



## MONTGOMERY PARKS

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

MCPB Date: 6/23/22  
Agenda Item # 6

### MEMORANDUM

**DATE:** June 16, 2022

**TO:** Montgomery County Planning Board

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

**FROM:** Nancy Steen, Budget Manager *NCS*

**SUBJECT:** FY22 Budget Adjustment for the Department of Parks

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### 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 again to request to reallocate savings in personnel funding to non-personnel to utilize this available funding.

**DETAILS OF BUDGET ADJUSTMENTS:**

The Department of Parks is seeking the Board’s approval to transfer \$770,921 of available funding from Personnel Services in the Park Fund to Non-personnel (Supplies and Materials, Other Services & Charges, Capital Outlay) to fund the following needs. Also included in this transfer is \$195,825 reallocating funding for Personnel Services among divisions and from Non-Departmental.

**Parks Activation – \$133,795** to purchase a mobile stage to be used for departmental events and programs. This trailer-mounted, towable stage includes a roof, hydraulics for ease of set-up and a lift for ADA accessibility.

**Vehicle/Capital Outlay - \$129,253** to be used for a dump truck used daily for multiple tasks including hauling materials, equipment and for snow removal.

**Legal Services – \$40,000** for unbudgeted costs for Park Police for contracted legal services.

**Debt Service – Capital Equipment Internal Service Fund (ISF) - \$467,873** to continue to reduce debt service cost associated with the Capital Equipment ISF. This cost will be used to pay costs that would have been due in FY23 and FY24. The FY23 portion of this payment was already amended (removed) from our FY23 adopted budget.

**Other Adjustments – reallocating personnel budget based on actual costs - \$195,825**

- \$44,835 – reallocating seasonal personnel funding within divisions based on actual projected costs.
- \$150,990 – moving funding from the compensation markers for the classification and compensation study and for seasonal benefits budgeted in Non-Departmental to the actual divisions impacted by these costs. As a reminder, these markers are included in the Non-Departmental budget in the initial budget approval since the allocation among divisions has not been determined at that point in time.

As a final note, as we approach the end of the fiscal year, the department will continue to utilize available funding. In addition to the amounts specified above, we will use any final departmental Park Fund savings to continue to pay for additional Capital Equipment ISF debt service thereby reducing future budgetary impact, and to make additional Risk Management contributions to increase reserves for legal costs.

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

Approved by the Planning Board: \_\_\_\_\_ Date: \_\_\_\_\_