




The Maryland-National Capital Park & Planning Commission

March 15, 2018

TO: Montgomery County Planning Board 

FROM: Joseph C. Zimmerman, Secretary-Treasurer

SUBJECT: Operating Funds FY 2018 Seven Month Financial Report
Including Projections to June 30, 2018 – Montgomery County

The Commission has committed to participate in Montgomery County’s FY18 savings plan totaling \$3,569,991 (\$2,389,958 from Operating Funds and \$1,180,033 from CIP). The impact to the Operating Funds is as follows:

	<u>Reduction</u>
Planning Department	\$460,910
Parks Department	1,803,285
CAS	125,763

The seven-month financial report for the period ending January 31, 2018 and projections to June 30, 2018 are attached. The reasons for the variances are highlighted below.

PROPERTY TAX

As of January 31, we have collected \$118,922,083 as compared to \$112,974,968 for last fiscal year or 97.02% of our Operating Fund tax revenues budget of \$122,573,814. The collection percentage compared to budget is up 0.1% from last year at a corresponding period of time. We are projecting property tax collections at 99.00 % of budgeted level for all funds.

INTEREST REVENUE

Interest revenues are projected to be higher than budgeted by \$165,500 as a result of higher than expected return on our investments. Banking fees are netted against the interest revenue and have historically been allocated equally between the two Park Funds. This results in less overall interest revenue than normally would be anticipated in the Park Fund.

ADMINISTRATION FUND

Revenues – Under Budget \$268,794

1. Property tax collections are projected to be \$290,448 under budget.
2. Fees and Charges are projected to be over budget by \$124,353. Two large forest conservation applications (\$69K) are included in the actual revenue received through January 31. Also included is \$40,000 which was budgeted to Intergovernmental (under budget) that will actually be received as Fees and Charges.
3. Interest is projected to be \$80,000 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.
5. Miscellaneous Revenue is projected to be \$7,301 higher than budgeted.

Expenditures – Under Budget \$1,710,741

1. The Planning Department will participate in the County's FY18 savings plan by eliminating the \$300,000 transfer from the Administration Fund to the Development Review Special Revenue Fund that was approved in the FY18 budget. There will be an additional \$122,275 reduction in planned purchases of supplies and contracts. Non-Departmental expenditures will have a reduction of \$38,635.
2. The Planning Department is estimating \$974,068 of additional savings in personnel due to delays in filling vacant positions, several retirements and promotions from within. With the Board's approval, they will look into areas where the FY18 savings could best be utilized to better position the department regarding the upcoming FY19 budget year and to continue to meet their commitment to the County residents to provide the best services possible.
3. Central Administrative Services Departments are projecting savings of \$125,763 due to participation in the County's FY18 savings plan.
4. Grant expenditures are expected to be under budget by \$150,000 and offset the grant revenue shortfall.

Fund Balance

Based on these fund projections, the Fund Balance in the Administration Fund will decrease by \$438,334 and total \$5,370,500 consisting of \$982,300 Designated for Contingences, \$2,079,789 Designated for Subsequent Years, and \$2,308,411 of Undesignated Fund Balance at June 30, 2018.

PARK FUND

Revenues – Under Budget by \$1,247,315

1. Property tax collections are projected \$935,291 under budget.
2. Fees and Charges are projected to be over budget by \$48,345.
3. Property Management is expecting revenue to be lower than budgeted, in Concessions and Rentals, by \$75,290 due to the loss of parking lot leases, longer turnovers for park house rentals, and fewer rentals at the nature centers than anticipated.
4. Interest Income is forecast to be over budget by \$85,500. This forecast is based on year-to-date performance.
5. Grant revenue is not expected to be realized, which will result in a shortfall of \$375,000. This shortfall will be offset by a corresponding savings in grant expenditures.
6. The Montgomery County Reimbursement for Water Quality Protection Services budgeted amount of \$3,184,641 has been invoiced, but not received to date.
7. Miscellaneous Revenue is projected to be over budget by \$4,421.

Expenditures – Under Budget \$2,334,251

1. The Park Fund is projecting Personnel savings of \$1,795,213 due to delays in filling vacant positions, filling positions at less than budgeted salaries, and hiring contract employees for some vacancies. Some deferrals in hiring are intentional so that we are able to meet the FY18 savings plan target.
2. Supplies and Materials are projected to be under budget by \$33,071. This is due to reduced spending in order to meet the FY18 savings plan target.
3. Other Services and Charges are projected to be under budget by \$116,558 due to reduced spending in order to meet the FY18 savings plan target and for unbudgeted capital outlay items.
4. Capital Outlay is expected to be overspent by \$99,619, which will be offset by Other Services and Charges savings.
5. Other Classifications is expected to be over budget by \$98,305 due to CIP chargebacks, which will not take place due to staff vacancies.

6. Grant expenditures are expected to be under budget by \$375,000 and offset the grant revenue shortfall.
7. Debt Service expenditures are projected to be \$40,000 under budget.
8. Non-departmental expenditures are projecting to be under budget by \$172,333 due to reclassification savings and cancellation of prior year encumbrances.

Fund Balance

Based on these projections, the Park Fund balance will increase by \$279,394 and total \$8,159,904, consisting of \$3,039,800 Designated for Contingencies, \$89,546 Designated for Subsequent Years, and \$5,030,558 Undesignated Fund Balance at June 30, 2018.



MEMO

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

TO: Commissioners 
FROM: Joseph Zimmerman, Secretary-Treasurer
VIA: Abbey Rodman, Investment & Treasury Operations Manager 
SUBJECT: Montgomery County Property Tax Revenue Report - January 31, 2018

March 7, 2018

The following is the latest data with respect to collections of property taxes for Fiscal Year 2018. The tabulations compare actual collections for the past three years, and the current year through January 31, 2018.

FUND ALLOCATION FOR FY 2018

FUND	ADOPTED BUDGET			ACTUAL			ESTIMATE - FY2018		
	TAX RATE (CENTS)		AMOUNT	AMOUNT	% OF BUDGET	REMAINING MONTHS	FOR YEAR	% OF BUDGET	VARIANCE
	PERSONAL	REAL							
Administration	4.30	1.72	29,044,760	28,176,092	97.01	578,220	28,754,312	99.00	(290,448)
Park General	13.85	5.54	93,529,054	90,745,991	97.02	1,847,772	92,593,763	99.00	(935,291)
Total-Operating	18.15	7.26	122,573,814	118,922,083	97.02	2,425,992	121,348,075	99.00	(1,225,739)
Advance Land	0.25	0.10	1,941,740	1,894,846	97.58	27,945	1,922,791	99.02	(18,949)
TOTAL	18.40	7.36	124,515,554	120,816,929	97.03	2,453,937	123,270,866	99.00	(1,244,688)

HISTORICAL INFORMATION

FISCAL YEAR		COUNTY-WIDE ASSESSABLE			ACTUAL THRU 1/18				TOTAL FOR YEAR		
		BASE (BILLIONS)		TAX RATE (CENTS)	TOTAL ADOPTED BUDGET	AMOUNT	% OF BUDGET	% OF ACTUAL	REMAINING MONTHS	AMOUNT	% OF BUDGET
		BUDGET	ACTUAL								
2015	Personal	3.47	3.47	18.50	111,176,379	106,114,141	95.45	95.79	4,665,820	110,779,961	99.64
	Real	165.67	165.67	7.40							
2016	Personal	3.59	3.59	18.55	115,220,179	110,743,615	96.11	96.02	4,592,824	115,336,439	100.10
	Real	171.47	171.47	7.42							
2017	Personal	3.80	3.80	18.20	118,436,073	114,794,762	96.93	97.92	2,441,849	117,236,611	98.99
	Real	179.26	179.26	7.28							
2018	Personal	3.86		18.40	124,515,554	120,816,929	97.03	98.01	2,453,937	123,270,866	99.00
	Real	185.67		7.36							

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE SEVEN MONTHS ENDING JANUARY 31, 2018 AND
AND ESTIMATIONS TO JUNE 30, 2018
MONTGOMERY COUNTY
ADMINISTRATION FUND

REVENUES	BUDGET FY2018	ACTUAL 01/31/18	PROJECTION FY2018	VARIANCE FAVORABLE (UNFAVORABLE)
Property Taxes	\$ 29,044,760	\$ 28,176,092	\$ 28,754,312	\$ (290,448)
Fees & Charges	163,400	167,156	287,753	124,353
Interest	70,000	100,053	150,000	80,000
Grants	150,000	-	-	(150,000)
Intergovernmental	420,300	380,300	380,300	(40,000)
Miscellaneous Revenue	-	7,301	7,301	7,301
TOTAL REVENUES (A)	29,848,460	\$ 28,830,902	\$ 29,579,666	\$ (268,794)
Fund Balance - Designated for Contingencies	927,900			
Fund Balance - Designated for Current Year	1,880,281			
TOTAL	\$ 32,656,641			
Real Property Tax Rates - (cents)	1.72			
Personal Property Tax Rates (cents)	4.30			
Real Assessable Base (Billions)	161.431			
Personal Property Assess. Base (billions)	3.136			
EXPENDITURES				
Commissioners' & Admin. Support Office	\$ 1,204,588	\$ 673,467	\$ 1,204,588	\$ -
Planning Services:				
Programs and Management	17,691,857	7,367,289	16,631,752	1,060,105
Support Services	2,217,290	960,042	2,181,052	36,238
Grants	150,000	-	-	150,000
Total Planning Services	20,059,147	8,327,331	18,812,804	1,246,343
Subtotal	21,263,735	9,000,798	20,017,392	1,246,343
Central Administrative Services (CAS):				
Dept. of Hum. Res. & Mgmt.	2,252,021	1,141,986	2,208,981	43,040
Department of Finance	3,375,656	2,118,508	3,339,993	35,663
Inspector General Division	261,337	124,630	244,000	17,337
Legal Department	1,400,844	668,068	1,372,827	28,017
Support Services	653,181	467,884	653,181	-
Merit System Board	85,307	33,949	83,601	1,706
	8,028,346	4,555,025	7,902,583	125,763
Non-Departmental	1,636,660	1,435,068	1,598,025	38,635
TOTAL OPERATING EXPENDITURES	30,928,741	14,990,891	29,518,000	1,410,741
Transfers, Net	800,000	500,000	500,000	300,000
TOTAL EXPENDITURES AND TRANSFERS (B)	31,728,741	15,490,891	30,018,000	1,710,741
Reserve	927,900			
TOTAL FUNDS REQUIRED	\$ 32,656,641			
Revenues over (under) Expenditures (A-B)	\$ (1,880,281)	\$ 13,340,011	\$ (438,334)	\$ 1,441,947
Beginning Fund Balance	3,310,332		5,808,834	
Ending Fund Balance	\$ 1,430,051		\$ 5,370,500	
ELEMENTS OF FUND BALANCE:				
Designated for Contingencies	\$ 927,900		\$ 982,300	
Designated for Subsequent Years	-		2,079,789	
Undesignated	502,151		2,308,411	
Total Fund Balance	\$ 1,430,051		\$ 5,370,500	

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Schedule of Expenditures and Encumbrances
FOR THE SEVEN MONTHS ENDING JANUARY 31, 2018 AND
AND ESTIMATIONS TO JUNE 30, 2018
MONTGOMERY COUNTY
ADMINISTRATION FUND

EXPENDITURES	BUDGET FY2018	ACTUAL 01/31/18	PROJECTION FY2018	VARIANCE FAVORABLE (UNFAVORABLE)
Planning				
Director of Planning	\$ 1,135,684	\$ 599,180	\$ 1,250,726	\$ (115,042)
Management Services	2,344,513	1,283,234	2,369,844	(25,331)
Functional Planning and Policy	3,039,495	1,384,618	2,781,479	258,016
Area 1	1,257,458	387,746	1,266,713	(9,255)
Area 2	2,183,745	848,557	1,873,470	310,275
Area 3	1,795,526	488,088	1,526,468	269,058
Dev. App & Reg. Coordination	972,157	83,706	917,133	55,024
Information Technology & Innovation	3,524,796	1,697,498	3,418,972	105,824
Research and Special Projects	1,438,483	594,662	1,226,947	211,536
Grants	150,000	-	-	150,000
Support Services	2,217,290	960,042	2,181,052	36,238
Total Planning Programs and Management	\$ 20,059,147	\$ 8,327,331	\$ 18,812,804	\$ 1,246,343

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE SEVEN MONTHS ENDING JANUARY 31, 2018 AND
AND ESTIMATIONS TO JUNE 30, 2018
MONTGOMERY COUNTY
PARK FUND SUMMARY

REVENUES	BUDGET FY2018	ACTUAL 01/31/18	PROJECTION FY2018	VARIANCE FAVORABLE (UNFAVORABLE)
Property Taxes	\$ 93,529,054	\$ 90,745,991	\$ 92,593,763	\$ (935,291)
Fees & Charges	2,047,368	1,134,979	2,095,713	48,345
Concessions & Rentals	2,059,875	1,155,109	1,984,585	(75,290)
Interest - Operations	9,500	62,454	90,000	80,500
Interest - CIP	15,000	-	20,000	5,000
Grants	400,000	17,500	25,000	(375,000)
Intergovernmental Revenue	3,184,641	3,184,641	3,184,641	-
Miscellaneous Revenue	120,900	81,702	125,321	4,421
TOTAL REVENUES (A)	101,366,338	96,382,376	100,119,023	(1,247,315)
Fund Balance - Designated for Contingencies	2,865,000			
Fund Balance - Designated for Current Year	807,542			
TOTAL	\$105,038,880			
Real Property Tax Rates - (cents)	5.54			
Personal Property Tax Rates (cents)	13.85			
Real Assessable Base (billions)	161.431			
Personal Property Assess. Base (billions)	3.136			
 EXPENDITURES				
Operating Divisions	\$ 80,743,406	\$ 45,577,348	\$ 79,211,552	\$ 1,531,854
Support Services	10,503,128	7,701,791	10,288,064	215,064
Grants	400,000	17,500	25,000	375,000
Non-Departmental	5,166,136	4,821,724	4,993,803	172,333
TOTAL OPERATING EXPENDITURES	96,812,670	58,118,363	94,518,419	2,294,251
Debt Service	5,511,210	4,574,873	5,471,210	40,000
Transfers, Net	(150,000)	(150,000)	(150,000)	-
TOTAL EXPENDITURES (B)	102,173,880	62,543,236	99,839,629	2,334,251
Reserve	2,865,000			
TOTAL FUNDS REQUIRED	105,038,880			
Revenues over (under)				
Expenditures (A-B)	\$ (807,542)	\$ 33,839,140	\$ 279,394	\$ 1,086,936
Beginning Fund Balance	6,775,347		7,880,510	
Ending Fund Balance	\$ 5,967,805		\$ 8,159,904	
Elements of Fund Balance:				
Designated for Contingencies	\$ 2,865,000		\$ 3,039,800	
Designated for Subsequent Years	-		89,546	
Undesignated	3,102,805		5,030,558	
Total Fund Balance	\$ 5,967,805		\$ 8,159,904	

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Schedule of Expenditures and Encumbrances
FOR THE SEVEN MONTHS ENDING JANUARY 31, 2018 AND
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MONTGOMERY COUNTY
PARK FUND SUMMARY

	BUDGET FY2018	ACTUAL 01/31/18	PROJECTION FY2018	VARIANCE FAVORABLE (UNFAVORABLE)
EXPENDITURES:				
Director of Parks	\$ 1,732,085	\$ 959,711	\$ 1,757,602	\$ (25,517)
Management Services	2,031,693	1,132,300	1,941,426	90,267
Public Affairs and Community Partnerships	2,876,425	1,510,725	2,791,553	84,872
Information Technology & Innovation	2,437,616	1,485,617	2,389,707	47,909
Park Development	3,411,318	2,059,031	3,425,023	(13,705)
Park Planning and Stewardship	5,172,451	2,559,865	5,067,830	104,621
Park Police	14,928,991	9,117,957	14,838,537	90,454
Horticultural Resources	10,020,215	5,731,919	9,979,294	40,921
Facilities Management	12,466,323	6,791,125	11,936,176	530,147
Northern Region	10,491,085	5,722,220	10,275,807	215,278
Southern Region	13,864,104	7,727,853	13,497,497	366,607
Property Management	1,311,100	779,025	1,311,100	-
Total Operating Divisions	\$ 80,743,406	\$ 45,577,348	\$ 79,211,552	\$ 1,531,854

RECONCILIATION OF BUDGETED TRANSFERS:

Transfer from Administration Fund	\$ 500,000	\$ 500,000	\$ 500,000	-
Transfer to CIP	\$ (350,000)	\$ (350,000)	\$ (350,000)	-
Total Transfers	\$ 150,000	\$ 150,000	\$ 150,000	\$ -