



MONTGOMERY PARKS

The Maryland-National Capital Park and Planning Commission
2425 Reedie Drive | Wheaton, MD 20902
MontgomeryParks.org

MCPB Date: 3/31/22
Agenda Item # 5

MEMORANDUM

DATE: March 24, 2022

TO: Montgomery County Planning Board

VIA: Michael F. Riley, Director of Parks *MR*
Miti Figueredo, Deputy Director of Administration *MF*
Gary Burnett, Acting Deputy Director of Operations *GB*
Shuchi Vera, Chief, Management Services Division *SV*

FROM: Nancy Steen, Budget Manager *NS*

SUBJECT: FY22 Budget Adjustment for the Department of Parks

STAFF RECOMMENDATION:

Approval of the request for an FY22 Budget Adjustment for the Department of Parks.

BACKGROUND:

All budget adjustments over \$100,000 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 FY22 divisional line-item budgets, as shown below, to accommodate specific needs of the Department.

REQUEST APPROVAL:

Staff attrition as we ease out of the pandemic and a competitive job market have contributed to a record number of vacancies in our department. We are coming to the Planning Board now to request to reallocate savings in personnel funding to non-personnel to utilize this available funding. We want to also provide sufficient lead time

for our purchasing staff to be able to competitively source these goods and services to ensure that we maximize our buying power. Also, the recent inflationary increases in the current economy are impacting departmental costs for acquiring goods and services, so we wish to utilize this available funding prior to incurring further cost increases. As we continue to progress through this fiscal year, we will continue to monitor spending and availability of funds, so we may return for further reallocation of funding.

DETAILS OF BUDGET ADJUSTMENTS:

The Department of Parks is seeking the Board's approval to transfer \$3,057,479 of available funding from Personnel Services and debt service in the Park Fund to Non-personnel (Supplies and Materials, Other Services & Charges, Capital Outlay) to fund the following needs. In our prioritization of the various divisional requests for this Planning Board submission, our strategy was to group our requests and to then assign prioritization by category. As we move through the fiscal year, we will continue to assess our needs and capacity to fund other unbudgeted requests within our current budget.

Trail Amenities - \$82,258

- \$62,258 for trails amenities supplies including hoop racks for bike parking, fixit stands, air pump kits, and mounts to be installed by staff during park renovation projects. This funding amount will assist our department in expanding the availability of bike racks and trail amenities throughout our park system.
- \$20,000 for an adaptive mountain bike to expand accessibility to our trails. This bike will be incorporated into the bike inventory for the Trails Equity Engagement Program.

Parks Activation – \$60,000

- \$60,000 to purchase a variety of supplies needed to continue to expand and enhance our park activation program. This funding will be used to acquire equipment including ping pong tables, surf swings, swing and spins, zip lines, small stages, and an inflatable entrance for fun runs and events.

Maintenance and Other Contracted Services - \$729,262

- \$47,500 for contractors to provide preservation research and conditions assessments, and graphic design services and fabrication for interpretive panels for cultural resources.
- \$15,000 for to provide non-native invasive plant removal at various park locations.
- \$70,000 for emergency parking lot repairs.
- \$80,000 to extend the overall life of basketball courts by repairing cracks, replacing color coating, and performing other necessary repairs. Our project management staff will utilize this funding to hire contractors to complete court repairs and replacement of backboards and rims at selected parks.
- \$90,000 for the cost of the WSSC System Development Charge associated with the larger water system connection needed for the planned ballfield irrigation at Hillandale Local Park.
- \$426,762 for on-going contracted legal services and for the cost of legal settlements associated with several cases currently in litigation.

Debt Service – Capital Equipment Internal Service Fund (ISF) - \$685,300

- Transfer of \$685,300 to reduce debt service cost associated with the Capital Equipment ISF. This funding request was included in the FY23 proposed budget. Using FY22 funding to reduce this debt service cost will allow us to remove this funding from the FY23 proposed budget.

Electric Equipment - \$156,937 – replacement of equipment with energy efficient electric equipment. These purchases will reduce fuel, noise, and maintenance costs and will continue our transition to electric equipment.

- \$65,000 to replace existing gas-powered mowing and landscaping equipment that has reached the end of useful life. This funding will be used to purchase a zero-turn mower, multipurpose trimmers, landscape edgers, leaf blowers, and electric chargers.
- \$91,937 to purchase four electric paint sprayers with ride-on attachments used daily for painting lines on athletic fields. These paint sprayers provide high production, fume-free striping.

Other Equipment/Vehicles/Capital Outlay - \$1,073,722 for various divisions for replacement of equipment that has reached the end of its useful life.

- \$694,022 of this funding will be used for a pick-up truck plus several large multi-purchase trucks including two dump trucks, a hook lift truck, and a bucket truck with a lift. These trucks are used daily for multiple tasks including hauling materials, equipment, aerial light replacements, and for snow removal.
- \$342,200 to purchase heavy equipment including a large mower and shed for storage, a skid steer, two Toro Sandpros used for athletic field maintenance, and a Kubota for the tree crew.
- \$25,500 for upgrades for the fleet garage at Green Farm including adding a remote system that can be used to line up truck axles for the truck lifts plus funding to add hydraulic tire lifts which can be used to remove tires more safely from vehicles.
- \$12,000 for picnic table replacements.

Technology Upgrades/Consulting - \$140,000

- \$60,000 for consulting services for the Enterprise Asset Management (EAM) System. These services will allow the Department to build a more user-friendly application. Continuing to move forward with system enhancements and application integrations will reinforce adoption of the system and create more efficient workflows for department staff. One example is making EAM the repository for Park Police Assets to ensure compliance with Commission practices. Another example is ensuring the Real Estate Section can fully utilize EAM for tracking park acquisitions.
- \$80,000 for equipment, installation, and maintenance support for a Passive Optical Network (PON) at Green Farm. Upgrades are needed to improve network reliability, plus staff currently experience many “dead zones” in the Wi-Fi service throughout the facility. This funding will provide for an additional PON that will improve system reliability and service for staff.

Turf improvement supplies - \$130,000

- Transfer of \$130,000 to purchase turf supplies (including seed, fertilizer, and aerification supplies) 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. Fields selected for increased applications will be prioritized based on field condition rankings in conjunction with proximity to equity focus areas. Our FY23 proposed budget includes a program enhancement request that includes funding additional supplies for athletic field nutrient management and turf improvement. Since this program enhancement may not be funded in the final FY23 approved budget, we want to utilize FY22 projected savings to continue to move this program forward.

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

Approved by the Planning Board: _____ Date: _____