



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

MCPB Item#3a  
September 27, 2018

**MEMORANDUM**

DATE: September 20, 2018

TO: Montgomery County Planning Board and Park Commission

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

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

SUBJECT: Amendment to the Maryland-National Capital Park and Planning Commission's (M-NCPPC) FY19-24 Capital Improvements Program, and Special Appropriation to the FY19 Capital Budget, for **Small Grants and Donor Assisted Capital Improvements, #058755**

Staff Recommendation

Transmit the attached materials to the Montgomery County Executive and Montgomery County Council, to amend the Department of Parks FY19 Capital Budget to include an additional \$1,000,000 in appropriation for Contributions.

Background

The Small Grants and Donor Assisted Projects (SGDA) capital project allows the Parks Department to complete projects with funds from insurance reimbursements, donations, developer contributions, and partnership projects. Our annual appropriation is \$200,000 per fiscal year of Contributions. In the last fiscal year, we saw a major increase in the use of this PDF for various reasons. One major reason is that the Montgomery Parks Foundation has been very successful in procuring donations for various projects such as the Capital Crescent Trail River Road Plaza (\$381,722), Western Grove Urban Park (\$140,000), and Kensington Cabin (\$150,000), as well as many small projects. Another reason for the uptick is that we've utilized this PDF to apply insurance reimbursements funds so that emergency projects do not negatively affect our Level-of-Effort Programs. One example of this was the emergency repair of Matthew Henson Trail after a trail collapse during last summer's damaging storms.

In sum, we utilized \$723,000 of Contributions appropriation in FY18, much of which was remaining appropriation from prior years. As a result of the limited appropriation some contributions had to be held in deferred revenue accounts until appropriation materialized in FY19. We do not anticipate a decrease in the usage of this PDF in FY19 and beyond. To spend the funds, M-NCPPC must obtain

approval of an amendment to the FY19-24 Capital Improvements Program and a Special Appropriation to the FY19 Capital Budget.

Attached you will find the Draft of the Council Resolution and the Project Description Form (PDF) for your review. Staff recommends approval of the CIP Amendment and Capital Budget Request and seeks direction from the Board to transmit the attached information to the Montgomery County Executive for recommendation, and to the County Council for their consideration and approval of the CIP Amendment and Special Appropriation.

#### Conclusion

Upon approval the attached materials will be forwarded to the County Executive and County Council.

Resolution No: \_\_\_\_\_  
Introduced: \_\_\_\_\_  
Adopted: \_\_\_\_\_

COUNTY COUNCIL  
FOR MONTGOMERY COUNTY, MARYLAND

---

Lead Sponsor: County Council

---

SUBJECT: Amendment to the FY19-24 Capital Improvements Program and Special Appropriation to the FY19 Capital Budget Maryland-National Capital Park and Planning Commission Department of Parks Small Grant/Donor-Assisted Capital Improvements (P058755) - \$1,000,000 Source of Funds: Contributions

**Background**

1. Section 308 of the County Charter provides that a special appropriation is an appropriation which states that it is necessary to meet an unforeseen disaster or other emergency, or to act without delay in the public interest. Each special appropriation must be approved by not less than six Councilmembers. The Council may approve a special appropriation at any time after public notice by news release. Each special appropriation must specify the source of funds to finance it.
2. Section 302 of the Montgomery County Charter provides that the Council may amend an approved capital improvements program at any time by an affirmative vote of no fewer than six members of the Council.
3. Section 18-108 of the Maryland Land Use Code provides that after adoption of the M-NCPPC budget by the Council, the budget may be amended by resolution by the Council on their initiative or at the request of the Commission. Before adopting a budget amendment, the Council must receive recommendations from the County Executive and hold a public hearing on reasonable notice to the public.
4. Section 18-115, Section 18-116, and Section 18-117 of the Maryland Land Use Code provide that the Council may amend, revise, or modify the M-NCPPC 6-year capital improvements program by an affirmative vote of six of its members. An amendment, revision, or modification made to the capital improvements program may not become final until at least 30 days after it is submitted to the Commission for written comment.

- On September 27, 2018, the Department of Parks of Parks requested an additional \$1,000,000 to the Small Grant/Donor-Assisted Capital Improvements Project as follows:

<u>Project Name</u>	<u>Project Number</u>	<u>Cost Element</u>	<u>Amount</u>	<u>Source of Funds</u>
<b>Small Grant/Donor-Assisted Capital Improvements</b>	<b>#P058755</b>	<b>Planning, Design and Supervision</b>	<b>\$240,000</b>	<b>Contributions</b>
		<b>Site Improvements and Utilities</b>	<b>\$760,000</b>	
<b>Total</b>			<b>\$1,000,000</b>	

- This increase is needed because the Parks Department has been increasing work with the Parks Foundation, developers and residents on projects involving non-County funding. The recommended amendment is consistent with the criteria for amending the CIP because it leverages significant non-County sources of funding and allows the Parks Department to continue partnership projects that otherwise will have to be delayed beyond FY19 due to insufficient spending authority to use existing contributions.
- The County Council declares this request is in the public interest, to be acted upon without delay, as provided for under special appropriation requirements described in Article 3, Section 308 of the Montgomery County Charter.
- Notice of public hearing was given and a public hearing was held.

Action

The County Council for Montgomery County, Maryland, approves the following resolution:

The FY19-24 Capital Improvements Program of the M-NCPPC Department of Parks is amended as reflected on the attached project description form and a special appropriation is approved as follows:

<u>Project Name</u>	<u>Project Number</u>	<u>Cost Element</u>	<u>Amount</u>	<u>Source of Funds</u>
<b>Small Grant/Donor-Assisted Capital Improvements</b>	<b>#P058755</b>	<b>Planning, Design and Supervision</b>	<b>\$240,000</b>	<b>Contributions</b>
		<b>Site Improvements and Utilities</b>	<b>\$760,000</b>	
<b>Total</b>			<b>\$1,000,000</b>	

This is a correct copy of Council action.

---

Megan Limarzi, Clerk of the Council



# Small Grant/Donor-Assisted Capital Improvements (P058755)

<b>Category</b>	M-NCPPC	<b>Date Last Modified</b>	05/15/18
<b>SubCategory</b>	Development	<b>Administering Agency</b>	M-NCPPC
<b>Planning Area</b>	Countywide	<b>Status</b>	Ongoing

Total	Thru FY17	Est FY18	Total 6 Years	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Beyond 6 Years
-------	-----------	----------	------------------	-------	-------	-------	-------	-------	-------	-------------------

### EXPENDITURE SCHEDULE (\$000s)

Planning, Design and Supervision	1057 817	84	373 600	360 300	80	60	60	60	60	60	-
Site Improvements and Utilities	4328 3,568	335	1,893 2100	1,340 950	190	190	240	240	240	240	-
<b>TOTAL EXPENDITURES</b>	<b>4,385</b>	<b>419</b>	<b>2,266</b>	<b>1,700</b>	<b>250</b>	<b>250</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>	-

### FUNDING SCHEDULE (\$000s)

Contributions	4474 3,474	416	1,858 2200	1,200 1200	200	200	200	200	200	200	-
Current Revenue: M-NCPPC	706	-	406	300	50	50	50	50	50	50	-
Current Revenue: General	205	3	2	200	-	50	50	50	50	50	-
<b>TOTAL FUNDING SOURCES</b>	<b>5,385</b>	<b>419</b>	<b>2,266</b>	<b>2700</b>	<b>1,700</b>	<b>250</b>	<b>250</b>	<b>300</b>	<b>300</b>	<b>300</b>	-

### APPROPRIATION AND EXPENDITURE DATA (\$000s)

Appropriation FY 19 Request	150	Year First Appropriation	FY05
Appropriation FY 20 Request	250	Last FY's Cost Estimate	3,985
Cumulative Appropriation	2,785	<i>Supplemental appropriation FY19 1000</i>	
Expenditure / Encumbrances	854		
Unencumbered Balance	1,931		

### PROJECT DESCRIPTION

This project authorizes expenditures for new or existing projects that receive support from non-County government funding sources, e.g. grants, donations, gifts, fund raising projects, and sponsorships. No funds can be expended from this project unless at least 80 percent of the total cost of the project, or the change to an existing project is provided from a non-County government funding source. The funds provided can be expended within this project provided: 1. The capital cost is less than \$100,000; or 2. The capital cost is at least \$100,000, but the project: (a) does not have an Operating Budget Impact (OBI) in excess of 10 percent of the capital cost; and (b) vehicle trips generated by the project do not exceed 25 vehicle trips during the peak one-hour period in the vicinity of the project. The Department must notify the County Council of any grants or donations for projects having a capital cost of at least \$100,000. The Department must submit a PDF for approval by the County Council for all other projects in accordance with the County Council policy on non-County funded capital projects, approved on February 22, 2000.

### COST CHANGE

Addition of FY23 and FY24 to this ongoing level of effort project. FY18 current revenue reduced to reflect the FY18 Savings Plan.

### PROJECT JUSTIFICATION

Montgomery County Department of Park and Planning Policy and Guidelines on Donations and Public/Private Partnerships, adopted 2003.

### FISCAL NOTE

Prior year partial capitalization of expenditures through FY16 totaled \$2,165,000. FY15 transfer of \$151,000 in County Current Revenue to Brookside Gardens Master Plan #078702.

### DISCLOSURES

Expenditures will continue indefinitely.