northbound)</u>
<u>McKinley St</u>	<u>Grant St</u>	<u>Old Georgetown Rd (MD 187)</u>	<u>Shared Road</u>	<u>Neighborhood Greenway</u>
Nevada Ave	East Melrose St	[Western Ave] <u>District of Columbia</u>	Shared Road	Neighborhood Greenway
Old Georgetown Rd (MD 187)	Greentree Rd	[Southwick] <u>McKinley St</u>	Separated Bikeway	Sidepath (West Side)
[Old Georgetown Rd (MD 187)]	[Lincoln St]	[McKinley St]	[Separated Bikeway]	[Sidepath (West Side)]
[Sonoma Rd]	[Hempstead Ave]	[Grant St]	[Shared Road]	[Neighborhood Greenway]
<u>Woodbine St</u>	<u>Brookeville Rd (MD 586)</u>	<u>Beach Dr</u>	<u>Shared Road</u>	<u>Neighborhood Greenway</u>

Pages 249 – 250: Revise the Bethesda-Chevy Chase (West) table as follows:

ADDITIONAL RECOMMENDATIONS				
Fernwood Rd	I-495	Bradley Blvd (MD 191)	Separated Bikeway	Sidepath [(East Side)](Side TBD)

Page 256: Revise the Clarksburg map as follows: 1) Add a solid blue line on Clarksburg Rd between Gateway Center Dr and Dowitcher Way, and 2) Add a solid blue line on Clarksburg Rd between Gateway Center Dr and Dowitcher Way.



Page 257: Revise the Clarksburg Insert map as follows: 1) Add a solid blue line on Clarksburg Rd between Gateway Center Dr and Dowitcher Way, 2) Add a solid blue line on Clarksburg Rd between Gateway Center Dr and Dowitcher Way, and 3) Modify the bikeways in Black Hills Regional Park to match those in the Clarksburg map.

Pages 258 – 259: Revise the Clarksburg table as follows:

ADDITIONAL RECOMMENDATIONS				
<u>Clarksburg Rd</u>	<u>Gateway Center Dr</u>	<u>Dowitcher Way</u>	<u>Separated Bikeway</u>	<u>Sidepath (East Side) and Conventional Bike Lanes</u>
Clarksburg Rd	[Gateway Center Dr] <u>Dowitcher Way</u>	West Old Baltimore Rd	Separated Bikeway	Sidepath (East Side)
Observation Dr	Stringtown Rd	[Roberts Tavern Dr] <u>Little Seneca Creek</u>	Separated Bikeway	Sidepath [(Both Sides)] <u>Opposite Side from Breezeway</u>

Page 260: Revise the Clarksburg Town Center map as follows: Add existing striped bikeway on Stringtown Rd between Snowden Farm Pkwy and Gateway Center Dr.

Page 261: Revise the Clarksburg Town Center table as follows:

<u>Stringtown Rd</u>	<u>Snowden Farm Pkwy</u>	<u>Frederick Rd (MD 355)</u>	<u>Separated Bikeway</u>	<u>Sidepath (Both Sides)</u>
Stringtown Rd	[Snowden Farm Pkwy] <u>Frederick Rd (MD 355)</u>	Gateway Center Dr	Separated Bikeway <u>and Striped Bikeway</u>	Sidepath (Both Sides) <u>and Conventional Bike Lanes</u>

Page 262: Revise the Cloverly map as follows: 1) Label the Matthew Henson Trail Extension west of Notley Rd, 2) Remove the Breezeway designation from the Matthew Henson Trail Extension, and 3) Add the Breezeway designation to Bonifant Rd and Notley Rd between the Aspen Hill Policy Area boundary and the ICC Trail.

Page 263: Revise the Cloverly table as follows:

ADDITIONAL RECOMMENDATIONS				
Bonifant Rd	[Intercounty Connector	New Hampshire Ave (MD 650)	Separated Bikeway	Sidepath ([South Side])(Side TBD)

	(MD 200 Trail] <u>Notley Rd</u>			
Thompson Rd	Rainbow Dr	[ <u>Peachtree Rd</u> ] <u>Peach Orchard Rd</u>	Separated Bikeway	Sidepath (Side TBD)

Page 265: Revise the Damascus table as follows:

Ridge Rd (MD 27)	Bethesda Church Rd	Oak Dr ( <u>North</u> )	Separated Bikeway	Sidepath (East Side)
	Oak Dr ( <u>North</u> )	Preakness Dr	Separated Bikeway	Sidepath (East Side)

Pages 267 – 268: Revise the Derwood table as follows:

ADDITIONAL RECOMMENDATIONS				
Redland Rd	Needwood Rd (South)	Needwood Rd (North)	Separated Bikeway[ and Bikeable Shoulders]	Sidepath (North Side)
Shady Grove Rd	City of Rockville	Muncaster Mill Rd (MD 115)	Separated Bikeway	Sidepath [(Both Sides)] ( <u>North Side</u> )

Page 270: Revise the Fairland-Colesville map as follows: 1) Label the Matthew Henson Trail Extension west of Notley Rd, 2) Remove the Breezeway designation from the Matthew Henson Trail Extension, and 3) Add the Breezeway designation to Notley Rd north of the Intercounty Connector.

Pages 271 – 273: Revise the Fairland-Colesville table as follows:

BURTONSVILLE TO SILVER SPRING BREEZEWAY				
[Tech Rd]	[Columbia Pike (US 29)]	[Old Columbia Pike]	[Separated Bikeway]	[Separated Bike Lanes (One-Way, Both Sides)]
COLESVILLE TO WHITE OAK NEIGHBORHOOD GREENWAY				
<u>Jackson Rd</u>	<u>New Hampshire Ave (MD 650)</u>	<u>Kerwood Rd</u>	<u>Separated Bikeway</u>	<u>Sidepath (North Side)</u>
ADDITIONAL RECOMMENDATIONS				

Jackson Rd	[New Hampshire Ave (MD 650)] <u>Kerwood Rd</u>	Paint Branch Trail	Separated Bikeway	Sidepath (North Side)
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Page 275: Revise the Friendship Heights CBD table as follows:

ADDITIONAL RECOMMENDATIONS				
[Neighborhood Connector]	[Montgomery St]	[Center St]	[Trail]	[Neighborhood Connector]

Page 276: Delete the Gaithersburg City map as the City has its own bicycle master plan.

Pages 277 – 278: Delete the Gaithersburg City table as the City has its own bicycle master plan.

Pages 281 – 282: Revise the Germantown East table as follows:

CLARKSBURG TO CITY OF GAITHERSBURG BREEZEWAY				
<u>Observation Dr</u>	<u>Shakespeare Blvd</u>	<u>Germantown Rd (MD 118)</u>	<u>Separated Bikeway</u>	<u>Sidepath (East Side)</u>
Frederick Rd (MD 355)	Germantown Rd (MD 118)	Great Seneca Creek	Separated Bikeway	Sidepath [(East Side)]( <u>West Side</u> )
ADDITIONAL RECOMMENDATIONS				
Frederick Rd (MD 355)	Germantown Rd (MD 118)	Great Seneca Creek	Separated Bikeway	Sidepath [(West Side)]( <u>East Side</u> )
<u>Germantown Rd (MD 118)</u>	<u>Observation Dr</u>	<u>Frederick Rd (MD 355)</u>	<u>Separated Bikeway</u>	<u>Sidepath (South Side)</u>
Germantown Rd (MD 118)	[ <u>Observation Dr</u> ] <u>Frederick Rd (MD 355)</u>	Scenery Dr	Separated Bikeway	Sidepath (Both Sides)
Observation Dr	Shakespeare Blvd	Germantown Rd (MD 118)	Separated Bikeway	Sidepath [(Both Sides)]( <u>West Side</u> )
Shakespeare Blvd	Observation Dr	Frederick Rd (MD 355)	Separated Bikeway	[ <u>Separated Bike Lanes (Two-Way, South Side)</u> ] <u>Separated Bike Lanes (Two-Way, North Side)</u> and

				<u>Sidepath (South Side)</u>
	Frederick Rd (MD 355)	Germantown Rd[ (MD 118)]	Separated Bikeway	[Separated Bike Lanes (Two-Way, North Side) and Sidepath (South Side)] <u>Separated Bike Lanes (Two-Way, South Side)</u>

Page 284: Revise the Germantown Town Center map as follows: 1) Remove the Breezeway designation from Germantown Rd and Wisteria Dr between Middlebrook Rd and the Germantown West Policy Area, and 2) Add the Breezeway designation to the west side of Middlebrook Rd between Germantown Rd and the Germantown West Policy Area.

Pages 285 – 286: Revise the Germantown Town Center table as follows:

<b>GERMANTOWN TOWN CENTER TO MONTGOMERY COLLEGE BREEZEWAY</b>				
Germantown Rd (MD 118)	[Seneca Meadows Pkwy] <u>Aircraft Dr</u>	[Observation Dr] <u>Seneca Meadows Pkwy</u>	Separated Bikeway	Sidepath (North Side)
<b>GERMANTOWN TO LIFE SCIENCES CENTER BREEZEWAY</b>				
Aircraft Dr	[Crystal Rock Dr] <u>Century Blvd</u>	Germantown Rd (MD 118)	Separated Bikeway	Separated Bike Lanes (Two-Way, West Side)
<b>ADDITIONAL RECOMMENDATIONS</b>				
<u>Aircraft Dr</u>	<u>Crystal Rock Dr</u>	<u>Century Blvd</u>	<u>Separated Bikeway</u>	<u>Separated Bike Lanes (Two-Way, West Side)</u>
Century Blvd	Father Hurley Blvd	Aircraft Dr	Separated Bikeway	[Separated Bike Lanes (Two-Way, West Side)] <u>Sidepath (West Side)</u>
Germantown Rd (MD 118)	Middlebrook Rd	Aircraft Dr	Separated Bikeway	Sidepath [(Both Sides)]( <u>South Side</u> )

[Street B-25] <u>New Road</u>	Ridge Rd (MD 27)	Seneca Meadows Pkwy	Separated Bikeway	Separated Bike Lanes (One-Way, Both Sides)
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Page 288: Revise the Germantown West map as follows: add Little Seneca Lake and Lake Churchill.

Pages 289 – 291: Revise the Germantown West table as follows:

[GERMANTOWN TOWN CENTER TO MONTGOMERY COLLEGE BREEZEWAY]				
[Germantown Rd (MD 118)]	[Seneca Meadows Pkwy]	[Observation Dr]	[Separated Bikeway]	[Sidepath (North Side)]
GERMANTOWN TO LIFE SCIENCES CENTER BREEZEWAY				
Century Blvd	Dorsey Mill Rd	Father Hurley Blvd	Separated Bikeway	Separated Bike Lanes ( <u>Two-Way</u> , East Side)
ADDITIONAL RECOMMENDATIONS				
Century Blvd	Dorsey Mill Rd	Father Hurley Blvd	Separated Bikeway	[Separated Bike Lanes (Two-Way, Both Sides)] <u>Sidepath (West Side)</u>
[Germantown (MD 118)]	[Crystal Rock Dr]	[Aircraft Dr]	[Separated Bikeway]	[Sidepath (Both Sides)]
Middlebrook Rd	Crystal Rock Dr	Corridor Cities Transitway	Separated Bikeway	Sidepath [(Both Sides)]( <u>West Side</u> )
<u>Middlebrook Rd</u>	<u>Great Seneca Hwy (MD 119)</u>	<u>Corridor Cities Transitway</u>	<u>Separated Bikeway</u>	<u>Sidepath (East Side)</u>

Pages 293 – 294: Revise the Glenmont table as follows:

OLNEY TO GLENMONT BREEZEWAY				
Flack <u>St</u> Trail[Connector]	Flack <u>Connector</u> [St]	[Glenallan Ave]Flack <u>St</u>	Trail	Off-Street Trail
Flack <u>St</u>	[Trail]Flack <u>St</u>	Judson Rd	Shared Road	Neighborhood Greenway
ADDITIONAL RECOMMENDATIONS				

[Trail] <u>Flack Connector</u>	Flack St [Connector]	[Flack St] <u>Georgia Ave (MD 97)</u>	Trail	Off-Street Trail
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Page 297: Revise the Grosvenor table as follows:

GERMANTOWN TO GROSVENOR BREEZEWAY				
Tuckerman La	[Grosvenor Pl] <u>Bethesda Trolley Trail</u>	Rockville Pike (MD 355)	Separated Bikeway	Sidepath (Side TBD)
ADDITIONAL RECOMMENDATIONS				
Grosvenor La	I-270	[Rockville Pike (MD 355)] <u>Beach Dr</u>	Separated Bikeway	Sidepath (Side TBD)
[Tuckerman La]	[Bethesda Trolley Trail]	[Rockville Pike (MD 355)]	[Separated Bikeway]	[Sidepath (Side TBD)]
Tuckerman La	Rockville Pike (MD 355)	Rockville Pike (MD 355)	Separated Bikeway	Separated Bike Lanes [(One-Way, Both Sides)] <u>(Two-Way, West Side)</u>

Page 298: Revise the Kensington-Wheaton map as follows: 1) Remove the Breezeway designation from Randolph Rd west of Veirs Mill Rd, 2) Add a dashed green line showing the Saddlebrook Dr Ext Trail, 3) Add a dashed orange line on Caddington Ave between University Blvd and Forest Knolls Elementary School, and 4) Show the correct designation for the Burtonsville to Silver Spring Breezeway between Columbia Pike and I-495 on the west side of US 29.

Page 299: Revise the Kensington-Wheaton Insert map as follows: Add a dashed orange line on Plyers Mill Road between Summit Ave and Connecticut Ave.

Pages 300 – 306: Revise the Kensington-Wheaton table as follows:

<u>OLNEY TO GLENMONT [TO SILVER SPRING ]BREEZEWAY</u>				
<u>GLENMONT TO SILVER SPRING BREEZEWAY[SEE GLENMONT POLICY AREA]</u>				
<u>BURTONSVILLE TO SILVER SPRING BREEZEWAY</u>				
<u>University Blvd (MD 193)</u>	<u>Lexington Dr</u>	<u>Colesville Rd (US 29)</u>	<u>Separated Bikeway</u>	<u>Sidepath (West Side)</u>
<u>VEIRS MILL ROAD TO WHITE OAK BREEZEWAY</u>				

<u>Randolph Rd</u>	<u>Veirs Mill Rd</u>	<u>Denley Rd</u>	<u>Separated Bikeway</u>	<u>Sidepath (North Side)</u>
<u>SEE GLENMONT POLICY AREA</u>				
<u>ADDITIONAL RECOMMENDATIONS</u>				
<u>Arcola Ave</u>	<u>Parker Ave</u>	<u>Grandview Ave</u>	<u>Separated Bikeway</u>	<u>Sidepath (Side TBD)</u>
Arcola Ave	[Parker Ave] <u>Amherst Ave</u>	University Blvd (MD 193)	Separated Bikeway	Sidepath (Side TBD)
Barbara Rd	Havard St	[Randolph Rd] <u>Colie Dr</u>	Separated Bikeway	Sidepath (Side TBD)
Cedar La	Summit Ave	[Elmhirst Pkwy Trail] <u>Rock Creek Trail</u>	Separated Bikeway	[Sidepath (North Side)] <u>Separated Bike Lanes (Two-Way, North Side)</u>
<u>Cedar La</u>	<u>Rock Creek Trail</u>	<u>Elmhirst Pkwy Trail</u>	<u>Separated Bikeway</u>	<u>Sidepath (North Side)</u>
Knowles Ave (MD 547)	Rock Creek Trail	[Connecticut Ave] <u>Summit Ave</u>	Separated Bikeway	Sidepath (West Side)
	[Connecticut Ave] <u>Summit Ave</u>	Armory Ave	Separated Bikeway	Separated Bike Lanes (Two-Way, West Side)
Randolph Rd	Rock Creek	[Denley Rd] <u>Veirs Mill Rd (MD 586)</u>	Separated Bikeway	Sidepath (North Side)
[Rippling Brook Dr]	[Bel Pre Rd]	[Matthew Henson Trail]	[Trail]	[Off-Street Trail]

Page 314: Revise the North Bethesda-Twinbrook map as follows: Add a dashed blue line on Tuckerman La between I-270 and Old Georgetown Rd.

Pages 315 – 318: Revise the North Bethesda-Twinbrook table as follows:

<u>GERMANTOWN TO GROSVENOR BREEZEWAY</u>				
Tuckerman La	I-270	Old Georgetown Rd (MD 187)	<u>Separated Bikeway and Striped Bikeway</u>	[Separated Bike Lanes (One-Way, Both Sides)] <u>Sidepath (Side TBD) and Conventional Bike Lanes</u>



POTOMAC TO VEIRS MILL ROAD BREEZEWAY				
<u>Montrose Pkwy</u>	<u>Railroad Tracks</u>	<u>Rock Creek</u>	<u>Separated Bikeway</u>	<u>Sidepath (North Side)</u>
CITY OF ROCKVILLE TO WHEATON BREEZEWAY				
Veirs Mill Rd (MD 586)	[Twinbrook Pkwy] <u>City of Rockville</u>	Rock Creek Trail	Separated Bikeway	Sidepath [(Both Sides)] ( <u>South Side</u> )
ADDITIONAL RECOMMENDATIONS				
Fernwood Rd	Democracy Blvd	I-495	Separated Bikeway	Sidepath [(East Side)]( <u>Side TBD</u> )
[Strathmore Trail]	[Strathmore Ave (MD 547)]	[Tuckerman La]	[Trail]	[Off-Street Trail]
[Woodglen Dr]	[Marinelli Rd]	[Edson La]	[Separated Bikeway]	[Separated Bike Lanes (Two-Way, West Side)]

Pages 324 – 326: Revise the Olney table as follows:

ADDITIONAL RECOMMENDATIONS				
Georgia Ave (MD 97)	[Brookeville Rd (MD 186)] <u>Gold Mine Rd</u>	Norbeck Rd (MD 28)	Separated Bikeway	Sidepath (East Side)

Page 328: Revise the Potomac map as follows: 1) Add a dashed aqua line on MacArthur Blvd between Old Angler’s Inn and I-495, 2) Add a dashed green line on the utility corridor from Tuckerman La to Westlake Dr, 3) Add a dashed blue line on Tuckerman La between Falls Rd and I-270, and 4) Add a dashed orange line on Glen Mill Road between Veirs Dr and Valley Dr.

Pages 329 – 330: Revise the Potomac table as follows:

GERMANTOWN TO GROSVENOR BREEZEWAY				
Tuckerman La	Utility Corridor #1	I-270	Separated Bikeway <u>and Striped Bikeway</u>	[Separated Bike Lanes (One-Way, Both Sides)] <u>Sidepath (Side TBD) and</u>

				<u>Conventional Bike Lanes</u>
<b>POTOMAC TO ROCK SPRING BREEZEWAY</b>				
<u>Democracy Blvd</u>	<u>Seven Locks Rd</u>	<u>I-270 Spur</u>	<u>Separated Bikeway</u>	<u>Sidepath (North Side)</u>
<b>ADDITIONAL RECOMMENDATIONS</b>				
[Democracy Blvd]	[Seven Locks Rd]	[I-270 Spur]	[Separated Bikeway]	[Sidepath (North Side)]
Seven Locks Rd	City of Rockville	[Bradley Blvd (MD 191)] <u>River Rd (MD 190)</u>	Separated Bikeway and Bikeable Shoulders	Sidepath (West Side) and Bikeable Shoulders
	[Bradley Blvd (MD 191)] <u>River Rd (MD 190)</u>	I-495	Separated Bikeway and Bikeable Shoulders	Sidepath (East Side) and Bikeable Shoulders
Tuckerman La	Falls Rd	Utility Corridor #1	Separated Bikeway and <u>Striped Bikeway</u>	[Separated Bike Lanes (One-Way, Both Sides)] <u>Sidepath (Side TBD) and Conventional Bike Lanes</u>
<u>Utility Corridor #1</u>	<u>Tuckerman La</u>	<u>Westlake Dr</u>	<u>Trail</u>	<u>Off-Street Trail</u>

Pages 333 – 334: Revise the R&D Village table as follows:

<b>GERMANTOWN TO LIFE SCIENCES CENTER BREEZEWAY</b>				
Key West Ave (MD 28)	Great Seneca Hwy (MD 119)	City of Rockville	Separated Bikeway	Separated Bike Lanes ( <u>Two-way, North Side</u> )
<b>LIFE SCIENCES CENTER LOOP</b>				
Omega Dr	[Research Blvd] <u>City of Gaithersburg</u>	Key West Ave (MD 28)	Separated Bikeway	Separated Bike Lanes (Two-Way, West Side)
<b>ADDITIONAL RECOMMENDATIONS</b>				
Broschart Rd	Key West Ave (MD 28)	[Darnestown Rd]	Separated Bikeway	Separated Bike Lanes (Two-

		<u>Medical Center Dr</u>		Way, Both Sides)
Decovely Dr	Great Seneca Hwy (MD 119)	City of Gaithersburg	Separated Bikeway	Separated Bike Lanes [(Two-Way, Both Sides)]( <u>Two-Way, North Side</u> )
Great Seneca Hwy (MD 119)	Sam Eig Hwy	[Darnestown Rd (MD 28)] <u>Key West Ave (MD 28)</u>	Separated Bikeway	Sidepath [(Both Sides)]( <u>West Side</u> )
<u>Great Seneca Hwy</u>	<u>Key West Ave (MD 28)</u>	<u>Darnestown Rd</u>	<u>Separated Bikeway</u>	<u>Sidepath (Both Sides)</u>

Page 336: Revise the Rural East (East) map as follows: Add the Breezeway designation to Muncaster Mill Rd and Needwood Rd between Rock Creek and the Intercounty Connector Trail.

Page 337 – 338: Revise the Rural East (East) table as follows:

INTERCOUNTY CONNECTOR TRAIL BREEZEWAY				
Intercounty Connector (MD 200)	Needwood Rd	North Branch Rock Creek	[Separated Bikeway] <u>Trail</u>	[Sidepath (South Side)] <u>Off-Street Trail</u>
ADDITIONAL RECOMMENDATIONS				
Needwood Rd	Beach Dr	[Muncaster Mill Rd (MD 115)] <u>Intercounty Connector Trail</u>	Separated Bikeway	Sidepath (South Side)
[Old Columbia Pike]	[Columbia Pike (US 29)]	[Dustin Rd]	[Separated Bikeway]	[Sidepath (West Side)]
	[Dustin Rd]	[Utility Corridor #2]	[Separated Bikeway]	[Sidepath (East Side)]

Page 341: Revise the Rural East (West) table as follows:

Ridge Rd (MD 27)	[Howard] <u>Frederick County</u>	Howard County	Bikeable Shoulders	Bikeable Shoulders
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Page 342: Revise the Rural West map as follows: 1) Add a dashed aqua line on Darnestown Rd between Seneca Rd and Utility Corridor #1, 2) Show the Germantown to Burtonsville Breezeway between Utility Corridor #1 and the Germantown West Policy Area, and 3) add a dashed orange line on Glen Rd between Piney Meetinghouse Rd and Watts Branch.

Pages 343 – 344: Revise the Rural West table as follows:

Darnestown Rd (MD 28)	Seneca Rd	Utility Corridor #1	Separated Bikeway and Bikeable Shoulders	Sidepath (North Side) and Bikeable Shoulders
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Page 347: Revise the Shady Grove Metro Station table as follows:

[City of Rockville] Shady Grove Rd	City of Rockville	[MD 200 Ramp] Shady Grove Access Rd	Separated Bikeway	Sidepath (South Side)
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Pages 349 – 350: Revise the Silver Spring CBD table as follows:

METROPOLITAN BRANCH TRAIL BREEZEWAY				
Metropolitan Branch Trail	Silver Spring Transit Center	Silver Spring – Takoma Park (East) Policy Area	Trail	Off-Street Trail
GLENMONT TO SILVER SPRING BREEZEWAY				
Fenton St	Cameron St	[Wayne Ave (MD 594-A)] Ellsworth Dr	Separated Bikeway	Separated Bike Lanes
ADDITIONAL RECOMMENDATIONS				
Fenton St	[Wayne Ave (MD 594-A)] Ellsworth Dr	King St	Separated Bikeway	Separated Bike Lanes

Page 352: Revise the Silver Spring-Takoma Park (East) map as follows: 1) Remove note #2 and replace “Aveune” with “Avenue”, 2) Add a dashed orange line on Dale Drive between Colesville Road and Piney Branch Road, 3) Show the City Hall Parking Lot Trail as a dashed green line, 4) Remove the priority shared lane markings from Tulip Ave, 5) Extend the Carroll Ave priority shared lane markings to the District of Columbia, 6) Change the Carroll Ave bikeway from dashed red to dashed blue between Ethan Allen Ave and Tulip Ave, and 7) Change the Grant Ave bikeway from dashed blue to dashed red between Hancock Ave and Carroll Ave.

Pages 353 – 356: Revise the Silver Spring-Takoma Park (East) table as follows:

BURTONSVILLE TO SILVER SPRING BREEZEWAY				
<u>I-495 Bridge</u>	<u>I-495</u>	<u>Fairway Ave</u>	<u>Trail</u>	<u>Off-Street Trail</u>
<u>Worth Ave</u>	<u>Franklin Ave</u>	<u>Sligo Creek Trail</u>	<u>Shared Road</u>	<u>Neighborhood Greenway</u>
<u>Hamilton Ave</u>	<u>Sligo Creek Pkwy</u>	<u>Franklin Ave</u>	<u>Shared Road</u>	<u>Neighborhood Greenway</u>
ADDITIONAL RECOMMENDATIONS				
[ <u>I-495 Bridge</u> ]	[ <u>I-495</u> ]	[ <u>Fairway Ave</u> ]	[ <u>Trail</u> ]	[ <u>Off-Street Trail</u> ]
Carroll Ave (MD 195)	[ <u>University Blvd (MD 193)</u> <u>Merrimac Dr</u> ]	Long Branch Pkwy	Striped Bikeway	Conventional Bike Lanes
[ <u>Cedar St</u> ]	[ <u>Ellsworth Dr</u> ]	[ <u>Wayne Ave (MD 594-A)</u> ]	[ <u>Separated Bikeway</u> ]	[ <u>Separated Bike Lanes (One-Way, Both Sides)</u> ]
<u>Dale Dr</u>	<u>Colesville Rd</u>	<u>Piney Branch Rd</u>	<u>Separated Bikeway</u>	<u>Sidepath (Side TBD)</u>
Franklin Ave	[ <u>Worth Ave</u> ] <u>Caroline Ave</u>	University Blvd (MD 193)	Separated Bikeway	Sidepath (South Side)
[ <u>Hamilton Ave</u> ]	[ <u>Sligo Creek Pkwy</u> ]	[ <u>Franklin Ave</u> ]	[ <u>Shared Road</u> ]	[ <u>Neighborhood Greenway</u> ]
[ <u>Spring St</u> ]	[ <u>Colesville Rd (US 29)</u> ]	[ <u>Ellsworth Dr</u> ]	[ <u>Separated Bikeway</u> ]	[ <u>Separated Bike Lanes (One-Way, Both Sides)</u> ]
[ <u>Worth Ave</u> ]	[ <u>Franklin Ave</u> ]	[ <u>Sligo Creek Trail</u> ]	[ <u>Shared Road</u> ]	[ <u>Neighborhood Greenway</u> ]

Page 358: Revise the Silver Spring-Takoma Park (West) map as follows: 1) Remove note #2, and 2) Add dashed orange line on Dale Drive between Woodland Drive and Colesville Road.

Pages 359 – 361: Revise the Silver Spring-Takoma Park (West) table as follows:

ADDITIONAL RECOMMENDATIONS				
[ <u>Dale Dr</u> ] <u>Columbia Blvd</u>	Georgia Ave (MD 97)	Woodland Dr	Separated Bikeway	Separated Bike Lanes [(One-Way, Both Sides)] (Side TBD)

<u>Dale Dr</u>	<u>Woodland Dr</u>	<u>Colesville Rd</u>	<u>Separated Bikeway</u>	<u>Sidepath (Side TBD)</u>
Rock Creek Trail	Rock Creek	[Western Ave] <u>District of Columbia</u>	Trail	Stream Valley Park Trail

Page 363: Revise the Takoma-Langley table as follows:

ADDITIONAL RECOMMENDATIONS				
Sligo Creek Trail	Glengarry Pl	[Prince George's County] <u>New Hampshire Ave (MD 650)</u>	Trail	Stream Valley Park Trail[s]

Page 364: Revise the Wheaton CBD map as follows: Change the color of the trail connecting Upton Dr to Kensington Blvd from red to green.

Pages 365 – 366: Revise the Wheaton CBD table as follows:

University Blvd (MD 193)	Valley View Ave	[Amherst Ave] <u>Veirs Mill Rd (MD 586)</u>	Separated Bikeway	Separated Bike Lanes (Two-Way, Both Sides)
	<u>Veirs Mill Rd (MD 586)</u>	<u>Amherst Ave</u>	<u>Separated Bikeway</u>	<u>Separated Bike Lanes (Two-Way, South Side)</u>
	[Amherst Ave]	[Dayton St]	[Separated Bikeway]	[Sidepath (East Side)]

Pages 369 – 370: Revise the White Flint table as follows:

[VEIRS MILL ROAD TO WHITE OAK BREEZEWAY]				
[Randolph Rd]	[Montrose Pkwy]	[Railroad Tracks]	[Separated Bikeway]	[Sidepath (South Side)]

Page 373 – 374: Revise the White Oak table as follows:

BURTONSVILLE TO SILVER SPRING BREEZEWAY				
Prosperity Dr	Cherry Hill Rd	Tech Rd	Separated Bikeway	Sidepath [(West Side)](East Side)
Lockwood Dr	[New Hampshire Ave (MD 650)]	Columbia Pike (US 29)	Separated Bikeway	Sidepath (East Side)

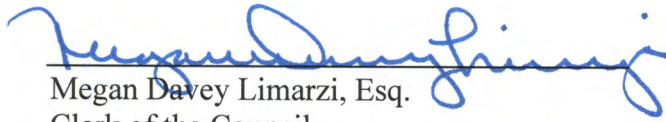
	<u>Old Columbia Pike</u>			
ADDITIONAL RECOMMENDATIONS				
Lockwood Dr	White Oak Park Drwy	[New Hampshire Ave (MD 650)] <u>Old Columbia Pike</u>	Separated Bikeway	Sidepath (East Side)
Michelson Rd	New Hampshire Ave (MD 650)	Perimeter Rd	[Separated Bikeway] <u>Trail</u>	[Sidepath (Side TBD)] <u>Off-Street Trail</u>
<u>Naglee Rd</u>	<u>Rodney Rd</u>	<u>New Hampshire Ave</u>	<u>Shared Road</u>	<u>Neighborhood Greenway</u>
<u>Rodney – Royal Rd Connector</u>	<u>Rodney Rd</u>	<u>Royal Rd</u>	<u>Trail</u>	<u>Off-Street Trail</u>

Page 376: Add a section entitled “Volunteers” and include “Jon Morrison” as a volunteer.

**General**

All illustrations and tables included in the Plan are to be revised to reflect District Council changes to the Planning Board Draft. The text and graphics are to be revised as necessary to achieve clarity and consistency, to update factual information, and to convey the actions of the District Council. All identifying references pertain to the Planning Board Draft. Throughout the Plan, change “Planning Board Draft” to “Approved and Adopted” and update the date of the plan to reflect the date of adoption by the Maryland National Capital Park and Planning Commission.

This is a correct copy of Council action.

  
 Megan Davey Limarzi, Esq.  
 Clerk of the Council





**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
 6611 Kenilworth Avenue Riverdale, Maryland 20730

M-NCPPC No. 18-38  
 December 19, 2018

To: The Maryland-National Capital Park and Planning Commission  
 From: John Kroll, Corporate Budget Director *JKK*  
 Via: Anju Bennett, Acting Executive Director *AB*  
 Subject: **Approval of the Commission's FY20 Proposed Budget**

**Recommendation:**

Approve Resolution No. 18-38, "Approval of the 2020 Fiscal Year Proposed Operating and Capital Budget of the Maryland-National Capital Park and Planning Commission."

**Summary:**

The Proposed Budget Resolution for FY20 reflects the Proposed Budgets approved by each Planning Board, as modified by decreases in pension and OPEB costs and other, non-substantial, adjustments. The Proposed Budget totals \$537.1 million in funding excluding reserves, ALARF, Capital Projects and Internal Service Funds. Compared to the FY19 Adopted Budget, the FY20 Proposed Budget is 3.7% greater, for an increase of \$18.97 million. Exhibit 1 provides a comparative summary of the proposed budget for each county.

**Exhibit 1:**

**Summary of FY20 Proposed Operating Budget Expenditures  
 (net reserves, ALARF, Internal Service Funds, and Capital Projects Funds)**

	FY19 Adopted	FY20 Proposed	\$ Change	% Change
<b>Prince George's Funds</b>				
Administration (1)	\$ 52,399,074	\$ 55,335,660	\$ 2,936,586	5.6%
Park (2)	160,694,581	175,525,437	14,830,856	9.2%
Recreation (3)	97,487,006	92,451,426	(5,035,580)	-5.2%
ALA Debt	-	-	-	-
<b>Subtotal Tax Supported</b>	<b>310,580,661</b>	<b>323,312,523</b>	<b>12,731,862</b>	<b>4.1%</b>
Enterprise	19,314,798	19,116,579	(198,219)	-1.0%
Special Revenue	8,442,397	8,145,469	(296,928)	-3.5%
Park Debt	13,753,538	15,296,269	1,542,731	11.2%
<b>Total Prince George's</b>	<b>\$ 352,091,394</b>	<b>\$ 365,870,840</b>	<b>\$ 13,779,446</b>	<b>3.9%</b>
<b>Montgomery Funds</b>				
Administration (5)	\$ 31,767,007	\$ 33,424,912	\$ 1,657,905	5.2%
Park (2)	103,860,211	109,701,294	5,841,083	5.6%
ALA Debt	2,024,928	2,088,800	63,872	3.2%
<b>Subtotal Tax Supported</b>	<b>137,652,146</b>	<b>145,215,006</b>	<b>7,562,860</b>	<b>5.5%</b>
Enterprise (4)	13,871,959	10,234,402	(3,637,557)	-26.2%
Property Management	1,528,240	1,566,600	38,360	2.5%
Special Revenue	6,519,833	7,084,740	564,907	8.7%
Park Debt	6,461,285	7,124,410	663,125	10.3%
<b>Total Montgomery</b>	<b>\$ 166,033,463</b>	<b>\$ 171,225,158</b>	<b>\$ 5,191,695</b>	<b>3.1%</b>
<b>Combined Total</b>	<b>\$ 518,124,857</b>	<b>\$ 537,095,998</b>	<b>\$ 18,971,141</b>	<b>3.7%</b>

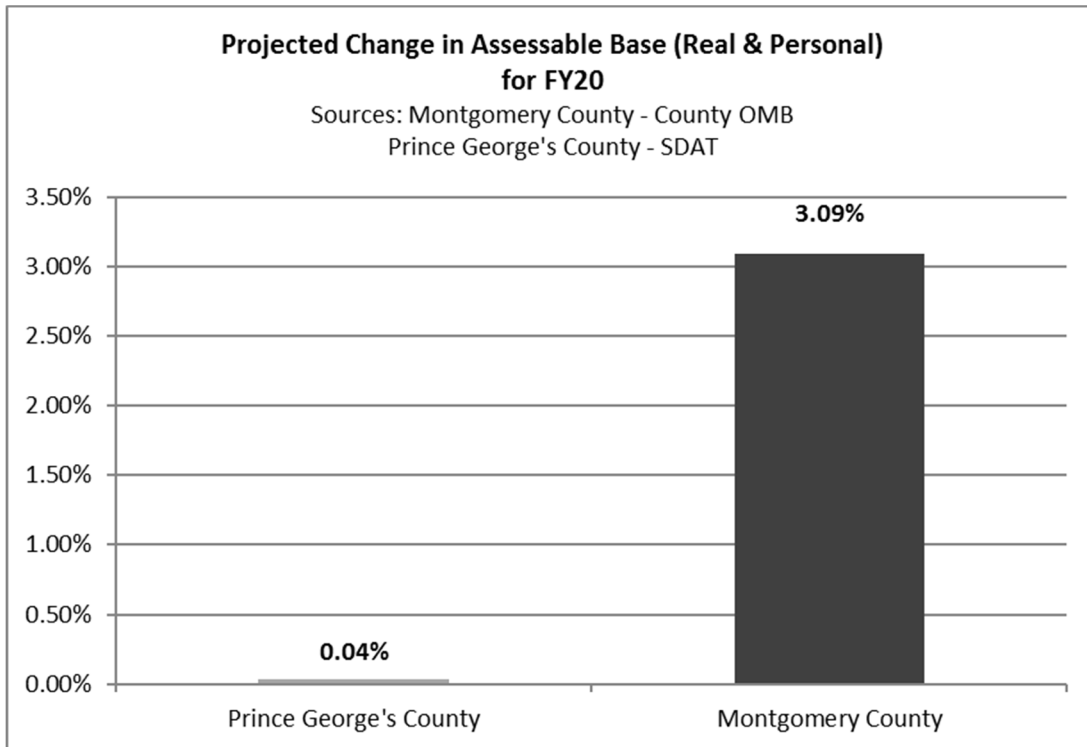
- (1) Includes transfer to Capital Projects in both years, and Park in FY20
- (2) Includes transfer to Park Debt Service and Capital Projects
- (3) Includes transfer to Enterprise Fund and Capital Projects
- (4) Includes transfer to Capital Projects
- (5) Includes transfer to Special Revenue Fund in FY20

Each of the sections below addresses the changes in the major components of the budget.

**Assessable Base and Property Tax Revenues**

Property tax revenue makes up more than 87 percent of the Commission’s operating budget revenue. The outlook for FY20 continues to show improvement from previous years. For FY20, growth in real assessable base is estimated at 4.29 percent for Montgomery County and 0.33 percent for Prince George’s County’s County. The chart below shows the growth of both real and personal assessable base. These estimates will continue to be monitored and updated as necessary for the Adopted Budget.

**Exhibit 2:**



**Summary of Major Known Commitments for FY20 Personnel Costs**

The Proposed Budget for the General Fund includes the following major known commitments for personnel costs in FY20:

- ✓ Medical insurance and benefit costs are increasing by \$4.2 million;
- ✓ OPEB (PayGo and Prefunding) is decreasing by \$649 thousand;
- ✓ Pension funding is decreasing by \$5.2 million; and
- ✓ The Commission’s FY20 Proposed Budget includes \$6.04 million for a compensation adjustment marker and a reclassification adjustment marker in the General Fund.

Exhibit 3 summarizes the changes for major personnel costs in the General Fund.

**Exhibit 3:**

<b>Summary of Changes in Major Employee Benefit Costs FY20 Proposed Budget (General Fund)</b>					
	<b>FY19 Adopted</b>	<b>FY20 Proposed</b>	<b>\$ Change</b>	<b>% Change</b>	
<b>OPEB</b>					
OPEB Paygo & Prefunding	19,051,305	18,402,784	(648,521)	-3.4%	
<b>Pension (ERS)</b>					
Pension (ERS)	23,745,015	18,506,381	(5,238,634)	-22.1%	
<b>Health and Benefits<sup>(1)</sup></b>					
Employee Health Benefits	29,135,810	33,353,327	4,217,517	14.5%	
<b>Employee Compensation</b>					
Marker for Changes to Employee Comp.	4,616,056	4,838,386	222,330	4.8%	
Marker for Possible Reclassifications	1,439,679	1,201,313	(238,366)	-16.6%	
<b>Total Change in Major Personnel Costs</b>	<b>\$ 77,987,865</b>	<b>\$ 76,302,191</b>	<b>\$ (1,685,674)</b>	<b>-2.2%</b>	

(1)Health and Benefits includes medical insurances (health, dental, vision, prescription), long-term disability, accidental death and dismemberment, and life insurance.

**OPEB**

OPEB costs for FY20 have been determined by the actuary. Presentation of the actuarial valuation is scheduled to occur at the January Commission meeting. The net change for total OPEB costs is a decrease of \$649 thousand or 3.4 percent less than the FY19 Adopted Budget.

**Pension (ERS)**

As determined by the actuary, pension costs are projected to decrease by 22.1 percent in FY20, representing a savings of \$5.2 million from the FY19 Adopted Budget.

**Health Insurance and Benefits**

On average, health insurance and benefit costs are projected to increase by 14.5 percent in FY20, representing an additional expense of \$4.2 million.

**Employee Compensation**

The Commission's FY20 budget includes a \$4.8 million compensation adjustment marker in the General Fund (\$5.1 million all funds). We are in the third year of our contract with MCGEO, with a wage re-opener this year, and are in full contract negotiations with the FOP this year. Also included is \$1.2 million (\$1.3 million all funds) for possible reclassification adjustments based on the multi-year classification study that is under way.

**Summary of the FY20 Proposed Budgets for General Fund Departments**

Exhibit 4 provides a comparative summary of the FY20 Proposed Budget and the FY19 Adopted Budget for the General Fund.

**Exhibit 4:**

<b>M-NCPPC</b>				
<b>Summary of FY20 Proposed Budget General Fund Accounts</b>				
<b>By Fund by Department (excludes reserves)</b>				
	<b>FY19</b>	<b>FY20</b>	<b>\$</b>	<b>%</b>
	<b>Adopted</b>	<b>Proposed</b>	<b>Change</b>	<b>Change</b>
<b>Prince George's</b>				
<b>Administration Fund</b>				
Commissioners' Office	\$ 2,181,488	\$ 2,240,879	\$ 59,391	2.7%
Planning Department Operating	31,711,012	31,836,595	125,583	0.4%
Project Charges	6,718,378	5,785,045	(933,333)	-13.9%
CAS	9,284,948	9,465,925	180,977	1.9%
Transfer to Park	-	3,000,000	3,000,000	-
Transfer to Special Revenue	-	-	-	-
Transfer to Capital Projects	30,000	30,000	-	0.0%
Non-Departmental (1)	2,473,248	2,977,216	503,968	20.4%
<b>Subtotal Admin Fund</b>	<b>52,399,074</b>	<b>55,335,660</b>	<b>2,936,586</b>	<b>5.6%</b>
<b>Park Fund</b>				
Park Fund Operating	116,982,615	117,449,842	467,227	0.4%
Project Charges	451,000	451,000	-	0.0%
Transfer to Capital Projects	22,699,000	34,295,000	11,596,000	51.1%
Transfer to Debt Service	13,753,538	15,296,269	1,542,731	11.2%
Non-Departmental (1)	6,808,428	8,033,326	1,224,898	18.0%
<b>Subtotal Park Fund</b>	<b>160,694,581</b>	<b>175,525,437</b>	<b>14,830,856</b>	<b>9.2%</b>
<b>Recreation Fund</b>				
Recreation Fund Operating	75,043,017	68,583,002	(6,460,015)	-8.6%
Project Charges	2,391,000	2,391,000	-	0.0%
Transfer to Enterprise	8,584,855	8,223,379	(361,476)	-4.2%
Transfer to Capital Projects	8,000,000	10,000,000	2,000,000	25.0%
Non-Departmental (1)	3,468,134	3,254,045	(214,089)	-6.2%
<b>Subtotal Recreation Fund</b>	<b>97,487,006</b>	<b>92,451,426</b>	<b>(5,035,580)</b>	<b>-5.2%</b>
<b>Prince George's Total General Fund</b>	<b>\$ 310,580,661</b>	<b>\$ 323,312,523</b>	<b>\$ 12,731,862</b>	<b>4.1%</b>
<b>Montgomery</b>				
<b>Administration Fund</b>				
Commissioners' Office	\$ 1,247,346	\$ 1,273,938	\$ 26,592	2.1%
Planning Department Operating	20,030,266	20,360,503	330,237	1.6%
CAS	8,217,502	8,627,506	410,004	5.0%
Transfer to Development Review	-	500,000	500,000	-
Transfer to Park	-	-	-	-
Grants	150,000	150,000	-	0.0%
Non-Departmental (1)	2,121,893	2,512,965	391,072	18.4%
<b>Subtotal Admin Fund</b>	<b>31,767,007</b>	<b>33,424,912</b>	<b>1,657,905</b>	<b>5.2%</b>
<b>Park Fund</b>				
Park Department Operating	90,081,579	94,040,953	3,959,374	4.4%
Transfer to Debt Service	6,461,285	7,124,410	663,125	10.3%
Transfer to Capital Projects	350,000	350,000	-	0.0%
Grants	400,000	400,000	-	0.0%
Non-Departmental (1)	6,567,347	7,785,931	1,218,584	18.6%
<b>Subtotal Park Operating</b>	<b>103,860,211</b>	<b>109,701,294</b>	<b>5,841,083</b>	<b>5.6%</b>
<b>Montgomery Operating Subtotal</b>	<b>135,627,218</b>	<b>143,126,206</b>	<b>7,498,988</b>	<b>5.5%</b>
Property Management	1,528,240	1,566,600	38,360	2.5%
<b>Montgomery General Fund Total</b>	<b>\$ 137,155,458</b>	<b>\$ 144,692,806</b>	<b>\$ 7,537,348</b>	<b>5.5%</b>

(1) Non-Departmental for both years include OPEB prefunding and OPEB paygo, and a budget marker for compensation adjustments.

## PRINCE GEORGE'S COUNTY OPERATING BUDGET HIGHLIGHTS

The FY19 Proposed Budget for Prince George's County funded operations is consistent with the Prince George's County Planning Board direction.

With the property tax revenue outlook continuing to improve, the twin goals of the FY20 Proposed Budget's goal are to continue to "right-size" the Commission's operations – to provide adequate resources both for necessary planning studies, as well as for park and recreation infrastructure and service delivery; and to utilize the use of fund balances to address critical infrastructure improvement needs.

- ✓ The Parks and Recreation Department's budget includes:
  - Operating budget impact of opening new facilities, including 1 career position;
  - Five career positions for Public Safety;
  - Two career positions to further the implementation of legislative audit recommendation, specifically addressing trails management, project planning and CIP analysis;
  - Four career positions for general maintenance and playground inspections;
  - Two career positions for trade specialties to address HVAC and electrical needs at facilities;
  - One career position to support the Horticulture and Forestry program;
  - Two career positions for museum operations and environmental education;
  - One career position to support inventory management of computer equipment;
  - Five career positions to support administrative operations related to Human Resources, Organizational Development, Training and Help Desk;
  - One career position to manage the expanding operations of the Office Services Unit and oversee the implementation of the new Park and Printing Solutions system;
  - One career position to provide management of courier operations that support all departments within the Commission;
  - One career position to meet the increased demand of in-house support for graphic development services;
  - Converted on part-time career position to full-time to oversee art/museum collections and its related program management;
  - One career position for Child Care Program for compliance with licensing capacity requirements;
  - Three career positions for community center oversight, programming and community engagement;
  - One career position to support management analysis of area specific programs and operations of community centers;
  - One career position to support the expansion of county-wide health and wellness programs;
  - Transferred five career positions from Park Fund to Recreation Fund;
  - Increased debt service for capital projects;
  - Increased pay-go transfer to the Capital Projects Fund from the Park Fund, increased pay-go transfer from the Recreation Fund, and, for the first time, includes a transfer from the Administration Fund to the Park Fund to assist in the pay-go funding.

- ✓ The Planning Department's budget includes:

- Funding for 3 new career positions to assist with the anticipated work program;
- Funding for 1 new term position to support the 2020 Census;
- Funding for costs associated with the move to Largo;
- Funding for the following work programs:
  - Cultural Arts Strategic Plan
  - Neighborhood Conservation Overlay Zones
  - Strategic Initiatives to Implement the County's Economic Development Plan
  - Transportation Review Guidelines Update
  - West Hyattsville Sector Plan
- Increased funding for IT maintenance, including the PGAtlas website;
- Annual 3 percent increase for lease of office space from the County.
- ✓ The Commissioners' Office budget includes:
  - A one-time allotment to purchase furniture for the move to Largo.
- ✓ The CAS budget, for both counties, includes:
  - For the Finance Department
    - one career position in the Accounting Division, to allow for more dedicated CIP oversight.
    - One career position for payroll processing, which should alleviate the need for a contract employee currently paid from year-end savings.
  - For the Corporate IT Division – additional funding for a regular computer replacement schedule.

The FY20 Proposed Budget also continues the reduction in project charges paid to the County as part of the Six Year Plan to lower these charges. Payments for project charges are reduced an additional \$933,333 in FY20. Staff will continue to work with the County in this area.

Lastly, FY20 budget projections were presented to the Spending Affordability Committee as part of the full Six Year Plan. We believe the FY20 Proposed Budget will fall within the spending guidelines to be established as well as meet the 5 percent reserve requirement.

### ***Assessable Base and Tax Rates***

- ✓ The real property assessable base is projected to increase by 0.33 percent in FY20, based upon this November's SDAT estimates.
- ✓ The total and individual tax rates in the Proposed Budget remain the same as FY19. The total rate is 29.40 cents for real property and 73.50 cents for personal property. The individual rates are as follows:
  - Administration Fund – 5.66 cents real and 14.15 cents personal;
  - Park Fund – 15.94 cents real and 39.85 cents personal; and
  - Recreation Fund – 7.80 cents real and 19.50 cents personal.

## **MONTGOMERY COUNTY OPERATING BUDGET HIGHLIGHTS**

The FY20 Proposed Budget for Montgomery County funded operations is consistent with the Montgomery County Planning Board direction. Budget requests include funding to maintain current service levels, including changes for major known commitments. The request also includes funding for specific new program enhancements. Based on current assessable base estimates, the Proposed Budget will require an increase in the tax rate in the Administration Fund and in the Park Fund for FY20 in order to both fund the requests and meet the 3 percent reserve requirement.

### ***Assessable Base and Tax Rates***

- ✓ The real property assessable base is projected to increase about 4.29 percent in FY20 based on the most recent Montgomery County Government staff estimates. These projections will be updated by the County as SDAT's estimates are released.
- ✓ The total proposed tax rate for property tax supported funds in the FY20 Proposed Budget is 7.53 cents real property and 18.83 cents personal property. The breakdown by fund is:
  - Administration Fund 1.75 cents real and 4.38 cents personal, an increase of .19 and .48, respectively;
  - Park Fund 5.68 cents real and 14.20 cents personal, an increase of .38 and .95, respectively; and
  - Advanced Land Acquisition Fund 0.10 cents real and 0.25 cents personal, unchanged.

### ***Other Revenue and Expenditure Highlights***

- ✓ Major known commitments include:
  - Operating budget impact of opening new facilities, including 5 career positions – this includes the departmental impact for the new Wheaton Headquarters building;
  - Increased debt service for capital projects;
  - Increased capital equipment and IT charges;
  - Contractual increases, utilities, and supplies and materials
  - Position transfers (3) from the Administration and Enterprise Funds.
- ✓ The Department of Parks budget also includes:
  - An additional \$77,564 in NPDES expenses (including 1 career position) offset by an expected increase in funding from the County's Water Quality Protection Fund.
- ✓ Funding for new initiatives in the following areas within the Department of Parks is included in the Proposed Budget:
  - Improving Quality and Playability of Ballfields (2 career positions);
  - Fleet and equipment maintenance and repair (1 career position);
  - Enterprise Asset Management (EAM) System (1 career position);
  - Northern Parks Division (1 career position);
  - EAM System (1 career position).
- ✓ The Planning Department's budget includes funding for the following new critical needs:
  - One-Time projects:
    - Pedestrian Master Plan support
    - Rustic Roads Functional Master Plan update
    - General Plan update support
    - Ten-year Checkup on the White Flint Sector Plan's Metrorail Station Area

- Architectural Field Surveys
- Archival Assistance
- Data for Vision Zero
- Affordable Housing Preservation and Redevelopment Feasibility
- Preserving Community Value of Ethnically Diverse Retail Centers
- On-going Projects:
  - Project Dox upgrade
  - Comprehensive Park and Planning Placemaking Initiative.
- Including an operating transfer to the Development Review Special Revenue Fund.
- ✓ The Commissioners' Office budget includes funding for an administrative staffing change which would fund a frozen full-time position and freeze a currently funded part-time position.
- ✓ The CAS budget, for both counties, includes:
  - For the Finance Department
    - one career position in the Accounting Division, to allow for more dedicated CIP oversight.
    - One career position for payroll processing, which should alleviate the need for a contract employee currently paid from year-end savings.
  - For the Corporate IT Division – additional funding for a regular computer replacement schedule.

## **INTERNAL SERVICE AND COMMISSION-WIDE FUNDS**

### **Risk Management**

The Risk Management Fund is responsible for the Commission's liability insurance program, workers' compensation program, and Commission-wide safety programs. It is administered jointly by the Department of Human Resources and Management (DHRM) and the Finance Department. The total proposed budget for FY19 is \$7,318,037, an increase of 1.2% from FY18.

### **Capital Equipment**

The Capital Equipment Fund is responsible for capital equipment purchases that, for budgetary purposes, are funded over a six-year time period. It is administered by the Finance Department. The total proposed budget for FY20 is \$4,782,745, an increase of 20.6% from FY19. This budget varies each year due to the amount of capital equipment the using departments budget to purchase.

### **CIO/Commission-Wide IT Initiatives**

This fund contains the budget for the Office of the Chief Information Officer (CIO) and the Commission-wide IT Initiatives (CWIT). Funding is proposed at \$1,471,719 for the Office of the CIO and at \$2,770,402 for CWIT, reflecting a 51.9 percent combined increase over FY19. Just over half of this increase is due to the increased cost of our Microsoft licenses, as well as the full-year costs associated with a position approved in the FY19 budget. For FY20, the CIO's budget includes one new position – a Program Manager/Systems Analyst. In addition to on-going software licenses, the CWIT includes \$525,000 funding for several critical projects and feasibility studies.

The three aforementioned funds are split budgetarily between Montgomery and Prince George's operations, and are funded by department user fees.



### **Group Insurance**

The Commission's Group Insurance Fund accounts for the costs associated with providing health insurance benefits to active and retired employees. The fund is treated as a commission-wide fund because its costs are not specifically generated by either county. Rather, the costs represent the total health insurance pool cost. In addition, OPEB Pay-Go costs are paid through the Group Insurance Fund. It is administered by DHRM and Finance.

The Proposed FY20 expenditure budget is \$64.02 million, which is a 7.6 percent increase from the FY19 Adopted Budget.

The FY20 Proposed Budget contains a designated reserve of \$6.40 million, which is sufficient to meet the reserve policy of 10.0 percent of total operating expenses.

### **Executive Office Building**

The Executive Office Building Fund which accounts for expenses related to the daily operations and maintenance of the Executive Office Building in Riverdale. It is also considered a commission-wide fund as it is funded by occupancy cost charged to the departments occupying the building. It is administered by DHRM.

The FY20 Proposed Budget of \$1.44 million reflects an increase of 6.3 percent from the FY19 Adopted Budget.

Continuity of operations is all that is funded in FY19, while we continue to explore our options for replacement of this building.

### **Wheaton Headquarters Building**

The Wheaton Headquarters Building Fund is new for FY20, and will account for the ownership and management of a new building in Wheaton that will house Montgomery Planning, Montgomery Parks, and several County departments.

The FY20 Proposed Budget is \$928,029.

## **CAPITAL PROJECT FUNDS**

Montgomery County's capital budget is proposed at \$54,920,000 for FY20. Prince George's County's capital budget is proposed at \$59,200,000. Funding for both is consistent with the six-year fiscal plan projections.

Attachments  
M-NCPPC Resolution 18-38

cc:  
Joe Zimmerman, Secretary-Treasurer  
Adrian Gardner, General Counsel  
Department Directors  
Budget Coordinators



December 19, 2018

M-NCPPC 18-38

**RESOLUTION**

**Approval of the Fiscal Year 2020  
Proposed Operating and Capital Budgets of the  
Maryland-National Capital Park and Planning Commission**

**WHEREAS**, Pursuant to the Land Use Article of the Annotated Code of Maryland, at Sections 18-102 and 18-103, the Maryland-National Capital Park and Planning Commission (the “Commission”) is required to prepare an annual operating and an annual capital budget for the Fiscal Year beginning on July 1, 2019 and ending on June 30, 2020 (together, the “Proposed FY20 Budgets”), and to state its proposed expenditures and estimates of anticipated revenue separately for each county; and,

**WHEREAS**, The Montgomery County Planning Board and Prince George’s County Planning Board, respectively, have reviewed and approved the estimated revenue and expenditures proposed by each department, office and program of the Commission in such amounts as are enumerated in Exhibit A hereto; and,

**WHEREAS**, The Planning Boards have also considered and approved certain revisions to the Commission’s allocation of funds, including such funds allocable jointly to both counties, as incorporated and reflected in the proposed expenditures enumerated in Exhibit A; and,

**WHEREAS**, The Planning Boards have also considered appropriate operating fund reserves for the Commission, and have thereupon determined to include, recommend, and request funding within the Proposed FY20 Budgets adequate to maintain such reserves within a range of three percent (3%) and five percent (5%), in accordance with Commission policy; and,

**WHEREAS**, The Commission undertakes and expressly intends by adopting this resolution to ratify, approve and adopt Exhibit A hereto as the Commission’s Proposed FY20 Budgets in full accordance with the determinations made separately by each Planning Board relating to the reallocation of certain funds, and the appropriate level of operating fund reserves, each as described above.

**NOW, THEREFORE, BE IT RESOLVED**, in accordance with the Land Use Article at Section 18-104, the Commission hereby approves Exhibit A for transmittal to the County Executives of Montgomery and Prince George's Counties as the Commission's Proposed FY20 Budgets, and directs appropriate staff to prepare such supporting schedules and narratives for Commission departments, offices and programs as may be necessary or appropriate for explanatory purposes; and,

**BE IT FURTHER RESOLVED**, that the Montgomery County Planning Board and Prince George's County Planning Board, each and respectively, are authorized to approve adjustments to the FY20 Proposed Budgets adopted as set forth in Exhibit A hereto; provided that either Planning Board seeking such an adjustment shall take formal action and enter notice of the action among the Commission records; and, provided further that any such adjustment made by either Planning Board shall not have any impact on a Commission fund maintained to support a work program within the exclusive administrative control and jurisdiction of the other Planning Board.

APPROVED AS TO LEGAL SUFFICIENCY.

  
M-NCPPC Legal Department

Date 12/11/2018



**MONTGOMERY COUNTY  
 TAX RATES AND ASSESSABLE BASE**

		<u>FY 18 Actual</u>	<u>FY 19 Adopted</u>	<u>FY 20 Proposed</u>	<u>Rate Change</u>
<b><u>Tax Rates:</u></b>					
(Cents per \$100 of assessed value)					
Administration					
	Real	1.72	1.56	1.75	0.19
	Personal	4.30	3.90	4.38	0.48
Park					
	Real	5.54	5.30	5.68	0.38
	Personal	13.85	13.25	14.20	0.95
Adv. Land Acquisition					
	Real	0.10	0.10	0.10	-
	Personal	0.25	0.25	0.25	-
Total Tax Rates (Cents)					
	Real	<u>7.36</u>	<u>6.96</u>	<u>7.53</u>	<u>0.57</u>
	Personal	<u>18.40</u>	<u>17.40</u>	<u>18.83</u>	<u>1.43</u>

		<u>FY 18 Actual</u>	<u>FY 19 Adopted</u>	<u>FY 20 Proposed</u>	<u>% Change</u>
<b><u>Assessable Base):</u></b>					
(in billions \$)					
Administration Fund*					
	Real	161.431	167.323	172.177	2.90%
	Personal	3.136	3.426	3.652	6.60%
Park Fund*					
	Real	161.431	167.323	172.177	2.90%
	Personal	3.136	3.426	3.652	6.60%
Adv. Land Acquisition (Entire County)					
	Real	185.671	192.599	198.472	3.05%
	Personal	3.862	4.238	4.452	5.05%

\* The assessable base for both the Administration Fund and the Park Fund covers all of Montgomery County except the municipalities of Rockville, Gaithersburg, Washington Grove, Barnesville, Brookeville, Poolesville, and Laytonsville.

PRINCE GEORGE'S COUNTY FY20 PROPOSED BUDGET SUMMARY  
FUND SUMMARY BY DEPARTMENT AND BY DIVISION Cont'd

	Administration Fund	Park Fund	Recreation Fund	Park Debt Service Fund	ALA Debt Service Fund	ALA Revolving Fund	Capital Projects Fund	Special Revenue Fund	Enterprise Fund	Risk Management Internal Service Fund	Capital Equipment Internal Service Fund	CIO & Comm-wide IT Initiatives Internal Service Fund	Total
<b>Sources:</b>													
Property Taxes	\$ 54,258,700	\$ 148,025,000	\$ 77,351,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 279,635,000
Intergovernmental	203,500	-	-	-	-	-	4,000,000	950,000	-	-	-	-	5,153,500
Sales	50,000	-	63,000	-	-	-	-	92,000	2,450,000	-	-	-	2,655,000
Charges for Services	600,000	232,835	9,043,197	-	-	-	-	5,892,619	5,479,500	3,141,800	2,042,927	2,417,808	28,890,686
Rentals and Concessions	-	2,734,765	1,236,910	-	-	-	-	945,022	2,813,700	-	-	-	7,730,397
Interest	1,000,000	1,750,000	750,000	-	-	-	-	25,000	150,000	250,000	5,000	-	4,430,000
Miscellaneous	-	623,500	95,800	-	-	-	2,000,000	187,522	-	-	-	-	2,906,822
Total Revenues	56,112,200	153,366,100	88,540,207	-	-	-	6,500,000	8,092,163	10,893,200	3,391,800	2,047,927	2,417,808	331,361,405
Transfers In	-	3,500,000	-	15,296,269	-	-	44,325,000	-	8,223,379	-	250,000	-	71,344,648
Debt Proceeds	-	-	-	-	-	291,835	8,875,000	-	-	925,902	-	-	9,125,000
Use of Fund Balance/Net Assets	1,838,750	24,956,037	8,033,819	-	-	-	-	53,306	-	-	-	-	36,099,659
Total Available Funds	\$ 57,950,960	\$ 181,822,137	\$ 96,574,026	\$ 15,296,269	\$ -	\$ 291,835	\$ 59,700,000	\$ 8,145,469	\$ 19,116,579	\$ 4,317,702	\$ 2,297,927	\$ 2,417,808	\$ 447,930,712
<b>Uses:</b>													
Commissioners' Office	\$ 3,378,179	-	-	-	-	-	-	-	-	-	-	-	3,378,179
Planning Department	-	-	-	-	-	-	-	-	-	-	-	-	-
Director's Office	4,378,507	-	-	-	-	-	-	-	-	-	-	-	4,378,507
Development Review	6,498,650	-	-	-	-	-	-	-	-	-	-	-	6,498,650
Community Planning	4,923,202	-	-	-	-	-	-	-	-	-	-	-	4,923,202
Information Management	5,947,842	-	-	-	-	-	-	-	-	-	-	-	5,947,842
Countywide Planning	7,302,536	-	-	-	-	-	-	-	-	-	-	-	7,302,536
Support Services	7,286,103	-	-	-	-	-	-	-	-	-	-	-	7,286,103
Grants	147,500	-	-	-	-	-	-	-	147,500	-	-	-	147,500
Special Revenue Operations	-	-	-	-	-	-	20,000	20,000	-	-	-	-	20,000
Planning Operations Total	36,484,340	-	-	-	-	-	-	20,000	-	-	-	-	36,504,340
Genital/Administrative Services (CAS):													
Dept of Human Resources and Mgmt	2,957,561	-	-	-	-	-	-	-	-	-	-	-	2,957,561
Department of Finance	2,566,975	-	-	-	-	-	-	-	-	-	-	-	2,566,975
Legal Department	1,241,664	-	-	-	-	-	-	-	-	-	-	-	1,241,664
Mert System Board	82,065	-	-	-	-	-	-	-	-	-	-	-	82,065
Office of Inspector General	388,631	-	-	-	-	-	-	-	-	-	-	-	388,631
Corporate IT	1,434,541	-	-	-	-	-	-	-	-	-	-	-	1,434,541
Support Services	794,488	-	-	-	-	-	-	-	-	-	-	-	794,488
CAS Total	9,465,925	-	-	-	-	-	-	-	-	-	-	-	9,465,925
Parks and Rec. Operating Divisions:													
Office of the Director	-	21,244,318	-	-	-	-	-	-	-	-	-	-	21,244,318
Administration and Development	-	34,653,978	10,980,357	-	-	-	-	-	-	-	-	-	45,634,335
Facility Operations	-	41,023,974	21,661,247	-	-	-	-	-	-	-	-	-	62,685,221
Area Operations	-	20,527,572	35,941,398	-	-	-	-	-	-	-	-	-	56,468,970
Special Revenue Operations	-	-	-	-	-	-	-	8,125,469	-	-	-	-	8,125,469
Enterprise Operations	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Park and Rec. Operations	-	117,449,842	68,583,002	-	-	-	-	8,125,469	19,116,579	-	-	-	213,274,892
NonDepartmental	2,977,216	8,484,326	5,645,045	-	-	-	-	-	19,116,579	-	-	-	17,106,587
Advanced Land Acquisition	-	-	-	-	-	291,835	-	-	-	-	-	-	291,835
Debt Service	-	-	-	15,296,269	-	-	-	-	-	-	-	-	15,296,269
Capital Projects	-	-	-	-	-	-	59,200,000	-	-	-	-	-	59,200,000
Transfer to Debt Service	-	15,296,269	-	-	-	-	-	-	-	-	-	-	15,296,269
Risk Management Operating	-	-	-	-	-	-	-	-	-	4,317,702	-	-	4,317,702
Capital Equipment Operating	-	-	-	-	-	-	-	-	-	-	386,890	-	386,890
CIO & Commission-wide Operating	-	-	-	-	-	-	-	-	-	-	2,406,392	-	2,406,392
Transfers Out	3,030,000	34,295,000	18,223,379	-	-	-	500,000	-	-	-	-	-	56,048,379
Total Uses	55,335,660	175,525,437	92,451,426	15,296,269	-	291,835	59,700,000	8,145,469	19,116,579	4,317,702	386,890	2,406,392	432,973,659
Designated Expenditure Reserve @ 5%	2,615,300	6,296,700	4,122,600	-	-	-	-	-	-	-	-	-	13,034,600
Total Required Funds	\$ 57,950,960	\$ 181,822,137	\$ 96,574,026	\$ 15,296,269	\$ -	\$ 291,835	\$ 59,700,000	\$ 8,145,469	\$ 19,116,579	\$ 4,317,702	\$ 386,890	\$ 2,406,392	\$ 446,008,259
Excess of Sources over Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,922,453
Total Funded Career/Term Positions	273.93	804.00	305.00	-	-	-	-	-	68.00	3.00	-	-	1,457.43
Total Funded Workyears	269.47	981.50	997.56	-	-	-	-	264.80	206.10	3.40	-	-	2,726.33

**PRINCE GEORGE'S COUNTY  
TAX RATES AND ASSESSABLE BASE**

		<u>FY 18 Actual</u>	<u>FY 19 Adopted</u>	<u>FY 20 Proposed</u>	<u>Rate Change</u>
<b><u>Tax Rates:</u></b>					
(Cents per \$100 of assessed value)					
Administration	Real	5.66	5.66	5.66	-
	Personal	14.15	14.15	14.15	-
Park	Real	15.94	15.94	15.94	-
	Personal	39.85	39.85	39.85	-
Recreation	Real	7.80	7.80	7.80	-
	Personal	19.50	19.50	19.50	-
Adv. Land Acquisition	Real	0.00	0.00	0.00	-
	Personal	0.00	0.00	0.00	-
Total Tax Rates (Cents)	Real	<u>29.40</u>	<u>29.40</u>	<u>29.40</u>	<u>-</u>
	Personal	<u>73.50</u>	<u>73.50</u>	<u>73.50</u>	<u>-</u>

		<u>FY 18 Actual</u>	<u>FY 19 Adopted</u>	<u>FY 20 Proposed</u>	<u>% Change</u>
<b><u>Assessable Base:</u></b>					
(in billions \$)					
Regional District (Administration Fund)	Real	84.040	88.181	88.473	0.33%
	Personal	2.992	3.303	3.048	-7.72%
Metropolitan District (Park Fund)	Real	81.254	85.399	85.681	0.33%
	Personal	2.892	3.199	2.952	-7.72%
Entire County (Recreation Fund and ALA Fund)	Real	86.880	91.238	91.539	0.33%
	Personal	3.093	3.417	3.154	-7.70%

*The **Regional District** consists of Prince George's County less the area enclosed by the corporate limits of the City of Laurel.*

*The **Metropolitan District** consists of all of Prince George's County, less the area of: The City of Greenbelt, City of District Heights, City of Laurel, most of Election District #10 (West of Laurel), the Aquasco area (Election District #8), and the Nottingham area (Election District #4).*

**COMMISSION-WIDE FY20 PROPOSED BUDGET SUMMARY  
FUND SUMMARY BY DEPARTMENT**

	County Funds		Commission-wide Funds		Total
	Montgomery County Funds	Prince George's County Funds	Executive Office Building Internal Service Fund	Group Insurance Fund	
<b>Sources:</b>					
Property Taxes	\$ 136,595,100	\$ 279,635,000	\$ -	\$ -	\$ 416,230,100
Intergovernmental	29,841,380	5,153,500	-	2,000,000	36,994,880
Sales	873,350	2,655,000	-	-	3,528,350
Charges for Services	18,829,005	28,850,686	1,352,000	60,665,271	109,696,962
Rentals and Concessions	5,634,752	7,730,397	-	-	13,365,149
Interest	715,000	4,430,000	25,000	200,000	5,370,000
Miscellaneous	14,376,422	2,906,822	-	-	17,283,244
<b>Total Revenues</b>	<b>206,865,009</b>	<b>331,361,405</b>	<b>1,377,000</b>	<b>62,865,271</b>	<b>602,468,685</b>
Transfers In	11,999,410	71,344,648	-	-	83,344,058
Bond Proceeds	19,832,000	9,125,000	-	-	28,957,000
Use of Fund Balance/Net Assets	13,244,286	36,099,659	63,307	1,155,026	50,562,278
<b>Total Available Funds</b>	<b>\$ 251,940,705</b>	<b>\$ 447,930,712</b>	<b>\$ 1,440,307</b>	<b>\$ 64,020,297</b>	<b>\$ 765,332,021</b>
<b>Uses:</b>					
Commissioners' Office	1,273,938	3,378,179	-	-	4,652,117
Planning Department	24,734,110	36,504,340	-	-	61,238,450
Parks Department	108,603,088	-	-	-	108,603,088
Parks and Recreation Department	-	213,274,892	-	-	213,274,892
Central Administrative Services (CAS)					
Dept. of Human Resources and Mgmt.	2,349,179	2,957,561	-	-	5,306,740
Department of Finance	2,308,443	2,566,975	-	-	4,875,418
Legal Department	1,495,134	1,241,664	-	-	2,736,798
Merit System Board	82,065	82,065	-	-	164,130
Office of Inspector General	280,088	388,631	-	-	668,719
Corporate IT	1,468,921	1,434,541	-	-	2,903,462
Support Services	643,676	794,488	-	-	1,438,164
NonDepartmental	10,298,896	17,106,587	-	-	27,405,483
Debt Service	7,269,610	15,296,269	-	-	22,565,879
Capital Projects	54,920,000	59,200,000	-	-	114,120,000
Advanced Land Acquisition	10,909,165	291,835	-	-	11,201,000
Risk Management	3,000,335	4,317,702	-	-	7,318,037
Capital Equipment	4,610,355	386,890	-	-	4,997,245
CIO/Commission-wide IT	1,835,729	2,406,392	-	-	4,242,121
Wheaton Headquarters Building	928,029	-	-	-	928,029
Executive Office Building	-	-	1,440,307	-	1,440,307
Group Insurance	-	-	-	64,020,297	64,020,297
Transfers Out	8,499,410	71,344,648	-	-	79,844,058
<b>Total Uses</b>	<b>\$ 245,510,171</b>	<b>\$ 432,973,659</b>	<b>\$ 1,440,307</b>	<b>\$ 64,020,297</b>	<b>\$ 743,944,434</b>
Designated Expenditure Reserve	4,054,500	13,034,600	<i>not applicable</i>	<i>not applicable</i>	17,089,100
<b>Total Required Funds</b>	<b>\$ 249,564,671</b>	<b>\$ 446,008,259</b>	<b>\$ 1,440,307</b>	<b>\$ 64,020,297</b>	<b>\$ 761,033,534</b>
<b>Excess of Sources over Uses</b>	<b>\$ 2,376,034</b>	<b>\$ 1,922,453</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,298,487</b>
<b>Total Funded Career/Term Positions</b>	<b>1,044</b>	<b>1,457</b>	<b>2.00</b>	<b>6.00</b>	<b>2,509.00</b>
<b>Total Funded Workyears</b>	<b>1,109</b>	<b>2,726</b>	<b>2.00</b>	<b>6.20</b>	<b>3,843.55</b>



# The Maryland-National Capital Park and Planning Commission



# Land Use Article Requirements

- Section 15-115
  - Commission must publish an annual financial report certified by independent certified public accountants.
- Section 15-116
  - Commission must publish an annual report setting forth the work of the Commission for the year.

# Auditor's Opinion

- Received an unqualified (clean) opinion from SB & Company, LLC

# Commission Wide Activity (Millions)

	Governmental Activities	Business- type Activities	Total
Revenues	\$454.9	\$20.6	\$475.5
Expenses	(398.5)	(30.9)	(429.4)
Transfers	(8.7)	8.7	-
Change in Net Position	\$ 47.7	\$ (1.6)	\$ 46.1

**MONTGOMERY COUNTY  
ADMINISTRATION ACCOUNT- GENERAL FUND (Thousands)**

	Final Budget	Actual	Variance
Revenues:			
Total Revenues	\$ 29,848.5	\$ 29,608.5	\$ (240.0)
Expenditures/Encumbrances:			
Total Expenditures/Encumbrances	30,928.7	28,929.2	1,999.5
Revenues over (under) Expenditures	(1,080.2)	679.3	1,759.5
Transfer to Park Fund	(800.0)	(800.0)	-
Change in Fund Balance	\$ (1,880.2)	(120.7)	\$ 1,759.5
Fund Balance - Budget Basis, Beginning		5,808.8	
Fund Balance - Budget Basis, Ending		\$ 5,688.1	

Fund balance, budget basis

Assigned (Designated for FY 2019 Budget)

\$ 3,502.3

Unassigned (Designated for Contingencies)

953.0

Unassigned (net of Contingency Designation)

1,232.8

Total Unassigned

2,185.8

Total fund balance, budget basis

\$5,688.1

**MONTGOMERY COUNTY  
PARK ACCOUNT- GENERAL FUND (Thousands)**

	Final Budget	Actual	Variance with Variance
Revenues:			
Total Revenues	\$ 101,351.3	\$ 100,094.4	\$ (1,256.9)
Expenditures/Encumbrances:			
Total Expenditures/Encumbrances	96,812.7	94,675.7	2,137.0
Revenues over (under) Expenditures	4,538.6	5,418.7	880.1
Transfers In (Out)			
Capital Project Funds	15.0	29.3	14.3
Debt Service	500.0	500.0	-
Capital Project Funds - Development	(5,511.2)	(5,428.9)	82.3
Special Revenue	(350.0)	(350.0)	-
Total Transfers	(5,346.2)	(5,249.6)	96.6
Change in Fund Balance	\$ (807.6)	169.1	\$ 976.7
Fund Balance - Budget Basis, Beginning		7,880.5	
Fund Balance - Budget Basis, Ending		\$ 8,049.6	

Fund balance, budget basis

Assigned (Designated for FY 2019 Budget)

\$ 3,662.4

Unassigned (Designated for Contingencies)

2,911.5

Unassigned (net of Contingency Designation)

1,475.7

Total Unassigned

4,387.2

Total fund balance, budget basis

\$8,049.6

**PRINCE GEORGE'S COUNTY  
ADMINISTRATION ACCOUNT- GENERAL FUND (Thousands)**

	Final Budget	Actual	Variance with Variance
Revenues:			
Total Revenues	\$ 52,113.1	\$ 54,030.9	\$ 1,917.8
Expenditures/Encumbrances:			
Total Expenditures/Encumbrances	50,753.0	42,104.9	8,648.1
Revenues over (under) Expenditures	1,360.1	11,926.0	10,565.9
Transfer to Special Revenue Fund	(30.0)	(30.0)	-
Change in Fund Balance	1,330.1	11,896.0	\$ 10,565.9
Fund Balance - Budget Basis, Beginning		32,940.9	
Fund Balance - Budget Basis, Ending		<u>\$ 44,836.9</u>	

Fund balance, budget basis

Assigned (Designated for FY 2019 Budget)

\$ 0

Unassigned (Designated for Contingencies)

2,618.5

Unassigned (net of Contingency Designation)

42,218.4

Total Unassigned

44,836.9

Total fund balance, budget basis

\$ 44,836.9

PRINCE GEORGE'S COUNTY PARK ACCOUNT- GENERAL FUND (Thousands)			
	Final Budget	Actual	Variance with Variance
Revenues:			
Total Revenues	142,961.0	147,697.7	4,736.7
Expenditures/Encumbrances:			
Total Expenditures/Encumbrances	123,568.3	117,347.8	6,220.5
Revenues over (under) Expenditures	19,392.7	30,349.9	10,957.2
Transfers In (Out)			
Capital Project Funds - Interest	250.0	855.9	605.9
Debt Service	(11,053.7)	(11,031.8)	21.9
Capital Project Funds - Development	(11,600.0)	(11,600.0)	-
Total Transfers	(22,403.7)	(21,775.9)	627.8
Change in Fund Balance	\$ (3,011.0)	8,574.0	\$ 11,585.0
Fund Balance - Budget Basis, Beginning		127,646.8	
Fund Balance - Budget Basis, Ending		<u>\$ 136,220.8</u>	

Fund balance, budget basis

Assigned (Designated for FY 2019 Budget)

\$ 7,521.9

Unassigned (Designated for Contingencies)

6,212.0

Unassigned (net of Contingency Designation)

122,486.9

Total Unassigned

128,699.0

Total fund balance, budget basis

\$ 136,220.8



**PRINCE GEORGE'S COUNTY  
RECREATION ACCOUNT- GENERAL FUND (Thousands)**

	Final Budget	Actual	Variance with Variance
Revenues:			
Total Revenues	\$ 82,700.4	\$ 84,068.8	\$ 1,368.4
Expenditures/Encumbrances:			
Total Expenditures/Encumbrances	69,442.4	61,579.1	7,863.3
Revenues over (under) Expenditures	13,258.0	22,489.7	9,231.7
Transfer Out - Enterprise	(8,748.4)	(8,748.4)	-
Change in Fund Balance	4,509.6	13,741.3	\$ 9,231.7
Fund Balance - Budget Basis, Beginning		37,089.8	
Fund Balance - Budget Basis, Ending		<u>\$ 50,831.1</u>	

Fund balance, budget basis

Assigned (Designated for FY 2019 Budget)

\$ 9,377.7

Unassigned (Designated for Contingencies)

4,474.4

Unassigned (net of Contingency Designation)

36,979.0

Total Unassigned

41,453.4

Total fund balance, budget basis

\$ 50,831.1

# Enterprise Funds (Thousands)

	Montgomery County	Prince George's County
Operating revenues	\$ 11,473	\$ 8,727
Operating expenses, excluding depreciation	9,439	18,416
Operating income (loss), excluding depreciation	2,034	(9,689)
Depreciation	1,105	1,992
Operating Income (loss)	929	(11,681)
Nonoperating revenue (expense)	252	173
Transfers/Contributions	---	8,748
Changes in Net Position	\$ 1,181	\$ (2,760)

Montgomery County  
Fund Balance Policy  
General Fund Accounts

Goal: Fund Balance 3 – 5% of budgeted expenditures

Administration Fund:

93 Actual available Fund Balance \$2,185,756  
7.07% of FY18 budgeted expenditures

Park Fund:

Actual available Fund Balance \$4,387,164  
4.53% of FY18 budgeted expenditures

Prince George's County  
Fund Balance Policy  
General Fund Accounts

Goal: Fund Balance 3 – 5% of expenditures

Administration Fund:

Actual available Fund Balance \$44,836,878  
88.34% of FY18 budgeted expenditures

94

Park Fund:

Actual available Fund Balance \$128,699,000  
104.15% of FY18 budgeted expenditures

Recreation Fund:

Actual available Fund Balance \$41,453,391  
59.69% of FY18 budgeted expenditures

Montgomery County Cash  
Balance Policy  
Enterprise Fund

Goal: Cash Balance equal to 10% of operating expenses

⑨	Minimum required cash	\$ 1,054,366
	Cash as of June 30, 2018	9,062,718
	Cash as Percentage of operating expenses	85.95%

Prince George's County Cash  
Balance Policy  
Enterprise Fund

Goal: Cash Balance equal to 10% of operating expenses

Minimum required cash	\$ 2,040,862
Cash as of June 30, 2018	3,694,668
Cash as Percentage of operating expenses	18.10%

Montgomery County  
Fund Balance Policy  
Special Revenue Fund

Goal: Fund Balance 15% of expenditures

Actual ending Fund Balance \$6,429,204

⑨ 114.10% of budgeted expenditures

Prince George's County  
Fund Balance Policy  
Special Revenue Fund

Goal: Fund Balance 10% of expenditures

Actual ending Fund Balance \$10,959,439

⑨8 119.88% of budgeted expenditures



Fund Balance Policy –  
Risk Management Fund

Goal – reserve net position equal to at least 2% of  
prior year (2017) operating expenses

99 Montgomery County Fund Net Position: \$5,501,451  
Percentage of 2017 Operating Expenses: 3.6%

Prince George’s County Fund Net Position: \$11,871,950  
Percentage of 2017 Operating Expenses: 4.63%



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

December 11, 2018

TO: Commission

VIA: Anju A. Bennett, Acting Executive Director *aa*  
William Spencer, Human Resources Director

FROM: Jennifer McDonald, Benefits Manager *jm*

SUBJECT: Recommendation for Use of Flexible Spending Accounts Forfeitures

**Background**

Recently, staff was asked to elaborate on options for how the agency can utilize Flexible Spending Accounts Forfeitures (FSA). The FSA allows employees to set aside a portion of their pre-tax earnings to pay for certain health care and dependent care expenses. Because earnings are taken as pre-tax deductions, there is a tax savings for employees.

Consistent with IRS regulations, if the employee does not spend the entire elected amount by March 15th of the following calendar year, the unused balance is forfeited and deposited into the forfeiture fund held by the employer. As of the end of fiscal year 2018 there was \$488,000 in forfeited funds. Over the past 5 years, the average annual forfeiture was \$30,000.

**Permissible Uses of FSA Forfeitures**

The IRS establishes rules on how employers can utilize FSA forfeitures. The M-NCPPC follows regulations for public employers and is exempt from the Employee Retirement Income Security Act of 1974 (ERISA), a federal law that sets minimum standards for the private industry. Therefore, M-NCPPC can use FSA forfeitures as follows:

1. Any purpose the employer desires.
2. Defray plan administrative expenses;
3. Reduce contributions by FSA participants in the next plan year on a uniform basis. For example, every participant who enrolls in the FSA for the next year could get a flat amount such as \$100 deposited into their FSA account thereby reducing the total contribution they would have to make for that year;

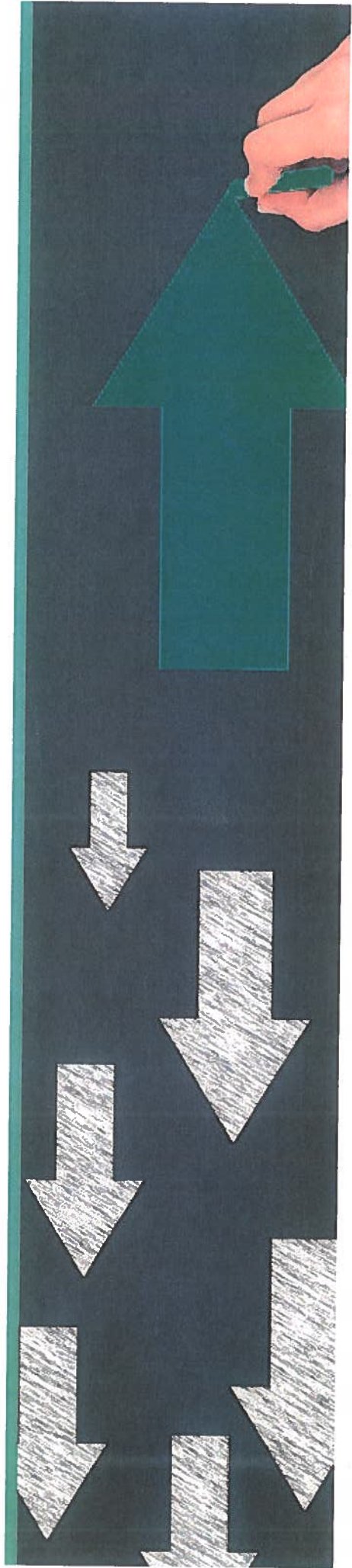
4. Return to FSA participants as a cash refund on a uniform basis, which will be taxed as W-2 wages.

Benefit Consultant, AON conducted a recent poll of local government agencies on how forfeitures are used. The majority indicated they use the forfeiture to offset administration fees and expenses.

At the last Commission presentation, the Health and Benefits Office recommended using funds to offset administrative costs for the FSA plan. However, the agency can elect any combination of the options listed above.

SUMMARY AND ANALYSIS OF THE

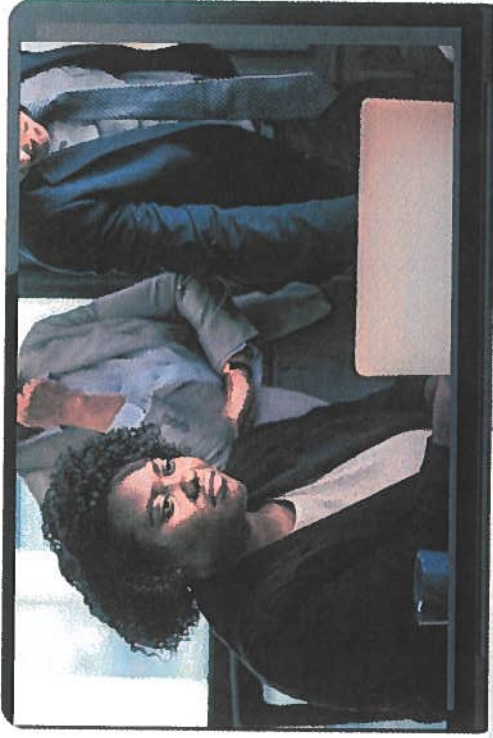
# ERP UPGRADE PROJECT



# AGENDA

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- ✔ Project Overview
- ✔ Achieved Outcomes
- ✔ Post Implementation Support
- ✔ Training
- ✔ Next Steps
- ✔ Continued ERP Solution Development
- ✔ Acknowledgements



## Project Overview

✓ **Who:** The Project was a huge undertaking led by the CIO's team in the Project Management Office with over 70 Project team members and department leadership from Montgomery Parks, Montgomery Planning, Prince George's Dept. of Parks & Recreation, Prince George's Planning, Department of Finance and Department of Human Resources and Management, Enterprise IT, IT Groups across the Commission, and our Implementation Consultants - Infor, RPI, and MHC

### What:

The project consisted of three main parts:

- Upgrade of all 3 ERP modules: Finance, HR and Procurement
- Business Process improvements, Process re-engineering Personnel Action Automation & improved reporting
- Implantation of new Modules: Strategic Sourcing and Contracts Management

✓ **When:** November 2017 – November 2018

- Enduring commitments from the Project team from Departments
- Kick-off in March 2018
- Townhall meeting at project midway point

## Achieved Outcomes

---

### Met all goals established with Departments

- ✓ Eliminated risk associated with the ERP platform no longer being supported
- ✓ Completed project on time and within budget
- ✓ The implementation of new modules: Strategic Sourcing and Contracts Management
  - ✓ Many Business Process Improvements made for efficiency
    - Automated alerts to provide real-time information to all users
    - Reduce errors, delays, and reduction in manual and paper-based processes
    - Streamlined and Automation of HR Personnel Action process
    - Reduction in delays and the need for retroactive pay adjustments
- ✓ Employee Self Service Features: Pay stub and W-2 form
- ✓ Users are empowered with more control over generating system reports and instantaneous access to employee information

## Post Implementation Support

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### Post Go-Live Support

- ✓ The project team setup and managed the ERP Hotline that remained operational for 2 weeks after Go Live
- ✓ The project team met regularly to address the status of outstanding user requests



### Noteworthy Challenges

- ✓ Varying network and desktop configurations within the departments created inconsistencies for the ERP access and performance
- ✓ It is essential that Departments' IT align technology efforts with OCIO enterprise system upgrade effort



## Training

To ensure employees were trained in the appropriate modules we coordinated with departments to encourage participation.

### Attendance Numbers

- ✓ 9 training sessions held
- ✓ **Procurement** had 109 people register and 88 attend (81% attendance)
- ✓ **HR** had 121 people register and 99 attend (82% attendance)
- ✓ **Finance** had 130 people register and 85 attend (65% attendance)

### Success Assessment

- ✓ The PMO will soon send out a survey to all training participants to measure the success of the training effort.

### Future Training

- ✓ Information from the survey will influence changes to future training offerings
- ✓ The functional teams in HR, Procurement, and Finance will post new training dates after the new year on the M-NCPPC Training Calendar.
- ✓ Large scale training may require hiring a consultant



## Next Steps

### 01

#### Lessons Learned

- ✓ Planning implementation for action items from hosted meeting
- ✓ Documenting lessons learned by surveying the Integrated Project Team (IPT)
- ✓ Hosting an in-person meeting

### 02

#### Review

Plan for post implementation review:

- ✓ User Acceptance
- ✓ How well has the solution solved user's problems
- ✓ Resulting organizational change

### 03

#### Archive

Completing, collecting, and archiving project documentation

## Continued ERP Solution Development



### Contracts Management & Strategic Sourcing

- ✓ Strategic Sourcing will provide streamlining of the purchasing process and vendor management
- ✓ Contracts Management will automate the internal routing and approval of contracts



### Employee Self Service (ESS)

- ✓ The PMO will coordinate an information campaign for the new Employee Self Service and Online Paystub and W2 access



### Personnel Action Automation

- ✓ Career Annual Increases
- ✓ New Hires
- ✓ Termination

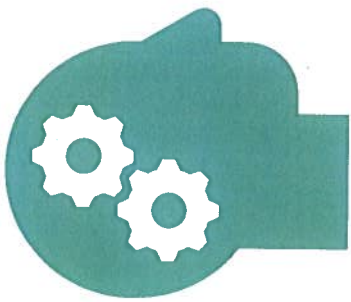


### AP Automation

- ✓ The goal for this solution is to automate the process for entering invoices into the system and processing them for payment
- ✓ Expected start date is Jan 2019

## Acknowledgements

- ✓ **Executive Sponsors** – Agency Chairs, Department Heads, Executive Director, and Secretary-Treasurer
- ✓ **Executive Steering Committee** – Andree Checkley, Darin Conforti, John Nissel, Tanya Stern, Carol Rubin, Bill Spencer, Barbara Walsh, and Mazen Chilet
- ✓ **Program Management Office (PMO)** – Reggie Dixon, Manju Aravind, Derek Morgan, and Stephanie Unkel
- 10 ✓ **Integrated Project Team** – Karen Warnick, Anjali Sood, Terry Johnson, Kathleen Wilson, Shuchi Vera, Darlene Douglas, Lisette Smith, Melissa Ford, Barbara Walsh, Jenetha Facey, Sharon Jones, Donna Truitt (Zajackowska), Jennifer McDonald, Gertie Johnson, Boni King, April Daye, Jillian Chapman, Terri Berry, Stacey Pearson, Tanya Johnson, Stephanie Akerley, Mechelle Myers, Chip Bennett, Tracey Harris, Courtney Bydume, Sarah Awe, and Ercelle Yauger
- ✓ **OCIO Enterprise IT** – Joe Bistany, Andy Gelfert, Byron Ortiz, Andrews Laryea, and Elvis Mendoza
- ✓ **Department IT Teams** – IT Division Chiefs and respective IT Help Desk Teams
- ✓ **Integration Consultants (RPI)** – Anne Bwogi, Jeremy Stoltzfus, Dave Clark, and Justin Braun



**THANKS FOR**

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**Your Support**

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**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
EMPLOYEE PERFORMANCE EVALUATIONS NOT COMPLETED BY DUE DATE  
BY DEPARTMENT AS OF NOVEMBER 2018**

	<u>31 - 60 DAYS</u>		<u>61 - 90 DAYS</u>		<u>91 + DAYS</u>		<u>DEPARTMENT TOTALS</u>	
	Oct-18	Nov-18	Oct-18	Nov-18	Oct-18	Nov-18	Oct-18	Nov-18
CHAIRMAN, MONTGOMERY COUNTY	0	0	0	0	0	0	0	0
CHARIMAN, PRINCE GEORGE'S COUNTY	0	0	0	0	0	0	0	0
OFFICE OF CIO	1	1	0	0	0	0	1	1
OFFICE OF INSPECTOR GENERAL	0	0	0	0	0	0	0	0
EXECUTIVE COMMITTEE/CHAIRS	0	0	0	0	0	0	0	0
DEPT. OF HUMAN RESOURCES & MGT.	0	0	0	0	0	0	0	0
LEGAL DEPARTMENT	3	1	1	3	0	1	4	5
FINANCE DEPARTMENT	1	1	0	0	0	0	1	1
PRINCE GEORGE'S PLANNING	2	2	1	1	1	0	4	3
PRINCE GEORGE'S PARKS & RECREATION	17	27	9	3	1	1	26	31
MONTGOMERY COUNTY PARKS	8	11	6	3	1	1	15	15
MONTGOMERY COUNTY PLANNING	5	7	0	2	0	0	5	9
<b>**DEPARTMENT TOTAL BY DAYS LATE**</b>	<b>37</b>	<b>50</b>	<b>17</b>	<b>12</b>	<b>3</b>	<b>3</b>		
<b>COMMISSION-WIDE TOTAL</b>							<b>56</b>	<b>65</b>

\*\*DEPARTMENTS HAVE BEEN NOTIFIED OF LATE EVALUATIONS.

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**The Maryland-National Capital Park & Planning Commission**  
**Department of Finance - Purchasing Division**

6611 Kenilworth Avenue, Suite 300 • Riverdale, Maryland 20737 • 301-454-1600 Fax: 301-454-1606

December 5, 2018

TO: Commissioners

VIA: Anju A. Bennett, Acting Executive Director 

FROM: Joseph C. Zimmerman, Secretary/Treasurer 

SUBJECT: MFD Purchasing Statistics— First Quarter FY19

The Commission's procurement policy (Practice 4-10, Purchasing) includes an anti-discrimination component which assures that fair and equitable vendor opportunities are made available to minority, female or disabled owned firms (MFDs). This program is administered jointly by the Office of the Executive Director and the Purchasing Division and includes a price preference program and an MFD subcontracting component based on the Commission procurement practices and the available MFD vendors in the marketplace. The price preference program has been suspended until a MFD study is conducted to provide evidence that the price preference is/is not needed. This report is provided for your information and may be found on the Commission's intranet.

Some of the observations of this FY19 report include:

- Attachment A indicates that through the first quarter of FY19, the Commission procured approximately \$24.8 million in goods, professional services, construction and miscellaneous services. Approximately 22.8% or \$5.7 million was spent with minority, female and disabled (MFD) owned firms.
- Attachment B indicates that in the first quarter MFD utilization was 22.8%.
- Attachment C represents the MFD participation by type of procurement. The MFD participation for construction through the first quarter of FY19 was 37.2%. Attachment C also indicates that the largest consumers of goods and services in the Commission are the Prince George's County Department of Parks and Recreation and the Montgomery County Department of Parks. These programs significantly impact the Commission's utilization of MFD firms. The MFD cumulative utilization numbers for these departments through the first quarter are 31.4% and 9.0%, respectively.
- Attachment D presents the FY19 activity for the Purchase Card program totaling approximately \$3.6 million of which 1.0% was spent with minority, female and disabled (MFD) firms. The amount of procurement card activity represents approximately 14.9% of the Commission's total procurement dollars. One reason for lower MFD participation on the purchase card is that the cards are used with national retail corporations when a

quick purchase for a maintenance job is needed. The purchase cards are also used for training registration in order to guarantee attendance.

- Attachment E portrays the historic MFD participation rates, and the total procurement from FY 1991 to first quarter FY19.
- Attachments F & G show the MFD participation in procurements at various bid levels to determine if MFD vendors are successful in obtaining opportunities in procurements that require informal bidding and formal bidding. Based on the department analysis, MFD vendors do appear to be participating, at an overall rate of 13.3% in informal (under \$30,000) and 20.8% in the formal (over \$30,000) procurements. For transactions under \$10k, MFD participation is 11.0%. MFD vendors are participating at an overall rate of 26.6% in transactions over \$250,000.
- Attachment H presents the total amount of procurements and the number of vendors by location. Of the \$24.8 million in total procurement, \$15.5 million was procured from Maryland vendors. Of the \$5.6 million in procurement from MFD vendors, \$5.0 million was procured from MFD vendors located in Maryland.
- Attachment I compares the utilization of MFD vendors by the Commission with the availability of MFD vendors. The results show under-utilization in the following categories: African American, Asian, Native American and Females. The amount and percentage of procurement from MFD vendors is broken out by categories as defined by the Commission's Anti-Discrimination Policy. The availability percentages are taken from the most recent State of Maryland disparity study dated February 8, 2017.
- Attachments J and K are prepared by the Department of Human Resources and Management and show the amount and number of waivers of the procurement policy by department and by reason for waiver. Total waivers were approximately 1.3% of total procurement.

For further information on the MFD report, please contact the Office of Executive Director at (301) 454-1740.

Attachments

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**MFD PROCUREMENT STATISTICS**  
**FY 2019**  
**FOR THREE MONTHS ENDED SEPTEMBER 30, 2018**

**Attachment A**

	<u>Procurement</u>		<u>Waivers</u>		<u>Procurement</u>	
	<u>Total \$</u>		<u>Total \$</u>	<u>Total #</u>	<u>MFD \$</u>	<u>%</u>
<b><u>Prince George's County</u></b>						
Commissioners' Office	\$ 30,726	\$	-	-	\$ 1,078	3.5%
Planning Department	160,960		-	-	65,421	40.6%
Parks and Recreation Department	14,747,094		344,870	3	4,625,526	31.4%
Total	14,938,780		344,870	3	4,692,025	31.4%
<b><u>Montgomery County</u></b>						
Commissioners' Office	1,131		-	-	-	0.0%
Planning Department	283,748		-	-	93,185	32.8%
Parks Department	9,079,983		-	-	817,627	9.0%
Total	9,364,862		-	-	910,812	9.7%
<b><u>Central Administrative Services</u></b>						
Dept. of Human Resources and Mgt.	118,912		-	-	16,734	14.1%
Finance Department	74,004		-	1	3,870	5.2%
Legal Department	13,586		-	-	1,957	14.4%
Merit Board	-		-	-	-	0.0%
Office of Chief Information Officer	303,984		-	-	45,363	14.9%
Office of Inspector General	6,849		-	-	-	0.0%
Total	517,335		-	1	67,924	13.1%
Grand Total	\$ 24,820,977	\$	344,870	4	\$ 5,670,761	22.8%

Note: The "Waivers" columns report the amount and number of purchases approved to be exempt from the competitive procurement process, including sole source procurements.

Prepared by Finance Department  
November 5, 2018

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**

**MFD PROCUREMENT STATISTICS**

FY 2019

**MFD STATISTICS - CUMULATIVE AND ACTIVITY BY QUARTER**

**Attachment B**

**CUMULATIVE BY QUARTER**

	SEPTEMBER	DECEMBER	MARCH	JUNE
<b><u>Prince George's County</u></b>				
Commissioners' Office	3.5%			
Planning Department	40.6%			
Parks and Recreation Department	31.4%			
Total	31.4%			
<b><u>Montgomery County</u></b>				
Commissioners' Office	0.0%			
Planning Department	32.8%			
Parks Department	9.0%			
Total	9.7%			
<b><u>Central Administrative Services</u></b>				
Dept. of Human Resources and Mgt.	14.1%			
Finance Department	5.2%			
Legal Department	14.4%			
Merit Board	0.0%			
Office of Chief Information Officer	14.9%			
Office of Inspector General	0.0%			
Total	13.1%			
 Grand Total	 22.8%			

**ACTIVITY BY QUARTER**

	FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER	TOTAL
<b><u>Prince George's County</u></b>					
Commissioners' Office	3.5%				3.5%
Planning Department	40.6%				40.6%
Parks and Recreation Department	31.4%				31.4%
Total	31.4%				31.4%
<b><u>Montgomery County</u></b>					
Commissioners' Office	0.0%				0.0%
Planning Department	32.8%				32.8%
Parks Department	9.0%				9.0%
Total	9.7%				9.7%
<b><u>Central Administrative Services</u></b>					
Dept. of Human Resources and Mgt.	14.1%				14.1%
Finance Department	5.2%				5.2%
Legal Department	14.4%				14.4%
Merit Board	0.0%				0.0%
Office of Chief Information Officer	14.9%				14.9%
Office of Inspector General	0.0%				0.0%
Total	13.1%				13.1%
 Grand Total	 22.8%				 22.8%

Prepared by Finance Department  
November 5, 2018

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

MFD PROCUREMENT STATISTICS

BY MAJOR PROCUREMENT CATEGORY

FY 2019

FOR THREE MONTHS ENDED SEPTEMBER 30, 2018

ATTACHMENT C

	Grand Total	Montgomery Planning	Montgomery Parks	Pr. Geo. Parks & Recreation	Pr. Geo. Planning	Dept. of Human Resources	Finance Dept.	Legal Dept.	Office of Chief Information
<b>Goods:</b>									
Total \$	\$ 7,980,161	\$ 54,018	\$ 3,980,394	\$ 3,799,212	\$ 42,890	\$ 27,741	\$ 29,440	\$ 4,405	\$ 42,061
MFD \$	\$ 280,757	\$ 6,118	\$ 57,747	\$ 168,526	\$ 9,191	\$ 2,155	\$ 3,870	\$ 1,590	\$ 31,560
Percentage	3.5%	11.3%	1.5%	4.4%	21.4%	7.8%	13.1%	36.1%	75.0%
<b>Miscellaneous Services:</b>									
Total \$	\$ 3,777,255	\$ 126,898	\$ 1,140,096	\$ 2,148,283	\$ 74,630	\$ 54,262	\$ 44,564	\$ 8,719	\$ 179,803
MFD \$	\$ 447,493	\$ 15,676	\$ 125,543	\$ 279,231	\$ 12,790	\$ 450	\$ 0	\$ 0	\$ 13,803
Percentage	11.8%	12.4%	11.0%	13.0%	17.1%	0.8%	0.0%	0.0%	7.7%
<b>Professional Services:</b>									
Total \$	\$ 1,558,589	\$ 78,758	\$ 386,554	\$ 936,375	\$ 43,440	\$ 30,880	\$ 0	\$ 462	\$ 82,120
MFD \$	\$ 679,052	\$ 68,865	\$ 28,837	\$ 529,443	\$ 43,440	\$ 8,100	\$ 0	\$ 367	\$ 0
Percentage	43.6%	87.4%	7.5%	56.5%	100.0%	26.2%	0.0%	79.4%	0.0%
<b>Construction:</b>									
Total \$	\$ 11,466,266	\$ 24,074	\$ 3,572,939	\$ 7,863,224	\$ 0	\$ 6,029	\$ 0	\$ 0	\$ 0
MFD \$	\$ 4,262,381	\$ 2,526	\$ 605,500	\$ 3,648,326	\$ 0	\$ 6,029	\$ 0	\$ 0	\$ 0
Percentage	37.2%	10.5%	16.9%	46.4%	0.0%	100.0%	0.0%	0.0%	0.0%
<b>SUBTOTAL</b>									
Total \$	\$ 24,782,271	\$ 283,748	\$ 9,079,983	\$ 14,747,094	\$ 160,960	\$ 118,912	\$ 74,004	\$ 13,586	\$ 303,984
MFD \$	\$ 5,669,683	\$ 93,185	\$ 817,627	\$ 4,625,526	\$ 65,421	\$ 16,734	\$ 3,870	\$ 1,957	\$ 45,363
Percentage	22.9%	32.8%	9.0%	31.4%	40.6%	14.1%	5.2%	14.4%	14.9%
<b>Pr. Geo. Commissioners' Office</b>									
Total \$	\$ 30,726								
MFD \$	\$ 1,078								
Percentage	3.5%								
<b>Mont. Commissioners' Office</b>									
Total \$	\$ 1,131								
MFD \$	\$ 0								
Percentage	0.0%								
<b>Merit Board</b>									
Total \$	\$ 0								
MFD \$	\$ 0								
Percentage	0.0%								
<b>Office of Inspector General</b>									
Total \$	\$ 6,849								
MFD \$	\$ 0								
Percentage	0.0%								
<b>GRAND TOTAL \$</b>	\$ 24,820,977								
<b>MFD \$</b>	\$ 5,670,761								
<b>Percentage</b>	22.8%								

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**MFD PROCUREMENT STATISTICS**  
**Comparison of MFD % for Total Procurement and Purchase Card Procurement**  
**FY 2019**  
**FOR THREE MONTHS ENDED SEPTEMBER 30, 2018**

**Attachment D**

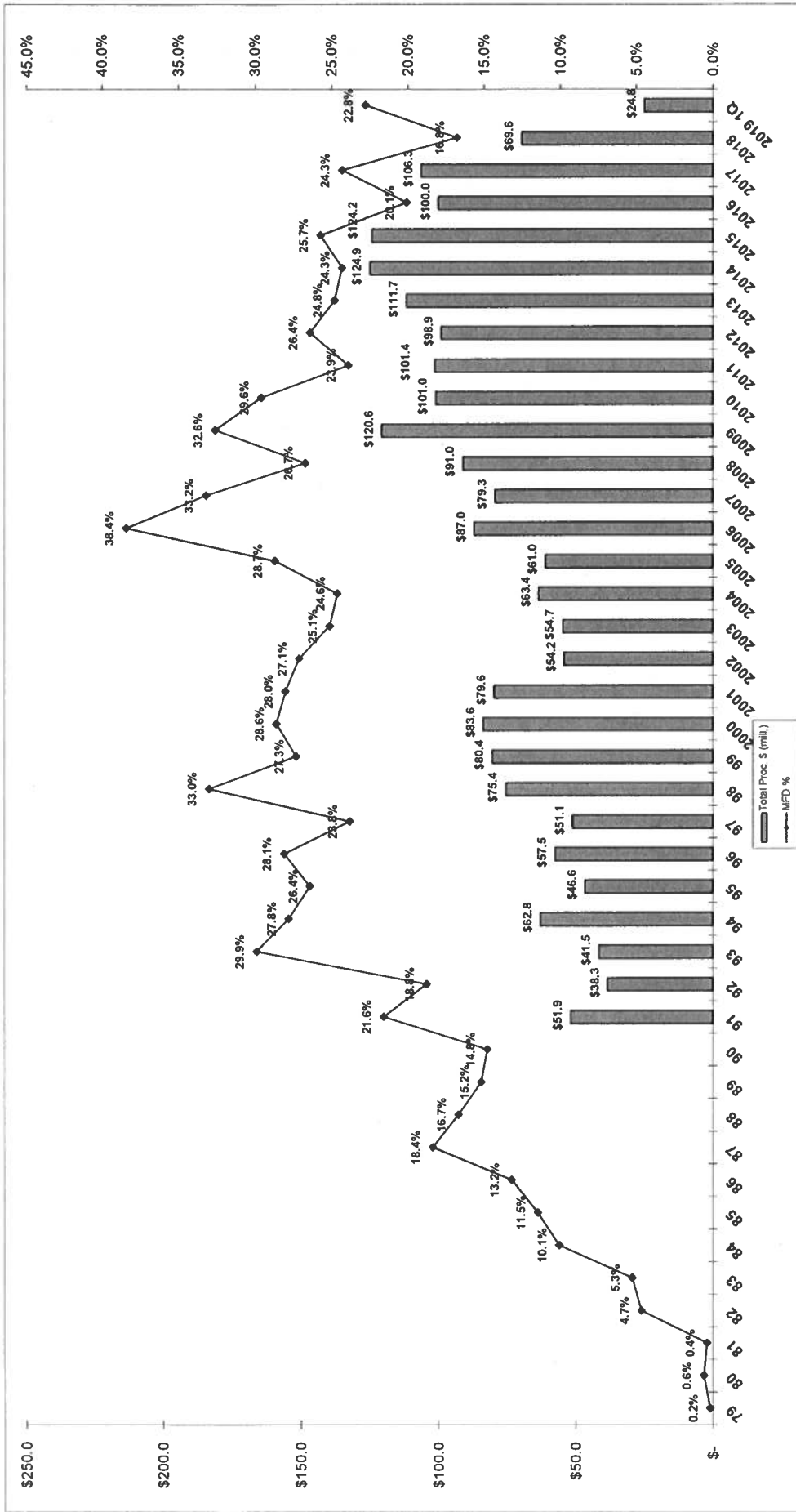
	<b>Total Procurement</b>		<b>Purchase Card Procurement</b>	
	<b>Total \$</b>	<b>MFD %</b>	<b>Total \$</b>	<b>MFD %</b>
<b><u>Prince George's County</u></b>				
Commissioners' Office	\$ 30,726	3.5%	\$ 9,713	8.8%
Planning Department	160,960	40.6%	34,282	0.0%
Parks and Recreation Department	14,757,094	31.4%	1,999,726	0.8%
Total	14,948,780	31.4%	2,043,721	0.8%
<b><u>Montgomery County</u></b>				
Commissioners' Office	1,131	0.0%	774	0.0%
Planning Department	283,748	32.8%	62,319	0.0%
Parks Department	9,079,983	9.0%	1,532,786	1.3%
Total	9,364,862	9.7%	1,595,879	1.3%
<b><u>Central Administrative Services</u></b>				
Dept. of Human Resources and Mgt.	118,912	14.1%	12,901	0.0%
Finance Department	74,004	5.2%	27,021	0.0%
Legal Department	13,586	14.4%	498	0.0%
Merit Board	-	0.0%	-	0.0%
Office of Chief Information Officer	303,984	14.9%	5,546	0.0%
Office of Inspector General	6,849	0.0%	6,849	0.0%
Total	517,335	13.1%	52,815	0.0%
Grand Total	\$ 24,830,977	22.8%	\$ 3,692,415	1.0%

**Percentage of Purchase Card Procurement to Total Procurement                      14.9%**

Prepared by Finance Department  
November 5, 2018

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
MFD PROCUREMENT RESULTS and TOTAL PROCUREMENT (millions)

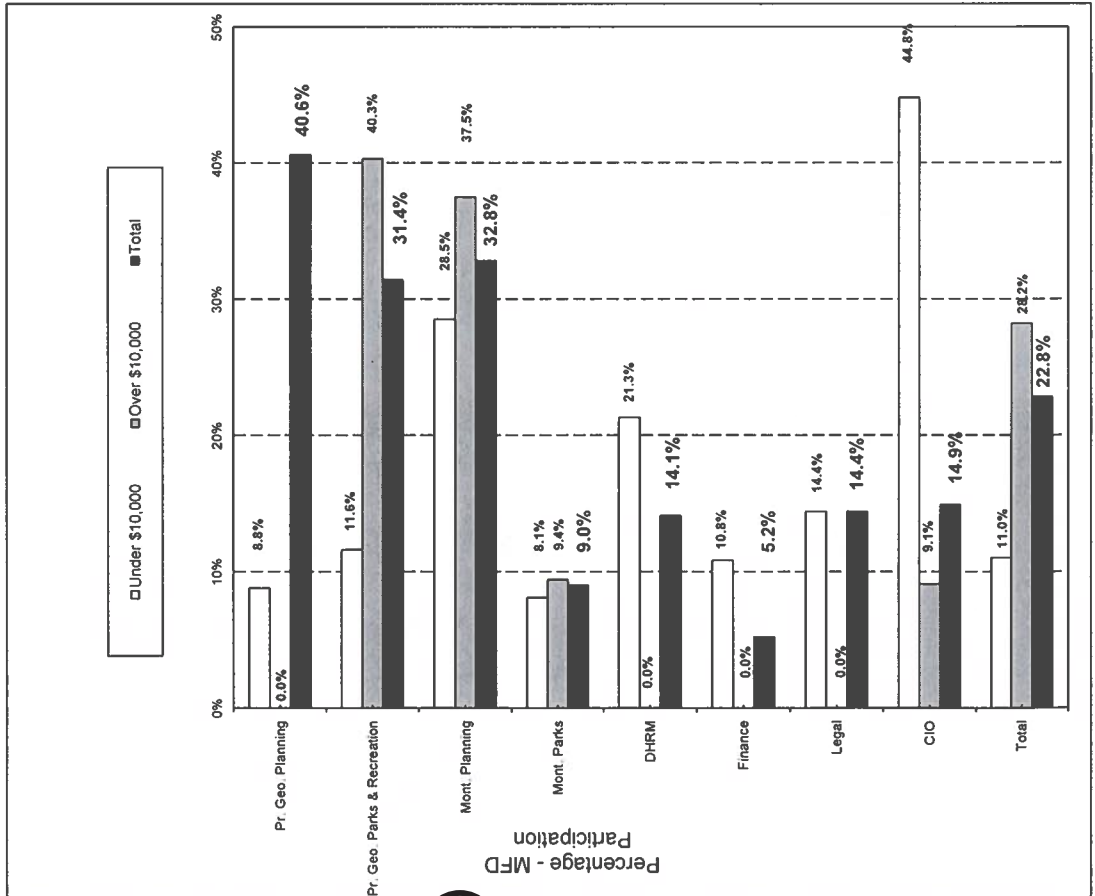
Attachment E



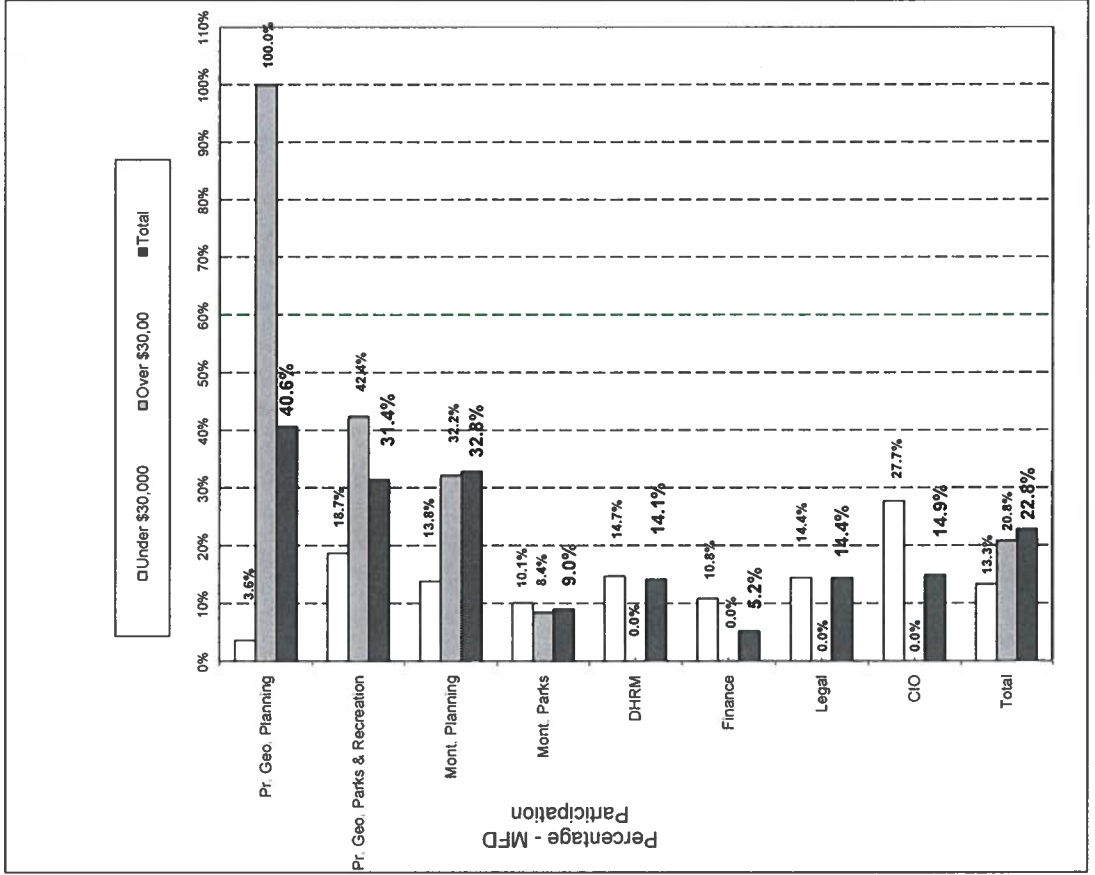
Prepared by Finance Department  
November 5, 2018

The Maryland-National Capital Park and Planning Commission  
 MFD Procurement Statistics - Transactions Under/Over \$10,000 & \$30,000 plus Total %  
 FY 2019 1Q

Under/Over \$10,000

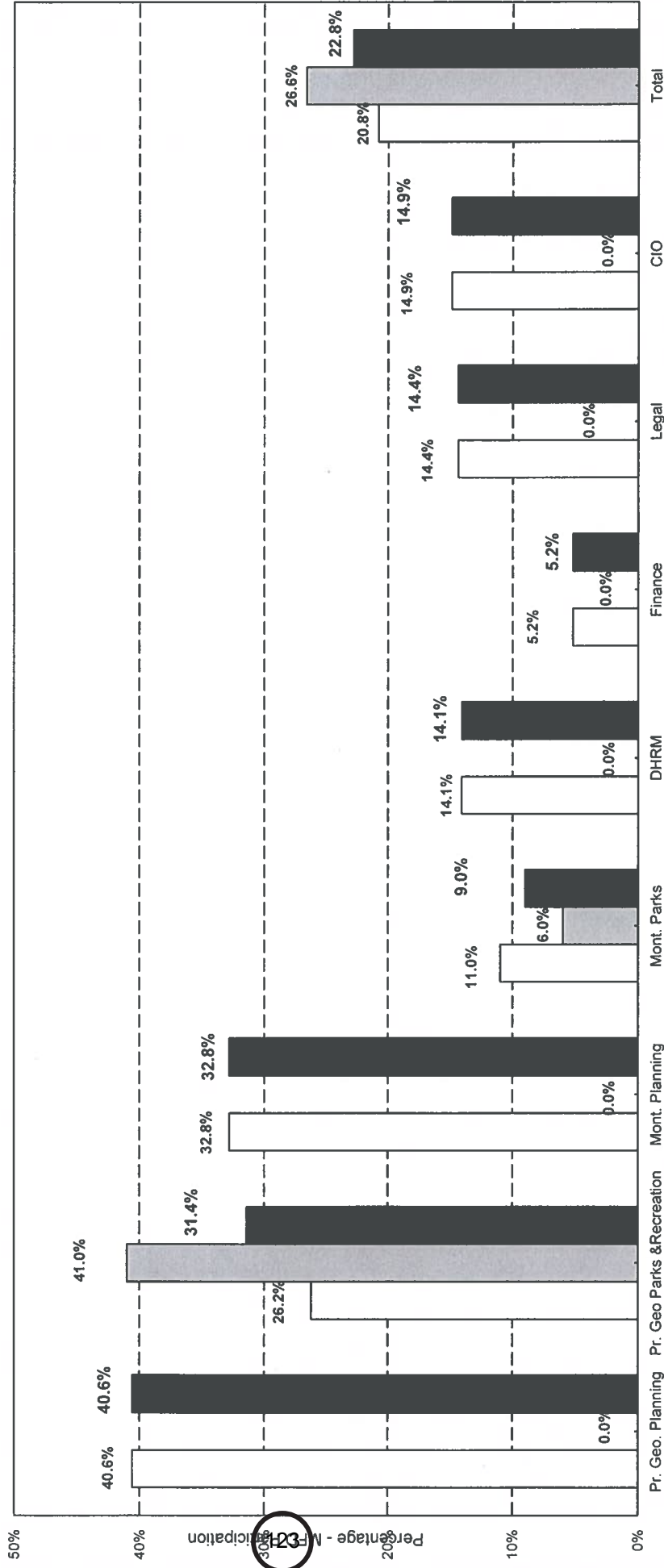


Under/Over \$30,000





**The Maryland-National Capital Park and Planning Commission**  
 MFD Procurement Statistics - Transactions Under /Over \$250,000 and Total %  
 FY 2019 1Q



**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**Amount of Procurement and Number of Vendors by Location**  
**FY 2019**  
**FOR THREE MONTHS ENDED SEPTEMBER 30, 2018**

**Attachment H**

**TOTAL of ALL VENDORS**

<u>Location</u>	<u>Procurement</u>		<u>Number of Vendors</u>	
	<u>Amount</u>	<u>Percentage</u>	<u>Number</u>	<u>Percentage</u>
Montgomery County	\$ 3,148,513	12.7%	137	16.3%
Prince George's County	4,897,092	19.7%	225	26.8%
Subtotal	8,045,605	32.4%	362	43.1%
Maryland - other locations	7,496,321	30.2%	172	20.5%
Total Maryland	15,541,926	62.6%	534	63.6%
District of Columbia	520,580	2.1%	50	5.9%
Virginia	912,862	3.7%	64	7.6%
Other Locations	7,845,609	31.6%	193	22.9%
Total	\$ 24,820,977	100.0%	841	100.0%

**TOTAL of Non-MFD Vendors**

<u>Location</u>	<u>Procurement</u>		<u>Number of Vendors</u>	
	<u>Amount</u>	<u>Percentage</u>	<u>Number</u>	<u>Percentage</u>
Montgomery County	\$ 2,599,126	13.6%	93	14.3%
Prince George's County	2,224,738	11.6%	160	24.7%
Subtotal	4,823,864	25.2%	253	39.0%
Maryland - other locations	5,741,422	30.0%	140	21.6%
Total Maryland	10,565,286	55.2%	393	60.6%
District of Columbia	442,579	2.3%	31	4.8%
Virginia	793,988	4.1%	47	7.2%
Other Locations	7,348,363	38.4%	178	27.4%
Total	\$ 19,150,216	100.0%	649	100.0%

**TOTAL of MFD Vendors**

<u>Location</u>	<u>Procurement</u>		<u>Number of Vendors</u>	
	<u>Amount</u>	<u>Percentage</u>	<u>Number</u>	<u>Percentage</u>
Montgomery County	\$ 549,387	9.7%	44	22.9%
Prince George's County	2,672,354	47.1%	65	33.8%
Subtotal	3,221,741	56.8%	109	56.7%
Maryland - other locations	1,754,899	30.9%	32	16.7%
Total Maryland	4,976,640	87.7%	141	73.4%
District of Columbia	78,001	1.4%	19	9.9%
Virginia	118,874	2.1%	17	8.9%
Other Locations	497,246	8.8%	15	7.8%
Total	\$ 5,670,761	100.0%	192	100.0%

Note: The following shows the amounts and percentages of procurement by the location of the department. The bi-county departments' activity is divided equally between the two Counties.

	<u>Total Procurement</u>		<u>MFD Procurement</u>	
	<u>Amount</u>	<u>Percentage</u>	<u>Amount</u>	<u>Percentage</u>
Prince George's County	\$ 15,197,447	61.2%	\$ 4,725,987	83.3%
Montgomery County	9,623,530	38.8%	944,774	16.7%
Total	\$ 24,820,977	100.0%	\$ 5,670,761	100.0%

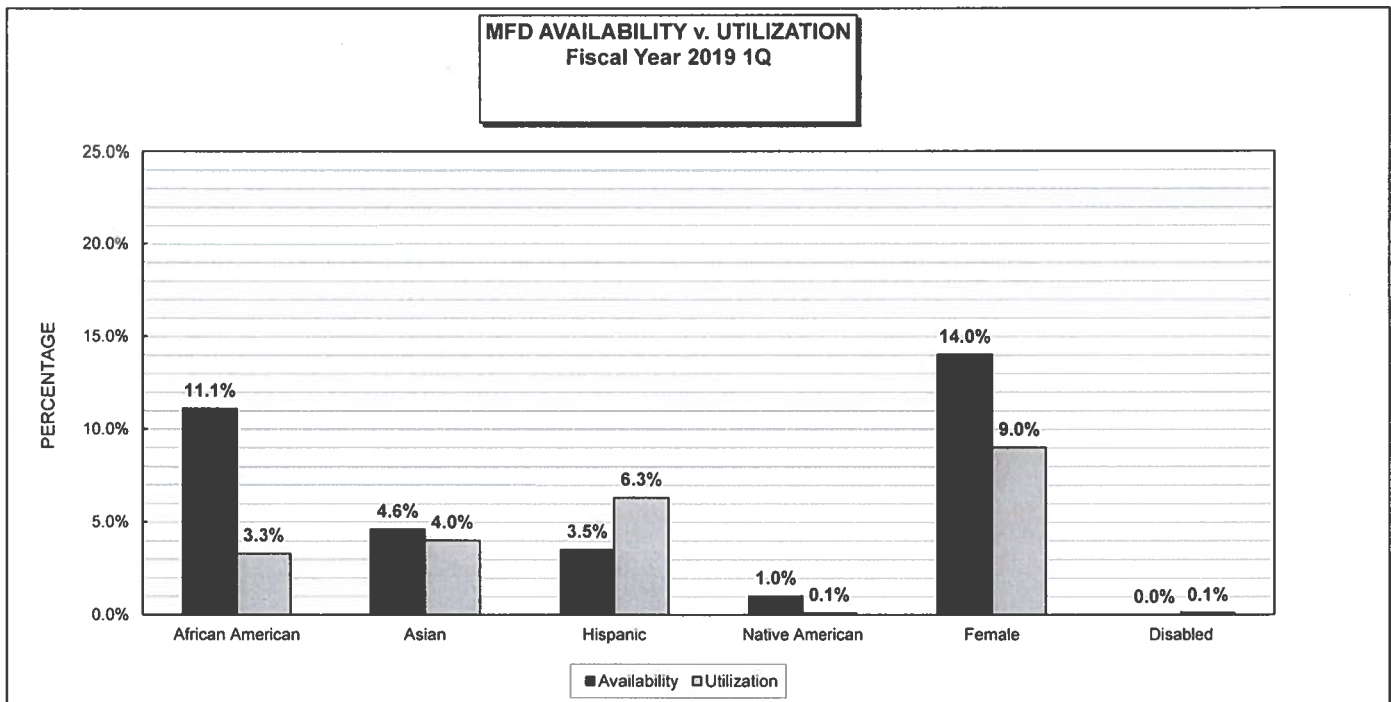
**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**MFD PROCUREMENT RESULTS**  
**FY 2019**  
**FOR THREE MONTHS ENDED SEPTEMBER 30, 2018**

**Attachment I**

**Total Amount of Procurement** \$ 24,820,977

**Amount, Percentage of Procurement by Category, and  
Percentage of Availability by Category:**

	Procurement		Availability
	Amount	%	%
<b>Minority Owned Firms</b>			
<b>African American</b>	\$ 819,147	3.3%	11.1%
<b>Asian</b>	986,883	4.0%	4.6%
<b>Hispanic</b>	1,574,061	6.3%	3.5%
<b>Native American</b>	15,965	0.1%	1.0%
<b>Total Minority Owned Firms</b>	<b>3,396,056</b>	<b>13.7%</b>	<b>20.2%</b>
<b>Female Owned Firms</b>	<b>2,243,533</b>	<b>9.0%</b>	<b>14.0%</b>
<b>Disabled Owned Firms</b>	<b>31,172</b>	<b>0.1%</b>	<b>n/a</b>
<b>Total Minority, Female, and Disabled Owned Firms</b>	<b>\$ 5,670,761</b>	<b>22.8%</b>	<b>34.2%</b>



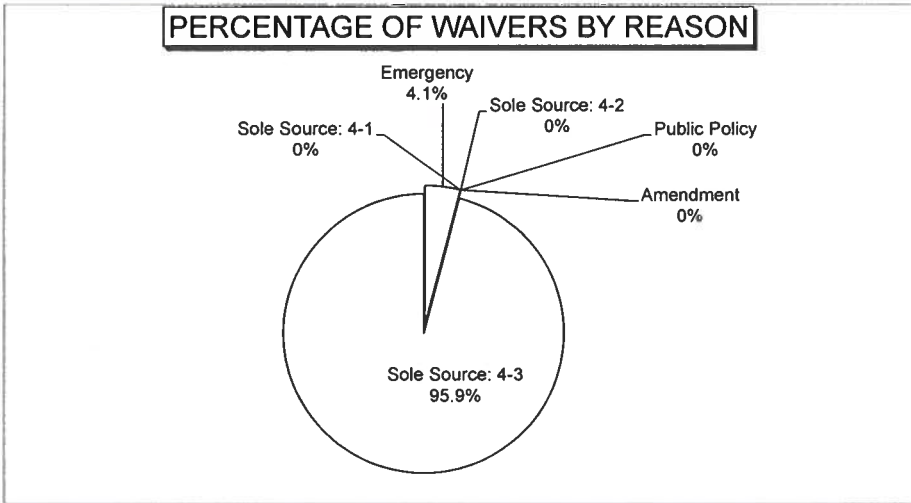
Note: (1) Availability percentages are taken from State of Maryland study titled "Disadvantaged Business Enterprise Disparity Study: Vol. 1", dated June 25, 2018, page 13.  
(2) n/a = not available

Prepared by Finance Department  
November 5, 2018

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
REASONS FOR WAIVERS  
CUMULATIVE DOLLAR AMOUNT & NUMBER OF WAIVERS  
FY 2019  
FOR THREE MONTHS ENDED SEPTEMBER 30, 2018**

**Attachment J**

	NUMBER	AMOUNT	PERCENTAGE
<b>Emergency</b>	1	\$ 14,000	4.1%
<b>Public Policy</b>	0	-	0.0%
<b>Amendment</b>	1	-	0.0%
<b>Sole Source: 4-1</b>	0	-	0.0%
<b>Sole Source: 4-2</b>	0	-	0.0%
<b>Sole Source: 4-3</b>	2	\$ 330,870	95.9%
<b>Total</b>	4	\$ 344,870	100.0%



**Waiver Reason Definitions:**

**Emergency:**

Sudden and unforeseeable circumstance have arisen which actually or imminently threaten the continuance of an essential operation of the Commission or which threaten public health, welfare or safety such that there is not enough time to conduct the competitive bidding.

**Required by Law or Grant:**

Public law or the terms of a donation/grant require that the above noted vendor be chosen.

**Amendment:**

A contract is already in place and it is appropriate for the above noted vendor to provide additional services and/or goods not within the original scope of the contract because the interested service and/or goods are uniquely compatible with the Commission's existing systems and patently superior in quality and/or capability than what can be gained through an open bidding process.

**Sole Source 4:**

It has been determined that:

- #1: The vendor's knowledge and experience with the Commission's existing equipment and/or systems offer a greater advantage in quality and/or cost to the Commission than the cost savings possible through competitive bidding, or
- #2: The interested services or goods need to remain confidential to protect the Commission's security, court proceedings and/or contractual commitments, or
- #3: The services or goods have no comparable and the above noted vendor is the only distributor for the interested manufacturer or there is otherwise only one source available for the sought after services or goods, e.g. software maintenance, copyrighted materials, or otherwise legally protected goods or services.

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
TOTAL WAIVERS, MFD WAIVERS, AND SOLE SOURCE WAIVERS BY DEPARTMENT  
PROCESSED FY 2019**

FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2018

**Attachment K**

	Total Waivers		MFD/Waivers		% of MFD		Sole Source 4-1 Waivers		Sole Source 4-2 Waivers		Sole Source 4-3 Waivers		% Sole Source	
	\$	Number	\$	Number	%	Number	\$	Number	\$	Number	\$	Number	%	
<b>Prince George's County</b>														
Commissioners' Office	\$ 0	0	\$ -	0	0.0%	-	0	\$ -	0	\$ -	0	0	0.0%	
Planning Department	0	0	-	0	0.0%	-	0	-	0	-	0	0	0.0%	
Parks and Recreation Department	0	0	-	0	0.0%	-	0	-	0	-	0	0	0.0%	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0.0%</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	
<b>Montgomery County</b>														
Commissioners' Office	0	0	-	0	0.0%	-	0	-	0	-	0	0	0.0%	
Planning Department	0	0	-	0	0.0%	-	0	-	0	-	0	0	0.0%	
Parks Department	344,870	3	-	0	0.0%	-	0	-	0	-	330,870	2	95.9%	
<b>Total</b>	<b>344,870</b>	<b>3</b>	<b>-</b>	<b>0</b>	<b>0.0%</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>330,870</b>	<b>2</b>	<b>95.9%</b>	
<b>Central Administrative Services</b>														
Dept. of Human Resources and Mgt.	0	0	-	0	0.0%	-	0	-	0	-	-	0	0.0%	
Finance Department	0	1	-	0	0.0%	-	0	-	0	-	-	0	0.0%	
Legal Department	0	0	-	0	0.0%	-	0	-	0	-	-	0	0.0%	
Merit Board	0	0	-	0	0.0%	-	0	-	0	-	-	0	0.0%	
<b>Total</b>	<b>0</b>	<b>1</b>	<b>-</b>	<b>0</b>	<b>0.0%</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>0.0%</b>	
<b>Grand Total</b>	<b>\$ 344,870</b>	<b>4</b>	<b>\$ -</b>	<b>0</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ 330,870</b>	<b>2</b>	<b>95.9%</b>		

**Purpose of Summary of Waiver Report:**

- (1) To monitor the amount, number, reasons for waivers in order to ensure the Commission is encouraging and maintaining good community, public, vendor, and interdepartmental relations;  
To ensure fair and equitable treatment of all persons who deal in purchasing matters; to promote economy in Commission purchasing; and to ensure that minority owned firms receive a fair share of Commission awards (source: Practice 4-10); and
  - (2) To comply with the Prince George's Planning Board directive of January 29, 1991 to report waiver activity to the Department Heads and the Planning Boards on a quarterly basis.
- Sole Source.4**  
It has been determined that:
- 4-1: The vendor's knowledge and experience with the Commission's existing equipment and/or systems offer a greater advantage in quality and/or cost to the Commission than the cost savings possible through competitive bidding, or
  - 4-2: The interested services or goods need to remain confidential to protect the Commission's security, court proceedings and/or contractual commitments, or
  - 4-3: The services or goods have no comparable and the above noted vendor is the only distributor for the interested manufacturer or there is otherwise only one source available for the sought after services or goods, e.g. software maintenance, copyrighted materials, or otherwise legally protected goods or services.

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**MFD PROCUREMENT STATISTICS**  
**FY 2019**  
**FOR THREE MONTHS ENDED SEPTEMBER 30, 2018**

**Attachment A**

	<u>Procurement</u>		<u>Waivers</u>		<u>Procurement</u>	
	<u>Total \$</u>		<u>Total \$</u>	<u>Total #</u>	<u>MFD \$</u>	<u>%</u>
<b><u>Prince George's County</u></b>						
Commissioners' Office	\$ 30,726	\$	-	-	\$ 1,078	3.5%
Planning Department	160,960		-	-	65,421	40.6%
Parks and Recreation Department	14,747,094		344,870	3	4,625,526	31.4%
Total	<u>14,938,780</u>		<u>344,870</u>	<u>3</u>	<u>4,692,025</u>	<u>31.4%</u>
<b><u>Montgomery County</u></b>						
Commissioners' Office	1,131		-	-	-	0.0%
Planning Department	283,748		-	-	93,185	32.8%
Parks Department	9,079,983		-	-	817,627	9.0%
Total	<u>9,364,862</u>		<u>-</u>	<u>-</u>	<u>910,812</u>	<u>9.7%</u>
<b><u>Central Administrative Services</u></b>						
Dept. of Human Resources and Mgt.	118,912		-	-	16,734	14.1%
Finance Department	74,004		-	1	3,870	5.2%
Legal Department	13,586		-	-	1,957	14.4%
Merit Board	-		-	-	-	0.0%
Office of Chief Information Officer	303,984		-	-	45,363	14.9%
Office of Inspector General	6,849		-	-	-	0.0%
Total	<u>517,335</u>		<u>-</u>	<u>1</u>	<u>67,924</u>	<u>13.1%</u>
Grand Total	<u>\$ 24,820,977</u>	<u>\$</u>	<u>344,870</u>	<u>4</u>	<u>\$ 5,670,761</u>	<u>22.8%</u>

Note: The "Waivers" columns report the amount and number of purchases approved to be exempt from the competitive procurement process, including sole source procurements.

Prepared by Finance Department  
November 5, 2018

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**

**MFD PROCUREMENT STATISTICS**

FY 2019

**MFD STATISTICS - CUMULATIVE AND ACTIVITY BY QUARTER**

**Attachment B**

**CUMULATIVE BY QUARTER**

	SEPTEMBER	DECEMBER	MARCH	JUNE
<b><u>Prince George's County</u></b>				
Commissioners' Office	3.5%			
Planning Department	40.6%			
Parks and Recreation Department	31.4%			
Total	31.4%			
<b><u>Montgomery County</u></b>				
Commissioners' Office	0.0%			
Planning Department	32.8%			
Parks Department	9.0%			
Total	9.7%			
<b><u>Central Administrative Services</u></b>				
Dept. of Human Resources and Mgt.	14.1%			
Finance Department	5.2%			
Legal Department	14.4%			
Merit Board	0.0%			
Office of Chief Information Officer	14.9%			
Office of Inspector General	0.0%			
Total	13.1%			
Grand Total	22.8%			

**ACTIVITY BY QUARTER**

	FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER	TOTAL
<b><u>Prince George's County</u></b>					
Commissioners' Office	3.5%				3.5%
Planning Department	40.6%				40.6%
Parks and Recreation Department	31.4%				31.4%
Total	31.4%				31.4%
<b><u>Montgomery County</u></b>					
Commissioners' Office	0.0%				0.0%
Planning Department	32.8%				32.8%
Parks Department	9.0%				9.0%
Total	9.7%				9.7%
<b><u>Central Administrative Services</u></b>					
Dept. of Human Resources and Mgt.	14.1%				14.1%
Finance Department	5.2%				5.2%
Legal Department	14.4%				14.4%
Merit Board	0.0%				0.0%
Office of Chief Information Officer	14.9%				14.9%
Office of Inspector General	0.0%				0.0%
Total	13.1%				13.1%
Grand Total	22.8%				22.8%

Prepared by Finance Department  
November 5, 2018

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

MFD PROCUREMENT STATISTICS  
BY MAJOR PROCUREMENT CATEGORY

FY 2019

FOR THREE MONTHS ENDED SEPTEMBER 30, 2018

ATTACHMENT C

	Grand Total	Montgomery Planning	Montgomery Parks	Pr. Geo. Parks & Recreation	Pr. Geo. Planning	Dept. of Human Resources	Finance Dept.	Legal Dept.	Office of Chief Information
<b>Goods:</b>									
Total \$	\$ 7,980,161	\$ 54,018	\$ 3,980,394	\$ 3,799,212	\$ 42,890	\$ 27,741	\$ 29,440	\$ 4,405	\$ 42,061
MFD \$	\$ 280,757	\$ 6,118	\$ 57,747	\$ 168,526	\$ 9,191	\$ 2,155	\$ 3,870	\$ 1,590	\$ 31,560
Percentage	3.5%	11.3%	1.5%	4.4%	21.4%	7.8%	13.1%	36.1%	75.0%
<b>Miscellaneous Services:</b>									
Total \$	\$ 3,777,255	\$ 126,898	\$ 1,140,096	\$ 2,148,283	\$ 74,630	\$ 54,262	\$ 44,564	\$ 8,719	\$ 179,803
MFD \$	\$ 447,493	\$ 15,676	\$ 125,543	\$ 279,231	\$ 12,790	\$ 450	\$ 0	\$ 0	\$ 13,803
Percentage	11.8%	12.4%	11.0%	13.0%	17.1%	0.8%	0.0%	0.0%	7.7%
<b>Professional Services:</b>									
Total \$	\$ 1,558,589	\$ 78,758	\$ 386,554	\$ 936,375	\$ 43,440	\$ 30,880	\$ 0	\$ 462	\$ 82,120
MFD \$	\$ 679,052	\$ 68,865	\$ 28,837	\$ 529,443	\$ 43,440	\$ 8,100	\$ 0	\$ 367	\$ 0
Percentage	43.6%	87.4%	7.5%	56.5%	100.0%	26.2%	0.0%	79.4%	0.0%
<b>Construction:</b>									
Total \$	\$ 11,466,266	\$ 24,074	\$ 3,572,939	\$ 7,863,224	\$ 0	\$ 6,029	\$ 0	\$ 0	\$ 0
MFD \$	\$ 4,262,381	\$ 2,526	\$ 605,500	\$ 3,648,326	\$ 0	\$ 6,029	\$ 0	\$ 0	\$ 0
Percentage	37.2%	10.5%	16.9%	46.4%	0.0%	100.0%	0.0%	0.0%	0.0%
<b>SUBTOTAL</b>									
Total \$	\$ 24,782,271	\$ 283,748	\$ 9,079,983	\$ 14,747,094	\$ 160,960	\$ 118,912	\$ 74,004	\$ 13,586	\$ 303,984
MFD \$	\$ 5,669,683	\$ 93,185	\$ 817,627	\$ 4,625,526	\$ 65,421	\$ 16,734	\$ 3,870	\$ 1,957	\$ 45,363
Percentage	22.9%	32.8%	9.0%	31.4%	40.6%	14.1%	5.2%	14.4%	14.9%
<b>Pr. Geo. Commissioners' Office</b>									
Total \$	\$ 30,726								
MFD \$	\$ 1,078								
Percentage	3.5%								
<b>Mont. Commissioners' Office</b>									
Total \$	\$ 1,131								
MFD \$	\$ 0								
Percentage	0.0%								
<b>Merit Board</b>									
Total \$	\$ 0								
MFD \$	\$ 0								
Percentage	0.0%								
<b>Office of Inspector General</b>									
Total \$	\$ 6,849								
MFD \$	\$ 0								
Percentage	0.0%								
<b>GRAND TOTAL \$</b>	\$ 24,820,977								
<b>MFD \$</b>	\$ 5,670,761								
<b>Percentage</b>	22.8%								



**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**MFD PROCUREMENT STATISTICS**  
**Comparison of MFD % for Total Procurement and Purchase Card Procurement**  
**FY 2019**  
**FOR THREE MONTHS ENDED SEPTEMBER 30, 2018**

**Attachment D**

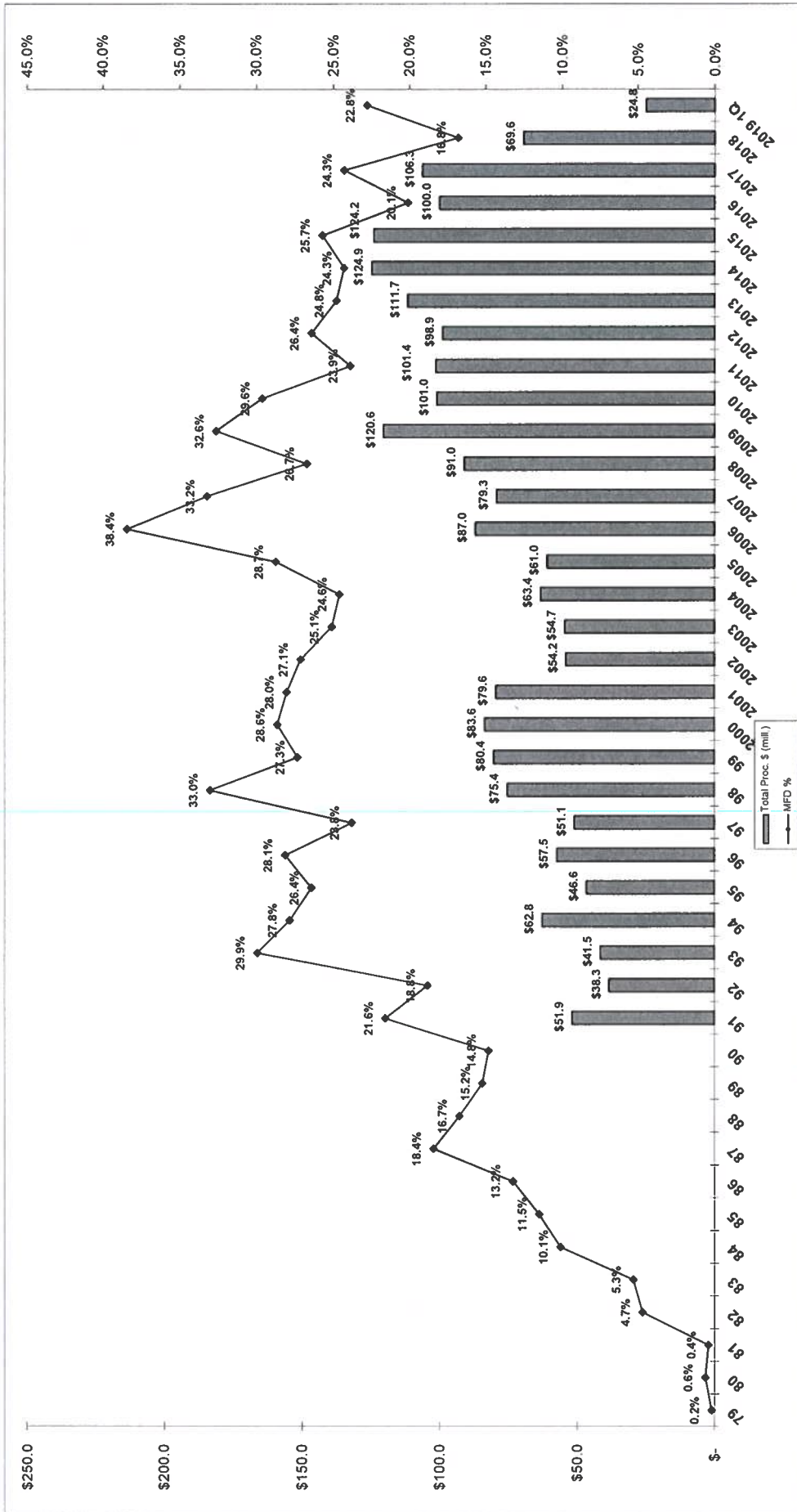
	<b>Total Procurement</b>		<b>Purchase Card Procurement</b>	
	<b>Total \$</b>	<b>MFD %</b>	<b>Total \$</b>	<b>MFD %</b>
<b><u>Prince George's County</u></b>				
Commissioners' Office	\$ 30,726	3.5%	\$ 9,713	8.8%
Planning Department	160,960	40.6%	34,282	0.0%
Parks and Recreation Department	14,757,094	31.4%	1,999,726	0.8%
Total	<u>14,948,780</u>	<u>31.4%</u>	<u>2,043,721</u>	<u>0.8%</u>
<b><u>Montgomery County</u></b>				
Commissioners' Office	1,131	0.0%	774	0.0%
Planning Department	283,748	32.8%	62,319	0.0%
Parks Department	9,079,983	9.0%	1,532,786	1.3%
Total	<u>9,364,862</u>	<u>9.7%</u>	<u>1,595,879</u>	<u>1.3%</u>
<b><u>Central Administrative Services</u></b>				
Dept. of Human Resources and Mgt.	118,912	14.1%	12,901	0.0%
Finance Department	74,004	5.2%	27,021	0.0%
Legal Department	13,586	14.4%	498	0.0%
Merit Board	-	0.0%	-	0.0%
Office of Chief Information Officer	303,984	14.9%	5,546	0.0%
Office of Inspector General	6,849	0.0%	6,849	0.0%
Total	<u>517,335</u>	<u>13.1%</u>	<u>52,815</u>	<u>0.0%</u>
Grand Total	<u>\$ 24,830,977</u>	<u>22.8%</u>	<u>\$ 3,692,415</u>	<u>1.0%</u>

**Percentage of Purchase Card Procurement to Total Procurement                      14.9%**

Prepared by Finance Department  
November 5, 2018

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
MFD PROCUREMENT RESULTS and TOTAL PROCUREMENT (millions)

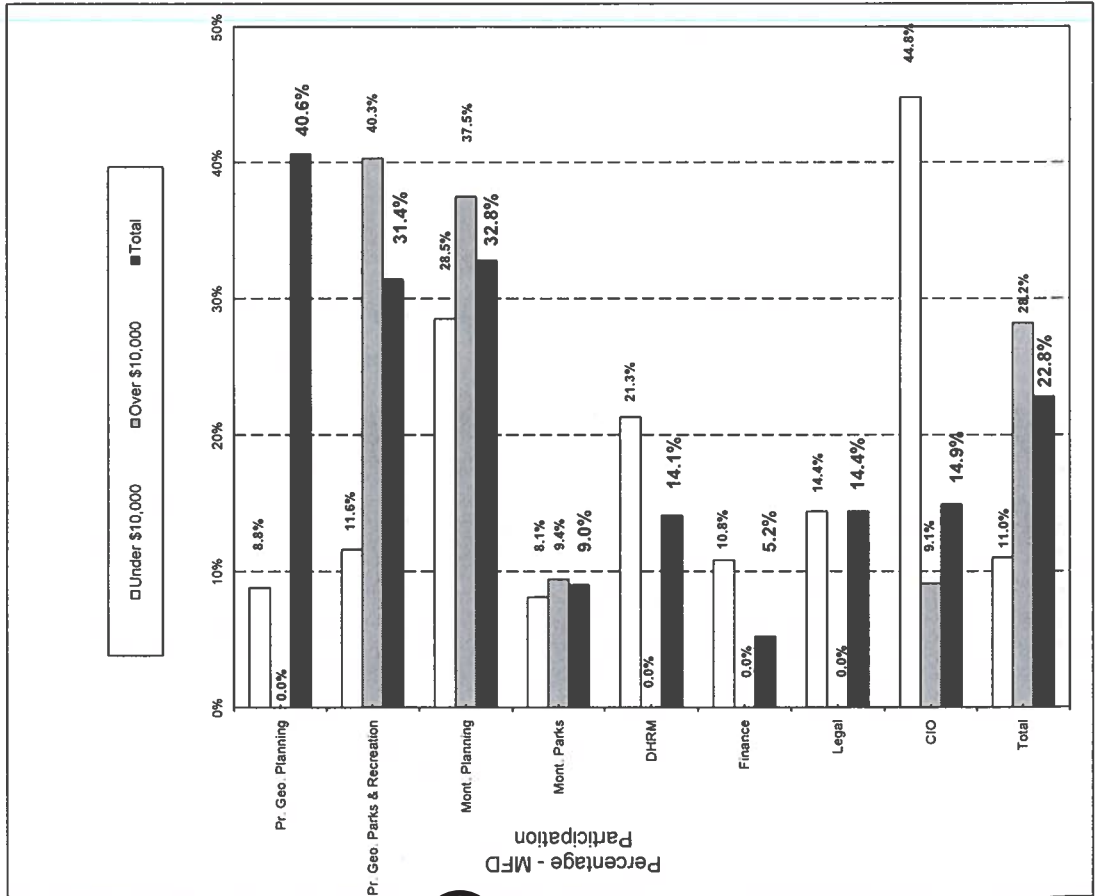
Attachment E



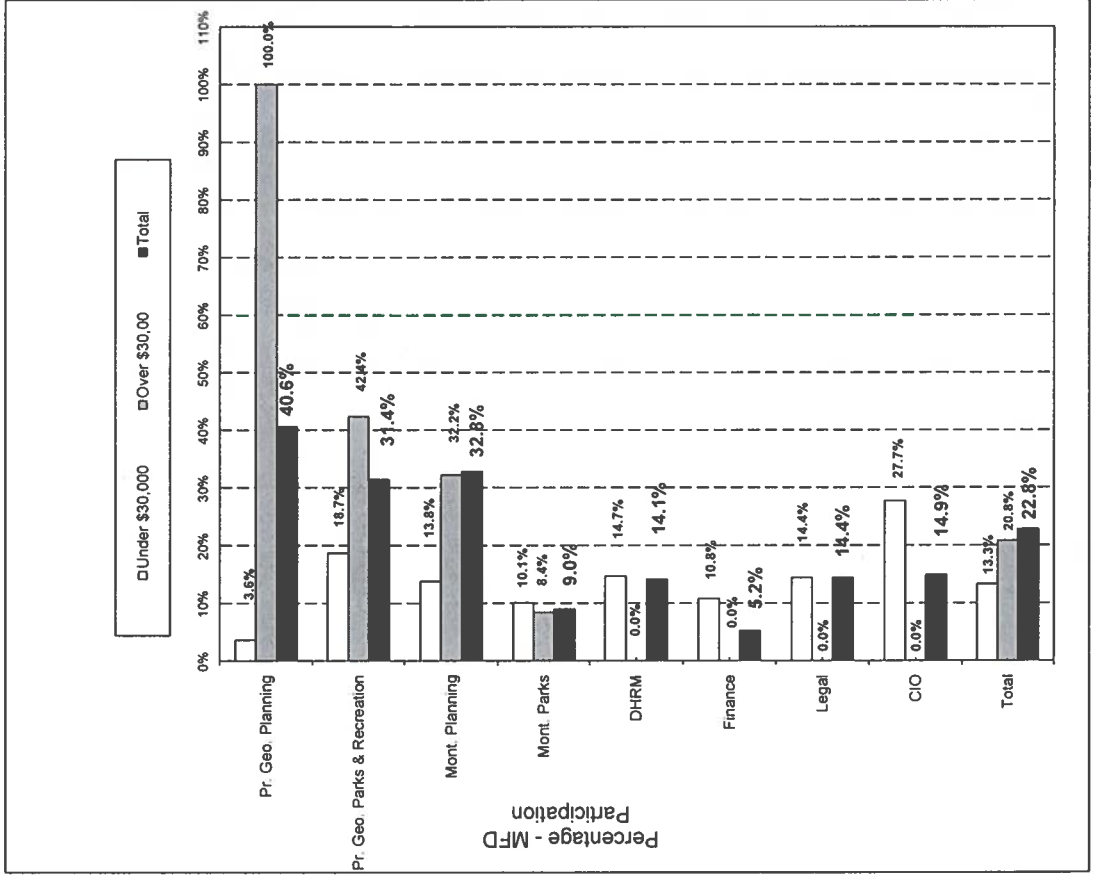
Prepared by Finance Department  
November 5, 2018

The Maryland-National Capital Park and Planning Commission  
 MFD Procurement Statistics - Transactions Under/Over \$10,000 & \$30,000 plus Total %  
 FY 2019 1Q

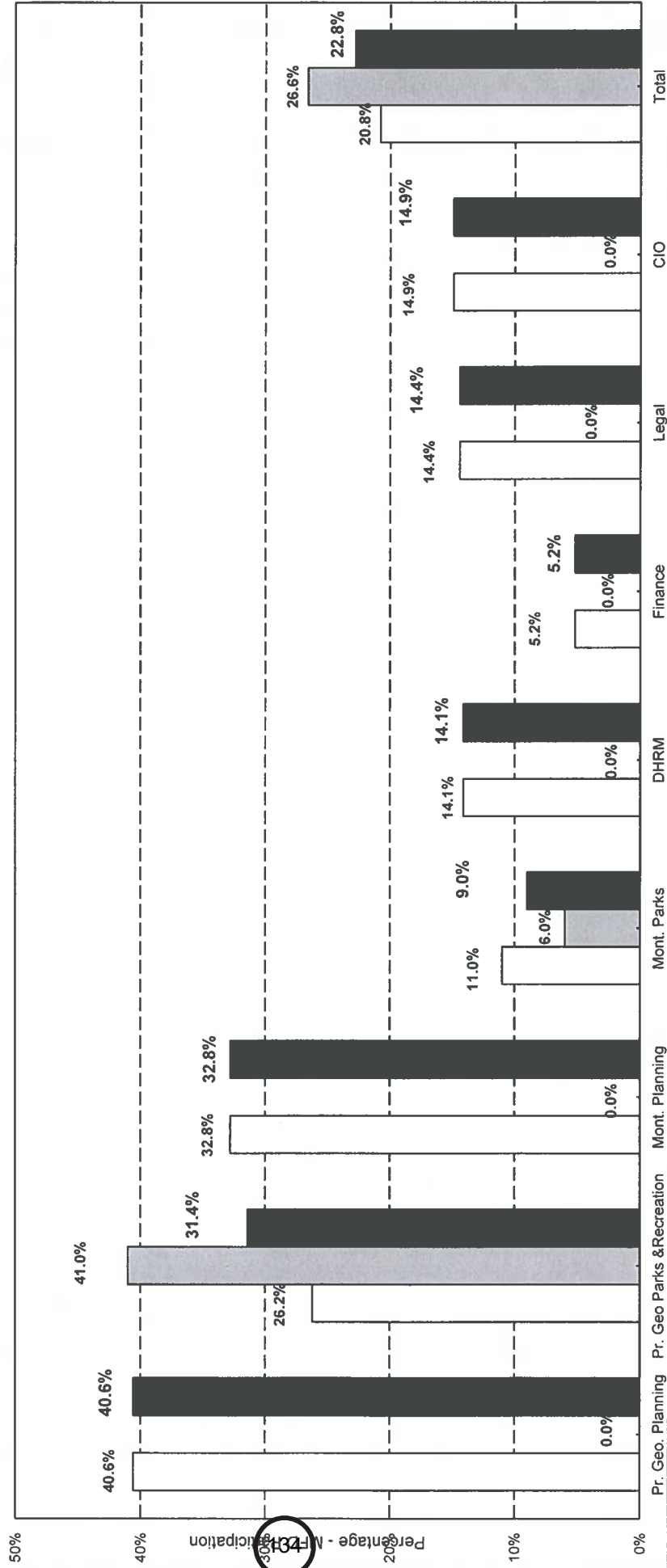
Under/Over \$10,000



Under/Over \$30,000



**The Maryland-National Capital Park and Planning Commission**  
 MFD Procurement Statistics - Transactions Under /Over \$250,000 and Total %  
 FY 2019 1Q



**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**Amount of Procurement and Number of Vendors by Location**  
**FY 2019**  
**FOR THREE MONTHS ENDED SEPTEMBER 30, 2018**

**Attachment H**

**TOTAL of ALL VENDORS**

<u>Location</u>	<u>Procurement</u>		<u>Number of Vendors</u>	
	<u>Amount</u>	<u>Percentage</u>	<u>Number</u>	<u>Percentage</u>
Montgomery County	\$ 3,148,513	12.7%	137	16.3%
Prince George's County	4,897,092	19.7%	225	26.8%
Subtotal	8,045,605	32.4%	362	43.1%
Maryland - other locations	7,496,321	30.2%	172	20.5%
Total Maryland	15,541,926	62.6%	534	63.6%
District of Columbia	520,580	2.1%	50	5.9%
Virginia	912,862	3.7%	64	7.6%
Other Locations	7,845,609	31.6%	193	22.9%
Total	<u>\$ 24,820,977</u>	<u>100.0%</u>	<u>841</u>	<u>100.0%</u>

**TOTAL of Non-MFD Vendors**

<u>Location</u>	<u>Procurement</u>		<u>Number of Vendors</u>	
	<u>Amount</u>	<u>Percentage</u>	<u>Number</u>	<u>Percentage</u>
Montgomery County	\$ 2,599,126	13.6%	93	14.3%
Prince George's County	2,224,738	11.6%	160	24.7%
Subtotal	4,823,864	25.2%	253	39.0%
Maryland - other locations	5,741,422	30.0%	140	21.6%
Total Maryland	10,565,286	55.2%	393	60.6%
District of Columbia	442,579	2.3%	31	4.8%
Virginia	793,988	4.1%	47	7.2%
Other Locations	7,348,363	38.4%	178	27.4%
Total	<u>\$ 19,150,216</u>	<u>100.0%</u>	<u>649</u>	<u>100.0%</u>

**TOTAL of MFD Vendors**

<u>Location</u>	<u>Procurement</u>		<u>Number of Vendors</u>	
	<u>Amount</u>	<u>Percentage</u>	<u>Number</u>	<u>Percentage</u>
Montgomery County	\$ 549,387	9.7%	44	22.9%
Prince George's County	2,672,354	47.1%	65	33.8%
Subtotal	3,221,741	56.8%	109	56.7%
Maryland - other locations	1,754,899	30.9%	32	16.7%
Total Maryland	4,976,640	87.7%	141	73.4%
District of Columbia	78,001	1.4%	19	9.9%
Virginia	118,874	2.1%	17	8.9%
Other Locations	497,246	8.8%	15	7.8%
Total	<u>\$ 5,670,761</u>	<u>100.0%</u>	<u>192</u>	<u>100.0%</u>

Note: The following shows the amounts and percentages of procurement by the location of the department. The bi-county departments' activity is divided equally between the two Counties.

	<u>Total Procurement</u>		<u>MFD Procurement</u>	
	<u>Amount</u>	<u>Percentage</u>	<u>Amount</u>	<u>Percentage</u>
Prince George's County	\$ 15,197,447	61.2%	\$ 4,725,987	83.3%
Montgomery County	9,623,530	38.8%	944,774	16.7%
Total	<u>\$ 24,820,977</u>	<u>100.0%</u>	<u>\$ 5,670,761</u>	<u>100.0%</u>

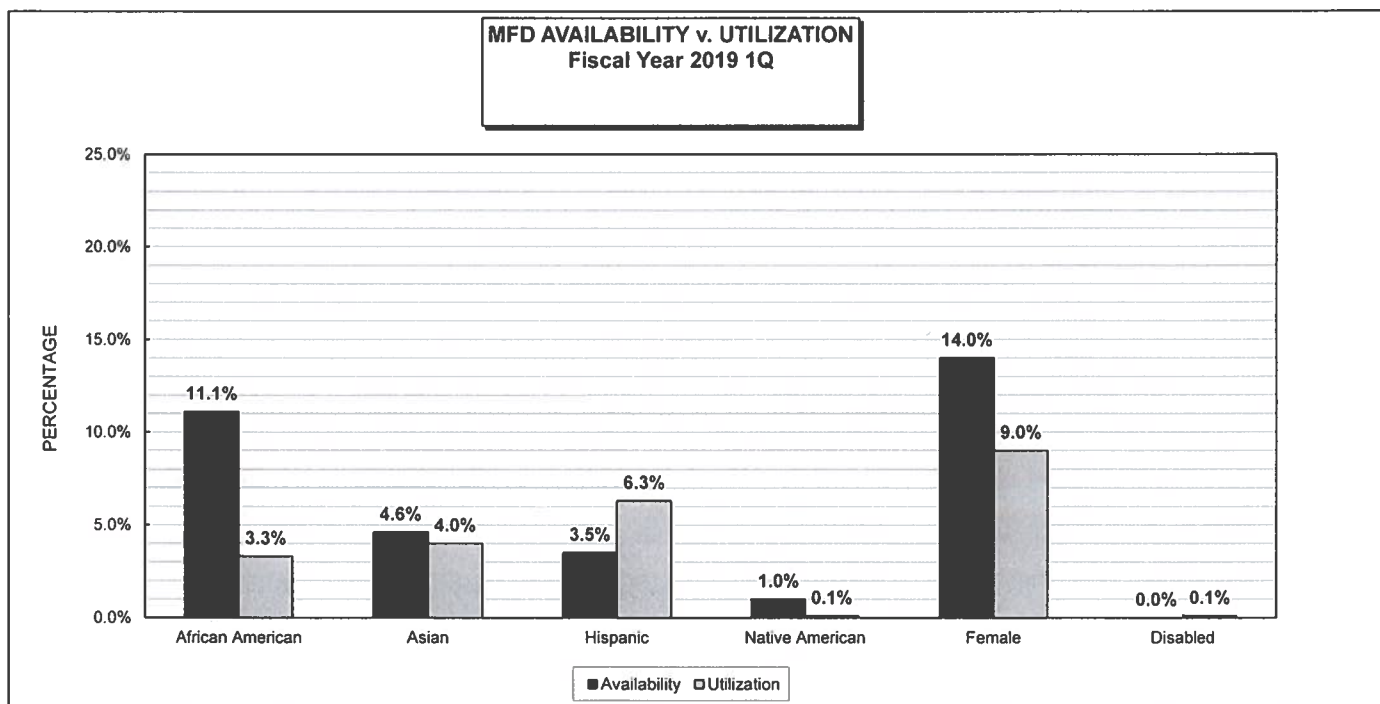
**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
MFD PROCUREMENT RESULTS  
FY 2019  
FOR THREE MONTHS ENDED SEPTEMBER 30, 2018**

**Attachment I**

**Total Amount of Procurement \$ 24,820,977**

**Amount, Percentage of Procurement by Category, and  
Percentage of Availability by Category:**

	Procurement		Availability
	Amount	%	%
<b>Minority Owned Firms</b>			
<b>African American</b>	\$ 819,147	3.3%	11.1%
<b>Asian</b>	986,883	4.0%	4.6%
<b>Hispanic</b>	1,574,061	6.3%	3.5%
<b>Native American</b>	15,965	0.1%	1.0%
<b>Total Minority Owned Firms</b>	<b>3,396,056</b>	<b>13.7%</b>	<b>20.2%</b>
<b>Female Owned Firms</b>	<b>2,243,533</b>	<b>9.0%</b>	<b>14.0%</b>
<b>Disabled Owned Firms</b>	<b>31,172</b>	<b>0.1%</b>	<b>n/a</b>
<b>Total Minority, Female, and Disabled Owned Firms</b>	<b>\$ 5,670,761</b>	<b>22.8%</b>	<b>34.2%</b>



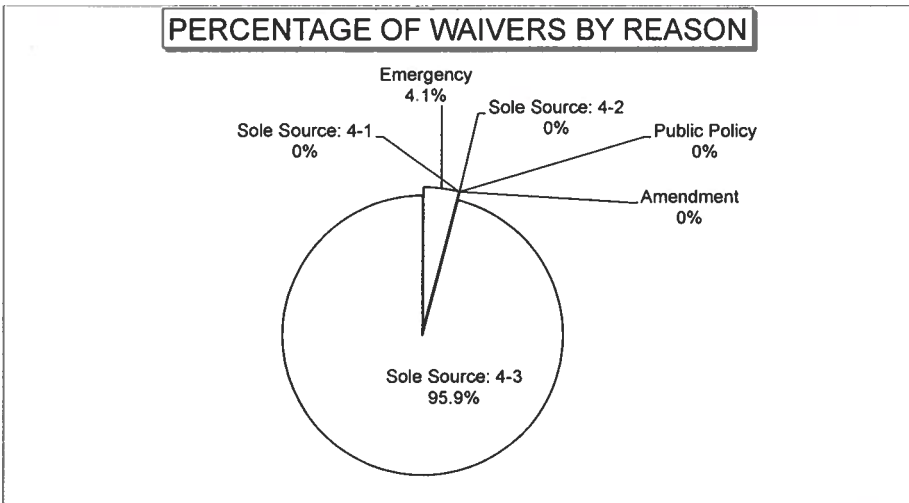
Note: (1) Availability percentages are taken from State of Maryland study titled "Disadvantaged Business Enterprise Disparity Study: Vol. 1", dated June 25, 2018, page 13.  
(2) n/a = not available

Prepared by Finance Department  
November 5, 2018

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
REASONS FOR WAIVERS  
CUMULATIVE DOLLAR AMOUNT & NUMBER OF WAIVERS  
FY 2019  
FOR THREE MONTHS ENDED SEPTEMBER 30, 2018**

**Attachment J**

	NUMBER	AMOUNT	PERCENTAGE
<b>Emergency</b>	1	\$ 14,000	4.1%
<b>Public Policy</b>	0	-	0.0%
<b>Amendment</b>	1	-	0.0%
<b>Sole Source: 4-1</b>	0	-	0.0%
<b>Sole Source: 4-2</b>	0	-	0.0%
<b>Sole Source: 4-3</b>	2	\$ 330,870	95.9%
<b>Total</b>	4	\$ 344,870	100.0%



**Waiver Reason Definitions:**

**Emergency:**

Sudden and unforeseeable circumstance have arisen which actually or imminently threaten the continuance of an essential operation of the Commission or which threaten public health, welfare or safety such that there is not enough time to conduct the competitive bidding.

**Required by Law or Grant:**

Public law or the terms of a donation/grant require that the above noted vendor be chosen.

**Amendment:**

A contract is already in place and it is appropriate for the above noted vendor to provide additional services and/or goods not within the original scope of the contract because the interested service and/or goods are uniquely compatible with the Commission's existing systems and patently superior in quality and/or capability than what can be gained through an open bidding process.

**Sole Source 4:**

It has been determined that:

- #1: The vendor's knowledge and experience with the Commission's existing equipment and/or systems offer a greater advantage in quality and/or cost to the Commission than the cost savings possible through competitive bidding, or
- #2: The interested services or goods need to remain confidential to protect the Commission's security, court proceedings and/or contractual commitments, or
- #3: The services or goods have no comparable and the above noted vendor is the only distributor for the interested manufacturer or there is otherwise only one source available for the sought after services or goods, e.g. software maintenance, copyrighted materials, or otherwise legally protected goods or services.



**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
TOTAL WAIVERS, MFD WAIVERS, AND SOLE SOURCE WAIVERS BY DEPARTMENT  
PROCESSED FY 2019**

**FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2018**

**Attachment K**

	Total Waivers		MFD/Waivers		% of MFD		Sole Source 4-1 Waivers		Sole Source 4-2 Waivers		Sole Source 4-3 Waivers		% Sole Source		
	\$	Number	\$	Number	%	%	\$	Number	\$	Number	\$	Number	%	%	
<b>Prince George's County</b>															
Commissioners' Office	\$ 0	0	\$ -	0	0.0%	0.0%	\$ -	0	\$ -	0	\$ -	0	0.0%	0.0%	
Planning Department	0	0	-	0	0.0%	0.0%	-	0	-	0	-	0	0.0%	0.0%	
Parks and Recreation Department	0	0	-	0	0.0%	0.0%	-	0	-	0	-	0	0.0%	0.0%	
Total	0	0	-	0	0.0%	0.0%	-	0	-	0	-	0	0.0%	0.0%	
<b>Montgomery County</b>															
Commissioners' Office	0	0	-	0	0.0%	0.0%	-	0	-	0	-	0	0.0%	0.0%	
Planning Department	0	0	-	0	0.0%	0.0%	-	0	-	0	-	0	0.0%	0.0%	
Parks Department	344,870	3	-	0	0.0%	0.0%	-	0	-	0	330,870	2	95.9%	95.9%	
Total	344,870	3	-	0	0.0%	0.0%	-	0	-	0	330,870	2	95.9%	95.9%	
<b>Central Administrative Services</b>															
Dept. of Human Resources and Mgt.	0	0	-	0	0.0%	0.0%	-	0	-	0	-	0	0.0%	0.0%	
Finance Department	0	1	-	0	0.0%	0.0%	-	0	-	0	-	0	0.0%	0.0%	
Legal Department	0	0	-	0	0.0%	0.0%	-	0	-	0	-	0	0.0%	0.0%	
Legal Board	0	0	-	0	0.0%	0.0%	-	0	-	0	-	0	0.0%	0.0%	
Total	0	1	-	0	0.0%	0.0%	-	0	-	0	-	0	0.0%	0.0%	
<b>Grand Total</b>	<b>\$ 344,870</b>	<b>4</b>	<b>\$ -</b>	<b>0</b>	<b>0.0%</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ 330,870</b>	<b>2</b>	<b>95.9%</b>	<b>95.9%</b>	

**Purpose of Summary of Waiver Report:**

- (1) To monitor the amount, number, reasons for waivers in order to ensure the Commission is encouraging and maintaining good community, public, vendor, and interdepartmental relations;  
To ensure fair and equitable treatment of all persons who deal in purchasing matters; to promote economy in Commission purchasing; and to ensure that minority owned firms receive a fair share of Commission awards (source: Practice 4-10); and
  - (2) To comply with the Prince George's Planning Board directive of January 29, 1991 to report waiver activity to the Department Heads and the Planning Boards on a quarterly basis.
- Sole Source: 4  
It has been determined that:  
4-1: The vendor's knowledge and experience with the Commission's existing equipment and/or systems offer a greater advantage in quality and/or cost to the Commission than the cost savings possible through competitive bidding, or  
4-2: The interested services or goods need to remain confidential to protect the Commission's security, court proceedings and/or contractual commitments, or  
4-3: The services or goods have no comparable and the above noted vendor is the only distributor for the interested manufacturer or there is otherwise only one source available for the sought after services or goods, e.g. software maintenance, copyrighted materials, or otherwise legally protected goods or services.



**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**MFD PROCUREMENT STATISTICS**  
 FY 2019  
 FOR THREE MONTHS ENDED SEPTEMBER 30, 2018

**Attachment A**

	<u>Procurement</u>		<u>Waivers</u>		<u>Procurement</u>	
	<u>Total \$</u>		<u>Total \$</u>	<u>Total #</u>	<u>MFD \$</u>	<u>%</u>
<b><u>Prince George's County</u></b>						
Commissioners' Office	\$ 30,726	\$	-	-	\$ 1,078	3.5%
Planning Department	160,960		-	-	65,421	40.6%
Parks and Recreation Department	14,747,094		344,870	3	4,625,526	31.4%
Total	14,938,780		344,870	3	4,692,025	31.4%
<b><u>Montgomery County</u></b>						
Commissioners' Office	1,131		-	-	-	0.0%
Planning Department	283,748		-	-	93,185	32.8%
Parks Department	9,079,983		-	-	817,627	9.0%
Total	9,364,862		-	-	910,812	9.7%
<b><u>Central Administrative Services</u></b>						
Dept. of Human Resources and Mgt.	118,912		-	-	16,734	14.1%
Finance Department	74,004		-	1	3,870	5.2%
Legal Department	13,586		-	-	1,957	14.4%
Merit Board	-		-	-	-	0.0%
Office of Chief Information Officer	303,984		-	-	45,363	14.9%
Office of Inspector General	6,849		-	-	-	0.0%
Total	517,335		-	1	67,924	13.1%
Grand Total	\$ 24,820,977	\$	344,870	4	\$ 5,670,761	22.8%

Note: The "Waivers" columns report the amount and number of purchases approved to be exempt from the competitive procurement process, including sole source procurements.

Prepared by Finance Department  
 November 5, 2018

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**

**MFD PROCUREMENT STATISTICS**

**FY 2019**

**MFD STATISTICS - CUMULATIVE AND ACTIVITY BY QUARTER**

**Attachment B**

**CUMULATIVE BY QUARTER**

	SEPTEMBER	DECEMBER	MARCH	JUNE
<b><u>Prince George's County</u></b>				
Commissioners' Office	3.5%			
Planning Department	40.6%			
Parks and Recreation Department	31.4%			
Total	<u>31.4%</u>			
<b><u>Montgomery County</u></b>				
Commissioners' Office	0.0%			
Planning Department	32.8%			
Parks Department	9.0%			
Total	<u>9.7%</u>			
<b><u>Central Administrative Services</u></b>				
Dept. of Human Resources and Mgt.	14.1%			
Finance Department	5.2%			
Legal Department	14.4%			
Merit Board	0.0%			
Office of Chief Information Officer	14.9%			
Office of Inspector General	0.0%			
Total	<u>13.1%</u>			
Grand Total	<u><u>22.8%</u></u>			

**ACTIVITY BY QUARTER**

	FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER	TOTAL
<b><u>Prince George's County</u></b>					
Commissioners' Office	3.5%				3.5%
Planning Department	40.6%				40.6%
Parks and Recreation Department	31.4%				31.4%
Total	<u>31.4%</u>				<u>31.4%</u>
<b><u>Montgomery County</u></b>					
Commissioners' Office	0.0%				0.0%
Planning Department	32.8%				32.8%
Parks Department	9.0%				9.0%
Total	<u>9.7%</u>				<u>9.7%</u>
<b><u>Central Administrative Services</u></b>					
Dept. of Human Resources and Mgt.	14.1%				14.1%
Finance Department	5.2%				5.2%
Legal Department	14.4%				14.4%
Merit Board	0.0%				0.0%
Office of Chief Information Officer	14.9%				14.9%
Office of Inspector General	0.0%				0.0%
Total	<u>13.1%</u>				<u>13.1%</u>
Grand Total	<u><u>22.8%</u></u>				<u><u>22.8%</u></u>

Prepared by Finance Department  
November 5, 2018

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

MFD PROCUREMENT STATISTICS

BY MAJOR PROCUREMENT CATEGORY

FY 2019

FOR THREE MONTHS ENDED SEPTEMBER 30, 2018

ATTACHMENT C

	Grand Total	Montgomery Planning	Montgomery Parks	Pr. Geo. Parks & Recreation	Pr. Geo. Planning	Dept. of Human Resources	Finance Dept.	Legal Dept.	Office of Chief Information
<b>Goods:</b>									
Total \$	\$ 7,980,161	\$ 54,018	\$ 3,980,394	\$ 3,799,212	\$ 42,890	\$ 27,741	\$ 29,440	\$ 4,405	\$ 42,061
MFD \$	\$ 280,757	\$ 6,118	\$ 57,747	\$ 168,526	\$ 9,191	\$ 2,155	\$ 3,870	\$ 1,590	\$ 31,560
Percentage	3.5%	11.3%	1.5%	4.4%	21.4%	7.8%	13.1%	36.1%	75.0%
<b>Miscellaneous Services:</b>									
Total \$	\$ 3,777,255	\$ 126,898	\$ 1,140,096	\$ 2,148,283	\$ 74,630	\$ 54,262	\$ 44,564	\$ 8,719	\$ 179,803
MFD \$	\$ 447,493	\$ 15,676	\$ 125,543	\$ 279,231	\$ 12,790	\$ 450	\$ 0	\$ 0	\$ 13,803
Percentage	11.8%	12.4%	11.0%	13.0%	17.1%	0.8%	0.0%	0.0%	7.7%
<b>Professional Services:</b>									
Total \$	\$ 1,558,589	\$ 78,758	\$ 386,554	\$ 936,375	\$ 43,440	\$ 30,880	\$ 0	\$ 462	\$ 82,120
MFD \$	\$ 679,052	\$ 68,865	\$ 28,837	\$ 529,443	\$ 43,440	\$ 8,100	\$ 0	\$ 367	\$ 0
Percentage	43.6%	87.4%	7.5%	56.5%	100.0%	26.2%	0.0%	79.4%	0.0%
<b>Construction:</b>									
Total \$	\$ 11,466,266	\$ 24,074	\$ 3,572,939	\$ 7,863,224	\$ 0	\$ 6,029	\$ 0	\$ 0	\$ 0
MFD \$	\$ 4,262,381	\$ 2,526	\$ 605,500	\$ 3,648,326	\$ 0	\$ 6,029	\$ 0	\$ 0	\$ 0
Percentage	37.2%	10.5%	16.9%	46.4%	0.0%	100.0%	0.0%	0.0%	0.0%
<b>SUBTOTAL</b>									
Total \$	\$ 24,782,271	\$ 283,748	\$ 9,079,983	\$ 14,747,094	\$ 160,960	\$ 118,912	\$ 74,004	\$ 13,586	\$ 303,984
MFD \$	\$ 5,669,683	\$ 93,185	\$ 817,627	\$ 4,625,526	\$ 65,421	\$ 16,734	\$ 3,870	\$ 1,957	\$ 45,363
Percentage	22.9%	32.8%	9.0%	31.4%	40.6%	14.1%	5.2%	14.4%	14.9%
<b>Pr. Geo. Commissioners' Office</b>									
Total \$	\$ 30,726								
MFD \$	\$ 1,078								
Percentage	3.5%								
<b>Mont. Commissioners' Office</b>									
Total \$	\$ 1,131								
MFD \$	\$ 0								
Percentage	0.0%								
<b>Merit Board</b>									
Total \$	\$ 0								
MFD \$	\$ 0								
Percentage	0.0%								
<b>Office of Inspector General</b>									
Total \$	\$ 6,849								
MFD \$	\$ 0								
Percentage	0.0%								
<b>GRAND TOTAL \$</b>	\$ 24,820,977								
<b>MFD \$</b>	\$ 5,670,761								
<b>Percentage</b>	22.8%								

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**MFD PROCUREMENT STATISTICS**  
**Comparison of MFD % for Total Procurement and Purchase Card Procurement**  
**FY 2019**  
**FOR THREE MONTHS ENDED SEPTEMBER 30, 2018**

**Attachment D**

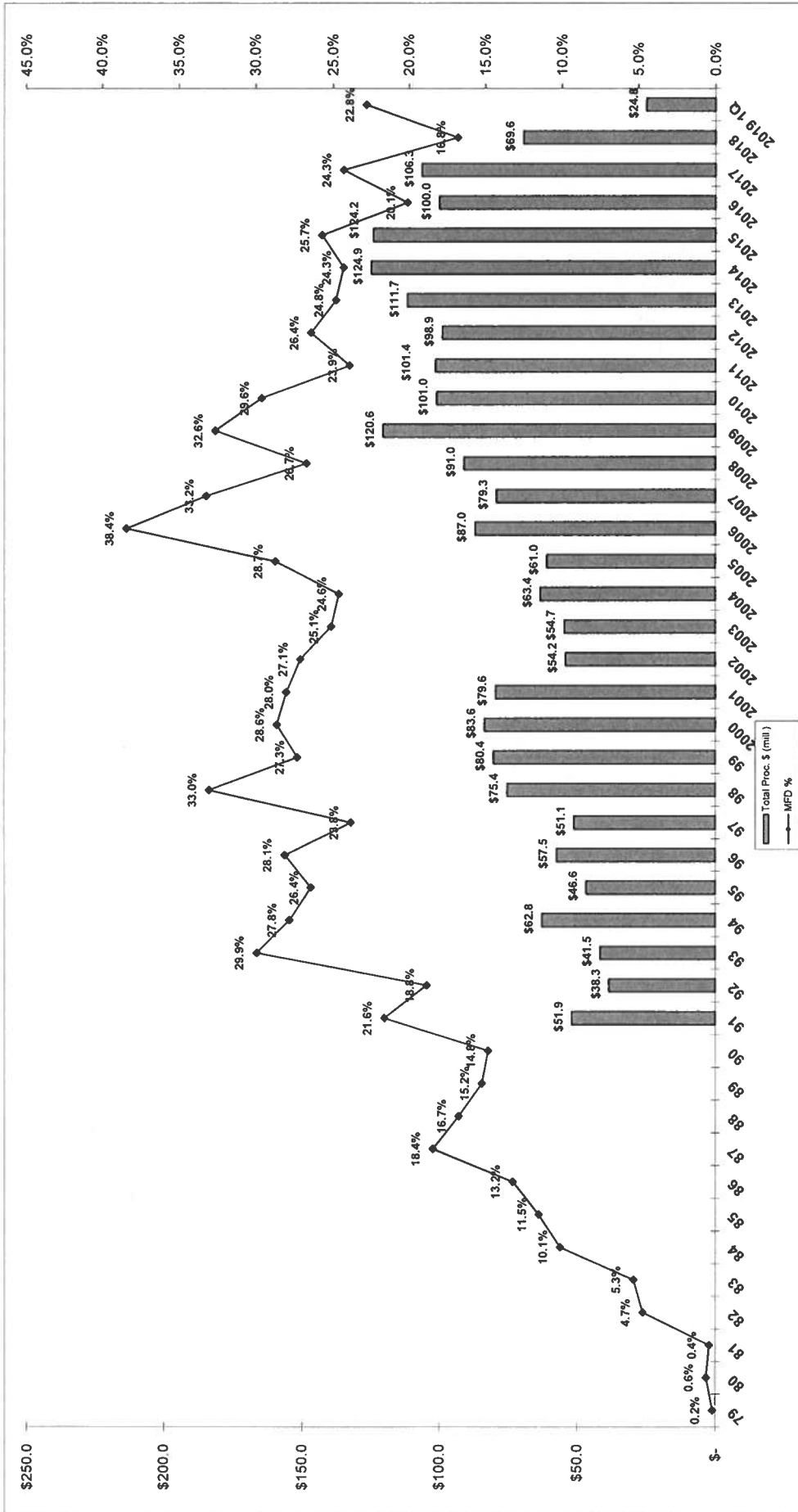
	Total Procurement		Purchase Card Procurement	
	Total \$	MFD %	Total \$	MFD %
<b><u>Prince George's County</u></b>				
Commissioners' Office	\$ 30,726	3.5%	\$ 9,713	8.8%
Planning Department	160,960	40.6%	34,282	0.0%
Parks and Recreation Department	14,757,094	31.4%	1,999,726	0.8%
Total	14,948,780	31.4%	2,043,721	0.8%
<b><u>Montgomery County</u></b>				
Commissioners' Office	1,131	0.0%	774	0.0%
Planning Department	283,748	32.8%	62,319	0.0%
Parks Department	9,079,983	9.0%	1,532,786	1.3%
Total	9,364,862	9.7%	1,595,879	1.3%
<b><u>Central Administrative Services</u></b>				
Dept. of Human Resources and Mgt.	118,912	14.1%	12,901	0.0%
Finance Department	74,004	5.2%	27,021	0.0%
Legal Department	13,586	14.4%	498	0.0%
Merit Board	-	0.0%	-	0.0%
Office of Chief Information Officer	303,984	14.9%	5,546	0.0%
Office of Inspector General	6,849	0.0%	6,849	0.0%
Total	517,335	13.1%	52,815	0.0%
Grand Total	\$ 24,830,977	22.8%	\$ 3,692,415	1.0%

**Percentage of Purchase Card Procurement to Total Procurement 14.9%**

Prepared by Finance Department  
November 5, 2018

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
MFD PROCUREMENT RESULTS and TOTAL PROCUREMENT (millions)

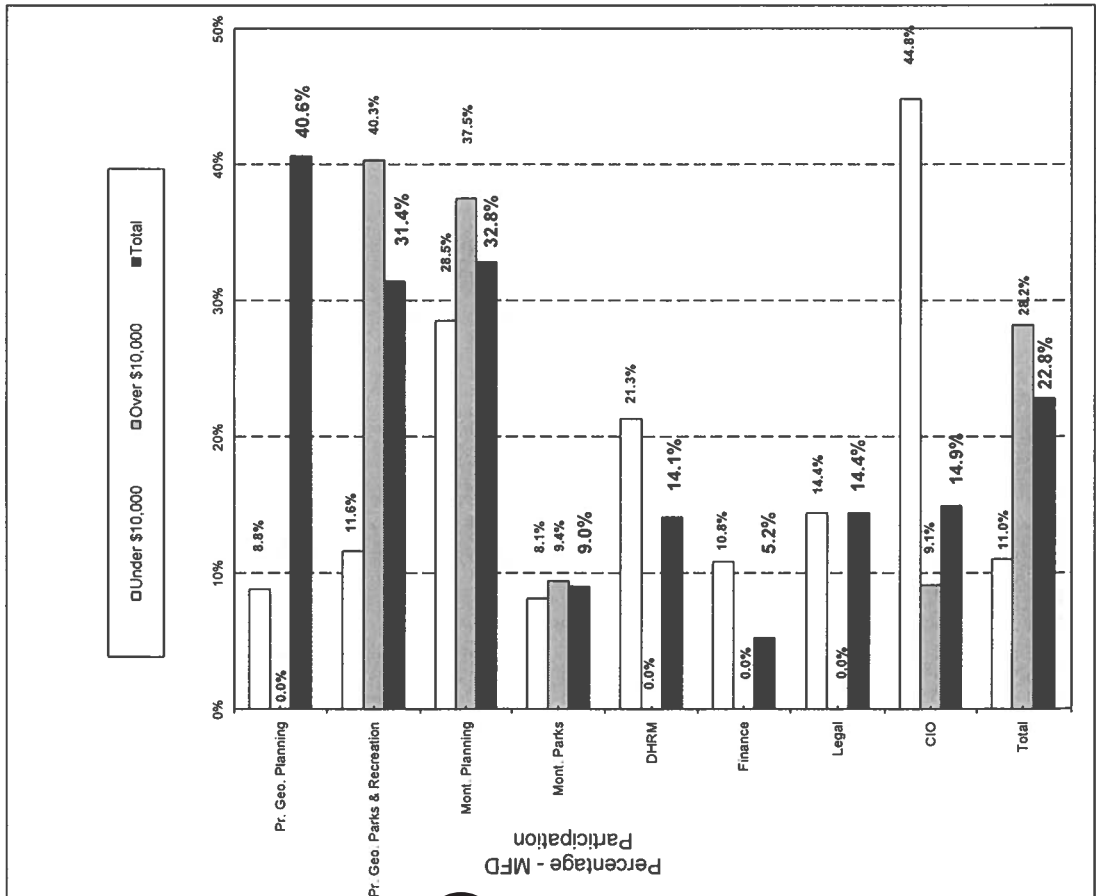
Attachment E



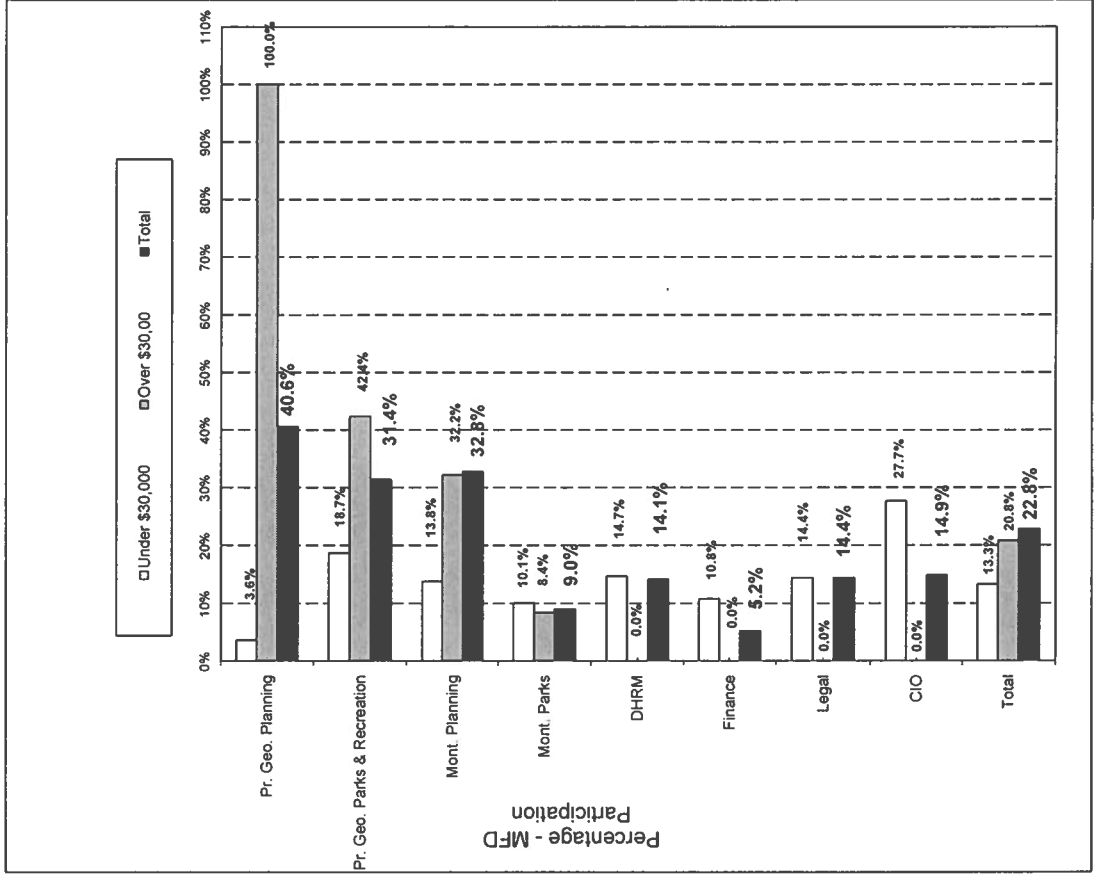
Prepared by Finance Department  
November 5, 2018

The Maryland-National Capital Park and Planning Commission  
 MFD Procurement Statistics - Transactions Under/Over \$10,000 & \$30,000 plus Total %  
 FY 2019 1Q

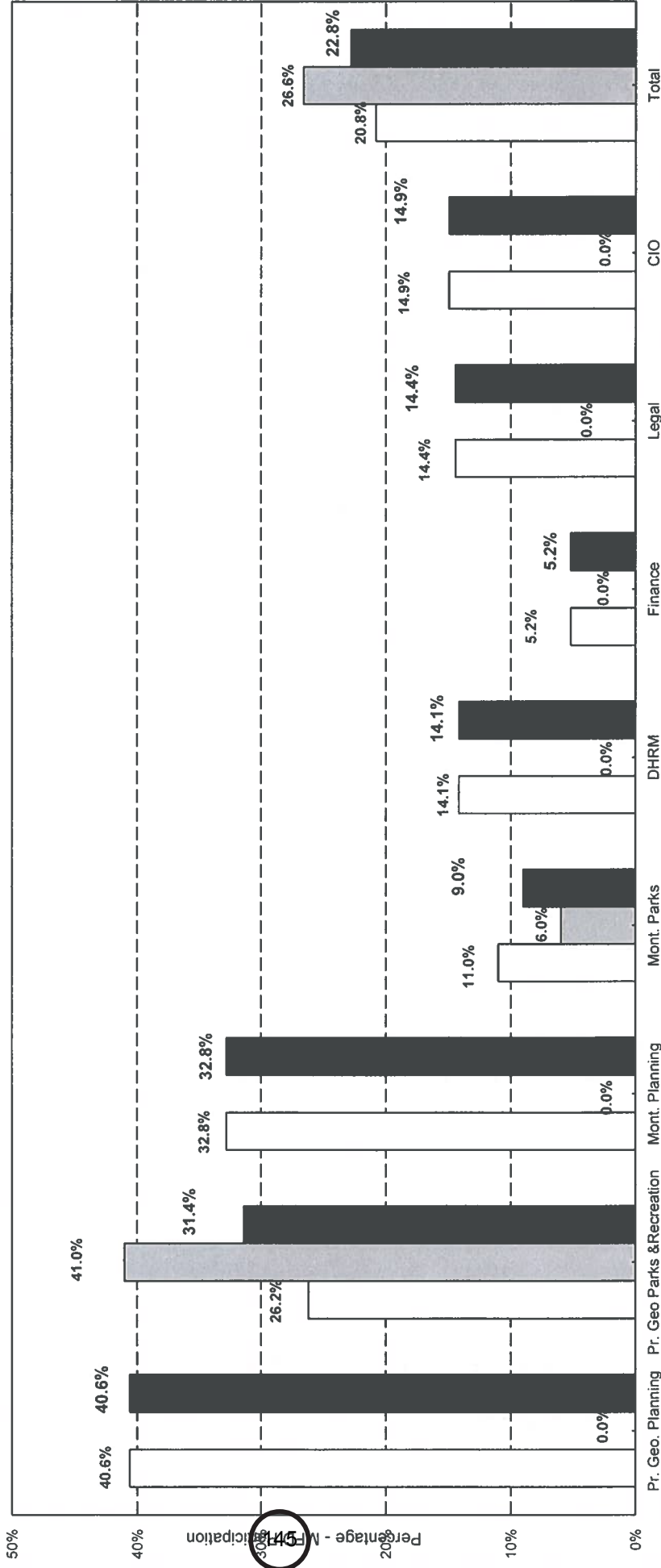
Under/Over \$10,000



Under/Over \$30,000



The Maryland-National Capital Park and Planning Commission  
 MFD Procurement Statistics - Transactions Under /Over \$250,000 and Total %  
 FY 2019 1Q



**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**Amount of Procurement and Number of Vendors by Location**  
**FY 2019**  
**FOR THREE MONTHS ENDED SEPTEMBER 30, 2018**

**Attachment H**

**TOTAL of ALL VENDORS**

<u>Location</u>	<u>Procurement</u>		<u>Number of Vendors</u>	
	<u>Amount</u>	<u>Percentage</u>	<u>Number</u>	<u>Percentage</u>
Montgomery County	\$ 3,148,513	12.7%	137	16.3%
Prince George's County	4,897,092	19.7%	225	26.8%
Subtotal	8,045,605	32.4%	362	43.1%
Maryland - other locations	7,496,321	30.2%	172	20.5%
Total Maryland	15,541,926	62.6%	534	63.6%
District of Columbia	520,580	2.1%	50	5.9%
Virginia	912,862	3.7%	64	7.6%
Other Locations	7,845,609	31.6%	193	22.9%
Total	<u>\$ 24,820,977</u>	<u>100.0%</u>	<u>841</u>	<u>100.0%</u>

**TOTAL of Non-MFD Vendors**

<u>Location</u>	<u>Procurement</u>		<u>Number of Vendors</u>	
	<u>Amount</u>	<u>Percentage</u>	<u>Number</u>	<u>Percentage</u>
Montgomery County	\$ 2,599,126	13.6%	93	14.3%
Prince George's County	2,224,738	11.6%	160	24.7%
Subtotal	4,823,864	25.2%	253	39.0%
Maryland - other locations	5,741,422	30.0%	140	21.6%
Total Maryland	10,565,286	55.2%	393	60.6%
District of Columbia	442,579	2.3%	31	4.8%
Virginia	793,988	4.1%	47	7.2%
Other Locations	7,348,363	38.4%	178	27.4%
Total	<u>\$ 19,150,216</u>	<u>100.0%</u>	<u>649</u>	<u>100.0%</u>

**TOTAL of MFD Vendors**

<u>Location</u>	<u>Procurement</u>		<u>Number of Vendors</u>	
	<u>Amount</u>	<u>Percentage</u>	<u>Number</u>	<u>Percentage</u>
Montgomery County	\$ 549,387	9.7%	44	22.9%
Prince George's County	2,672,354	47.1%	65	33.8%
Subtotal	3,221,741	56.8%	109	56.7%
Maryland - other locations	1,754,899	30.9%	32	16.7%
Total Maryland	4,976,640	87.7%	141	73.4%
District of Columbia	78,001	1.4%	19	9.9%
Virginia	118,874	2.1%	17	8.9%
Other Locations	497,246	8.8%	15	7.8%
Total	<u>\$ 5,670,761</u>	<u>100.0%</u>	<u>192</u>	<u>100.0%</u>

Note: The following shows the amounts and percentages of procurement by the location of the department. The bi-county departments' activity is divided equally between the two Counties.

	<u>Total Procurement</u>		<u>MFD Procurement</u>	
	<u>Amount</u>	<u>Percentage</u>	<u>Amount</u>	<u>Percentage</u>
Prince George's County	\$ 15,197,447	61.2%	\$ 4,725,987	83.3%
Montgomery County	9,623,530	38.8%	944,774	16.7%
Total	<u>\$ 24,820,977</u>	<u>100.0%</u>	<u>\$ 5,670,761</u>	<u>100.0%</u>



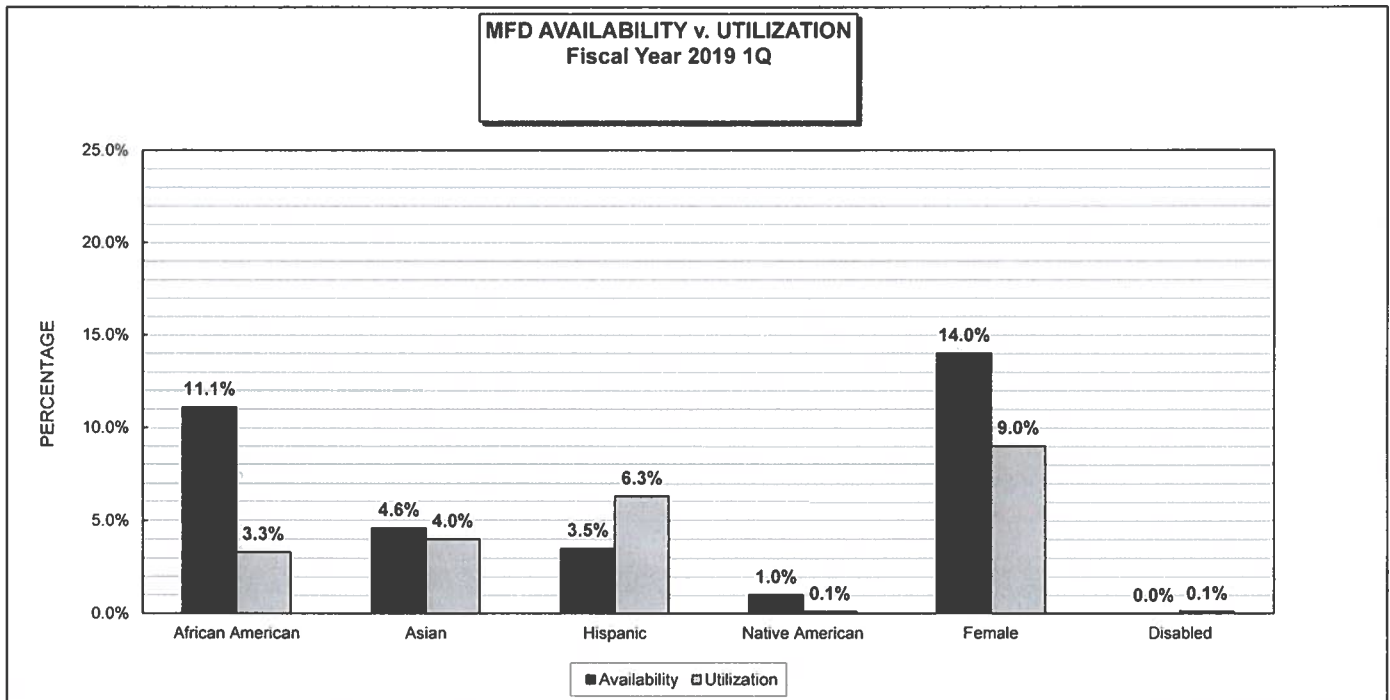
**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**MFD PROCUREMENT RESULTS**  
**FY 2019**  
**FOR THREE MONTHS ENDED SEPTEMBER 30, 2018**

**Attachment I**

**Total Amount of Procurement \$ 24,820,977**

**Amount, Percentage of Procurement by Category, and  
Percentage of Availability by Category:**

	Procurement		Availability
	Amount	%	%
<b>Minority Owned Firms</b>			
<b>African American</b>	\$ 819,147	3.3%	11.1%
<b>Asian</b>	986,883	4.0%	4.6%
<b>Hispanic</b>	1,574,061	6.3%	3.5%
<b>Native American</b>	15,965	0.1%	1.0%
<b>Total Minority Owned Firms</b>	<b>3,396,056</b>	<b>13.7%</b>	<b>20.2%</b>
<b>Female Owned Firms</b>	<b>2,243,533</b>	<b>9.0%</b>	<b>14.0%</b>
<b>Disabled Owned Firms</b>	<b>31,172</b>	<b>0.1%</b>	<b>n/a</b>
<b>Total Minority, Female, and Disabled Owned Firms</b>	<b>\$ 5,670,761</b>	<b>22.8%</b>	<b>34.2%</b>



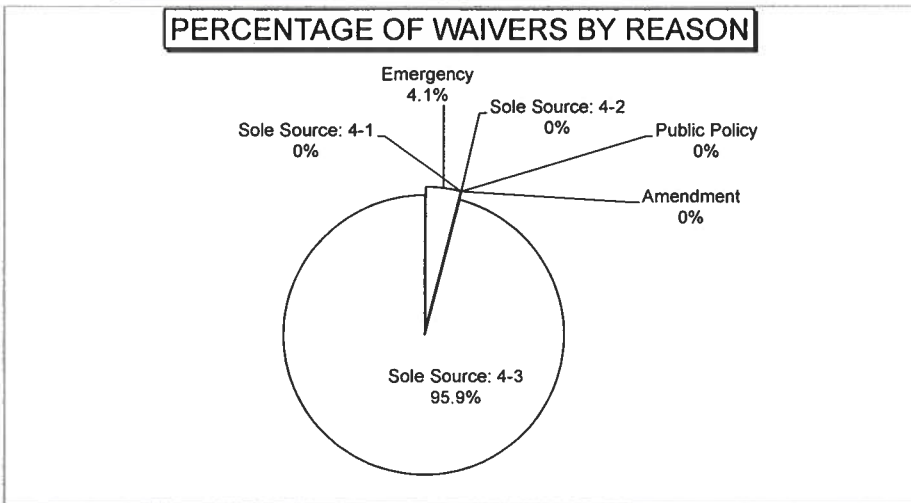
Note: (1) Availability percentages are taken from State of Maryland study titled "Disadvantaged Business Enterprise Disparity Study: Vol. 1", dated June 25, 2018, page 13.  
(2) n/a = not available

Prepared by Finance Department  
November 5, 2018

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
REASONS FOR WAIVERS  
CUMULATIVE DOLLAR AMOUNT & NUMBER OF WAIVERS  
FY 2019  
FOR THREE MONTHS ENDED SEPTEMBER 30, 2018**

**Attachment J**

	NUMBER	AMOUNT	PERCENTAGE
<b>Emergency</b>	1	\$ 14,000	4.1%
<b>Public Policy</b>	0	-	0.0%
<b>Amendment</b>	1	-	0.0%
<b>Sole Source: 4-1</b>	0	-	0.0%
<b>Sole Source: 4-2</b>	0	-	0.0%
<b>Sole Source: 4-3</b>	2	\$ 330,870	95.9%
<b>Total</b>	4	\$ 344,870	100.0%



**Waiver Reason Definitions:**

**Emergency:**

Sudden and unforeseeable circumstance have arisen which actually or imminently threaten the continuance of an essential operation of the Commission or which threaten public health, welfare or safety such that there is not enough time to conduct the competitive bidding.

**Required by Law or Grant:**

Public law or the terms of a donation/grant require that the above noted vendor be chosen.

**Amendment:**

A contract is already in place and it is appropriate for the above noted vendor to provide additional services and/or goods not within the original scope of the contract because the interested service and/or goods are uniquely compatible with the Commission's existing systems and patently superior in quality and/or capability than what can be gained through an open bidding process.

**Sole Source 4:**

It has been determined that:

- #1: The vendor's knowledge and experience with the Commission's existing equipment and/or systems offer a greater advantage in quality and/or cost to the Commission than the cost savings possible through competitive bidding, or
- #2: The interested services or goods need to remain confidential to protect the Commission's security, court proceedings and/or contractual commitments, or
- #3: The services or goods have no comparable and the above noted vendor is the only distributor for the interested manufacturer or there is otherwise only one source available for the sought after services or goods, e.g. software maintenance, copyrighted materials, or otherwise legally protected goods or services.

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
TOTAL WAIVERS, MFD WAIVERS, AND SOLE SOURCE WAIVERS BY DEPARTMENT  
PROCESSED FY 2019  
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2018**

**Attachment K**

	Total Waivers		MFD/Waivers		% of MFD		Sole Source 4-1 Waivers		Sole Source 4-2 Waivers		Sole Source 4-3 Waivers		% Sole Source		
	\$	Number	\$	Number	%	Number	\$	Number	\$	Number	\$	Number	%	%	
<b>Prince George's County</b>															
Commissioners' Office	\$ 0	0	\$ -	0	0.0%	0	\$ -	0	\$ -	0	\$ -	0	0.0%	0	0.0%
Planning Department	0	0	-	0	0.0%	0	-	0	-	0	-	0	0.0%	0	0.0%
Parks and Recreation Department	0	0	-	0	0.0%	0	-	0	-	0	-	0	0.0%	0	0.0%
Total	0	0	-	0	0.0%	0	-	0	-	0	-	0	0.0%	0	0.0%
<b>Montgomery County</b>															
Commissioners' Office	0	0	-	0	0.0%	0	-	0	-	0	-	0	0.0%	0	0.0%
Planning Department	0	0	-	0	0.0%	0	-	0	-	0	-	0	0.0%	0	0.0%
Parks Department	344,870	3	-	0	0.0%	0	-	0	-	0	330,870	2	95.9%	2	95.9%
Total	344,870	3	-	0	0.0%	0	-	0	-	0	330,870	2	95.9%	2	95.9%
<b>Central Administrative Services</b>															
Dept. of Human Resources and Mgt.	0	0	-	0	0.0%	0	-	0	-	0	-	0	0.0%	0	0.0%
Finance Department	0	1	-	0	0.0%	0	-	0	-	0	-	0	0.0%	0	0.0%
Legal Department	0	0	-	0	0.0%	0	-	0	-	0	-	0	0.0%	0	0.0%
Legal Board	0	0	-	0	0.0%	0	-	0	-	0	-	0	0.0%	0	0.0%
Total	0	1	-	0	0.0%	0	-	0	-	0	-	0	0.0%	0	0.0%
<b>Grand Total</b>	<b>\$ 344,870</b>	<b>4</b>	<b>\$ -</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ 330,870</b>	<b>2</b>	<b>95.9%</b>	<b>2</b>	<b>95.9%</b>

**Purpose of Summary of Waiver Report:**

- (1) To monitor the amount, number, reasons for waivers in order to ensure the Commission is encouraging and maintaining good community, public, vendor, and interdepartmental relations;  
To ensure fair and equitable treatment of all persons who deal in purchasing matters; to promote economy in Commission purchasing; and to ensure that minority owned firms receive a fair share of Commission awards (source: Practice 4-10); and
- (2) To comply with the Prince George's Planning Board directive of January 29, 1991 to report waiver activity to the Department Heads and the Planning Boards on a quarterly basis.

**Sole Source: 4**

It has been determined that:

- 4-1: The vendor's knowledge and experience with the Commission's existing equipment and/or systems offer a greater advantage in quality and/or cost to the Commission than the cost savings possible through competitive bidding, or
- 4-2: The interested services or goods need to remain confidential to protect the Commission's security, court proceedings and/or contractual commitments, or
- 4-3: The services or goods have no comparable and the above noted vendor is the only distributor for the interested manufacturer or there is otherwise only one source available for the sought after services or goods, e.g. software maintenance, copyrighted materials, or otherwise legally protected goods or services.

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**MEMORANDUM**

**TO:** The Maryland-National Capital Park and Planning Commission

**FROM:** Adrian R. Gardner  
General Counsel

**RE:** Litigation Report for November 2018 – FY 2019

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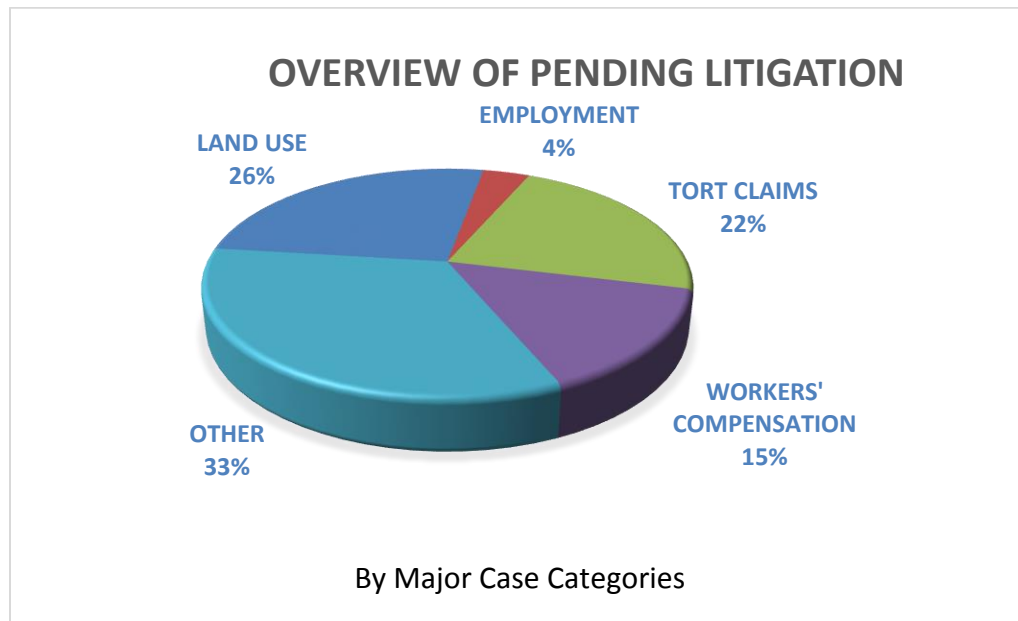
Please find the attached litigation report we have prepared for your meeting scheduled on Wednesday, December 19, 2018. As always, please do not hesitate to call me in advance if you would like me to provide a substantive briefing on any of the cases reported.

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**November 2018**  
**Composition of Pending Litigation**  
(Sorted By Subject Matter and Forum)

	State Trial Court	Federal Trial Court	Maryland COSA	Maryland Court of Appeals	Federal Appeals Court	U.S. Supreme Court	Subject Matter Totals
Admin Appeal: Land Use	2		3	1			6
Admin Appeal: Other							
Land Use Dispute					1		1
Tort Claim	6						6
Employment Dispute			1				1
Contract Dispute	2		1	1			4
Property Dispute			1				1
Civil Enforcement							
Workers' Compensation	4						4
Debt Collection							
Bankruptcy							
Miscellaneous	1		1	1		1	4
Per Forum Totals	15		7	3	1	1	27



## November 2018 Litigation Activity Summary

	COUNT FOR MONTH			COUNT FOR FISCAL YEAR 2019			
	Pending In Sept. 2018	New Cases	Resolved Cases	Pending Prior F/Y	New Cases F/YTD**	Resolved Cases F/YTD**	Pending Current Month
<b>Admin Appeal: Land Use (AALU)</b>	6			3	4	1	6
<b>Admin Appeal: Other (AAO)</b>	-			0			
<b>Land Use Disputes (LD)</b>	1			1			1
<b>Tort Claims (T)</b>	7	2	3	6	3	3	6
<b>Employment Disputes (ED)</b>	1			1			1
<b>Contract Disputes (CD)</b>	4			6	1	3	4
<b>Property Disputes (PD)</b>	1			2		1	1
<b>Civil Enforcement (CE)</b>	-			0			
<b>Workers' Compensation (WC)</b>	2	2		2	2		4
<b>Debt Collection (D)</b>	-			0			
<b>Bankruptcy (B)</b>	-			0			
<b>Miscellaneous (M)</b>	5		1	4	1	1	4
<b>Totals</b>	27	4	4	25	11	9	27

**INDEX OF YTD NEW CASES  
(7/1/2018 TO 6/30/19)**

<b>A. <u>New Trial Court Cases.</u></b>	<b><u>Unit</u></b>	<b><u>Subject Matter</u></b>	<b><u>Month</u></b>
Gaspard v. Montgomery County Planning Bd.	MO	AALU	July 18
West Montgomery Citizens Association v. Montgomery County Planning Bd.	MO	AALU	July 18
State Farm v. Barney, et al.	MC	Tort	Aug 18
Commission v. Ferrante	MC	WC	Oct 18
Lovett v. Commission	PG	Tort	Oct 18
Stephanie Green v. Commission	PG	WC	Oct 18
Rose Green v. Commission	PG	Tort	Oct 18
<b>B. <u>New Appellate Court Cases.</u></b>	<b><u>Unit</u></b>	<b><u>Subject Matter</u></b>	<b><u>Month</u></b>
Bradley Boulevard Citizens Assn., Inc. v. Montgomery County Planning Board	MO	AALU	July 18
Town of Forest Heights v. Commission	PG	Misc.	July 18
Brooks v. Commission	PG	AALU	Aug 18
URS v. Commission	PG	CD	Aug 18
<b>C. <u>New Supreme Court of the U.S. Cases.</u></b>	<b><u>Unit</u></b>	<b><u>Subject Matter</u></b>	<b><u>Month</u></b>



**INDEX OF YTD RESOLVED CASES  
(7/1/2018 TO 6/30/19)**

<b><u>A. Trial Court Cases Resolved.</u></b>	<b><u>Unit</u></b>	<b><u>Subject Matter</u></b>	<b><u>Month</u></b>
Sauer, Inv. v. Commission	PG	CD	July 18
Commission v. D.L. Boyd	PG	CD	Aug 18
Arnold v. Napier	PG	Tort	Sept 18
Rivers v. Fitts	PG	Tort	Sept 18
State Farm Fire & Casualty v. Barney, et al.	MC	Tort	Oct 18
<b><u>B. Appellate Court Cases Resolved.</u></b>	<b><u>Unit</u></b>	<b><u>Subject Matter</u></b>	<b><u>Month</u></b>
Brooks v. Commission	PG	AALU	July 18
URS Corporation v. Commission	PG	CD	July 18
Rounds v. Montgomery County, MD, et al	MC	PD	Aug 18
Price, et al. v. Prince George's County, et al.	PG	Misc.	Oct 18

## Disposition of FY19 Closed Cases Sorted by Department

CLIENT	PRINCIPAL CAUSE OF ACTION IN DISPUTE	DISPOSITION
<b>Employees Retirement System</b>		
<b>Finance Department</b>		
Price, et al. v. Prince George's County, et al.	Appellate matter – Plaintiffs below filed a lawsuit for injunctive relief questioning validity of certain personal tax enactments involving the Commission and Prince George's County. The Commission did not file a brief in this matter.	10/2/18 – Appeal dismissed for failure to file a properly corrected brief
<b>Department of Human Resources &amp; Management</b>		
<b>Montgomery County Department of Planning</b>		
Rounds v. Montgomery County, MD, et al.	Appeal from dismissal of claim for violations of the Maryland Constitution and declaratory relief concerning alleged Farm Road Easement	08/24/18 – Judgment of Circuit Court affirmed
<b>Montgomery County Department of Parks</b>		
State Farm Fire & Casualty Co. A/S/O Yuenyee Lee v. Barney, et al.	Defense of Claim for property damage to home from tree on Commission property.	10/12/18 – Case settled and dismissed
<b>Montgomery County Park Police</b>		
<b>Montgomery County Planning Board</b>		
<b>Prince George's County Department of Parks and Recreation</b>		
Arnold v. Napier	Defense of Claim for personal injury involving vehicle owned by Commission.	09/10/18 – Case dismissed.
Commission v. D.L. Boyd	Commission filed complaint for property damage to Commission property (mansion)	08/17/18 Case settled and dismissed.
Rivers v. Fitts	Defense of Claim for personal injury involving vehicle owned by Commission.	09/26/18 – Judgment for Plaintiff

Sauer, Inc. v. Commission	Plaintiff filed complaint for alleged delays and damages associated with the expansion of the Palmer Park Community Center in Prince George's County.	07/23/18 – Case settled and dismissed.
URS Corporation v. Commission	URS appealed the Circuit Court Decision entering judgment in favor of the Commission as a result of URS breach of duty to defend	07/06/18 – Judgment of Circuit Court affirmed
<b>Prince George's County Planning Department</b>		
<b>Prince George's County Planning Board</b>		
Brooks v. Commission	Plaintiff appealed Planning Board ruling granting the departure from design standards in Prince George's County.	07/20/18 – Judgment of Circuit Court affirmed.
<b>Prince George's Park Police</b>		
<b>Office of Internal Audit</b>		

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DISTRICT COURT FOR PRINCE GEORGE'S COUNTY, MARYLAND

**Commission v. McCoy**

Case No. 0502-0025950-2017 (CD)

Lead Counsel: Foster  
Other Counsel:

Abstract: Complaint for property damage to Commission's golf cart.

Status: Case stayed.

Docket:

08/31/17	Complaint filed
11/17/17	Case stayed pending settlement negotiations

**Rose Green v. Commission**

Case No. 0502-0031553-2018 (Tort)

Lead Counsel: Harvin.  
Other Counsel:

Abstract: Complaint for personal injuries.

Status: Case dismissed prior to service upon the Commission.

Docket:

10/16/18	Complaint filed
11/09/18	Case dismissed prior to service upon the Commission

**Lovett v. Commission**

Case No. 0502-0029385-2018 (Tort)

Lead Counsel: Foster  
Other Counsel:

Abstract: Complaint for personal injuries while traveling in bus operated by Commission.

Status: In discovery

Docket:

9/28/18	Complaint filed
10/18/18	Commission served
10/30/18	Notice of Intent to Defend filed

**DISTRICT COURT FOR MONTGOMERY COUNTY, MARYLAND**

No Pending Cases

**CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY, MARYLAND**

**Bundu v. Bowman**

Case No. CAL17-28259 (Tort)

Lead Counsel: Adams  
Other Counsel:

Abstract: Defense of claim for personal injury involving motor vehicle accident in Prince George's County.

Status: Case settled and dismissed.

Docket:

10/12/17	Complaint filed
11/02/17	Service of complaint on Commission
11/17/17	Answer to Complaint filed by Commission
03/28/18	Pretrial Conference continued
06/01/18	Pretrial Conference cancelled
06/04/18	Request to schedule two-day trial
11/19/18	Joint Stipulation of Dismissal filed

**Commission v. Clean Air Mechanical Inc., et al**

Case No. CAL18-00211 (CD)

Lead Counsel: Adams  
Other Counsel:

Abstract: Commission files complaint for breach of contract, fraud and misrepresentation arising out of purchase order for installation of three DDU units at Cabin John and Wheaton Ice rinks.

Status: In discovery.

Docket:

01/03/18	Case transferred to Circuit Court Prince George's County from Montgomery County (438017-V)
01/16/18	Answer to complaint and Motion to Dismiss and/or Motion for Summary Judgment filed by Defendants
02/02/18	Voluntary dismissal of Hudgins and Hardesty; Opposition to Motion for Summary Judgment filed; Amended Complaint filed
03/06/18	Motion to Dismiss, or in the Alternative, for Summary Judgment and Request for Hearing denied as Moot; matter shall continue in due course
05/14/18	Pretrial conference held
07/11/18	Counsel for Defendant's Motion to Withdraw appearance

07/30/18	Motion to Withdraw by Plaintiff's Counsel granted and Notice to Employ new counsel
10/30/18	Alternate Dispute Resolution Conference held. Defendant did not appear.
10/31/18	Order of Court – Case to proceed to trial.
02/11/19	Trial

**Commission v. Ferrante**  
Case No. CAL 18-09401 (WC)

Lead Counsel: Foster  
Other Counsel:

Abstract: Appeal from WCC Order requiring MNCPPC to pay indemnity benefits corresponding to medical treatment.

Status: In discovery.

Docket:

04/17/18	Petition for Judicial Review filed
05/07/18	Commission files response to Petition for Judicial Review
06/19/18	Pretrial date rescheduled by consent
06/26/18	Order of Court rescheduling Pretrial Conference
07/09/18	Pretrial Conference cancelled
11/28/18	Consent Motion to consolidate with CAL18-40683
02/20/19	Trial

**Commission v. Ferrante**  
Case No. CAL 18-40683 (WC)

Lead Counsel: Foster  
Other Counsel:

Abstract: Appeal from WCC Order requiring MNCPPC to pay indemnity benefits corresponding to medical treatment.

Status: In discovery.

Docket:

10/30/18	Petition for Judicial Review filed
11/28/18	Consent Motion to Consolidate with CAL18-09401



**Diggs v. Robinson, et al**  
Case No. CAL17-40851(Tort)

Lead Counsel: Harvin  
Other Counsel: Adams

Abstract: Defense of claim for personal injury following an automobile accident.

Status: In discovery.

Docket:

12/20/17	Complaint filed
01/08/18	Defendant Robinson served via certified mail
01/29/18	Plaintiff files Amended Complaint
02/02/18	Answer to Complaint filed
04/02/18	Plaintiff's Expert Designation filed
06/21/18	Pretrial Conference held
01/04/19	Alternate Dispute Resolution Conference
03/06/19	Trial

**Stephanie Green v. Commission**  
Case No. CAL 18-40994 (WC)

Lead Counsel: Foster  
Other Counsel:

Abstract: Appeal from WCC Order requiring claimant/plaintiff to use Corvel's mail-in services for her prescription needs, effective December 1, 2018.

Status: In discovery.

Docket:

10/31/18	Petition for Judicial Review filed
11/28/18	Response to Petition for Judicial Review

**Gutierrez v. Commission**  
Case No. CAL18-15226(Tort)

Lead Counsel: Harvin  
Other Counsel: Adams

Abstract: Defense of claim for personal injury following an automobile accident.

Status: In discovery.

Docket:

05/22/18	Complaint filed
06/15/18	Commission served
07/12/18	Commission filed Information Sheet
07/24/18	Answer filed
08/06/18	Scheduling Order filed
11/27/18	Pretrial Conference held
06/03/19	Alternative Dispute Resolution date
08/26/19	Trial

**Ross v. Commission**  
Case No. CAL18-12424 (WC)

Lead Counsel: Foster  
Other Counsel:

Abstract: Claimant filed for judicial review of WCC Order which included a credit for the Commission for temporary total disability benefits paid and denied additional credit for vocational rehabilitation benefits paid.

Status: Pending trial.

Docket:

04/23/18	Petition for Judicial Review filed
05/04/18	Commission responds to Petition for Judicial Review
05/14/18	Commission's Cross-Petition for Judicial Review
06/01/18	WCC Notice of Cross Appeal
07/16/18	Commission's Motion for Partial Summary Judgment filed
07/24/18	Opposition to Motion for Partial Summary Judgment filed
09/06/18	Pretrial Conference
09/24/18	Motion for Partial Summary Judgment granted for additional credit for vocational rehabilitation benefits paid. Trial remains scheduled on issues of whether claimant is permanently totally disabled.
04/01/19	Trial

**CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND**

**Gaspard v. Montgomery County Planning Board (see West Montgomery Citizens case below)**

Case No. 451996-V (AALU)

Lead Counsel: Mills

Abstract: Petition for Judicial Review filed of Planning Board's approval of Preliminary Plan 120160180 Glen Mill – Parcel 833

Status: Appeal noted.

Docket:

07/31/18	Petition(s) for Judicial Review filed
08/01/18	Notice of Filing
08/10/18	Commission's Response to Petition
08/14/18	Scheduling Order
08/31/18	Response of S. Vazer to Petition for Judicial Review
09/04/18	Motion to Consolidate with Case 452024-V
09/21/18	West Montgomery Citizens Association's response to Motion to Consolidate
10/30/18	Line requesting a revised order reflecting a briefing schedule.
11/02/18	Order granting consolidation of cases. All future pleadings to be filed in case 451996V.

**Global Lifesci Development Corporation v. Montgomery County, et al.**

Case No. 444115-V (Misc.)

Lead Counsel: Foster

Other Counsel: Dickerson

Abstract: Complaint for Declaratory Judgment, Quiet Title and Injunctive Relief. The Commission has no objection to the relief sought.

Status: In discovery.

Docket:

03/12/18	Complaint filed
03/12/18	Motion for Summary Judgment filed
04/27/18	Commission served
06/07/18	Commission Answer filed
06/07/18	M-NCPPC response to Motion for Summary Judgment filed
06/29/18	Amended Complaint filed
06/29/18	Motion for Summary Judgment filed
08/03/18	Plaintiff's Motion for Postponement of hearing
08/14/18	Summary Judgment hearing removed
10/24/18	Notice of hearing on Summary Judgment
11/29/18	Plaintiff's Notice of Voluntary Dismissal without Prejudice as to Defendants Cherry Hill Joint Venture, LLP, Mark A. Gaspar, James M. Smith, Branch Banking and Trust Company and Wilmington Trust National Association.

**Melara, et al. v. Evans**

Case No. 439733-V(Tort)

(originally filed in District Court of Montgomery County 0601-0011991-2017)

Lead Counsel: Harvin  
Other Counsel: Adams

Abstract: Claim for personal injury following an automobile accident.

Status: In discovery.

Docket:

11/08/17	Case transferred from District Court
04/19/18	Pretrial conference held
05/24/18	Pre-trial/settlement conference held
05/24/18	Case Consolidated with Case No. 439733-V
05/25/18	Order of Consolidation – All future filings to be in this case
06/01/18	Answer of Erie Insurance and demand for Jury trial
07/02/18	Commission's Answer to Counter-Complaint
07/09/18	Substitution of Counsel for Defendant Evans
08/22/18	Pre-trial Statement filed by Commission
10/22/18	Erie's Consent Motion to Bifurcate issue of liability from damages
10/26/18	Line of dismissal with prejudice - partial
11/01/18	Pre-trial Conference held
11/01/18	Court denies Erie's Consent Motion to Bifurcate issue of liability from damages
11/01/18	Joint Oral Motion to Postpone Jury Trial granted
04/01/19	Trial

**West Montgomery Citizens Association v. Montgomery County Planning Board (see Gaspard)**

Case No. 452024-V (AALU)

Lead Counsel: Mills

Abstract: Petition for Judicial Review filed appealing the Planning Board's approval of Preliminary Plan 120160180 Glen Mill – Parcel 833

Status: Case consolidated with Gaspard v. Montgomery County Planning Board.

Docket:

07/31/18	Petition(s) for Judicial Review filed
08/01/18	Notice of Filing
08/06/18	Commission's Response to Petition
08/15/18	Scheduling Order
08/31/18	Response of S. Vazer to Petition for Judicial Review
09/04/18	Motion to Consolidate with Case 451996
09/06/18	West Montgomery Citizen's Association's Opposition to Motion to Consolidate
10/30/18	Line requesting a revised order reflecting a briefing schedule.
11/02/18	Order granting consolidation of cases. All future pleadings to be filed in case 451996V

**MARYLAND COURT OF SPECIAL APPEALS**

**Bradley Boulevard Citizens Assn, Inc. v. Montgomery County Planning Board**

September Term 2018, No. 1034 (AALU)  
(Originally filed under 436463-V in Montgomery County)

Lead Counsel: Sorrento

Abstract: Petitioner appealed Montgomery County Circuit Court June 4, 2018 Order affirming the Planning Board's approval of WMAL Preliminary Plan 120160290.

Status: Scheduling Order pending.

Docket:

07/03/18	Civil Information Report filed
10/26/18	Order Appeal to proceed without a prehearing conference or ADR

**Burnette v. Commission**

September Term 2017, No.2258 (ED)  
(Originally filed under CAL16-35180 in Prince George's County)

Lead Counsel: Adams

Other Counsel:

Abstract: Former park police officer appealed Circuit Court ruling affirming Administrative Hearing Board decision to terminate.

Status: Awaiting oral argument.

Docket:

01/23/18	Notice of Appeal
05/29/18	Appellant's Brief filed
06/26/18	Commission filed Brief
02/21/19	Oral Argument

**Concerned Citizens of Cloverly, et al. v. Montgomery County Planning Board**

September Term 2017, Case No. 2568 (AALU)  
(Originally filed under 433722-V in Montgomery County)

Lead Counsel: Mills

Abstract: Petitioner appealed Montgomery County Circuit Court January 29, 2018 Order affirming the Planning Board's approval of RCCG Jesus House Preliminary Plan 120160040.

Status: Awaiting oral argument.

Docket:

03/01/18	Civil Information Report filed
03/23/18	Order Appeal to proceed without a prehearing conference or ADR
03/19/19	Oral Argument

**Fort Myer Construction Corporation v. Commission**

September Term 2017, No. 1684 (CD)  
(Originally filed under 399804-V in Montgomery County)

Lead Counsel: MarcusBonsib, LLC (Bruce L. Marcus)  
Other Counsel: Dickerson

Abstract: Plaintiff appealed Circuit Court ruling granting dismissal of complaint for alleged delays and damages associated with the erection of a steel girder pedestrian bridge in Montgomery County.

Status: Awaiting decision.

Docket:

10/26/17	Notice of Appeal
12/03/18	Oral Argument held

**Pletsch, et al v. Commission**

September Term 2017, No. 2518 (AALU)  
(Originally filed under CAL17-12150 in Prince George's County)

Lead Counsel: Mills  
Other Counsel: Borden

Abstract: Two separate appeals filed. The Citizens filed an appeal of order affirming the underlying decision and resolution. The developer filed an appeal of the denial of the motion to dismiss for lack of standing. The Commission did not join in the appeal of the denial of the motion to dismiss.

Status: Appeals filed.

Docket:

02/16/18	Notice of Appeal filed by Pletsch, et al.
02/23/18	Notice of Appeal filed by St. John Properties, Inc.
09/10/18	Scheduling Order issued
05/01/19	Oral Argument no earlier than this date

**Rounds v. Montgomery County, MD, et al**

September Term, 2017, No.1561 (PD)  
(Originally filed under #430530-V in Montgomery County)

Lead Counsel: Gardner  
Other Counsel: Dickerson  
Harvin  
Adams

Abstract: Appeal from dismissal of claim barred by res judicata concerning alleged Farm Road easement.

Status: Awaiting oral argument.

Docket:

09/25/17	Notice of Appeal filed
10/19/17	Court issued show cause for inquiry as to why Pre-hearing Information Report not filed
11/15/17	Court accepts Pre-hearing Information Report for filing
12/12/18	Oral Argument

**The Town of Forest Heights v. Commission**

September Term 2017, No 2538 (Misc.)  
(Originally filed under CAL 16-29110 in Prince George's County)

Lead Counsel: Borden  
Other Counsel:

Abstract: Commission below filed a declaratory judgment against the Town of Forest Heights. The Town appealed.

Status: Appeal filed.

Docket:

02/23/18	Notice of Appeal filed
03/16/18	Order to Proceed w/out Pre-hearing Conference
05/31/18	Stipulation to Extend time for filing Brief
03/2019	Oral Argument

**MARYLAND COURT OF APPEALS**

**Brooks v. Commission**

September Term 2016, No. 02295 (AALU)  
(Originally filed under CAE16-25941 in Prince George's County)

Lead Counsel: Mills  
Other Counsel: Borden

Abstract: Plaintiff appealed Planning Board ruling granting the departure from design standards in Prince George's County.

Status: Certiorari denied.

Docket:

08/21/18	Writ of Certiorari filed by Brooks
09/04/18	Mandate of the Court of Special Appeals
09/10/18	Commission's Response to Petition for Writ of Cert.
10/26/18	Petition for Writ of Certiorari denied



**The Town of Forest Heights v. Commission**  
September Term 2018, Petition No. 105 (Misc.)

Lead Counsel: Borden  
Other Counsel:

Abstract: Commission below filed a declaratory judgment against the Town of Forest Heights. The Town appealed.

Status: Awaiting decision.

Docket:

05/10/18	Writ of Cert filed by the Town of Forest Heights
05/15/18	Commission Answer to Petition for Writ of Cert
06/07/18	Stipulation to Extend time for Filing Brief
07/24/18	Town of Forest Heights Brief filed
08/31/18	Commission Brief filed
08/31/18	Amicus Curiae in Support of Appellant filed by The Maryland Municipal League, Inc.
09/20/18	Town of Forest Heights Reply Brief filed
10/04/18	Oral Argument held.

**URS Corporation v. Commission**  
September Term 2018, Petition No. 288 (CD)

Lead Counsel: MarcusBonsib, LLC (Bruce L. Marcus)  
Other Counsel: Dickerson

Abstract: URS appeals the Circuit Court Decision entering judgment in favor of Commission as a result of URS breach of duty to defend.

Status: Certiorari denied and underlying case settled.

Docket:

08/22/18	Petition for Writ of Certiorari filed by URS Corporation
10/26/18	Petition for Writ of Certiorari denied

**U.S. DISTRICT COURT OF MARYLAND**

No Pending Cases

**U.S. COURT OF APPEALS FOR THE FOURTH CIRCUIT**

**Pulte Home Corporation, et al v. Montgomery County, et al**

Case No. 17-2112 (LD)

(Originally filed under Case No 8:14-cv-03955)

Lead Counsel: Outside Counsel-Whiteford Taylor and Preston  
Other Counsel: Gardner/Dickerson/Adams

Abstract: Plaintiff filed appeal following dismissal of complaint in U. S. District Court for alleged delays and damages associated with the construction of a residential development in Clarksburg, Maryland.

Status: Affirmed.

Docket:

09/25/17	Notice of Removal and Complaint filed
10/10/17	Court files Briefing Order
11/20/17	Brief filed by Appellant Pulte Home Corporation
12/19/17	Response Brief filed by Commission
01/02/18	Reply brief filed by Pulte Home Corporation
09/25/18	Oral Argument held.
11/29/18	Decision of U.S. District Court affirmed.

**SUPREME COURT OF THE UNITED STATES**

**Commission v. American Humanist Association, et al**

Case No. 17A1175 (Misc.)  
17-1717 (American Legion)  
18-18 (M-NCPPC)  
(Appeal from Case No. 15-2597)

Lead Counsel: Hogan Lovells (Neal Kmar Katyal & Mitchell P. Reich)  
Other Counsel: Gardner  
Dickerson  
Harvin

Abstract: The Commission intends to seek review by the Supreme Court of the decision of the Court of Appeals for the Fourth Circuit finding violation of establishment clause of Constitution.

Status: Petition for Writ of Certiorari granted.

Docket:

04/24/18	Commission's Application to extend the time to file a Petition for Writ of Certiorari
04/30/18	American Legion's Application to extend time to file a Petition for Writ of Certiorari
05/03/18	American Legion's Application to extend time granted
05/09/18	Commission's Application to extend time granted
06/25/18	American Legion's Petition for Writ of Cert. filed
06/29/18	Commission's Petition for Writ of Cert. filed
07/12/18	Blanket Consent filed by Respondents, The American Legion, the American Legion Department of Maryland, and The American Legion Colmar Manor Post 131
07/13/18	Blanket Consent filed by Petitioner, M-NCPPC
07/25/18	Amicus Brief American Center for Law and Justice
07/26/18	Amicus Brief Military Order of the Purple Heart
07/27/18	Amicus Brief 109 United States Senators and Members of the United States House of Representatives
07/27/18	Amicus Brief Major General Patrick Brady and Veterans Groups Erecting and Maintaining War Memorials
07/27/18	Amicus Brief The Town of Taos, New Mexico
07/27/18	Amicus Brief The Islam and Religious Freedom Action Team of the Religious Freedom Institute
07/27/18	Amicus Brief International Municipal Lawyers Association
07/27/18	Amicus Brief Veterans of Foreign Wars of the United States
07/27/18	Amicus Brief Medal of Honor Recipients
07/27/18	Amicus Brief Maryland Elected Officials
07/27/18	Amicus Brief State of West Virginia, 27 Other States & the Governor of Kentucky
07/27/18	Amicus Brief Retired Generals and Flag Officers
07/27/18	Amicus Brief Jewish Coalition for Religious Liberty
07/27/18	Amicus Brief The Becket Fund for Religious Liberty

08/01/18	Amicus Brief Foundation for Moral Law
08/02/18	Amicus Brief State of Maryland
08/02/18	Amicus Brief Veterans in Defense of Liberty
08/02/18	Amicus Brief Prince George's County, Maryland
08/02/18	Amicus Brief The Rutherford Institute
08/21/18	Reply of Commission
08/22/18	Distributed for Conference of 9/24/18
10/01/18	Distributed for Conference of 10/05/18
10/09/18	Distributed for Conference of 10/12/18
10/22/18	Distributed for Conference of 10/26/18
10/29/18	Distributed for Conference of 11/02/18
11/02/18	Certiorari granted.