



THE MARYLAND-NATIONAL CAPITAL
Park and Planning Commission

COMMISSION MEETING

April 16, 2025

10:00 a.m. – 12:00 p.m.

via teleconference only

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MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Wednesday, April 16, 2025

10:00 am to 12:00 noon

via Teleconference only

meeting to be broadcast by the Montgomery Planning Department

		<u>ACTION</u>	
		Motion	Second
1.	Approval of Commission Agenda (10:00 a.m.)	(*)	
	a) Approval of April 16, 2025 Commission Meeting Agenda		Page 1
2.	Approval of Commission Minutes (10:05 a.m.)	(*)	
	a) Open Session – March 19, 2025		Page 3
3.	General Announcements (10:05 a.m.)		
	a) Stress Awareness Month		
	b) Alcohol Awareness Month		
	c) Arab American Heritage Month		
	d) Upcoming National Prevention Week		
	e) Financial Disclosure Statement Filing Requirement Reminder (April 30)		
4.	Committee and Board Reports (10:10 a.m.)		
	a) Employees’ Retirement System Board of Trustees Regular Meeting Minutes from March 4, 2025 (for Information Only)		Page 9
5.	Action and Presentation Items (10:10 a.m.)		
	a) Wage Resolutions for All M-NCPPC Employees (Allen/King)	(*)	Page 13
	i. Resolution #25-05 FY2025 COLA for Seasonal/Intermittent Pay Schedules and Employees (Allen/King)		Page 23
	ii. Resolution #25-06 Adjustment to Minimum Wage for all Employees (Allen/King)		Page 25
	b) Resolution #25-07 Appointment of Shanna Brewton-Tiayon to the Merit System Board	(*)	LD
	c) Amendments to Administrative Practice 1-30 Organization and Functions of the Office of the Secretary Treasurer (Harvin/Beckham)	(*)	Page 27
	d) Proposed Amendments to M-NCPPC Park Rules and Regulations (Aniton)	(*)	Page 43
	e) Follow-up on GLP-1 Drug Update (Allen/McDonald)		Page 89
6.	Officers’ Reports (11:00 a.m.)		
	<u>Executive Director’s Report</u>		
	a) Quarterly Late Evaluation Report (for Information Only)		Page 91
	b) CIO’s Quarterly Report (for Information Only)		Page 95
	<u>Secretary-Treasurer’s Report</u>		
	<i>No report scheduled</i>		
	<u>General Counsel</u>		
	c) Litigation Report (for Information Only)		Page 99
	d) Legislative Update (Borden/Baucum-Colbert)		(D)
	<i>Pursuant to the Maryland General Provisions Article of the Annotated Code of Maryland, Section 3-305(b)(9) a closed session is proposed to conduct collective bargaining negotiations or consider matters that relate to the negotiations.</i>		
7.	Closed Session (11:30 a.m.)		

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

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Commission Meeting
Open Session Minutes
March 19, 2025

The Maryland-National Capital Park and Planning Commission met in a hybrid format, from the Prince George’s Parks and Recreation Administration Building Auditorium in Riverdale, Maryland and virtually via videoconference. The meeting was broadcast by the Department of Parks and Recreation, Prince George’s County.

PRESENT

Montgomery County Commissioners

Artie Harris, Chair
Shawn Bartley
James Hedrick (arrived 10:52 am)
Mitra Pedoeem

Prince George’s County Commissioners

Peter A. Shapiro, Vice Chair
Dorothy Bailey
Manuel Geraldo
A. Shuanise Washington

NOT PRESENT

Josh Linden

Chair Harris called the meeting to order at 10:34 a.m.

ITEM 1 CONSENT AGENDA

- a) Approval of the March 19, 2025 Commission meeting Agenda
- b) Resolution 25-03 Rose Creek Connector Trail Park Easements (Sun)
- c) Resolution 25-04 Andrews Manor Park Easements (Sun)

ACTION: Motion of Commissioner Geraldo to approve the Consent Agenda
Seconded by Commissioner Washington
6 approved the items
1 abstention (Bailey)
1 not present (Hedrick)

ITEM 2 APPROVAL OF MINUTES

- a) Approval of Commission Minutes – Open Session
Regular Meeting: 2/19/25

ACTION: Motion of Commissioner Geraldo to approve the 2/19/25 minutes
Seconded by Commissioner Washington
7 approved the item
1 not present (Hedrick)

- b) Approval of Commission Minutes – Open Session
Special Meeting: 3/6/25

ACTION: Motion of Commissioner Geraldo to approve the 3/6/25 minutes
Seconded by Commissioner Washington
7 approved the item
1 not present (Hedrick)

ITEM 3 GENERAL ANNOUNCEMENTS

- a) Women’s History Month
- b) National Nutrition Month
- c) Upcoming Stress Awareness Month
- d) Upcoming Alcohol Awareness Month
- e) Financial Disclosure Filing Requirement April 30 (State and M-NCPPC Deadline)

ITEM 4 COMMITTEE/BOARD REPORTS

- a) Employees’ Retirement System Board of Trustees Regular Meeting Minutes from February 4, 2025 (for Information Only)

ITEM 5 ACTION/PRESENTATION ITEMS

- a) Amendments to Administrative Practice 1-31 Organization and Functions of the Audit Committee and Office of the Inspector General (Harvin/Beckham)

Mr. Beckham requested Commissioners’ approval on minor amendments made to Administrative Practice 1-31. He summarized the amendments as laid out in the packet and opened the presentation for questions and discussion.

Commissioner Bartley asked if the Inspector General (IG) was an employee of the M-NCPPC or an employee of the State of Maryland. He also asked if these amendments permitted the IG a level of autonomy beyond Commissioner oversight. Inspector General Renee Kenney replied she is an appointed non-merit employee of the M-NCPPC, similar to a department head. She added the intent of the amendments was not to give the IG such reach, and the changes are primarily to clarify the responsibility and process of posting of official audit reports to mncppc.org.

Commissioner Bartley asked if the IG would be able to make statements to the media or public without Commissioner vetting. IG Kenney replied she has never felt compelled to speak to the press in her 13 years as Inspector General but maintained that independence is an important tool for any IG. Chair Harris said the IG reviews all matters with the General Counsel, the Chair and Vice Chair. He added his support for the amendments considering the checks and balances that are already in place.

General Counsel Borden stressed that independence is critical for the Inspector General, and that these amendments address a specific statutory requirement about the posting of audit reports. She added that the General Counsel’s office meets with the IG to review every report to consider MPIA, personnel, and cybersecurity matters, criminal investigations or any other sensitive information that may be in a report. There is a need to collaborate, and we do so. But the independence of and ability for an Inspector General to speak independently of the governing body is an important check and balance and last line of defense. That said, any professional IG would need to consider such a move as one of last resort.

Commissioner Pedoeem, who is a member of the M-NCPPC’s Audit Committee, posed a similar question regarding these amendments during yesterday’s Audit Committee meeting and was sufficiently satisfied with the responses and the enumeration of checks and balances and was in full support of the amendments.

ACTION: Motion of Commissioner Geraldo to approve the Amendments to Practice 1-31
Seconded by Commissioner Pedoeem
7 approved the item
1 not present (Hedrick)

ITEM 6

OFFICERS' REPORTS

Executive Director's Report

- a) MFD Quarterly Purchasing Statistics (for information only)
- b) Quarterly Budget Transfers Report (for information only)

Secretary-Treasurer's Report

- c) Annual Comprehensive Financial Report (Cohen/Rodman/Lehman)

Secretary-Treasurer Cohen introduced Mr. Chris Lehman from SB & Co Auditor, and Accounting Manager Abbey Rodman, who presented from information in the packet.

Mr. Lehman, auditor for SB & Co., reviewed the M-NCPPC's Annual Comprehensive Financial Report, which provided an unmodified opinion on the agency's financial statements. He noted the audit revealed no fraud or material weaknesses in internal controls. One significant deficiency noted from last year showed significant improvement. He said the auditors received full cooperation from management and said no journal entries were noted. Finally, Mr. Lehman reviewed SB & Co.'s audit process and approach.

Ms. Rodman presented highlights from the 2024 ACFR itself.

Chair Harris thanked Mr. Lehman and congratulated Secretary-Treasurer Cohen on the clean audit. Commissioners thanked Ms. Rodman for her report.

Secretary-Treasurer Cohen also introduced the new Deputy Secretary-Treasurer, Jason Lawrence.

General Counsel's Report

- d) Litigation Report (For information only)
- e) Legislative Update (Borden)

General Counsel Borden provided Commissioners with an update on the current Legislative session. She said crossover did happen and the session appears to be winding down, adding we're in good position for the bills we've been monitoring. Will have one task force bill on affordable housing to discuss with the planning boards tomorrow. Other legislation that is still pending includes the solar bill and housing for jobs act. We are following both closely.

Pursuant to the Maryland General Provisions Article of the Annotated Code of Maryland, section 3-305(b)(9) a closed session is proposed to conduct collective bargaining negotiations or consider matters that relate to the negotiations.

Item 5. CLOSED SESSION

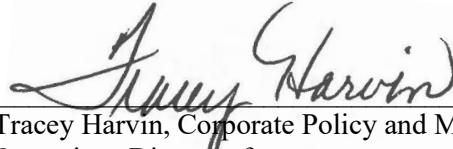
ACTION: Motion of Commissioner Geraldo to enter closed session
Seconded by Commissioner Hedrick
8 approved the items

Commissioners entered Closed session at 11:10 a.m. Open session resumed at 11:47 a.m. Chair Harris said during closed session, Acting Executive Director Spencer briefed Commissioners on the status of, and requested input on, negotiations with the Fraternal Order of Police and Municipal and County Government Employees' Organization collective bargaining units. The Commissioners also passed closed session minutes from previous meetings.

Chair Harris adjourned the meeting at 11:50 a.m.



James F. Adams, Senior Technical Writer



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



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

**WRITTEN STATEMENT FOR CLOSING A MEETING
UNDER THE OPEN MEETINGS ACT**

Date: 3/19/2025

Time: 11:10 am

Location: Prince George's Parks and Recreation Administration Building and Via Videoconference

Motion to close meeting made by Commissioner Geraldo. Seconded by Commissioner Hedrick.

Members voting in favor: Bailey, Bartley, Geraldo, Harris, Hedrick, Pedoeem, Shapiro, Washington

Opposed: N/A Abstaining: N/A Absent: Linden

**STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article, §3-305(b)
(check all that apply):**

- (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals;
- (2) To protect the privacy or reputation of individuals concerning a matter not related to public business;
- (3) To consider the acquisition of real property for a public purpose and matters directly related thereto;
- (4) To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- (5) To consider the investment of public funds;
- (6) To consider the marketing of public securities;
- (7) To consult with counsel to obtain legal advice on a legal matter;
- (8) To consult with staff, consultants, or other individuals about pending or potential litigation;
- (9) To conduct collective bargaining negotiations or consider matters that relate to the negotiations;
- (10) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans;
- (11) To prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- (12) To conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- (14) Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.
- (15) To discuss cybersecurity, if the public body determines that public discussion would constitute a risk to: (i) security assessments or deployments relating to information resources technology; (ii) network security information, such as information that is related to passwords, personal ID numbers, access codes, encryption, security devices, or vulnerability assessments or that a governmental entity collects or maintains to prevent, detect, or investigate criminal activity; or (iii) deployments or implementation of security personnel, critical infrastructure, or security devices.

FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:

Pursuant to the Maryland General Provisions Article of the Annotated Code of Maryland, section 3-305(b)(9) a closed session is proposed to conduct collective bargaining negotiations or consider matters that relate to the negotiations.

Topics to be discussed:

Commissioners were be briefed on the status of collective bargaining negotiations with the Fraternal Order of Police and Municipal and County Government Employees' Collective Bargaining Units and provided guidance for future negotiation sessions.

This statement is made by:

Artie Harris, Chair, Presiding Officer.

PRINT NAME



March 24, 2025

SIGNATURE & DATE



EMPLOYEES' RETIREMENT SYSTEM
The Maryland-National Capital Park and Planning Commission

BOARD OF TRUSTEES MEETING MINUTES

Tuesday, March 4, 2025; 10:00 a.m.

**Kenilworth Office Building, Riverdale, MD
(Virtual Meeting via Microsoft Teams)**

The Maryland-National Capital Park and Planning Commission (“Commission”) Employees’ Retirement System (“ERS”) Board of Trustees (“Board”) met virtually with CHAIR SHAPIRO leading the meeting on Tuesday, March 4, 2025. The meeting was called to order at 10:01 a.m. by CHAIR SHAPIRO.

Board Members Present

Peter A. Shapiro, Board of Trustees Chair, Prince George’s County Commissioner

Gavin Cohen, CPA, M-NCPPC Secretary-Treasurer, Ex-Officio

Pamela F. Gogol, Montgomery County Public Member

Sheila Morgan-Johnson, Prince George’s County Public Member

Theodore J. Russell III, Prince George’s County Open Trustee

Elaine A. Stookey, Bi-County Open Trustee

Sgt. Anton White, FOP Represented Trustee

William Spencer, M-NCPPC Acting Executive Director, Ex-Officio

Joined at 10:05 a.m.

Caroline McCarthy, Montgomery County Open Trustee

Board Members Absent

Lisa Blackwell-Brown, MCGEO Represented Trustee

James Hedrick, Board of Trustees Vice Chair, Montgomery County Commissioner

ERS Staff Present

Jaclyn F. Harris, Executive Director

Alicia C. Stanford, Administrative Specialist

Sheila Joynes, Accounting Manager

Presenters

Meketa Investment Group – Mary Mustard, CFA

ITEM 1. APPROVAL OF MARCH 4, 2025 CONSENT AGENDA

ACTION: MR. RUSSELL made a motion, seconded by MS. GOGOL to Approve the Consent Agenda of March 4, 2025. MR. SPENCER was absent from this vote. The motion PASSED. (8-0) (Motion # 25-5).

ITEM 2. CHAIR’S ITEMS – No notable discussion from the Board.

ITEM 3. CONSULTANT/MANAGER PRESENTATIONS

MEKETA INVESTMENT GROUP

Ms. Mustard gave a presentation on the Asset-Liability Study to the Board, beginning by emphasizing that asset allocation is the key decision in the Asset-Liability Study, as it greatly influences performance. She explained that the distribution of funds across various asset classes has a significant impact on the overall return behavior of the portfolio, both in the short and long term. Ms. Mustard also noted that the asset allocation process essentially determines the types and amount of risk one is willing to take. She highlighted that every January, Meketa updates its capital market expectations, which forecast returns, risk (standard deviation), and correlations for more than 100 asset classes. These assumptions form the basis for the asset allocation modeling. Ms. Mustard also mentioned that Meketa uses the Mosaic Approach, which incorporates various tools such as stress tests, mean-variance optimization, risk budgeting, tracking error comparisons with peers, and economic regime analysis to address different risks. She compared ERS's current policy to those of public pension peers, noting that the ERS is underweight in both public and private equity and overweight in credit. Finally, she stated that, based on feedback from the February IMG meeting, Meketa will present more refined policy options at the March IMG meeting.

Ms. Mustard provided a summary of the January 2025 Investment Report. She began by noting that performance in the market was largely positive. The ERS Total Fund return for January 2025 was 1.5% (net of fees), compared to the Target Policy index return of 2.0%, underperforming by 40 basis points. For the fiscal year-to-date, three, and trailing five-year periods ending January 31, 2025, the ERS Total Fund return stood at 5.3%, 4.3%, and 6.8%, respectively, compared to the Target Policy index returns of 6.0%, 4.9%, and 6.3%, respectively. While the Total Fund underperformed for the fiscal year-to-date and trailing three-year periods, the portfolio outperformed the Target Policy index for the trailing five-year period.

ITEM 4. COMMITTEE REPORTS/RECOMMENDATIONS

ITEM 4.A. Investment Monitoring Group

Ms. Harris presented the IMG report from February 18, 2025, informing the Board that Meketa Investment Group provided three portfolio options (Mix A, B, and C) as part of the preliminary asset allocation/liability analysis. She explained that Mix A simplifies the current ERS portfolio by removing two asset classes: Low Volatility Equity and Public Natural Resources. Mix B builds on Mix A by adding Core Infrastructure and TIPS, to provide income and inflation protection. Mix C more closely aligns with the peer portfolio, with larger allocations to Private Equity, U.S. and Foreign equities, and the inclusion of Hedge Funds, but has less credit exposure compared to the other options. Ms. Harris also shared that Meketa will meet with the IMG in March to discuss adjustments to the asset allocation policy based on feedback from the February 18, 2025 meeting. Additionally, she noted that during the IMG meeting, Meketa presented their white paper, "What We Are Watching in 2025."

ITEM 5. EXECUTIVE DIRECTOR'S REPORT

Ms. Harris reported that staff calculated a Cost-of-Living Adjustment (COLA) using data from the December 2024 Consumer Price Index for All Urban Consumers (CPI-U). The change in the CPI-U for December 2024 was 2.9%. COLAs are applied annually on July 1st based upon the change in the CPI-U at year end. Staff recommended a COLA of 2.9% for Tier 1 Service and 2.5% for Tier 2 Service effective July 1, 2025 for eligible retirees and beneficiaries in accordance with the ERS Plan Document.

ACTION: MS. GOGOL made a motion, seconded by MS. MCCARTHY to Approve a Cost-of-Living Adjustment of 2.9% for Tier 1 Service and 2.5% for Tier 2 Service effective July 1, 2025 for eligible

retirees and beneficiaries in accordance with the ERS Plan Document. The motion PASSED. (9-0).
(Motion # 25-6).

Ms. Harris provided an update on the Senior Retirement Analyst vacancy, noting that after phone screenings, staff selected three finalists and plan to conduct in-person interviews during the week of March 10th. She also reported that the search for the Deputy Executive Director is still underway, with EFL Associates currently interviewing candidates. Ms. Harris mentioned that more than 40 applicants have applied for the position.

Ms. Harris reported that staff successfully concluded Beta testing for the rollout of MemberDirect to retirees on February 14, 2025, with no critical issues identified. Retirees involved in the testing process provided positive feedback, particularly praising the portal's user-friendly and informative design. She also informed the Board that the Annual Disaster Recovery Test is scheduled for April 3, 2025. This test will assess server failover, application functionality at the disaster recovery site, and access to the production environment. Finally, Ms. Harris notified the Board that the 2024 Financial Disclosure Statement is due to the Commission Executive Director's Office by April 30, 2025, with a copy also to be sent to ERS.

The Board meeting of March 4, 2025, adjourned at 10:40 a.m.

Respectfully,

Alicia C. Stanford

Alicia C. Stanford
Administrative Specialist

Jaclyn Harris

Jaclyn F. Harris
Executive Director

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Department of Human Resources and Management Maryland-National Capital Park and Planning Commission

HUMAN RESOURCES DIVISION
6611 Kenilworth Avenue, Suite 404
Riverdale, Maryland 20737
Office: (301) 454-1700
Fax: (301) 454-1714
www.mncppc.org

April 16, 2025

TO: Commission

VIA: William Spencer, Acting Executive Director

FROM: Todd Allen, Corporate Human Resources Director *TA*
Boni L. King, Corporate Manager, Classification and Compensation *BLK*

SUBJECT: FY25 COLA for Seasonal/Intermittent Pay Schedules and Adjustment to Minimum Wage for all Employees

REQUESTED ACTION:

The Commission is asked to approve a 2.5% COLA for all seasonal/intermittent employees effective 4/13/25 and to increase the minimum wage rates to \$15.45 per hour effective 4/27/25. The impacted pay schedules are attached and include:

- a) Seasonal/Intermittent Pay Schedule
- b) Specialty Services Pay Schedule
- c) Tennis Instructor Pay Schedule
- d) Aquatics Seasonal/Intermittent Pay Schedule (COLA only)

BACKGROUND:

The Commission is continuing to face challenges attracting and retaining seasonal/intermittent employees. In order to remain somewhat competitive with both Prince George's and Montgomery County Governments in terms of attracting and retaining seasonal/intermittent employees, the Departments requested an examination of seasonal/intermittent wages to improve recruitment and retention efforts. Having done so, we are recommending a COLA of 2.5% to eligible seasonal/intermittent employees along with a minimum wage increase from **\$15.00** per hour to **\$15.45** per hour for all seasonal/intermittent employees.

We have discussed these recommendations with the Departments and the Department Directors have provided their support. Department Budget Managers in Prince George's County Department of Parks and Recreation and Montgomery County Department of Parks have assured us that there is adequate funding to accommodate both proposals. The estimated cost for Prince George's County is \$310,000 in FY25 and for Montgomery County is \$21,000 in FY25.

Montgomery County government is currently paying a minimum wage rate of \$17.15 per hour as of 7/1/2024 and will rise to \$17.65 per hour on 7/1/2025. Prince George's County government is currently paying a minimum wage rate of \$15.45 effective 4/6/2025. DC Government's current minimum wage is \$17.50 per hour. The State minimum wage remains at \$15.00 per hour. The requested minimum wage change would keep us competitive with Prince George's County and place us closer to Montgomery County.

Although the starting rates for some of the seasonal/intermittent classifications of employees have been adjusted over the past few years, the last time that the minimum wage was adjusted was May 2022 and the last time that a COLA was provided was July 2013.

Some of the seasonal/intermittent job titles impacted include:

- Camp counselors
- Lifeguards
- Pool managers
- Class instructors
- Cashiers
- Special event staff
- Therapeutic recreation assistants and inclusion support staff
- Kid's care assistants
- Sign language support staff
- Customer service/data entry staff
- Drivers
- Revenue share instructors (minimum wage increase only)

These positions work closely with our career employees to ensure a safe, secure, and customer friendly environment, promoting cooperation and healthy lifestyles. They provide high-quality instruction, measurable, and engaging learning experiences for patrons of varying ages and skill levels. They work part-time during evenings, days, and weekends in our facilities and parks.

Once the proposed COLA and pay schedules have been approved by the Commission, the Classification and Compensation Team will communicate these changes and work with internal staff to implement the new pay rates and pay schedules.

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Seasonal/Intermittent Pay Schedule
2.5% COLA Effective April 13, 2025

	<u>FORMER GRADE</u>	<u>LAWSON GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
PFA I (920) and RCI/Instructor I (950)	N01	S1	\$15.3750	\$17.5531	\$19.7313
PFA II (921)	N02	S2	\$15.4263	\$17.6884	\$19.9875
PFA III (922)	N03	S3	\$15.4775	\$17.8606	\$20.2438
PFMA I (930) and RCI/Instructor II (951)	N04	S4	\$15.6313	\$18.1323	\$20.6333
PFMA II (931)	N05	S5	\$16.1438	\$18.8075	\$21.4712
PFMA III (932)	N07	S7	\$16.4000	\$19.1880	\$21.9760
Call Center/Help Desk Rep 1 - 936 and RCI/Instructor III (952)	N08	S8	\$16.6563	\$19.6544	\$22.6525
Not in Use	N10	S10	\$16.7793	\$19.8835	\$22.9876
Intern I, Playground Manager and RCI/Instructor IV (953)	N11	S11	\$16.9125	\$20.1259	\$23.3393
Call Center/Help Desk Rep 2 (937)	N12	S12	\$17.1688	\$20.6025	\$24.0363
Intern II, Call Center-Help Desk Rep 3 (938) and RCI/Instructor V (954)	N13	S13	\$17.4250	\$22.0426	\$26.6603
Not in Use	N14	S14	\$17.9780	\$22.9223	\$27.8665
Camp Health Supv (941) and RCI/Instructor VI (955)	N15	S15	\$20.6754	\$26.3608	\$32.0463

NOTES:

Pay Schedule was updated to include Call Center/Help Desk specs approved 11/9/2017

For Commission Approval April 16, 2025

**The Maryland-National Capital Park and Planning Commission
2025 Aquatics Seasonal/Intermittent Pay Schedule
2.5% COLA Effective April 13, 2025**

	<u>Grade</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>	<u>Fourth Year</u>
900 - Ramp Guard/Slide Attendant	AQ2	\$16.40	\$17.22	\$18.08	\$18.98
906 - Shallow Water Lifeguard	AQ3	\$17.63	\$18.51	\$19.43	\$20.41
901 - Lifeguard	AQ4	\$18.96	\$19.92	\$20.91	\$21.96
902 - Instructor Aide/Swim Lessons	AQ5	\$19.99	\$20.99	\$22.04	\$23.13
903 - Assistant Pool Manager	AQ6	\$21.53	\$22.60	\$23.73	\$24.92
905 - Water Safety Instructor or 904 - Pool Manager	AQ7	\$23.58	\$24.75	\$25.99	\$27.30
907 - Senior Pool Manager	AQ8	\$26.65	\$27.98	\$29.39	\$30.85

For Commission Approval April 16, 2025

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Tennis Instructor Pay Schedule
2.5% COLA Effective April 13, 2025

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Tennis Instructor 1	TI1	\$15.3750	\$17.9375	\$20.5000
Tennis Instructor 2	TI2	\$17.9375	\$21.9094	\$25.8813
Tennis Instructor 3	TI3	\$20.5000	\$29.4688	\$38.4375
Tennis Instructor 4	TI4	\$32.8000	\$36.9000	\$41.0000

For Commission Approval April 16, 2025

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Specialty Services Pay Schedule
2.5% COLA Effective April 13, 2025

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Spec Svcs Instructor 1	SS1	\$15.3750	\$18.9625	\$22.5500
Spec Svcs Instructor 2	SS2	\$16.4000	\$22.0375	\$27.6750
Spec Svcs Instructor 3	SS3	\$17.4250	\$26.1375	\$34.8500
Spec Svcs Instructor 4	SS4	\$21.5250	\$34.3375	\$47.1500
Spec Svcs Instructor 5*	SS5	\$34.8500	\$55.8625	\$76.8750

* Use of Specialty Services Instructor 5 requires Human Resources Director approval

For Commission Approval April 16, 2025

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Seasonal/Intermittent Pay Schedule
Minimum Wage Adjustment Effective April 27, 2025

	<u>FORMER GRADE</u>	<u>LAWSON GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
PFA I (920) and RCI/Instructor I (950)	N01	S1	\$15.4500	\$17.5531	\$19.7313
PFA II (921)	N02	S2	\$15.4500	\$17.6884	\$19.9875
PFA III (922)	N03	S3	\$15.4775	\$17.8606	\$20.2438
PFMA I (930) and RCI/Instructor II (951)	N04	S4	\$15.6313	\$18.1323	\$20.6333
PFMA II (931)	N05	S5	\$16.1438	\$18.8075	\$21.4712
PFMA III (932)	N07	S7	\$16.4000	\$19.1880	\$21.9760
Call Center/Help Desk Rep 1 - 936 and RCI/Instructor III (952)	N08	S8	\$16.6563	\$19.6544	\$22.6525
Not in Use	N10	S10	\$16.7793	\$19.8835	\$22.9876
Intern I, Playground Manager and RCI/Instructor IV (953)	N11	S11	\$16.9125	\$20.1259	\$23.3393
Call Center/Help Desk Rep 2 (937)	N12	S12	\$17.1688	\$20.6025	\$24.0363
Intern II, Call Center-Help Desk Rep 3 (938) and RCI/Instructor V (954)	N13	S13	\$17.4250	\$22.0426	\$26.6603
Not in Use	N14	S14	\$17.9780	\$22.9223	\$27.8665
Camp Health Supv (941) and RCI/Instructor VI (955)	N15	S15	\$20.6754	\$26.3608	\$32.0463

NOTES:

Pay Schedule was updated to include Call Center/Help Desk specs approved 11/9/2017

For Commission Approval April 16, 2025

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Tennis Instructor Pay Schedule
Minimum Wage Adjustment Effective April 27, 2025

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Tennis Instructor 1	TI1	\$15.4500	\$17.9375	\$20.5000
Tennis Instructor 2	TI2	\$17.9375	\$21.9094	\$25.8813
Tennis Instructor 3	TI3	\$20.5000	\$29.4688	\$38.4375
Tennis Instructor 4	TI4	\$32.8000	\$36.9000	\$41.0000

For Commission Approval April 16, 2025

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Specialty Services Pay Schedule
Minimum Wage Adjustment Effective April 27, 2025

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Spec Svcs Instructor 1	SS1	\$15.4500	\$18.9625	\$22.5500
Spec Svcs Instructor 2	SS2	\$16.4000	\$22.0375	\$27.6750
Spec Svcs Instructor 3	SS3	\$17.4250	\$26.1375	\$34.8500
Spec Svcs Instructor 4	SS4	\$21.5250	\$34.3375	\$47.1500
Spec Svcs Instructor 5*	SS5	\$34.8500	\$55.8625	\$76.8750

* Use of Specialty Services Instructor 5 requires Human Resources Director approval

For Commission Approval April 16, 2025

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M-NCPPC Resolution No. 25-05

FY25 COST-OF-LIVING ALLOWANCE
FOR SEASONAL/INTERMITTENT CONTRACT EMPLOYEES

WHEREAS, the Maryland-National Capital Park and Planning Commission (“M-NCPPC”) submitted its proposed Fiscal Year 2025 operating and capital budget to the Montgomery and Prince George’s County Councils in compliance with §18-105 of the Land Use Article of the Annotated Code of Maryland; and

WHEREAS, on May 9, 2024, the joint County Councils reviewed and approved the Bi-County budget items allocable to both counties and authorized compensation and benefits adjustments within the total dollars proposed by the M-NCPPC; and

WHEREAS, the last cost-of-living rate adjustment applicable to seasonal/intermittent employees assigned to the Seasonal/Intermittent, Tennis Instructor, or Specialty Services Pay Plans was a three percent (3.0%) cost-of-living adjustment effective July 2013; and

WHEREAS, Commission Practice 2-16 provides that compensation schedules and salary increments may be adjusted from time to time as recommended by the Human Resources Director and approved by the Commission; and

WHEREAS, the Human Resources Director consulted with Department Directors at their meeting on March 25, 2025 and received their support for a cost-of-living allowance of 2.5% for seasonal/intermittent employees assigned to the Seasonal/Intermittent, Tennis Instructor, Aquatics Seasonal/Intermittent or Specialty Services Pay Schedules with a recommended effective date of April 13, 2025.

NOW THEREFORE, BE IT RESOLVED that the Commission hereby adopts a 2.5% cost-of-living allowance for seasonal/intermittent employees assigned to the Seasonal/Intermittent, Tennis Instructor, Aquatic Seasonal/Intermittent or Specialty Services Pay Schedules to be effective at the beginning of the pay period on April 13, 2025.

BE IT FURTHER RESOLVED that the Commission does hereby authorize the Acting Executive Director to take all actions as may be necessary to implement this Resolution.

APPROVED FOR
LEGAL SUFFICIENCY:
Michael Aniton,
M-NCPPC Legal Department,
April 8, 2025

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THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

M-NCPPC Resolution No. 25-06

MINIMUM WAGE ADJUSTMENT FOR ALL EMPLOYEES
(Effective April 27, 2025)

WHEREAS, on May 13, 2019, the State of Maryland enacted House Bill 166 (“Fight for Fifteen”) which sets the current minimum wage at \$15.00; and

WHEREAS, the Commission is an agency of the State and must follow state minimum wage law; and

WHEREAS, the last minimum wage adjustment to the Seasonal/Intermittent Pay Schedule, Specialty Services Pay Schedule, Tennis Instructor Pay Schedule, Aquatics Seasonal/Intermittent Pay Schedule, and the Revenue Sharing Pay Plan was the first full pay period of May 2022 (5/1/22); and

WHEREAS, the Commission wants to maintain a competitive position with the Montgomery County Government and Prince George’s County Government whose minimum wage rate is currently at \$17.15 for Montgomery County Government and \$15.45 for Prince George’s County Government.

WHEREAS, the Human Resources Director consulted with Department Directors at their meeting on March 25, 2025 and received their support for a minimum wage rate increase to \$15.45 with a recommended effective date of April 27, 2025.

NOW THEREFORE, BE IT RESOLVED that the Commission hereby adopts the new minimum wage pay rate of \$15.45 per hour effective April 27, 2025, for all Seasonal/Intermittent employees assigned to the Seasonal/Intermittent, Tennis Instructor, Aquatics Seasonal/Intermittent, and Specialty Services Pay Schedules, and Revenue sharing Pay Plan; and

BE IT FURTHER RESOLVED that the Commission does hereby authorize the Acting Executive Director to take action as may be necessary to implement this Resolution.

APPROVED FOR
LEGAL SUFFICIENCY:
Michael Aniton,
M-NCPPC Legal Department,
April 8, 2025

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THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

April 16, 2025

To: The Commission

Via: William Spencer, Acting Executive Director

From: Tracey Harvin, Corporate Policy and Management Operations Director
Michael Beckham, Corporate Policy & Archives Manager

Subject: Proposed Amendments to Administrative Practice 1-30, Organization and Functions of the Office of the Secretary-Treasurer and Department of Finance

Requested Action

The Commission is asked to review and approve proposed amendments to Administrative Practice 1-30, *Organization and Functions of the Office of the Secretary-Treasurer and Department of Finance* (Attachment A).

The proposed amendments have been shared with and are supported by the Secretary-Treasurer. With the Commission's approval, the revisions will be finalized and promulgated.

Background

Originally issued in 1976, Administrative Practice 1-30 describes the mission of the Secretary-Treasurer and Department of Finance to maintain a financially sound organization, as well as their core functions and responsibilities. The Practice was most recently revised in 2024. to reflect the Secretary-Treasurer is not a required attestator or witness to the execution of a contract.

Proposed Amendments

The Practice currently states that the Department of Finance administers end-user security for the corporate Enterprise Resource Planning (ERP) system. A recent audit focused on ERP user-security recommended consolidating this function with other user access administration under the Office of the Chief Information Officer (OCIO), which already manages access for all enterprise systems. At the request of the Department of Finance, content related to administering end-user security has been removed and will be placed into an Administrative Practice reflecting the organization and functions of the OCIO. This consolidation is intended to improve the Commission's cyber security posture. All other responsibilities of the Department of Finance related to administering and supporting the financial, payroll, and timekeeping components of the ERP system remain unchanged. These proposed amendments can be found in the sections titled "Purpose & Background," "Mission," and "Functions," Section B(3)(b)(ii) on page 10 of Attachment A.

Attachments:

- A. Proposed Amendments to Administrative Practice 1-30, *Organization and Functions of the Office of the Secretary-Treasurer and Department of Finance*

1 **PROPOSED AMENDMENTS TO ADMINISTRATIVE PRACTICE 1-30**
 2 **ORGANIZATION AND FUNCTIONS OF THE OFFICE OF THE SECRETARY-TREASURER**
 3 **AND DEPARTMENT OF FINANCE**
 4

Key to Revisions:

Grey Highlighted text: Recommended additions

Stricken text: Recommended deletions

Bold Italics: Notes to Draft Reviewer

5
 6 **AUTHORITY** This Administrative Practice was originally approved by the Commission at its
 7 Meeting of May 12, 1976. Amendments were last approved by the Commission on
 8 [TBA] April 17, 2024.
 9

10
 11 **PURPOSE/** This Practice was established on May 12, 1976, to describe the organization and
 12 **BACKGROUND** responsibilities of the Commission's Department of Finance and the Office of the
 13 Secretary-Treasurer. Pursuant to Division II of the Land Use Article, Annotated
 14 Code of Maryland, Section 15-109 (Executive Director, Secretary-Treasurer, and
 15 General Counsel), the Commission shall appoint a Secretary-Treasurer to serve as
 16 the organization's Chief Financial Officer to manage its finances and advise the
 17 Commission on all financial matters. The Secretary-Treasurer also serves as the
 18 Director of the Department of Finance.
 19

20 Under the direction of the Secretary-Treasurer, the Department of Finance shall
 21 administer the organization's financial systems to ensure fiscal stability, public
 22 accountability, and the overall integrity of fiscal activities. The Department shall
 23 provide efficient, effective, and comprehensive financial services and analysis, debt
 24 management, payroll, accounting, procurement, investments, and treasury
 25 operations, internal controls, enterprise business operations and processes, project
 26 support, and user functionality and training ~~information technology management,~~
 27 ~~including administration of the enterprise resource program platforms.~~ Specific
 28 departmental objectives shall reflect priorities established by the Commission and
 29 the Secretary-Treasurer.
 30

31 The Department shall also provide financial expertise and guidance to M-NCPPC
 32 operating departments, and serve as a technical resource to Montgomery and Prince
 33 George's County governments, and other relevant outside entities, to ensure a
 34 financially sound organization.
 35

36 Since the initial adoption, the Practice has been amended as follows:
 37

- April 20, 2022: Amended to identify changes in responsibilities arising from additional functions assigned by the Commission, accounting and financial reporting standards, and the department’s organizational structure.
- April 17, 2024: Amended to reflect the Secretary-Treasurer does not execute contracts and is not a required attestator or witness to the execution of a contract.
- [Date TBA]: Amended to clarify that the Department of Finance is responsible for administering and supporting the financial, payroll, and timekeeping components of the Commission’s enterprise resource planning system.

REFERENCES

- Division II of the Land Use Article, Annotated Code of Maryland, Section 15-109.
- Administrative Practice 1-10, Organization and Functions of Commission and Planning Boards.
- Administrative Practice 1-31, Organization and Functions of the Audit Committee and the Office of the Inspector General.
- Administrative Practice 2-21, Risk Management.
- Administrative Practice 3-10, Authorized Business Expenses.
- Administrative Practice 3-11, Administration of Cash Funds.
- Administrative Practice 3-13, Cash Receipts and Related Cash Transactions and accompanying Procedures 01-01.
- Administrative Practice 3-14, Capital and Controlled Asset Policy and Accompanying Procedures 04-01.
- Administrative Practice 3-30, Delegation of Authority to Sign Documents.
- Administrative Practice 3-70, Professional Membership Payments.
- Administrative Practice 4-10, Purchasing Policy and the M-NCPPC Procurement Manual.
- Administrative Practice 5-80, Public Information and Records Management.

MISSION

The Department of Finance’s mission is to maintain a financially sound organization, including implementation of financial planning and controls, to support Commission programs, ensure fiscal accountability, and provide comprehensive financial services for Commission management. In carrying out this mission, the Department is responsible for maintaining strong internal controls and implementing ~~and administering~~ corporate management information systems by using advanced technologies.

1 **ORGANIZATION** The Department of Finance is organized into the following functional areas: (i)
2 Corporate Accounting Services, (ii) Corporate Procurement Services, and (iii)
3 Corporate Business Services and Finance Administration. The Department is
4 directed by the Secretary-Treasurer, guided by the Commission, and monitored, but
5 not directed, by the Executive Director. See: Attachment A: Department of Finance
6 Organizational Chart.

7
8
9 **FUNCTIONS** Departmental duties and responsibilities are directed by the Secretary-Treasurer
10 to reflect the strategic priorities established by the Commission and the work
11 program as approved in the annual budget. Staff assignments may include inter-
12 divisional, inter-departmental and inter-agency teams.

13
14 **A. Functions Assigned to the Secretary-Treasurer**

15 The Secretary-Treasurer is the Commission’s fiscal advisor and is appointed to
16 serve at the pleasure of the Commission. The Secretary-Treasurer is the head of
17 the Finance Department and is responsible for:

- 18
19 1. Planning, organizing, coordinating, and directing the activities of the
20 Finance Department.
- 21
22 2. Recommending and administering financial policies of the Commission.
- 23
24 3. Directing financial matters such as coordinating financial activities,
25 services, and reports for internal and external entities, including but not
26 limited to, the Commission and the Planning Boards; the Executive
27 Director; M-NCPPC departments; County Councils; County Executive
28 offices; other local, state, and federal agencies; and external auditors.
- 29
30 4. Developing, implementing, and monitoring compliance with financial
31 policies and programs in conformance with authoritative governmental
32 accounting, auditing, financial reporting, procurement and investment
33 standards including, but not limited, to those of the Governmental
34 Accounting Standards Board (GASB), the Government Finance Officers
35 Association (GFOA), applicable State and federal laws, and other
36 government industry standards, as appropriate.
- 37
38 5. Exercising the fiduciary responsibility associated with managing public
39 assets by protecting the agency’s assets through the establishment of
40 internal controls.
- 41
42 6. Advising the Commission and departments on funding approaches for
43 capital projects.

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7. Along with the Executive Director and the Corporate Budget Director, advising the Commission and the departments on proposed short-term and long-term strategic fiscal planning to protect the financial stability of the agency.
 8. Recommending which entities should provide the agency with banking, credit, and lending services, to help manage cash, investment, and debt programs.
 9. Serving as the designated signatory on all M-NCPPC bank accounts, investment accounts and broker-dealer accounts.
 10. Delegating authority to procure goods and services in accordance with Administrative Practice 4-10 and the Procurement Manual, including the authorization of procurement cards, credit cards when in the best interest of the M-NCPPC and revocation of same, as necessary.
 11. Reviewing proposed disbursements, identifying related violations or applicable waivers of M-NCPPC policy, and advising the Commission as to any appropriate remedial action.
 12. Monitoring the agency's revenues and expenditures for compliance with Division II of the Land Use Article of the Annotated Code of Maryland and the agency's formally adopted budgets.
 13. Ensuring that M-NCPPC departments do not exceed authorized available funding sources.
 14. Certifying the availability of funds to satisfy M-NCPPC's contractual obligations. This task may be delegated by the Secretary-Treasurer to those qualified within the Department of Finance.
 15. Reviewing prospective budget transfers and budget amendments, and determining whether their approval is appropriate, as provided for in Administrative Practice 3-60, Budget Adjustments.
 16. Preparing and issuing financial records/reports to the Commission, Planning Boards, departments, Audit Committee, and County/state agencies as needed.
 17. Reviewing Fraud, Waste and Abuse complaints and reporting any findings to the Office of the Inspector General and Executive Director, in accordance

1 with Administrative Practice 3-31 (Fraud, Waste and Abuse) and its
2 accompanying Administrative Procedures.

3
4 18. Pursuant to Administrative Practice 2-21, Risk Management, maintaining
5 custody and management of the Intra-governmental Risk Management
6 Fund. With the Executive Director, providing oversight regarding the
7 Fund's fiscal adequacy and compliance with fund reserve policies.

8
9 19. Debt Issuance post-compliance procedures including continuing disclosure
10 obligations and arbitrage calculations.

11
12 20. Ensuring the solvency and reserve adequacy of the Commission Internal
13 Service Fund for employee group insurance in consultation with actuary.

14
15 21. Keeping the following:

16
17 a. All Commission contracts (custodian of originals).

18
19 b. The Corporate Seal.

20
21 c. Financial Records in accordance with the Commission's Record
22 Retention policy (Administrative Practice 5-80 Public Information and
23 Records Management).

24
25 22. Signing all record plats.

26
27 23. Serving as Ex-Officio on the Retirement Plan Board of Trustees and Ex-
28 Officio on the 115 Other Post-Employment Benefits (OPEB) Trust Fund.

29
30 **B. Functions Assigned to the Department of Finance**

31 Under the direction of the Secretary-Treasurer, the Department of Finance
32 carries out agency-wide financial duties in the service areas listed below.

33
34 **1. Corporate Accounting Services**

35 Corporate Accounting Services has the following two (2) ~~three (3)~~ work
36 programs, and their respective responsibilities are as follows:

37
38 a. General Accounting is responsible for:

39
40 i. Maintaining formal accounting records of all financial transactions
41 of the Commission in accordance with the M-NCPPC's records
42 retention policy (Administrative Practice 5-80, Public Information
43 and Records Management).

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- ii. Recording and reporting financial transactions in accordance with Generally Accepted Accounting Principles (GAAP).
- iii. Establishing and determining proper Fund and related structures to account for Commission services.
- iv. Preparing financial statements and quarterly budget projections.
- v. Providing Capital Improvement Program (CIP) accounting, analysis, ad- hoc reporting, and billings.
- vi. Generating grant and other billings.
- vii. Providing contract fund certifications.
- viii. Maintaining Capital Asset records and policy documentation.
- ix. Preparing ad-hoc reports and analysis for internal and external customers.
- x. Reviewing actual expenditure and budget data in the Accounting System.
- xi. Performing account reconciliations of the Commission General Ledger.
- xii. Preparing bond sale schedules and maintaining related records for financial reporting.
- xiii. Coordinating the annual external audit.
- xiv. Preparing the Annual Comprehensive Financial Report (ACFR) and the Uniform Financial Report for the State of Maryland, Single Audit Report, grant reporting and other financial reports as required.
- xv. Developing and providing Commission-wide training and end-user functional support for the Enterprise Financial Management (EFM) system.
- xvi. Accounting structure maintenance and administering reorganizations.

1 xvii. Facilitating EFM report requirements, module updates, test plans
2 and business requirements.

3
4 xviii. Providing administrator services for division ancillary software or
5 financial systems.

6
7 b. Accounts Payable is responsible for:

8
9 i. Processing and recording all vendor payments in accordance with
10 Commission practices, policies, and procedures.

11
12 ii. Ensuring proper invoices including but not limited to accurate
13 disbursement and accounting of transactions that comply with
14 payment terms, ensuring that invoices have authorized payment
15 approvals, and responding to questions pertaining to payments and
16 invoices.

17
18 iii. Maintaining proper file management.

19
20 iv. Maintaining and managing proper vendor records.

21
22 v. Complying with all IRS regulations as it relates to vendor
23 disbursements such as preparing required 1099 Forms and
24 submission to the IRS.

25
26 ~~e. Treasury Operations is responsible for:~~

27
28 ~~i. Managing cash and investments in accordance with Commission
29 Practices, which emphasize the protection of investment principal,
30 sufficient liquidity to meet cash flow requirements, and maximum
31 return on investments subject to the first two objectives.~~

32
33 ~~ii. Financial reporting that provide historical and projected information
34 on property tax collections and other revenue sources.~~

35
36 ~~iii. Preparing investment reports to inform management of investment
37 returns and compliance with investment policy.~~

38
39 ~~iv. Processing revenue and cash transactions.~~

40
41 ~~v. Processing bond and debt payments.~~

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- ~~vi. Processing bond proceeds, drawdowns for cashflow and initiating account set ups.~~
- ~~vii. Administering the Post Retirement Insurance Benefits Program (115 Trust).~~
- ~~viii. Managing banking, collateral, credit card, investment, and other custodial relationships.~~
- ~~ix. Performing bank reconciliations of all major Commission accounts.~~
- ~~x. Administering petty cash and conducting annual reviews regarding bank reconciliations of petty cash and other accounts managed by the operating departments.~~
- ~~xi. Managing, processing and submission of M-NCPPC's general tax filings. (*Note to Draft Reviewer:* Treasury operations has been moved from Corporate Accounting Services Division to Corporate Business Services & Finance Administration at the request of the Department of Finance.)~~

2. **Corporate Procurement Services**

Corporate Procurement is responsible for:

- a. Overseeing the procurement operations of the Commission. As components of this primary function, the division is responsible for the development of procurement policy and procedures in accordance with Commission procedures and applicable state and federal laws, as well as contract review and processing.
- b. Administering and monitoring the Commission's central procurement function, in compliance with Commission procurement policies and practices. (See: Administrative Practice 4-10, Purchasing Policy and the M-NCPPC Procurement Manual.)
- c. Overseeing the procurement of all necessary commodities, supplies, equipment, and services that support the Commission's mission.
- d. Implementing the provisions of the Commission's Non-Discrimination Policy which promotes equal and fair competition between all vendors.

- e. Fostering and maintaining relationships between the community, vendors and Commission departments and ensure the equitable treatment of all regarding procurement of goods and services.
- f. Reviewing all contracts for availability of funds, compliance with bidding procedures, and financial acceptability of vendor.

3. **Corporate Business Services & Finance Administration**

Corporate Business Services and Finance Administration has the following four (4) ~~three (3)~~ work programs, and their respective responsibilities are as follows:

- a. Corporate Payroll is responsible for:
 - i. Processing payroll in accordance with Merit System Rules and Regulations, collective bargaining agreements, and federal/state/local regulations.
 - ii. Reconciling employee deductions and their appropriate distribution.
 - iii. Complying with all IRS regulations as they relate to payroll including reconciliation and submission of all payroll taxes and regulatory reporting (e.g., W-2's, 941's).
 - iv. Providing payroll related reporting.
 - v. Answering staff questions about wages, deductions, attendance, and time records.
 - vi. Maintaining confidentiality of employees' pay records.
 - vii. Appropriate taxation of take-home vehicles as it relates to Commission Practice 6-10 Vehicle Use Program.
- b. Corporate Enterprise Resource Planning (ERP) Business Operations is responsible for:
 - i. Supporting payroll systems by managing, supporting, and maintaining: (*Note to Draft Reviewer*: Text recommended to eliminate repetition in the items below.)
 - (a) ~~Maintaining~~ The absence management system.

- (b) ~~Maintaining~~ The time and attendance system.
- (c) ~~Maintaining~~ Payroll system configurations.
- (d) ~~Maintaining/developing~~ Payroll related reports.
- (e) ~~Troubleshooting~~ Payroll system issues.

ii. Supporting Corporate ERP financial systems by:

- ~~(a) Administering end-user security.~~
- (a) Providing audit data on system usage.
- (b) Administering business intelligence dashboards.
- (c) Maintaining and developing business reports.
- (d) Troubleshooting system issues.
- (e) Overseeing the operations and functional support for the Commission’s financial systems ~~and human resources systems including the timekeeping system.~~ (*Note to Draft Reviewer:* The timekeeping system is referenced under payroll; this is redundant.)
- (f) Liaising with the operating departments in support of their business operation needs relating to ERP **Financial System** usage. (*Note to Draft Reviewer:* Text recommended to clarify that it is the financial system components of the ERP not the entire ERP system.)
- (g) Implementing and supporting enterprise business operations and processes.**
- (h) Providing project support.**
- (i) Supporting user functionality and training**

c. Finance Administration is responsible for the Department’s:

- i. Administration and management.

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- ii. Budget development.
- iii. Budget monitoring.
- iv. Procurement.
- v. Human resources.
- vi. Policies and procedures.
- vii. Property Tax Assessments.

d. Treasury Operations is responsible for:

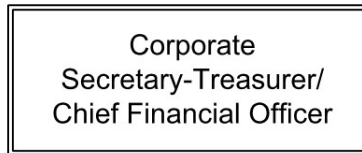
- xii. Managing cash and investments in accordance with Commission Practices, which emphasize the protection of investment principal, sufficient liquidity to meet cash flow requirements, and maximum return on investments subject to the first two objectives.
- xiii. Financial reporting that provide historical and projected information on property tax collections and other revenue sources.
- xiv. Preparing investment reports to inform management of investment returns and compliance with investment policy.
- xv. Processing revenue and cash transactions.
- xvi. Processing bond and debt payments.
- xvii. Processing bond proceeds, drawdowns for cashflow and initiating account set ups.
- xviii. Administering the Post-Retirement Insurance Benefits Program (115 Trust).
- xix. Managing banking, collateral, credit card, investment, and other custodial relationships.
- xx. Performing bank reconciliations of all major Commission accounts.
- xxi. Administering petty cash and conducting annual reviews regarding bank reconciliations of petty cash and other accounts managed by the operating departments.

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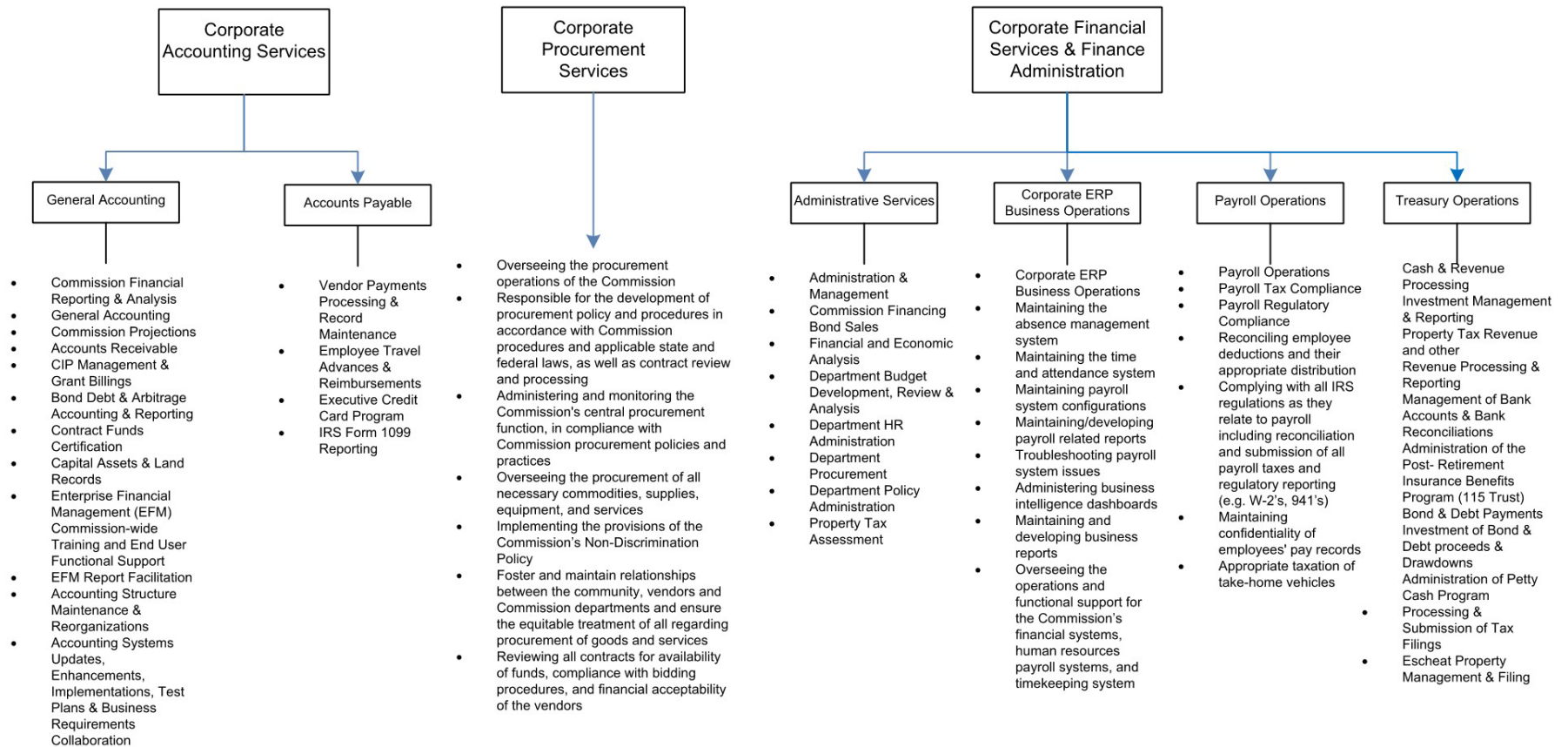
xxii. Managing, processing and submission of M-NCPPC’s general tax filings. (*Note to Draft Reviewer:* This existing text which has been moved from the Corporate Accounting Division to the Corporate Business Services & Finance Administration at the request of the Department of Finance.)

DEPARTMENT OF FINANCE

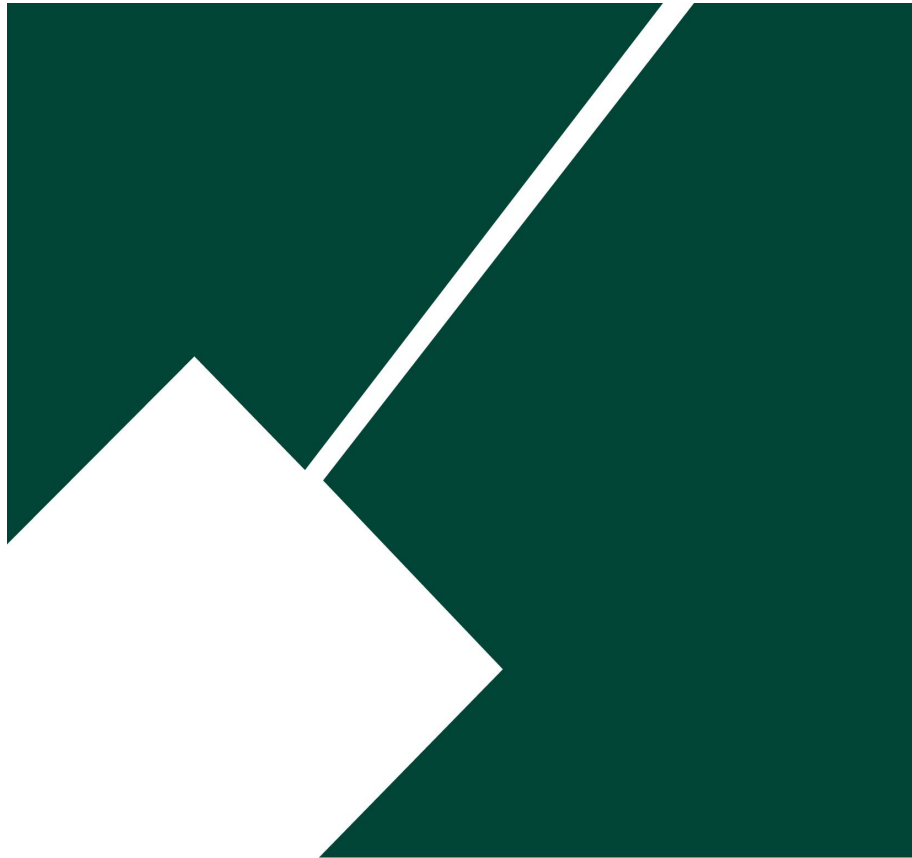
Core Functions - Fiscal Year 2025



- Department Oversight
- Corporate Seal
- ERS Trustee
- 115 Trust (OPEB) Trustee



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THE MARYLAND-NATIONAL CAPITAL
Park and Planning Commission



PARK RULES & REGULATIONS

M-NCPPC, OGC

April 2025

AGENDA

Background

Proposed
Amendments

Questions/Comments

BACKGROUND

- ❖ In 2017 the Current Park Rules & Regs were approved and adopted by the Commission
- ❖ In 2024 it was determined that a review was necessary
- ❖ A process was established for updating the Rules & Regs
 - Establish Working Group (WG)
 - WG reviews the Rules & Regs and proposes amendments
 - Proposed amendments presented to the Montgomery County Parks Director and Prince George's County Parks & Recreation Director for approval
 - Proposed amendments presented to the Commission for adoption
 - Conduct review of Rules & Regs every 3 years (or when needed)



BACKGROUND

- ❖ WG for current review consisted of staff from:
 - OGC
 - Montgomery County Parks
 - Prince George's County Parks & Rec
 - Park Police
- ❖ 10 WG meetings held between Apr and Nov 2024



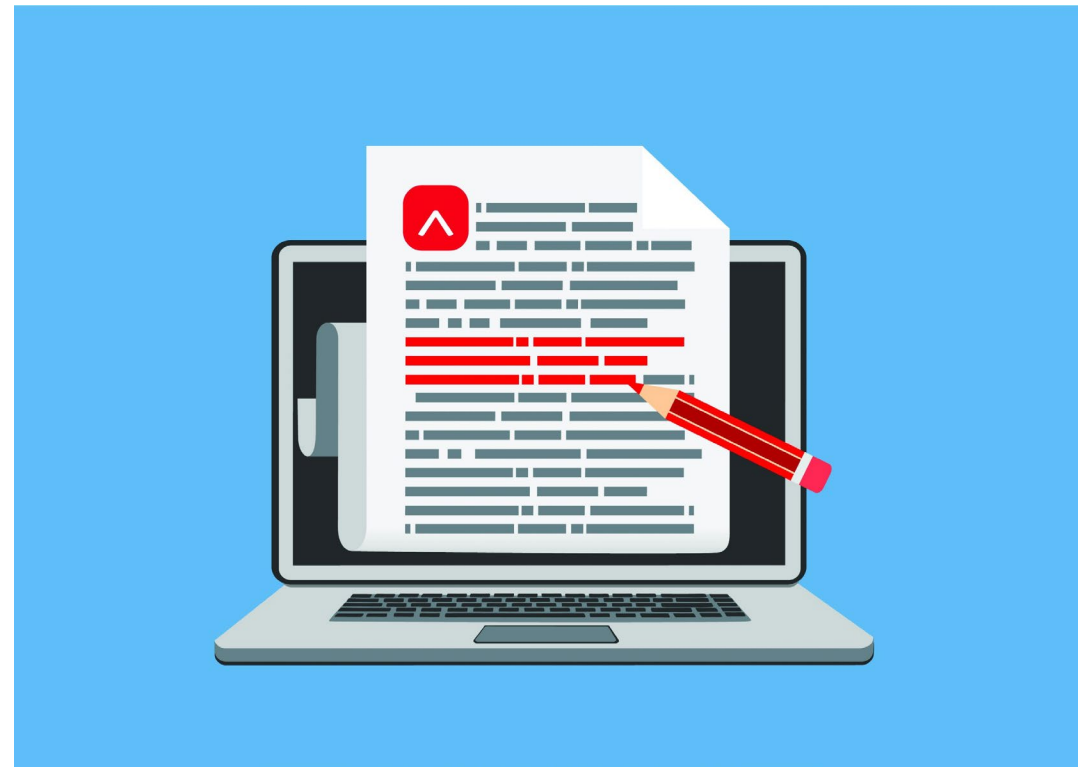
PROPOSED AMENDMENTS

- ❖ Chapter III.4.F. Addition of language allowing for the revocation of permits
- ❖ Chapter IV.3.D & E. Amendment to keep Commission properties and facilities 100% smoking free
- ❖ Chapter IV.4.B. Addition of language prohibiting indecent exposure/nudity
- ❖ Chapter IV.15.A. Addition of language that prohibition of weapons on park property applies to people who possess a wear and carry permit



PROPOSED AMENDMENTS

- ❖ Chapter IV.15.B. Addition of language allowing retired law enforcement officers to possess weapons on park property
- ❖ Chapter IV.20.A. Removal of provision concerning the return of lost objects
- ❖ Chapter IV.23. Addition of language concerning burial or scattering of ashes of human or animal remains
- ❖ Chapter V.12. Addition of language to clarify permit requirements for picnic areas and maximum occupancy for picnic areas





THE MARYLAND-NATIONAL CAPITAL
Park and Planning Commission

THANK YOU!

For questions, contact the Office of
the General Counsel

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Park Rules and Regulations

GOVERNING USE OF COMMISSION PARKS AND RECREATION FACILITIES IN PRINCE GEORGE'S AND MONTGOMERY COUNTIES

Effective _____, 2025

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Chapter I: Purpose, Authority, and Other Matters

Section 1. Purpose

The Commission has a responsibility to establish rules and regulations to provide for the safe and peaceful use of Commission property and parks by the public; for the cultural, educational and recreational benefit and enjoyment of the public; and for the sustainable protection and preservation of the property, facilities, and natural resources entrusted to Commission stewardship.

Section 2. Authority

These Regulations are promulgated pursuant to the Laws of Maryland, including MD. Code, Land Use, §§ 17-101(d), 17-207, 17-208, 17-209, 17-210, 17-302(b)(4), 20-204, 25-804, and 25-807(c), each as amended from time to time.

Section 3. Park Directives

(A) Subject to the limitations provided below, the Commission authorizes a Director to issue Park Directives appropriate for the purposes enumerated in these Regulations.

(B) A Director must issue and publish all Park Directives in writing and in a manner that is accessible to the public. The promulgation of a new Park Directive, or a change to or rescission of an existing Park Directive, must adhere to the following procedures:

- (1) At least ten (10) days before a regularly scheduled public meeting of a Planning Board or the full Commission, as appropriate based on the Park Directive's applicability, the Director must submit the proposed Park Directive to be published on the meeting's public agenda. Publication on the agenda is for public notice only, and no further action of the Planning Board or Commission is required, unless the Board or Commission votes to consider the Park Directive as described in subsections (E) or (F) below.
- (2) If the Planning Board or the full Commission takes no action on the proposed Park Directive or votes to allow the Director to move forward under subsections (E) or (F), the Director must promulgate the Park Directive by causing it, or pertinent provisions thereof, to be: (a) published and maintained

on the appropriate Commission website or websites; and (b) transmitted to the Park Police and the Executive Director, Secretary- Treasurer, and General Counsel of the Commission. Signs shall be posted at major recreational facilities directing patrons to the website(s) where the rules are published.

(C) The adoption or modification of a Park Directive is effective on and after the later of:

- (1) the date specified therein as its effective date; or (2) the first date it has been both published and posted as provided above in Subsection (B). A Park Directive shall continue in full force and effect until a termination date specified therein or, if no such termination date is specified, indefinitely until it is modified or rescinded.

(D) A Director shall not issue any Park Directive that conflicts with these Regulations, or with any Commission Practice or other rule, regulation or policy of general applicability adopted by resolution, or other binding corporate action of the Commission.

(E) Subject to the following procedures, the Montgomery or Prince George's County Planning Board may consider and act upon a proposed or effective Park Directive applicable only in that Planning Board's county:

- (1) A Planning Board member may move in open session to consider a proposed or effective Park Directive. If the motion is seconded, and if a majority of board members meeting in open session vote in favor of the motion, the Planning Board chair must schedule a discussion of the Park Directive on the board's agenda when practicable for consideration.
- (2) If a Planning Board votes to consider a proposed Park Directive, the Park Directive will not become effective unless the board votes to order the Director to promulgate it. If a Planning Board votes to consider a Park Directive already in effect, that Park Directive remains operative and in effect unless the Board votes to order the Director to modify or rescind it.
- (3) Upon a favorable vote to consider a Park Directive proposed or in effect, the chair shall include notice of the pending board discussion for at least ten (10) days to offer the opportunity for members of the public to provide

comment, except that, in the event of an exigency or other due cause as determined by the chair, the board consideration and any subsequent vote may be taken with less notice.

(4) After considering the Park Directive and any public comments, the Planning Board may, by a vote of a majority of members meeting in open session, order the applicable Director to promulgate, modify, or rescind the Park Directive.

(F) The full Commission may consider and act upon a Park Directive applicable in both Montgomery and Prince George's Counties by following the procedures listed in subsection (E) above.

Section 4. Effective Date

These Regulations will be effective at 12:01 a.m. on _____, 2025 and remain in effect until such time as they may be modified or revoked as provided by law.

Chapter II: Definitions and Construction

Section 1. Definitions

Terms capitalized in these Regulations are given the meanings prescribed in this Section.

(A) **Authorized Person:** A Director or another person who is authorized by the Director to take an action or make a determination on the Director's behalf as enabled or required by these Regulations.

(B) **Bicycle:** A self-propelled vehicle comprised of two wheels held in a frame, one behind the other, that is operated by pedals and steered by handlebars that are attached to the front wheel, not including any Electric Bicycle, motorized, or other similar electronically assisted vehicle.

(C) **Commercial Activity:** Any activity on Park Property, whether for profit or not, that solicits, promotes, or effectuates a transaction for value with Commission patrons or visitors, or that otherwise employs Park Property, patrons, or visitors for a commercial purpose, including,

- (1) selling, vending, or peddling of any sort (food, beverages, merchandise, amusements, services, etc.);
- (2) advertising or promoting merchandise, services, memberships, events, amusements, etcetera (by distributing handbills, displaying signs, or otherwise);
- (3) instructing or demonstrating anything for hire (classes for athletics, sports, dancing, tutoring, etcetera);
- (4) holding any event open for admission to the general public in exchange for money or anything of value; and,
- (5) producing commercial photography, videography, or films.

(D) **Commission:** The Maryland-National Capital Park and Planning Commission.

(E) **Department:** The Montgomery County Department of Parks and the Prince George's County Department of Parks and Recreation (or a successor department).

(F) **Director:** A person

(1) appointed pursuant to the Md. Code, Land Use Section 20-204, respectively as the

(a) Director of the Commission's Montgomery County Department of Parks (or successor department thereto); or

(b) Director of the Commission's Prince George's County Department of Parks and Recreation (or successor department thereto); or

(2) authorized to discharge a Director's responsibilities during their extended absence or incapacitation.

(G) **Electric Bicycle:** A type of bicycle that

(1) is designed to be operated by human power with the assistance of an electric motor;

(2) is equipped with fully operable pedals; and

(3) has a motor with a rating of 500 watts or less.

(H) **Electronic Personal Assistive Mobility Device** : A pedestrian device that (1) has two (2) non-tandem wheels; (2) is self-balancing; (3) is powered by an electric propulsion system; (4) has a maximum speed capability of fifteen (15) miles per hour; and (5) is designed to transport one person.

(I) **Electric Scooter**: a type of scooter that

(1) is designed to be operated by human power with the assistance of an electric motor;

(2) has two or three wheels, and

(3) has a motor with a rating of 500 watts or less.

(J) **Encroach**: To unlawfully intrude, enter upon, or interfere with Commission land or property; to trespass on Commission land or property.

(K) **Facility**: Any structural or other improvement to Park Property. Facilities include office buildings, ball fields, pavilions, and other improvements to property that are not necessarily enclosed.

(L) **Indecent Exposure**: The willful exposure of private parts, including genitals, buttocks, or female's breasts, in a public place and in the presence of others.

(M) **Organized Sport** Any athletic contest or event that includes uniformed players and an assemblage of more than thirty-five (35) people that may include contestants, officials, or spectators.

(N) **Park Directive**: A policy, rule, procedure, mandate, or similar directive promulgated by a Director pursuant to Chapter I, Section 3 of these Regulations: (1) as applicable with respect to one or more specified Park Properties, Facilities, or Park Programs; and (2) for a purpose authorized by these Regulations.

(O) **Park Police**: The police officers appointed by the Commission pursuant to Md. Code, Land Use Section 17-301.

(P) **Park Program:** Any activity, program, or event utilizing Park Property that is sponsored by the Commission and open to public attendance or participation.

(Q) **Park Property:** Any land or water, devoted to park or recreation uses and owned, operated, or established otherwise by the Commission, and all vegetation or natural substances, and including any Parkway, Facility, and other buildings, fixtures, monuments, structures, and their contents located on such land or water.

(R) **Parkway:** Sligo Creek Parkway, Beach Drive, or Little Falls Parkway.

(S) **Permit:** A document issued by a Director or an Authorized Person affirmatively granting permission for its holder to undertake a specified act or activity otherwise prohibited by these Regulations, or for which these Regulations require a Permit as a condition of such act or activity. For the purpose of these Regulations, a Permit may include a contract, license or lease, Facility rental, Park Program or event, or a similar agreement made by the Commission in the ordinary course and which reasonably includes a grant of permission for the act or activity taken.

(T) **Regulations:** These Park Rules and Regulations adopted by the Commission as of _____, 2025.

(U) **Scooter:** a self-propelled vehicle consisting of a footboard mounted on two wheels that is operated by resting one foot on the footboard and pushing the other foot against the ground and steered by a long handle that is attached to the front wheel, not including electric scooter, motorized, or other similar electronically assisted vehicle.

(V) **Smoke or Smoking:** Any use of a lighted cigarette, cigar, pipe, or similar device that is designed to ignite a solid material (including tobacco, cloves, marijuana, and similar materials of any nature) and deliver the resultant smoke for ingestion as an inhalant. Smoking does not include Vaping.

(W) **Vaping:** Using e-cigarettes, vaping, and other devices that utilize electronic technologies to vaporize a liquid or sublimate a solid material to produce a gaseous discharge or vapor for ingestion as an inhalant. Vaping does not include Smoking.

Section 2. Rules of Construction

(A) When used in these Regulations, the terms “include” or “including” are used by way of example or illustration only, and not in any case for the purpose of limitation.

(B) When used in these Regulations, the singular form shall include the plural, the masculine shall include the feminine and neuter, and the feminine shall include the masculine and neuter.

Chapter III: Regulation of Public Use

Section 1. Preamble

The Commission celebrates diversity and welcomes the general public to use Park Property, Facilities, and Park Programs without regard to any person’s race, sex, age, color, creed, national origin, citizenship, marital status, sexual orientation, gender identity, or disability. The Commission may implement administrative policies, practices, and procedures complementary to the Commission’s abiding value of providing equal access and equitable opportunities for everyone to enjoy the property and experiences entrusted to Commission stewardship.

Section 2. Hours of Operation and Unauthorized Presence

(A) Park Property and Facilities are open daily to the public from sunrise to sunset, except:

- (1) A Park Directive may provide alternate hours of operation for a Park Property or Facility, including alternate hours deemed appropriate for any trail or trail segments that facilitate Bicycle and pedestrian commuting, urban parks, athletic fields, tennis and basketball courts with lighting, and other facilities or areas as appropriate.
- (2) A Park Program on Park Property or in Facilities may operate during extended hours.
- (3) A Permit may authorize alternate hours of operation or the extended use of a Park Property or Facility.
- (4) Parkways remain open twenty-four (24) hours a day, unless posted otherwise.

- (5) Paved trails on Park Property remain open twenty-four (24) hours a day for transient Bicycle or pedestrian traffic only, unless posted otherwise.
- (6) An Authorized Person may establish a temporary holiday schedule for a Park Property or Facility.
- (7) Operating hours are subject to applicable terms, conditions, and rules limiting access, use or participation, including the payment of applicable fees or similar charges for admission.

(B) The Park Police or other Authorized Person may open or close any Park Property, Facility or Parkway in the event of any exigent circumstance, emergency, inclement weather, or other appropriate official purpose. Such opening or closing will be posted in advance when possible for public notice.

- (C) (1) No person shall enter, or be present within, a Park Property or Facility when closed to the public or when a “No Trespassing” sign is posted. Violation of the foregoing may subject the violator to civil or criminal penalties.
- (2) No person shall enter, or be present within, a business office or other area that is closed to public access. Violation of the foregoing may subject the violator to civil or criminal penalties.

Section 3. Regulation of Certain Assemblies

(A) Any group of people that assembles to constitute or participate in a parade, procession, special event, organized sport, demonstration, picket line, rally, or similar event on Park Property is required to procure a Permit authorizing such assembly, except as provided below in Subsection (B).

(B) A group consisting of thirty-five (35) or fewer people that assembles for an activity described above in Subsection (A) is not required to procure a Permit if all of the following requirements and conditions are met:

- (1) The group must congregate outdoors in an area of the Park Property or Facility open to the general public, and at time when that area is open to the general public without any fee or charge for admission.
- (2) The group must not engage in a Commercial Activity or any other activity for

which a Permit is required by these Regulations.

- (3) The group may congregate only where it is safe (e.g., without obstructing the flow of vehicle, Bicycle, or pedestrian traffic), and only where the likelihood of damage to any Park Property or Facility is remote (e.g., without risk of damage to fitness equipment, sod, or protective coverings), each as determined in the discretion of the Park Police or other Authorized Person.
- (4) The group must not use or assert use of any Park Property or Facility (or any area therein) to the exclusion of others, if the Commission ordinarily requires a Permit for exclusive use of such area (e.g., a pavilion, athletic field, or camping area).
- (5) The group must not occupy a space or area that conflicts with, encroaches upon, obstructs, disrupts or otherwise interferes with the conduct of Commission business, or the use, quiet and peaceable enjoyment of a Park Property, Facility, or Park Program by others lawfully present in that space or area (including any such interference with the lawful use pursuant to this Subsection by another group that congregated first in the same area or its vicinity).
- (6) The group must not affix signs, banners, or placards of any sort to a Park Property or Facility by any means whatsoever, including by placing stakes into the ground, unless it obtains a Permit.
- (7) Refer to Chapter IV. Section 12 concerning use of equipment to amplify sound.

Section 4. Permits

(A) A Permit is required for any of the following purposes or circumstances:

- (1) To reserve the use of a Park Property or Facility to the exclusion of others, including athletic courts or fields, recreation buildings, camping and group picnic areas, designated picnic shelters, and any other such facility as designated by Park Directive.
- (2) To authorize the use of a Park Property or Facility for Organized Sport.
- (3) To authorize the use of a Park Property or Facility for any Commercial Activity.
- (4) To authorize the possession or consumption of alcoholic beverages on Park

Property or in a Facility in a place where it is not authorized by Park Directive.

- (5) To authorize bus parking.
- (6) To authorize the grading, excavation, or disturbance of land for archeological or geological purposes, which must be conducted or overseen by a qualified professional as determined by an Authorized Person.
- (7) To authorize any staging, storing, and or construction activity on Park Property.
- (8) To authorize the removal or felling of trees or other vegetation on Park Property.
- (9) Refer to Chapter IV. Section 12 concerning use of equipment to amplify sound, lighting equipment, or other means of producing ambient lighting on Park Property after dark.
- (10) To authorize the assembly of any group for which a Permit is required by Section 3 of this Chapter.
- (11) To authorize any event, use, or activity for which a Permit is required by these Regulations.
- (12) To conduct scientific research.

(B) Applying for a Permit

- (1) Permit application forms may be obtained on the applicable Department's website, Permit offices, or at other designated locations.
- (2) The Commission may require payment of a fee or deposit with the submission of a Permit application.
- (3) The Commission may require any supplemental information it deems necessary or appropriate to exercise due diligence in evaluating any Permit application, including, but not limited to, permits required by other government agencies to engage in particular activities.

(C) Evaluation of Permit Application

An Authorized Person may consider the following factors when evaluating a Permit application:

- (1) Whether the requested Facility or activity area within Park Property is: (i)

available on the date and time requested or another mutually accepted date and time; (ii) safe and appropriate for the specific event or use proposed in the application; and (iii) able to accommodate the proposed use without a likelihood of conflicts, disruptions, or incompatible experiences with other uses or activities in the Park Property or Facility.

- (2) Whether the use or event proposed: (i) is consistent with maintaining the open, unspoiled, natural condition of the applicable Park Property; (ii) would create any unsafe condition in the area within or immediately surrounding the applicable Park Property or Facility; or (iii) would otherwise create or lead to a violation of any local, state or federal law.
- (3) Whether any extraordinary security requirements or parking, vehicular and pedestrian traffic control, or similar measures would be necessary or appropriate to keep good public order or mitigate public safety risks that may arise during the use proposed.
- (4) Whether any measures would be necessary or appropriate to maintain adequate sanitation, provide adequate drinking water, and otherwise protect the public health during the use proposed.
- (5) Whether the Permit applicant or any other party affiliated with, controlled by, or legally responsible to the Permit applicant has: (i) provided to the Commission any information in connection with the pending or any previous Permit application that was false or materially misleading; (ii) failed to comply on a prior occasion with the terms or conditions of any Permit issued by the Commission or another park or recreation agency without legal excuse; or (iii) on a prior occasion violated without legal excuse any applicable Commission rule or regulation.
- (6) Whether the applicant has the financial capacity and other capabilities necessary to (i) adequately maintain the public health, safety, and welfare during the proposed use or event; and (ii) satisfy the cost of any general liability claims or property damage arising in connection with the applicant's proposed use or event.
- (7) Whether the proposed use otherwise comports with the essential operations of the Commission and the general public health, safety, and welfare.

(D) Issuance or Denial of Permit Application

- (1) Within a reasonable length of time following receipt of a completed Permit application, all required fees and deposits, and all information requested by an Authorized Person, the Authorized Person shall either issue the Permit or provide the applicant with a written statement indicating the reasons for denying the Permit.
- (2) An Authorized Person may issue a Permit subject to any reasonable terms or conditions, including (i) any terms or conditions deemed appropriate to manage or adequately control a situation or factor described above in Subsection (C); or (ii) the terms or conditions described below in Subsection (E).
- (3) A Permit may be issued for a single time use, seasonally, or on an indefinite basis as appropriate for the Park Property, Facility or applicable portion thereof.
- (4) A written decision signed by the Director, or designee, to deny a Permit shall constitute a final decision of the Commission.

(E) Permit Terms, Conditions, and Special Rules

- (1) Each Permit issued will be subject to the following terms and conditions:
 - (a) The Permit holder must make timely payment of all applicable fees and deposits.
 - (b) Any person participating in a permitted use or event must comply with all applicable local, state, and federal laws.
 - (c) Any person participating in a permitted use or event must comply with these Regulations and applicable Park Directives, unless, and only to the extent, otherwise provided or authorized by that Permit.
 - (d) Any person participating in a permitted use or event must comply with all terms and conditions included with the Permit.
 - (e) The Permit holder must maintain physical possession of the Permit onsite during the permitted use or event and must display the Permit upon request by Commission personnel.
 - (f) The Permit holder assumes liability for all claims for damage, injury, or

loss to any persons or property arising in connection with the Permit holder's use or event, including any such claims attributable to a third-party invitee who participates in the Permit holder's use or event.

(g) No person participating in a permitted use or event may (i) in any way obstruct, delay, or interfere with the free movements of any other person; (ii) seek to coerce or physically disturb any other person; (iii) hamper or impede the conduct of any authorized business or activity on Park Property; or (iv) conduct any activities in a misleading or fraudulent manner.

(2) As a condition of issuing a Permit, the Commission may reasonably require the applicant to

(a) pay a reasonable fee or deposit in advance to defray or cover in full the Commission's estimated cost to facilitate the use or event proposed;

(b) procure, at the applicant's sole expense, one or more policies of insurance (i) naming the Commission as an additional insured, (ii) issued by underwriters acceptable to the Commission, and (iii) providing coverage for general liability or property damage at policy limits determined within the Commission's discretion; and

(c) procure, at the applicant's sole expense, one or more bonds issued by a surety acceptable to the Commission as necessary to guaranty the applicant's compliance with, and timely performance of, various obligations required as terms and conditions of the issuance of a Permit.

(3) A Permit authorizes the Permit holder to use the specified Facility or a site within Park Property to the exclusion of others for the limited purposes specified in the Permit, and only for the dates and times specified therein. During the effective period of a Permit, a Permit holder may limit the use of the site or facility more strictly than the limits imposed by these Regulations or applicable Park Directive, provided that any further limitation is lawful.

(4) The holder of an expired Permit and any other person who does not hold a Permit authorizing the use of a specified Facility or a site within Park Property must vacate that site or Facility promptly upon the arrival of a

Permit holder who is so entitled.

- (5) The Park Police or an Authorized Person may impose temporary rules to control vehicle parking and pedestrian access related to a permitted event, including ceremonial gatherings, rallies, demonstrations, and pageants.

(F) Revocation

- (1) If the Commission granted a permit based on incomplete or inaccurate information that was provided by an applicant and the Commission subsequently discovers information that would have caused the permit not to be issued, the Commission may immediately revoke the permit.
- (2) Any violation of a rule, term, or condition of a Permit may result in immediate revocation of the Permit, loss of all privileges or authorization otherwise arising under the Permit, and forfeiture of any deposits and fees paid in connection with the Permit.

Chapter IV: Prohibited Activities and Conduct

Section 1. Preamble

The Commission is committed to providing the residents of Montgomery County and Prince George's County with exceptional park and recreational experiences to enjoy in a safe, healthy, and sustainable environment. Visitors to any Park Property and participants in any Park Program must behave in a manner that is respectful of others and preserves the public investment in assets entrusted to Commission stewardship. Certain activities and conduct described further in this Chapter is accordingly prohibited, and any violation of these Regulations may result in civil or criminal penalties. These Regulations and this Chapter apply in addition to, and not in limitation of, any local, state, or federal law that concurrently prescribes or prohibits the activity or conduct of a person present on Park Property.

Section 2. General Provisions

- (A) No person shall enter or be present in any Park Property or Facility when or where it

is closed to public access, except as authorized by Permit or other invitation by an Authorized Person.

(B) No Permit holder or other person participating in a permitted use or event on Park Property shall violate any terms or conditions of the Permit, including the terms, conditions, and special rules listed in Chapter III Section 4(E).

(C) No person shall fail to promptly comply with a command or direction given by the Park Police or other Authorized Person to implement or enforce a provision of these Regulations, an applicable Park Directive, or the terms and conditions of a Permit.

Section 3. Alcohol, Controlled Substances, and Smoking

(A) No person shall possess, use, or distribute beverages containing alcohol on Park Property, except as authorized by Permit or Park Directive.

(B) No person shall possess, use, or distribute illegal drugs or any controlled dangerous substance on Park Property if possession thereof is subject to criminal or civil prohibition.

(C) No person shall Smoke

- (1) inside an enclosed Commission Facility
- (2) in any Commission vehicle, or
- (3) outside on Park Property

(D) No person shall use a Vaping device

- (1) inside an enclosed Commission Facility,
- (2) in any Commission vehicle, or
- (3) outside on Park Property.

(E) No person shall use chewing tobacco or any other smokeless tobacco product

- (1) inside an enclosed Commission Facility,
- (2) in any Commission vehicle, or
- (3) outside on Park Property.

Section 4. Indecent Conduct and Harassment

(A) No person shall urinate or defecate on Park Property other than in restrooms or designated sanitary facilities.

(B) No person shall engage in the act of sexual intercourse or another sexual act of any nature, perform any indecent or obscene act, or engage in indecent exposure or appear in the nude on Park Property.

(C) No person shall verbally threaten or harass another on Park Property, whether the threat or harassment is of a sexual nature or not.

Section 5. Assembly, Obstruction, and Interference

(A) No person shall participate in an assembly or group for which a Permit is required by Chapter III Section 3, unless the required Permit is issued.

(B) Notwithstanding whether a Permit is issued for an assembly or group, no person participating therein shall

- (1) occupy a space or area that conflicts with, encroaches upon, obstructs, disrupts, or otherwise interferes with the conduct of Commission business or the use, quiet and peaceable enjoyment of a Park Property, Facility, or Park Program by others lawfully present in that space or area, including for the purpose of ingress, egress, pedestrian access, or traffic flow;
- (2) affix signs, banners, or placards of any sort to any Park Property or Facility by any means whatsoever, including by placing stakes into the ground, except as authorized by Permit or Park Directive; or
- (3) utilize equipment to amplify sound or produce ambient lighting after dark.

Section 6. Interference with Official Duties

(A) No person shall obstruct, hinder, or unreasonably interfere with any Commission employee acting in the course of their official duties.

(B) No person shall obstruct, hinder, or unreasonably interfere with a first responder in the performance of their official duties.

(C) No person shall obstruct, hinder, or unreasonably interfere with a person engaging in activities pursuant to a valid Permit.

Section 7. Destruction of Park Property

No person shall deface, destroy, injure, misuse, or remove any Park Property.

Section 8. Littering, Dumping, and Storage

(A) No person shall litter on Park Property, and all refuse and recyclable materials that originate during a person's presence on Park Property must be placed in designated trash or recycling receptacles.

(B) No person shall deposit any refuse or recyclable materials in a designated trash or recycling receptacle located on Park Property, unless the trash or recyclable materials are generated as such during the person's lawful presence on that Park Property.

(C) No person shall dump, abandon, discard, release, or spill any refuse, bulk trash, liquid or gaseous material, or similar objects or substances on Park Property, except as authorized by Permit, or unless an appropriate receptacle is provided expressly for public use and authorized by posted signage.

(D) No tangible property or material of any kind may be stored or otherwise maintained on Park Property, except as authorized by Permit or Park Directive.

Section 9. Posting Notices

No person shall attach or post any notice, sign, or any similar objects on Park Property, except as authorized by Permit or Park Directive.

Section 10. Erecting Structures and Enclosures

No person shall erect any structure, including a tent or shade canopy, or construct any enclosure on Park Property, whether temporary or permanent in nature, except as authorized by Permit or Park Directive. Unlawful Encroachment on Park Property is further regulated in Chapter VII.

Section 11. Commercial Activities

No person shall solicit or otherwise undertake any Commercial Activity on Park Property, except as authorized by Permit or Park Directive.

Section 12. Amplified Sound and Noise

No person shall operate any device to amplify sound or otherwise create excessive noise so as to disturb the peace and public enjoyment of Park Property, except as authorized by Permit or Park Directive for a particular place or location.

Section 13. Motorized Vehicle Service

No person shall service, repair, clean, or wax any vehicle on Park Property.

Section 14. Fireworks and Explosives

No person shall possess or discharge any fireworks or other explosive materials or devices on Park Property, except as authorized by Permit or Park Directive.

Section 15. Weapons

(A) No person shall carry, possess, or discharge a bow and arrow, dart, firearm, ammunition for a firearm, knife with a blade longer than three (3) inches, or any other dangerous weapon on Park Property except where authorized in designated areas by Permit, Park Directive, or other official written permission issued by the Commission. This provision applies to individuals who possess a State of Maryland wear and carry permit.

(B) This provision does not apply to:

- (1) active duty law enforcement officers or

(2) retired law enforcement officers who are:

- (a) in good standing with their former law enforcement agency,
- (b) carrying the relevant badge or credential indicating that they are a retired law enforcement officer in good standing,
- (c) legally authorized to carry a firearm,
- (d) carrying a valid permit to wear, carry or transport a firearm, and
- (e) carrying or possessing the firearm so that it is concealed from view under or within an article of the person's clothing.

Section 16. Gambling

No person shall engage in gaming or gambling for money or any other thing of value on Park Property, except as authorized by Permit or Park Directive for charitable purposes.

Section 17. Use of Magnets, Metal Detectors, and Digging

(A) No person shall dig into the surface of Park Property except as authorized by Permit or Park Directive.

(B) No person shall use a metal detector or magnet on Park Property, except as authorized by Permit or Park Directive.

Section 18. Animals and Wildlife

(A) No person shall possess an animal on Park Property without holding it at all times on a physical leash, that is attached to the animal by collar or harness, except in designated areas.

(B) No person who brings an animal onto Park Property shall fail to immediately clean up and remove the animal's feces or other waste from the Park Property or dispose of the waste in a trashcan and/or receptacle designated for that purpose.

(C) No person shall allow an animal to graze on Park Property, except as provided by Permit or Park Directive.

(D) No person shall abandon or release any animal, whether domestic or wild, anywhere on or about Park Property, except as authorized by Permit or by Park Directive. Domestic animals that are lost, escaped, or abandoned on Park Property may be impounded and shall be treated in accordance with applicable local, state, and federal laws.

(E) No person shall bring or possess a domestic animal, except for a service animal, on Park Property in any area where such animals are prohibited as indicated by a sign posted by the Commission.

(F) No person shall catch, capture, touch, feed, injure, destroy, or interfere in any way with any wildlife on Park Property, except as otherwise provided by Chapter V Section 8 (Fishing) and Section 11 (Hunting/Trapping).

Section 19. Trees, Plants and Minerals

(A) No person shall remove, injure, destroy, or interfere in any way with any trees, plants, or minerals on Park Property, except as authorized by Permit or Park Directive.

(B) No person shall plant or harvest vegetation or cause the planting or harvesting of vegetation on Park Property, except as authorized by Permit or Park Directive.

(C) No person shall remove, cut, saw, or otherwise attempt to remove in any manner any live or dead trees, limbs, branches, roots, or any other part of a tree on Park Property, except as authorized by Permit, Park Directive, or official written permission by the Commission.

Section 20. Archaeological and Cultural Artifacts, Fossils

No person shall remove fossils, archaeological, or cultural artifacts from Park Property, including projectile points, historic bottles, historic coins, and war relics, except as authorized by Permit.

Section 21. Intended Use of Park Property

No person shall misuse or abuse any Park Property by using it in any manner other than as appropriate according to its intended design or in another manner in which the Commission normally employs that Park Property in the ordinary course, except as authorized by Permit or Park Directive.

Section 22. Burial and Cremains

(A) No person shall bury any human or animal body on Park Property.

(B) The scattering of human or animal ashes on Commission property is allowed without a permit, under the following terms and conditions:

(1) The remains to be scattered must have been cremated and pulverized,

(2) The scattering of ashes must be performed at least 100 feet from other patrons as well as any trail, road, developed Facility, or body of water, and

(3) The ashes must be scattered over an area large enough so that they will not accumulate in one place, and

(4) No marker, urn, or container of any kind may be left to mark the location.

(C) The scattering of ashes from the air is prohibited.

(D) The scattering of ashes in a body of water is prohibited.

(E) The use of a commercial, for profit, venture to distribute cremated remains is prohibited.

(F) An ash scattering ceremony with more than thirty-five (35) people requires a permit pursuant to Chapter 3, Section 3.

Chapter V: Regulation of Certain Recreational Activities

Section 1. Aeronautical Activities

(A) Piloted Aircraft. No person shall operate, fly, or launch any airplane, helicopter, gyrocopter, helium or hot-air balloon, hang glider, parachute, ultra-light plane, or similar

craft or aerial vehicle that requires an onboard pilot from Park Property, except

- (1) as authorized by Permit; or
- (2) as authorized expressly for College Park Airport (i) by applicable state and federal aviation laws and regulations; and (ii) subject to applicable Park Directives.

(B) Remote Controlled and Similar Devices. No person shall possess, operate, fly, control, or launch any model aircraft, model helicopter, model rocket, powered projectile, drone, autonomous aerial vehicle, or similar airborne device remotely from or above Park Property, except in a manner that is consistent with all applicable State and Federal laws and regulations and

- (1) as authorized by Permit, and only if conducted in a manner that is not hazardous to Commission personnel or the general public; or
- (2) as authorized expressly in designated areas, subject to applicable Park Directives, and only if conducted in a manner that is not hazardous to Commission personnel or the general public.

(C) Prohibited Devices. Certain powered or unpowered flying devices, including manja or other types of kites or projectiles deemed to be hazardous to Commission personnel or the general public, may be prohibited by Park Directive.

Section 2. Amusement Activities and Play Equipment

(A) The temporary construction and/or use of amusement activities and/or play equipment (including a moon bounce, carousel, dunk tank, ball crawl, and pony ride) on Park Property is permissible only as authorized by Permit or Park Directive, and subject to inspection when deemed necessary.

(B) People who engage in amusement activities or utilize play equipment shall remove any equipment that they temporarily bring onto or construct on Park Property and any garbage and/or debris that is created as a result of the amusement activity or use of play equipment.

Section 3. Athletic Fields

Notwithstanding a Permit previously issued, an Authorized Person or official (i.e. referee, umpire) may cancel, suspend, or restrict the use of an athletic field if wet grounds or other unsuitable conditions may result in injury to individuals using the field and/or damage to the grounds or related areas.

Section 4. Bicycling

(A) All bicyclists and their passengers operating on Park Property must adhere at all times to applicable state and local laws.

(B) Unless otherwise posted, bicycling is permitted on roads on Park Property, including Parkways.

(C) Unless otherwise posted, bicycling is permitted on official paved and natural surface trails on Park Property, subject to the following requirements:

- (1) Bicyclists must yield to pedestrians and horseback riders at any trail crossing and must otherwise exercise due care to avoid colliding with any other trail users.
- (2) Bicyclists must not operate at a speed exceeding the lesser of
 - (a) a posted trail speed limit; or
 - (b) a speed that is reasonable and prudent under existing conditions or as directed by Park Police or other Authorized Person.
- (3) Bicyclists must keep right, except as necessary to pass, and must alert other trail users before passing.
- (4) Bicyclists operating on trails must
 - (a) obey any sign, signal, or other traffic control device at intersecting roadways; and
 - (b) yield to vehicular traffic if required by state law.

(D) A trail on Park Property where operating a Bicycle is allowed is deemed a “Public Bicycle Area” within the meaning of Md. Code, Transp. Section 21-101(o), as amended from time to time.

(E) No person shall operate a Bicycle on any surface:

- (1) that is not a trail or roadway area authorized under this Section, or
- (2) in any Facility or other area that is not designed for bicycling or intended to withstand Bicycle use without damage, including building interiors, tennis courts, basketball courts, athletic fields, landscaped areas, and other park structures.

(F) Bicyclists riding on Park Property before dawn or after dusk pursuant to these rules must use a front bicycle lamp that emits a white light and rear end illumination as described by Md. Code, Transp. Section 21-1207(a), as amended from time to time.

Section 5. Boating

(A) No person shall operate or launch a boat or other watercraft on any lake, stream, pond, river bank, or other Park Property except as authorized by Permit.

(B) Operators and occupants of permitted watercraft must comply with all applicable Park Directives and local, state, and federal law governing the use and operation of such watercraft.

Section 6. Camping

No person shall camp on Park Property except as authorized in designated areas by Permit or Park Directive, and subject to payment of applicable fees.

Section 7. Fires

(A) Fires are permissible only in (1) fireplaces or grills designated by the Commission for this purpose; and (2) personal grilling equipment or camp stoves in areas designated for picnics or camping.

(B) Before leaving a site after a fire, a person who makes the fire must

- (1) soak any hot coals with water thoroughly until they are cold; and
- (2) dispose of the wet coals in steel receptacles labeled "COALS ONLY," if available, or, if not available, remove the wet coals from Park Property.

(C) Making fires may be further limited or prohibited by Park Directive.

Section 8. Fishing

Unless otherwise posted, fishing is permissible on Park Property subject to compliance with the angler's licensing and other requirements set forth in Md. Code, Nat. Res. Title 4, as amended from time to time, or in any other applicable local, state, or federal law.

Section 9. Golf

Playing or practicing golf is permissible only on established golf courses or driving ranges, or other golf practice areas designated by Park Directive.

Section 10. Horseback Riding

Horses are permitted only in designated or established areas and trails.

Section 11. Hunting/Trapping

(A) Subject to applicable local, state, and federal laws, no person shall hunt on Park Property except as authorized by

- (1) Permit;
- (2) Park Directive; or
- (3) official written permission by the Commission

(B) No person shall trap wildlife on Park Property except as authorized by Permit, which shall only be issued for a scientific or animal control purpose.

Section 12. Picnicking

Certain picnic areas do not require a Permit or Park Directive for use, while others may only be used by Permit or Park Directive, which are designated by signs accordingly.

For picnic areas that may only be used by Permit or Park Directive, maximum occupancy is limited pursuant to such Permit or Park Directive.

Picnic areas that do not require a Permit or Park Directive for use are available on a first come first served basis, as designated by signage. While use of these areas do not require a Permit or Park Directive, patrons are required to abide by group size limitations, which are posted.

Section 13. Roller Skating and Similar Activities

Roller skating, inline skating, rollerblading, self-propelled scooters, skateboarding and operating other self-propelled locomotive devices or equipment are permissible except:

- (A) in areas where prohibited by Park Directive and/or signage accordingly; or
- (B) on any surface, or in any Facility or other area that is not designed for, or intended to withstand, use of such devices or equipment without damage, including building interiors, athletic fields, playground equipment, landscaped areas, and other park improvements.

Section 14. Motorized Devices

(A) No person shall operate a motorized scooter, motorized or electrically assisted bicycle, Electric Bicycle, hover-board, or similar motorized personal locomotive device except:

- (1) as authorized by Permit; or
- (2) in areas where expressly designated by Park Directive and posted accordingly.

(B) The prohibition in this Section shall not apply to motorized wheelchairs and other equipment or devices necessary to accommodate a disability or impairment of personal mobility.

Section 15. Swimming, Wading, and Water Sports

Swimming, wading, and other water sports in streams, ponds, lakes, and rivers is permissible unless otherwise posted.

Section 16. Winter Activities

(A) Snowshoeing and cross-country skiing are permissible in areas suitable under the circumstances unless prohibited by Park Directive or otherwise posted.

(B) Ice skating, sledding, skiing, snowboarding, snowmobiling, tobogganing, tubing, or any other winter sports are prohibited unless authorized by Permit or Park Directive and

posted accordingly.

Chapter VI: Regulation of Traffic and Parking

Section 1. Preamble

(A) To assure the public safety on Park Property, an operator of a vehicle must comply with applicable laws and regulations that pertain to such operation, including these Regulations and the Maryland Vehicle Law (MD Code, Transportation, §§11-101 through 27-115).

(B) Notwithstanding a law, regulation, or posted traffic instruction, an operator of a vehicle on Park Property must comply with the direction or instruction given by the Park Police or other Authorized Person.

Section 2. Permissible Roadways

No person shall, on Park Property,

- (a) operate any vehicle on a roadway or street to which public access is prohibited, or
- (b) operate any motorized vehicle in an area that is not designated as a roadway or street for vehicular traffic.

Section 3. Speed Limit

No person shall operate any vehicle on Park Property at a speed exceeding

- (1) twenty-five (25) miles per hour, if there is no posted speed limit; or
- (2) the posted speed limit; and
- (3) a speed that is:
 - (i) reasonable and prudent under existing conditions; or
 - (ii) as directed by an Authorized Person.

Section 4. Vehicle Weight Limit and Certain Activities

(A) No person shall operate or park any vehicle (including a truck, bus or similar commercial vehicle) having a gross vehicle weight exceeding 10,000 pounds on Park Property or a Parkway, except

- (1) an emergency vehicle operated by any local, state or federal public safety agency;
- (2) a licensed tow truck assisting a vehicle disabled on Park Property;
- (3) a licensed commercial bus or school bus collecting or discharging passengers for the purpose of use and enjoyment of Park Property;
- (4) as authorized by Permit or Park Directive; or
- (5) as authorized specially for an occurrence or event by permission granted by the Park Police or an Authorized Person.

(B) The operation of any food or merchandise truck, trailer, cart, gaming, amusement vehicle, or any other similar concession, while on Park Property is prohibited unless authorized by Permit or Park Directive.

Section 5. Parking Regulations

(A) Vehicle parking on Park Property is allowed only during operating hours and only for the use and convenience of Commission employees, patrons, and visitors unless otherwise posted or authorized by Permit or Park Directive.

(B) No person shall park any vehicle on Park Property at any time or for any purpose other than the lawful use and enjoyment of Park Property.

(C) No person shall stop, stand, idle, or park a vehicle on Park Property:

- (1) in front of a public or private driveway;*
- (2) on a sidewalk;*
- (3) at an intersection, or within thirty-five (35) feet of an intersection;*
- (4) in a crosswalk, or within twenty (20) feet of a crosswalk;*

- (5) between a safety zone and the adjacent curb, or within thirty (30) feet of points on the curb immediately opposite the ends of a safety zone, unless otherwise indicated by a posted sign, marking, or officer;*
- (6) alongside any obstruction;*
- (7) on a bridge or other elevated structure;*
- (8) contrary to an official sign that prohibits, or regulates, stopping, standing, parking, or the manner of parking in general;*
- (9) on the travel-portion of a roadway or public driveway;
- (10) on or within twenty (20) feet of any bicycle path, hiker path, bridle path, or access road or entrance thereto;
- (11) so as to obstruct another vehicle or traffic;
- (12) so as to occupy more than one parking space or to park across painted parking lines;
- (13) when the property is not open to the public;
- (14) on any grassy area, tree, shrub, plant, or vegetation, unless specifically allowed by the Commission;
- (15) other than that designated for vehicular parking;
- (16) within fifteen (15) feet of a fire hydrant; or *
- (17) within thirty (30) feet on the approach to any flashing signal, stop sign, yield sign, or traffic control device located at the side of a roadway.*

** Violations of these provisions may be subject to additional penalties pursuant to Md. Code, Transp. Art. Section 27-101.*

- (D) A person who stops or parks any vehicle on any roadway on Park Property must:
 - (1) remove the vehicle from the traveled lane or traveled portion of such roadway;
 - (2) stop or park the vehicle in the same direction as authorized traffic movement; and
 - (3) position the vehicle with both sides of the wheels parallel to, and no more than twelve (12) inches from the curb, or the boundary of the roadway.

(E) No person shall park a vehicle or otherwise obstruct any space, curb cut, ramp, passenger loading zone or similar traffic accommodation designated for individuals with disabilities only, except as otherwise provided below in Subsection (D)(2).

(F) Any person who parks a vehicle or otherwise uses a parking space or similar traffic accommodation designated for exclusive use by individuals with disabilities must possess a disability identification card or be in the process of transporting a person who possesses a disability identification card and must visibly display on their vehicle the special disability registration placard or license plate issued by the Maryland Motor Vehicle Administration or a comparable agency of another state, territory, or sovereign jurisdiction.*

(G) No person shall park or idle a bus on Park Property except in an area designated for bus parking, as authorized by Permit or Park Directive, or with temporary permission granted by an Authorized Person.

Section 6. Impoundment of Illegally Parked or Abandoned Vehicles

As provided by law, the Commission may:

(A) Remove and impound any vehicle illegally parked on Park Property at the owner's expense.

(B) Remove and impound any vehicle legally parked on Park Property that presents a safety hazard, at the owner's expense.

(C) Upon giving due notice to the vehicle owner and any other interested party entitled to notice by applicable law, the Commission may dispose of a vehicle on Park Property that remains unclaimed.

Chapter VII: Encroaching on Park Property

Section 1. Preamble

As the steward of parkland, open spaces, and natural resources in Montgomery and Prince George's Counties, the Commission must ensure that Park Property is protected for use by the public and preserved for the general health and welfare. The Commission generally prohibits encroachments because they may:

- (A) affect water quality, forest health, recreational experiences, or complicate intended plans for park uses,

- (B) restrict or limit the public use and enjoyment of lands and other resources maintained by the Commission for the benefit of all residents,

- (C) pose a safety hazard to the public and give rise to claims from resultant injuries,

- (D) damage the natural environment and undermine the Commission's stewardship role in protecting natural features,

- (E) destabilize public lands and increase the risk of consequential damage to adjacent private lands, or

- (F) result in taxpayer costs to restore degraded public lands.

Section 2. Encroachment Prohibited

No person shall Encroach on Park Property.

Section 3. Examples of Encroachments

Examples of acts that Encroach include:

- (A) Erecting structures, fixtures, or structural elements (e.g., fences, gates, tree-houses, swing sets, decks, pools, sheds, and retaining walls) on Commission property, or altering Commission property in any way (e.g., pits, ditches, grading, tunnels, and channels).

(B) Taking, planting, or disturbing vegetation (e.g., mowing, clearing, harvesting, grooming, applying pesticides, landscaping, gardening, and pruning).

(C) Disposing of, or otherwise discarding, any material or objects (e.g., grass clippings, brush, yard waste, trash, debris, and recycling materials).

(D) Storing personal property, equipment, or materials (e.g., boats, recreational or other vehicles, firewood, supplies, and tools).

Section 4. Enforcement

A person who Encroaches on Park Property is subject to citation for a civil infraction of these Regulations and/or other legal or equitable relief available in a court of competent jurisdiction.

Chapter VIII: Violations and Miscellaneous Provisions

Section 1. Violations and Penalties

(A) A violation of these Regulations may result in administrative action by the Commission, including,

- (1) a verbal or written warning;
- (2) notification of a parent, guardian, next of kin, or other legally responsible third party;
- (3) revocation or suspension of a Permit; and,
- (4) suspension of future admission to, or participation in, one or more Park Properties, Facilities, sponsored activities, or Park Programs.

(B) In addition to any administrative action taken, a violation of these Regulations may also result in any other action authorized at law or in equity, including,

- (1) civil/traffic citations for infractions with applicable fines or penalties as provided below in Subsection (C);
- (2) civil action seeking a court order to enjoin the violating person and compel or prohibit their future conduct or activities in relation to the Commission business;

- (3) a civil judgment for joint and several liability to pay the Commission for damages to Park Property, Facilities, and personal injuries caused alone or in concert with others; and
- (4) criminal prosecution, if applicable, as provided below in Subsection (D).

(C) Civil Penalties for Infractions

- (1) Except as otherwise provided in this Section, any violation of these Regulations is subject to civil citation and a fine not to exceed (a) \$50 for the first infraction, (b) \$100 for a second or subsequent infraction, or (c) such greater amount as may be authorized by Maryland law. Md. Code, Land Use Section 17-208.
- (2) A violation of these Regulations for smoking a cigarette, cigar, or other tobacco product on Park Property in an area that is not a Designated Smoking Area as provided in Chapter IV Section 3, is subject to civil citation and (a) a warning for a first infraction, (b) a fine of \$25 for a second or subsequent infraction, or (c) such greater amount of a fine as may be authorized by Maryland law. Md. Code, Land Use Section 17-207(b).
- (3) A violation of these Regulations for hunting or trapping on Park Property without authorization is a misdemeanor punishable by fines, restitution, license suspension, and imprisonment as provided under Maryland law. Md. Code, Land Use Sections 17-209(b)-(d) and 17-210; Nat. Res. Section 10-1101.1.

(D) In addition to any administrative or civil action, penalty, or liability taken or imposed for a violation of these Regulations, any person who commits a misdemeanor or felony on Park Property is subject to arrest, prosecution and, upon conviction by a court of competent jurisdiction, punishment as provided by applicable local, state, or federal laws.

A person aggrieved by any administrative action taken by the Commission as a result of a violation of these Regulations may make a request for the appropriate Director to review such action. The request must be made in writing delivered within five (5) business days

of the action under review, and the Director shall provide a written response to any timely request for such review.

Section 2. Employees Working

These Regulations do not apply to Commission employees, volunteers, or independent contractors working reasonably within the scope of their employment duties or responsibilities to the extent they are assigned by an Authorized Person.

Section 3. Law Enforcement and First Responders

These Regulations do not apply to members of law enforcement agencies, first responders or medical personnel working reasonably within the scope of their employment duties or responsibilities on Park Property.

Section 4. Certain Exception for Park Programs

A person who acts with good cause and reasonably at the direction of an Authorized Person working as part of a Park Program shall be deemed to have not violated these Regulations for such acts.

Section 5. Severability

If any provision of these Regulations, or its application to any person or circumstance, is held invalid for any reason in a court of competent jurisdiction, that invalidity shall not affect other provisions or any other application of these Regulations which can be given effect without the invalid provision or application, and, for this purpose, these Regulations are severable.



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

April 2, 2025

TO: The Maryland-National Capital Park and Planning Commission

FROM: Todd Allen, Corporate Human Resources Director *TA*

Jennifer McDonald, Benefits Manager *JM*

SUBJECT: GLP-1 Utilization/Cost Update

During the October 16, 2024, Commission meeting, the Health & Benefits Office was tasked with providing an update in Q2 2025 on the impact of measures put in place under the Prescription Drug Plan effective 10/1/2024 to address the rising utilization and cost of GLP-1 drugs, a nationwide phenomenon. Increased utilization of GLP-1 drugs was one of the cost drivers resulting in a 21.7% increase in Prescription Drug premiums for Plan Year 2025.

Two measures were implemented under the Caremark Prescription Drug Plan effective 10/1/2024 to address this concern. Prior to 10/1/2024, GLP-1s claims for GLP-1s were paid automatically.

- Smart Edit – To ensure that prescriptions for GLP-1s for diabetes were paid for members with a diagnosis or history of diabetic drug claims to avoid disruption and not for off-label use for weight-loss.
- Utilization Management Weight Loss Bundle - To ensure that prescriptions for GLP-1s for weight-loss were paid only if the member met certain clinical criteria as verified through Prior Authorization by their physician.

Today, we will present data to illustrate the impact of the implementation of these two measures:

- PMPM (Per Member Per Month) cost
- Comparing the four-month period before and after the 10/1/2024 implementation of the Smart Edit and Utilization Management Weight Loss Bundle, i.e., 5/31/2024 – 9/30/24 vs. 10/1/2024 – 1/31/2025:
 - Utilization
 - Paid Claims
 - Future Expectations, including cost containment programs.

The goal of these measures is to promote the safe, appropriate, and cost-effective use of GLP-1s leading to improved patient health outcomes for our employees, retirees and their dependents-getting healthier.

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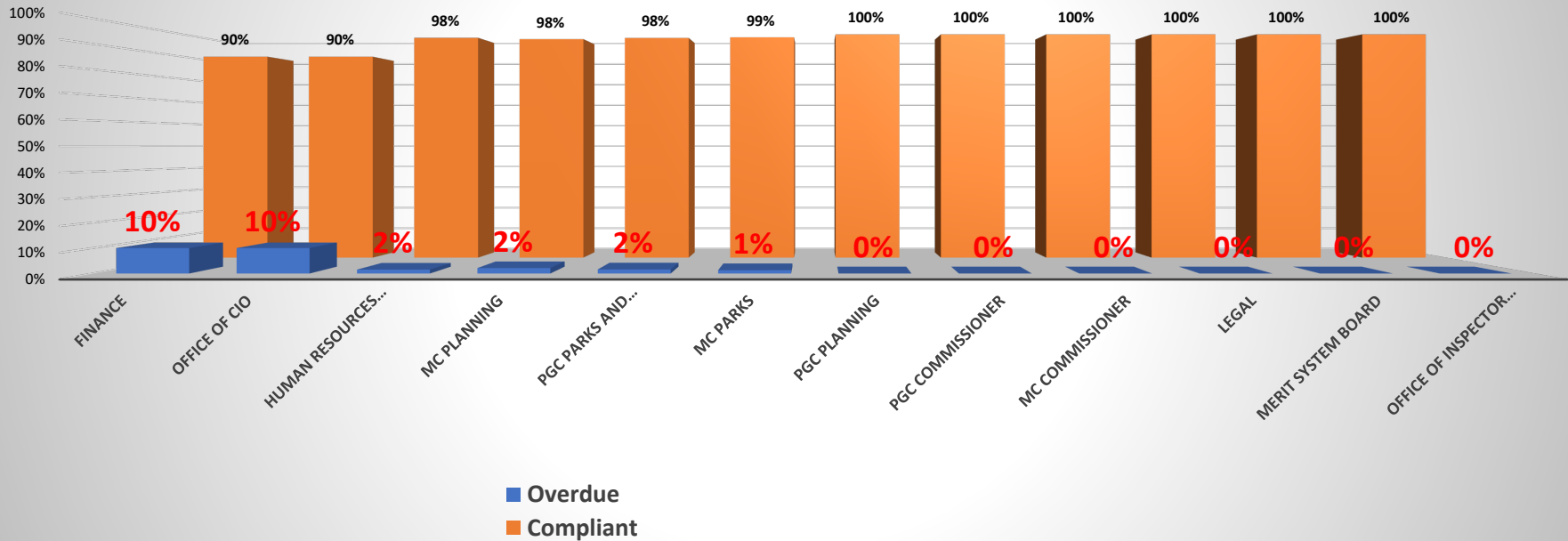
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
 EMPLOYEE PERFORMANCE EVALUATIONS NOT COMPLETED BY DUE DATE
 BY DEPARTMENT FOR JANUARY 2025 THUR MARCH 2025

	1 - 30 DAYS			31 - 60 DAYS			61 - 90 DAYS			91 + DAYS			DEPARTMENT TOTALS		
	Jan-25	Feb-25	Mar-25	Jan-25	Feb-25	Mar-25	Jan-25	Feb-25	Mar-25	Jan-25	Feb-25	Mar-25	Jan-25	Feb-25	Mar-25
CHAIRMAN, MONTGOMERY COUNTY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CHARIMAN, PRINCE GEORGE'S COUNTY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OFFICE OF CIO	2	0	0	0	0	0	0	0	0	0	0	0	2	0	0
OFFICE OF INSPECTOR GENERAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EXECUTIVE COMMITTEE/CHAIRS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DEPT. OF HUMAN RESOURCES & MGT.	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0
LEGAL DEPARTMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FINANCE DEPARTMENT	4	0	3	0	1	0	0	0	0	0	0	0	4	1	3
PRINCE GEORGE'S PLANNING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PRINCE GEORGE'S PARKS & RECREATION	5	12	9	1	2	3	4	0	0	8	5	4	18	19	16
MONTGOMERY COUNTY PARKS	8	10	7	1	1	2	1	0	0	0	0	0	10	11	9
MONTGOMERY COUNTY PLANNING	1	6	3	2	0	1	0	0	0	0	0	0	3	6	4
DEPARTMENT TOTAL BY DAYS LATE	21	28	22	4	4	6	5	0	0	8	5	4			
COMMISSION-WIDE TOTAL													38	37	32

**DEPARTMENTS HAVE BEEN NOTIFIED OF LATE EVALUATIONS.

** Status equals A1 and A2

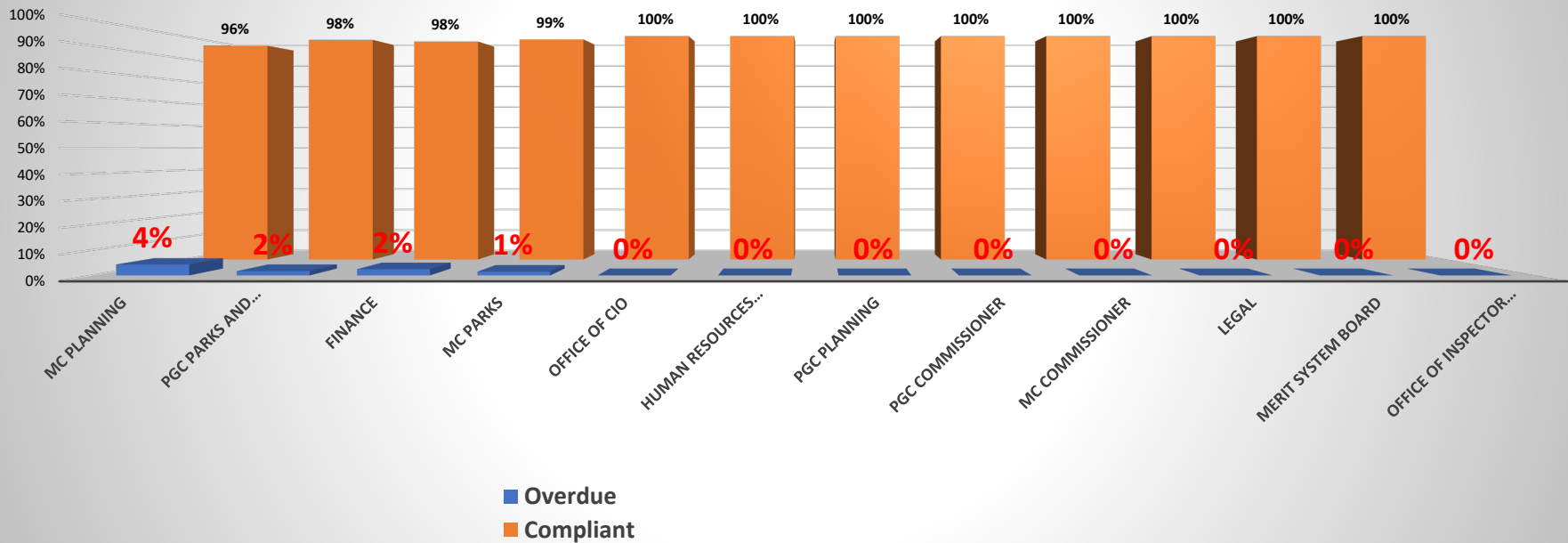
Late Annual Performance Evaluation Report Career Employees



*Data as of January 31, 2025

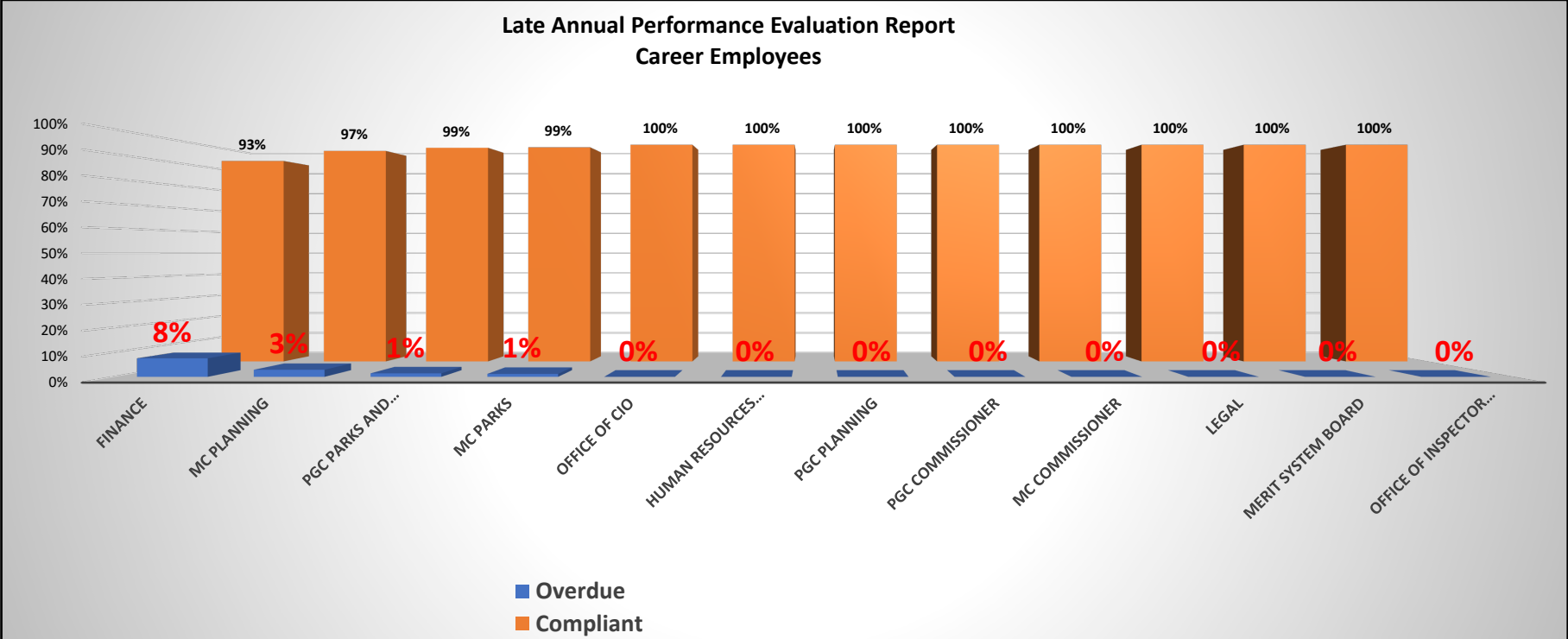
<u>Employee Count</u>	Evaluation Status		
Department	Overdue	Compliant	Total Employees
Finance	4	36	40
Human Resources and Mgt	1	64	65
Legal		26	26
MC Commissioner		3	3
MC Parks	10	750	760
MC Planning	3	137	140
Merit System Board		1	1
Office of CIO	2	18	20
Office of Inspector General		6	6
PGC Commissioner		9	9
PGC Parks and Recreation	18	1,105	1,123
PGC Planning		181	181
Total Employees	38	2,336	2,374

Late Annual Performance Evaluation Report Career Employees



*Data as of February 28, 2025

<u>Employee Count</u>	Evaluation Status		
Department	Overdue	Compliant	Total Employees
Finance	1	40	41
Human Resources and Mgt		65	65
Legal		26	26
MC Commissioner		3	3
MC Parks	11	746	757
MC Planning	6	134	140
Merit System Board		1	1
Office of CIO		20	20
Office of Inspector General		6	6
PGC Commissioner		9	9
PGC Parks and Recreation	19	1,110	1,129
PGC Planning		181	181
Total Employees	37	2,341	2,378



*Data as of March 31, 2025

<u>Employee Count</u>	Evaluation Status		
Department	Overdue	Compliant	Total Employees
Finance	3	37	40
Human Resources and Mgt		64	64
Legal		27	27
MC Commissioner		3	3
MC Parks	9	752	761
MC Planning	4	136	140
Merit System Board		1	1
Office of CIO		22	22
Office of Inspector General		6	6
PGC Commissioner		9	9
PGC Parks and Recreation	16	1,118	1,134
PGC Planning		187	187
Total Employees	32	2,362	2,394



The Maryland-National Capital Park and Planning Commission
 Office of the Chief Information Officer
 6611 Kenilworth Avenue, Suite 403
 Riverdale, Maryland 20737
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TO: Commissioners
FROM: Mazen Chilet, Chief Information Officer *Chilet*
DATE: 04/16/2025
SUBJECT: Chief Information Officer Report – 1st Quarter - 2025 – Open Session

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

ERP: Project Mosaic

Project Objectives

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

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

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

ERP Evaluation Structure

- A ten-member Evaluation Committee was formed to represent all departments. Each Department Head selected their respective Committee member.
- Members of the Evaluation Committee have selected as many as five content experts from their respective departments to serve as technical advisors.
- Once procurement and our ITRG consultants are done with the compliance review of all submitted RFPs then the RFPs will be released to the evaluation Committee for their review.

- The evaluation committee will carry out their work in evaluating the RFPs in a structured manner. The evaluation will be completed in three rounds:
 - Round 1: The evaluation Committee will conduct a thorough review of the compliant RFPs, create a short list, and short list of the most qualified vendors to advance to Round 2 of the evaluation Process:
 - Round 2: in this round short-listed vendor will come onsite and showcase their solutions to demonstrate how their systems address the Agency’s business needs. The demonstrations will be guided by established demonstration templates.
 - Round 3: ITRG and Procurement will prepare summaries and provide the Department Heads for their review and selection of a winner of the RFP.
- The next phase is the Project AWARD which includes contract review and negotiations, background checks, and other standard procurement steps.

RFP Schedule

- Friday, February 28, was the deadline for vendor proposals.
- The Proposal Compliance Review was from March 3 to April 14.
- Procurement has scheduled a kickoff meeting with the Evaluation committee on April 28 to begin working on technical proposal reviews.
- Procurement will soon share a schedule of meetings with the Evaluation Committee, Department Heads, and other stakeholders. The meetings will include the following:
 - Technical proposal reviews and scoring sessions for the Evaluation Committee.
 - Consensus meetings for offeror selection shortlist.
 - Issuance of demonstration notices to the highest-ranked offerors.
 - Prepare an evaluation and cost report summary and recommendations for Department Heads.
 - Demonstrations by shortlisted vendors.
 - A tentative schedule for the vendor demonstrations.

Kronos/UKG Migration Project

Project Overview

The Kronos/UKG Migration Project aims to improve the Commission’s timekeeping and payroll systems. UKG (formerly Kronos) will stop supporting the UKG Workforce Central (WFC) Timekeeper application and its hosting option at the end of December 2025. This upgrade will move the Agency from Kronos WFC to UKG Workforce Pro. The upgrade included a mobile app, time-off requests, easier historical corrections, and a cleaner look and feel. The project also provides payroll synchronization, during which two payroll cycles, primary and secondary, were combined into one primary payroll cycle.

Project Details

Phase I - Completed

In the January report, I shared that the UKG Workforce Pro successfully went live as planned on December 8, 2024, marking the completion of Phase I of the project. This rollout involved a significant technological upgrade, data migration, extensive user training, and the development of training materials designed to support new employees and those transitioning into new roles.

Additionally, we established a robust post-go-live support structure to ensure a smooth transition, minimize disruption, and address any concerns to support our employees effectively.

Phase II – In Progress

- Phase II of the project, which consists of:
 - UKG Workforce Pro mobile application.
 - The mobile app will roll out early June. Optional training will be available.
 - The use of the mobile app is optional.
 - Geofencing will ensure staff are at the facility when punching in.

- Advanced Scheduler.
 - Training will take place in September or October.
 - Managers in DPR who select to use Advanced Scheduler will need to take training.
 - Time for the training will be 60-90 minutes.

- Multi-Pay Feature – Driven by Montgomery Parks business needs.
 - The UKG Multi-Pay feature is designed to allow employees to work different roles at different pay rates within the same organization.
 - This feature is particularly useful for Departments that have employees performing multiple roles, each with distinct pay rates.
 - The multi-pay feature will simplify payroll management and enhanced reporting.

End of Report

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Reply to:

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

March 31, 2025

MEMORANDUM

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

Please find the attached litigation report we have prepared for your meeting scheduled for Wednesday, April 16, 2025. As always, please do not hesitate to call me in advance if you would like me to provide a substantive briefing on any of the cases reported.

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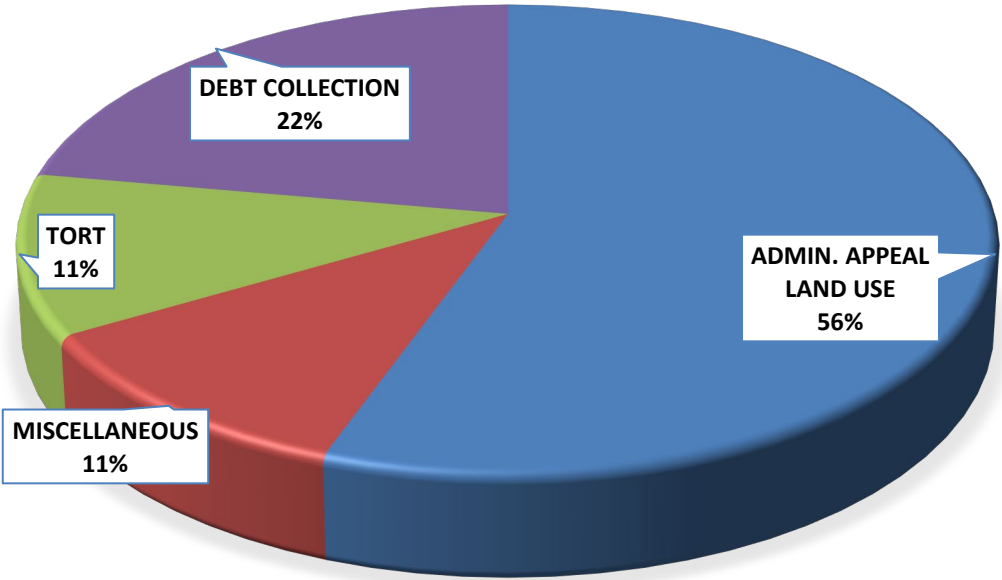
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March 2025
Composition of Pending Litigation

(Sorted by Subject Matter and Forum)

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

OVERVIEW OF PENDING LITIGATION



March 2025 Litigation Activity Summary

	COUNT FOR MONTH			COUNT FOR FISCAL YEAR 2025			
	Pending Feb. 2025	New Cases	Resolved Cases	Pending Fiscal Year 24	New Cases FY To Date	Resolved Cases FY To Date	Pending Current Month
Admin Appeal: Land Use (AALU)	5		1	4	3	3	4
Admin Appeal: Other (AAO)	0			2		2	0
Bankruptcy (B)	0			0			0
Civil Enforcement (CE)	0			0			0
Contract Disputes (CD)	0			1		1	0
Debt Collection (D)	2			0	2		2
Employment Disputes (ED)	0			4		4	0
Land Use Disputes (LD)	0			0			0
Miscellaneous (M)	1			0	1		1
Property Disputes (PD)	0			0			0
Tort Claims (T)	1			3	1	3	1
Workers' Compensation (WC)	0			5		5	0
TOTALS	9	0	1	19	7	18	8

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

A. <u>New Trial Court Cases.</u>	<u>Unit</u>	<u>Subject Matter</u>	<u>Month</u>
Asare v. Commission	PG	Tort	Aug.
In the Matter of Cameron Hills Owner's Association Inc., et al.	MC	AALU	Aug.
Commission v. Denis	MC	D	Sept.
Hallman v. Cowell, et al.	PG	CD	Sept.
Greater Capitol Heights Improvement Corporation, Inc. v. Commission	PG	AALU	Sept.
Commission v. Brewer	PG	D	Oct.
In the Matter of Glenn Dale Citizens' Association, Inc., et al.	PG	AALU	Nov.
In re: Insulin Pricing Litigation	MC/PG	Misc.	Jan.
Young-Rosier v. Nugent, et al.	PG	Tort	Feb.
B. <u>New Appellate Court Cases.</u>	<u>Unit</u>	<u>Subject Matter</u>	<u>Month</u>
Paige Industrial Services, Inc. v. Commission	MC	AAO	July
Bhargava v. Prince George's County Planning Bd.	PG	AALU	Feb.
In the Matter of Forest Grove Citizens Assoc., et al.	MC	AALU	Feb.

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

A. <u>Trial Court Cases Resolved</u>	<u>Unit</u>	<u>Subject Matter</u>	<u>Month</u>
Commission v. Chen	MC	CD	July
Mays v. Commission	PG	ED	July
In the Matter of Forest Grove Citizens Association, et al. (C-15-CV-23-002405)	MC	AALU	July
In the Matter of Forest Grove Citizens Association, et al. (C-15-CV-24-000505)	MC	AALU	July
Chisley v. Commission	PG	Tort	July
Evans v. Braveboy, et al.	PG	Tort	Aug.
Weisman v. Commission, et al.	MC	ED	Aug.
Hallman v. Cowell, et al.	PG	CD	Oct.
Wallace v. Commission, et al.	PG	ED	Oct.
Asare v. Commission	PG	Tort	Nov.
Celey v. Commission	PG	ED	Dec.
Vester v. Bowie Baysox Baseball Club, et al.	PG	Tort	Dec.
In the Matter of Cameron Hill Owner's Assoc., Inc., et al.	MC	AALU	Jan.
In the Matter of Forest Grove Citizens Association, et al.	MC	AALU	Jan.

B. <u>Appellate Court Cases Resolved</u>	<u>Unit</u>	<u>Subject Matter</u>	<u>Month</u>
Paige Industrial Services, Inc. v. Commission	MC	AAO	Sept.
Bhargava v. Prince George's County Planning Bd.	PG	AALU	Jan.
Bhargava v. Prince George's County Planning Bd.	PG	AALU	Feb.

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

Montgomery County Planning Board		
In the Matter of Forest Grove Citizens Assoc. et al. (C-15-CV-23-002405)	Petitioners sought Judicial Review of the Montgomery County Planning Department's decision regarding 9801 Georgia Avenue Sketch Plan 320230020.	07/29/2024 – Judgment of the Planning Board affirmed.
In the Matter of Forest Grove Citizens Assoc. et al. (C-15-CV-24-000505)	Petitioners sought Judicial Review of the Montgomery County Planning Department's decision regarding 9801 Georgia Avenue Sketch Plan 320230020.	07/29/2024 – Judgment of the Planning Board affirmed.
In the Matter of Cameron Hill Owners Association, Inc. et al. (C-15-CV-24-004664)	Petitioners seek Judicial Review/Mandamus of the Montgomery County Planning Board's Decision regarding 8676 Georgia Avenue Sketch Plan 320230060 and Preliminary Plan 120230150.	01/22/2025 – Stipulation of Dismissal.
In the Matter of Forest Grove Citizens Association, et al. (C-15-CV-24-001622)	Petitioners seek Judicial Review of the Montgomery County Planning Board's Decision in 9801 Georgia Avenue Plan no(s). 120230160, 820230130 and F20240040.	01/27/2025 - Order of Court Affirming Montgomery County Planning Board's Decision
Prince George's County Department of Parks and Recreation		
Mays v. Commission	Employee terminated from the Commission for her COVID vaccination status brought suit alleging several employment-related claims, such as religious and genetic discrimination, retaliation, and wrongful discharge.	07/27/2024 – Case settled and dismissed.
Chisley v. Commission, et al.	Plaintiff alleged he tripped and fell in a concealed hole at Enterprise Golf Course.	08/04/2024 – Case dismissed for lack of prosecution.
Evans v. Braveboy, et al.	Plaintiff alleged she tripped and fell at Fairwood Community Park due to uneven sidewalk pavement resulting in injuries.	08/07/2024 – Motion to Dismiss granted.
Hallman v. Cowell, et al.	Action for payment of services rendered at Suitland Community Center	10/03/2024 – Stipulation of dismissal.
Wallace v. Commission, et al.	Former employee alleges discrimination and wrongful termination relating to her COVID vaccination status.	10/16/2024 – Stipulation of dismissal.

Asare v. Commission	Tort suit alleging injuries at Southern Recreation Center as a result of a physical altercation while participating in Xtreme Teen's program.	11/13/2024 – Motion to Dismiss granted.
Celey v. Commission	Defendant alleged employment discrimination based upon race, sex, and disability, as well as retaliation.	12/19/2024 - Joint Notice of Dismissal
Louise Vester v. Bowie Baysox Baseball Club, et al.	Tort suit for injuries allegedly sustained while attending a Bowie Baysox game at Prince George's Stadium.	12/17/2024 – Case dismissed.
Prince George's County Planning Board		
Bhargava v. Prince George's County Planning Board	Appeal to Appellate Court from the Circuit decision that affirmed the decision of the Prince George's County Planning Board's to affirm the Planning Director's approval of a tree conservation plan, a revision of that tree conservation plan, and variances to the Woodland Conservation Ordinance that allowed removal of specimen trees.	12/31/2024 – Appellate Court Affirmed Circuit Court decision.
Prince George's Park Police		
Office of Internal Audit		

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DISTRICT COURT FOR MONTGOMERY COUNTY, MARYLAND

Commission v. Denis

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

Lead Counsel: Johnson
Other Counsel:

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

Status: Affidavit Judgment Granted.

Docket:

09/17/2024	Complaint filed
09/23/2024	Summons issued
10/22/2024	Affidavit of non-service
10/22/2024	Request for Summons Renewal
11/07/2024	Summons issued
12/17/2024	Summons served
12/31/2024	Amended Complaint filed
01/22/2025	Case to be sent to Judge's chambers for ruling based upon Affidavit filing.
03/21/2025	Affidavit Judgment Granted.

DISTRICT COURT FOR PRINCE GEORGE'S COUNTY, MARYLAND

Commission v. Brewer

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

Lead Counsel: Johnson

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

Status: Case sent to Judge for ruling.

Docket:

10/22/2024	Complaint filed
11/08/2024	Affidavit of Service filed
01/14/2025	Amended Complaint filed
01/27/2025	Case sent to Judge's chambers for ruling based upon Affidavit filing.

CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND

No Pending Matters

CIRCUIT COURT FOR PRINCE GEORGE’S COUNTY, MARYLAND

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

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

Lead Counsel: Warner

Other Counsel:

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

Status: Hearing set.

Docket:

11/07/2024	Petition for Judicial Review
11/27/2024	Response to Petition for Judicial Review filed
12/12/2024	Scheduling Order
12/19/2024	Glen Dale Holding Company LLC and WFC Flagship LLC Response to Petition for Judicial Review
01/31/2025	Joint Motion to Continue Oral Argument and Stipulation to Reset Briefing Schedule
02/04/2025	Order of Court granting Joint Motion
02/19/2025	Notice of Oral Argument
03/07/2025	Petitioner’s Memorandum filed
06/06/2025	Hearing set

Greater Capitol Heights Improvement Corporation, Inc. v. Commission

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

Lead Counsel: Warner

Other Counsel:

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

Status: Decision of Planning Board Affirmed.

Docket:

08/21/2024	Petition for Judicial Review
09/24/2024	Response to Petition for Judicial Review filed.
10/29/2024	Scheduling Order
11/18/2024	Deficient Filing
11/18/2024	Corrected Memorandum in Support of Petition for Judicial Review
12/18/2024	Motion to Dismiss

12/18/2024	Respondents' Memorandum
12/18/2024	Motion to Dismiss tasked to Judge Woodall
12/18/2024	Respondent MNCPPC Answering Memorandum
12/22/2024	Stipulation Modifying Briefing Deadlines
01/17/2025	Stipulation Modifying Briefing Deadlines
01/31/2025	Reply Memorandum in Support of Petition for Judicial Review
02/13/2025	Line Citing Recently Reported Opinion
02/18/2025	Respondent's Motion to Dismiss Argued. Matter taken under advisement. Court stays the merits of the Judicial Review pending the written opinion.
03/14/2025	Order of the Court Affirming decision of the Planning Board

Theresa Young-Rosier v. Jeremy Nugent, et al.

Case No. C-16-CV-25-000399 (Tort)

Lead Counsel: Thornton
Other Counsel:

Abstract: Tort suit for injuries allegedly sustained in a motor vehicle accident.

Status: Commission dismissed.

Docket:

01/26/2025	Complaint filed
02/18/2025	Commission served
02/19/2025	Motion to Dismiss and/or for Summary Judgment filed by Prince George's County and Prince George's County Police Department
03/06/2025	Line of Dismissal as to Maryland-National Park and Planning Commission, Prince George's County and Prince George's County Police Department

APPELLATE COURT OF MARYLAND

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

Case No. ACM-REG-2475-2024 (AALU)

(Originally filed under case C-15-CV-24-001622 in Montgomery County)

Lead Counsel: Mills
Other Counsel:

Abstract: Appeal of Decision by Circuit Court affirming the Montgomery County Planning Board's Decision in 9801 Georgia Avenue Plan no(s). 120230160, 820230130 and F20240040

Status: Appeal filed.

Docket:

02/26/2025	Appeal filed.
03/25/2025	Order to Proceed.

SUPREME COURT OF MARYLAND

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

Case No. SCM-PET-0482-2024 (AALU)

(Originally filed under CAL21-13945 in Prince George's County, ACM REG – 0659-2023)

Lead Counsel: Warner
Other Counsel:

Abstract: Petition for Writ regarding Appellate Court's affirmation of the decision affirming Prince George's County Planning Board's decision to affirm the Planning Director's approval of a tree conservation plan, a revision of that tree conservation plan, and variances to the Woodland Conservation Ordinance that allowed removal of specimen trees.

Status: Petition for Writ of Certiorari filed.

Docket:

02/21/2025	Petition for Writ of Certiorari filed
02/28/2025	Commission Answer to Writ of Certiorari filed
03/03/2025	Prince George's County Public Schools Answer to Writ of Certiorari filed

U.S. DISTRICT COURT OF MARYLAND

No Pending Matters

U.S. DISTRICT COURT DISTRICT OF NEW JERSEY

In Re: Insulin Pricing Litigation

Case No. 2:25-cv-00389 (Misc.)

Lead Counsel: Ko
Other Counsel: Rupert, Bansal

Abstract: Affirmative litigation brought by the Commission against Pharmacy Benefits Managers and drug manufacturers alleging an illegal pricing and kickback scheme involving insulin and related drugs, harming the Commission in its capacity as a third-party payor of pharmacy benefits.

Status: Complaint filed.

Docket:

01/13/2025	Complaint filed
01/31/2025	Waiver of Service returned executed by Commission
02/05/2025	Waiver of Service returned executed by Commission