






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


MCPB Item#4
March 24, 2018

MEMORANDUM

DATE: May 9, 2018

TO: Montgomery County Planning Board

VIA: Michael F. Riley, Director, Department of Parks 
John Nissel, Deputy Director, Department of Parks
Mitra Pedoeem, Deputy Director, Department of Parks 
Michael Ma, Chief, Park Development Division (PDD) 

FROM: Carl Morgan, CIP Manager, Park Development Division 

SUBJECT: Review and action regarding FY18 Capital Budget Transfer for East Norbeck Local Park PDF

Recommendation

Approve FY18 Capital Budget Transfer from East Norbeck Local Park PDF to Planned Lifecycle Asset Replacement (PLAR) Local Parks. Staff recommends the following budget transfers to utilize unspent funds on East Norbeck Local Park through the PLAR LP program:

TRANSFER TO	TRANSFER FROM	TRANSFER AMOUNT
PLAR Local Parks Project #967754	East Norbeck Local Park Project #058703	\$146,359

Reasons for Transfers

Renovation of East Norbeck Local Park is complete. Due to favorable construction bids, we have a surplus of funds and recommend transfer of \$146,359 to PLAR Local Parks, for various improvements throughout the park system.

Conclusion

Per Commission Practice 3-60, transfers over \$20,000 require Montgomery County Planning Board approval. These transfers do not need County Council approval as they are administrative transfers that do not exceed ten percent of the cumulative appropriation in the project receiving the funds.




Upon Planning Board approval, the appropriate budget adjustment materials will be circulated for signature and forwarded to the Secretary-Treasurer. The adjustments will be noted in all budget documents.

Please see attached PDFs for project details.

Transfer Log # 18-01

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

DATE: 04/27/18

TRANSFER FUNDS FROM					BALANCE	
Activity #	Activity Title	PDF #	PDF Name	Amount	Before Adj	After Adj.
400502	E Norbeck Catchall	58703	EAST NORBECK LOCAL PARK	\$146,359.00	\$146,359.00	\$0.00
TOTAL TO BE ADJUSTED:				\$146,359.00		
TRANSFER FUNDS TO:					BALANCE	
Activity #	Activity Title	PDF #	PDF Name	Amount	Before Adj	After Adj.
437309	PLAR LP MR Parent - Budget	967754	Planned Lifecycle Asset Replacement: Local Parks	\$146,359.00	\$1,451,793.00	\$1,598,152.00
TOTAL TO BE ADJUSTED:				\$146,359.00		
<div style="text-align: right; margin-right: 50px;">  4.27.2018 </div> Originator & Date: Carl Morgan, CIP Manager, Park Development Division						
<div style="text-align: right; margin-right: 50px;">  4.27.2018 </div> Originating Division Chief & Date: Michael Ma, Chief, Park Development Division						
<div style="text-align: right; margin-right: 50px;">  5/1/18 </div> Dept. Head Approval & Date: Mike Riley, Parks Director						
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 PLAR: Local Parks (P967754), is \$8,602,000. Since the Maryland Land Use Code allows up to 10% of the adopted cumulative appropriation to be transferred into a project, this request is less than the transfer limit. As per Practice 3-60, transfers greater than \$20,000 require approval by the Montgomery County Planning Board. This action was approved						

East Norbeck Local Park Expansion (P058703,

Version: Working

Category M-NCPPC
Sub Category Development
Administering Agency M-NCPPC (AAGE13)
Planning Area Olney

Date Last Modified 8/25/14
Required Adequate Public Facility No
Relocation Impact None
Status Under Construction

	Total	Thru FY15	Est FY16	Total 6 Years	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	Beyond 6 Yrs
EXPENDITURE SCHEDULE (\$000s)											
Planning, Design and Supervision	687	687	0	0	0	0	0	0	0	0	0
Land	0	0	0	0	0	0	0	0	0	0	0
Site Improvements and Utilities 2921	3,067	3,067	0	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	3,754	3,754	0	0	0	0	0	0	0	0	0

FUNDING SCHEDULE (\$000s)											
Contributions	280	280	0	0	0	0	0	0	0	0	0
Park and Planning Bonds 959	1,105	1,105	0	0	0	0	0	0	0	0	0
Program Open Space	2,369	2,369	0	0	0	0	0	0	0	0	0
Total	3,754	3,754	0	0	0	0	0	0	0	0	0

OPERATING BUDGET IMPACT (\$000s)											
Maintenance				6	3	3	0	0	0	0	0
Offset Revenue				-6	-3	-3	0	0	0	0	0
Program-Staff				108	54	54	0	0	0	0	0
Program-Other				0	0	0	0	0	0	0	0
Net Impact				108	54	54	0	0	0	0	0
Full Time Equivalent (FTE)					0.8	0.8	0.0	0.0	0.0	0.0	0.0

APPROPRIATION AND EXPENDITURE DATA (000s)

Appropriation Request	FY 17	0
Appropriation Request Est.	FY 18	0
Supplemental Appropriation Request		0
Transfer		0
Cumulative Appropriation		3,754
Expenditure / Encumbrances		3,754
Unencumbered Balance		0

Date First Appropriation	FY 05	
First Cost Estimate		
Current Scope	FY 13	3,754
Last FY's Cost Estimate		3,754

Description

East Norbeck Local Park is a 25-acre park located at 3131 Norbeck Road on the north side of Norbeck Road (MD 28) east of Georgia Avenue. A proposed 300 foot right-of-way for the Intercounty Connector is located along the north and eastern property line. The park originally consisted of 10 acres and was developed in the early 1970's. The existing facilities include a softball field, a baseball field, a soccer field overlay, two lighted tennis courts, a lighted basketball court, a playground, a picnic shelter with restrooms, and a small asphalt parking lot. An additional 15 acres were added in 1997 primarily to expand the undersized parking lot and provide more recreation facilities. Proposed facilities include an enlarged parking lot, a path network connecting the parking lot to the facilities, a natural surface trail, picnic pavilion, restrooms, lighted tennis courts, lighted basketball court, playground, soccer/lacrosse field, expanded and realigned baseball and softball fields that do not overlap.

Estimated Schedule

Pending Closeout.

Justification

Parks, Recreation and Open Space Master Plan (PROS): A Local Land Preservation and Recreation Plan, approved by the Montgomery County Planning Board in July, 1998 and PROS Implementation Plan, 2001. The Montgomery County Planning Board approved the East Norbeck Local Park Facility Plan in June 2003. Park User Survey, 2000; Olney Master Plan, 1980.

Other

Funds required by the conditions of approval of the Small's Nursery property will be used to construct the soccer field. Because the developer had already designed the soccer field prior to a Maryland State Highway Administration (SHA) decision on nearby intersection improvements, the Planning Board and SHA have resolved to enter into an agreement that will include provisions for payment to M-NCPPC of approximately \$46,000 to cover, among other things, costs of designing a soccer/lacrosse field and associated improvements at East Norbeck Local Park. The conditions of approval of the Small's Nursery project also required the developer to post a bond in the amount of \$234,000 toward the construction of a soccer field to serve the area.

Fiscal Note

In FY11, \$208,000 Park and Planning Bonds transferred in from Roofs: Local Parks, PDF 827738. In FY09, \$146,000 was transferred in from Winding Creek Local Park, PDF# 058706, to fund a pilot program for new and green technologies.

Disclosures

A pedestrian impact analysis has been completed for this project.

M-NCPPC (A13) asserts that this project conforms to the requirements of relevant local plans, as required by the Maryland Economic Growth, Resource Protection and Planning Act.

Coordination

Maryland State Highway Administration (SHA), Developer

Planned Lifecycle Asset Replacement: Local Parks (P967754)

Category M-NCPPC
Sub Category Development
Administering Agency M-NCPPC (AAGE13)
Planning Area Countywide

Date Last Modified 11/17/14
Required Adequate Public Facility No
Relocation Impact None
Status Ongoing

	Total	Thru FY16	Rem FY16	Total 6 Years	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	Beyond 6 Yrs
EXPENDITURE SCHEDULE (\$000s)											
Planning, Design and Supervision	1,473	143	58	1,272	240	240	198	198	198	198	0
Land	0	0	0	15,929	0	0	0	0	0	0	0
Site Improvements and Utilities	20,905	20,759	2,891	2,085	15,783	3,185	3,256	3,110	2,372	2,372	2,372
Construction	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	17,201	0	0	0	0	0	0	0
Total	22,232	3,034	2,143	17,055	3,425	3,350	2,570	2,570	2,570	2,570	0

FUNDING SCHEDULE (\$000s)											
Park and Planning Bonds	21,253	21,107	3,034	2,143	16,018	2,850	2,800	2,570	2,570	2,570	2,570
Program Open Space	1,050	0	0	0	1,050	500	550	0	0	0	0
State Aid	75	0	0	0	75	75	0	0	0	0	0
Total	22,232	3,034	2,143	17,055	3,425	3,350	2,570	2,570	2,570	2,570	0

APPROPRIATION AND EXPENDITURE DATA (000s)

Appropriation Request	FY 18	3,350
Supplemental Appropriation Request		0
Transfer		0
Cumulative Appropriation		8,602
Expenditure / Encumbrances		3,034
Unencumbered Balance		5,568

Date First Appropriation	
First Cost Estimate	
Current Scope	22,232
Last FY's Cost Estimate	22,232
Partial Closeout Thru	0
New Partial Closeout	0
Total Partial Closeout	0

Description

This project schedules renovation, modernization, or replacement of aging, unsafe, or obsolete local park facilities or components of park facilities. Local parks include local, neighborhood, urban, and neighborhood conservation area parks. The park system contains over 300 local parks and many different types of facilities, many of which are over 30 years old. There are six sub-categories of work funded by this project, and each has a prioritized list of candidate projects, but schedules may change as needs arise. 1. Boundary Markings: Provides for survey work to delineate park boundaries. 2. Minor Renovations: Provides for infrastructure improvements for a variety of park amenities and infrastructure, such as bridge repairs/replacements. 3. Park Building Renovations: The park system has 40 small park activity and ancillary buildings available for rent or lease. Repairs to these buildings may include kitchen and restroom upgrades; replace floors; upgrade major system components HVAC/plumbing/electrical. 4. Play Equipment: The life span of most play equipment is 20 years. Changes in safety standards sometimes require replacement at earlier intervals. Amenities included in this project are the play area border and protective surfacing under equipment, as well as benches and trees to shade the play equipment, if needed. 5. Tennis & Multi-Use Court Renovation: The asphalt base and fences generally last 20 years. Work includes fence repairs or replacement, new asphalt base, color-coating of courts, installation of new nets and standards, drainage improvements, and lights as needed. 6. Resurfacing Parking Lots and Paths: pavement and drainage rehabilitation for parking lots, entrance roads and paved walkways.

Cost Change

Overall cost increase due to implementation of alternative project delivery model aimed at shortening project development process and allowing staff to be more responsive to changes in user needs and funding availability. This new method uses various level-of-effort pdfs to fund smaller or phased projects in lieu of creating a stand-alone PDF for a complete park renovation that may take years to complete.

Justification

Infrastructure Inventory and Assessment of Park Components for Recreation and Ancillary Buildings and Playgrounds. Renovations scheduled in this project are based on this assessment study as well as requests from park managers and park users. Failure to renovate or replace aging park facilities or components on a scheduled basis before the end of their useful life results in decreased levels of service to park users and an overall increase in capital costs as repairs become emergencies.

Other

Repairs to hiker-biker and natural surface trails are funded through other PDFs.

Fiscal Note

Planned Lifecycle Asset Replacement: Local Parks (P967754)

Prior year partial capitalization of expenditures through FY16 totaled \$37,611,000. MNCPPC was awarded a State Bond Bill in FY15 of \$75,000 for West Fairland LP. In FY15 transferred in \$560,000 Park and Planning Bonds from North Four Corners LP, #078706. In FY10, \$285,000 was transferred in from Broadacres Local Park PDF 058702, which is substantially complete. In FY09, \$74,000 was transferred in from PLAR Athletic Field Renovation PDF 998700, which was closed out. In FY09, the Town of Chevy Chase donated \$30,000 for Playground Improvements at Leland Local Park. This donation offsets \$30,000 Park and Planning Bond expenditure and appropriation in FY10.

Disclosures

Expenditures will continue indefinitely.

M-NCPPC (A13) asserts that this project conforms to the requirements of relevant local plans, as required by the Maryland Economic Growth, Resource Protection and Planning Act.

Coordination

Trails: Hard Surface Renovation, PDF 888754, Trails: Natural Surface Trails, PDF 858710

All PLAR: LP - Minor Renovations (SP998702)

Category M-NCPPC
 Sub Category Development
 Administering Agency M-NCPPC (AAGE13)
 Planning Area Countywide

Date Last Modified 10/21/16
 Required Adequate Public Facility No
 Relocation Impact None
 Status Ongoing

	Total	Thru FY16	Rem FY16	Total 6 Years	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	Beyond 6 Yrs
EXPENDITURE SCHEDULE (\$000s)											
Planning, Design and Supervision	0	0	0	0	0	0	0	0	0	0	0
Land	0	0	0	0	0	1276	0	0	0	0	0
Site Improvements and Utilities 6380	6,234	879	620	4881	1,205	1,130	600	600	600	600	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	6,234	879	620	4881	1,205	1,130	600	600	600	600	0

FUNDING SCHEDULE (\$000s)											
Park and Planning Bonds 5255	5,109	879	620	3756	630	726	600	600	600	600	0
Program Open Space	1,050	0	0	1,050	500	550	0	0	0	0	0
State Aid	75	0	0	75	75	0	0	0	0	0	0
Total	6,234	879	620	4,735	1,205	1,130	600	600	600	600	0

APPROPRIATION AND EXPENDITURE DATA (000s)

Appropriation Request	FY 18	1,130
Supplemental Appropriation Request		0
Transfer		0
Cumulative Appropriation		2,704
Expenditure / Encumbrances		879
Unencumbered Balance		1,825

Date First Appropriation	FY 99
First Cost Estimate	
Current Scope	FY 17 6,234
Last FY's Cost Estimate	6,234
Partial Closeout Thru	0
New Partial Closeout	0
Total Partial Closeout	0

Description

Candidate projects include: Bridge inspections and replacements at various sites Fuel pump and tank replacements at maintenance yards

Fiscal Note

Prior year partial capitalization of expenditures through FY16 totaled \$6,213,000. In FY15, transferred in \$560,000 Park and Planning Bonds from North Four Corners LP, #078706. In FY10, \$285,000 was transferred in from Broadacres Local Park PDF 058702, which is substantially complete. In FY09, \$74,000 was transferred in from PLAR Athletic Field Renovation PDF 998700, which was closed-out.

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Expenditures will continue indefinitely.

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Coordination

Planned Lifecycle Asset Replacement: Local Parks PDF 967754