



# THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

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

MCPB Date: 5/28/2015  
Agenda Item # 3

## MEMORANDUM

**DATE:** May 21, 2015  
**TO:** Montgomery County Park Commission  
**VIA:** Mike Riley, Director of Parks *MR*  
Mitra Pedoeem, Deputy Director of Parks *Mitra Pedoeem*  
**FROM:** Trish Swann, Acting Budget Manager *Trish Swann*  
**SUBJECT:** FY15 Budget Adjustment

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### STAFF RECOMMENDATION:

Approval of the Request for FY15 Budget Adjustment for the Department of Parks.

### BACKGROUND:

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

The budget resolution approving the Department of Parks operating budget is appropriated at the divisional level. The Planning Board has authority to transfer appropriation between the major object codes (personnel, supplies, services, capital outlay) as long the divisional appropriation is not exceeded by 10%.

The recommended transfers do not exceed 10% in any division.

The Department requests approval to adjust the FY15 divisional line item budgets, as shown below, to accommodate specific needs of the Department.

### REQUEST APPROVAL:

This request is for the Board's approval to transfer funds from the Personnel to Supplies & Materials.

At the May 21, 2015 Planning Board meeting, the Finance Department presented the Three Month Projections which indicated that the Department of Parks will have an estimated personnel savings in FY15 of \$857,100 due to delays in filling vacant positions, promotions from within, and retirements. These personnel savings were mostly achieved in the first two quarters of this fiscal year as we have worked hard to fill many of our vacancies during the latter half of this year to bring our vacancy rate closer to our normal lapse.

This budget transfer request reallocates the \$857,100 from Personnel to Supplies & Materials.

The Department of Parks FY16 approved budget was reduced \$3M from our proposed budget. To address some of the critical needs that were not included in FY16 budget, the Department is seeking approval to purchase some of the items this year including desktop virtualization, graphic design needs, and security surveillance needs in Park facilities.

In addition, the Department is requesting to reallocate the funding to cover some unforeseen expenditures this year including:

- Early in the fiscal year, the CIP history was rolled over from Performance to the Lawson ERP. Staff could not accurately determine the expenditures in the CIP. There was a CIP project to fulfill compliance issues relating to lead based paint abatement at historic properties that was completed early in the fiscal year. It was determined after this project was completed that there was no CIP funding available. The Park Fund paid for this project.
- The Department of Parks has over 400 pieces of large equipment that have exceeded their useful life either in age or mileage. This aging equipment has increased down time and repairs. The budget for fleet supplies has not increased to meet this need. A portion of this budget adjustment it requested to cover the over expenditure for additional fleet supplies already used this fiscal year.
- In the FY15 budget, the Department of Parks received 20 new positions, many of which are located in Parkside. To accommodate office space for these new staff, the Department needed to make renovations to both Parkside and Hillandale. These necessary renovations were unbudgeted.

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

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

Date: \_\_\_\_\_