



MONTGOMERY COUNTY DEPARTMENT OF PARKS
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Agenda Item: 3
February 6, 2014

MEMORANDUM

DATE: January 28, 2014

TO: Montgomery County Planning Board

VIA: Mary Bradford, Director of Parks *Mary Bradford*
 Mike Riley, Deputy Director of Parks *M*
 Mitra Pedoeem, Chief, Park Development Division

FROM: Carl Morgan, CIP Manager, Park Development Division *Carl Morgan*

SUBJECT: Capital Budget Transfer for Brookside Gardens Master Plan Implementation Project

Recommendation

Approve a capital budget transfer of \$460,000 for Brookside Gardens Master Plan Implementation Project #078702. The source of funds, all GO Bonds, will come from three completed CIP projects.

Background

The Brookside Gardens Master Plan Implementation capital project funds reconfiguration and reconstruction of the Visitors Center entry and parking lot. This is the first two phases of the Brookside Gardens Master Plan adopted by the Montgomery County Planning Board in 2005.

Justification for Transfer

Construction bids for the Brookside Gardens Entrance and Parking project were received in December 2013. The low bid exceeded the available budget by approximately \$1,000,000. Staff incorporated many deduct alternative items into the bid documents, and has accepted ten of eighteen deduct alternates from the bid documents to remove desirable amenities including pedestrian and garden lighting, site furnishings, the gatehouse, composting toilet, secondary paths, boardwalks and bridges, public art, irrigation, planting, and horticultural soil work. It would be the intention of Brookside staff to perform work in-house, raise private donations, or seek available grants to add these elements back into the project over time.

Staff requests a capital budget transfer of the maximum amount allowable, in order to retain all site work, infrastructure and utility work in the project and retain a small construction contingency factor of five percent. While some of this work could still be removed from the scope of the project to match the

available funding, the project would appear to be incomplete. Transferring the maximum amount would still leave a gap in required funding, which Brookside staff intends to fill through fundraising efforts.

Staff requested additional funding of \$693,000 for FY15 construction work which is already assumed to be available for this project next fiscal year. This additional funding would not offset the shortfall described above.

Sources of Transfer Funding

There are three projects scheduled to close-out at the end of FY14 that have remaining unspent GO Bonds and are potential sources for funding transfer:

1. \$275,910 from Montrose Trail #038707,
2. \$168,751 from Black Hill Trail Renovation and Extension #058701, and
3. \$15,339 from Rock Creek Sewer #098701

Construction costs for these projects were significantly less than anticipated due to the favorable market conditions during their construction phases. The combined transfer from these projects, \$460,000, will alleviate the shortfall in the Brookside Gardens project.

Conclusion

Per Commission Practice 3-60, transfers over \$50,000 require Montgomery County Planning Board approval. This action does not need County Council approval as it is an administrative transfer that does not exceed ten percent of the cumulative appropriation in the project receiving the funds.

In the adopted FY13-18 CIP, the cumulative appropriation for Brookside Gardens Master Plan Implementation is \$4,687,000. With the Board's concurrence, we will seek transfer of \$460,000, just less than the 10% allowable amount for an administrative transfer-in to this project.

Upon Planning Board approval of this administrative transfer, the appropriate budget adjustment materials will be circulated for signature and then forwarded to the Secretary-Treasurer. This action will be noted in all appropriate budget documents.

Please see attached PDFs for project details.

ATTACHMENTS: PDFs; Budget Adjustment Form

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Brookside Gardens Master Plan Implementation -- No. 078702 APPROVED

Category **M-NCPPC**
 Subcategory **Development**
 Administering Agency **M-NCPPC**
 Planning Area **Kemp Mill-Four Corners**

Date Last Modified **May 17, 2012**
 Required Adequate Public Facility **No**
 Relocation Impact **None**
 Status **Final Design Stage**

EXPENDITURE SCHEDULE (\$000)

Cost Element	Total	Thru FY11	Est. FY12	Total 6 Years	FY13	FY14	FY15	FY16	FY17	FY18	Beyond 6 Years
Planning, Design, and Supervision	882	120	611	151	31	105	15	0	0	0	0
Land	0	0	0	0	0	0	0	0	0	0	0
Site Improvements and Utilities	3,805	0	0	3,805	360	1,105	2,340	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0
Total	4,687	120	611	3,956	391	1,210	2,355	0	0	0	0

FUNDING SCHEDULE (\$000)

G.O. Bonds	4,205	4	594	3,607	391	1,210	2,006	0	0	0	0
Current Revenue: General	132	115	17	0	0	0	0	0	0	0	0
Contributions	350	1	0	349	0	0	349	0	0	0	0
Total	4,687	120	611	3,956	391	1,210	2,355	0	0	0	0

OPERATING BUDGET IMPACT (\$000)

Energy				19	0	0	4	5	5	5
Program-Staff				4	0	0	1	1	1	1
Net Impact				23	0	0	5	6	6	6
WorkYears					0.0	0.0	0.0	0.0	0.0	0.0

DESCRIPTION

This project implements Phases I and II of the Brookside Gardens Master Plan at 1800 Glenallan Avenue, Wheaton. The phased implementation in the CIP is as follows:

Phase I: Facility planning, design and construction of the visitors center entrance. The facility plan for the entrance is complete and includes improved vehicle and pedestrian access and circulation, a gatehouse, walls, artwork, signage, plantings and deer control measures. Green design elements are incorporated, such as permeable paving, reduction of paved surfaces, use of recycled materials, green roof on gatehouse, and rain gardens for bioretention.

Phase II: Facility planning, design and construction of the parking lot expansion, storm water management and South Service Drive. The facility plan includes expansion of the parking lot by 85 spaces. The project will also improve parking lot circulation, drop off area and create an inviting entrance space in front of the building for plant sales and other outdoor events.

ESTIMATED SCHEDULE

Design for both phases will be combined and commence in FY12, with construction completion expected in FY15.

JUSTIFICATION

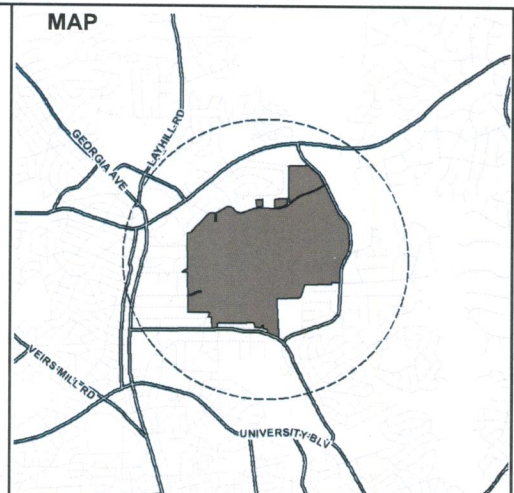
Visitor Survey (1995). Brookside Gardens Master Plan (2004), including data from several focus groups held during the planning process and public testimony at planning board hearings. Renovations address critical maintenance needs for the 37 year old facility that has become one M NCPPC's most popular facilities. In addition, support for master plan implementation was received at the CIP Public Forum, April, 2005, and in letters of support for renovated and new gardens, renovated and enlarged facilities, family restrooms, more educational programming, increased parking. 1995 Visitor Survey. Brookside Gardens Master Plan approved by Montgomery County Planning Board, March 3, 2005. Facility plan for Phase 1 (entrance) was approved by the Montgomery County Planning Board on July 17, 2008. Facility Plan for Phase II (parking expansion and drop-off) was approved by Montgomery County Planning Board on February 25, 2010.

FISCAL NOTE

In January 2010, the Executive recommended and Council approved a reduction of \$15,000 in Current Revenue as part of the FY10 Savings Plan. In FY09, \$66,000 (Current Revenue) was transferred in from Fairland Golf Course, PDF# 058777. A portion of the previously appropriated contribution funds will be replaced with General Obligation Bonds. An FY06 \$50,000 donation for facility planning of Phase I is included in the Small Grants and Donations PDF 058755.

APPROPRIATION AND EXPENDITURE DATA		
Date First Appropriation	FY07	(\$000)
First Cost Estimate		
Current Scope	FY07	661
Last FY's Cost Estimate		4,687
Appropriation Request	FY13	0
Appropriation Request Est.	FY14	0
Supplemental Appropriation Request		0
Transfer		0
7460		
Cumulative Appropriation		4,687
Expenditures / Encumbrances		131
Unencumbered Balance		4,556
Partial Closeout Thru	FY10	0
New Partial Closeout	FY11	0
Total Partial Closeout		0

COORDINATION
 Friends of Brookside Gardens
 Montgomery County Department of Environmental Protection
 Public Arts Trust
 Small Grants/Donor Assisted Capital Improvements, PDF 058755
 Montgomery County Department of Transportation



Montrose Trail -- No. 038707

APPROVED

Category **M-NCPPC**
 Subcategory **Development**
 Administering Agency **M-NCPPC**
 Planning Area **North Bethesda-Garrett Park**

Date Last Modified
 Required Adequate Public Facility
 Relocation Impact
 Status

March 07, 2012
No
None
Final Design Stage

EXPENDITURE SCHEDULE (\$000)

Cost Element	Total	Thru FY11	Est. FY12	Total 6 Years	FY13	FY14	FY15	FY16	FY17	FY18	Beyond 6 Years
Planning, Design, and Supervision	133	8	125	0	0	0	0	0	0	0	0
Land	0	0	0	0	0	0	0	0	0	0	0
Site Improvements and Utilities	0	0	0	0	0	0	0	0	0	0	0
Construction	600	0	600	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0
Total	733	8	725	0	0	0	0	0	0	0	0

FUNDING SCHEDULE (\$000)

G.O. Bonds	733	8	725	0	0	0	0	0	0	0	0
Total	733	8	725	0	0	0	0	0	0	0	0

DESCRIPTION

This PDF provides funding for Montgomery County Department of Transportation (MCDOT) to design and construct Stage 2 of a 10-foot wide hiker-biker trail in the former Rockville Facility right-of-way from Tildenwood Drive to Old Farm Creek. There it will connect to the hiker-biker trail constructed by MCDOT as Stage 1 of the Montrose Parkway West project (PDF 500311). MCDOT will manage the project and maintain the trail upon its completion.

ESTIMATED SCHEDULE

Construction will be complete in FY12.

JUSTIFICATION

The North Bethesda-Garrett Park Master Plan calls for a hiker-biker trail to be constructed in the former Rockville Facility right-of-way. In conjunction with the Montrose Parkway Hiker-Biker Trail, this trail will provide a safe and pleasant means for pedestrians and bikers from the Old Farm and Tilden Woods neighborhoods to reach the Rockville Pike corridor.

M-NCPPC North Bethesda/Garrett Park Master Plan, 1992; M-NCPPC Master Plan of Bikeways.

FISCAL NOTE

M-NCPPC purchased the required land for this project in exchange for Montgomery County Department of Transportation taking over its management.

OTHER DISCLOSURES

- A pedestrian impact analysis has been completed for this project.

APPROPRIATION AND EXPENDITURE DATA	COORDINATION	MAP												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Date First Appropriation</td> <td style="text-align: right;">FY10</td> <td style="text-align: right;">(\$000)</td> </tr> <tr> <td>First Cost Estimate</td> <td></td> <td></td> </tr> <tr> <td>Current Scope</td> <td style="text-align: right;">FY04</td> <td style="text-align: right;">617</td> </tr> <tr> <td>Last FY's Cost Estimate</td> <td></td> <td style="text-align: right;">733</td> </tr> </table>	Date First Appropriation	FY10	(\$000)	First Cost Estimate			Current Scope	FY04	617	Last FY's Cost Estimate		733	<p>Montrose Parkway West PDF 500311 Maryland State Highway Administration Montgomery County Department of Transportation</p>	
Date First Appropriation	FY10	(\$000)												
First Cost Estimate														
Current Scope	FY04	617												
Last FY's Cost Estimate		733												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Appropriation Request</td> <td style="text-align: right;">FY13</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Appropriation Request Est.</td> <td style="text-align: right;">FY14</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Supplemental Appropriation Request</td> <td></td> <td style="text-align: right;">0</td> </tr> <tr> <td>Transfer</td> <td></td> <td style="text-align: right;">-276 0</td> </tr> </table>	Appropriation Request	FY13	0	Appropriation Request Est.	FY14	0	Supplemental Appropriation Request		0	Transfer		-276 0		
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Transfer		-276 0												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Cumulative Appropriation</td> <td style="text-align: right;">733</td> </tr> <tr> <td>Expenditures / Encumbrances</td> <td style="text-align: right;">8</td> </tr> <tr> <td>Unencumbered Balance</td> <td style="text-align: right;">725</td> </tr> </table>	Cumulative Appropriation	733	Expenditures / Encumbrances	8	Unencumbered Balance	725								
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Partial Closeout Thru</td> <td style="text-align: right;">FY10</td> <td style="text-align: right;">0</td> </tr> <tr> <td>New Partial Closeout</td> <td style="text-align: right;">FY11</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Total Partial Closeout</td> <td></td> <td style="text-align: right;">0</td> </tr> </table>	Partial Closeout Thru	FY10	0	New Partial Closeout	FY11	0	Total Partial Closeout		0					
Partial Closeout Thru	FY10	0												
New Partial Closeout	FY11	0												
Total Partial Closeout		0												

Black Hill Trail Renovation and Extension -- No. 058701

APPROVED

Category
Subcategory
Administering Agency
Planning Area

M-NCPPC
Development
M-NCPPC
Clarksburg

Date Last Modified
Required Adequate Public Facility
Relocation Impact
Status

March 07, 2012
No
None
Under Construction

EXPENDITURE SCHEDULE (\$000)

Cost Element	Total	Thru FY11	Est. FY12	Total 6 Years	FY13	FY14	FY15	FY16	FY17	FY18	Beyond 6 Years
Planning, Design, and Supervision	405	349	56	0	0	0	0	0	0	0	0
Land	0	0	0	0	0	0	0	0	0	0	0
Site Improvements and Utilities	3,800	786	3,014	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0
Total	4,205	1,135	3,070	0	0	0	0	0	0	0	0

FUNDING SCHEDULE (\$000)

	Total	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	Beyond 6 Years
G.O. Bonds	1,877	54	1,823	0	0	0	0	0	0	0
Program Open Space	2,328	1,081	1,247	0	0	0	0	0	0	0
Total	4,205	1,135	3,070	0	0	0	0	0	0	0

OPERATING BUDGET IMPACT (\$000)

	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	Beyond 6 Years
Program-Other			60	10	10	10	10	10	10
Program-Staff			168	28	28	28	28	28	28
Net Impact			228	38	38	38	38	38	38
WorkYears				0.4	0.4	0.4	0.4	0.4	0.4

DESCRIPTION

This project funds two separate trail projects in Black Hill Regional Park, 20030 Lake Ridge Road, Boyds. The trail renovation project upgrades an existing 2.38 mile hiker-biker trail along the eastern shore of Little Seneca Lake from Wisteria Drive north to Spinning Wheel Drive. The existing 6-foot wide trail does not meet park standards and is seriously deteriorated. The trail renovation and upgrade provides an eight-foot wide trail that meets park construction standards and complies with the Americans with Disabilities Act (ADA) except in one area where full ADA compliance is not possible without extensive tree-clearing.

The second project extends an existing trail 1.2 miles from the terminus near Spinning Wheel Drive to parking lot 6, near the picnic area. The new eight-foot wide trail connects two existing trail segments and provides the only hard surface connection from the Water's Landing community to the developed area of Black Hill Regional Park.

ESTIMATED SCHEDULE

Construction of the trail extension was completed in fall 2010. Construction of the trail renovation is underway with completion expected in FY12.

JUSTIFICATION

Several plans envision a hard surface trail network that links the residents of Germantown and Clarksburg to Black Hill Regional Park. Renovation of the existing hard-surface trail is part of this larger network which will make the regional park accessible to thousands of residents and make the Clarksburg amenities accessible to those living in the vicinity of the park. The Black Hill Regional Park Master Plan, approved in 2002, makes this project a priority. Approximately 425,000 people visit the park each year.

OTHER

The trail was constructed by the developer of the adjacent residential communities, and conveyed to M-NCPPC in 1982, with little or no base and a substandard asphalt layer that has deteriorated. The trail was built before the Americans with Disabilities Act (ADA) guidelines were developed and is too narrow to safely accommodate the number of users, and contains several areas of steep slopes. The new eight-foot width affords minimum space for bicyclists, wheelchairs, strollers, maintenance crews, and emergency vehicles.

OTHER DISCLOSURES

- A pedestrian impact analysis has been completed for this project.
- M-NCPPC asserts that this project conforms to the requirements of relevant local plans, as required by the Maryland Economic Growth, Resource Protection and Planning Act.

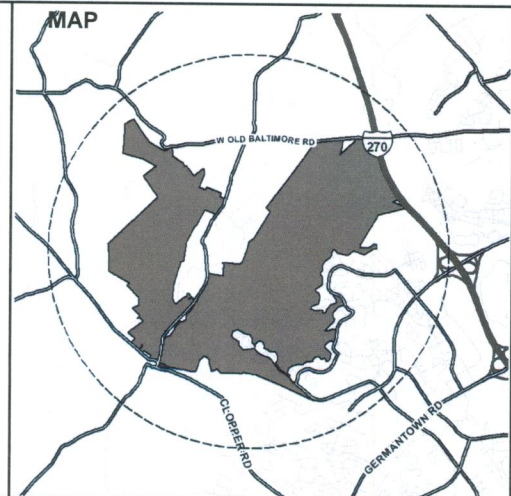
APPROPRIATION AND EXPENDITURE DATA

Date First Appropriation	FY05	(\$000)
First Cost Estimate	FY05	3,101
Current Scope		
Last FY's Cost Estimate		4,205
Appropriation Request	FY13	0
Appropriation Request Est.	FY14	0
Supplemental Appropriation Request		0
Transfer		-169
Cumulative Appropriation		4,205
Expenditures / Encumbrances		3,273
Unencumbered Balance		932
Partial Closeout Thru	FY10	0
New Partial Closeout	FY11	0
Total Partial Closeout		0

COORDINATION

Community Associations
Trails: Hard Surface Renovation PDF 888754
Trails: Hard Surface Design and Construction PDF 768673
Montgomery County Department of Permitting Services
Montgomery County Department of Environmental Protection
Maryland Department of Natural Resources

MAP



Rock Creek Sewer System Improvements -- No. 098701

APPROVED

Category **M-NCPPC**
 Subcategory **Development**
 Administering Agency **M-NCPPC**
 Planning Area **Upper Rock Creek**

Date Last Modified
 Required Adequate Public Facility
 Relocation Impact
 Status

November 07, 2011
No
None
Under Construction

EXPENDITURE SCHEDULE (\$000)

Cost Element	Total	Thru FY11	Est. FY12	Total 6 Years	FY13	FY14	FY15	FY16	FY17	FY18	Beyond 6 Years
Planning, Design, and Supervision	331	157	174	0	0	0	0	0	0	0	0
Land	0	0	0	0	0	0	0	0	0	0	0
Site Improvements and Utilities	1,177	0	1,177	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0
Total	1,508	157	1,351	0	0	0	0	0	0	0	0

FUNDING SCHEDULE (\$000)

G.O. Bonds	1,508	157	1,351	0	0	0	0	0	0	0	0
Total	1,508	157	1,351	0	0	0	0	0	0	0	0

DESCRIPTION

Rock Creek Regional Park is a 1,510-acre park with a variety of recreational opportunities, located at Muncaster Mill and Avery roads in Rockville. This project funds the renovation of the sewer line serving the facilities between Avery Road and Lake Needwood. These facilities include the Lake Needwood boathouse and visitors center, and three restroom buildings. The existing on-site sewer system, built in the 1960s, has failed frequently in recent years, requiring some facilities to be placed on temporary septic systems.

The renovated sewer line will provide an economical and environmentally sensitive system. The approved plan replaces the existing system which runs through forest and along the Lake Needwood shoreline, with a new alignment away from the lake and along the park road. It also extends service to the Rock Creek Maintenance Facility which is currently on a septic system.

ESTIMATED SCHEDULE

Construction in FY12.

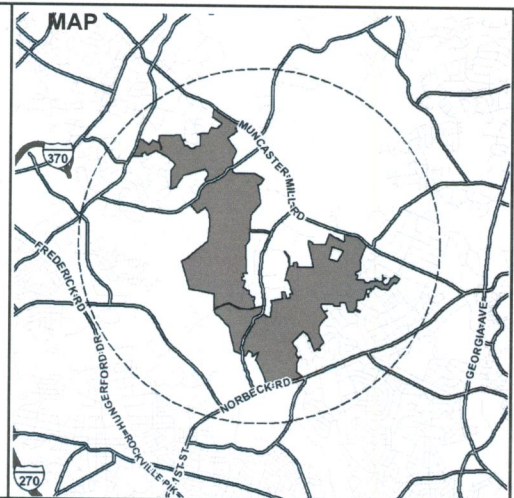
JUSTIFICATION

Facility Plan for Restoration and Improvements to the On-Site Sewer Line Serving Rock Creek Regional Park, approved by the Montgomery County Planning Board, January 2007.

APPROPRIATION AND EXPENDITURE DATA		
Date First Appropriation	FY	(\$000)
First Cost Estimate	FY09	1,474
Current Scope		1,508
Last FY's Cost Estimate		1,508
Appropriation Request	FY13	0
Appropriation Request Est.	FY14	0
Supplemental Appropriation Request		0
Transfer		-15
Cumulative Appropriation		1,508
Expenditures / Encumbrances		167
Unencumbered Balance		1,341
Partial Closeout Thru	FY10	0
New Partial Closeout	FY11	0
Total Partial Closeout		0

COORDINATION

Rock Creek Maintenance Facility PDF 118702
 Washington Suburban Sanitary System



M-NCPPC
REQUEST FOR BUDGET ADJUSTMENT
Montgomery County Department of Park and Planning
Park Development Division

DATE:

02/06/14

TRANSFER FUNDS FROM					BALANCE		
OCA #	OCA Title	PDF #	PDF Name	Amount	Before Adj	After Adj.	BY
647380	Montrose Trail PDS	038707	Montrose Trail	\$275,910.00	\$722,922.00	\$447,012.00	
661650	Rock Creek Sewer System	098701	Rock Creek Sewer System Improvements	\$15,339.00	\$84,058.00	\$68,719.00	
615501	BH Trail Extension	058701	Black Hill Trail Ren & Ext	\$30,047.16	\$30,047.16	\$0.00	
615512	BH Trail Renovation	058701	Black Hill Trail Ren & Ext	\$138,704.73	\$138,704.73	\$0.00	
TOTAL TO BE ADJUSTED:				\$460,000.89			

TRANSFER FUNDS TO:					BALANCE		
OCA #	OCA Title	PDF #	PDF Name	Amount	Before Adj	After Adj.	BY
677695	BG: GOB	078702	Brookside Gardens MPI	\$460,000.89	\$3,587,626.00	\$4,047,626.89	
TOTAL TO BE ADJUSTED:				\$460,000.89			

Originator & Date: **Carl Morgan, CIP Manager, Park Development Division**

Originating Division Chief & Date: **Mitra Pedoeem, Chief, Park Planning and Development**

Dept. Head Approval & Date:

PDD Staff: After signatures (above), forward to John Kroll, Budget Manager, Budget Office, CAS.

Budget Officer Approval and Date:

Secretary-Treasurer Approval & Date:

FINANCE: PLEASE RETURN A COPY OF THIS SIGNED REQUEST TO CARL MORGAN, PARKSIDE HQ (301-495-2573)

REMARKS:

As adopted by Montgomery County Council, the cumulative appropriation of Project #078702, Brookside Gardens Master Plan Implementation, is \$4,687,000. Since the transfer policy allows up to 10% of the adopted cumulative appropriation to be transferred into a project, this request is **less than** the transfer limit. See attached memo for details.

Transfers greater than \$50,000 require approval by the Montgomery County Planning Board. This action was approved