



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

MCPB Date: 10/18/2018
Agenda Item #2

MEMORANDUM

DATE: October 12, 2018

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
Shuchi Vera, Chief, Management Services Division *SV*

FROM: Nancy Steen, Budget Manager, Management Services Division *NS*

SUBJECT: Department of Parks FY20 Proposed Operating Budget for the Park Fund

Staff Recommendation

Approval to prepare the FY20 Park Fund operating budget at the Base Budget plus Program Enhancements level.

Background

At its September 13 meeting, the Planning Board received a presentation from the Central Administrative Services (CAS) staff on the FY20 budget process including key trends and the budget outlook, strategy, and timeline.

CAS reported that the assessable base for Montgomery County continued to grow by 22% from FY13-FY19 gradually continuing to reverse the declining trends that were encountered in FY11-FY13. The Montgomery County Office of Management and Budget (OMB) estimates that the assessable base will grow by 4.3% in FY20. While this growth will provide an increase in property tax revenue for the Park Fund, the increase will be insufficient to meet our projected needs without an increase in the Park tax rate. However, the County Council can approve any expenditure level for the Park Fund that it desires, and then have the Park Fund tax rate set accordingly without requiring an increase in the overall property tax rate.

The Planning Board then provided general guidance for developing the FY20 Budget with the recognition that the Department of Parks has mandated requirements and other essential needs to operate our park system. The Board asked that we request what is needed to provide the services that the Planning Board and the County Council have requested of us, being cognizant of the County's fiscal challenges and the likely impact that these challenges will have on our eventual budget. The Planning Board also emphasized that any requests for program enhancements and/or critical needs be well described and justified.

Known Increases

At the September 13 meeting, CAS provided preliminary estimates for increases associated with the Park Fund for salaries, benefits, retirement, Other Post-Employment Benefits (OPEB), and debt service on general obligation bonds. Since that time, we have continued to review and to refine these estimates. The FY20 projected increase for compensation (excluding positions transferring from other funds and the markers for merit/COLA and reclassification) is \$1,699,591 a 1.7% change. Our debt service increase on general obligation bonds for CIP projects is currently estimated at \$663,125.

The Department of Parks also has known inflationary, contractual, and mandated increases as well as increases for operating budget impacts (OBI) for CIP projects and developer-built parks. Excluding the Wheaton Headquarters OBI, these increases total \$2,268,675 (2.3% over the FY19 adopted budget). Additional information on these increases is provided later in this memo. Of that total, \$77,564 is related to the Water Quality Protection Fund (WQPF), and if approved, will be offset by increased revenue from that Fund. In addition, the OBI for the Wheaton HQ adds \$824,500 to the cost.

The overall increase in major known commitments totals \$5,455,891 which is a 5.6% increase over the FY19 adopted budget.

Budget Preparation

To prepare for the October 18 Planning Board meeting, Parks staff worked diligently over the past three months identifying deficiencies in our work program as well as looking at emerging trends to determine the needs of the future. Numerous requests were received from the divisions, and program enhancement requests were reviewed collaboratively in a meeting where Division Chiefs had an opportunity to present their requests and then a collective vote was taken to help prioritize the requests. The final prioritized requests were then further reviewed by the Director and Deputy Directors and narrowed down to the most important ones that addressed the top priorities of the Department. The funding required for these program enhancement requests totals \$820,460 and includes three positions.

Budget Summary

After the review of our Major Known Commitments as well as the Program Enhancements that we are proposing, the total increase for our Department for FY20 is **\$6,640,577, a 6.8%** increase over the FY19 budget. This total includes Major Known Commitments of \$446,106 and program enhancements of \$364,226 for the Office of the Chief Information Officer and the Commission-Wide IT fund. Excluded from this total is the salary marker for the merit/COLA and the reclassifications.

**MONTGOMERY COUNTY DEPARTMENT OF PARKS
FY20 OPERATING BUDGET REQUEST**

		% Change	# of Positions
FY19 Adopted Budget	\$ 97,649,840		
 FY20 BASE BUDGET INCREASES			
Salary/Benefit/Pension increases (excluding salary markers) *	1,699,591	1.7%	
OBI (excluding Wheaton HQ)	465,049	0.5%	3.0
Position Transfers from the Administration and Enterprise Funds	139,872	0.1%	3.0
Contractual Increases	158,085	0.2%	
Utilities/Telecommunications	15,434	0.0%	
Inflationary Increases for Supplies and Materials, Services and Capital Outlay	300,900	0.3%	
Debt Service for Internal Service Fund Capital Equipment	654,000	0.7%	
Removal of one-time funding from FY19	(56,000)	-0.1%	
CAS Charges (Risk Mgmt/CIO/CWIT/Chargebacks, etc.)	561,071	0.6%	
Chargebacks (CIP/Ent/SRA)	(47,300)	0.0%	
Transfer to Debt Service	663,125	0.7%	
Water Quality Fund	77,564	0.1%	1.0
Subtotal Increase - Base Budget Request	\$ 4,631,391	4.7%	7.0
Wheaton Headquarters (OBI)	\$ 824,500	0.8%	2.0
 PROPOSED CHANGES - PROGRAM ENHANCEMENTS			
Improving Quality and Playability of Ballfields	301,968	0.3%	2.0
Maintaining and Improving What We Have	518,492	0.5%	2.0
CIO Office/CWIT Chargebacks	364,226	0.4%	
Subtotal Proposed Changes (excl WQPF and Cable Fund)	\$ 1,184,686	1.2%	4.0
Total Increase FY20 Proposed Budget Request	\$ 6,640,577	6.8%	13.0
Non-Departmental - Salary and Reclassification Marker	1,435,509	1.5%	
Total FY20 Proposed Budget Request	\$ 105,725,926		

* Total excludes OPEB

KNOWN OPERATING COMMITMENTS

The preliminary known increases in the Park Fund for salaries, benefits, retirement, Other Post-Employment Benefits (OPEB), and debt service on general obligation bonds were reviewed by CAS at the September 13 meeting, and our revised updates are included in the summary above.

Information regarding the known operating commitments for OBI, mandated, contractual, and inflationary increases for Park operations is provided below.

The chart below outlines the increases for known operating commitments with detailed information about each line item provided in the following narrative.

FY20 Park Fund Base Budget Known Operating Commitments	Personnel	Positions/Workyears	Funding *	% Increase from FY19 Adopted Operating Budget
Operating Budget Impact (OBI) (Excluding Wheaton HQ)		3 Positions 4.9 wkyrs	\$465,049	0.5%
Contractual Increases	N/A	N/A	\$158,085	0.2%
Utilities/Telecommunications	N/A	N/A	\$15,434	0.0%
Inflationary Increases for Supplies and Materials, Services and Capital Outlay	N/A	N/A	\$300,900	0.3%
Debt Service for Internal Service Fund Capital Equipment	N/A	N/A	\$654,000	0.7%
Removal of one-time funding from FY19	N/A	N/A	(\$56,000)	-0.1%
CAS Charges (Risk Mgmt/CIO/CWIT/Chargebacks, etc.)	N/A	N/A	\$561,071	0.6%
Chargebacks (CIP/Ent/SRA)	N/A	N/A	(\$47,300)	0.0%
Water Quality Protection Fund (reimbursed by County)	Career/Seasonal	1 position 1.3 wkyrs	\$77,564	0.1%
Position Changes (Fund Transfers)	Career/Seasonal	3 Positions 3.8 Workyear	\$139,872	0.5%
	SUB-TOTAL	7.0 Positions 10.0 Wkyrs	\$2,268,675	2.3%
Operating Budget Impact (OBI) - Wheaton HQ	Career	2 Positions 2.0 wkyrs	\$824,500	4.7%
	TOTAL	9.0 Positions 12.0 Wkyrs	\$3,093,175	3.2%

Operating Budget Impacts (OBI)

Operating Budget Impacts (OBI) are the costs associated with the operating, maintaining and policing of new and expanded parks. If we do not get additional resources each year to care for new facilities, it equates to an incremental reduction in service level as existing resources must be spread across a larger work program. Much of the land is acquired and developed through the CIP, while some is obtained through partnerships and developer dedicated parks and amenities. New and expanded park facilities require additional operating, maintenance, and safety resources.

The staffing and non-personnel impacts of the projects expected to be completed in or before FY20 total \$1,305,239. This total includes \$824,500 for the funding request for the new Wheaton Headquarters (HQ). The Wheaton HQ will consolidate the Montgomery Parks and Planning Departments from three office facilities into one new joint headquarters, as well as house several County departments and agencies. The Wheaton HQ, designed as a Class A, LEED-Platinum facility, will be located at a prime Metro-accessible site to help spur additional investment in the Wheaton Central Business District. This 14-floor, 308,000 square foot building, which will be owned by the M-NCPPC, will accommodate nearly 1,000 staff, including approximately 360 M-NCPPC staff. All staff moving into this building will be relocated from existing government-owned or leased property. As the owner of the building, the M-NCPPC will need to include funding for the maintenance and operation of the building in its budget. The Wheaton HQ is currently under construction and scheduled to be completed in spring 2020; therefore, OBI costs will be needed for the building beginning with the FY20 budget.

The OBI request for the Wheaton HQ was discussed with the Planning Board at the October 11th meeting. The full OBI amount for Parks and Planning is \$1,649,000, the majority of which are one-time costs related to building completion and occupation that will occur only in FY20. This amount will be split between the two departments with each proposing \$824,500 for FY20. Staff is conducting further research into the one-time Auditorium A/V costs included in this OBI amount and will bring this information and any adjustments, if warranted, to the Planning Board either at the October 18th meeting or at a future meeting.

Additional OBI for CIP projects totals \$465,049. Of this amount, \$110,000 is for a one-time expense for Capital Outlay for FY20. This OBI funding amount is ostensibly approved when the capital budget is approved. Also, this funding request includes \$15,690 for OBI that falls under the Water Quality Protection Fund, and if approved, will be offset by revenue.

The chart below details the resources associated with new or expanded park infrastructure.

Project Name	FY20 OBI Expenditures	FY20 Career Workyears	FY20 Seasonal Workyears
CIP PROJECTS			
Capital Crescent Trail at River Road	\$4,872		0.2
Josiah Henson Historic Park	\$173,112	2.0	0.7
North Four Corners Local Park - Ballfield Irrigation	\$63,215	0.3	
Pinecrest Local Park - Ballfield Irrigation	\$31,140	0.3	
Wheaton Library + Community Recreation Center	\$68,347		0.5
Wheaton Regional Park - Ballfield Irrigation	\$124,363	0.4	0.2
SUB-TOTAL	\$465,049	3.0	1.6
CIP - WQPF PROJECT			
Good Hope Local Park - Bio-Retention Area	\$15,690		0.3
WHEATON HEADQUARTERS			
Wheaton HQ	\$824,500	2.0	
TOTAL	\$1,305,239	5.0	1.9

A description of each OBI project is included in Appendix A.

Contractual Obligations for CPI Increases - \$158,085

The Department has a variety of contracts with known escalation clauses built in such as maintenance services, tree removal services, custodial services, office services, software maintenance/licensing fees, insurance premiums, and an energy consultant.

Utilities/Telephone – \$15,434

The FY20 budget for utilities/telephone is increasing by \$15,434. This increase is for higher costs of propane and water and sewer cost attributable to increased rates and fees.

Inflationary Increases for Supplies and Materials, Services and Capital Outlay - \$300,900

The Department of Parks is requesting to increase the supplies and materials, non-contractual services and capital outlay by \$300,900 or 0.3% over the FY19 Adopted Budget to keep up with inflation and

increased costs for vehicle parts, maintenance equipment and supplies, uniforms, office equipment and supplies, horticultural supplies, and other miscellaneous supply items.

Debt Service for Internal Service Fund (ISF) Capital Equipment - \$654,000

The Department of Parks purchases equipment through the internal service fund (ISF) which finances equipment costing more than \$10,000 that has a life expectancy of greater than six years (the length of the financing term). The Department's ISF funding covers large pieces of equipment including work trucks, construction equipment, large mowers, and computer and information technology system upgrades. The Planning Board approves these purchases by approving the debt service payment each fiscal year. Even though we have increased this funding in recent years, the Department is not keeping pace with inflation and with its needs.

In FY19, the Department requested a funding level of \$2.4M which was subsequently reduced to \$1.8M in the final approved budget. For FY20, the Department of Parks is once again requesting to increase the funding level to \$2.4M to continue replacement of older fleet as well as items associated with Program Enhancements and information technology. The total debt service amount for FY20 of \$654,000 incorporates the proposed \$2.4M increase to our approved spending level. This ISF funding will provide for the following items:

- \$90,000 for an upgrade to the ProjectDox software. The total cost of \$450,000 is being split based on usage with \$360,000 being paid by the Planning Department and \$90,000 being paid by the Parks Department. ProjectDox is the regulatory system software that manages the workflow tasks that aid in the park design and park construction permit processes. The software allows for electronic submittal, review, and correction of required plans and documents by staff and applicants.

The Parks Department was informed by the vendor that our current ProjectDox software, as well as workflows developed using this system, will no longer be supported after December 31, 2019. The new workflow has improved features that allow Administrators to control steps that we currently do not have. Currently, when a case becomes corrupted, Administrators must completely start the process over which can cause hours of rework and lost productivity. ProjectFlow offers greatly improved usability, management, and self-service capabilities. By upgrading to ProjectDox 8.6 and converting our workflows to ProjectFlow, we will be able to take advantage of our latest, Best-in-Class workflows for Park Design and Construction Permit – including the new Quick Review ad-hoc workflow.

- \$35,000 for a vehicle for the Lead Mechanic position included in the Program Enhancements.
- \$239,000 for vehicles and equipment for the Ballfield Consistency Initiative request included in the Program Enhancements.
- \$2,036,000 for replacement of older vehicles and equipment that have exceeded their useful life cycle.

The other way that the Department purchases equipment is through capital outlay funds which are used for equipment that costs more than \$10,000 and has a life expectancy of fewer than six years. This equipment is purchased through the operating fund. Each year, some one-time capital outlay funding is

approved for OBI or mandates such as NPDES, but this does not address the equipment deficiencies facing the Parks. The capital outlay funding request for FY20 is increasing from \$505,550 to \$569,268.

Position Changes and Position Transfers Between Divisions - \$139,872

The Department is requesting to convert two part-time (PT) career positions to full-time (FT) career positions at no additional cost.

The first request is for a Park Naturalist II position for Locust Grove Nature Center in the Horticulture, Forestry and Environmental Education Division. This position is already budgeted in FY19 at 35 hours per week, so the increase to FT will only add an incremental cost of \$9,801. That cost will be offset by an increase in revenue, thereby resulting in a net zero impact to the operating budget. These additional hours are needed to maintain and operate the facility, support existing program offerings, and assist the manager with the coordination of volunteer and Seasonal staff. A recent assessment done on the nature centers by the Association of Nature Center Administrators (ANCA) observed that our staff and facilities are at capacity and that the current workload of our staff is not sustainable.

The second request is for a Visual and Media Imaging Specialist in the Public Affairs and Community Partnership Division. This position is responsible for capturing, editing and cataloging both photography and video designed to promote participation and visibility of Montgomery Parks programs, facilities, campaigns, and brand. Due to its part-time status, this key position is limited when taking on Park-wide marketing campaigns, video and photo shoots, and properly representing Parks at events. To compensate, the PACP office outsources photography and video vendors to assist with meeting the demands of the entire department. Based on demand, the budgeted hours for this position have gradually increased over the past couple of years, and the position is already budgeted in FY19 at 38 hours per week. The increase to FT will only add an incremental cost of \$2,549. That cost will be offset by savings in Other Services and Charges, thereby resulting in a net zero impact to the operating budget.

Due to reorganizations, the proposed budget also includes several position transfers among divisions and funds.

- Transferring the Program Access team from the Enterprise Division to the Management Services Division. This move includes transferring two FT positions and seasonal cost from the Enterprise Fund to the Park Fund. This move better positions the Program Access team to provide accessible and inclusive services for our park patrons who engage in various programs offered by multiple divisions. This transfer has minimal cost impact since funding for this staff was previously included in a chargeback between the Park Fund and the Enterprise Fund which has now been reduced to reflect this change.
- Transferring the Athletic Field Program Manager and the Park Manager III from the Director's Office to consolidate staffing for the Athletic Field Team into the Southern Parks Division.
- Transferring the Activating Urban Parks unit and associated cost (including four FT positions plus seasonal workyears) from the Horticulture, Forestry and Environmental Education Division to the Public Affairs and Community Partnership Division. This move combines resources and responsibilities for Extraordinary Events and Special Activities, like the Pop-Up Program, within one division in the Parks Department.

- Transferring the Partnerships position, workyear, and salary from the Public Affairs and Community Partnership Division to the Park Development Division (PDD). Since partnership opportunities are often linked to development or acquisition agreements, moving this function provides a better alignment of duties.
- Transferring of the MRO Building Maintenance Supervisor position, workyear, and salary to the Department of Parks in anticipation of the move to the new Wheaton Headquarters in FY20 when the MRO building will be vacated. The Building Maintenance Supervisor will continue to oversee maintenance operations at MRO as it winds down and to assume responsibility for the Wheaton HQ during the final phases of construction to gain a thorough understanding of the new building's systems. The responsibility for the oversight of the maintenance and operation of the new Wheaton HQ rests with the Department of Parks.

NPDES (National Pollutant Discharge Elimination System) - \$77,564

The Department of Parks received its first National Pollutant Discharge Elimination System Small Separate Storm Sewer System (NPDES MS4) permit from the Maryland Department of the Environment in the spring of 2010. The purpose of this permit, which is based in the Federal Clean Water Act, is to reduce stormwater pollution coming from impervious surfaces and thereby improve water quality. The permit requires the Department to develop Best Management Practices for each of the six Minimum Control Measures which include: Personnel Education and Outreach, Public Involvement and Participation, Illicit Discharge Detection and Elimination, Construction Site Runoff Control, Post Construction Stormwater Management, and Pollution Prevention and Good Housekeeping. Although the Department was required to obtain this permit and fulfill its requirements, no federal or state funds were available to offset this mandate.

Accordingly, in FY12 the Department was appropriated funding from the Montgomery County Water Quality Protection Fund to offset costs associated with ongoing water quality related work across the M-NCPPC's 37,000-acre park system and implementation of the Department's NPDES MS4 permit. Ongoing water quality related work includes maintenance and management of streams, lakes, non-tidal wetlands, and stormwater management facilities as well as the implementation of the Department's NPDES industrial permit for its 12 maintenance yards. As requirements have continued to increase, the amount has increased each year to its current FY19 budgeted amount of \$3,344,909.

While many improvements have been initiated under the permit, deficiencies remain in the Post Construction Stormwater Management measure. These constraints continue to pose challenges in meeting the requirements of the NPDES MS4 permit. In addition, the Department was issued a new MS4 permit which went into effect in FY19 that requires our Department to delineate impervious surfaces, drainage areas, and best management practices such as stormwater management retrofits and stream restoration projects.

These on-going requirements are the basis for the budget items listed below.

Minimum Control Measure - Post Construction Stormwater Management Best Management Practice	Lead Division	Amount	New Positions/Wkys
Stormwater Management Position - The maintenance demands continue to increase for specialized stormwater management structures, especially with new stormwater areas being added each year based on updated permit requirements. The new permit requires tracking and reporting of all inspection and maintenance activities through the Urban BMP Database. Current staffing is insufficient to complete the work related to inspections and maintenance of stormwater facilities and finding and retaining qualified seasonal staff is challenging. This maintenance requires specialized skills and knowledge and requires career staff levels of consistency and expertise. This position will focus on routine and specialized maintenance of stormwater management and bioretention areas as well as data collection related to stormwater management maintenance. <i>This new position cost will be offset by a reduction in seasonal cost.</i>	Southern Parks	\$0	1.0 FT Career Position

The increased funding request of \$77,564 for NPDES activities includes the costs for the item listed above as well as Known Commitments. Note that if this request is approved, it will be offset by increased revenue from the Water Quality Fund. A breakdown of the proposed funding is shown in the chart below.

New FY20 NPDES Funding Request	Personnel	Supplies and Materials	Other Services and Charges	Total
Stormwater Management Position - converting seasonal wkys to 1 FT career position	\$0			\$0
OBI - Good Hope Local Park (addition of approximately 2,800 square feet of new Bio-Retention facilities)	\$9,690	\$6,000		\$15,690
Stormwater Contract & Pond Maintenance (annual contract escalation)			\$2,562	\$2,562
Personnel increases (Merit/COLA) for current staff funded through NPDES	\$59,312			\$59,312
Total	\$69,002	\$6,000	\$2,562	\$77,564

PROGRAM ENHANCEMENTS FOR THE FY20 BUDGET

In addition to the known commitments, the Department of Parks is proposing an increase for Program Enhancements that will expand our current work program and help meet emerging needs. In addition, the Office of the CIO and the Commission-wide IT Program Enhancements are being proposed by CAS, and the requested amount of \$364,226 is the portion that will be charged back to the Department.

The chart below gives a snapshot of the proposed Program Enhancements followed by specific descriptions.

Summary - Program Enhancements						
Item & Description	Career Positions	Career Wkys	Term Contract Wkys	Seasonal Wkys	Funding	% Increase from FY19 Adopted Operating Budget
Improving Quality and Playability of Ballfields	2.0	2.0		1.0	\$301,968	0.3%
Maintaining and Improving What We Have	3.0	3.0	(1.0)	-	\$518,492	0.5%
Office of the Chief Information Officer and the Commission-wide IT (CWIT) Program Enhancements	-	-		-	\$364,226	0.4%
Total	5.0	5.0	(1.0)	1.0	\$1,184,686	1.2%

<u>PROGRAM ENHANCEMENT – IMPROVING QUALITY AND PLAYABILITY OF BALLFIELDS</u>	<u>2.0 Career Workyears; 1.0 Seasonal Workyear</u>	<u>\$301,968</u>
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Ballfield Consistency Initiative – additional positions for the Athletic Field Enhancement and Renovation Team - \$301,968 including 2 Full Time Career Positions

The Department maintains over 300 ballfields on parkland. In FY18, our Department added four positions to focus on providing safer, healthier turf in local park sites through site-specific and preventive maintenance and staff training. This team, under the direction of the Athletic Field Program Manager, focuses on improving the identified deficiencies within our athletic field inventory. By using specifically trained and highly-skilled staff, combined with innovative techniques, efficient maintenance and renovation equipment, athletic field maintenance is being performed to produce sustainable fields that enhance turf growth while reducing pests and diseases under today's heavy usage patterns. This budget request adds two additional positions to this ballfield team to continue to manage and improve our large inventory of ballfields. With the use of specialized equipment, this in-house work will ensure a consistent standard of work in the appropriate time frame, ultimately saving time and money and improving field playability. These positions will also assist with the planned implementation of the Athletic Field pesticide free pilot program that includes 10 multi-purpose fields in local parks that will be managed by conventional and organic methods over three years. This pilot program will help determine the best method of athletic field pest management for the future.

This funding request also includes \$28,000 for seasonal staff and \$112,500 for supplies. In addition, funding for vehicles and equipment needed for this team will be purchased through the Capital Equipment ISF.

<u>PROGRAM ENHANCEMENT – MAINTAINING AND IMPROVING WHAT WE HAVE</u>	<u>3.0 Career Positions; 3 Career Workyears; (1) Term Contract Workyears</u>	<u>\$518,492</u>
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Sustainability Program Analyst – \$0 including converting 1 Term Contract Position to 1 Full-Time Career Position

The Park and Planning Sustainability Plan promotes a sustainable community and park system by recommending ways of reducing greenhouse gas emissions, conserving and efficiently managing water and energy resources, and improving waste reduction and recycling efforts. As part of the Sustainability Office, this position’s primary responsibilities will include coordinating energy audits on major facilities, advancing the use of solar and alternative energy resources throughout the Department, providing field verification of recycling efforts, assisting the Sustainability Coordinator in staff education, and reviewing utility invoices and requesting revisions to utility bills when errors are identified. The cost for converting this term contract position to a career position nets to zero as it will be offset by a reduction in Other Services and Charges cost.

Lead Mechanic – \$84,764 including 1 Full Time Career Position

This request is to add a lead mechanic position for fleet and equipment maintenance and repair. As we develop and expand programs, our fleet inventory has continued to expand; therefore, we need to supplement our field staff to ensure vehicles and equipment are safe and are repaired in a timely manner. This position will be a mobile position assisting the regional garages with repair backlogs. This mobile position will improve response time and vehicle downtime and save time and money by reducing the number of vehicles and equipment that require transport to Green Farm for repairs.

Data Analyst for EAM – \$104,504 including 1 Full-Time Career Position

The data analyst position will play a key role in ensuring that the Department is utilizing statistically valid data in decision making throughout the organization using EAM, GIS, and other relevant information sources. The person will be responsible for: providing department-wide data analysis for high level park plans and studies using a variety of analytic methods and statistical models; succinctly summarizing key trends and results from analysis for both in house and public consumption; developing data tracking, collection and management procedures; working across the Department on high level projects, and relating to top Department priorities of Trails, Urban Parks and Athletic Fields; and recommending data driven approaches to projects and problems.

Paralegal (CAS position that will be funded via a chargeback) – \$79,224 - Term Contract Position.

Currently CAS has one attorney providing direct legal support for the Department of Parks for contract reviews. The demand is much greater than one person can handle, so a paralegal position is being requested to assist the attorney in doing legal and document reviews. Over the past year, we have seen

long delays for legal reviews because the number of legal and contract documents to be reviewed has increased. These delays affect our ability to deliver projects on time including land acquisition activities and implementation of CIP projects. Adding a position will improve the timeliness between the receipt of a bid/proposal and when the Notice to Proceed is processed.

Infrastructure Funding – \$250,000

In many cases, our Department’s aging infrastructure does not meet today's regulatory codes. Therefore, when the infrastructure fails, it often requires the replacement of major systems and upgrades to meet current regulatory codes. Our project management staff will utilize this funding request to manage and hire contractors to assist in completing the backlog of maintenance projects for our aging facilities and parks. This proactive maintenance will ultimately save money by helping to reduce costly emergency repairs and replacements due to failed plumbing and electrical systems.

<u>PROGRAM ENHANCEMENT – COMMISSION-WIDE IT</u>	<u>0.0 Career Positions; 0.0 Career Workyears</u>	<u>\$364,226</u>
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The Office of the Chief Information Officer has proposed new requests for FY20, in addition to their base budget increase requests. The CIO and Commission-Wide IT (CWIT) initiatives include:

	MC Park’s Portion	Total CIO/CW-IT Request Commission Wide
CIO	\$50,516	\$146,637
CWIT	\$313,710	\$1,125,550
Total	\$364,226	\$1,272,187

The initial budget request for the CIO/CWIT was presented to the Planning Board on 10/11. Since some of the program enhancements were not fully supported by all Departments, the Office of the CIO was asked to conduct further discussion and review with the IT Council members and to return at a future meeting with an updated budget request.

Summary

The Department of Parks is continuing to refine the FY20 Proposed Budget. Being mindful of the cost pressures facing the Park Fund from salaries, benefits, retirement, and mandated obligations, the FY20 budget request shows our commitment to continue to provide the best services possible to our customers with a 6.8% operating increase (excluding compensation markers) over the FY19 budget.

Staff is requesting approval from the Planning Board to proceed to prepare the FY20 Park Fund operating budget at the Base Budget plus Program Enhancements level.

Staff will be available at the work session to provide any additional information on the budget request.

The Department of Parks is tentatively scheduled to return to the Planning Board on November 1 should a follow-up work session be required. The Department is scheduled for a final work session on the operating budget on November 15 to seek approval of specific funding levels for the FY20 Proposed

Budgets for the Park Fund, Enterprise Fund, Property Management Fund, Special Revenue Fund, and Internal Services Equipment Fund.

APPENDIX A

FY20 Operating Budget Impact (OBI) Project Descriptions

PROJECT NAME	AMOUNT	CAREER WYS	SEASONAL WYS
Capital Crescent Trail at River Road	4,872	0.0	0.2
<p>The Capital Crescent Trail (CCT) was created in the 1990's as part of one of the most successful of the Rails-to-Trails conversion efforts. The CCT has become the most popular shared-use trail in Montgomery County with thousands of users each day. Working with the Coalition for the Capital Crescent Trail in a Public Private Partnership, a new trailhead is being constructed. The area which is just north of River Road took an abandoned side rail, removed all the impervious material, and replaced it with green space including a new sidewalk, trees, benches, kiosk, plaza with sitting walls, and a pergola.</p>			
Josiah Henson Historic Park	173,112	2.0	0.7
<p>The Josiah Henson Park is a 3.4-acre historic park property located at 11420 Old Georgetown Road in North Bethesda. This site and historic buildings are being converted to a museum and cultural park commemorating the life of the Reverend Josiah Henson (1789-1883) and the subject of slavery in Maryland. The museum involves rehabilitating the historic Riley House and building a new Visitor Center adjacent to it, connected by an interpretive path and outdoor educational stations. Henson recounted his journey from slavery to freedom in his 1849 autobiography, which helped inspire Harriet Beecher Stowe's landmark novel, Uncle Tom's Cabin. The museum and Visitor Center will feature professional exhibits, archaeological artifacts, multimedia films, and a research library on slavery. The Visitor Center also features an 80-person theater/community room, museum shop, outdoor courtyard and restrooms. The vision is that all area school children will come to the park to learn about slavery tied to various curricula. Families and tour buses also are expected. Professional museum staff are critical to getting this facility and its program operational.</p>			
North Four Corners Local Park - Ballfield Irrigation	63,215	0.3	0.0
<p>The North Four Corners Local Park is located near the commercial hub of Four Corners in Silver Spring. This park features a field used for soccer, lacrosse, and football; two playgrounds, a basketball court; tennis courts; fitness stations; and paved loop pathways throughout the park. To help maintain quality turf in this heavily used field, this project will convert the field to Bermuda grass and add automated irrigation. Bermuda grass withstands heavy use by regenerating quickly and is disease resistant. In addition, we are replacing native clay soils with sandy loam. The sandier soil resists compaction and drains more freely to reduce field closures. Irrigation is essential to facilitate aeration and other maintenance activities.</p>			

Pinecrest Local Park - Ballfield Irrigation	31,140	0.3	0.0
<p>The Pinecrest Local Park is in the Woodmoor section of Silver Spring at 301 St. Lawrence Drive. Site improvements have been completed for drainage improvements and erosion control; stormwater management; accessibility compliance for park circulation; connectivity to the surrounding neighborhood and school; and a safe, functional, barrier-free, and experientially pleasant circulation asphalt path around the field area. Some funding was added in the FY19 budget for site improvements. However, additional funding is being requested to cover further renovation for athletic field improvements to improve drainage and add irrigation and to convert the turf to Bermuda grass.</p>			
Wheaton Library + Community Recreation Center	68,347	0.0	0.5
<p>Montgomery County Government is building a new Wheaton Library and Wheaton Community Recreation Center that will be combined in a single building. This project is a colocation with Montgomery County. Parks is responsible for turf care, tree care and leaf removal for the entire property. Parks is also responsible for playground maintenance and inspection (including the fence, paving and hardscape, shade structures, and planting beds at the playground). The County is responsible for maintenance and repair/replacement of everything else, including landscape beds, stormwater management facilities, utilities, paving, curbs, lighting, fencing and walls, benches, and site furnishings. The County is also responsible for trash removal and snow removal. Both the County and Parks will share police protection.</p>			
Wheaton Regional Park - Ballfield Irrigation	124,363	0.4	0.2
<p>Wheaton Regional Park is nestled in a forested area of Wheaton and is the largest downcounty park in the County. Visitors can enjoy a variety of recreation and educational opportunities within its 536 acres. Wheaton Park's Athletic Complex includes four softball fields and two baseball fields for day and evening use. This project adds irrigation to these six ballfields. Irrigation allows a heavily played field to be aggressively overseeded and aerated, which will help promote better turf and drainage.</p>			
TOTAL OBI FOR CIP PROJECTS	465,049	3.0	1.6
Good Hope Local Park - Bio-Retention Area	15,690	0.0	0.3
<p>Montgomery County Government recently completed construction of a new neighborhood Recreation Center located within Good Hope Local Park in Silver Spring. In conjunction with that project, the existing playground is being replaced by a larger, ADA-compliant playground, the baseball field backstops and player areas are being renovated and ADA-compliant accessible routes will be provided between the new recreation center, parking lot and park amenities. Stormwater runoff from existing, untreated impervious surfaces will be treated in approximately 2,800 square feet of new Bio-Retention facilities adjacent to the tennis court.</p>			
TOTAL OBI FOR CIP PROJECTS - WQPF	15,690	0.0	0.3

Wheaton HQ	824,500	2.0	0.0
<p>The Wheaton HQ will consolidate the Montgomery Parks and Planning Departments from three office facilities into one new joint headquarters, as well as house several County departments and agencies. The Wheaton HQ, designed as a Class A, LEED-Platinum facility, will be located at a prime Metro-accessible site to help spur additional investment in the Wheaton Central Business District. This 14-floor, 308,000 square foot building, which will be owned by the M-NCPPC, will accommodate nearly 1,000 staff, including approximately 360 M-NCPPC staff. All the staff moving into this building will be relocated from existing government-owned or leased property. As the owner of the building, the M-NCPPC will need to include funding for the maintenance and operation of the building in its budget. The Wheaton HQ is currently under construction and scheduled to be completed in spring 2020; therefore, OBI costs will be needed for the building beginning with the FY20 budget.</p>			
TOTAL OBI FOR WHEATON HQ PROJECT	824,500	2.0	0.0
GRAND TOTAL	1,305,239	5.0	1.9