



**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**

6611 Kenilworth Avenue • Riverdale, Maryland 20737

March 18, 2021

**TO:** Montgomery County Planning Board

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

**SUBJECT:** Operating Funds FY 2021, Seven-Month Financial Report  
Including Projections to June 30, 2021 – Montgomery County

The Commission has committed to participate in Montgomery County’s FY21 savings plan totaling \$7,481,214. The impact to the Operating Funds is as follows:

|                     | <u>Reduction</u> |
|---------------------|------------------|
| Planning Department | \$1,304,038      |
| Parks Department    | 5,630,264        |
| CAS                 | 546,912          |

The seven-month financial report for the period ending January 31, 2021 and projections to June 30, 2021 are attached. The reasons for the variances are highlighted below.

**PROPERTY TAX**

As of January 31, we have collected \$132,663,434 as compared to \$122,338,017 for last fiscal year or 95.31% of our Operating Fund tax revenues budget of \$139,191,508. The collection percentage compared to budget is up 2.24% from last year at a corresponding period of time. We are projecting property tax collections at 99.5 % of budgeted level for all funds.

**INTEREST REVENUE**

Interest revenues are projected to be lower than budget by \$140,000.

## **ADMINISTRATION FUND**

### **Revenues – Under Budget \$194,878**

1. Property tax collections are projected to be \$157,813 under budget
2. Fees and Charges are projected to be over budget by \$49,231.
3. Interest is projected to be under budget by \$30,000. 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 \$125,000.
5. Miscellaneous revenue is projected to be \$2,242 higher than budget.
6. Intergovernmental revenues are projected to be \$66,462 higher than budget due to CARES Act revenue for reimbursement of prior year expenditures.

### **Expenditures – Under Budget \$1,940,498**

1. The Planning Department is estimating total savings of \$961,960 to meet a portion of the FY21 savings plan target of \$1,229,926. The Planning Department has implemented a modified hiring freeze in FY21 and projects to save \$167,000 in personnel. The remaining \$794,960 in estimated savings is from reductions taken in training, computer equipment, and contractual support, as well as savings from Wheaton Headquarters operating costs. The remaining \$267,966 needed to meet the savings plan target is from liquidating \$201,504 in prior years encumbrances and \$66,462 in reimbursement for FY20 expenses projected to come from CARES/FEMA for COVID related expenditures. Both the liquidations and the reimbursement are accounted for in the general fund and are eligible to apply towards the savings plan.
2. The Commissioner's Office is projecting savings of \$105,122 which is primarily due from the vacancy of the Planning Board Administrators position. The projected savings exceeds the spending plan target of \$74,112. With the Board's approval, the Commissioner's Office is going to look into areas where the remaining of FY21 savings (\$31,010) could best be utilized to better position the department regarding the upcoming FY22 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 projected meet the savings plan target of \$546,912.

4. Grant expenditures are expected to be under budget by \$125,000 and offset the grant revenue shortfall.

## **Fund Balance**

Based on these fund projections, the Fund Balance in the Administration Fund will increase by \$1,543,461 and total \$3,247,050 consisting of \$1,046,600 Designated for Contingencies, and \$2,200,450 of Undesignated Fund Balance at June 30, 2021.

## **PARK FUND**

### **Revenues – Under Budget by \$2,109,886**

1. Property tax collections are projected to be \$538,145 under budget.
2. Fees and Charges are expected to have a shortfall of \$881,917 mainly due to programs that were cancelled or forced to have limited registrations and due to fewer park permits being issued because of COVID-19.
3. Concessions and Rentals are projected to be under budget by \$779,080 due to COVID-19 restrictions and limited facility bookings.
4. Interest Income is forecasted to be under budget by \$110,000. 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 \$359,474. This shortfall will be offset by a corresponding savings in grant expenditures.
6. Miscellaneous Revenue is projected to be under budget by \$59,285.
7. Intergovernmental revenues are projected to be \$618,015 higher than budget due to CARES Act revenue for reimbursement of prior year expenditures.

### **Expenditures – Under Budget \$6,112,991**

1. The Park Fund is projecting Personnel savings of \$3,895,943 from vacancies. The department implemented a selective hiring freeze and has deferred hiring for most vacant positions to meet the FY21 savings plan target.

2. Supplies and Materials are projected to be under budget by \$900,077 due to reduced spending to meet the savings plan target, savings from staff teleworking, and limiting spending to offset projected overages in Capital Outlay spending.
3. Other Services and Charges are projected to be under budget by \$141,080 due to reduced spending to meet the FY21 savings plan.
4. Capital Outlay is projected to be \$486,843 higher than budget due to the replacement of equipment and vehicles that have reached the end of their useful life. The purchases will maintain program standards and provide for employee safety.
5. Other Classifications is expected be over budget by \$104,374 due to a reduction in CIP chargebacks attributable to vacancies and work program impacts from the rotational staff schedule implemented to limit direct staff interaction during COVID.
6. Grant expenditures are expected to be under budget by \$359,474 and will offset the grant revenue shortfall.
7. Debt Service is projected to reflect a savings of \$1,254,823
8. Non-departmental expenditures are projecting savings of \$152,811 due to reclassification study savings based on current projected timing of the completion of the study and cancellation of prior year encumbrances.

### **Fund Balance**

Based on these projections, the Park Fund balance will increase by \$6,464,949 and total \$10,387,060, consisting of \$684,077 Designated for Property Management, \$3,353,600 Designated for Contingencies, and \$6,349,383 of Undesignated Fund Balance at June 30, 2021.



# MEMO

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

TO: Commissioners February 19, 2021

FROM: Joseph Zimmerman, Secretary-Treasurer

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

SUBJECT: Montgomery County Property Tax Revenue Report - January 31, 2021

The following is the latest data with respect to collections of property taxes for Fiscal Year 2021. The tabulations compare actual collections for the past three years, and the current year through January 31, 2021.

### FUND ALLOCATION FOR FY 2021

| FUND            | ADOPTED BUDGET   |             |                    | ACTUAL             |              |                  | ESTIMATE - FY2021  |              |                  |
|-----------------|------------------|-------------|--------------------|--------------------|--------------|------------------|--------------------|--------------|------------------|
|                 | TAX RATE (CENTS) |             | AMOUNT             | AMOUNT             | % OF BUDGET  | REMAINING MONTHS | FOR YEAR           | % OF BUDGET  | VARIANCE         |
|                 | PERSONAL         | REAL        |                    |                    |              |                  |                    |              |                  |
| Administration  | 4.40             | 1.76        | 31,562,507         | 30,095,006         | 95.35        | 1,309,689        | 31,404,694         | 99.50        | (157,813)        |
| Park General    | 15.00            | 6.00        | 107,629,001        | 102,568,428        | 95.30        | 4,522,428        | 107,090,856        | 99.50        | (538,145)        |
| Total-Operating | 19.40            | 7.76        | 139,191,508        | 132,663,434        | 95.31        | 5,832,116        | 138,495,550        | 99.50        | (695,958)        |
| Advance Land    | 0.25             | 0.10        | 2,068,181          | 1,976,534          | 95.57        | 81,306           | 2,057,840          | 99.50        | (10,341)         |
| <b>TOTAL</b>    | <b>19.65</b>     | <b>7.86</b> | <b>141,259,689</b> | <b>134,639,968</b> | <b>95.31</b> | <b>5,913,422</b> | <b>140,553,391</b> | <b>99.50</b> | <b>(706,298)</b> |

### HISTORICAL INFORMATION

| FISCAL YEAR |          | COUNTY-WIDE ASSESSABLE BASE |        |                  | ACTUAL THRU 1/21     |             |             | TOTAL FOR YEAR |                  |             |             |
|-------------|----------|-----------------------------|--------|------------------|----------------------|-------------|-------------|----------------|------------------|-------------|-------------|
|             |          | BUDGET                      | ACTUAL | TAX RATE (CENTS) | TOTAL ADOPTED BUDGET | AMOUNT      | % OF BUDGET | % OF ACTUAL    | REMAINING MONTHS | AMOUNT      | % OF BUDGET |
| 2018        | Personal | 3.86                        | 3.86   | 18.40            | 124,515,554          | 120,816,929 | 97.03       | 98.19          | 2,222,923        | 123,039,852 | 98.81       |
|             | Real     | 185.67                      | 185.67 | 7.36             |                      |             |             |                |                  |             |             |
| 2019        | Personal | 4.24                        | 4.24   | 17.40            | 122,642,425          | 116,389,933 | 94.90       | 97.58          | 2,890,976        | 119,280,909 | 97.26       |
|             | Real     | 192.60                      | 192.60 | 6.96             |                      |             |             |                |                  |             |             |
| 2020        | Personal | 4.45                        | 4.45   | 18.50            | 133,515,885          | 124,274,676 | 93.08       | 96.23          | 4,867,963        | 129,142,639 | 96.72       |
|             | Real     | 197.61                      | 197.61 | 7.40             |                      |             |             |                |                  |             |             |
| 2021        | Personal | 4.24                        |        | 19.65            | 141,259,689          | 134,639,968 | 95.31       | 95.79          | 5,913,422        | 140,553,391 | 99.50       |
|             | Real     | 197.44                      |        | 7.86             |                      |             |             |                |                  |             |             |

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**FOR THE SEVEN MONTHS ENDING JANUARY 31, 2021**  
**AND ESTIMATIONS TO JUNE 30, 2021**  
**MONTGOMERY COUNTY**  
**ADMINISTRATION FUND**

| <b>REVENUES</b>                             | <b>BUDGET<br/>FY2021</b> | <b>ACTUAL<br/>01/31/21</b> | <b>PROJECTION<br/>FY2021</b> | <b>VARIANCE<br/>FAVORABLE<br/>(UNFAVORABLE)</b> |
|---|--------------------------|----------------------------|------------------------------|---|
| Property Taxes                              | \$ 31,562,507            | \$ 30,095,006              | \$ 31,404,694                | \$ (157,813)                                    |
| Fees & Charges                              | 204,700                  | 159,093                    | 253,931                      | 49,231  |
| Interest                                    | 100,000                  | 40,800                     | 70,000                       | (30,000)  |
| Grants                                      | 150,000                  | -                          | 25,000                       | (125,000)                                       |
| Intergovernmental                           | 415,600                  | 418,315                    | 482,062                      | 66,462  |
| Miscellaneous Revenue                       | -                        | 1,980                      | 2,242                        | 2,242   |
| <b>TOTAL REVENUES (A)</b>                   | <b>32,432,807</b>        | <b>30,715,194</b>          | <b>32,237,929</b>            | <b>(194,878)</b>                                |
| Fund Balance - Designated for Contingencies | 979,000                  |                            |                              |   |
| Fund Balance - Designated for Current Year  | 202,159                  |                            |                              |   |
| <b>TOTAL</b>                                | <b>\$ 33,613,966</b>     |                            |                              |   |
| Real Property Tax Rates (cents)             | 1.76                     |                            |                              |   |
| Personal Property Tax Rates (cents)         | 4.40                     |                            |                              |   |
| Real Assessable Base (billions)             | 171.363                  |                            |                              |   |
| Personal Property Assess. Base (billions)   | 3.494                    |                            |                              |   |
| <b>EXPENDITURES</b>                         |                          |                            |                              |   |
| Commissioners' &<br>Admin. Support Office   | 1,235,196                | 620,066                    | 1,130,074                    | 105,122   |
| Planning Services:                          |                          |                            |                              |   |
| Programs and Management                     | 17,897,911               | 8,508,994                  | 17,366,575                   | 531,336   |
| Support Services                            | 2,600,860                | 886,014                    | 2,170,236                    | 430,624   |
| Grants                                      | 150,000                  | 27,215                     | 25,000                       | 125,000   |
| Total Planning Services                     | <u>20,648,771</u>        | <u>9,422,223</u>           | <u>19,561,811</u>            | <u>1,086,960</u>                                |
| Subtotal                                    | 21,883,967               | 10,042,289                 | 20,691,885                   | 1,192,082                                       |
| Central Administrative Services (CAS):      |                          |                            |                              |   |
| Dept. of Hum. Res. & Mgmt.                  | 2,457,267                | 1,086,555                  | 2,308,184                    | 149,083   |
| Department of Finance                       | 2,226,035                | 1,003,388                  | 2,090,981                    | 135,054   |
| Inspector General Division                  | 327,545                  | 165,718                    | 307,673                      | 19,872  |
| Legal Department                            | 1,578,645                | 596,550                    | 1,482,868                    | 95,777  |
| Support Services                            | 653,092                  | 316,221                    | 613,469                      | 39,623  |
| Corporate IT                                | 1,684,700                | 1,078,644                  | 1,582,489                    | 102,211   |
| Merit System Board                          | 87,200                   | 32,736                     | 81,908                       | 5,292   |
|   | <u>9,014,484</u>         | <u>4,279,812</u>           | <u>8,467,572</u>             | <u>546,912</u>                                  |
| Non-Departmental                            | <u>1,736,515</u>         | <u>753,196</u>             | <u>1,535,011</u>             | <u>201,504</u>                                  |
| <b>TOTAL OPERATING EXPENDITURES</b>         | <b>32,634,966</b>        | <b>15,075,297</b>          | <b>30,694,468</b>            | <b>1,940,498</b>                                |
| Reserve                                     | 979,000                  |                            |                              |   |
| <b>TOTAL FUNDS REQUIRED</b>                 | <b>\$ 33,613,966</b>     |                            |                              |   |
| <b>Revenues over (under)</b>                |                          |                            |                              |   |
| <b>Expenditures (A-B)</b>                   | <b>\$ (202,159)</b>      | <b>\$ 15,639,897</b>       | <b>\$ 1,543,461</b>          | <b>\$ 1,745,620</b>                             |
| Beginning Fund Balance                      | 1,264,421                |                            | 1,703,589                    |   |
| Ending Fund Balance                         | <u>\$ 1,062,262</u>      |                            | <u>\$ 3,247,050</u>          |   |
| <b>ELEMENTS OF FUND BALANCE:</b>            |                          |                            |                              |   |
| Designated for Contingencies                | \$ 979,000               |                            | \$ 1,046,600                 |   |
| Proposed for Subsequent Years               | -                        |                            | -                            |   |
| Undesignated                                | 83,262                   |                            | 2,200,450                    |   |
| <b>Total Fund Balance</b>                   | <b>\$ 1,062,262</b>      |                            | <b>\$ 3,247,050</b>          |   |

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**Schedule of Expenditures and Encumbrances**  
**FOR THE SEVEN MONTHS ENDING JANUARY 31, 2021**  
**AND ESTIMATIONS TO JUNE 30, 2021**  
**MONTGOMERY COUNTY**  
**ADMINISTRATION FUND**

| <b>EXPENDITURES</b>                               | <b>BUDGET<br/>FY2021</b> | <b>ACTUAL<br/>01/31/21</b> | <b>PROJECTION<br/>FY2021</b> | <b>VARIANCE<br/>FAVORABLE<br/>(UNFAVORABLE)</b> |
|---|--------------------------|----------------------------|------------------------------|---|
| Planning  |                          |                            |                              |   |
| Director of Planning                              | \$ 1,441,992             | \$ 826,662                 | \$ 1,414,692                 | \$ 27,300                                       |
| Management Services                               | 1,270,426                | 596,950                    | 1,107,189                    | 163,237   |
| Communications Division                           | 1,575,036                | 769,930                    | 1,498,536                    | 76,500  |
| Functional Planning and Policy                    | 2,729,058                | 1,530,524                  | 2,714,158                    | 14,900  |
| Area 1  | 1,667,059                | 696,453                    | 1,561,859                    | 105,200   |
| Area 2  | 2,050,563                | 902,719                    | 2,023,063                    | 27,500  |
| Area 3  | 1,668,553                | 765,759                    | 1,672,053                    | (3,500)   |
| Dev. App & Reg. Coordination                      | 919,206                  | 410,896                    | 918,906                      | 300   |
| Information Technology & Innovation               | 3,611,371                | 1,536,872                  | 3,527,112                    | 84,259  |
| Research and Special Projects                     | 964,647                  | 472,229                    | 929,007                      | 35,640  |
| Grants  | 150,000                  | 27,215                     | 25,000                       | 125,000   |
| Support Services                                  | 2,600,860                | 886,014                    | 2,170,236                    | 430,624   |
| <b>Total Planning Programs<br/>and Management</b> | <b>\$ 20,648,771</b>     | <b>\$ 9,422,223</b>        | <b>\$ 19,561,811</b>         | <b>\$ 1,086,960</b>                             |

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**FOR THE SEVEN MONTHS ENDING JANUARY 31, 2021**  
**AND ESTIMATIONS TO JUNE 30, 2021**  
**MONTGOMERY COUNTY**  
**PARK FUND SUMMARY**

| <b>REVENUES</b>                             | <b>BUDGET<br/>FY2021</b> | <b>ACTUAL<br/>01/31/21</b> | <b>PROJECTION<br/>FY2021</b> | <b>VARIANCE<br/>FAVORABLE<br/>(UNFAVORABLE)</b> |
|---|--------------------------|----------------------------|------------------------------|---|
| Property Taxes                              | \$ 107,629,001           | \$ 102,568,428             | \$ 107,090,856               | \$ (538,145)                                    |
| Fees & Charges                              | 2,478,793                | 792,972                    | 1,596,876                    | (881,917)                                       |
| Concessions & Rentals                       | 2,306,671                | 922,996                    | 1,527,591                    | (779,080)                                       |
| Interest - Operations                       | 125,000                  | 12,700                     | 25,000                       | (100,000)                                       |
| Interest - CIP                              | 25,000                   | 7,025                      | 15,000                       | (10,000)  |
| Grants                                      | 400,000                  | 48,048                     | 40,526                       | (359,474)                                       |
| Intergovernmental Revenue                   | 3,585,896                | 3,585,896                  | 4,203,911                    | 618,015   |
| Miscellaneous Revenue                       | 102,100                  | 27,815                     | 42,815                       | (59,285)  |
| <b>TOTAL REVENUES (A)</b>                   | <b>116,652,461</b>       | <b>107,965,880</b>         | <b>114,542,575</b>           | <b>(2,109,886)</b>                              |
| Fund Balance - Designated for Contingencies | 3,153,000                |                            |                              |   |
| Fund Balance - Designated for Current Year  | (2,461,844)              |                            |                              |   |
| <b>TOTAL</b>                                | <b>\$ 117,343,617</b>    |                            |                              |   |
| Real Property Tax Rates - (cents)           | 6.00                     |                            |                              |   |
| Personal Property Tax Rates (cents)         | 15.00                    |                            |                              |   |
| Real Assessable Base (billions)             | 171.363                  |                            |                              |   |
| Personal Property Assess. Base (billions)   | 3.494                    |                            |                              |   |
| <b>EXPENDITURES</b>                         |                          |                            |                              |   |
| Operating Divisions                         | 87,642,344               | 41,311,071                 | 83,320,158                   | 4,322,186                                       |
| Support Services                            | 12,534,925               | 6,225,277                  | 12,511,228                   | 23,697  |
| Grants                                      | 400,000                  | 40,526                     | 40,526                       | 359,474   |
| Non-Departmental                            | 6,097,938                | 3,401,344                  | 5,945,127                    | 152,811   |
| <b>TOTAL OPERATING EXPENDITURES</b>         | <b>106,675,207</b>       | <b>50,978,218</b>          | <b>101,817,039</b>           | <b>4,858,168</b>                                |
| Debt Service                                | 7,165,410                | 5,057,531                  | 5,910,587                    | 1,254,823                                       |
| Transfers, Net                              | 350,000                  | 350,000                    | 350,000                      | -   |
| <b>TOTAL EXPENDITURES (B)</b>               | <b>114,190,617</b>       | <b>56,385,749</b>          | <b>108,077,626</b>           | <b>6,112,991</b>                                |
| Reserve                                     | 3,153,000                |                            |                              |   |
| <b>TOTAL FUNDS REQUIRED</b>                 | <b>\$ 117,343,617</b>    |                            |                              |   |
| <b>Revenues over (under)</b>                |                          |                            |                              |   |
| <b>Expenditures (A-B)</b>                   | <b>\$ 2,461,844</b>      | <b>\$ 51,580,131</b>       | <b>\$ 6,464,949</b>          | <b>\$ 4,003,105</b>                             |
| Beginning Fund Balance                      | 2,787,551                |                            | 3,922,111                    |   |
| Ending Fund Balance                         | <b>\$ 5,249,395</b>      |                            | <b>\$ 10,387,060</b>         |   |
| <b>Elements of Fund Balance:</b>            |                          |                            |                              |   |
| Designated for Property Management          | \$ 751,827               |                            | \$ 684,077                   |   |
| Designated for Contingencies                | 3,153,000                |                            | \$ 3,353,600                 |   |
| Proposed for Subsequent Years               | -                        |                            | -                            |   |
| Undesignated                                | 1,344,568                |                            | 6,349,383                    |   |
| <b>Total Fund Balance</b>                   | <b>\$ 5,249,395</b>      |                            | <b>\$ 10,387,060</b>         |   |



**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**Schedule of Expenditures and Encumbrances**  
**FOR THE SEVEN MONTHS ENDING JANUARY 31, 2021**  
**AND ESTIMATIONS TO JUNE 30, 2021**  
**MONTGOMERY COUNTY**  
**PARK FUND SUMMARY**

|   | BUDGET<br>FY2021     | ACTUAL<br>01/31/21   | PROJECTION<br>FY2021 | VARIANCE<br>FAVORABLE<br>(UNFAVORABLE) |
|---|----------------------|----------------------|----------------------|--|
| <b>EXPENDITURES:</b>                      |                      |                      |                      |  |
| Director of Parks                         | \$ 1,497,384         | \$ 634,544           | \$ 1,259,828         | \$ 237,556                             |
| Management Services                       | 2,882,740            | 1,477,717            | 2,736,694            | 146,046                                |
| Public Affairs and Community Partnerships | 3,343,227            | 1,437,080            | 3,078,550            | 264,677                                |
| Information Technology & Innovation       | 2,689,268            | 1,374,499            | 2,528,524            | 160,744                                |
| Park Development                          | 3,724,616            | 1,674,277            | 3,629,121            | 95,495                                 |
| Park Planning and Stewardship             | 6,483,998            | 3,038,490            | 6,293,847            | 190,151                                |
| Park Police                               | 15,387,189           | 8,069,604            | 15,147,895           | 239,294                                |
| Horticultural Resources                   | 10,629,314           | 5,318,026            | 10,153,212           | 476,102                                |
| Facilities Management                     | 13,198,256           | 6,048,777            | 12,508,021           | 690,235                                |
| Northern Region                           | 10,887,126           | 4,695,683            | 10,308,676           | 578,450                                |
| Southern Region                           | 15,342,555           | 6,970,765            | 14,154,711           | 1,187,844                              |
| Property Management                       | 1,576,671            | 571,609              | 1,521,079            | 55,592                                 |
| <b>Total Operating Divisions</b>          | <u>\$ 87,642,344</u> | <u>\$ 41,311,071</u> | <u>\$ 83,320,158</u> | <u>\$ 4,322,186</u>                    |

**RECONCILIATION OF BUDGETED TRANSFERS:**

|                        |                     |                     |                     |             |
|------------------------|---------------------|---------------------|---------------------|-------------|
| Transfer to CIP        | \$ (350,000)        | \$ (350,000)        | \$ (350,000)        | \$ -        |
| <b>Total Transfers</b> | <u>\$ (350,000)</u> | <u>\$ (350,000)</u> | <u>\$ (350,000)</u> | <u>\$ -</u> |