



MONTGOMERY PARKS

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

MCPB Date: 4/25/24
Agenda Item # 6

MEMORANDUM

DATE: April 18, 2024

TO: Montgomery County Planning Board

VIA: Miti Figueredo, Director of Parks *Miti Figueredo*
Darren Flusche, Acting Deputy Director of Administration *DF*
Gary Burnett, Deputy Director of Operations *Gary Burnett*
Shuchi Vera, Chief, Management Services Division *Shuchi Vera*

FROM: Nancy Steen, Budget Manager *Nancy Steen*

SUBJECT: FY24 Budget Adjustment for the Department of Parks

STAFF RECOMMENDATION:

Approval of the request for an FY24 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 continue to contribute to an above average number of vacancies in our department. We have made considerable progress in reducing our vacancy rate and continue to strive to fill all vacant positions; however, we are projecting to have personnel cost savings due to these vacancies. Therefore,

we are coming to the Planning Board now to request to reallocate FY24 savings in personnel funding to non-personnel to use this available funding. As we continue to progress through this fiscal year, we will continue to monitor spending and availability of funds, so we may return later in the fiscal year requesting further reallocation of funding.

DETAILS OF BUDGET ADJUSTMENTS:

The Department of Parks is seeking the Board's approval to transfer \$2,019,828 of available funding from Personnel Services in the Park Fund and \$56,640 from the Property Management Fund to Non-personnel (Supplies and Materials, Other Services & Charges, Capital Outlay) to fund the requests detailed in this memo. These requests improve security at our park facilities, cover necessary contractual services, support the Commission's and County's climate goals, upgrade technology, anticipate shortfalls in fuel and vehicle parts because of inflation, and pre-pay administrative overhead like risk management to help meet the County Executive's budget. The department is also requesting to reallocate \$161,939 in funding from the compensation marker for the classification and compensation study to the appropriate division based on actual costs. Finally, the department is requesting to move available funding in the amount of \$1M from the Non-Departmental compensation markers to the Risk Management Internal Service Fund. Further detail associated with these transfers is provided as follows:

Building and Fleet Supply Costs - \$101,600

- Transfer of \$41,600 to cover flooring replacements and a roof kit to expand covered storage between two existing shipping containers at Brookside Gardens Maintenance Yard. Linking the shipping containers with a roof yields a cost-effective way to provide cover for utility vehicles and supplies.
- Transfer of \$60,000 for vehicle parts and tires. Costs continue to rise, and our budgeted funding has not kept pace with the increased costs.

Fuel Costs - \$200,000

- Fuel costs continue to be high and will exceed the budget for this fiscal year. This additional funding of \$200,000 is needed to cover anticipated costs for the remainder of this fiscal year.

Maintenance and Other Contracted Services - \$261,560

- Transfer of \$111,560 for various contracted services including janitorial services, removal of non-native invasive plants in the Long Branch area, and services to assist the department in updating sign standards for parks including development of an updated style guide for signage.
- Transfer of \$150,000 for portable toilet services to cover increased costs based on inflation plus to cover expanded unit rental services for events.

Electric Equipment - \$466,300 – replacement of existing equipment with energy efficient electric equipment. These purchases will reduce fuel, noise, and maintenance costs as our department continues to transition to electric equipment.

- \$447,000 of this funding will be used to replace fourteen gas powered mowers with electric mowers for the Northern and Southern Divisions. The gas mowers are older ones that are approaching the end of their useful life. Also included in this total is funding to purchase an electric equipment trailer package used to store, transport, and charge the electric equipment.
- Transfer of \$19,300 to transition older gas handheld equipment (blowers, trimmers) and small generators to electric equipment.

Other Equipment/Vehicles - \$618,820

- Funding of \$528,400 to purchase a dump truck and a track loader replacing equipment that has reached

end of useful life.

- Transfer of \$15,200 to purchase an additional vehicle to be used by museum staff. The balance of the funding needed to execute this purchase will be paid using available divisional funds.
- Transfer of \$75,220 to purchase an additional Foamstream unit plus supplies to be used for herbicide-free weed control.

Security Upgrades - \$71,800

- Transfer of \$71,800 to enhance security systems at Wheaton Maintenance Yard, Meadowbrook Maintenance Yard, Cabin John Maintenance Yard, and Cabin John Headquarters. The funding covers adding and/or upgrading access card readers, video intercom stations and other security monitoring equipment at these locations.

Technology Upgrades - \$299,748

- Transfer of \$199,748 to replace laptops, monitors, desktops, docking stations, printers, audio, and other equipment reaching the end of useful life. Cost increases for technology equipment have increased significantly, and our budget has not kept pace with this inflationary impact. This total includes \$80,000 for laptops and docking stations earmarked for Park Police. The Toughbook costs required for Park Police are significantly higher than laptops purchased for office use.
- Transfer of \$75,000 for additional data engineering services supporting data application integrations and system enhancements for the Enterprise Asset Management (EAM) system and for contracted services supporting development of reports, process documentation, and training for ActiveMONTGOMERY, the department's main reservation system for classes, programs, camps, and rentals.
- Funding of \$25,000 for an assessment of our server architecture environment and infrastructure. This assessment will ensure that our servers are configured for industry best standards thereby improving system performance and security. The total cost for this assessment is \$50,000 which will be split 50/50 between Montgomery Parks and Montgomery Planning.

Property Management - \$56,640 – transfer of available personnel savings to non-personnel for the Property Management Fund.

- Transfer of \$56,640 to fund costs for abatement, janitorial, and painting services for leased and rental properties.

Transfer of Allotted (Non-Departmental) Funding to Division Budgets - \$161,939

- Transfer of funding to the applicable divisions from the reserved compensation marker for increases associated with the classification and compensation study. This request transfers funding for actual costs incurred this fiscal year for staff who have been reclassified and approved for compensation adjustments.

Planned Spending in FY24 to Meet the County Executive's Recommended Budget - Funding for Risk Management - \$1,000,000

- Transfer of \$1,000,000 from available unallocated compensation markers in Non-Departmental for the Park Fund to the Risk Management Internal Service Fund (ISF). This funding will be used to prepay a portion of the FY25 cost needed for the Risk Management Fund. This prepayment was identified and discussed at the Planning Board session on April 4th. The amount is included as an FY25 budget reduction by Parks and is being used to help meet the County Executive's recommended budget. By contributing to the fund balance with this prepayment, the department will achieve the needed budget reduction while still placing funds in the ISF to meet projected spending for FY25.

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

Approved by the Planning Board: _____ Date: _____