



MONTGOMERY COUNTY DEPARTMENT OF PARKS
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

MCPB Date: 11/20/2014
Agenda Item # 2

MEMORANDUM

DATE: November 13, 2014
TO: Montgomery County Park Commission
VIA: Michael F. Riley, Director of Parks *MR*
Mitra Pedoeem, Acting Deputy Director of Parks *Mitra Pedoeem*
FROM: Karen Warnick, Budget Manager, Management Services *KWarnick*
SUBJECT: FY16 Park Fund Budget Approval

Staff Recommendation

Approve the FY16 expenditure funding levels for the Park Fund.

Background

At the September 18th Planning Board meeting, the Board provided general guidance for developing the FY16 Budget with the recognition that the Department of Parks has mandated requirements and other essential needs to operate our park system. The Planning Board asked that we prioritize our essential needs and place the individual requests into percentage tier levels.

On October 2nd, the Department of Parks presented the base budget plus new initiatives level that addressed the top priorities of the department. The budget request included 2 tiers of new initiatives totaling nearly \$2.5M and 17 new positions. Adding the new initiatives to the base budget and major known commitments, produced a total request of \$6.7M, or 7.1%, increase above the FY15 Adopted budget, and included 23 new positions.

The Department of Parks came back to the Planning Board again on October 30th with follow up information and a few refined requests regarding our cultural resources program, Park Police body worn cameras, Park Police OBI, and web redevelopment. These changes reflected a \$46,000 decrease to our request and reduced the number of new positions by two to 21.

At the time of the October 2nd meeting, information regarding adjustments in expenses such as risk management, long term disability payments, and unemployment as well as Departmental chargebacks to the Park Fund for CAS services were not available and therefore not included in the proposed budget request. In addition, adjustments for Other Post-Employment Benefits (OPEB) and retirement were not finalized. The estimated amounts were included in the October 2nd memo. All these numbers have been updated and are included in this memo.

The October 2nd submission included adjustments for compensation and Other Post-Employment Benefits in the operating budget request. These numbers should be presented below the line in the Non-Departmental line since they are not distributed by division. This is consistent with the other departments' submissions.

The revised recommended park fund expenditure is \$88,923,330, which is \$3,487,811, or 4.1% above the FY15 Adopted budget with an increase of 21 new positions. By comparison to the October 2nd request, the percent increase would be 6.9%, if the Non-Departmental items were included.

FY16 Park Fund Proposed Budget Request

For the FY16 Proposed Budget, the Department of Parks has included increases in the Base Budget for known commitments including OBI; National Pollutant Discharge Elimination System (NPDES) mandate; utilities; contractually obligated increases; new debt service for additional capital equipment; and an inflationary increase for supplies and materials.

In addition, the Department also requested several new initiatives to help meet essential needs that are not being met through the current budget.

Chart #1 below list the Department’s known operating commitments not including changes in salaries, debt service, risk management, and internal service fund (ISF) payments.

The October 2nd memo to the Planning Board provided details on the known operating commitments, and as such, they are not repeated in this memo.

Chart #1 FY16 Park Fund Base Budget Known Operating Commitments	Personnel	Positions	Funding	% Change
Operating Budget Impact (OBI)*	FT Career Seasonal	4	\$603,797	
NPDES Mandate**	FT Career Seasonal	1	\$271,627	
Utilities/Telephone			\$(11,400)	
Contractual Increases			\$188,780	
Pest Control at Historic Buildings***			\$75,000	
Debt Service -Increased Internal Service Fund Capital Equipment			\$95,000	
Inflationary Increases for Supplies and Materials			\$97,700	
TOTAL		5	\$1,320,504	1.4%

*OBI lower than October 2nd request by \$65,170 and 1 Part Time position - Park Police withdrew to give further examination to request.

**Funded by the County’s Water Quality Protection Fund. Does not affect the Park fund tax rate.

***Pest control at Historic Buildings moved here from New Initiatives per the guidance of the Planning Board

Chart #2 Tier 1 – Top Priority New Initiatives - \$1,340,913	Personnel	Positions	Funding
1-1) Urban Parks	FT Career	1	127,405
1-2) Maintenance and Operations	FT Career Seasonal	1	187,015
1-3) Trails	FT Career	1	161,612
1-4) Sustainability	FT Career	1	100,638
1-5) Historic and Cultural Preservation and Interpretation	FT Career	2	189,514
1-6) Parks Foundation	Term Contract	2	140,717
1-7) Community Gardens	FT Career	1	76,286
1-8) General Increase in Other Services & Charges			177,726
1-9) On-Site IT Help Desk Support			180,000
TOTAL TIER 1	Career Term Contract	7 2	\$1,340,913

Chart #2 (Cont) Tier 2 – Top Priority New Initiatives - \$1,068,918	Personnel	Positions	Funding
2-1) Public Safety	FT Career	2	353,432
2-2) Deer Management	FT Career Seasonal	4	412,742
2-3) CIP Implementation	FT Career	1	57,744
2-4) Marketing			125,000
2-5) Desktop Virtualization			120,000
TOTAL TIER 2	Career	7	\$1,068,918

Park Fund Expenditures Budget Summary and by Division

The overall FY16 Park Fund budget request is summarized in the chart below.

DEPARTMENT of PARKS			
SUMMARY OF FY16 BUDGET REQUEST			
	FY15 Adopted Budget	\$85,435,519	% Change
BASE BUDGET			
Major Known Commitment Increases			
Changes in Salaries including Benefits, Retirement, Overtime, Seasonal, Lapse, and Annualization of FY15 New Positions		\$23,441	0.0%
Unemployment; Group Long Term Disability (LTD)		\$91,350	0.1%
Risk Management		(\$429,000)	(0.5%)
Capital Equipment (ISF, Commission wide IT)		\$502,500	0.6%
FY15 One Time Capital Outlay and Term Contact Personnel Expenses		(\$444,946)	(0.5%)
Chargebacks		\$97,784	0.1%
Known Operating Commitments (from Chart #1)		\$1,320,504	1.5%
Essential Needs - Tier 1 and Tier 2 (from Chart #2)		\$2,409,831	2.8%
Debt Service on General Obligation Bonds		(\$83,653)	(0.1%)
Total Operating Increase FY16 Proposed Budget Request		\$3,487,811	4.1%
FY16 Park Fund Budget Request		\$88,923,330	
Non-Departmental (Compensation Adjustment, OPEB Paygo and Prefunded)		\$2,825,024	6.9%

The charts on the below show the FY15 Adopted Budget and the FY16 Proposed Budget by division for the Park Fund. The Park Fund budget is appropriated by the County Council at the division level.

There are some noteworthy changes that were not addressed above are:

Salary Adjustment - The FY16 personnel costs do not include any assumption for a salary adjustment in the divisional personnel numbers. FY16 budget amounts for salary adjustments and OPEB costs are included in the Non-Departmental account.

Position Moves - In FY16, the grants position is moving from the Public Affairs and Community Partnerships Division to the Parks Foundation within the Director's Office to align this function with the Foundation. A position in Management Services Division is moving to Public Affairs and Community Partnerships Division to address community outreach needs.

Adjustments to Address Needs - Each year, divisions move funding from Supplies & Materials to Other Services & Charges and vice versa to address specific needs, or funds may be moved between divisions. This year, the following adjustments are requested:

- Horticulture, Forestry and Environmental Education - Move \$2,100 from S&M to OS&C to address needs.
- Northern Parks - Move \$15,000 from S&M to OS&C to address needs.
- Information Technology & Innovation - Move \$28,300 in Other Services & Charges to Public Affairs & Community Partnerships to move the funds for the maintenance fee for Customer Response software to the division that is monitoring the contract.

.FY16 Proposed Park Fund Expenditure Budget

Expenditure by Major Object	FY15 Adopted Budget	FY16 Proposed Budget	Increase/ (Decrease) from FY15
Director's Office			
Personnel Services	\$1,111,494	\$1,276,381	\$164,887
Supplies & Materials	27,400	6,400	(21,000)
Other Services & Charges	20,850	45,970	25,120
Capital Outlay	-	-	-
Chargebacks	-	-	-
Total	\$1,159,744	\$1,328,751	\$169,007
Public Affairs & Community Partnerships			
Personnel Services	\$2,028,977	\$2,091,426	\$62,449
Supplies & Materials	101,200	104,500	3,300
Other Services & Charges	201,070	375,830	174,760
Capital Outlay	-	-	-
Chargebacks	(45,600)	(10,000)	35,600
Total	\$2,285,647	\$2,561,756	\$276,109
Management Services			
Personnel Services	\$1,565,398	\$1,381,736	(\$183,662)
Supplies & Materials	8,600	10,600	2,000
Other Services & Charges	165,892	171,972	6,080
Capital Outlay	-	-	-
Chargebacks	-	-	-
Total	\$1,739,890	\$1,564,308	(\$175,582)

FY16 Proposed Park Fund Expenditure Budget

Expenditure by Major Object	FY15 Adopted Budget	FY16 Proposed Budget	Increase/ (Decrease) from FY15
Information Technology & Innovation			
Personnel Services	\$981,248	\$1,000,884	\$19,636
Supplies & Materials	220,000	230,000	10,000
Other Services & Charges	766,480	1,133,280	366,800
Capital Outlay	-	-	-
Chargebacks	<u>(53,000)</u>	<u>(56,200)</u>	<u>(3,200)</u>
Total	\$1,914,728	\$2,307,964	\$393,236
Park Planning & Stewardship			
Personnel Services	\$3,583,144	\$4,262,448	\$679,304
Supplies & Materials	73,400	103,400	30,000
Other Services & Charges	309,050	531,650	222,600
Capital Outlay	33,500	55,000	21,500
Chargebacks	<u>(365,400)</u>	<u>(411,100)</u>	<u>(45,700)</u>
Total	\$3,633,694	\$4,541,398	\$907,704
Park Development			
Personnel Services	\$5,220,597	\$5,471,392	\$250,795
Supplies & Materials	42,100	52,100	10,000
Other Services & Charges	99,200	112,220	13,020
Capital Outlay	-	-	-
Chargebacks	<u>(2,240,146)</u>	<u>(2,180,600)</u>	<u>59,546</u>
Total	\$3,121,751	\$3,455,112	\$333,361
Park Police			
Personnel Services	\$13,474,608	\$13,306,919	(\$167,689)
Supplies & Materials	498,640	498,640	0
Other Services & Charges	334,100	366,180	32,080
Capital Outlay	-	-	-
Chargebacks	-	-	-
Total	\$14,307,348	\$14,171,739	(\$135,609)
Horticulture, Forestry & Environmental Education			
Personnel Services	\$7,384,515	\$7,553,929	\$169,414
Supplies & Materials	474,560	482,564	8,004
Other Services & Charges	348,728	466,748	118,020
Capital Outlay	-	-	-
Chargebacks	<u>(325,300)</u>	<u>(282,600)</u>	<u>42,700</u>
Total	\$7,882,503	\$8,220,641	\$338,138

FY16 Proposed Park Fund Expenditure Budget

Expenditure by Major Object	FY15 Adopted Budget	FY16 Proposed Budget	Increase/ (Decrease) from FY15	
Facilities Management				
Personnel Services	\$9,586,796	\$10,036,613	\$449,817	
Supplies & Materials	1,594,825	1,700,825	106,000	
Other Services & Charges	832,800	862,980	30,180	
Capital Outlay	-	-	-	
Chargebacks	(923,845)	(927,345)	(3,500)	
Total	\$11,090,576	\$11,673,073	\$582,497	
Northern Parks				
Personnel Services	\$8,035,222	\$8,447,493	\$412,271	
Supplies & Materials	709,786	755,829	46,043	
Other Services & Charges	248,231	476,456	228,225	
Capital Outlay	260,000	215,464	(44,536)	
Chargebacks	(28,900)	(30,600)	(1,700)	
Total	\$9,224,339	\$9,864,642	\$640,303	
Southern Parks				
Personnel Services	\$11,333,305	\$11,460,906	\$127,601	
Supplies & Materials	1,000,800	1,010,800	10,000	
Other Services & Charges	326,731	354,431	27,700	
Capital Outlay	428,000	300,000	(128,000)	
Chargebacks	(67,500)	(71,100)	(3,600)	
Total	\$13,021,336	\$13,055,037	\$33,701	
Support Services				
Personnel Services	\$191,850	\$283,200	\$91,350	
Supplies & Materials	1,762,000	1,787,000	25,000	
Other Services & Charges	8,195,235	8,269,846	74,611	
Capital Outlay	-	-	-	
Chargebacks	762,140	779,778	17,638	
Total	\$10,911,225	\$11,119,824	\$208,599	
Park Fund Total				
Personnel Services	\$64,497,154	\$66,573,327	\$2,076,173	3%
Supplies & Materials	6,513,311	\$6,742,658	\$229,347	4%
Other Services & Charges	11,848,367	\$13,167,563	\$1,319,196	11%
Capital Outlay	721,500	\$570,464	(\$151,036)	-21%
Chargebacks	(3,287,551)	(\$3,189,767)	\$97,784	-3%
Total	\$80,292,781	83,864,245	\$3,571,464	4.4%
Debt Service	5,142,738	5,059,085	(\$83,653)	-1.6%
Total Park Fund Operating Request	85,435,519	88,923,330	3,487,811	4.1%
Non-Departmental				
Grants	4,734,420	7,559,444	\$2,825,024	
Capital Projects Funds	400,000	400,000	-	
Total	90,919,939	97,232,774	6,312,835	