



THE MARYLAND-NATIONAL CAPITAL  
Park and Planning Commission

# COMMISSION MEETING

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**September 16, 2026**

10:00 a.m. – 12:00 p.m.

**Prince George's  
Parks and Recreation Administration**  
*Auditorium*

6600 Kenilworth Avenue  
Riverdale, Maryland 20737

and via teleconference

# MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Wednesday, September 16, 2026

10:00 am to 12:00 noon

## Prince George's Parks & Recreation Administration Building Auditorium

6600 Kenilworth Avenue

Riverdale, MD 20737

### 1. Approval of Consent Agenda (10:00 a.m.)

- |                                                                           |               |        |
|---------------------------------------------------------------------------|---------------|--------|
| a) Approval of September 16, 2026, Commission Meeting Agenda              | (Voting Item) | Page 1 |
| b) Resolution 26-13 – Central Avenue-Blue/Silver Line Sector Plan and SMA | (Voting Item) | Page 3 |

### 2. Approval of Commission Minutes (10:05 a.m.)

- |                                 |               |        |
|---------------------------------|---------------|--------|
| a) Open Session – July 15, 2026 | (Voting Item) | Page 8 |
|---------------------------------|---------------|--------|

### 3. General Announcements (10:05 a.m.)

- a) Hispanic Heritage Month (September 15 to October 15)

### 4. Committee and Board Reports (10:10 a.m.)

- |                                                                                                                    |              |         |
|--------------------------------------------------------------------------------------------------------------------|--------------|---------|
| a) Employees' Retirement System Board of Trustees Regular Meeting Minutes from July 7, 2026 (for Information Only) |              | Page 13 |
| b) Employees' Retirement System Education and Experience Study Report (Cheiron)                                    | (Discussion) |         |

Pursuant to the Maryland General Provisions Article of the Annotated Code of Maryland, a closed session is proposed pursuant to:

- a) Section 3-305(b)(9), to conduct collective bargaining negotiations or consider matters that relate to the negotiations – Topic: MCGEO & FOP Negotiations Update; and
- b) Section 3-305(b)(7), to consult with counsel to obtain legal advice on a legal matter; and Section 3-305(b)(8), to consult with staff, consultants, or other individuals about pending or potential litigation – Topic: Project Charge Litigation

### 5. Closed Session (10:15 a.m.)

Open session resumes

### 6. Action and Presentation Items (10:55 a.m.)

- |                                                                                                                                                                                                               |               |         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------|
| a) Parks Directors' Report (Figueredo/Stanton)                                                                                                                                                                | (Discussion)  | Page 16 |
| b) CAS Cost Allocation (Charles)                                                                                                                                                                              | (Voting Item) | Page 42 |
| c) Resolution 26-12 - Fiscal Year 2027 Merit Increase /Anniversary Pay Increments and Other Adjustments for Certain Non-Represented Merit System, Term Contract and Seasonal/Intermittent Employees (Spencer) | (Voting Item) | Page 48 |
| d) Resolution 26-14 – Approval of the 3-Year Collective Bargaining Agreement Between the M-NCPPC and the Fraternal Order of Police, Lodge No. 30 (Spencer)                                                    | (Voting Item) |         |

- |                                                                                                                                                                                                    |               |         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------|
| e) Resolution 26-15 – Approval of Fiscal Year 2027 Wage Adjustments and Pass-Through of Other Terms Approved for Park Police Command Staff and Park Police Candidates (Spencer)                    | (Voting Item) |         |
| f) Resolution 26-16 – FY2027 Reopener Agreement on Wage Adjustments with the Municipal and County Government Employees Organization/United Food and Commercial Workers Union, Local 1994 (Spencer) | (Voting Item) |         |
| g) Resolution 26-17 – Amended FY27 Operating Budget for ERS (Harris)                                                                                                                               | (Voting Item) | Page 52 |
| h) Practice 2-24, Proposed Non-Commission Employment Exemption for Election Officials and Poll Workers (Beckham)                                                                                   | (Voting Item) | Page 57 |
| i) Proposed Amendments to Practice 1-50A, Organization and Functions of the Montgomery County Planning Department (Beckham)                                                                        | (Voting Item) | Page 96 |

## 7. Officers' Reports (12:00 p.m.)

### **Executive Director's Report**

- |                                                               |          |
|---------------------------------------------------------------|----------|
| a) MFD Quarterly Purchasing Statistics (for information only) | Page 113 |
|---------------------------------------------------------------|----------|

### **Secretary-Treasurer's Report**

*No Report Scheduled*

### **General Counsel**

- |                                                                         |          |
|-------------------------------------------------------------------------|----------|
| b) Litigation and Administrative Hearings Report (for information only) | Page 127 |
|-------------------------------------------------------------------------|----------|



August 25, 2026

**MEMORANDUM**

TO: The Maryland-National Capital Park and Planning Commission

VIA: James R. Hunt, MPA, Planning Director, Prince George's County Planning Department  
Katina Shoulars, Deputy Planning Director of Operations, Prince George's County Planning Department  
Andrea Gilles, AICP, Chief, Community Planning Division  
Sarah Benton, AICP, Assistant Chief, Community Planning Division  
Kierre McCune, Planning Supervisor, Master Plans and Studies Section, Community Planning Division

FROM: William Skibinski, Planner III, Long-Range Planning Section, Community Planning Division

SUBJECT: **The Maryland-National Capital Park and Planning Commission Resolution M-NCPPC No. 2026-13 to certify the 2026 *Approved Central Avenue-Blue/Silver Line Sector Plan and SMA***

Attached for your review and approval is the draft Full Commission Resolution M-NCPPC No. 2026-XX to certify the 2026 *Approved Central Avenue-Blue/Silver Line Sector Plan and Sectional Map Amendment (SMA)*; a draft Certificate of Adoption and Approval; and a copy of the 2026 *Approved Central Avenue-Blue/Silver Line Sector Plan and SMA*. Until final publication, the approved plan and SMA consist of the preliminary plan and proposed SMA; the Prince George's County Planning Board Resolutions of Adoption and Endorsement, PGCPB No. 2026-32 and 2026-33, respectively, dated May 28, 2026; and the Prince George's County Council Resolutions CR-76-2026 and CR-77-2026 dated July 21, 2026.

**RECOMMENDATION**

Staff recommend the Full Commission approve Resolution M-NCPPC No. 2026-13, and the Certificate of Adoption and Approval.

Attachments:

1. Full Commission Resolution M-NCPPC No. 2026-13
2. Draft Certificate of Adoption and Approval

Electronic Enclosures:

3. [2026 Approved Central Avenue-Blue/Silver Line Sector Plan and SMA](#)
4. [Prince George's County Planning Board Resolution of Adoption No. 2026-32](#)
5. [Prince George's County Planning Board Resolution of Endorsement No. 2026-33](#)
6. [Prince George's County Council Resolution CR-76-2026](#)
7. [Prince George's County Council Resolution CR-77-2026](#)

M-NCPPC No. 2026-13

## **RESOLUTION**

WHEREAS, The Maryland-National Capital Park and Planning Commission, by virtue of the Land Use Code of the Annotated Code of Maryland, is authorized and empowered, from time to time, to make and adopt, amend, extend, and add to the Prince George's County Approved General Plan ("Plan 2035") for physical development of the Maryland-Washington Regional District; and

WHEREAS, the Prince George's County Planning Board of The Maryland-National Capital Park and Planning Commission, held a duly advertised joint public hearing with the Prince George's County Council, sitting as the District Council for the portion of the Maryland-Washington Regional District lying within Prince George's County, on March 10, 2026, to consider the *Preliminary Central Avenue-Blue/Silver Line Sector Plan and Proposed Section Map Amendment (SMA)*; and

WHEREAS, the plan is a replacement for the 2008 *Approved Transit District Development Plan for the Capitol Heights District Overlay Zone* in its entirety; and within its boundaries, supersedes the 2010 *Subregion 4 Master Plan and Sectional Map Amendment*; and

WHEREAS, the plan amends the 2014 *Plan Prince George's 2035 Approved General Plan* (Plan 2035), the 2009 *Countywide Master Plan of Transportation (MPOT)*, *Formula 2040: Functional Master Plan for Parks, Recreation, and Open Space* (2013), and the 2017 *Resource Conservation Plan: A Countywide Functional Master Plan* for a portion of Planning Areas 72, 75A, and 75B within the plan boundaries; and

WHEREAS, the Sectional Map Amendment amends portions of the Prince George's County Zoning Map for portions of Planning Areas 72, 75A, and 75B within the Central Avenue-Blue/Silver Line Sector Plan Area; and

WHEREAS, the Prince George's County Planning Board on May 28, 2026, after due deliberation and consideration of the public hearing testimony, adopted the sector plan with amendments, as described in the Prince George's County Planning Board Resolution PGCPB No. 2026-032, and endorsed the Sectional Map Amendment with amendments, as described in the Prince George's County Planning Board Resolution PGCPB No. 2026-033, and transmitted both to the District Council on June 26, 2026; and

WHEREAS, the Prince George's County Council, convened as the Committee of the Whole, held a work session on July 7, 2026, to consider hearing testimony and the Planning Board Resolutions; and

WHEREAS, on July 7, 2026, the District Council voted favorably to direct staff to prepare Council Resolutions CR-076-2026 and CR-077-2026; and

WHEREAS, upon consideration of the testimony received through the hearing process, the District Council on July 21, 2026, adopted CR-076-2026 approving the Central Avenue-Blue/Silver Line Sector Plan and CR-077-2026 approving the Central Avenue-Blue/Silver Line Sectional Map Amendment, each with amendments;

NOW, THEREFORE, BE IT RESOLVED, that the aforementioned recitals are hereby incorporated into this Resolution by reference; and

BE IT FURTHER RESOLVED, that The Maryland-National Capital Park and Planning Commission does hereby adopt said *Approved Central Avenue-Blue/Silver Line Sector Plan* as an amendment to the General Plan for physical development of the Maryland-Washington Regional District within Prince George's County as approved by the Prince George's County District Council in the attached Resolution CR-076-2026; and

BE IT FURTHER RESOLVED, that The Maryland-National Capital Park and Planning Commission does hereby certify the *Approved Central Avenue-Blue/Silver Line Sectional Map Amendment* as an amendment to the Zoning Map of the Maryland-Washington Regional District within Prince George's County, as approved by the Prince George's County District Council in the attached Resolution CR-077-2026; and

BE IT FURTHER RESOLVED, that copies of said plan and sectional map amendment shall be certified by The Maryland-National Capital Park and Planning Commission and filed with the Clerk of the Circuit Court of Prince George's County, as required by law; and

BE IT FURTHER RESOLVED, that The Maryland-National Capital Park and Planning Commission does hereby certify the *Approved Central Avenue-Blue/Silver Line Sector Plan and Sectional Map Amendment*.

\* \* \* \* \*

#### CERTIFICATION

This is to certify that the foregoing is a true and correct copy of Resolution No. 2026-13 adopted by The Maryland-National Capital Park and Planning Commission on the motion of Commissioner X, seconded by Commissioner X, with Commissioners X, X, X, and X and Commissioner X being absent, at its regularly held meeting on September XX, 2026, in Riverdale, Maryland, and via video conference, and broadcast by the Prince George's County Planning County Department.

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William Spencer  
Acting Executive Director

#### APPROVED AS TO LEGAL SUFFICIENCY

*Laura Talerico*

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Approved for Legal Sufficiency  
M-NCPPC Office of General  
Counsel

M-NCPPC No. 2026-13

M-NCPPC LEGAL DEPARTMENT

DATE: August 20, 2026

# CERTIFICATE OF ADOPTION AND APPROVAL

This 2026 *Approved Central Avenue-Blue/Silver Line Sector Plan and Sectional Map Amendment* supersedes and replaces the 2008 *Approved Transit District Development Plan for the Capitol Heights District Overlay Zone* in its entirety; and within its boundaries, supersedes the 2010 *Subregion 4 Master Plan and Sectional Map Amendment*. This plan amends portions the 2014 *Plan Prince George's 2035 Approved General Plan*, the 2009 *Approved Countywide Master Plan of Transportation*, the 2014 *Formula 2040: Functional Master Plan for Parks, Recreation and Open Space*, and the 2017 *Approved Resource Conservation Plan: A Countywide Functional Master Plan* for portions of Planning Areas 72, 75A, and 75B, within the plan boundaries. The Prince George's County Planning Board of The Maryland-National Capital Park and Planning Commission adopted the sector plan and endorsed the Sectional Map Amendment by PGCPB Resolutions No. 2026-032 and No. 2026-033, respectively, on May 28, 2026. The Prince George's County Council approved the sector plan and Sectional Map Amendment by Resolutions No. CR-076-2026 and CR-077-2026, respectively, on July 21, 2026, after a duly advertised joint public hearing held on March 10, 2026.

## THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

\_\_\_\_\_  
Artie L. Harris, Jr.,  
Chair

\_\_\_\_\_  
Kevin A. Anderson,  
Vice Chair

\_\_\_\_\_  
Gavin Cohen,  
Secretary-Treasurer



## Commission Meeting Open Session Minutes July 15, 2026

The Maryland-National Capital Park and Planning Commission met in a hybrid format in-person at the Wheaton Headquarters Building in Wheaton, MD, and via videoconference. The meeting was broadcast by the Montgomery Planning Department.

### Present

Montgomery County Commissioners

Artie Harris, Chair

Shawn Bartley (joined virtually at 10:42 a.m.)

James Hedrick

Josh Linden

Mitra Pedoeem (Virtual) (Left at 11:40 a.m.)

Prince George's County Commissioners

Billy Okoye

Brittany Jenkins (Virtual)

Gloria Lawlah

Lori Matthews

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

### Item 1. Approval of the Consent Agenda

- a) Approval of July 15, 2026, Commission Meeting Agenda

ACTION: Motion of Commissioner Hedrick to approve the meeting agenda

Seconded by Commissioner Okoye

8 approved the items

### Item 2. Approval of Commission Minutes

- a) Open Session – June 29, 2026

ACTION: Motion of Commissioner Okoye to approve the Commission Minutes of June 29, 2026

Seconded by Commissioner Hedrick

8 approved the items

### **Item 3. General Announcements**

- a) Rotation of Chairmanship
- b) Upcoming Labor Day Holiday (September 7)
- c) Upcoming Hispanic Heritage Month (September 15 to October 15)

### **Item 4. Committee and Board Reports**

- a) Employees' Retirement System Board of Trustees Regular Meeting Minutes from June 5, 2026 (for Information Only)

Pursuant to the Maryland General Provisions Article of the Annotated Code of Maryland, a closed session is proposed pursuant to:

- a) Section 3-305(b)(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 – Topic: Medical Benefits RFP; and
- b) Section 3-305(b)(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 – Topic: Executive Director

### **Item 5. Closed Session**

ACTION: Motion of Commissioner Okoye to enter closed session  
Seconded by Commissioner Hedrick  
8 approved the item

On motion of Commissioner Okoye, seconded by Commissioner Hedrick, with Commissioners Harris, Hedrick, Jenkins, Lawlah, Linden, Matthews, Okoye, and Pedoeem voting in favor of the motion, and Commissioner Bartley absent, the Commission convened in Closed Session at 10:19 a.m. under the authority of Annotated Code of Maryland, General Provisions Article § 3-305(b) (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. Present for the meeting were Commissioners Harris, Hedrick, Jenkins, Lawlah, Linden, Matthews, Okoye, and Pedoeem.

Also present for this portion of the meeting were William Spencer, Acting Executive Director; Gavin Cohen, Secretary-Treasurer; Debra Borden, General Counsel; Emily Vaias, Principal Counsel; Todd Allen, Corporate HR Director, DHRM; Stacey Pearson, Corporate Procurement Director; and James Parsons, Sr. Technical Writer, DHRM.

Thereafter, the Commissioners considered another closed session item to (1), to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction; or any other

personnel matter that affects one or more specific individuals. Present for the meeting were Commissioners Bartley, Harris, Hedrick, Jenkins, Lawlah, Linden, Matthews, Okoye, and Pedoeem.

Also present for this portion of the meeting were Debra Borden, General Counsel; Emily Vaias, Principal Counsel; Anne Lewis, Senior Manager, Raftelis Financial Consultants (virtual); Ilana Branda, Chief of Staff, Montgomery County Chair's Office; and James Parsons, Sr. Technical Writer, DHRM.

Open session resumed at 11:43 a.m.

## **Item 6. Action and Presentation Items**

### **a) Calendar 2027 Benefit and Rate Renewal Recommendations (Allen)**

ACTION: Motion of Commissioner Hedrick to approve the 2027 Benefit Rate Renewal recommendation to use excess reserve funds for Kaiser Permanente and Caremark rate increases

Seconded by Commissioner Linden

7 approved the item, Bartley abstained

Corporate HR Director Todd Allen discussed the M-NCPPC 2027 benefit and rate renewal recommendations. The Health and Benefits team worked with Aon Consulting, an independent benefits actuary, to assist with analyzing healthcare costs, recommending funding levels, and setting health plan premiums each year to ensure there is enough money to cover claims while managing financial risk. As a result of that work, no changes to health plan designs are proposed for 2027.

Two types of plans will be offered – a self-insured plan for which there are no recommended rate increases for active employees and only a 6.9% increase to the Medicare Complement Plan. Prescription drug costs are projected to increase by 21.4% due to inflation and specialty medications. The increase in these costs could potentially be lowered to 16.4% using reserve funds, which are at currently at over \$12.9 million – more than \$2.4 million over the required 12% reserve threshold.

A fully ensured plan will also be offered through Kaiser Permanente, the rates for which will increase by an estimated 11.6%, which could also be reduced using reserve funds.

Other recommended premium adjustments include a 3.0% increase for Delta Dental and Delta Care plans, with no increases for EyeMed, Securian Life Insurance, and MetLife Disability Plans.

Director Allen recommended using a portion of the more than \$2.4 million in excess reserves to lower the prescription drug plan from 21.4% to 16.4% and Kaiser Permanente from 8.9% to 6.9%, while retaining a portion of the existing excess reserve funds.

### **b) Proposed Administrative Practice 6-53 and Administrative Procedure 26-01, ID Badge Management (Beckham/Doaks)**

ACTION: Motion of Commissioner Hedrick to approve the proposed Practice and Procedure  
Seconded by Commissioner Okoye  
8 approved the item

As detailed in the packet, Corporate Policy Chief Michael Beckham and Senior Policy Analyst Michael Doaks discussed proposed Administrative Practice 6-53 and Procedure 26-01, which will establish agency-wide standards for issuing, using, managing, monitoring, returning, and deactivating M-NCPPC identification badges. The proposed policies will apply to all employees, Commissioners, appointed officials, temporary staff, vendors, contractors, volunteers, interns, authorized visitors, and those responsible for administering the badge program. The policies were developed with input from departments, including both Park Police Divisions, and have the support of Department Heads and the Leadership Committee. If approved, the policies will take effect on January 1, 2027, to allow time for implementation.

The proposed practice and procedure were developed in response to a 2025 audit by the Office of the Inspector General, which identified weaknesses in the Commission's badge management practices, including inconsistent procedures, security gaps, and inadequate controls over badge issuance and oversight. The audit recommended creating an agency-wide policy with consistent standards while allowing departments to adopt additional requirements as needed.

As proposed, the policies will require all individuals to have unique assigned badges before entering M-NCPPC facilities, limit badge access to the minimum necessary for job duties, and prohibit shared or unassigned badges. They also establish approval and authorization processes, including identity verification, required documentation, written designation of Badge Administrators and alternates, and additional approvals for access to high-security areas or 24/7 access. Monitoring and accountability measures include requiring departments to maintain badge records and reconcile them with Park Police, who will oversee badge activation and deactivation, maintain centralized records, conduct annual audits, and provide training. Each department will be responsible for addressing any issues identified through the audit process.

Mr. Beckham added that the cost for implementation is marginal.

c) ERS – Reappointment of Public Member Trustees and Acknowledgement

ACTION: Motion of Commissioner Hedrick to approve the proposed appointments  
Seconded by Commissioner Linden  
8 approved the item

As detailed in the packet, ERS Executive Director Jaclyn Harris requested approval of the reappointment of Pamela Gogol as the Montgomery County Public Member Trustee and Sheila Morgan-Johnson as the Prince George's County Public Member Trustee, and the acknowledgement of Tanya Hankton as the Bi-County Open Trustee for three-year terms from July 1, 2026, through June 30, 2029.

**Item 7.**

**Officers' Reports**

**Executive Director's Report**

- a) CIO Quarterly Report (for information only)
- b) Quarterly Late Evaluation Report (for information only)

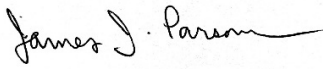
**Secretary-Treasurer's Report**

*No report scheduled*

**General Counsel**

- c) Litigation and Administrative Hearings Report (for information only)

Chair Harris adjourned the meeting at 12:17 p.m.



James J. Parsons, Senior Technical Writer



William Spencer, Acting Executive Director



Employees' Retirement System  
Maryland-National Capital Park and Planning Commission

## Board of Trustees Meeting Minutes

Tuesday, July 7, 2026; 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 via TEAMS on Tuesday, July 7, 2026. The meeting was called to order at 10:00 a.m. by Vice Chair Hedrick.

### Board Members Present

James Hedrick, Vice Chair, Montgomery County Commissioner  
William Spencer, M-NCPPC Acting Executive Director, Ex-Officio  
Gavin Cohen, M-NCPPC Secretary-Treasurer, Ex-Officio  
Pamela F. Gogol, Montgomery County Public Member  
Connor Klein, Prince George's County Open Trustee  
Tanya Hankton, Bi-County Open Trustee  
Caroline McCarthy, Montgomery County Open Trustee  
Lisa Blackwell-Brown, MCGEO Represented Trustee  
Sgt. Anton White, FOP Represented Trustee  
Sheila Morgan-Johnson, Prince George's County Public Member

*Arrived at 10:03 a.m.*

### Employees' Retirement System Staff Present

Jaclyn Harris, Executive Director  
Leslie Harmon, Deputy Executive Director  
Alicia C. Stanford, Administrative Specialist  
Brenda Corado Sigaran, Accountant

### Others Present

Michael "Wes" Aniton, Deputy General Counsel, M-NCPPC Office of the General Counsel

### Meeting Presenters

*Meketa Investment Group*  
Mary Mustard, CFA

*The Segal Group*  
Scott Miller, Senior Consultant  
Karen Chavez, Senior Consultant

### Item 1. Approval of July 7, 2026 Consent Agenda

**Action:** Ms. Gogol made a motion, seconded by Mr. Spencer to Approve the Consent Agenda of July 7, 2026. The motion Passed 9-0. Motion #26-23.

## **Item 2. Chairman's Items**

**Item 2.A. 2026 Training and Conference Summary** – No notable discussion from the Board.

## **Item 2.B. Committee Assignments**

Ms. Harris discussed the current vacancies on the Board's Committees. Ms. Hankton and Mr. Klein volunteered to serve on the IMG, Mr. Klein also volunteered to serve on the Audit Committee, and Ms. Gogol volunteered to serve on the Administration and Personnel Oversight Committee. Vice Chair Hedrick expressed his support for the new Committee assignments.

**Action:** Mr. White made a motion, seconded by Ms. McCarthy to Approve the Committee Assignments to the IMG, Audit, and Administration and Personnel Oversight Committees. The motion Passed 10-0. Motion #26-24.

## **Item 3. Consultant/Manager Presentations**

### **Item 3.A. Meketa Investment Group**

#### **Item 3.A.i. May 31, 2026 Investment Performance Report**

Ms. Mustard provided an overview of the investment results as of May 31, 2026, noting that the Employees' Retirement System had total assets of \$1.3 billion and achieved a net monthly return of 2.3%. For the trailing periods, the Total Fund generated returns of 12% over the FYTD, 10.1% over three years, and 6.8% over five years. Ms. Mustard highlighted that financial markets experienced a strong rebound again this month, despite ongoing political uncertainty, inflation, foreign conflicts, trade tensions, and supply chain disruptions. She noted the U.S. market continues to benefit from long-term structural growth drivers, including increased investment in artificial intelligence and strong corporate balance sheets, which have supported the capital markets and contributed to overall positive performance.

### **Item 3.B. The Segal Group**

#### **Item 3.B.i. ERS Operations and Administration Study**

Mr. Miller and Ms. Chavez reported on the results of the operations and administration study. The key findings included human resources and information technology staffing gaps, lack of key performance indicators to track service metrics, and a need to eliminate duplication and reduce manual processes. To address these findings The Segal Group recommended adding a dedicated Business IT/System Analyst to improve and expand the use of PensionGold and address manual processes; adding a dedicated Human Resources Manager to reduce reliance on scope creep and enhance workforce strategy; conduct a job classification and compensation review, align job positions with actual duties; and implement a formal Executive Director Performance review process.

**Action:** Mr. Cohen made a motion, seconded by Ms. McCarthy to Accept the Segal Group's Report on the Findings of the Operations and Administration Study. The motion Passed 10-0. Motion #26-25.

## **Item 4. Committee Reports/Recommendations**

#### **Item 4.A. Administration and Personnel Oversight Committee**

Mr. Cohen reported that at the June 16, 2026 meeting, the Personnel Committee reviewed letters of interest and resumes submitted by incumbent Board members Sheila Morgan-Johnson, Prince George's County Public Member, and Pamela Gogol, Montgomery County Public Member. In recognition of their prior service and experience on the Board, the Personnel Committee recommended both individuals for reappointment.

**Action:** Mr. White made a motion, seconded by Mr. Klein to Approve the Reappointment of Sheila Morgan-Johnson as the Prince George's County Public Member and Pamela Gogol as the Montgomery County Public Member for the terms July 1, 2026 – June 30, 2029. Ms. Morgan-Johnson and Ms. Gogol recused themselves from the vote. The motion Passed 8-2-0. Motion #26-26.

#### **Item 5. Executive Director's Report**

Ms. Harris reported that the ERS received the \$41.1 million actuarially determined employer contribution from the Commission on July 1, 2026. She explained that a portion of the funds will be set aside to support future benefit payments, while \$12.5 million is expected to be committed to a new investment manager during the third quarter and \$24 million will be invested with the two core fixed income managers. Ms. Harris also provided an overview of FY26 retirement and benefits activity, highlighting that the ERS processed 78 new retirements, a 20% increase from FY25, and continued to serve 1,955 annuitants processing approximately \$6.5 million in monthly benefit payments. In addition, the System distributed \$522,868 in death benefits and returned \$739,725 in member contributions, underscoring continued growth in retirement activity and the ERS's commitment to delivering timely and accurate benefits to members and beneficiaries.

#### **Item 6. Closed Session**

**Action:** At 11:24 a.m., Mr. Spencer made a motion, seconded by Ms. Gogol to go into closed session under authority of the General Provisions Article of the Annotated Code of Maryland Section 3-305(b)(1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, resignation, or performance evaluation of an employee over whom this public body has jurisdiction. The motion Passed 10-0. Motion #26-27.

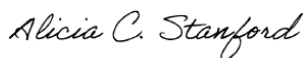
**Board of Trustees in Closed Session:** Vice Chair Hedrick, Sheila Morgan-Johnson, Connor Klein, Tanya Hankton, Anton White, Caroline McCarthy, Pamela Gogol, Gavin Cohen, William Spencer, and Lisa Blackwell-Brown.

The Board meeting of July 7, 2026, adjourned at 11:44 a.m.

Respectfully,



Jaclyn Harris — Executive Director



Alicia C. Stanford - Administrative Specialist

# TRAILS

MARYLAND – NATIONAL CAPITAL PARK AND PLANNING COMMISSION



September 2, 2026

Maryland – National Capital Park and Planning Commission

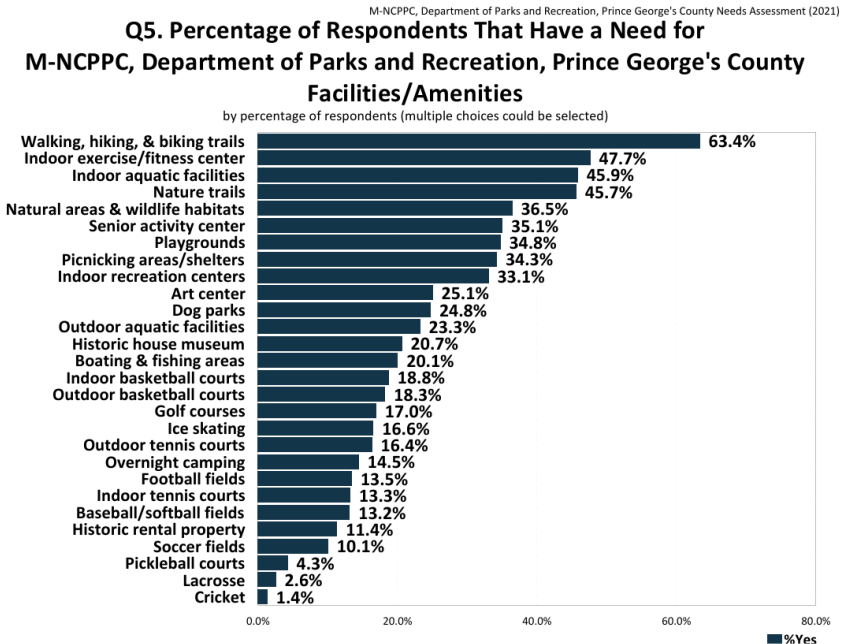
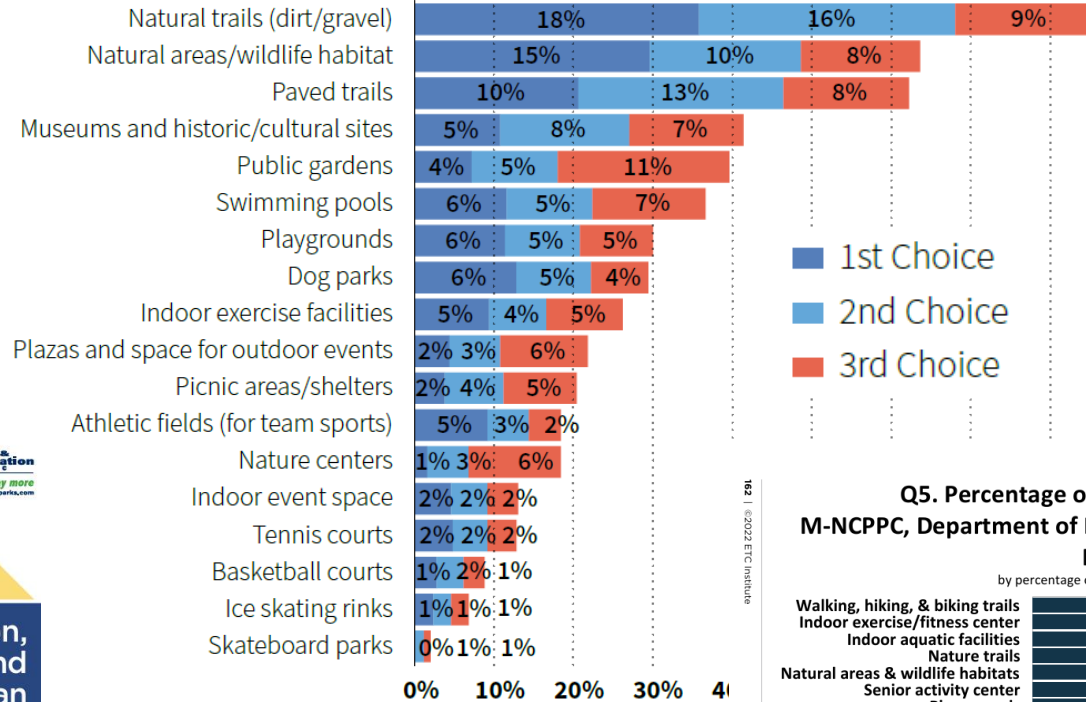
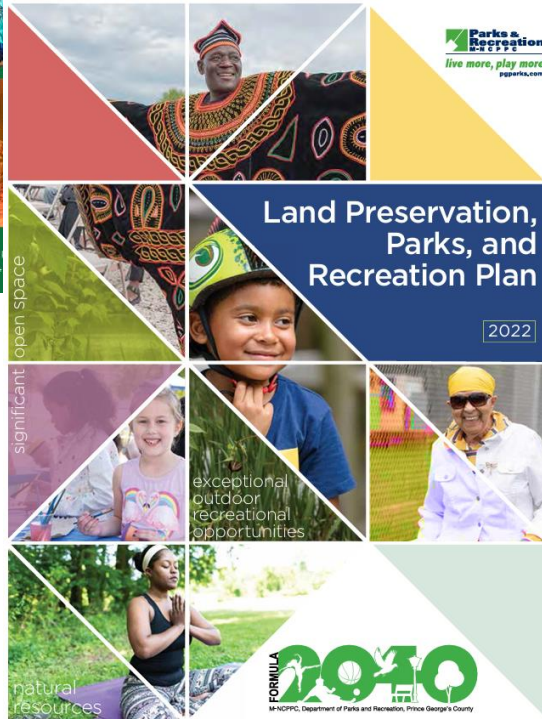
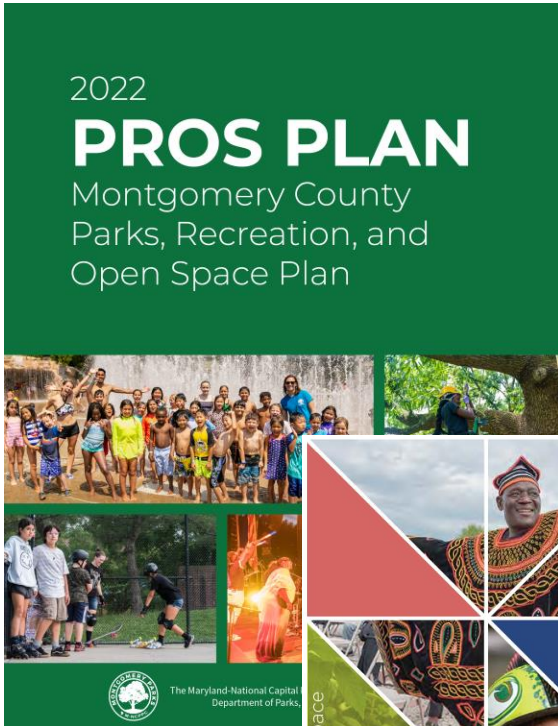
# Agenda

- Scope of the Bi-County Trail System
- Natural Surface Trails
- Paved Trails
- Bike Parks
- Programs
- Collaboration (RAISE and more)

# Bi-County Trail System

- 538 Total Miles of Trails
- 273 Miles of Natural Surface Trails
- 265 Miles of Paved Trails
- 4 Bike Parks

# Importance of Trails



# Natural Surface Trails: Montgomery County



# Natural Surface Trail Staff: Montgomery County



# Trail Volunteers: Montgomery County



September 2, 2026

Maryland - National Capital Park and Planning Commission

22

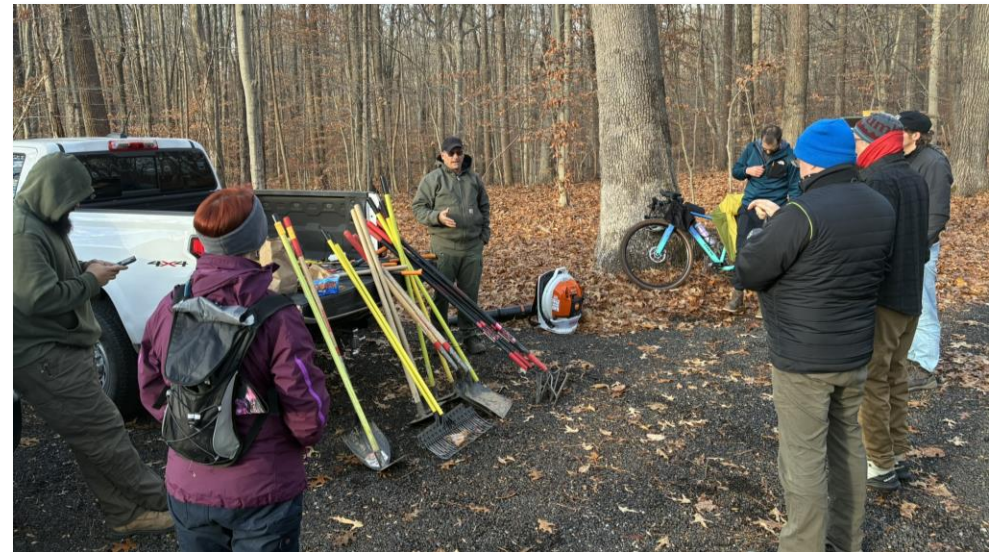
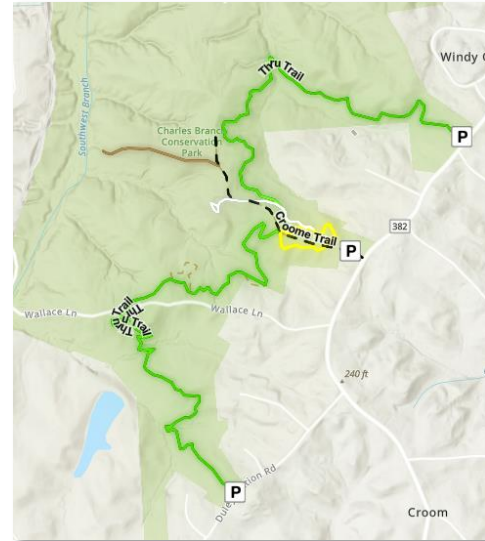


**Parks & Recreation**  
M-N-C-P-P-C  
PRINCE GEORGE'S COUNTY, MD

# Natural Surface Trails: Prince George's County

- 8 Natural Surface / Woodland Trail Networks
- **50 total miles**
- Help preserve natural areas
- Offer connections with nature and wildlife
- Require regular stewardship

*Prince George's Co. officially opened 5 miles of natural surface trails at the new Charles Branch Natural Area in June 2026.*



# Paved Trails: Prince George's County

## 187 total miles

### Shared-use Paths: 21 total trails, 105 miles

- scenic greenways that transport residents from their neighborhoods to parks, schools, transit stations, and other destinations

### Residential Trails: >50 total trails, 51 miles

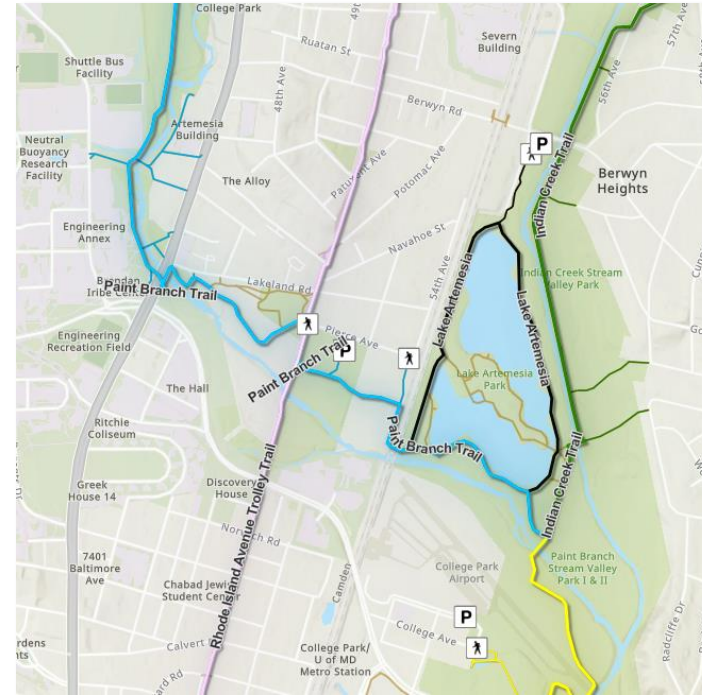
- secondary trails that connect neighborhoods within subdivisions, and residents to our local parks and greater trails systems

### Loop Trails: 85 total trails, 31 miles

- conveniently located in neighborhoods, parks, and community centers

*Lake Artemesia features a 2.66 mile loop trail and is connected to the Anacostia River Trail System. There were over 500,000 trail counts recorded at Lake Artemesia in 2025.*

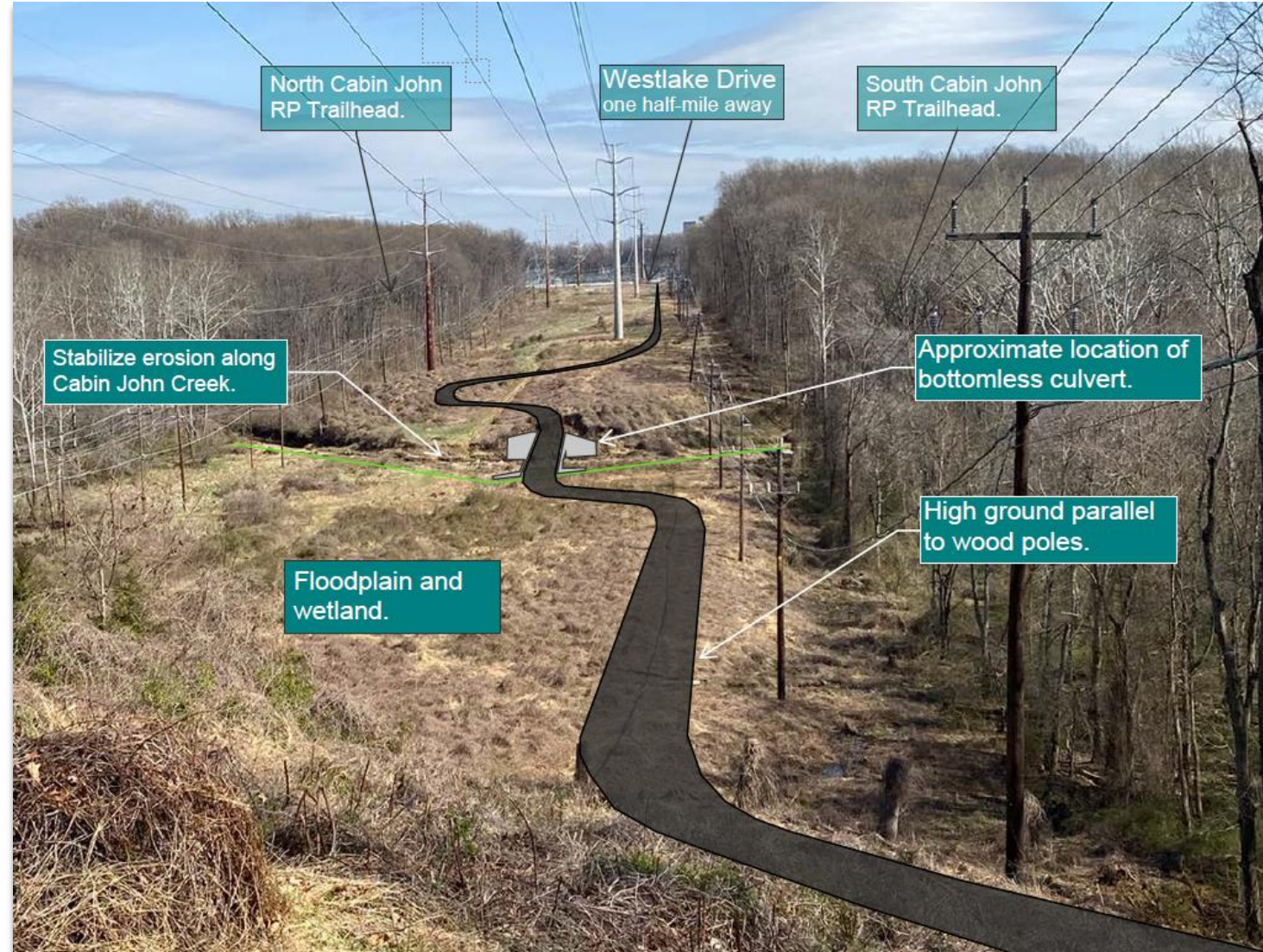
*Tucker Road Loop Trail – August 2025 -> 21,033 in one month!*



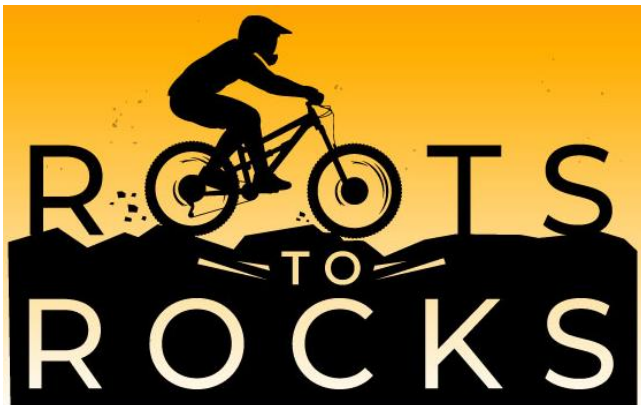
# Paved Trails & Open Parkways: Montgomery County



# Future Paved Trails: Montgomery County



# Trail Programs: Montgomery County



September 2, 2026

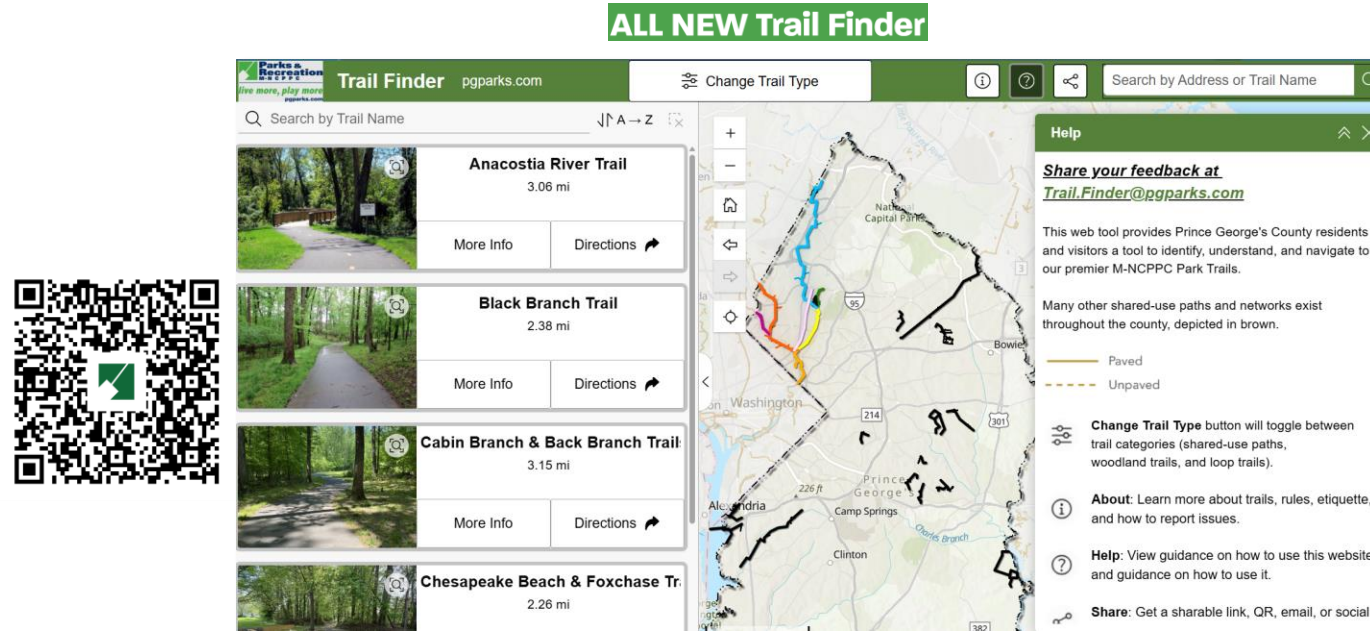
Maryland - National Capital Park and Planning Commission

27



# Trail Programs: Prince George's County

- TRAIL FINDER!; .  
**SCAN THE CODE!**
- Outreach
- Partnerships



 **Bicycle Safety Rodeo at Watkins Regional Park**



# Bike Parks: Montgomery County



Fairland



South Germantown



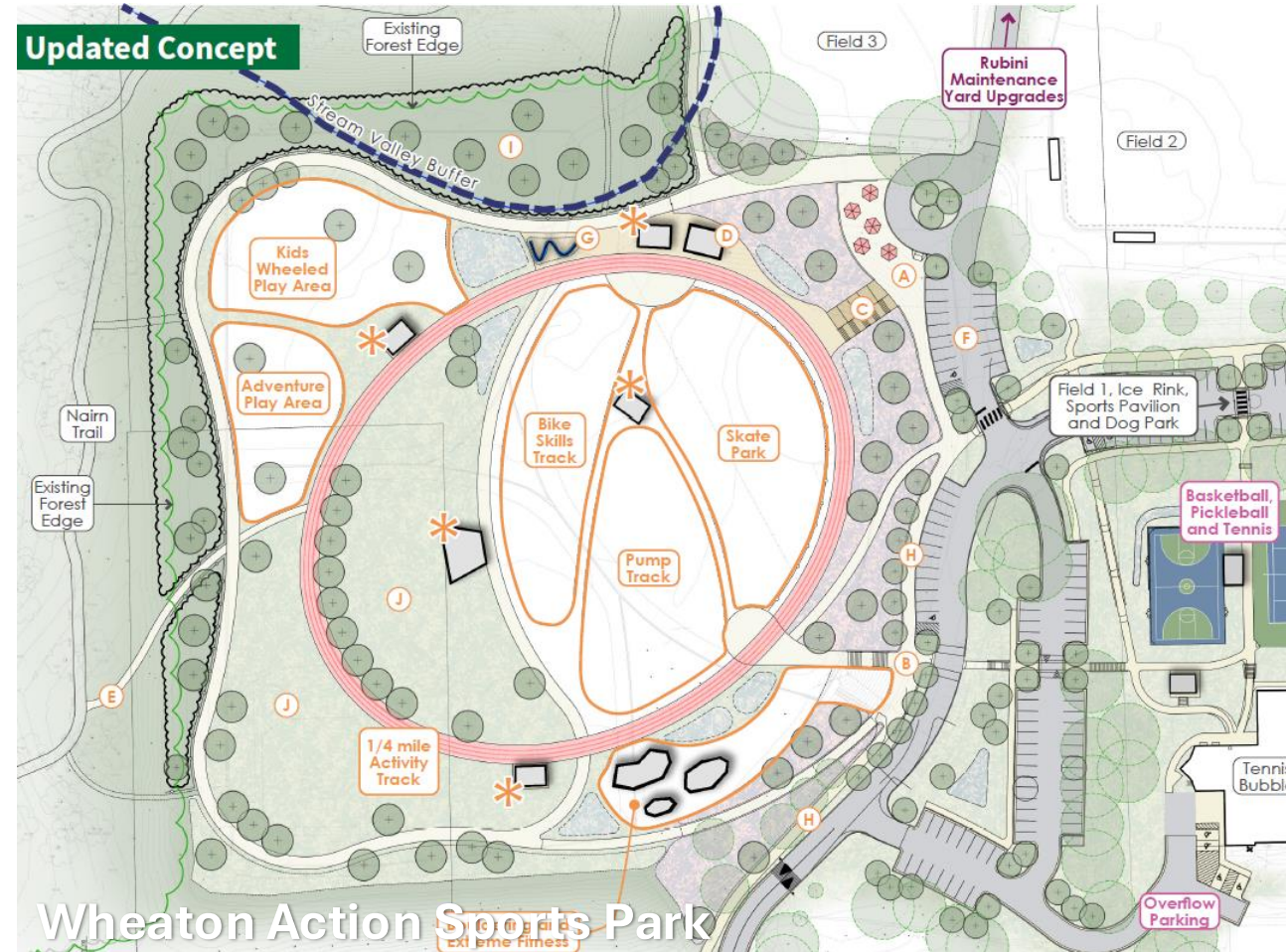
Wheaton Regional



Carson Farm

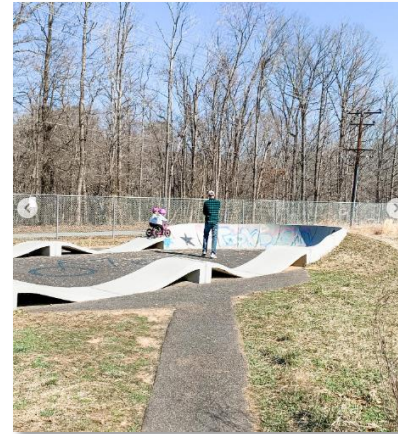


# New Action Sports: Montgomery



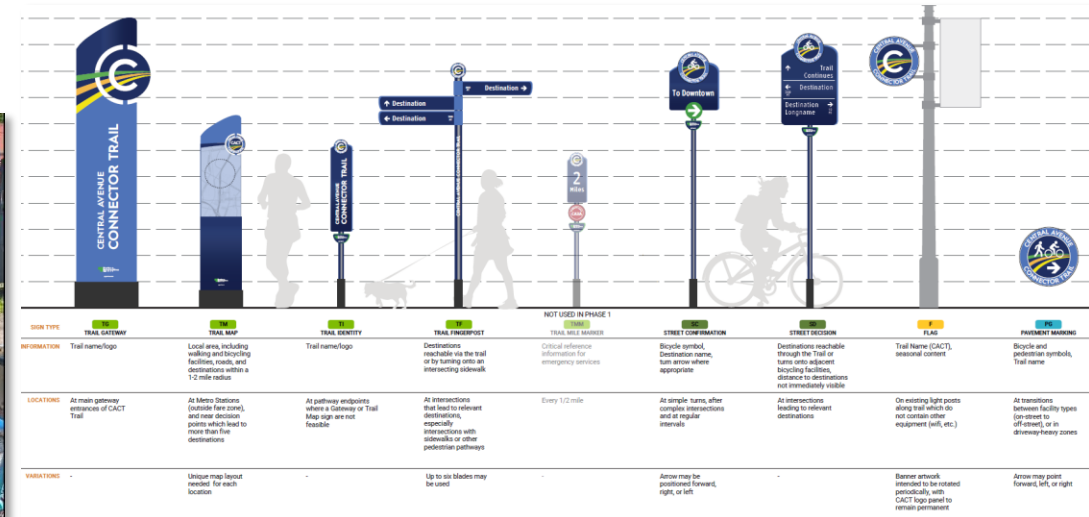
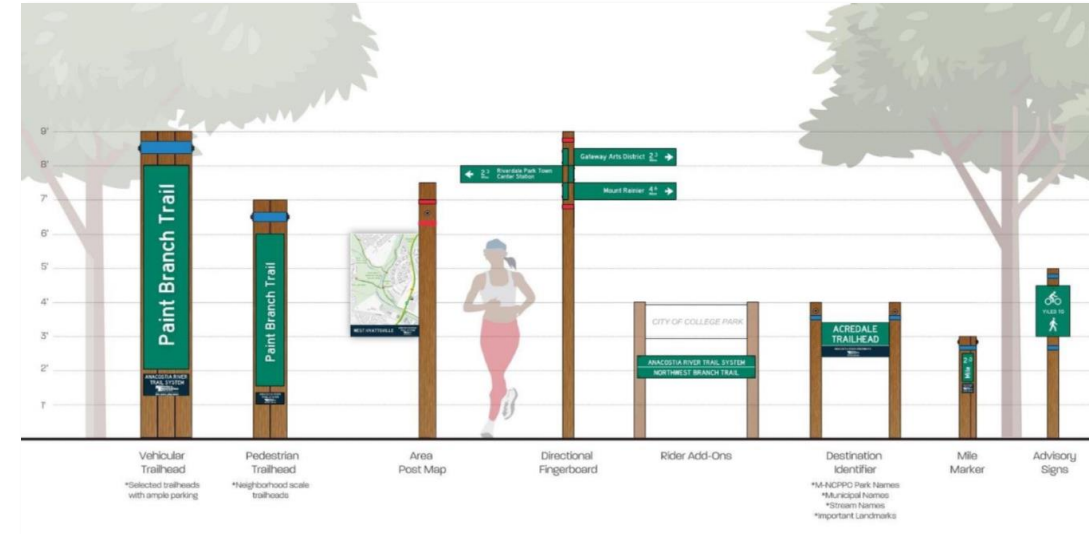
# Bike Parks: Prince George's County

- Horsepen Park
  - Adjacent to WB&A Trail
  - Concrete Pump Track
  - Skills Practice Course
  - Dirt Pump Track...
  - Lessons Learned
    - Programming, Demand & Site Selection



# Wayfinding & Branding: Prince George's County

- Henson Creek Trail
- WB&A Trail
- Anacostia River System
  - Paint Branch Pilot
- Central Avenue Connector Trail



# Engineering & Maintenance: Prince George's County

- Pavement & Surface Management
  - Resurfacing
  - Pavement Marking
- Bridge Inspection Program
- Coordination with Asset Management & CIP
- Capital Projects
  - Numerous Active Feasibility Studies to hand-off for final design & construction
- Partner Coordination!!!



# Engineering & Maintenance: Montgomery County



North Branch Trail

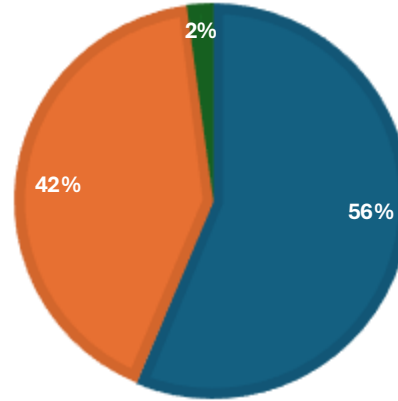


Kengla Trail Bridge

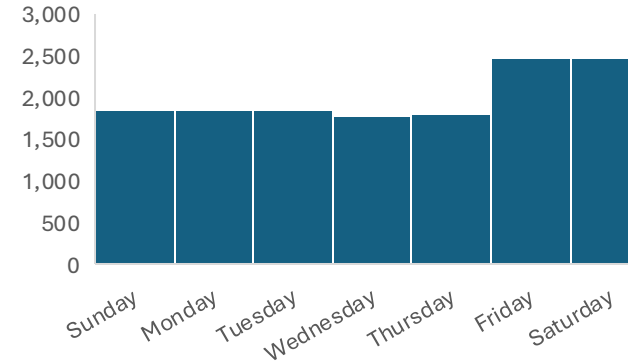
# Trail Data

- GIS Data Management & Overlap with Planning Department
- Eco-counter - In 2025, almost 4.5 million counts were recorded across Prince George's County trails
- Natural Surface Trail Counting
- One of the largest Counting Programs in Country
- Regional Coordination

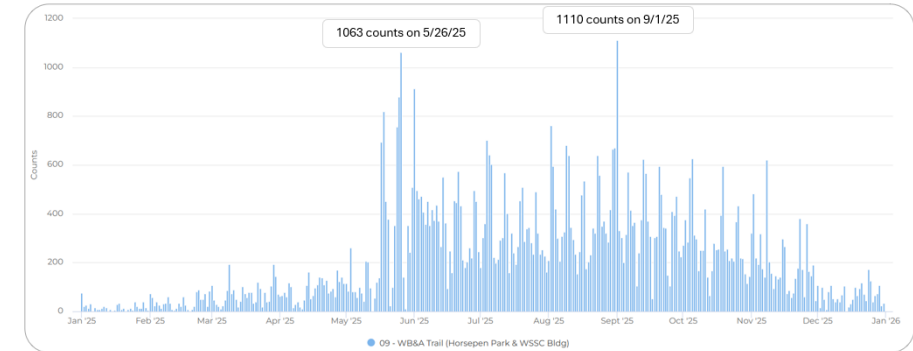
■ 1 - 9 mph ■ 10 - 16 mph ■ >16 mph



CCT Speeds & Daily Counts



## Counters measure the impact of new trail connections



- After the WB&A bridge opened in May 2025, trail counts increased dramatically.
- Trail counts peak on weekends and more than tripled since the bridge to Anne Arundel County opened.
- Over **1,000** counts were registered on Memorial Day and Labor Day.

# Trail Policies & Priorities: Prince George's County

- Team!
- Safety
- Asset Management
- Capital Projects  
OTOB
- LPPRP & Strategic Trails Plan Updates  
(& Survey Data)
- Development Partnerships!



# Trail Policies & Priorities: Montgomery County



Vision Zero at Little Falls Parkway

✓ **ALLOWED**  
on Montgomery Parks Trails  
**PERMITIDO**  
en los senderos de Montgomery Parks

**Class 1 Electric Bike**

- Pedal-assist only
- No throttle
- Maximum speed 20mph

**Bicicleta eléctrica clase 1**

- Solo con asistencia al pedalear
- Sin acelerador
- Velocidad máxima de 20 mph

✗ **NOT ALLOWED**  
**NO PERMITIDA**

**Class 2 or 3 Electric Bike**

- Pedal-assist and throttle
- Maximum speed 20 to 28mph

**Bicicleta eléctrica clase 2 o 3**

- Asistencia al pedaleo y acelerador
- Velocidad máxima de 20 a 28 mph

**Motorcycles, Dirt Bikes, ATVs**

**Motocicletas, motos todoterreno y vehículos todo terreno (ATV)**

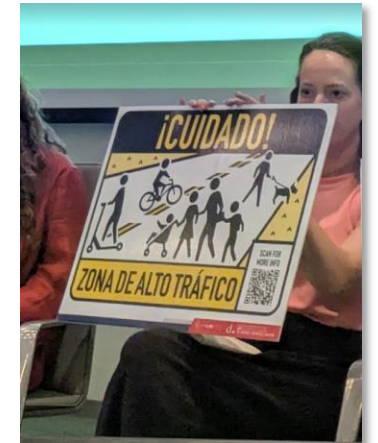
Montgomery Parks rules update:

**Class 1 Pedal Assist ebikes and adaptive mountain bikes are now allowed on natural surface trails.**

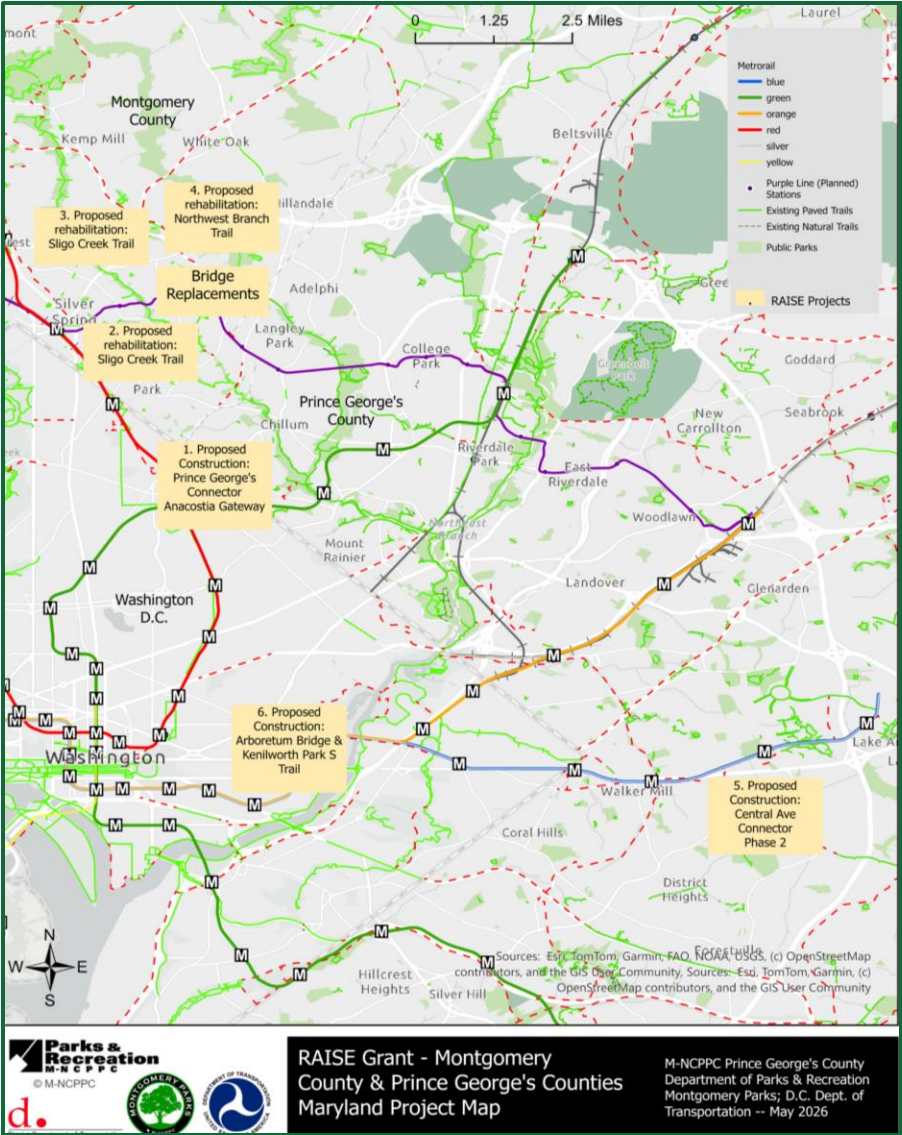


# Collaboration

- RAISE & Grant Projects
- Master Planning & LPPRP
- E-Bike Safety & Policy, Rulemaking & Outreach
- Special Events
- Utility Coordination
- Trail Assessment
- Prioritization & Implementation
- Training & Lessons Learned



# RAISE Grant



# Conclusion

- Continued Partnership
- Trail Oriented Development
- Destination Trails
- Embracing Changes in Active Transportation



# Thank you!



## THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue Riverdale, Maryland 20730

Date: September 08, 2026

To: The Maryland-National Capital Park and Planning Commission

Via: William Spencer, Acting Executive Director  
Terri Bacote-Charles, Corporate Budget Director

From: Melinda Duong, Corporate Budget Analyst III *MD*

Subject: Bi-county Operations Labor Cost Allocation Analysis for the FY28 Budget

### Recommendation

It is recommended that the Commission adopt the update to the labor cost percentages used to allocate bi-county operations budgets between Montgomery and Prince George's counties for the FY28 Proposed Budget. The bi-county operations are commonly known as the Central Administrative Services (CAS).

### Background

Developed annually by the Corporate Budget Office, the analysis looked at the six bi-county departments/operations providing services to the departments in the two counties. These six operations include:

- Department of Human Resources and Management (DHRM)
- Finance Department
- Legal Department
- Office of the Chief Information Officer (Corporate IT)
- Inspector General's Office
- Merit System Board

This analysis determines the percentage of time allocated to each county, and hence how much of each budget should be charged to each of the funding sources.

Within the six operations, there are three bi-county functions that are not addressed in this analysis: 1) Group Insurance – labor costs are factored into the rates set for the employer and employee/retiree, and, since FY14, no longer allocated and are charged directly to the operating departments in each county; 2) CIO – Labor costs are allocated by the percentage of subscriptions to the Cloud and included in the CIO Fund budget; 3) Risk Management – in the past the administrative costs have been allocated 50/50. After analyzing staff time records for

the three-year period from FY24 to FY26, even though the allocation is slightly different each year, the annualized allocation for Risk Management remains 50/50.

## Methodology

Fiscal year data is extracted from the timecard system. For those divisions for which cost drivers are not applied, work hours are classified as Montgomery County, Prince George's County or bi-county, according to the description of the labor codes used. If the labor code does not indicate a specific county for the work/leave hours, the hours are classified as bi-county. Bi-county hours are allocated 50/50 between the two counties.

For Accounts Payable, Treasury/Investments, Payroll and Purchasing units of the Finance Department, and Employee Records and Recruitment units of the Department of Human Resources and Management, the labor cost allocations are done using cost drivers, i.e., work hours are classified and distributed as Montgomery or Prince George's according to the Cost Driver table below. For Accounts Payable and Payroll, the driver is number of payments issued; for Purchasing the driver is total document volume (including PO's, contracts and purchase card transactions); for Treasury the driver is the number of cash receipts and deposits; for Employee Records the driver is the number of PA2's processed; for Recruitment the driver is the number of applications.

Whether utilizing the labor hour allocations or the cost drivers, the results are then factored into a three-year moving average to smooth individual year variations.

Two bi-county operations do not utilize either of these methodologies. For the Merit System Board, it is assumed that the decisions they render are applicable to the Commission as a whole. Therefore, their budget is allocated on a 50/50 basis.

CAS Support Services – Historically allocated on a 50/50 basis, beginning with FY15 these expenses are now allocated based upon the three-year labor allocation average of the bi-county departments/units that are supported.

## Results

Cost drivers were updated for FY26 by Finance and DHRM and these results are shown below along with the drivers used for prior periods.

| Cost Drivers        | FY22   |        | FY23   |        | FY24   |        | FY25   |        | FY26   |        | % shift in Share |       |
|---------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|------------------|-------|
|                     | MC     | PGC    | MC     | PGC    | MC     | PGC    | MC     | PGC    | MC     | PGC    | MC               | PGC   |
| Accounts Payable    | 44.40% | 55.60% | 44.70% | 55.30% | 44.30% | 55.70% | 43.10% | 56.90% | 43.40% | 56.60% | 0.3%             | -0.3% |
| Payroll             | 27.57% | 72.43% | 25.87% | 74.13% | 25.69% | 74.31% | 25.19% | 74.81% | 24.70% | 75.30% | -0.5%            | 0.5%  |
| Purchasing          | 48.26% | 51.74% | 45.07% | 54.93% | 44.61% | 55.39% | 40.26% | 59.74% | 40.45% | 59.55% | 0.2%             | -0.2% |
| Treasury/Investment | 20.00% | 80.00% | 20.00% | 80.00% | 20.00% | 80.00% | 20.00% | 80.00% | 20.00% | 80.00% | 0.0%             | 0.0%  |
| Employee Records    | 18.91% | 81.09% | 19.74% | 80.26% | 23.01% | 76.99% | 18.58% | 81.42% | 23.17% | 76.83% | 4.6%             | -4.6% |
| Recruitment         | 47.88% | 52.12% | 45.40% | 54.60% | 46.02% | 53.98% | 41.46% | 58.54% | 31.25% | 68.75% | -10.2%           | 10.2% |

The unavailability of Kronos from December 2021 through February 2022 does not appear to have skewed the results.

Using the labor hour splits for some divisions, the cost driver calculations for other divisions, and the assumptions noted above under Methodology for Merit Board and Support Services resulted in the allocation percentages shown below.

#### ALLOCATION OF CAS BUDGET TO EACH COUNTY FY22 TO FY27

|                                     | FY27  |       | FY28 Proposed |       | Change from FY27 |       |
|-------------------------------------|-------|-------|---------------|-------|------------------|-------|
|                                     | MC    | PGC   | MC            | PGC   | MC               | PGC   |
| DHRM                                | 43.7% | 56.3% | 42.3%         | 57.7% | -1.4%            | 1.4%  |
| Finance                             | 43.2% | 56.8% | 43.2%         | 56.8% | 0.0%             | 0.0%  |
| Legal                               | 50.8% | 49.2% | 48.2%         | 51.8% | -2.6%            | 2.6%  |
| Office of Inspector General         | 35.7% | 64.3% | 38.4%         | 61.6% | 2.7%             | -2.7% |
| Corporate IT                        | 50.1% | 49.9% | 50.0%         | 50.0% | -0.1%            | 0.1%  |
| Merit System Board                  | 50.0% | 50.0% | 50.0%         | 50.0% | 0.0%             | 0.0%  |
| Support Services                    | 46.0% | 54.0% | 45.6%         | 54.4% | -0.4%            | 0.4%  |
| <b>Total CAS Before Chargebacks</b> | 45.6% | 54.4% |               |       |                  |       |

Below is an expanded summary showing the budgeted allocations from FY22 through FY27.

#### ALLOCATION OF CAS BUDGET TO EACH COUNTY FY22 TO FY27

|                                 | FY22         |              | FY23         |              | FY24         |              | FY25         |              | FY26         |              | FY27         |              | FY28 Proposed |       | Change from FY27 |       |
|---------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|-------|------------------|-------|
|                                 | MC           | PG           | MC           | PG           | MC           | PG           | MC           | PG           | MC           | PG           | MC           | PG           | MC            | PG    | MC               | PG    |
| DHRM                            | 41.1%        | 58.9%        | 40.4%        | 59.6%        | 40.8%        | 59.2%        | 41.7%        | 58.3%        | 43.2%        | 56.8%        | 43.7%        | 56.3%        | 42.3%         | 57.7% | -1.4%            | 1.4%  |
| Finance                         | 43.0%        | 57.0%        | 42.9%        | 57.1%        | 42.9%        | 57.1%        | 43.0%        | 57.0%        | 42.9%        | 57.1%        | 43.2%        | 56.8%        | 43.2%         | 56.8% | 0.0%             | 0.0%  |
| Legal                           | 50.5%        | 49.5%        | 51.8%        | 48.2%        | 49.7%        | 50.3%        | 50.7%        | 49.3%        | 51.0%        | 49.0%        | 50.8%        | 49.2%        | 48.2%         | 51.8% | -2.6%            | 2.6%  |
| Office of Inspector General     | 41.8%        | 58.2%        | 36.0%        | 64.0%        | 38.2%        | 61.8%        | 37.5%        | 62.5%        | 39.3%        | 60.7%        | 35.7%        | 64.3%        | 38.4%         | 61.6% | 2.7%             | -2.7% |
| Corporate IT                    | 49.6%        | 50.4%        | 50.0%        | 50.0%        | 49.9%        | 50.1%        | 50.0%        | 50.0%        | 50.2%        | 49.8%        | 50.1%        | 49.9%        | 50.0%         | 50.0% | -0.1%            | 0.1%  |
| Merit System Board              | 50.0%        | 50.0%        | 50.0%        | 50.0%        | 50.0%        | 50.0%        | 50.0%        | 50.0%        | 50.0%        | 50.0%        | 50.0%        | 50.0%        | 50.0%         | 50.0% | 0.0%             | 0.0%  |
| Support Services                | 44.5%        | 55.5%        | 44.2%        | 55.8%        | 44.2%        | 55.8%        | 45.2%        | 54.8%        | 45.3%        | 54.7%        | 46.0%        | 54.0%        | 45.6%         | 54.4% | -0.4%            | 0.4%  |
| <b>Total Before Chargebacks</b> | <b>45.0%</b> | <b>55.0%</b> | <b>44.8%</b> | <b>55.2%</b> | <b>44.5%</b> | <b>55.5%</b> | <b>44.9%</b> | <b>55.1%</b> | <b>45.5%</b> | <b>54.5%</b> | <b>45.6%</b> | <b>54.4%</b> |               |       |                  |       |

## LABOR COST ALLOCATION SUMMARY AND COMPARISON TO FY27 BUDGETED ALLOCATION

|                                             | FY 22        |              |             | FY 23        |              |             | FY 24        |              |             | FY 25        |              |             | FY 26        |              |             |
|---------------------------------------------|--------------|--------------|-------------|--------------|--------------|-------------|--------------|--------------|-------------|--------------|--------------|-------------|--------------|--------------|-------------|
|                                             | MC           | PGC          | Total       | MC           | PGC          | Total       | MC           | PGC          | Total       | MC           | PGC          | Total       | MC           | PGC          | Total       |
| <b>30 - Dept Human Resources &amp; Mgmt</b> | <b>43.1%</b> | <b>56.9%</b> | <b>100%</b> | <b>44.5%</b> | <b>55.5%</b> | <b>100%</b> | <b>43.2%</b> | <b>56.8%</b> | <b>100%</b> | <b>43.1%</b> | <b>56.9%</b> | <b>100%</b> | <b>40.6%</b> | <b>59.4%</b> | <b>100%</b> |
| OFFICE OF THE EXEC. DIR.                    | 50.0%        | 50.0%        | 100%        | 45.0%        | 55.0%        | 100%        | 44.7%        | 55.3%        | 100%        | 47.7%        | 52.3%        | 100%        | 50.0%        | 50.0%        | 100%        |
| BUDGET DIVISION                             | 49.9%        | 50.1%        | 100%        | 50.6%        | 49.4%        | 100%        | 50.1%        | 49.9%        | 100%        | 50.0%        | 50.0%        | 100%        | 50.0%        | 50.0%        | 100%        |
| CLASSIFICATION COMPENSATION                 | 49.2%        | 50.8%        | 100%        | 50.2%        | 49.8%        | 100%        | 41.1%        | 58.9%        | 100%        | 44.9%        | 55.1%        | 100%        | 41.4%        | 58.6%        | 100%        |
| CORP. POLICY & MGMT SVCS                    | 50.0%        | 50.0%        | 100%        | 50.0%        | 50.0%        | 100%        | 50.0%        | 50.0%        | 100%        | 50.0%        | 50.0%        | 100%        | 50.0%        | 50.0%        | 100%        |
| EMPLOYEE LABOR RELATIONS                    | 46.5%        | 53.5%        | 100%        | 55.8%        | 44.2%        | 100%        | 51.7%        | 48.3%        | 100%        | 52.6%        | 47.4%        | 100%        | 39.9%        | 60.1%        | 100%        |
| HRIS/EMP. RECORDS                           | 18.9%        | 81.1%        | 100%        | 19.7%        | 80.3%        | 100%        | 23.0%        | 77.0%        | 100%        | 18.6%        | 81.4%        | 100%        | 23.2%        | 76.8%        | 100%        |
| RECRUITMENT                                 | 47.9%        | 52.1%        | 100%        | 45.4%        | 54.6%        | 100%        | 46.0%        | 54.0%        | 100%        | 41.5%        | 58.5%        | 100%        | 31.3%        | 68.8%        | 100%        |
| <b>31 - Legal</b>                           | <b>50.0%</b> | <b>50.0%</b> | <b>100%</b> | <b>52.4%</b> | <b>47.6%</b> | <b>100%</b> | <b>51.9%</b> | <b>48.1%</b> | <b>100%</b> | <b>48.4%</b> | <b>51.6%</b> | <b>100%</b> | <b>44.1%</b> | <b>55.9%</b> | <b>100%</b> |
| <b>32 - Finance Department</b>              | <b>42.8%</b> | <b>57.2%</b> | <b>100%</b> | <b>42.6%</b> | <b>57.4%</b> | <b>100%</b> | <b>43.2%</b> | <b>56.8%</b> | <b>100%</b> | <b>43.4%</b> | <b>56.6%</b> | <b>100%</b> | <b>42.9%</b> | <b>57.1%</b> | <b>100%</b> |
| ACCOUNTING                                  | 50.0%        | 50.0%        | 100%        | 50.0%        | 50.0%        | 100%        | 50.0%        | 50.0%        | 100%        | 50.0%        | 50.0%        | 100%        | 50.0%        | 50.0%        | 100%        |
| ACCOUNTS PAYABLE                            | 44.4%        | 55.6%        | 100%        | 44.7%        | 55.3%        | 100%        | 44.3%        | 55.7%        | 100%        | 43.1%        | 56.9%        | 100%        | 43.4%        | 56.6%        | 100%        |
| ADMINISTRATIVE SERVICES                     | 50.0%        | 50.0%        | 100%        | 50.0%        | 50.0%        | 100%        | 50.0%        | 50.0%        | 100%        | 50.0%        | 50.0%        | 100%        | 50.0%        | 50.0%        | 100%        |
| INVESTMENTS                                 | 20.0%        | 80.0%        | 100%        | 20.0%        | 80.0%        | 100%        | 20.0%        | 80.0%        | 100%        | 20.0%        | 80.0%        | 100%        | 20.0%        | 80.0%        | 100%        |
| OFFICE OF THE SEC-TREAS.                    | 50.0%        | 50.0%        | 100%        | 50.0%        | 50.0%        | 100%        | 50.0%        | 50.0%        | 100%        | 50.0%        | 50.0%        | 100%        | 50.0%        | 50.0%        | 100%        |
| PAYROLL                                     | 27.6%        | 72.4%        | 100%        | 25.9%        | 74.1%        | 100%        | 25.7%        | 74.3%        | 100%        | 25.2%        | 74.8%        | 100%        | 24.7%        | 75.3%        | 100%        |
| PURCHASING                                  | 48.3%        | 51.7%        | 100%        | 45.1%        | 54.9%        | 100%        | 44.6%        | 55.4%        | 100%        | 40.3%        | 59.7%        | 100%        | 40.5%        | 59.6%        | 100%        |
| <b>37 - Corporate IT</b>                    | <b>50.0%</b> | <b>50.0%</b> | <b>100%</b> | <b>50.0%</b> | <b>50.0%</b> | <b>100%</b> | <b>50.0%</b> | <b>50.0%</b> | <b>100%</b> | <b>50.0%</b> | <b>50.0%</b> | <b>100%</b> | <b>50.0%</b> | <b>50.0%</b> | <b>100%</b> |
| <b>33 - Merit System</b>                    | <b>50.0%</b> | <b>50.0%</b> | <b>100%</b> | <b>50.0%</b> | <b>50.0%</b> | <b>100%</b> | <b>50.0%</b> | <b>50.0%</b> | <b>100%</b> | <b>50.0%</b> | <b>50.0%</b> | <b>100%</b> | <b>50.0%</b> | <b>50.0%</b> | <b>100%</b> |
| <b>34 - Office of Inspector General</b>     | <b>51.9%</b> | <b>48.1%</b> | <b>100%</b> | <b>35.6%</b> | <b>64.4%</b> | <b>100%</b> | <b>37.1%</b> | <b>62.9%</b> | <b>100%</b> | <b>43.0%</b> | <b>57.0%</b> | <b>100%</b> | <b>35.0%</b> | <b>65.0%</b> | <b>100%</b> |
| <b>Total CAS</b>                            | <b>45.6%</b> | <b>54.4%</b> | <b>100%</b> | <b>45.6%</b> | <b>54.4%</b> | <b>100%</b> | <b>45.4%</b> | <b>54.6%</b> | <b>100%</b> | <b>45.1%</b> | <b>54.9%</b> | <b>100%</b> | <b>42.8%</b> | <b>57.2%</b> | <b>100%</b> |

Notes:

- 1) Highlighted rows represents labor cost allocations are done with cost drivers
- 2) Result include chargeback positions based on time card records

## LABOR COST ALLOCATION SUMMARY AND COMPARISON TO FY27 BUDGETED ALLOCATION

|                                             | FY 22 - FY 24 |              |             | FY 23 - FY 25 |              |             | FY 24 - FY 26 |              |             | FY27 Budget  |              |             | 3 Year Average vs FY26 Budget |              |             |
|---------------------------------------------|---------------|--------------|-------------|---------------|--------------|-------------|---------------|--------------|-------------|--------------|--------------|-------------|-------------------------------|--------------|-------------|
|                                             | MC            | PGC          | Total       | MC            | PGC          | Total       | MC            | PGC          | Total       | MC           | PGC          | Total       | MC                            | PGC          | Total       |
| <b>30 - Dept Human Resources &amp; Mgmt</b> | <b>43.6%</b>  | <b>56.4%</b> | <b>100%</b> | <b>43.6%</b>  | <b>56.4%</b> | <b>100%</b> | <b>42.3%</b>  | <b>57.7%</b> | <b>100%</b> | <b>43.7%</b> | <b>56.3%</b> | <b>100%</b> | <b>-1.4%</b>                  | <b>1.4%</b>  | <b>0.0%</b> |
| OFFICE OF THE EXEC. DIR.                    | 46.6%         | 53.4%        | 100%        | 45.8%         | 54.2%        | 100%        | 47.5%         | 52.5%        | 100%        |              |              |             |                               |              |             |
| BUDGET DIVISION                             | 50.2%         | 49.8%        | 100%        | 50.2%         | 49.8%        | 100%        | 50.0%         | 50.0%        | 100%        |              |              |             |                               |              |             |
| CLASSIFICATION COMPENSATION                 | 46.8%         | 53.2%        | 100%        | 45.4%         | 54.6%        | 100%        | 42.5%         | 57.5%        | 100%        |              |              |             |                               |              |             |
| CORP. POLICY & MGMT SVCS                    | 50.0%         | 50.0%        | 100%        | 50.0%         | 50.0%        | 100%        | 50.0%         | 50.0%        | 100%        |              |              |             |                               |              |             |
| EMPLOYEE LABOR RELATIONS                    | 51.3%         | 48.7%        | 100%        | 53.4%         | 46.6%        | 100%        | 48.1%         | 51.9%        | 100%        |              |              |             |                               |              |             |
| HRIS/EMP. RECORDS                           | 20.6%         | 79.4%        | 100%        | 20.4%         | 79.6%        | 100%        | 21.6%         | 78.4%        | 100%        |              |              |             |                               |              |             |
| RECRUITMENT                                 | 46.4%         | 53.6%        | 100%        | 44.3%         | 55.7%        | 100%        | 39.6%         | 60.4%        | 100%        |              |              |             |                               |              |             |
| <b>31 - Legal</b>                           | <b>51.4%</b>  | <b>48.6%</b> | <b>100%</b> | <b>50.9%</b>  | <b>49.1%</b> | <b>100%</b> | <b>48.2%</b>  | <b>51.8%</b> | <b>100%</b> | <b>50.8%</b> | <b>49.2%</b> | <b>100%</b> | <b>-2.6%</b>                  | <b>2.6%</b>  | <b>0.0%</b> |
| <b>32 - Finance Department</b>              | <b>42.9%</b>  | <b>57.1%</b> | <b>100%</b> | <b>43.1%</b>  | <b>56.9%</b> | <b>100%</b> | <b>43.2%</b>  | <b>56.8%</b> | <b>100%</b> | <b>43.2%</b> | <b>56.8%</b> | <b>100%</b> | <b>0.0%</b>                   | <b>0.0%</b>  | <b>0.0%</b> |
| ACCOUNTING                                  | 50.0%         | 50.0%        | 100%        | 50.0%         | 50.0%        | 100%        | 50.0%         | 50.0%        | 100%        |              |              |             |                               |              |             |
| ACCOUNTS PAYABLE                            | 44.5%         | 55.5%        | 100%        | 44.0%         | 56.0%        | 100%        | 43.6%         | 56.4%        | 100%        |              |              |             |                               |              |             |
| ADMINISTRATIVE SERVICES                     | 50.0%         | 50.0%        | 100%        | 50.0%         | 50.0%        | 100%        | 50.0%         | 50.0%        | 100%        |              |              |             |                               |              |             |
| INVESTMENTS                                 | 20.0%         | 80.0%        | 100%        | 20.0%         | 80.0%        | 100%        | 20.0%         | 80.0%        | 100%        |              |              |             |                               |              |             |
| OFFICE OF THE SEC-TREAS.                    | 50.0%         | 50.0%        | 100%        | 50.0%         | 50.0%        | 100%        | 50.0%         | 50.0%        | 100%        |              |              |             |                               |              |             |
| PAYROLL                                     | 26.4%         | 73.6%        | 100%        | 25.6%         | 74.4%        | 100%        | 25.2%         | 74.8%        | 100%        |              |              |             |                               |              |             |
| PURCHASING                                  | 46.0%         | 54.0%        | 100%        | 43.3%         | 56.7%        | 100%        | 41.8%         | 58.2%        | 100%        |              |              |             |                               |              |             |
| <b>37 - Corporate IT</b>                    | <b>50.0%</b>  | <b>50.0%</b> | <b>100%</b> | <b>50.0%</b>  | <b>50.0%</b> | <b>100%</b> | <b>50.0%</b>  | <b>50.0%</b> | <b>100%</b> | <b>50.1%</b> | <b>49.9%</b> | <b>100%</b> | <b>-0.1%</b>                  | <b>0.1%</b>  | <b>0.0%</b> |
| <b>33 - Merit System</b>                    | <b>50.0%</b>  | <b>50.0%</b> | <b>100%</b> | <b>50.0%</b>  | <b>50.0%</b> | <b>100%</b> | <b>50.0%</b>  | <b>50.0%</b> | <b>100%</b> | <b>50.0%</b> | <b>50.0%</b> | <b>100%</b> | <b>0.0%</b>                   | <b>0.0%</b>  | <b>0.0%</b> |
| <b>34 - Office of Inspector General</b>     | <b>41.6%</b>  | <b>58.4%</b> | <b>100%</b> | <b>38.6%</b>  | <b>61.4%</b> | <b>100%</b> | <b>38.4%</b>  | <b>61.6%</b> | <b>100%</b> | <b>35.7%</b> | <b>64.3%</b> | <b>100%</b> | <b>2.7%</b>                   | <b>-2.7%</b> | <b>0.0%</b> |
| <b>Total CAS</b>                            | <b>45.6%</b>  | <b>54.4%</b> | <b>100%</b> | <b>45.4%</b>  | <b>54.6%</b> | <b>100%</b> | <b>44.4%</b>  | <b>55.6%</b> | <b>100%</b> | <b>45.6%</b> | <b>54.4%</b> | <b>100%</b> | <b>-1.2%</b>                  | <b>1.2%</b>  | <b>0.0%</b> |

Notes:

- 1) Highlighted rows represents labor cost allocations are done with cost drivers
- 2) Result include chargeback positions based on time card records

This table provides the divisional labor allocation in detail, including the three-year average which forms the basis for each year's proposed allocation.

## Multi-Year Change Summary

The table below shows the change from year to year, including the proposed change for FY28.

### Change from Prior Year

| FY23  |       | FY24  |       | FY25  |       | FY26  |       | FY27  |       | FY28  |       |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| MC    | PGC   | MC    | PGC   | MC    | PGC   | MC    | PGC   | MC    | PGC   | MC    | PGC   |
| -0.7% | 0.7%  | 0.5%  | -0.5% | 0.8%  | -0.8% | 1.5%  | -1.5% | 0.5%  | -0.5% | -1.4% | 1.4%  |
| -0.1% | 0.1%  | 0.0%  | 0.0%  | 0.1%  | -0.1% | -0.1% | 0.1%  | 0.3%  | -0.3% | 0.0%  | 0.0%  |
| 1.3%  | -1.3% | -2.1% | 2.1%  | 1.0%  | -1.0% | 0.3%  | -0.3% | -0.3% | 0.3%  | -2.6% | 2.6%  |
| -5.9% | 5.9%  | 2.2%  | -2.2% | -0.6% | 0.6%  | 1.8%  | -1.8% | -3.6% | 3.6%  | 2.7%  | -2.7% |
| 0.4%  | -0.4% | -0.1% | 0.1%  | 0.2%  | -0.2% | 0.1%  | -0.1% | 0.0%  | 0.0%  | -0.1% | 0.1%  |
| 0.0%  | 0.0%  | 0.0%  | 0.0%  | 0.0%  | 0.0%  | 0.0%  | 0.0%  | 0.0%  | 0.0%  | 0.0%  | 0.0%  |
| -0.3% | 0.3%  | 0.0%  | 0.0%  | 1.0%  | -1.0% | 0.0%  | 0.0%  | 0.8%  | -0.8% | -0.4% | 0.4%  |
| -0.2% | 0.2%  | -0.3% | 0.3%  | 0.4%  | -0.4% | 0.6%  | -0.6% | 0.1%  | -0.1% |       |       |

## Recommendation

The recommendation is to adopt the results of this year's analysis and directions given to staff to utilize in developing the FY28 Proposed Budget. Using FY27 budget numbers, this would shift approximately \$287,453 from Montgomery County to Prince George's County.

**M-NCPPC Resolution No. 26-12****FISCAL YEAR 2027 MERIT INCREASE/ANNIVERSARY PAY INCREMENTS  
AND OTHER ADJUSTMENTS FOR CERTAIN NON-REPRESENTED MERIT SYSTEM,  
TERM CONTRACT AND SEASONAL/INTERMITTENT EMPLOYEES**

(Excluding Park Police Officers, Park Police Candidates,  
and Park Police Command Staff)

WHEREAS, the Maryland-National Capital Park and Planning Commission (“M-NCPPC”) submitted its proposed Fiscal Year 2027 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 14, 2026, the respective County Councils reviewed and together acted to approve the Bi-County budget items allocated to both counties and authorized compensation and benefits adjustments within the total dollars proposed by the M-NCPPC; and

WHEREAS, the Commission will adopt separate wage Resolutions for Merit positions covering represented Police Officers, non-represented Park Police Candidates, and Park Police Officers comprised of the command ranks of Lieutenant, Captain, and Commander; these positions are not covered by this Resolution.

WHEREAS, Commission Practice 2-16 (Contract Employment) allows for the award of anniversary pay increments to Seasonal/Intermittent Contract employees assigned to the Seasonal/Intermittent, Tennis Instructor and Specialty Services Pay Plans in accordance with the Performance Evaluation System for Contract Employees; and

WHEREAS, Commission Practice 2-16 provides that Seasonal/Intermittent employees who are assigned to the Seasonal/Intermittent Aquatic Pay Plan or the Revenue Sharing Pay Plan shall not receive anniversary pay increments; and

WHEREAS, Commission Administrative Procedure 00-02 sets the anniversary pay increment at 3.5% for Seasonal/Intermittent employees assigned to Seasonal/Intermittent, Tennis Instructor, or Specialty Services Pay Plans.

NOW THEREFORE, BE IT RESOLVED, that the M-NCPPC hereby adopts a merit increase (anniversary pay increment) of up to three and one-half percent (3.5%) for Fiscal Year 2027 for non-represented Merit System employees and Term Contract employees (assigned to the General Service Pay Scale); and

BE IT FURTHER RESOLVED, that the Commission hereby adopts for Fiscal Year 2027, a lump sum payment of one-half percent (0.5%) for all non-represented Merit System employees

who have reached top-of-grade and are therefore not eligible for an anniversary (merit) pay increment, with the lump sum for part-time Merit System employees being prorated at 75% of the full-time equivalent for the position held. The calculation shall be made on the employee's base salary in effect July 1, 2026; and

BE IT FURTHER RESOLVED, that the Commission hereby adopts for Fiscal Year 2027, a Cost-of-Living Adjustment ("COLA") for non-represented Merit System employees and Term Contract employees (assigned to the General Service Pay Scale) of two and fifty-five hundredths percent (2.55%) to be paid as follows:

One and one-quarter percent (1.25%) effective the first full pay period following November 1, 2026 (November 8, 2026); and

One and thirty-hundredths percent (1.30%) effective the first full pay period following April 1, 2027 (April 11, 2027);

BE IT FURTHER RESOLVED, that the Commission hereby adopts a maximum anniversary pay increment of three and one-half percent (3.5%) for FY2027 for all Seasonal/Intermittent Contract employees assigned to the Seasonal/Intermittent, Tennis Instructor or Specialty Services Pay Plans; and

BE IT FURTHER RESOLVED, that the Maryland-National Capital Park and Planning Commission does hereby authorize the Executive Director to take any action as may be necessary to implement this Resolution.

Approved for legal sufficiency:

  
\_\_\_\_\_  
Ben Rupert, Principal Counsel



## MEMORANDUM

September 16, 2026

To: Commissioners

From: William Spencer, Acting Executive Director

Re: Fiscal Year 2027 Wage Adjustments for Certain Non-Represented Merit, Term Contract, and Seasonal/Intermittent Employees

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Resolution No. 26-12 is being presented for your approval to authorize FY2027 wage adjustments for eligible Non-Represented Merit employees, Term Contract employees (assigned to the General Service Pay Scale), and Seasonal/Intermittent employees.

The Resolution does not include wage adjustments for Park Police Officers represented by the FOP, Park Police Command Staff, Park Police Candidates, or MCGEO-represented employees. Wage adjustments for these employees are contained in other Resolutions being submitted for your approval.

The FY2027 adjustments consist of:

Merit/Anniversary Increase of up to 3.5%.

This increase is for Non-Represented Merit, Term Contract, and Seasonal/Intermittent employees who receive a satisfactory performance rating and have not reached the top of their pay grade. This increase will take effect in the pay period following each employee's anniversary date in FY 2027.

Cost-of-Living Adjustment of 2.55%.

Eligible Non-Represented Merit employees and Term Contract employees assigned to the General Service Pay Scale will also receive this cost-of-living adjustment, payable in two installments as follows:

- The first full pay period following November 1, 2026, employees will receive an adjustment of 1.25%.
- The first full pay period following April 1, 2027, employees will receive an adjustment of 1.30%.

Lump Sum Payment of 0.5%, pro-rated for part-time Merit employees.

Non\_Represented.Merit employees who are actively employed, have reached the top of grade, and thus, not eligible for an anniversary pay increment, will receive a 0.5% lump sum payment prorated as 75% of the full-time equivalent for part\_time.Non\_Represented.Merit employees. This payment will be calculated on their base salary as of June 30, 2026.

This payment will be included in the paycheck employees will receive on October 9, 2026, and treated as regular earnings for tax purposes. However, this payment will not be added to the employees' base salary

or counted for retirement or life insurance benefit calculations.

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# MEMORANDUM

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**EMPLOYEES' RETIREMENT SYSTEM**  
 Maryland-National Capital Park and Planning Commission  
 6611 Kenilworth Avenue, Suite 100  
 Riverdale, Maryland 20737

(301) 454-1415 - Telephone  
 (301) 454-1413 - Facsimile  
<http://ers.mncppc.org>

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To: Maryland-National Capital Park and Planning Commission Date: September 8, 2026

Via: James Hedrick, Vice Chair, ERS Board of Trustees *James Hedrick*

From: Jaclyn Harris, Executive Director *Jaclyn Harris*

Subject: **Resolution 26-17: Recommendation to Approve the Amended FY27 Operating Budget for the Employees' Retirement System in the amount of \$3,800,000**

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## **RECOMMENDATION**

The Board of Trustees ("Board") of the Maryland-National Capital Park & Planning Commission ("Commission") Employees' Retirement System (ERS) respectfully recommends approval of the Amended FY27 Operating Budget in the amount of \$3,800,000, a 3.7% increase from FY26.

## **BACKGROUND**

Each year, the Board prepares an operating budget outlining projected expenses for Commission review and approval. While no external budget restrictions are imposed, the Board ensures the ERS budget aligns with operational needs and standards consistent with other local retirement systems.

At its June 29, 2026 meeting, the Commission approved the proposed FY27 operating budget of \$3.5 million and was advised that a subsequent amendment would likely be necessary to implement administrative and operational improvements identified by The Segal Group through its organizational assessment commissioned by the Board.

## **AMENDED FY27 OPERATING BUDGET SUMMARY**

The Board reviewed Segal's organizational improvement recommendations on July 7, 2026, and subsequently approved the Amended FY27 Operating Budget at its September 1, 2026 meeting. The amended budget adds \$293,000 to the previously approved budget to enhance operations, strengthen organizational capacity, and improve service delivery. Of this amount, \$170,000 supports one-time non-recurring projects with Segal for performance management consulting services and renovations to the ERS's existing office space.

### *Personnel and Employee Benefits Costs*

The Board approved two new positions—a Business IT/Systems Analyst and a Human Resources Manager—to address specialized staffing needs. The additions will increase ERS staffing from

13 to 15 employees and add to employee benefits costs as well as an estimated \$64,000 in prorated personnel costs for FY27.

*Pension Administration System Enhancements*

The ERS is evaluating pension administration system upgrades to improve automation, retirement activity reporting, and service delivery. Complimentary vendor hours will cover most enhancement costs, with \$5,000 budgeted for up to 30 additional implementation hours.

*Analytics for Telephone Lines*

At an annual cost of \$6,000, the ERS will add analytics to its phone lines to track call volume, wait times, dropped calls, and call duration for service and staffing assessments.

*Segal Group – Performance Management Consulting Services*

The Board is engaging Segal for \$80,000 to develop performance evaluation frameworks for personnel, update existing position descriptions, develop two new roles, and conduct a classification and compensation study to strengthen ERS talent management.

*Office Renovation Project*

To accommodate staff growth, the ERS will need to reconfigure its current office space. This project would remove walls and ceiling tiles and address flooring and electrical needs to create four offices and one cubicle. The cost is expected to not exceed \$90,000.

**Attachment**

1. Amended FY27 ERS Operating Budget

**Maryland-National Capital Park and Planning Commission  
Employees' Retirement System  
FY 2027 Amended Operating Budget**

|                                                     | <b>FY2025</b>             | <b>FY2026</b>       |                           |                              | <b>FY2027</b>       | <b>FY2027</b>     | <b>FY2027</b>       | <b>FY2027</b>                   |
|-----------------------------------------------------|---------------------------|---------------------|---------------------------|------------------------------|---------------------|-------------------|---------------------|---------------------------------|
|                                                     | Actual as of<br>30-Jun-25 | Final<br>Budget     | Actual as of<br>30-Jun-26 | Projected as of<br>30-Jun-26 | Approved<br>Budget  | Budget<br>Changes | Amended<br>Budget   | % Change FY2026<br>Final Budget |
| <b>Personnel service:</b>                           |                           |                     |                           |                              |                     |                   |                     |                                 |
| Salaries - full time                                | \$ 1,326,015              | \$ 1,564,000        | \$ 1,340,835              | \$ 1,345,000                 | \$ 1,544,000        | \$ 64,000         | 1,608,000           | 2.81%                           |
| Salaries - part time                                | 54,181                    | 61,000              | 58,381                    | 59,000                       | 59,000              | 3,000             | 62,000              | 1.64%                           |
| <b>Total Salaries:</b>                              | <b>1,380,196</b>          | <b>1,625,000</b>    | <b>1,399,216</b>          | <b>1,404,000</b>             | <b>1,603,000</b>    | <b>67,000</b>     | <b>1,670,000</b>    | 2.77%                           |
| Employee benefits:                                  | 470,296                   | 605,000             | 500,031                   | 513,000                      | 669,000             | 37,000            | 706,000             | 16.69%                          |
| OPEB benefits                                       | 30,300                    | 29,000              | 29,700                    | 30,000                       | 30,000              |                   | 30,000              | 3.45%                           |
| Retiree benefits                                    | 42,902                    | 59,000              | 66,246                    | 67,000                       | 85,000              |                   | 85,000              | 44.07%                          |
| Accrued leave and salary related payments           | 30,629                    | 71,000              | 88,173                    | 97,000                       | 47,000              | 3,000             | 50,000              | -29.58%                         |
| <b>Total Benefits:</b>                              | <b>574,127</b>            | <b>764,000</b>      | <b>684,150</b>            | <b>707,000</b>               | <b>831,000</b>      | <b>40,000</b>     | <b>871,000</b>      |                                 |
| <b>Total Personnel services:</b>                    | <b>1,954,323</b>          | <b>2,389,000</b>    | <b>2,083,366</b>          | <b>2,111,000</b>             | <b>2,434,000</b>    | <b>107,000</b>    | <b>2,541,000</b>    | 6.36%                           |
| <b>Professional and contractual services:</b>       |                           |                     |                           |                              |                     |                   |                     |                                 |
| Actuarial services                                  | 48,018                    | 101,000             | 78,067                    | 69,000                       | 73,000              |                   | 73,000              | -27.72%                         |
| Audit services                                      | 25,204                    | 33,000              | 25,938                    | 32,000                       | 23,000              |                   | 23,000              | -30.30%                         |
| Legal services                                      | 54,273                    | 220,000             | 138,185                   | 150,000                      | 220,000             |                   | 220,000             | 0.00%                           |
| <b>Total Professional and contractual services:</b> | <b>127,495</b>            | <b>354,000</b>      | <b>242,190</b>            | <b>251,000</b>               | <b>316,000</b>      | <b>-</b>          | <b>316,000</b>      | -10.73%                         |
| <b>Insurance:</b>                                   | <b>93,412</b>             | <b>110,000</b>      | <b>86,457</b>             | <b>95,000</b>                | <b>106,000</b>      | <b>-</b>          | <b>106,000</b>      | -3.64%                          |
| <b>Information technology services:</b>             |                           |                     |                           |                              |                     |                   |                     |                                 |
| Hosting services                                    | 79,047                    | 92,000              | 82,965                    | 88,000                       | 94,000              |                   | 94,000              | 2.17%                           |
| Maintenance and support                             | 128,309                   | 140,000             | 148,508                   | 149,000                      | 130,000             | 5,000             | 135,000             | -3.57%                          |
| <b>Total Information technology services:</b>       | <b>207,356</b>            | <b>232,000</b>      | <b>231,473</b>            | <b>237,000</b>               | <b>224,000</b>      | <b>5,000</b>      | <b>229,000</b>      | -1.29%                          |
| <b>Other professional services:</b>                 |                           |                     |                           |                              |                     |                   |                     |                                 |
| IT - commission                                     | 145,972                   | 150,000             | 145,972                   | 146,000                      | 156,000             |                   | 156,000             |                                 |
| Legal - commission                                  | 66,383                    | 68,000              | 68,307                    | 66,000                       | 71,000              |                   | 71,000              |                                 |
| <b>Total Other professional services:</b>           | <b>212,355</b>            | <b>218,000</b>      | <b>214,279</b>            | <b>212,000</b>               | <b>227,000</b>      | <b>-</b>          | <b>227,000</b>      |                                 |
| <b>Administrative services:</b>                     |                           |                     |                           |                              |                     |                   |                     |                                 |
| Marketing                                           | 1,400                     | 2,000               | 5,719                     | 2,000                        | 3,000               |                   | 3,000               | 50.00%                          |
| Telephones                                          | 1,200                     | 1,000               | 1,200                     | 1,000                        | 1,000               | 6,000             | 7,000               | 600.00%                         |
| Postage                                             | 479                       | 1,000               | 2,658                     | 1,000                        | 5,000               |                   | 5,000               | 400.00%                         |
| Memberships and subscriptions                       | 6,799                     | 9,000               | 2,999                     | 9,000                        | 9,000               |                   | 9,000               | 0.00%                           |
| Equipment leasing                                   | 3,000                     | 3,000               | 3,000                     | 3,000                        | 3,000               |                   | 3,000               | 0.00%                           |
| Printing, binding, and imaging                      | -                         | 1,000               | 370                       | 1,000                        | 2,000               |                   | 2,000               | 100.00%                         |
| Office supplies and equipment                       | 8,206                     | 10,000              | 9,584                     | 10,000                       | 10,000              | 5,000             | 15,000              | 50.00%                          |
| Computer supplies and equipment                     | 16,608                    | 20,000              | -                         | 10,000                       | -                   |                   | -                   | -100.00%                        |
| Education, training, and travel                     | 19,602                    | 36,000              | 36,445                    | 32,000                       | 40,000              |                   | 40,000              | 11.11%                          |
| Other contractual services                          | 36,887                    | 111,000             | 104,282                   | 50,000                       | 20,000              | 80,000            | 100,000             | -9.91%                          |
| Payroll services                                    | 5,385                     | 7,000               | 5,706                     | 5,000                        | 8,000               |                   | 8,000               | 14.29%                          |
| Other administrative services                       | 3,032                     | 5,000               | 3,997                     | 5,000                        | 5,000               |                   | 5,000               | 0.00%                           |
| Lease - commission                                  | 126,396                   | 126,000             | 126,396                   | 126,000                      | 94,000              |                   | 94,000              | -25.40%                         |
| <b>Total Administrative services:</b>               | <b>228,994</b>            | <b>332,000</b>      | <b>302,356</b>            | <b>255,000</b>               | <b>200,000</b>      | <b>91,000</b>     | <b>291,000</b>      | -12.35%                         |
| <b>Total:</b>                                       | <b>\$ 2,823,935</b>       | <b>\$ 3,635,000</b> | <b>\$ 3,160,121</b>       | <b>\$ 3,161,000</b>          | <b>\$ 3,507,000</b> | <b>\$ 203,000</b> | <b>\$ 3,710,000</b> | 2.06%                           |
| <b>Capital outlay:</b>                              | -                         | 30,000              | -                         | -                            | -                   | 90,000            | 90,000              | 200.00%                         |
| <b>Total Capital outlay:</b>                        | -                         | 30,000              | -                         | -                            | -                   | 90,000            | 90,000              | 200.00%                         |
| <b>Total with capital outlay:</b>                   | <b>2,823,935</b>          | <b>3,665,000</b>    | <b>3,160,121</b>          | <b>3,161,000</b>             | <b>3,507,000</b>    | <b>293,000</b>    | <b>3,800,000</b>    | 3.68%                           |



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

**M-NCPPC NO. 26-17**

## **RESOLUTION**

### **APPROVAL OF THE AMENDED FY27 OPERATING BUDGET FOR THE EMPLOYEES' RETIREMENT SYSTEM IN THE AMOUNT OF \$3,800,000**

**WHEREAS**, the Maryland-National Capital Park and Planning Commission (the "Commission") as Plan Sponsor entered into a Pension Trust Agreement as of July 26, 1972 and amended on June 13, 1979 ("the Agreement") with the Employees' Retirement System of the Maryland-National Capital Park and Planning Commission ("ERS" or the "Plan") and a Memorandum of Understanding dated February 11, 1982, between those same entities ("Agreement"); and

**WHEREAS**, Section 2 of the Agreement states that the Board of Trustees "will annually prepare and present to the Commission for its review and approval, an operating budget setting forth projected expenditures for the operation of the ERS..."; and

**WHEREAS**, at its September 1, 2026, meeting the Board of Trustees approved the Amended Operating Budget for FY27; and

**WHEREAS**, in accordance with the aforementioned recommendation, the Board of Trustees submits an Amended FY27 Operating Budget in the amount of \$3,800,000 which is a 3.7% increase from FY26; and

**NOW THEREFORE, BE IT RESOLVED**, that the Commission as Plan Sponsor approves the Amended FY27 ERS Operating Budget of \$3,800,000.

**BE IT FURTHER RESOLVED**, that the Maryland-National Capital Park and Planning Commission does hereby authorize the Executive Director and other officers to take action as may be necessary to implement this resolution.

\*\*\*\*\*

### CERTIFICATION

This is to certify that the foregoing is a true and correct copy of Resolution No. 26-17 adopted by the Maryland-National Capital Park and Planning Commission on motion of \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, with Commissioners \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, in favor of the motion at its regular meeting held virtually on Wednesday, September 16, 2026, and broadcast by the Prince George's Department of Parks and Recreation.

---

William Spencer, Acting Executive Director

### Reviewed and Approved for Legal Sufficiency

/s/ *Michael Aniton*

---

Michael "Wes" Aniton, Deputy General Counsel



September 16, 2026

To: The Commission

Via: Tracey Harvin, Corporate Policy and Management Operations Director

From: Michael Beckham, Corporate Policy and Archives Chief  
Doug Belling, Senior Policy Analyst

Subject: Proposed Non-Commission Employment Exemption for Election Officials and Poll Workers

**Requested Action**

The Commission is asked to approve an amendment to Administrative Practice 2-24, *Code of Ethics*, to add an exemption for service as an election official or poll worker from the requirement to obtain prior approval for non-Commission employment.

This amendment was presented to and supported by the Department Heads and the Leadership Committee. With the Commission's approval, staff will finalize and promulgate the proposed amendment.

**Background**

Pursuant to Administrative Practice 2-24, *Code of Ethics*, employees must request and obtain approval before engaging in non-Commission employment. Non-Commission employment generally includes compensated work or business activity performed for a third party, or participation in outside entities involving financial or fiduciary interests. The following activities are not considered non-Commission employment and do not require prior approval:

- i. Pro bono legal representation by OGC attorneys;
- ii. Service in the U.S. Armed Forces (active or reserve, including the National Guard);
- iii. Participation in official activities of a union representing M-NCPPC employees; and
- iv. Serving on the board of the M-NCPPC Credit Union or the Employees' Retirement System.

The Legal Department noted that, during the Commission's Ethics 101 training, a suggestion was raised to add federal, state, and local election officials and poll worker service to the list of exemptions from the requirement to obtain prior approval for non-Commission employment.

Service as an election official or poll worker is a limited form of public service. While a stipend may be provided, it is not structured as employment or a business relationship and does not involve private financial or fiduciary interests. As a result, it does not present the conflict-of-interest or private-gain concerns that the non-Commission employment approval process is designed to address.

**Proposed Amendment**

The proposed language, on page 17 of Attachment A, Section I(C)(2), adds “service as an election official or poll worker” to the activities excluded from the definition of non-Commission employment.

Under the amendment, employees will no longer need prior approval to serve as election officials or poll workers; however, they must continue to use accrued leave or leave without pay for that service.

**Attachment A:** Draft Administrative Practice 2-24, *Code of Ethics*

## PROPOSED AMENDMENTS TO ADMINISTRATIVE PRACTICE 2-24, CODE OF ETHICS

### Key to Revisions:

|                             |                             |
|-----------------------------|-----------------------------|
| <b>Grey Highlighted:</b>    | Recommended additions.      |
| <b>Strikeout:</b>           | Recommended deletions.      |
| <b><i>Bold Italics:</i></b> | Comments to Draft Reviewer. |

**AUTHORITY** Pursuant to Maryland Public Ethics Law, Article 40A, Annotated Code of Maryland 1957, 1990 replacement volume, and Division II of the Land Use Article of the Annotated Code of Maryland, the Commission last approved amendments to this Practice on July 16, 2025. Minor amendments were made last by the Acting Executive Director on June X, 2026, as described in the Purpose and Background section below.

**APPLICATION** This Administrative Practice applies to all employees, including Commissioners, Merit System employees, contract employees, and appointed officials. As to volunteers, only Section I(A) (Standard of Conduct) applies. To the extent an employee is a member of a collective bargaining unit, and any provision of this Code of Ethics directly conflicts with an applicable collective bargaining agreement, the collective bargaining agreement will control with respect to the area of conflict. To the extent that other documentation of the employment relationship of an officer, director, or deputy director legally supersedes any provisions referenced herein, that superseding document would control in the event of a conflict. As to Commissioners, to the extent that any provision of this Code of Ethics conflicts with the General Provisions Article of the Maryland Code, Title 5 (Maryland Public Ethics Law), or Section 15-120 of Division II of the Land Use Article of the Maryland Code, the Maryland Code shall prevail.

**RESCISSION** Practice 2-14 and accompanying Procedures 03-05, *Non-Commission Employment and Non-Commission Business*; Practice 2-15, *Employee Use of Commission Property*; Practice 2-72, *Conditions for Acceptance of Awards from Outside the Commission*; Practice 2-90, *Solicitations on Commission Property*; and Practice 5-70, *Financial Disclosure* are rescinded and replaced by this Practice.

**CONTACT** General questions regarding this policy can be directed to the Policy Office by calling 301-454-1736 or by emailing [policyreview@mncppc.org](mailto:policyreview@mncppc.org). For questions regarding interpretations and applicability, as well as reporting concerns, contact the Ethics Officer in the Office of the Office of General Counsel at 301-454-1671 or by email at [ethics@mncppc.org](mailto:ethics@mncppc.org).

**PURPOSE/  
BACKGROUND**

The Commission initially approved Practice 2-24, Code of Ethics on June 16, 1991, to create a comprehensive Practice governing the M-NCPPC’s rules and regulations pertaining to conflicts of interest and ethical conduct. Employees of the Commission must maintain high professional and ethical standards in the performance of their official duties. This Code of Ethics establishes the framework for promoting ethical compliance.

This Code of Ethics addresses the ethical standards applicable to employees. Other Commission Administrative Practices and policies specifically address ethical responsibilities uniquely applicable to particular third parties, including but not limited to lobbyists (Practice 5-61, *Lobbying Disclosure*), volunteers, vendors, and others seeking to do business with the Commission (Practice 4-10 and the Commission’s *Procurement Manual*, including Section 2 (Ethics and Sanctions in Purchasing)).

Since its initial adoption, this Practice has been amended, as follows:

- January 9, 2023: Amended to reflect that nominal value is defined by the Executive Director, subject to consultation with the Chair and Vice Chair of the Commission, and in consideration of those amounts set by Prince George’s County, Montgomery County, and the State of Maryland.
- November 15, 2023: Amended to update Practice 2-24 and create a single, comprehensive, Code of Conduct, consistent with Maryland Public Ethics Act, Section 5-823 and 5-829 requiring the Commission to adopt conflict of interest and financial disclosure regulations substantially similar to those provisions found in Subtitles 5 and 6 of the Act.
- January 17, 2024: Amended to clarify a former employee may represent or assist a governmental entity on a specific matter or contract in which the former employee significantly participated as a Commission employee, for compensation, provided an actual or perceived conflict of interest is not created.
- April 17, 2024: Amended to update the definition of “restricted external party” and the required contents of annual Financial Disclosure Statements.
- July 16, 2025: Amended to specify that (a) pro bono legal representation by OGC attorneys will be reviewed for conflicts of interest pursuant to the Legal Department’s *Pro Bono Representation Policy and Procedures*, and (b) requests to participate in pro bono legal representation by non-OCG attorneys will be reviewed by the respective Department Head as a non-Commission employment request.
- November 24, 2025: Amended to reflect that ethics violations may be reported using the form in Administrative Procedures 25-02, *Filing Complaint*, and that investigations will be conducted in accordance with Administrative Procedures 25-03, *Conducting Investigations*.

- June 12, 2026: Amended the financial disclosure statement (FDS) filing deadline for employees from April 30<sup>th</sup> to April 15<sup>th</sup> of each calendar year and added a table on FDS requirements as an appendix.
- [TBA]

## REFERENCES

- Maryland Public Ethics Law, Article 40A, Annotated Code of Maryland 1957, 1990 replacement volume
- Section 15-120 of Division II of the Land Use Article of the Code of Maryland
- Administrative Practice 1-31, *Organization and Functions of the Audit Committee and Office of the Inspector General*
- Administrative Practice 2-28, *Composition, Privacy, and Disposition of Employment Records*
- Administrative Practice 2-16, *Seasonal/Intermittent, Term and Temporary Employment* and its accompanying Procedures 00-02
- Administrative Practice 3-31, *Fraud, Waste & Abuse*
- Administrative Practice 4-10, *Purchasing Policy, and accompanying Procedures 05-02, Procurement Manual*
- Administrative Practice 5-61, *Lobbying Disclosure*
- Administrative Practice 5-81, *Maryland Public Information Act Policy*, and accompanying Procedures 22-01, *MPIA Procedures Manual*
- Administrative Practice 6-10, *Vehicle Use Program*
- Administrative Practice 6-13, *Electronic Communications Policy*
- Administrative Procedures 21-01, *Business and Personal Use of Social Media*
- Administrative Procedures, 99-04, *Time and Attendance*
- Merit System Rules and Regulations

## DEFINITIONS

**Business** means any for-profit or not-for-profit enterprise, including a corporation, general or limited partnership, sole proprietorship, joint venture, association, firm, institute, trust, or foundation. Business does not include a governmental entity.

**Ceremonial gift** means an item of customary and reasonable value normally given at functions such as dedications, inaugurals, initiations, awards, tributes, and retirements, but not limited to such events, where food, beverages, entertainment, and mementos (souvenirs) may be provided.

**Ceremonial occasions** mean functions such as dedications, inaugurals, initiations, awards, tributes, and retirements, but not limited to such events, where food, beverages, entertainment, and mementos (souvenirs) may be provided.

1           **The Commission** means: (a) the Maryland National Capital Park and Planning  
2 Commission which is the organizational entity referred to in this Practice, or (b) the  
3 10-member voting body of the Maryland-National Capital Park and Planning  
4 Commission.  
5

6           **Commissioner** means a member of the ten-member voting body of the Maryland-  
7 National Capital Park and Planning Commission, and a member of the respective  
8 five-member Planning Board for Montgomery County or Prince George's County.  
9

10           **Commission resources** mean any service, asset, or property, whether physical,  
11 digital, electronic, virtual, or intellectual, owned, purchased, leased, or under  
12 contract with the Commission. Commission resources include, but are not limited  
13 to cash (currency, checks, money orders, credit card receipts); facilities; general  
14 equipment and tools; natural items (*e.g.*, plants, trees, mulch, compost, and  
15 firewood); vehicles and machinery; office equipment and supplies, including  
16 Commission stationery; computer hardware, software, and other electronic  
17 equipment; printers and copiers; telecommunication services such as telephones,  
18 mobile devices, facsimile machines, internet/intranet, electronic mail; data stored  
19 on, received by, or transmitted by the agency's operating systems or servers;  
20 Commission issued uniforms, and staff services delivered by Commission  
21 employees, contractors, or volunteers; and rights under any license or other  
22 agreement relating to intellectual property, know-how, and information of  
23 commercial value, whether or not protected by patent, trademark, copyright, or  
24 other legal entitlement.  
25

26           **Compensation** means any money or thing of value, regardless of form, including  
27 the sale or delivery of tangible or intangible property, that an employer pays or  
28 agrees to pay for services rendered.  
29

30           **Conflict of interest** means any circumstance or set of circumstances which  
31 interfere with, appear to interfere with, or have the potential to interfere with, the  
32 impartiality and independent judgment of an employee, inclusive of a  
33 Commissioner, Appointed Officer, and Department Head. (See also: Maryland  
34 Code, Land Use Art., § 15-120, *et seq.*; and Maryland Code, General Provisions  
35 Art., §§ 5-501 and 5-502).  
36

37           **Employee**, for the purposes of this Practice, means any person employed by the  
38 Commission, whether employed on a full-time or part-time basis, as a Merit System  
39 employee; Seasonal/Intermittent, Temporary, or Term contract employee;  
40 Appointed Officer; Department Head; or, Commissioner, regardless of the manner  
41 of entry into Commission service.  
42  
43

**Employer** means any person who pays or agrees to pay compensation for services rendered.

**Employment** or **employ** means engaging in an activity for compensation.

**Ethics Officers** means employees who are trained and designated to provide advice regarding compliance with the Code of Ethics and recommend appropriate actions.

**Family member (Employee's relative)** means any individual who is related by blood, marriage, adoption, domestic partnership, or guardianship, including but not limited to a spouse, domestic partner (as qualified under the Commission's Health and Benefits Program), parent or step-parent, spouse's parents, grandparent, or spouse's parents, child or step-child, legal guardian, brother or step-brother, sister or step-sister, the siblings of one's parents and those siblings' children.

**Fiduciary duty** means a legal obligation that results from a position of trust with respect to a third party's business and assets.

**Financial interest** means:

1. Ownership of any interest as the result of which the owner has received within the past three years, or is presently receiving, or in the future is entitled to receive, more than \$1,000 per year; or
2. Ownership, or the ownership of securities of any kind representing or convertible into ownership, of more than 3 percent of a business entity by:
  - a. An official;
  - b. An employee; or
  - c. The spouse of an official or employee;

**Gift** means the transfer of anything of economic value regardless of the form without adequate and lawful exchange of consideration of at least equal value.

**Gratuity** means anything of value that is presented or promised in anticipation of receiving a consideration, whether the consideration is less than, equal to, or greater than the value presented or promised.

**Honorarium** means the payment of money or anything of value for:

1. Speaking to, participating in, or attending a meeting, conference, or other function; or
2. Writing an article, other than a book, which has been or is intended to be published.

**Interest** means any source of income or any other legal or equitable economic interest, whether subject to an encumbrance or a condition, which is owned or held,

1 in whole or in part, jointly or severally, directly, or indirectly. Interest does not  
2 include:

- 3 1. An interest in a time deposit or demand deposit in a financial institution;
- 4 2. An interest in an insurance policy, endowment policy, or annuity contract under  
5 which an insurance company promises to pay a fixed number of dollars either  
6 in a lump sum or periodically for life or some other specified period;
- 7 3. An interest in a mutual fund or exchange-traded fund (ETF);
- 8 4. An interest held in the capacity of an agent, custodian, fiduciary, personal  
9 representative, or trustee, unless the holder has an equitable interest in the  
10 subject matter; or
- 11 5. An interest in a deferred compensation plan that:
  - 12 a. Has more than 25 participants, and
  - 13 b. The Internal Revenue Service has determined qualified as a trust under  
14 Sections 401, 507, and 501 of the Internal Revenue Code.

15  
16 **Maryland Public Ethics Law** means the general Provisions Article, Title 5, of the  
17 Maryland Annotated Code.

18  
19 **Non-Commission Business** means activities performed while on duty and which  
20 are unrelated to the business of the Commission as further described in this Practice.

21  
22 **Non-Commission Employment** means work activities performed for oneself or a  
23 third party unrelated to the business of the Commission as further described in this  
24 Practice.

25  
26 **On-duty** means being engaged in or responsible for an assigned task or duty either  
27 on Commission or non-Commission property. An employee is not considered on  
28 duty when attending lectures, meetings, training programs, and similar activities if  
29 the following four criteria are all met: (a) attendance is outside of the ‘employee’s  
30 regular working hours; (b) attendance is in fact voluntary; (c) the course, lecture,  
31 or meeting is not directly related to the employee’s job; and (d) the employee does  
32 not perform any productive work during such attendance.

33  
34 **Person** means an individual, receiver, trustee, guardian, personal representative,  
35 fiduciary, corporation, company, association, firm, partnership, joint stock  
36 company, or any other organization, institution, or entity.

37  
38 **Procurement** means all acts and functions that pertain to the responsibility of  
39 the acquisition of any goods, services, equipment, supplies, insurance,  
40 construction, or intellectual property, including but not limited to the description  
41 of requirements, selection, and solicitation of sources, preparation, and award of  
42 contract, or purchase order, and all phases of contract administration.

1                   **Quasi-governmental entity** means an entity that is created by State statute, which  
2 performs a public function, and that is supported in whole or in part by the State  
3 but is managed privately.  
4

5                   **Regulatory Matters** means matters that come before the respective Planning  
6 Boards that involve the Planning Board’s exercise of planning and zoning authority  
7 as described in the Land Use Article.  
8

9                   **Vendor** means a party obligated by contract or subcontract to provide goods,  
10 services, or property to the Commission for consideration, including contracts and  
11 subcontracts for construction and professional services related to construction.  
12  
13  
14

**POLICY**

Commission employees must maintain high professional and ethical standards in the performance of their official duties. This Code of Ethics establishes the framework for promoting compliance.

Consistent with the Maryland Public Ethics Law and the Commission's commitment to public accountability, the Commission recognizes that (i) our system of representative government is dependent in part upon the public maintaining the highest trust in their public officials and employees; and (ii) the public has a right to know and be assured that the impartiality and independent judgment of public officials and employees shall be maintained.

To help ensure accountability and awareness of conflicts of interest, this Practice outlines requirements for employees to avoid actual as well as perceived conflicts of interest. This includes those related to solicitation and acceptance of gifts, non-Commission business and employment, use of Commission resources, use of prestige of office, use of confidential information, post-employment restrictions, political activities, and nepotism. This Practice also outlines the requirements for the completion of Financial Disclosure Statements by individuals whose employment or office puts them in a position of influencing decisions that might benefit parties seeking to do business with, doing business with, or regulated by, the Commission. Furthermore, employees are prohibited from aiding, facilitating, or colluding with third parties in violation of this Code of Ethics.

The Commission intends for this Practice to be liberally construed, to accomplish its purpose.

## **TABLE OF CONTENTS**

|     |                                                                         |    |
|-----|-------------------------------------------------------------------------|----|
| I.  | CONFLICTS OF INTEREST.....                                              | 11 |
| A.  | Standard of Conduct.....                                                | 11 |
| B.  | Gifts.....                                                              | 12 |
| 1.  | Gifts from External Parties.....                                        | 12 |
| a.  | Soliciting Gifts.....                                                   | 12 |
| b.  | Soliciting and Accepting Tips.....                                      | 13 |
| c.  | Accepting Gifts from Restricted External Parties.....                   | 13 |
| 2.  | Gifts Between Employees.....                                            | 15 |
| a.  | In General.....                                                         | 15 |
| b.  | Exceptions.....                                                         | 15 |
| C.  | Non-Commission Business and Employment.....                             | 15 |
| 1.  | Non-Commission Business.....                                            | 15 |
| 2.  | Non-Commission Employment.....                                          | 16 |
| 3.  | Review Process for Non-Commission Employment Requests.....              | 18 |
| D.  | Use of Commission Resources.....                                        | 20 |
| 1.  | In General.....                                                         | 20 |
| 2.  | Allowable “De Minimis” Exceptions.....                                  | 20 |
| 3.  | Required Oversight by Management.....                                   | 21 |
| E.  | Use of Prestige of Office.....                                          | 21 |
| F.  | Disclosure or Use of Confidential Information.....                      | 21 |
| G.  | Post-Employment Restrictions.....                                       | 22 |
| H.  | Political Activities.....                                               | 22 |
| 1.  | In General.....                                                         | 22 |
| 2.  | Permissible Activities.....                                             | 23 |
| 3.  | Prohibited Activities.....                                              | 23 |
| I.  | Nepotism.....                                                           | 25 |
| II. | FINANCIAL DISCLOSURE.....                                               | 25 |
| A.  | Financial Disclosure Requirements for Designated M-NCPPC Positions..... | 25 |
| 1.  | In General.....                                                         | 25 |
| 2.  | Individuals Required to File a Statement .....                          | 25 |
| a.  | Appointed Officers.....                                                 | 25 |
| b.  | Department Heads and Identified Positions.....                          | 25 |
| c.  | Other Individuals Whose Positions Require the Filing.....               | 26 |
| 3.  | Contents of Statements.....                                             | 27 |
| 4.  | Filing Procedures and Deadlines.....                                    | 27 |
| B.  | Entities Doing Business with the Commission.....                        | 29 |
| C.  | Maintenance of Financial Disclosure Records.....                        | 29 |
| 1.  | Availability for Review.....                                            | 29 |
| 2.  | Retention Requirements.....                                             | 29 |
| D.  | Financial Disclosure Requirements for Commissioners.....                | 30 |

|    |                                                                |    |
|----|----------------------------------------------------------------|----|
| 1  | III. DELEGATION OF AUTHORITY.....                              | 30 |
| 2  |                                                                |    |
| 3  | IV. ETHICS OFFICER(S) AND DIRECTING CONCERNS.....              | 30 |
| 4  |                                                                |    |
| 5  | V. REQUIRED TRAINING.....                                      | 31 |
| 6  |                                                                |    |
| 7  | VI. VIOLATIONS.....                                            | 31 |
| 8  |                                                                |    |
| 9  | VII. RESPONSIBILITIES.....                                     | 31 |
| 10 |                                                                |    |
| 11 | APPENDICES                                                     |    |
| 12 | A. Table on Financial Disclosure Statement (FDS) Requirements  |    |
| 13 | B. Request for Participation in Non-Commission Employment Form |    |
| 14 | C. Financial Disclosure Statement Instructions & Forms         |    |
| 15 |                                                                |    |
| 16 |                                                                |    |

1 I. **CONFLICTS OF INTEREST**

2  
3 A. **Standard of Conduct**

- 4
- 5 1. An employee must avoid any action, whether or not it is expressly prohibited, that might result
- 6 in, or create the appearance of a conflict of interest, including, but not limited to:
- 7
- 8 a. Using public office for the private gain of the employee or another.
- 9
- 10 b. Giving preferential treatment to an external party, e.g., vendor, or person seeking to do
- 11 business with the agency, except in conjunction with the Commission's supplier diversity
- 12 program.
- 13
- 14 c. Participating in any matter that involves:
- 15
- 16 i. A business in which the employee or a family member has an economic interest.
- 17
- 18 ii. A business in which the employee or a family member is an officer, director, trustee,
- 19 partner, or employee;
- 20
- 21 iii. A property in which the employee or a family member has an economic interest.
- 22
- 23 iv. Negotiating or seeking prospective employment for the employee or a family member
- 24 or any arrangement with a business or entity about employment.
- 25
- 26 v. A business or individual that is a party to an existing contract with the employee or a
- 27 family member, if the contract could reasonably result in a conflict between private
- 28 interests and official duties;
- 29
- 30 vi. An entity doing business with the Commission in which a direct financial interest is
- 31 owned by another entity in which the employee has a direct financial interest, if they
- 32 may be reasonably expected to know of both direct financial interests; or
- 33
- 34 vii. A creditor or debtor of the employee or their family member if the creditor or debtor
- 35 can directly and substantially affect an economic interest of the employee or their
- 36 family member;
- 37
- 38 viii. A case, contract, or other specific matter affecting a party for whom, in the prior year,
- 39 the employee was required to register to engage in lobbying activity under Practice 5-
- 40 61, *Lobbying Disclosure*.
- 41
- 42
- 43

2. Exceptions:

- a. An employee who otherwise would be disqualified from participation under Section I(A)(1) shall disclose the nature and circumstances of the conflict and may participate or act, if:
  - i. The disqualification would leave a body with less than a quorum capable of acting;
  - ii. The disqualified employee is required by law to act; or
  - iii. The disqualified employee is the only individual authorized to act.

All disclosures must be filed with the Ethics Officer.

- b. Section I(A)(1) does not apply to an administrative or ministerial duty that does not affect an agency's decision on a matter.
- c. Section I(A)(1) does not apply to a police officer who is exercising the employee's official duties in an emergency affecting a business or property in which the employee or a relative of the employee has an economic interest.

(See also: Section 2 (Ethics & Standards in Purchasing) of Administrative Procedures 05-02, *Purchasing Manual*.)

**B. Gifts**

**1. Gifts from External Parties**

- a. Soliciting Gifts from External Parties. An employee shall not solicit, directly or indirectly, a gift from an external party, except when an exception is authorized by the respective Department Head. The respective Department Head may authorize an exception for an employee to solicit a gift from an external party for a Commission program or initiative, in support of the mission of the M-NCPPC. When an exception is authorized, each of the following conditions must be met:
  - i. The solicitation for a gift shall be broad and not be directed at restricted external parties, as defined in Section I(B)(1)(c)(i), below;
  - ii. Employees involved in regulatory, or procurement matters may not solicit a gift on behalf of the Commission;
  - iii. The solicitation shall not confer any special access or benefit to the external party in dealings with the Commission;

1           iv. The gifts solicited shall not result in personal benefit to the employee; and

2  
3           v. All funds and in-kind gifts shall be accounted for in accordance with applicable laws  
4           and Commission policy as it relates to fiscal, procurement, or related accounting  
5           principles.

6  
7           All authorized exceptions shall be forwarded to the Executive Director, to ensure consistent  
8           application of policy.

9  
10          b. Soliciting and Accepting Tips. An employee, including one who interacts with the public  
11          (e.g., staff working at snack bars, golf courses, etc.), shall not solicit or accept tips under  
12          any circumstances. The use of tip jars is prohibited.

13  
14          c. Accepting Gifts from Restricted External Parties

15  
16           i. *In General*. An employee shall not accept, directly or indirectly, a gift from a restricted  
17           external party. A **restricted external party** is a person or entity that:

18  
19           (a) Has, or is seeking to obtain, contractual or other business or financial relations  
20           with the Commission;

21  
22           (b) Is engaged in an activity or operation that is regulated or controlled by the  
23           Commission; or

24  
25           (c) Is acting in the capacity of a lobbyist with respect to matters on which the  
26           Commission has oversight.

27  
28           (d) Has interests that may be substantially affected by the performance or non-  
29           performance of an employee's official duties.

30  
31           (e) Is an association, or an entity acting on behalf of an association, which is engaged  
32           only in representing counties or municipal corporations.

33  
34          ii. *Exceptions*. Subject to Subsection iii, below, the following are exceptions to the  
35          prohibition on accepting gifts from restricted external parties covered in Subsection i,  
36          above:

37  
38           (a) Receipt of gifts or entertainment because of obvious family or personal  
39           relationships from a person related by blood, marriage, or legal guardianship;  
40           domestic partner; or financially dependent relative, when it is clear that the  
41           relationship, rather than the business of the persons concerned, are the motivating  
42           factors.

- (b) Ceremonial gifts or awards of insignificant monetary value.
- (c) Attendance at an event (e.g., charitable, cultural, political, community, or professional event), as a representative of the Commission.
- (d) Honoraria for (i) speaking at, or participating in, a meeting, or (ii) writing an article that has been or is intended to be published, when unsolicited, off duty, and not related to the employee's official position.
- (e) Reasonable expenses for food, travel, lodging, scheduled entertainment, and reasonable and verifiable expenses for the care of a child or dependent adult, which are actually incurred, when these items are provided in return for participation in a meeting, or as a panel member, or as a speaker or participant at a meeting.
- (f) Loans from banks or other financial institutions on customary terms for usual activities of employees, such as home mortgage loans, and consumer loans; and
- (g) Prizes and awards from a person through a "lottery" or through another similar activity where the receipt is selected on a random basis (e.g., a raffle or drawing.)
- (h) Meals/beverages consumed by an employee in the presence of a donor/entity.
- (i) Unsolicited gifts of nominal value not to exceed \$20. Note: In determining the value of a gift and whether it exceeds nominal value, the value of the gift shall be the fair market value.
- (j) Trivial gifts of informational value (e.g., writings, recordings, documents, records, or other items intended primarily to communicate information, not including images intended primarily for display or decoration).
- (k) Any other gifts from external parties that are specifically authorized by the agency.
- iii. *When Exceptions Are Not Allowed*: An employee shall not accept a gift listed in Subsection (ii) (*Exceptions*), above, if:
- (a) The gift would tend to impair the impartiality and independent judgment of the employee;
- (b) The gift is of significant value, and it would give the appearance of impairing the impartiality and independent judgment of the employee; or

(c) The gift is of significant value and the employee believes or has reason to believe that the gift is designed to impair the impartiality and independent judgment of the employee.

iv. *Handling Receipt of Disallowed Gifts:* Excluding gifts described in Subsection (ii)(Exceptions), above, an employee who involuntarily receives a gift from a restricted external party shall:

(a) Return the gift;

(b) Transfer the gift to an organization that is tax-exempt pursuant to 26 U.S.C. 501(c)(3);

(c) Reimburse the party the market value of the gift; or

(d) If the gift is perishable and it would not be practical to return it, share it with the office staff, or destroy it.

## 2. **Gifts Between Employees**

a. In General. An employee may not solicit a gift from another employee.

b. Exceptions: The following are exceptions to the prohibition of an employee soliciting gifts from another employee.

i. Soliciting voluntary contributions of a reasonable amount for a gift made on a special occasion such as marriage, illness, retirement, or death. Whether a contribution is considered reasonable shall be based on the relevant facts and circumstances. For example, a reasonable contribution for a wedding gift may differ from one for the funeral of a colleague of modest means.

ii. Soliciting a voluntary contribution for a charitable drive for an external party that is authorized, in writing, by a Department Head or the Executive Director.

## C. **Non-Commission Business and Employment**

### 1. **Non-Commission Business**

a. Non-Commission business is prohibited.

b. Non-Commission business means activities performed while on duty related to:

i. Personal business;

- ii. Non-Commission employment;
  - iii. Third-party business; or
  - iv. Work for an association, club, or any other entity as an employee, representative, or volunteer.
- c. Non-Commission business does not include participation in external activities that (i) relate to the business of the Commission, and (ii) are approved in advance, in writing, by an appropriate supervisor and Department Head.
  - d. When speaking before a public body, with the media, or with members of the public, an employee may not hold themselves out as representing the agency in their official capacity, unless authorized to do so either explicitly or by the nature of their position.

## 2. **Non-Commission Employment**

- a. Non-Commission employment includes the following:
  - i. Employment or contractual arrangements structured on a salary, fee, or commission basis,
  - ii. Pro bono legal representation by non-Office of the General Counsel (OGC) attorneys.
  - iii. Participation in any business ventures as owner, proprietor, partner, or investor.
  - iv. Participation for pay or as a volunteer in any business or non-profit entity involving fiduciary duties or responsibilities in a position such as an officer, manager, or director.
  - v. Participation in any business or non-profit entity in which the participant holds 5 percent or more of the outstanding voting interests.
  - vi. Other similar activities resulting in, or for the purpose of, remuneration.
- b. Non-Commission employment does not include:
  - i. Pro bono legal representation by OGC attorneys. (Note: Pro bono legal representation by OGC attorneys will be reviewed for conflicts of interest pursuant to the Legal Department's *Pro Bono Representation Policy and Procedures*. Note also: Requests to participate in pro bono legal representation by non-OCG attorneys will be reviewed by the respective Department Head as a non-Commission employment request.)

- ii. Service in the United States Armed Forces (active or reserve, including the National Guard);
- iii. Participation in official activities of a union representing M-NCPPC employees. This participation shall be governed by the respective collective bargaining agreement between the M-NCPPC and the union;
- iv. Serving on the board of the M-NCPPC Credit Union or the Employees' Retirement System; and
- v. Service as a federal, state, or local election official or poll worker.

c. Non-Commission employment is permitted only when participation is specifically approved, in writing, by the employee's Department Head upon a finding that each of the following conditions is met:

- 1. Engaging in non-Commission employment does not cause the existence of, potential for, or appearance of, a conflict of interest with respect to Commission duties assigned to the employee, or with any Commission policy, procedures, activities, or actions;
- 2. Engaging in non-Commission employment does not diminish, interfere with, or detract from the performance of Commission duties;
- 3. The employee's performance before engaging in non-Commission employment is at a fully satisfactory level;
- 4. Non-Commission employment does not increase the risk of liability to the Commission during, or from, the employee's performance of Commission-assigned duties including, but not limited to, increased health and safety concerns;
- 5. Non-Commission employment does not result in the employee using the prestige of their Commission office, official title, or position for private gain, or the gain of another;
- 6. Engaging in non-Commission employment does not occur while on duty with the Commission;
- 7. Non-Commission employment does not result in coercing other Commission employees to buy or use goods, services, or other items of value (including interests in land) sold, or offered, as part of their non-Commission employment;
- 8. Non-Commission employment does not result in an employee working for (a) a person or entities owned by the employee's Commission subordinate or supervisor, or (b) any

business subject to the authority of the Commission or that does business with the Commission when there is an actual or perceived conflict of interest;

9. Confidential information gained through Commission employment is not used for financial gain, or any use other than Commission employment;

10. Non-Commission employment does not result in the solicitation or acceptance of referrals for any non-Commission employment while on duty;

11. Non-Commission employment does not result in the unauthorized use of Commission resources;

d. Approval for Non-Commission employment by Department Heads and appointed officers must be obtained from the Commission's Chair and Vice Chair.

e. The Commission retains the right to deny, rescind, revoke, or modify approval of non-Commission employment if the employment violates any of the conditions in Section I(C)(2)(c), above.

### 3. Review Process for Non-Commission Employment Requests

a. Employees must request and receive approval for non-Commission employment before engaging in such employment. Employees must also request approval of changes to previously approved non-Commission employment as soon as any changes are known. Requests must be submitted using Appendix B, "*Request to Participate in Non-Commission Employment Form*," and include:

i. Employee name, position title, work schedule (days and work hours), and description of Commission job duties;

ii. Name of non-Commission employer;

iii. Address where non-Commission employment will be performed;

iv. Non-Commission employment work schedule (days and work hours) including start date and end date (if known);

v. A description of non-Commission employment duties.

b. Employees must submit requests to their supervisor. Department heads and appointed officers must submit requests to the Commission Chair and Vice-Chair. In considering a Seasonal/Intermittent Contract employee's request for non-Commission employment, a

reviewer must take into consideration the fact that the Commission may not be the Seasonal/Intermittent Contract employee's primary employer.

- i. Supervisors must review the "Request to Participate in Non-Commission Employment Form" and send a recommendation of approval or denial to their Division Chief, with a copy to the employee, within seven (7) calendar days of receiving the written request.
- ii. If the recommendation is for denial, the supervisor must include the reasoning.
- iii. If a supervisor does not forward the recommendation within seven (7) calendar days of receipt of the employee's written request, the employee may forward the request to the Division Chief.
- iv. The Division Chief will review the employee's requests, and if applicable, the supervisor's recommendation.
  - (a) The Division Chief must review the "*Request for Non-Commission Employment Form*" and forward it with a recommendation for approval or denial to the Department Head, with a copy to the employee, within seven (7) calendar days of receiving the written request, or longer in extenuating circumstances. If the recommendation is for denial, the Division Chief must include the reasoning.
  - (b) If the Division Chief does not forward the recommendation within seven (7) calendar days of receipt of the employee's written request, the employee may forward the request to the Department Head.
- v. The Department Head will review all employee requests along with the supervisor's and Division Chief's recommendations.
  - (a) The Department Head's decision will be made by signing the request form, within seven (7) calendar days of receiving the request from the Division Chief, or longer in extenuating circumstances. An employee's request shall not be considered approved until and unless approved by the Department Head.
  - (b) A copy of the decision shall be maintained in the departmental personnel file and a copy forwarded to the Human Resources Information System (HRIS) Office for filing in the official personnel file of the employee.
  - (c) The Department Head's decision (i.e., to act or not act) is final.
- vi. Approvals are only for the non-Commission employment stated in the request.

- (a) If any information provided in the request changes at any time, the employee must provide the supervisor with written notice of the change, immediately.
- (b) Any approval may be suspended or rescinded orally if a conflict of interest arises during the employee's engagement in the non-Commission employment. The Department Head must provide written notice confirming the action within seven (7) calendar days of the oral action.
- (c) If an employee engages in approved non-Commission employment that impairs their ability to perform Commission duties, the employee may be directed to modify or cease participation in the non-Commission employment while employed by the Commission.
- vii. The employee's supervisor shall review the non-Commission employment, annually during the performance review, to determine if the non-Commission employment has not diminished, interfered with, or detracted from the employee's job duties.
- viii. During their Annual Performance Review, an employee must inform their supervisor whether their non-Commission employment status has changed during the past year, and if so, complete or update the "*Request to Participate in non-Commission Employment Form*" (Appendix B).
- ix. An employee who moves to another department is required to complete and file a new request with the new department for any desired participation in non-Commission employment.

#### D. Use of Commission Resources

1. **In General.** Commission resources may be used only for the official business of the agency. Any use of Commission resources for a reason other than official business is prohibited, unless permitted under the "Allowable Exceptions" set forth in the Section below.
2. **Allowable "*De Minimis*" Exceptions.** Restricted use of Commission resources is permitted as outlined in other agency policies, including:
  - a. Administrative Practice 6-10, *Vehicle Use Program*. Note: Personal use of M-NCPPC vehicles is generally prohibited, however in limited circumstances M-NCPPC may assign a take-home vehicle to an employee, authorizing commuting (between the workplace and home) and *de minimis* personal use of a vehicle, subject to Internal Revenue Service Regulations. Onsite assigned vehicles, take-home vehicles, and pool vehicles may also be used for personal use which is incidental to the business need (i.e., meals and breaks) and temporary overnight use, when approved.

- b. Administrative Practice 6-13, *Electronic Communications Policy*, and its accompanying Administrative Procedure; 12-01, “Mobile Technology,” including but not limited to Section IV(A). Note: Although employees may occasionally and incidentally need to use Commission communication technology for personal reasons, such personal use must be kept to a minimum, must be brief, must not interfere with the performance of the employee’s duties and responsibilities, and must be consistent with Commission Practice 6-13, *Electronic Communications* and any other applicable policy directives affecting technology.

### 3. **Required Oversight by Management**

a. Managers and supervisors must:

- i. Reasonably monitor and enforce the proper use of Commission resources by those they manage and supervise; and
- ii. Report concerns that are related to the inappropriate use of Commission resources to their Department Head, Inspector General, Park Police, or Executive Director in accordance with Commission Practice 3-31, *Fraud, Waste, and Abuse*.

b. Department Heads must:

- i. Ensure that their employees comply with Sections I(D)(1-2);
- ii. Ensure that violations are reported and addressed in a timely and consistent manner; and
- iii. Report concerns that are related to the inappropriate use of Commission resources to the Inspector General, Park Police, or Executive Director as may be required in Commission Practice 3-31, *Fraud, Waste, and Abuse*.

### E. **Use of Prestige of Office**

1. An employee must not intentionally use the prestige of office or public position:

- a. For that employee’s private gain or that of another; or
- b. To influence, except as part of the official duties of the employee, the award of a Commission contract to a specific person.

2. An employee may not directly or indirectly request that a person retain the compensated services of a particular regulated lobbyist or lobbying firm.

1     **F. Disclosure or Use of Confidential Information**

- 2
- 3         1. Except in the discharge of an official duty, an employee or former employee may not disclose
- 4             or use confidential information acquired by reason of the official's or employee's position and
- 5             not available to the public.
- 6
- 7         2. An employee or former employee may not use confidential information for:
- 8
- 9             a. Personal economic benefit; or
- 10
- 11            b. The economic benefit of another.
- 12
- 13         2. Examples of confidential information include, but are not limited to, privileged documents,
- 14             documents that are confidential pursuant to Practice 2-28, *Composition, Privacy and*
- 15             *Disposition of Employment Records*, and documents that may not be disclosed pursuant to the
- 16             Maryland Public Information Act (§4-301, *et seq.* of the General Provisions Article of the
- 17             Maryland Code).
- 18

19     **G. Post-Employment Restrictions**

- 20
- 21         1. Except as provided in paragraph 2, a former employee may not assist or represent another party
- 22             on a specific matter or contract for compensation if the matter involves the Commission and
- 23             the former employee significantly participated in the matter as a Commission employee.
- 24
- 25         2. A former employee may assist or represent a governmental entity on a specific matter or
- 26             contract in which the former employee significantly participated as a Commission employee,
- 27             for compensation, provided an actual or perceived conflict of interest is not created.
- 28
- 29         3. "Significant participation" means making a decision, approval, disapproval, recommendation,
- 30             rendering of advice, investigation, or similar action taken as an officer or employee. Significant
- 31             participation ordinarily does not include program or legislative oversight, or budget
- 32             preparation, review, or adoption.
- 33

34     **H. Political Activities**

- 35
- 36         1. **In General.**
- 37
- 38             a. Pursuant to §1-303 of the Local Government Article of the Maryland Code, an employee
- 39             may freely participate in any political activity and express any political opinion and may
- 40             not be required to provide a political service.
- 41
- 42             b. §1-304 of the Local Government Article of the Maryland Code prohibits employees of bi-
- 43             county agencies from engaging in political activity while on the job during working hours

or advocating the overthrow of the government by unconstitutional or violent means. A bi-county employee who violates §1-304 of the Local Government Article of the Maryland Code is guilty of a misdemeanor and is subject to potential fines and imprisonment.

- c. In addition to §§1-303 and 1-304 of the Land Use Article of the Maryland Code, the Commission's expectations of employee conduct are set forth in Chapter 1800 (*Political Activities*) of the Merit System Rules and Regulations (Merit Rules) and M-NCPPC Notice 22-07, *Employee Conduct With Respect to Political Activities*. The Merit Rules supersede these provisions, which are provided to further elucidate the ethical standards applicable to employees in this area.

2. **Permissible Activities.** Employees have the responsibility to regulate their political activities in such a manner as not to interfere with their employment. Employees may engage in political activities off-duty, off Commission premises, and without the use of Commission resources. (e.g., Employees may retain membership in political parties; participate in political activities, including seeking candidacy for public office; register and vote as they please; and express their personal opinions on political subjects.)
3. **Prohibited Activities.** Political activities of employees that interfere with the performance of their official duties and responsibilities are prohibited, whether done in-person or using social media. The following political activities are specifically prohibited:
- a. Campaigning, fundraising, or engaging in other partisan political activities on Commission premises while performing duties and responsibilities as an employee;
  - b. Using one's Commission position to engage in political activities or to advance associated goals;
  - c. Using public office or political affiliations for private gain that may result in a conflict of interest;
  - d. Promising, or appearing to promise, employment, a position, compensation, or any other benefit in consideration, favor, or reward for political activity, especially but not limited to, when such action presents a conflict of interest;
  - e. Performing political activities at the direction of a supervisor, appointed officer, Department Head, Commissioner, any other employee, or vendor;
  - f. Engaging in political activity that interferes with the Commission's work or the duties or responsibilities of Commission employees;

- g. Accepting, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or other item from a restricted external party, in exchange for another's participation in political activity, especially when such action presents a conflict of interest as defined in the Code of Ethics;
- h. Use of scheduled work hours or unauthorized use of Commission resources for political or partisan activities;
- i. Participating in political activities while receiving leave not appropriate for such purposes, e.g., Union Leave or administrative leave approved to attend Commission-sponsored or -approved programs, training, forums, seminars, or similar career-enhancement functions;
- j. Using public office or political affiliation for private gain that may result in, or give the appearance of, a conflict of interest with the Commission;
- k. Coercing other Commission employees, including subordinates, to participate in political activities;
- l. Lobbying elected officials during work hours on behalf of candidates for appointed or elected positions;
- m. The appearance of promising, or an actual promise of, employment, promotion, demotion, dismissal, or any other human resources action, based on partisan political activity;
- n. Displaying partisan political signs, banners, posters, or other endorsements, while on duty, on the Commission's premises, or while representing the Commission. Employees also may not place political bumper stickers, logos, signs, or endorsements on any Commission vehicles, property, or facility, or otherwise engage in electioneering while on duty;
- o. Soliciting any person who has business before the Commission, including the employee's office, to engage in political activity;
- p. Engaging in political activities while wearing Commission apparel or uniforms, employee identification, or any other items with badges, insignia, or logos that identify the Commission. Notwithstanding these restrictions, the incidental wearing of Commission uniforms or identification while voting off-duty is permissible. (e.g., while in uniform, stopping to vote before or after scheduled work hours would not be considered a violation of this policy); and
- q. Otherwise in any way participating in political activities that involve, or would reasonably appear to involve, a conflict of interest, as defined in this Code of Ethics or that would violate this Code or other Commission Practices.

Note: Notwithstanding the above, receipt of unsolicited emails of a political nature will not be

considered unauthorized use of Commission resources for political activities. If such an email is received, the employee must take every step to unsubscribe from the email list or contact the sender to remove the employee from the email list. If the employee is unsuccessful in unsubscribing, the employee should contact their respective departmental IT division for assistance in blocking messages.

## I. Nepotism

Consistent with Merit Rules Section 155 (*Nepotism*):

1. An employee, including a Department Head, may not appoint, promote, reassign, or participate in any employment action affecting a family member as defined in the “Definitions” section.
2. A Department Head must:
  - a. Not permit the employment of members of a family where it would result in any person having direct or indirect supervisory responsibility over a family member.
  - b. Recuse themselves from employment decisions involving members of their own family and delegate their authority to another, such as a Deputy Director.

## II. **FINANCIAL DISCLOSURE**

### A. Financial Disclosure Requirements for Designated M-NCPPC Positions

#### 1. **In General.**

- a. This Section identifies those whose positions require them to complete Financial Disclosure Statements in accordance with the form and instructions which are contained in Appendix C, “*Financial Disclosure Statement Instructions & Forms*” Specific requirements for the timing and filing of Financial Disclosure Statements are outlined below.
- b. Financial Disclosure Statements cover the calendar year (January 1<sup>st</sup> through December 31<sup>st</sup>) immediately preceding the year of filing and are due by April 15<sup>th</sup> of each calendar year.

#### 2. **Individuals Required to File a Statement.** The following individuals must complete a Financial Disclosure Statement form:

- a. Appointed Officers. Appointed officers and deputy appointed officers of the Commission including the Executive Director, Secretary-Treasurer, General Counsel, and their deputies.

1  
2 b. Department Heads and Identified Positions.

3 i. Department Heads and Deputy Department Heads including:

- 4  
5 (a) Director of Planning, Montgomery County;  
6  
7 (b) Deputy Director(s) of Planning, Montgomery County;  
8  
9 (c) Director of Planning, Prince George's County;  
10  
11 (d) Deputy Director(s) of Planning, Prince George's County;  
12  
13 (e) Director of Parks and Recreation, Prince George's County;  
14  
15 (f) Deputy Director(s) of Parks and Recreation, Prince George's County;  
16  
17 (g) Director of Parks, Montgomery County; and  
18  
19 (h) Deputy Director(s) of Parks, Montgomery County.

20  
21 ii. Inspector General and Inspectors within the Office of the Inspector General;

22  
23 iii. Chief Information Officer;

24  
25 iv. Attorneys (as designated by the General Counsel); and

26  
27 v. Division Chiefs/Division Directors.

28  
29 c. Other Individuals Whose Positions Require the Filing.

30  
31 i. *Positions Designated by Department Heads:* Department Heads shall designate  
32 positions for filing Financial Disclosure Statements (outside of those listed above in  
33 Section II(A)(2)(b)), that influence Commission matters because of their ability to take  
34 actions, make decisions, or recommendations, or advise on:

- 35  
36 (a) Procurement matters or contracting;  
37  
38 (b) Administering grants or subsidies;  
39  
40 (c) Planning, zoning, or otherwise regulating land use;  
41  
42 (d) Policy or planning decisions that impact the Financial Interest(s) of third parties;  
43

(e) Land acquisitions or dispositions, land development, and facility planning of Commission assets, whether owned or managed; or

(f) Other decisions with significant economic impact.

ii. *Individuals Who are Assigned by Department Heads to Serve on a Board or Foundation:* Department Heads shall identify employees in designated positions who are assigned to serve on a board or foundation in their official capacity as a Commission employee.

3. **Contents of Statements.** The Financial Disclosure Statement for employees must require disclosure of information and interests, if known, for the applicable reporting period pertaining to:

- a. Receipt of any gifts of more than \$20 in value, or a series of gifts from any one person totaling \$100 or more;
- b. Interests in real property;
- c. Interests in corporations and partnerships;
- d. Interests in Business entities doing business with the State, the Commission, Montgomery County, or Prince George's County;
- e. Employment by or interest in business entities doing business with the State, the Commission, Montgomery County, or Prince George's County;
- f. Indebtedness to entity doing business with the State, the Commission, Montgomery County, or Prince George's County;
- g. Family Members Employed by the State, the Commission, Montgomery County, or Prince George's County;
- h. Sources of earned income; and
- i. Any financial or contractual relationship with (i) the University of Maryland Medical System, (ii) a governmental entity of the State or a local government in the State, or (iii) a quasi-governmental entity of the State or local government in the State.

4. **Filing Procedures and Deadlines.**

- a. No later than 30 days before the filing deadline each year, instructions on filing annual Financial Disclosure Statements must be provided by:

- 1
- 2 i. *The Executive Director* to appointed officers, Department Heads, and identified
- 3 positions named in Section II(A)(2)(a-b).
- 4
- 5 ii. *Each respective Department Head* to positions they designate as required to file,
- 6 including individuals assigned to serve on a board or foundation in their official
- 7 capacity as a Commission employee as covered in Section II(A)(2)(c).
- 8
- 9 b. Except as provided in subparagraph (d), positions required to file a financial Disclosure
- 10 Statement must file a statement by April 15<sup>th</sup> of each year. See Section II(A)(2) for the list
- 11 of positions required to file.
- 12
- 13 i. Appointed officers, Department Heads, and identified positions named in Section
- 14 II(A)(2)(a-b) file with the Executive Director's office.
- 15
- 16 ii. Positions designated as required to file by the respective Department Head, including
- 17 individuals assigned to serve on a board or foundation, as covered by Section
- 18 II(A)(2)(c) file with the respective Department Head's office.
- 19
- 20 c. Each Department Head must submit to the Executive Director within five (5) business days
- 21 following April 15<sup>th</sup> of each year a list of employees who have and who have not submitted
- 22 their completed Financial Disclosure Statement.
- 23
- 24 d. Procedures for New Hires or Appointees, for Individuals Serving in Acting Positions, and
- 25 Upon Termination:
- 26
- 27 i. *Any newly hired or appointed individual holding a Commission position required to*
- 28 *file a Financial Disclosure Statement* must file the statement with the appropriate office
- 29 at the time of hire. This requirement must be included in job advertisements and
- 30 communicated and monitored by the hiring department.
- 31
- 32 ii. *Individuals placed in an acting role for a Commission position that requires the filing*
- 33 *of a Financial Disclosure Statement* must file a statement when their acting assignment
- 34 is anticipated to last 60 days or longer. The individual must submit the completed
- 35 statement within 30 days of the acting assignment.
- 36
- 37 iii. *Any individual who leaves a position that requires the filing of a Financial Disclosure*
- 38 *Statement* must file the statement with the appropriate office during the close-out
- 39 process, prior to separation. Failure to file a required disclosure form upon separation
- 40 may result in the delay or withholding of a final paycheck in appropriate circumstances.
- 41 This requirement must be communicated and monitored by the hiring department.
- 42
- 43

1 **B. Entities Doing Business with the Commission.**

- 2
- 3 1. The Executive Director must cause to have published annually, either in print or in electronic
- 4 format, an alphabetized list of non-governmental entities doing business with the State,
- 5 Montgomery County, Prince George's County, and the Commission during the preceding year
- 6 and make it available to individuals for the purpose of filing Financial Disclosure Statements.
- 7
- 8 2. The list must be available for public inspection by March 1<sup>st</sup> of each year.
- 9

10 **C. Maintenance of Financial Disclosure Records**

11

12 **1. Availability for Review**

- 13
- 14 a. Subject to subparagraph (d), all Financial Disclosure Statements filed pursuant to Section
- 15 II (A)(2) must be made available for public inspection upon request during normal office
- 16 hours, subject to such reasonable fees as the Executive Director may establish.
- 17
- 18 b. Any person examining or copying these statements shall be required to provide their name,
- 19 home address, and the name of the person whose disclosure statement was examined or
- 20 copied.
- 21
- 22 c. An employee who has a statement on file is entitled, upon request, to be notified of the
- 23 name and home address of anyone inspecting their Financial Disclosure Statement.
- 24
- 25 d. The above disclosure shall be handled in accordance with Section II(F), "Disclosure or use
- 26 of confidential information." Namely, an employee's home address must be redacted from
- 27 a statement that is made available for examination or copying, if the person has identified
- 28 it as their home address.
- 29

30 **2. Retention Requirements**

- 31
- 32 a. Any person who is required to file a report, statement, or record under this Code of Ethics,
- 33 must retain each account, bill, receipt, book, paper, or other document necessary to
- 34 substantiate the filing. Any person who is required to file a report, statement, or record
- 35 under this Code, must retain each account, bill, receipt, book, paper, or other document
- 36 necessary to substantiate the filing.
- 37
- 38 b. The person must retain the document for three years after:
- 39
- 40 i. The date the report, statement, or record was filed; or
- 41
- 42 ii. If the report, statement, or record is not filed, the date the report, statement, or record
- 43 was required to be filed.

c. All Financial Disclosure Statements filed pursuant to Section II(A)(2)(a-b) shall be maintained by the Executive Director, and those filed pursuant to Section II(A)(2)(c) shall be maintained by the respective Department Heads with whom they have filed.

d. The Executive Director and the Department Heads shall maintain records of the Financial Disclosure for three years, at which time they shall be sent to the Commission's Archives and Records Office for retention, pursuant to the State-Approved Records Retention and Disposition Schedule.

**D. Financial Disclosure Requirements for Commissioners**

Commissioners and individuals applying to be a Commissioner should refer to §§5-824 and 5-825 of the General Provisions Article of the Code of Maryland for Financial Disclosure requirements.

**III. DELEGATION OF AUTHORITY**

A. A Department Head may designate, in writing, a representative to implement any of the provisions of this Practice.

B. A Department Head may withdraw their designation at any time, which shall also be in writing.

**IV. ETHICS OFFICERS AND DIRECTING CONCERNS**

There shall be a Commission-wide ethics officer(s) appointed by the General Counsel who is an attorney in the General Counsel's Office, and who shall have the authority to: (i) advise employees confidentially on the requirements of the Code of Ethics; and (ii) if needed, investigate known or suspected violations, and take appropriate action. The Ethics Officer shall:

A. Serve as a point of contact for employees regarding inquiries and concerns of conflicts of interest. This includes providing advice and preparing verbal and written responses and guidance regarding the Code of Ethics, and related policies, rules, and regulations. Employees are also encouraged to seek advice from their immediate supervisor and chain of command, provided such staff are not the subject of the inquiry or suspected violation. Note: Pursuant to Administrative Practice 3-31, *Fraud, Waste, and Abuse*, employees are required to report any suspected or known fraud, waste, or abuse, and are provided several reporting options, including: (i) the Department Head responsible for the program in which the fraud, waste, or abuse is suspected; (ii) the Office of the Inspector General; (iii) Park Police; and (iv) the Executive Director. See: Practice 3-31, for more information.

B. After consultation with the General Counsel, refer matters to the appropriate internal and/or external authorities, where warranted, including but not limited to the Executive Director, Commission, Park Police, County Police, and state and federal authorities.

- 1 C. Prepare an annual report on ethics to address the number and types of inquiries, violations, and  
2 corrective measures.  
3
- 4 D. Handle complaints of suspected ethics violations in accordance with Administrative Procedures  
5 25-02, *Filing Complaints*. Note that employees may file complaints with their department's  
6 Human Resources (HR) Manager or the Ethics Officer. Complaints filed with HR will be  
7 coordinated by HR to ensure that the Ethics Officer receives the matter for investigation.  
8  
9

10 V. **REQUIRED TRAINING**  
11

- 12 A. Subject to Subsection V(B), immediately below, all employees are required to receive ethics  
13 training each calendar year to be provided by the agency's Ethics Officer(s). Note: Commissioners  
14 who attend the training offered by the State of Maryland Ethics Commission satisfy this  
15 requirement and may elect to take the Commission's ethics training.  
16
- 17 B. Seasonal/Intermittent employees may attend the ethics training provided by the Ethics Officer(s)  
18 and will receive orientation on the Code of Ethics as part of their onboarding process.  
19
- 20 C. The Ethics Officer(s) is responsible for developing and updating training materials, with input and  
21 assistance from the Corporate Policy Office.  
22  
23

24 VI. **VIOLATIONS**  
25

- 26 A. Employees who violate Administrative Practice, 2-24, *Code of Ethics*, may be subject to  
27 disciplinary action, up to and including termination.  
28
- 29 B. The Commission may refer a violation for criminal investigation and prosecution.  
30
- 31 C. In the case of unauthorized use of Commission resources by an employee, or other loss or damage  
32 to the Commission occasioned by the violation, the Commission may recover any loss or damages  
33 from the employee through direct repayment by the employee, payroll deduction, or other legal  
34 action.  
35
- 36 D. Failure to comply with the requirements of the Code of Ethics due to a lack of knowledge or  
37 misinterpretation of the rules and regulations of this Policy or any other applicable Practice(s)  
38 cannot be used as an excuse to violate this Code.  
39
- 40 E. An employee shall be provided an opportunity to explain any conflict of interest or appearance of  
41 conflict of interest and any other apparent violations of this Practice.  
42

- 1 F. Employees may file complaints of known or suspected violations of the Code of Ethics verbally  
2 or in writing by utilizing the form for filing complaints in Administrative Procedures 25-02, *Filing*  
3 *Complaints*.  
4  
5

## 6VII. RESPONSIBILITIES

### 7 8 A. **All Employees** are responsible for:

- 9  
10 1. Complying with the Code of Ethics.  
11 2. Avoiding taking any actions that violate or that may give the appearance of violating the Code.  
12  
13 3. Seeking advice, when needed, and reporting any suspected or known ethics violations,  
14 pursuant to Section IV(Ethics Officer(s) And Directing Concerns).  
15  
16 4. Seeking approval to engage in any non-Commission employment utilizing the *Request to*  
17 *Participate in Non-Commission Employment Form* (Appendix B).  
18  
19 5. Submitting a Financial Disclosure Statement, if designated to do so by this Practice or the  
20 respective Department Head.  
21  
22 6. Completing the required ethics training.  
23  
24 7. Fully cooperating with investigations of potential violations of the Code of Ethics.  
25

### 26 B. **Supervisors** are responsible for:

- 27  
28 1. Reviewing the non-Commission employment of employees under their supervision, annually  
29 during the performance review, to determine if the non-Commission employment has not  
30 diminished, interfered with, or detracted from the employee's job duties.  
31  
32 2. Responding to inquiries on ethics issues they receive from employees they supervise and  
33 seeking further guidance and/or assistance from the Ethics Officer(s), as needed.  
34  
35 3. Reporting suspected and known violations of this Code of Ethics, as appropriate, pursuant to  
36 Section V (Inquiries and Concerns).  
37  
38 4. Ensuring employees under their supervision complete the annual ethics training course.  
39

### 40 C. **Department Heads** are responsible for:

- 41  
42 1. Approving/disapproving non-Commission employment requests, in a timely manner, utilizing  
43 the appropriate form submitted by the employee.

2. Ensuring that all employees under their supervision who are required to submit annual Financial Disclosure Statements (FDS) do so, and reporting annually to the Executive Director those employees who submitted as well as those who did not submit an FDS.
3. Ensuring all staff under their authority receive the required ethics training annually.

**D. The Ethics Officer(s)** is responsible for:

1. Serving as a point of contact for ethics inquiries and complaints; as well as, providing responses and guidance.
2. Referring matters to the appropriate internal and/or external authorities, where warranted, as appropriate.
3. Facilitating the required annual training on ethics for Commission employees. This includes developing training and ancillary material the Ethics Officer(s) determine are necessary to promote compliance with this Code, with the support of the Corporate Policy Office.
4. Preparing an annual report that contains information on conflict of interest issues and regulations during the previous calendar year.

**E. The General Counsel** is responsible for:

1. Appointing one or more Ethics Officers to be the point of contact for inquiries, advice, training, and investigation/resolution of ethics-related issues . The General Counsel may also delegate to others in the Office of the General Counsel certain responsibilities to ensure compliance with the Code of Ethics and to assist the Ethics Officer(s), as necessary.
2. Reviewing and approving the annual ethics report(s) prepared by the Ethics Officer(s).

**F. The Executive Director** is responsible for:

1. Receiving information regarding Department Head authorizations for employees in the respective departments to solicit gifts from external parties.
2. Approving/disapproving, in writing, requests for soliciting voluntary contributions for a charitable drive for an external party.
3. Maintaining records of Financial Disclosure Statements for designated positions required to file with the Executive Director, for three years, and making them available for public inspection in accordance Section I(G)(Disclosure or Use of Confidential Information) by ensuring employees' home addresses are not disclosed, when a property is identified as an employee's home address.

**APPENDIX A: TABLE ON M-NCPPC FINANCIAL DISCLOSURE STATEMENT (FDS) REQUIREMENTS**

| <b>Topic</b>                        | <b>Applicant for Appointment or Reappointment as Commissioner</b>                                                                                                                                    | <b>Commissioners</b>                                                                              | <b>Employees Designated to File with OED</b>                                                                                                                                                             | <b>Employees Designated to File with the Department Head</b>                                                            |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b>Primary Governing Authority</b>  | Md. GP § 5-825; Subtitle 6 as expressly applied by statute                                                                                                                                           | Md. GP § 5-824 and §§ 5-826–5-828; Subtitle 6 as modified by Part IV                              | Md. GP § 5-829(a)–(b); Practice 2-24                                                                                                                                                                     | Md. GP § 5-829(a)–(b); Practice 2-24                                                                                    |
| <b>Who Must File</b>                | Any individual applying or re-applying for appointment as an M-NCPPC Commissioner                                                                                                                    | Every sitting Commissioner of M-NCPPC                                                             | Employees identified by Practice 2-24 as filing with the Office of the Executive Director                                                                                                                | Employees designated by a Department Head based on duties and risk                                                      |
| <b>Filing Trigger</b>               | Submission of application for appointment or re-appointment                                                                                                                                          | Appointment, annual filing while serving, separation from office                                  | Appointment to a covered position; annual                                                                                                                                                                | Department Head designation; annual                                                                                     |
| <b>FDS Reporting Period Covered</b> | Special statutory rule: 12-month period ending 60 days before filing                                                                                                                                 | Prior calendar year (January 1 – December 31); plus, partial-year exit filing required by statute | Prior calendar year (January 1 – December 31); plus, partial-year exit filing upon separation required by Practice 2-24                                                                                  | Prior calendar year (January 1 – December 31); plus, partial-year exit filing upon separation required by Practice 2-24 |
| <b>Standard Annual Deadline</b>     | Not applicable                                                                                                                                                                                       | April 30 (§ 5-602)                                                                                | April 15 (Practice 2-24)                                                                                                                                                                                 | April 15 (Practice 2-24)                                                                                                |
| <b>Special Timing Rules</b>         | Must be submitted at least 5 days before:<br><ul style="list-style-type: none"> <li>• Montgomery County interview, or</li> <li>• Prince George’s County confirmation hearing (§ 5-825(c))</li> </ul> | New appointment filling vacancy: within 30 days; leaving office: within 60 days (§§ 5-603, 5-604) | New hire or new appointment filing: at time of hire; acting assignment anticipated to last 60 days or longer: within 30 days of acting assignment; leaving position: prior to separation (Practice 2-24) | Same as OED-designated employees                                                                                        |
| <b>Where to File</b>                | State Ethics Commission (electronic)                                                                                                                                                                 | State Ethics Commission (electronic)                                                              | OED/Commission per Practice 2-24                                                                                                                                                                         | Respective Department per Practice 2-24                                                                                 |

| Topic                                                                           | Applicant for Appointment or Reappointment as Commissioner                                                                                                                                                                                                                                                                                                                                                         | Commissioners                                                                                                                                                                                                                                                                                                           | Employees Designated to File with OED                                                                                 | Employees Designated to File with the Department Head |
|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| <b>Recipients of Financial Disclosure Statement (Upon Filing / Transmittal)</b> | Filed electronically with the State Ethics Commission; paper copy submitted to (i) the county CAO and (ii) in Montgomery County, the County Council (as applicable); and (iii) in Prince George's County, the Prince George's County Office of Ethics and Accountability (HB 328)                                                                                                                                  | Filed electronically with the State Ethics Commission; paper copy submitted to the county CAO and, in Montgomery County, the County Council (as applicable); and in Prince George's County, custody and retention responsibility is assigned to the Prince George's County Office of Ethics and Accountability (HB 328) | Emailed to Office of the Executive Director at <a href="mailto:fdssubmission@mncppc.org">fdssubmission@mncppc.org</a> | Department Head                                       |
| <b>Custodian(s) Required to Retain Copy / Hold Copy</b>                         | <ul style="list-style-type: none"> <li>Montgomery County: the County Council (and Chief Administrative Officer, as applicable);</li> <li>Prince George's County: the Prince George's County Office of Ethics and Accountability — retain applicant copies pending appointment outcome; unappointed applicants' paper copies are returned and electronic filings deleted as required by statute (HB 328)</li> </ul> | Executive Director; and, based on the county of appointment, either (i) in Montgomery County, the Chief Administrative Officer, or (ii) in Prince George's County, the Office of Ethics and Accountability — each must retain the statement for the entire term of office                                               | Office of the Executive Director                                                                                      | Department Head                                       |

| <b>Topic</b>                       | <b>Applicant for Appointment or Reappointment as Commissioner</b>                                                                                                                                                                      | <b>Commissioners</b>                                                                                                                                                                    | <b>Employees Designated to File with OED</b>                                                                                    | <b>Employees Designated to File with the Department Head</b> |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| <b>Disclosure Content Standard</b> | Subtitle 6 (§ 5-607) as expressly applied and modified by § 5-825                                                                                                                                                                      | Same Subtitle 6 standard as modified by Part IV                                                                                                                                         | Must be substantially similar to Subtitle 6 and not authorize disclosures less stringent than those applicable to Commissioners | Same                                                         |
| <b>Public Availability</b>         | Yes; subject to statutory redactions (§ 5-827); in Prince George's County, public inspection/logging handled by the Prince George's County Office of Ethics and Accountability (HB 328)                                                | Yes; subject to statutory redactions (§ 5-827); in Prince George's County, public inspection/logging handled by the Prince George's County Office of Ethics and Accountability (HB 328) | Yes; governed by Practice 2-24 consistent with § 5-827 principles                                                               | Same                                                         |
| <b>Retention of Records</b>        | If not appointed: paper copies returned by (i) county council; (ii) in Montgomery County the CAO; and (iii) in Prince George's County the PG OEA; electronic filing deleted by Ethics Commission upon notice (HB 328 edits to § 5-826) | Retained for entire term (Executive Director; Montgomery CAO; Prince George's County OEA) (HB 328 edits to § 5-826)                                                                     | Governed by Practice 2-24 and records schedule (minimum 3 years)                                                                | Same                                                         |
| <b>Failure to File — Effect</b>    | Appointment or confirmation cannot proceed                                                                                                                                                                                             | Subject to enforcement, including suspension of compensation (§ 5-828)                                                                                                                  | Administrative or disciplinary action under Practice 2-24                                                                       | Same                                                         |
| <b>Enforcement Authority</b>       | State Ethics Commission and courts                                                                                                                                                                                                     | Same                                                                                                                                                                                    | Commission administrative discipline; referrals as applicable                                                                   | Same                                                         |

**APPENDIX B:** [Request to Participate in Non-Commission Employment Form](#)

**APPENDIX C:** [Financial Disclosure Statement \(FDS\) Instructions & Forms](#)



# THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

September 16, 2026

To: The Commission

Via: Tracey Harvin, Corporate Policy and Management Operations (CPMO) Director

From: Michael Beckham, Corporate Policy and Archives Chief  
Michael Doaks, Senior Policy Analyst

Re: Proposed Amendments to Practice 1-50A, Organization and Functions of the Montgomery County Planning Department

## **Requested Action**

The Commission is asked to approve proposed amendments to Administrative Practice 1-50A, *Organization and Functions of the Montgomery County Planning Department*, that mirror changes to the Department's internal structure reflected in the Commission's budget materials.

These amendments were presented to and supported by the Leadership Committee. With the Commission's approval, staff will finalize and promulgate the proposed amendments.

## **Background**

The Montgomery County Planning Department requested revisions to Administrative Practice 1-50A to reflect the Department's reorganized structure and functions, as shown in the Commission's budget materials.

The proposed amendments reorganize the Department's organizational structure by creating, renaming, or restructuring divisions. Key changes include the following six (6) divisions:

1. **Design, Placemaking and Policy Division:** Provides Department-wide expertise on matters related to design, placemaking, zoning, and countywide policy addressing housing, schools, and impact taxes.
2. **Environment and Climate Division:** Serves as the environmental arm of the Planning Department and leads the Department's climate initiatives, including the development of climate policies and studies.
3. **Historic Preservation Division:** Manages all historic preservation functions under county, state, and federal laws related to historic preservation activities in Montgomery County.

4. **Transportation Planning Division:** Leads all transportation planning activities for the Department.
5. **West County Planning Division:** Covers the geographical portion of the county west of Rock Creek Park and I-270, between Washington, DC, and Seneca Creek.
6. **East County Planning Division:** Covers the geographical portion of the county northeast of Washington, DC, and east of Rock Creek Park. It shares a border with Prince George's County.

The West County Planning and East County Planning Divisions replace the Downcounty and Midcounty Planning Divisions, respectively.

The proposed amendments also remove the Countywide Planning and Policy Division and the Intake and Regulatory Coordination Division and reassign their functions among the Department's remaining divisions.

The proposed amendments also assign oversight of the Department's Equity Initiatives to the Deputy Planning Director responsible for administration, policy, and research. These initiatives advance the Department's Equity Agenda for Planning by aligning resources with community needs and embedding equity throughout planning processes.

**Attachment A:** Proposed Amendments to Practice 1-50A, Organization and Functions of the Montgomery County Planning Department

**PROPOSED AMENDMENTS TO ADMINISTRATIVE PRACTICE 1-50A,  
ORGANIZATION AND FUNCTIONS OF  
THE MONTGOMERY COUNTY PLANNING DEPARTMENT**

**Key to Revisions:**

**Grey Highlighted:** Recommended additions.

**Strikeout:** Recommended deletions.

***Bold Italics:*** Comments to Draft Reviewer

**AUTHORITY** Pursuant to Division II of the Land Use Article of the Code of Maryland, this Practice was last amended by the Commission on [TBD] ~~October 18, 2023~~.

**PURPOSE AND BACKGROUND** This Administrative Practice was originally approved by the Executive Committee on June 30, 1978, to establish the organizational, administrative, and functional aspects of the Montgomery County Planning Department. The Montgomery County Planning Department operates within The Maryland-National Capital Park and Planning Commission (M-NCPPC) which is the agency responsible for overall operations and functions of the bi-county agency of which the Montgomery County Planning Department is part. The Commission is the governing body of the bi-county agency comprised of ten (10) members from the Montgomery County and Prince George's County Planning Boards.

The Montgomery County Planning Department, managed by the Planning Director, is subject to the oversight of the Montgomery County Planning Board, the Commission, and the annual capital and operating budgets that define its work program. These budgets are approved by the Planning Board, the Commission, and the Montgomery County Council.

Since its inception, this Practice has been amended as follows:

- October 18, 2023: Amended to update the organizational structure and functions of the Montgomery County Planning Department including the creation of a Communications Division and to update the legal citations for its authority.
- [TBD]: Amended to reflect the reorganization of the structure and functions of the Montgomery County Planning Department to better address current priorities. The reorganized structure includes the following divisions: Director's Office, Management Services Division, Communications and Engagement Division, Transportation Planning Division, West County Planning Division, East County Planning Division, Upcounty Planning

Division, Environment and Climate Division, Information Technology and Innovation Division, Research and Strategic Projects Division, Historic Preservation Division, and Design, Placemaking and Policy Division.

## REFERENCES

- Annotated Code of Maryland, Land Use Article Division II

## MISSION

The mission of the Montgomery County Planning Department is to collaboratively plan for equitable, sustainable, and economically healthy communities, improve quality of life, and encourage healthy lifestyles in Montgomery County by planning the natural and built environments for current and future generations.

## ORGANIZATION

The Montgomery County Planning Department is headed by the Planning Director, also known as the “Department Head,” with assistance from two (2) Deputy Planning Directors and eleven (11) ~~nine (9)~~ Division Chiefs.

The Planning Director reports to the Montgomery County Planning Board.

The following divisions report to the Deputy Director responsible for administration, ~~policy county-wide planning~~, and research:

1. Management Services Division
2. Communications and Engagement Division
3. Information Technology and Innovation Division
4. Research and Strategic Projects Division
5. Design, Placemaking and Policy Division ~~Countywide Planning and Policy Division~~

The following divisions report to the Deputy Director responsible for ~~functional planning~~, area-wide planning, and development review:

1. Environment and Climate Division ~~Intake and Regulatory Coordination (IRC) Division~~
2. Historic Preservation Division
3. Transportation Planning Division

4. ~~West County~~ ~~Downeconomy~~ Planning Division
5. ~~East County~~ ~~Midcounty~~ Planning Division
6. Upcounty Planning Division

As necessary, the ~~Planning~~ Director of ~~Planning~~ may reorganize the structure of the Department. The Department's organizational structure shall be accurately depicted in each annual operating budget submission.

See: Attachment A, Montgomery County Planning Department Organizational Chart

## FUNCTIONS

### A. Planning Director

The Montgomery County Planning Director or designee:

1. Administers the planning program policies.
2. Coordinates the general program scheduling of the Montgomery County Planning Board.
3. Exercises general administration over the Department's organizational units.
4. Provides leadership and executive oversight of the Planning Department's work program, policies, procedures, and strategic planning and provides planning, supervision, and coordination of all planning services.
5. Provides leadership on strategic planning and design issues.
6. Oversees and directs the preparation of the annual departmental budget request, reviews and approves the needs of divisions, and submits requests to budget authorities.
7. Provides coordination with county agency department heads, the Maryland Department of Planning, the Metropolitan Washington Council of Governments, and other public and private sector organizations throughout the Washington D.C. Metropolitan area as well as the State of Maryland and surrounding jurisdictions.
8. Communicates decisions and recommendations to the County Council, the State Legislature, stakeholders in the planning/development process,

legislative bodies, the local development industry, and private citizens.

9. Coordinates with the Parks Director in Montgomery County and other officials in the full commission.

## **B. The Office of the Planning Director**

The Office of the Planning Director:

1. Provides leadership and executive oversight for the Department's work program, policies, procedures, and strategic planning and provides planning, supervision, and coordination of all planning services.
2. Leads updates to the county's adopted General Plan which provides countywide, long-range, and high-level policy direction on Countywide development. The General Plan is implemented through area and functional master plans, zoning, capital improvements, private development, and other tools.
3. Performs community outreach oversight, legislative oversight, and budget management (including management of tax and non-tax revenue sources).

## **C. Deputy Planning Director**

The following functions are ~~conducted~~ ~~carried out~~ by the divisions that report to the Deputy Planning Director responsible for oversight of management services support, design, placemaking and policy, research and strategic projects, ~~countywide planning activities, data analysis, research, and special studies, administrative~~ communications and community engagement, and information technology support and innovation:

### **1. The Management Services Division (MSD):**

- a. Provides financial, budgetary, and procurement services by overseeing resource allocation, monitoring expenditures, preparing budgets, and coordinating purchasing processes ~~Supports a variety of policy, financial, budgetary, procurement, and personnel needs, while ensuring the Department's ability to attain its goals and objectives.~~
- b. Manages all levels of human resources services, including recruiting qualified staff, facilitating professional development, leading the Department's diversity efforts, and providing employee relations support to ensure the Department is better equipped to fulfill its mission. ~~Leads the Department's organizational development program and diversity efforts.~~

- c. Provides a variety of services that directly support other departmental divisions and assists the Director's Office with implementing internal policies and procedures to support the administrative functions within the Department.

## 2. The **Communications and Engagement Division (COM)**:

- a. Serves as a resource for the department, empowering leadership, planners, and staff to effectively engage all members of the community; and to gain public and private understanding, approval, and consensus on planning work.
- b. Plans, develops, and facilitates communication and promotion of the Montgomery County Planning Department's identity, purpose, priorities, projects, and research.
- c. Crafts strategic communication approaches and campaigns by working with planners to understand Montgomery Planning's diverse audiences and to design and activate audience-focused outreach.
- d. Provides consultation, advice, training, tools, and resources to enable staff to communicate in a unified voice about the Department's mission and values.
- e. Manages the Information Counter and provides the public with access to current and historic development application records, zoning maps, plats, and department publications.
- f. Bridges the gap by managing the Community Planning Academy (CPA) and developing tools that foster transparency and trust.

## 3. The **Information Technology and Innovation (ITI) Division** is an interdepartmental entity serving both the Montgomery County Planning and Parks Departments. The division:

- a. Maintains a secure and reliable state-of-the-art data infrastructure.
- b. Supports mission-critical applications, telecommunications, mobile computing, and desktop support to guide land development decisions and recommendations for the Planning and Parks Departments as well as the County Council.

e. ~~Maintains the Planning Department's geographic information system (GIS)~~

c. Provides digital and information infrastructure and services.

d. Provides 24/7 technology support to the Planning Department, Commissioners' Office, and Department of Parks.

4. The **Research and Strategic Projects (RSP) Division:**

a. Conducts policy-relevant research and special projects for the Planning Department.

b. Supports the development of master plans and land use policy decisions by gathering and analyzing data on a range of topics, including demographics, housing, local economy, development, employment, and real estate markets.

c. Oversees special studies requiring outside expertise.

d. Informs and helps guide decisions by Planning staff, the Planning Board, the County Council, and the public on policy and planning questions.

e. Develops the County's forecast of jobs, households, and population.

f. Provides analyses of census demographics, residential and commercial markets, and land use trends as well as research and analyses of trends, economic impacts, and public policy issues for the Planning Board, Planning Department, County Council, and County Executive departments.

g. Provides information on land use that is useful to the County's fiscal impact analysis for master plans and text amendments.

h. Maintains the Planning Department's geographic information system (GIS). Including serving as the authority for GIS layer files related to land use and zoning. This work also includes developing and maintaining web applications, reports and special projects related to GIS mapping.

1                   **5. The Design, Placemaking and Policy (DPP) Division:**  
2

- 3                   a. Provides department-wide expertise on matters related to design,  
4                   placemaking, zoning, and countywide policy addressing housing,  
5                   schools, and impact taxes.  
6  
7                   b. Partners with county agencies, resident groups, and private property  
8                   owners to implement short-term public space improvements that  
9                   demonstrate the potential of recommendations developed within  
10                  ongoing masterplans.  
11  
12                  c. Takes the lead in developing design guidelines, conducting design  
13                  review of development applications, and ensuring masterplans, studies  
14                  and countywide initiatives meet the goals of the department's Design  
15                  Excellence program.  
16  
17                  d. Promotes good design, where placemaking and zoning policies orient  
18                  buildings, streets, public spaces and civic institutions around people and  
19                  their natural settings, attracting businesses, residents, and social activity,  
20                  and elevating the experience of daily life.  
21  
22                  e. Prepares and evaluates zoning and subdivision text amendments and  
23                  prepares legislative responses.  
24  
25                  f. Provides specialized design expertise, analysis, and policy coordination  
26                  to the geographic Regional Planning teams.  
27

28                  In addition to the five divisions above, the Deputy Planning Director also  
29                  oversees Equity Initiatives for the Planning Department. These Equity  
30                  Initiatives include the following:  
31

- 32                  1. Advancing the department's Equity Agenda for Planning by understanding  
33                  local populations and their experiences and implementing tools and trust-  
34                  building activities such as interpretation and translation services; hybrid and  
35                  in-person engagement logistics; and responsive engagement adjustments  
36                  based on community feedback.  
37  
38                  2. Aligning resources with community needs, fostering collaboration across  
39                  departments, and embedding equity into all planning processes.  
40  
41                  3. Ensuring that resources are directed where they are most needed and that  
42                  equity is embedded in all planning processes.  
43

1 4. Focusing on historically underinvested regions and vulnerable  
2 communities. Foster community capacity to participate in the planning  
3 process.

4  
5 5. Supporting the implementation of adopted plans through monitoring  
6 development approvals, staging, and public projects to ensure alignment  
7 with long-term goals for growth, equity, and sustainability.

8  
9 **5. ~~The Countywide Planning and Policy (CPP) Division:~~**

10  
11 ~~a. Serves as the comprehensive planning and countywide policy arm of the~~  
12 ~~Department, addressing issues and plans that affect more than one area~~  
13 ~~of the county, such as the transportation network, zoning, housing,~~  
14 ~~growth management, historic and natural resources, and water quality.~~

15  
16 ~~b. Develops functional master plans on countywide topics.~~

17  
18 ~~c. Develops and evaluates countywide policies, answering policy~~  
19 ~~questions.~~

20  
21 ~~d. Updates and implements the county's quadrennial Growth and~~  
22 ~~Infrastructure Policy that informs Planning Board decision making on~~  
23 ~~development projects and ensures development complies with the~~  
24 ~~county's Adequate Public Facilities Ordinance.~~

25  
26 ~~e. Participates in studies conducted by local, state, or regional agencies,~~  
27 ~~keeping current on policies and regulations affecting the county.~~

28  
29 ~~f. Prepares and/or evaluates zoning and subdivision text amendments and~~  
30 ~~prepares plans or legislative responses.~~

31  
32 ~~g. Provides specialized expertise, analysis, and policy coordination (as~~  
33 ~~needed) to the geographic area divisions.~~

34  
35 **D. Deputy Planning Director:**

36 The Deputy Planning Director responsible for area-wide planning and  
37 development review oversees the Environment and Climate Division, Historic  
38 Preservation, the Transportation Planning Division, and the ~~Downcounty,~~  
39 ~~Mideounty~~ West County, East County, and Upcounty Planning Divisions and  
40 Intake and Regulatory Coordination (IRC) Divisions.

41  
42 **1. The Environment and Climate (ENV) Division:**

- a. Serves as the environmental arm of the Planning Department and leads the department's climate initiatives, including the development of climate policies and studies.
- b. Reviews environmental regulatory plans, drafts environmental Master Plans, plans for climate resilience, provides public guidance on managing trees and easements, and enforces the forest conservation law and other plan approvals.
- c. Participates in the countywide group addressing the Climate Action Plan and other countywide environmental initiatives including floodplain designations, water quality, and heat mapping.
- d. Performs inspections and enforcement actions to comply with the Forest Conservation Law, Subdivision Plans and Site Plans.
- e. Provides expert tree and forest advice to residents with conservation easements; manages the Reforest Montgomery Program to increase the tree and forest canopy in the County.
- f. Provides resources to support planting trees on individual lots or parcels and manages contractors to ensure the plantings occur and are maintained.
- g. Responsible for Forest Conservation legislation and Subdivision Regulations legislation.
- h. Implements the department's climate assessment responsibilities under county code to ensure they are completed in a consistent and thorough manner.
- i. Ensures that climate recommendations are integrated throughout each master plan and through the development review process.
- j. Addresses the disproportionate effect of climate change on people of color, vulnerable populations, and low-income households.

## 2. The **Transportation Planning Division (TPD)**:

- a. Leads all transportation planning activities for the Department.
- b. Prepares, reviews, and implements transportation functional plans, the transportation element of areas master plans, transportation policies and

1                   legislation, the transportation element of regulatory projects and  
2                   transportation planning studies and mandatory referrals.

3  
4                   c. Reviews transportation alternative analyses and mandatory referrals.

5  
6                   d. Intra- and inter-agency coordination and collaboration on transportation  
7                   planning issues and initiatives.

8  
9                   e. Coordinates with the Montgomery County Department of Transportation  
10                  and the Maryland State Highway Administration on the development and  
11                  review of transportation planning studies and capital projects.

12  
13                  f. Reviews the transportation element of regulatory projects.

14  
15                  g. Prepares the Biennial Travel Monitoring Report, including the Bicycle  
16                  Master Plan and Pedestrian Master Plan reports.

17  
18                  h. Provides transportation policy guidance on Vision Zero and Complete  
19                  Streets.

20  
21                  i. Develops the transportation Capital Improvements Program and  
22                  Consolidated Transportation Program.

23  
24                  j. Develops the transportation adequacy element of master plans.

25  
26                  3. The **Historic Preservation (HP) Division:**

27  
28                  a. Manages all historic preservation functions under county, state, and  
29                  federal laws related to historic preservation activities in Montgomery  
30                  County.

31  
32                  b. Responsible for regulatory, master planning, and archaeological work,  
33                  which address all historic preservation, cultural resources, and burial  
34                  sites/archaeological matters countywide.

35  
36                  c. Serve as the staff for the Historic Preservation Commission, reviewing  
37                  and processing Historic Area Work Permits, administering the County's  
38                  historic preservation tax credit, and managing the Planning Board's  
39                  Burial Sites Inventory and Burial Sites program.

40  
41                  d. Manages historic preservation planning and capital grants, oversees the  
42                  county's historic preservation easement program, and coordinates all  
43                  matters involving the countywide Master Plan for Historic Preservation.

- e. Provides specialized expertise, analysis, and policy coordination (as needed) to the geographic Area divisions.
- f. Evaluates zoning and subdivision text amendments, prepare legislative responses, and manage the Certified Local Government accreditation for the Department.
- g. Coordinates with the Department of Permitting Services (DPS) and the Department on Housing and Community Affairs (DHCA) regarding violations of Chapter 24A, site inspections, and other permitting and enforcement matters concerning historically designated properties and sites on the Burial Sites inventory.
- h. Implements programming related to the countywide functional Master Plan for Historic Preservation and the Locational Atlas and Index of Historic Sites.

1. ~~The Intake and Regulatory Coordination (IRC) Division:~~

- ~~a. Manages the procedural requirements for development applications, including assignment, tracking, and monitoring of all development applications.~~
- ~~b. Provides the sole point of entry for developer applicants.~~
- ~~c. Ensures public access to development applications and information on development.~~
- ~~d. Chairs the inter-agency Development Review Committee.~~
- ~~e. Manages public noticing requirements for development applications.~~
- ~~f. Assigns street names and addresses.~~
- ~~g. Conducts building permit sign-off and plat review and recordation.~~
- ~~h. Manages the Information Counter and provides the public with access to current and historic development application records, zoning maps, plats, and department publications.~~
- ~~i. Performs inspections and enforcement actions to comply with the Forest Conservation Law, Subdivision Plans, and Site Plans.~~

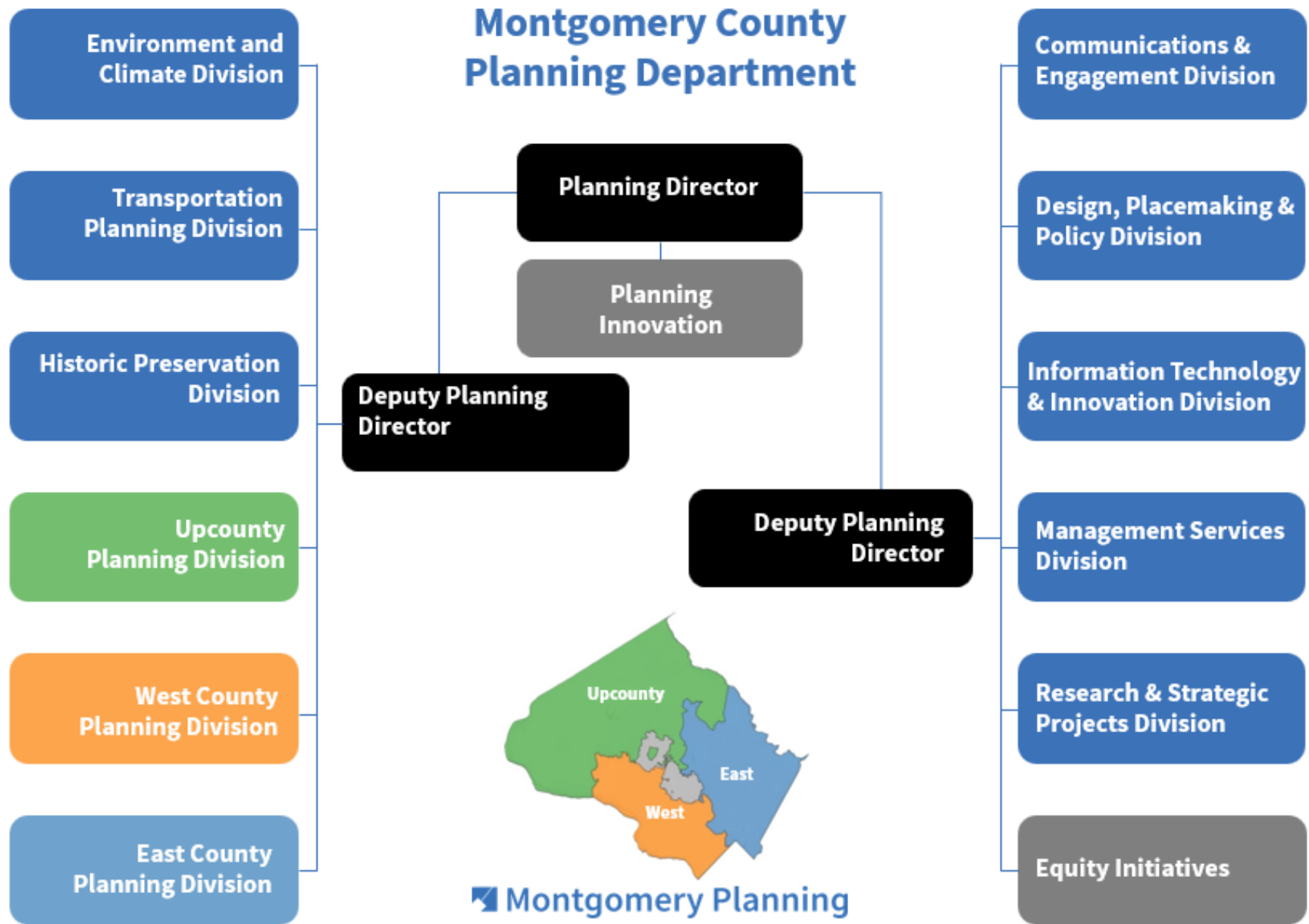
j. ~~Manages the Reforest Montgomery Program to increase the tree and forest canopy in the County. This program identifies places to plant forests on public land and within recorded but unforested conservation easements, provides resources to support planting trees on individual lots or parcels, and manages contractors to ensure the plantings occur and are maintained.~~

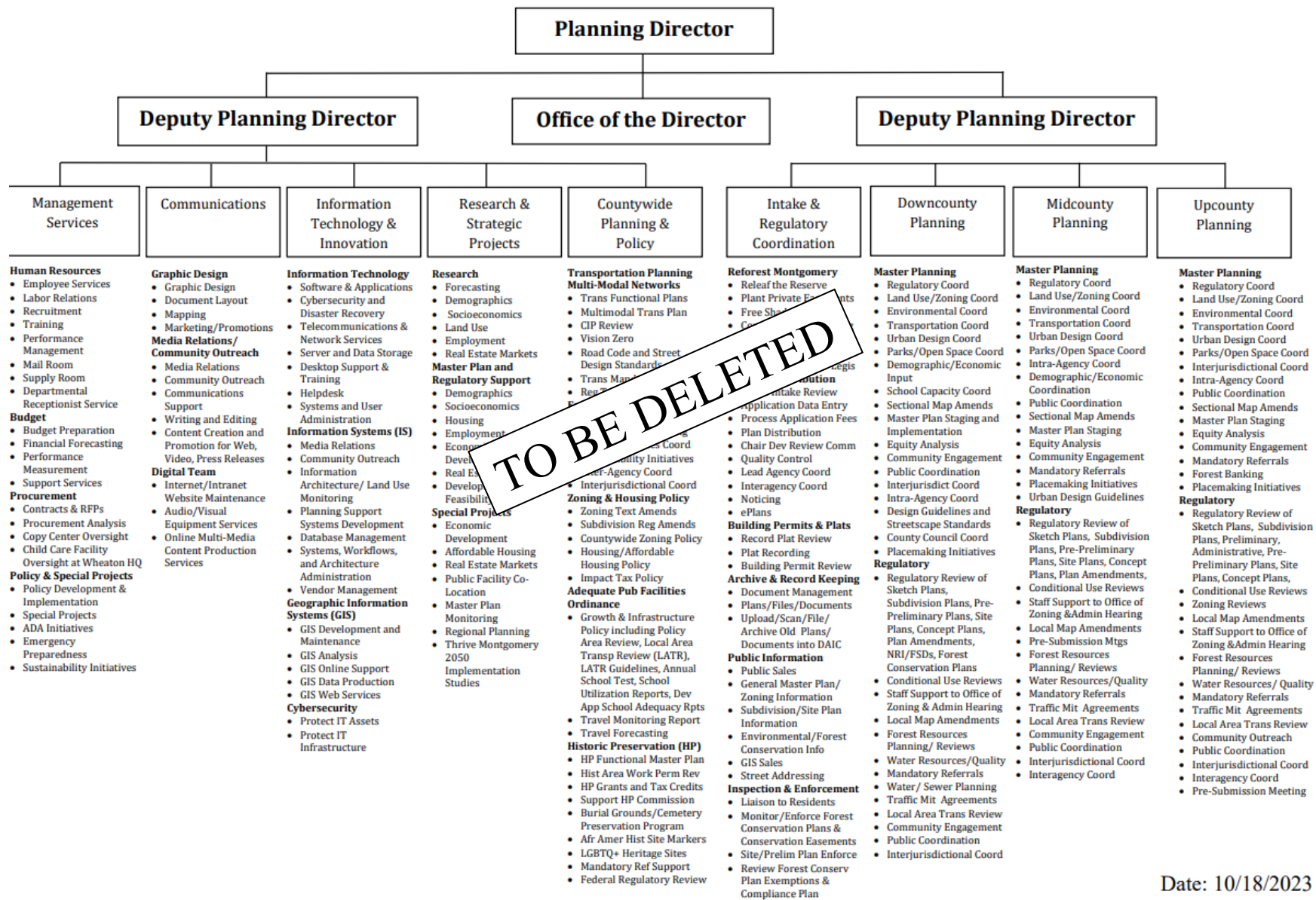
4. The **West County (WCP), East County (ECP), Downcounty, Midcounty and Upcounty (UCP) Planning Divisions** each perform ~~carry out~~ the following functions:

- a. Prepares master plans, sector plans, studies, and guidelines.
- b. Provides orderly, functional, and well-designed development consistent with sector or master plans.
- c. Provides timely and coordinated analysis of development applications, including but not limited to zoning, conditional uses, and regulatory reviews (including reviews of project plans, sketch plans, preliminary plans, and site plans), to implement area master plans, sector plans, and other public plans and policies.
- d. Provides recommendations to assist in conserving environmental resources.
- e. Provides the integration of environmental and transportation considerations from the earliest phases of the planning and development process.
- f. Provides guidance on multiple modes of transportation consistent with the best land use development and planning practices.
- g. Reviews proposed projects for consistency with County plans, policies, and guidelines and compatibility with surrounding development.
- h. Provides recommendations for innovative environmental practices.
- i. Assists community advisory committees, as necessary.
- j. Promotes the creation of equitable, vibrant, sustainable, and resilient communities that are inclusive, interconnected through multi-modal transportation networks, and offer a variety of affordable and attainable housing types.

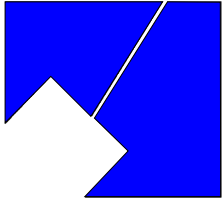
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5. The **West County Division** covers the geographical portion of the county west of Rock Creek Park and I-270, between Washington, DC, and Seneca Creek. This area includes Friendship Heights, Chevy Chase Lake, Bethesda, Westbard, North Bethesda, the Great Seneca Science Corridor, and Potomac. Many of these areas contain stations for the Metro Red Line, as well as future Purple Line transit stops in Bethesda and Chevy Chase Lake, providing new opportunities for additional transit-oriented housing, jobs, urban parks, and other community facilities and amenities for county residents ~~**Downcounty Division** covers the geographical portion of the county south of Interstate 495 (Capital Beltway), including the Silver Spring, Bethesda, and Friendship Heights Central Business Districts (CBDs), Takoma Park, Chevy Chase Lake, Greater Lyttonsville, Long Branch, Montgomery Hills, and Westbard.~~
6. The **East County Division** covers the geographical portion of the county northeast of Washington, DC, and east of Rock Creek Park. It shares a border with Prince George's County ~~**Midecounty Division** covers the geographical portion of the county north of I-495, including areas along Georgia Avenue north to Norbeck Road, the Wheaton Central Business District (CBD); along US-29 east to Cherry Hill Road/Randolph Road; along Rockville Pike (MD-355) and the I-270 corridor through Gaithersburg. This includes the central portion of Montgomery County, between developed urban centers south of the Capital Beltway and more rural areas to the north.~~
7. The **Upcounty Division** covers approximately 75 percent of Montgomery County, including most of the county's rural areas. This includes the county's 93,000-acre Agricultural Reserve, the environmentally sensitive Special Protection Areas, and several communities, such as Fairland, Burtonsville, Sandy Spring, Ashton, Olney, Damascus, Clarksburg, Germantown, Darnestown, and Potomac.

Refer to the annual program budget for further details about current projects and staff allocations.





Date: 10/18/2023



**Maryland-National Capital Park & Planning Commission**  
Corporate Policy & Management Operations Division  
Supplier Diversity Program

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6611 Kenilworth Avenue • Riverdale, Maryland 20737 • Phone: 301-454-1752

August 10, 2026

To: Commissioners

Via: William Spencer, Acting Executive Director  
Tracey A. Harvin, Corporate Policy & Management Operations Director

From: Lawrence Taylor, Supplier Diversity & Inclusion Chief

Re: MFD Purchasing Statistics — Fourth Quarter FY26

The Commission's Procurement Policy (Practice 4-10, Purchasing) includes a comprehensive anti-discrimination provision designed to promote fair and equitable access to contracting opportunities for minority, women, and disabled-owned businesses (MFDs). This commitment is reinforced through ongoing collaboration among the Office of the Executive Director, Purchasing Division, and Office of Supplier Diversity and Inclusion.

In support of these efforts, the Commission continues to implement MFD subcontracting requirements that align with established procurement goals and the availability of qualified MFD firms. Through its Minority Business Enterprise (MBE) and Local/Small Business Enterprise (LSBE) initiatives, the Commission remains committed to expanding contracting opportunities, strengthening competition, reducing barriers to participation, and promoting inclusive economic growth throughout Montgomery and Prince George's Counties.

To further strengthen and formalize these efforts, the Commission has procured the services of MGT Impact Solutions to assist with actively reviewing and analyzing the study's findings. The findings will help inform the development of the Commission's Local Small Business Preference Program and Minority Business Enterprise Preference Program and support a legally defensible, data-driven approach to establishing program policies, goals, and implementation strategies. Project initiation is currently underway, with formal program implementation anticipated in 2027.

Together, these initiatives represent an important next step in the Commission's ongoing commitment to strengthening supplier diversity, increasing meaningful participation by local, small, minority, women, and disabled-owned businesses, and ensure that procurement opportunities are accessible, competitive, and equitable.

During the Fourth Quarter of FY26, the participation of MFDs in the Commission's purchasing efforts was as follows:

- Attachment A indicates that through the Fourth Quarter of FY26, the Commission procured \$199,582,765 in goods, professional services, construction, and miscellaneous services and \$62,993,760 was spent with MFDs.
- Attachment B indicates that through the Fourth Quarter of FY26, 31.6% of the Commission's spend was with MFDs.
- Attachment C represents the MFD participation by type of procurement. The MFD participation for construction through the Fourth Quarter of FY26 was 47.2%. Attachment C also indicates that the largest consumers of goods and services in the Commission are Prince George's County Department of Parks and Recreation and Montgomery Parks. These programs significantly impact the Commission's utilization of MFD firms. The MFD cumulative utilization numbers for these Departments throughout the Fourth Quarter of FY26 are 32.6% and 33.1% respectively.
- Attachment D presents the Fourth Quarter FY26 activity for the Purchase Card program totaling \$14,557,621 of which 2.0% was spent with minority, female and disabled (MFD) firms. The amount of procurement card activity represents 7.3% of the Commission's total procurement dollars.
- Attachment E portrays the historic MFD participation rates, and the total procurement from FY91 through the Fourth Quarter of FY26.
- Attachments F and G show the MFD participation in procurements at various bid levels to determine if MFD vendors are successful in obtaining opportunities in procurements that require informal bidding and formal bidding. Based on the analysis, MFD vendors do appear to be participating, at an overall rate of 10.6% in informal (under \$30,000) and 37.7% in formal (over \$30,000) procurements. For transactions under \$10k, MFD participation is 8.7%. For transactions over \$10k but under \$30k, MFD participation is 36.1%. MFD vendors are participating at an overall rate of 43.1% in transactions over \$250,000.
- Attachment H presents the total amount of procurements and the number of vendors by location. Of the \$199,582,765 in total procurement, \$123,909,368 was procured from Maryland vendors. Of the \$123,909,368 in procurement from Maryland vendors, \$47,563,867 was procured from MFD vendors located in Maryland with 64.9% or \$40,891,504 procured from MFD vendors located in Montgomery and Prince George's Counties.
- Attachment I compares the utilization of MFD vendors by the Commission with the availability of MFD vendors. The results show under-utilization in the following categories: African American, Female, Asian and Native American. The amount and percentage of

procurement from MFD vendors is broken out by categories as defined by the Commission's Anti-Discrimination Policy.<sup>1</sup>

- Attachments J and K show the number and dollar amount of waivers of the procurement policy by department and by reason for waiver.

For further information on the MFD report, please contact the Office of Diversity and Inclusion at (301) 454-1752.

Attachments

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<sup>1</sup> The availability percentages are taken from the most recent State of Maryland disparity study dated September 2025.

<sup>2</sup> Practice 4-10, *Purchasing Policy*, Section II.

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**MFD PROCUREMENT STATISTICS**  
**FY 2026**  
**FOR TWELVE MONTHS ENDED JUNE 30, 2026**

**Attachment A**

|                                               | <u>Procurement</u> | <u>Waivers</u>  |                | <u>Procurement</u> |          |
|-----------------------------------------------|--------------------|-----------------|----------------|--------------------|----------|
|                                               | <u>Total \$</u>    | <u>Total \$</u> | <u>Total #</u> | <u>MFD \$</u>      | <u>%</u> |
| <b><u>Prince George's County</u></b>          |                    |                 |                |                    |          |
| Commissioners' Office                         | \$ 211,811         | \$ -            | -              | \$ 753             | 0.4%     |
| Planning Department                           | 6,029,735          | -               | -              | 1,116,953          | 18.5%    |
| Parks and Recreation Department               | 118,631,689        | 5,192,269       | 28             | 38,667,182         | 32.6%    |
| Total                                         | 124,873,235        | 5,192,269       | 28             | 39,784,888         | 31.9%    |
| <b><u>Montgomery County</u></b>               |                    |                 |                |                    |          |
| Commissioners' Office                         | 119,052            | -               | -              | 46,340             | 38.9%    |
| Planning Department                           | 3,438,104          | 470,956         | 3              | 547,088            | 15.9%    |
| Parks Department                              | 66,051,322         | 289,307         | 8              | 21,844,550         | 33.1%    |
| Total                                         | 69,608,478         | 760,263         | 11             | 22,437,978         | 32.2%    |
| <b><u>Central Administrative Services</u></b> |                    |                 |                |                    |          |
| Dept. of Human Resources and Mgt.             | 1,477,855          | 31,968          | 3              | 115,950            | 7.8%     |
| Finance Department                            | 412,378            | 73              | 1              | 19,448             | 4.7%     |
| Legal Department                              | 146,403            | 75,000          | 3              | 50,676             | 34.6%    |
| Merit Board                                   | 8,163              | -               | -              | -                  | 0.0%     |
| Office of Chief Information Officer           | 3,039,201          | 319,202         | 4              | 584,820            | 19.2%    |
| Office of Inspector General                   | 17,052             | -               | -              | -                  | 0.0%     |
| Total                                         | 5,101,052          | 426,243         | 11             | 770,894            | 15.1%    |
| Grand Total                                   | \$ 199,582,765     | \$ 6,378,775    | 50             | \$ 62,993,760      | 31.6%    |

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

Prepared by Supplier Diversity Program Manager, Corporate Policy & Management Operations Division  
August 10, 2026

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**MFD PROCUREMENT STATISTICS**  
**FY 2026**  
**MFD STATISTICS - CUMULATIVE AND ACTIVITY BY QUARTER**

**Attachment B**

**CUMULATIVE BY QUARTER**

|                                               | SEPTEMBER | DECEMBER | MARCH | JUNE  |
|-----------------------------------------------|-----------|----------|-------|-------|
| <b><u>Prince George's County</u></b>          |           |          |       |       |
| Commissioners' Office                         | 0.0%      | 0.0%     | 0.0%  | 0.4%  |
| Planning Department                           | 11.9%     | 14.3%    | 15.2% | 18.5% |
| Parks and Recreation Department               | 26.2%     | 41.5%    | 37.3% | 32.6% |
| Total                                         | 25.1%     | 40.4%    | 36.4% | 31.9% |
| <b><u>Montgomery County</u></b>               |           |          |       |       |
| Commissioners' Office                         | 0.0%      | 1.5%     | 1.3%  | 38.9% |
| Planning Department                           | 1.4%      | 1.4%     | 8.6%  | 15.9% |
| Parks Department                              | 42.1%     | 35.9%    | 37.6% | 33.1% |
| Total                                         | 40.4%     | 34.4%    | 36.3% | 32.2% |
| <b><u>Central Administrative Services</u></b> |           |          |       |       |
| Dept. of Human Resources and Mgt.             | 17.6%     | 12.7%    | 9.2%  | 7.8%  |
| Finance Department                            | 0.0%      | 2.0%     | 25.6% | 4.7%  |
| Legal Department                              | 0.0%      | 0.0%     | 35.4% | 34.6% |
| Merit Board                                   | 0.0%      | 0.0%     | 0.0%  | 0.0%  |
| Office of Chief Information Officer           | 14.4%     | 27.3%    | 27.7% | 19.2% |
| Office of Inspector General                   | 0.0%      | 0.0%     | 0.0%  | 0.0%  |
| Total                                         | 14.9%     | 23.1%    | 22.6% | 15.1% |
| Grand Total                                   | 31.5%     | 38.1%    | 36.1% | 31.6% |

**ACTIVITY BY QUARTER**

|                                               | FIRST<br>QUARTER | SECOND<br>QUARTER | THIRD<br>QUARTER | FOURTH<br>QUARTER | TOTAL |
|-----------------------------------------------|------------------|-------------------|------------------|-------------------|-------|
| <b><u>Prince George's County</u></b>          |                  |                   |                  |                   |       |
| Commissioners' Office                         | 0.0%             | 0.0%              | 0.0%             | 0.9%              | 0.4%  |
| Planning Department                           | 11.9%            | 23.3%             | 17.0%            | 24.0%             | 18.5% |
| Parks and Recreation Department               | 26.2%            | 51.7%             | 26.7%            | 16.7%             | 32.6% |
| Total                                         | 25.1%            | 51.3%             | 26.2%            | 17.2%             | 31.9% |
| <b><u>Montgomery County</u></b>               |                  |                   |                  |                   |       |
| Commissioners' Office                         | 0.0%             | 1.5%              | 0.0%             | 73.9%             | 38.9% |
| Planning Department                           | 1.4%             | 1.4%              | 22.2%            | 28.3%             | 15.9% |
| Parks Department                              | 42.1%            | 23.9%             | 41.4%            | 22.1%             | 33.1% |
| Total                                         | 40.4%            | 22.9%             | 40.5%            | 22.6%             | 32.2% |
| <b><u>Central Administrative Services</u></b> |                  |                   |                  |                   |       |
| Dept. of Human Resources and Mgt.             | 17.6%            | 3.0%              | 4.0%             | 6.2%              | 7.8%  |
| Finance Department                            | 0.0%             | 4.7%              | 48.2%            | 0.2%              | 4.7%  |
| Legal Department                              | 0.0%             | 0.0%              | 47.4%            | 19.2%             | 34.6% |
| Merit Board                                   | 0.0%             | 0.0%              | 0.0%             | 0.0%              | 0.0%  |
| Office of Chief Information Officer           | 14.4%            | 31.8%             | 31.0%            | 6.1%              | 19.2% |
| Office of Inspector General                   | 0.0%             | 0.0%              | 0.0%             | 0.0%              | 0.0%  |
| Total                                         | 14.9%            | 27.7%             | 21.2%            | 5.3%              | 15.1% |
| Grand Total                                   | 31.5%            | 44.5%             | 31.3%            | 18.8%             | 31.6% |

# THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

MFD PROCUREMENT STATISTICS  
BY MAJOR PROCUREMENT CATEGORY  
FY 2026  
FOR TWELVE MONTHS ENDED JUNE 30, 2026

## ATTACHMENT C

|                                       | Grand Total    | Montgomery<br>Planning | Montgomery<br>Parks | Pr. Geo.<br>Parks &<br>Recreation | Pr. Geo.<br>Planning | Dept. of<br>Human<br>Resources | Finance<br>Dept. | Legal<br>Dept. | Office of<br>Chief<br>Information |
|---------------------------------------|----------------|------------------------|---------------------|-----------------------------------|----------------------|--------------------------------|------------------|----------------|-----------------------------------|
| <b>Goods:</b>                         |                |                        |                     |                                   |                      |                                |                  |                |                                   |
| Total \$                              | \$ 44,858,751  | \$ 936,947             | \$ 13,486,417       | \$ 28,767,043                     | \$ 1,112,212         | \$ 154,121                     | \$ 66,090        | \$ 18,810      | \$ 317,111                        |
| MFD \$                                | \$ 3,817,993   | \$ 155,759             | \$ 1,373,528        | \$ 1,903,794                      | \$ 284,326           | \$ 31,015                      | \$ 18,000        | \$ 1,409       | \$ 50,162                         |
| Percentage                            | 8.5%           | 16.6%                  | 10.2%               | 6.6%                              | 25.6%                | 20.1%                          | 27.2%            | 7.5%           | 15.8%                             |
| <b>Miscellaneous Services:</b>        |                |                        |                     |                                   |                      |                                |                  |                |                                   |
| Total \$                              | \$ 28,666,785  | \$ 1,393,402           | \$ 10,203,769       | \$ 12,727,722                     | \$ 1,622,181         | \$ 461,688                     | \$ 63,629        | \$ 16,699      | \$ 2,177,695                      |
| MFD \$                                | \$ 4,566,152   | \$ 88,606              | \$ 2,002,025        | \$ 1,681,161                      | \$ 249,177           | \$ 9,077                       | \$ 1,448         | \$ 0           | \$ 534,658                        |
| Percentage                            | 15.9%          | 6.4%                   | 19.6%               | 13.2%                             | 15.4%                | 2.0%                           | 2.3%             | 0.0%           | 24.6%                             |
| <b>Professional Services:</b>         |                |                        |                     |                                   |                      |                                |                  |                |                                   |
| Total \$                              | \$ 20,820,413  | \$ 1,107,755           | \$ 4,589,797        | \$ 10,164,569                     | \$ 3,295,342         | \$ 725,002                     | \$ 282,659       | \$ 110,894     | \$ 544,395                        |
| MFD \$                                | \$ 5,048,958   | \$ 302,723             | \$ 1,811,393        | \$ 2,270,125                      | \$ 583,450           | \$ 32,000                      | \$ 0             | \$ 49,267      | \$ 0                              |
| Percentage                            | 24.3%          | 27.3%                  | 39.5%               | 22.3%                             | 17.7%                | 4.4%                           | 0.0%             | 44.4%          | 0.0%                              |
| <b>Construction:</b>                  |                |                        |                     |                                   |                      |                                |                  |                |                                   |
| Total \$                              | \$ 104,880,738 | \$ 0                   | \$ 37,771,339       | \$ 66,972,355                     | \$ 0                 | \$ 137,044                     | \$ 0             | \$ 0           | \$ 0                              |
| MFD \$                                | \$ 49,513,564  | \$ 0                   | \$ 16,657,604       | \$ 32,812,102                     | \$ 0                 | \$ 43,858                      | \$ 0             | \$ 0           | \$ 0                              |
| Percentage                            | 47.2%          | 0.0%                   | 44.1%               | 49.0%                             | 0.0%                 | 32.0%                          | 0.0%             | 0.0%           | 0.0%                              |
| <b>SUBTOTAL</b>                       |                |                        |                     |                                   |                      |                                |                  |                |                                   |
| Total \$                              | \$ 199,226,687 | \$ 3,438,104           | \$ 66,051,322       | \$ 118,631,689                    | \$ 6,029,735         | \$ 1,477,855                   | \$ 412,378       | \$ 146,403     | \$ 3,039,201                      |
| MFD \$                                | \$ 62,946,667  | \$ 547,088             | \$ 21,844,550       | \$ 38,667,182                     | \$ 1,116,953         | \$ 115,950                     | \$ 19,448        | \$ 50,676      | \$ 584,820                        |
| Percentage                            | 31.6%          | 15.9%                  | 33.1%               | 32.6%                             | 18.5%                | 7.8%                           | 4.7%             | 34.6%          | 19.2%                             |
| <b>Pr. Geo. Commissioners' Office</b> |                |                        |                     |                                   |                      |                                |                  |                |                                   |
| Total \$                              | \$ 211,811     |                        |                     |                                   |                      |                                |                  |                |                                   |
| MFD \$                                | \$ 753         |                        |                     |                                   |                      |                                |                  |                |                                   |
| Percentage                            | 0.4%           |                        |                     |                                   |                      |                                |                  |                |                                   |
| <b>Mont. Commissioners' Office</b>    |                |                        |                     |                                   |                      |                                |                  |                |                                   |
| Total \$                              | \$ 119,052     |                        |                     |                                   |                      |                                |                  |                |                                   |
| MFD \$                                | \$ 46,340      |                        |                     |                                   |                      |                                |                  |                |                                   |
| Percentage                            | 38.9%          |                        |                     |                                   |                      |                                |                  |                |                                   |
| <b>Merit Board</b>                    |                |                        |                     |                                   |                      |                                |                  |                |                                   |
| Total \$                              | \$ 8,163       |                        |                     |                                   |                      |                                |                  |                |                                   |
| MFD \$                                | \$ 0           |                        |                     |                                   |                      |                                |                  |                |                                   |
| Percentage                            | 0.0%           |                        |                     |                                   |                      |                                |                  |                |                                   |
| <b>Office of Inspector General</b>    |                |                        |                     |                                   |                      |                                |                  |                |                                   |
| Total \$                              | \$ 17,052      |                        |                     |                                   |                      |                                |                  |                |                                   |
| MFD \$                                | \$ 0           |                        |                     |                                   |                      |                                |                  |                |                                   |
| Percentage                            | 0.0%           |                        |                     |                                   |                      |                                |                  |                |                                   |
| <b>GRAND TOTAL \$</b>                 | \$ 199,582,765 |                        |                     |                                   |                      |                                |                  |                |                                   |
| <b>MFD\$</b>                          | \$ 62,993,760  |                        |                     |                                   |                      |                                |                  |                |                                   |
| <b>Percentage</b>                     | 31.6%          |                        |                     |                                   |                      |                                |                  |                |                                   |



**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**MFD PROCUREMENT STATISTICS**  
**Comparison of MFD % for Total Procurement and Purchase Card Procurement**  
**FY 2026**  
**FOR TWELVE MONTHS ENDED JUNE 30, 2026**

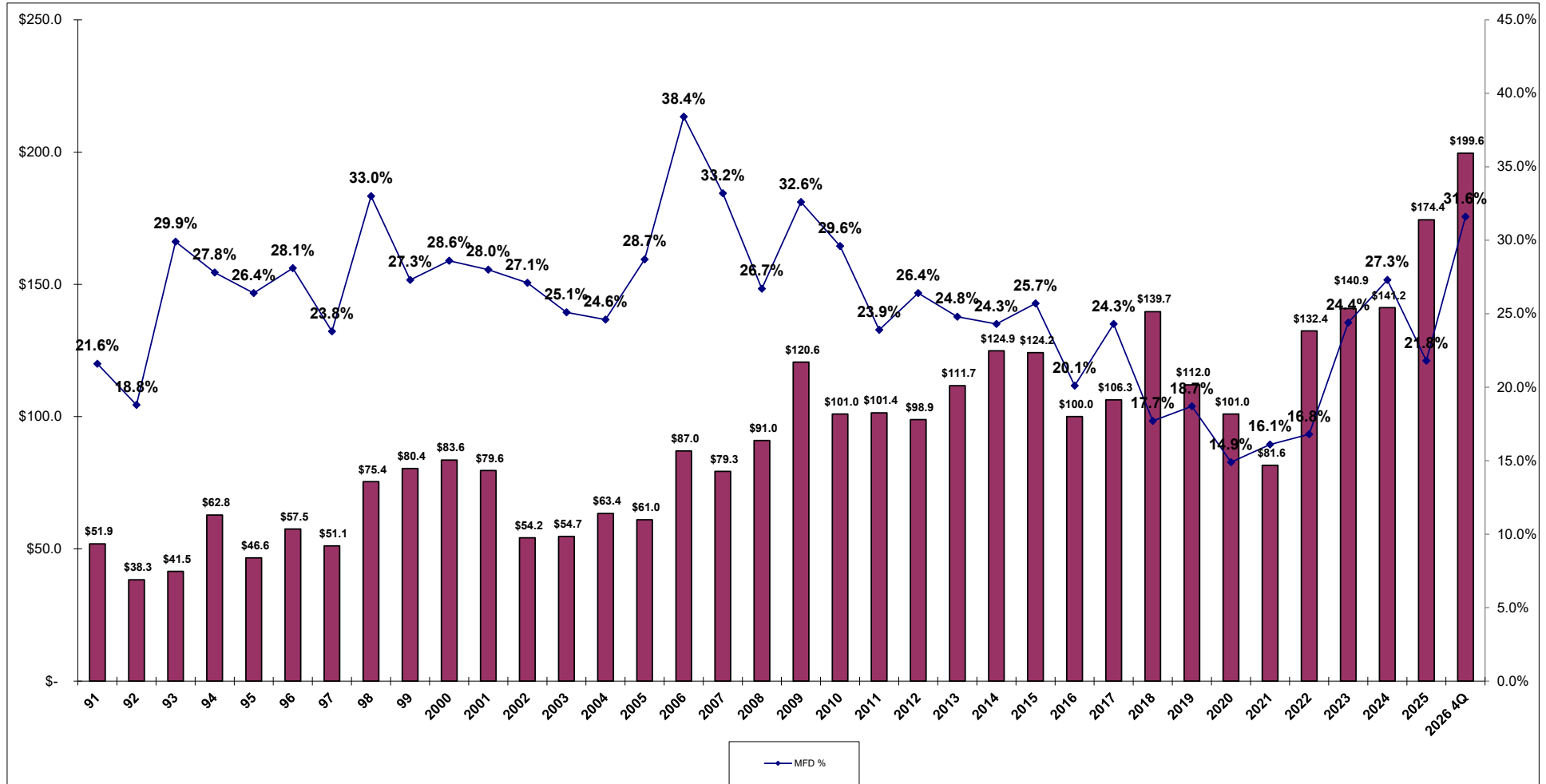
**Attachment D**

|                                               | <b>Total Procurement</b> |              | <b>Purchase Card Procurement</b> |              |
|-----------------------------------------------|--------------------------|--------------|----------------------------------|--------------|
|                                               | <b>Total \$</b>          | <b>MFD %</b> | <b>Total \$</b>                  | <b>MFD %</b> |
| <b><u>Prince George's County</u></b>          |                          |              |                                  |              |
| Commissioners' Office                         | \$ 211,811               | 0.4%         | \$ 103,184                       | 0.7%         |
| Planning Department                           | 6,029,735                | 18.5%        | 170,392                          | 0.4%         |
| Parks and Recreation Department               | 118,631,689              | 32.6%        | 8,646,283                        | 1.4%         |
| Total                                         | 124,873,235              | 31.9%        | 8,919,859                        | 1.3%         |
| <b><u>Montgomery County</u></b>               |                          |              |                                  |              |
| Commissioners' Office                         | 119,052                  | 38.9%        | 11,313                           | 0.0%         |
| Planning Department                           | 3,438,104                | 15.9%        | 158,203                          | 0.9%         |
| Parks Department                              | 66,051,322               | 33.1%        | 5,276,295                        | 3.1%         |
| Total                                         | 69,608,478               | 32.2%        | 5,445,811                        | 3.0%         |
| <b><u>Central Administrative Services</u></b> |                          |              |                                  |              |
| Dept. of Human Resources and Mgt.             | 1,477,855                | 7.8%         | 59,004                           | 0.3%         |
| Finance Department                            | 412,378                  | 4.7%         | 48,870                           | 3.1%         |
| Legal Department                              | 146,403                  | 34.6%        | 15,299                           | 0.0%         |
| Merit Board                                   | 8,163                    | 0.0%         | 163                              | 0.0%         |
| Office of Chief Information Officer           | 3,039,201                | 19.2%        | 55,731                           | 0.0%         |
| Office of Inspector General                   | 17,052                   | 0.0%         | 12,884                           | 0.0%         |
| Total                                         | 5,101,052                | 15.1%        | 191,951                          | 0.9%         |
| Grand Total                                   | \$ 199,582,765           | 31.6%        | \$ 14,557,621                    | 2.0%         |

**Percentage of Purchase Card Procurement to Total Procurement** **7.3%**

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

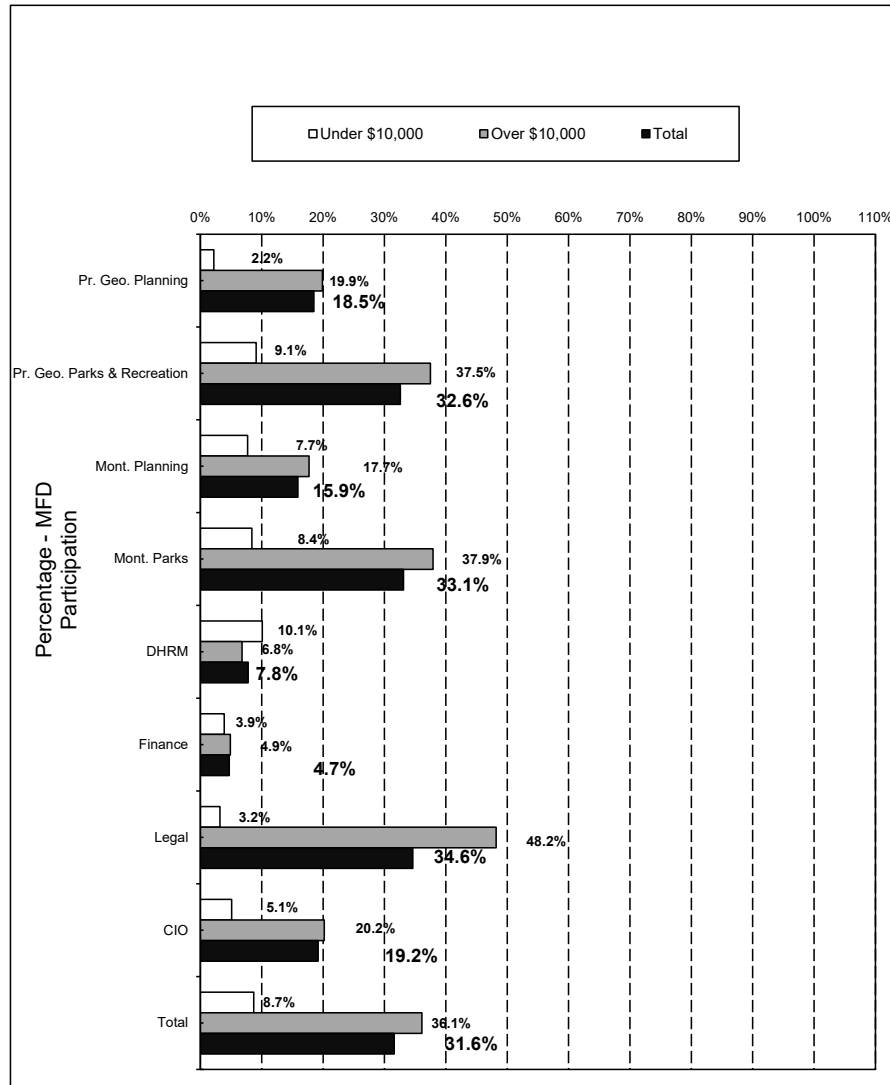
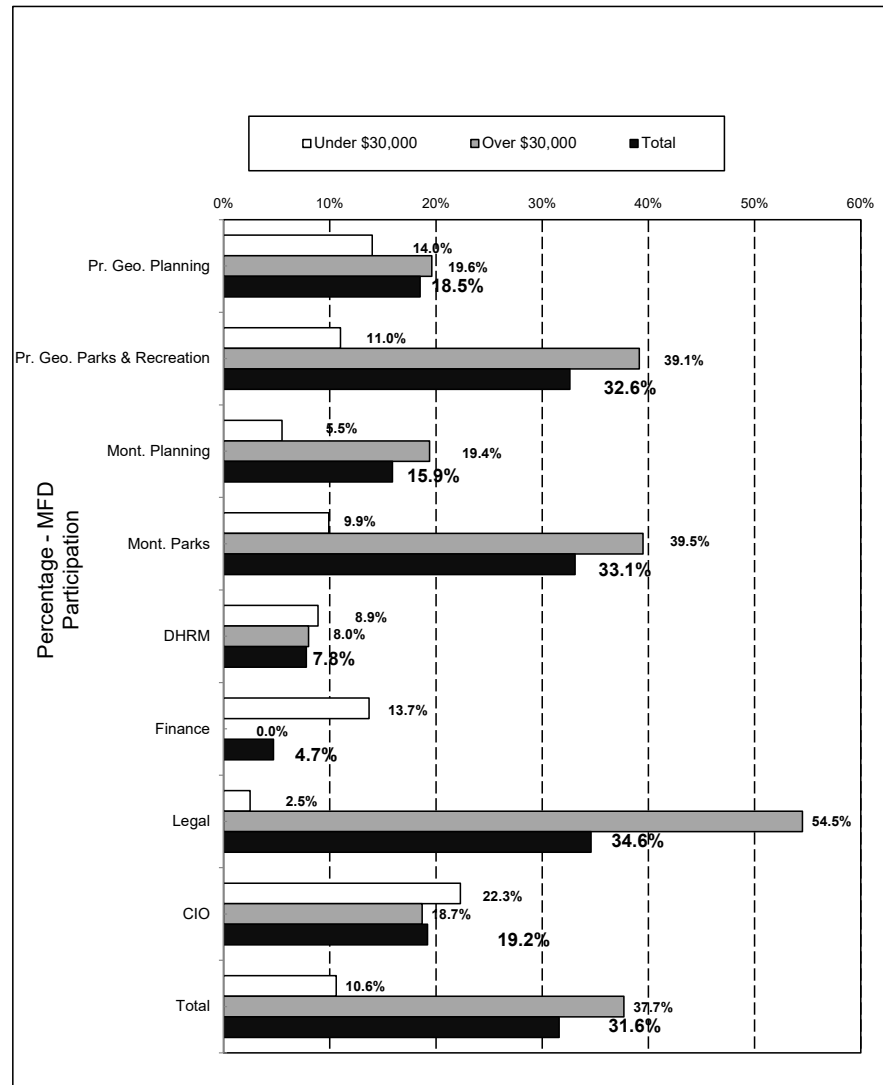
**Attachment E**



|                                    | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 4Q | FY 2025 | FY 2026 4Q |
|------------------------------------|---------|---------|---------|---------|---------|---------|---------|------------|---------|------------|
| <b>TOTAL PROCUREMENT \$ (MIL.)</b> | \$106.3 | \$139.7 | \$112.0 | \$101.0 | \$81.6  | \$132.4 | \$140.9 | \$141.2    | \$174.4 | \$199.6    |
| <b>MFD %</b>                       | 24.3%   | 17.7%   | 18.7%   | 14.9%   | 16.1%   | 16.8%   | 24.4%   | 27.3%      | 21.8%   | 31.6%      |

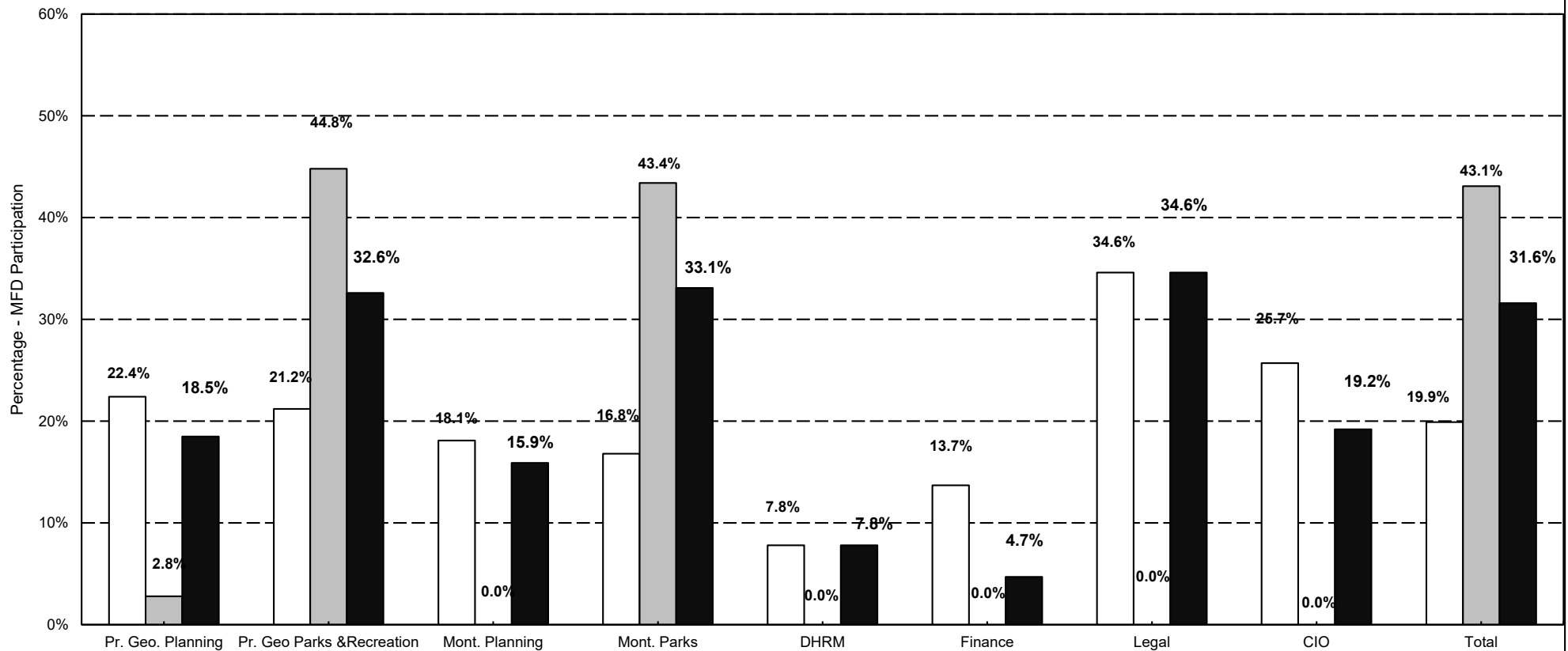
Prepared by Supplier Diversity Program Manager, Corporate Policy & Management Operations Division  
 August 10, 2026

**The Maryland-National Capital Park and Planning Commission**  
**MFD Procurement Statistics - Transactions Under/Over \$10,000 & \$30,000 plus Total %**  
**FY 2026 4Q**

**Under/Over \$10,000****Under/Over \$30,000**

**The Maryland-National Capital Park and Planning Commission**  
MFD Procurement Statistics - Transactions Under /Over \$250,000 and Total %  
**FY 2026 4Q**

□ Under \$250K      □ Over \$250K      ■ Total



Prepared by Supplier Diversity Program Manager, Corporate Policy & Management Operations Division  
August 10, 2026

# THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

## Amount of Procurement and Number of Vendors by Location

FY 2026

FOR TWELVE MONTHS ENDED JUNE 30, 2026

### Attachment H

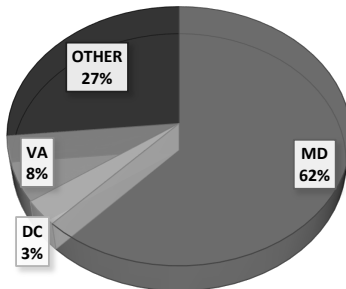
#### ALL VENDORS

| Location                   | Procurement    |        | Number of Vendors |        |
|----------------------------|----------------|--------|-------------------|--------|
|                            | Amount         | %      | Number            | %      |
| Montgomery County          | \$ 22,862,487  | 11.5%  | 314               | 15.0%  |
| Prince George's County     | 54,538,228     | 27.3%  | 533               | 25.4%  |
| Subtotal                   | 77,400,715     | 38.8%  | 847               | 40.4%  |
| Maryland - other locations | 46,508,653     | 23.3%  | 383               | 18.3%  |
| Total Maryland             | 123,909,368    | 62.1%  | 1,230             | 58.7%  |
| District of Columbia       | 6,393,614      | 3.2%   | 99                | 4.7%   |
| Virginia                   | 16,368,828     | 8.2%   | 176               | 8.4%   |
| Other Locations            | 52,910,955     | 26.5%  | 591               | 28.2%  |
| Total                      | \$ 199,582,765 | 100.0% | 2,096             | 100.0% |

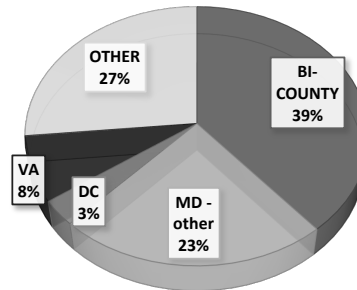
#### MFD Vendors

| Location                   | Procurement   |        | Number of Vendors |        |
|----------------------------|---------------|--------|-------------------|--------|
|                            | Amount        | %      | Number            | %      |
| Montgomery County          | \$ 3,850,843  | 6.1%   | 61                | 19.9%  |
| Prince George's County     | 37,040,661    | 58.8%  | 95                | 30.9%  |
| Subtotal                   | 40,891,504    | 64.9%  | 156               | 50.8%  |
| Maryland - other locations | 6,672,363     | 10.6%  | 61                | 19.9%  |
| Total Maryland             | 47,563,867    | 75.5%  | 217               | 70.7%  |
| District of Columbia       | 2,276,219     | 3.6%   | 25                | 8.1%   |
| Virginia                   | 5,650,228     | 9.0%   | 24                | 7.8%   |
| Other Locations            | 7,503,446     | 11.9%  | 41                | 13.4%  |
| Total                      | \$ 62,993,760 | 100.0% | 307               | 100.0% |

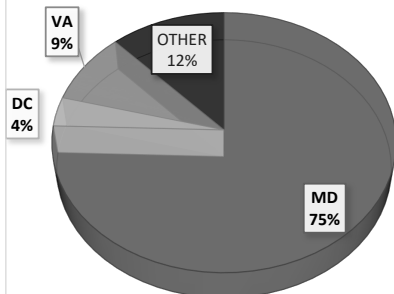
#### PROCUREMENT \$



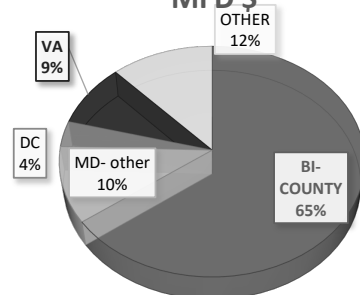
#### PROCUREMENT \$



#### MFD \$



#### MFD \$



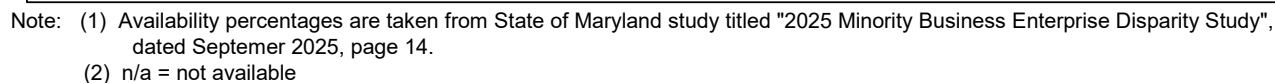
Prepared by Supplier Diversity Program Manager, Corporate Policy & Management Operations Division  
August 10, 2026

Note: The number of vendors excludes purchase card vendors.

## Attachment I

**\$ 199,582,765**

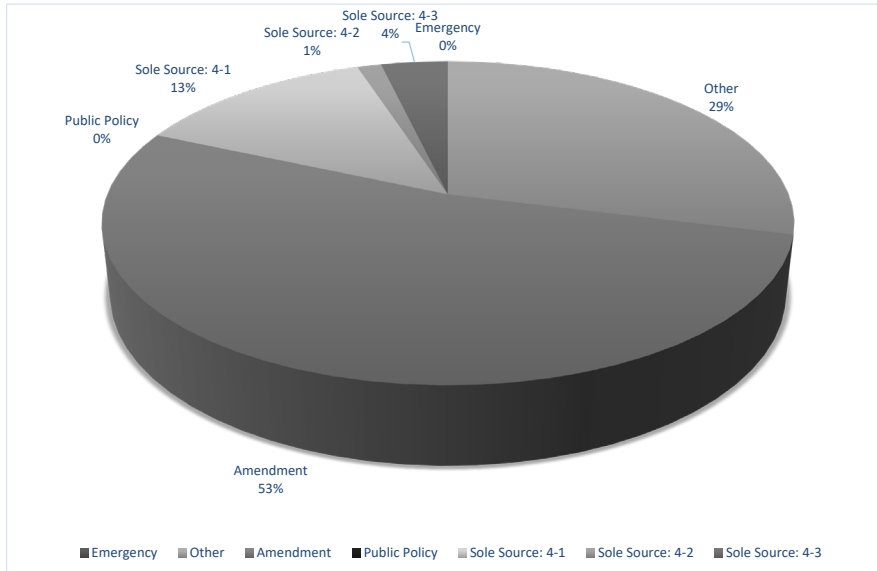
|                                                         | Procurement          |              | Availability |
|---------------------------------------------------------|----------------------|--------------|--------------|
|                                                         | Amount               | %            | %            |
| <b>Minority Owned Firms</b>                             |                      |              |              |
| <b>African American</b>                                 | \$ 17,490,728        | 8.8%         | 13.1%        |
| <b>Asian</b>                                            | 10,472,566           | 5.2%         | 7.7%         |
| <b>Hispanic</b>                                         | 12,924,297           | 6.5%         | 5.3%         |
| <b>Native American</b>                                  | 931,662              | 0.5%         | 1.3%         |
| <b>Total Minority Owned Firms</b>                       | <b>41,819,253</b>    | <b>21.0%</b> | <b>27.4%</b> |
| <b>Female Owned Firms</b>                               | <b>17,483,302</b>    | <b>8.8%</b>  | <b>13.4%</b> |
| <b>Disabled Owned Firms</b>                             | <b>3,691,205</b>     | <b>1.8%</b>  | <b>n/a</b>   |
| <b>Total Minority, Female, and Disabled Owned Firms</b> | <b>\$ 62,993,760</b> | <b>31.6%</b> | <b>40.8%</b> |



**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**REASONS FOR WAIVERS**  
**CUMULATIVE DOLLAR AMOUNT & NUMBER OF WAIVERS**  
**FY 2026**  
**FOR TWELVE MONTHS ENDED JUNE 30, 2026**

**Attachment J**

| REASON           | NUMBER    | AMOUNT              | %             |
|------------------|-----------|---------------------|---------------|
| Emergency        | 0         | \$ -                | 0.0%          |
| Other            | 16        | 1,846,346           | 28.9%         |
| Public Policy    | 0         | 0                   | 0.0%          |
| Amendment        | 12        | 3,359,235           | 52.7%         |
| Sole Source: 4-1 | 15        | 852,036             | 13.4%         |
| Sole Source: 4-2 | 1         | 85,000              | 1.3%          |
| Sole Source: 4-3 | 6         | 236,158             | 3.7%          |
| <b>Total</b>     | <b>50</b> | <b>\$ 6,378,775</b> | <b>100.0%</b> |



**Waiver Reason Definitions:**

**Emergency:**

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

**Required by Law or Grant:**

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

**Amendment:**

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

**Sole Source 4:**

It has been determined that:

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

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**TOTAL WAIVERS, MFD WAIVERS, AND SOLE SOURCE WAIVERS BY DEPARTMENT**  
**PROCESSED FY 2026**  
**FOR TWELVE MONTHS ENDED JUNE 30, 2026**

**Attachment K**

|                                               | Total Waivers       |           | MFD/Waivers |          | % of MFD    | Sole Source 4 -1 Waivers |           | Sole Source 4 -2 Waivers |          | Sole Source 4 -3 Waivers |          | %Sole Source |
|-----------------------------------------------|---------------------|-----------|-------------|----------|-------------|--------------------------|-----------|--------------------------|----------|--------------------------|----------|--------------|
|                                               | \$                  | Number    | \$          | Number   | %           | \$                       | Number    | \$                       | Number   | \$                       | Number   | %            |
| <b><u>Prince George's County</u></b>          |                     |           |             |          |             |                          |           |                          |          |                          |          |              |
| Commissioners' Office                         | \$ -                | 0         | \$ -        | 0        | 0.0%        | \$ -                     | 0         | \$ -                     | 0        | \$ -                     | 0        | 0.0%         |
| Planning Department                           | -                   | 0         | -           | 0        | 0.0%        | -                        | 0         | -                        | 0        | -                        | 0        | 0.0%         |
| Parks and Recreation Department               | 5,192,269           | 28        | -           | 0        | 0.0%        | 728,643                  | 10        | 85,000                   | 1        | -                        | 0        | 15.7%        |
| Total                                         | 5,192,269           | 28        | -           | 0        | 0.0%        | 728,643                  | 10        | 85,000                   | 1        | -                        | 0        | 15.7%        |
| <b><u>Montgomery County</u></b>               |                     |           |             |          |             |                          |           |                          |          |                          |          |              |
| Commissioners' Office                         | -                   | 0         | -           | 0        | 0.0%        | -                        | 0         | -                        | 0        | -                        | 0        | 0.0%         |
| Planning Department                           | 470,956             | 3         | -           | 0        | 0.0%        | 48,000                   | 1         | -                        | 0        | 11,800                   | 1        | 12.7%        |
| Parks Department                              | 289,307             | 8         | -           | 0        | 0.0%        | 63,425                   | 3         | -                        | 0        | 208,382                  | 4        | 94.0%        |
| Total                                         | 760,263             | 11        | -           | 0        | 0.0%        | 111,425                  | 4         | -                        | 0        | 220,182                  | 5        | 43.6%        |
| <b><u>Central Administrative Services</u></b> |                     |           |             |          |             |                          |           |                          |          |                          |          |              |
| Dept. of Human Resources and Mgt.             | 31,968              | 3         | -           | 0        | 0.0%        | 11,968                   | 1         | -                        | 0        | -                        | 0        | 37.4%        |
| Finance Department                            | 73                  | 1         | -           | 0        | 0.0%        | -                        | 0         | -                        | 0        | -                        | 0        | 0.0%         |
| Legal Department                              | 75,000              | 3         | -           | 0        | 0.0%        | -                        | 0         | -                        | 0        | -                        | 0        | 0.0%         |
| OCIO                                          | 319,202             | 4         | -           | 0        | 0.0%        | -                        | 0         | -                        | 0        | 15,976                   | 1        | 5.0%         |
| Merit Board                                   | -                   | 0         | -           | 0        | 0.0%        | -                        | 0         | -                        | 0        | -                        | 0        | 0.0%         |
| Total                                         | 426,243             | 11        | -           | 0        | 0.0%        | 11,968                   | 1         | -                        | 0        | 15,976                   | 1        | 6.6%         |
| <b>Grand Total</b>                            | <b>\$ 6,378,775</b> | <b>50</b> | <b>\$ -</b> | <b>0</b> | <b>0.0%</b> | <b>\$ 852,036</b>        | <b>15</b> | <b>\$ 85,000</b>         | <b>1</b> | <b>\$ 236,158</b>        | <b>6</b> | <b>18.4%</b> |

**Purpose of Summary of Waiver Report:**

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

**Sole Source: 4**

It has been determined that:

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



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

September 4, 2026

**MEMORANDUM**

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

**FROM:** Debora S. Borden, General Counsel

**RE:** Litigation & Administrative Proceedings Report for July and August 2026 – FY 2027

Please find attached the Litigation & Administrative Proceedings Report we have prepared for your meeting scheduled for Wednesday, September 16, 2026. This report includes July 2026 and August 2026 case information. We continue to refine this document's content and layout as we enhance the formatting and presentation to comply with required web content accessibility guidelines. Please feel free to share suggestions as we look to improve this Report to meet these guidelines and provide more useful information. As always, please do not hesitate to contact me if you would like us to provide a substantive briefing on any of the cases reported.

**Table of Contents**

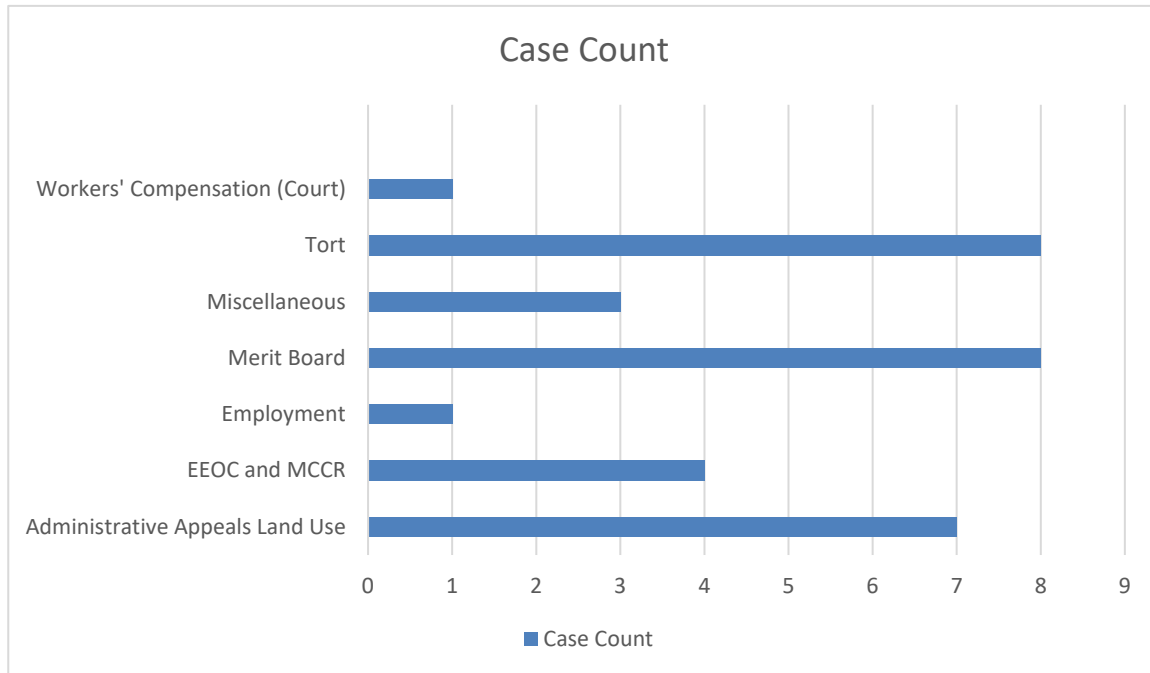
|                                                                           |         |
|---------------------------------------------------------------------------|---------|
| Composition of Pending Litigation & Administrative Proceedings .....      | Page 02 |
| Overview of Pending Litigation & Administrative Proceedings (Chart) ..... | Page 03 |
| Litigation & Administrative Proceedings Activity Summary .....            | Page 04 |
| New Cases Fiscal Year 2026 .....                                          | Page 05 |
| Resolved Cases Fiscal Year 2026 .....                                     | Page 06 |
| Disposition of Fiscal Year 2026 Closed Cases by Department .....          | Page 07 |
| Active Cases by Forum and County .....                                    | Page 08 |

## Litigation and Administrative Hearings June 2026

### Composition of Pending Litigation and Administrative Proceedings

| Subject Matter                 | Forum                              | Total |
|--------------------------------|------------------------------------|-------|
| Administrative Appeal Land Use | State Court                        | 2     |
| Administrative Appeal Land Use | Appellate Court of Maryland        | 5     |
| Contract Dispute               | State Court                        | 0     |
| Employment                     | Federal Trial Court                | 1     |
| Employment                     | EEOC and MCCR                      | 3     |
| Employment                     | Merit Board                        | 8     |
| Miscellaneous                  | State Court                        | 2     |
| Miscellaneous                  | Federal Trial Court                | 1     |
| Police Trial Board             | Office of Administrative Hearings  | 0     |
| Solar Projects                 | Maryland Public Service Commission | 0     |
| Tort Claims                    | State Court                        | 8     |
| Workers' Compensation          | State Court                        | 1     |
| Workers' Compensation          | Workers' Compensation Commission   | 49    |
| Grand Total of all matters     |                                    | 80    |

## Overview of Pending Matters



- Workers' Compensation (Court), 1 case
- Tort, 8 cases
- Miscellaneous, 3 cases
- Merit Board, 8 cases
- Employment, 1 case
- EEOC and MCCR, 4 cases
- Administrative Appeals Land Use, 7 cases

## Activity Summary

- Administrative Appeal Land Use – There were 7 matters pending at the close of fiscal year 2026. One new matter was added and no matters were resolved.
- Contract Disputes – There was 1 matter pending at the close of fiscal year 2026. That matter was resolved and there are currently no matters pending.
- EEOC and MCCR – There were 4 matters pending at the close of fiscal year 2026. One reconsideration has been filed on an old matter. There are currently 5 matters pending.
- Employment – There was 1 matter pending at the close of fiscal year 2026. No new matters were added and no matters were resolved.
- Merit Board – There were 10 matters pending at the close of fiscal year 2026. Two matters have been resolved.
- Miscellaneous – There were 2 matters pending at the close of fiscal year 2026. One new matter was added.
- Police Trial Boards – There were no matters pending at the close of fiscal year 2026. No new matters have been added.
- Solar Projects – There were no matters pending at the close of fiscal year 2026. No new matters have been added.
- Tort – There were 5 matters pending at the close of fiscal year 2026. Three new matters have been added, and one matter has been resolved.
- Workers' Compensation – There were 60 cases pending at the close of fiscal year 2026 to include matters in State Courts as well as before the Workers' Compensation Commission. One matter in the State Court has been resolved. There are currently 50 cases pending.

**Fiscal Year 2027 Cases to Date by County**  
**New Trial Court Cases**

**Montgomery County**

| Case Name         | Subject Matter | Month Commission Served |
|-------------------|----------------|-------------------------|
| Goldie v. M-NCPPC | Tort           | July 2026               |

**Prince George's County**

| Case Name                                                                            | Subject Matter | Month Commission Served |
|--------------------------------------------------------------------------------------|----------------|-------------------------|
| Maggie Lee, et al. v. Elizabeth Watson, et al.                                       | Miscellaneous  | July 2026               |
| Joseph Mullins v. The Maryland-National Capital Park and Planning Commission, et al. | Tort           | July 2026               |
| Sharry Walker, et al. v. Darius Stanton, et al.                                      | Tort           | August 2026             |

**New Appellate Court Cases**

**Prince George's County**

| Case Name                                                                    | Subject Matter                 | Month Commission Served |
|------------------------------------------------------------------------------|--------------------------------|-------------------------|
| In the Matter of The Homeowners Association of the Ridings at Upper Marlboro | Administrative Appeal Land Use | July 2026               |

**New Federal Court Cases**

No Pending Matters

## Resolved Trial Court Cases

### Montgomery County

| Case Name                                                                      | Subject Matter                                                                                                                                                                            | Month Resolved |
|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| The Maryland-National Capital Park and Planning Commission v. Michael Marcello | Workers' Compensation - This is an appeal by The Maryland-National Capital Park and Planning Commission of a Workers' Compensation Commission Order finding Appellee's hernia compensable | July 2026      |
| Kimberly Kargbo v. Montgomery County Park Police                               | Tort - Suit was brought alleging personal injuries as a result of a motor vehicle accident involving a vehicle driven by an employee of the park police.                                  | August 2026    |

### Prince George's County

| Case Name                                                                                  | Subject Matter   | Month Resolved |
|--------------------------------------------------------------------------------------------|------------------|----------------|
| The Maryland-National Capital Park and Planning Commission v. DJL Equestrian Services, LLC | Contract Dispute | July 2026      |
| Martinez v. The Maryland-National Capital Park and Planning Commission, et al.             | Tort             | August 2026    |

### Disposition of Fiscal Year 2027 Closed Cases By Department

| Client                        | Case and Principal Cause of Action in Dispute                                                                                                                                                                                                                                                              | Disposition                                                                                                  |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Prince George's Parks         | The Maryland-National Capital Park and Planning Commission v. DJL Equestrian Services, LLC - Suit to recover \$48,500.00 from a contractor for the unearned portion of payment regarding improvements to, and refurbishments of, the track and infield areas of the Equestrian Center and Show Place Arena | July 7, 2026, Default Judgment entered.                                                                      |
| Montgomery County Parks       | The Maryland-National Capital Park and Planning Commission v. Michael Marcello - An appeal by The Maryland-National Capital Park and Planning Commission of a Workers' Compensation Commission Order finding Appellee's hernia compensable.                                                                | July 30, 2026, Order of Court Workers' Compensation Commission finding of a new compensable hernia reversed. |
| Prince George's Parks         | Martinez v. The Maryland-National Capital Park and Planning Commission, et al. – Suit to recover damages for alleged injuries sustained relating to a motor vehicle accident involving a vehicle owned by The Maryland-National Capital Park and Planning Commission.                                      | August 26, 2026, case settled.                                                                               |
| Montgomery County Park Police | Suit was brought alleging personal injuries as a result of a motor vehicle accident involving a vehicle driven by an employee of the park police.                                                                                                                                                          | August 27, 2026, case dismissed with prejudice.                                                              |

**Reported Cases by Forum and County**  
**Maryland Public Service Commission**

No Pending Matters

**District Court of Maryland for Montgomery County**

No Pending Matters

**Circuit Court for Montgomery County, Maryland**

The Maryland-National Capital Park and Planning Commission v. Michael Marcello  
Case No. C-15-CV-26-000009 (Workers' Compensation)

This is an appeal by The Maryland-National Capital Park and Planning Commission of a Workers' Compensation Commission Order finding Appellee's hernia compensable. The lead counsel for this matter is Amy Ticer and Lucy Bansal is also assisting with this case. Decision of the Workers' Compensation Commission reversed.

Docket:

| Date       | Document Information                                                                                           |
|------------|----------------------------------------------------------------------------------------------------------------|
| 01/02/2026 | Petition for Judicial Review filed                                                                             |
| 01/12/2026 | Answer to Petition for Judicial Review                                                                         |
| 03/09/2026 | Memorandum in Support of Petition for Judicial Review filed                                                    |
| 04/03/2026 | Consent Motion to Extend time to Respond                                                                       |
| 04/07/2026 | Order of the Court granting extension of time to respond                                                       |
| 04/22/2026 | Claimant/Respondent's Answer Memorandum                                                                        |
| 05/07/2026 | Employer/Petitioner's Reply Memorandum in Support of Judicial Review                                           |
| 07/30/2026 | Hearing held. Order that the Workers' Compensation Commission finding of a new compensable hernia is reversed. |
| 08/31/2026 | Order remanding case back to Maryland Workers' Compensation Commission                                         |

Eric Goldie v. The Maryland-National Capital Park and Planning Commission, et al.  
Case No. C-15-CV-26-003733 (Tort)

Suit was brought alleging personal injuries as a result of a fall in Wheaton Regional Park. The lead counsel for this matter is Ben Rupert. A Pretrial conference has been set for April 2, 2027.

Docket: The Commission has yet to be properly served with the complaint.

| Date       | Document Information                                                   |
|------------|------------------------------------------------------------------------|
| 06/23/2026 | Complaint filed                                                        |
| 07/20/2026 | Commission received copy of complaint but has not been properly served |
| 07/22/2026 | Motion to Modify Scheduling Order                                      |
| 07/31/2026 | Order of the Court Granting Motion to Modify Scheduling Order          |

Kimberly Kargbo v. Montgomery County Park Police  
Case No. C-15-CV-26-002908 (Tort)

Suit was brought alleging personal injuries as a result of a motor vehicle accident involving a vehicle driven by an employee of the park police. The lead counsel for this matter is Amy Ticer. Case dismissed with prejudice.

Docket:

| Date       | Document Information                                         |
|------------|--------------------------------------------------------------|
| 05/13/2026 | Complaint filed                                              |
| 06/15/2026 | Commission served                                            |
| 07/15/2026 | Motion to Dismiss filed                                      |
| 08/27/2026 | Order of the Court Granting Motion to Dismiss with Prejudice |

Village of Friendship Heights, et al. v. Montgomery County Planning Board, et al.  
Case No. C-15-CV-26-002906 (Administrative Appeal Land Use)

This is a Declaratory Judgment matter that was filed in error. Refer to case C-15-CV-26-002907. Matt Mills is the lead counsel on this matter. This case is awaiting dismissal by the court.

Docket:

| Date       | Document Information                                                         |
|------------|------------------------------------------------------------------------------|
| 05/13/2026 | Complaint for Declaratory Judgment filed                                     |
| 05/21/2026 | Motion for Withdrawal or Dismissal of Inadvertent Filing                     |
| 05/26/2026 | Notice of Striking Non-Compliant Submission                                  |
| 05/26/2026 | Motion for Withdrawal or Dismissal of Inadvertent Duplicate Filing           |
| 07/02/2026 | Motion Granted                                                               |
| 07/02/2026 | Order Granting Motion for Refund of Payment for Inadvertent Duplicate Filing |

Village of Friendship Heights, et al. v. Montgomery County Planning Board, et al.  
Case No. C-15-CV-26-002907 (Administrative Appeal Land Use)

This is a Declaratory Judgment matter related to a series of pending regulatory applications which was filed prior to the scheduled Planning Board hearing (July 30, 2026). The Petitioners are requesting that the submitted plan be rejected prior to any consideration by the Planning Board. Matt Mills is the lead counsel on this matter. All three defendants, the Planning Board, the District Council, and the Developer (Friendship Commons Partners LLC0, filed Motions to Dismiss, which are currently pending.

Docket:

| Date       | Document Information                                                                 |
|------------|--------------------------------------------------------------------------------------|
| 05/13/2026 | Complaint for Declaratory Judgment filed by Petitioner Friendship Heights            |
| 05/19/2026 | Petitioner's Motion for Summary Judgment and Request for Virtual Hearing             |
| 05/22/2026 | Proof of Service on Planning Board                                                   |
| 05/28/2026 | Amended Complaint filed adding the Brookdale Citizens Association as a Co-Petitioner |
| 06/15/2026 | Motion to Dismiss and Request for Hearing - Defendant District Council               |

| Date       | Document Information                                                      |
|------------|---------------------------------------------------------------------------|
| 06/16/2026 | Motion to Dismiss – Defendant Planning Board                              |
| 06/16/2026 | Response to Motion for Summary Judgment – Defendant Planning Board        |
| 06/18/2026 | Motion to Dismiss and Request for Hearing – Defendant Developer           |
| 06/18/2026 | Response to Motion for Summary Judgment – Defendant Developer             |
| 06/26/2026 | Petitioners’ Response to Defendant Planning Board’s Motion to Dismiss     |
| 06/26/2026 | Petitioners’ Response to District Council’s Motion to Dismiss             |
| 06/26/2026 | Petitioners’ Response to Friendship Common Partners LLC Motion to Dismiss |
| 06/26/2026 | Memorandum to Motion for Summary Judgment                                 |
| 07/23/2026 | Notice of Hearing on Pending Motions – 10/19/2026                         |
| 08/03/2026 | Petitioners’ Motion to Shorten Time (Advance Hearing Date)                |
| 08/04/2026 | Petitioners’ Supplemental Opposition to all Motions to Dismiss            |
| 08/05/2026 | Order of Court – Petitioners’ Motion to Shorten Time DENIED               |
| 10/19/2026 | Motions Hearing Currently Scheduled                                       |

Belinda Young v. The Maryland-National Capital Park and Planning Commission  
Case No. C-15-CV-26-000575 (Tort)

This is a case alleging personal injuries at Riverview Recreation Center on or about April 22, 2025. Ben Rupert is the lead counsel on this matter and Lucy Bansal is also assisting with this case. The case is currently in discovery.

Docket:

| Date       | Document Information                                           |
|------------|----------------------------------------------------------------|
| 02/02/2026 | Complaint filed                                                |
| 02/02/2026 | Notice of Scheduling Order and Mandatory Settlement Conference |
| 03/31/2026 | Commission served                                              |
| 04/28/2026 | Commission’s Motion to Dismiss filed                           |
| 05/13/2026 | Opposition to Motion to Dismiss and Request for Hearing        |
| 05/27/2026 | Reply to Opposition to Motion to Dismiss                       |
| 07/28/2026 | Order of Court. Motion to Dismiss denied.                      |
| 08/06/2026 | Commission’s Answer to Complaint                               |

| Date       | Document Information                                                                                                      |
|------------|---------------------------------------------------------------------------------------------------------------------------|
| 08/12/2026 | Attorney Limited Appearance for The Fort Washington Area Recreation Council, Inc.                                         |
| 08/15/2026 | Motion to Dismiss and/or Strike Process and Service of Process filed by The Fort Washington Area Recreation Council, Inc. |
| 11/19/2026 | Pre-trial Conference                                                                                                      |

### **District Court of Maryland for Prince George's County**

State Farm Mutual Auto Ins. Co. a/s/o Ebony Harris v. Maryland-National Capital Park and  
Planning Commission  
Case No. D-05-CV-26-022521 (Tort)

This is a subrogation matter to recover damages involving a vehicle owned by the commission and operated by a Commission employee. George Johnson is the lead counsel for this matter. This matter is currently in discovery and is set for trial September 16, 2026.

Docket:

| Date       | Document Information             |
|------------|----------------------------------|
| 04/20/2026 | Complaint filed                  |
| 06/16/2026 | Commission served                |
| 06/25/2026 | Notice of Intent to Defend filed |
| 09/16/2026 | Trial set                        |

Sharry Walker, et al. v. Darius Stanton, et al.  
Case No. D-05-CV-26-014787 (Tort)

This is a suit to recover damages for destruction to property as a result of trees falling on plaintiffs' property allegedly from park land owned and maintained by the Commission. Amy Ticer and Renee Orleans are handling this matter. This matter is tentatively set for trial on September 16, 2026.

Docket:

| Date       | Document Information |
|------------|----------------------|
| 02/24/2026 | Complaint filed      |
| 08/26/2026 | Commission served    |

**Circuit Court for Prince George's County, Maryland**

G.W. v. The Maryland-National Capital Park and Planning Commission, et al.  
Case No. C-16-CV-25-002723 (Tort)

This is a suit to recover for injuries and damages involving allegations of sexual assault of a minor by a former employee of The Maryland-National Park and Planning Commission. Ben Rupert is the lead counsel for this matter. The case is currently stayed.

Docket:

| Date       | Document Information                              |
|------------|---------------------------------------------------|
| 05/19/2025 | Complaint filed                                   |
| 06/20/2025 | Commission served                                 |
| 08/25/2025 | Joint Motion to Stay Case                         |
| 09/03/2025 | Order of Court. Joint Motion to Stay Case Granted |

Maggie Lee, et al. v. Elizabeth Watson, et al.  
Case No. C-16-CV-26-003259 (Miscellaneous)

This is a declaratory judgment action. George Johnson is the lead counsel, and Kristen Maneval is also assisting with this matter. The matter is currently in discovery, and a trial date has been set for February 10, 2027.

Docket:

| Date       | Document Information                                                   |
|------------|------------------------------------------------------------------------|
| 05/27/2026 | Complaint filed                                                        |
| 06/09/2026 | Affidavit of Service                                                   |
| 06/30/2026 | Motion to Dismiss                                                      |
| 07/13/2026 | Amended Complaint                                                      |
| 07/13/2026 | Opposition to Defendant Watson's Motion to Dismiss                     |
| 07/27/2026 | Answer to First Amended Complaint filed by Defendant Watson            |
| 07/27/2026 | Answer to Complaint filed by Co-Defendants Rober Slade and Rhoda Slade |
| 07/28/2026 | Civil Scheduling Order                                                 |
| 08/03/2026 | Order of Court. Motion to Dismiss denied as moot.                      |
| 08/19/2026 | Commission served                                                      |
| 02/10/2027 | Trial set                                                              |

Martinez v. The Maryland-National Capital Park and Planning Commission, et al.  
Case No. C-16-CV-25-002445 (Tort)

This is a suit to recover damages for alleged injuries sustained relating to a motor vehicle accident involving a vehicle owned by The Maryland-National Capital Park and Planning Commission. Ben Rupert is the lead counsel, and Lucy Bansal is also assisting with this matter. Case settled.

Docket:

| Date       | Document Information                                              |
|------------|-------------------------------------------------------------------|
| 05/06/2025 | Complaint filed                                                   |
| 07/24/2025 | The Maryland-National Capital Park and Planning Commission served |
| 08/22/2025 | Answer to Complaint and Request for Jury Trial filed              |

| Date       | Document Information                                                                                                 |
|------------|----------------------------------------------------------------------------------------------------------------------|
| 08/26/2025 | Scheduling Order issued                                                                                              |
| 05/18/2026 | Scheduling Order                                                                                                     |
| 05/26/2026 | Plaintiff's Expert Disclosure filed                                                                                  |
| 06/29/2026 | Order of the Court. Consent Motion to Move Alternative Dispute Resolution and Trial Pending. Discovery not complete. |
| 06/29/2026 | Order for Alternative Dispute Resolution                                                                             |
| 06/29/2026 | Consent Motion for Continuance                                                                                       |
| 07/06/2026 | Hearing Notice                                                                                                       |
| 07/08/2026 | Order of the Court granting consent motion for continuance and setting new ADR and trial date.                       |
| 08/24/2026 | Settlement Conference held. Case settled.                                                                            |

The Maryland-National Capital Park and Planning Commission v. Prince George's County  
Case No. C-16-CV-26-003522 (Miscellaneous)

The Commission filed an emergency lawsuit requesting a declaratory judgment and injunction in response to Prince George's County's ordinances relating to the Commission's Fiscal Year 2027 budget, specifically the County's mandate to divert Commission tax revenues in a manner the Commission believes is inconsistent with Maryland State law. Ben Rupert is the lead counsel on this case. A hearing on the merits is scheduled for September 21<sup>st</sup> and 22, 2026.

Docket:

| Date       | Document Information                                                                                      |
|------------|-----------------------------------------------------------------------------------------------------------|
| 06/09/2026 | Complaint filed                                                                                           |
| 06/15/2026 | Affidavit of Service                                                                                      |
| 06/15/2026 | Opposition to Plaintiff's Motion for Temporary Restraining Order and Preliminary Injunction               |
| 06/17/2026 | Hearing held and taken under advisement                                                                   |
| 06/26/2026 | Order of Court granting a time-limited Temporary Restraining Order. A hearing has been set for September. |
| 06/30/2026 | Order of the Court grating Temporary Restraining Order in Part.                                           |
| 07/08/2026 | Answer to Complaint filed by Prince George's County                                                       |

| Date       | Document Information     |
|------------|--------------------------|
| 08/06/2026 | Scheduling Order         |
| 08/24/2026 | Commission's Brief filed |
| 09/21/2026 | Merit hearing set        |

Joseph Mullins v. The Maryland-National Capital Park and Planning Commission, et al.  
Case No. C-16-CV-26-004674 (Tort)

Suit brought alleging personal injuries as a result of being struck by a stone dislodging and falling from retaining wall at Henson Creek Golf Course. The lead counsel for this matter is Ben Rupert.

Docket: The Commission has yet to be properly served with the complaint.

| Date       | Document Information                                                   |
|------------|------------------------------------------------------------------------|
| 7/31/2026  | Complaint filed                                                        |
| 08/11/2026 | Commission received copy of complaint but has not been properly served |

### **Appellate Court of Maryland**

In the Matter of Harvey Blonder, et al.  
Case No. ACM-REG-0530-2026 (Administrative Appeal Land Use)  
(Originally filed in Circuit Court for Prince George's County, Maryland, C-16-CV-25-003504)

This is an appeal from the Circuit Court's decision affirming the Prince George's County Planning Board's decision approving a preliminary subdivision plan. David Warner is the lead counsel. A briefing notice has been received.

Docket:

| Date       | Document Information |
|------------|----------------------|
| 05/07/2026 | Appeal filed         |
| 05/28/2026 | Order to Proceed     |
| 07/27/2026 | Briefing Notice      |

In the Matter of The Homeowners Association of the Ridings at Upper Marlboro  
Case No. ACM-REG-1181-2026 (Administrative Appeal Land Use)  
(Originally filed in Circuit Court for Prince George's County, Maryland, C-16-CV-25-005702)

This is an appeal from the Circuit Court's decision affirming the decision of the Prince George's County Planning Board approving a preliminary subdivision plan. David Warner is the lead counsel for this case.

Docket:

| Date       | Document Information |
|------------|----------------------|
| 07/24/2026 | Appeal filed         |
| 08/03/2026 | Order to Proceed     |

In the Matter of Tamara Brown, et al.  
Case No. ACM-REG-0242-2026 (Administrative Appeal Land Use)  
(Originally filed in Circuit Court for Prince George's County, Maryland, C-16-CV-25-004951)

This is an appeal of the Order of Dismissal in Circuit Court Case C-16-CV-25-004951. David Warner is the lead counsel on this appeal and Laura Tallerico is also assisting with this case. A briefing notice has been received.

Docket:

| Date       | Document Information                                                   |
|------------|------------------------------------------------------------------------|
| 04/02/2026 | Appeal filed                                                           |
| 04/17/2026 | Order to Proceed                                                       |
| 06/16/2026 | Record Received                                                        |
| 06/16/2026 | Briefing Notice                                                        |
| 07/13/2026 | Appellants Motion for Extension of Time                                |
| 07/16/2026 | DR Horton Motion requesting denial of extension of time                |
| 07/17/2026 | Order of the Court dismissing appellant Karleen Powell                 |
| 07/21/2026 | Order Granting Kamita Gray's Motion to extend time for filing Brief    |
| 07/30/2026 | Motion by Tamara Davis Brown to withdraw from the case as an appellant |
| 08/3/2026  | Order Granting Brown's Motion to withdraw                              |

In the Matter of Glenn Dale Citizens Association, Inc., et al.  
Case No. ACM-REG-2192-2025 (Administrative Appeal Land Use)  
(Originally filed in Circuit Court for Prince George's County, Maryland, C-16-CV-24-005361)

This is an appeal of the decision of the Circuit Court for Prince George's County, Maryland, affirming the Prince George's County Planning Board's decision regarding Preliminary Plan of Subdivision number 4-22-51. David Warner is the lead Counsel on this matter. Oral argument is set for November 2, 2026.

Docket:

| Date       | Document Information                         |
|------------|----------------------------------------------|
| 12/11/2025 | Appeal filed                                 |
| 12/22/2025 | Order to Proceed                             |
| 02/20/2026 | Briefing Notice                              |
| 04/01/2026 | Appellant's Brief and Record Extract filed   |
| 04/28/2026 | Commission's Brief filed                     |
| 05/01/2026 | Appellee Glenn Dale Brief and Appendix filed |
| 05/20/2026 | Reply Brief filed                            |
| 11/02/2026 | Argument scheduled                           |

In the Matter of Kamita Gray, et al.  
Case No. ACM-REG-2448-2025 (Administrative Appeal Land Use)  
(Originally filed in Circuit Court for Prince George's County, Maryland, C-16-CV-25-004952)

The Petitioners seek Judicial Review of the Circuit Court for Prince George's County, Maryland's, decision granting of a Motion to Dismiss. David Warner is the lead counsel on this matter and Delisa Coleman is also assisting with this case. Briefs have been filed. Oral argument is set for February 1, 2027.

Docket:

| Date       | Document Information |
|------------|----------------------|
| 01/16/2026 | Appeal filed         |
| 01/23/2026 | Order to Proceed     |
| 02/03/2026 | Motion to Stay       |

| Date       | Document Information                                                                 |
|------------|--------------------------------------------------------------------------------------|
| 02/06/2026 | Motion Supplement                                                                    |
| 03/19/2026 | Order of Court denying Appellants Emergency Motion to Stay Circuit Court Proceedings |
| 03/24/2026 | Briefing Notice                                                                      |
| 04/17/2026 | Motion to restore electronic access                                                  |
| 04/24/2026 | Appellant Brief and Record Extract filed                                             |
| 04/28/2026 | Appellant's Motion to file Amended Brief                                             |
| 05/06/2026 | Order granting Motion to file Amended Brief                                          |
| 05/06/2026 | Motion to Dismiss                                                                    |
| 05/06/2026 | Opposition to Motion to Dismiss                                                      |
| 05/06/2026 | Multiple Motions filed by Appellees for Reconsideration and to Dismiss               |
| 05/19/2026 | Order of Court denying Joint Motions and updates briefing schedule                   |
| 05/21/2026 | Opposition to Motion                                                                 |
| 06/18/2026 | Appellee Brief                                                                       |
| 07/06/2026 | Appellant Reply Brief                                                                |
| 02/01/2027 | Argument scheduled                                                                   |

### **U.S. District Court of Maryland**

Steven Muse v. The Maryland-National Capital Park and Planning Commission  
Case No. 8:26-cv-460 (Employment)

A former employee is alleging race discrimination and retaliation related to his termination in February 2025. Amy Ticer is the lead counsel on this case. A Motion to Dismiss is pending.

Docket:

| Date       | Document Information                                              |
|------------|-------------------------------------------------------------------|
| 02/04/2026 | Complaint filed                                                   |
| 03/03/2026 | The Maryland-National Capital Park and Planning Commission served |
| 03/24/2026 | Motion to Dismiss filed                                           |
| 04/07/2026 | Response in Opposition to Motion to Dismiss                       |
| 04/10/2026 | Reply to Response in Opposition to Motion to Dismiss              |

## U.S. District Court of New Jersey

In Re: Insulin Pricing Litigation

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

This is affirmative litigation brought by The Maryland-National Capital Park and Planning Commission against Pharmacy Benefits Managers and drug manufacturers alleging an illegal pricing and kickback scheme involving insulin and related drugs, harming The Maryland-National Capital Park and Planning Commission in its capacity as a third-party payor of pharmacy benefits. The Commission has hired outside counsel in this matter and both Ben Rupert and Lucy Bansal are also working on the case. There is currently no action in this matter.

Docket:

| Date       | Document Information                                                                                              |
|------------|-------------------------------------------------------------------------------------------------------------------|
| 01/13/2025 | Complaint filed                                                                                                   |
| 01/31/2025 | Waiver of Service of summons and complaint executed by The Maryland-National Capital Park and Planning Commission |
| 02/05/2025 | Waiver of Service of summons and complaint executed by The Maryland-National Capital Park and Planning Commission |
| 03/24/2025 | Waiver of Service of summons and complaint executed by The Maryland-National Capital Park and Planning Commission |
| 04/18/2025 | Waiver of Service of summons and complaint executed by The Maryland-National Capital Park and Planning Commission |
| 06/24/2025 | Case Reassigned to Magistrate Judge Leda D. Wettre                                                                |