

FISCAL YEAR 2019

FINANCIAL REPORT

FOR THE SIX MONTHS ENDED

December 31, 2018

THE CITY OF
TAKOMA PARK



EXECUTIVE SUMMARY

General Fund Revenues

The General Fund is the chief operating fund of City of Takoma Park and supports the regular day-to-day activities of the City, such as police protection, street and park maintenance, and general administrative functions. The General Fund's activities are supported primarily from two sources: taxes and utility fees and intergovernmental revenues.

Certain General Fund revenues are cyclical in nature. For example, property tax receipts and income tax payments are received during a certain period of time during the year. Other revenue sources are received on a monthly basis and, as a result, are more evenly distributed throughout the fiscal year.

As of December 31, 2018, General Fund revenues totaled \$14,998,989 or 60% of the Fiscal Year 2019 budgeted amount. Explanations are provided for revenue categories where collections were less than 50% and where significant variances were noted.

The largest single source of revenue for the City's general operations is Real Property Taxes. Total collections as of December 31, 2018 were \$7,620,321, or approximately 60% of the budgeted amount. Along with the Real Property Taxes, the City also received \$250,624 or 60% in Personal Property Tax revenues. There was no revenue received related to Railroad and Public Utilities. The City usually collects the revenue starting in the third quarter of each fiscal year and onward. As for Admission & Amusement and Income Tax, the City has only received the first quarter payments.

While the revenue for Public Parking Facilities continues to increase compares to prior years, the revenue for Fines & Forfeitures were decreased. The reduced revenue for Fines & Forfeitures is due to the combination of staff shortage and the implementation of the ParkMobile. For Bus Shelters Advertising Income, the City receives the payments twice a year. The first payment should be received in January. Farmer's Market payments are received once a year in the third quarter. The revenue for Mulch Sales is low, but it will pick up during spring. In Intergovernmental Revenues, such as Cable Franchise Fees and Operating Fees, the majority of these revenues are usually collected a quarter behind due to the timing of the process by the other governmental agencies. The State & County Projects related to Flower Avenue were budgeted for \$162,000. The reimbursements for the project were submitted in the amount of \$21,824 in November; the City has not yet received the funds.

Use of Money is \$113,425 or 51% exceeding the budgeted amount. This is due to the increase in interest income from the depository accounts in SunTrust Bank and the undrawn bond balance from the Library and Transportation Bonds.

Stormwater Management Fund

Revenues for the Stormwater Management Fund as of December 31, 2018 totaled \$655,370 or 74% of the budgeted amount.

Fund expenditures totaled \$97,556 or 11% of the budgeted amount.

Speed Camera Fund

As of December 31, 2018, fines collected for the Speed Camera Fund totaled \$564,645 or 43% of the budgeted amount.

Fund expenditures totaled \$470,505 or 34% of the budgeted amount.

Special Revenue Fund

The Special Revenue Fund revenues totaled \$95,176 or less than 2% of the budgeted amount as of December 31, 2018. Grant reimbursements are prepared on a quarterly basis. Grant reimbursements are pending the review and approval of the grantors so they may not be received for several months.

Fund expenditures totaled \$587,496 or 10% of the budgeted amount.

GENERAL FUND REVENUES
 FOR THE SIX MONTHS ENDED
 DECEMBER 31, 2018

REVENUES BY SOURCE:	Actual FY18 YTD	Budgeted FY19	Actual FY19 YTD	Uncollected Revenue*	% Collected
Taxes and Utility Fees					
Real Property	7,412,980	12,652,357	7,620,321	5,032,036	60.23%
Personal Property	279,314	420,000	250,624	169,376	59.67%
RR and Public Utilities	0	240,000	0	240,000	0.00%
Penalties and Interest	14,695	40,000	13,459	26,541	33.65%
Admission and Amusement	31,324	134,000	34,333	99,667	25.62%
Additions and Abatements	-43,439	-48,000	-8,256	-39,744	17.20%
Highway	291,431	366,500	307,067	59,433	83.78%
Income Tax	1,179,970	3,400,000	1,211,714	2,188,286	35.64%
Total--Taxes and Utility Fees	9,166,275	17,204,857	9,429,261	7,775,596	54.81%
Licenses and Permits	65,589	73,604	52,131	21,473	70.83%
Fines and Forfeitures	127,762	310,000	104,199	205,801	33.61%
Use of Money and Property	38,595	75,000	113,425	-38,425	151.23%
Charges for Services					
Inspection Fees	284,765	333,595	165,955	167,640	49.75%
Public Parking Facilities	54,262	95,000	48,139	46,861	50.67%
Waste Collection & Disposal Charges	46,618	69,000	44,657	24,343	64.72%
Recreation Programs and Services	341,162	504,400	332,557	171,843	65.93%
Library Fines and Fees	7,939	17,000	7,871	9,129	46.30%
Passport Services	26,151	56,000	25,235	30,765	45.06%
Advertising--Bus Shelters	0	9,000	0	9,000	0.00%
Farmer's Market	0	5,772	0	5,772	0.00%
EVI Charger	0	0	3,719	-3,719	100.00%
Recyclable Sales	0	500	139	361	27.76%
Mulch Sales	4,727	22,000	4,650	17,350	21.14%
Telephone Commissions	17	30	0	30	0.00%
Special Trash Pickup	5,270	8,500	5,820	2,680	68.47%
Total--Charges for Services	770,911	1,120,797	638,742	482,055	56.99%
Intergovernmental Revenues					
Police Protection (State)	101,234	415,436	103,859	311,577	25.00%
State & County MOU Projects	0	162,000	0	162,000	0.00%
Bank Share Tax	5,643	5,643	5,643	0	100.00%
Library Aid	42,176	164,000	93,029	70,971	56.73%
Police Rebate	253,421	1,028,000	552,336	475,664	53.73%
Federal Grant	0	0	2,336	-2,336	100.00%

GENERAL FUND REVENUES-Continue

REVENUES BY SOURCE:	<u>Actual FY18 YTD</u>	<u>Budgeted FY19</u>	<u>Actual FY19 YTD</u>	<u>Uncollected Revenue*</u>	<u>% Collected</u>
<i>In Lieu of Police</i>	2,515,147	2,515,147	2,515,147	0	100.00%
<i>In Lieu of Roads Maintenance</i>	743,199	743,199	743,199	0	100.00%
<i>In Lieu of Parks Maintenance</i>	72,913	72,913	72,913	0	100.00%
<i>In Lieu of Crossing Guard</i>	182,384	182,384	182,384	0	100.00%
<i>Takoma/Langley Rec. Agreement</i>	0	85,020	21,255	63,765	25.00%
<i>Hotel Motel Tax</i>	54,509	118,000	50,273	67,727	42.60%
<i>Cable Franchise Fees</i>	64,922	228,000	58,793	169,207	25.79%
<i>Cable—Operating</i>	117,831	429,000	107,885	321,115	25.15%
Total--Intergovernmental Revenues	4,153,379	6,148,742	4,509,053	1,639,690	73.33%
Miscellaneous					
<i>Tree Fund</i>	25,000	25,000	25,000	0	100.00%
<i>Sales of Impounded Property</i>	0	1,000	0	1,000	0.00%
<i>Other</i>	11,825	30,000	14,713	15,287	49.04%
<i>Insurance Claims</i>	0	-7,827	2,336	-10,163	100.00%
<i>Administrative Fees--Parking</i>	1,870	6,000	1,600	4,400	26.67%
<i>Donations</i>	5	103,630	103,420	210	99.80%
<i>Police Youth - Donation</i>	0	0	2,639	-2,639	100.00%
Total--Miscellaneous	38,700	157,803	149,708	8,095	94.87%
Total Operating Revenues	14,361,212	25,090,804	14,996,520	10,094,284	59.77%
<i>Sale of City Property</i>	11,950	12,000	2,469	9,531	20.58%
Total Revenues	14,373,162	25,102,804	14,998,989	10,103,815	59.75%

Note:

*Uncollected Revenue – Variance between Budgeted FY19 and Actual FY19.

GENERAL FUND EXPENDITURES

FOR THE SIX MONTHS ENDED

DECEMBER 31, 2018

EXPENDITURES BY DEPARTMENT:	Actual FY18 YTD	Budgeted FY19	Actual FY19 YTD	Available Balance**	% Expended
General Government					
Legislative	135,680	259,115	89,069	170,046	34.37%
General Management	460,548	711,840	334,605	377,235	47.01%
Finance	434,690	667,480	301,670	365,810	45.20%
Legal	135,508	233,750	90,850	142,900	38.87%
Information Systems	474,865	654,682	274,931	379,751	41.99%
Human Resources	290,132	542,550	184,696	357,854	34.04%
City Clerk	212,708	331,247	115,133	216,114	34.76%
Total--General Government	2,144,131	3,400,664	1,390,953	2,009,711	40.90%
Public Safety					
Office of the Chief	387,719	698,960	329,681	369,279	47.17%
Communications	349,347	604,560	250,674	353,886	41.46%
Operations	3,075,515	4,218,158	1,445,259	2,772,899	34.26%
Support Services	1,235,797	1,680,777	578,197	1,102,580	34.40%
Administrative Services	565,779	833,924	388,692	445,232	46.61%
Neighborhood Services	225,024	473,570	187,660	285,910	39.63%
Total--Public Safety	5,839,182	8,509,949	3,180,163	5,329,786	37.37%
Public Works					
Administration	353,710	770,569	258,728	511,841	33.58%
Building Maintenance	567,911	885,330	389,691	495,639	44.02%
Equipment Maintenance	338,592	502,946	244,312	258,634	48.58%
Right-of-Way	745,238	1,139,254	519,789	619,465	45.63%
Solid Waste Management	733,718	1,048,322	469,659	578,663	44.80%
Gardens	190,180	341,158	98,425	242,733	28.85%
Urban Forest	135,760	290,720	84,671	206,049	29.12%
City Engineer	152,753	339,520	109,199	230,321	32.16%
Total--Public Works	3,217,863	5,317,819	2,174,474	3,143,345	40.89%
Recreation					
Administration	245,060	551,970	240,473	311,497	43.57%
Outreach	19,092	301,182	105,466	195,716	35.02%
TP Recreation Center	175,298	186,380	94,223	92,157	50.55%
Community Programs	136,990	229,628	86,281	143,347	37.57%
Athletic Fields/Facilities	27,735	84,500	24,733	59,767	29.27%
Camps	85,220	127,980	81,131	46,849	63.39%
Before/After School Programs	71,796	126,500	48,827	77,673	38.60%
Community Center	447,955	380,410	187,558	192,852	49.30%
Total--Recreation	1,209,146	1,988,550	868,693	1,119,857	43.68%

GENERAL FUND EXPENDITURES-Continue

EXPENDITURES BY DEPARTMENT:	Actual FY18 YTD	Budgeted FY19	Actual FY19 YTD	Available Balance**	% Expended
Housing & Comm. Development					
<i>HCD Administration</i>	242,327	347,754	164,958	182,796	47.44%
<i>Planning & Development Services</i>	284,016	408,920	150,560	258,360	36.82%
<i>Economic Development</i>	-	250,454	18,375	232,079	7.34%
<i>Housing & Community Services</i>	439,787	763,574	287,063	476,511	37.59%
Total--Housing & Comm. Dev.	966,130	1,770,702	620,956	1,149,746	35.07%
Communications	371,537	565,800	222,311	343,489	39.29%
Library					
<i>Library</i>	810,002	1,271,030	546,978	724,052	43.03%
<i>Computer Learning Center</i>	70,655	101,690	43,442	58,248	42.72%
Total--Library	880,657	1,372,720	590,420	782,300	43.01%
Debt Service	815,097	919,915	166,184	753,731	18.07%
Non-Departmental	987,588	1,874,105	632,956	1,241,149	33.77%
Capital Outlay	1,278,811	7,220,314	601,238	6,619,076	8.33%
Total Expenditures	17,710,140	32,940,537	10,448,348	22,492,189	31.72%

Note:

**Available Balance – A variance between Budgeted FY19 and Actual FY19.

OTHER FUNDS REVENUES

FOR THE SIX MONTHS ENDED

DECEMBER 31, 2018

REVENUES BY FUNDS	<u>Actual FY18 YTD</u>	<u>Budgeted FY19</u>	<u>Actual FY19 YTD</u>	<u>Uncollected Revenue*</u>	<u>% Collected</u>
Special Revenue Fund	<u>165,509</u>	<u>5,574,253</u>	<u>95,176</u>	<u>5,479,077</u>	1.71%
Stormwater Management Fund	<u>814,564</u>	<u>881,750</u>	<u>655,370</u>	<u>226,380</u>	74.33%
Speed Camera Fund	<u>637,414</u>	<u>1,316,600</u>	<u>564,645</u>	<u>751,955</u>	42.89%

OTHER FUNDS EXPENDITURES

FOR THE SIX MONTHS ENDED

DECEMBER 31, 2018

EXPENDITURES BY FUNDS	<u>Actual FY18 YTD</u>	<u>Budgeted FY19</u>	<u>Actual FY19 YTD</u>	<u>Available Balance**</u>	<u>% Expended</u>
Special Revenue Fund	<u>412,637</u>	<u>5,634,853</u>	<u>587,496</u>	<u>5,047,357</u>	10.43%
Stormwater Management Fund	<u>218,477</u>	<u>927,706</u>	<u>97,556</u>	<u>830,150</u>	10.52%
Speed Camera Fund	<u>426,703</u>	<u>1,385,614</u>	<u>470,505</u>	<u>915,109</u>	33.96%

Note:

*Uncollected Revenue – A variance between Budgeted FY19 and Actual FY19.

**Available Balance – A variance between Budgeted FY19 and Actual FY19.