

MEMORANDUM

DATE: November 12, 2015

TO: Montgomery County Parks Planning Board

VIA: Michael F. Riley, Director of Parks *MR*
Mitra Pedoeem, Acting Deputy Director of Parks *Mitra Pedoeem*
Shuchi Vera, Chief, Management Services Division *SV*

FROM: Nancy Steen, Budget Manager, Management Services Division *Nancy C. Steen*

SUBJECT: FY17 Parks Budget Approval

Staff Recommendation

Approve the expenditure funding levels for the Department of Parks FY17 Proposed Budgets for 1) Park Fund, 2) Enterprise Fund, 3) Property Management Fund, and the 4) Special Revenue Fund. Additionally, approve the FY17 Estimated Revenue collected by the Department excluding the property tax collected by the County and the interest earned by the Fund.

Background

At the September 17th Planning Board meeting, the Board provided general guidance for developing the FY17 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 request what is needed to provide the services that the Planning Board and the County Council have requested of us, being cognizant of the County's fiscal challenges and the likely impact that these challenges will have on our eventual budget.

On October 8th, the Department of Parks presented the base budget plus new initiatives level that addressed the top priorities of the department. The budget request included new initiatives totaling \$1.57M and 9 new positions. Adding the new initiatives to the base budget and major known commitments, produced a total request of \$5.5M, or a 6.3% increase above the FY16 Adopted budget, and included 14 new positions.

The Department of Parks came back to the Planning Board on October 22nd with updated information and additional requests. At the recommendation of the Planning Board, the proposed budget was amended to add a new marketing position. In addition, non-personnel funding was added to the budget request for marketing support for the department. There was also further discussion about the new initiative request for a chief performance officer position. The total Operating Budget Impact (OBI) request was also updated to add funding for Laytonia Recreational Park. A request was made during this meeting to prioritize our new initiative funding requests. We have completed that prioritization and are prepared to discuss it with the Planning Board, if requested. With the amended changes included in that presentation, the total increase being requested was revised to \$6,244,646, a 7.1% increase over the FY16 Adopted budget.

At the time of the October 22nd meeting, adjustments for 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 included in the proposed budget request. All these numbers have now been updated and are included in this memo. In addition, compensation projections have been further refined, and the FY17 budgeted cost for retirement has significantly decreased since the initial projection.

In addition to the tax supported Park Fund, the Department of Parks also manages the budgets for the Enterprise Fund, Property Management Fund, and the Special Revenue Fund. These fund summaries are presented in this memo.

The Department of Parks generates revenues from user fees, grants, and other sources including revenue from the County’s Water Quality Fund. The proposed revenue budget is also presented in this memo.

Proposed Budget Information

The Proposed Budget information is included in attachments to this memo.

Attachment 1	Park Fund Expenditure	Largely Tax Supported	\$3,464,053	3.9% above FY16
Attachment 2	Park Fund Revenue	Non-Tax Revenue	\$5,924,156	4.0% above FY16
Attachment 3	Enterprise Fund	Self Sufficient	\$8,722,655	-1.4% below FY16
Attachment 4	Property Management Fund	Self Sufficient	\$1,319,000	16.6% above FY16
Attachment 5	Special Revenue Fund	Largely Self Sufficient	\$1,843,500	0.5% above FY16

Summary

Staff is requesting the Board’s approval of the expenditure funding levels for the Department of Parks FY17 Proposed Budgets for the Park Fund, Enterprise Fund, Property Management Fund, Special Revenue Fund, as well as the Park Fund Revenue shown in the memo.

Next Steps

The next steps in the FY17 budget process are:

Full Commission approves the FY17 Proposed Budget Resolution	December 16, 2015
M-NCPPC submits Budget in Brief according to statutory mandate to County Executive and County Council	January 15, 2016
County Executive makes recommendations	March 15, 2016
County Council holds Public Hearings on budget	April 2016
County Council reviews M-NCPPC Budget	April & May 2016
Montgomery and Prince George’s County Councils meet	May 2016
County Councils adopt budget	May 2016

Park Fund Expenditure Summary

Background

For the FY17 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; 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 lists the Department’s known operating commitments not including changes in salaries and benefits, debt service, risk management, and chargebacks.

Chart #2 below lists the Department’s funding request for new initiatives.

The October 8th memo to the Planning Board provided details on the known operating commitments, and as such, they are not repeated in this memo.

Chart #1 - FY17 Park Fund Base Budget Known Operating Commitments	Personnel	Positions/Workyears	Funding	% Change
Operating Budget Impact (OBI)	Career Seasonal	7 3.6	\$984,617	
Increases Associated with Legislative Mandates	Seasonal	0.4	\$272,173	
Contractual Increases			\$221,841	
Utilities/Telecommunications			\$191,708	
Inflationary Increases for Supplies and Materials			\$204,500	
Debt Service for Internal Service Fund Capital Equipment			\$123,500	
TOTAL		7 career positions/ 4.0 seasonal wk yrs	\$1,998,339	2.3%

*Change in contractual increases is \$74,687 from previous request to add additional funding for enhanced contract for Microsoft licensing support and for amending amount for ActiveMONTGOMERY support.

**Change in Debt Service total for ISF is \$14,400 which is the amended total from the Continuing Budget Document.

Chart #2 - Summary - New Initiatives

Item & Description	Career Positions	Term Positions	Seasonal Wkys	Funding *
Public Safety	2.0	1.0	0.0	\$ 855,241
Departmental Efficiencies/Priorities	4.5	0.0	-1.0	\$ 626,985
Water Quality Fund	1.5	-1.0	0.0	\$ 59,070
Sub-Total	8.0	0.0	-1.0	\$ 1,541,296
Legislation - Pesticides Management	2.0	0.0	3.6	\$ 334,105
Total	10.0	0.0	2.6	\$ 1,875,401

*Total request increased by \$6,023 from the previous request. The changes are due to revisions in the salary and benefit totals for new positions.

The October 8th and October 22nd memo to the Planning Board provided details on the new initiatives, and as such, they are not repeated in this memo.

Park Fund Expenditures Budget Summary and Summary by Division

The overall FY17 Park Fund budget request is summarized in the chart below.

DEPARTMENT of PARKS SUMMARY OF FY17 BUDGET REQUEST		
FY16 Adopted Budget (excl OPEB)	88,354,351	% Change
CHANGES TO BASE BUDGET		
Changes in Salaries including Benefits, Overtime, Seasonal, Lapse, and Annualization of FY16 New Positions	\$1,254,637	1.4%
Retirement	(\$2,048,099)	-2.3%
Unemployment; Group Long Term Disability (LTD)	(\$43,582)	0.0%
Risk Management, Commission-wide IT, CIO Allocation	(\$85,610)	-0.1%
Chargebacks	\$200,083	0.2%
Known Operating Commitments (from Chart #1)	\$1,998,339	2.3%
New Initiatives (from Chart #2)	\$1,875,401	2.1%
Debt Service on General Obligation Bonds	\$312,884	0.4%
Total Operating Increase FY17 Proposed Budget Request *	\$3,464,053	3.9%
FY17 Park Fund Budget Request (excl OPEB)	\$91,818,404	
OPEB (PAYGO and Pre-Funding)	\$5,395,523	
Total FY17 Park Fund Budget Request	\$97,213,927	

*This total includes the compensation marker for merit/COLA. In the divisional summary on page 8, the compensation marker is included in the Non-Departmental total.

The charts below show the FY16 Adopted Budget and the FY17 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 not addressed above:

Salary Adjustment – The FY17 divisional personnel costs do not include any assumption for a salary adjustment in the personnel totals. Instead, the FY17 budget amounts for compensation adjustments are included in the Non-Departmental account.

Position Moves – Each year, divisions make personnel moves or adjustments to address specific needs. This year, the following adjustments are requested:

- Facilities Management – transferring a position to the Director’s Office to serve as a ballfield maintenance coordinator.
- Horticulture, Forestry and Environmental Education – converting a Senior Administrative Assistant position from part-time to full-time.
- Park Planning and Stewardship Division - transferring a Principal Administrative Assistant position from the Enterprise Fund.

Adjustments to Address Needs – Each year, divisions move funding from Supplies & Materials (S&M) to Other Services and Charges (OS&C) 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 – Transferring \$12,000 in seasonal cost from Northern Parks. Moving \$750 from OS&C to S&M to address needs.
- Northern Parks – Transferring \$12,000 in seasonal cost to Horticulture, Forestry and Environmental Education for support at Black Hill Visitor Center. Moving \$11,040 from S&M to OS&C to address needs.
- Southern Parks – Transferring \$5,000 in S&M from Support Services for custodial support at Parkside. Moving \$10,000 from S&M to OS&C to address needs.
- Support Services – Transferring \$5,000 from OS&C to Southern Parks. Moving \$21,400 from OS&C to S&M to add funding for Propane costs and reducing funding for Natural Gas utility expenses by \$21,000 and Water and Sewer utility costs by \$400.

FY17 Proposed Park Fund Expenditure Budget

Expenditure by Major Object	FY16 Adopted Budget	FY17 Proposed Budget	Increase/ (Decrease) from FY16
Director's Office			
Personnel Services	\$1,289,416	\$1,575,160	\$285,744
Supplies & Materials	\$3,400	\$3,468	\$68
Other Services & Charges	\$44,850	\$44,850	\$0
Capital Outlay	\$0	\$0	\$0
Chargebacks	\$0	\$0	\$0
Total	\$1,337,666	\$1,623,478	\$285,812

Public Affairs & Community Partnerships			
Personnel Services	\$2,105,478	\$2,163,893	\$58,415
Supplies & Materials	\$101,800	\$54,836	(\$46,964)
Other Services & Charges	\$231,470	\$438,790	\$207,320
Capital Outlay	\$0	\$0	\$0
Chargebacks	(\$10,000)	\$0	\$10,000
Total	\$2,428,748	\$2,657,519	\$228,771

Management Services			
Personnel Services	\$1,398,786	\$1,526,593	\$127,807
Supplies & Materials	\$8,600	\$8,772	\$172
Other Services & Charges	\$169,892	\$185,997	\$16,105
Capital Outlay	\$0	\$0	\$0
Chargebacks	\$0	\$0	\$0
Total	\$1,577,278	\$1,721,362	\$144,084

Information Technology & Innovation			
Personnel Services	\$1,014,338	\$1,062,744	\$48,406
Supplies & Materials	\$220,000	\$224,400	\$4,400
Other Services & Charges	\$1,011,680	\$1,097,280	\$85,600
Capital Outlay	\$0	\$0	\$0
Chargebacks	(\$56,200)	(\$58,200)	(\$2,000)
Total	\$2,189,818	\$2,326,224	\$136,406

Park Planning & Stewardship			
Personnel Services	\$4,107,636	\$4,335,836	\$228,200
Supplies & Materials	\$90,400	\$93,308	\$2,908
Other Services & Charges	\$495,850	\$513,277	\$17,427
Capital Outlay	\$55,000	\$55,000	\$0
Chargebacks	(\$435,882)	(\$385,708)	\$50,174
Total	\$4,313,004	\$4,611,713	\$298,709

Park Development			
Personnel Services	\$5,471,787	\$5,226,413	(\$245,374)
Supplies & Materials	\$42,100	\$42,942	\$842
Other Services & Charges	\$99,700	\$99,825	\$125
Capital Outlay	\$0	\$0	\$0
Chargebacks	(\$2,180,600)	(\$2,180,600)	\$0
Total	\$3,432,987	\$3,188,580	(\$244,407)

Park Police			
Personnel Services	\$13,211,318	\$12,968,569	(\$242,749)
Supplies & Materials	\$498,640	\$648,613	\$149,973
Other Services & Charges	\$347,780	\$356,024	\$8,244
Capital Outlay	\$0	\$0	\$0
Chargebacks	\$0	\$0	\$0
Total	\$14,057,738	\$13,973,206	(\$84,532)

Horticulture, Forestry & Environmental Education			
Personnel Services	\$7,638,061	\$7,656,493	\$18,432
Supplies & Materials	\$472,538	\$513,698	\$41,160
Other Services & Charges	\$452,828	\$853,082	\$400,254
Capital Outlay	\$0	\$0	\$0
Chargebacks	(\$282,600)	(\$223,400)	\$59,200
Total	\$8,280,827	\$8,799,873	\$519,046

Facilities Management			
Personnel Services	\$10,074,936	\$10,019,870	(\$55,066)
Supplies & Materials	\$1,600,825	\$1,747,142	\$146,317
Other Services & Charges	\$834,900	\$888,720	\$53,820
Capital Outlay	\$0	\$0	\$0
Chargebacks	(\$977,345)	(\$989,545)	(\$12,200)
Total	\$11,533,316	\$11,666,187	\$132,871

Northern Parks			
Personnel Services	\$8,394,887	\$8,448,299	\$53,412
Supplies & Materials	\$717,329	\$802,113	\$84,784
Other Services & Charges	\$429,391	\$464,331	\$34,940
Capital Outlay	\$160,000	\$419,650	\$259,650
Chargebacks	(\$30,600)	(\$31,700)	(\$1,100)
Total	\$9,671,007	\$10,102,693	\$431,686

Southern Parks			
Personnel Services	\$11,577,498	\$11,352,209	(\$225,289)
Supplies & Materials	\$1,000,800	\$1,065,253	\$64,453
Other Services & Charges	\$330,431	\$356,331	\$25,900
Capital Outlay	\$240,000	\$240,000	\$0
Chargebacks	(\$71,100)	(\$72,900)	(\$1,800)
Total	\$13,077,629	\$12,940,893	(\$136,736)

Support Services			
Personnel Services	\$283,200	\$239,618	(\$43,582)
Supplies & Materials	\$1,467,000	\$1,609,205	\$142,205
Other Services & Charges	\$7,732,260	\$8,225,488	\$493,228
Capital Outlay	\$0	\$0	\$0
Chargebacks	\$779,778	\$877,587	\$97,809
Total	\$10,262,238	\$10,951,898	\$689,660

Park Fund Total				
Personnel Services	\$66,567,341	\$66,575,697	\$8,356	0.0%
Supplies & Materials	\$6,223,432	\$6,813,750	\$590,318	9.5%
Other Services & Charges	\$12,181,032	\$13,523,995	\$1,342,963	11.0%
Capital Outlay	\$455,000	\$714,650	\$259,650	57.1%
Chargebacks	(\$3,264,549)	(\$3,064,466)	\$200,083	-6.1%
Total	\$82,162,256	\$84,563,626	\$2,401,370	2.9%
Debt Service	5,059,085	5,371,969	\$312,884	
Total Park Fund Operating Request *	87,221,341	89,935,595	2,714,254	3.1%
Non-Departmental **	5,337,546	6,528,332	\$1,190,786	
Grants	400,000	400,000	\$0	
Capital Projects Funds	350,000	350,000	\$0	
Total	93,308,887	97,213,927	\$3,905,040	

*This total does not include the compensation marker for the merit/COLA.

**Non-Departmental total includes OPEB and compensation marker.

Park Fund Revenue Summary

Park Fund Operating Revenue FY17 Proposed Budget

The FY17 Park Fund Operating Revenue is projected to be \$5,924,156. This is \$228,631 higher than the FY16 Adopted Budget mainly due to a projected increase in user fees and a small increase in the intergovernmental transfer from the Water Quality Protection Fund.

Facilities user fees are projected to be \$169,600 higher than FY16 Budget primarily due to an increase in ballfield revenue and building rentals attributable to an increase in fees.

The Grants budget accounts for small grants that may be received throughout the year.

The Intergovernmental Transfer from the Water Quality Protection Fund began in FY12 to cover the costs of personnel, contracts, supplies, and materials in support of water quality related park programs such as storm water management and federally mandated National Pollutant Discharge Elimination System (NPDES) requirements. Incremental funding has been added each year to fund cost increases associated with these programs. The increase in FY17 is \$77,631. The October 8th and October 22nd memo to the Planning Board provided details on this change, and as such, they are not repeated in this memo.

The chart below shows the FY17 proposed operating revenues for the Park Fund.

Proposed Park Fund Revenue

Attachment 2

	Budget FY16	Proposed FY17
<u>REVENUES</u>		
Facilities User Fees	\$2,424,443	\$2,594,043
Grants	\$400,000	\$400,000
Intergovernmental Transfer (Water Quality Protection Fund)	\$2,739,782	\$2,817,413
Miscellaneous Revenue	\$126,300	\$107,700
Interest	<u>\$5,000</u>	<u>\$5,000</u>
Total Revenue	5,695,525	5,924,156

Enterprise Fund Summary

Enterprise Fund Overall FY17 Proposed Budget

The Enterprise Fund oversees the operation of the revenue producing facilities such as ice rinks, indoor tennis centers, and conference centers. The funds are primarily generated through user fees, rentals and other non-tax supported sources. The Enterprise Fund proposed FY17 budget reflects \$10,681,182 in revenues and \$8,722,655 in expenditures for a net profit of \$1,958,527.

The Enterprise Fund is required to be self-sustaining. This includes operating costs, capital improvements, administrative costs and debt service payments. Any net income at the end of each fiscal year is used to meet the fund balance policy required reserve amount and to make on-going investments in life cycle replacements and improvements for each facility.

The chart on page 12 shows the FY17 proposed revenues and expenditures for the Enterprise Fund.

FY17 Changes

Revenues

The FY17 Enterprise Fund proposed revenues of \$10,681,182 is \$365,141 more than the FY16 approved budget due to an across the board increase in fees to help offset the higher minimum wage as well as transaction fees that will be charged in the new combined registration and reservation system, ActiveMONTGOMERY. The total amount for the transaction fees is unknown at this time, but we will have a better idea at the end of FY16.

Brookside Gardens' revenue is proposed to increase approximately \$123,800 over the FY16 budget due to the reopening of the facility after extensive renovation projects that limited the programs, weddings, and special events offered, including the butterfly show and winter light show.

Expenditures

The FY17 Enterprise Fund proposed expenditures of \$8,722,655 is \$91,393 higher than the FY16 adopted budget. This is due to a combination of increases in personnel and ActiveMONTGOMERY expenses.

Personnel costs increased due to the rising costs of minimum wage as well as an increase in compensation costs.

Also, additional funding is requested to cover costs for the management and oversight of ActiveMONTGOMERY, which is the single database registration and reservation system shared between Montgomery Parks, Department of Recreation, and the Community Use of Public Facilities (CUPF). The Department of Parks will reimburse the County Government for our portion of several ongoing positions including an accountant and system administrator. These positions will reside within the County Government. These reimbursement costs will be shared between the Park Fund and the Enterprise Fund.

These increases are offset by a decrease in expenses charged to Other Services and Charges due to no longer paying for the Web Designer and Project Manager for ActiveMONTGOMERY as well as the tennis instructors transitioning from independent contractors to seasonal employees.

FY17 Changes

In FY17, the Agricultural History Farm Park revenue and expense budget, which is primarily a Lease Agreement between the Parks Department and two County agencies will move from the Enterprise Fund to the Property Management Fund to align more with oversight of leases.

One full-time career position is transferring from the Enterprise Fund to the Park Fund, thereby reducing the number of budgeted positions from 35 in FY16 to 34 positions in FY17.

Capital Improvements

Capital Improvement Projects for the Enterprise facilities are approved in the CIP budget. The funding source is the Enterprise Reserves.

The proposed capital projects include \$300,000 for a new boathouse at Black Hill Boats, \$600,000 towards enclosing the Wheaton Sports Pavilion field, \$250,000 for improvements and upgrades at Little Bennett Campground to include a nature themed playground and Splash park/pool, as well as \$150,000 to construct a new entrance and reconfiguration of both main parking lots at Rockwood Manor.

FY17 Enterprise Fund Summary

Attachment 3

Summary of Annual Comparisons by Major Object	Budget FY16	Estimated FY16	Proposed FY17
REVENUE (MAJOR SOURCE)			
Fees & Charges	6,257,493	6,413,853	6,639,258
Rentals	3,430,048	3,374,083	3,345,924
Merchandise Sales	584,300	586,300	621,300
Concessions	24,200	24,900	24,700
Interest	20,000	17,000	50,000
Total Revenue	10,316,041	10,416,136	10,681,182
OBJECT OF EXPENDITURE			
Personnel Services	3,369,012	3,351,731	3,711,976
Administration	1,629,000	1,726,132	1,534,502
Chargebacks	399,600	399,600	413,177
Cost of Goods Sold	327,300	301,200	316,000
Supplies & Materials	448,200	549,215	449,400
Other Services & Charges	2,289,150	2,371,500	2,179,600
Capital Outlay (Not Financed)	169,000	143,300	118,000
Total Expenditures	8,631,262	8,842,678	8,722,655
Operating Income/(Loss)	1,684,779	1,573,458	1,958,527
Debt Service on Revenue Bonds	0	0	0
Revenue Over/(Under) Expenditures	1,684,779	1,573,458	1,958,527
CASH FLOW ELEMENTS			
CIP Transfers, Per Appropriation	800,000	1,380,000	1,300,000
Net Increase/(Decrease) in Cash	884,779	193,458	658,527
Full-Time Career			
Positions	34.00	34.00	33.00
Workyears	34.00	34.00	33.00
Part-Time Career			
Positions	0.00	0.00	0.00
Workyears	0.00	0.00	0.00
Contract Term			
Positions	1.00	1.00	1.00
Workyears	1.00	1.00	1.00
Seasonal			
Workyears	74.40	76.40	84.40
Chargebacks	0.90	0.90	0.90
Less Normal Lapse	0.00	0.00	0.00
TOTAL - Positions	35.00	35.00	34.00
TOTAL - Workyears	110.30	112.30	119.30

Property Management Fund Summary

Property Management Fund Overall FY17 Proposed Budget

The Property Management Fund is a self-sustaining program financed by the revenue derived from the rentals of park houses and other leases.

The FY17 budget request is \$1,319,000, or 17.1% higher than last year's budget. This increase is largely due to shifting the revenue and management of the lease for the Agricultural Farm Activity Building from the Enterprise Fund to the Property Management Fund; however, increased leasing of the closed Park Activity Buildings (PAB), application of standard annual rent increases, and a slight uptick in Equestrian lease gross receipts revenues also contribute to growth.

The chart on the next page shows the FY17 proposed revenues and expenditures for the Property Management Fund.

Property Management Fund Overview

The Property Management program establishes rental rates; advertises vacancies; negotiates, drafts and administers legal agreements for use of Park property; and serves as the landlord representative to the public and tenants.

The Property Management portfolio continues to reflect a steady growth in revenue, which is attributed to the private rental of PAB's, demands for land for parking use, and standardization of terms for annual increases to lease agreements.

The Property Management unit continues to expand efforts on the oversight of leased property. The efforts to lease closed PAB's to private third party tenants presents challenges for both our maintenance resources and for potential tenants to achieve success in their business plans for a variety of reasons. Upon the conclusion of FY15, six of the original 11 closed PAB's are privately leased and three are vacant.

FY17 Changes

FY17 rental income is projected to be \$192,200 higher than the FY16 budget primarily due to the change in lease administration from the Enterprise Division to the Property Management Unit of the Facilities Management Division. Continued progression of standardized annual rental increases, additional tenants, and a higher percentage of tenants paying fair market rental rates for building and land rentals also contribute to this increase. The increase in rental activity also requires additional expenses for contractual maintenance and property services.

FY17 Property Management Fund Summary

Attachment 4

Summary of Annual Comparisons by Major Object	Adopted FY16	Estimated FY16	Proposed FY17
REVENUE (MAJOR SOURCE)			
Rentals	\$1,123,800	\$1,133,654	\$1,315,000
Interest	\$3,000	\$3,000	\$4,000
Miscellaneous Revenue	\$0	\$4,500	\$0
Fund Balance from Prior Years	<u>\$0</u>	\$0	<u>\$0</u>
Total Revenue	\$1,126,800	\$1,141,154	\$1,319,000
OBJECT OF EXPENDITURE			
Personnel Services	\$421,636	\$421,636	\$439,003
Supplies & Materials	\$161,820	\$168,997	\$201,820
Other Services & Charges	\$372,244	\$379,421	\$507,077
Capital Outlay	\$0		\$0
Chargebacks	\$171,100	\$171,100	\$171,100
Interfund Transfer Out - Spec Rev	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Expenditure	\$1,126,800	\$1,141,154	\$1,319,000
Revenue Over(Under) Expenditure	\$0	\$0	\$0
Positions/Workyears Full Time Career	4.00 4.00	4.00 4.00	4.00 4.00
Positions/Workyears Part-Time Career	<u>0.00</u> <u>0.00</u>	0.00 0.00	<u>0.00</u> <u>0.00</u>
Positions/Workyears Total Career	4.00 4.00	4.00 4.00	4.00 4.00
Positions/Workyears Term Contract Seasonal/Intermittent	0.00 0.00	0.00 0.00	0.00 0.00
Chargebacks	0.00	0.00	0.00
Less Normal Lapse	3.00	3.00	3.00
Workyears Total	<u>0.00</u>	0.00	<u>0.00</u>
	7.00	7.00	7.00

*Chargebacks: FY14: 0.5 WYs to Enterprise Fund and 2.5 WYs from Park Fund.
 FY15, FY16, FY17: 0.5 WYs to Enterprise Fund and 3.5 WYs from Park Fund.

Special Revenue Fund Summary

Special Revenue Fund Overall FY17 Proposed Budget

The Special Revenue Fund has a beginning balance of \$441,411. The proposed FY17 budget reflects revenues of \$1,658,845 and expenditures of \$1,843,500. This level of expenditures will leave an ending balance of \$256,756.

The chart on page 17 shows the FY17 proposed revenues and expenditures for the Special Revenue Fund.

Special Revenue Funds - Background

Special Revenue Funds are used to account for the proceeds from specific revenue sources that are legally restricted to expenditures for specific purposes. Special Revenue funds are used when the expenditure of resources is restricted by the Commission or where there is a need to separate the accounting and budgeting for the expenditure of resources.

The Special Revenue budget is comprised of several separate funds. Special Revenue programs are shown separately if the annual appropriation is substantial. Smaller programs are combined, e.g. various interagency agreements.

Special Revenue Fund budgets are prepared as a proposal for revenues, expenditures, and associated workyears as well as fund balances. Special Revenue fund balances will not be shown consolidated with the tax supported funds to avoid confusing the resources of one fund type with another.

Special Revenue Funds Synopsis

The following is a synopsis of the special revenue accounts included in the FY17 proposed budget.

Park Police – Drug Enforcement Fund

This fund was established pursuant to Maryland law. The law provides the authority to seize property as a result of drug-related crime conviction. This is an on-going activity for drug enforcement within the Montgomery County Park system.

Park Police – Federally Forfeited Property

The Federal Forfeited Property Fund was established pursuant to Federal law. This fund allows for certain drug-crime related assets to be seized and forfeited to the agency. When a forfeiture is approved by the court, the seized funds may then be used to purchase equipment and other resources to combat drug-related crimes in the park system.

Interagency Agreements

The special revenue fund for interagency agreements includes revenues from other agencies and governments for work the Commission performs on a “reimbursement for service” basis. The Commission maintains agreements with Montgomery County to assist with public school ball field maintenance, and with other agencies for special policing and field maintenance requests.

Park Cultural Resources

This program provides supplemental funding for expanding and enhancing historic interpretation and

archaeology educational camps and programs. Revenues are generated through seasonal employee-led archaeological programs, archaeological camps, special events at public historic sites, guided historical tours, and school programs. Expenditures are used for seasonal salaries as well as other non-budgeted expenses such as supplies and materials, performers, scholars, interpretive displays, and volunteer docent materials related to historic and archaeological programs.

Special Events

This fund provides for work the Commission performs on a “reimbursement for service” basis for special events and tournaments in the parks.

Nature Programs and Facilities

This fund provides supplemental funding through budgeted proceeds for expanding and enhancing nature and environmental educational programs and projects at the nature facilities. Revenues are generated through seasonal employee-led nature center camps and special event admissions. Expenditures are used for seasonal salaries as well as other non-budgeted expenses such as supplies and materials, performers, scholars, interpretive displays, and animal supplies/services related to the camps and special events. Revenues and expenses for camps or programs offered by career staff are accounted for in the Park Fund.

Special Donations and Programs

Special Donations and Programs include donations and contributions designated for specific purposes or projects that are not part of the normal tax-supported programs in the Park Fund.

FY17 Special Revenue Fund Summary

Attachment 5

Special Revenue Fund Summary	Budget FY16	Estimated FY16	Proposed FY17
BEGINNING FUND BALANCE	\$446,974	\$591,859	\$441,411
<u>REVENUE</u>			
Intergovernmental Revenues	\$866,500	\$948,000	\$988,200
Sales	\$1,000	\$1,000	\$5,000
Charges for Services	\$0	\$0	\$0
Recreation/User Fees	\$291,000	\$279,100	\$309,000
Rentals/Concessions	\$49,000	\$81,645	\$89,645
Interest	\$1,000	\$800	\$0
Miscellaneous Revenues	\$433,498	\$38,042	\$255,000
Interfund Transfer	<u>\$0</u>	<u>\$0</u>	<u>\$12,000</u>
TOTAL REVENUE	\$1,641,998	\$1,348,587	\$1,658,845
<u>EXPENDITURE</u>			
Personnel Services	\$382,500	\$443,478	\$537,800
Supplies and Materials	\$249,850	\$109,400	\$189,500
Other Services and Charges	\$1,115,944	\$862,544	\$1,041,000
Capital Outlay	\$46,000	\$43,113	\$34,000
Other Classifications	<u>\$40,500</u>	<u>\$40,500</u>	<u>\$41,200</u>
TOTAL EXPENDITURE	\$1,834,794	\$1,499,035	\$1,843,500
Total Revenue Less Expenditure	<u>(\$192,796)</u>	<u>(\$150,448)</u>	<u>(\$184,655)</u>
ENDING FUND BALANCE	\$254,178	\$441,411	\$256,756
Workyears	1.30	1.30	1.30