




The Maryland-National Capital Park & Planning Commission

May 19, 2011

TO: Montgomery County Planning Board 

FROM: Joseph C. Zimmerman, Secretary-Treasurer

SUBJECT: Operating Funds FY 2011 Nine Month Financial Report
Including Projections to June 30, 2011– Montgomery County

The nine month financial report for the period ending March 31, 2011 and projections to June 30, 2011 are attached. The reasons for the variances are highlighted below.

The Commission has committed to participate in Montgomery County's FY 2011 savings plan totaling \$231,640.

PROPERTY TAX

As of March 31, we have collected \$91,761,551 or 98.86% of our Operating Fund tax revenues budget of \$92,817,570. The collection percentage is up 0.65% from last year's at a corresponding period of time. We are projecting tax collections at 99.08% due to lower than budgeted assessable base.

INTEREST REVENUE

Interest revenues are projected to be significantly lower than budgeted rates due to lower cash balances and continued minimal interest rates.

ADMINISTRATION FUND

Revenues – Unfavorable variance of \$474,200

1. Property taxes are projected to be 99.1% of budget resulting in a shortfall of \$208,500.
2. Fees and Charges are projected to be under budget by \$97,700 due to a drop in applications.
3. Interest is projected to have a shortfall of \$50,000.
4. Grants are currently projected to have a shortfall of \$150,000. This unfavorable variance will be offset by a corresponding savings in grant expenditures below.
5. Intergovernmental Revenue is projected to be over budget by \$28,000. This represents the Commission's 25% share of Special Exception fees.

6. Miscellaneous Revenue is projected to have a positive balance of \$4,000. These revenues are generally the result of income from fines, civil citations and sales of maps and publications, etc. Miscellaneous Revenue due to its erratic nature, is difficult to estimate and as such is budgeted and estimated very conservatively.

Expenditures – Favorable Variance of \$490,000

1. Central and Administrative Services is expected to meet budget.
2. The Planning Department, not including grants is projecting \$292,400 net savings. Personnel Services represent \$994,500 of savings due to freezing of vacancies in response to the budget situation. \$618,400 of the savings in Personnel Services will be offset by over-spending in Other Services and Charges. These items, which will require board approval, would include emergency green roof repairs and structural engineering, repair and remediation of water damage at MRO, replacing the CISCO spine for the IT network (the vendor recently announced that they would no longer support the model we use), a new generator and wiring for a failing generator, an upgrade to the Uninterrupted Power Supply, a data storage system needed for implementing Project. Dox data bases, PC and dual monitor capabilities, and a possible replacement of the 1955 (original) air handler for the work area between floors.
3. Grant Expenditures are projected to have \$150,000 savings which offsets the Grant Revenue shortfall predicted above.
4. Non-Departmental expenditures, which consist of mostly cancelled purchase orders, have a positive variance of \$47,600.

Fund Balance –

Based on these fund projections, the Fund Balance in the Administration Fund will decrease by \$2,154,320 and total \$1,513,099 consisting of \$795,300 Designated for Contingences, \$244,100 Designated for Subsequent Years and \$473,699 of Undesignated Fund Balance at June 30, 2011.

PARK FUND

Revenues – Unfavorable Variance of \$1,099,400

1. Property Taxes are projected to be at 99.1% of budget or \$647,500 less than originally anticipated.
2. Fees and Charges are expected to be \$198,200 lower than budgeted. The bulk of the decrease is due to a loss of income at the Nature Centers of approximately \$99,000 as the result of a number of programs for Title I schools that are now offered at no charge or at a significantly reduced rate and ball field rental income is projected to be down \$88,000 resulting from many weather-related refunds.

3. Concessions and Rentals are projected to come in over budget by \$22,600 due to an increase in Nature Center Rentals.
4. Property Management Concessions and Rentals are anticipated to have a shortfall of \$51,900. These losses are the result of delinquent accounts and removal of park rental houses.
5. Interest income is projected to have shortfalls of \$105,000 in the Operating Fund, \$5,000 in Property Management and \$160,000 in the CIP Fund.
6. Grant Revenue is expected to be at budget.
7. Miscellaneous Revenue is projected to be greater than budget by \$45,600 due to higher than expected revenues from permit fees and managed deer hunting fees.

Expenditures – Favorable Variance of \$1,104,800

1. The Park Fund is estimating to save \$361,700 which exceeds the Montgomery County Savings Plan by \$130,000. This \$130,000 is expected to help offset the revenue shortfall in items not representing taxes or interest above. Personnel Services are expected to have savings of \$1,451,600 with the bulk of the savings due to freezing vacancies within the Park Police as the Council considers merger options. Other divisions experienced savings from salary lapse due to a partial hiring freeze and restructuring within the Divisions. Supplies and Materials are expected to be under budget by \$122,500 which reflects savings of \$150,900 in computer replacement purchases offset by some overage primarily due to increased fuel costs. These savings will be applied to capital outlay purchases needed for the technology infrastructure. Capital Outlay is an unbudgeted item and it is projected that \$437,400 will be used to provide unexpected replacements of IT equipment and improvements for the server room at Saddlebrook. Other Services and Charges are projecting an increase of \$795,600. This projected over-expenditure is primarily for costs associated with renovations at Saddlebrook and Parkside to move staff out of leased space and to facilitate improvements to the server room at Saddlebrook.
2. Property Management is predicting a savings of \$56,700. A \$51,400 chargeback with Special Programs has been eliminated. There is also an anticipated savings of \$14,500 in Personnel Services and \$2,800 in Supplies and Materials. There are additional requirements of \$12,000 in Other Services and Charges to take care of some deferred maintenance items.
3. Grants are projected to be at budget.
4. Debt Service is projected to have a savings of \$344,800 as a result of not issuing new bonds this fiscal year.

5. Transfer to the CIP occurred as budgeted.
6. Non-Department expenditures, which consist of mostly cancelled purchase orders, reflect a savings of \$341,600.

Fund Balance

Based on these projections, the Park Fund balance will decrease by \$1,445,280 and total \$4,249,271, consisting of \$2,344,100 Designated for Contingencies, \$738,800 Designated for Subsequent Years and \$1,166,371 Undesignated Fund Balance at June 30, 2011.



MEMO

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

May 19, 2011

TO: Commissioners
 FROM: Joseph Zimmerman, Secretary-Treasurer
 SUBJECT: Montgomery County Property Tax Revenue Report - Mar. 31, 2011

The following is the latest data with respect to collections of property taxes for Fiscal Year 2011. The tabulations compare actual collections for the past three years, and the current year through Mar. 31, 2011.

FUND ALLOCATION FOR FY 2011

FUND	ADOPTED BUDGET		ACTUAL			ESTIMATE - FY2011			
	TAX RATE (CENTS)		AMOUNT	AMOUNT (a)	% OF BUDGET	REMAINING MONTHS	FOR YEAR	% OF BUDGET	UNFAVORABLE VARIANCE
	PERSONAL	REAL							
Administration	3.80	1.50	23,220,970	22,962,417	98.89	50,053	23,012,470	99.10	(208,500)
Park General	11.20	4.50	69,596,600	68,799,134	98.85	149,966	68,949,100	99.07	(647,500)
Total-Operating	15.00	6.00	92,817,570	91,761,561	98.86	200,018	91,961,569	99.08	(856,000)
Advance Land	0.30	0.10	1,810,670	1,780,380	98.33	5,000	1,786,380	98.60	(25,290)
TOTAL	15.30	6.10	94,628,240	93,541,931	98.85	205,018	93,746,949	99.07	(881,290)

HISTORICAL INFORMATION

FISCAL YEAR		COUNTY-WIDE ASSESSABLE BASE (BILLIONS)		TAX RATE (CENTS)	ADOPTED BUDGET	ACTUAL THRU 3/31			TOTAL FOR YEAR	
		BUDGET	ACTUAL			AMOUNT	% OF BUDGET	% OF ACTUAL	REMAINING MONTHS	AMOUNT
2008	Personal	4.03	3.97	15.00						
	Real	142.16	142.31	6.00	101,914,300	101,102,517	99.20	98.21	1,838,492	102,941,009
2009	Personal	4.02	3.92	18.20						
	Real	158.79	158.13	7.30	105,764,600	103,196,848	97.58	97.34	2,823,669	106,020,507
2010	Personal	4.05		21.10						
	Real	169.78		8.40	106,480,400	104,574,862	98.21	99.20	2,662,615	107,237,477
2011	Personal	4.14		15.00						
	Real	170.48		6.00	94,628,240	93,541,931	98.85	99.78	205,018	93,746,949

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE NINE MONTHS ENDING MARCH 31, 2011 AND
AND ESTIMATIONS TO JUNE 30, 2011
MONTGOMERY COUNTY
ADMINISTRATION FUND

REVENUES	BUDGET FY2011	ACTUAL 03/31/11	PROJECTION FY2011	VARIANCE FAVORABLE (UNFAVORABLE)
Property Taxes	\$ 23,220,970	\$ 22,962,417	\$ 23,012,470	\$ (208,500)
Fees & Charges	350,000	194,851	252,300	(97,700)
Interest	90,000	34,899	40,000	(50,000)
Grants	150,000	-	-	(150,000)
Intergovernmental	-	27,957	28,000	28,000
Miscellaneous Revenue	-	3,470	4,000	4,000
TOTAL REVENUES (A)	23,810,970	\$ 23,223,594	\$ 23,336,770	\$ (474,200)
Fund Balance - Designated for Contingencies	712,600			
Fund Balance - Designated for Current Year	2,170,120			
TOTAL	\$ 26,693,690			
Real Property Tax Rates - (cents)	1.5			
Personal Property Tax Rates (cents)	3.8			
Real Assessable Base (Billions)	147.735			
Personal Property Assess. Base (billions)	3.400			
EXPENDITURES				
Commissioners' & Admin. Support Office	\$ 1,022,660	\$ 698,022	\$ 1,022,660	\$ -
Planning Services:				
Programs and Management	14,024,900	8,091,054	13,741,000	283,900
Support Services	1,880,980	959,603	1,872,480	8,500
Grants	150,000	-	-	150,000
Total Planning Services	16,055,880	9,050,657	15,613,480	442,400
Subtotal	17,078,540	9,748,679	16,636,140	442,400
Central Administrative Services (CAS):				
Dept. of Hum. Res. & Mgmt.	1,968,900	1,026,667	1,968,900	-
Department of Finance	3,174,450	1,639,374	3,174,450	-
Legal Department	1,038,850	336,073	1,038,850	-
Merit System Board	47,650	38,677	47,650	-
	6,674,550	3,444,755	6,674,550	-
Non-Departmental	-	(47,611)	(47,600)	47,600
TOTAL OPERATING EXPENDITURES	23,753,090	13,145,823	23,263,090	490,000
Transfers, Net	2,228,000	2,228,000	2,228,000	-
TOTAL EXPENDITURES AND TRANSFERS (B)	25,981,090	15,373,823	25,491,090	490,000
Reserve	712,600			
TOTAL FUNDS REQUIRED	\$ 26,693,690			
Revenues over (under) Expenditures (A-B)	\$ (2,170,120)	\$ 7,849,771	\$ (2,154,320)	\$ 15,800
Beginning Fund Balance	3,667,419		3,667,419	
Ending Fund Balance	<u>\$ 1,497,299</u>		<u>\$ 1,513,099</u>	
ELEMENTS OF FUND BALANCE:				
Designated for Contingencies	\$ 712,600		\$ 795,300	
Designated for Subsequent Years	-		244,100	
Undesignated	784,699		473,699	
Total Fund Balance	\$ 1,497,299		\$ 1,513,099	

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Schedule of Expenditures and Encumbrances
FOR THE NINE MONTHS ENDING MARCH 31, 2011 AND
AND ESTIMATIONS TO JUNE 30, 2011
ADMINISTRATION FUND

EXPENDITURES	BUDGET FY2011	ACTUAL 03/31/11	PROJECTION FY2011	VARIANCE FAVORABLE (UNFAVORABLE)
Planning				
Director of Planning	\$ 486,200	\$ 274,280	\$ 443,300	\$ 42,900
Management and Technology Services	3,777,600	2,027,510	3,748,300	29,300
Urban Design	1,298,800	1,065,264	1,249,100	49,700
Transportation Planning	1,352,100	754,654	1,308,000	44,100
Community Based Planning	2,137,300	1,282,269	2,116,900	20,400
Environmental Planning	1,873,600	1,229,775	1,857,000	16,600
Development Review	900,100	23,114	874,800	25,300
Center for Research and Information System	2,199,200	1,434,188	2,143,600	55,600
Total Planning Programs and Management	\$ 14,024,900	\$ 8,091,054	\$ 13,741,000	\$ 283,900

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE NINE MONTHS ENDING MARCH 31, 2011 AND
AND ESTIMATIONS TO JUNE 30, 2011
MONTGOMERY COUNTY
PARK FUND SUMMARY

REVENUES	BUDGET FY2011	ACTUAL 03/31/11	PROJECTION FY2011	VARIANCE FAVORABLE (UNFAVORABLE)
Property Taxes	\$ 69,596,600	\$ 68,799,134	\$ 68,949,100	\$ (647,500)
Fees & Charges	1,289,500	536,506	1,091,300	(198,200)
Concessions & Rentals - Parks	555,500	391,375	578,100	22,600
Concessions & Rentals - Property Mangement	807,000	609,146	755,100	(51,900)
Interest - Operations	110,000	(3,320)	5,000	(105,000)
Interest - Property Management	10,000	3,910	5,000	(5,000)
Interest - CIP	170,000	11,443	10,000	(160,000)
Grants	400,000	38,327	400,000	-
Miscellaneous Revenue	85,600	105,677	131,200	45,600
TOTAL REVENUES (A)	<u>73,024,200</u>	<u>70,492,198</u>	<u>71,924,800</u>	<u>(1,099,400)</u>
Fund Balance - Designated for Contingencies	2,083,500			
Fund Balance - Designated for Current Year	1,450,680			
TOTAL	<u>\$ 76,558,380</u>			
Real Property Tax Rates - (cents)	4.5			
Personal Property Tax Rates (cents)	11.2			
Real Assessable Base (billions)	147.735			
Personal Property Assess. Base (billions)	3.400			
 EXPENDITURES				
Operating Divisions	\$ 57,829,800	\$ 37,408,474	\$ 56,813,600	\$ 1,016,200
Support Services	11,220,280	6,846,047	11,874,780	(654,500)
Property Management	1,067,000	592,440	1,010,300	56,700
Grants	400,000	73,915	400,000	-
Non-Departmental	-	(341,632)	(341,600)	341,600
TOTAL OPERATING EXPENDITURES	<u>70,517,080</u>	<u>44,579,244</u>	<u>69,757,080</u>	<u>760,000</u>
Debt Service	4,307,800	3,328,769	3,963,000	344,800
Transfers, Net	(350,000)	(350,000)	(350,000)	-
TOTAL EXPENDITURES (B)	<u>74,474,880</u>	<u>47,558,013</u>	<u>73,370,080</u>	<u>1,104,800</u>
Reserve	2,083,500			
TOTAL FUNDS REQUIRED	<u>76,558,380</u>			
Revenues over (under)				
Expenditures (A-B)	<u>\$ (1,450,680)</u>	<u>\$ 22,934,185</u>	<u>\$ (1,445,280)</u>	<u>\$ 5,400</u>
Beginning Fund Balance	5,694,551		5,694,551	
Ending Fund Balance	<u>\$ 4,243,871</u>		<u>\$ 4,249,271</u>	
Elements of Fund Balance:				
Designated for Contingencies	\$ 2,083,500		\$ 2,344,100	
Designated for Subsequent Years	-		738,800	
Undesignated	2,160,371		1,166,371	
Total Fund Balance	<u>\$ 4,243,871</u>		<u>\$ 4,249,271</u>	

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Schedule of Expenditures and Encumbrances
FOR THE NINE MONTHS ENDING MARCH 31, 2011 AND
AND ESTIMATIONS TO JUNE 30, 2011
MONTGOMERY COUNTY
PARK FUND SUMMARY

	BUDGET FY2011	ACTUAL 03/31/11	PROJECTION FY2011	VARIANCE FAVORABLE (UNFAVORABLE)
EXPENDITURES:				
Director of Parks	\$ 780,500	\$ 552,189	\$ 824,300	\$ (43,800)
Management Services	2,985,700	1,840,514	3,279,100	(293,400)
Public Affairs and Community Partnerships	1,980,396	1,162,932	1,965,296	15,100
Park Development	2,385,600	1,408,551	2,516,700	(131,100)
Park Planning and Stewardship	2,960,500	1,848,626	3,005,800	(45,300)
Park Police	11,288,500	6,857,299	10,294,900	993,600
Horticultural, Forestry & Environmental Educ	7,125,900	4,703,031	7,146,300	(20,400)
Facilities Management	10,726,804	6,612,671	10,235,704	491,100
Northern Parks	7,022,600	4,449,502	6,963,500	59,100
Southern Parks	10,573,300	7,973,159	10,582,000	(8,700)
Total Operating Divisions	<u>\$ 57,829,800</u>	<u>\$ 37,408,474</u>	<u>\$ 56,813,600</u>	<u>\$ 1,016,200</u>
 Property Management	 <u>\$ 1,067,000</u>	 <u>\$ 592,440</u>	 <u>\$ 1,010,300</u>	 <u>\$ 56,700</u>
 RECONCILIATION OF BUDGETED TRANSFERS:				
Transfer to Enterprise	\$ -	\$ -	\$ -	\$ -
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>