



# THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

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

MCPB Date: 5/26/17  
Agenda Item # 8

## MEMORANDUM

**DATE:** May 19, 2016

**TO:** Montgomery County Planning Board

**VIA:** Michael F. Riley, Director of Parks *MR*  
Mitra Pedoeem, Acting Deputy Director of Administration *Mitra Pedoeem*  
Shuchi Vera, Chief, Management Services Division *S.V.*

**FROM:** Nancy Steen, Budget Manager *Nancy C. Steen*

**SUBJECT:** FY16 Budget Adjustment

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### STAFF RECOMMENDATION:

Approval of the Request for an FY16 Budget Adjustment 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 FY16 divisional line item budgets, as shown below, to accommodate specific needs of the Department.

At the May 19, 2016 Planning Board meeting, the Finance Department presented the Three Month Projections which indicated that the Department of Parks will have an estimated personnel savings in FY16 of \$1,213,400 mostly due to attrition caused by promotions and retirements.

### REQUEST APPROVAL:

This request is for the Board's approval to transfer funds totaling \$624,600 from Personnel Services to Other Services and Charges and Capital Outlay to fund the following operational needs.

### Other Services and Charges – total of \$125,000

Funding of \$125,000 is needed for the demolition of the dairy barn on the W. Day farm property, a historic site. This dairy barn is in poor condition and continues to deteriorate. Our Department maintains an occupied residential rental home on this same site contributing to the concern that curious onlookers will attempt to climb around inside the barn. Since there is no way to close off the open areas of the barn, the poor condition of the barn poses a safety risk.

**Capital Outlay – total of \$499,600**

The Department of Parks' FY16 budget request included increases for both the Capital Equipment Internal Service Fund as well as for Capital Outlay within the Park Fund. Funding for these requests was not included in the final FY16 approved budget. The Department of Parks has over 400 pieces of large equipment that have exceeded their useful life either in age or mileage. This aging equipment has increased down time and repairs. This budget transfer request will be used to help mitigate a small portion of this ongoing need for equipment replacement by purchasing an excavator, mower, utility vehicles, a manure spreader, and other needed equipment. Additional purchases to be made using this funding include technology upgrades in conference rooms, automated pedestrian and bicyclist counters for trails, document and map scanners to digitize records and reduce space for paper files, and a mobile rock climbing wall that will be used for activating urban parks events.

After making the above referenced purchases, the Department of Parks is still projecting to meet or exceed the FY16 targeted savings plan of \$1,339,329. Therefore, the Department is requesting Planning Board's approval of this funding transfer request.

Approved by the Planning Board: \_\_\_\_\_

Date: \_\_\_\_\_