



Legislation Review

# Review of the Fiscal Year 2025 Proposed Current Expense Budget Department of Recreation and Parks

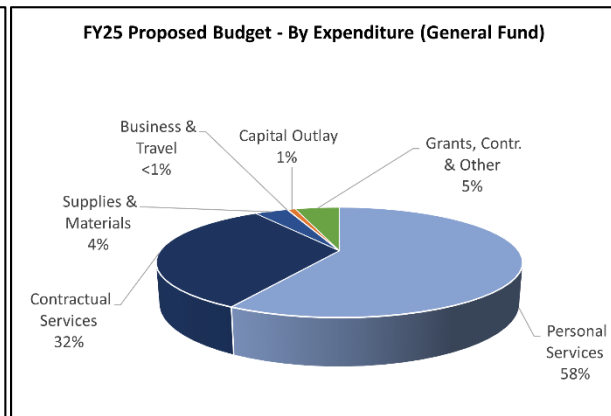
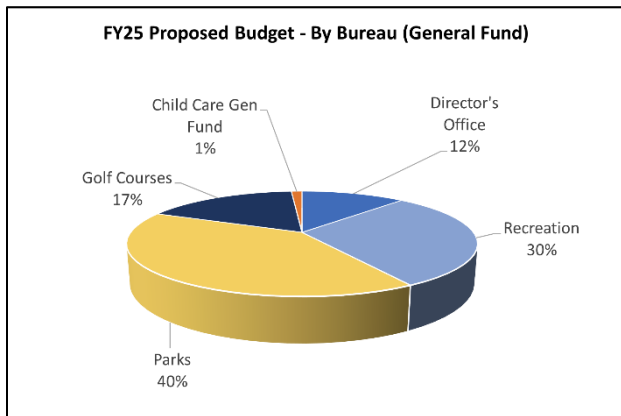
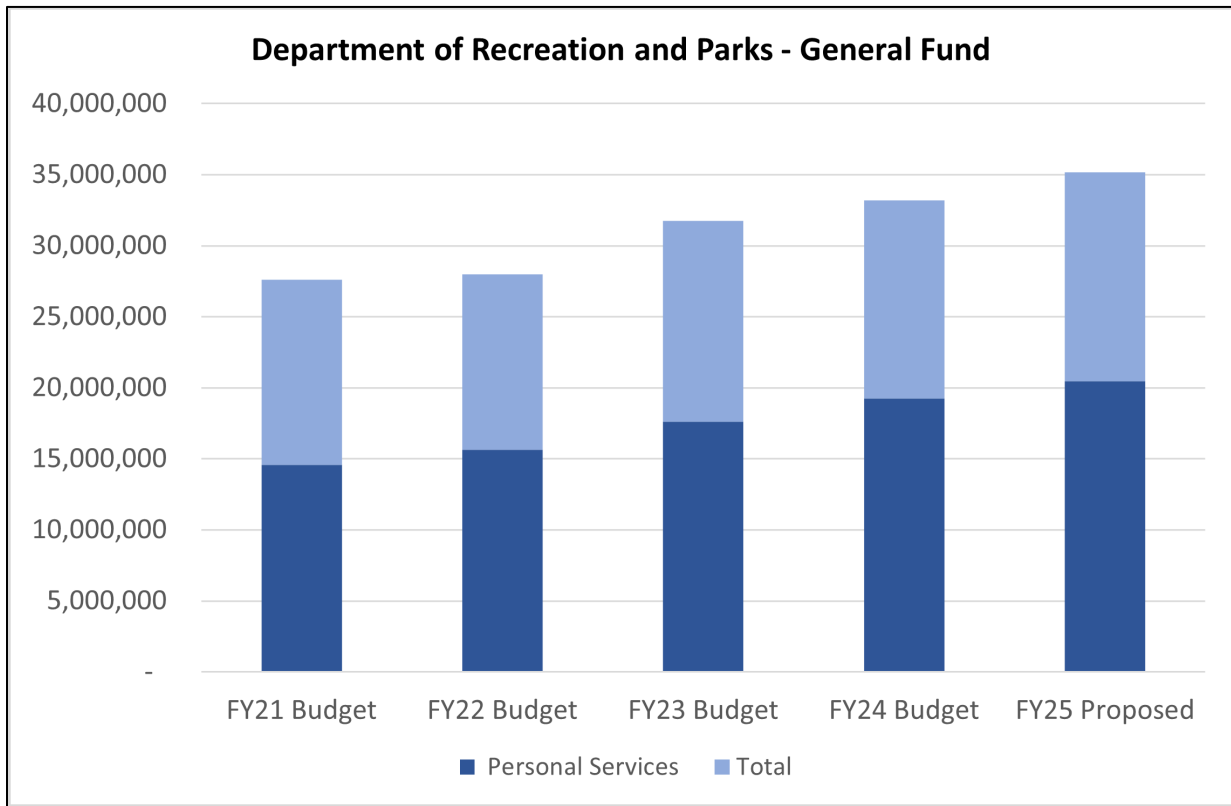
Report Date: May 20, 2024

Hearing Date: May 21, 2024

<b>Questions Sent to the Agency:</b>	<b>May 3, 2024; May 13, 2024; May 14, 2024</b>
<b>Responses Received from the Agency:</b>	<b>May 8, 2024; May 12, 2024; May 13, 2024; May 16, 2024</b>

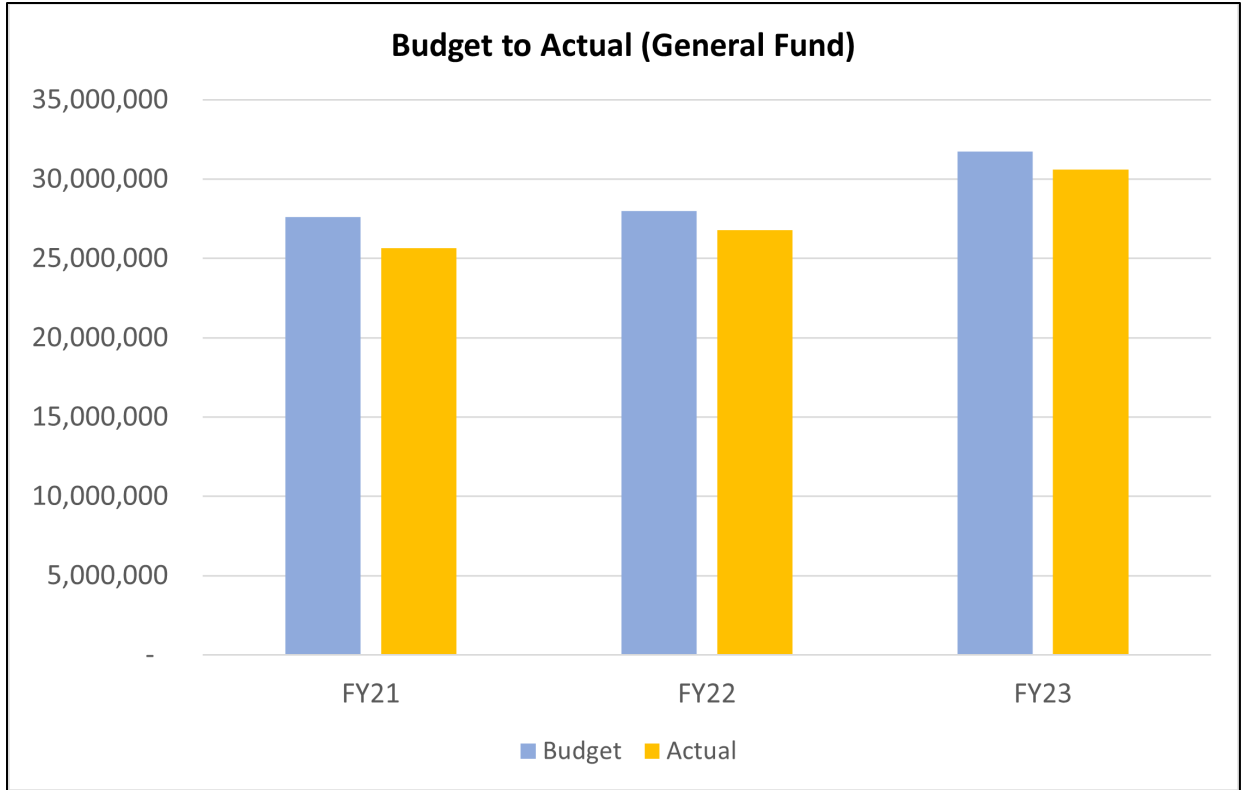
**This analysis considers all agency responses.**

## Department of Receptions and Parks (DRP) – General Fund Operating Budget Summary



Note: Chart data is provided in Appendix 1

Analysis of the FY25 Proposed Current Expense Budget



Note: Chart data is provided in Appendix 1

### Proposed Budget Changes

<b>FY24 Original Budget</b>	<b>\$33,194,500</b>
<b>FY25 Proposed Budget</b>	<b>\$35,171,000</b>

<b>Where It Goes – Highlighted Changes</b>	<b>Change</b>
Personnel - pay package (cost of living and step/merit increase) and new and transferred positions	580,200
Personnel – Turnover - Assumes more position vacancies	(78,500)
Child Enrichment Center contractual staff and operating costs moved from Child Care Fund to offer low-cost option	425,700
Additional summer camps, programs, and transportation	98,000
Jug Bay Wetlands Sanctuary Camp - contractual staffing and supplies	98,400
Operational costs for Deep Run Recreation Center and Brooklyn Park Track and Field Complex	83,400
Fixed Costs for proposed Park Ranger position at Jug Bay Wetlands Sanctuary (New vehicle, computer, and furniture)	57,500
Golf course management consultant fees increase of 5%	290,000

## Personnel Data

<b>Full-Time Equivalent Positions as of April 10, 2024</b>					
<b>Positions</b>	<b>FY22 Actual</b>	<b>FY23 Actual</b>	<b>FY24 Actual</b>	<b>FY25 Proposed</b>	<b>FY24 v. FY25</b>
General Fund	110	120	124	128	4
Filled	104	107	117		
Vacant	6	13	7		

- **Four new full-time, general fund classified positions, are proposed –**
  - This reflects an increase of one new Assistant Facility Superintendent. All associated costs (salaries and benefits) for this new position are approximately \$87,500. This Assistant Facility Superintendent (NR-16) position will assist in the operation, maintenance, and improvement of Quiet Waters Park.
  - This reflects an increase of one new Management Assistant I. All associated costs (salaries and benefits) for this new position are approximately \$81,800. This Management Assistant I (NR-15) position will provide administrative support for Jug Bay Wetlands Sanctuary.
  - This reflects an increase of one new Park Ranger. All associated costs (salaries and benefits) for this new position are approximately \$133,020 (\$77,500 in salary and benefits and \$55,520 for a full-size 4x4 Pick-up vehicle). This Park Ranger (R-1) position will enforce park rules and regulations at the Jug Bay Wetlands Sanctuary.
  - One occupied Secretary III position to a Management Aide position, which is reclassifying the position from an OS-6 to NR-12 and transferring from the Child Care Fund to the General Fund. The Department of Recreation and Parks (DRP) advised that this position completes tasks for the entire department. All associated costs (salaries and benefits) for this position are approximately \$84,400.
- **Two reclassifications, one filled and one vacant position, are proposed –**
  - One filled Management Assistant II position to a Recreation Supervisor position, which is a lateral reclassification (NR-17).
  - One vacant Office Support Specialist position to a Recreation Specialist position, which is reclassifying the position from OS-6 to NR 13.
- **Proposed Turnover –** The FY25 Proposed Current Expense Budget assumes 1.1% (\$212,700) turnover, which is an increase from the 0.7% (\$134,200) turnover amount budgeted in FY24. The Administration advised that this increase is due to certain new positions not being filled until January 2025. Actual turnover for FY23 was 6.5% and for FY22 was 8.8%. We are still in the process of evaluating this proposed budget to determine if we will recommend a reduction.

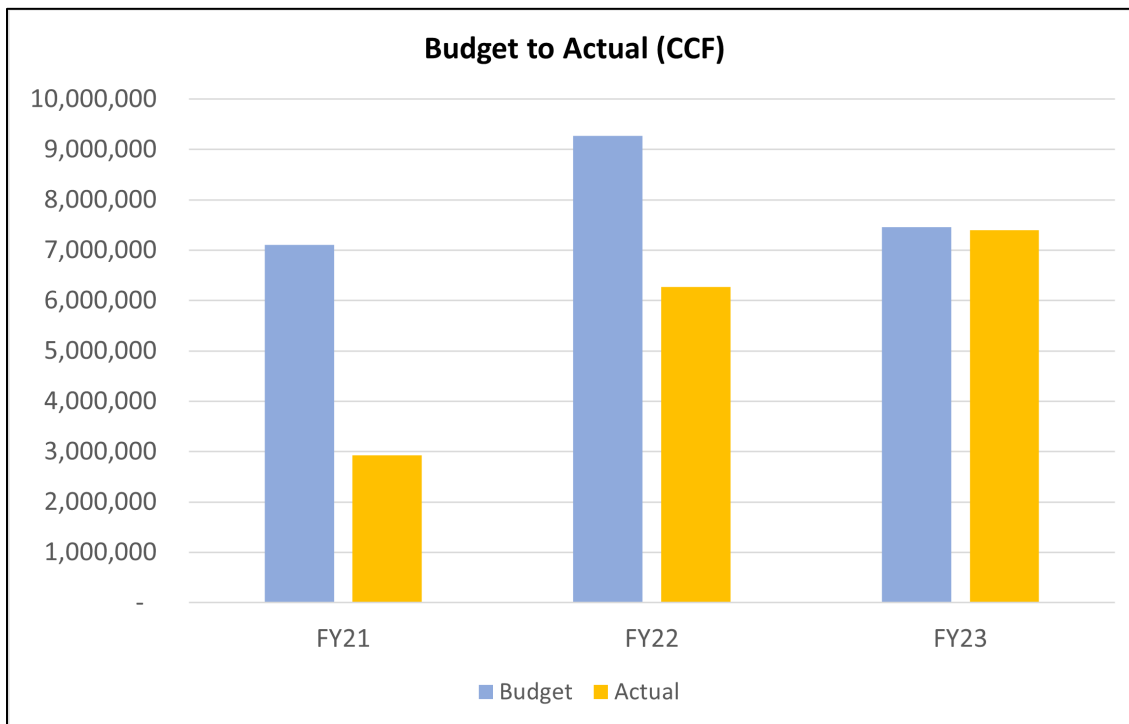
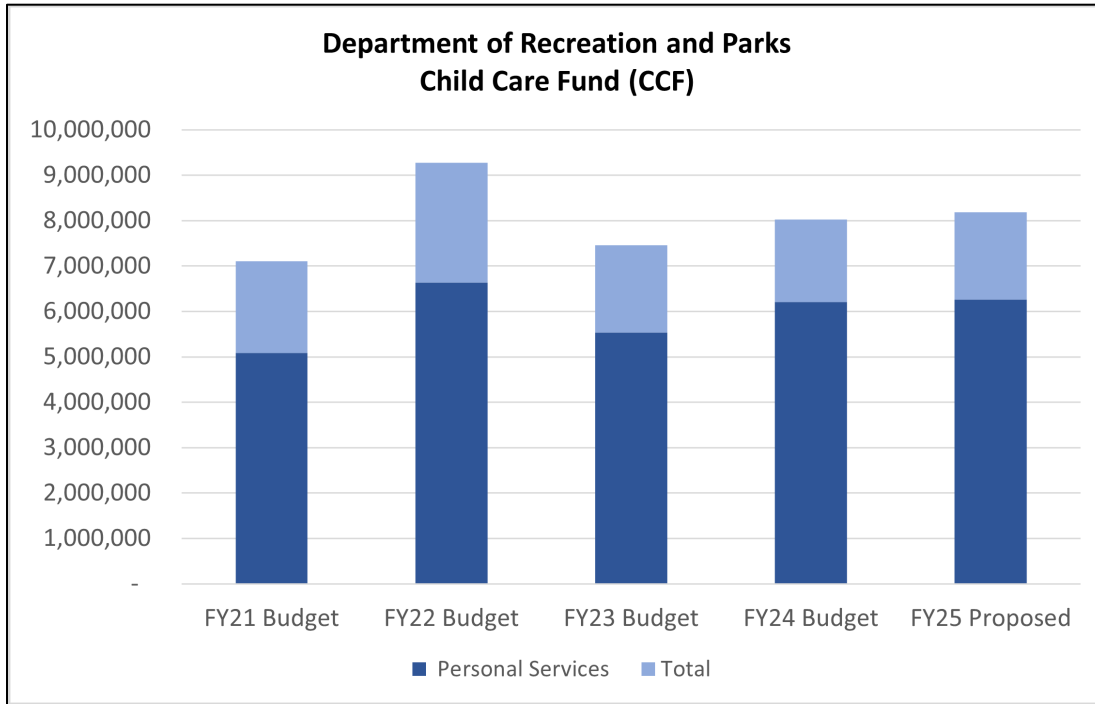
## Key Observations

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1. **Child Enrichment Centers moving to the General Fund** – The FY25 Proposed Current Expense Budget funds the Child Enrichment Center Program with general funds rather than the Child Care Fund, which is funded by fees for services. A total of \$425,700 is provided in FY25, which includes \$381,300 for contractual staffing and \$37,200 for supplies and materials. Child Enrichment Centers provide child care in designated low-income areas. Child Enrichment Centers operate at Carrie Weedon Learning Center and the following elementary schools: Bell Grove, Brooklyn Park, Glen Burnie Park, Maryland City, Park, North Glen, and Woodside.
2. **Golf course management agreement cost increase** – In December 2023, DRP approved a one-year extension of its golf course management agreement for services at the County’s Eisenhower and Compass Point golf courses. The FY25 Proposed Current Expense Budget provides \$6,059,600 for this contract, a \$290,000 (5%) increase. DRP advised this cost increase is associated with contractual wage increases, salary increases, facility insurance, and professional golf instruction costs (offset by revenue collected).

## Department of Recreation and Parks – Child Care Fund (CCF)

### Operating Budget Summary



Note: Chart data available in Appendix 2

## Operating Budget Summary

### Personnel Data

<b>Full-Time Equivalent Positions as of April 10, 2024</b>					
<b>Positions</b>	<b>FY22 Actual</b>	<b>FY23 Actual</b>	<b>FY24 Actual</b>	<b>FY25 Proposed</b>	<b>FY24 v. FY25</b>
Child Care Fund	25	25	25	24	-1
Filled	22	23	25		
Vacant	3	2	0		

- **Two reclassifications, both filled positions, are proposed –**
  - Two Office Support Assistant II positions to Office Support Specialist positions, which is reclassifying the positions from an OS-4 to OS-6. DRP advised that these position duties were studied by the Office of Personnel and it was determined that the nature of the work and duties were best suited as Office Support Specialist classifications.

### Key Observations

1. **New programs in FY25 –** The FY25 Proposed Current Expense Budget supports staffing and education supplies for new programs at the Deep Run Community Center, Two Rivers Elementary, and a pre-K extension pilot.
2. **FY25 general fund contribution offsets child care program costs –** The FY25 Proposed Current Expense Budget provides \$425,700 in general funds for the Child Care Program, which has historically been supported by the fees paid by participants from out of the Child Care Fund.
3. **The Child Care Fund balance decreases –** The Child Care Fund had a fund balance of \$1,191,029 at the end of FY22 and \$516,165 at the end of FY23. The FY25 Proposed Current Expense Budget assumes the fund balance will decrease to \$325,500 by the end of FY24.

## Appendix 1: Chart Data

### Department of Recreation and Parks Budget – General Fund

	FY21 Budget	FY22 Budget	FY23 Budget	FY24 Budget	FY25 Proposed
Personal Services	14,581,400	\$ 15,649,000	\$ 17,631,600	\$ 19,264,100	\$ 20,460,500
Contractual Services	8,471,100	\$ 9,420,000	\$ 10,773,300	\$ 10,734,000	\$ 11,447,800
Supplies & Materials	1,121,300	\$ 1,121,100	\$ 1,198,400	\$ 1,167,600	\$ 1,258,600
Business & Travel	34,400	\$ 25,500	\$ 25,000	\$ 30,700	\$ 32,700
Capital Outlay	300,000	\$ 253,500	\$ 478,500	\$ 324,100	\$ 294,400
Debt Service	1,675,500	\$ -	\$ -	\$ -	\$ -
Grants, Contr. & Other	1,417,000	\$ 1,524,000	\$ 1,629,000	\$ 1,674,000	\$ 1,677,000
<b>Total</b>	<b>\$ 27,600,700</b>	<b>\$ 27,993,100</b>	<b>\$ 31,735,800</b>	<b>\$ 33,194,500</b>	<b>\$ 35,171,000</b>

### FY25 Proposed Budget - By Bureau - General Fund

Name	FY25 Proposed
Director's Office	\$ 4,126,300
Recreation	\$ 10,433,900
Parks	\$ 14,124,100
Golf Courses	\$ 6,061,000
Child Care Gen Fund	\$ 425,700
<b>Total</b>	<b>\$ 35,171,000</b>

### FY25 Proposed Budget - By Expenditure - General Fund

Object	FY25 Proposed
Personal Services	\$ 20,460,500
Contractual Services	\$ 11,447,800
Supplies & Materials	\$ 1,258,600
Business & Travel	\$ 32,700
Capital Outlay	\$ 294,400
Grants, Contr. & Other	\$ 1,677,000
<b>Total</b>	<b>\$ 35,171,000</b>

### FY21-FY23 Budget to Actual - General Fund

	FY21	FY22	FY23
<b>Budget</b>	27,600,700	\$ 27,993,100	\$ 31,735,800
<b>Actual</b>	25,636,873	\$ 26,796,033	\$ 30,615,563



## Appendix 2: Chart Data

### Child Care Fund (CCF)

	FY21 Budget	FY22 Budget	FY23 Budget	FY24 Budget	FY25 Proposed
Personal Services	5,091,300	\$ 6,634,600	\$ 5,538,900	\$ 6,208,300	\$ 6,265,700
Contractual Services	373,500	\$ 379,300	\$ 258,100	\$ 255,100	\$ 264,900
Supplies & Materials	532,700	\$ 631,400	\$ 451,400	\$ 442,800	\$ 464,600
Business & Travel	42,500	\$ 42,800	\$ 41,000	\$ 41,000	\$ 36,000
Capital Outlay	13,400	\$ 28,400	\$ 6,000	\$ 6,000	\$ 9,000
Grants, Contr. & Other	1,054,200	\$ 1,556,000	\$ 1,166,100	\$ 1,071,700	\$ 1,150,500
<b>Total</b>	<b>\$ 7,107,600</b>	<b>\$ 9,272,500</b>	<b>\$ 7,461,500</b>	<b>\$ 8,024,900</b>	<b>\$ 8,190,700</b>

### FY21-FY23 Budget to Actual (CCF)

	FY21	FY22	FY23
<b>Budget</b>	7,107,600	\$ 9,272,500	\$ 7,461,500
<b>Actual</b>	2,930,360	\$ 6,268,860	\$ 7,402,180