




# The Maryland-National Capital Park & Planning Commission

May 19, 2016

TO: Montgomery County Planning Board   
FROM: Joseph C. Zimmerman, Secretary-Treasurer  
SUBJECT: Operating Funds FY 2016 Nine Month Financial Report  
Including Projections to June 30, 2016 – Montgomery County

The nine month financial report for the period ending March 31, 2016 and projections to June 30, 2016 are attached. The reasons for the variances are highlighted below.

## **PROPERTY TAX**

As of March 31, we have collected \$112,245,212 as compared to \$106,414,154 for last fiscal year or 98.95% of our Operating Fund tax revenues budget of \$113,433,479. The collection percentage compared to budget is up 1.73% from last year's at a corresponding period of time. We are projecting property tax collections at 100.00% of budgeted level for all funds.

## **INTEREST REVENUE**

Interest revenues are projected to be higher than budgeted by \$40,700 as a result of higher than expected return on our investments. Interest revenues to date in the Park Fund are currently negative due to the allocation of banking fees and are projected to be \$100 for the year. Banking fees have historically been allocated equally between the two Park Funds.

## **FY16 SAVINGS PLAN**

The Montgomery County Park and Planning departments have implemented the 1.0% savings plan in the amount of \$1,529,329. Both departments will exceed this savings plan.

## **ADMINISTRATION FUND**

### **Revenues – Over budget \$16,168**

1. Property tax collections are projected to be at budget.
2. Fees and Charges are projected to have a favorable balance of \$125,442 due to several larger than anticipated forest conservation plan submissions.
3. Interest is projected to be \$31,200 higher than budgeted.

4. Grant revenue is not expected to be realized, which will result in a shortfall of \$150,000. This shortfall will be offset by a corresponding savings in grant expenditures.

#### **Expenditures – Under budget \$1,746,408**

1. The Planning Department is estimating total savings of \$1,315,992 due to delays in filling vacant positions, filling positions at less than budgeted salaries, and hiring contract employees for some vacancies. Planning is going to look into areas where the FY16 savings could best be utilized to better position the department regarding the upcoming FY17 budget year and to continue to meet their commitment to the County residents to provide the best services possible.
2. The Central Administrative Services Departments are projecting savings of \$112,578 due to vacancies.
3. Grant expenditures are expected to be under budget by \$150,000 and offset the grant revenue shortfall.
4. Non-departmental expenditures are projecting to be under budget by \$167,838 due to over-budgeted compensation and benefits.

#### **Fund Balance**

Based on these fund projections, the Fund Balance in the Administration Fund will decrease by \$336,503 and total \$4,899,223 consisting of \$899,400 Designated for Contingences, \$393,402 Designated for Subsequent Years and \$3,606,421 of Undesignated Fund Balance at June 30, 2016.

#### **PARK FUND**

#### **Revenues – Over Budget by \$42,600**

1. Property tax collections are projected to be at budget.
2. Fees and Charges are projected to be over budget by \$43,900, due to increased camp and class registration fees for HFEE.
3. Property Management is expecting revenue to be lower than budgeted, in Concessions and Rentals, by \$13,856 due to the loss of two parking lot leases and longer turnovers for park houses.
4. Interest Income is forecast to be over budget by \$9,500. This forecast represents significant fees and low balances with minimal interest rates.

5. Grant Revenue is projected at budget.
6. The Montgomery County Reimbursement for Water Quality Protection Services budgeted amount of \$2,739,782 was achieved in its entirety.
7. Miscellaneous Revenue is projected to be over budget by \$3,700. Park development fees are coming in higher than budgeted and Property Management received unbudgeted cell tower application fees.

#### **Expenditures – Savings of \$1,646,161**

1. The Park Fund is projecting Personnel savings of \$1,213,400, which is primarily due to a large number of full-time vacancies. Also, Governor Hogan has approved the Federal assistance for the January snow storm and the request for reimbursement assistance is in process.
2. Supplies and Materials are projecting to be over budget by \$27,900.
3. The Park Fund is predicting to underspend Other Services and Charges and other miscellaneous expenses by \$129,300 to help with the 1% savings plan.
4. Capital outlay is expected to be overspent by \$74,800 due to the purchase of capital items, which were budgeted in Supplies and Materials. This overspending is offset by savings in the Other Services and Charges classification.
5. Property Management is projected to save \$52,473 due to a vacancy.
6. Grant Expenditures are projected at budget.
7. Debt Service is projected to reflect a savings of \$253,575 due to the delay in bond issuance.
8. Non-departmental expenditures, which consist of cancelled prior fiscal year purchase orders will have a favorable variance of \$100,000.

#### **Fund Balance**

Based on these projections, the Park Fund balance will increase by \$1,044,579 and total \$7,847,073, consisting of \$2,732,100 Designated for Contingencies, \$932,338 Designated for Subsequent Years and \$4,182,635 Undesignated Fund Balance at June 30, 2016.



# MEMO

THE MARYLAND-NATIONAL CAPITAL PARK & PLANNING COMMISSION  
Department of Finance, Office of Secretary-Treasurer

TO: Commissioners April 21, 2016

FROM: Joseph Zimmerman, Secretary-Treasurer *J. Zimmerman*

VIA: Milly Chung, Accountant II *MC*

SUBJECT: Montgomery County Property Tax Revenue Report - March 31, 2016

The following is the latest data with respect to collections of property taxes for Fiscal Year 2016. The tabulations compare actual collections for the past three years, and the current year through March 31, 2016.

<b>FUND ALLOCATION FOR FY 2016</b>
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FUND	ADOPTED BUDGET			ACTUAL			ESTIMATE - FY2016		
	TAX RATE (CENTS)		AMOUNT	AMOUNT	% OF BUDGET	REMAINING MONTHS	FOR YEAR	% OF BUDGET	VARIANCE
	PERSONAL	REAL							
Administration	4.50	1.80	27,895,118	27,605,322	98.96	289,796	27,895,118	100.00	-
Park General	13.80	5.52	85,538,361	84,839,890	98.95	898,471	85,538,361	100.00	-
Total-Operating	18.30	7.32	113,433,479	112,245,212	98.96	1,188,267	113,433,479	100.00	-
Advance Land	0.25	0.10	1,786,700	1,772,820	99.22	13,880	1,786,700	100.00	-
<b>TOTAL</b>	<b>18.55</b>	<b>7.42</b>	<b>115,220,179</b>	<b>114,018,032</b>	<b>98.96</b>	<b>1,202,147</b>	<b>115,220,179</b>	<b>100.00</b>	<b>-</b>

<b>HISTORICAL INFORMATION</b>
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FISCAL YEAR		COUNTY-WIDE ASSESSABLE			ACTUAL THRU 3/16				TOTAL FOR YEAR		
		BASE (BILLIONS) BUDGET	ACTUAL	TAX RATE (CENTS)	TOTAL ADOPTED BUDGET	AMOUNT	% OF BUDGET	% OF ACTUAL	REMAINING MONTHS	AMOUNT	% OF BUDGET
2013	Personal	3.90	3.60	18.30							
	Real	157.06	158.27	7.30	105,374,800	102,430,994	97.21	97.31	2,826,987	105,257,981	99.89
2014	Personal	3.88	3.71	18.00							
	Real	159.63	159.89	7.20	104,520,501	101,993,073	97.58	96.56	3,635,583	105,828,656	101.06
2015	Personal	3.47	3.47	18.50							
	Real	165.67	165.67	7.40	111,176,379	108,106,710	97.24	97.59	2,673,261	110,779,961	99.64
2016	Personal	3.59		18.56							
	Real	171.47		7.42	115,220,179	114,018,032	98.96	98.96	1,202,147	115,220,179	100.00

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**FOR THE NINE MONTHS ENDING MARCH 31, 2016 AND**  
**AND ESTIMATIONS TO JUNE 30, 2016**  
**MONTGOMERY COUNTY**  
**ADMINISTRATION FUND**

REVENUES	BUDGET FY2016	ACTUAL 03/31/16	PROJECTION FY2016	VARIANCE FAVORABLE (UNFAVORABLE)
Property Taxes	\$ 27,895,118	\$ 27,605,322	\$ 27,895,118	\$ -
Fees & Charges	144,000	239,387	269,442	125,442
Interest	35,000	53,339	66,200	31,200
Grants	150,000	-	-	(150,000)
Intergovernmental	400,400	403,617	403,617	3,217
Miscellaneous Revenue	-	8,564	6,309	6,309
<b>TOTAL REVENUES (A)</b>	<b>28,624,518</b>	<b>\$ 28,310,229</b>	<b>\$ 28,640,686</b>	<b>\$ 16,168</b>
Fund Balance - Designated for Contingencies	900,700			
Fund Balance - Designated for Current Year	2,099,079			
<b>TOTAL</b>	<b>\$ 31,624,297</b>			
Real Property Tax Rates - (cents)	1.8			
Personal Property Tax Rates (cents)	4.5			
Real Assessable Base (Billions)	148.955			
Personal Property Assess. Base (billions)	2.913			
<b>EXPENDITURES</b>				
Commissioners' & Admin. Support Office	\$ 1,277,509	\$ 822,487	\$ 1,277,509	\$ -
Planning Services:				
Programs and Management	17,605,750	10,308,082	16,328,500	1,277,250
Support Services	1,739,042	802,936	1,700,300	38,742
Grants	150,000	-	-	150,000
Total Planning Services	19,494,792	11,111,018	18,028,800	1,465,992
Subtotal	20,772,301	11,933,505	19,306,309	1,465,992
Central Administrative Services (CAS):				
Dept. of Hum. Res. & Mgmt.	2,009,626	1,281,581	1,991,131	18,495
Department of Finance	3,176,734	2,142,324	3,176,734	-
Internal Audit Division	200,933	126,848	200,933	-
Legal Department	1,467,883	951,560	1,381,496	86,387
Support Services	623,857	498,246	618,288	5,569
Merit System Board	70,780	40,389	68,653	2,127
	7,549,813	5,040,948	7,437,235	112,578
Non-Departmental	1,701,483	1,533,645	1,533,645	167,838
<b>TOTAL OPERATING EXPENDITURES</b>	<b>30,023,597</b>	<b>18,508,098</b>	<b>28,277,189</b>	<b>1,746,408</b>
Transfers, Net	700,000	700,000	700,000	-
<b>TOTAL EXPENDITURES AND TRANSFERS (B)</b>	<b>30,723,597</b>	<b>19,208,098</b>	<b>28,977,189</b>	<b>1,746,408</b>
Reserve	900,700			
<b>TOTAL FUNDS REQUIRED</b>	<b>\$ 31,624,297</b>			
Revenues over (under)				
Expenditures (A-B)	\$ (2,099,079)	\$ 9,102,131	\$ (336,503)	\$ 1,762,576
Beginning Fund Balance	3,341,680		5,235,726	
Ending Fund Balance	<u>\$ 1,242,601</u>		<u>\$ 4,899,223</u>	
<b>ELEMENTS OF FUND BALANCE:</b>				
Designated for Contingencies	\$ 900,700		\$ 899,400	
Designated for Subsequent Years	-		393,402	
Undesignated	341,901		3,606,421	
<b>Total Fund Balance</b>	<b>\$ 1,242,601</b>		<b>\$ 4,899,223</b>	

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**Schedule of Expenditures and Encumbrances**  
**FOR THE NINE MONTHS ENDING MARCH 31, 2016 AND**  
**AND ESTIMATIONS TO JUNE 30, 2016**  
**MONTGOMERY COUNTY**  
**ADMINISTRATION FUND**

EXPENDITURES	BUDGET FY2016	ACTUAL 03/31/16	PROJECTION FY2016	VARIANCE FAVORABLE (UNFAVORABLE)
Planning				
Director of Planning	\$ 947,780	\$ 705,444	\$ 901,717	\$ 46,063
Management Services	2,264,227	1,549,056	2,223,484	40,743
Functional Planning and Policy	2,909,732	1,834,567	2,691,597	218,135
Area 1	1,496,107	871,243	1,473,546	22,561
Area 2	2,225,852	1,304,327	2,107,934	117,918
Area 3	2,124,532	1,163,488	1,826,595	297,937
Dev. App & Reg. Coordination	979,655	248,978	806,723	172,932
Information Technology & Innovation	3,324,914	2,036,277	3,227,782	97,132
Research and Special Projects	1,250,489	594,702	986,660	263,829
Grants	150,000	-	-	150,000
Support Services	1,821,504	802,936	1,782,762	38,742
<b>Total Planning Programs and Management</b>	<b>\$ 19,494,792</b>	<b>\$ 11,111,018</b>	<b>\$ 18,028,800</b>	<b>\$ 1,465,992</b>

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**FOR THE NINE MONTHS ENDING MARCH 31, 2016 AND**  
**AND ESTIMATIONS TO JUNE 30, 2016**  
**MONTGOMERY COUNTY**  
**PARK FUND SUMMARY**

REVENUES	BUDGET FY2016	ACTUAL 03/31/16	PROJECTION FY2016	VARIANCE FAVORABLE (UNFAVORABLE)
Property Taxes	\$ 85,538,361	\$ 84,639,890	\$ 85,538,361	\$ -
Fees & Charges	1,791,168	1,219,451	1,835,068	43,900
Concessions & Rentals	1,757,075	1,395,516	1,742,575	(14,500)
Interest - Operations	8,000	(13,549)	100	(7,900)
Interest - CIP	10,000	11,724	27,400	17,400
Grants	400,000	27,954	400,000	-
Intergovernmental Revenue	2,739,782	2,739,782	2,739,782	-
Miscellaneous Revenue	126,300	114,632	130,000	3,700
<b>TOTAL REVENUES (A)</b>	<b>92,370,686</b>	<b>90,135,400</b>	<b>92,413,286</b>	<b>42,600</b>
Fund Balance - Designated for Contingencies	2,637,000			
Fund Balance - Designated for Current Year	644,182			
<b>TOTAL</b>	<b>\$ 95,651,868</b>			
Real Property Tax Rates - (cents)	5.52			
Personal Property Tax Rates (cents)	13.8			
Real Assessable Base (billions)	148.955			
Personal Property Assess. Base (billions)	2.913			
<b>EXPENDITURES</b>				
Operating Divisions	\$ 73,889,256	\$ 52,021,719	\$ 72,596,670	\$ 1,292,586
Support Services	10,267,541	8,425,926	10,267,541	-
Grants	400,000	27,954	400,000	-
Non-Departmental	4,954,536	4,902,265	4,854,536	100,000
<b>TOTAL OPERATING EXPENDITURES</b>	<b>89,511,333</b>	<b>65,377,864</b>	<b>88,118,747</b>	<b>1,392,586</b>
Debt Service	4,659,085	3,275,592	4,405,510	253,575
Transfers, Net	(1,155,550)	(350,000)	(1,155,550)	-
<b>TOTAL EXPENDITURES (B)</b>	<b>93,014,868</b>	<b>68,303,456</b>	<b>91,368,707</b>	<b>1,646,161</b>
Reserve	2,637,000			
<b>TOTAL FUNDS REQUIRED</b>	<b>95,651,868</b>			
Revenues over (under)				
Expenditures (A-B)	\$ (644,182)	\$ 21,831,944	\$ 1,044,579	\$ 1,688,761
Beginning Fund Balance	5,844,241		6,802,494	
Ending Fund Balance	\$ 5,200,059		\$ 7,847,073	
<b>Elements of Fund Balance:</b>				
Designated for Contingencies	\$ 2,637,000		\$ 2,732,100	
Designated for Subsequent Years	-		932,338	
Undesignated	2,563,059		4,182,635	
<b>Total Fund Balance</b>	<b>\$ 5,200,059</b>		<b>\$ 7,847,073</b>	

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**Schedule of Expenditures and Encumbrances**  
**FOR THE NINE MONTHS ENDING MARCH 31, 2016 AND**  
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**MONTGOMERY COUNTY**  
**PARK FUND SUMMARY**

	BUDGET FY2016	ACTUAL 03/31/16	PROJECTION FY2016	VARIANCE FAVORABLE (UNFAVORABLE)
<b>EXPENDITURES:</b>				
Director of Parks	\$ 1,337,666	\$ 909,434	\$ 1,324,057	\$ 13,609
Management Services	1,577,278	1,083,620	1,649,669	(72,391)
Public Affairs and Community Partnerships	2,280,617	1,666,805	2,321,574	(60,957)
Information Technology & Innovation	2,192,318	1,439,863	2,059,249	133,069
Park Development	3,432,987	2,228,382	3,241,884	191,103
Park Planning and Stewardship	4,385,356	2,490,580	4,193,580	191,776
Park Police	14,057,738	10,794,319	14,294,742	(237,004)
Horticultural Resources	9,063,837	6,678,155	9,168,512	(104,675)
Facilities Management	11,655,448	7,893,607	11,115,324	540,124
Northern Region	9,671,583	6,447,397	9,220,490	451,093
Southern Region	13,127,628	9,548,131	12,933,262	194,366
Property Management	1,126,800	841,426	1,074,327	52,473
<b>Total Operating Divisions</b>	<b>\$ 73,889,256</b>	<b>\$ 52,021,719</b>	<b>\$ 72,596,670</b>	<b>\$ 1,292,586</b>

**RECONCILIATION OF BUDGETED TRANSFERS:**

Transfer from Administration Fund	\$ 700,000	\$ 700,000	\$ 700,000	-
Transfer from ISF Fund	805,550	-	805,550	-
Transfer to CIP	(350,000)	(350,000)	(350,000)	-
<b>Total Transfers</b>	<b>\$ 1,155,550</b>	<b>\$ 350,000</b>	<b>\$ 1,155,550</b>	<b>\$ -</b>