

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 FY15 Operating Budget for the Office of Community Use of Public Facilities is \$10,134,509, an increase of \$238,238 or 2.4 percent from the FY14 Approved Budget of \$9,896,271. Personnel Costs comprise 26.2 percent of the budget for 26 full-time positions and one part-time position, and a total of 26.74 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 73.8 percent of the FY15 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 FY14 estimates reflect funding based on the FY14 approved budget. The FY15 and FY16 figures are performance targets based on the FY15 recommended budget and funding for comparable service levels in FY16.

Measure	Actual FY12	Actual FY13	Estimated FY14	Target FY15	Target FY16
Program Measures					
Hours of paid school use	524,187	520,516	520,500	520,500	520,500
Hours of paid school field use ¹	75,394	70,286	71,000	71,000	71,000
Hours of use for government buildings ²	13,034	13,695	13,700	13,700	13,700
Hours of Paid Community Use in Silver Spring Civic Building at Veterans Plaza ³	6,011	7,442	7,500	7,500	7,500
Number of users participating in User Education Training	784	723	725	725	725
Percentage of government building free use ⁴	54	53	55	55	55
Hours of paid community use on M-NCPPC fields ⁵	87,956	100,464	100,000	100,000	100,000
Percent of available time in school auditoriums, gyms, all purpose rooms/cafeterias used by the community. ⁶	37	35	35	35	35
Percent of available use time in County buildings used by the community ⁷	47	54	55	55	55
Percentage of school, field, and government building users satisfied with the reservation process	87	85	85	85	85
Hours of weekday paid high school use	56,347	55,518	55,500	55,500	55,500
Percentage of Interagency Coordination Board (ICB) Members satisfied with CUPF operations		100	100	100	100

¹ The impact of weather on field availability is variable.

² Includes free and paid use. Government buildings (Executive & Council buildings, Libraries, Clarksburg Cottage and Regional Centers - excluding SSCBVP)

³ Includes both indoor and outdoor use. Community Access Pilot funds increased access for groups receiving subsidy in FY13.

⁴ CUPF schedules free use for County departments and government agencies. This count excludes the Silver Spring Civic Building.

⁵ Beginning with the in Spring 2011 season, CUPF began scheduling 300 M-NCPPC local and regional fields. Capability to apply for Park fields on-line was created in FY13.

⁶ Actual use is dependent on customer requests and presumed availability of room.

⁷ Actual use is based on customer demand vs. assumed availability in all County buildings scheduled by CUPF to include Executive and Council Office buildings, Public Libraries, Regional Service Centers, Silver Spring Civic Building and Clarksburg Cottage.

ACCOMPLISHMENTS AND INITIATIVES

- ❖ *Replace current facility permitting and accounting software (CLASS System) with a cloud-hosted recreation management and facility reservation system (Active Network Systems) as part of a one-stop shopping experience for residents, a joint effort with Montgomery County Recreation and Montgomery Parks.*
- ❖ *Through the Community Access Program Pilot, 55 local groups were supported in their use of the Silver Spring Civic Building (SSCB). Nearly 50% of participating groups were new users of the SSCB. For FY13, paid use hours in the Civic Building increased 23.4% over the FY12 use.*
- ❖ *Upon completion of the construction of new artificial turf stadium fields at Paint Branch, Wooton, and Gaithersburg High Schools, Laytonia Regional Park and the North Potomac Community Recreation Center, CUPF will facilitate community use. During FY13, CUPF scheduled nearly 1,900 hours of use by community groups at Richard Montgomery, Blair, and Walter Johnson High Schools and at Fairland Park.*
- ❖ *Coordinate a new process for selection and placement of before and after-school childcare in conjunction with Montgomery County Public Schools.*
- ❖ *Continue efforts to make schools, parks, and other public facilities welcoming resources for the community. In FY13 1,107,751 hours of use were logged in the CUPF database, by community groups, schools, public partners and County agencies, an increase of 3.1%.*
- ❖ **Productivity Improvements**
 - *Community use of Montgomery Park fields increased 14% in FY13 following the implementation of an online application and payment option.*
 - *Enhanced customer service with a streamlined fee structure, virtual tours, and after-hours problem phone line that can accept text messages.*
 - *Launched an online training option for new users to comply with mandatory requirements for participation in an orientation program covering school use guidelines and requirements before using a school for community use. The online approach will enable more group representatives to be trained at their convenience.*
 - *Expanded implementation of the intranet-based overtime request and approval process for more MCPS employees supporting community use, reducing processing time by 50%.*

PROGRAM CONTACTS

Contact Elizabeth Habermann of the Office of Community Use of Public Facilities at 240.777.2713 or Jane Mukira of the Office of Management and Budget at 240.777.2754 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, MNCPPC fields, 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 FY13	Budget FY14	Estimated FY14	Recommended FY15	% Chg Bud/Rec
COMMUNITY USE OF PUBLIC FACILITIES					
EXPENDITURES					
Salaries and Wages	1,822,708	1,845,507	1,818,275	1,940,191	5.1%
Employee Benefits	692,735	699,304	679,114	711,495	1.7%
Community Use of Public Facilities Personnel Costs	2,515,443	2,544,811	2,497,389	2,651,686	4.2%
Operating Expenses	7,027,221	7,351,460	6,827,559	7,482,823	1.8%
Capital Outlay	0	0	0	0	—
Community Use of Public Facilities Expenditures	9,542,664	9,896,271	9,324,948	10,134,509	2.4%
PERSONNEL					
Full-Time	26	26	26	26	—
Part-Time	1	1	1	1	—
FTEs	26.80	26.74	26.74	26.74	—
REVENUES					
Facility Rental Fees	10,387,987	10,004,550	10,004,550	10,368,000	3.6%
Investment Income	918	50	1,150	2,230	4360.0%
Community Use of Public Facilities Revenues	10,388,905	10,004,600	10,005,700	10,370,230	3.7%

FY15 RECOMMENDED CHANGES

	Expenditures	FTEs
COMMUNITY USE OF PUBLIC FACILITIES		
FY14 ORIGINAL APPROPRIATION	9,896,271	26.74
Other Adjustments (with no service impacts)		
Increase Cost: Reimbursements to MCPS for Staff and Services	203,196	0.00
Increase Cost: FY15 Compensation Adjustment	102,945	0.00
Increase Cost: Credit Card Transaction Fees	19,300	0.00
Increase Cost: Office Lease	9,470	0.00
Increase Cost: Retirement Adjustment	6,473	0.00
Increase Cost: Group Insurance Adjustment	5,130	0.00
Increase Cost: Printing and Mail	1,079	0.00
Increase Cost: Elections	700	0.00
Decrease Cost: Motor Pool Rate Adjustment	-712	0.00
Decrease Cost: Annualization of FY14 Personnel Costs	-7,673	0.00
Decrease Cost: Retiree Health Insurance Pre-Funding Adjustment	-101,670	0.00
FY15 RECOMMENDED:	10,134,509	26.74

FUTURE FISCAL IMPACTS

Title	CE REC. (\$000's)						
	FY15	FY16	FY17	FY18	FY19	FY20	
This table is intended to present significant future fiscal impacts of the department's programs.							
COMMUNITY USE OF PUBLIC FACILITIES							
Expenditures							
FY15 Recommended	10,135	10,135	10,135	10,135	10,135	10,135	
No inflation or compensation change is included in outyear projections.							
Labor Contracts	0	27	27	27	27	27	
These figures represent the estimated annualized cost of general wage adjustments, service increments, and associated benefits.							
Labor Contracts - Other	0	-2	-2	-2	-2	-2	
These figures represent other negotiated items included in the labor agreements.							
Elections	0	1	2	4	7	9	
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	7	15	27	43	61	
Reimbursements to MCPS for staff, maintenance, and supplies will be periodically adjusted to reflect increases in those costs.							
Office Lease	0	9	18	27	36	45	
These costs assume the current lease remains in effect.							
Retiree Health Insurance Pre-Funding	0	-5	-12	-18	-26	-33	
These figures represent the estimated cost of the multi-year plan to pre-fund retiree health insurance costs for the County's workforce.							

Title	CE REC.					
	FY15	FY16	FY17	(\$000's)		
	FY18	FY19	FY20			
Transition from Class to ACTIVENet	0	72	66	66	66	66
Fiscal Assistant to manage journal entries relating to CUPF's use of this joint system						
Utility Reimbursements to MCPS	0	196	234	273	313	354
These amounts reflect the projected future cost of reimbursing MCPS for utilities.						
Subtotal Expenditures	10,135	10,439	10,483	10,538	10,598	10,661

FY15-20 PUBLIC SERVICES PROGRAM: FISCAL PLAN		COMMUNITY USE OF PUBLIC FACILITIES					
FISCAL PROJECTIONS	FY14 ESTIMATE	FY15 REC	FY16 PROJECTION	FY17 PROJECTION	FY18 PROJECTION	FY19 PROJECTION	FY20 PROJECTION
ASSUMPTIONS							
Indirect Cost Rate	15.69%	15.87%	15.87%	15.87%	15.87%	15.87%	15.87%
CPI (Fiscal Year)	1.6%	2.0%	2.2%	2.5%	2.6%	2.4%	2.3%
Investment Income Yield	0.19%	0.35%	0.95%	1.55%	2.15%	2.85%	3.45%
BEGINNING FUND BALANCE	3,842,602	4,253,219	4,085,503	3,655,062	3,139,517	2,523,696	1,801,340
REVENUES							
Charges For Services	10,004,550	10,368,000	10,598,170	10,865,243	11,150,999	11,421,969	11,682,390
Miscellaneous	1,150	2,230	6,380	10,970	16,030	22,380	28,540
Subtotal Revenues	10,005,700	10,370,230	10,604,550	10,876,213	11,167,029	11,444,349	11,710,930
INTERFUND TRANSFERS (Net Non-CIP)							
Transfers To The General Fund	(429,435)	(454,619)	(432,030)	(432,030)	(432,030)	(432,030)	(432,030)
Indirect Costs	(399,280)	(420,820)	(424,700)	(424,700)	(424,700)	(424,700)	(424,700)
DCM	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)
Technology Modernization	(22,825)	(26,469)	0	0	0	0	0
Transfers To Special Fds: Tax Supported	0	(108,818)	(48,828)	(48,828)	(48,828)	(48,828)	(48,828)
ActiveNet	0	(108,818)	(48,828)	(48,828)	(48,828)	(48,828)	(48,828)
Transfers From The General Fund	159,300	160,000	163,375	167,388	172,087	177,529	183,783
After School Subsidy	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Election	134,300	135,000	138,375	142,388	147,087	152,529	158,783
TOTAL RESOURCES	13,578,167	14,220,012	14,372,570	14,217,805	13,997,775	13,664,716	13,215,195
PSP OPER. BUDGET APPROP/ EXPS.							
Operating Budget	(9,324,948)	(10,134,509)	(10,134,509)	(10,134,509)	(10,134,509)	(10,134,509)	(10,134,509)
Compensation Adjustment	n/a	0	(278,020)	(595,680)	(935,660)	(1,265,110)	(1,588,140)
Labor Agreement	n/a	0	(24,405)	(24,405)	(24,405)	(24,405)	(24,405)
Elections	n/a	n/a	(700)	(2,340)	(3,820)	(6,582)	(9,400)
Utility Reimbursement to MCPS	n/a	n/a	(195,984)	(234,339)	(273,461)	(313,366)	(354,069)
Increases in Other MCPS Reimbursable Costs	n/a	n/a	(7,212)	(14,707)	(27,366)	(43,396)	(61,262)
Office Lease	n/a	n/a	(9,470)	(18,450)	(26,950)	(35,710)	(44,730)
Retire Health Insurance Pre-Funding	n/a	n/a	5,140	12,490	18,440	26,050	33,400
ACTIVENet	n/a	n/a	(72,348)	(66,348)	(66,348)	(66,348)	(66,348)
Subtotal PSP Oper Budget Approp / Exp's	(9,324,948)	(10,134,509)	(10,717,508)	(11,078,288)	(11,474,079)	(11,863,376)	(12,249,463)
TOTAL USE OF RESOURCES	(9,324,948)	(10,134,509)	(10,717,508)	(11,078,288)	(11,474,079)	(11,863,376)	(12,249,463)
YEAR END FUND BALANCE	4,253,219	4,085,503	3,655,062	3,139,517	2,523,696	1,801,340	965,732
END-OF-YEAR RESERVES AS A							
PERCENT OF RESOURCES	31.3%	28.7%	25.4%	22.1%	18.0%	13.2%	7.3%

Assumptions:

1. 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.
2. Changes in revenue in FY15-FY20 are necessary to maintain a fund balance of 10%. The ICB must review and approve any changes in fees.

Notes:

1. The fund balance is calculated on a net assets basis.
2. 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.