


THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

May 21, 2020

TO: Montgomery County Planning Board

FROM: Joseph C. Zimmerman, Secretary-Treasurer 

SUBJECT: Operating Funds FY 2020, Nine-Month Financial Report
Including Projections to June 30, 2020 – Montgomery County

The nine-month financial report for the period ending March 31, 2020 and projections to June 30, 2020 are attached. The reasons for the variances are highlighted below.

PROPERTY TAX

As of March 31, we have collected \$126,124,373 as compared to \$115,990,241 for last fiscal year or 95.96% of our Operating Fund tax revenues budget of \$131,440,621. The collection percentage compared to budget is down 0.20% from last year at a corresponding period of time. We are projecting property tax collections at 97.25% of budgeted level for all funds.

INTEREST REVENUE

Interest revenues are projected to be higher than budget by \$515,000, net of banking fees. This is as a result of higher than expected return on our investments.

ADMINISTRATION FUND

Revenues – Under Budget \$562,863

1. Property tax collections are projected to be \$841,948 under budget.
2. Fees and Charges are projected to be over budget by \$228,582.
3. Interest is projected to be \$140,000 higher than budget. This forecast is based on year-to-date performance.

4. Grant revenue is not expected to be realized, which will result in a shortfall of \$150,000.
5. Miscellaneous revenue is projected to be \$36,173 higher than budget.
6. Intergovernmental revenues are projected to be over budget by \$24,330.

Expenditures – Under Budget \$851,329

1. The Planning Department is estimating total savings of \$701,329 due to delays in filling vacant positions, and filling positions at less than budgeted salaries.
2. Central Administrative Services Departments are projected to meet budget.
3. 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 \$863,204 and total \$2,191,917 consisting of \$1,031,600 Designated for Contingencies, \$152,098 Proposed for Subsequent Years, and \$1,008,219 of Undesignated Fund Balance at June 30, 2020.

PARK FUND

Revenues – Under Budget by \$4,165,499

1. Property tax collections are projected to be \$2,772,669 under budget.
2. Fees and Charges are expected to have a shortfall of \$1,102,133 due to fewer park permits issued, cancellation of programs, and COVID-19 closures.
3. Concessions and Rentals are projected to be under budget by \$262,975 due to longer turnovers on park house rentals in need of repair, lease terminations, and rental cancellations.
4. Interest Income is forecasted to be over budget by \$375,000. 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 \$365,047. This shortfall will be offset by a corresponding savings in grant expenditures.
6. Miscellaneous Revenue is projected to be under budget by \$37,675.

Expenditures – Under Budget \$2,402,543

1. The Park Fund is projecting Personnel savings of \$1,594,550 due to delays in filling vacant positions, filling positions at less than budgeted salaries, and hiring contract employees for some vacancies. It should be noted that the projection includes payment of a Covid-19 differential being paid to designated staff as of April.
2. Supplies and Materials are projected to be under budget by \$160,146. This is due to reduced spending to offset overage in Capital Outlay.
3. Other Services and Charges are projected to be under budget by \$40,011.
4. Capital Outlay is projected to be \$324,050 higher than budget due to replacement of capital equipment. The purchases, offset by savings in supplies and services, will maintain program standards and provide for employee safety.
5. Other Classifications is expected be over budget by \$13,633.
6. Grant expenditures are expected to be under budget by \$365,047 and will offset the grant revenue shortfall.
7. Debt Service is projected to reflect a savings of \$409,750 due to the delay in bond issuance.
8. Non-departmental expenditures are projecting to be under budget by \$170,722 due to reclassification savings and cancellation of prior year encumbrances.

Fund Balance

The Department has taken steps to reduce spending – including a selective hiring freeze and limiting discretionary spending. There is also a shortfall in tax revenue as well as the impact of Covid-19 for permitted activities and other revenues. As a result, based on these projections, the Park Fund Balance will decrease by \$926,838 and total \$3,004,638, consisting of \$751,827 Designated for Property Management, \$3,273,100 Designated for Contingencies, and reduction of \$1,020,289 from Continuity at June 30, 2020.



MEMO

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

TO: Commissioners

FROM: Joseph Zimmerman, Secretary-Treasurer *Sal Z*

VIA: Tanya Hankton, Investment & Treasury Operations Manager *T.H.*

SUBJECT: Montgomery County Property Tax Revenue Report - March 31, 2020

May 1, 2020

The following is the latest data with respect to collections of property taxes for Fiscal Year 2020. The tabulations compare actual collections for the past three years, and the current year through March 31, 2020.

FUND ALLOCATION FOR FY 2020

FUND	ADOPTED BUDGET			A C T U A L		ESTIMATE - FY 2020			
	TAX RATE (CENTS)		AMOUNT	AMOUNT	% OF BUDGET	REMAINING MONTHS	FOR YEAR	% OF BUDGET	VARIANCE
	PERSONAL	REAL							
Administration	4.25	1.70	30,616,309	29,370,961	95.93	403,400	29,774,361	97.25	(841,948)
Park General	14.00	5.60	100,824,312	96,753,412	95.96	1,298,231	98,051,643	97.25	(2,772,669)
Total-Operating	18.25	7.30	131,440,621	126,124,373	95.96	1,701,631	127,826,004	97.25	(3,614,617)
Advance Land	0.25	0.10	2,075,264	1,997,087	96.23	21,107	2,018,194	97.25	(57,070)
TOTAL	18.50	7.40	133,515,885	128,121,460	95.96	1,722,738	129,844,198	97.25	(3,671,687)

HISTORICAL INFORMATION

FISCAL YEAR		COUNTY-WIDE ASSESSABLE BASE (BILLIONS)		TAX RATE (CENTS)	TOTAL ADOPTED BUDGET	ACTUAL THRU 3/20			TOTAL FOR YEAR	
		BUDGET	ACTUAL			AMOUNT	% OF BUDGET	% OF ACTUAL	REMAINING MONTHS	% OF BUDGET
2017	Personal	3.80	3.80	18.20						
	Real	179.26	179.26	7.28	118,436,073	116,036,105	97.97	98.98	1,200,506	117,236,611 98.99
2018	Personal	3.86	3.86	18.40						
	Real	185.67	185.67	7.36	124,515,554	121,644,751	97.69	98.87	1,395,101	123,039,852 98.81
2019	Personal	4.24	4.24	17.40						
	Real	192.60	192.60	6.96	122,642,425	117,945,104	96.17	98.87	1,335,805	119,280,909 97.26
2020	Personal	4.45		18.50						
	Real	197.61		7.40	133,515,885	128,121,460	95.96	98.67	1,722,738	129,844,198 97.25

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE NINE MONTHS ENDING MARCH 31, 2020
AND ESTIMATIONS TO JUNE 30, 2020
MONTGOMERY COUNTY
ADMINISTRATION FUND

REVENUES	BUDGET FY2020	ACTUAL 03/31/20	PROJECTION FY2020	VARIANCE FAVORABLE (UNFAVORABLE)
Property Taxes	\$ 30,616,309	\$ 29,370,961	\$ 29,774,361	\$ (841,948)
Fees & Charges	198,400	373,950	426,982	228,582
Interest	100,000	182,093	240,000	140,000
Grants	150,000	-	-	(150,000)
Intergovernmental	703,500	427,830	727,830	24,330
Miscellaneous Revenue	-	36,173	36,173	36,173
TOTAL REVENUES (A)	31,768,209	30,391,007	31,205,346	(562,863)
Fund Balance - Designated for Contingencies	974,800			
Fund Balance - Designated for Current Year	1,151,670			
TOTAL	\$ 33,894,679			
Real Property Tax Rates (cents)	1.70			
Personal Property Tax Rates (cents)	4.25			
Real Assessable Base (billions)	171.429			
Personal Property Assess. Base (billions)	3.652			
EXPENDITURES				
Commissioners' & Admin. Support Office	1,299,038	811,669	1,299,038	-
Planning Services:				
Programs and Management	18,155,356	11,897,366	17,487,027	668,329
Support Services	2,718,434	1,319,790	2,685,434	33,000
Grants	150,000	-	-	150,000
Total Planning Services	21,023,790	13,217,156	20,172,461	851,329
Subtotal	22,322,828	14,028,825	21,471,499	851,329
Central Administrative Services (CAS):				
Dept. of Hum. Res. & Mgmt.	2,393,177	1,404,482	2,393,177	-
Department of Finance	2,353,443	1,372,455	2,353,443	-
Inspector General Division	285,643	181,689	285,643	-
Legal Department	1,487,160	759,757	1,487,160	-
Support Services	643,676	420,723	643,676	-
Corporate IT	1,488,157	1,217,240	1,488,157	-
Merit System Board	84,280	42,161	84,280	-
	8,735,536	5,398,507	8,735,536	-
Non-Departmental	1,736,515	1,148,259	1,736,515	-
TOTAL OPERATING EXPENDITURES	32,794,879	20,575,591	31,943,550	851,329
Transfers, Net	125,000	125,000	125,000	-
TOTAL EXPENDITURES AND TRANSFERS (B)	32,919,879	20,700,591	32,068,550	851,329
Reserve	974,800			
TOTAL FUNDS REQUIRED	\$ 33,894,679			
Revenues over (under) Expenditures (A-B)	\$ (1,151,670)	\$ 9,690,416	\$ (863,204)	\$ 288,466
Beginning Fund Balance	1,962,081		3,055,121	
Ending Fund Balance	\$ 810,411		\$ 2,191,917	
ELEMENTS OF FUND BALANCE:				
Designated for Contingencies	\$ 974,800		\$ 1,031,600	
Proposed for Subsequent Years	-		152,098	
Undesignated	(164,389)		1,008,219	
Total Fund Balance	\$ 810,411		\$ 2,191,917	

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Schedule of Expenditures and Encumbrances
FOR THE NINE MONTHS ENDING MARCH 31, 2020
AND ESTIMATIONS TO JUNE 30, 2020
MONTGOMERY COUNTY
ADMINISTRATION FUND

EXPENDITURES	BUDGET FY2020	ACTUAL 03/31/20	PROJECTION FY2020	VARIANCE FAVORABLE (UNFAVORABLE)
Planning				
Director of Planning	\$ 1,677,230	\$ 1,296,633	\$ 1,761,888	\$ (84,658)
Management Services	2,375,619	1,757,717	2,449,783	(74,164)
Functional Planning and Policy	2,952,520	2,191,758	3,071,076	(118,556)
Area 1	1,480,080	853,708	1,374,607	105,473
Area 2	2,354,382	1,500,368	2,101,384	252,998
Area 3	1,712,232	1,105,616	1,646,301	65,931
Dev. App & Reg. Coordination	805,536	360,770	636,482	169,054
Information Technology & Innovation	3,603,151	2,268,928	3,419,369	183,782
Research and Special Projects	1,194,606	561,868	1,026,137	168,469
Grants	150,000	-	-	150,000
Support Services	2,718,434	1,319,790	2,685,434	33,000
Total Planning Programs and Management	\$ 21,023,790	\$ 13,217,156	\$ 20,172,461	\$ 851,329

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE NINE MONTHS ENDING MARCH 31, 2020
AND ESTIMATIONS TO JUNE 30, 2020
MONTGOMERY COUNTY
PARK FUND SUMMARY

REVENUES	BUDGET FY2020	ACTUAL 03/31/20	PROJECTION FY2020	VARIANCE FAVORABLE (UNFAVORABLE)
Property Taxes	\$ 100,824,312	\$ 96,753,412	\$ 98,051,643	\$ (2,772,669)
Fees & Charges	2,461,237	1,206,604	1,359,104	(1,102,133)
Concessions & Rentals	2,211,577	1,568,744	1,948,602	(262,975)
Interest - Operations	110,000	202,801	270,000	160,000
Interest - CIP	25,000	178,629	240,000	215,000
Grants	400,000	21,563	34,953	(365,047)
Intergovernmental Revenue	3,522,473	3,422,473	3,522,473	-
Miscellaneous Revenue	115,800	65,976	78,125	(37,675)
TOTAL REVENUES (A)	109,670,399	103,420,202	105,504,900	(4,165,499)
Fund Balance - Designated for Contingencies	3,012,600			
Fund Balance - Designated for Current Year	(836,118)			
TOTAL	\$ 111,846,881			
Real Property Tax Rates - (cents)	5.60			
Personal Property Tax Rates (cents)	14.00			
Real Assessable Base (billions)	171.429			
Personal Property Assess. Base (billions)	3.652			
EXPENDITURES				
Operating Divisions	84,628,527	55,960,292	83,171,503	1,457,024
Support Services	11,422,012	7,621,363	11,422,012	-
Grants	400,000	34,953	34,953	365,047
Non-Departmental	5,534,332	3,969,414	5,363,610	170,722
TOTAL OPERATING EXPENDITURES	101,984,871	67,586,022	99,992,078	1,992,793
Debt Service	6,624,410	5,178,830	6,214,660	409,750
Transfers, Net	225,000	225,000	225,000	-
TOTAL EXPENDITURES (B)	108,834,281	72,989,852	106,431,738	2,402,543
Reserve	3,012,600			
TOTAL FUNDS REQUIRED	\$ 111,846,881			
Revenues over (under)				
Expenditures (A-B)	\$ 836,118	\$ 30,430,350	\$ (926,838)	\$ (1,762,956)
Beginning Fund Balance	3,532,102		3,931,476	
Ending Fund Balance	\$ 4,368,220		\$ 3,004,638	
Elements of Fund Balance:				
Designated for Property Management	\$ 888,735		\$ 751,827	
Designated for Contingencies	3,012,600		3,273,100	
Use of Contingency	-		(1,020,289)	
Undesignated	466,885		-	
Total Fund Balance	\$ 4,368,220		\$ 3,004,638	

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Schedule of Expenditures and Encumbrances
FOR THE NINE MONTHS ENDING MARCH 31, 2020
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MONTGOMERY COUNTY
PARK FUND SUMMARY

	BUDGET FY2020	ACTUAL 03/31/20	PROJECTION FY2020	VARIANCE FAVORABLE (UNFAVORABLE)
EXPENDITURES:				
Director of Parks	\$ 1,486,603	\$ 854,176	\$ 1,277,703	\$ 208,900
Management Services	2,457,331	1,702,900	2,478,494	(21,163)
Public Affairs and Community Partnerships	3,428,009	2,162,411	3,360,382	67,627
Information Technology & Innovation	2,660,893	2,096,411	2,660,893	-
Park Development	3,852,158	2,092,943	3,559,417	292,741
Park Planning and Stewardship	5,845,617	3,559,949	5,646,841	198,776
Park Police	14,750,620	10,373,711	15,148,812	(398,192)
Horticultural Resources	10,360,810	6,852,053	10,320,631	40,179
Facilities Management	12,973,556	8,930,199	12,970,392	3,164
Northern Region	10,591,560	6,633,114	10,112,351	479,209
Southern Region	14,658,050	9,710,442	14,072,267	585,783
Property Management	1,563,320	991,983	1,563,320	-
Total Operating Divisions	<u>\$ 84,628,527</u>	<u>\$ 55,960,292</u>	<u>\$ 83,171,503</u>	<u>\$ 1,457,024</u>

RECONCILIATION OF BUDGETED TRANSFERS:

Transfer from Administration Fund	\$ 125,000	\$ 125,000	\$ 125,000	\$ -
Transfer to CIP	(350,000)	(350,000)	(350,000)	-
Total Transfers	<u>\$ (225,000)</u>	<u>\$ (225,000)</u>	<u>\$ (225,000)</u>	<u>\$ -</u>