



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

MCPB Date: 11/14/2019
Agenda Item #4

MEMORANDUM

DATE: November 7, 2019

TO: Montgomery County Planning Board

VIA: Michael F. Riley, Director of Parks *MR*
Miti Figueredo, Deputy Director of Administration
John Nissel, Deputy Director of Operations
Shuchi Vera, Chief, Management Services Division *S.V.*

FROM: Nancy Steen, Budget Manager, Management Services Division *Nancy C. Steen*

SUBJECT: Department of Parks FY21 Proposed Operating Budget

Staff Recommendation

Approve the expenditure funding levels for the Department of Parks FY21 Proposed Budgets for 1) Park Fund, 2) Enterprise Fund, 3) Property Management Fund, and the 4) Special Revenue Fund. Additionally, approve the FY21 Estimated Revenue collected by the Department excluding the property tax collected by the County.

Background

At the September 12th Planning Board meeting, the Board provided general guidance for developing the FY21 Budget with the recognition that the Department of Parks has mandated requirements and other essential needs to operate our park system. The Planning 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.

On October 23rd, the Department of Parks presented the base budget plus program enhancements level that addressed the top priorities of the department. The budget request included program enhancements totaling just under \$1.7M and 11 new positions. Adding the program enhancements to the base budget and major known commitments produced a total increase of \$6.3M (excluding the salary and reclassification marker in Non-Departmental) above the FY20 adopted budget.

At the time of the October 23rd meeting, several of the Departmental costs in the Park Fund were estimates. These numbers and other adjustments have now been updated and are included in this memo. One significant change from our October 23rd memo is the reduction of the program enhancement for the departmental share of the Commission-Wide IT Initiatives (CWIT). That total has been reduced by (\$142,000) from \$327,040 to \$185,040. Other minor changes include a small reduction in the risk management total, a correction for the chargeback amount between the Park Fund and the Special Revenue Fund, and a small increase in the program enhancement amount for the Program Access funding request. Note that the pension and OPEB numbers are still not finalized at this time.

Based on these various updates, the revised total request for the Park Fund is \$6.2M or 6.1% above the FY20 adopted budget. Adding in costs for the salary and reclassification markers and for the OPEB increase results in an overall total proposed Park Fund budget increase of 7.8%.

In addition to the tax supported Park Fund, the Department of Parks also manages the budgets for the Enterprise Fund, Property Management Fund, and the Special Revenue Fund. These fund summaries are presented in this memo.

The Department of Parks generates revenues from user fees, grants, and other sources including revenue from the County’s Water Quality Protection Fund and the County’s Cable Fund. The proposed revenue budget is also presented in this memo.

Proposed Budget Information

The Proposed Budget information is included in tables within this memo.

FUND SUMMARIES			
See detail on page 8	Park Fund Expenditure by Division (including OPEB)	Largely Tax Supported	\$115,793,393
See detail on page 12	Park Fund Revenue	Non-Tax Revenue	\$7,680,675
See detail on page 15	Enterprise Fund	Self Sufficient	\$10,609,188
See detail on page 17	Property Management Fund	Self Sufficient	\$1,586,500
See detail on page 20	Special Revenue Fund	Largely Self Sufficient	\$2,967,428

Summary

Staff is requesting the Board’s approval of the expenditure funding levels for the Department of Parks FY21 Proposed Budgets for the Park Fund, Enterprise Fund, Property Management Fund, Special Revenue Fund, as well as the Park Fund Revenue shown in this memo.

Next Steps

The next steps in the FY21 budget process are:

Full Commission approves the FY21 Proposed Budget Resolution	December 18, 2019
M-NCPPC submits Budget in Brief per statutory mandate to County Executive and County Council	January 15, 2020
County Executive makes recommendations	March 15, 2020
County Council holds Public Meetings on budget	April 2020
County Council Reviews M-NCPPC Budget	April & May 2020
Montgomery and Prince George's County Councils meet	May 2020
County Councils adopt budget	May 2020

Park Fund Expenditure Summary

Background

For the FY21 Proposed Budget, the Department of Parks has included increases in the Base Budget for known commitments including Operating Budget Impact (OBI); contractually obligated increases; new debt service for additional capital equipment; and an inflationary increase for supplies and materials.

In addition, the Department also requested several program enhancements to help meet essential needs that are not being met through the current budget.

Table #1 below lists the Department's known operating commitments excluding changes in salaries and benefits and debt service.

Table #1

FY21 Park Fund Base Budget Known Operating Commitments	Personnel	Positions/ Workyears	Funding	% Increase from FY20 Adopted Operating
Operating Budget Impact (OBI) (Excluding Wheaton HQ and WQPF)	Career/Seasonal	0.0 positions 3.3 wkyrs	\$261,962	0.3%
Operating Budget Impact (OBI) - Wheaton HQ	Career	2.0 Positions 2.0 wkyrs	\$481,404	0.5%
Contractual Increases	N/A	N/A	\$447,450	0.4%
Utilities/Telecommunications	N/A	N/A	\$42,966	0.0%
Inflationary Increases for Supplies and Materials, Services and Capital Outlay	N/A	N/A	\$259,384	0.3%
Debt Service for Internal Service Fund Capital Equipment	N/A	N/A	\$223,000	0.2%
Removal of one-time funding from FY20	N/A	N/A	(\$58,000)	-0.1%
CAS Charges (Risk Mgmt/Chargebacks, etc.)	N/A	N/A	\$681,474	0.7%
Chargebacks (CIP/Enterprise/Special Revenue Funds)	N/A	N/A	(\$1,261)	0.0%
Water Quality Protection Fund (reimbursed by County)	Career/Seasonal	3.0 positions 3.8 wkyrs	\$297,309	0.3%
	TOTAL	5.0 Positions 9.1 Wkyrs	\$2,635,688	2.6%

At the October 23rd Planning Board session, a request was made to provide the listing of projects and associated OBI cost sorted in order by cost. The re-sorted listing is included at the end of the memo in Appendix A.

The October 23rd memo to the Planning Board provided details on the known operating commitments, and as such, they are not repeated in this memo.

Table #2 below lists the Department’s summarized funding request for program enhancements.

Table #2

Summary - Program Enhancements						
Item & Description	Career Positions	Career Wkyrs	Term Contract Wkyrs	Seasonal Wkyrs	Funding	% Increase from FY20 Adopted Operating Budget
Improving Customer Service	1.0	0.6	-	-	\$55,903	0.1%
Improving Quality and Playability of Ballfields	4.0	1.5	-	-	\$240,873	0.2%
Legislative Mandates	1.0	-	1.0	-	\$247,126	0.2%
Maintaining and Improving What We Have	4.0	5.0	(1.0)	(0.4)	\$490,321	0.5%
Park Activation	-	-	-	-	\$87,500	0.1%
Social Equity	1.0	1.0	-	4.1	\$239,536	0.2%
Commission-wide IT (CWIT) Program Enhancements - Department Share	-	-	-	-	\$185,040	0.2%
Total	11.0	8.1	-	3.7	\$1,546,299	1.5%

The October 23rd memo to the Planning Board provided details on the program enhancements. Based on the feedback received at that Planning Board session, we have made some minor changes to the program enhancement descriptions to incorporate some of the detail provided by our staff during the session. This revised detail for each program enhancement request is included at the end of this memo in Appendix B.

Park Fund Expenditures Budget Summary and Summary by Division

The overall FY21 Park Fund budget request is summarized in the Table #3 below.

Table #3

DEPARTMENT of PARKS SUMMARY OF FY21 BUDGET REQUEST		
FY20 Adopted Budget (excluding OPEB)	\$102,022,446	
CHANGES TO BASE BUDGET		% Increase from FY20 Adopted Operating Budget
Salary/Benefit/Pension increases (excluding salary markers) *	1,522,775	1.5%
Known Operating Commitments (from Chart #1)	\$2,635,688	2.5%
Program Enhancements (from Chart #2)	\$1,546,299	1.5%
Debt Service on General Obligation Bonds	541,000	0.5%
Total Operating Increase FY21 Proposed Budget Request	6,245,762	6.1%
FY21 Park Fund Budget Request (includes Non-Departmental total with the compensation markers and OPEB)	8,397,432	7.8%

* This total excludes the compensation marker for merit/COLA and reclassification costs. In the divisional summary starting on page 8, the compensation markers are included in the Non-Departmental total.

There are some noteworthy changes not addressed above:

Salary Adjustment – The FY21 divisional personnel costs do not include any assumption for a salary adjustment in the personnel totals. Instead, the FY21 budget amounts for compensation adjustments are included in the Non-Departmental account.

Other Post-Employment Benefits (OPEB) – The total funding for OPEB for FY21 is \$5,597,078. This is an increase of \$223,563 over the FY20 approved budget total. In the Divisional Summary, the OPEB balance is included in the Non-Departmental funding.

Position and Workyear Adjustments – Each year, divisions make personnel moves or adjustments to address specific needs. Detail on the position adjustments and transfers impacting workyears was included in the Planning Board memo presented on October 23rd and as such, is not repeated here.

Adjustments to Address Needs – Each year, divisions move funding from Supplies & Materials (S&M) to Other Services and Charges (OS&C) and vice versa to address specific needs, or funds may be moved between divisions. This year, the following additional adjustments are requested:

- Horticulture, Forestry and Environmental Education – transferring \$5,000 from S&M to OS&C to increase funding for contractor services.
- Northern Parks – transferring \$12,200 from S&M to OS&C to increase funding for repairs and maintenance services.
- Park, Planning & Stewardship – transferring \$1,938 in OS&C funding to S&M for office and miscellaneous supplies.
- Southern Parks – transferring \$2,100 from S&M to OS&C to for repairs and maintenance services.

Table #4 on the next page shows the FY20 Adopted Budget and the FY21 Proposed Budget by division for the Park Fund. The Park Fund budget is appropriated by the County Council at the division level.

Table #4
FY21 Proposed Park Fund Expenditure Budget

Expenditure by Major Object	FY20 Adopted Budget	FY21 Proposed Budget	Increase/ (Decrease) from FY20
Director's Office			
Personnel Services	\$1,578,590	\$1,521,069	(\$57,521)
Supplies & Materials	\$2,473	\$2,522	\$49
Other Services & Charges	\$59,240	\$59,240	\$0
Capital Outlay	\$0	\$0	\$0
Chargebacks	\$0	\$0	\$0
Total	\$1,640,303	\$1,582,831	(\$57,472)
Public Affairs & Community Partnerships			
Personnel Services	\$2,720,954	\$2,840,359	\$119,405
Supplies & Materials	\$131,972	\$154,611	\$22,639
Other Services & Charges	\$575,083	\$688,858	\$113,775
Capital Outlay	\$0	\$0	\$0
Chargebacks	\$0	(\$87,000)	(\$87,000)
Total	\$3,428,009	\$3,596,828	\$168,819
Management Services			
Personnel Services	\$2,238,775	\$2,605,767	\$366,992
Supplies & Materials	\$20,737	\$24,702	\$3,965
Other Services & Charges	\$197,819	\$200,070	\$2,251
Capital Outlay	\$0	\$0	\$0
Chargebacks	\$0	\$0	\$0
Total	\$2,457,331	\$2,830,539	\$373,208
Information Technology & Innovation			
Personnel Services	\$1,462,131	\$1,467,508	\$5,377
Supplies & Materials	\$296,688	\$303,688	\$7,000
Other Services & Charges	\$965,974	\$1,014,257	\$48,283
Capital Outlay	\$0	\$0	\$0
Chargebacks	(\$63,900)	(\$65,500)	(\$1,600)
Total	\$2,660,893	\$2,719,953	\$59,060

Park Planning & Stewardship			
Personnel Services	\$5,474,726	\$6,007,267	\$532,541
Supplies & Materials	\$140,793	\$165,654	\$24,861
Other Services & Charges	\$568,736	\$774,295	\$205,559
Capital Outlay	\$0	\$0	\$0
Chargebacks	(\$338,638)	(\$270,000)	\$68,638
Total	\$5,845,617	\$6,677,216	\$831,599
Park Development			
Personnel Services	\$6,260,654	\$6,318,677	\$58,023
Supplies & Materials	\$49,338	\$20,000	(\$29,338)
Other Services & Charges	\$155,115	\$125,139	(\$29,976)
Capital Outlay	\$0	\$0	\$0
Chargebacks	(\$2,382,949)	(\$2,358,949)	\$24,000
Total	\$4,082,158	\$4,104,867	\$22,709
Park Police			
Personnel Services	\$13,530,899	\$14,028,250	\$497,351
Supplies & Materials	\$573,095	\$631,217	\$58,122
Other Services & Charges	\$386,626	\$421,756	\$35,130
Capital Outlay	\$0	\$0	\$0
Chargebacks	\$0	(\$192,000)	(\$192,000)
Total	\$14,490,620	\$14,889,223	\$398,603
Horticulture, Forestry & Environmental Education			
Personnel Services	\$8,819,200	\$9,023,436	\$204,236
Supplies & Materials	\$637,347	\$652,500	\$15,153
Other Services & Charges	\$1,028,763	\$1,060,355	\$31,592
Capital Outlay	\$0	\$0	\$0
Chargebacks	(\$124,500)	(\$124,500)	\$0
Total	\$10,360,810	\$10,611,791	\$250,981
Facilities Management			
Personnel Services	\$10,840,524	\$11,315,702	\$475,178
Supplies & Materials	\$1,983,054	\$2,029,106	\$46,052
Other Services & Charges	\$1,158,578	\$1,486,022	\$327,444
Capital Outlay	\$0	\$0	\$0
Chargebacks	(\$1,008,600)	(\$1,010,500)	(\$1,900)
Total	\$12,973,556	\$13,820,330	\$846,774

Northern Parks			
Personnel Services	\$8,979,213	\$9,299,581	\$320,368
Supplies & Materials	\$914,265	\$928,750	\$14,485
Other Services & Charges	\$516,423	\$561,123	\$44,700
Capital Outlay	\$216,459	\$220,788	\$4,329
Chargebacks	(\$34,800)	(\$34,800)	\$0
Total	\$10,591,560	\$10,975,442	\$383,882
Southern Parks			
Personnel Services	\$12,887,708	\$13,488,276	\$600,568
Supplies & Materials	\$1,632,987	\$1,819,227	\$186,240
Other Services & Charges	\$446,946	\$479,584	\$32,638
Capital Outlay	\$247,809	\$252,765	\$4,956
Chargebacks	(\$168,100)	(\$402,211)	(\$234,111)
Total	\$15,047,350	\$15,637,641	\$590,291
Support Services			
Personnel Services	\$171,900	\$289,900	\$118,000
Supplies & Materials	\$1,611,464	\$1,643,520	\$32,056
Other Services & Charges	\$8,194,223	\$9,790,610	\$1,596,387
Capital Outlay	\$0	\$0	\$0
Chargebacks	\$931,425	\$1,021,290	\$89,865
Total	\$10,909,012	\$12,745,320	\$1,836,308

Park Fund Total				
Personnel Services	\$74,965,274	\$78,205,792	\$3,240,518	4.3%
Supplies & Materials	\$7,994,213	\$8,375,497	\$381,284	4.8%
Other Services & Charges	\$14,253,526	\$16,661,309	\$2,407,783	16.9%
Capital Outlay	\$464,268	\$473,553	\$9,285	2.0%
Chargebacks	(\$3,190,062)	(\$3,524,170)	(\$334,108)	10.5%
Debt Service	\$6,624,410	\$7,165,410	\$541,000	8.2%
Grants	\$400,000	\$400,000	\$0	0.0%
Capital Projects Funds	\$350,000	\$350,000	\$0	0.0%
Total	101,861,629	108,107,391	\$6,245,762	6.1%
Non-Departmental *	5,534,332	7,686,002	\$2,151,670	38.9%
Total	107,395,961	115,793,393	\$8,397,432	7.8%

*Total includes OPEB and compensation markers.

Park Fund Revenue Summary

Park Fund Operating Revenue FY21 Proposed Budget

The FY21 Park Fund Operating Revenue is projected to be \$7,680,675. This is \$301,188 higher than the FY20 Adopted Budget mainly due to a projected increase in user fees and the Intergovernmental Revenue for the Water Quality Protection Fund.

Facilities user fees are projected to be \$12,579 higher than the FY20 Budget total primarily due to an increase in ballfield and picnic shelter fees. Miscellaneous revenue is decreasing by (\$13,700) due to reductions based on trend for Park Police for fines and for permit fees for the Park Development Division.

The Grants budget accounts for small grants that may be received throughout the year.

The Intergovernmental Transfer from the Water Quality Protection Fund began in FY12 to cover the costs of personnel, contracts, supplies, and materials in support of water quality related park programs such as storm water management and federally mandated National Pollutant Discharge Elimination System (NPDES) requirements. Incremental funding has been added each year to fund cost increases associated with these programs. The increase in FY21 is \$297,309. The October 23rd memo to the Planning Board provided details on this change, and as such, they are not repeated in this memo.

The Intergovernmental Transfer from the Cable Fund was added in FY18 to fund a pilot program to add Wi-Fi in the Parks. Phase 1 of the pilot program was successfully completed in FY18 with public Wi-Fi added at Kemp Mill Urban Park and at Western Grove Urban Park. This program continued in FY19 and was re-named as ConnectParks because it can and often does include additional capability such as security technology where it is helpful. In FY19, the Information Technology and Innovation Division with the support of the Facilities Management Division completed the design, installation, and deployment of Wi-Fi and security cameras in a portion of Wheaton Regional Park. Funding for FY20 is being used to complete the Wi-Fi installation in Wheaton Regional Park and to also add Wi-Fi at Long Branch Local Park. The FY21 proposed budget includes the base amount of \$100,000 to continue expanding free Wi-Fi public access to selected locations within the park system.

The chart on the next page shows the FY21 proposed operating revenues for the Park Fund.

Proposed Park Fund Revenue

Table #5

Category	Budget FY20	Proposed FY21	% Change
<u>REVENUES</u>			
Sales	\$0	\$5,000	-
Facilities User Fees	\$3,216,214	\$3,228,793	0.4%
Grants	\$400,000	\$400,000	0.0%
Intergovernmental Transfer (Water Quality Protection Fund)	\$3,422,473	\$3,719,782	8.7%
Intergovernmental Transfer (Cable Fund)	\$100,000	\$100,000	0.0%
Miscellaneous Revenue	\$115,800	\$102,100	-11.8%
Interest (including CIP Interest Transfer)	<u>\$125,000</u>	<u>\$125,000</u>	<u>0.0%</u>
Total Revenue	7,379,487	7,680,675	4.1%

Enterprise Fund Summary

Enterprise Fund Overall FY21 Proposed Budget

The Enterprise Fund oversees the operation of the revenue producing facilities such as ice rinks, indoor tennis centers, conference centers, and park amenities. The funds are primarily generated through user fees, rentals and other non-tax supported sources. The Enterprise Fund proposed FY21 budget reflects \$12,608,136 in revenues and \$10,609,188 in expenditures for a net profit of \$1,998,948.

The Enterprise Fund is required to be self-sustaining. This includes operating costs, capital improvements, and administrative costs. Any net income at the end of each fiscal year is used to meet the fund balance reserve amount required by policy and to make on-going investments in life cycle replacements, needed improvements for each facility, and to construct any new facilities.

The chart on page 15 shows the FY21 proposed revenues and expenditures for the Enterprise Fund.

FY21 Changes

Revenues

The FY21 Enterprise Fund proposed revenues of \$12,608,136 is \$1,011,094 more than the FY20 approved budget. Revenue is increasing at the ice rinks by \$508,750. Revenue for the FY20 budget and FY20 estimate was reduced because of partial closures at Cabin John Ice Rink needed to execute a capital project installing a new refrigeration system, dehumidification and energy recovery systems, cooling towers, new sand floors as well as rubber matting and dasher boards for the NHL Rink and Studio Rinks. The FY21 increase reflects additional revenue with the return to the regular operating schedule at Cabin John Ice Rink, plus increases from camps, rentals, and group lessons at both Cabin John Ice Rink and Wheaton Ice Arena. Tennis facilities are projecting increased revenue from camps, group lessons, and spot time bookings. Other projected revenue increases are for event center rentals, increased merchandise sales and RV bookings at the campground, increases in class registrations and merchandise sales at Brookside Gardens, and from camps and rentals at the Wheaton Sports Pavilion.

Expenditures

The FY21 Enterprise Fund proposed expenditures of \$10,609,188 is \$911,254 higher than the FY20 adopted budget. This increase is primarily due to increased compensation costs for both career and seasonal staff. In conjunction with the increased revenue, costs for instructors at the ice rinks and credit card fees for all facilities are also increasing. Chargebacks for marketing support are increasing by \$87,000 due to the addition of a chargeback from the Park Fund for the Public Affairs and Community Partnerships Division support. That chargeback cost is offset by comparable savings of \$87,000 in reduced personnel cost for marketing staff in the Enterprise Fund.

FY21 Changes

The FY21 proposed budget includes the addition of one position providing support for the Event Centers and will be based at Rockwood to implement improved services, oversee reservations, handle VRBO and Airbnb accounts, and manage seasonal staff.

Capital Improvements

Capital Improvement Projects for the Enterprise facilities are approved in the CIP budget. The funding source is the Enterprise Reserves.

The proposed capital projects for FY21 are:

- \$400,000 for improved ADA storefront access and interior building alterations for a more efficient operational flow at the Wheaton Ice Arena;
- \$1,000,000 for a water park at Little Bennett Campground as an amenity for the customers;
- \$1,000,000 for design to build an ice rink at Ridge Road; and
- \$150,000 for a feasibility study to enclose and upgrade Wheaton Sports Pavilion.

MONTGOMERY COUNTY ENTERPRISE FUND - SUMMARY
Summary of Revenues and Expenses
Proposed Budget Fiscal Year 2021

	FY20	FY20	FY21	%
	<u>Adopted</u>	<u>Estimate</u>	<u>Proposed</u>	<u>Change</u>
Operating Revenues:				
Intergovernmental -	-	-	-	-
Sales	854,350	854,900	886,500	3.8%
Charges for Services	6,470,275	6,842,500	7,015,600	8.4%
Rentals and Concessions	3,294,795	3,315,022	3,535,795	7.3%
Miscellaneous	777,622	756,652	777,241	0.0%
Interest	200,000	296,500	393,000	96.5%
Transfers In	-	-	-	-
Total Operating Revenues	11,597,042	12,065,574	12,608,136	8.7%
Operating Expenses:				
Personnel Services	6,192,434	6,241,655	6,607,602	6.7%
Goods for Resale	394,800	454,500	476,000	20.6%
Supplies and Materials	449,505	564,322	543,875	21.0%
Other Services and Charges	2,309,125	2,533,098	2,513,500	8.9%
Capital Assets	-	-	-	-
Chargebacks	352,070	352,070	468,211	33.0%
Total Operating Exp and Other Uses	9,697,934	10,145,645	10,609,188	9.4%
Gain (Loss)	1,899,108	1,919,929	1,998,948	5.3%
Transfers Out (CIP)	500,000	500,000	2,550,000	410.0%

	FY20	FY20	FY21
	<u>Adopted</u>	<u>Estimate</u>	<u>Proposed</u>
WORKYEARS			
FT Career Positions	36.0	36.0	37.0
FT Workyears	36.0	36.0	37.0
PT Career Positions	0.0	0.0	0.0
PT Workyears	0.0	0.0	0.0
Term Contract Positions	1.0	1.0	1.0
Term Contract Workyears	1.0	1.0	1.0
Seasonal Workyears	81.8	84.7	81.0
Chargebacks	1.9	1.9	2.8
Less Lapse	0.0	0.0	0.0
TOTAL POSITIONS	37.0	37.0	38.0
TOTAL WORKYEARS	120.7	123.6	121.8

Property Management Fund Summary

Property Management Fund Overall FY21 Proposed Budget

The Property Management Fund is a self-sustaining program financed by the revenue derived from the rentals of park houses and other leases.

The FY21 budget includes revenue of \$1,586,500, an 8.2% increase, and an expenditure request of \$1,586,500, or 1.5% higher than last year's budget. With the increase in requests for use of park property (rentals and leases), expenses for construction and maintenance services and supplies are also increasing due to many factors including aged infrastructure, construction and permitting.

The table on the next page shows the FY21 proposed revenues and expenditures for the Property Management Fund.

Property Management Fund Overview

The Property Management program establishes rental rates; advertises vacancies; negotiates, drafts and administers legal agreements for use of Park property; and serves as the landlord representative to the public and tenants.

The Property Management portfolio reflects increased revenue attributed to implementation of lease standards such as annual increases and common area maintenance fees. Demands for use of park property are increasing, especially in areas of parking lot use and other non-traditional uses. Contributing to the increased revenue projections are the larger rental houses recently added to the portfolio which generate higher market rental rates. Property Management also issues requests for proposals (RFP) for various vacant Park activity buildings (PAB).

The Property Management portfolio reflects an increase in revenue attributed to routine implementation of lease standards such as annual increases, application of fair market rates and recent acquisitions that are different (larger) than typical units. Property Management issued a request for proposal (RFP) for the recently rehabilitated historic Seneca Store and included the estimated rent in this budget submission. Demands for use of Park property in areas of parking lot use continue to increase; however, recent applications to site telecommunications facilities on Park property have ceased due to the pending 5G and small cell deployment.

FY21 Changes

FY21 rental income is projected to be \$104,900 higher than the FY20 budget. The Department continues to deploy lease standards and a higher percentage of tenants paying fair market rental rates for building and land rentals. The revenue is increasing due to these increased rental rates and various fluctuations

in the type and use of Park inventory. The revenue projection for the FY20 estimate as compared to the FY21 proposed budget is due to the impact of larger rental houses recently added to the portfolio. The larger units take longer and cost more to prepare for tenant occupancy causing delays in turnover.

MONTGOMERY COUNTY PROPERTY MANAGEMENT SUBFUND
Summary of Revenues, Expenditures, and Changes in Fund Balance
Proposed Budget Fiscal Year 2021

	<u>FY 20</u> <u>Adopted</u>	<u>FY 20</u> <u>Estimated</u>	<u>FY 21</u> <u>Proposed</u>	<u>%</u> <u>Change</u>
Revenues:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	-	-	-	-
Charges for Services	-	-	-	-
Rentals and Concessions	1,456,600	1,447,481	1,561,500	7.2%
Interest	10,000	10,000	25,000	150.0%
Miscellaneous	-	-	-	-
Total Revenues	<u>1,466,600</u>	<u>1,457,481</u>	<u>1,586,500</u>	<u>8.2%</u>
Expenditures by Major Object:				
Personnel Services	487,723	487,723	510,504	4.7%
Supplies and Materials	191,183	191,183	191,183	0.0%
Other Services and Charges	725,114	715,995	727,213	0.3%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	159,300	159,300	157,600	-1.1%
Total Expenditures	<u>1,563,320</u>	<u>1,554,201</u>	<u>1,586,500</u>	<u>1.5%</u>
Excess of Revenues over Expenditures	<u>(96,720)</u>	<u>(96,720)</u>	<u>-</u>	<u>-100.0%</u>

Summary of Annual Comparisons	Adopted		Estimated		Proposed	
	FY20	FY20	FY20	FY20	FY21	FY21
Positions/Workyears Full Time Career	4.00	4.00	4.00	4.00	4.00	4.00
Positions/Workyears Part-Time Career	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Positions/Workyears Total Career	4.00	4.00	4.00	4.00	4.00	4.00
Positions/Workyears Term Contract	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00
Chargebacks		1.80		1.80		1.80
Less Normal Lapse		<u>0.00</u>		<u>0.00</u>		<u>0.00</u>
Workyears Total		5.80		5.80		5.80

Special Revenue Fund Summary

Special Revenue Fund Overall FY21 Proposed Budget

The Special Revenue Fund has a beginning balance of \$960,329. The proposed FY21 budget reflects revenues of \$2,722,850 and expenditures of \$2,967,428. This level of expenditures will leave an ending balance of \$715,751.

The increased level of revenue is primarily due to intergovernmental revenue associated with the ballfield maintenance of Montgomery County Public School ballfields and increased rental revenue for the nature centers. This increase in both revenue and expense for the Montgomery County School ballfields is due to the increase in the number of school fields being maintained by our department and an increase in the contractual services cost associated with this maintenance.

The Nature Centers are projecting to use \$113k of fund balance reserves for exhibit upgrades for the various centers. This planned expenditure was included in the FY20 budget but is now being projected for the FY21 budget. The Interagency Agreement for tree mitigation is also proposing to use \$35k of fund balance as these projects often cross into the next fiscal year.

The table on page 20 shows the FY21 proposed revenues and expenditures for the Special Revenue Fund.

Special Revenue Funds - Background

Special Revenue Funds are used to account for the proceeds from specific revenue sources that are legally restricted to expenditures for specific purposes. Special Revenue funds are used when the expenditure of resources is restricted by the Commission or where there is a need to separate the accounting and budgeting for the expenditure of resources.

The Special Revenue budget is comprised of several separate funds. Special Revenue programs are shown separately if the annual appropriation is substantial. Smaller programs are combined, e.g. various interagency agreements.

Special Revenue Fund budgets are prepared as a proposal for revenues, expenditures, and associated workyears as well as fund balances. Special Revenue fund balances do not get consolidated with the tax supported funds to avoid confusing the resources of one fund type with another.

Special Revenue Funds Synopsis

The following is a synopsis of the special revenue accounts included in the FY21 proposed budget.

Park Police – Drug Enforcement Fund

This fund was established pursuant to Maryland law. The law provides the authority to seize property resulting from a drug-related crime conviction. This is an on-going activity for drug enforcement within the Montgomery County Park system.

Park Police – Federally Forfeited Property

The Federal Forfeited Property Fund was established pursuant to Federal law. This fund allows for certain drug-crime related assets to be seized and forfeited to the agency. When a forfeiture is approved by the court, the seized funds may then be used to purchase equipment and other resources to combat drug-related crimes in the park system.

Interagency Agreements

The special revenue fund for interagency agreements includes revenues from other agencies and governments for work the Commission performs on a “reimbursement for service” basis. The Commission maintains agreements with Montgomery County to assist with public school ballfield maintenance and with some Recreation Department playgrounds, and with other agencies for special policing and field maintenance requests.

Park Cultural Resources

This program provides supplemental funding for expanding and enhancing historic interpretation and archaeology educational camps and programs. Revenues are generated through seasonal employee-led archaeological programs, archaeological camps, special events at public historic sites, guided historical tours, and school programs. Expenditures are used for seasonal salaries as well as other program expenses such as supplies and materials, performers, scholars, interpretive displays, and volunteer docent materials related to historic and archaeological programs.

Special Events

This fund provides for work the Commission performs on a “reimbursement for service” basis for special events and tournaments in the parks.

Nature Programs and Facilities

This fund provides supplemental funding through budgeted proceeds for expanding and enhancing nature and environmental educational programs and projects at the nature facilities. Revenues are generated through seasonal employee-led nature center camps and special event admissions. Expenditures are used for seasonal salaries as well as other program expenses such as supplies, materials, performers, scholars, interpretive displays, and animal supplies/services related to the camps

and special events. Revenues and expenses for camps or programs offered by career staff are accounted for in the Park Fund.

Special Donations and Programs

Special Donations and Programs include donations and contributions designated for specific purposes or projects that are not part of the normal tax-supported programs in the Park Fund.

Table #10

	Adopted	Estimated	Proposed
SUMMARY - SPECIAL REVENUE FUND	FY20	FY20	FY21
BEGINNING FUND BALANCE	1,254,337.10	\$1,254,337	\$960,329
REVENUE			
Intergovernmental Revenues			
	1,688,430.00	\$1,737,260	\$1,891,450
Sales			
	16,000.00	\$37,275	\$42,500
Charges for Services	-	\$0	\$0
Recreation/User Fees	525,863.00	\$454,250	\$528,500
Rentals/Concessions			
	128,380.00	\$128,800	\$162,400
Interest	5,000.00	\$8,450	\$10,000
Miscellaneous Revenues	94,400.00	\$168,303	\$88,000
Interfund Transfer	-	\$0	\$0
TOTAL REVENUE	2,458,073.00	\$2,534,338	\$2,722,850
EXPENDITURE	-	0	0
Personnel Services			
	799,190.00	\$843,349	\$849,000
Supplies and Materials	284,980.00	\$147,280	\$287,830
Other Services and Charges	1,645,806.00	\$1,695,460	\$1,563,457
Capital Outlay	32,000.00	\$32,000	\$35,000
Chargebacks	99,157.00	\$110,257	\$232,141
Other Classifications	-	\$0	\$0
TOTAL EXPENDITURE	2,861,133.00	\$2,828,346	\$2,967,428
Total Revenue Less Expenditure	(403,060.00)	(\$294,008)	(\$244,578)
ENDING FUND BALANCE	851,277.10	\$960,329	\$715,751
Workyears	11.10	11.10	14.70

APPENDIX A - PARK FUND - OBI

Project Name	FY21 OBI Expenditures	FY21 Career Workyears	FY21 Seasonal Workyears
CIP PROJECTS			
Wheaton Headquarters	\$481,404	2.0	0.0
Josiah Henson Historic Park	\$137,343	0.0	1.5
Ken-Gar Palisades Park Ballfield Irrigation	\$28,231	0.0	0.3
Lanman Property - Addition to McCrillis Gardens	\$25,403	0.4	0.0
Silver Spring Intermediate Neighborhood Park	\$17,316	0.0	0.4
Wheaton Regional Park - (Restroom Bldg./Shorefield Fitness Area/Convert Ballfield to Bermuda Grass)	\$16,742	0.0	0.2
North Branch Trail	\$15,492	0.0	0.3
Nolte Community Garden	\$6,968	0.0	0.1
Columbia Local Park	\$6,091	0.0	0.0
Battery Lane Urban Park	\$5,376	0.0	0.1
Edith Throckmorton Neighborhood Park	\$3,000	0.0	0.0
SUB-TOTAL	\$743,366	2.4	2.9
CIP - WQPF PROJECTS			
North Branch Trail	\$62,859	0.8	0.3
Columbia Local Park	\$31,650	0.2	0.5
Edith Throckmorton Neighborhood Park	\$3,369	0.0	0.0
Silver Spring Intermediate Neighborhood Park	\$2,215	0.0	0.0
Wheaton Regional Park - Shorefield Fitness Area	\$1,369	0.0	0.0
Battery Lane Urban Park	\$1,269	0.0	0.0
SUB-TOTAL	\$102,731	1.0	0.8
TOTAL	\$846,097	3.4	3.7

APPENDIX B - PARK FUND PROGRAM ENHANCEMENTS

<u>PROGRAM ENHANCEMENT – IMPROVING CUSTOMER SERVICE</u>	<u>1.0 Career Position; 0.6 Career Workyears</u>	<u>\$55,903</u>
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Parks Information and Customer Service (PICS) – \$55,903 including 1 Part-Time Career Position

Currently, the Parks Information and Customer Service (PICS) office is staffed from 8am-5pm during weekdays and from 8am-12pm on Saturdays during the months of April-August. Adding an additional part-time position will enable the department to expand the evening and weekend staffed hours. This will extend customer service availability to serve customers during peak times of patronage usage thereby improving responsiveness to patron inquiries. Parks already extended hours on the customer service line to a half-day on Saturdays during the spring of 2019. Parks found Saturdays to be busy days for the customer service line due to questions about park permits. Park Police dispatchers commented that when the PICS office opened their service line, a substantial number of permit-related phone calls lessened.

<u>PROGRAM ENHANCEMENT – IMPROVING QUALITY AND PLAYABILITY OF BALLFIELDS</u>	<u>4.0 Career Positions; 1.5 Career Workyears</u>	<u>\$240,873</u>
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**Design and Construction Project Manager II – \$36,820 including 1 Full-Time Career Position;
Renovation Inspector – \$31,822 including 1 Full-Time Career Position; and
Maintenance Inspector - \$0 including 1 Full-Time Career Position**

The Department currently maintains 314 athletic fields on park property and 201 athletic fields at elementary and middle school sites for Montgomery County Public Schools (MCPS). Over the past few years, our Department added several positions and increased contracted services to focus on providing safer, healthier turf through site-specific athletic field maintenance and increased staff training. This team, under the direction of the Athletic Field Program Manager, focuses on improving the identified deficiencies within the 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.

With a large backlog of fields needing field upgrades and renovation for both park and school fields, additional positions are being requested for the athletic field team for project management and inspections. The current proposed project plan also includes renovating an additional 35 MCPS sites over the next four fiscal years and adding these fields to our maintenance complement upon completion of the renovations. This program will continue as we renovate athletic fields which have reached life cycle replacement within our currently maintained inventory. Based on the assessed field condition and use for each site, site plans will include improvements such as installation of improved turfgrass varieties, laser grading, deconsolidation, cultivation methodology and drainage improvements to

improve field sustainability, plant health, and reduced weather-related closures. To support these on-going renovation and field upgrade projects, the athletic field team is requesting a full-time design and construction project manager position and a full-time renovation inspector position. These positions will be partially funded (75% each) through the CIP. In addition, the athletic field team is requesting a full-time maintenance inspector position to manage and monitor the contracted maintenance services for the MCPS athletic fields. The number of school sites being maintained has continued to increase each year, and additional support is needed for oversight and quality control. The cost of this position will be offset by a chargeback to the Park Fund with 100% of the cost being assigned to the MCPS Special Revenue Fund. In conjunction with these three positions, funding of \$20,000 for supplies and materials for inspection tools, office supplies, and training is also being requested. This enhancement increases safe, recreational environments for school activities, after school programs, organized permitted users, and community use.

Athletic Field Nutrient Management and Pesticide Reduction Program – \$172,231 including 1 Full-Time Career

The Department is also requesting funding to continue to improve the quality of athletic fields through increased aerification, seeding, and fertilization. Using soil sample technology, staff will use targeted applications of nutrients to improve soil health as a method to improve the athletic field levels of sustainability, accessibility, and safety resulting in a decrease in the number of field closures and improved pest management. This request includes \$100,000 of supplies and materials funding.

<u>PROGRAM ENHANCEMENT – LEGISLATIVE MANDATES</u>	<u>1.0 Term Contract Position; 1.0 Term Workyear</u>	<u>\$247,126</u>
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ADA Publications Manager – \$97,126 including 1 Term Contract Position

This request is to add an ADA Publications Manager, as a term contract position, to manage web contracts and public documents for compliance with The Americans with Disability Act (ADA). Our Parks request is part of a larger effort by the Maryland-National Parks and Planning Commission to address accessibility online. This position will monitor compliance and provide training to staff to ensure that our website, presentations, and publications are ADA compliant and accessible for all patrons, including users with disabilities. This position will create systems that will sustain compliance after their term contract has expired, and after MNCPPC’s one-time website improvements are made. Written documents must also comply with standards, especially if the documents eventually are hosted on our websites. In some cases, larger written documents need to be certified as compliant due to their complexity. This position will ensure that our media on our website and our written public documents are usable by all with clear labels, readable text and is compatible with assistive technologies.

Electrical Upgrades at Carbon Producing Facilities – \$150,000

In December 2017, Montgomery County adopted Resolution 18-974 to accelerate the County’s efforts to decrease greenhouse gas emissions by committing to reach 100% elimination by 2035. This requested funding will be used to retrofit facility heating systems to replace carbon-based fuel systems with clean

emissions. Additionally, electrical upgrades will be completed that will enable our department to accommodate an increased number of electric vehicles and equipment. This funding will be for a phased project that will fund upgrades for about two sites per year depending on facility size and condition.

<p><u>PROGRAM ENHANCEMENT – MAINTAINING AND IMPROVING WHAT WE HAVE</u></p>	<p><u>5.0 Career Positions; 5 Career Workyears; -1.0 Term Contract Position; -1.0 Term Workyear; -0.4 Seasonal Workyears</u></p>	<p><u>\$490,321</u></p>
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Procurement Specialist – \$96,647 including 1 Full-Time Position

This request is to add a Procurement Specialist position to speed up implementation of CIP projects. Most CIP projects require a lengthy process to procure design and construction services. This staff resource will help contain contractor costs caused by delays in the procurement process. Timely processing of change orders and contract payments will also reduce project construction delays and potential contractor claims.

Employee/Labor Relations Specialist – \$96,647 including 1 Full-Time Position

Funding is requested to add an Employee/Labor Relations Specialist position. We currently have one Employee/Labor Relations specialist for over 1,000 career and seasonal employees. Over the past year, we have had 46 major cases documented and resolved. These cases can take anywhere from weeks to months to resolve; hence, our case load is unsustainable. Effective Labor Relations activities can decrease the frequency of employee-related incidents and improve attendance for employees charged with building and maintaining the quality of our parks. The availability of Labor Relations resources, coordinated with the Divisions, can decrease employee turnover, increase employee morale, decrease EEOC/FMLA/FLSA complaints, increase employee engagement, and decrease safety and rule violations. This position will conduct expert investigations, lead training, assist in conflict resolution, and resolve employee issues before they impact the work program. Managers will then have more time to manage processes, efficiencies, and user services.

Lead Gardener – \$0 including 1 Full-Time Position

In the past 25 years, Brookside Gardens, including landscapes, programs and events have grown tremendously, while the career staff complement has been stagnant since 1989 with no net growth. Since 1994, eight new garden areas have been developed, with a four-acre increase in designed and maintained landscapes. The Parking Garden, which opened in 2016, added a total of 300 new trees, 1,000 new shrubs, and over 30,000 perennial plants. In 2019, Brookside Gardens hosted 1,392 scheduled activities, which equals 3.9 events per day. With the shortage of career staff, garden maintenance and program management depend on seasonal staff and on a large volunteer workforce, which has grown from 78 in 1993 to 1,154 in 2019, totaling 8.9 work years and valued at \$517,361 annually. Adding a lead gardener position at Brookside Gardens will improve the quality of garden maintenance, increase efforts in integrated pest management to meet local regulations, and better

balance staff workload for this busy facility. The cost of adding this position will be offset by reductions in seasonal and non-personnel cost resulting in a net zero impact.

Facility Condition Assessments – \$147,027 including 1 Full-Time Position and 1.7 Seasonal Workyears

In many cases, our Department's aging infrastructure requires the replacement and upgrade of major systems to ensure code compliance and a safe environment for all patrons. This request is to add one full-time position and seasonal staff to conduct and document facility condition assessments. The primary tasks will be to evaluate and grade the condition of specific assets which pose the greatest liability to the Commission, including bridges, courts, buildings, and bleachers. The work program will include coordination with risk management and key departmental staff to research industry standards for assets and to develop inspection criteria for over 1,700 departmental assets to ensure data is captured in the Enterprise Asset Management (EAM) system and disseminated to appropriate divisional authority. The team will assess current condition and forecast maintenance requirements over the life of the asset providing details needed to prioritize work thereby reducing downtime of specific assets and the frequency of costly emergency repairs.

Green Waste Management – \$0 including converting 1 Term Contract Position to 1 Full-Time Career Position

The Department currently has a Term Contract position handling the intake, operation, production and maintenance aspects of the Green Waste Recycling Program located at Pope Farm Nursery. This request is to continue to improve the quality and efficiency of the program by converting this Term Contract position to a Full-time Career position. This request has a net zero cost impact as the cost of converting this position is being offset by a reduction in seasonal funding. This program encompasses 26.5% of the Department's recycling efforts. Green waste includes landscape plants, tree debris, leaves, grass, non-native invasive plants, horse manure, etc. The facility at Pope Farm is a closed loop system where all debris is processed onsite and reconstituted as compost, mulch and marketable wood products for use in park operations. Over 3,500 tons of green waste is recycled annually at this facility, saving the Department \$161,000 in tipping fees that would otherwise be disposed of at the Montgomery County Transfer Station for a fee based on tonnage. The program annually produces 2,000 yards of mulch and 1,200 yards of compost, saving the Department \$86,000 a year to purchase these products. The onsite portable sawmill utilizes wood from hazard trees removed in Parks, for example, ash trees removed due to Emerald Ash Borer infestation (EAB), to create marketable lumber such as replacement truck and trailer boards, benches, tree and surveyor stakes, classroom pieces for Nature Centers and other requested wood products. Since late 2017, we have milled approximately \$30,000 worth of wood products for use in park operations. With this position converting to full-time, all products will be available in larger quantities due to quicker production time since the staff person will be on-site more often. Over the past year, the term contract position dedicated to this program has already begun to improve program efficiency by decreasing the production time of mulch and compost to less than 12 months per batch, which allows more material to be recycled per year at the facility. Having a career staff person onsite full-time will also decrease staff time spent loading finished material, contributing to faster service and turnaround time when staff are picking up materials from this facility.

Infrastructure Funding - Tennis/Basketball Court Repairs – \$150,000

This funding will be used to improve court maintenance by extending the overall life of tennis and basketball courts by repairing cracks, replacing color coating, and performing other necessary repairs for our inventory of over 300 tennis courts and 225 basketball courts. Currently, there is 26,074 linear feet of cracks to repair on 121 courts. These repairs will help to extend the surface life of the courts and to decrease safety issues. Repairing cracks will reduce the opportunity for weed growth which can cause significant damage and will reduce the need for pesticide applications. Increased funding is needed to adequately maintain the athletic surfacing systems resulting in increased efficiency, safety, attractiveness, and long-term sustainability. Our project management staff will utilize this funding to hire contractors to assist in completing this backlog of court repairs needed for our aging parks.

<u>PROGRAM ENHANCEMENT – PARK ACTIVATION</u>	<u>0.0 Career Positions; 0.0 Career Workyears</u>	<u>\$87,500</u>
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Park Activation – \$87,500

The Park Activation Program launched in fall 2016 and is designed to bring people into parks and reconnect with their communities. Our Department continues to expand the number of “Pop Up” program and event offerings in parks with an increasing number of participants. This request is to add non-personnel funding needed to continue to increase and expand events and to manage costs of contracts associated with activities, and food and beverage events. The total includes \$20,000 for supplies and \$67,500 for services. With this increased funding, Activation will plan four additional food and beverage events, a series of six concerts, five movie nights, 10 Yappy Hours, and expand the number of smaller “Pop-Up” activities throughout the county.

<u>PROGRAM ENHANCEMENT – SOCIAL EQUITY</u>	<u>1.0 Career Position; 1.0 Career Workyear; 3.9 Seasonal Workyears</u>	<u>\$234,681</u>
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Equity Analyst – \$117,281 including 1 Full-Time Position

In response to Montgomery County’s increasing diversity across age, economic status, race, and educational attainment, the Montgomery County Council has prioritized racial equity and social justice. The Department of Parks is also committed to using an equity lens in our decision-making process to reduce social and economic disparities in park planning, development, maintenance, and programming. This position will examine, identify and create a plan to correct disparities in capital projects, parks, programs, and services and develop innovative and data-driven approaches to equitably designing, planning, developing, and delivering services in our parks. This position will refine the equity mapping tool, analyze how much investment has been made in each park, determine how many have had little to no investment, come up with a way to grade the quality of parks, and if a disparity exists, work with park staff and other County agencies towards equitable solutions. For park related projects, budget and CIP

recommendations, this position will determine if there is an equity impact to the decision and how the project fits into our equity framework. Once this framework is running, this position will focus on creating and utilizing tools to measure the social impact of our parks. Although for many County Agencies, it can sometimes take a long time to see results of racial equity work, Parks brings communities together and helps to break down social, racial and cultural barriers. In this way, by utilizing an equity lens, parks can reduce or eliminate social and economic fragmentation by revitalizing and connecting public spaces and bringing together people from different backgrounds. This makes us an excellent incubator allowing community members, staff and the County Council to quickly see the impacts. This position will spearhead this effort for the Department. This request also includes \$10,000 in supplies & materials funding.

Program Access – \$47,255 including 1.5 Seasonal Workyears

With the steady increase of services and programs, there is a need to increase Program Access support, outreach and event staff to accommodate the growing need for programs and services. Since the inception of the Office in 2015, the demand for services and new programs has increased by 97%. This request adds funding for seasonal staff to provide support to individuals with disabilities attending programs and camps, assist with marketing and outreach, and assist in the organization, coordination and installation of accessible equipment. This increased funding will improve service to users by expanding park accessibility; improve marketing and community outreach to engage more county residents in park plans, programs, and issues; provide greater consideration of social equity in delivery of facilities and programs; and provide exceptional customer service at all levels to internal and external stakeholders. A small portion of this cost will be offset by increasing revenue \$2,000 for event fees.

Departmental Internship Program – \$75,000 including 2.5 Seasonal Workyears

A formal internship program aids in the recruitment of talented individuals to fill vacancies within the Department by creating a sustainable and diverse talent pipeline. One-third of Commission staff are eligible to retire in the next five years, and nearly 60 percent of officials and administrators are eligible to retire over the same period. The uptick in vacancies through retirements provides an opportunity for the Department to hire the next generation of talent. We will partner with educational and non-profit institutions to focus on recruiting people with diverse backgrounds. Interns will complete special projects throughout the park system in conjunction with career staff. Funds will cover the cost of 11 summer internships and three year-round internships.

<u>PROGRAM ENHANCEMENT – COMMISSION-WIDE IT</u>	<u>0.0 Career Positions; 0.0 Career Workyears</u>	<u>\$185,040</u>
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The Office of the Chief Information Officer has proposed new requests for FY21 for the Commission-wide IT Initiative Internal Service Fund. The department’s share of the proposed new and/or expanded IT projects totals \$185,040. The detail for this budget request was presented to the Planning Board on October 17th.