



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Department of Parks, Montgomery County, Maryland
9500 Brunett Avenue Silver Spring, Maryland 20901

MCPB Date: 1/10/2013
Agenda Item # 13

MEMORANDUM

DATE: January 3, 2013

TO: Montgomery County Park Commission

VIA: Mary R. Bradford, Director of Parks *MB*
Mike Riley, Deputy Director of Parks
Mary Ellen Venzke, Division Chief, Management Services *mev*

FROM: Karen Warnick, Budget Manager, Management Services *Kaw*

SUBJECT: FY13 Budget Adjustments

STAFF RECOMMENDATION:

Approval of the Request for FY13 Budget Adjustments.

BACKGROUND:

All budget adjustments over \$50,000 require Planning Board approval.

The Department requests approval to amend the FY13 divisional line item budgets as shown below to accommodate specific needs of the Department.

Staff will be available to provide details if needed.

REQUEST APPROVAL:

- 1) Transfer \$80,000 from Facilities Management – Other Services & Charges to Supplies & Materials.

As a cost saving measure, the Facilities Management Division is performing more work in-house for repairs and maintenance of the department's fleet and equipment rather than using outside contractors. Parks is requesting to transfer funds budgeted for outside contractors in Other Services & Charges to Supplies & Materials.

- 2) Transfer \$150,000 from Property Management – Supplies & Materials to Other Services & Charges.

In order to maintain compliance with EPA, MDE, and OSHA regulations, Property Management has experienced unanticipated costs for outside contractors for containment and removal of lead-based paint, asbestos-containing materials, and other miscellaneous pollutants in fuel tanks and drinking water. Parks is requesting to transfer funds budgeted in Supplies & Materials to Other Services & Charges to cover these unexpected costs.

Note: When the Eight Month Projections were prepared in early November, the anticipated need for contractual funds was \$70,000. Since that time, Parks additional projects have come up and Property Management has determined that amount needed is \$150,000. Property Management will make the appropriate adjustments to save more in Supplies & Materials to cover the increase.

- 3) Transfer \$63,200 from Management Services– Personnel to Other Services & Charges.

Management Services Division has kept positions vacant this year and has provided desktop service functions through our Help Desk vendor as a cost savings measure. Parks is requesting to transfer the funding from these vacancies to fund this service.

Approved by the Planning Board: _____

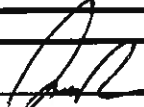
Date: _____

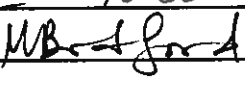
Transfer Log #

M-NCPPC
REQUEST FOR BUDGET ADJUSTMENT
Montgomery County Department of Parks

				DATE: 12/28/2012		
TRANSFER FUNDS FROM				BALANCE		
OCA #	OCA Title	Object Code	Amount	Before Adj	After Adj.	BY
460204	Property Management Admin	1500	(150,000)			
TOTAL TO BE ADJUSTED:			(150,000)			
TRANSFER FUNDS TO:				BALANCE		
OCA #	OCA Title	Object Code	Amount	Before Adj	After Adj.	BY
460204	Property Management Admin	3000	150,000			
TOTAL TO BE ADJUSTED:			\$150,000			

**FINANCE: Please Return a copy of this signed request to
Karen Warnick, Management Services, Parkside HQ **

Originator & Date:  12-28-2012

Dept. Head Approval & Date:  1/2/2013

Budget Officer Approval & Date:

Secretary-Treasurer Approval & Date:

Planning Board Approval & Date

REMARKS:
Other Services and Charges is increased by \$150,000 to cover excessive costs for specialized outside services to maintain compliance with EPA and MDE, OSHA (lead-based paint, asbestos-containing materials, miscellaneous pollutants -fuel tanks, and drinking water). The 8-month projection reflected \$70,000 be re-allocated from Supplies and Materials to Other Services and Charges however, the need was underestimated. The revised projection for Other Services and Charges is increased to \$150,000.


Transfer Log #


M-NCPPC
REQUEST FOR BUDGET ADJUSTMENT
Montgomery County Department of Parks

DATE: 12/28/2012

TRANSFER FUNDS FROM				BALANCE		
OCA #	OCA Title	Object Code	Amount	Before Adj	After Adj.	BY
266205	Fleet Mgmt	2402	(50,000)			
266304	Trades Management	2402	(30,000)			
TOTAL TO BE ADJUSTED:			(\$80,000)			
TRANSFER FUNDS TO:				BALANCE		
OCA #	OCA Title	Object Code	Amount	Before Adj	After Adj.	BY
266205	Fleet Mgmt	1700	50,000			
266304	Trades Management	1500	30,000			
TOTAL TO BE ADJUSTED:			\$80,000	\$0	\$0	

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Originator & Date:  12-28-2012

Dept. Head Approval & Date:  1/2/2013

Budget Officer Approval & Date:

Secretary-Treasurer Approval & Date:

Planning Board Approval & Date

REMARKS:
FY13 Adjustments are needed in order to increase the purchase of supplies and parts required to be used for in-house repairs and maintenance of our fleet and equipment. These actions have allowed us to perform maintenance work at a cost lower than outside contracted services. A measure that has been implemented during the past 3 years due to budgetary reductions.

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M-NCPPC
REQUEST FOR BUDGET ADJUSTMENT
Montgomery County Department of Parks

DATE: 12/28/2012

TRANSFER FUNDS FROM				BALANCE		
OCA #	OCA Title	Object Code	Amount	Before Adj	After Adj.	BY
263307	Mgmt Services - IT	0110	(62,000)			
TOTAL TO BE ADJUSTED:			(62,000)			
TRANSFER FUNDS TO:				BALANCE		
OCA #	OCA Title	Object Code	Amount	Before Adj	After Adj.	BY
263307	Mgmt Services - IT	3000	62,000			
TOTAL TO BE ADJUSTED:			\$62,000			

**FINANCE: Please Return a copy of this signed request to
Karen Warnick, Management Services, Parkside HQ **

Originator & Date: *Karen Warnick 1/2/13*

Dept. Head Approval & Date: *MB [Signature] 1/2/2013*

Budget Officer Approval & Date:

Secretary-Treasurer Approval & Date:

Planning Board Approval & Date

REMARKS:

Management Services Division has kept positions vacant this year and has provided desktop service functions through our Help Desk vendor as a cost savings measure. Parks is requesting to transfer the funding from these vacancies to fund this service.