



# Community Use of Public Facilities

## APPROVED FY26 BUDGET

\$12,192,169

## FULL TIME EQUIVALENTS

31.07

 RAMONA BELL-PEARSON, DIRECTOR

## 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 (MCPS) or County operations.

## BUDGET OVERVIEW


The total approved FY26 Operating Budget for the Office of Community Use of Public Facilities is \$12,192,169, an increase of \$751,596 or 6.57 percent from the FY25 Approved Budget of \$11,440,573. Personnel Costs comprise 36.06 percent of the budget for 30 full-time position(s) and one part-time position(s), and a total of 31.07 FTEs. Total FTEs may include seasonal or temporary positions and may also reflect workforce charged to or from other departments or funds. Operating Expenses account for the remaining 63.94 percent of the FY26 budget.

## COUNTY PRIORITY OUTCOMES

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

-  **Thriving Youth and Families**
-  **A Greener County**
-  **Effective, Sustainable Government**

## INITIATIVES

-  Collaborated with the Montgomery County Department of Transportation (MCDOT) for the Adopt-A-Road program to adopt a street in Wheaton, MD. The Adopt-A-Road program will merge into CUPF's Climate Ready Office Challenge goals. Required street cleanings will play a key role in making sure the street CUPF adopted, along with surrounding areas, are cleaned and maintained. CUPF will utilize this program as an opportunity to encourage staff and County partners to join the #CUPFCares mission. Opportunities like the Adopt-A-Road program that will allow CUPF to showcase volunteerism

efforts, while ensuring a safe and clean environment for the residents.

- ★ Developed an innovative digital magazine, which is available on social network sites and is updated every two weeks. The digital magazine is a valuable resource for increasing access to information to a diverse population.
- ★ Collaborated with the Department of Technology and Enterprise Business Solutions (TEBS) to start an educational outreach podcast. The podcast streams on several social media platforms to inform the community about CUPF services and other County resources.
- ★ Partnered with the Department of General Services, the Office of Energy and Sustainability, and community supporters to create a daily light display that illuminates the Veteran's Plaza pavilion with a radiant and dynamic display of colors, a breathtaking tribute to the diversity that reflects the Silver Spring Arts & Entertainment District.

## INNOVATIONS AND PRODUCTIVITY IMPROVEMENTS

- ★ CUPF has completed a comprehensive fee study to determine appropriate fees and fund balance target range and after more than 16 years without a fee increase, CUPF is adjusting its fee structure in FY26 to better meet the rising operational costs and ensure the continued quality of services. CUPF has included equity considerations when determining fee increases and the impact those increases will have on the community. The revised fee structure will allow CUPF to achieve long-term solvency and make improvements that will facilitate improved administration and operations.
- ★ Continue to work on improvements to the Vermont Systems Inc. (VSI) scheduling platform.

## PROGRAM CONTACTS

Contact Vanessa Lopez-Cuevas of the Office of Community Use of Public Facilities at 240-777-2724 or Alicia Singh of the Office of Management and Budget at 240-777-2780 for more information regarding this department's operating budget.

## PROGRAM PERFORMANCE MEASURES

Performance measures for this department are included below (where applicable). The FY25 estimates reflect funding based on the FY25 Approved Budget. The FY26 and FY27 figures are performance targets based on the FY26 Approved Budget and funding for comparable service levels in FY27.

Measure	Actual FY23	Actual FY24	Estimated FY25	Target FY26	Target FY27
<b>Program Measures</b>					
Hours of paid school use <sup>1</sup>	580,957	735,411	770,000	808,500	850,000
Percent of school, field, and government building users satisfied with the reservation process <sup>2</sup>	89.7%	91.8%	93.0%	95.0%	95.0%
Number of groups awarded a subsidy for facility fees through either the Facility Fee Assistance Program (FFAP) or the Community Access Program (CAP) <sup>3</sup>	118	85	87	87	87
Percent of groups awarded a subsidy for facility fees through either the Facility Fee Assistance Program (FFAP) or the Community Access Program (CAP)	100%	96.5%	96.5%	96.5%	96.5%
Hours of paid school field use <sup>4</sup>	52,409	61,349	62,576	63,828	65,104
Hours of paid use for government buildings	2,640	3,687	4,056	4,461	4,907
Hours of paid community use in Silver Spring Civic Building at Veterans Plaza	9,625	12,897	13,542	14,219	14,930
Hours of free use for government buildings	24,065	31,020	31,330	31,643	31,960

<sup>1</sup> CUPF projects a 5% increase in the upcoming years.

<sup>2</sup> In FY24, 994 customers responded to CUPF's 5 Star Survey; 91.8% gave 3 stars or higher. The department expects a 2% increase in satisfaction in FY25 and FY26 and then the percentage remaining flat for FY27 and beyond. CUPF is dedicated to working with software developers for upgrades to reservation software.

<sup>3</sup> In FY24, 26 groups were awarded through FFAP traditional funding. There were 59 groups awarded through CAP funding. In FY23 CUPF received a supplement of \$125,000 which was not received in FY24.

<sup>4</sup> For FY24, CUPF saw an increase closer to pre-pandemic levels. For FY25 and beyond, CUPF is projecting a gradual 2% increase in use.

## 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, MCPS fields, libraries, regional service centers, County government meeting rooms, and the Silver Spring Civic Building; managing on-line customer facility requests; administering connectivity access to the facility database for school and County staff; providing information and referrals; and problem and conflict resolution. Additionally, working with MCPS staff, Parent Teacher Associations, and community-based groups 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 (CUPF's policy-making authority) and administration for community use operations, including financial processes and budgeting for the Community Use Enterprise Fund.

## BUDGET SUMMARY

	Actual FY24	Budget FY25	Estimate FY25	Approved FY26	%Chg Bud/App
COMMUNITY USE OF PUBLIC FACILITIES					
EXPENDITURES					
Salaries and Wages	2,893,650	3,151,608	3,133,502	3,367,141	6.8 %
Employee Benefits	810,637	910,657	894,457	1,029,586	13.1 %
<b>Community Use of Public Facilities Personnel Costs</b>	<b>3,704,287</b>	<b>4,062,265</b>	<b>4,027,959</b>	<b>4,396,727</b>	<b>8.2 %</b>
Operating Expenses	6,901,604	7,378,308	7,696,856	7,795,442	5.7 %
<b>Community Use of Public Facilities Expenditures</b>	<b>10,605,891</b>	<b>11,440,573</b>	<b>11,724,815</b>	<b>12,192,169</b>	<b>6.6 %</b>
PERSONNEL					
Full-Time	29	30	30	30	—
Part-Time	1	1	1	1	—
FTEs	30.27	31.07	31.07	31.07	—
REVENUES					
Facility Rental Fees	10,253,730	11,104,248	11,167,477	12,829,289	15.5 %
Investment Income	472,725	269,530	399,000	334,790	24.2 %
<b>Community Use of Public Facilities Revenues</b>	<b>10,726,455</b>	<b>11,373,778</b>	<b>11,566,477</b>	<b>13,164,079</b>	<b>15.7 %</b>

## FY26 APPROVED CHANGES

	Expenditures	FTEs
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## FY26 APPROVED CHANGES

	Expenditures	FTEs
<b>COMMUNITY USE OF PUBLIC FACILITIES</b>		
	<b>FY25 ORIGINAL APPROPRIATION</b>	<b>11,440,573 31.07</b>
<b>Other Adjustments (with no service impacts)</b>		
Increase Cost: MCPS Reimbursable Utility Cost Escalation [Community Access to Public Space]	385,568	0.00
Increase Cost: FY26 Compensation Adjustment	185,216	0.00
Increase Cost: Annualization of FY25 Compensation Increases	100,148	0.00
Restore: One-Time Lapse Increase [Community Access to Public Space]	35,625	0.00
Increase Cost: Annualization of FY25 Lapsed Positions	24,824	0.00
Increase Cost: Microsoft License Chargeback [Community Access to Public Space]	18,791	0.00
Increase Cost: Retirement Adjustment	13,607	0.00
Increase Cost: MCPS Reimbursable Custodial Costs [Community Access to Public Space]	11,250	0.00
Increase Cost: Security Services at Silver Spring Civic Building (SSCB) [Community Access to Public Space]	10,000	0.00
Increase Cost: VSI Annual Licensing and Transaction Fees [Community Access to Public Space]	4,560	0.00
Increase Cost: Building Space Expenses [Community Access to Public Space]	1,568	0.00
Decrease Cost: Printing and Mail Adjustment	(3,906)	0.00
Decrease Cost: Motor Pool Adjustment	(10,697)	0.00
Decrease Cost: Annualization of FY25 Personnel Costs	(24,958)	0.00
	<b>FY26 APPROVED</b>	<b>12,192,169 31.07</b>

## FUNDING PARAMETER ITEMS

CC APPROVED (\$000S)

Title	FY26	FY27	FY28	FY29	FY30	FY31
<b>COMMUNITY USE OF PUBLIC FACILITIES</b>						
<b>EXPENDITURES</b>						
<b>FY26 Approved</b>	<b>12,192</b>	<b>12,192</b>	<b>12,192</b>	<b>12,192</b>	<b>12,192</b>	<b>12,192</b>
No inflation or compensation change is included in outyear projections.						
<b>Labor Contracts</b>	<b>0</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>33</b>
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
<b>Subtotal Expenditures</b>	<b>12,192</b>	<b>12,225</b>	<b>12,225</b>	<b>12,225</b>	<b>12,225</b>	<b>12,225</b>