



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 FY17 Operating Budget for the Office of Community Use of Public Facilities is \$11,292,468, an increase of \$446,193 or 4.11 percent from the FY16 Approved Budget of \$10,846,275. Personnel Costs comprise 27.77 percent of the budget for 28 full-time position(s) and one part-time position(s), and a total of 29.07 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 72.23 percent of the FY17 budget.

Linkage to County Result Areas

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

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

Department Performance Measures

Performance measures for this department are included below (where applicable). The FY16 estimates reflect funding based on the FY16 approved budget. The FY17 and FY18 figures are performance targets based on the FY17 recommended budget and funding for comparable service levels in FY18.

Measure	Actual FY14	Actual FY15	Estimated FY16	Target FY17	Target FY18
Program Measures					
Percentage of available time in school auditoriums, gyms, all purpose rooms/cafeterias used by the community ¹	45	45	50	50	50
Percentage of available use time in County buildings used by the community	52	45	50	50	50
Percentage of Interagency Coordinating Board (ICB) members satisfied with CUPF's support of ICB	98	100	95	95	95
Percentage of School Childcare Selection Committee members who felt the selection process resulted in placement of a highly-qualified provider	N/A	81	85	85	85
Hours of paid school use	533,207	548,136	548,500	548,500	548,500
Hours of paid school field use ²	63,059	58,720	60,000	60,000	60,000
Hours of paid community use on Maryland National Capital Park and Planning Commission (M-NCPPC) fields ³	94,664	91,398	92,000	92,000	92,000
Hours of use for government buildings	12,361	13,404	13,500	13,500	13,500
Hours of paid community use in Silver Spring Civic Building at Veterans Plaza ⁴	7,763	8,846	8,900	8,900	8,900
Percentage of school, field, and government building users satisfied with the reservation process	86	86	85	85	85
Percentage of government building free use ⁵	47	59	55	55	55

¹ Availability is based on estimates. FY15 numbers for gyms based on middle and high schools only, which increased 2% over FY14.

² An unusually late winter and rainy spring impacted field use.

³ Inclement weather closed fields more often in FY15 than in FY14.

⁴ The Silver Spring Civic Building continues to be a popular venue for a multitude of events and activities.

⁵ New sites added to CUPF's inventory included RBCH and District 3 Police station.

Initiatives

- ★ Community Use of Public Facilities will enhance quality of services by funding additional maintenance on ballfields and county buildings with high community use, as well as increasing the funding for the Community Access Program.
- ★ Enhance accessibility for organizations serving vulnerable youth and low income residents via outreach, technical assistance, reduced fees, changes to the school subsidy program previously available for only classroom, but expanded to include government building meeting rooms and all purpose rooms in schools.
- ★ Improve customer service and provide faster response to access school staff and respond to customer needs with additional staff dedicated to after hours and weekend support.
- ★ Replace the aging audiovisual equipment in the Silver Spring Civic Building with newer, more efficient and reliable equipment. This upgrade will reduce ongoing maintenance costs and improve customer service.
- ★ Reduce the amount of time to process customer reservations during peak seasons in schools and other public buildings from four weeks to one week through ActiveMONTGOMERY, reallocation of staff resources, and new application processing procedures.
- ★ Enhance customer service with the complete migration from a server-based facility reservation to a cloud-based system, ActiveMONTGOMERY. This will create a one-stop shopping experience for County residents to request reservations for Recreation, Montgomery Parks, MCPS, and County facilities. Facility availability can be checked online before an application is submitted and ActiveMONTGOMERY offers secure, Payment Card Industry (PCI) compliant credit card transactions. In conjunction with the effort, CUPF is streamlining fees and policies where feasible to improve customer service.

Accomplishments

- ☑ A total of 65 groups, of which 32% were new users, received support in their use of the Silver Spring Civic Building and Veterans Plaza through the Community Access Program.
- ☑ Administered a before and after school selection bid in collaboration with MCPS, as required by Executive Regulation 14-15AMIII, Before and After School Childcare in Public Schools at nine sites.

Productivity Improvements

- ★ Enhance the community's access and use of ballfields, the Silver Spring Civic Building, and high use County buildings, using surplus funds over several years.
- ★ Continued to make schools, parks and other public facilities welcoming resources for the community. In FY15, 1,236,386 hours were logged in the CUPF database, an increase of 11% over FY14 by community groups, public partners, schools, and County agencies.
- ★ Posted virtual tours of high school auditoriums, gyms, cafeterias, and rooms in the Silver Spring Civic Building on the CUPF website. This improvement assisted potential users in deciding if a site will meet their needs, reducing school staff time in giving tours or canceling reservations.

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 FY15	Budget FY16	Estimate FY16	REC FY17	%Chg Bud/Rec
COMMUNITY USE OF PUBLIC FACILITIES					
EXPENDITURES					
Salaries and Wages	1,941,044	2,108,832	2,287,751	2,337,201	10.8 %
Employee Benefits	686,782	777,719	745,199	798,488	2.7 %
Community Use of Public Facilities Personnel Costs	2,627,826	2,886,551	3,032,950	3,135,689	8.6 %
Operating Expenses	6,978,363	7,959,724	7,710,479	8,156,779	2.5 %
Community Use of Public Facilities Expenditures	9,606,189	10,846,275	10,743,429	11,292,468	4.1 %
PERSONNEL					
Full-Time	26	27	27	28	3.7 %
Part-Time	1	1	1	1	---
FTEs	26.74	27.74	27.74	29.07	4.8 %
REVENUES					
Facility Rental Fees	10,998,118	10,955,160	10,955,160	10,939,718	-0.1 %
Investment Income	14,832	36,860	33,540	47,910	30.0 %
Community Use of Public Facilities Revenues	11,012,950	10,992,020	10,988,700	10,987,628	---

FY17 Recommended Changes

Expenditures FTEs

COMMUNITY USE OF PUBLIC FACILITIES

FY16 ORIGINAL APPROPRIATION **10,846,275 27.74**

Changes (with service impacts)

Enhance: Athletic Fields Maintained by Montgomery National Park and Planning Corporation (multi-year initiative using excess fund balance) [Community Access to Public Space] 150,000 0.00

Enhance: Special Maintenance at Silver Spring Civic Building and other highly used government buildings (multi-year initiative using excess fund balance) [Community Access to Public Space] 125,000 0.00

Other Adjustments (with no service impacts)

Increase Cost: Charges from General Services: Maintenance of Silver Spring Civic Building and other Government Buildings [Community Access to Public Space] 120,000 0.00

Increase Cost: Annualization of FY16 Personnel Costs 93,506 0.04

Shift: Active Montgomery - Fiscal Assistant Term Position from Department of Recreation [Community Access to Public Space] 74,462 1.00

Increase Cost: FY17 Compensation Adjustment 50,307 0.00

Increase Cost: Charges from Department of Finance [Community Access to Public Space] 35,648 0.29

Increase Cost: Active Montgomery Transaction Fees [Community Access to Public Space] 32,220 0.00

Increase Cost: Group Insurance Adjustment 17,969 0.00

Increase Cost: Increase in Other MCPS Reimbursable Costs [Community Access to Public Space] 13,962 0.00

Increase Cost: Office Lease [Community Access to Public Space] 9,450 0.00

Increase Cost: Printing and Mail 434 0.00

Decrease Cost: Retiree Health Insurance Pre-funding [Community Access to Public Space] (20) 0.00

Decrease Cost: Motor Pool Adjustment (1,025) 0.00

Decrease Cost: Credit Card Charges [Community Access to Public Space] (3,777) 0.00

Shift: Telecommunications Chargeback Elimination [Community Access to Public Space] (20,850) 0.00

	Expenditures	FTEs
Decrease Cost: Retirement Adjustment	(22,754)	0.00
Decrease Cost: Elimination of One-Time Items Approved in FY16	(70,929)	0.00
Decrease Cost: Utility Reimbursements to MCPS [Community Access to Public Space]	(157,410)	0.00
FY17 RECOMMENDED	11,292,468	29.07

Future Fiscal Impacts

Title	CE RECOMMENDED (\$000s)					
	FY17	FY18	FY19	FY20	FY21	FY22
COMMUNITY USE OF PUBLIC FACILITIES						
EXPENDITURES						
FY17 Recommended	11,292	11,292	11,292	11,292	11,292	11,292
No inflation or compensation change is included in outyear projections.						
Elimination of One-Time Items Recommended in FY17	0	(74)	(74)	(74)	(74)	(74)
Items recommended for one-time funding in FY17, including (Active Montgomery - Fiscal Assistant term position), will be eliminated from the base in the outyears.						
Athletic Fields Maintained by MNPPC	0	0	0	0	0	(150)
Increase in Other MCPS Reimbursable Costs	0	14	28	43	57	57
Reimbursements to MCPS for staff, maintenance, and supplies are periodically adjusted to reflect increases in those costs.						
Office Lease	0	12	25	39	53	53
These costs assume the current lease remains in effect.						
Retiree Health Insurance Pre-funding	0	(5)	(10)	(13)	(16)	(16)
These figures represent the estimated cost of pre-funding retiree health insurance costs for the County workforce.						
Special Maintenance at Silver Spring Civic Building and other highly used government buildings	0	0	0	0	(125)	(125)
Utility Reimbursements to MCPS	0	39	78	98	79	14
These amounts reflect the projected future cost of reimbursing MCPS for utilities.						
Labor Contracts	0	34	34	34	34	34
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
Subtotal Expenditures	11,292	11,312	11,373	11,419	11,300	11,085

FY17-22 PUBLIC SERVICES PROGRAM: FISCAL PLAN

Community Use of Public Facilities

FISCAL PROJECTIONS	FY16 ESTIMATE	FY17 REC	FY18 PROJECTION	FY19 PROJECTION	FY20 PROJECTION	FY21 PROJECTION	FY22 PROJECTION
ASSUMPTIONS							
Indirect Cost Rate	15.98%	16.45%	16.45%	16.45%	16.45%	16.45%	16.45%
CPI (Fiscal Year)	0.8%	1.8%	2.3%	2.5%	2.7%	2.7%	2.7%
Investment Income Yield	0.35%	0.50%	1.00%	1.50%	2.50%	2.50%	3.00%
BEGINNING FUND BALANCE	5,910,061	5,846,732	4,946,538	4,006,104	3,017,021	1,907,800	1,061,863
REVENUES							
Charges For Services	10,955,160	10,939,718	11,247,082	11,583,259	11,900,057	12,250,408	12,584,544
Miscellaneous	33,540	47,910	47,910	47,910	47,910	47,910	47,910
Subtotal Revenues	10,988,700	10,987,628	11,294,992	11,631,169	11,947,967	12,298,318	12,632,454
INTERFUND TRANSFERS (Net Non-CIP)	(308,600)	(595,354)	(600,901)	(568,698)	(568,698)	(368,698)	(368,698)
Transfers To The General Fund	(468,600)	(755,354)	(760,901)	(728,698)	(728,698)	(528,698)	(528,698)
Indirect Costs	(461,270)	(515,821)	(521,368)	(521,368)	(521,368)	(521,368)	(521,368)
Other: DCM	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)
Telecommunication NDA	0	(32,203)	(32,203)	0	0	0	0
Community Access at SSCB: Subsidy	0	(200,000)	(200,000)	(200,000)	(200,000)	0	0
Transfers From The General Fund	160,000	160,000	160,000	160,000	160,000	160,000	160,000
From General Fund: After School	25,000	25,000	25,000	25,000	25,000	25,000	25,000
From General Fund: Elections	135,000	135,000	135,000	135,000	135,000	135,000	135,000
TOTAL RESOURCES	16,590,161	16,239,006	15,640,629	15,068,574	14,396,290	13,837,420	13,325,619
PSP OPER. BUDGET APPROP/ EXPS.							
Operating Budget	(10,743,429)	(11,292,468)	(11,614,913)	(11,970,697)	(12,362,259)	(12,767,611)	(13,187,267)
Labor Agreement	n/a	0	(33,723)	(33,723)	(33,723)	(33,723)	(33,723)
Utility Reimbursement to MCPS		n/a	(38,676)	(78,125)	(98,364)	(79,407)	(14,407)
Increase in Other MCPS Reimbursable Costs		n/a	(14,022)	(28,255)	(42,701)	(57,363)	(57,363)
Office Lease		n/a	(12,463)	(25,425)	(38,905)	(52,925)	(52,925)
Retiree Health Insurance Pre-Funding	n/a	n/a	4,810	10,210	13,000	16,010	16,010
Active Montgomery Fiscal Assistant	n/a	n/a	74,462	74,462	74,462	74,462	74,462
Field Maintenance			0	0	0	0	150,000
Special Maintenance Projects			0	0	0	125,000	125,000
Subtotal PSP Oper Budget Approp / Exp's	(10,743,429)	(11,292,468)	(11,634,525)	(12,051,553)	(12,488,490)	(12,775,557)	(12,980,213)
TOTAL USE OF RESOURCES	(10,743,429)	(11,292,468)	(11,634,525)	(12,051,553)	(12,488,490)	(12,775,557)	(12,980,213)
YEAR END FUND BALANCE	5,846,732	4,946,538	4,006,104	3,017,021	1,907,800	1,061,863	345,406
END-OF-YEAR RESERVES AS A PERCENT OF RESOURCES	35.2%	30.5%	25.6%	20.0%	13.3%	7.7%	2.6%

Assumptions:

- 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.
- The ICB must review and approve any changes in fees.
- The fiscal plan assumes additional programmed expenses for ballfield maintenance and high use building maintenance using surplus funds over several years.

Notes:

- The fund balance is calculated on a net assets basis.
- 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.
- Community Use of Public Facilities has a fund balance policy target of 10% of resources.

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