



MONTGOMERY PARKS

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

MCPB Date: 6/6/24
Agenda Item # 5

MEMORANDUM

DATE: May 31, 2024

TO: Montgomery County Planning Board

VIA: Miti Figueredo, Director of Parks *Miti Fig*
Darren Flusche, Deputy Director of Administration *D.F.*
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.

DETAILS OF BUDGET ADJUSTMENTS:

The Department of Parks is seeking the Board’s approval to transfer \$110,000 of available funding from Personnel Services in the Park 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 staff uniform supply costs, and pre-pay debt service costs to help mitigate a large cost increase in the next budget cycle. The department is also requesting to reallocate \$171,881 in funding from the compensation markers to the appropriate division based on actual costs. Finally, the department is requesting to move available funding in the amount of \$135,000 from CIP debt service savings to be used to pre-pay debt service for the Capital Equipment Internal Service Fund. The combined total of these transfers is \$416,881. Further detail associated with these transfers is provided as follows:

Security Upgrades - \$27,900

- Transfer of \$27,900 to continue to upgrade security cameras at various facilities. The department has many older security cameras installed in various park facilities. These older cameras lack recent modern technology improvements, plus we are no longer able to secure replacement parts. Therefore, upgrades are required when failures occur. As these older cameras fail, the department is replacing these units with newer devices that reflect secure up-to-date solutions that also include advanced features which enhance security, performance, and usability of the surveillance systems. This year-end funding will be used to purchase cameras and supplies for our Alarm Shop staff to utilize for this on-going process of modernizing our security inventory.

Uniform Replacements - \$25,000

- Transfer of \$25,000 to purchase uniforms for our park maintenance and trades staff. Our department purchases these uniforms, required by collective bargaining agreements, in bulk to obtain better pricing and to have stock available on hand for our maintenance and trades staff. We have received notification that prices will be increasing by nearly 10% at the start of the fiscal year in conjunction with the award of a new supplier contract. Therefore, we would like to use this available year-end funding to replenish our inventory now before these price increases take effect.

Pre-payment of debt service for Capital Equipment Internal Service Fund (ISF) - \$192,100

- Transfer of \$57,100 of personnel savings plus transfer of \$135,000 of CIP debt service savings to prepay future fiscal year costs associated with debt service for the Capital Equipment ISF. This prepayment will reduce cost increases in our next budget cycle.

Transfer of Allotted (Non-Departmental) Funding to Division Budgets - \$171,881

- Transfer of \$149,924 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 projected costs for this fiscal year for staff who have been reclassified and approved for compensation adjustments.
- Transfer of \$21,957 of funding to the applicable divisions from the reserved compensation marker for seasonal staff benefits based on projected FY24 costs. At budget preparation time, it is unknown which seasonal staff will select benefits. Therefore, the department budgets a marker based on eligibility and historical trend. The funding for this marker is budgeted in Non-Departmental and then later moved to the divisions where actual costs are incurred.

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

Approved by the Planning Board: _____ Date: _____











MCPB 6-6-24 - MC Parks FY24 Budget Adjustment Memo

Final Audit Report

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