



To: Mayor and Town Council
From: Gene Swearingen
Subject: Monthly Manager's Report
Date: March 13, 2017

BUDGET REPORT

Through February, the budget remains within overall projections.

Revenues: Revenues remain generally above projections with Real Property Taxes and Personal Property Taxes already exceeding the budgeted amount.

Expenses: At 75% of the fiscal year, expenses remain within budget.

Manager's Report

SHA will complete the paving of Strathmore from Flanders to Weymouth in April. By agreement with the District Engineer, the damaged sidewalks along that route will also be repaired.

New Permits:

Jason Paige	10903 Kenilworth	Deck
Cameron and Kelly Oskvig	10908 Kenilworth	Renovations

**TOWN OF GARRETT PARK
Report**

March 2017 Monthly Financial

REVENUES	FY 2016			FY 2017		
	EOY ACTUAL	March	% Actual	BUDGET	March	% BUDGET
						TARGET % 75.0%
1.0 Prior Year Carryover	\$156,772	\$156,772		\$204,282	\$204,282	100.0%
Receipts						
2.0 - Taxes & Fees	\$908,881	\$750,775	82.6%	\$908,000	\$763,638	84.1%
2.1-- Local Property Taxes	\$495,733	\$477,084	96.2%	\$512,000	\$521,423	101.8%
2.1.1 -- Real Property Taxes	\$480,823	\$470,604	97.9%	\$500,000	\$507,968	101.6%
2.1.2 -- Personal Property Taxes	\$13,578	\$5,893	90.4%	\$11,000	\$13,092	119.0%
2.1.3 -- Penalties & Interest	\$1,184	\$498	42.1%	\$500	\$363	72.7%
2.1.4 -- Homestead Tax Credit	\$148	\$88	59.7%	\$500	\$0	0.0%
2.2 -- Local Income Taxes	\$390,122	\$255,208	65.4%	\$380,000	\$233,273	61.4%
2.3 -- Other Local Taxes	\$7,441	\$7,441		\$0	\$0	
2.4 -- Licenses and Permits	\$15,585	\$11,043	70.9%	\$16,000	\$8,942	55.9%
3.0 - Intergovernmental Receipts	\$79,921	\$76,990	96.3%	\$86,380	\$90,811	105.1%
3.1 -- From State of Maryland	\$32,328	\$29,397	90.9%	\$33,200	\$28,639	86.3%
3.2 -- From Montgomery County	\$47,593	\$47,593	100.0%	\$53,180	\$62,172	116.9%
4.0 -- Municipal Refuse Collection	\$121,828	\$118,991	97.7%	\$122,000	\$119,980	98.3%
5.0 - Miscellaneous Receipts	\$156,325	\$119,809	76.6%	\$156,395	\$115,715	74.0%
5.1 - Investment Earnings	\$2,860	\$2,341	81.9%	\$1,000	\$1,104	110.4%
5.2 -- Rents and Concessions	\$148,579	\$112,748	75.9%	\$150,800	\$111,410	73.9%
5.2.1 -- Town Hall Rents	\$20,770	\$15,500	74.6%	\$22,000	\$15,045	68.4%
5.2.2 -- Penn Place Rents	\$124,427	\$93,866	75.4%	\$125,000	\$92,645	74.1%
5.2.3 -- Swimming Pool Assoc.	\$3,382	\$3,382	100.0%	\$3,800	\$3,720	97.9%
5.3 - Restricted Contributions	\$3,220	\$3,220	0.0%	\$2,595	\$2,595	0.0%
5.3.1 -- Archives Donations	\$200	\$200	0.0%	\$0	\$0	0.0%
5.3.2 -- Bench Donations	\$0	\$0	0.0%	\$0	\$0	
5.3.3 -- Tree Donations	\$500	\$500	0.0%	\$0	\$0	
5.3.4 -- Gifts to Sanitation Crew	\$2,520	\$2,520	0.0%	\$2,595	\$2,595	0.0%
5.4 -- Other Receipts	\$1,666	\$1,499	90.0%	\$2,000	\$606	30.3%
Total FY 16 Receipts:	\$1,266,955	\$1,066,564	84.2%	\$1,272,775	\$1,090,143	85.7%
TOTAL Receipts	\$1,265,282	\$1,223,336		\$1,477,057	\$1,294,425	87.6%
6.0 -- From Reserves	\$10,225	\$10,225	100.0%	\$7,275	\$7,275	
Total Revenues:	\$1,433,952	\$1,233,561		\$1,484,332	\$1,301,700	87.7%

TOWN OF GARRETT PARK
Monthly Financial Report

TOWN OF GARRETT PARK
Financial Report

March 2017 Monthly

OPERATING EXPENSES	FY 2016			FY 2017		
	EOY ACTUAL	March	% Actual	BUDGET	March	% BUDGET
						Target % 75.0%
10.0 - Personnel	\$386,579	\$286,488	74.1%	\$402,560	\$278,691	69.2%
10.1 -- Salaries	\$278,227	\$203,831	73.3%	\$288,560	\$212,052	73.5%
10.2 -- Overtime	\$14,588	\$15,616	107.0%	\$15,000	\$4,546	30.3%
10.3 -- Benefits	\$70,668	\$50,253	71.1%	\$75,000	\$45,523	60.7%
10.4 -- Payroll Taxes, Etc.	\$23,096	\$16,788	72.7%	\$22,000	\$16,570	75.3%
10.5 -- Training	\$0	\$0	0.0%	\$2,000	\$0	0.0%
11.0 - Town Administration	\$91,316	\$64,190	70.3%	\$141,000	\$68,113	48.3%
11.2 -- Gen. Admn. Expenses	\$40,864	\$24,270	59.4%	\$81,300	\$26,355	32.4%
11.2.1 -- General Expenses	\$40,864	\$24,270	59.4%	\$21,300	\$13,753	64.6%
11.2.2 -- Contract Office Assistant	\$0	\$0	0.0%	\$25,000	\$10,395	41.6%
11.2.3 -- Contract Field Assistance	\$0	\$0	0.0%	\$25,000	\$2,206	8.8%
11.2.4 -- Web Master	\$0	\$0	0.0%	\$10,000	\$0	0.0%
11.3 -- Elected and Appointed Officials	\$5,991	\$743	12.4%	\$6,000	\$2,918	48.6%
11.4 -- Professional Fees	\$34,403	\$29,107	84.6%	\$35,500	\$27,658	77.9%
11.5 -- Insurance	\$6,568	\$6,641	101.1%	\$7,600	\$7,360	96.8%
11.6 -- External Organization	\$3,296	\$3,236	98.2%	\$5,000	\$3,143	62.9%
11.7 -- Town Admin. - Other	\$194	\$194	100.2%	\$5,600	\$679	12.1%
11.7.1 -- Neighbors Helping Neighbors	\$0	\$0	0.0%	\$900	\$161	17.9%
11.7.2 -- Web Hosting	\$0	\$0	0.0%	\$3,700	\$0	0.0%
11.7.3 -- Other	\$194	\$194	100.2%	\$1,000	\$518	51.8%
12.0 - Town Committees	\$19,983	\$13,665	68.4%	\$18,900	\$10,895	57.6%
12.1 -- Arboretum	\$2,998	\$1,258	41.9%	\$3,000	\$1,020	34.0%
12.2 -- Archives	\$16,985	\$12,407	73.0%	\$15,900	\$9,875	62.1%
13.0 - Infrastructure and Equipment	\$133,381	\$94,225	70.6%	\$144,500	\$87,542	60.6%
13.1 -- Penn Place	\$73,355	\$60,642	82.7%	\$77,000	\$53,258	69.2%
13.2 -- Town Hall	\$12,947	\$10,621	82.0%	\$15,000	\$4,443	29.6%
13.3 -- Maintenance Facility	\$848	\$665	78.5%	\$1,000	\$800	80.0%
13.4 -- Community Center	\$582	\$434	74.5%	\$1,500	\$771	51.4%
13.5 -- Trees, Parks & Grounds	\$40,025	\$16,195	40.5%	\$35,000	\$24,110	68.9%
13.6 -- Equipment M&R	\$5,624	\$5,668	100.8%	\$15,000	\$4,161	27.7%
13.7 -- Stormwater Drainage	\$0	\$0	0.0%	\$0	\$0	0.0%
14.0 - Town Services	\$174,799	\$136,313	78.0%	\$187,000	\$144,055	77.0%
14.1 -- Street Cleaning and Maintenance	\$59,041	\$49,940	84.6%	\$65,000	\$57,559	88.6%
14.2 -- Trash Collection	\$115,758	\$86,373	74.6%	\$122,000	\$86,496	70.9%
15.0 -- Debt Service, Taxes, Interest	\$61,640	\$8,620	14.0%	\$61,800	\$7,632	12.3%
16.0 - Expenditure of Restricted Funds	\$2,955	\$2,853	0.0%	\$2,615	\$2,615	0.0%
16.1 -- Archives	\$0	\$0	0.0%	\$0	\$0	0.0%
16.2 -- Benches	\$0	\$0	0.0%	\$0	\$0	0.0%
16.3 -- Trees	\$0	\$0	0.0%	\$0	\$0	0.0%
16.4 -- Sanitation Crew Gifts	\$2,955	\$2,853	0.0%	\$2,615	\$2,615	0.0%
16.0 -- Contingency	\$0	\$0	0.0%	\$40,000	\$0	0.0%
Total Operating Expenses:	\$870,653	\$606,353	69.8%	\$998,375	\$599,543	60.1%
20.0 -- Transfers	\$359,016	\$359,016		\$485,957	\$485,957	
20.1 -- To Capital Fund	\$345,796	\$345,796	100%	\$439,483	\$439,483	100%
20.2 -- To Operating Reserve	\$0	\$0	0%	\$0	\$0	0%
20.3 -- To Other Reserves	\$13,220	\$13,220	100%	\$46,474	\$46,474	100%
Total Expenses:	\$1,229,669	\$965,369		\$1,484,332	\$1,085,500	
Net Income minus Expenses:	\$204,283	\$268,193		\$0	\$216,201	

**TOWN OF GARRETT PARK
Financial Report**

March 2017 Monthly

Capital Program

Account	Prior Years Appropriations Remaining	2017 Mid Year Adjustment Capital Program	Total Capital Funds	YTD Capital Expenditures	Unexpended Capital Funds	Unexpended Capital Funds Obligated	Unobligated Capital Funds
		Current		March	March	March	March
25.0 - Equipment	\$48,648	\$0	\$48,648	\$0	\$48,648	\$0	\$48,648
26.0 - Streets and Roads	\$604,279	\$172,483	\$776,762	\$32,373	\$744,389	\$0	\$744,389
26.1 - Streets & Curbs	\$56,893	\$43,400	\$100,293	\$16,094	\$84,199	\$0	\$84,199
26.2 - Sidewalks	\$0	\$129,083	\$129,083	\$10,509	\$118,574	\$0	\$118,574
26.3 - SRTS Grant	\$547,386	\$0	\$547,386	\$5,770	\$541,616	\$0	\$541,616
27.0 - Facilities	\$49,207	\$50,000	\$99,207	\$6,490	\$92,717	\$0	\$92,717
27.1 - Penn Place	\$25,000	\$0	\$25,000	\$3,245	\$21,755	\$0	\$21,755
27.2 - Town Hall	\$0	\$50,000	\$50,000	\$3,245	\$46,755	\$0	\$46,755
27.3 - Other	\$24,207	\$0	\$24,207	\$0	\$24,207	\$0	\$24,207
28.0 - Services	\$70,824	\$100,000	\$170,824	\$0	\$170,824	\$0	\$170,824
28.1 - Utilities	\$39,000	\$0	\$39,000	\$0	\$39,000	\$0	\$39,000
28.2 - Storm Drains	\$31,824	\$100,000	\$131,824	\$0	\$131,824	\$0	\$131,824
29.0 - Committees	\$51,800	\$40,000	\$91,800	\$24,647	\$67,153	\$0	\$67,153
29.1 - Parks and Open Sp	\$14,800	\$0	\$14,800	\$0	\$14,800	\$0	\$14,800
29.2 - Arboretum	\$37,000	\$40,000	\$77,000	\$24,647	\$52,353	\$0	\$52,353
30.0 - Technology	\$16,159	\$6,500	\$22,689	\$0	\$22,689	\$8,790	\$13,899
30.1 - Website	\$9,032	\$1,000	\$10,062	\$0	\$10,062	\$8,790	\$1,272
30.2 - Computer Equipmen	\$3,627	\$5,000	\$8,627	\$0	\$8,627	\$0	\$8,627
30.3 Telephone Equipmen	\$3,500	\$500	\$4,000	\$0	\$4,000	\$0	\$4,000
31.0 - Other	\$30,000	\$10,000	\$40,000	\$0	\$40,000	\$0	\$40,000
32.0 - Capital Planning	\$67,261	\$52,000	\$119,261	\$10,811	\$108,450	\$0	\$108,450
32.1 - Town Hall	\$3,000	\$12,000	\$15,000	\$0	\$15,000	\$0	\$15,000
32.2 - Storm Water Manag	\$50,000	\$0	\$50,000	\$0	\$50,000	\$0	\$50,000
32.3 - Sidewalk Planning	\$0	\$10,000	\$10,000	\$0	\$10,000	\$0	\$10,000
32.4 - Development of Tre	\$0	\$20,000	\$20,000	\$0	\$20,000	\$0	\$20,000
32.5 - Explore Maint. Facil	\$0	\$10,000	\$10,000	\$0	\$10,000	\$0	\$10,000
32.6 - Other	\$14,261	\$0	\$14,261	\$10,811	\$3,450	\$0	\$3,450
33.0 - Contingency	\$40,000	\$0	\$40,000	\$0	\$40,000	\$0	\$40,000
Total:	\$978,178	\$430,983	\$1,409,191	\$74,321	\$1,334,870	\$8,790	\$1,326,080

Reserve Fund Summary

As of March 2017

Operating Reserve, FY 2016	\$175,000
Employee Leave Reserve, FY 2016	\$21,885
Yeandle Park Reserve, FY 2016	\$50,000
Penn Place Tenants Security Deposits	\$4,948
Archives Balance	\$379
Bench Balance	\$0
Tree Balance	\$860
Sanitation Crew Balance	\$0
Reimbursement	\$33,879
	\$286,951