



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

MCPB Agenda Item 12 B  
June 28, 2007

MEMORANDUM

TO: Montgomery County Planning Board

VIA: Mary Bradford, Director of Parks *Mary Bradford*  
 John E. Hench, Acting Chief, Park Planning and Stewardship Division *J. Hench*

FROM: Lyn Coleman, Park and Trail Planning Supervisor, PPS Division *Lyn Coleman*  
 Mark S. Wallis, Senior Park Planner, PPS Division *MSW*  
 Joe B. Davis, Natural Resources Specialist, PPS Division *JBD*

DATE: July 21, 2007

SUBJECT: **Functional Plan for Recreation and Ancillary Buildings:  
PRELIMINARY STAFF RECOMMENDATIONS**

**STAFF RECOMMENDATIONS:**

**Park Recreation Buildings**

Place 31 recreation buildings in one of the following categories (Table 1):

- Continue and Improve - Seven Buildings
- Evaluate and Market - Eighteen Buildings
- Transfer or Demolish - Five Buildings
- Assess Historical Priority - One Building.

Initiate a three-year marketing campaign to increase community use of recreation buildings to a minimum of 30 percent yearly capacity utilization.

Evaluate the recreation buildings after the three-year marketing period using the Recreation Building Decision Matrix (see Figure 2).

Approve staff's community outreach approach to seek public comment on staff recommendations.

**Park Ancillary Buildings**

Establish a uniform rent setting policy of 100% cost recovery or market rate rent whichever is higher for all for tenant benefit buildings.

Establish uniform policy that all maintenance for all tenant benefit buildings is the responsibility of the Property Management Office.

Work with other government entities to transfer operations of 3 selected ancillary buildings (with details to be determined).



## BACKGROUND

In the FY 2006 budget, the County Council funded one functional plan for recreation buildings. The budget language said:

*“ Park and Planning staff have indicated that an assessment of the level of use of different recreation centers (and the costs to maintain and renovate them) could lead to a decision to close some centers or change operations. Since it appears likely that this functional plan would result in decisions that would save M-NCPPC money in the long term, staff believes it should be funded at this time ”*

The Functional Plan process consisted of three steps:

- *Infrastructure Inventory and Assessment of Park Components* (M-NCPPC, 2007). This assessment documents the physical condition of all thirty-one Recreation Buildings and the nine sample Ancillary Buildings.
- *The Catalogue of Recreation and Ancillary Buildings* (M-NCPPC, 2007) documents use and operations data. The catalogue provides: A statement of general location facts, capacity and usage analysis, Profit and Loss statement for FY 2006, Customer Service area map, Park map, and an oblique aerial photography. For FY 2006, the buildings were used at 26% of their capacity and lost \$214,830.
- Development of Staff Recommendations for Future Use and Operations.

The first two park facilities addressed in the *Infrastructure Inventory and Assessment of Park Components* were Recreation Buildings and a sampling of Ancillary Buildings.

“Recreation Buildings” are operated for the benefit of the general public, rented by the hour with Fees set by the Park Commission, reserved through Park Permits, and maintained by the Department of Parks Central Maintenance Division. Operating costs for Recreation Buildings may be subsidized as per the Park Commission’s Park Fee Policy.

“Ancillary Buildings” are operated for the exclusive benefit of the tenant. Monthly rents are based on tenant proposals from the early 1990’s and many of the leases have expired. Both the Property Management Office and Central Maintenance Division maintain Ancillary Buildings.

Given the age and condition of many of the recreational buildings and given the operational issues related to the leasing of ancillary buildings, an overall planning and management approach to these buildings is needed. Herein, staff presents recommendations for future operations of the 31 park recreation buildings and key management changes for the 9 ancillary buildings. Management changes for the ancillary buildings relate to how leases are structured and responsibilities for building maintenance are assigned.

## **PARK RECREATION BUILDINGS**

### **Overview of Buildings**

#### Generalized Location of Recreation Buildings

There is a total of 31 Recreation Buildings geographically distributed as shown in Figure 1: *M-NCPPC Recreation Buildings*.

#### Characteristics of Recreation Buildings

Of the 31 Recreation Buildings, 25 are designed and used as recreation buildings and 6 are designed for something else and being used as recreation buildings. The buildings are rented hourly at a fee set by the Planning Board and are reserved through park permits. The Department of Parks' Central Maintenance Division performs the maintenance.

#### Condition of Recreation Buildings

Of the 31 Recreation Buildings assessed, six were in good condition, sixteen in fair condition, six in poor condition and three in very poor condition. The buildings are of a simple enough construction that all could be fixed if enough money is appropriated.

Another factor in the equation is the level of public need. An assessment of the level of public use has been performed to determine which specific buildings are worth fixing.

The preliminary staff recommendations are discussed in detail below. Staff proposes that these recommendations be offered for community review and input over the next several months. We will return to the Planning Board with final recommendations after the public and affected public agencies have had an opportunity to review them.

## **Staff Recommended Planning Board Actions for Recreation Buildings**

### **Place 31 recreation buildings in one of the following categories (Table 1)**

- Continue and Improve - Seven Buildings
- Evaluate and Market - Eighteen Buildings
- Transfer or Demolish - Five Buildings
- Assess Historical Priority - One Building

To determine the appropriate category for each building, staff balanced the public use or demand for a particular recreation building (Public Need) against the costs of maintaining the building (Total Cost of Ownership).

"Public need" is measured as a percentage of the yearly available rent-able time that is sold. The current average across all recreation buildings for FY 06 is 26%. For purposes of this analysis, staff has considered 30% as an indicator of "public need."

The industry benchmarks for “Total Cost of Ownership” to determine whether operating expenses are reasonable was calculated at \$13.50 cents per square foot.

Based on our analysis using these two benchmarks, staff concludes:

*“We have too many buildings with too much unused time; we are losing money and have too large a future maintenance liability.”*

The results of the analysis are summarized in Table 1 and discussed further below:

*Continue and Improve* – Seven recreation buildings achieving 30% or greater capacity utilization (that is, 30% or more of the yearly available hours at a center are rented). These centers have above-average use by the community and usually recoup 100% of their operating cost. These buildings will continue to be operated, maintained and marketed.

*Evaluate and Market* – Eighteen recreation buildings not currently meeting the 30% capacity utilization rate and initiate a Three (3)-year marketing campaign to boost community use. During the 3-year marketing period, only routine and life safety maintenance will be performed. After 3 years, the building will be re-evaluated in terms of Capacity Utilization and Total Cost of ownership. The recreation building decision matrix, summarized in Figure 2: “*Recreation Building Decision Matrix*” will be used to guide decisions about the future of each building.

*Transfer or Demolish* – Five recreation buildings will be removed from M-NCPPC ownership and management either by demolition if building conditions warrants or transfer to other public agencies that could incorporate them into their programs.

*Assess Historical Priority* - One Bureau of Animal Industry Building identified in “*The Strategic Plan for Cultural Resources in Parks (December 2005)*.” This Plan identifies 20 sites in the park system that helps tell the story of Montgomery County’s history. The Bureau of Animal Industry Building in Norwood Local Park is one of these. Before making a final decision as to the future of this building, more study is needed to rank the importance of this building in relation to other park historic resources.

## **Initiate a three-year marketing campaign to increase community use of recreation buildings to a minimum of 30 percent yearly capacity utilization.**

This recommendation applies to all the buildings not included in the “transfer or demolish” category. The marketing campaign, to be managed by the Department of Parks’ Parks Information and Customer Service and would consist of the following elements outlined below and detailed as (Attachment A):

- Develop professional marketing materials;
- Simplify website to provide clear information and facilitate online reservations;
- Distribute materials through libraries, civic and community groups, park facilities, community fairs, and other venues;
- Create online photo gallery/virtual tours for each building and surrounding amenities;
- Implement internet advertising campaign;

- Integrate promotion with existing “No Matter the Who, What or When, We Have the Where” campaign;
- Promote rentals in the Montgomery County Guide to Recreation and Park Programs;
- Develop customer data collection and analysis process;
- Explore keyless entry systems and/or weekend/evening hours for key drop off and pick up;
- Offer added services for a fee, such as rentals of recreation or electronic equipment;
- Develop promotional partnerships with party stores;
- Explore discount pricing for repeat customers;
- Explore development of a referral program;
- Promote rentals through existing Park databases and email listservs (InfoShare, ParkPASS)

### **Evaluate the recreation buildings after the three-year marketing period using the Recreation Building Decision Matrix (see Figure 2)**

As noted earlier, the evaluation of recreation buildings must be done on a regular basis to help determine whether substantive improvements should be made or whether the use of a building does not justify such expenditures. The Building Decision Matrix shown in Figure 2 is the basis for such an evaluation. Staff expects this will not be the only consideration as a given recreation center might have unique characteristics or use that justify its continuation despite a “negative” assessment. This table and the process outlined above, however, will provide a uniform approach to decision-making.

### **Approve the following community outreach approach to seek public comment on staff recommendations:**

Staff to seek public comment on these recommendations between July and October, 2007. Staff to return to the Planning Board in early November with FINAL recommendations, modified in response to public testimony and further meetings with other public agencies, including Montgomery County Recreation Department (MCRD) and the Montgomery County Public Schools (MCPS).

The Garrett Park Estates Local Park potential land transfer with (MCPS) will require a Fall 2007 public meeting due to the schedule of the proposed reconstruction of the Garrett Park Elementary School.

## PARK ANCILLARY BUILDINGS

### Overview of Buildings

#### Generalized Location of Recreation Buildings

The nine park ancillary buildings that are part of this analysis are shown in Figure 3: *Location of Park Ancillary Buildings*. The nine buildings were only a sample of the ancillary buildings. Any recommendation subject to the sample nine buildings will apply consistently to all ancillary buildings.

#### Characteristics of Ancillary Buildings

Of the nine ancillary buildings, three were former recreation buildings, two were former nature centers, one building is operated by the MCRD as a Community Center, one is operated by the City of Takoma Park as a Community Center, one is a pre-school, and one is a house used as an office. The buildings are rented monthly with expired leases at a rental fee set by tenant proposals from the early 1990's. The rents range from \$1 dollar per year to \$3,600 per year. Rents due not reflect the costs to operate and maintain the buildings. The maintenance performed is by either Central Maintenance or Property Management.

#### Condition of Ancillary Buildings

Of the nine Ancillary Buildings assessed, two are in fair condition and seven are in poor condition. . As 100% tenant benefit buildings, utilities may be tenant paid and attendance data may not be available.

#### Ancillary Buildings Study Process

- *The Infrastructure Inventory and Assessment of Park Components* consistent with the method used for Recreation Buildings.
- *The Catalogue of Recreation and Ancillary Buildings* with documenting use and expenses where such data was available,
- Development of Staff Recommendations for a Uniform Rent Setting and Maintenance Policy.

### **Staff Recommended Planning Board Actions for Ancillary Buildings:**

**Establish uniform rent setting policy of 100% cost recovery or market rate rent whichever is higher for all tenant benefit buildings.**

**Establish uniform policy that all maintenance for tenant benefit buildings is the responsibility of the Property Management Office.**

At the present time, there is no uniform lease agreement or criteria for setting rent levels of ancillary buildings. The Building Condition Assessment now gives staff what

conditions the buildings are in, the costs of repairs, and the year in which such repairs should be made. There is now a business model basis to establish rent levels consistent with the cost to operate and properly maintain the building when such building's reason for existence is solely for the 100% benefit of the tenant.

These recommendations will guide preparation of standard leasing agreements that will be developed by the Property Management Office over the next six months. The new lease agreements should be used for 6 of the 9 buildings studied as shown in Table 2.

**Work with other government entities to transfer operations of 3 selected ancillary buildings (with details to be determined).**

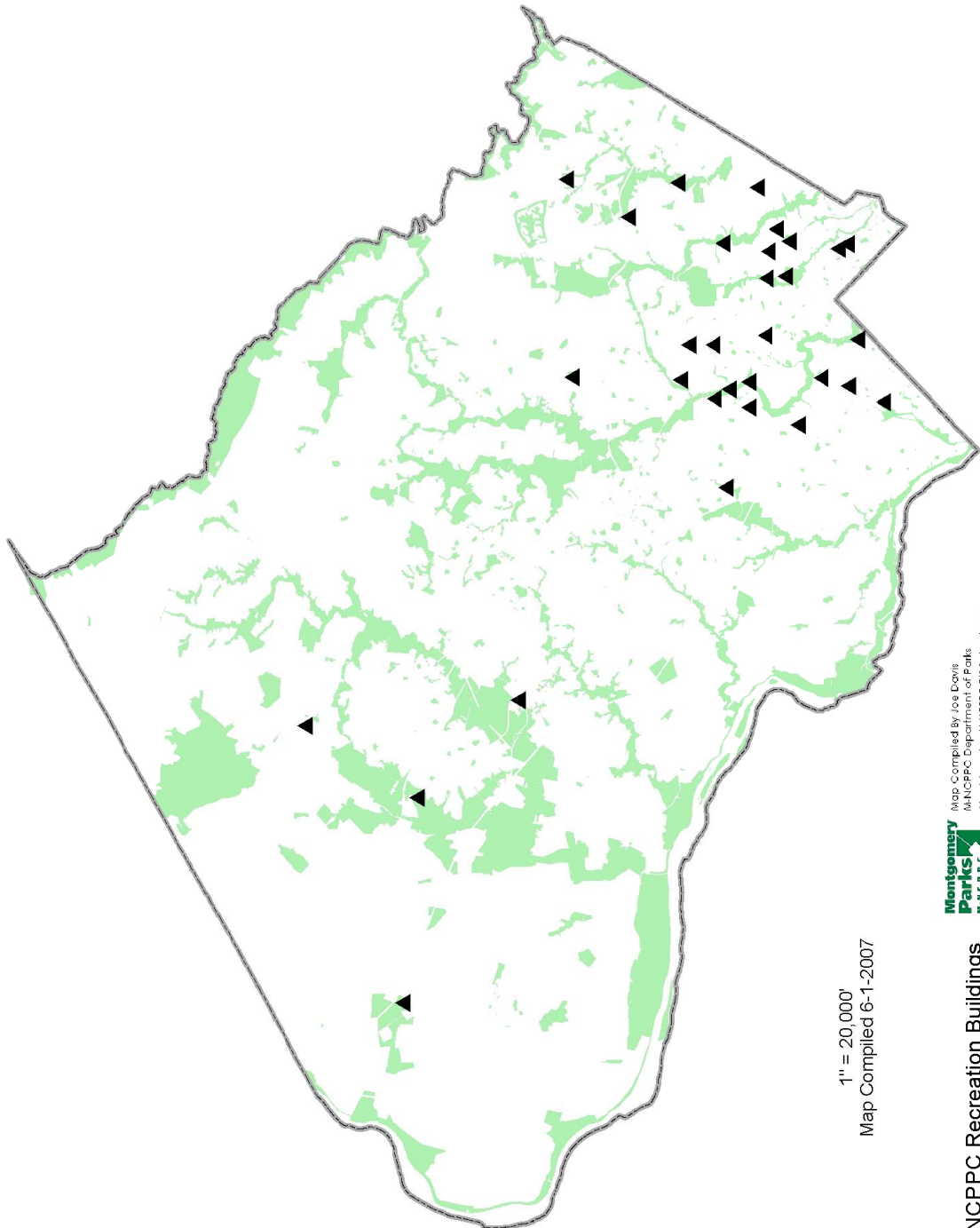
This recommendation applies to 3 Ancillary Buildings as shown in Table 2.

cc: Mike Riley  
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Figure 1  
MNCPPC Recreation Buildings



1" = 20,000'  
Map Compiled 6-1-2007

**Montgomery Parks**  
MNCPPC  
*It's all right here!*

Map Compiled By Joe Davis  
MNCPPC Department of Parks  
Map is based on MNCPPC GIS System Layers  
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▲ M-NCPPC Recreation Buildings

Table 1.  
SUMMARY OF PRELIMINARY STAFF RECOMMENDATIONS FOR PARK RECREATION BUILDINGS

MANAGEMENT CATEGORY	CENTERS AFFECTED	RATIONALE	RECOMMENDED MANAGEMENT STRATEGY
CONTINUE AND IMPROVE	<p>Glenmont Indian Springs Kemp Mill Estates Meadowbrook Norbeck-Muncaster Tilden Woods</p>	<p>These centers meet or exceed the target capacity utilization rate of 30%</p>	<p>Fund routine and recurring maintenance  Market to general public</p>
EVALUATE AND MARKET	<p>Capitol View-Homewood Local Park Colesville Local Park Ken-Gar Palisades Local Park Lynnbrook Local Park Maplewood-Alta Vista Local Park Nolte Local Park North Chevy Chase Local Park North Four Corners Local Park Owens Local Park Pilgrim Hill Local Park Pinecrest Local Park Quince Orchard Valley Neighborhood Park Sligo Avenue Neighborhood Park Sligo-Dennis Avenue Local Park Spencerville Local Park Stoneybrook Local Park Veirs Mill Local Park Wheaton-Clairidge Local Park</p>	<p>These centers fail to meet the target capacity utilization rate of 30% but community use may increase with better marketing.  These centers can continue operating for 3 years with routine maintenance.</p>	<p>Establish 3-year marketing period to actively promote use of the centers.  Provide only routine and safety maintenance during this period.  At end of 3 year marketing period, re-evaluate building in relation to building decision matrix.</p>

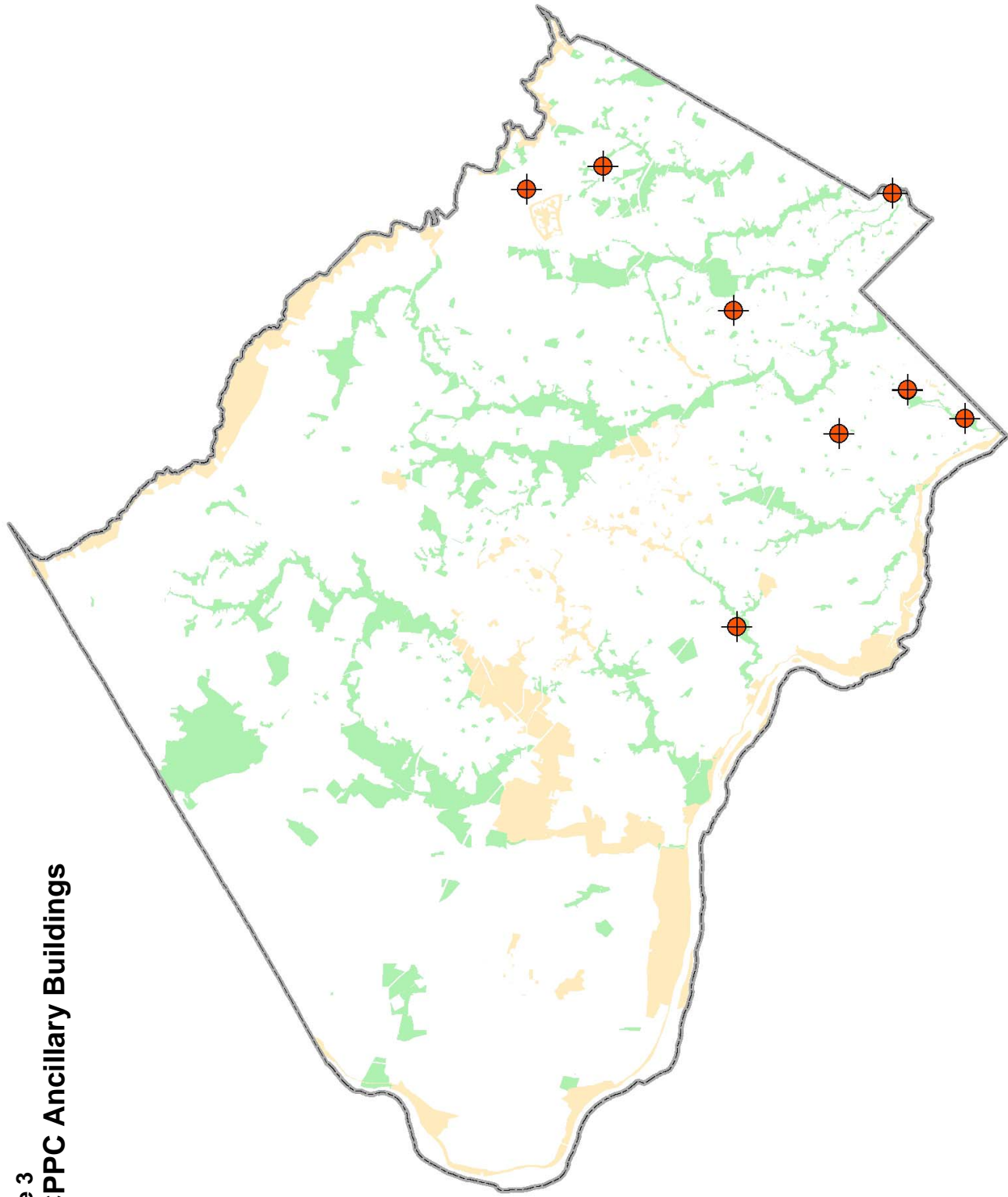
MANAGEMENT CATEGORY	CENTERS AFFECTED	RATIONALE	RECOMMENDED MANAGEMENT STRATEGY
TRANSFER OR DEMOLISH	Hillandale	FAILED SEPTIC SYSTEM; PROVIDING PUBLIC SEWER SERVICE WOULD EXCEED BUILDING'S VALUE.	DEMOLISH
	Randolph Hills	1995 Randolph Hills Building Evaluation Study found rotting sill plates at foundation.	Once findings of 1995 study are verified, demolish building. Relocate current users to Veirs Mill Recreation Center
	Garrett Park Estates	Center has water, roof, and façade damage. Center is located on property that adjoins Garrett Park Elementary School. This property could provide a larger site for development of the new Garrett Park Estates Elementary School.	Explore transfer of property to Montgomery County Public Schools. Relocate current tenants to more suitable building.
	Clarksburg	Clarksburg Rec. Center built in 1969; adjoins new Clarksburg high school.	Explore property transfer to MCDR for possible new 33,000 sq ft recreation center to serve Clarksburg community.
	Camp Seneca	Park residence on top floor; hourly community use rental on main level; summer use by camp Seneca.	Demolish building and work with MCDR to relocate Camp Seneca functions to ground floor of nearby Seneca Lodge.
	ASSESS HISTORICAL PRIORITY	Bureau of Animal Industry Building (Norwood Local Park)	From Artifact to Attraction (M-NCPPC, 2006) recommends "rehabilitate the building either for continued use as a community center or for a new use that also serves community needs."

Figure 2

## RECREATION BUILDING DECISION MATRIX

	High Use >30% Capacity Used	Low Use <30% Capacity Used
Low Cost of Operating (Good Shape) <b>&lt;13.50 \$/SF</b>	Keep Open as M-NCPPC Recreation Building	<ul style="list-style-type: none"> <li>▪ Close as Recreation Building</li> <li>▪ Offer building to other Park units</li> <li>▪ Move to Property Management and offer building to tenants at 100% Cost Recovery or Market Rate which ever is higher</li> <li>▪ Demolition (less likely)</li> </ul>
High Cost of Operating (Poor Shape) <b>&gt;13.50 \$/SF</b>	Keep Open as M-NCPPC Recreation Building	<ul style="list-style-type: none"> <li>▪ Close as Recreation Building</li> <li>▪ Offer building to other park units</li> <li>▪ Demolition (more likely)</li> </ul>

Figure 3  
MNCPPC Ancillary Buildings



MNCPPC Ancillary Buildings

**TABLE 2  
SUMMARY OF PRELIMINARY STAFF RECOMMENDATIONS FOR PARK ANCILLARY BUILDINGS**

<b>MANAGEMENT CATEGORY</b>	<b>CENTERS AFFECTED</b>	<b>RATIONALE</b>	<b>RECOMMENDED MANAGEMENT STRATEGY</b>
<p>CONTINUE OPERATIONS</p>	<p>Adventure Ednor Maydale Norwood Pre School Norwood Over 60's Westmoreland Hills</p>	<p>Buildings operation for the benefit of the tenant</p>	<p>Set uniform rental policy for all tenant benefit buildings</p>
<p>CHANGE IN OPERATIONS</p>	<p>Arlawn  Takoma Langley  Wheaton Community Center</p>	<p>Tenants more easily coordinated with closed North Bethesda Elementary School - property owned by Montgomery County Government, not M-NCPPC</p> <p>Optimal service delivery with other like kind recreation buildings serving the City of Takoma Park</p> <p>Operational consistency with other Montgomery County Recreation Department buildings on park property</p>	<p>Transfer building operations to DPW&amp;T</p> <p>Transfer building operations to the City of Takoma Park</p> <p>Transfer building operations to the (MCRD)</p>

## Attachment A

### MARKETING STRATEGY FOR RECREATION BUILDINGS

#### 1.1 Department Mission

A well-run park system is the heartbeat of the community it serves. Our mission is to provide Montgomery County residents with a park system that offers safe, accessible and green places to gather, protects and interprets our valuable natural resources and historic sites, promotes a stronger sense of community through shared spaces and experiences, and encourages healthy lifestyles through a variety of recreational activities.

#### 1.2 Goals, Objectives and Tactics

**Goal:**

Increase community use of recreation buildings to a minimum of 30% capacity annually.

**Objectives:**

- Raise awareness of the recreation buildings among residents and visitors;
- Attract new customers;
- Encourage repeat use among existing customers;
- Improve access to information about recreation buildings;
- Make reservation systems and processes more customer-friendly;
- Establish feedback mechanism to gauge customer satisfaction and needs;
- Identify customer price thresholds.

**Tactics:**

- Develop professional marketing materials;
- Simplify website to provide clear information and facilitate online reservations;
- Distribute materials through libraries, civic and community groups, park facilities, community fairs, and other venues;
- Create online photo gallery/virtual tours for each building and surrounding amenities;
- Implement internet advertising campaign;
- Integrate promotion with existing “No Matter the Who, What or When, We Have the Where” campaign;
- Promote rentals in the Montgomery County Guide to Recreation and Park Programs;
- Develop customer data collection and analysis process;
- Explore keyless entry systems and extended hours for key drop off and pick up;
- Offer added services for a fee (e.g., rentals of recreation/electronic equipment);
- Develop promotional partnerships with party stores;
- Explore discount pricing for repeat customers;
- Explore development of a referral program;
- Promote rentals through existing Park databases and email listservs (InfoShare, ParkPASS).

## 1.3 Implementation Overview and Timeline

The information below provides more detailed information about the tactics outlined above. The following table maps out a preliminary timeline for the implementation of activities planned for FY08-FY10. Please note that this implementation plan assumes the approval of the proposed budgets for each of the fiscal years referenced and is subject to change according to variations in our available financial and human resources.

### *Develop professional marketing materials.*

Currently there are no professional materials that promote the recreation buildings. We propose to develop an “evergreen” accordion-style brochure that highlights each building and provides details on the rental process. An insert with pricing would be produced separately to allow for annual fee changes.

### *Modify website to provide clear information and facilitate online reservations.*

The web site will be reformatted to provide virtual tour capacity for each building as well as more descriptive information on amenities available at each location. Furthermore, the planned upgrade to the current reservation software (coming this summer) will allow customers to view availability online and make paying with a credit card easier. A merger with the current ParkPASS system is planned for Fall 2007; this will provide improved “one-stop shopping” for customers interested in everything the park system has to offer and facilitate cross-promotion.

### *Distribute materials through libraries, civic and community groups, park facilities, community fairs, and other venues.*

If people aren’t aware of our recreation buildings, they can’t use them. We will place the new materials at park facilities in addition to distributing them at community events and heavily trafficked venues, such as libraries.

### *Create online photo gallery/virtual tours for each building and surrounding amenities.*

The website will be updated with virtual tour capacity for each recreation building so customers can see the interior and exterior space of these locations. Information and photos of the surrounding amenities will also be included.

### *Implement an Internet advertising campaign.*

In addition to placing web “buttons” on the parks home page, we will purchase advertising on the most popular search engines to ensure that our rental properties appear should users search for related key words, such as “rental buildings,” “Maryland,” “Montgomery County,” or “party places.”

### *Integrate promotion with existing “No Matter the Who, What or When, We Have the Where” campaign.*

The current marketing campaign supporting our five event centers provides an ideal umbrella for marketing all properties the park system has to offer for parties, meetings, workshops, classes or other events. Though it is likely that printed materials will remain separate, the website will tie in both categories of rental facility to take advantage of cross-promotional opportunities.



*Promote rentals in the Guide to Recreation and Park Programs.*

The current Guide is mailed to 85,000 homes four times a year, and the County Executive has indicated interest in sending this publication to all homes in the county. One page in each quarterly Guide would be dedicated to promoting our recreation buildings and other rental facilities.

*Develop customer data collection and analysis process.*

A front-end customer survey will be sent to the entire permits database before the rest of this plan is implemented. This survey will identify customer needs and priorities and establish benchmarks against which to compare future data. It will also help us to determine what services, renovations or replacements are needed to make our buildings more attractive to consumers and support the campaign's message.

A self-mailing survey card will be developed to encourage customers to provide us with feedback. The data from these cards will be entered into a centralized database that will provide regular reports and allow us to keep up with customer demands, address problem areas more efficiently, and identify the appropriate price threshold for our properties.

*Explore keyless entry systems and extended hours for key drop off and pick up.*

Currently, customers can only pick up and drop off keys to our recreation buildings on weekdays during business hours. It is unknown how much this inhibits potential customers from renting our buildings, but we do know that many of our current customers find this very inconvenient. If we were able to provide keyless entry (like the ZipCar company) or extended weekday hours (7:00am-7:00pm, for example) and added hours on Saturday, this would greatly improve our service and accessibility to new and existing customers.

*Offer added services for a fee (e.g., rentals of electronic/recreation equipment).*

Additional revenue could be generated through the rental of recreation equipment. Currently, items such as bats, footballs, horseshoes, and volleyballs are furnished at no cost to the customer. A replacement fee is assessed if the user does not return these items, but old or worn out equipment is replaced at our expense. Rentals of electronic equipment could be explored as well, for groups interested in hosting workshops or other presentation-type functions.

*Develop promotional partnerships with party stores.*

We will explore distributing our materials through the many party stores in the area, perhaps in exchange for placing their materials in our buildings for customers to pick up during their event. Additional opportunities will be explored, such as a possible vendor expo at one of our buildings or reciprocal website links.

*Explore discount pricing for frequency and repeat customers.*

As a way of encouraging customer loyalty, discounts for those interested in booking multiple days or locations with us should be considered. Competitive research will be conducted to learn what kinds of loyalty programs are offered in our area.

*Explore the development of a referral program.*

Rewards for customers who bring us more business will be explored. As with discount pricing, competitive research will be conducted to learn what kinds of referral programs are being offered.

Promote rentals through existing Park databases and email listservs (InfoShare, ParkPASS). Promotional mailings will be sent to park users currently contained within our databases. These may be via email or regular mail, or piggyback on an existing Department mailing going out to other users.

<b>PROPOSED IMPLEMENTATION SCHEDULE</b>				
<b>Tactic</b>	<b>Action Item</b>	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>
<b>Develop marketing materials</b>				
	Brochure	X		
	Web presence	X		
<b>Modify website</b>				
	Software upgrade	X		
<b>Distribute materials</b>	ONGOING			
	Libraries	X	X	X
	Civic/community groups	X	X	X
	Fairs, trade shows, etc.	X	X	X
<b>Create online photo gallery/virtual tours</b>		X		
<b>Implement internet advertising campaign</b>	ONGOING			
	Web banners on Park site	X	X	X
	Search engine banners	X	X	X
<b>Integrate with "We Have the Where" promotion</b>	ONGOING			
	Web presence	X	X	X
	Ads	X	X	X
	Marketing materials	X	X	X
<b>Promote rentals in the Guide</b>	ONGOING	X	X	X
<b>Develop customer data collection and analysis process</b>				
	Front-end survey	X		
	Survey/database development	X		
	Regular reporting	X	X	X
<b>Explore keyless entry systems/extended hours</b>		X		
<b>Create added services</b>				
	Recreation equipment	X		
	A/V equipment	X		
<b>Develop promotional partnerships</b>	ONGOING			
	Party stores	X	X	X
	Others	X	X	X
<b>Explore discount pricing</b>		X		
<b>Explore referral program</b>		X		
<b>Promote rentals through existing databases/listservs</b>		X	X	X



DEPARTMENT OF PERMITTING SERVICES

Isiah Leggett  
County Executive

RECEIVED  
APR 01 2009

By \_\_\_\_\_ Carla Reid  
Director

SEWAGE-DISPOSAL-SYSTEM  
PERMIT

Issue Date: 3/25/2009

Permit No: 479938  
Expires: 3/25/2010

THIS IS TO CERTIFY THAT: M-NCP&PC  
9500 BRUNETT AVENUE  
SILVER SPRING MD 20901-3226

HAS PERMISSION TO ALTER A SEWAGE-DISPOSAL (SEPTIC) SYSTEM TO SERVE A <sup>COMMUNITY RECREATION CTR</sup> ~~RESIDENTIAL~~. THE CONDITIONS SPECIFIED BELOW ARE PART OF THIS PERMIT. ANY CHANGES IN THE TERMS OF THE PERMIT OR IN THE USE OF THE BUILDING SHALL BE BY WRITTEN APPROVAL OF THE APPROVING AUTHORITY ONLY.

SEPTIC TANK: 1,500 GALLONS. ALL TANKS OVER 1000 GALLONS MUST HAVE 2 COMPARTMENTS- (LEAKAGE EVALUATION REQUIRED)- MAXIMUM COVER WITH 6-INCH STAND-PIPE IS 18 INCHES. MAXIMUM COVER WITH RISER TO GRADE IS 36 INCHES.

PERCOLATION TEST: ONE INCH IN 28 MINUTES AT 5.00 FEET AND 12.50 FEET

DISPOSAL TRENCHES: 200 LINEAR FEET/ 2.0 FEET WIDE/ 4.00 FEET OF STONE  
TRENCH DEPTH BELOW NATURAL GRADE: 8.50 FEET

FIRST TRENCH FEET FROM 0.00 PROPERTY LINE AND 0 FEET FROM 0.00 PROPERTY LINE FOR A LENGTH OF 0 FEET. SECOND TRENCH 0 FEET FROM FIRST TRENCH FOR A LENGTH OF 0 FEET. THIRD TRENCH 0 FROM SECOND TRENCH FOR A LENGTH OF 0 FEET. FOURTH TRENCH 0 FEET FROM THIRD TRENCH FOR A LENGTH OF 0 FEET. ALL TRENCHES TO BE ON CONTOUR. TRENCHES TO BE ATLEAST 100 FEET FROM ANY WELL. SEE APPROVED SITE PLAN.

OTHER SPECIAL CONDITIONS:  
Interim septic - This permit is being issued for the temporary replacement of a failed septic system and is subject the attached Memorandum of Understanding. Any activities which increase sewage flows or expansion/replacement of the structure will require connection to public sewer. Prior to construction of the new system a pre-construction meeting with an inspector from this office is required to determine actual starting point of trenches and septic tank location. Trenches to be connected in series. Septic tank access port to be installed as per well and septic standards and specifications. In the interest of workman safety, prior to placement of the seepage lines the depth of stone in deep unbraced trenches shall be extended to within not less than four feet from the finished grade. Existing septic tank to be pumped out by a licensed scavenger, crushed and back-filled.

~~NO BUILDING SHALL BE OCCUPIED AND NO EXCAVATION SHALL BE COVERED UNTIL THE OWNER HAS OBTAINED WRITTEN APPROVAL FROM THE APPROVING AUTHORITY OR A DULY AUTHORIZED REPRESENTATIVE. THE DEPARTMENT OF PERMITTING SERVICES MUST BE NOTIFIED 48 HOURS BEFORE EXCAVATIONS ARE BACKFILLED.~~

PREMISE ADDRESS: 10615 NEW HAMPSHIRE AVE  
SILVER SPRING MD 20903-1124

LOT N/A BLOCK N/A  
PERMIT FEE: \$863.50 ELECTION DISTRICT 05  
TAX ACCOUNT NO.:  
SUBDIVISION COLESVILLE OUTSIDE

PLATE LIBER  
GRID FOLIO

Director, Department of Permitting Services

**MEMORANDUM OF UNDERSTANDING**

**Between**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
and MONTGOMERY COUNTY DEPARTMENT OF PERMITTING SERVICES**

This Memorandum of Understanding ("MOU") is made this March 19, 2009, by and between the Montgomery County Department of Permitting Services ("MCDPS") and The Maryland-National Capital Park and Planning Commission ("M-NCPPC").

**WHEREAS**, Hillandale Recreation Center ("HRC") is owned and operated by M-NCPPC, through its Montgomery County Department of Parks, as a public park facility; and

**WHEREAS**, HRC is available to the public for recreation and events; and

**WHEREAS**, M-NCPPC determined that the septic tank at HRC has failed and needs to be replaced; and

**WHEREAS**, MCDPS has agreed that the facility can stay open if certain precautions are taken to maintain health standards to the public:

**NOW, THEREFORE**, in consideration of the mutual promises and other considerations set forth herein, the parties hereto agree as follows:

1. The term of this MOU shall commence on February 1, 2009, and shall continue for a period of 5 years unless sooner terminated under the terms of this MOU. This MOU may be automatically renewed for successive one year terms, unless sixty (60) days prior to the expiration of the initial term or any renewal term, any party gives to the other parties written notice that it does not desire to renew this MOU.
2. Any amendment to this MOU must be in writing and signed by both parties.
3. This MOU may be terminated as follows:
  - a. by either party on giving notice of non-renewal as provided by paragraph 1 of this MOU;
  - b. at any time by the mutual written consent of the parties;
  - c. by either party on the failure of the other party to perform or comply with any provision of this MOU;
  - d. by either party, without cause, with 60 days notice to the other party.
4. M-NCPPC will restrict the permitted use of the Hillandale Recreation Center to no more than three times a week at a 50-person maximum.

CE290404

- 5. No cooking is allowed. The kitchen sink should only be used for obtaining water for coffee and tea, and there is a warming oven available at the facility.
- 6. M-NCPPC will install low flush toilet fixtures to aid with water conservation.
- 7. M-NCPPC will install, as specified, a 1,500-gallon septic tank, with two (2) compartments and 200 linear feet of drain field with the required gravel size and depth.
- 8. MCDPS reserves the right to inspect the facility and, if the septic system is found to be failing, M-NCPPC will be required to comply with corrective orders.

This MOU shall be governed by and interpreted in accordance with the laws of the State of Maryland.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and date set forth above.

ATTEST:

MONTGOMERY COUNTY, MARYLAND  
DEPARTMENT OF PERMITTING SERVICES

BY: \_\_\_\_\_

Printed Name: Caria Reid

Title: Director, MCDPS

ATTEST:

THE MARYLAND-NATIONAL CAPITAL  
PARK AND PLANNING COMMISSION

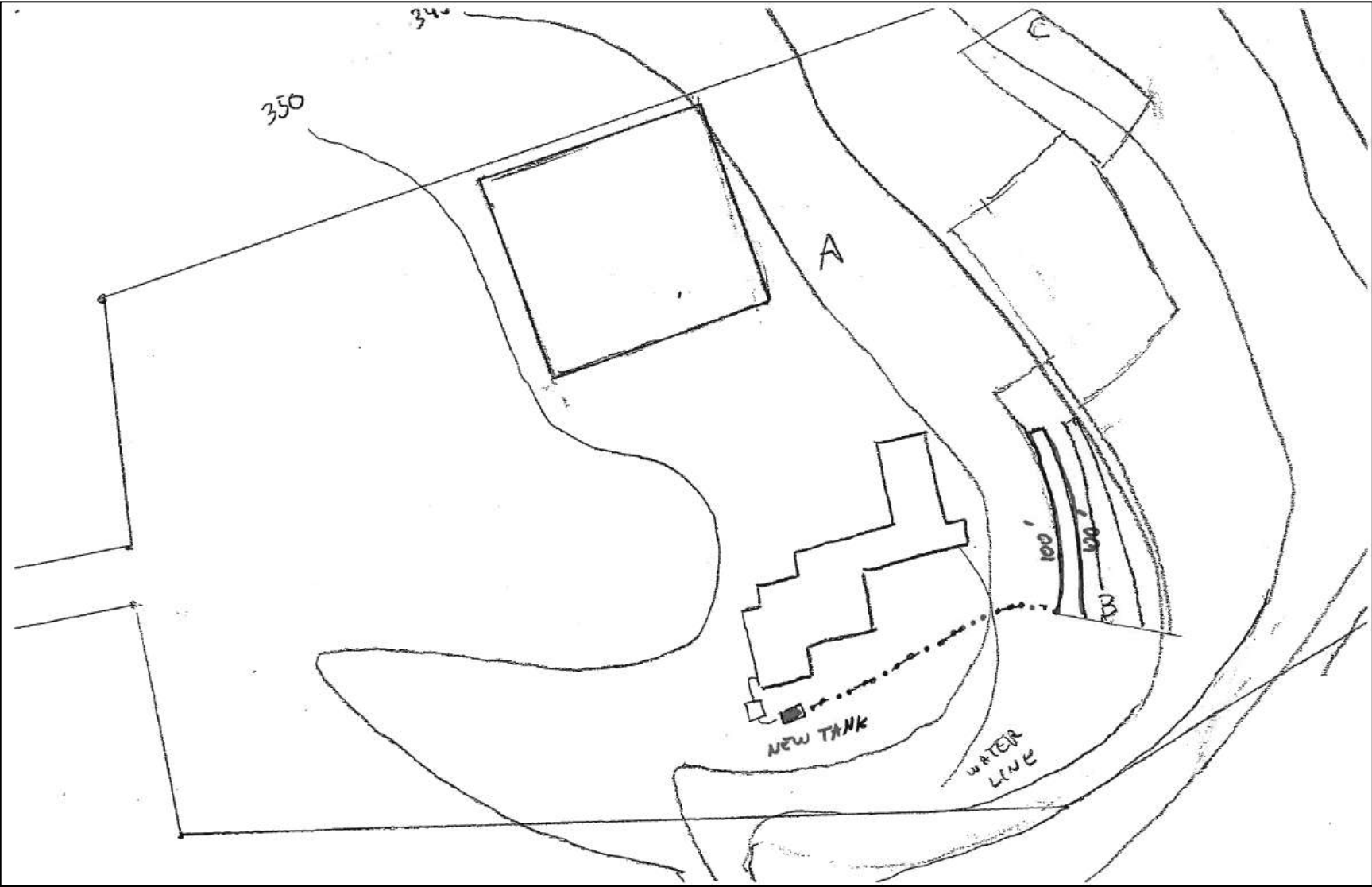
\_\_\_\_\_  
Oscar S. Rodriguez  
Executive Director

\_\_\_\_\_  
Patricia Colman Barney  
Secretary-Treasurer

FUNDS CERTIFIED AVAILABLE  
NA 4.3/5/2009  
By: \_\_\_\_\_  
For Secretary-Treasurer

Approved as to form and legal effect  
Montgomery County, Md. County Attorney's Office

\_\_\_\_\_  
Montgomery County, Md. County Attorney's Office





# **FINAL REPORT Infrastructure Inventory and Assessment of Park Components**

## **The Maryland-National Capital Park & Planning Commission**



**M-NCPPC RFP 26-177  
TASKS 2, 3, 4, 5  
FACILITY GROUP 1  
FACILITY GROUP 2**

**FEA Project No. R01.2006.004801**

**March 02, 2007**



**Facility Engineering Associates, P.C.  
11001 Lee Highway, Suite D  
Fairfax, Virginia 22030  
703-591-4855  
www.feapc.com**

Hillandale Local Park  
Recreation Building and Adult Education Center



Park Facility Code: D54  
 Center Address: 10615 Hew Hampshire Avenue  
 Hillandale, Maryland 20903  
 Planning Area: 33  
 Region Area: South-Martin Luther King  
 Date Built: 1942 - Army Surplus Building  
 1951 - Acquired by M-NCPPC

Square Footage:	Recreation Building:	1,385
	Adult Center:	1,080
GPS:	N	39.02996
	W	76.98183
CRV:		\$142,970
FCI:		0.4043

**Discussion**

The Hillandale Local Park buildings (Property D54) were built in 1942, and consists of two separate buildings, the Hillandale Recreation Building (pictured on the left) and the Hillandale Adult Education Center (pictured on the right). The two buildings share an adjoining roof.

Hillandale Recreation Building:

The Hillandale Recreation Building (pictured on the left) has a total area of 1,385 square feet. The interior and exterior of the building was fully renovated in 1986. The building has wood exterior at each elevation. Paint was deteriorated and peeling at various areas of the exterior walls, and it is recommended that the walls are prepped and painted in 2007.

The east elevation of the Hillandale Recreation Building features a roof connecting this building to the Hillandale Adult Education Center. The asphalt-shingle roof system was replaced in 1986, and has a total area of approximately 2,450 square feet. No leaks were reported at the time of the survey and none were observed. It was reported by Montgomery County Parks that gutters once were installed on the building, but since have been removed. The re-installation of the gutters is projected in 2008.



## Hillandale Local Park Recreation Building and Adult Education Center

The recreation building has several various sized wood clad windows, located at each elevation. The windows were installed around 1986.

Interior finishes in the building included painted walls and ceilings, vinyl floor tile in the main recreational room and kitchen, and ceramic tile walls and floors in the restrooms. The main room also featured suspended ceiling tiles. In general, the interior finishes were in good condition.

Heating and cooling for the building is provided by a natural gas-fired furnace, equipped with evaporative cooling coils. The condensing unit is located outside the building, at-grade. The gas fired furnace was installed in 2000 and the condensing unit was installed in 2005. Both of the units appeared to be in overall good condition. The domestic water heater located in the mechanical room is in fair condition and has exceeded its expected useful life. It has been recommended that the domestic water heater is replaced in 2008.

The panelboard located in the mechanical room did not have proper working clearance due to the storage in the area. We recommend that this storage is removed and that the mechanical room is kept free of storage in the future. It was observed that the building ground, which can be accessed in the storage room, was disconnected. We recommend that this is immediately reconnected.

The building is equipped with a security access system, armed and disarmed by a key access pad. The system monitors the three exterior door entrances. Fire and life safety elements include smoke detectors, egress lighting and emergency exit lights.

It was observed that the suppression supply line (from the domestic water supply) was not equipped with a backflow preventer. Although not required by code, we recommend that a backflow preventer is installed on the fire suppression water piping in 2007, to reduce potential health concerns with the domestic water serving the building. In addition, we noted that the main shut-off valve for the domestic water service is located prior to the tap for the fire suppression water line. Even though a fire suppression system is not required for the mechanical room, during times that the domestic water supply is closed, there would be no suppression water for a fire. We recommend the fire suppression water line is reconfigured to connect to the domestic water line prior to the main service shut-off valve, so fire suppression is available if needed.

There was exposed material between two adjacent sidewalk panels. It is recommended that the panels are repaired to eliminate this exposed material and the potential tripping hazard. This project is included under the recreation building, and not the adult education center.

FEA recommends that the domestic water provided from the city water system be tested every five years to ensure water quality. Both buildings utilize an underground septic system for waste removal. Montgomery County Parks reported to FEA that the septic system serving both Hillandale buildings has a malfunctioning septic tank and drain field and the Health Department requires that the facility be connected to the public sewer system. FEA has included a project in 2007 to connect the buildings to the public sewer system, which includes removal of existing septic system and drain fields. FEA recommends that the waste lines be cleaned every three years.

### Hillandale Adult Education Center:

The Hillandale Adult Education Center (pictured on the right of the previous page) has a total area of 1,080 square feet. The building has vinyl siding exterior at each elevation

The asphalt-shingle roof system was replaced in 2000, and has a total area of approximately 1,375 square feet. There were no reports of leaks in the roof and none were observed during FEA's site visit. It was reported by Montgomery County Parks that gutters once were installed on the building, but since have been removed. The re-installation of the gutters is projected in 2008.

**Hillandale Local Park  
Recreation Building and Adult Education Center**

The Hillandale Adult Education Center has eight uniformly sized wood clad windows, located at each elevation. The windows were replaced in 1994, and there were no observed or reported problems.

Interior finishes in the building included painted walls and ceilings, vinyl floor tile in the main recreational room and kitchen, and ceramic tile walls and carpeting in the restroom. In general, the interior finishes were in good condition.

Heating and cooling for the building is provided by a natural gas-fired furnace, equipped with evaporative cooling coils. The condensing unit is located outside the building, at-grade. The gas fired furnace was installed in 2000 and the condensing unit was installed in 2005. Both of the units appeared to be in overall good condition. The domestic water heater located in the mechanical room was in fair condition.

The building is equipped with a security access system, armed and disarmed by a key access pad. The system monitors the three exterior door entrances. Fire and life safety elements include smoke detectors, egress lighting and emergency exit lights. A smoke detector is located in the mechanical room, above the furnace. There appeared to be a problem with the back entrance emergency exit light. It was not operating correctly, and should be replaced.

**Immediate Recommendations**

Hillandale Recreation Building:

The following projects were identified as immediate repairs or replacements, and are recommended for correction in 2007. Typically, projects recommended in 2007 (Year 1) are deficiencies, deferred maintenance items, code violations, or life safety issues.

Description	FCA Class	Total
Prepare and Paint Exterior Wood Siding	Aesthetics	\$1,700
Domestic Water Testing	Functionality	\$500
Install Double-check BFP (3/4") for Fire Suppression System	Environmental	\$780
Reconfigure Fire Suppression Pipe for Connection Before Domestic Water Shut-off	Life Safety	\$1,000
Perform Electrical Inspection and Testing	Functionality	\$500
Reconnect Building Electrical Ground	Life Safety	\$500
Concrete Repairs -- Trip Hazard (Exposed Material Between Side Walks)	Life Safety	\$480
Connect to Public Sewer	Functionality	\$30,000
Clean Waste Lines	Functionality	\$700
<b>Total</b>		<b>\$36,160</b>

Adult Education Center:

Description	FCA Class	Total
Domestic Water Testing	Functionality	\$500
Perform Electrical Inspection and Testing	Functionality	\$500
<b>Total</b>		<b>\$1,000</b>

Hillandale Local Park  
Recreation Building and Adult Education Center

**Summary**

Overall, the Hillandale Recreation Building and Adult Education Center were in poor condition. With the exception of the items mentioned, the remaining projects recommended throughout the 20-year capital expenditure study period are based on their expected service life.

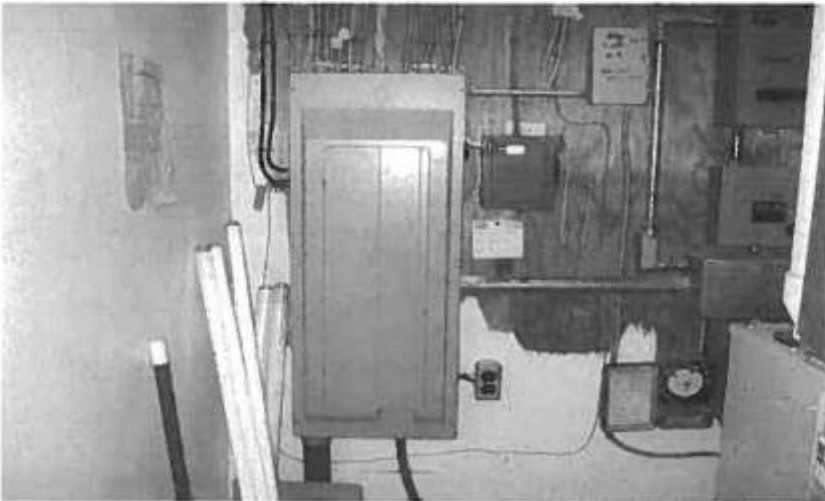
The facility appeared to have active preventive maintenance programs implemented for the heating and air-conditioning systems. There was no evidence of active maintenance programs for the exterior or interior building assets, or electrical and plumbing systems. The recommended preventive maintenance program for the Recreation and Ancillary Buildings advises that a building inspection is conducted at each facility every six months to visually observe and note conditions needing repair, for which work requests will be generated. The inspections should also include minimal maintenance on an as-needed basis, such as removing debris from roof gutters and drains, lubricating door and window hardware, and replacing interior lights.

In addition, our maintenance program recommendations include active recurring maintenance tasks for the exterior, interior, electrical, and plumbing components of the buildings.

The cleanliness of the building reflected a custodial level of moderately dingy.



**PHOTOGRAPH 1:**  
Paint is Deteriorated and  
Peeling from Exterior



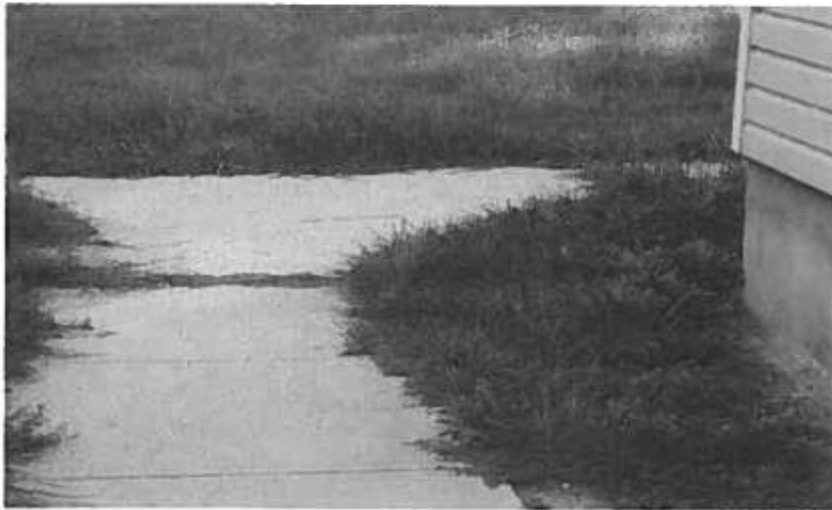
**PHOTOGRAPH 2:**  
Inadequate Working  
Clearance at Mechanical  
Room Panelboard.



**PHOTOGRAPH 3:**  
Disconnected Ground Wire  
to be Reconnected



**PHOTOGRAPH 4:**  
Exit Sign Malfunctioning at  
Adult Education Center



**PHOTOGRAPH 5:**  
Tripping Hazard Between  
Two Adjacent Sidewalks

D54 HILLANDALE LOCAL PARK

					2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017 - 2021	2022 - 2026	
Title	Type	Category	EUL	RUL	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Years 11 - 15	Years 16 - 20	Totals
<b>Hillandale Recreation Building</b>																	
Prepare and Paint Exterior Wood Siding	Operating	P - RM = Planned	5	1	\$1,700					\$1,700					\$1,700	\$1,700	\$6,800
Replace Exterior Wood Siding	CIP	P - CR = Planned	25	7							\$14,000						\$14,000
Replace Exterior Windows and Security Screens	CIP	P - CR = Planned	35	13											\$9,702		\$9,702
Prepare and Paint Exterior Doors	Operating	P - RM = Planned	5	2		\$300					\$300				\$300	\$300	\$1,200
Replace Exterior Doors	CIP	P - CR = Planned	25	7							\$3,900						\$3,900
Replace Asphalt-shingle Roof	CIP	P - CR = Planned	20	2		\$9,800											\$9,800
Replace or Reinstall Gutters	CIP	P - CR = Planned	20	2		\$1,180											\$1,180
Replace Interior Doors	CIP	P - CR = Planned	50	11											\$2,800		\$2,800
Prepare and Stain Interior Doors	Operating	P - RM = Planned	5	2		\$273					\$273				\$273	\$273	\$1,092
Prepare and Paint Interior Walls	Operating	P - RM = Planned	5	2		\$1,403					\$1,403				\$1,403	\$1,403	\$5,610
Replace Interior Ceramic Wall Tile	CIP	P - CR = Planned	50	6						\$7,000							\$7,000
Men's Restroom Renovation	CIP	P - CR = Planned	15	6						\$1,725						\$1,725	\$3,450
Women's Restroom Renovation	CIP	P - CR = Planned	15	6						\$1,725						\$1,725	\$3,450
ADA Restroom Renovation	CIP	P - CR = Planned	15	6						\$1,725						\$1,725	\$3,450
Kitchen Renovation	CIP	P - CR = Planned	15	6						\$5,200						\$5,200	\$10,400
Replace Interior Vinyl Floor Tile	CIP	P - CR = Planned	15	6						\$2,450							\$2,450
Replace Interior Ceramic Floor Tile	CIP	P - CR = Planned	50	6							\$1,300						\$1,300
Prepare and Paint Interior Ceilings	Operating	P - RM = Planned	5	2		\$1,100					\$1,100				\$1,100	\$1,100	\$4,400
Replace Suspended Ceiling Tiles	CIP	P - DM = Planned	20	6						\$2,400							\$2,400
Replace Drinking Fountain	CIP	P - CR = Planned	15	4				\$1,500								\$1,500	\$3,000
Replace Domestic Water Heater	CIP	P - CR = Planned	15	2		\$550										\$550	\$1,100
Plumbing Renovations	CIP	P - CR = Planned	50	10										\$15,235			\$15,235
Allowance for Plumbing Repairs	Operating	P - RM = Planned	5	4				\$762					\$762		\$762	\$762	\$3,047
Domestic Water Testing	Operating	P - RM = Planned	5	1	\$500					\$500					\$500	\$500	\$2,000
Replace Furnace and Cooling Coils	CIP	P - CR = Planned	18	12											\$1,950		\$1,950
Replace Condensing Unit	CIP	P - CR = Planned	15	14											\$2,625		\$2,625
Replace Exhaust Fans	CIP	P - CR = Planned	15	6						\$525							\$525
Install Double-check BFP (3/4") for Fire Suppression System	CIP	P - DM = Planned	N/A	1	\$780												\$780
Reconfigure Fire Suppression Pipe for Connection Before Domestic Water Shut-off	CIP	P - DM = Planned	N/A	1	\$1,000												\$1,000
Replace Panelboard	CIP	P - CR = Planned	50	30													\$0
Perform Electrical Inspection and Testing	Operating	P - RM = Planned	3	1	\$500			\$500			\$500			\$500	\$500	\$1,000	\$3,500
Electrical Renovations	CIP	P - CR = Planned	50	30													\$0
Allowance for Electrical Repairs	Operating	P - RM = Planned	5	4				\$1,385					\$1,385		\$1,385	\$1,385	\$5,540
Reconnect Building Electrical Ground	CIP	P - DM = Planned	N/A	1	\$500												\$500
Replace Exterior Lighting	CIP	P - CR = Planned	25	5				\$2,000									\$2,000
Replace Security and Fire Alarm System	CIP	P - CR = Planned	15	3			\$3,380									\$3,380	\$6,760
Concrete Repairs -- Replacement Allowance for Concrete	Operating	P - RM = Planned	5	4				\$1,240					\$1,240		\$1,240	\$1,240	\$4,960
Concrete Repairs -- Trip Hazard (Exposed Material Between Side Walks)	CIP	P - DM = Planned	N/A	1	\$480												\$480
Connect to Public Sewer	CIP	P - DM = Planned	N/A	1	\$30,000												\$30,000
Clean Waste Lines	Operating	P - RM = Planned	3	1	\$700			\$700			\$700			\$700	\$700	\$1,400	\$4,900
<b>Total (Present Value)</b>					<b>\$36,160</b>	<b>\$14,606</b>	<b>\$3,380</b>	<b>\$8,087</b>	<b>\$0</b>	<b>\$24,950</b>	<b>\$23,476</b>	<b>\$0</b>	<b>\$3,387</b>	<b>\$16,435</b>	<b>\$26,939</b>	<b>\$26,867</b>	<b>\$184,286</b>
<b>Total (Including 2.5% Inflation)</b>					<b>\$36,160</b>	<b>\$14,971</b>	<b>\$3,551</b>	<b>\$8,709</b>	<b>\$0</b>	<b>\$28,229</b>	<b>\$27,224</b>	<b>\$0</b>	<b>\$4,126</b>	<b>\$20,525</b>	<b>\$36,230</b>	<b>\$40,882</b>	<b>\$220,607</b>

D54 HILLANDALE LOCAL PARK

					2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017 - 2021	2022 - 2026	
Title	Type	Category	EUL	RUL	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Years 11 - 15	Years 16 - 20	Totals
<b>Hillandale Recreation Building</b>																	
Prepare and Paint Exterior Wood Siding	Operating	P - RM = Planned	5	1	\$1,700					\$1,700					\$1,700	\$1,700	\$6,800
Replace Exterior Wood Siding	CIP	P - CR = Planned	25	7							\$14,000						\$14,000
Replace Exterior Windows and Security Screens	CIP	P - CR = Planned	35	13											\$9,702		\$9,702
Prepare and Paint Exterior Doors	Operating	P - RM = Planned	5	2		\$300					\$300				\$300	\$300	\$1,200
Replace Exterior Doors	CIP	P - CR = Planned	25	7							\$3,900						\$3,900
Replace Asphalt-shingle Roof	CIP	P - CR = Planned	20	2		\$9,800											\$9,800
Replace or Reinstall Gutters	CIP	P - CR = Planned	20	2		\$1,180											\$1,180
Replace Interior Doors	CIP	P - CR = Planned	50	11											\$2,800		\$2,800
Prepare and Stain Interior Doors	Operating	P - RM = Planned	5	2		\$273					\$273				\$273	\$273	\$1,092
Prepare and Paint Interior Walls	Operating	P - RM = Planned	5	2		\$1,403					\$1,403				\$1,403	\$1,403	\$5,610
Replace Interior Ceramic Wall Tile	CIP	P - CR = Planned	50	6						\$7,000							\$7,000
Men's Restroom Renovation	CIP	P - CR = Planned	15	6						\$1,725						\$1,725	\$3,450
Women's Restroom Renovation	CIP	P - CR = Planned	15	6						\$1,725						\$1,725	\$3,450
ADA Restroom Renovation	CIP	P - CR = Planned	15	6						\$1,725						\$1,725	\$3,450
Kitchen Renovation	CIP	P - CR = Planned	15	6						\$5,200						\$5,200	\$10,400
Replace Interior Vinyl Floor Tile	CIP	P - CR = Planned	15	6						\$2,450							\$2,450
Replace Interior Ceramic Floor Tile	CIP	P - CR = Planned	50	6							\$1,300						\$1,300
Prepare and Paint Interior Ceilings	Operating	P - RM = Planned	5	2		\$1,100					\$1,100				\$1,100	\$1,100	\$4,400
Replace Suspended Ceiling Tiles	CIP	P - DM = Planned	20	6						\$2,400							\$2,400
Replace Drinking Fountain	CIP	P - CR = Planned	15	4				\$1,500								\$1,500	\$3,000
Replace Domestic Water Heater	CIP	P - CR = Planned	15	2		\$550									\$550	\$550	\$1,100
Plumbing Renovations	CIP	P - CR = Planned	50	10										\$15,235			\$15,235
Allowance for Plumbing Repairs	Operating	P - RM = Planned	5	4				\$762					\$762		\$762	\$762	\$3,047
Domestic Water Testing	Operating	P - RM = Planned	5	1	\$500					\$500					\$500	\$500	\$2,000
Replace Furnace and Cooling Coils	CIP	P - CR = Planned	18	12											\$1,950		\$1,950
Replace Condensing Unit	CIP	P - CR = Planned	15	14											\$2,625		\$2,625
Replace Exhaust Fans	CIP	P - CR = Planned	15	6						\$525							\$525
Install Double-check BFP (3/4") for Fire Suppression System	CIP	P - DM = Planned	N/A	1	\$780												\$780
Reconfigure Fire Suppression Pipe for Connection Before Domestic Water Shut-off	CIP	P - DM = Planned	N/A	1	\$1,000												\$1,000
Replace Panelboard	CIP	P - CR = Planned	50	30													\$0
Perform Electrical Inspection and Testing	Operating	P - RM = Planned	3	1	\$500			\$500			\$500			\$500	\$500	\$1,000	\$3,500
Electrical Renovations	CIP	P - CR = Planned	50	30													\$0
Allowance for Electrical Repairs	Operating	P - RM = Planned	5	4				\$1,385					\$1,385		\$1,385	\$1,385	\$5,540
Reconnect Building Electrical Ground	CIP	P - DM = Planned	N/A	1	\$500												\$500
Replace Exterior Lighting	CIP	P - CR = Planned	25	5				\$2,000									\$2,000
Replace Security and Fire Alarm System	CIP	P - CR = Planned	15	3			\$3,380									\$3,380	\$6,760
Concrete Repairs -- Replacement Allowance for Concrete	Operating	P - RM = Planned	5	4				\$1,240				\$1,240		\$1,240	\$1,240	\$1,240	\$4,960
Concrete Repairs -- Trip Hazard (Exposed Material Between Side Walks)	CIP	P - DM = Planned	N/A	1	\$480												\$480
Connect to Public Sewer	CIP	P - DM = Planned	N/A	1	\$30,000												\$30,000
Clean Waste Lines	Operating	P - RM = Planned	3	1	\$700			\$700			\$700			\$700	\$700	\$1,400	\$4,900
<b>Total (Present Value)</b>					\$36,160	\$14,606	\$3,380	\$8,087	\$0	\$24,950	\$23,476	\$0	\$3,387	\$16,435	\$26,939	\$26,867	\$184,286
<b>Total (Including 2.5% Inflation)</b>					\$36,160	\$14,971	\$3,551	\$8,709	\$0	\$28,229	\$27,224	\$0	\$4,126	\$20,525	\$36,230	\$40,882	\$220,607

Asset Tag	Description (Asset Definition)	Date Purchased	Months of Useful Life	Months of Remaining Life	Replacement Cost
<b>Hillandale Recreation Building</b>					
Hillandale Recreation Building-B2010	Exterior Walls	1/1/1986	300	48	\$14,000
Hillandale Recreation Building-B2020	Exterior Windows	1/1/1986	420	168	\$9,820
Hillandale Recreation Building-B2030	Exterior Doors	1/1/1986	300	48	\$2,175
Hillandale Recreation Building-B3010	Roof Covering	1/1/1986	240	-12	\$9,800
Hillandale Recreation Building-C1020	Interior Doors	1/1/1986	600	348	\$2,800
Hillandale Recreation Building-C3010	Wall Finish	1/1/1986	600	348	\$11,125
Hillandale Recreation Building-C3020	Floor Finish	1/1/1986	180	-72	\$3,750
Hillandale Recreation Building-C3030	Ceiling Finish	1/1/1986	600	348	\$4,200
Hillandale Recreation Building-D2010	Plumbing Fixtures	1/1/1998	900	792	\$5,550
Hillandale Recreation Building-D2020	Domestic Water Distribution	1/1/1951	900	228	\$8,860
Hillandale Recreation Building-D2030	Sanitary Waste	1/1/1951	900	228	\$8,925
Hillandale Recreation Building-D3020	Heat Generation	1/1/2000	216	132	\$1,300
Hillandale Recreation Building-D3030	Refrigeration	1/1/2005	180	156	\$3,275
Hillandale Recreation Building-D3040	HVAC Distribution	1/1/1998	180	72	\$525
Hillandale Recreation Building-D4010	Sprinklers	1/1/1994	600	444	\$750
Hillandale Recreation Building-D5010	Electrical Service and Distribution	1/1/1989	600	384	\$1,560
Hillandale Recreation Building-D5020	Lighting and Branch Wiring	1/1/1986	300	48	\$15,850
Hillandale Recreation Building-D5030	Communications and Security	1/1/1994	180	24	\$3,380
Hillandale Recreation Building-G2030	Pedestrian Pavement	1/1/1986	600	348	\$12,400
Hillandale Recreation Building-G3020	Septic Tank	1/1/1951	480	-192	\$24,000

Asset Tag	Description (Asset Definition)	Date Purchased	Months of Useful Life	Months of Remaining Life	Replacement Cost
<b>Hillandale Adult Education Center</b>					
Hillandale Adult Education Center-B2010	Exterior Walls	1/1/1994	360	204	\$5,500
Hillandale Adult Education Center-B2020	Exterior Windows	1/1/1994	420	264	\$5,520
Hillandale Adult Education Center-B2030	Exterior Doors	1/1/1994	300	144	\$3,460
Hillandale Adult Education Center-B2030	Roof Covering	1/1/2000	240	156	\$5,500
Hillandale Adult Education Center-C1020	Interior Doors	1/1/1994	600	444	\$1,800
Hillandale Adult Education Center-C3010	Wall Finish	1/1/1994	600	444	\$3,600
Hillandale Adult Education Center-C3020	Floor Finish	1/1/1994	180	24	\$2,400
Hillandale Adult Education Center-C3030	Ceiling Finish	1/1/1994	600	444	\$4,320
Hillandale Adult Education Center-D2010	Plumbing Fixtures	1/1/1994	900	744	\$1,750
Hillandale Adult Education Center-D2020	Domestic Water Distribution	1/1/1951	900	228	\$7,030
Hillandale Adult Education Center-D2030	Sanitary Waste	1/1/1951	900	228	\$6,900
Hillandale Adult Education Center-D3020	Heat Generation	1/1/2000	216	132	\$1,200
Hillandale Adult Education Center-D3030	Refrigeration	1/1/2005	180	156	\$2,625
Hillandale Adult Education Center-D3040	HVAC Distribution	1/1/1994	180	24	\$175
Hillandale Adult Education Center-D5010	Electrical Service and Distribution	1/1/1994	600	444	\$1,400
Hillandale Adult Education Center-D5020	Lighting and Branch Wiring	1/1/1951	300	-372	\$11,800
Hillandale Adult Education Center-D5030	Communications and Security	1/1/2005	180	156	\$3,220
Hillandale Adult Education Center-G2030	Pedestrian Pavement	1/1/1986	600	348	\$20,200

\$232,445

**D54 HILLANDALE LOCAL PARK  
SERIALIZED INVENTORY**



## D54 HILLANDALE LOCAL PARK

Asset Tag	Description (Serialized Inventory)	Manufacturer	Model	Serial No	Location	Install Year	PM Template
<b>Hillandale Recreational Center</b>							
Hillandale Recreation Building-D2010	Drinking Fountain/Cooler	Elkay	Unknown	Unknown	Interior Areas	1/1/1984	D2015 800 1950
Hillandale Recreation Building-D2020	Domestic Water Heater	A.O. Smith	ELJ6910	MF84-46677-910	Mechanical Room	1/1/1984	None
Hillandale Recreation Building-D3020	Furnace	Trane	TUX100C948D3	5153HN77G	Mechanical Room	1/1/2000	D3055 122 1950
Hillandale Recreation Building-D3030	Condensing Unit	Bryant	598BN048-A	2105E16328	Exterior	1/1/2005	D3035 220 1950
Hillandale Recreation Building-D3040	Fan	Unknown	Unknown	Unknown	Men's Restroom	1/1/1998	D3045 210 1950
Hillandale Recreation Building-D3040	Fan	Unknown	Unknown	Unknown	Women's Restroom	1/1/1998	D3045 210 1950
Hillandale Recreation Building-D3040	Fan	Unknown	Unknown	Unknown	ADA Restroom	1/1/1998	D3045 210 1950
Hillandale Recreation Building-D4010	Sprinklers	Unknown	Unknown	Unknown	Interior Areas	1/1/1994	D4015 150 1950
Hillandale Recreation Building-D5010	Panelboard	Cutler Hammer	Unknown	Unknown	Mechanical Room	1/1/1989	D5015 260 1950
Hillandale Recreation Building-D5030	Detection and Alarm Fire Alarm	Fire Burglary Instruments, Inc.	XL-31	Unknown	Interior Areas	1/1/1994	D5035 810 1950
Hillandale Recreation Building-G3020	Septic Tank	Unknown	Unknown	Unknown	Exterior	1/1/1951	None
<b>Hillandale Adult Education Center</b>							
Hillandale Adult Education Center-D2020	Domestic Water Heater	Ruud	PEP6-1	R1193306790	Kitchen	1/1/1993	None
Hillandale Adult Education Center-D2030	Sanitary Pump	Teel	Unknown	Unknown	Restroom	1/1/1994	D2095 905 1950
Hillandale Adult Education Center-D3020	Furnace	Trane	TUY080R9V3W5	5161UXA7G	Mechanical Room	1/1/2000	D3055 122 1950
Hillandale Adult Education Center-D3030	Condensing Unit	Bryant	598BN036-A	1205E08464	Exterior	1/1/2005	D3035 220 1950
Hillandale Adult Education Center-D3040	Fan	Unknown	Unknown	Unknown	Restroom	1/1/1994	D3045 210 1950
Hillandale Adult Education Center-D5010	Panelboard	Square D	Unknown	Unknown	Mechanical Room	1/1/1994	D5015 260 1950
Hillandale Adult Education Center-D5030	Detection and Alarm Fire Alarm	Fire Burglary Instruments, Inc.	XL-31	Unknown	Interior Areas	1/1/2005	D5035 810 1950

D54 HILLANDALE LOCAL PARK  
SERIALIZED INVENTORY

**BUDGET PROPOSAL ONLY****W. F. WILSON & SONS, INC.**

7521 CEMETERY LANE  
ELKRIDGE, MARYLAND 21075  
OFFICE: 443-755-8720  
FAX : 443-755-8724



DATE: DECEMBER 27, 2007  
QUOTE TO: MNCPPC  
ATTN: DOUG BURTON

PROJECT: HILLANDALE PARK SEWER

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	OPTION 1				
	CROSS NEW HAMPSHIRE AVE.				
	MOBILIZE	1.00	LS	4,375.000	4,375.00
	GRINDER PUMP STATION	1.00	LS	31,643.000	31,643.00
	PRESSURE SEWER FORCE MAIN	480.00	LF	44.250	21,240.00
	8" GRAVITY SEWER(120') 36" BORE & JACK(90') NEW HAMP. AVE.	1.00	LS	157,588.000	157,588.00
	TRANSITION MANHOLE	1.00	LS	4,336.000	4,336.00
	CONNECT TO EX SEWER	1.00	LS	2,952.000	2,952.00
SUB TOT OPT 1	OPTION 1 SUB TOTAL			222,134.000	
	OPTION 2				
	GRAVITY SEWER THROUGH WOODS				
	MOBILIZE	1.00	LS	4,375.000	4,375.00
	8" PVC GRAVITY SEWER	850.00	LF	95.000	80,750.00
	SEWER MANHOLE	3.00	EA	4,392.000	13,176.00
	CONNECT TO EX SEWER	1.00	LS	2,952.000	2,952.00
	RIP RAP	1.00	LS	2,137.000	2,137.00
	CLEAR WOODS	1.00	LS	20,000.000	20,000.00
OPT 2 SUB TOT	OPTION 2 SUB TOTAL			123,390.000	

**NOTES:**

THIS IS A BUDGET PRICE ONLY.

WVSC WILL REQUIRE THAT THE SEWER CROSSING NEW HAMPSHIRE AVE BE IN A 36" STEEL CASING.

THIS AREA IS KNOWN TO HAVE SOME ROCK PRESENT. ROCK REMOVAL/BLASTING IS NOT INCLUDED IN EITHER OPTION.

NOTE: The prices quoted are based upon the price of material as quoted to us at the time of preparing our proposal. We have been advised by suppliers that unit prices may change without notification. The price of iron, steel scrap, fuel and PVC are particularly volatile. We have already been advised by our Ductile Iron Pipe supplier to expect a substantial price increase this

Spring. We will do our best to hold the price as quoted but cannot hold the price longer than the suppliers hold the price of material as quoted to us. ALL QUOTES ARE SUBJECT TO REVIEW NOT LATER THAN 90 DAYS AFTER THE ABOVE DATE.

Our proposal is conditioned upon the developer having the appropriate financing in place and also upon the developer submitting the appropriate bonds to the agency having jurisdiction for approval and acceptance. Copies of bonds and/or financial documents are to be furnished to us.

Excluded from our quoted are the following items which, if necessary, will be furnished as shown:

Milling and Overlaying	Cost + 15%
Rock Blasting and Excavation - Unimproved Areas	\$ 150.00 c.y.
- Improved Areas	\$ 350.00 c.y.
Excavate pre-shot rock	\$ 12.00 c.y.
Excavated & Gravel Refill Below Sub grade	\$ 60.00 c.y.
Select Backfill - On Site	\$ 9.00 c.y.
- Off Site	\$ 27.00 c.y.
Stake Out / As-built	Cost + 15%
Permits	Cost + 15%
Remobilization	\$ 3,500.00 each time
Bonds	Cost + 15%
Inlet Protection	\$ 150.00/each

ANY EXTRA WORK ADDED TO THE CONTRACT WILL BE DONE AT AGREED UPON UNIT PRICES, AGREED UPON LUMP SUM PRICES OR AGREED UPON LABOR AND EQUIPMENT RATES WITH MATERIAL BILLED AT COST PLUS 18%.

Any type of testing requiring the use of a laboratory (i.e. soils, concrete) is not included.  
Work around or near contaminated materials including disposal contaminated material.  
Dewatering other than that which can be accomplished using 3" pump.

Any work around or near fibre optic cables to be negotiated if necessary.

Price submitted are based upon the excavated material being used as backfill in the condition it is excavated from the trench. Drying, wetting, or any other treatment of the soil is NOT included.

~~Payment Terms: Progress payments are due not later than 30 days after the conclusion of the pay period which shall generally be defined as ending on the 25th of each month. Progress payments will be made directly to W.F. Wilson & Sons, Inc. The owner shall retain an amount equal to 5% of each progress payment until 50% of the work covered by this proposal has been completed at which time no further retainage shall be deducted from progress payments. At the same time progress payments are made to W.F. Wilson & Son, Inc. the owner shall also deposit a sum equal to the retainage into an escrow account set up by the owner and W. F. Wilson & sons, Inc. Interest on the escrow account shall be divided evenly between the owner and W. F. Wilson & sons, Inc. at such time the escrow account is dissolved. Upon completion of the work covered by this proposal, the amount held, as retainage shall be released to W. F. WILSON & Sons, Inc.~~

Should you have any questions please call.

Very truly yours,  
W. F. Wilson & sons, Inc.

