



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Department of Parks, Montgomery County, Maryland
9500 Brunett Avenue Silver Spring, Maryland 20901

MCPB Date: 5/23/19
Agenda Item # 3

MEMORANDUM

DATE: May 16, 2019

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 *S.V.*

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

SUBJECT: FY19 Budget Adjustment for the Department of Parks

STAFF RECOMMENDATION:

Approval of the request for an FY19 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 each 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 FY19 divisional line item budgets, as shown below, to accommodate specific needs of the Department.

REQUEST APPROVAL:

At the May 16, 2019 Planning Board meeting, the Finance Department presented the Nine Month Financial Report which indicates that the Department of Parks will have estimated Park Fund expenditure savings of \$1.66M which exceeds the County's imposed savings plan of \$1.27M. Note that this projection does not include the additional OPEB (Other Post-Employment Benefits) rebate savings of \$982K which was approved by the Commission on 5/1/19.

Since this OPEB savings can now be applied towards the savings plan, the Department of Parks is requesting to transfer personnel funds which were previously being used to meet the savings plan to non-personnel to fund unbudgeted costs for FY19 and to better position the department for the upcoming FY20 budget. In addition, the Department is requesting to reallocate funding within divisions between categories (e.g. between Supplies and Materials and Other Services and Charges) based on actual and projected spending for the remainder of this fiscal year.

DETAILS OF BUDGET ADJUSTMENTS:

The Department of Parks is seeking the Board's approval to transfer \$154,390 from the Non-Departmental budget to Personnel Services for the Park Development Division (PDD). The funding for the reclassification marker is budgeted in Non-Departmental since the impact at the divisional level is unknown at the time of the budget approval. The recent projection for the remainder of FY19 reflected an overage in personnel cost for PDD attributable to costs related to the classification and compensation study. This transfer will offset that overage and more accurately reflect the financial totals for personnel cost for this fiscal year for PDD.

The Department of Parks is also seeking the Board's approval to realign funding within divisions between Other Services and Charges and Supplies and Materials and to transfer \$1,122,802 from Personnel Services to Other Services and Charges, Supplies & Materials, and Capital Outlay to fund the following needs:

Supplies and Materials – net change of \$78,353

Transfer of \$200K for Park Police laptops – this amount was included in the March projections in Support Services. Instead, funding is requested to be transferred from personnel savings from various divisions to the Park Police budget. This change will enable our Department to instead use the funding in Support Services to defray debt service expenses for the Capital Equipment Internal Service Fund.

Transfer of \$122K for various divisions from Supplies and Materials funding to Other Services and Charges based on actual and projected spending (see further detail below).

Other Services and Charges – total of \$350,955

- Help Desk Support – in FY19, ITI received approval to replace two contracted positions with career positions. Because the career positions were not filled until mid-year, additional costs were incurred for the contracted services with comparable savings reflected in personnel services. This request is to reallocate \$102,200 from Personnel to Other Services and Charges to realign the funding based on actual costs.
- Realigning \$122K of Supplies and Materials funding and \$127K of Personnel funding for various departmental projects including mold remediation, demolitions, asphalt repairs, basketball and tennis court repairs, contracted turfgrass analysis, training and for services provided by contractors instead of seasonal staff.

Capital Outlay – total of \$847,884

Although the Department of Parks FY19 budget included funding for the Capital Equipment Internal Service Fund, that funding level is insufficient to meet our needs. 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. Purchases include:

- Security Cameras and Alarm System Upgrades - \$132K – this funding will be used for continued expansion of security cameras in various parks and facilities and for upgrades to existing alarm systems.
- Infrastructure Repair - Funding of \$100K will be used to replace the main electrical power service disconnect at Black Hill Regional Park. The current electrical power switching station is over 30 years old, obsolete and at the end of its life cycle. While we have taken steps to update and maintain the existing station, it will likely experience a catastrophic failure requiring emergency replacement in the coming years. Additionally, resetting the switching after a disconnect presents a safety issue and can only be completed by a qualified high voltage contractor. The new station will be much safer, and staff will be able to perform a reset operation remotely, saving time and expense.
- Foamstream Systems – Funding of \$114K for purchase of two foamstream units. Foamstream is an environmentally friendly herbicide-free solution which combines heat with biodegradable foam to control unwanted weeds/vegetation. The units can also be used for other tasks such as mold and graffiti removal and power washing of bridges and decks.

- Aerial Lift Bucket Truck - \$170K for replacement of a truck that has reached the end of its useful life.
- Waterless Bathroom Pilot – Funding of \$25K for the purchase of a waterless bathroom unit. Currently, the department contracts for numerous portable toilet units for parks throughout the County. Costs for these units continue to increase, and the service level has been inconsistent. This funding is to purchase and install a prefabricated building with a vault toilet at one park as a replacement for the portable toilet. This permanent waterless restroom will sit above a vault or “pit”. The vault does not require plumbing and has a significantly higher storage capacity than a regular portable toilet thereby requiring less frequent servicing from a waste removal company. This pilot project will be conducted to determine whether these units provide a better long-term solution than renting portable toilets.
- Other capital outlay – \$307K for various divisions for replacement of equipment that has reached the end of its useful life and has become costly to maintain including a tractor, mowers, trailers, utility vehicles, electric carts, mini-excavators, and mini skid steer.

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

Approved by the Planning Board: _____

Date: _____