



# Maryland-National Capital Park and Planning Commission

## RECOMMENDED FY21 BUDGET

\$161,197,550

## FULL TIME EQUIVALENTS

1,127.34

## 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 the 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 serves 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 2020, the Council approved the FY21 Spending Affordability Guidelines (SAG) of \$128,600,000 for the tax-supported Administration and Park funds of the M-NCPPC, which is a \$3,400,000 or 2.72 percent increase from the FY20 SAG of \$125,200,000. SAG excludes debt service and retiree health insurance prefunding. The Commission proposed an FY21 tax-supported budget, excluding debt service or retiree health insurance, \$2,401,862 million below the FY21 SAG.

### **County Executive Recommendations**

The County Executive recommends an FY21 tax-supported appropriation, excluding debt service, of \$133,766,023 for M-NCPPC. This represents an increase of \$1.4 million, or 1.1 percent, over FY20 Approved.

### **Park Fund**

The County Executive recommends funding of \$100,992,054, excluding debt service. This represents an increase of \$970,503 or 1.0 percent, over FY20 Approved. The Executive recommends \$7,165,410 for the Park Fund Debt Service budget, an increase of \$541,000 or 8.2 percent from the FY20 Approved Budget.

### **Administration Fund**

The County Executive recommends funding of \$32,773,969. This represents an increase of \$429,090, or 1.3 percent, over FY20 Approved.

### **ALA Debt Service Fund**

---

The County Executive concurs with the M-NCPPC request for funding of \$142,600. This represents a \$2,600 or 1.8 percent decrease from the FY20 Approved Budget.

### **Enterprise Fund**

The County Executive recommends funding of \$10,634,588. This represents a \$936,654 or 9.7 percent increase from the FY20 Approved Budget.

### **Property Management Fund**

The County Executive concurs with the M-NCPPC request for funding of \$1,586,500. This represents a \$23,180 or 1.5 percent increase from the FY20 Approved Budget.

### **Special Revenue Fund**

The County Executive concurs with the M-NCPPC request for funding of \$7,352,429. This represents a \$267,689 or 3.8 percent increase from the FY20 Approved Budget.

The County Executive concurs with the M-NCPPC request to transfer \$1,015,120 from the General Fund to cover costs associated with the maintenance of Montgomery County Public Schools' ballfields. This represents a decrease of \$376,580 or 27 percent from the FY20 Approved Budget to reflect the price of a new contract and additional ballfields being maintained.

The County Executive recommends M-NCPPC's requested use of \$600,000 in Community Use of Public Facilities (CUPF) funds to support the FY21 and FY22 Capital Improvements Program (CIP) Ballfields Initiative (P008720).

### **Grant Fund**

The County Executive concurs with the M-NCPPC request for funding of \$550,000. This maintains the level of support in the FY20 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:

- ❖ **An Affordable, Welcoming County for a Lifetime**
- ❖ **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 Brett Magellan of the Office

of Management and Budget at 240.777.2767 for more information regarding this agency's operating budget.

## BUDGET SUMMARY

|  | Actual<br>FY19     | Budget<br>FY20     | Estimate<br>FY20   | Recommended<br>FY21 | %Chg<br>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                         | 30,343,807         | 32,344,879         | 32,644,879         | 32,773,969          | 1.3 %           |
| <b>Administration Fund Expenditures</b>    | <b>30,343,807</b>  | <b>32,344,879</b>  | <b>32,644,879</b>  | <b>32,773,969</b>   | <b>1.3 %</b>    |
| <b>PERSONNEL</b>                           |                    |                    |                    |                     |                 |
| Full-Time                                  | 0                  | 0                  | 0                  | 0                   | —               |
| Part-Time                                  | 0                  | 0                  | 0                  | 0                   | —               |
| FTEs                                       | 186.11             | 185.76             | 185.76             | 187.89              | 1.2 %           |
| <b>REVENUES</b>                            |                    |                    |                    |                     |                 |
| Intergovernmental                          | 415,700            | 403,500            | 403,500            | 403,500             | —               |
| Investment Income                          | 405,855            | 100,000            | 100,000            | 100,000             | —               |
| Miscellaneous                              | 4,084              | 0                  | 0                  | 0                   | —               |
| Property Tax                               | 26,630,664         | 30,516,309         | 29,870,552         | 31,870,604          | 4.4 %           |
| User Fees                                  | 254,537            | 198,400            | 198,400            | 204,700             | 3.2 %           |
| <b>Administration Fund Revenues</b>        | <b>27,710,840</b>  | <b>31,218,209</b>  | <b>30,572,452</b>  | <b>32,578,804</b>   | <b>4.4 %</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                         | 95,565,280         | 100,021,551        | 100,021,551        | 100,992,054         | 1.0 %           |
| Debt Service Other                         | 5,983,991          | 6,624,410          | 6,399,410          | 7,165,410           | 8.2 %           |
| <b>Park Fund Expenditures</b>              | <b>101,549,271</b> | <b>106,645,961</b> | <b>106,420,961</b> | <b>108,157,464</b>  | <b>1.4 %</b>    |
| <b>PERSONNEL</b>                           |                    |                    |                    |                     |                 |
| Full-Time                                  | 0                  | 0                  | 0                  | 0                   | —               |
| Part-Time                                  | 0                  | 0                  | 0                  | 0                   | —               |
| FTEs                                       | 737.00             | 756.00             | 756.00             | 773.60              | 2.3 %           |
| <b>REVENUES</b>                            |                    |                    |                    |                     |                 |
| Facility User Fees                         | 2,802,813          | 3,216,214          | 3,216,214          | 3,233,793           | 0.5 %           |
| Intergovernmental                          | 3,344,909          | 3,422,473          | 3,422,473          | 3,422,473           | —               |
| Investment Income                          | 348,171            | 60,000             | 60,000             | 100,000             | 66.7 %          |
| Investment Income: CIP                     | 224,636            | 40,000             | 40,000             | 25,000              | -37.5 %         |
| Miscellaneous                              | 422,133            | 115,800            | 115,800            | 102,100             | -11.8 %         |

## BUDGET SUMMARY

|                           | Actual<br>FY19    | Budget<br>FY20     | Estimate<br>FY20   | Recommended<br>FY21 | %Chg<br>Bud/Rec |
|---------------------------|-------------------|--------------------|--------------------|---------------------|-----------------|
| Property Tax              | 90,674,169        | 100,524,312        | 98,397,114         | 103,848,034         | 3.3 %           |
| <b>Park Fund Revenues</b> | <b>97,816,831</b> | <b>107,378,799</b> | <b>105,251,601</b> | <b>110,731,400</b>  | <b>3.1 %</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                           | 151,350        | 145,200        | 145,200        | 142,600        | -1.8 %        |
| <b>ALA Debt Service Fund Expenditures</b>    | <b>151,350</b> | <b>145,200</b> | <b>145,200</b> | <b>142,600</b> | <b>-1.8 %</b> |

#### PERSONNEL

|           |      |      |      |      |   |
|-----------|------|------|------|------|---|
| Full-Time | 0    | 0    | 0    | 0    | — |
| Part-Time | 0    | 0    | 0    | 0    | — |
| FTEs      | 0.00 | 0.00 | 0.00 | 0.00 | — |

#### REVENUES

|                                       |                  |                  |                  |                  |               |
|---------------------------------------|------------------|------------------|------------------|------------------|---------------|
| Property Tax                          | 1,976,076        | 2,075,264        | 2,029,578        | 2,068,181        | -0.3 %        |
| <b>ALA Debt Service Fund Revenues</b> | <b>1,976,076</b> | <b>2,075,264</b> | <b>2,029,578</b> | <b>2,068,181</b> | <b>-0.3 %</b> |

### GRANT FUND MNCPPC

#### EXPENDITURES

|  |          |                |                |                |          |
|--|----------|----------------|----------------|----------------|----------|
| 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                       | 0        | 550,000        | 550,000        | 550,000        | —        |
| <b>Grant Fund MNCPPC Expenditures</b>    | <b>0</b> | <b>550,000</b> | <b>550,000</b> | <b>550,000</b> | <b>—</b> |

#### 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                  | 0        | 400,000        | 400,000        | 400,000        | —        |
| <b>Grant Fund MNCPPC Revenues</b> | <b>0</b> | <b>550,000</b> | <b>550,000</b> | <b>550,000</b> | <b>—</b> |

### ENTERPRISE FUND

#### EXPENDITURES

|  |          |          |          |          |          |
|--|----------|----------|----------|----------|----------|
| 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> |

## BUDGET SUMMARY

|                                     | Actual<br>FY19    | Budget<br>FY20    | Estimate<br>FY20  | Recommended<br>FY21 | %Chg<br>Bud/Rec |
|-------------------------------------|-------------------|-------------------|-------------------|---------------------|-----------------|
| Operating Expenses                  | 9,489,241         | 9,697,934         | 10,145,445        | 10,634,588          | 9.7 %           |
| <b>Enterprise Fund Expenditures</b> | <b>9,489,241</b>  | <b>9,697,934</b>  | <b>10,145,445</b> | <b>10,634,588</b>   | <b>9.7 %</b>    |
| PERSONNEL                           |                   |                   |                   |                     |                 |
| Full-Time                           | 0                 | 0                 | 0                 | 0                   | —               |
| Part-Time                           | 0                 | 0                 | 0                 | 0                   | —               |
| FTEs                                | 125.40            | 120.70            | 120.70            | 121.80              | 0.9 %           |
| REVENUES                            |                   |                   |                   |                     |                 |
| Fees and Charges                    | 6,913,671         | 6,470,275         | 6,842,500         | 7,015,600           | 8.4 %           |
| Merchandise Sales                   | 834,786           | 854,350           | 854,900           | 886,500             | 3.8 %           |
| Miscellaneous                       | 823,830           | 777,622           | 756,652           | 777,241             | —               |
| Non-Operating Revenues/Interest     | 587,575           | 200,000           | 296,500           | 393,000             | 96.5 %          |
| Rentals                             | 3,389,722         | 3,294,795         | 3,315,022         | 3,535,795           | 7.3 %           |
| <b>Enterprise Fund Revenues</b>     | <b>12,549,584</b> | <b>11,597,042</b> | <b>12,065,574</b> | <b>12,608,136</b>   | <b>8.7 %</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                      | 1,529,451        | 1,563,320        | 1,563,320        | 1,586,500        | 1.5 %        |
| <b>Prop Mgmt MNCPPC Expenditures</b>    | <b>1,529,451</b> | <b>1,563,320</b> | <b>1,563,320</b> | <b>1,586,500</b> | <b>1.5 %</b> |

#### PERSONNEL

|           |      |      |      |      |   |
|-----------|------|------|------|------|---|
| Full-Time | 0    | 0    | 0    | 0    | — |
| Part-Time | 0    | 0    | 0    | 0    | — |
| FTEs      | 7.00 | 5.80 | 5.80 | 5.80 | — |

#### REVENUES

|                                  |                  |                  |                  |                  |              |
|----------------------------------|------------------|------------------|------------------|------------------|--------------|
| Investment Income                | 34,516           | 10,000           | 10,000           | 25,000           | 150.0 %      |
| Miscellaneous                    | 6,750            | 0                | 0                | 0                | —            |
| Rental Income                    | 1,352,558        | 1,456,600        | 1,456,600        | 1,561,500        | 7.2 %        |
| <b>Prop Mgmt MNCPPC Revenues</b> | <b>1,393,824</b> | <b>1,466,600</b> | <b>1,466,600</b> | <b>1,586,500</b> | <b>8.2 %</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                           | 5,234,046        | 7,084,740        | 6,889,953        | 7,352,429        | 3.8 %        |
| <b>Special Revenue Funds Expenditures</b>    | <b>5,234,046</b> | <b>7,084,740</b> | <b>6,889,953</b> | <b>7,352,429</b> | <b>3.8 %</b> |

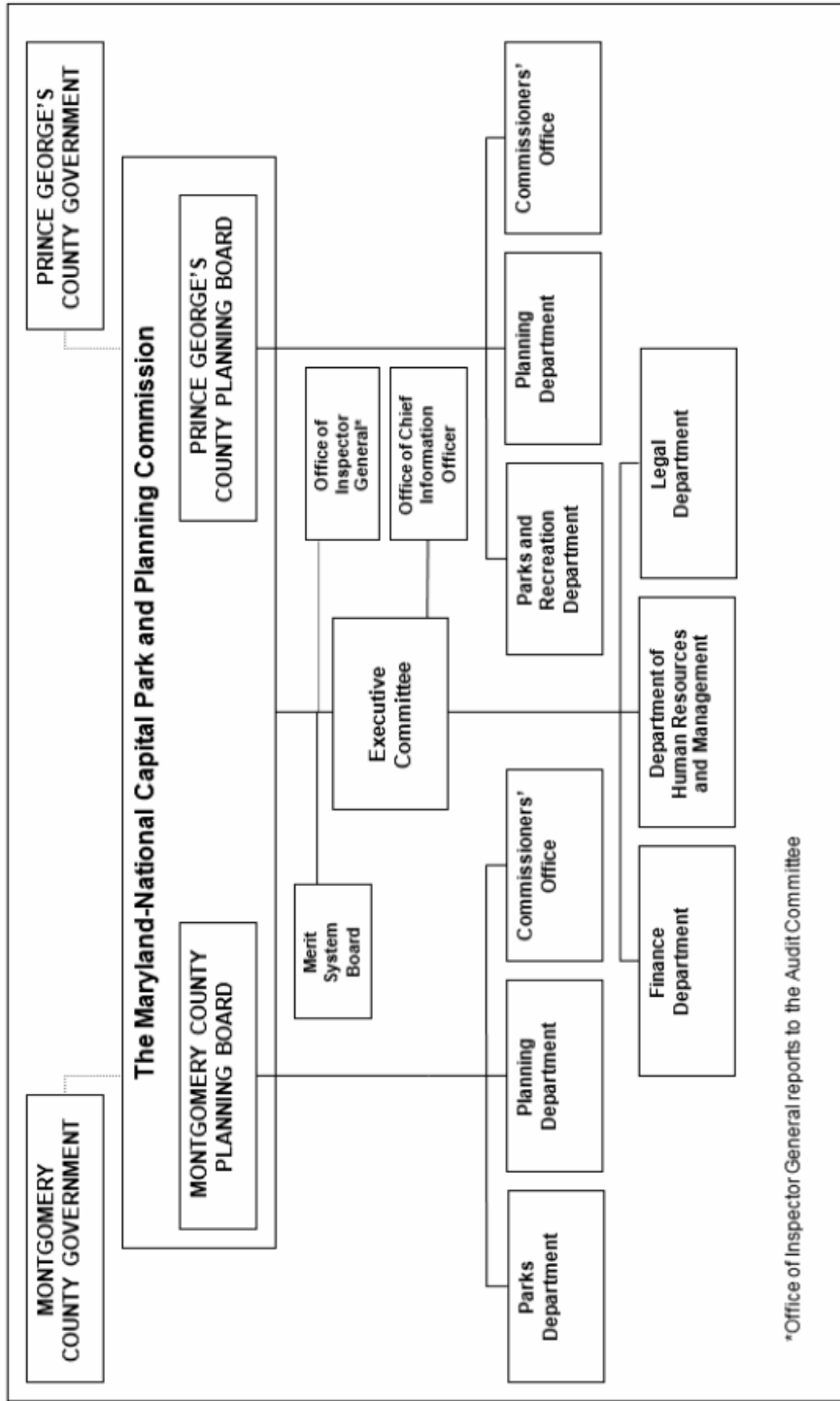
#### PERSONNEL

## BUDGET SUMMARY

|                                       | Actual<br>FY19     | Budget<br>FY20     | Estimate<br>FY20   | Recommended<br>FY21 | %Chg<br>Bud/Rec |
|---------------------------------------|--------------------|--------------------|--------------------|---------------------|-----------------|
| Full-Time                             | 0                  | 0                  | 0                  | 0                   | —               |
| Part-Time                             | 0                  | 0                  | 0                  | 0                   | —               |
| FTEs                                  | 34.15              | 34.15              | 34.15              | 38.25               | 12.0 %          |
| <b>REVENUES</b>                       |                    |                    |                    |                     |                 |
| Intergovernmental                     | 322,860            | 296,730            | 345,560            | 510,750             | 72.1 %          |
| Investment Income                     | 166,385            | 55,000             | 64,350             | 110,000             | 100.0 %         |
| Miscellaneous                         | 270,893            | 239,400            | 363,303            | 283,000             | 18.2 %          |
| Service Charges                       | 4,598,030          | 3,198,043          | 3,146,925          | 3,285,260           | 2.7 %           |
| <b>Special Revenue Funds Revenues</b> | <b>5,358,168</b>   | <b>3,789,173</b>   | <b>3,920,138</b>   | <b>4,189,010</b>    | <b>10.6 %</b>   |
| <b>DEPARTMENT TOTALS</b>              |                    |                    |                    |                     |                 |
| <b>Total Expenditures</b>             | <b>148,297,166</b> | <b>158,032,034</b> | <b>158,359,758</b> | <b>161,197,550</b>  | <b>2.0 %</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>1,089.66</b>    | <b>1,102.41</b>    | <b>1,102.41</b>    | <b>1,127.34</b>     | <b>2.3 %</b>    |
| <b>Total Revenues</b>                 | <b>146,805,323</b> | <b>158,075,087</b> | <b>155,855,943</b> | <b>164,312,031</b>  | <b>3.9 %</b>    |



# THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION



---

THIS PAGE INTENTIONALLY LEFT BLANK