



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

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

MCPB Date: 5/22/2014
Agenda Item # 13

MEMORANDUM

DATE: May 14, 2014
TO: Montgomery County Park Commission
VIA: Mary R. Bradford, Director of Parks *MR Bradford*
Mike Riley, Deputy Director of Parks *MR*
FROM: Karen Warnick, Budget Manager *KWarnick*
SUBJECT: FY14 Budget Adjustments

STAFF RECOMMENDATION:

Approval of the Request for FY14 Budget Adjustments for the Department of Parks.

BACKGROUND:

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

The budget resolution approving the Department of Parks operating budget is appropriated at the divisional level. The Planning Board has authority to transfer appropriation between the major object codes (personnel, supplies, services, capital outlay) as long the divisional appropriation is not exceeded by 10%.

The recommended transfers do not exceed 10% in any division.

The Department requests approval to adjust the FY14 divisional line item budgets as shown below to accommodate specific needs of the Department.

These transfers are included in the Park Fund Three Month Projections *MR* which will be presented to the Planning Board by the Finance Department on June 5, 2014.

REQUEST APPROVAL:

This request is for the Board's approval to transfer funds from the Personnel Services to Other Services & Charges (Services), Supplies & Materials (Supplies), and Capital Outlay to fund technology systems and upgrades, and maintenance equipment.

For FY14, the Department of Parks is projecting savings in Personnel Services of \$1.4 million. These savings were achieved from prepaying group long-term disability with FY13 funds (\$177,100), unemployment payments less than budgeted (\$24,000), as well as savings from vacancies. The majority of the savings from vacancies is in Park Police due to filling higher level positions through promotional opportunities thereby maintaining a vacancy even though positions are being filled. Generally, we have filled many of our vacancies during the later half of this year to bring our vacancy rate closer to our normal lapse. These projected personnel savings are offset by not realizing chargebacks of \$360,800 in the Park Fund due to vacancies in key positions that were budgeted to charge their time to the capital improvements program.

The budget transfer request of \$658,900 will be applied to technology maintenance and upgrades (\$288,000), Park Police vehicles and maintenance equipment (\$360,700), and administrative support (\$10,200).

Technology Maintenance and Upgrades (\$130,000 Capital Outlay + \$96,600 Supplies + \$61,400 Services & Charges = \$288,000 total)

The Department of Parks has several technology maintenance and upgrades needs including: 1) desktop virtualization, a shared effort with the Planning Department, 2) replacing the outdated radio repeater and 81 radios at Brookside Gardens, 3) accelerating the installation of digital display monitors to the remaining 7 maintenance yards and Parkside Headquarters, and 4) prepaying a telecommunications support maintenance agreement.

Park Police Vehicles and Maintenance Equipment (\$259,900 Capital Outlay + \$100,800 Supplies = \$360,700 total)

For capital equipment, Parks spent \$1 million on capital equipment in FY09 and then funding for Capital Outlay was eliminated in FY10, FY11, FY12, and FY13. Some capital equipment funding was restored for Northern and Southern Parks divisions starting in FY14. Park Police vehicles have only been replaced through the Internal Service Fund. Currently there are 54 police vehicles that have exceeded their useful life or 10 years or 100,000 miles.

Also, the Department currently contracts out the manufacturing of the brown and white Park signs. The Department proposes to purchase a sign cutter to bring this function in house to save money in the future.

Administrative Support Needs (\$10,200 Services)

The Park Development Division has been using a temp agency to provide administrative support this year while determining how to best meet the division's administrative needs. Parks is requesting to transfer personnel funds to service and charges to fund this service.

The Planning Board's approval of this transfer is requested.

Approved by the Planning Board: _____

Date: _____