

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.

BUDGET OVERVIEW

The total recommended FY10 Operating Budget for the Office of Community Use of Public Facilities is \$9,169,440, an increase of \$78,470 or 0.9 percent from the FY09 Approved Budget of \$9,090,970. Personnel Costs comprise 24.3 percent of the budget for 25 full-time positions and two part-time positions for 24.5 workyears. Operating Expenses account for the remaining 75.7 percent of the FY10 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

This table presents the department's headline measures or submeasures including projections from FY09 through FY11. These estimates reflect funding based on the FY09 savings plan, the FY10 budget, and funding for comparable service levels in FY11.

| Measure | Actual FY07 | Actual FY08 | Estimated FY09 | Projected FY10 | Projected FY11 |
|---|----------------|----------------|-------------------|-------------------|-------------------|
| Program Measures | | | | | |
| Community groups served | 4,765 | 4,724 | 4,725 | 4,725 | 4,725 |
| Hours of paid field use ¹ | 159,013 | 164,232 | 159,200 | 96,980 | 97,000 |
| Hours of paid school use | 540,649 | 536,442 | 543,800 | 555,430 | 567,500 |
| Hours of use for government buildings ² | 14,222 | 14,250 | 14,250 | 14,250 | 14,250 |
| Hours of weekday paid high school use | 34,277 | 44,686 | 45,356 | 45,810 | 46,270 |
| Number of users participating in User Education Training | 727 | 750 | 750 | 750 | 750 |
| Percentage of government building free use ³ | 53 | 56 | 60 | 60 | 60 |
| Percentage of hours of indoor community use that were centrally scheduled | 94 | 92 | 95 | 97 | 99 |
| Percentage of school, field, and government building users satisfied with the reservation process | 96 | 91 | 96 | 96 | 96 |

¹ High school fields are excluded; 16 park-school sites scheduled by CUPF since January 1, 2007, will be returned to M-NCPPC for scheduling as of December 2008. An hourly fee will be implemented effective July 1, 2009, which is expected to reduce paid hours.

² Includes free and paid use.

³ CUPF schedules free use for County departments and agencies.

ACCOMPLISHMENTS AND INITIATIVES

- ❖ **Initiated hourly fee for reservation of school athletic fields in conjunction with M-NCPPC for local park use.**
- ❖ **Increased the number of MCPS high schools participating in weekday centralized scheduling from 4 to 13.**
- ❖ **Enhanced after-hours and weekend customer support by replacing the emergency line pager with a blackberry enabling direct staff contact; and assignment of a weekend energy conservation specialist to address air conditioning and heat issues.**
- ❖ **Revised solicitation process for before- and after-school child care programs to facilitate fair access by providers to school space and maintenance of high-quality services.**

❖ **Collaborated with MCPS to facilitate community use of the first artificial turf field at a MCPS high school.**

❖ **Productivity Improvements**

- **Implemented the first phase of a document imaging system with tracking for before- and after-school proposals, facilitating distribution in an electronic format. Imaging of other documents will also reduce paperwork handled by staff and enhance information retrieval.**
- **Replaced eight-year old database server with newer technology to facilitate secure, around-the-clock access by schools and department staff.**
- **Implemented new functionality for on-line customers for modifying and printing facility use permits. On-line facility use requests increased by 22 percent and payment transactions by credit cards increased by 15 percent between FY07 and FY08.**

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, and County government meeting rooms; 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 FY08 | Budget FY09 | Estimated FY09 | Recommended FY10 | % Chg Bud/Rec |
|---|------------------|------------------|-------------------|---------------------|------------------|
| COMMUNITY USE OF PUBLIC FACILITIES | | | | | |
| EXPENDITURES | | | | | |
| Salaries and Wages | 1,507,943 | 1,787,430 | 1,702,190 | 1,647,230 | -7.8% |
| Employee Benefits | 519,207 | 655,890 | 571,510 | 584,920 | -10.8% |
| Community Use of Public Facilities Personnel Costs | 2,027,150 | 2,443,320 | 2,273,700 | 2,232,150 | -8.6% |
| Operating Expenses | 6,282,955 | 6,632,350 | 6,551,670 | 6,937,290 | 4.6% |
| Capital Outlay | 24,222 | 15,300 | 15,300 | 0 | — |
| Community Use of Public Facilities Expenditures | 8,334,327 | 9,090,970 | 8,840,670 | 9,169,440 | 0.9% |
| PERSONNEL | | | | | |
| Full-Time | 25 | 26 | 26 | 25 | -3.8% |
| Part-Time | 2 | 2 | 2 | 2 | — |
| Workyears | 26.1 | 26.9 | 26.9 | 24.5 | -8.9% |
| REVENUES | | | | | |
| General User Fees | 7,505,947 | 8,504,030 | 8,625,600 | 8,785,700 | 3.3% |
| Ballfields | 165,336 | 161,900 | 158,840 | 290,940 | 79.7% |
| Investment Income | 208,905 | 120,000 | 50,000 | 40,000 | -66.7% |
| Community Use of Public Facilities Revenues | 7,880,188 | 8,785,930 | 8,834,440 | 9,116,640 | 3.8% |

FY10 RECOMMENDED CHANGES

| | Expenditures | WYs |
|--|------------------|-------------|
| COMMUNITY USE OF PUBLIC FACILITIES | | |
| FY09 ORIGINAL APPROPRIATION | 9,090,970 | 26.9 |
| Other Adjustments (with no service impacts) | | |
| Increase Cost: Projected Other Reimbursements to MCPS | 351,460 | 0.0 |
| Increase Cost: Projected Reimbursement to MCPS for Utility Costs | 162,200 | 0.0 |
| Increase Cost: Annualization of FY09 Lapsed Positions | 15,300 | 0.2 |
| Increase Cost: Office Lease | 13,500 | 0.0 |
| Increase Cost: Service Increment | 12,700 | 0.0 |
| Increase Cost: Retirement Adjustment | 6,270 | 0.0 |
| Increase Cost: Customer Service Support | 4,100 | 0.0 |
| Increase Cost: Group Insurance Adjustment | 3,740 | 0.0 |
| Increase Cost: Annualization of FY09 Operating Expenses | 1,850 | 0.0 |
| Increase Cost: Printing and Mail Adjustments | 240 | 0.0 |
| Technical Adj: Move Funding for the Coordination of the Child Care Function from Personnel to Operating Expenditures | 0 | -1.0 |
| Decrease Cost: Central Duplicating Deficit Recovery Charge | -330 | 0.0 |
| Decrease Cost: Motor Pool Rate Adjustment | -790 | 0.0 |
| Decrease Cost: Annualization of FY09 Personnel Costs | -3,340 | -0.1 |
| Decrease Cost: Elimination of One-Time Items Approved in FY09 | -17,430 | 0.0 |
| Decrease Cost: Retirement Incentive Program (RIP) Savings | -26,570 | 0.0 |
| Decrease Cost: Reimbursement of MCPS Energy Conservation Specialist | -28,780 | 0.0 |
| Decrease Cost: Reimbursement of Weekend MCPS Security Patrol Position | -42,120 | 0.0 |
| Decrease Cost: Reduce Cost for General Wage Adjustment for MCPS Staff Supporting Community Use | -110,730 | 0.0 |
| Decrease Cost: Reimbursent to MCPS for Elections | -126,800 | 0.0 |
| Decrease Cost: Lapse Vacant Positions | -136,000 | -1.5 |
| FY10 RECOMMENDED: | 9,169,440 | 24.5 |

FUTURE FISCAL IMPACTS

| Title | CE REC. FY10 | FY11 | FY12 | (S000's) FY13 | FY14 | FY15 |
|---|-----------------|---------------|---------------|------------------|---------------|---------------|
| This table is intended to present significant future fiscal impacts of the department's programs. | | | | | | |
| COMMUNITY USE OF PUBLIC FACILITIES | | | | | | |
| Expenditures | | | | | | |
| FY10 Recommended No inflation or compensation change is included in outyear projections. | 9,169 | 9,169 | 9,169 | 9,169 | 9,169 | 9,169 |
| Labor Contracts These figures represent the estimated cost of service increments and associated benefits. | 0 | 6 | 6 | 6 | 6 | 6 |
| Centralized Scheduling of High Schools Costs are related to greater reimbursements due to increased use of centrally scheduled high schools. | 0 | 5 | 10 | 15 | 21 | 27 |
| Elections Costs vary with the election cycle and with the mix of schools within which elections are held. | 0 | 283 | 151 | 158 | 0 | 342 |
| Increase in Other MCPS Reimbursable Costs Reimbursements to MCPS for staff, maintenance, and supplies will be periodically adjusted to reflect increases in those costs. | 0 | 338 | 643 | 984 | 1,350 | 1,742 |
| Increase in Utility Reimbursements to MCPS These amounts reflect the projected future cost of reimbursing MCPS for utilities. | 0 | 197 | 418 | 659 | 923 | 1,215 |
| Office Lease CUPF is housed in a non-County building and pays an annual increase for its lease and a share of real estate assessments. | 0 | 14 | 26 | 39 | 51 | 65 |
| Retiree Health Insurance Pre-Funding These figures represent the estimated cost of the multi-year plan to pre-fund retiree health insurance costs for the County's workforce. | 0 | 101 | 151 | 163 | 175 | 187 |
| Subtotal Expenditures | 9,169 | 10,113 | 10,575 | 11,194 | 11,697 | 12,753 |

| FY10-15 PUBLIC SERVICES PROGRAM: FISCAL PLAN | | | COMMUNITY USE OF PUBLIC FACILITIES | | | | |
|--|--------------------|--------------------|------------------------------------|---------------------|---------------------|---------------------|---------------------|
| FISCAL PROJECTIONS | FY09 ESTIMATE | FY10 REC | FY11 PROJECTION | FY12 PROJECTION | FY13 PROJECTION | FY14 PROJECTION | FY15 PROJECTION |
| ASSUMPTIONS | | | | | | | |
| Indirect Cost Rate | 12.88% | 13.73% | 13.73% | 13.73% | 13.73% | 13.73% | 13.73% |
| CPI (Fiscal Year) | 4.1% | 3.3% | 2.8% | 2.5% | 2.5% | 2.5% | 2.5% |
| Investment Income Yield | 1.3% | 1.1% | 1.7% | 2.6% | 2.8% | 3.1% | 3.4% |
| General Rate Increases | 0.0% | 0.0% | 10.8% | 6.6% | 5.7% | 5.7% | 6.4% |
| BEGINNING FUND BALANCE | 1,875,900 | 1,650,790 | 1,200,690 | 1,129,130 | 1,170,860 | 1,239,330 | 1,299,840 |
| REVENUES | | | | | | | |
| Charges For Services | 8,784,440 | 9,076,640 | 10,033,650 | 10,683,610 | 11,282,760 | 11,915,830 | 12,665,880 |
| Miscellaneous | 50,000 | 40,000 | 60,000 | 100,000 | 110,000 | 130,000 | 150,000 |
| Subtotal Revenues | 8,834,440 | 9,116,640 | 10,093,650 | 10,783,610 | 11,392,760 | 12,045,830 | 12,815,880 |
| INTERFUND TRANSFERS (Net Non-CIP) | | | | | | | |
| Transfers To The General Fund | (370,740) | (371,750) | (359,630) | (342,510) | (313,800) | (313,800) | (313,800) |
| Indirect Costs | (314,700) | (306,470) | (306,470) | (306,470) | (306,470) | (306,470) | (306,470) |
| Technology Modernization | (48,710) | (57,950) | (45,830) | (28,710) | 0 | 0 | 0 |
| Transfers From The General Fund | 151,860 | 25,000 | 307,800 | 175,950 | 183,100 | 25,000 | 366,500 |
| Elections | 126,860 | 0 | 282,800 | 150,950 | 158,100 | 0 | 341,500 |
| Free Use | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| TOTAL RESOURCES | 10,491,460 | 10,420,680 | 11,242,510 | 11,746,180 | 12,432,920 | 12,996,360 | 14,168,420 |
| PSP OPER. BUDGET APPROP/ EXP'S. | | | | | | | |
| Operating Budget | (8,840,670) | (9,169,440) | (9,169,440) | (9,169,440) | (9,169,440) | (9,169,440) | (9,169,440) |
| Retiree Health Insurance Pre-Funding | n/a | n/a | (101,020) | (151,490) | (162,880) | (174,850) | (187,420) |
| Centralized Scheduling of High Schools | n/a | n/a | (4,850) | (9,980) | (15,430) | (21,200) | (27,310) |
| Elections | n/a | n/a | (282,800) | (150,950) | (158,100) | 0 | (341,500) |
| Increase Utility Reimbursement to MCPS | n/a | n/a | (197,120) | (417,870) | (658,640) | (923,490) | (1,214,830) |
| Labor Contracts | n/a | n/a | (6,260) | (6,260) | (6,260) | (6,260) | (6,260) |
| Office Lease | n/a | n/a | (14,180) | (26,120) | (38,550) | (51,470) | (64,900) |
| Other Increases in Reimbursements to MCPS | n/a | n/a | (337,710) | (643,210) | (984,290) | (1,349,810) | (1,741,600) |
| Subtotal PSP Oper Budget Approp / Exp's | (8,840,670) | (9,169,440) | (10,113,380) | (10,575,320) | (11,193,590) | (11,696,520) | (12,753,260) |
| OTHER CLAIMS ON FUND BALANCE | 0 | (50,550) | 0 | 0 | 0 | 0 | 0 |
| TOTAL USE OF RESOURCES | (8,840,670) | (9,219,990) | (10,113,380) | (10,575,320) | (11,193,590) | (11,696,520) | (12,753,260) |
| YEAR END FUND BALANCE | 1,650,790 | 1,200,690 | 1,129,130 | 1,170,860 | 1,239,330 | 1,299,840 | 1,415,160 |
| END-OF-YEAR RESERVES AS A | | | | | | | |
| PERCENT OF RESOURCES | 15.7% | 11.5% | 10.0% | 10.0% | 10.0% | 10.0% | 10.0% |

Assumptions:

1. The table reflects, for purposes of analysis only, general rate increases in FY11, FY12, FY13, FY14, and FY15. 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.
3. The labor contract with the Municipal and County Government Employees Organization Local 1994 expires at the end of FY10.

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.

