



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

May 13, 2021

TO: Montgomery County Planning Board

FROM: Joseph C. Zimmerman, Secretary-Treasurer

SUBJECT: Operating Funds FY 2021, Nine-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 nine-month financial report for the period ending March 31, 2021 and projections to June 30, 2021 are attached. The reasons for the variances are highlighted below.

PROPERTY TAX

As of March 31, we have collected \$135,206,376 as compared to \$126,124,373 for last fiscal year or 97.14% of our Operating Fund tax revenues budget of \$139,191,508. The collection percentage compared to budget is up 1.18% from last year for 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 \$142,000.

ADMINISTRATION FUND

Revenues – Under Budget \$188,393

1. Property tax collections are projected to be \$157,813 under budget
2. Fees and Charges are projected to be over budget by \$25,000.
3. Interest is projected to be under budget by \$40,000. 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 \$112,330.
5. Miscellaneous revenue is projected to be \$100 higher than budget.
6. Intergovernmental revenues are projected to be \$96,650 higher than budget primarily due to CARES Act revenue for reimbursement of prior year expenditures.

Expenditures – Under Budget \$1,927,162

1. The Planning Department is estimating total savings of \$923,460 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 \$150,000 in personnel. The remaining \$773,460 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 \$306,466 needed to meet the savings plan target is from liquidating \$240,301 of prior year encumbrances and \$66,165 in reimbursement for FY20 expenses projected to come from CARES/FEMA for COVID-19 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 \$104,159 which is primarily due to the vacancy of the Planning Board Administrators position. The projected savings exceed 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 FY21 savings (\$30,047) 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 \$112,330 and offset the grant revenue shortfall.

Fund Balance

Based on these fund projections, the Fund Balance in the Administration Fund will increase by \$1,536,610 and total \$3,240,199 consisting of \$1,046,600 Designated for Contingencies, and \$2,193,599 of Undesignated Fund Balance at June 30, 2021.

PARK FUND

Revenues – Under Budget by \$1,946,295

1. Property tax collections are projected to be \$538,145 under budget.
2. Fees and Charges are expected to have a shortfall of \$811,911 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 \$766,507 due to COVID-19 restrictions which limited facility bookings.
4. Interest Income is forecasted to be under budget by \$102,000. 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 \$286,750. This shortfall will be offset by a corresponding savings in grant expenditures.
6. Miscellaneous Revenue is projected to be under budget by \$58,997.
7. Intergovernmental revenues are projected to be \$618,015 higher than budget due to FEMA and CARES Act reimbursements of prior year expenditures.

Expenditures – Under Budget \$6,546,417

1. The Park Fund is projecting Personnel savings of \$4,523,156 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 \$961,233 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 \$432,694 due to reduced spending to meet the FY21 savings plan and to offset projected overages in Capital Outlay.
4. Capital Outlay is projected to be \$1,175,567 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 under budget by \$72,169 due to a reduction in CIP chargebacks of staff labor.
6. Grant expenditures are expected to be under budget by \$286,750 and will offset the grant revenue shortfall.
7. Debt Service is projected to reflect a savings of \$1,254,886.
8. Non-departmental expenditures are projecting savings of \$191,096 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 \$7,061,966 and total \$10,984,077 consisting of \$699,077 Designated for Property Management, \$3,353,600 Designated for Contingencies, and \$6,931,400 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

FROM: Joseph Zimmerman, Secretary-Treasurer 

VIA: Tanya Hankton, Investment & Treasury Operations Manager

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

April 15, 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 March 31, 2021.

FUND ALLOCATION FOR FY 2021

FUND	ADOPTED BUDGET			A C T U A L			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	30,673,159	97.18	731,535	31,404,694	99.50	(157,813)
Park General	15.00	6.00	107,629,001	104,533,216	97.12	2,557,640	107,090,856	99.50	(538,145)
Total-Operating	19.40	7.76	139,191,508	135,206,376	97.14	3,289,175	138,495,550	99.50	(695,958)
Advance Land	0.25	0.10	2,068,181	2,016,001	97.48	41,839	2,057,840	99.50	(10,341)
TOTAL	19.65	7.86	141,259,689	137,222,377	97.14	3,331,015	140,553,391	99.50	(706,298)

HISTORICAL INFORMATION

FISCAL YEAR		COUNTY-WIDE ASSESSABLE BASE			TOTAL ADOPTED BUDGET	ACTUAL THRU 3/21			TOTAL FOR YEAR		
		TAX RATE		BUDGET		AMOUNT	% OF BUDGET	% OF ACTUAL	REMAINING MONTHS	AMOUNT	% OF BUDGET
		(BILLIONS)	(CENTS)								
		BUDGET	ACTUAL								
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	4.45	18.50							
	Real	197.61	197.61	7.40	133,515,885	128,121,460	95.96	99.21	1,021,179	129,142,639	96.72
2021	Personal	4.24		19.65							
	Real	197.44		7.86	141,259,689	137,222,377	97.14	97.63	3,331,014	140,553,391	99.50

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

REVENUES	BUDGET FY2021	ACTUAL 03/31/21	PROJECTION FY2021	VARIANCE FAVORABLE (UNFAVORABLE)
Property Taxes	\$ 31,562,507	\$ 30,673,159	\$ 31,404,694	\$ (157,813)
Fees & Charges	204,700	196,173	229,700	25,000
Interest	100,000	47,251	60,000	(40,000)
Grants	150,000	12,670	37,670	(112,330)
Intergovernmental	415,600	512,250	512,250	96,650
Miscellaneous Revenue	-	52	100	100
TOTAL REVENUES (A)	32,432,807	31,441,555	32,244,414	(188,393)
Fund Balance - Designated for Contingencies	979,000			
Fund Balance - Designated for Current Year	202,159			
TOTAL	\$ 33,613,966			
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			
EXPENDITURES				
Commissioners' & Admin. Support Office	1,235,196	795,183	1,131,037	104,159
Planning Services:				
Programs and Management	17,897,911	11,094,894	17,323,518	574,393
Support Services	2,600,860	1,160,956	2,251,793	349,067
Grants	150,000	27,715	37,670	112,330
Total Planning Services	20,648,771	12,283,565	19,612,981	1,035,790
Subtotal	21,883,967	13,078,748	20,744,018	1,139,949
Central Administrative Services (CAS):				
Dept. of Hum. Res. & Mgmt.	2,457,267	1,418,974	2,308,184	149,083
Department of Finance	2,226,035	1,351,697	2,090,981	135,054
Inspector General Division	327,545	213,892	307,673	19,872
Legal Department	1,578,645	785,415	1,482,868	95,777
Support Services	653,092	408,980	613,469	39,623
Corporate IT	1,684,700	1,116,167	1,582,489	102,211
Merit System Board	87,200	42,176	81,908	5,292
	9,014,484	5,337,301	8,467,572	546,912
Non-Departmental	1,736,515	1,025,832	1,496,214	240,301
TOTAL OPERATING EXPENDITURES	32,634,966	19,441,881	30,707,804	1,927,162
Reserve	979,000			
TOTAL FUNDS REQUIRED	\$ 33,613,966			
Revenues over (under)				
Expenditures (A-B)	\$ (202,159)	\$ 11,999,674	\$ 1,536,610	\$ 1,738,769
Beginning Fund Balance	1,264,421		1,703,589	
Ending Fund Balance	\$ 1,062,262		\$ 3,240,199	
ELEMENTS OF FUND BALANCE:				
Designated for Contingencies	\$ 979,000		\$ 1,046,600	
Proposed for Subsequent Years	-		-	
Undesignated	83,262		2,193,599	
Total Fund Balance	\$ 1,062,262		\$ 3,240,199	

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

EXPENDITURES	BUDGET FY2021	ACTUAL 03/31/21	PROJECTION FY2021	VARIANCE FAVORABLE (UNFAVORABLE)
Planning				
Director of Planning	\$ 1,441,992	\$ 1,046,546	\$ 1,525,179	\$ (83,187)
Management Services	1,270,426	765,041	1,102,488	167,938
Communications Division	1,575,036	967,575	1,492,318	82,718
Functional Planning and Policy	2,729,058	1,987,734	2,923,281	(194,223)
Area 1	1,667,059	968,163	1,530,547	136,512
Area 2	2,050,563	1,160,109	1,843,943	206,620
Area 3	1,668,553	989,222	1,593,425	75,128
Dev. App & Reg. Coordination	919,206	559,354	906,290	12,916
Information Technology & Innovation	3,611,371	2,033,596	3,509,220	102,151
Research and Special Projects	964,647	617,554	896,827	67,820
Grants	150,000	27,715	125,000	25,000
Support Services	2,600,860	1,160,956	2,251,793	349,067
Total Planning Programs and Management	\$ 20,648,771	\$ 12,283,565	\$ 19,700,311	\$ 948,460

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STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE NINE MONTHS ENDING MARCH 31, 2021
AND ESTIMATIONS TO JUNE 30, 2021
MONTGOMERY COUNTY
PARK FUND SUMMARY

REVENUES	BUDGET FY2021	ACTUAL 03/31/21	PROJECTION FY2021	VARIANCE FAVORABLE (UNFAVORABLE)
Property Taxes	\$ 107,629,001	\$ 104,533,216	\$ 107,090,856	\$ (538,145)
Fees & Charges	2,478,793	964,382	1,666,882	(811,911)
Concessions & Rentals	2,306,671	1,176,446	1,540,164	(766,507)
Interest - Operations	125,000	20,697	28,000	(97,000)
Interest - CIP	25,000	15,036	20,000	(5,000)
Grants	400,000	102,008	113,250	(286,750)
Intergovernmental Revenue	3,585,896	4,203,911	4,203,911	618,015
Miscellaneous Revenue	102,100	29,103	43,103	(58,997)
TOTAL REVENUES (A)	116,652,461	111,044,799	114,706,166	(1,946,295)
Fund Balance - Designated for Contingencies	3,153,000			
Fund Balance - Designated for Current Year	(2,461,844)			
TOTAL	\$ 117,343,617			
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			
EXPENDITURES				
Operating Divisions	87,642,344	54,333,076	82,841,438	4,800,906
Support Services	12,534,925	7,840,434	12,522,146	12,779
Grants	400,000	113,250	113,250	286,750
Non-Departmental	6,097,938	4,351,738	5,906,842	191,096
TOTAL OPERATING EXPENDITURES	106,675,207	66,638,498	101,383,676	5,291,531
Debt Service	7,165,410	5,057,531	5,910,524	1,254,886
Transfers, Net	350,000	350,000	350,000	-
TOTAL EXPENDITURES (B)	114,190,617	72,046,029	107,644,200	6,546,417
Reserve	3,153,000			
TOTAL FUNDS REQUIRED	\$ 117,343,617			
Revenues over (under)				
Expenditures (A-B)	\$ 2,461,844	\$ 38,998,770	\$ 7,061,966	\$ 4,600,122
Beginning Fund Balance	2,787,551		3,922,111	
Ending Fund Balance	\$ 5,249,395		\$ 10,984,077	
Elements of Fund Balance:				
Designated for Property Management	\$ 751,827		\$ 699,077	
Designated for Contingencies	3,153,000		\$ 3,353,600	
Proposed for Subsequent Years	-		-	
Undesignated	1,344,568		6,931,400	
Total Fund Balance	\$ 5,249,395		\$ 10,984,077	

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Schedule of Expenditures and Encumbrances
FOR THE NINE MONTHS ENDING MARCH 31, 2021
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MONTGOMERY COUNTY
PARK FUND SUMMARY

	BUDGET FY2021	ACTUAL 03/31/21	PROJECTION FY2021	VARIANCE FAVORABLE (UNFAVORABLE)
EXPENDITURES:				
Director of Parks	\$ 1,497,384	\$ 822,739	\$ 1,227,611	\$ 269,773
Management Services	2,882,740	1,861,778	2,718,446	164,294
Public Affairs and Community Partnerships	3,343,227	1,896,292	3,153,227	190,000
Information Technology & Innovation	2,689,268	1,957,199	2,532,912	156,356
Park Development	3,724,616	2,162,112	3,626,178	98,438
Park Planning and Stewardship	6,483,998	3,938,397	6,295,771	188,227
Park Police	15,387,189	10,327,936	15,142,453	244,736
Horticultural Resources	10,629,314	6,909,871	10,407,314	222,000
Facilities Management	13,198,256	7,946,009	12,243,743	954,513
Northern Region	10,887,126	6,303,509	10,082,029	805,097
Southern Region	15,342,555	9,352,665	13,910,081	1,432,474
Property Management	1,576,671	854,569	1,501,673	74,998
Total Operating Divisions	<u>\$ 87,642,344</u>	<u>\$ 54,333,076</u>	<u>\$ 82,841,438</u>	<u>\$ 4,800,906</u>

RECONCILIATION OF BUDGETED TRANSFERS:

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