



# Community Use of Public Facilities

**Approved FY18 Budget**  
\$11,691,144

**Full Time Equivalents**  
30.07

## 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 approved FY18 Operating Budget for the Office of Community Use of Public Facilities is \$11,691,144, an increase of \$26,767 or 0.23 percent from the FY17 Approved Budget of \$11,664,377. Personnel Costs comprise 27.13 percent of the budget for 29 full-time position(s) and one part-time position(s), and a total of 30.07 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 72.87 percent of the FY18 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 FY17 estimates reflect funding based on the FY17 approved budget. The FY18 and FY19 figures are performance targets based on the FY18 approved budget and funding for comparable service levels in FY19.

Measure	Actual FY15	Actual FY16	Estimated FY17	Target FY18	Target FY19
<b>Program Measures</b>					
Percentage of available time in school auditoriums, gyms, all purpose rooms/caferterias used by the community <sup>1</sup>	45	45	45	45	45
Percentage of available use time in County buildings used by the community	45	50	50	50	50
Percentage of Interagency Coordinating Board (ICB) members satisfied with CUPF's support of ICB	100	91	98	98	98
Percentage of School Childcare Selection Committee members who felt the selection process resulted in placement of a highly-qualified provider	81	85	85	85	85

Measure	Actual FY15	Actual FY16	Estimated FY17	Target FY18	Target FY19
Hours of paid school use	548,136	540,379	540,500	540,500	540,500
Hours of paid school field use <sup>2</sup>	58,720	65,203	64,500	64,500	64,500
Hours of paid community use on Maryland National Capital Park and Planning Commission (M-NCPPC) fields <sup>3</sup>	91,398	102,383	100,000	100,000	100,000
Hours of use for government buildings	13,404	12,329	12,500	12,500	12,500
Hours of paid community use in Silver Spring Civic Building at Veterans Plaza <sup>4</sup>	8,846	9,063	9,100	9,100	9,100
Percentage of school, field, and government building users satisfied with the reservation process	86	80	85	85	85
Percentage of government building free use <sup>5</sup>	59	91	75	75	75

<sup>1</sup> Availability is based on estimates.

<sup>2</sup> Use of school ball fields is dependent on customer demand and weather conditions. Fewer inclement weather closings occurred during FY16 than FY15.

<sup>3</sup> Use of Park fields is dependent on customer demand and weather conditions. Fewer inclement weather closings occurred during FY16 than FY15.

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

<sup>5</sup> Following the migration to ActiveMONTGOMERY, administrative hours related to government free use by staff at libraries, Regional Service Centers, Gilchrist Center, and the Council Office Building increased by 45% when they were given access in the new system to reserve space for their own programs, which resulted in a significant increase in these departments recording use in the database.

## Initiatives

- ★ Using the Enterprise Fund balance surplus as part of a multi-year plan, Community Use of Public Facilities will enhance service quality by funding additional renovations of ball fields and county buildings with high community use, as well as funding the Community Access Program (CAP) and the Facility Use Subsidy Program (FUSP).
- ★ Enhance accessibility for organizations serving vulnerable youth and low-income residents via outreach, technical assistance, and reduced or waived fees; in FY17, subsidies for reduced or free use of public facilities were increased from \$25,000 to \$75,000.
- ★ Enhance accident prevention efforts and public safety in schools in collaboration with MCPS with development of a shared policy to align school closing policies due to inclement weather, frequent inspections of the premises (particularly during inclement weather), notification to the CUPF evening/weekend supervisor of potential hazards that may warrant closing a site or relocating a group, and comprehensive reporting to both County and MCPS Risk Management units. More decision making responsibilities related to closure of particular sites due to safety risks are being assigned to evening/weekend supervisors.
- ★ Improve customer service, reduce maintenance costs, and increase availability of audio visual equipment in the Silver Spring Civic Building Great Hall with the FY18 replacement of an outdated analog projection system with a digital system.

## Accomplishments

- ☑ Completed the migration from a server-based facility reservation system to ActiveMONTGOMERY, a cloud-based system, as of September 1, 2016. ActiveMONTGOMERY is a single online port available to the public to register for activities, purchase memberships, reserve Montgomery Park facilities or to request reservations for fields, schools, and County facilities. Facility availability and estimated costs can be checked online before an application is submitted.
- ☑ Administered a before and after school selection bid in collaboration with MCPS, as required by Executive Regulation 14-15AMV, Before and AfterSchool Childcare in Public Schools at 9 sites in FY15 and 22 sites in FY16.

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- ☑ Assisted a total of 61 groups with Community Access Program (CAP) subsidy awards for use of the Silver Spring Civic Building in FY16, of which 25 were new users. This represents a 3.9% increase in first time CAP users over FY15. Another ten groups were awarded subsidies for use of schools and libraries under the Facility Use Subsidy Program (FUSP), initiated in FY16.

## Innovations and Productivity Improvements

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- ☀ Increased affordability of the Silver Spring Civic Building with the elimination of a premium fee on Friday evenings and a 30% facility fee reduction for non profit organization fundraising events. Hours of use increased 2.45% in FY16.
- ☀ Reduced 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.
- ☀ Improved customer service, and increased availability of audio visual equipment in the Silver Spring Civic Building activity rooms with replacement of monitors, cable replacements and installation of lecterns.
- ☀ Customer accountability was enhanced by integrating the Facility Use License Agreement and conditions of use with every new online application via ActiveMONTGOMERY.

## Collaboration and Partnerships

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### ☀ ActiveMONTGOMERY

Community Use of Public Facilities, Montgomery County Department of Recreation, and M-NCPPC Montgomery Parks share the same cloud-based software solution for activity registration and facility reservation. Each contributes to the salary of a Senior Information Technology Specialist who serves as the System Administrator and liaison with the vendor. Representatives from each department participate on various committees to make decisions that impact the operations of the other partners including system configuration, marketing/communications, and finance.

Partners

Department of Recreation, Maryland-National Capital Park and Planning Commission

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## Program Contacts

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Contact Elizabeth Habermann of the Office of Community Use of Public Facilities at 240.777.2713 or Deborah Lambert of the Office of Management and Budget at 240.777.2794 for more information regarding this department's operating budget.

## Program Descriptions

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### ☀ 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, M-NCPPC 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: 1.) general management and staff support to the Interagency Coordinating Board (ICB), which is CUPF's policy-making authority, and its Citizens' Advisory Committee; and 2.) 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 FY16	Budget FY17	Estimate FY17	Approved FY18	%Chg Bud/App
<b>COMMUNITY USE OF PUBLIC FACILITIES</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	2,273,523	2,334,110	2,242,452	2,374,240	1.7 %
Employee Benefits	737,946	798,488	747,539	797,118	-0.2 %
<b>Community Use of Public Facilities Personnel Costs</b>	<b>3,011,469</b>	<b>3,132,598</b>	<b>2,989,991</b>	<b>3,171,358</b>	<b>1.2 %</b>
Operating Expenses	7,487,398	8,531,779	8,506,686	8,519,786	-0.1 %
<b>Community Use of Public Facilities Expenditures</b>	<b>10,498,867</b>	<b>11,664,377</b>	<b>11,496,677</b>	<b>11,691,144</b>	<b>0.2 %</b>
<b>PERSONNEL</b>					
Full-Time	27	28	28	29	3.6 %
Part-Time	1	1	1	1	—
FTEs	27.74	29.07	29.07	30.07	3.4 %
<b>REVENUES</b>					
Facility Rental Fees	11,302,101	10,939,718	10,939,718	11,003,765	0.6 %
Investment Income	41,065	47,910	43,845	72,364	51.0 %
<b>Community Use of Public Facilities Revenues</b>	<b>11,343,166</b>	<b>10,987,628</b>	<b>10,983,563</b>	<b>11,076,129</b>	<b>0.8 %</b>

## FY18 APPROVED CHANGES

	Expenditures	FTEs
<b>COMMUNITY USE OF PUBLIC FACILITIES</b>		
	<b>FY17 ORIGINAL APPROPRIATION</b>	<b>11,664,377 29.07</b>
<b>Other Adjustments (with no service impacts)</b>		
Increase Cost: FY18 Compensation Adjustment	67,675	0.00
Increase Cost: Increase in Other MCPS Reimbursable Costs	54,446	0.00
Increase Cost: Increase ActiveMONTGOMERY Transaction Fees	53,593	0.00
Increase Cost: Office Lease	24,053	0.00
Increase Cost: Retiree Health Insurance Pre-Funding	6,680	0.00
Increase Cost: Retirement Adjustment	5,586	0.00
Increase Cost: Rent SUV During Winter Months	4,400	0.00
Decrease Cost: Motor Pool Adjustment	(620)	0.00
Decrease Cost: Printing and Mail	(1,352)	0.00
Decrease Cost: Before and After School Childcare Support Efficiencies	(16,924)	1.00
Decrease Cost: Utility Reimbursements to MCPS	(25,790)	0.00

## FY18 APPROVED CHANGES

	Expenditures	FTEs
Decrease Cost: Eliminate Credit Card Charges from old CLASS system	(26,743)	0.00
Decrease Cost: Annualization of FY17 Personnel Costs	(118,237)	0.00
<b>FY18 APPROVED</b>	<b>11,691,144</b>	<b>30.07</b>

## FUTURE FISCAL IMPACTS

CC APPROVED (\$000S)

Title	FY18	FY19	FY20	FY21	FY22	FY23
<b>COMMUNITY USE OF PUBLIC FACILITIES</b>						
<b>EXPENDITURES</b>						
<b>FY18 Approved</b>	<b>11,691</b>	<b>11,691</b>	<b>11,691</b>	<b>11,691</b>	<b>11,691</b>	<b>11,691</b>
No inflation or compensation change is included in outyear projections.						
<b>Elimination of One-Time Items Approved in FY18</b>	<b>0</b>	<b>(74)</b>	<b>(74)</b>	<b>(74)</b>	<b>(74)</b>	<b>(74)</b>
Items recommended for one-time funding in FY18, including ActiveMontgomery Fiscal Assistant term position, will be eliminated from the base in the outyears.						
<b>Provide special maintenance at Silver Spring Civic Building and other highly used government buildings</b>	<b>0</b>	<b>(400)</b>	<b>(400)</b>	<b>(400)</b>	<b>(400)</b>	<b>(400)</b>
Eliminates expenses for the initiative that provides special maintenance at the Silver Spring Civic Building and other highly used government buildings.						
<b>ActiveMONTGOMERY Transaction Fees</b>	<b>0</b>	<b>6</b>	<b>31</b>	<b>37</b>	<b>44</b>	<b>44</b>
<b>Athletic Fields Maintained by M-NCPPC</b>	<b>0</b>	<b>(250)</b>	<b>(250)</b>	<b>(250)</b>	<b>(250)</b>	<b>(250)</b>
Eliminates expenses for the initiative to renovate athletic fields maintained by M-NCPPC Montgomery Parks.						
<b>Increase in Other MCPS Reimbursable Costs</b>	<b>0</b>	<b>11</b>	<b>23</b>	<b>35</b>	<b>47</b>	<b>47</b>
Reimbursements to MCPS for staff, maintenance, and supplies are periodically adjusted to reflect increases in those costs.						
<b>Office Lease</b>	<b>0</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>
These costs assume the current lease remains in effect through the middle of FY20, when CUPF expects to move to the Wheaton Redevelopment facility.						
<b>Retiree Health Insurance Pre-funding</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Utility Reimbursements to MCPS</b>	<b>0</b>	<b>38</b>	<b>77</b>	<b>117</b>	<b>157</b>	<b>157</b>
These amounts reflect the projected future cost of reimbursing MCPS for utilities.						
<b>Labor Contracts</b>	<b>0</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
<b>Wheaton Redevelopment</b>	<b>0</b>	<b>0</b>	<b>(58)</b>	<b>197</b>	<b>190</b>	<b>180</b>
Expenses at the Wheaton facility include utilities, maintenance, parking, and debt service net against savings from the current 255 Rockville Pike office lease. Timing of the move to Wheaton Redevelopment and the financing schedule for the project have not yet been finalized.						
<b>Subtotal Expenditures</b>	<b>11,691</b>	<b>11,055</b>	<b>11,074</b>	<b>11,380</b>	<b>11,432</b>	<b>11,422</b>

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