



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Department of Parks, Montgomery County, Maryland
9500 Brunett Avenue Silver Spring, Maryland 20901

MCPB Date: 3/14/2013
Agenda Item # 2

MEMORANDUM

DATE: March 7, 2013
TO: Montgomery County Park Commission
VIA: Mary R. Bradford, Director of Parks *M*
Mike Riley, Deputy Director of Parks
John Nissel, Deputy Director of Parks
FROM: Mary Ellen Venzke, Division Chief, Management Services *Low former*
SUBJECT: FY13 Budget Adjustments

STAFF RECOMMENDATION:

Approval of the Request for FY13 Budget Adjustments.

BACKGROUND:

All budget adjustments over \$50,000 require Planning Board approval.

The Department requests approval to amend the FY13 divisional line item budgets as shown below to accommodate specific needs of the Department.

Staff will be available to provide details if needed.

Both of these transfers are included in the Park Fund Five Month Projections which will be presented to the Planning Board by the Finance Department on March 14, 2013, Agenda Item #4.

REQUEST APPROVAL:

1) Transfer \$51,300 – Southern Parks – Personnel to Other Services & Charges.

The Southern Parks is requesting to use divisional personnel savings to address necessary maintenance of the water feature at Kemp Mill Urban Park. These services require a specialized vendor to provide drain and clean the pond, and to provide and install filtration structures/water features for the pond.

2) Transfer \$81,900 - Southern Parks - Supplies & Materials to Other Services & Charges.

The Southern Parks is requesting to transfer funds budgeted in Supplies & Materials to Other Services & Charges in order to have contractors provide a variety of services including installing football goal anchors at Hillandale Local Park, extensive floor maintenance in Saddlebrook and park activity buildings, fence work in the Wheaton area, installing 6 roadway gates within Sligo Creek Parkways, and court improvements and fencing projects in Avenel Local Park.

Approved by the Planning Board: _____

Date: _____

Transfer Log #

M-NCPPC
REQUEST FOR BUDGET ADJUSTMENT
Montgomery County Department of Parks

DATE:

Cabin John Maint. Yard				BALANCE		
OCA #	OCA Title	Object Code	Amount	Before Adj	After Adj.	BY
277319	Wheaton Maint. Yard	0110	\$35,137			
277319	Wheaton Maint. Yard	0145	\$16,163			
TOTAL TO BE ADJUSTED:			\$51,300	\$0	\$0	

TRANSFER FUNDS TO:				BALANCE		
OCA #	OCA Title	Object Code	Amount	Before Adj	After Adj.	BY
277319	Wheaton Maint Yard	2405	\$ 51,300.00			
TOTAL TO BE ADJUSTED:			\$51,300	\$0	\$0	

**FINANCE: Please Return a copy of this signed request to
***Karen Warnick, Management Services, Parkside HQ,
cc: Mary Chlan, Cabin John Headquarters *****

Originator & Date: **Steve Chandlee Acting Chief 1-10-13** *smw*

Dept. Head Approval & Date: *[Signature]* 2/27/13

Budget Officer Approval & Date:

Secretary-Treasurer Approval & Date:

Planning Board Approval & Date:

REMARKS:
This transfer of funds is requested to provide cleaning services, and filtration structures at Kemp Mill Pond, utilizing Divisional personnel savings.



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

MEMO

TO: The Montgomery County Planning Board

FROM: Steve Chandler, Acting Division Chief, Southern Parks, Montgomery County Department of Parks *SMC*

VIA: Mary R. Bradford, Director, Montgomery County Department of Parks

DATE: January 10, 2013

SUBJECT: Request Approval to Transfer Funds Within the Division to Address Necessary Maintenance of Water Feature at Kemp Mill Urban Park

Staff Recommendation

Approve the Southern Region's request to transfer \$51,300 from the Personnel appropriation category to the Other Services appropriation category, in order to fund required purchases. Requested items include services by specialized vendor, such as the following, with associated estimated costs provided:

- (1) Drain and clean pond in January 2013 (this urgent work is currently in progress; reimbursement to fund normal work program needs is requested) (\$20,800)
- (8) Monthly maintenance (\$2,800)
- Supply and install floating wetland island, goose deterrent fencing, and educational signage. (\$8,400)
- Additional supplies required for maintenance, island plant replenishment, unforeseen costs, not to exceed 20% (\$8,790)

The Region requests the approval of the Planning Board to transfer Divisional funding among existing FY13 expense appropriations in order to fund increased expenses in Other Services. The amount of the requested transfer is \$51,300, and no additional funds are requested.

Thank you for your consideration of this proposal.

Transfer Log #

**M-NCPPC
REQUEST FOR BUDGET ADJUSTMENT
Montgomery County Department of Parks**

DATE:

Cabin John Maint. Yard				BALANCE		
OCA #	OCA Title	Object Code	Amount	Before Adj	After Adj.	BY
278218	MLK, Jr.	1500	\$6,000			
277319	Wheaton	1200	\$26,000			
274100	Meadowbrook	1100	\$2,700			
274100	Meadowbrook	1300	\$26,000			
274100	Meadowbrook	1500	\$3,000			
275107	Cabin John	1300	\$18,200			
TOTAL TO BE ADJUSTED:			\$81,900	\$0	\$0	

TRANSFER FUNDS TO:				BALANCE		
OCA #	OCA Title	Object Code	Amount	Before Adj	After Adj.	BY
278218	MLK, Jr.	2405	\$ 4,000.00			
278218	MLK, Jr.	2402	\$ 2,000.00			
277319	Wheaton	2405	\$ 10,000.00			
277319	Wheaton	2401	\$ 16,000.00			
274100	Meadowbrook	2405	\$ 31,700.00			
275107	Cabin John	2405	\$ 18,200.00			
TOTAL TO BE ADJUSTED:			\$81,900	\$0	\$0	

**FINANCE: Please Return a copy of this signed request to
***Karen Warnick, Management Services, Parkside HQ,
cc: Mary Chlan, Cabin John Headquarters *****

Originator & Date: **Steve Chandler Acting Chief 2/5/13** *smc*

Dept. Head Approval & Date: *[Signature]* **2/27/13**

Budget Officer Approval & Date:

Secretary-Treasurer Approval & Date:

Planning Board Approval & Date:

REMARKS:

This transfer of funds is requested for: 1) installation of football goal anchors at Hillandale Local Park, outfitting trucks with safety strobe lighting in the MLK, Jr. Maintenance Area; 2) extensive floor maintenance in the Park Activity Buildings and Saddlebrook Park Police Station, and fence work in the Wheaton Maintenance area; 3) installation of 6 new roadway gates within Sligo Creek Parkway; 4) Court improvements and fencing projects at Avenel Local Park in the Cabin John Area. Work would be accomplished via reallocation of existing funds.