



## MONTGOMERY PARKS

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

MCPB Date: 5/4/23

Agenda Item # 5

### MEMORANDUM

**DATE:** April 27, 2023

**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:** FY23 Budget Adjustment for the Department of Parks

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### STAFF RECOMMENDATION:

Approval of the request for an FY23 Budget Adjustment for the Department of Parks.

### BACKGROUND:

The Land Use Article, Section 18-109, provides for budget transfers as long as the transfer does not exceed 110% of the available approved budget amounts or result in a change in the work program. Accordingly, Commission Practice 3-60, Budget Adjustments (Amendments and Transfers), allows budget transfers when they do not increase the budget by more than 10%, and such transfers are approved by the Planning Board when they exceed \$100,000. The Planning Board has authority to transfer appropriations between the major object codes (personnel, supplies, services, capital outlay) and between divisions if they meet those conditions.

### REQUEST APPROVAL:

The Parks Department's recommended transfers below do not exceed 10% in any division and do not change the work program.

Staff attrition and a competitive job market have contributed to a record number of vacancies in our department. Staff are actively working to fill all vacant positions; however, we are projecting to have significant savings in personnel costs due to these vacancies. Therefore, we are coming to the Planning Board now to request to reallocate FY23 savings in personnel funding to non-personnel to use this available funding.

## **DETAILS OF BUDGET ADJUSTMENTS:**

The Department of Parks is seeking the Board's approval to transfer \$4,422,752 of available funding from Personnel Services in the Park Fund and \$59,608 for Property Management to Non-personnel (Supplies and Materials, Other Services & Charges, Capital Outlay) to fund the requests detailed in this memo. The Department is also requesting to move a compensation marker of \$61,800 funded in Non-Departmental to Personnel Services for the Park Police Division and Non-Departmental CIP debt service savings of \$388,366 to Support Services to pay additional Capital Equipment Internal Service Fund (ISF) debt service. 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. We identified many of these funding needs as we developed our FY24 budget proposal, but because they are one-time costs, we thought they were better suited to be funded with anticipated savings in FY23.

### **Public Safety and Security Upgrades – \$1,885,589**

- \$1,799,257 to upgrade the Park Police Computer Aided Dispatch (CAD) and Records Management System (RMS). Our current system is 24 years old and lacks the capacity to integrate many of the newer system capabilities. This new system will promote efficiencies with other local police agencies, includes a public portal to assist with transparency, is easier to use, and includes features that enable us to comply with the Maryland Police Accountability Act requirements for data retention and reporting requirements. This system will be integrated with the department's 9-1-1 system, officers' body-worn cameras and in-car video technology. The purchase of this system has been under consideration for several years, but budgetary constraints postponed our decision to move forward. This funding request was considered for the FY24 proposed budget; however, we quickly recognized that both Montgomery Parks and Prince George's Parks and Recreation would have capacity in FY23 utilizing savings from vacancies to offset this large one-time cost. The cost for this upgrade will be shared with Prince George's Park Police and is a one-time cost. The Prince George's County Planning Board has already approved the reallocation of funding for the Prince George's Park Police portion of this cost. Future maintenance costs will be offset by a reduction in the licensing and support from our current system.
- \$23,334 to replace Automated External Defibrillators (AEDs) located in various departmental facilities. AEDs are inspected and parts are replaced as needed each year. Parts are no longer available for existing AEDs. To ensure the safety of our staff and patrons, the department is replacing these older and outdated machines with new machines. This requested amount is the difference between our budgeted cost for replacement parts and the cost of replacing the new machines.
- \$62,998 to upgrade security systems and cameras at the Brookside Gardens Maintenance Yard and the Cabin John Maintenance Yard. Upgrading these systems will improve security and monitoring of our buildings and equipment and further automate building and maintenance yard access for our staff. This funding will enable the department to update the current burglary systems, replace old cameras plus add additional cameras and to replace doors currently secured by keys with automated door access controls panels.

### **Planned Spending in FY23 for Reductions Taken in the FY24 Proposed Budget to Meet the County Executive's Recommended Budget - \$1,008,500**

- \$815,000 will be used to prepay FY24 costs associated with debt service for the Capital Equipment ISF and the Risk Management Fund

- \$193,500 to fund costs removed from the FY24 budget for vehicle parts, technology supplies, minor equipment and for services including portable toilet rentals, lighting repairs, playground repairs, and replacement of cricket pitch carpet. Supplies and services will be procured using FY23 funding to mitigate the reductions from FY24.

**Fuel Costs - \$150,000** – fuel costs year-to-date have already exceeded the budget for this fiscal year. This additional funding is required to cover anticipated costs for the balance of this fiscal year.

**Vehicles and Equipment – \$866,406**

- \$426,260 to replace existing equipment approaching the end of its useful life with electric park maintenance equipment for the Northern and Southern Regions. Both divisions are taking steps to transition to become compliant with the Montgomery County 2035 mandate of a fully electric fleet. Although initially electric mowers cost about 125% more than comparable internal combustion mowers, they reduce fuel, noise, and maintenance costs over time. This funding will be used to replace aging gas-powered equipment with electric mowers, electric utility vehicles and to purchase enclosed trailers that are pre-wired to charge electric equipment.
- \$268,554 for vehicles and equipment to expand our urban parks maintenance program. This request includes funding for trucks, mowers, and a trailer for hauling equipment.
- \$171,592 to replace existing equipment at the end of its useful life including a tractor, skid steer loader, and a seed drill used to plant grass or other vegetation used for meadow management. This equipment is versatile and can be used for multiple tasks by our maintenance staff, and equipment usage is shared by multiple divisions.

**Maintenance and Other Contracted Services - \$270,205**

- \$196,705 for contracted and temporary technology and administrative support staff for understaffed departmental programs including management of our Fleet Management systems and information technology support. These two programs have been hard hit by staff attrition from retirements. Contracted support allows these critical programs to continue to move forward. In addition, since these programs are heavily understaffed, these transfers are using divisional personnel savings to cover the cost of contracted services within the same division.
- \$30,000 for a consultant to provide ADA document remediation. Our department has many online documents and plans that are not compliant with current regulations. Documents will have to be either removed from our website or remediated. This funding will enable our department to make the necessary updates to keep this valuable data and reports accessible to the public.
- \$40,000 for unbudgeted contracted legal services including costs for a trial board attorney and administrative hearing board costs.
- \$3,500 for Park Police uniform allowance costs. This increase is based on changes included in the recently ratified FOP union agreement.

**Technology Supplies/Consulting - \$211,852**

- \$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. This funding will be applied towards the Modern Data Stack (MDS) project that consists of tools to organize, store, and transform data. This will enable data to automatically be retrieved from several database sources decreasing manual processes.

- \$116,352 for computers and related technology equipment and for upgraded Microsoft licenses to enhance data security for “deskless” end-users. Technology equipment purchases will include replacement of laptops, monitors, docking stations, and headsets required for staff. Also included in this total is funding to replace obsolete wireless access points at various facilities. Costs for technology equipment have been severely impacted by inflationary increases. In addition, on-going supply chain delays also mean that we must plan to make sure that we have sufficient inventory stockpiled to meet departmental needs.
- \$23,200 to continue to add eco-counters on additional trails. These mobile trail counters allow us to measure pedestrian and bicycle trail activity at trail intersections providing more accurate visitation counts and providing data that will be utilized to prioritize trail and safety improvement projects.
- \$12,300 for GPS devices for vehicles. This will enable the department to initiate a pilot program on 50 vehicles to better manage our fleet. GPS tracking will provide data that can analyzed to improve safety and to yield efficiencies in scheduling and utilization of our large fleet of vehicles and equipment.

**Miscellaneous Supplies - \$30,200** – funding for updating signage at nature centers, adding backdrops and banners for the Activating Parks program, and funding for a price adjustment for a shed purchase that will be used to store athletic field equipment at Hillandale Local Park.

**Transfer of Allotted (Non-Departmental) Funding to Division Budgets - \$450,166**

- Transfer reserved compensation marker of \$61,800 that was budgeted for FY23 for anticipated impacts of FOP negotiations. This funding will offset recently approved cost impacts that will be incurred this fiscal year for an education incentive payment and shift differential rate increases for park police officers.
- Transfer savings in CIP debt service of \$388,366 to Support Services to prepay future costs associated with the Capital Equipment ISF debt service.

**Property Management Fund - \$59,608** to supplement funding needed for two demolition projects at park houses and to purchase an additional vehicle for staff use for site visits.

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

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