

Community Use of Public Facilities

MISSION STATEMENT

The mission of the Office of Community Use of Public Facilities (CUPF) is to maximize the community's use of schools and other public facilities and to identify and facilitate activities and programs that respond to the community's needs without disrupting the instructional program of the Montgomery County Public Schools or County operations.

BUDGET OVERVIEW

The total recommended FY11 Operating Budget for the Office of Community Use of Public Facilities is \$9,303,720, an increase of \$134,280 or 1.5 percent from the FY10 Approved Budget of \$9,169,440. Personnel Costs comprise 23.3 percent of the budget for 24 full-time positions and three part-time positions for 22.1 workyears. Operating Expenses account for the remaining 76.7 percent of the FY11 budget.

LINKAGE TO COUNTY RESULT AREAS

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

- ❖ **A Responsive, Accountable County Government**
- ❖ **Children Prepared to Live and Learn**
- ❖ **Healthy and Sustainable Neighborhoods**

DEPARTMENT PERFORMANCE MEASURES

Performance measures for this department are included below. The FY10 estimates incorporate the effect of the FY10 savings plan. The FY11 and FY12 targets assume the recommended FY11 budget and FY12 funding for comparable service levels.

Measure	Actual FY08	Actual FY09	Estimated FY10	Target FY11	Target FY12
Program Measures					
Hours of paid field use ¹	164,232	153,352	93,600	95,000	95,000
Hours of paid school use	536,442	524,772	532,640	537,600	544,500
Hours of use for government buildings ²	14,250	14,676	14,250	14,250	14,250
Hours of weekday paid high school use	44,686	47,469	47,980	47,980	47,980
Number of users participating in User Education Training	750	679	700	700	700
Percentage of government building free use ³	56	57	60	60	60
Percentage of hours of indoor community use that were centrally scheduled ⁴	92	97	99	99	99
Percentage of school, field, and government building users satisfied with the reservation process	91	83	90	95	95

¹ An hourly fee of \$3 per hour became effective July 1, 2009, and resulted in a decrease of hours booked.

² Includes free and paid use. Government buildings were heavily used in FY09 to support recruitment and training of census workers.

³ CUPF schedules free use for County departments and government agencies.

⁴ Effective with the start of the 2009-10 school year, all high schools are centrally scheduled.

ACCOMPLISHMENTS AND INITIATIVES

- ❖ **Facilitated use of artificial turf stadium field at Richard Montgomery High School, a "community first." Guidelines and fee resolution approved by the ICB established the process for future partnership and community use permits for artificial turf fields, to include fields under construction at Walter Johnson and Paint Branch High Schools.**
- ❖ **Enhanced opportunities for new and minority school-based before and after school child care providers through implementation of a competitive selection process by individual school site committees.**
- ❖ **Created an opportunity to support the local business community by modifying regulations governing use by for-profit entities in regional service centers.**
- ❖ **Enhanced on-line resources to facilitate greater coordination and efficient use of staff and energy resources with MCPS, including quick view scheduling reports and energy use scheduling forms.**

❖ **Productivity Improvements**

- **Implement next phase of a document imaging system to replace current manual process for managing paper facility request forms and payment records.**
- **Enhanced use of technology to reduce paper, print, and mail costs including using image check copies in lieu of making photocopies, reducing the number of handouts distributed at weekly user education meetings, and eliminating redundant distribution of first-class mail notices when active e-mail accounts are available.**
- **Enhanced use of new on-line information resources resulting in better coordination between MCPS and CUPF. Fewer customers experienced access delays or lock-outs and better reporting of after-school use enabled enhanced accuracy in energy programming.**
- **Linking the MCPS staff web portal to CUPF's on-line resource center gave MCPS staff instant access to scheduling, overtime reports, utility reports, and other resources supporting community use.**

PROGRAM CONTACTS

Contact Elizabeth Habermann of the Office of Community Use of Public Facilities at 240.777.2713 or Lori O'Brien of the Office of Management and Budget at 240.777.2788 for more information regarding this department's operating budget.

PROGRAM DESCRIPTIONS

Community Access to Public Space

This program provides community organizations and public agencies with access to public schools and government facilities for community services, programs, and events. Services performed by staff in support of this function include: user education training; centralized scheduling of schools, libraries, Regional Service Centers, County government meeting rooms, and the Silver Spring Civic Building; managing on-line customer facility requests; administering connectivity to the facility database for school and County staff; information and referral; and problem and conflict resolution. Working with MCPS staff, PTAs, and community-based committees in the implementation and review of facility use policies and procedures is an integral component of this program.

This program also provides general management and staff support to the Interagency Coordinating Board (ICB), which is CUPF's policy-making authority, and its Citizens' Advisory Committee, and administration for community use operations, including financial processes and budgeting for the Community Use Enterprise Fund. The County's General Fund supports limited free use of facilities to qualifying organizations in accordance with ICB policy.

BUDGET SUMMARY

	Actual FY09	Budget FY10	Estimated FY10	Recommended FY11	% Chg Bud/Rec
COMMUNITY USE OF PUBLIC FACILITIES					
EXPENDITURES					
Salaries and Wages	1,620,190	1,647,230	1,572,400	1,552,580	-5.7%
Employee Benefits	546,543	584,920	537,660	616,730	5.4%
Community Use of Public Facilities Personnel Costs	2,166,733	2,232,150	2,110,060	2,169,310	-2.8%
Operating Expenses	6,447,964	6,937,290	6,722,740	7,134,410	2.8%
Capital Outlay	13,475	0	0	0	—
Community Use of Public Facilities Expenditures	8,628,172	9,169,440	8,832,800	9,303,720	1.5%
PERSONNEL					
Full-Time	26	25	25	24	-4.0%
Part-Time	2	2	2	3	50.0%
Workyears	26.9	24.5	24.5	22.1	-9.8%
REVENUES					
Community Use of Civic Center	0	0	0	50,000	—
General User Fees	8,269,629	8,785,700	8,308,800	8,657,830	-1.5%
Ballfields	179,755	290,940	284,500	290,940	—
Investment Income	69,597	40,000	10,000	30,000	-25.0%
Miscellaneous Revenue	80	0	0	0	—
Community Use of Public Facilities Revenues	8,519,061	9,116,640	8,603,300	9,028,770	-1.0%

FY11 RECOMMENDED CHANGES

	Expenditures	WYs
COMMUNITY USE OF PUBLIC FACILITIES		
FY10 ORIGINAL APPROPRIATION	9,169,440	24.5
Other Adjustments (with no service impacts)		
Increase Cost: Reimbursement to MCPS for Staff Costs - Elections	248,500	0.0
Increase Cost: Retiree Health Insurance Pre-Funding	101,020	0.0
Increase Cost: Annualization of FY10 Personnel Costs	50,800	0.0
Increase Cost: Retirement Adjustment	19,840	0.0
Increase Cost: Other MCPS Reimbursements	18,640	0.0
Increase Cost: Group Insurance Adjustment	17,710	0.0
Increase Cost: Centralized Scheduling of High Schools	4,850	0.0
Decrease Cost: Motor Pool Rate Adjustment	-1,720	0.0
Decrease Cost: Printing and Mail Adjustment	-2,090	0.0
Decrease Cost: Printing and Mail Reduction	-5,620	0.0
Decrease Cost: Net Reduction in Lease Costs	-8,200	0.0
Decrease Cost: Annualization of FY10 Operating Expenses	-13,030	0.0
Decrease Cost: Eliminate or reduce training, repair, hardware and software purchases, and other operating costs	-21,550	0.0
Decrease Cost: Increase Lapse for Administrative Support Position	-38,550	-0.5
Increase Cost: Abolish Administrative Aide Position as Part of the FY10 Reorganization	-45,090	-1.0
Decrease Cost: Furlough Days	-67,550	-0.9
Decrease Cost: Amended MCPS Utility Reimbursement Formula	-123,680	0.0
FY11 RECOMMENDED:	9,303,720	22.1

CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY10		FY11	
		Total\$	WYs	Total\$	WYs
COMMUNITY USE OF PUBLIC FACILITIES					
Regional Services Centers	County General Fund	0	0.0	32,660	0.5

FUTURE FISCAL IMPACTS

Title	CE REC.					
	FY11	FY12	FY13	(\$000's)		
	FY14	FY15	FY16			
This table is intended to present significant future fiscal impacts of the department's programs.						
COMMUNITY USE OF PUBLIC FACILITIES						
Expenditures						
FY11 Recommended	9,304	9,304	9,304	9,304	9,304	9,304
No inflation or compensation change is included in outyear projections.						
Centralized Scheduling of High Schools	0	5	11	16	22	22
Costs are related to greater reimbursements due to increased use of centrally scheduled high schools.						
Database Server and Imaging System	0	58	0	0	0	0
The department replaces or updates its server and imaging systems periodically.						
Elections	0	-119	-114	-249	47	-92
MCPS is compensated through CUPF for costs associated with general and primary elections held in school facilities. Costs vary with the election cycle and with the mix of schools that host elections. CUPF receives offsetting revenues from the General Fund for this purpose.						
Increase in Other MCPS Reimbursable Costs	0	115	235	358	486	619
Reimbursements to MCPS for staff, maintenance, and supplies will be periodically adjusted to reflect increases in those costs.						
Increase in Utility Reimbursements to MCPS	0	92	189	291	398	510
These amounts reflect the projected future cost of reimbursing MCPS for utilities.						
Motor Pool Rate Adjustment	0	2	2	2	2	2
Office Lease	0	12	24	37	51	51
CUPF is housed in a non-County building and pays an annual increase for its lease and a share of real estate assessments.						
Restore Personnel Costs	0	68	68	68	68	68
This represents restoration of funding to remove FY11 furloughs.						
Retiree Health Insurance Pre-Funding	0	50	62	74	86	100
These figures represent the estimated cost of the multi-year plan to pre-fund retiree health insurance costs for the County's workforce.						
Subtotal Expenditures	9,304	9,587	9,780	9,902	10,464	10,583

FY11-16 PUBLIC SERVICES PROGRAM: FISCAL PLAN		COMMUNITY USE OF PUBLIC FACILITIES					
FISCAL PROJECTIONS	FY10 ESTIMATE	FY11 REC	FY12 PROJECTION	FY13 PROJECTION	FY14 PROJECTION	FY15 PROJECTION	FY16 PROJECTION
ASSUMPTIONS							
Indirect Cost Rate	13.73%	12.78%	12.78%	12.78%	12.78%	12.78%	12.78%
CPI (Fiscal Year)	1.0%	2.1%	2.3%	2.5%	2.6%	2.8%	3.0%
Investment Income Yield	0.3%	0.9%	1.8%	3.3%	4.0%	4.5%	4.8%
BEGINNING FUND BALANCE	1,542,070	915,270	586,290	1,090,560	1,150,110	1,195,680	1,291,780
REVENUES							
Charges For Services	8,593,300	8,998,770	10,431,250	10,366,680	10,871,770	11,492,580	12,060,860
Miscellaneous	10,000	30,000	70,000	130,000	170,000	200,000	220,000
Subtotal Revenues	8,603,300	9,028,770	10,501,250	10,496,680	11,041,770	11,692,580	12,280,860
INTERFUND TRANSFERS (Net Non-CIP)							
Transfers To The General Fund	(346,750)	(54,030)	(157,110)	(124,880)	(259,570)	35,790	(103,180)
Indirect Costs	(371,750)	(327,530)	(311,480)	(284,570)	(284,570)	(284,570)	(284,570)
DCM	(306,470)	(277,240)	(277,240)	(277,240)	(277,240)	(277,240)	(277,240)
Technology Modernization	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)
Transfers From The General Fund	(57,950)	(42,960)	(26,910)	0	0	0	0
Elections	25,000	273,500	154,370	159,690	25,000	320,360	181,390
Free Use	0	248,500	129,370	134,690	0	295,360	156,390
	25,000	25,000	25,000	25,000	25,000	25,000	25,000
TOTAL RESOURCES	9,798,620	9,890,010	10,930,430	11,462,360	11,932,310	12,924,050	13,469,460
PSP OPER. BUDGET APPROP/ EXP'S.							
Operating Budget	(8,832,800)	(9,303,720)	(9,556,440)	(9,835,810)	(10,138,790)	(10,472,090)	(10,838,040)
Retiree Health Insurance Pre-Funding	n/a	n/a	(50,470)	(61,860)	(73,830)	(86,400)	(99,590)
Restoration of Furlough Reduction	n/a	n/a	(67,550)	(67,550)	(67,550)	(67,550)	(67,550)
Centralized Scheduling of High Schools	n/a	n/a	(5,130)	(10,580)	(16,350)	(22,460)	(22,460)
Database Server and Imaging System	n/a	n/a	(58,000)	0	0	0	0
Elections	n/a	n/a	119,130	113,810	248,500	(46,860)	92,110
Increase Utility Reimbursement to MCPS	n/a	n/a	(92,370)	(189,370)	(291,210)	(398,150)	(510,430)
Motor Pool	0	n/a	(1,720)	(1,720)	(1,720)	(1,720)	(1,720)
Office Lease	n/a	n/a	(11,940)	(24,370)	(37,290)	(50,720)	(50,720)
Other Increases in Reimbursements to MCPS	n/a	n/a	(115,380)	(234,800)	(358,390)	(486,320)	(618,720)
Subtotal PSP Oper Budget Approp / Exp's	(8,832,800)	(9,303,720)	(9,839,870)	(10,312,250)	(10,736,630)	(11,632,270)	(12,117,120)
OTHER CLAIMS ON FUND BALANCE	(50,550)	0	0	0	0	0	0
TOTAL USE OF RESOURCES	(8,883,350)	(9,303,720)	(9,839,870)	(10,312,250)	(10,736,630)	(11,632,270)	(12,117,120)
YEAR END FUND BALANCE	915,270	586,290	1,090,560	1,150,110	1,195,680	1,291,780	1,352,340
END-OF-YEAR RESERVES AS A PERCENT OF RESOURCES	9.3%	5.9%	10.0%	10.0%	10.0%	10.0%	10.0%

Assumptions:

1. The table reflects, for purposes of analysis only, general rate increases in FY12, FY13, FY14, FY15, and FY16. The ICB must review and approve any actual increase.
2. Changes in interfund transfers reflect the election cycle, receipts from the General Fund to offset the cost of free use and unpermitted field use, and technology modernization costs.

Notes:

1. The fund balance is calculated on a net assets basis.
2. Fees and activity levels are adjusted to fund the approved service program and maintain an ending fund balance target of at least 10% of resources.
3. These projections are based on the Executive's Recommended budget and include the revenue and resource assumptions of that budget. The projected future expenditures, revenues, and fund balances may vary based on changes not assumed here to fee or tax rates, usage, inflation, future labor agreements, and other factors not assumed here.