

***COMMISSION
MEETING***

September 18, 2013

9:30 a.m.

***MONTGOMERY REGIONAL
OFFICE***

**MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
MEETING**

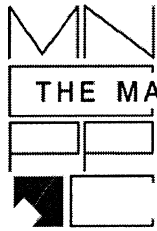
Wednesday, September 18, 2013

MRO

9:30 a.m. – 11:30 a.m.

				<u>ACTION</u>	
				Motion	Second
1.	Approval of Commission Agenda	(+*) Page	1		
2.	Approval of Commission Minutes	(+*) Page	3		
	a) Open Session – July 17, 2013	(+*)			
	b) Closed Session – July 17, 2013	(++*)			
	c) Commission Special Teleconference – July 25, 2013	(+*) Page	13		
	d) Commission Special Teleconference (Closed) – July 25, 2013	(++*)			
3.	General Announcements				
4.	Committee/Board Reports (For Information Only):				
	a) Executive Committee Meeting Minutes – Open Session – June 12, 2013				
	b) Executive Committee Meeting Minutes – Closed Session – June 12, 2013				
	c) Regular Board of Trustee Meeting Minutes – July 9, 2013				
5.	Action and Presentation Items				
	a) Resolution #13-23, Resolution and Certification of Formula 2040 Functional Master Plan for Parks, Recreation, and Open Space (Henderson/McNeal)	(+*) Page	27		
	b) Health Insurance Recommendations				
	1. 2014 Benefit Plan Rates (Spencer/McDonald)	(+*) Page	55		
	2. Medical Cost Share for Term Contract Employees	(+*) Page	59		
	c) CAS Cost Allocation Briefing (Barney)				
6.	Officers' Reports				
	a) Executive Director – (For Information Only)				
	1. Late Employee Performance Evaluations – (July and August 2013).....	(+)	Page 61		
	b) Secretary-Treasurer				
	1. Investment Report – (July 2013).....	(+)	Page 63		
	c) General Counsel				
	1. Litigation Report – (July 2013).....		(LD)		
7.	Pursuant to Maryland State Government Article of the Annotated Code of Maryland, Section 10-508(a) (7) & (9), a closed session is proposed to consult with counsel for legal advice, conduct collective bargaining discussions, and consider matters that relate to negotiations.				

(+) Attachment (++) Commissioners Only (*) Vote (H) Handout (LD) Late Delivery



ITEM 2a

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

Commission Meeting
July 17, 2013
Minutes

The Maryland-National Capital Park and Planning Commission met on July 17, 2013, in the Parks and Recreation Auditorium in Riverdale, Maryland.

PRESENT

Prince George's County Commissioners

Elizabeth Hewlett, Chair
Dorothy Bailey
Manuel Geraldo
A. Shuanise Washington

Montgomery County Commissioners

Françoise Carrier, Vice-Chair
Casey Anderson
Amy Presley
Marye Wells-Harley

ABSENT

John Shoaff

Norman Dreyfuss

Chair Hewlett convened the meeting at 9:50 a.m.

ITEM 1 APPROVAL OF COMMISSION AGENDA

ACTION: Motion of Wells-Harley to approve the agenda
Second by Bailey
8 approved the motion

ITEM 3 ANNOUNCEMENTS

Commissioner Dorothy Bailey congratulated Chair Elizabeth Hewlett on her reappointment as Chair to the Prince George's County Planning Board. Commissioner Bailey also congratulated Chair Hewlett and Commissioner Wells-Harley as they celebrated the Delta Sigma Theta Sorority's 100th anniversary. Chair Hewlett presented alliance gifts to Delta Sigma Theta Sorority member Commissioner Marye Wells-Harley and Alpha Kappa Alpha Sorority member Commissioner Dorothy Bailey.

Chair Hewlett congratulated Commissioner Marye Wells-Harley on her reappointment to the Montgomery County Planning Board. Chair Hewlett wished Commissioner Norman Dreyfuss a Happy Birthday in absentia. Chair Hewlett and the Commissioners congratulated Vice-Chair Françoise Carrier on celebrating her birthday tomorrow and presented her with birthday wishes on behalf of the entire Prince George's County Planning Board. Commissioner Marye Wells-Harley asked Commissioners to join her congratulating Commissioner Amy Presley, who celebrated her birthday last week.

- a) APPOINTMENT OF MONTGOMERY COUNTY PLANNING DIRECTOR GWEN WRIGHT - Vice-Chair Carrier welcomed Montgomery County Planning Director Gwen Wright to the Commission.

Executive Director Barney welcomed Recruitment Manager Anika Harris. General Counsel Adrian Gardner introduced Summer Intern Floriane Beyegue, who is working with the Prince George's County Law Links program.

- b) ALLIANCE FOR WORKPLACE EXCELLENCE AWARDS – PROJECT TEAM PHOTO – The Commission acknowledged receiving four Alliance for Workplace Excellence Awards. The awards background was presented at the June 19th Commission meeting. Chair Hewlett requested that the project team members be recognized and photographed with the awards at the July Commission meeting. Project team members who worked on the application for the award included Lisa Fusco-Tolias, Lisa Dupree, Jeannette Glover, and Jennifer McDonald. Executive Director Barney and the project team were photographed with the Commissioners.

ITEM 4 COMMITTEE/BOARD REPORTS (For Information Only)

- a) Minutes of the Executive Committee – July 3, 2013
- b) Minutes of the Executive Committee Closed Session – July 3, 2013
- c) Minutes of the Regular Employees' Retirement System Board of Trustees Meeting – May 7, 2013
- d) Minutes of the Special Employees' Retirement System Board of Trustees Meeting – June 7, 2013
- e) Minutes of the Special Employees' Retirement System Board of Trustees Meeting of June 10, 2013

ITEM 5 ACTION AND PRESENTATION ITEMS

- a) RESOLUTION #13-13, RECOGNITION OF SHAWNA FACHET FOR HEROIC ACTION (Resubmitted for Commission Approval)
ACTION: Motion of Bailey
 Seconded by Wells-Harley
 8 Approved the motion
- b) APPROVAL OF NEW INVESTMENT MANAGER FOR PENSION PROGRAM
ACTION: Motion of Presley
 Seconded by Wells-Harley
 8 Approved the motion
- c) RESOLUTION #13-15, APPROVAL OF LAND DISPOSAL – DORSEY CHAPEL HISTORIC SITE (072)
ACTION: Motion of Wells-Harley
 Seconded by Geraldo
 8 Approved the motion

- d) RESOLUTION #13-16, APPROVAL OF LAND CONVEYANCE (DISPOSAL) BEDFORD NEIGHBORHOOD PARK (M07)
 ACTION: Motion of Presley
 Seconded by Wells-Harley
 8 Approved the motion
- e) RESOLUTION #13-17, APPROVAL OF LAND DISPOSAL – GRASSLYN SUBDIVISION
 ACTION: Motion of Bailey
 Seconded by Presley
 8 Approved the motion
- f) RESOLUTION #13-20, DISPOSITION OF ROCK CREEK HILLS LOCAL PARK TO MONTGOMERY COUNTY
 Vice-Chair Carrier informed the Prince George’s County Commissioners that the Montgomery County Planning Board has a legal obligation to convey this property back.
 ACTION: Motion of Presley
 Seconded by Wells-Harley
 8 Approved the motion
- g) COMMISSION FOR ACCREDITATION OF PARK AND RECREATION AGENCIES (CAPRA) REACCREDITATION PROCESS
 ACTION: Motion of Wells-Harley
 Seconded by Bailey
 8 Approved the motion
- h) SHORT BRIEFING ON COMMISSION BRANDING/MARKETING
 Montgomery County Parks Public Affairs and Marketing Division Chief Kate Stookey introduced co-presenters Montgomery County Planning Commissioner Amy Presley; Prince George’s County Planning Board Public Information Officer Andrea Davey, and Prince George’s County Parks and Recreation Marketing and Public Affairs Officer Anita Pesses. The team gave a PowerPoint presentation on branding efforts to improve agency recognition and marketing message.

Commissioner Presley discussed concerns about the organization’s inconsistent and unclear marketing and the value of the agency’s brand. Ms. Davey highlighted the benefits of a successful brand. Ms. Pesses shared the results of prior efforts to address branding including the outcome of consultant’s research conducted in 2006. She also shared the results of research conducted internally with employees. Ms. Pesses stated that branding efforts were supported by senior leadership and priorities had been identified. Ms. Pesses commented that after the branding work was discussed in 2006, there was a change in leadership and a shift in priorities, therefore, the project did not move forward to the Commission. It was noted that recent research shows in 2013, the organization still has the same awareness issues.

The team proposed establishing an internal brand hierarchy, developing and rolling out a consistent graphic standard Commission-wide, establishing an interdepartmental M-NCPPC marketing workgroup, and creating measurement tools and methods to document the agency's successes and lessons learned. Ms. Stookey reviewed the proposed branding/marketing scope of work that was included in a Request for Proposal (RFP) issued on May 7th. The team has reviewed the proposals and selected the contractor. The kick-off meeting with the contractor will be held on Monday, July 22nd. It is anticipated that implementing the recommendations may be a two-year project, with a roll-out period to the public of 2015.

Vice-Chair Carrier thanked the team for bringing this project back to the Commission. She hopes that the agency can capitalize on this valuable research. Commissioner Anderson would like to review some of the prior research. The project team agreed to share the available research with the Commission. General Counsel Gardner provided comments about the agency's effectiveness in Annapolis. He emphasized the importance of improving the organization's branding/marketing as it portends the agency's effectiveness or survival. General Counsel Gardner fervently encouraged the Commissioners to support this project as a priority for the agency. Chair Hewlett concurred with General Counsel Gardner's comments. Commissioner Wells-Harley commended the team on their efforts and assured her commitment to this project. The Commissioners thanked the team for their efforts.

ITEM 5 i) MEDICAL PLAN AND PRESCRIPTION DRUG PLANS FOR 2014

1. Medical RFP

A revision of the Medical and Prescription Request for Proposal (RFP) Summary and Recommendations was distributed to the Commissioners this morning. Executive Director Barney noted that the revised memorandum was added to the agency's website. Ms. McDonald shared that AON Hewitt, external benefits consultant, conducted an analysis of proposals submitted by the medical and prescription plan providers. She reviewed the key analysis factors of the Medical RFPs submitted by bidders: Aetna, CareFirst BCBS, Cigna, Kaiser, and United Healthcare. Based on AON's analysis of the RFPs, and the approval of the Department Directors and the Executive Committee, the Health and Benefits staff recommends maintaining the current medical and prescription providers as outlined in the memorandum. Further, because of the collective bargaining agreements, the agency must provide two options of HMO or EPO providers for employees.

Prescription RFP

Health and Benefits Manager, Jennifer McDonald, presented the key analysis factors of the prescription RFP for six RFP bidders: Aetna, Caremark, Catamaran, Cigna, Humana and Optum RX, owned by United Healthcare. Following the evaluation of the proposals the Health and Benefits staff recommended that the agency maintain Caremark, the current provider.

ACTION: Motion of Bailey to approve the Medical and Prescription Drug Plan Providers
Second by Geraldo
8 approved the motion

2. RECOMMENDATIONS FOR 2014 PLAN DESIGNS CHANGES

Health and Benefits Manager, Jennifer McDonald, presented a summary of plan changes and cost impacts recommended for 2014 as contained in the packet. She indicated some of the benefits will result in increased cost while others will provide a savings. Ms. McDonald reported that the Executive Committee approved the changes and that the committee members emphasized the importance of implementing the modifications with a robust communication campaign. The United Food and Commercial Workers Union, Local 1994/ Municipal and County Government Employees Organization (MCGEO) union has agreed to all of the changes, and has tentatively agreed to the Dispense As Written (DAW) Penalty and Step Therapy program. The union requests that the recommended changes be included in a Memorandum of Understanding (MOU) along with other requirements. Ms. McDonald noted that an agreement has not been reached with regard to the DAW Penalty and the Step Therapy Program at this time. This information is being presented to the Commission at this time in anticipation of an agreement with the union in the near future.

Medical Plan Design Changes

Health and Benefits Manager, Jennifer McDonald, presented proposals for medical plan changes that were recommended as a result of a federal mandate issued in 2008, and from feedback received from employees. She noted that additional plan design changes are recommended based on a study conducted by Health Directions Consulting, LLC in 2012. The proposed changes as contained in the packet are:

- Implement Mental Health Parity in all health plans – Recommendation approved
- Change frequency for adult physicals for CIGNA EPO to every year instead of every 2 years – Recommendation approved
- Add coverage for 12 acupuncture visits to UHC POS and Cigna EPO
The Commissioners requested that Ms. McDonald research equalizing coverage for acupuncture to the same level of coverage as traditional treatments.

ACTION: Motion of Carrier to make acupuncture available as an option for medical treatment in all of the medical plans, not as a last resort, and that the number of visits is increased to at least twenty-four.

Second by Geraldo
8 Approved the motion

- Increase physical therapy benefits for Cigna to 40 per year – Recommendation approved
- Add chiropractic care benefits (24 days at \$10 copay) to Cigna plan

Prescription Plan Design Changes

Ms. McDonald presented recommendations for the Prescription Plan Design Changes derived from the 2012 Health Directions Consulting Study.

- Member pays a penalty for brand when generic is available when the physician indicates “dispense as written” (DAW)

Ms. McDonald introduced Caremark consultant, Rick Edwards, Director, Strategic Accounts, who discussed Step Therapy and the Dispense As Written (DAW) penalty. Mr. Edwards thanked the Commission for the business relationship. He presented the Generic Step Therapy Plan Design as contained in the packet. The purpose of this plan is to help contain costs by focusing on generic drugs, which are significantly less expensive than brand name medications.

High Performance Generic Step Therapy Plan (HPGST) –

Mr. Edwards explained how the plan works. During the discussion, he was asked to provide Ms. McDonald with the number of prescriptions that are dispensed every day. Ms. McDonald will forward this information to the Commissioners. An extensive discussion ensued with regard to when a patient can request brand named drugs instead of generic medication.

Mr. Edwards presented a communication timeline targeted to new clients, existing clients, and pharmacists, explaining what will take place from 45 days prior to implementation to the go-live date. He reviewed the gross and net savings and stated the agency would save \$677,000 in the first year by implementing the program. Commissioner Presley requested information about the impact of companies that pioneer new medicine and are negatively affected. She stated that these businesses will not be able to recover the cost of their efforts. She would like to know if and how this practice may dissuade firms from being the front runners.

Dispense As Written (DAW) - Mr. Edwards explained the two components of the DAW program and the agency’s plan, effective July 1st. Mr. Edwards explained the penalties for physicians’ and members’ requests to dispense brand only prescriptions as defined in the packet. The program that was put in place on July 1st is estimated to save the agency approximately \$60,000 in the first year. Mr. Edward stated that adding the second component with the physician DAW and the member paying the penalty if the physician requests, the brand will provide an additional \$97,000 net savings for M-NCPPC. Combining this savings with the Generic Step Therapy Program will save the agency \$780,000 in the first year.

The Commissioners addressed concerns about potential challenges that the DAW program could present for employees, and whether this program is worth the \$97,000 savings. Commissioner Presley would like to know the ratio of brand vs. generic prescriptions being filled.

ACTION: Motion of Carrier to adopt the proposed moderate Step Therapy Program
Seconded by Wells-Harley
6 Approved the motion
2 opposed the motion (Presley and Washington)

ACTION: Motion of Anderson to approve the second level of the Dispense As Written (DAW)
Seconded by Geraldo
2 Approved the motion
Motion failed - 6 opposed (Hewlett, Carrier, Wells-Harley, Presley, Washington, Bailey)

The Commissioners agreed that an educational program should be instituted so that employees will be well informed about this program. Mr. Edwards will forward recommended strategies and examples of communications to Ms. McDonald at no cost to the agency.

- Waive copay for diabetic supplies to improve adherence - Recommendation approved
- Evidence Based Plan design – waive the \$16.00 mail order copay for certain generics used to treat the conditions where there is opportunity for improved medical adherence and resulting savings in medical claims and productivity. This includes generic medications for diabetes, high cholesterol, and high blood pressure. – Recommendation approved

ACTION: Motion of Washington to approve the recommendations with the exception of Acupuncture, which was modified by motion and deleting DAW
Seconded by Geraldo
8 Approved the motion

ITEM 7 CLOSED DISCUSSION ACTION ITEMS

Pursuant to Section 10-508 (a)(7) and (9) of the State Government Article of the Annotated Code of Maryland, Chair Hewlett called for a motion to go into closed session at 12:13 p.m. to consult with legal counsel and for collective bargaining discussions.

ACTION: Motion of Geraldo
Seconded by Wells-Harley
8 Approved the motion

At 12:21 p.m., Chair Hewlett requested a motion to move to open session to ratify the votes taken in closed session.

ACTION: Motion of Bailey to go into open session
Seconded by Presley
6 Approved the motion (Chair Hewlett, Vice-Chair Carrier, and Commissioners Presley, Bailey, Wells-Harley, and Geraldo)
(Commissioner Casey stepped out during the closed session and Commissioner Washington left)

ITEM 5

j) CLOSED SESSION MEMORANDUM – RESOLUTIONS FOR COST OF LIVING ADJUSTMENTS

Resolution #13-09 – Cost of Living Adjustment for Service/Labor, Office and Trade Units Revised Resolution was distributed to Commissioners

ACTION: Motion of Wells-Harley to approve the Resolution

Seconded by Bailey

7 Approved the motion

1 Absent from the vote – Commissioner Washington

Resolution #13-21 – Cost of Living Adjustment for Non-represented Merit System and Term Contract Employees

ACTION: Motion of Presley to approve the Resolution

Seconded by Geraldo

7 Approved the motion

1 Absent from the vote – Commissioner Washington

k) ANNUAL AUDIT COMMITTEE REPORTS PURSUANT TO PRACTICE 1-31

Commissioner Presley stated that Commissioner Washington is in agreement with the Annual Audit Committee Report. Commissioner Presley reported on the activities of the Audit Committee as contained in the report. She noted that Bruce Berkey resigned from the committee in April 2012, and that the public member's position is vacant. The committee will work with Executive Director Barney and Corporate Policy and Management Operations Division Chief Anju Bennett to fill the vacancy. Further, Commissioners Presley and Washington express the need to define term limits for the Commissioners who represent the Audit Committee.

Commissioner Presley reported that there is a significant decrease in the number of problems with internal controls. The scope of work for the internal audit has been approved and the issuance of the External Auditor's final report is expected on September 30, 2013.

Commissioner Presley reviewed the Summary of Significant Findings as presented by the Office of Internal Audit. She noted that 35% (14) of 41 audits revealed no findings, indicating good internal controls. Commissioner Presley highlighted the remaining 27 audits and stated that findings were minor in nature. She discussed the report for Purchase Cards, Fixed and Controlled Assets, and the Cash counts. Commissioner Presley congratulated Internal Auditor Sam Raines on the work that has been done with the current limited staff. Vice-Chair Carrier thanked the Audit Committee and Mr. Raines for their hard work. Commissioner Presley presented the conclusion as contained in the Audit Committee Report. Chair Hewlett thanked Commissioner Presley, Commissioner Washington (in absentia), and Mr. Raines for their hard work.

ITEM 1) BRIEFING ON IMPLEMENTATION OF SHOW PLACE ARENA AUDIT RECOMMENDATION

Executive Director Barney indicated that staff has provided an updated report in the packet. As most items were completed or substantially completed, she recommended that future updates be presented every six months. The recommendation was approved by Commissioners.

ITEM 6 OFFICERS' REPORTS

The following reports were presented in the packet for Commissioner's review. No discussion was held.

Executive Director

a1) – Late Performance Evaluation Report (June 2013)

a2) – Update on Negotiations with Fraternal Order of Police

Secretary-Treasurer

Investment Report – No discussion was held.

General Counsel

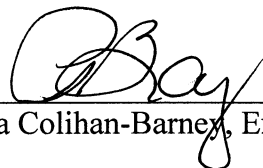
Litigation Report – No discussion was held.

Chair Hewlett closed the meeting by sharing information on the significance of the Alpha Kappa Alpha (founded 105 years ago) and Delta Sigma Theta Sororities (founded 100 years ago). She noted that these organizations were instrumental in allowing avenues for African American women and others to effectuate social change, and social action to address issues such as voting rights. Chair Hewlett noted that eminent members of the Alpha Kappa Alpha Sorority include Maya Angelo, Coretta Scott-King, Mayor Sharon Pratt Kelly, and Eleanor Roosevelt; and legendary Delta Sigma Theta Sorority members include Congresswoman Barbara Jordan, Patricia Roberts Harris, Congresswoman Shirley Chisholm, and Dr. Dorothy Height. These sororities have been active in the forefront of every major societal issue of civil and human rights; and they are committed to service.

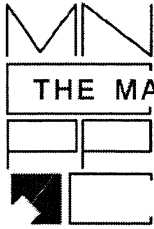
There being no further business to discuss, the meeting adjourned at 12:40 p.m.



Gayla Williams, Senior Technical Writer



Patricia Colihan-Barney, Executive Director



ITEM 2c

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

Commission Meeting
Special Session Teleconference
July 25, 2013
Minutes

The Maryland-National Capital Park and Planning Commission met by Special Session Teleconference on July 25, 2013 from the Prince George's County Planning Board (in Upper Marlboro, Maryland), and the Montgomery County Planning Board (in Silver Spring, Maryland).

PRESENT

Prince George's County Commissioners

Elizabeth M. Hewlett, Chair

John Shoaff

Dorothy Bailey

Manuel Geraldo

Montgomery County Commissioners

Françoise M. Carrier, Vice-Chair

Norman Dreyfuss

Marye Wells-Harley

Amy Presley

ABSENT

A. Shuanise Washington

Casey Anderson

Department Heads/Deputy Directors/Presenters/Staff

Patricia Barney, Executive Director - ***

William Dickerson, Associate General Counsel - **

Mary Bradford, Director, Montgomery County Parks - ***

William Spencer, Human Resources Director - *

Antonio DeVaul, Chief, Montgomery County Park Police - ***

Larry Brownlee, Chief, Prince George's County Park Police - *

Jessica Jones, Prince George's County Planning Board Administrator - *

Ronnie Gathers, Director, Prince George's County Parks and Recreation - *

Fern Piret, Director, Prince George's County Planning - *

Mike Riley, Deputy Director, Montgomery County Parks - ***

Debbie Tyner, Deputy Director – Prince George's County Parks and Recreation - *

Clara Moise, Technical Writer, Montgomery County Planning Board - ***

Attended the meeting at:

County Administration Building - *

Kenilworth Office Building - **

Montgomery Regional Office - ***

Chair Hewlett called for a motion to go into closed session.

ACTION: Motion of Geraldo
Second by Bailey
8 – 0, Motion was approved with Commissioners Washington and Anderson being absent.

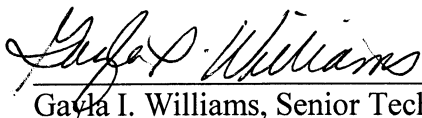
Pursuant to Maryland State Government Article of the Annotated Code of Maryland, Sections 10-508(a)(7) and (a)(9), the Maryland-National Capital Park and Planning Commission moved to closed session at 9:08 a.m., to consult with counsel to obtain legal advice on a legal matter and to conduct collective bargaining negotiations or consider matters that relate to the negotiations.

At 9:42 a.m., Chair Hewlett reconvened the Commission to open session to ratify the votes taken in closed session. Commissioner Anderson joined during closed session.

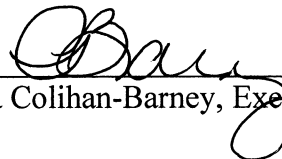
Executive Director Barney presented Resolution #13-22, which would ratify the proposed changes to the Collective Bargaining Agreement with the Fraternal Order of Police, and also authorizes Executive Director Barney to make changes as presented on Exhibit A to the other agreements and adjust the salary scale for the FOP.

ACTION: Motion of Geraldo to approve the motion
Seconded by Wells-Harley
8 Approved the motion
Commissioner Presley was absent at the time the vote was taken

There being no further business to discuss, the meeting adjourned at 9:43 a.m.



Gayla I. Williams, Senior Technical Writer



Patricia Colihan-Barney, Executive Director

ITEM 4a



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
6611 Kenilworth Avenue • Riverdale, Maryland 20737

Executive Committee Meeting
June 12, 2013
OPEN SESSION
Minutes

A meeting of The Maryland-National Capital Park and Planning Commission's Executive Committee was held on June 12, 2013 in the Merit Board Conference Room, 6611 Kenilworth Avenue, Riverdale, Maryland. Present at the meeting were Chair Elizabeth M. Hewlett, Vice-Chair Françoise M. Carrier, and Executive Director Patricia C. Barney. Also in attendance were:

Department Directors/Deputies/Presenters/Staff

Adrian Gardner, General Counsel
Joe Zimmerman, Secretary-Treasurer
Amy Presley, Commissioner, Montgomery County Planning Board
Mary Bradford, Director, Montgomery County Parks
Ronnie Gathers, Director, Prince George's County Parks and Recreation
Rose Krasnow, Acting Director, Montgomery County Planning
Fern Piret, Director, Prince George's County Planning
William Spencer, Human Resources Director
Anju Bennett, Corporate Policy and Management Operations (CPMO) Chief
Lisa Dupree, Senior Policy Specialist, CPMO
Curtis Johnson, Senior Policy Specialist, CPMO
Anita Pesses, Prince George's County Parks and Recreation Public Affairs & Marketing Chief
Andrea Davey, Prince George's County Planning Board Public Affairs Officer
Kate Stookey, Montgomery County Parks Public Affairs Chief
Jeannette Glover, Principal Administrative Specialist, Human Resources Division
Dana Hardy, Consultant, Line of Sight
Jennifer Wienecke, Project Manager, Line of Sight
Jon Weinstein, President and Co-Founder, Line of Sight

Executive Director Barney convened the meeting at 9:13 a.m.

AGENDA APPROVALS

ITEM 1

a) EXECUTIVE COMMITTEE MEETING AGENDA
There were no changes recommended to the agenda.

b) ADDITIONAL ACTIONS FOR JUNE COMMISSION MEETING AGENDA

- Invite Sheila Joyner, Employees' Retirement System Accounting Manager, to attend the Commission meeting for recognition and congratulations for leading the Comprehensive Annual Financial Report (CAFR) team to another award in excellence.
- Move the Show Place Arena Audit Recommendations to July, as no new updates are available. Most updates are pending receipt of the Stadium Authority Report.
- Move collective bargaining discussion to open session.

- A Resolution should be developed to recognize the appointment of Manny Geraldo to the Board of Trustees for the Post-Employment Trust.
 - Chair Hewlett will present the Recommendation to approve the ERS FY2014 Operating Budget, if Employees' Retirement System Administrator Andrea Rose is unable to attend the meeting.
 - A Resolution may be required to adopt the employer contribution to the 115 Trust, in addition to the FY14 budget action. LaTonya Reynolds, Associate General Counsel, will be asked to determine appropriate process for FY2015 amendments to M-NCPPC Employees' Retirement System Plans A and B.
 - Prince George's County Director Ronnie Gathers requested a Resolution of Recognition for Shawna Fchet for heroic action.
 - Director Gathers also requested a Commission-level Resolution, acknowledging the retirement of Golf Course Maintenance Supervisor Jay Vargo. Employee retirements are not generally recognized through an agency Resolution. However, because Mr. Vargo's service with the organization included working in both Montgomery and Prince George's departments of the agency, the use of a Resolution was supported.
 - Add the following announcements to the agenda:
 - Acknowledgement of Rose Krasnow as Acting Director for Montgomery County Planning.
 - National Recreation and Parks Association Finalist.
 - Society of Outdoor Recreation Professionals 2013 Award (Montgomery Parks).
 - Alliance for Workplace Excellence Awards.
- c) REVIEW OF COMMISSION ROLLING AGENDA
- Move the Audit Committee reports to July. CPMO Chief Anju Bennett will assist Commissioner Presley in structuring the report if needed.
 - The status of recommendations from the Show Place Arena Audit Report will be presented in July.
 - A place holder for the changes to the Contract employee policy should be identified for September to reflect needed changes that will be implemented in the ERP. Ms. Bennett shared that she is waiting on input from Human Resources and the ERP consultant.
 - The 115 Trust Annual Report will be presented in September.
 - The MFD Annual Report will be presented in October.
 - The CAFR will be presented in November.
 - Add for July, an announcement of Gwen Wright, new Director of Montgomery County Planning.
 - Add a closed item for potential litigation to the June agenda. General Counsel Gardner will work with Gayla Williams, Senior Technical Writer on the language for the agenda.

As a side note: Vice-Chair Carrier reminded that the labor cost analysis work is needed for presentation to the Montgomery County and Prince George's County Councils. Executive Director Barney will reach out to both Councils.

ITEM 2

PRESENTATIONS

a) INVESTMENT REPORT

Secretary-Treasurer Joe Zimmerman reported that the agency is in full compliance. The Current Investment Portfolio of April 2013 reflects a weighted average return of

0.28%, and the agency did not lose money. There is a slight upward movement in rates that has been expected for five years.

b) COMMISSION BRANDING/MARKETING BRIEFING

Montgomery County Parks Public Affairs and Marketing Division Chief Kate Stookey introduced co-presenters Montgomery County Planning Commissioner Amy Presley; Marketing and Public Affairs for Prince George's County Parks and Recreation Chief Anita Pesses; and Prince George's County Planning Board Public Information Officer Andrea Davey. Commissioner Presley thanked the Directors for the opportunity to speak with the group. She and the team gave a PowerPoint presentation about public recognition of M-NCPPC's Parks logos, image association, distinctive personality, and the agency's products and services.

The group discussed concerns about missed opportunities experienced as a result of inconsistent use of the logo and what the logo tells the public about the agency. The presenters shared the results of a Commission-recruited consultant's research (conducted in 2006). The team discussed senior leadership's priorities that were identified a few years ago. In addition, the presenters talked about the proposal to establish an internal brand hierarchy for the agency. They also discussed a plan to develop and roll out a consistent graphic standard Commission-wide, and a plan to establish an interdepartmental M-NCPPC marketing workgroup. Executive Director Barney requested the policy team join the marketing workgroup to assist in assuring consistency with regard to marketing, branding, and policy.

The presenters recommended conducting market research surveys every two to three years to keep abreast of public opinion. The new branding/marketing scope of work and the next steps were discussed. A Request for Proposal (RFP) was issued on May 7th, and should be responded to by vendors by June 10th. The evaluation Committee, which consists of Ms. Stookey, Ms. Pesses, Ms. Davey, and Ms. Bennett, will assess the proposals, make a decision on the winning bid, and present their recommendation to Department Directors and the Executive Committee. The Committee expects consultant recommendations to be implemented over several years.

Chair Hewlett stated that Prince George's County Parks and Recreation will absorb 50% of the cost to implement the project. Secretary-Treasurer Zimmerman was asked to help document in-kind services that have already been performed by Parks and Recreation, such as the work on the signage manual.

The Commissioners will be briefed on the project in July. When the selected vendor presents an implementation plan to the workgroup (September or October), the project will be added to the Rolling Commission Agenda for updates.

c) LINE OF SIGHT PROGRAM – Enterprise Resource Planning (ERP) PROJECT

Outside consultants from Line of Sight Dana Hardy (communications), Jennifer Wienecke (project manager), and Jon Weinstein, President, provided a status report on processes and progress made last month. Ms. Hardy distributed ERP communications literature that explains ERP, the system's features, benefits, and schedules for testing and training. She will email the full ERP communications plan to the Directors.

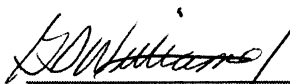
Ms. Hardy indicated that an email address will be created for the purpose of disseminating ERP newflashes to groups responsible for sharing ERP updates with staff. Director Gathers expressed the need for more planned communications sessions to discuss the best method of conveying information about ERP to employees. He did not feel that email messages were sufficient. Ms. Hardy shared that three Subject Matter Expert (SME) meetings were being proposed with CAS, Montgomery County and Prince George's County departments to discuss what must be done to support the SME's effort. She encouraged the directors to attend one of the meetings. Executive Director Barney requested that Ms. Hardy contact CPMO Chief Anju Bennett to assign someone from the policy group to participate on the public communications team. Ms. Wienecke distributed a status chart, and Executive Director Barney provided comments on the modules for human resources and budget.

d) PERSONNEL MANAGEMENT REVIEW

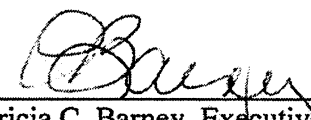
Principal Administrative Specialist Jeannette Glover presented the FY12 Personnel Management Review (PMR) status report. She reviewed the demographics of the agency's workforce. Executive Director Barney noted that major efforts must be made in succession planning, as 70% of Officials/Administrators will reach retirement eligibility between FY13 and FY17. Vice-Chair Carrier questioned discrepancies in the data reported. The Executive Director asked Ms. Glover to review and revise the information.

Vice-Chair Carrier inquired when the Executive Committee will discuss the succession problem. Executive Director Barney responded that the Department Directors have been discussing a variety of leadership and training programs taking place in the departments. CPMO Chief Bennett commented that a survey was conducted regarding the departments' needs for succession planning and training. Her team will present the results of the survey to the Department Directors' at their June 25th meeting.

There being no further business to discuss, the meeting adjourned at 11:25 a.m. to closed session to discuss the Overtime Compensation Review: Compensatory Leave and Overtime Pay.

 / **L DUPEREE**

Gayla I. Williams, Senior Technical Writer/
Lisa Dupree, Sr. Policy Analyst



Patricia C. Barney, Executive Director



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

REGULAR BOARD OF TRUSTEES MEETING
MINUTES

Tuesday, July 9, 2013; 10:00 A.M.
ERS/Merit Board Conference Room

The regular meeting of the Board of Trustees convened in the ERS/Merit Board Conference Room on Tuesday, July 9, 2013 at 10:00 a.m. Voting members present were: Khalid Afzal, Casey Anderson, Josh Ardison, Elton King, Barbara Walsh and Joseph C. Zimmerman, CPA. LaKisha Giles arrived at 10:10 a.m. Tracy Lieberman arrived at 10:17 a.m. Patricia Colihan Barney, Richard H. Bucher, Ph.D. and Elizabeth M. Hewlett were not present.

ERS staff included: Andrea L. Rose, Administrator; Heather D. Brown, Senior Administrative Specialist; and, Sheila S. Joynes, Accounting Manager.

Presentations by Boomershine Consulting Group, LLC - David S. Boomershine, Senior Actuary and Gregory M. Stump, FSA, EA, MAAA, FCA, Vice President and Senior Actuary; Oaktree Capital Management - Dave DeMilt, Vice President Marketing and Client Relations and Keith Gollenberg, Managing Director; and, Wilshire Associates - Mike Dudkowski, Managing Director and Bradley Baker, Associate.

In the absence of the Chairman, VICE CHAIRMAN ANDERSON opened the meeting at 10:05 a.m. with a quorum.

1. CONSENT AGENDA

The following items are to be approved or accepted by vote on one motion unless a Board member requests separate consideration:

- A. Approval of the July 9, 2013 Board of Trustees Meeting Revised Agenda
- B. Minutes of Regular Meeting, May 7, 2013
- C. Minutes of Special Meeting, June 7, 2013
- D. Minutes of Special Meeting, June 10, 2013
- E. Closed Session Minutes of Special Meeting, June 10, 2013
- F. Disbursements Granted Reports – April and May 2013

The July 9, 2013 Board of Trustees Meeting Agenda was revised to switch the order of Items 4.A. and 4.B. in order for Boomershine Consulting Group, LLC to present at 10:15 a.m.; to revise the recommendation in Item 6.A.i. Administrator's Report by removing bullets 2-4 regarding FY2014 cost-of-living-adjustments; and to remove Item 7 Closed Session.

MR. AFZAL made a motion, seconded by MR. KING to approve the Consent Agenda which includes the July 9, 2013 Board of Trustees Meeting Agenda, as revised, to switch the order of Items 4.A. and 4.B.; to revise the recommendation in Item 6.A.i. Administrator's Report by removing bullets 2-4 regarding FY2014 cost-of-living-adjustments; and to remove Item 7 Closed Session. (Motion #13-35)

2. CHAIRMAN'S ITEMS

A. Board of Trustees Conference Summary

- i. FLAG Annual Meeting and Conference Report by Khalid Afzal
- ii. Mid-Atlantic Plan Sponsor (MAPS) Conference Update

MR. AFZAL attended FLAG's annual conference on behalf of the ERS' FLAG Advisory Board Member, Patricia Barney. MS. BARNEY participated in FLAG's Annual Meeting via teleconference. MR. AFZAL reported the conference focused on FLAG's performance to its shareholders.

Andrea Rose, ERS Administrator, reported on the Mid-Atlantic Plan Sponsors (MAPS) conference which she attended in whole or in part with CHAIRMAN HEWLETT, DR. BUCHER and MS. GILES. This year a New Trustee Education Forum was held prior to the two-day Annual Conference. The goal of the New Trustee Education Forum was to give new trustees the foundation necessary to understand the importance of remaining knowledgeable to fulfill their fiduciary responsibilities. Ms. Rose noted a few of the highlights from the conference report and recommended other trustees consider attending next year.

MS. GILES arrived at 10:10 a.m.

B. Approval of Chairman for term ending June 30, 2015

MS. WALSH made a motion, seconded by MR. AFZAL to approve Elizabeth M. Hewlett as the Chairman for the ERS Board of Trustees for a second term ending June 30, 2015. The motion PASSED unanimously (7-0). (Motion #13-36)

C. Approval of Vice Chairman for term ending June 30, 2015

MS. WALSH made a motion, seconded by MR. KING to approve Casey Anderson as the Vice Chairman for the ERS Board of Trustees for a second term ending June 30, 2015. The motion PASSED unanimously (7-0). (Motion #13-37)

D. Resolution in Honor of Guy Jones, Fraternal Order of Police Represented Trustee for term ending June 30, 2013

VICE CHAIRMAN ANDERSON noted the Resolution in Honor of Guy Jones who was the Fraternal Order of Police representative on the ERS Board of Trustees from June 30, 2007 to June 30, 2013. The Board thanked MR. JONES, who was unable to attend the meeting, for fulfilling his responsibilities and duties as a Trustee.

3. MISCELLANEOUS

4. MANAGER PRESENTATIONS/TRAINING

A. Boomershine Consulting Group, LLC

Presentations by David S. Boomershine, Senior Actuary and Gregory M. Stump, FSA, EA, MAAA, FCA, Vice President and Senior Actuary

- i. Review of Assumptions, Expenses, and Cost Allocation

MS. LIEBERMAN arrived at 10:17 a.m.

At its February 5, 2013 meeting, the Board authorized Boomershine Consulting Group (BCG) to analyze the cost by plan and to review the basis for the current set of actuarial assumptions, including the actuarial expense assumption.

David Boomershine and Gregory Stump presented the results of the Review of Assumptions, Expenses, and Cost Allocation. Mr. Boomershine provided an overview which included the ERS' demographics, current funding progress, and employer contributions. Mr. Stump presented the assumption review which began with a brief review of the current demographic and economic assumptions. Based on the results of the review, BCG made three recommendations:

- 1) Reduce the investment return assumption from 7.5% to 7.25%, combined with a ¼% decrease in the salary assumption. This results in a \$23 million increase in the actuarial liability and a \$2.6 million increase in annual contributions. The trend over the last 5 years has been a move to 7.5% but there is always a lag in reports. Both the investment return assumption and salary assumption have been trending down in recent years and BCG recommends moving in small increments.
- 2) Change the administrative expense assumption from 1% of covered payroll to .02% of the actuarial accrued liability. The 1% of covered payroll assumption only addresses active employees. Because the plan is maturing, the inactive members should be addressed. Basing the assumption on the actuarial accrued liability results in a better correlation and the approach addresses both active and inactive participants.
- 3) Change the cost allocation method. The current method allocates first to Police and Non-Police groups and then allocates to the inactive liability across all Plans. The recommended approach allocates to the inactive liability across all Plans and then to active liability in equal proportions. This results in a slight shifting of cost from one Plan to another with no net impact on total costs.

Mike Dudkowski, ERS' Investment Consultant, explained that the new asset allocation is expected to return 7.1% with a margin of error of 10 basis points, without alpha from the active managers. A 7.5% rate of return is reasonable. Moving towards a 7.25% investment return is also reasonable and consistent with the current trend of other plans and a more conservative approach. If the ERS had an investment return above 7.5%, Wilshire would insist on a reduction. Wilshire noted that the ERS has usually been more conservative in advance of other plans and Wilshire would support the BCG's recommendation.

The Board discussed decreasing the investment return assumption from 7.5% to 7.25% at one time versus smoothing gradually in increments over a five-year period and whether the salary assumption should decrease along with the investment return. There was discussion of reviewing the salary assumption during the 5-year experience study. Dave Boomershine noted that the investment return and salary assumption typically move in concert and it would be best to adjust the assumptions together. The Board agreed that a move to 7.25% is prudent and agreed the investment return and salary assumptions will be reviewed annually in order to make incremental adjustments, as necessary. For the July 1, 2013 actuarial valuation, the Board agreed to reduce the investment return and salary assumptions by .10%; to change the administrative expense assumption to .02% of the actuarial accrued liability, and to change the cost allocation method to first allocate to inactive liability across all Plans and then to active liability in equal proportions. BCG agreed that the modification to its original recommendation for the investment return and salary assumptions was reasonable.

MS. WALSH made a motion, seconded by MR. AFZAL to reduce the investment return (from 7.5% to 7.4%) and salary assumptions by .10%; to change the administrative expense assumption to .02% of the actuarial accrued liability; and to change the cost allocation method to first allocate to the inactive liability across all Plans and then to the active liability in equal proportions. The motions PASSED unanimously (8-0). (Motion #13-38)

B. Oaktree Capital Management

Presentations by Dave DeMilt, Vice President Marketing and Client Relations and Keith Gollenberg, Managing Director

i. Oaktree Capital Management's New Real Estate Debt Fund

In March 2013, Oaktree Capital Management launched its new Oaktree Real Estate Debt Fund, L.P. ("the Fund"), with a target of \$500 million in capital commitments. The Fund looks to invest in a diversified portfolio of real estate debt instruments, including commercial mortgage-backed securities, commercial first mortgages, subordinated secured debt, mezzanine loans, corporate debt and residential first mortgage pools.

Oaktree is currently managing a PPIP Private Fund, L.P. and Opportunities Fund VIII, L.P. on behalf of the ERS and both Funds are performing well with the PPIP Fund winding down sooner than anticipated. Following Oaktree's performance review, at the IMG's March meeting, several trustees expressed interest in the Fund. Mike Dudkowski reviewed the Executive Summary and Term Sheet and indicated this was a viable option to consider in the opportunistic space. The Fund's total returns are targeted at 12% gross (10% net net) with 6 to 7% current income. The team is the same as the PPIP Fund. The due diligence for Oaktree was completed during selection of the PPIP and Distressed Opportunities Funds.

Dave DeMilt and Keith Gollenberg presented an overview of the Fund which is a closed-end Delaware limited partnership. The investment period is 3 years with a Term of 6 years subject to up to a 3-year extension by the Fund's general partner and thereafter, two 1-year extensions with limited partner consent. The Management Fee is 65 bps per annum, based on contributed capital. No management fee will be payable by the Fund after the 7th anniversary of the initial investment date, even if the Fund continues to hold assets at that time. All ancillary fees received will be applied to reduce management fees and carried interest. The minimum commitment is \$2 million. The first close is at the end of July 2013 with the second close anticipated at the end of September 2013.

C. Wilshire Associates

Presentations by Mike Dudkowski, Managing Director and Bradley Baker, Associate

- i. Memo dated May 17, 2013, Recommendation of Investment in Oaktree Capital Management's New Real Estate Debt Fund
- ii. 2013 Portfolio Expectations Update
- iii. Executive Summary of Investment Performance; as of March 31, 2013
- iv. Summary of Investment Performance; Qtr. Ending March 31, 2013
- v. 3yr and 5yr Rolling Returns; as of March 31, 2013

Mike Dudkowski explained his Memo dated May 17, 2013 and recommendation to invest in Oaktree's Real Estate Debt Fund with a \$20M allocation. Mr. Dudkowski said this investment will move the target asset allocation for alternatives closer to the 7.5%.

MR. AFZAL made a motion, seconded by MR. ZIMMERMAN to approve investment in Oaktree Capital Management's Real Estate Debt Fund with a \$20M allocation, subject to legal review. The motion PASSED unanimously (8-0). (Motion #13-39)

Mr. Dudkowski focused his performance review on the Monthly Performance Summary for May 31, 2013 which was a handout and included more recent performance than the Executive Summary through March 31, 2013. The ERS' total return was 17.22% (net of fees) for the one-year ending May 31, 2013. The total fund composite outperformed the policy return of 15.97% by 1.25%. The total market value through May 31, 2013 was \$717 million. The ERS fund return was 12.08% for the three-years ended May 31, 2013 and 4.55% for the five-years ended May 31, 2013 versus the policy index which returned 11.63% and 3.81%, respectively.

5. COMMITTEE REPORTS/RECOMMENDATIONS

A. Administration & Personnel Oversight Committee

Presentation by Committee Chairman, Richard H. Bucher, Ph.D.

i. Regular Report of May 21, 2013

- a. Recommendation to Approve the Renewal of the Memorandum of Understanding with the Commission for July 1, 2013 – June 30, 2014
- b. Recommendation to Approve Extension of the Contract with CliftonLarsonAllen for Two Optional Years through February 28, 2015
- c. Recommendation to Approve the Mission Statement and Core Values

In the absence of the Committee Chairman, Andrea Rose presented the highlights of the Administration & Personnel Oversight Committee's ("Personnel Committee's") regular report of May 21, 2013. Items #1 and #2 were approved at the Board's Special Meeting of June 10, 2013 due to the time-sensitive nature of the items.

The Personnel Committee reviewed the Memorandum of Understanding between the ERS and the Commission's Finance Department for the period of July 1, 2013 – June 30, 2014. Ms. Rose noted that cross-training by the Finance Department will be difficult during this term as a result of Finance's new ERP system. In terms of providing backup, there are no significant concerns. The Commission has IT staff with institutional knowledge of Highline's eP system to handle the interface or troubleshoot database issues, if necessary.

MS. WALSH made a motion, seconded by MR. AFZAL to approve the renewal of the Memorandum of Understanding between the ERS and the Commission for July 1, 2013 – June 30, 2014. The motion PASSED unanimously (8-0). (Motion #13-40)

Ms. Rose explained the contract with CliftonLarsonAllen provided for a three-year term with two optional years through February 28, 2015. Staff is pleased with CliftonLarsonAllen and recommended to the Personnel Committee continuation of the contract for the two optional years.

MS. WALSH made a motion, seconded by MR. AFZAL to approve continuation of the contract with CliftonLarsonAllen through February 28, 2015. The motion PASSED unanimously (8-0). (Motion #13-41)

Following review of the NCPERS Best Governance Practices for Public Retirement Systems, the Personnel Committee recommended the ERS' Mission Statement and Core Values below:

Our Mission

The mission of the Maryland-National Capital Park and Planning Commission Employees' Retirement System is to prudently manage, protect, diversify, and administer the funds for the sole benefit of the members and beneficiaries to ensure sufficient assets are available to pay the promised benefits.

Our Core Values

- Quality Customer Service
- Accountability and Transparency
- Professionalism and Respect
- Trustworthiness and Stewardship

MR. ARDISON made a motion, seconded by MR. AFZAL to approve the ERS' Mission Statement and Core Values. The motion PASSED unanimously (8-0). (Motion #13-42)

B. Investment Monitoring Group

Presentation by Committee Chairman, Patricia Barney

i. Regular Report of May 21, 2013

- a. Recommendation to Approve Northern Trust Global Investors as the U.S. Equity Small Cap Growth Manager
- b. Recommendation to Approve Utilizing Wilshire Consulting to Monitor the ERS' Private Equity Investments made by Wilshire Private Markets

In the absence of the Investment Monitoring Group (IMG) Chairman, Andrea Rose presented highlights of the IMG's regular report of May 21, 2013.

At its April 2, 2013 meeting, the Board approved moving forward with a passive strategy in small cap growth. The IMG evaluated the list of small cap growth index managers, provided by Wilshire Associates. The IMG agreed with Wilshire's recommendation for a passive strategy with Northern Trust Global Investors (NTGI). NTGI's Russell 2000 Index strategy fee is one of the lowest at 5 bps. NTGI has approximately \$800 billion in total firm assets under management and approximately \$4.2 billion in strategy assets.

MR. AFZAL made a motion, seconded by MS. WALSH to approve Northern Trust Global Investors as the new U.S. equity small cap growth manager. The motion PASSED unanimously (8-0). (Motion #13-43)

The ERS' transition manager, Global Transition Solutions (GTS,) may handle the transition from the Russell 2000 Growth ETF account to the NTGI Russell 2000 Index. Mr. Dudkowski will check with Northern to see if the Russell Growth ETF account can be transitioned "in kind".

Over the last year, the IMG considered several options to monitor the performance of Wilshire Private Markets. As a final step, the IMG requested Wilshire Consulting address the monitoring of Wilshire Private Markets. The IMG reviewed and discussed with Mike Dudkowski the memo dated May 9, 2013 which noted that Wilshire Consulting is a separate division from Wilshire Private Markets and the ERS' private equity investment would be treated as any other investment with any other investment manager. Wilshire Consulting will independently calculate rates of returns from market value and cash flows and use key metrics such as net IRR and ratio of total value to paid-in capital. Performance will be monitored using

24 MINUTES, AS APPROVED, AT THE SEPTEMBER 3, 2013 BOARD OF TRUSTEES MEETING

benchmarks such as Thomson Venture Economics, which is entirely independent of Wilshire Associates and its business divisions. The perceived conflicts of interest will be managed with independent calculation and verification of results. Wilshire Consulting has access to the performance of other private equity managers for comparison which will give Wilshire Consulting additional insight into the performance of Wilshire Private Markets. The IMG believes Wilshire Consulting can effectively monitor the performance of Wilshire Private Markets with the approach detailed in its May 9, 2013 Memo and recommends the Board approve Wilshire Consulting to monitor the performance of Wilshire Private Markets.

MR. AFZAL made a motion, seconded by MR. KING to approve Wilshire Consulting to monitor the ERS' private equity investments made by Wilshire Private Markets. The motion PASSED unanimously (8-0). (Motion #13-44)

6. REPORT OF THE ADMINISTRATOR

Presentation by Administrator, Andrea L. Rose

A. Administrator's Report dated June 25, 2013

- i. Recommendation to approve a 3% annual adjustment for eligible ERS staff not at top-of-grade, effective the first pay period following July 1, 2013

Andrea Rose presented the highlights of the Administrator's Report dated June 25, 2013. At its June 19, 2013 meeting, the Commission approved a 3% salary adjustment for non-Represented Merit System employees. As the ERS typically follows the Commission on compensation, Ms. Rose recommended approval of a 3% wage adjustment effective the first pay period following July 1, 2013 for all eligible ERS staff (excluding the Administrator) not at top-of-grade. A recommendation regarding a cost-of-living adjustment will be brought back for consideration in September 2013.

MR. ARDISON made a motion, seconded by MS. WALSH to approve a 3% annual adjustment effective the first pay period following July 1, 2013 for eligible employees (excluding the Administrator) not at top-of-grade. The motion PASSED unanimously (8-0). (Motion #13-45)

Staff continues to work with the software vendor, Highline, on the cost-of-living adjustment changes which are more complicated than originally anticipated. In addition to the calculations, there are modifications required to the actuarial data file that is sent to the actuary at the end of July each year. As a result, there may be a delay in delivering the actuarial data file to the actuaries by the deadline. It is important for the changes to be included in the data file in order for the actuary to account for the benefit changes made by the Commission.

The ERS received the employer contribution of \$28,750,323 from the Commission on July 1, 2013. The funds were transferred follows: a) \$20 million to State Street Global Advisors; b) \$5 million to Western Asset Global Multi-Sector Fund; and \$3,750,323 to fund benefit payments, expenses, and capital calls.

Fiduciary liability insurance does not cover trustees' personal assets. One speaker at the MAPS Conference discussed the purchase of a Waiver of Recourse for trustees' personal protection. Chubb agreed to provide a Waiver of Recourse Endorsement. The limit of liability is \$7,500,000. There is no limit or allocation for individual trustees. The cost is \$25 per trustee per policy term. Even though it is rare for insurance companies to sue individual trustees, the Board agreed the Waiver of Recourse Endorsement is valuable relative to the cost and agreed the ERS should purchase for all trustees and staff who are considered fiduciaries.

- B. Administrator's Memo dated June 10, 2013
 i. Recommendation for Revised Domestic Custody Fee Schedule

Andrea Rose recommended the Board approve a revised domestic custody flat fee in the amount of \$180,000 with Northern Trust; a continuation of the current global custody fee schedule; and a continuous term for both domestic and global custody, unless there is a material change and/or either party proposes to renegotiate the fees with 30-days' notice. The domestic fee is a reduction from the \$203,600 fee that was paid for the period July 1, 2008 – June 30, 2013.

MR. ZIMMERMAN made a motion, seconded by MS. WALSH to approve a domestic custody flat fee in the amount of \$180,000 with Northern Trust; a continuation of the current global custody fee schedule; and a continuous term for both domestic and global custody, unless there is a material change and/or either party proposes to renegotiate the fees with 30-days' notice. The motion PASSED unanimously (8-0). (Motion #13-46)

The Board of Trustees meeting of July 9, 2013 adjourned at 1:30 p.m.

Respectfully,

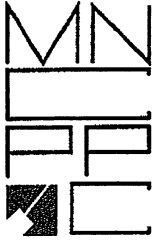


Heather D. Brown
 Senior Administrative Specialist



Andrea L. Rose
 Administrator

ITEM 5a



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Department of Parks and Recreation


6600 Kenilworth Avenue Riverdale, Maryland 20737

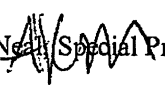
Director's Office - 301-699-2582; FAX 301-864-6941; TTY 301-699-2544

August 27, 2013

MEMORANDUM

TO: The Maryland-National Capital Park and Planning Commission

VIA: Ronnie Gathers, Director, Department of Parks and Recreation 

FROM: Alvin R. McNeal, Special Projects Manager 

SUBJECT: Formula 2040 Functional Master Plan for Parks, Recreation and Open Space

Attached for your consideration for approval is a draft Full Commission Resolution, Number 13-23, to adopt the *Approved Formula 2040 Functional Master Plan for Parks, Recreation and Open Space*.

The master plan was adopted by the Prince George's Planning Board and approved by the Prince George's County Council, setting as the District Council. These actions are noted in the attached documents: Resolution CR-63-2013 (DR-1), approved by the Prince George's County Council, setting as the District Council, on July 2, 2013; and Resolution PGCPB No. 13-65, adopted by the Prince George's County Planning Board on June 13, 2013.

RECOMMENDATION:

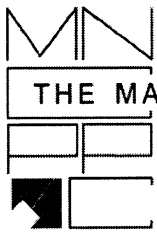
1. Staff recommends that the Full Commission approve the resolution of adoption.

Attachments:

Attachment 1 - Full Commission Resolution Number 13-23

Attachment 2 - Prince George's County Resolution CR-63-2013 (DR-1)

Attachment 3 - Prince George's County Planning Board Resolution PGCPB No. 13-65



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

M-NCPPC No. 13-23

RESOLUTION

WHEREAS, The Maryland-National Capital Park and Planning Commission, by virtue of Land Use Article of the Annotated Code of Maryland, is authorized and empowered, from time to time, to make and adopt, amend, extend and add to a General Plan 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 duly advertised joint public hearings with the Prince George's County Council, sitting as the District Council, on April 9, 2013 on the Formula 2040 *Preliminary Functional Master Plan for Parks, Recreation and Open Space*, being also an amendment to the 2002 *Prince George's County Approved General Plan*; 2012 *Priority Preservation Area Functional Master Plan*; 2010 *Approved Water Resources Functional Master Plan*; 2010 *Approved Historic Sites and Districts Plan*; 2009 *Approved Master Plan of Transportation*; 2008 *Approved Public Safety Facilities Master Plan*; 1983 *Adopted and Approved Public School Sites Functional Master Plan*; 1994 *Bladensburg, New Carrollton and Vicinity (PA 69) Approved Master Plan*; 1989 *Approved Langley Park-College Park, Greenbelt and Vicinity Master Plan*; 1993 *Glenn Dale-Seabrook-Lanham and Vicinity Master Plan*; 1993 *Landover and Vicinity Approved Master Plan*; 1993 *Subregion V Approved Master Plan*; 1994 *Melwood/Westphalia Approved Master Plan*; 1994 *Planning Area 68 Approved Master Plan*; 1994 *Subregion VI Study Area Approved Master Plan*; 1997 *College Park-Riverdale Park Transit District Development Plan and Transit District Overlay Zoning Map Amendment*; 2000 *Brentwood Mixed-Use Town Center Zone Development Plans and Design Guidelines*; 2000 *Addison Road Metro Sector Plan*; 2000 *The Heights and Vicinity Approved Master Plan*; 2001 *Anacostia Trails Heritage Area Management Plan*; 2001 *Greenbelt Metro Sector Plan*; 2002 *College Park US 1 Corridor Sector Plan*; 2004 *Riverdale Park Mixed-Use Town Center Zone Development Plans and Design Guidelines*; 2004 *Approved Prince George's County Gateway Arts District Sector Plan*; 2004 *Morgan Boulevard-Largo Town Center Sector Plan* and

Sectional Map Amendment; 2005 Tuxedo Road-Arbor Street-Cheverly Metro Sector Plan; 2005 Green Infrastructure Plan; 2006 Bowie and Vicinity Approved Master Plan; 2006 East Glenn Dale Area Approved Sector Plan; 2006 Henson Creek-South Potomac Approved Master Plan; 2006 West Hyattsville Transit District Development Plan; 2007 Bladensburg Town Center Approved Sector Plan; 2007 Westphalia Approved Sector Plan; 2008 Capitol Heights Transit District Development Plan/Transit District Overlay Zone and Zoning Map Amendment; 2008 Branch Avenue Corridor Sector Plan and Sectional Map Amendment; 2009 Port Towns Sector Plan and Sectional Map Amendment; 2009 Landover Gateway Sector Plan and Sectional Map Amendment; 2009 Marlboro Pike Sector Plan and Sectional Map Amendment; 2010 Glenn Dale-Seabrook-Lanham and Vicinity Sector Plan and Sectional Map Amendment; 2010 Approved Bowie State MARC Station Sector Plan and Sectional Map Amendment; 2010 Approved Central US 1 Corridor Sector Plan; the 2010 New Carrollton Approved Transit District Development Plan and Transit District Overlay Zoning Map Amendment; 2013 Greenbelt Metro Area and MD 193 Corridor Sector Plan; and 2013 Central Branch Avenue Corridor Revitalization Sector Plan; and

WHEREAS, on June 6, 2013, the Prince George's County Planning Board held a work session to consider the functional master plan recommendations and public hearing testimony; and

WHEREAS, on June 13, 2013, after due deliberation and consideration, the Prince George's County Planning Board, adopted the Formula 2040 Functional Master Plan for Parks, Recreation and Open Space with revisions, as described in Prince George's County Planning Board Resolution PGCPB No. 13-65, and transmitted PGCPB No. 13-65 together with all relevant supporting documents to the District Council on June 25, 2013; and

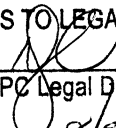
WHEREAS, the Prince George's County Council, sitting as the District Council for the portion of the Maryland-Washington Regional District lying within Prince George's County, held a work session on July 2, 2013 to review the adopted Formula 2040 *Functional Master Plan for Parks, Recreation and Open Space* and public hearing testimony; and

WHEREAS, on July 2, 2013, upon review and consideration of the Functional Master Plan adopted by the Prince George's County Planning Board with revisions, relevant supporting documents and public testimony, the District Council approved the Formula 2040 *Functional Master Plan for Parks, Recreation and Open Space* for Prince George's County, Maryland, subject to the revisions set forth in Resolution CR-63-2013 DR-2;

NOW, THEREFORE, BE IT RESOLVED, that The Maryland-National Capital Park and Planning Commission does hereby adopt said Formula 2040 *Functional Master Plan for Parks, Recreation and Open Space* 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-63-2013 (DR-2); and

BE IT FURTHER RESOLVED, that copies of said Amendment should be certified by The Maryland-National Capital Park and Planning Commission and filed with each Clerk of the Circuit Court of Prince George's and Montgomery Counties, as required by law.

APPROVED AS TO LEGAL SUFFICIENCY



M-NCPPC Legal Department

Date 8/28/13

**COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND
SITTING AS THE DISTRICT COUNCIL
2013 Legislative Session**

Resolution No. CR-63-2013
Proposed by The Chair (by request – Planning Board)
Introduced by Council Members Harrison, Lehman, Patterson, Davis and Turner
Co-Sponsors _____
Date of Introduction July 2, 2013

RESOLUTION

1 A RESOLUTION concerning

2 The Formula 2040 Functional Master Plan for Parks, Recreation and Open Space
3 For the purpose of approving, as an act of the County Council of Prince George’s County,
4 Maryland, sitting as the District Council, the Formula 2040 Functional Master Plan for Parks,
5 Recreation and Open Space, thereby defining long-range park, recreation and open space policies
6 for that part of the regional district located in Prince George’s County.

7 WHEREAS, on November 1, 2011, the County Council of Prince George’s County,
8 Maryland sitting as the District Council, adopted CR-76-2011, directed the Maryland-National
9 Capital Park and Planning Commission to prepare a new Functional Master Plan for Parks and
10 Recreation to provide a comprehensive system of parkland, recreation facilities, and recreation
11 and leisure programming to support the growth and development goals for Prince George’s
12 County in the Approved General Plan; and

13 WHEREAS, by way of adoption of CR-76-2011, the District Council further approved
14 Goals, Concepts, Guidelines, and a Public Participation Program in conjunction with preparation
15 of the new functional master plan; and

16 WHEREAS, the Planning Board staff held over 75 meetings, work sessions, and open
17 houses with a Community Advisory Panel, property owners, residents and businesses as the
18 major components of the Public Participation Program to involve the community in the
19 preparation of the plan; and

20 WHEREAS, the Planning Board granted permission to print the Formula 2040 Preliminary
21 Functional Master Plan for Parks, Recreation and Open Space on January 17, 2013; and

1 WHEREAS, the District Council and the Planning Board held a duly-advertised joint public
2 hearing on the Formula 2040 Preliminary Functional Master Plan for Parks, Recreation and Open
3 Space on April 9, 2012, to gather public testimony on the preliminary functional master plan;
4 and

5 WHEREAS, after referral and review of the functional master plan proposals for public
6 facilities by the County Executive and District Council in accordance with Section 27-645(b) of
7 the Zoning Ordinance, the District Council adopted CR-23-2013 on April 2, 2013, and declaring
8 no inconsistencies are associated with the public facilities recommended by the functional master
9 plan; and

10 WHEREAS, on June 6, 2013, the Planning Board held a work session to consider the
11 functional master plan recommendations and public hearing testimony; and

12 WHEREAS, after consideration, the Planning Board adopted the Formula 2040 Functional
13 Master Plan for Parks, Recreation and Open Space with revisions in response to public hearing
14 testimony as described in Prince George's County Planning Board Resolution PGCPB No. 13-65
15 on June 13, 2013; and

16 WHEREAS, the Planning Board transmitted Resolution PGCPB No. 13-65, together with
17 all relevant supporting documents, to the District Council on June 25, 2013; and

18 WHEREAS, on July 2, 2013, the District Council held a work session to review the adopted
19 Formula 2040 Functional Master Plan for Parks, Recreation and Open Space and public hearing
20 testimony; and

21 WHEREAS, upon review of the adopted Functional Master Plan, relevant supporting
22 documents, and public hearing testimony, the Committee of the Whole recommended
23 preparation of a resolution approving the Formula 2040 Functional Master for Parks, Recreation
24 and Open Space.

25 NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's
26 County, Maryland, sitting as the District Council for that part of the Maryland-Washington
27 Regional District in Prince George's County, Maryland, that the Formula 2040 Functional Master
28 Plan for Parks, Recreation and Open Space, as adopted and endorsed by the Prince George's
29 County Planning Board of The Maryland-National Capital Park and Planning Commission on
30 June 13, 2013 by Resolution PGCPB No. 13-65, is hereby approved with the following
31 revisions:

REVISION 1:

Revise the *Executive Summary: Honoring an Environmental and Cultural Legacy* section (page 4) by amending the first sentence to the last paragraph to read as follows:

“The County has a rich history influenced by the legacy of the equine and agricultural industries.”

REVISION 2:

Amend last sentence of the 3rd paragraph under Conclusions (page 89) to read as follows:

“For example, preservation of stream valleys benefits the *Watershed Improvement Implementation Plan* and the *Green Infrastructure Functional Master Plan*, and expanding the trail network helps implement the *Countywide Master Plan of Transportation.*”

REVISION 3:

Amend goal 3 (page 92), *Health and Wellness* to read as follows: “Improve the health (physical, mental, and environmental and cultural) of Prince George’s County residents and promote a wellness ethic for the community as a whole by integrating fitness and wellness into facilities, programs and events.”

REVISION 4:

A. Amend action step 2.4(a) (page 106) to read as follows: “Develop specific health and wellness (physical, mental, culturally appropriate, environmental) components for at least 75% of the programs provided by DPR by 2017.”

B. Amend action step 2.4(b) (page 106) to read as follows: “Match programs to health and wellness facilities (e.g. “heart healthy” trails in parks and along greenways; Crime Prevention Through Environmental Design (CPTED) training, including bicycling and walking safety education; outdoor exercise equipment for youth and adults in parks; and exercise equipment at all indoor recreation facilities for youth and adults).”

C. Amend action step 2.4(c) (page 106) to read as follows: “Conduct outreach to neighborhoods and community associations on health and connectivity related issues (e.g. neighborhood walking clubs, community health fairs, and art festivals).”

D. Amend the second sentence of action step 2.4(g) (page 107) to read as follows: “Key best practices include creating adequate barriers when purchasing stream valley property, using pervious surfaces, connecting wildlife corridors, reducing non-point pollution, managing non-native invasive plants and animals, and promoting environmental stewardship and education.”

REVISION 5:

Add Strategy 3.3 (page 108) regarding food production as follows:

“3.3. Identify suitable locations for large and small scale food production within parkland in rural, urban and suburban areas:

a. Develop a long-term agriculture preservation program on parkland in balance with provision of needed active recreational facilities.

b. Work with community groups, HOA’s, faith-based communities, municipalities and other groups to utilize appropriate parkland for community garden plots.

c. Partner with organizations to establish urban agriculture sites.”

REVISION 6:

A. Amend strategy 4.2 (page 111), by inserting action step "h" to read as follows:

“h. Include both art for public viewing and specialized spaces for arts programming.”

B. Add action step 4.2(i) (page 111) as follows:

“i. Multigenerational center design will incorporate, where feasible, Universal Design standards.”

REVISION 7:

A. Amend strategy 4.4 (page 114) by adding a new action step c) between existing bullets b) and c) as follows:

“c. Introduce multi-functional landscapes in urban settings to fulfill multiple needs simultaneously, e.g. providing healthy recreational opportunities, flood protection, climate change adaptation, habitat creation, and on-site stormwater management.”

B. Renumber existing bullet c) as bullet d).

REVISION 8:

A. Amend Action Step 4.7(a) to read as follows: “Review and update the November 2009 Countywide Master Plan of Transportation Bikeways and Trails map, and develop measurable, realistic benchmarks for trail planning and implementation for pedestrians, bicyclists, and equestrians.”

B. Amend action step 4.7(b) (page 118) to read as follows: “Prioritize implementation of trails that connect urban centers and neighborhoods with existing park trails facilities and

1 street and highway bike lanes; employment centers; Metrorail stations; historical, environmental
2 and cultural resources; and neighborhood anchors including schools, libraries and parks.”

3 C. Amend action step 4.7(d) (page 118) to read as follows: “Coordinate planning and
4 implementation with concurrent road and highway improvement or paving projects that
5 incorporate trails, sidewalks, bike lanes, and other “complete street” elements.”

6 D. Amend action step 4.7(f) (page 118) to read as follows: “Engage Identify potential
7 partners associated with implementation, including schools, businesses, chambers of commerce,
8 advocacy groups (e.g. East Coast Greenway, American Discovery Trail, Washington Area
9 Bicyclists Association, Oxon Hill Bicycle Association, and Prince George’s Running Clubs),
10 other County departments (e.g. Department of Public Works and Transportation and Conference
11 and Visitor’s Bureau), local governments, and state and federal agencies (e.g. the Maryland
12 Department of Transportation and National Park Service , and the County Conference and
13 Visitor’s Bureau) to establish trail priorities and leverage resources to accelerate trail
14 construction.”

15 **REVISION 9:**

16 Amend Recommendation for Area 6 (page 139) to read: Construction of a new Multigenerational
17 facility on DPR property at Randall Farm near Wise High School and Barack Obama Elementary
18 schools and a 20,000 square foot non-aquatic addition to the South Bowie Community Center.
19 ~~All of the required square footage for Area 6 will be included in the Multigenerational center.~~

20 **REVISION 10:**

21 Amend project description for Glenridge Community Center (page 219) to read as
22 follows: “Landover Hills and Vicinity Glenridge Community and Learning Center.”

23 **REVISION 11:**

24 Add new project (page 219) as follows:

Existing	South Bowie Community Center	Build a 20,000 square foot non-aquatic addition onto the South Bowie Community Center located on Pittsfield Lane in the City of Bowie, Maryland.	Not in CIP	TBD
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25 **REVISION 12:**

26 Amend definition of *Multigenerational Community Center* (page 221) by amending the second
27 sentence to read as follows: “A typical multigenerational center includes aquatics, double gym,
28 fitness center with running track, and flexible multi-purpose space, public art, and specialized
29 spaces for arts programming.”

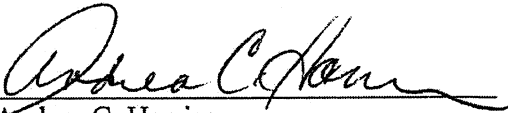
1 BE IT FURTHER RESOLVED that the planning staff is authorized to make appropriate
2 textual and graphical revisions to the sector plan to correct identified errors, reflect updated
3 information and revisions, and otherwise incorporate the changes reflected in this Resolution.

4 BE IT FURTHER RESOLVED that this Resolution shall take effect on the date of its
5 adoption.

Adopted this 2nd day of July, 2013.

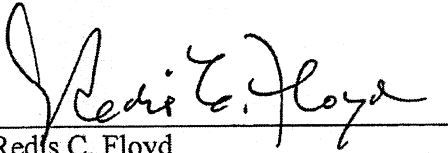
COUNTY COUNCIL OF PRINCE GEORGE'S
COUNTY, MARYLAND, SITTING AS THE
DISTRICT COUNCIL FOR THAT PART OF
THE MARYLAND-WASHINGTON REGIONAL
DISTRICT IN PRINCE GEORGE'S COUNTY,
MARYLAND

BY:



Andrea C. Harrison
Chair

ATTEST:



Redis C. Floyd
Clerk of the Council

**Prince George's County Council
Agenda Item Summary**

Meeting Date: 7/2/2013
Reference No.: CR-063-2013
Draft No.: 2
Proposer(s): Park & Planning
Sponsor(s): Harrison, Lehman, Patterson, Davis, Turner
Item Title: A Resolution concerning The Formula 2040 Functional Master Plan for Parks, Recreation and Open Space for the purpose of approving, as an act of the County Council of Prince George's County, Maryland, sitting as the District Council, the Formula 2040 Functional Master Plan for Parks, Recreation and Open Space, thereby defining long-range park, recreation and open space policies for that part of the regional district located in Prince George's County

Drafter: M-NCPPC
Resource Personnel: M-NCPPC

LEGISLATIVE HISTORY:

Date Presented:		Executive Action:	
Committee Referral:		Effective Date:	7/2/2013
Committee Action:			
Date Introduced:	7/2/2013		
Public Hearing:			
Council Action (1)	7/2/2013 - ADOPTED		
Council Votes:	WC:-, DLD:A, MRF:A, AH:A, ML:A, EO:A, OP:A, IT:A, KT:-		
Pass/Fail:	P		
Remarks:			

AFFECTED CODE SECTIONS:

COMMITTEE REPORTS:

BACKGROUND INFORMATION/FISCAL IMPACT:

(Includes reason for proposal, as well as any unique statutory requirements)

This Resolution approves with amendments and revisions, as an Act of the County Council of Prince George's County, Maryland, sitting as the District Council, the Formula 2040 Functional Master Plan for Parks, Recreation and Open Space.

7/2/2013 - CR-63-2013 was amended on the floor; DR-2 was adopted.

CODE INDEX TOPICS:

INCLUSION FILES:



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

14741 Governor Oden Bowie Drive
Upper Marlboro, Maryland 20772
TTY: (301) 952-4366
www.mncppc.org/pgco

PGCPB No. 13-65

RESOLUTION

WHEREAS, the Prince George's County Planning Board of The Maryland-National Capital Park and Planning Commission approved the Prince George's County Park and Recreation Department request that the Prince George's County Council, sitting as the District Council, initiate preparation of a Functional Master Plan for Parks and Recreation and Open Space; and

WHEREAS, the Prince George's County Council, sitting as the District Council, authorized initiation of a Functional Master Plan for Parks, Recreation and Open Space on November 1, 2011; and

WHEREAS, the Prince George's County Planning Board of The Maryland-National Capital Park and Planning Commission, in conjunction with the Prince George's County Council pursuant to Section 27-644 of the Zoning Ordinance of Prince George's County held a duly advertised public hearing on the *Formula 2040 Preliminary Functional Master Plan for Parks, Recreation and Open Space* on April 9, 2013; and

WHEREAS, upon approval the *Formula 2040 Functional Master Plan for Parks, Recreation and Open Space* will amend the 2002 Prince George's County Approved General Plan and amend the current area and subregional plans.

WHEREAS, *Formula 2040 Functional Master Plan for Parks, Recreation and Open Space* will repeal and replace the previous functional master plan adopted in January 1982; and

WHEREAS, recommendations in the *Formula 2040 Preliminary Functional Master Plan for Parks, Recreation and Open Space* will provide for a comprehensive system of parkland, recreation facilities and recreation and leisure programming to support the growth and development goals for Prince George's County in the *Approved General Plan*; and

WHEREAS, on April 30, 2013, the Planning Board received the transcript of testimony presented at the April 9, 2013 joint public hearing on the *Formula 2040 Preliminary Functional Master Plan for Parks, Recreation and Open Space* and additional exhibits and plan correspondence, admitted to the record of the public hearing by the Planning Board; and

WHEREAS, the Prince George’s County Planning Board determined to amend the *Formula 2040 Preliminary Functional Master Plan for Parks, Recreation and Open Space* in response to the public hearing, and to adopt the master plan and transmit the plan with further amendments, extensions, deletions, and additions in response to the public hearing records, as follows:

- Revise the *Executive Summary: Honoring an Environmental and Cultural Legacy* section (page 4) by amending the first sentence to the last paragraph to read: The County has a rich history influenced by the legacy of the equine and agricultural industries.
- Amend last sentence of the 3rd paragraph under *Conclusions* (page 89):

For example, preservation of stream valleys benefits the *Watershed Improvement Implementation Plan* and the *Green Infrastructure Functional Master Plan*, and expanding the trail network helps implement the *Countywide Master Plan of Transportation*.

- Amend goal 3 (page 92), *Health and Wellness* to read: Improve the health (physical, mental, ~~and~~ environmental and cultural) of Prince George’s County residents and promote a wellness ethic for the community as a whole by integrating fitness and wellness into facilities, programs and events.
- Amend action step 2.4(a) (page 106) to read: Develop specific health and wellness (physical, mental, culturally appropriate, environmental) components for at least 75% of the programs provided by DPR by 2017.
- Amend action step 2.4(b) (page 106) to read: Match programs to health and wellness facilities (e.g. “heart healthy” trails in parks and along greenways; Crime Prevention Through Environmental Design (CPTED) training, including bicycling and walking safety education; outdoor exercise equipment for youth and adults in parks; and exercise equipment at all indoor recreation facilities for youth and adults).
- Amend action step 2.4(c) (page 106) to read: Conduct outreach to neighborhoods and community associations on health and connectivity related issues (e.g. neighborhood walking clubs, community health fairs, and art festivals).
- Amend the second sentence of action step 2.4(g) (page 107) to read: Key best practices include creating adequate barriers when purchasing stream valley property, using pervious surfaces, connecting wildlife corridors, reducing non-

point pollution, managing non-native invasive plants and animals, and promoting environmental stewardship and education.

- Add strategy 3.3 (page 108) regarding food production:

3.3. Identify suitable locations for large and small scale food production within parkland in rural, urban and suburban areas:

- a. Develop a long-term agriculture preservation program on parkland in balance with provision of needed active recreational facilities.
- b. Work with community groups, HOAs, faith-based communities, municipalities and other groups to utilize appropriate parkland for community garden plots.
- c. Partner with organizations to establish urban agriculture sites.

- Amend strategy 4.2 (page 111), by inserting action step "h" to read h. Include both art for public viewing and specialized spaces for arts programming.
- Add action step 4.2(i) (page 111):
 - i. Multigenerational center design will incorporate, where feasible, Universal Design standards.
- Amend strategy 4.4 (page 114) by adding a new action step c) between existing bullets b) and c). Existing action step c) becomes action step d):

c. Introduce multi-functional landscapes in urban settings to fulfill multiple needs simultaneously, e.g. providing healthy recreational opportunities, flood protection, climate change adaptation, habitat creation, and on-site stormwater management.
- Amend Action Step 4.7(a) to read: Review and update the November 2009 Countywide Master Plan of Transportation Bikeways and Trails map, and develop measurable, realistic benchmarks for trail planning and implementation for pedestrians, bicyclists, and equestrians.
- Amend action step 4.7(b) (page 118) to read: Prioritize implementation of trails that connect urban centers and neighborhoods with existing park trails facilities and street and highway bike lanes; employment centers; Metrorail stations; historical, environmental and cultural resources; and neighborhood anchors including schools, libraries and parks.

- Amend action step 4.7(d) (page 118) to read: Coordinate planning and implementation with concurrent road and highway improvement or paving projects that incorporate trails, sidewalks, bike lanes, and other “complete street” elements.
- Amend action step 4.7(f) (page 118) to read: Engage ~~Identify~~ potential partners associated with implementation, including schools, businesses, chambers of commerce, advocacy groups (e.g. East Coast Greenway, American Discovery Trail, Washington Area Bicyclists Association, Oxon Hill Bicycle Association, and Prince George’s Running Clubs), other County departments (e.g. Department of Public Works and Transportation and Conference and Visitor’s Bureau), local governments; and state and federal agencies (e.g. the Maryland Department of Transportation and National Park Service ; ~~and the County Conference and Visitor’s Bureau~~) to establish trail priorities and leverage resources to accelerate trail construction.
- Amend Recommendation for Area 6 (page 139) to read: Construction of a new Multigenerational facility on DPR property at Randall Farm near Henry Wise High School and Barack Obama Elementary School and a 20,000 square foot non-aquatic addition to the South Bowie Community Center. ~~All of the required square footage for Area 6 will be included in the Multigenerational center.~~
- Amend project description for Glenridge Community Center (page 219) to Read Landover Hills and Vicinity Glenridge Community Center.
- Add new project (page 219):

Existing	South Bowie Community Center	Build a 20,000 square foot non-aquatic addition onto the South Bowie Community Center located on Pittsfield Lane in the City of Bowie, Maryland.	Not in CIP	TBD
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- Amend definition of *Multigenerational Community Center* (page 221) by amending the second sentence to read: A typical multigenerational center includes aquatics, double gym, fitness center with running track, ~~and~~ flexible multi-purpose space, public art, and specialized spaces for arts programming.

NOW, THEREFORE, BE IT RESOLVED, that The Maryland-National Capital Park and Planning Commission does hereby adopt the *Formula 2040 Functional Master Plan for Parks, Recreation and Open Space*, said plan being an amendment to the 2002 Prince George's County Approved General Plan and amend the current area and subregional plans.

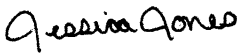
BE IT FURTHER RESOLVED that an attested copy of the adopted master plan, and all parts thereof, shall be certified by the Commission and transmitted to the District Council of Prince George's County for its approval pursuant to the Land Use Article, Title 21, of the Annotated Code of Maryland, and Section 27-645(c) of the Prince George's County Code; and

BE IT FURTHER RESOLVED that this adoption shall be recorded by an appropriate Certificate of Adoption containing the identify signature of the Chairman of the Commission and shall be affixed to this resolution with a notation indicating: "This resolution is to be used in conjunction with the *Formula 2040 Preliminary Functional Master Plan for Parks, Recreation and Open Space*."

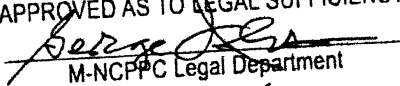
This is to certify that the foregoing is a true and correct copy of the action taken by the Prince George's County Planning Board of The Maryland-National Capital Park and Planning Commission on the motion of Commissioner Bailey, seconded by Commissioner Geraldo, with Commissioners Hewlett, Bailey, Geraldo, Shoaff and Washington, voting in favor of the motion at its regular meeting held on the 6th day of June, 2013, in Upper Marlboro, Maryland.

Adopted by the Prince George's County Planning Board this 13th day of June, 2013.

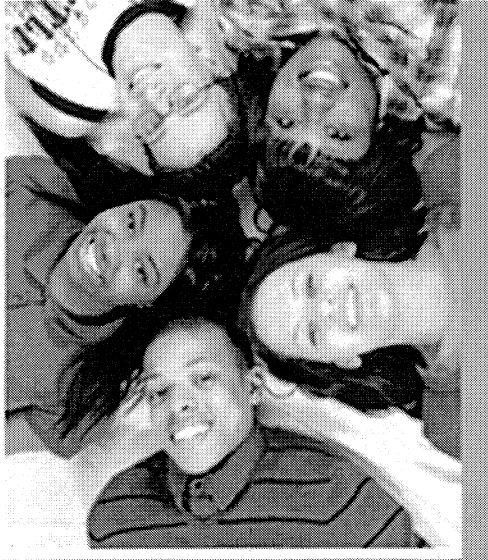
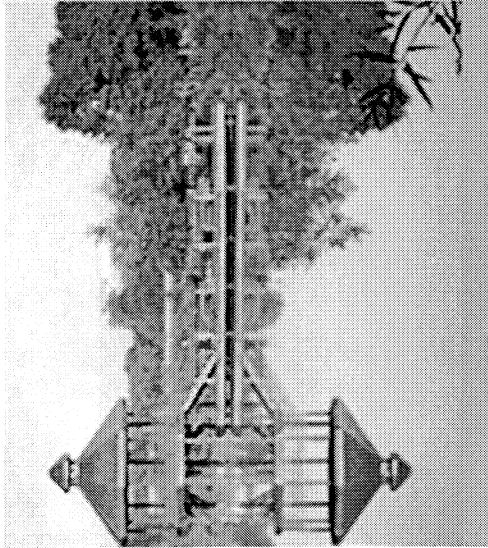
Patricia Colihan Barney
Executive Director

By 
Jessica Jones
Planning Board Administrator

PCB:JJ:JH

APPROVED AS TO LEGAL SUFFICIENCY

M-NCPPC Legal Department
Date 6/19/13

The SECRET Department of Parks and Recreation
www.secretor.com



Secret Recreation
See more, play more



FORMULA
Department of Parks and Recreation, Secret Recreation

ADOPTED FUNCTIONAL MASTER PLAN FOR PARKS, RECREATION AND OPEN SPACE

July 2012



FUNCTIONAL MASTER PLAN PUBLIC ENGAGEMENT

Grassroots connection via Outreach

Corps

Municipal and Federal Agency
Engagement

Statistically valid Surveys

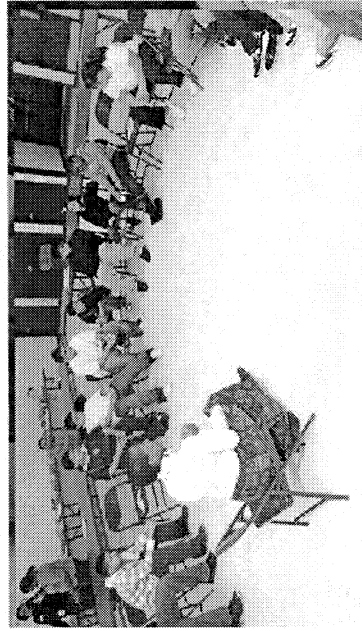
Local Advisory Panel including

University and County Participation

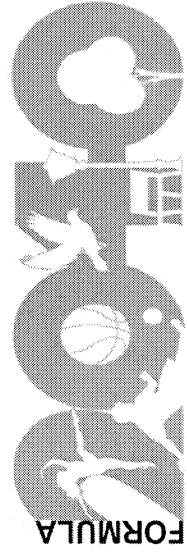
Social media and use of Turning Point

Technology

Youth Focus Groups



live more, play more



FUNCTIONAL MASTER PLAN GOALS

↔ CONNECTIVITY

Connect Prince George's County residents to quality parks, trails, recreational facilities and programs, and schools.

♥ HEALTH AND WELLNESS

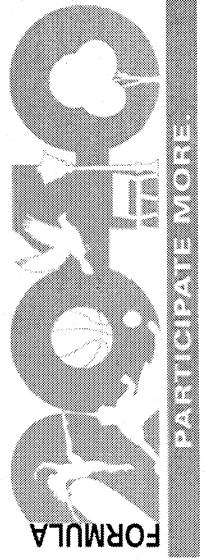
Improve the health of Prince George's County residents and promote a wellness ethic for the community as a whole.

\$ ECONOMIC DEVELOPMENT

Contribute to Prince George's County economy and the financial sustainability of the community.



live more, play more



FUNCTIONAL MASTER PLAN RECOMMENDATIONS

TRAILS

Add 200 miles of hard surface trail by 2040.

MULTI-GENERATIONAL CENTERS

Establish a new model that adopts a standard of 1.5 sq.ft./person for indoor recreation and 0.5 sq.ft. of aquatics space per resident

COST RECOVERY

Recover 35% of operating costs by 2022 through enhanced revenue

PROGRAMS

75% of our programs will address health and wellness by 2017

HEALTH & WELLNESS

Partner with others to reduce adult obesity rate by 10% by 2022

URBAN PARKS

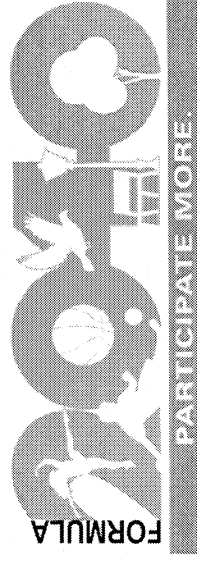
Provides a model and guidelines for developing urban parks in TOD, walkable and urban areas.

ECONOMIC DEVELOPMENT

Stimulates the development of signature facilities and signature events to increase the fiscal benefits from parks and recreation.



live more, play more





PARKS + RECREATION

Experience in Prince George's County

www.pgparcs.com/formula2040

Certificate of Adoption and Approval

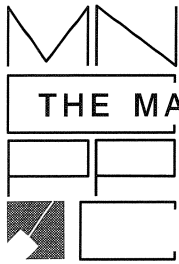
The Approved Formula 2040 Functional Master Plan for Parks, Recreation and Open Space amends the 2002 Prince George's County Approved General Plan; 2012 Priority Preservation Area Functional Master Plan; 2010 Approved Water Resources Functional Master Plan; 2010 Approved Historic Sites and Districts Plan; 2009 Approved Master Plan of Transportation; 2008 Approved Public Safety Facilities Master Plan; 1983 Adopted and Approved Public School Sites Functional Master Plan; 1994 Bladensburg, New Carrollton and Vicinity (PA 69) Approved Master Plan; 1989 Approved Langley Park-College Park, Greenbelt and Vicinity Master Plan; 1993 Glenn Dale-Seabrook-Lanham and Vicinity Master Plan; 1993 Landover and Vicinity Approved Master Plan; 1993 Subregion V Approved Master Plan; 1994 Melwood/Westphalia Approved Master Plan; 1994 Planning Area 68 Approved Master Plan; 1994 Subregion VI Study Area Approved Master Plan; 1997 College Park-Riverdale Park Transit District Development Plan and Transit District Overlay Zoning Map Amendment; 2000 Brentwood Mixed-Use Town Center Zone Development Plans and Design Guidelines; 2000 Addison Road Metro Sector Plan; 2000 The Heights and Vicinity Approved Master Plan; 2001 Anacostia Trails Heritage Area Management Plan; 2001 Greenbelt Metro Sector Plan; 2002 College Park US 1 Corridor Sector Plan; 2004 Riverdale Park Mixed-Use Town Center Zone Development Plans and Design Guidelines; 2004 Approved Prince George's County Gateway Arts District Sector Plan; 2004 Morgan Boulevard-Largo Town Center Sector Plan and Sectional Map Amendment; 2005 Tuxedo Road-Arbor Street-Cheverly Metro Sector Plan; 2005 Green Infrastructure Plan; 2006 Bowie and Vicinity Approved Master Plan; 2006 East Glenn Dale Area Approved Sector Plan; 2006 Henson Creek-South Potomac Approved Master Plan; 2006 West Hyattsville Transit District Development Plan; 2007 Bladensburg Town Center Approved Sector Plan; 2007 Westphalia Approved Sector Plan; 2008 Capitol Heights Transit District Development Plan/Transit District Overlay Zone and Zoning Map Amendment; 2008 Branch Avenue Corridor Sector Plan and Sectional Map Amendment; 2009 Port Towns Sector Plan and Sectional Map Amendment; 2009 Landover Gateway Sector Plan and Sectional Map Amendment; 2009 Marlboro Pike Sector Plan and Sectional Map Amendment; 2010 Glenn Dale-Seabrook-Lanham and Vicinity Sector Plan and Sectional Map Amendment; 2010 Approved Bowie State MARC Station Sector Plan and Sectional Map Amendment; 2010 Approved Central US 1 Corridor Sector Plan; the 2010 New Carrollton Approved Transit District Development Plan and Transit District Overlay Zoning Map Amendment; 2013 Greenbelt Metro Area and MD 193 Corridor Sector Plan; and 2013 Central Branch Avenue Corridor Revitalization Sector Plan. The Prince George's County Planning Board of The Maryland-National Capital Park and Planning Commission adopted the plan by Resolution PGCPB No. 13-65 on June 25, 2013, after a duly advertised joint public hearing on April 9, 2013. The Prince George's County Council, sitting as the District Council, approved the plan by Resolution CR-63-2013 on July 2, 2013. The Maryland-National Capital Park and Planning Commission adopted the plan by Resolution M-NCPPC No. 13-XX on September 18, 2013.

The Maryland-National Capital Park and Planning Commission

Françoise M. Carrier
Vice-Chair

Elizabeth M. Hewlett
Chairman

Joseph Zimmerman
Secretary-Treasurer





ITEM 5b1


THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

September 18, 2013

TO: The Maryland-National Capital Park and Planning Commission

VIA: Patricia C. Barney, Executive Director 
William Spencer, Human Resources Director 

FROM: Jennifer McDonald, Benefits Manager 

SUBJECT: Health and Welfare Benefit Plans Proposed Rates for 2014

Action Requested

Approve the self-insured rates and fully insured premiums for 2014.

Summary of Rate Changes

Self-Insured Plans

AON Hewitt Consulting developed premium rates for our self-insured medical and prescription plans incorporating the following:

- Enrollment and plan utilization for the most recent 12 month period, ending June 30, 2013;
- Health care trends;
- New pricing arrangements resulting from the recent bidding process;
- Plan design changes that were approved by the Commission on July 17, 2013;
- Overhead expenses from our group insurance fund; and
- Cost impact of provisions of the Affordable Care Act.

The estimated indirect savings in the medical plans due to changes in the prescription plan design are not incorporated in the claims cost projections for 2014 because the impact is not immediate and is not used in premium rate development. Premiums for the medical plans are increasing on average by 10.8%. The individual plan increases range from 0% to 14.1% and are detailed later in the memo. The premiums for the prescription plan remain flat with 0% change.

Fully Insured Plans

Aon Hewitt Consulting facilitated the rate renewals for the fully insured plans which include dental, vision, long term disability, “Advice to Pay” for the sick leave bank, and life insurance & accidental death and dismemberment.

Premiums for the fully insured plans are determined by the insurance carrier and are based on the following:

- Plan utilization;
- Claim frequency;
- Retention; and
- Trends in the industry

The fully insured premiums must be increased, on average, by 0.5%.

Proposed Rate and Premium Changes

- The fully insured premiums as presented by the vendors are:
 - “Advice to Pay” for the Sick Leave bank – 0%
 - CIGNA Long Term Disability (LTD)
 - FOP Plan – 0%
 - Regular Non-FOP Plan – 0%
 - Supplemental LTD – 0%
 - Minnesota Life Insurance and AD&D – 0% (Guaranteed for 5 years)
 - United Concordia Dental - 0%
 - Vision Service Plan – 6% increase (originally proposed 16%)
- The self- insured premiums for the medical plans increased, on average, by 10.8%, while the premiums for the prescription plan remained unchanged:
 - Caremark Prescription – 0%
 - A combination of plan design changes and new pricing from the recent bidding process resulted in rates remaining flat.
 - Cigna EPO – 0%
 - Reduced claims utilization and new pricing from the recent bidding process resulted in rates remaining flat.
 - UnitedHealthcare (UHC) EPO – 12.4% increase
 - Increased claims utilization, changes in plan design and fees associated with health care reform were primarily responsible for the increase in rates.
 - UHC POS – 14.1% increase
 - Increased claims utilization, changes in plan design and fees associated with health care reform were primarily responsible for the increase in rates.
 - UHC Medicare Complement – 2.2% increase
 - Health care trend is primarily responsible for the increase in rates.

Components of Self-Insured Medical Rates

The self-insured medical premiums are made up of four components, projected claims, internal overhead expenses, administrative fees, and stop loss premiums. The following is a brief description of each of these components.

Projected Claims

Projected claims are based on claims data available for the most recent 12 month period. Healthcare industry trends are applied along with a percentage increase or decrease in costs based on plan design changes. Additional expenses due to health care reform are added. The claims cost is then further adjusted for current plan enrollment.

Internal Overhead expenses

The expenses associated with the group insurance fund are added to the claims cost. The fund expenses include personnel salaries of the Health & Benefits staff, supplies and materials, charge backs and professional services rendered in administering the health plans.

Administrative Fees

Administrative fees are the fees charged by the vendor for administering the plan. It is a flat monthly fee per enrolled employee per month.

Stop Loss Premiums

The fourth component is the premium paid for stop loss coverage. Stop loss coverage limits the risk that a plan sponsor is exposed to in the case of catastrophic claims. There is a premium for individual stop loss (ISL) and a premium for aggregate stop loss. The proposed rates are based on the current levels:

- Cigna EPO's ISL - \$125,000;
 - AON advised that this ISL level is appropriate for a group this size.
- UHC EPO and POS ISL - \$175,000;
 - Aon advised that \$175,000 is on the low end of the range for this size group. That range is \$175,000 to \$350,000. If we were to increase the ISL to \$200,000, we would need seven individuals to exceed the ISL to erode the premium savings. We currently have six individuals who have exceeded the \$175,000 within the last 12 months.
- The aggregate stop loss is 125% of total estimated claims for all plan participants.
 - Aon advised that we could eliminate aggregate stop loss;
 - The Montgomery County agencies and Prince George's county government do not carry aggregate stop loss coverage.
 - General Counsel has advised that is not legally feasible for M-NCPPC.

Recommendations

The Health & Benefits Staff recommends the following changes to the rates and premiums for the 2014 calendar year.

Self-Insured Premium Rates

- Approve the 0% premium increase for the prescription plan;

- Approve the 0% premium increase for the Cigna EPO plan;
- Approve the 12.4% premium increase for the UHC EPO plan;
- Approve the 14.1% premium increase for the UHC POS plan;
- Approve the 2.2% premium increase for the UHC Medicare Complement plan;
- Keep the ISL for the Cigna EPO at \$125,000;
- Keep the ISL for both UHC plans at \$175,000;
- Keep the current aggregate stop loss at 125% of projected claims for all 3 plans.

Fully Insured Premiums

- Approve the 0% rate increase for the Cigna “Advice to Pay” for the Sick Leave bank;
- Approve the 0% premium increase for the CIGNA Long Term Disability;
- Approve the 0% premium increase for the Minnesota Life Insurance and AD&D;
- Approve the 0% premium increase for the United Concordia Dental;
- Approve the 6% premium increase for the Vision Service Plan.

Follow up items from the July 17, 2013 Commission Meeting

Question: What is our average number of prescriptions dispensed on a daily basis?

Answer: The average number dispensed per day is 162 over the last 6 months.

Question: What is the percentage of generics vs. brand drugs dispensed?

Answer: M-NCPPC’s generic dispensing rate is 74.7%.

Question: Can Caremark provide any published information on the efficacy of generics vs. brands and any literature on allergic reactions to generics?

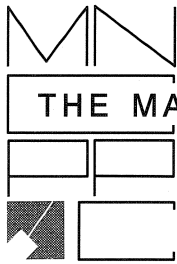
Answer: Please refer to the following FDA website:

<http://www.fda.gov/Drugs/ResourcesForYou/Consumers/BuyingUsingMedicineSafely/UnderstandingGenericDrugs/default.htm>

Question: Why implement programs like Step Therapy and Dispense as Written (DAW) Penalties when pharmaceutical manufacturers are only trying to recoup all the costs associated with developing the drugs in the first place?

Answer: Pharmaceutical manufacturers get on average 10 years of patent exclusivity that provides them the sole right during that period to manufacture and sell that brand medication. They usually not only recoup their initial R&D costs, but make billions in profits. As well, when that patent expires, a single generic manufacturer will obtain a six month exclusivity period during which they are the only legal entity allowed to produce and sell the generic version. Prior to the generic launch and for some time after, the brand manufacturers will increase the cost of the brand in order to maintain as much profit margin as possible. Other tactics by pharmaceutical manufacturers include the offering of copay cards and coupons that allow members to pay no copay while a plan sponsor, like M-NCPPC, still pays for the cost of the brand. Pay for delay is another tactic in which a brand manufacturer will pay the exclusive generic manufacturer not to launch, so that the brand is still the only available medication.

A comparison chart of local agencies’ acupuncture, chiropractic and physical therapy benefits will be distributed as a handout at the Commission meeting.





ITEM 5b2


THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

September 18, 2013

TO: The Maryland-National Capital Park and Planning Commission

VIA: Patricia C. Barney, Executive Director 
William Spencer, Human Resources Director 

FROM: Jennifer McDonald, Benefits Manager 

SUBJECT: Cost Share for Health Plan Premiums for Term Contract Employees

Action Requested

Approve the recommendation to change the cost sharing for Term Contract employees health premiums from 70% to 50%, effective January 1, 2014. The recommendation has been vetted with the department heads and has been approved.

Background

Currently, the Commission utilizes several categories of contract employees. Term Contract employees are the only category that are eligible for the two Exclusive Provider Organization (EPO) medical plans and the prescription plan. They contribute 70% of the cost. Beginning January 1, 2015, the Affordable Care Act (ACA) will impose an employer penalty of \$3,000 per year for each employee whose contribution for single coverage is considered unaffordable **and** eligible for a federal subsidy. Unaffordable means that the employee's annual health and prescription premium is more than 9.5% of their adjusted gross income. An individual is eligible for a federal subsidy if their total household income is below 400% of the poverty level, currently \$44,000 for an individual.

Of the 28 Term Contract employees on staff at the present time, 8 are enrolled in health plans. Premiums for 5 of them are more than 9.5% of gross income, but could be a smaller percentage based on their adjusted gross **household** income, but we have no way of knowing what that might be.

Analysis

If the cost share is changed to 50/50, M-NCPPC will incur an additional \$11k per year for the current 8 enrollees and up to \$40k for all 28 employees, if they all decided to enroll due to lower cost. If we keep the cost share at 30/70 and incur penalties for half the population (14), it will cost \$42k per year and each year thereafter. A survey of local agencies indicates that 50/50 is the most common cost share for this type of employee.

Recommendations

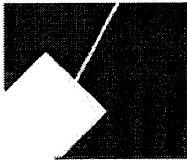
Although it is very unlikely that we will incur many penalties, even one will reflect badly on the agency. The Health & Benefits Staff recommends that the cost share be changed to 50/50.

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
 LATE PERFORMANCE EVALUATION REPORT
 BY DEPARTMENT AS OF AUGUST 2013

	31 - 60 DAYS	61 - 90 DAYS	91 + DAYS	DEPARTMENT TOTALS		
	07/13	08/13	07/13	08/13	07/13	08/13
CHAIRMAN, MONTGOMERY COUNTY	0	0	0	0	0	0
CHAIRMAN, PRINCE GEORGE'S COUNTY	0	0	0	0	0	0
OFFICE OF CIO	0	1	0	0	0	1
INTERNAL AUDIT	1	0	0	0	1	0
EXECUTIVE COMMITTEE/CHAIRS	0	0	0	0	0	0
DEPT. OF HUMAN RESOURCES & MGT.	2	0	2	0	2	2
LEGAL DEPARTMENT	0	0	0	1	1	1
FINANCE DEPARTMENT	0	0	1	0	1	1
PRINCE GEORGE'S PLANNING	0	2	0	0	0	2
PRINCE GEORGE'S PARKS & RECREATION	0	1	0	0	0	1
MONTGOMERY COUNTY PARKS	0	0	0	0	0	0
MONTGOMERY COUNTY PLANNING	1	2	2	0	4	2
DEPARTMENT TOTAL BY DAYS LATE	4	6	3	2	2	---
				COMMISSION WIDE TOTAL:		9 10

ITEM 6a1

*DEPARTMENTS WITH RATINGS MORE THAN 60 DAYS LATE HAVE BEEN CONTACTED.

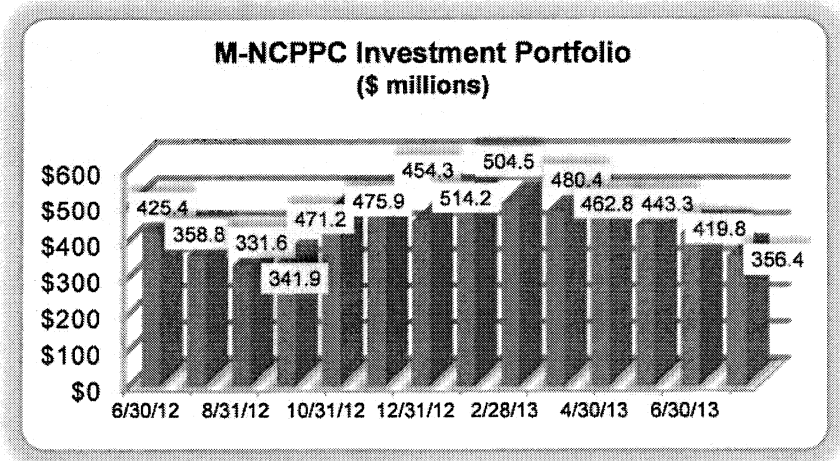


THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
TREASURY OPERATIONS, FINANCE DEPARTMENT
6611 Kenilworth Avenue, Suite 302, Riverdale, MD 20737
Telephone (301) 454-1541 / Fax (301) 209-0413

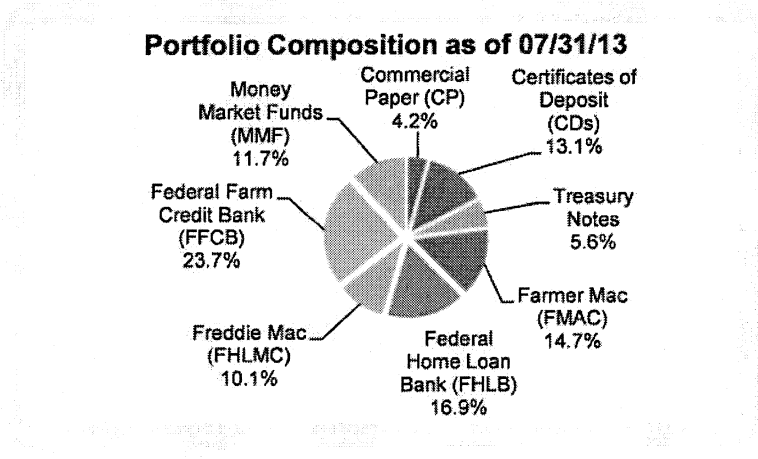
MEMO

TO: Commissioners
VIA: Joseph Zimmerman, Secretary-Treasurer
FROM: Abbey Rodman, Investment & Treasury Operations Manager *AR*
DATE: 8/26/2013
SUBJECT: Investment Report – July 2013

The Commission’s pooled cash investment portfolio totaled \$356.4 million as of July 31, 2013, with a 15.10 % decrease from June 30, 2013. Details are as follows:

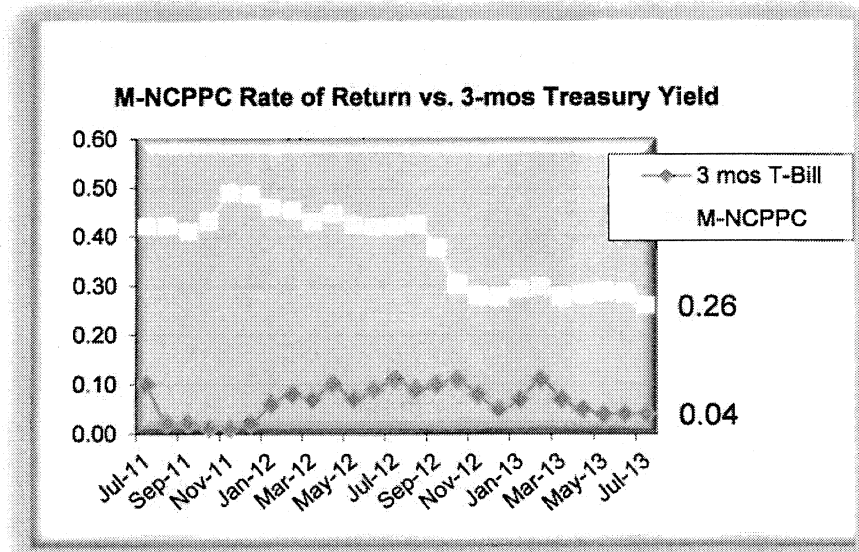


The composition of the pooled cash portfolio as of July 31, 2013 is summarized below:

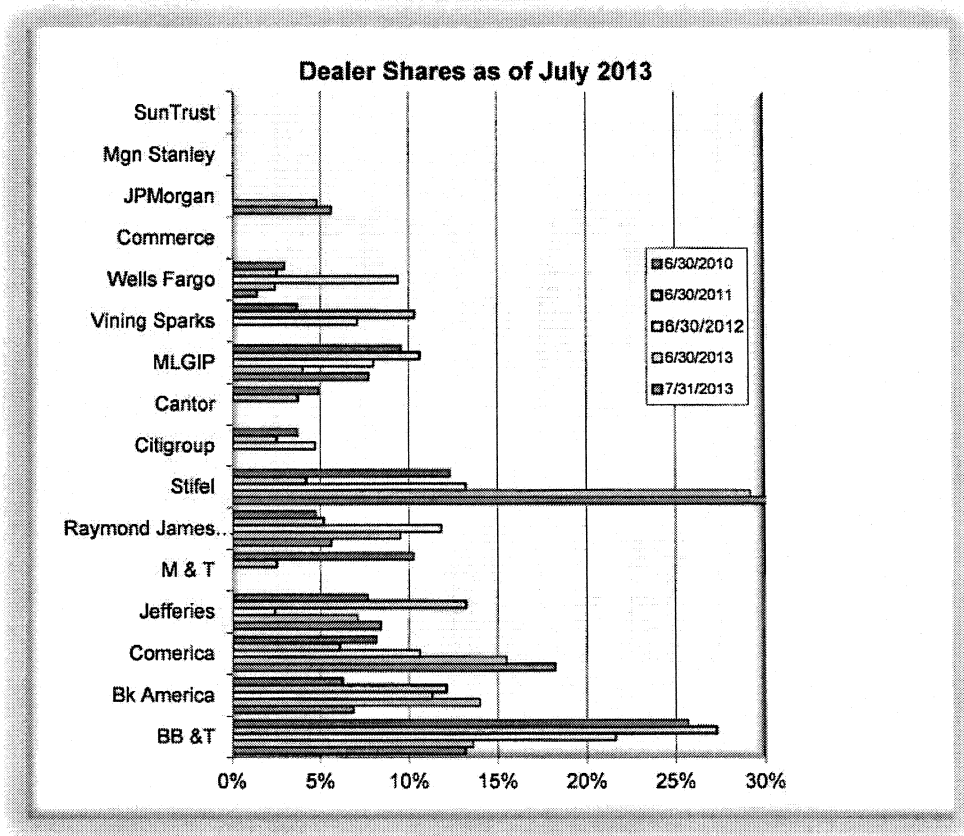


Current Investment Portfolio - July 2013				
Instrument	Policy		Par Value	Wtd. Avg. Return (B/E)
	Limit	Actual		
Federal Farm Credit Bureau	20%	24%	\$ 85,000,000	0.25%
Federal Home Loan Banks	20%	17%	60,000,000	0.26%
Farmer Mac	20%	15%	52,500,000	0.24%
Certificates of Deposit	50%	13%	47,000,000	0.31%
Money Funds	25%	12%	41,874,548	n/a
Freddie Mac	20%	10%	35,000,000	0.27%
Treasury Notes	100%	6%	20,000,000	0.23%
Commercial Paper	10%	4%	15,000,000	0.78%
Fannie Mae	20%	0%	-	
Bankers Acceptances	50%	0%	-	
Repurchase Agreements	60%	0%	-	
			\$ 356,374,548	0.26%

The pooled cash portfolio complied with all policy limits with regard to product types and proportions throughout the month.



In addition to the product limits, portfolio purchases also adhered to the 30% limit per dealer. Dealer participation is shown below:



The market values of unspent debt balances (invested by T. Rowe Price) were as follows:

Market Value- 07/31/13	
Montgomery County (MC-2012A)	\$ 2,119,267
Montgomery County (MC-2012B)	887,011
	\$ 3,006,278

The Commission had debt service payments during the month totaling \$797,272, of which \$345,000 was principal and \$452,272 was interest.

Details by issue of debt outstanding as of July 31, 2013 appear below:

Debt Balances - July 2013					
	Initial Par	Amount Outstanding	% Outstanding	Issue Date	Maturity Date
Bi-County					
Total Bi-County	\$ -	\$ -	0%		
Prince George's County					
KK-2 (Refunded AA-2)	17,300,000	8,993,123	52%	Apr-08	May-18
NN-2 (Refunded Z-2)	14,080,000	10,505,000	75%	Mar-10	May-21
EE-2	37,525,000	9,855,000	26%	Mar-04	Jan-24
PG-2012A	11,420,000	11,380,000	100%	Jun-12	Jun-24
JJ-2	8,900,000	6,770,000	76%	May-07	May-27
Total Prince George's County	\$ 89,225,000	\$ 47,503,123	53%		
Montgomery County					
Cabin John Ice	6,000,000	222,228	4%	Apr-99	Nov-13
HH-2	5,445,000	335,000	6%	Jul-05	Jul-14
DD-2(ALA)	1,550,000	305,000	20%	Dec-02	Dec-14
CC-2	12,155,000	555,000	5%	Dec-02	Dec-14
LL-2	8,405,000	6,190,000	74%	May-09	Nov-20
FF-2 (ALA)	2,000,000	1,360,000	68%	Nov-04	Dec-24
FF-2	4,000,000	1,040,000	26%	Nov-04	Dec-24
II-2	4,700,000	3,590,000	76%	Mar-07	Apr-27
MM-2	5,250,000	4,410,000	84%	May-09	Nov-28
MC-2012A	12,505,000	12,505,000	100%	Apr-12	Dec-32
MC-2012B	3,000,000	3,000,000	100%	Apr-12	Dec-32
Total Montgomery County	\$ 65,010,000	\$ 33,512,228	52%		
Total	\$ 154,235,000	\$ 81,015,351	53%		

ATTACHMENT A

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
 REPORT ON COMPLIANCE TO INVESTMENT POLICY Approved March 21, 2012
 FISCAL YEAR 2014 - July 31, 2013

OBJECTIVES			Met Objective	Within Limits	Comments
Protection of principal			Yes		
Limiting types and amounts of securities	Limit			Yes	
US Government	100%				
US Federal Agencies - combined	60%				
US Federal Agencies - each	20%				
Repurchase Agreements	60%				
CD's and Time Deposits	50%				
Commercial Paper	10%				
Money Market Mutual Funds	25%				
MD Local Gov't Investment Pool	25%				
Investing Bond Proceeds:					
State and local agency securities	100%				
Money Market Mutual Funds	10%				
Bond Proceeds:					
Highly-rated state / local agency securities				Yes	T. Rowe Price managed all funds within limits
Highly-rated money market mutual funds					
(Max. 10% in lower-rated funds)					
Pre-qualify financial institutions, broker/dealers, intermediaries and advisers				Yes	All firms must meet defined capital levels and be approved by the Secretary-Treasurer
Ensure competition among participants	30%			Yes	No dealer share exceeded 30%
Competitive Bidding				Yes	All purchases awarded competitively.
Diversification of Maturities					
Majority of investments shall be a maximum maturity of one (1) year. A portion may be as long as two years.				Yes	All maturities within limits
Require third-party collateral and safekeeping, and delivery-versus-payment settlement				Yes	M&T Investments serves as custodian, monitoring compliance daily
Maintain sufficient liquidity			Yes		Sufficient funds available for all cash requirements during period
Attain a market rate of return			Yes		Exceeded by 22 basis points.
The pro-rated rates of return for the portfolio and T-bills were 0.26% and 0.04%, respectively.					