



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

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

MCPB Date: 5/18/17

Agenda Item # 4

MEMORANDUM

DATE: May 11, 2017

TO: Montgomery County Planning Board

VIA: Michael F. Riley, Director of Parks
Mitra Pedoeem, Deputy Director of Administration *Mitra Pedoeem*
John Nissel, Deputy Director of Operations *JN*
Shuchi Vera, Chief, Management Services Division *S.V.*

FROM: Nancy Steen, Budget Manager *Nancy C. Steen*

SUBJECT: FY17 Budget Adjustment for the Department of Parks

STAFF RECOMMENDATION:

Approval of the request for an FY17 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 appropriations between the major object codes (personnel, supplies, services, capital outlay) as long as the divisional appropriation is not exceeded by ten percent.

The recommended transfers do not exceed ten percent in any division.

The department requests approval to adjust the FY17 divisional line item budgets, as shown below, to accommodate specific needs of the Department.

REQUEST APPROVAL:

At the May 18, 2017 Planning Board meeting, the Finance Department will present the Nine Month Financial Report which indicates that the Department of Parks will have estimated Park Fund personnel savings of \$782,096 mainly due to attrition caused by promotions and retirements.

This request is for the Board's approval to transfer funds totaling \$720,000 from Personnel Services to Supplies and Materials, Other Services and Charges and Capital Outlay to fund operational needs. In addition, we are requesting to transfer \$499,409 in funding from the OPEB Paygo savings in the Non-Departmental Account to Support Services to be used for debt service for the Capital Equipment Internal Service Fund (ISF). This debt service payment will reduce our obligation for FY18 and was included in planned revisions to the FY18 proposed budget recently presented to the Planning Board and to the County Council. The total amount of the transfer request is \$1,219,409.

Supplies and Materials – total of \$210,487

This funding will be used to purchase supplies for athletic field maintenance, renovations at the Silver Spring Intermediate Neighborhood Park, a trailer for the Ditch Witch for the trails crew, stormwater management supplies, lighting for Brookside Gardens and other miscellaneous maintenance supplies.

Other Services and Charges – total of \$129,466

Funding will be utilized for the Silver Spring Intermediate Neighborhood Park concept plan and fencing, emergency clean-up that was completed at Long Branch, the Bike Share pilot program and for other departmental needs.

Capital Outlay – total of \$380,047

Although the Department of Parks FY17 budget included funding for the Capital Equipment Internal Service Fund, that funding level is not sufficient to meet our needs. Funds from this budget transfer request will be used to help mitigate a small portion of this ongoing need for equipment replacement and for new equipment for purchases including a Ditch Witch (skid steer) and bridges for trails, a Sand Pro and trailer for athletic field management, a mini excavator for stormwater management, tractors, and mowers.

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

Approved by the Planning Board: _____

Date: _____