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# Maryland-National Capital Park and Planning Commission

## MISSION STATEMENT

The Maryland-National Capital Park and Planning Commission (M-NCPPC) in Montgomery County manages physical growth and plans communities, protects and stewards natural, cultural and historical resources, and provides leisure and recreational experiences.

## BUDGET OVERVIEW

The M-NCPPC was established by the General Assembly of Maryland in 1927. As a bi-county agency, the Commission is a corporate body of, and an agency created by, the State of Maryland. The Commission operates in each county through a Planning Board and, in Montgomery County, a Park Commission. Five board members, appointed by the County Council, serve as the Montgomery County members of the Commission. The Planning Board exercises policy oversight to the Commissioners' Office, the Department of Parks, the Planning Department, and Central Administrative Services.

On January 15 each year, M-NCPPC submits to the County Council and the County Executive the M-NCPPC proposed budget for the upcoming fiscal year. That document is a statement of mission and goals, justification of resources requested, description of work items accomplished in the prior fiscal year, and a source of important statistical and historical data. The M-NCPPC proposed budget can be obtained by contacting the M-NCPPC Budget Office at 301.454.1731 or visiting the Commission's website at [www.mncppc.org](http://www.mncppc.org). Summary data only are included in this presentation.

### ***Tax Supported Funds***

The M-NCPPC tax supported Operating Budget consists of the Administration Fund, the Park Fund, and the Advance Land Acquisition (ALA) Debt Service Fund. The Administration Fund supports the Commissioners' Office, the Montgomery County-funded portion of the Central Administrative Services (CAS) offices, and the Planning Department. The Administration Fund is supported by the Regional District Tax, which includes Montgomery County, less the municipalities of Barnesville, Brookeville, Gaithersburg, Laytonsville, Poolesville, Rockville, and Washington Grove.

The Park Fund supports the activities of the Department of Parks and Park Debt Service. The Park Fund is supported by the Metropolitan District Tax, whose taxing area is identical to the Regional District.

The Advance Land Acquisition (ALA) Debt Service Fund supports the payment of debt service on bonds issued to purchase land for a variety of public purposes. The Advance Land Acquisition Debt Service Fund has a countywide taxing area.

### ***Non-Tax Supported Funds***

There are three non-tax supported funds within the M-NCPPC that are financed and operated in a manner similar to private enterprise. These self-supporting operations are the Enterprise Fund, the Property Management Fund, and the Special Revenue Fund.

Grants are extracted from the tax supported portion of the fund displays and displayed in the Grant Fund. The Grant Fund, as displayed, consists of grants from the Park and Administration Funds.

Special Revenue Funds are used to account for the proceeds from specific revenue sources that are legally restricted to expenditures for specific purposes. The budgets are associated with Planning and Parks operations throughout the Commission.

### ***Spending Affordability Guidelines***

In February 2015, the Council approved FY16 Spending Affordability Guidelines (SAG) of \$116,400,000 for the tax-supported funds of the M-NCPPC, which is a 4.0 percent increase from the \$111,947,772 approved FY15 budget. For FY16, the Commission has requested \$118,704,547 excluding debt service and retiree health insurance prefunding, \$2,304,547 above the total SAG amount of \$116,400,000.

The total requested budgets for the Enterprise Fund, Property Management Fund, Special Revenue Funds, ALA Debt Service Fund, and Grant Fund, are \$16,131,049, a 0.7 percent decrease from the \$16,243,346 total FY15 approved budget.

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## **Commissioners' Office**

The Commissioners' Office supports the five Planning Board members and enhances communication among the Planning Board, County Council, County residents, other governmental agencies, and other Commission departments.

## **Planning Department**

The Planning Department provides information, analysis, recommendations and other staffing services to the Montgomery County Planning Board, the County Council, the County Executive, other governmental agencies, and the general public. The Department prepares master and sector plans for Planning Board review and approval by the County Council. The Department reviews development applications for conformance with existing laws, regulations, master plans and policies, and presents its recommendations to the Planning Board for action. The Department gathers, analyzes, and reports various data (such as housing, employment, population growth and other topics of interest) to the County Council, County government, other agencies, the business community, and the public.

## **Central Administrative Services**

The mission of Central Administrative Services (CAS) is to provide quality corporate services in the areas of corporate governance, human resources, finance and budget, legal counsel, information technology, and internal audit. CAS strives to deliver these services with integrity, innovation, responsiveness, and excellent customer service to the Commission, its employees, elected and appointed officials and the communities served in the bi-county region. The level of services and therefore funding allocation by county is tailored to the agency and the individual department needs. Certain functions are allocated based on labor distribution or a cost driver such as number of employees paid. Some functions, such as the Merit System Board, are funded evenly by both counties.

## **Department of Parks**

The Department of Parks provides recommendations, information, analysis, and services to the Montgomery County Planning Board (who also serve as the Park Commission), the County Council, the County Executive, other government agencies, and the general public. The Department also oversees the acquisition, development, and management of a nationally recognized, award winning park system providing County residents with open space for recreational opportunities and natural resources stewardship. The Department oversees a comprehensive park system of over 36,400 acres in 416 parks of different sizes, types, and functions that feature Stream Valley and Conservation Parks, Regional and Special Parks, Recreational Parks, and Local and Community Parks. The Department serves County residents as the primary provider of open space for recreational opportunities and maintains and provides security for the park system.

## **Debt Service - Park Fund**

Park Debt Service pays principal and interest on the Commission's acquisition and development bonds. The proceeds of these bonds are used to fund the Local Parks portion of the M-NCPPC Capital Improvements Program.

## **Debt Service - Advance Land Acquisition Debt Service Fund and Revolving Fund**

The Advance Land Acquisition Debt Service Fund pays principal and interest on the Commission's Advance Land Acquisition bonds. The proceeds of the Advance Land Acquisition bonds support the Advanced Land Acquisition Revolving Fund (ALARF).

ALARF activities include the acquisition of land needed for State highways, streets, roads, school sites, and other public uses. The Commission may only purchase land through the ALARF at the request of another government agency, with the approval of the Montgomery County Council.

## **Enterprise Fund**

The Enterprise Fund accounts for various park facilities and services which are entirely supported by user fees. Recreational activities include: ice rinks, indoor tennis, event centers, boating, camping, trains, carousel, mini-golf, driving range, and splash and skate parks. Operating profits are reinvested in new or existing public revenue-producing facilities through the operating budget and Capital Improvements Program.

## **Property Management Fund**

The Property Management Fund manages leased facilities located on parkland throughout the County, including single family houses, apartment units, businesses, farmland, and facilities which house County programs.

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## COUNTY EXECUTIVE RECOMMENDATIONS

The County Executive recommends an FY16 tax supported appropriation for M-NCPPC of \$115,694,360, 1.7 percent above the FY15 approved budget for tax supported funds, exclusive of debt service.

### ***Park Fund***

The County Executive recommends funding of \$86,240,763, excluding debt service. This proposed funding represents a \$1,213,562 or 1.4 percent increase from the FY15 approved budget and a reduction of \$4,053,001 from the Commission's request. Park Fund debt service decreased by \$83,653 from \$5,142,738 in FY15 to \$5,059,085 in FY16.

### ***Administration Fund***

The County Executive recommends funding of \$29,453,597. This represents a \$743,612 or 2.6 percent increase from the FY15 approved budget and a reduction of \$746,600 from the Commission's request.

### ***ALA Debt Service***

The County Executive concurs with the M-NCPPC request for funding of \$166,160. This represents a decrease of \$116,700 or 41.3 percent from the FY15 approved budget.

### ***Enterprise Fund***

The County Executive concurs with the M-NCPPC request for funding of \$8,631,262. This represents a \$8,655 or 0.1 percent decrease from the FY15 approved budget of \$8,639,917.

### ***Property Management Fund***

The County Executive concurs with the M-NCPPC request for funding of \$1,126,800. This represents a \$100,480 or 9.8 percent increase from the FY15 approved budget of \$1,026,320.

### ***Special Revenue Fund***

The County Executive concurs with the M-NCPPC request for funding of \$5,656,827. This represents an \$87,422 or 1.5 percent decrease from the FY15 approved budget. The Executive recommends a transfer of \$811,500 from the General Fund to cover costs associated with the maintenance of MCPS Ballfields.

In addition, this agency's Capital Improvement Program (CIP) requires Current Revenue funding.

## PROGRAM CONTACTS

Contact John Kroll of the M-NCPPC at 301.454.1731 or Jedediah Millard of the Office of Management and Budget at 240.777.2769 for more information regarding this agency's operating budget.

## BUDGET SUMMARY

	Actual FY14	Budget FY15	Estimated FY15	Recommended FY16	% Chg Bud/Rec
<b>ADMINISTRATION FUND</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
<b>Administration Fund Personnel Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>—</b>
Operating Expenses	25,750,755	28,709,985	28,701,000	29,453,597	2.6%
Capital Outlay	0	0	0	0	—
<b>Administration Fund Expenditures</b>	<b>25,750,755</b>	<b>28,709,985</b>	<b>28,701,000</b>	<b>29,453,597</b>	<b>2.6%</b>
<b>PERSONNEL</b>					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	174.28	179.35	179.35	182.24	1.6%
<b>REVENUES</b>					
Intergovernmental	409,595	400,400	400,400	400,400	—
Investment Income	35,915	20,500	20,500	35,000	70.7%
Property Tax	26,360,981	25,395,989	25,289,793	27,795,118	9.4%
User Fees	180,366	240,580	240,580	144,000	-40.1%
<b>Administration Fund Revenues</b>	<b>26,986,857</b>	<b>26,057,469</b>	<b>25,951,273</b>	<b>28,374,518</b>	<b>8.9%</b>
<b>PARK FUND</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
<b>Park Fund Personnel Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>—</b>
Operating Expenses	79,883,156	85,027,201	85,027,201	86,240,763	1.4%
Debt Service Other	3,881,641	5,142,738	5,142,738	5,059,085	-1.6%
Capital Outlay	0	0	0	0	—
<b>Park Fund Expenditures</b>	<b>83,764,797</b>	<b>90,169,939</b>	<b>90,169,939</b>	<b>91,299,848</b>	<b>1.3%</b>
<b>PERSONNEL</b>					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	635.10	657.10	657.10	691.00	5.2%
<b>REVENUES</b>					
Facility User Fees	2,420,570	2,356,200	2,356,200	2,424,443	2.9%
Intergovernmental	2,034,400	2,468,155	2,468,155	2,739,782	11.0%
Investment Income	6,370	5,000	5,000	5,000	—
Investment Income: CIP	-36,872	0	0	0	—
Miscellaneous	167,261	122,000	122,000	126,300	3.5%
Property Tax	77,558,047	83,657,376	83,307,553	84,943,728	1.5%
<b>Park Fund Revenues</b>	<b>82,149,776</b>	<b>88,608,731</b>	<b>88,258,908</b>	<b>90,239,253</b>	<b>1.8%</b>
<b>ALA DEBT SERVICE FUND</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
<b>ALA Debt Service Fund Personnel Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>—</b>
Operating Expenses	0	0	0	0	—
Debt Service Other	296,160	282,860	282,860	166,160	-41.3%
Capital Outlay	0	0	0	0	—
<b>ALA Debt Service Fund Expenditures</b>	<b>296,160</b>	<b>282,860</b>	<b>282,860</b>	<b>166,160</b>	<b>-41.3%</b>
<b>PERSONNEL</b>					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	0.00	0.00	0.00	0.00	—
<b>REVENUES</b>					
Property Tax	1,704,476	1,723,014	1,718,387	1,783,340	3.5%
<b>ALA Debt Service Fund Revenues</b>	<b>1,704,476</b>	<b>1,723,014</b>	<b>1,718,387</b>	<b>1,783,340</b>	<b>3.5%</b>
<b>GRANT FUND MNCPPC</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
<b>Grant Fund MNCPPC Personnel Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>—</b>
Operating Expenses	53,086	550,000	550,000	550,000	—
Capital Outlay	0	0	0	0	—
<b>Grant Fund MNCPPC Expenditures</b>	<b>53,086</b>	<b>550,000</b>	<b>550,000</b>	<b>550,000</b>	<b>—</b>

	Actual FY14	Budget FY15	Estimated FY15	Recommended FY16	% Chg Bud/Rec
<b>PERSONNEL</b>					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	0.00	0.00	0.00	0.00	—
<b>REVENUES</b>					
Administration Fund Grants	0	150,000	150,000	150,000	—
Park Fund Grants	53,086	400,000	400,000	400,000	—
<b>Grant Fund MNCPPC Revenues</b>	<b>53,086</b>	<b>550,000</b>	<b>550,000</b>	<b>550,000</b>	—
<b>ENTERPRISE FUND</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
<b>Enterprise Fund Personnel Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	—
Operating Expenses	8,009,815	8,639,917	8,894,621	8,631,262	-0.1%
Debt Service Other	226,052	0	0	0	—
Capital Outlay	0	0	0	0	—
<b>Enterprise Fund Expenditures</b>	<b>8,235,867</b>	<b>8,639,917</b>	<b>8,894,621</b>	<b>8,631,262</b>	<b>-0.1%</b>
<b>PERSONNEL</b>					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	116.00	110.30	110.30	110.00	-0.3%
<b>REVENUES</b>					
Fees and Charges	6,241,021	6,055,910	5,897,450	6,257,493	3.3%
Intergovernmental	66,687	0	0	0	—
Merchandise Sales	618,549	627,350	584,000	584,300	-6.9%
Non-Operating Revenues/Interest	18,197	8,000	7,800	20,000	150.0%
Rentals	3,152,468	3,036,245	3,122,610	3,454,248	13.8%
<b>Enterprise Fund Revenues</b>	<b>10,096,922</b>	<b>9,727,505</b>	<b>9,611,860</b>	<b>10,316,041</b>	<b>6.1%</b>
<b>PROP MGMT MNCPPC</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
<b>Prop Mgmt MNCPPC Personnel Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	—
Operating Expenses	872,655	1,026,320	1,026,320	1,126,800	9.8%
Capital Outlay	0	0	0	0	—
<b>Prop Mgmt MNCPPC Expenditures</b>	<b>872,655</b>	<b>1,026,320</b>	<b>1,026,320</b>	<b>1,126,800</b>	<b>9.8%</b>
<b>PERSONNEL</b>					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	6.00	7.00	7.00	7.00	—
<b>REVENUES</b>					
Investment Income	3,110	1,820	1,820	3,000	64.8%
Miscellaneous	5,631	0	0	0	—
Rental Income	1,014,976	1,024,500	1,024,500	1,123,800	9.7%
<b>Prop Mgmt MNCPPC Revenues</b>	<b>1,023,717</b>	<b>1,026,320</b>	<b>1,026,320</b>	<b>1,126,800</b>	<b>9.8%</b>
<b>SPECIAL REVENUE FUNDS</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
<b>Special Revenue Funds Personnel Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	—
Operating Expenses	4,529,732	5,744,249	5,463,685	5,656,827	-1.5%
Capital Outlay	0	0	0	0	—
<b>Special Revenue Funds Expenditures</b>	<b>4,529,732</b>	<b>5,744,249</b>	<b>5,463,685</b>	<b>5,656,827</b>	<b>-1.5%</b>
<b>PERSONNEL</b>					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	27.17	24.85	24.85	24.85	—
<b>REVENUES</b>					
Intergovernmental	81,423	55,000	55,000	55,000	—
Investment Income	16,957	8,300	7,300	6,300	-24.1%
Miscellaneous	172,828	0	0	0	—
Service Charges	2,200,585	2,634,700	2,666,600	2,705,498	2.7%
<b>Special Revenue Funds Revenues</b>	<b>2,471,793</b>	<b>2,698,000</b>	<b>2,728,900</b>	<b>2,766,798</b>	<b>2.5%</b>

	<b>Actual FY14</b>	<b>Budget FY15</b>	<b>Estimated FY15</b>	<b>Recommended FY16</b>	<b>% Chg Bud/Rec</b>
<b>DEPARTMENT TOTALS</b>					
<b>Total Expenditures</b>	<b>123,503,052</b>	<b>135,123,270</b>	<b>135,088,425</b>	<b>136,884,494</b>	<b>1.3%</b>
<b>Total Full-Time Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>—</b>
<b>Total Part-Time Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>—</b>
<b>Total FTEs</b>	<b>958.55</b>	<b>978.60</b>	<b>978.60</b>	<b>1,015.09</b>	<b>3.7%</b>
<b>Total Revenues</b>	<b>124,486,627</b>	<b>130,391,039</b>	<b>129,845,648</b>	<b>135,156,750</b>	<b>3.7%</b>

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