



# Maryland-National Capital Park and Planning Commission

## RECOMMENDED FY20 BUDGET

\$155,471,285

## FULL TIME EQUIVALENTS

1,102.41

## 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 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 that of 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.

### **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 421 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 security and maintenance of 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 that house County programs.

### **Spending Affordability Guidelines**

In February 2019, the Council approved FY20 Spending Affordability Guidelines (SAG) of \$125,200,000 for the tax supported Administration and Park funds of the M-NCPPC, which is a \$500,000 or 0.40 percent increase from the FY19 SAG of \$124,700,000. SAG excludes debt service and retiree health insurance prefunding. The Commission proposed a FY20 tax supported budget, excluding debt service or retiree health insurance, \$6,589,510 above the FY20 SAG.

### **County Executive Recommendations**

The County Executive recommends a FY20 tax supported appropriation, excluding debt service, of \$129,265,933 for M-NCPPC. This represents an increase of \$1.0 million, or 0.8 percent, over FY19 Approved.

The County Executive recommends \$75,000 in the County's Leases Non-Departmental Account (NDA) to cover limited operating costs for the new Wheaton Headquarters in FY20 prior to the County's FY21 move in date. County operating costs will be significantly larger in FY21.

### **Park Fund**

---

The County Executive recommends funding of \$97,466,172, excluding debt service. This represents an increase of \$817,246, or 0.8 percent, over FY19 Approved. The Executive recommends \$7,124,410 for the Park Fund Debt Service budget, an increase of \$663,125 or 10.3 percent from the FY19 Approved Budget.

The Executive does not recommend the M-NCPPC requested transfer of \$100,000 from the Cable Fund to support the M-NCPPC Connected Parks initiative in FY20 due to declining cable revenues and fund balance policy.

The Executive recommends \$3,422,473 in intergovernmental revenues from the Water Quality Protection Fund to support the National Pollutant Discharge Elimination Systems (NPDES) Municipal Separate Storm Sewer Systems (MS4) Phase II Permit mandates and water quality activities. This represents an increase of \$77,564 or 2.3 percent over the FY19 Approved Budget.

#### **Administration Fund**

The County Executive recommends funding of \$31,799,761. This represents an increase of \$182,754, or 0.6 percent, over FY19 Approved.

The Executive does not recommend the M-NCPPC requested transfer of \$500,000 from the tax-supported Administration Fund to the non-tax supported Special Revenue Fund. This recommendation represents a \$0 change over the FY19 Approved budget.

The Executive concurs with the M-NCPPC request for \$403,500 in intergovernmental revenues from the Water Quality Protection Fund to support NPDES MS4 permit and water quality activities. This represents an increase of \$11,800 or 3.0 percent over the FY19 Approved Budget.

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

The County Executive concurs with the M-NCPPC request for funding of \$145,200. This represents a \$7,650 or 5.0 percent decrease from the FY19 Approved Budget.

#### **Enterprise Fund**

The County Executive concurs with the M-NCPPC request for funding of \$9,734,402. This represents an \$12,557 or 0.1 percent decrease from the FY19 Approved Budget.

#### **Property Management Fund**

The County Executive concurs with the M-NCPPC request for funding of \$1,566,600. This represents a \$38,360 or 2.5 percent increase from the FY19 Approved Budget.

#### **Special Revenue Fund**

The County Executive concurs with the M-NCPPC request for funding of \$7,084,740. This represents an \$564,907 or 8.7 percent increase from the FY19 Approved Budget.

The County Executive concurs with the M-NCPPC request to transfer \$1,391,700 from the General Fund to cover costs associated with the maintenance of Montgomery County Public Schools' ballfields. This represents an increase of \$475,000 or 51.8 percent from the FY19 Approved Budget to reflect a the price of a new contract and additional ballfields being maintained.

The County Executive does not recommend the M-NCPPC requested use of \$250,000 in Community Use of Public Facilities (CUPF) funds to support the FY20 Capital Improvements Program (CIP) Ballfields Initiative (P008720). The County Executive prefers to postpone a decision until the replacement of the active MONTGOMERY system is further along and it is better understood if the FY20 CUPF fund balance can cover ballfield renovation costs.

**Grant Fund**

The County Executive concurs with the M-NCPPC request for funding of \$550,000. This maintains the level of support in the FY19 Approved Budget.

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

**COUNTY PRIORITY OUTCOMES**

While this program area supports all seven of the County Executive's Priority Outcomes, the following are emphasized:

- ◆ **A More Affordable and Welcoming Community**
- ◆ **Thriving Youth and Families**
- ◆ **Easier Commutes**
- ◆ **A Greener County**
- ◆ **Effective, Sustainable Government**
- ◆ **Safe Neighborhoods**
- ◆ **A Growing Economy**

**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 FY18	Budget FY19	Estimate FY19	Recommended FY20	%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	28,929,197	31,617,007	31,169,717	31,799,761	0.6 %
<b>Administration Fund Expenditures</b>	<b>28,929,197</b>	<b>31,617,007</b>	<b>31,169,717</b>	<b>31,799,761</b>	<b>0.6 %</b>
<b>PERSONNEL</b>					

## BUDGET SUMMARY

	Actual FY18	Budget FY19	Estimate FY19	Recommended FY20	%Chg Bud/Rec
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	183.59	186.11	186.11	185.76	-0.2 %
<b>REVENUES</b>					
Intergovernmental	404,630	391,700	391,700	403,500	3.0 %
Investment Income	218,044	100,000	100,000	100,000	—
Miscellaneous	6,948	0	0	0	—
Property Tax	28,695,052	27,343,775	27,046,895	30,157,293	10.3 %
User Fees	283,777	204,200	204,200	198,400	-2.8 %
<b>Administration Fund Revenues</b>	<b>29,608,451</b>	<b>28,039,675</b>	<b>27,742,795</b>	<b>30,859,193</b>	<b>10.1 %</b>

### PARK FUND

#### EXPENDITURES

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	93,411,248	96,648,926	95,377,184	97,466,172	0.9 %
Debt Service Other	5,428,913	6,461,285	6,461,285	7,124,410	10.3 %
<b>Park Fund Expenditures</b>	<b>98,840,161</b>	<b>103,110,211</b>	<b>101,838,469</b>	<b>104,590,582</b>	<b>1.4 %</b>

#### PERSONNEL

Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	731.30	737.00	737.00	756.00	2.6 %

#### REVENUES

Facility User Fees	2,914,730	2,947,100	2,947,100	3,216,214	9.1 %
Intergovernmental	3,184,641	3,344,909	3,344,909	3,422,473	2.3 %
Investment Income	162,228	40,000	40,000	60,000	50.0 %
Investment Income: CIP	29,269	25,000	25,000	40,000	60.0 %
Miscellaneous	126,282	117,100	117,100	115,800	-1.1 %
Property Tax	92,415,781	92,898,722	91,890,091	98,370,220	5.9 %
<b>Park Fund Revenues</b>	<b>98,832,931</b>	<b>99,372,831</b>	<b>98,364,200</b>	<b>105,224,707</b>	<b>5.9 %</b>

### ALA DEBT SERVICE FUND

#### EXPENDITURES

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>
Debt Service Other	154,050	152,850	152,850	145,200	-5.0 %
<b>ALA Debt Service Fund Expenditures</b>	<b>154,050</b>	<b>152,850</b>	<b>152,850</b>	<b>145,200</b>	<b>-5.0 %</b>

## BUDGET SUMMARY

	Actual FY18	Budget FY19	Estimate FY19	Recommended FY20	%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>					
Property Tax	1,929,019	2,024,928	2,004,420	2,075,264	2.5 %
<b>ALA Debt Service Fund Revenues</b>	<b>1,929,019</b>	<b>2,024,928</b>	<b>2,004,420</b>	<b>2,075,264</b>	<b>2.5 %</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	28,849	550,000	550,000	550,000	—
<b>Grant Fund MNCPPC Expenditures</b>	<b>28,849</b>	<b>550,000</b>	<b>550,000</b>	<b>550,000</b>	<b>—</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>					
Administration Fund Grants	0	150,000	150,000	150,000	—
Park Fund Grants	28,849	400,000	400,000	400,000	—
<b>Grant Fund MNCPPC Revenues</b>	<b>28,849</b>	<b>550,000</b>	<b>550,000</b>	<b>550,000</b>	<b>—</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>	<b>—</b>
Operating Expenses	9,438,986	9,746,959	9,602,028	9,734,402	-0.1 %
<b>Enterprise Fund Expenditures</b>	<b>9,438,986</b>	<b>9,746,959</b>	<b>9,602,028</b>	<b>9,734,402</b>	<b>-0.1 %</b>
<b>PERSONNEL</b>					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	126.70	125.40	125.40	120.70	-3.8 %
<b>REVENUES</b>					
Fees and Charges	6,629,294	6,337,960	6,380,575	6,470,275	2.1 %
Merchandise Sales	812,503	755,600	797,250	854,350	13.1 %
Miscellaneous	774,314	711,225	795,371	777,622	9.3 %

## BUDGET SUMMARY

	Actual FY18	Budget FY19	Estimate FY19	Recommended FY20	%Chg Bud/Rec
Non-Operating Revenues/Interest	251,568	110,000	176,700	200,000	81.8 %
Rentals	3,257,273	3,311,177	3,203,884	3,294,795	-0.5 %
<b>Enterprise Fund Revenues</b>	<b>11,724,952</b>	<b>11,225,962</b>	<b>11,353,780</b>	<b>11,597,042</b>	<b>3.3 %</b>

### PROP MGMT MNCPPC

#### EXPENDITURES

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>	<b>—</b>
Operating Expenses	1,264,471	1,528,240	1,458,424	1,566,600	2.5 %
<b>Prop Mgmt MNCPPC Expenditures</b>	<b>1,264,471</b>	<b>1,528,240</b>	<b>1,458,424</b>	<b>1,566,600</b>	<b>2.5 %</b>

#### PERSONNEL

Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	7.00	7.00	7.00	5.80	-17.1 %

#### REVENUES

Investment Income	14,717	8,000	8,000	10,000	25.0 %
Miscellaneous	7,010	0	0	0	—
Rental Income	1,240,159	1,424,800	1,354,984	1,456,600	2.2 %
<b>Prop Mgmt MNCPPC Revenues</b>	<b>1,261,886</b>	<b>1,432,800</b>	<b>1,362,984</b>	<b>1,466,600</b>	<b>2.4 %</b>

### SPECIAL REVENUE FUNDS

#### EXPENDITURES

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>	<b>—</b>
Operating Expenses	5,379,406	6,519,833	5,932,304	7,084,740	8.7 %
<b>Special Revenue Funds Expenditures</b>	<b>5,379,406</b>	<b>6,519,833</b>	<b>5,932,304</b>	<b>7,084,740</b>	<b>8.7 %</b>

#### PERSONNEL

Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	32.05	34.15	34.15	34.15	—

#### REVENUES

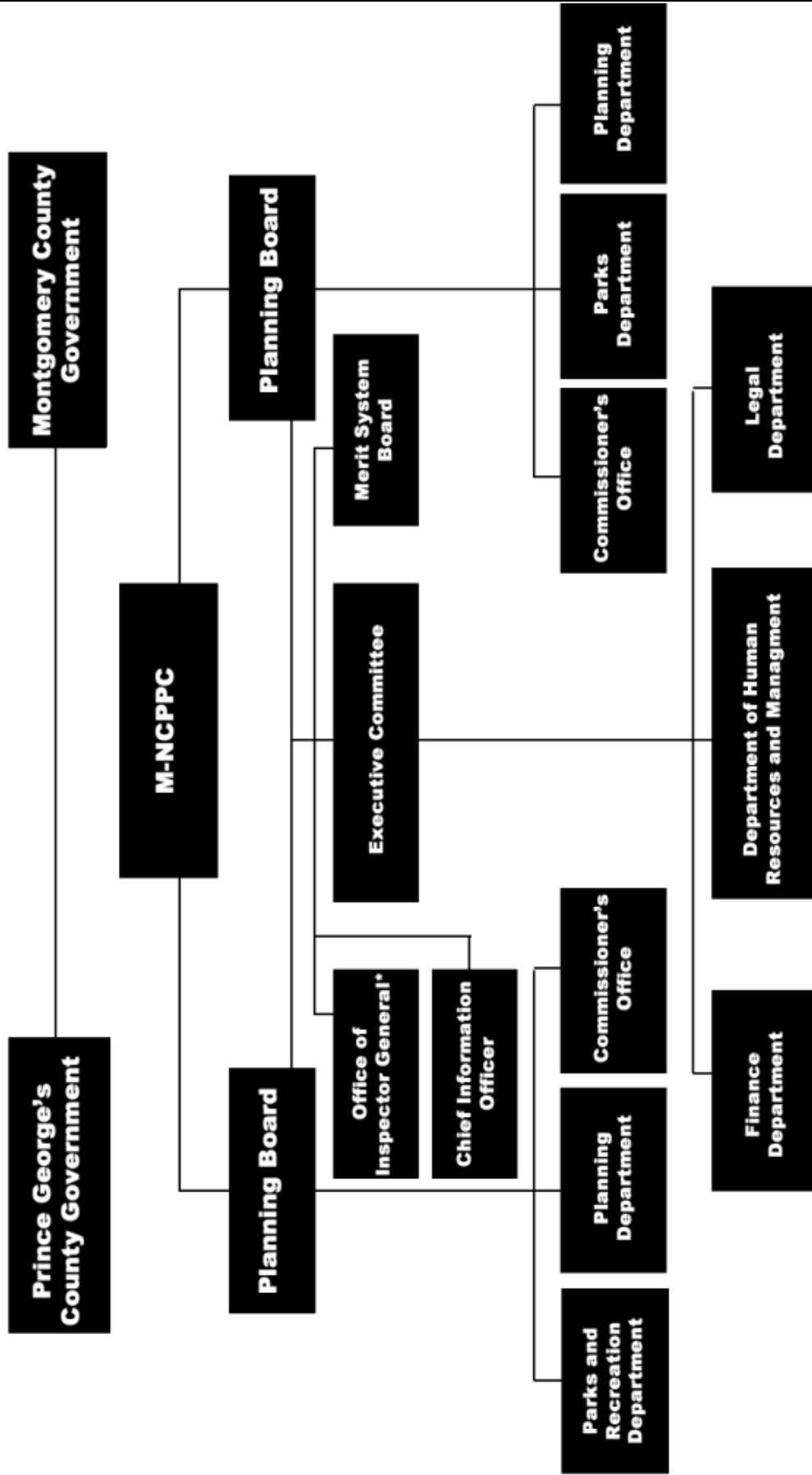
Intergovernmental	251,089	360,000	419,865	296,730	-17.6 %
Investment Income	62,814	28,000	35,980	55,000	96.4 %
Miscellaneous	343,960	149,900	201,550	239,400	59.7 %
Service Charges	4,806,733	3,167,430	3,126,881	3,198,043	1.0 %
<b>Special Revenue Funds Revenues</b>	<b>5,464,596</b>	<b>3,705,330</b>	<b>3,784,276</b>	<b>3,789,173</b>	<b>2.3 %</b>



## BUDGET SUMMARY

	Actual FY18	Budget FY19	Estimate FY19	Recommended FY20	%Chg Bud/Rec
<b>DEPARTMENT TOTALS</b>					
<b>Total Expenditures</b>	144,035,120	153,225,100	150,703,792	155,471,285	1.5 %
<b>Total Full-Time Positions</b>	0	0	0	0	—
<b>Total Part-Time Positions</b>	0	0	0	0	—
<b>Total FTEs</b>	1,080.64	1,089.66	1,089.66	1,102.41	1.2 %
<b>Total Revenues</b>	148,850,684	146,351,526	145,162,455	155,561,979	6.3 %

# Maryland-National Capital Park and Planning Commission



\*Office of Inspector General reports to the Audit Committee