



Community Use of Public Facilities

RECOMMENDED FY19 BUDGET

\$12,669,899

FULL TIME EQUIVALENTS

31.07

GINNY GONG, 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 or County operations.

BUDGET OVERVIEW

The total recommended FY19 Operating Budget for the Office of Community Use of Public Facilities is \$12,669,899, an increase of \$978,755 or 8.37 percent from the FY18 Approved Budget of \$11,691,144. Personnel Costs comprise 26.41 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 73.59 percent of the FY19 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 FY18 estimates reflect funding based on the FY18 approved budget. The FY19 and FY20 figures are performance targets based on the FY19 recommended budget and funding for comparable service levels in FY20.

Measure	Actual FY16	Actual FY17	Estimated FY18	Target FY19	Target FY20
Program Measures					
Percentage of available time in school auditoriums, gyms, all purpose rooms/cafeterias used by the community	45	45	45	45	45

Measure	Actual FY16	Actual FY17	Estimated FY18	Target FY19	Target FY20
Percentage of available use time in County buildings used by the community ¹	50	47	50	50	50
Percentage of Interagency Coordinating Board (ICB) members satisfied with CUPF's support of ICB	91	100	95	95	95
Percentage of School Childcare Selection Committee members who felt the selection process resulted in placement of a highly-qualified provider	85	82	82	82	82
Hours of paid school use	540,379	563,754	565,000	565,000	565,000
Hours of paid school field use	65,203	63,023	64,500	64,500	64,500
Hours of paid community use on Maryland National Capital Park and Planning Commission (M-NCPPC) fields	102,383	107,792	108,000	108,000	108,000
Hours of use for government buildings	12,329	15,789	15,800	15,800	15,800
Hours of paid community use in Silver Spring Civic Building at Veterans Plaza ²	9,063	11,924	12,000	12,000	12,000
Percentage of school, field, and government building users satisfied with the reservation process	80	83	85	85	85
Percentage of government building free use	91	88	90	90	90

¹ Several libraries (ex. Wheaton, Davis, Aspen Hill), Council Office Building and Mid-County Regional Center closed for construction.

² Release of Veterans Plaza for community use on Saturdays and Friday night fee reduction increased accessibility.

INITIATIVES

- ★ In collaboration with Montgomery County Public Schools (MCPS), enhance safe use of schools with updated policies and information resources posted online that support initiatives related to youth protection, concussions, synthetic turf, and compliance with facility use guidelines.
- ★ Increase financial accessibility for use of schools and government meeting rooms with implementation of an expanded facility fee assistance program under Executive Regulation 25-16AM (Administration - Office of Community Use of Public Facilities - Vulnerable Youth and Low-Income Families) for nonprofit groups that serve this population. During a FY17 program pilot, thirteen groups were assisted. CUPF expects to double the number of groups assisted in FY18.
- ★ Enhance community's awareness of the role of the Interagency Coordinating Board and CUPF's mission using social media and assignment of staff dedicated to outreach and public information.
- ★ Enhanced safety and playability conditions on renovated school ballfields as a result of CUPF funding.
- ★ Improve tracking of community use issues and response to customer questions and concerns to identify and address reoccurring problems.

ACCOMPLISHMENTS

- ☑ During FY17, administered a before and after school childcare selection bid process at 18 sites, in collaboration with MCPS, as required by Executive Regulation 15-14AMV, Before and After School Childcare in Public Schools.
- ☑ During FY17, assisted a total of 99 groups, of which 42% were new users, who received financial support in their use of the Silver Spring Civic Building and Veterans Plaza through the Community Access Program.

INNOVATIONS AND PRODUCTIVITY IMPROVEMENTS

- ★ Fee consolidations and increased availability of Veterans Plaza on Saturdays resulted in increased accessibility by the community to the Silver Spring Civic Building. Hours of paid Saturday use of the plaza increased from 141 hours in FY16 to 220 in FY17.

- ☀ Reduced the amount of time to process online customer reservations during the peak application periods in schools and other public buildings from an average of 6.8 days in summer/fall 2016 to 4.4 days in summer/fall 2017. Before implementation of ActiveMONTGOMERY, processing took a number of weeks. Overall community use hours increased 4%.

COLLABORATION AND PARTNERSHIPS

- ☀ 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 contribute to the salary of a Senior Information Technology Specialist who serves as the System Administrator and the liaison with the software vendor, in addition to a County Senior Accountant to manage the distribution of funds. Representatives from each entity participate on various committees to make decisions that impact the operation of the other partners to include configuration, marketing, communications with users, and finance. A joint survey of ActiveMONTGOMERY users in December 2016 indicated that 90% of respondents indicated that a shared site was very or somewhat useful.

PROGRAM CONTACTS

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

☀ 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 FY17	Budget FY18	Estimate FY18	Recommended FY19	%Chg Bud/Rec
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COMMUNITY USE OF PUBLIC FACILITIES

BUDGET SUMMARY

	Actual FY17	Budget FY18	Estimate FY18	Recommended FY19	%Chg Bud/Rec
EXPENDITURES					
Salaries and Wages	2,255,511	2,374,240	2,325,777	2,503,476	5.4 %
Employee Benefits	735,074	797,118	763,634	842,937	5.8 %
Community Use of Public Facilities Personnel Costs	2,990,585	3,171,358	3,089,411	3,346,413	5.5 %
Operating Expenses	7,603,364	8,519,786	8,478,643	9,323,486	9.4 %
Capital Outlay	5,246	0	0	0	—
Community Use of Public Facilities Expenditures	10,599,195	11,691,144	11,568,054	12,669,899	8.4 %
PERSONNEL					
Full-Time	28	29	29	30	3.5 %
Part-Time	1	1	1	1	—
FTEs	29.07	30.07	30.07	31.07	3.3 %
REVENUES					
Facility Rental Fees	11,199,159	11,003,765	11,003,765	11,512,996	4.6 %
Investment Income	108,892	72,364	72,364	108,083	49.4 %
Parking Permits	(37)	0	0	0	—
Recreation Fees	950	0	0	0	—
Community Use of Public Facilities Revenues	11,308,964	11,076,129	11,076,129	11,621,079	4.9 %

FY19 RECOMMENDED CHANGES

	Expenditures	FTEs
COMMUNITY USE OF PUBLIC FACILITIES		
	FY18 ORIGINAL APPROPRIATION	11,691,144 30.07
<u>Changes (with service impacts)</u>		
Enhance: Athletic Fields Maintained by M-NCPPC [Community Access to Public Space]	500,000	0.00
Enhance: Special Maintenance at the Silver Spring Civic Building and Other Highly Used Government Buildings [Community Access to Public Space]	100,000	0.00
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: Utility Reimbursements to MCPS [Community Access to Public Space]	143,152	0.00
Increase Cost: FY19 Compensation Adjustment [Community Access to Public Space]	79,963	0.00
Increase Cost: Add Staff for Silver Spring Civic Building [Community Access to Public Space]	77,971	1.00
Increase Cost: Annualization of FY18 Personnel Costs [Community Access to Public Space]	31,296	0.00
Increase Cost: Maintenance Reimbursement to MCPS [Community Access to Public Space]	23,214	0.00
Increase Cost: MCPS Reimbursable Staff Costs [Community Access to Public Space]	15,326	0.00
Increase Cost: Custodial Services at Silver Spring Civic Building [Community Access to Public Space]	7,089	0.00
Increase Cost: Custodial Supply Reimbursements to MCPS [Community Access to Public Space]	6,121	0.00
Increase Cost: Office Lease [Community Access to Public Space]	4,472	0.00
Increase Cost: ActiveMONTGOMERY Transaction Fees Rate Increase [Community Access to Public Space]	2,027	0.00
Increase Cost: Motor Pool Adjustment [Community Access to Public Space]	1,524	0.00

FY19 RECOMMENDED CHANGES

	Expenditures	FTEs
Increase Cost: OPEB Adjustment [Community Access to Public Space]	570	0.00
Increase Cost: Labor Contracts Adjustment [Community Access to Public Space]	500	0.00
Increase Cost: Printing and Mail [Community Access to Public Space]	205	0.00
Decrease Cost: Retirement Adjustment [Community Access to Public Space]	(14,675)	0.00
FY19 RECOMMENDED	12,669,899	31.07

FUTURE FISCAL IMPACTS

CE RECOMMENDED (\$000S)

Title	FY19	FY20	FY21	FY22	FY23	FY24
COMMUNITY USE OF PUBLIC FACILITIES						
EXPENDITURES						
FY19 Recommended	12,670	12,670	12,670	12,670	12,670	12,670
No inflation or compensation change is included in outyear projections.						
Elimination of One-Time Items Recommended in FY19	0	(74)	(74)	(74)	(74)	(74)
Items recommended for one-time funding in FY19, including ActiveMONTGOMERY Fiscal Assistant term position, will be eliminated from the base in the outyears.						
Athletic Fields Maintained by M-NCPPC	0	(750)	(750)	(750)	(750)	(750)
Eliminates expenses for the initiative to renovate athletic fields maintained by M-NCPPC Montgomery Parks.						
Custodial Services at Silver Spring Civic Building	0	1	3	5	6	6
Maintain healthy building conditions and provide support to customers using the Silver Spring Civic building.						
Custodial Supply Reimbursements to MCPS	0	3	5	8	10	10
CUPF is required to reimburse MCPS for the custodial supply costs of community Use.						
Maintenance Reimbursement to MCPS	0	9	18	27	36	36
CUPF is required to reimburse MCPS for the maintenance costs of community use.						
MCPS Reimbursable Staff Costs	0	12	25	38	51	51
Reimbursements to MCPS for staff, maintenance, and supplies are periodically adjusted to reflect increases in those costs.						
Office Lease	0	5	0	0	0	0
The costs currently in this FFI assume the current lease remains in effect through the end of FY20, when CUPF expects to move to the Wheaton Redevelopment facility.						
Retiree Health Insurance Pre-funding	0	2	2	3	3	3
Special maintenance at Silver Spring Civic Building and other highly used government buildings	0	(500)	(500)	(500)	(500)	(500)
Eliminates expenses for the initiative that provides special maintenance at the Silver Spring Civic Building and other highly used government buildings.						
Utility Reimbursements to MCPS	0	62	125	190	257	257
These amounts reflect the projected future cost of reimbursing MCPS for utilities.						
Wheaton Redevelopment	0	0	197	190	180	171

FUTURE FISCAL IMPACTS

CE RECOMMENDED (\$000S)

Title	FY19	FY20	FY21	FY22	FY23	FY24
Expenses at the Wheaton facility include utilities, maintenance, parking, and debt service net against savings from the current 255 Rockville Pike office lease.						
Labor Contracts	0	43	43	43	43	43
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
Subtotal Expenditures	12,670	11,483	11,764	11,850	11,932	11,923

FY19-24 PUBLIC SERVICES PROGRAM: FISCAL PLAN							
Community Use of Public Facilities							
FISCAL PROJECTIONS	FY18 ESTIMATE	FY19 REC	FY20 PROJECTION	FY21 PROJECTION	FY22 PROJECTION	FY23 PROJECTION	FY24 PROJECTION
ASSUMPTIONS							
Indirect Cost Rate	17.39%	18.23%	18.23%	18.23%	18.23%	18.23%	18.23%
CPI (Fiscal Year)	1.6%	2.0%	2.1%	2.2%	2.3%	2.4%	2.4%
Investment Income Yield	1.2%	1.7%	2.2%	2.7%	3.2%	3.2%	3.2%
BEGINNING FUND BALANCE	6,919,320	5,796,363	4,058,050	3,441,543	2,439,401	1,241,455	367,094
REVENUES							
Charges For Services	11,003,765	11,512,996	11,751,315	12,009,844	12,286,070	13,131,352	14,172,668
Miscellaneous	72,364	108,083	108,399	101,245	94,095	58,894	25,737
Subtotal Revenues	11,076,129	11,621,079	11,859,714	12,111,089	12,380,165	13,190,246	14,198,405
INTERFUND TRANSFERS (Net Non-CIP)							
Transfers To The General Fund	(631,032)	(689,493)	(665,223)	(665,223)	(665,223)	(665,223)	(665,223)
Indirect Costs	(551,499)	(609,960)	(617,893)	(617,893)	(617,893)	(617,893)	(617,893)
Community Access Program	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
DCM	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)
Telecommunications NDA	(32,203)	(32,203)	0	0	0	0	0
Transfers From The General Fund	160,000	160,000	160,000	160,000	160,000	160,000	160,000
After School	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Elections	135,000	135,000	135,000	135,000	135,000	135,000	135,000
TOTAL RESOURCES	17,364,417	16,727,949	15,252,541	14,887,409	14,154,343	13,766,478	13,900,277
CIP CURRENT REVENUE APPROP.							
PSP OPER. BUDGET APPROP/ EXPS.	0	0	0	0	0	0	0
Operating Budget	(11,568,054)	(12,669,899)	(12,999,098)	(13,354,728)	(13,734,460)	(14,137,040)	(14,559,586)
Labor Agreement	n/a	0	(43,016)	(43,016)	(43,016)	(43,016)	(43,016)
Increase in MCPS Reimbursable Staff Costs	n/a	n/a	(12,360)	(24,991)	(37,904)	(51,108)	(51,108)
Utility Reimbursements to MCPS	n/a	n/a	(61,534)	(124,915)	(190,197)	(257,437)	(257,437)
Maintenance Reimbursement to MCPS	n/a	n/a	(8,788)	(17,702)	(26,743)	(35,915)	(35,915)
Custodial Supply Reimbursements to MCPS	n/a	n/a	(2,516)	(5,069)	(7,658)	(10,283)	(10,283)
Custodial Services at Silver Spring Civic Building	n/a	n/a	(1,466)	(2,999)	(4,602)	(6,277)	(6,277)
Office Lease	n/a	n/a	(5,102)	0	0	0	0
Wheaton Redevelopment	n/a	n/a	0	(197,000)	(190,000)	(180,000)	(171,000)
Retiree Health Insurance Pre-Funding	n/a	n/a	(1,580)	(2,050)	(2,770)	(2,770)	(2,770)
ActiveMONTGOMERY Fiscal Assistant	n/a	n/a	74,462	74,462	74,462	74,462	74,462
Field Maintenance	n/a	n/a	750,000	750,000	750,000	750,000	750,000
Special Maintenance Projects	n/a	n/a	500,000	500,000	500,000	500,000	500,000
Subtotal PSP Oper Budget Approp / Exp's	(11,568,054)	(12,669,899)	(11,810,998)	(12,448,008)	(12,912,888)	(13,399,384)	(13,812,930)
OTHER CLAIMS ON FUND BALANCE	0	0	0	0	0	0	0
TOTAL USE OF RESOURCES	(11,568,054)	(12,669,899)	(11,810,998)	(12,448,008)	(12,912,888)	(13,399,384)	(13,812,930)
YEAR END FUND BALANCE	5,796,363	4,058,050	3,441,543	2,439,401	1,241,455	367,094	87,347
END-OF-YEAR RESERVES AS A							
PERCENT OF RESOURCES	33.4%	24.3%	22.6%	16.4%	8.8%	2.7%	0.6%

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. A 4.5% fee increase is assumed in FY23 and 5.5% in FY24.
- The fiscal plan assumes additional programmed expenses for ballfield maintenance and high use building maintenance using surplus funds in FY19.
- CUPF's move to the Wheaton Redevelopment facility is assumed to be in FY21, with expenses through FY20 of its current office lease at 255 Rockville Pike. Debt service is assumed to begin in FY21. Timing of the move to Wheaton Redevelopment and the financing schedule for the project have not yet been finalized.

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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