



Maryland-National Capital Park and Planning Commission

Recommended FY18 Budget

\$146,662,551

Full Time Equivalents

1,080.64

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. 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 2017, the Council approved FY18 Spending Affordability Guidelines (SAG) of \$120,800,000 for the tax-supported funds of the M-NCPPC, which is a 1.4 percent increase from the \$119,100,000 approved FY17 SAG. For FY18, the Commission has requested \$122,373,610, excluding debt service and retiree health insurance prefunding, \$1,573,610 above the total SAG amount of \$120,800,000.

The total FY18 requested budgets for the Enterprise Fund, Property Management Fund, Special Revenue Funds, ALA Debt Service Fund, and Grant Fund, are \$16,949,072, a 3.3 percent increase from the \$16,410,298 total FY17 approved budget.

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 (which 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 36,000 acres in 418 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 sports pavilion. 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.

County Executive Recommendations

The County Executive recommends a FY18 tax supported appropriation for M-NCPPC of \$124,202,269, 3 percent above the FY17 approved budget for tax supported funds, exclusive of debt service.

Park Fund

The County Executive recommends funding of \$93,493,641, excluding debt service. This proposed funding represents a \$2,723,116 or 3 percent increase from the FY17 approved budget and a reduction of \$4,268,798 from the Commission's request. Park Fund debt service increased by \$664,241 from \$4,846,969 in FY17 to \$5,511,210 in FY18.

Administration Fund

The County Executive recommends funding of \$30,708,628. This represents a \$894,426 or 3 percent increase from the FY17 approved budget and a reduction of \$284,943 from the Commission's request.

ALA Debt Service Fund

The County Executive concurs with the M-NCPPC request for funding of \$155,550. This represents a \$78,021 or 100.6 percent increase from the FY17 approved budget.

Enterprise Fund

The County Executive concurs with the M-NCPPC request for funding of \$9,297,797. This represents an \$585,650 or 6.7 percent increase from the FY17 approved budget of \$8,712,147.

Property Management Fund

The County Executive concurs with the M-NCPPC request for funding of \$1,311,100. This represents a \$7,900 or 0.6 percent decrease from the FY17 approved budget of \$1,319,000.

Special Revenue Fund

The County Executive concurs with the M-NCPPC request for funding of \$5,634,625. This represents a \$116,997 or 2 percent decrease from the FY17 approved budget. The Executive recommends a transfer of \$890,700 from the General Fund to cover costs associated with the maintenance of Montgomery County Public Schools Ballfields.

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

Linkage to County Result Areas

While this program area supports all eight of the County Result Areas, the following are emphasized:

- ◆ Affordable Housing in an Inclusive Community
- ◆ Children Prepared to Live and Learn
- ◆ An Effective and Efficient Transportation Network
- ◆ Healthy and Sustainable Neighborhoods
- ◆ A Responsive, Accountable County Government
- ◆ Safe Streets and Secure Neighborhoods
- ◆ Strong and Vibrant Economy
- ◆ Vital Living for All of Our Residents

Program Contacts

Contact John Kroll of the Maryland-National Capital Park and Planning Commission at 301.454.1731 or Jennifer Nordin of the Office of Management and Budget at 240.777.2779 for more information regarding this agency's operating budget.

BUDGET SUMMARY

	Actual FY16	Budget FY17	Estimate FY17	Recommended FY18	%Chg Bud/Rec
ADMINISTRATION FUND					
EXPENDITURES					
Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
Administration Fund Personnel Costs	0	0	0	0	—
Operating Expenses	27,939,076	29,814,202	29,814,202	30,708,628	3.0 %
Administration Fund Expenditures	27,939,076	29,814,202	29,814,202	30,708,628	3.0 %
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	182.24	182.74	182.74	183.59	0.5 %

BUDGET SUMMARY

	Actual FY16	Budget FY17	Estimate FY17	Recommended FY18	%Chg Bud/Rec
REVENUES					
Intergovernmental	403,617	409,900	409,900	420,300	2.5 %
Investment Income	68,041	60,000	60,000	70,000	16.7 %
Miscellaneous	6,854	0	0	0	—
Property Tax	27,931,521	27,505,550	27,357,021	28,106,192	2.2 %
User Fees	397,401	145,000	145,000	163,400	12.7 %
Administration Fund Revenues	28,807,434	28,120,450	27,971,921	28,759,892	2.3 %

PARK FUND

EXPENDITURES

Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
Park Fund Personnel Costs	0	0	0	0	—
Operating Expenses	86,577,901	90,770,525	90,770,525	93,493,641	3.0 %
Debt Service Other	4,256,316	4,846,969	4,846,969	5,511,210	13.7 %
Park Fund Expenditures	90,834,217	95,617,494	95,617,494	99,004,851	3.5 %

PERSONNEL

Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	684.00	706.60	706.60	731.30	3.5 %

REVENUES

Facility User Fees	2,620,526	2,594,043	2,594,043	2,800,643	8.0 %
Intergovernmental	3,043,281	2,817,413	2,817,413	2,967,013	5.3 %
Investment Income	(24,245)	5,000	5,000	5,000	—
Investment Income: CIP	(16,891)	25,000	25,000	15,000	-40.0 %
Miscellaneous	144,411	107,700	107,700	120,900	12.3 %
Property Tax	85,610,387	88,664,950	88,186,161	92,014,320	3.8 %
Park Fund Revenues	91,377,469	94,214,106	93,735,317	97,922,876	3.9 %

ALA DEBT SERVICE FUND

EXPENDITURES

Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
ALA Debt Service Fund Personnel Costs	0	0	0	0	—
Debt Service Other	147,625	77,529	77,529	155,550	100.6 %
ALA Debt Service Fund Expenditures	147,625	77,529	77,529	155,550	100.6 %

PERSONNEL

Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—

BUDGET SUMMARY

	Actual FY16	Budget FY17	Estimate FY17	Recommended FY18	%Chg Bud/Rec
FTEs	0.00	0.00	0.00	0.00	—
REVENUES					
Other Financing Source	15,969	0	0	0	—
Property Tax	1,794,531	1,865,573	1,857,065	1,930,414	3.5 %
ALA Debt Service Fund Revenues	1,810,500	1,865,573	1,857,065	1,930,414	3.5 %
GRANT FUND MNCPPC					
EXPENDITURES					
Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
Grant Fund MNCPPC Personnel Costs	0	0	0	0	—
Operating Expenses	8,877	550,000	550,000	550,000	—
Grant Fund MNCPPC Expenditures	8,877	550,000	550,000	550,000	—
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	0.00	0.00	0.00	0.00	—
REVENUES					
Administration Fund Grants	0	150,000	150,000	150,000	—
Park Fund Grants	8,877	400,000	400,000	400,000	—
Grant Fund MNCPPC Revenues	8,877	550,000	550,000	550,000	—
ENTERPRISE FUND					
EXPENDITURES					
Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
Enterprise Fund Personnel Costs	0	0	0	0	—
Operating Expenses	8,605,222	8,712,147	9,029,809	9,297,797	6.7 %
Enterprise Fund Expenditures	8,605,222	8,712,147	9,029,809	9,297,797	6.7 %
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	110.00	119.30	119.30	126.70	6.2 %
REVENUES					
Fees and Charges	5,946,788	6,639,258	6,617,275	6,643,275	0.1 %
Merchandise Sales	552,860	621,300	685,558	698,686	12.5 %
Miscellaneous	691,366	0	0	0	—
Non-Operating Revenues/Interest	58,618	50,000	51,200	60,000	20.0 %
Rentals	3,220,579	3,370,624	3,368,956	3,314,020	-1.7 %

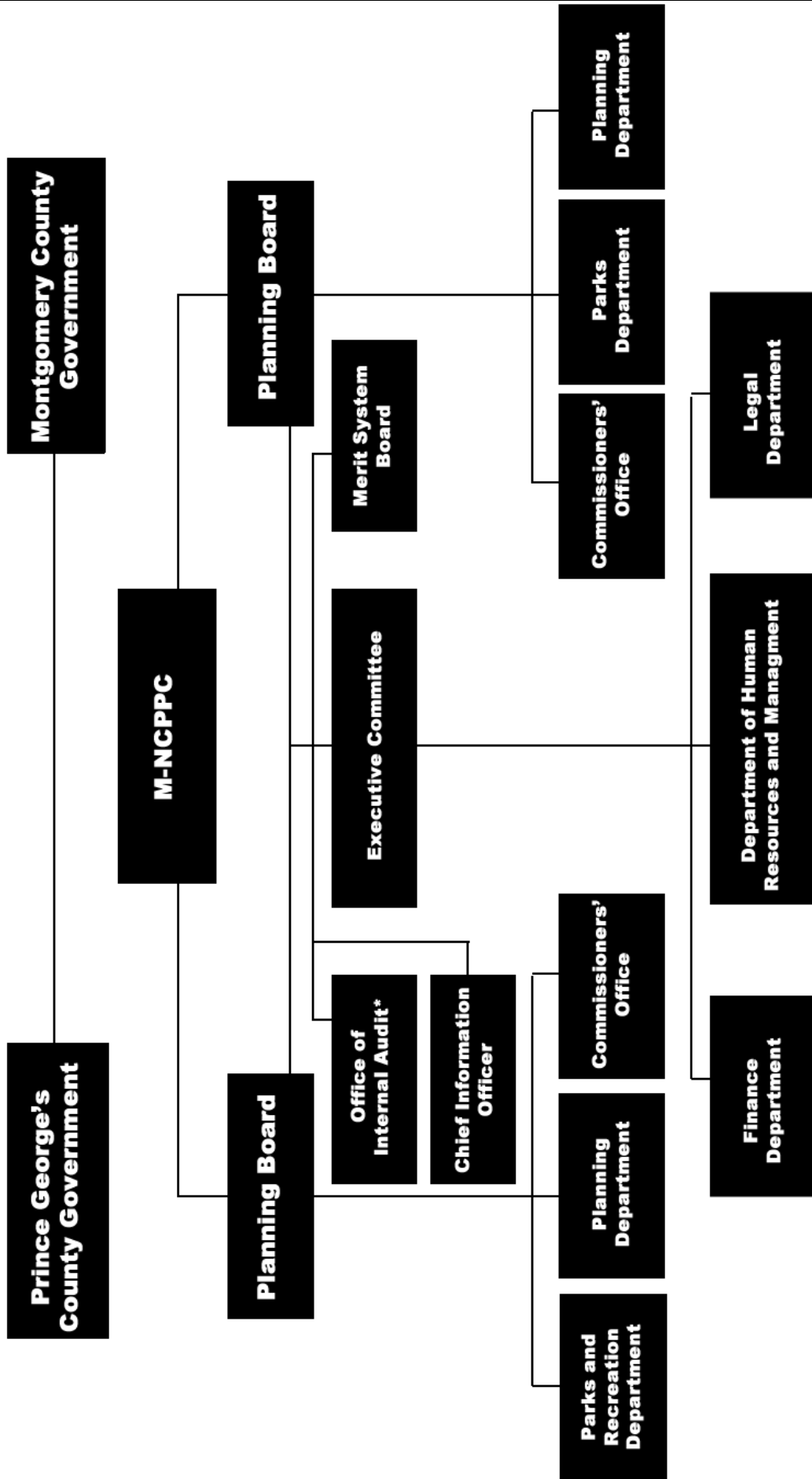
BUDGET SUMMARY

	Actual FY16	Budget FY17	Estimate FY17	Recommended FY18	%Chg Bud/Rec
Enterprise Fund Revenues	10,470,211	10,681,182	10,722,989	10,715,981	0.3 %
PROP MGMT MNCPPC					
EXPENDITURES					
Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
Prop Mgmt MNCPPC Personnel Costs	0	0	0	0	—
Operating Expenses	1,059,506	1,319,000	1,276,935	1,311,100	-0.6 %
Prop Mgmt MNCPPC Expenditures	1,059,506	1,319,000	1,276,935	1,311,100	-0.6 %
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	7.00	7.00	7.00	7.00	—
REVENUES					
Investment Income	4,410	4,000	4,000	4,500	12.5 %
Miscellaneous	6,220	0	5,500	0	—
Rental Income	1,115,182	1,315,000	1,267,435	1,306,600	-0.6 %
Prop Mgmt MNCPPC Revenues	1,125,812	1,319,000	1,276,935	1,311,100	-0.6 %
SPECIAL REVENUE FUNDS					
EXPENDITURES					
Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
Special Revenue Funds Personnel Costs	0	0	0	0	—
Operating Expenses	4,460,089	5,751,622	5,814,456	5,634,625	-2.0 %
Special Revenue Funds Expenditures	4,460,089	5,751,622	5,814,456	5,634,625	-2.0 %
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	24.85	29.55	29.55	32.05	8.5 %
REVENUES					
Intergovernmental	108,362	145,000	145,000	145,000	—
Investment Income	16,796	15,000	13,100	16,500	10.0 %
Miscellaneous	230,597	0	160,885	200,800	—
Service Charges	3,301,641	2,597,945	2,329,970	2,543,770	-2.1 %
Special Revenue Funds Revenues	3,657,396	2,757,945	2,648,955	2,906,070	5.4 %
DEPARTMENT TOTALS					
Total Expenditures	133,054,612	141,841,994	142,180,425	146,662,551	3.4 %

BUDGET SUMMARY

	Actual FY16	Budget FY17	Estimate FY17	Recommended FY18	%Chg Bud/Rec
Total Full-Time Positions	0	0	0	0	—
Total Part-Time Positions	0	0	0	0	—
Total FTEs	1,008.09	1,045.19	1,045.19	1,080.64	3.4 %
Total Revenues	137,257,699	139,508,256	138,763,182	144,096,333	3.3 %

Maryland-National Capital Park and Planning Commission



*The Office of Internal Audit reports to Chair and Vice Chair of the Commission and the Audit Committee.

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