



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

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

MCPB Date: 3/23/17
Agenda Item # 3

MEMORANDUM

DATE: March 16, 2017

TO: Montgomery County Planning Board

VIA: Michael F. Riley, Director of Parks *MR*
Mitra Pedoeem, Deputy Director of Administration *Mitra Pedoeem*
John Nissel, Deputy Director of Operations *JN*
Shuchi Vera, Chief, Management Services Division *SV*

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

SUBJECT: FY17 Budget Adjustment

STAFF RECOMMENDATION:

Approval of the Request for an FY17 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 appropriations between the major object codes (personnel, supplies, services, capital outlay) as long as the divisional appropriation is not exceeded by ten percent.

The recommended transfers do not exceed ten percent in any division.

The department requests approval to adjust the FY17 divisional line item budgets, as shown below, to accommodate specific needs of the Department.

REQUEST APPROVAL:

At the March 16, 2017 Planning Board meeting, the Finance Department presented the Five Month Projections which indicated that the Department of Parks will have estimated personnel savings of \$1,074,106 mainly due to attrition caused by promotions and retirements.

This request is for the Board's approval to transfer funds totaling \$1,000,000 from Personnel Services to Supplies and Materials, Other Services and Charges and Capital Outlay to fund operational needs. In addition, we are requesting to transfer \$65,000, budgeted for transaction fees, from Support Services to the divisions where the expense occurred. The total amount of the transfer request is \$1,065,000.

Other Services and Charges – total of \$65,000

Transfer funds totaling \$61,000 from Support Services to Public Affairs and Community Partnerships and \$4,000 from Support Services to Horticulture, Forestry & Environmental Education for transaction fees associated with ActiveMONTGOMERY. This cost was funded in FY17 in Support Services. After the proposed budget was

prepared last year, the decision was made to post costs for these transaction fees to the same accounting unit as the revenue. This request moves the budget to where the cost is now posting.

Supplies and Materials – total of \$206,700

This funding will be used to purchase furniture for the Park Police Special Operations Hangar offices, acquire additional interactive displays to expand the number available for use in various facility conference rooms, purchase furniture and supplies not covered by the CIP funding for the Facilities Management and Northern Parks divisional staff moving from the Shady Grove Maintenance Facility to Green Farm, and purchase construction supplies needed for renovation projects and hazardous material abatement.

Other Services and Charges – total of \$489,000

Funding of \$231,000 will be used for additional tree services needed to continue work related to damages from the Emerald Ash Borer. The funding budgeted for this fiscal year has already been fully utilized, but additional services are required to ensure the safety of our patrons and property.

Funding of \$70,000 will be used to demolish a property located within Ellsworth Urban Park. This rental building is being vacated shortly by the current tenant. The building is in disrepair, and the recommendation has been made to demolish the building and use the parkland for other purposes rather than to invest in costly renovations and repairs.

Additional funding of \$35,000 will be allocated for the rehabilitation of the historic Kensington Cabin. The construction work is being primarily funded through the CIP and a donation secured through the Montgomery Parks Foundation. However, additional minor costs needed to complete this project will be incurred in the operating budget.

Funding of \$153,000 will be utilized to fund other Department projects including replacing worn security fencing at Meadowbrook Maintenance Facility, upgrading and replacing lighting at Meadowbrook Maintenance Facility, adding or replacing aged gates used for weather and special event closures at various locations, contractual services for scanning files and documents to digital media, increasing the number of licenses for virtual desktops, contractual services for stormwater management support, and for additional custodial services for the Green Farm Facility.

Capital Outlay – total of \$304,300

Although the Department of Parks' FY17 budget included funding for the Capital Equipment Internal Service Fund, that funding level is not sufficient to meet our needs. Many of our vehicles and large equipment have exceeded their useful life either in age or mileage. This aging equipment has increased down time and repairs. Funds from this budget transfer request will be used to help mitigate a small portion of this ongoing need for equipment replacement and for new equipment by purchasing a skid loader, utility vehicles, trucks, a portable sawmill, and other needed equipment.

The planning board's approval of this transfer is requested.

Approved by the Planning Board: _____

Date: _____