



Community Use of Public Facilities

RECOMMENDED FY20 BUDGET

\$11,959,269

FULL TIME EQUIVALENTS

31.27

RAMONA BELL-PEARSON, 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 FY20 Operating Budget for the Office of Community Use of Public Facilities is \$11,959,269, an increase of \$39,370 or 0.33 percent from the FY19 Approved Budget of \$11,919,899. Personnel Costs comprise 29.50 percent of the budget for 30 full-time position(s) and one part-time position(s), and a total of 31.27 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 70.50 percent of the FY20 budget.

COUNTY PRIORITY OUTCOMES

While this program area supports all seven of the County Executive's Priority Outcomes, the following are emphasized:

- Thriving Youth and Families**
- A Greener County**
- Effective, Sustainable Government**

DEPARTMENT PERFORMANCE MEASURES

Performance measures for this department are included below (where applicable). The FY19 estimates reflect funding based on the FY19 Approved Budget. The FY20 and FY21 figures are performance targets based on the FY20 Recommended Budget and funding for comparable service levels in FY21.

Measure	Actual FY17	Actual FY18	Estimated FY19	Target FY20	Target FY21
Program Measures					
Percentage of available time in school auditoriums, gyms, all purpose rooms/cafeterias used by the community	45	42	45	45	45

Measure	Actual FY17	Actual FY18	Estimated FY19	Target FY20	Target FY21
Percentage of available use time in County buildings used by the community ¹	47	46	46	46	46
Percentage of Interagency Coordinating Board (ICB) members satisfied with CUPF's support of ICB	100	100	95	95	95
Percentage of School Childcare Selection Committee members who felt the selection process resulted in placement of a highly-qualified provider	82%	96%	90%	90%	90%
Hours of paid school use	563,754	557,539	560,000	560,000	560,000
Hours of paid school field use	63,023	63,039	64,000	64,000	64,000
Hours of paid community use on Maryland National Capital Park and Planning Commission (M-NCPPC) fields ²	107,792	102,613	97,737	105,000	105,000
Hours of use for government buildings	15,789	10,467	11,500	11,500	11,500
Hours of paid community use in Silver Spring Civic Building at Veterans Plaza ³	11,924	12,331	12,500	12,500	12,500
Percentage of school, field, and government building users satisfied with the reservation process	83	92	90	90	90
Percentage of government building free use	88	88	90	90	90

¹ Several County Buildings are fully or partially unavailable due to construction, "refreshes" or maintenance to include: Wheaton Regional Library, Council Office Building, and Mid-County Government Center.

² The hours of paid community use on M-NCPPC fields estimate was down in FY19 as compared to actual FY18 and target for FY20. This is explained by the fact that the number of credits issued to customers was very high related to unavailability of fields for use during the FY19 period due to a higher than usual rainy season. In addition there were many fields taken out of use by MCPS due to renovations and upgrades.

³ Silver Spring Civic Building (SSCB) is an early voting and election site. Usually elections will reduce hours of use at the SSCB. However, in FY18, this impact was more than offset by the elimination of free use of the plaza which allowed more paid use.

INITIATIVES

- ★ The co-location of the Community Use of Public Facilities, County Recreation and Montgomery Parks in the new Wheaton building will enhance collaboration and improve customer access to the shared activity registration and facility reservation system, while simultaneously supporting the growth of the Wheaton community.

ACCOMPLISHMENTS

- ☑ Enhanced safety and playability conditions on school ballfields as a result of a \$1,000,000 cumulative contribution for the renovation of school ballfields by Montgomery Parks, M-NCPPC. Initial FY17 and FY18 work plans that carried into FY19 resulted in the renovation of 22 fields at 9 school locations. 16 new ballfields at 5 locations were added in FY19 for renovation.
- ☑ Enhanced the community's awareness of the role of the Interagency Coordinating Board (ICB) and CUPF's mission using social media and assignment of dedicated staff. In addition to distributing monthly newsletters, participating in community events, and providing information on its website, CUPF posts regularly on the County's NextDoor social media account, which has over 100,000 followers.
- ☑ Assisted a total of 78 groups, of which 45% were new users, who received support in their use of the Silver Spring Civic Building and Veterans Plaza through the Community Access Program during FY18.
- ☑ Contributed \$840,000 between FY17 and FY18 to the security and maintenance at 20 County locations with installation of security cameras, furniture, equipment, and flooring replacements. Another \$500,000 has been allocated during FY19 for work at 12 locations with similar improvements.

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 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 operations of the other partners. Recreation, Parks, and CUPF are currently working together on a Governance Group for the purpose of selecting a replacement vendor for ActiveMONTGOMERY. The Group will solicit, select, integrate, and transition the new vendor into a joint operating system to serve the needs of all three Agencies.

Partners

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

Community Use of Public Facilities

The Community Use of Public Facilities (CUPF) works with various entities to enable the community to use public facilities for a variety of activities when not in use by the tenant organization. This includes schools, public libraries, Montgomery Park fields, and meeting rooms in County buildings. CUPF reimburses the Montgomery County Board of Education for the cost impacts of community use, funds two subsidy programs, returns funds to the general fund, and contributes to special maintenance projects.

Partners

County Council, Department of General Services, Department of Police, Department of Public Libraries, Maryland-National Capital Park and Planning Commission, Montgomery County Public Schools

PROGRAM CONTACTS

Contact Ramona Bell-Pearson of the Office of Community Use of Public Facilities at 240.777.2722 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 FY18	Budget FY19	Estimate FY19	Recommended FY20	%Chg Bud/Rec
COMMUNITY USE OF PUBLIC FACILITIES					
EXPENDITURES					
Salaries and Wages	2,344,063	2,503,476	2,395,733	2,654,106	6.0 %
Employee Benefits	761,244	842,937	756,819	873,718	3.7 %
Community Use of Public Facilities Personnel Costs	3,105,307	3,346,413	3,152,552	3,527,824	5.4 %
Operating Expenses	8,416,825	8,573,486	8,516,588	8,431,445	-1.7 %
Community Use of Public Facilities Expenditures	11,522,132	11,919,899	11,669,140	11,959,269	0.3 %
PERSONNEL					
Full-Time	29	30	30	30	—
Part-Time	1	1	1	1	—
FTEs	30.07	31.07	31.07	31.27	0.6 %
REVENUES					
Facility Rental Fees	11,782,129	11,512,996	11,431,922	11,926,753	3.6 %
Investment Income	161,425	108,083	108,083	104,195	-3.6 %
Community Use of Public Facilities Revenues	11,943,554	11,621,079	11,540,005	12,030,948	3.5 %

FY20 RECOMMENDED CHANGES

	Expenditures	FTEs
COMMUNITY USE OF PUBLIC FACILITIES		
	FY19 ORIGINAL APPROPRIATION	11,919,899 31.07
<u>Changes (with service impacts)</u>		
Enhance: Audio Visual Equipment Installation for the Silver Spring Civic Building [Community Access to Public Space]	130,000	0.00
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: FY20 Compensation Adjustment	116,239	0.00
Increase Cost: Equipment and Synthetic Turf Fees Returned to MCPS	106,423	0.00
Increase Cost: Utility Reimbursements to MCPS	77,207	0.00
Increase Cost: MCPS Reimbursable Staff Costs	46,365	0.00
Increase Cost: Annualization of FY19 Personnel Costs	33,687	0.00
Increase Cost: ActiveMONTGOMERY Transaction Fees	19,432	0.00
Increase Cost: Security Services at SSCB	15,440	0.00
Increase Cost: Office Lease (Rockville)	11,866	0.00
Increase Cost: Retirement Adjustment	5,619	0.00
Increase Cost: ActiveMONTGOMERY System Administrator	3,251	0.00
Increase Cost: Motor Pool Adjustment	171	0.00
Technical Adj: Adjustment for ActiveMONTGOMERY System Administrator Net to Gross [Community Access to Public Space]	0	0.20

FY20 RECOMMENDED CHANGES

	Expenditures	FTEs
Decrease Cost: OPEB Adjustment	(26,330)	0.00
Decrease Cost: Eliminate funding for one-time special maintenance at Silver Spring Civic Building and other highly used government buildings	(500,000)	0.00
FY20 RECOMMENDED	11,959,269	31.27

FUTURE FISCAL IMPACTS

CE RECOMMENDED (\$000S)

Title	FY20	FY21	FY22	FY23	FY24	FY25
COMMUNITY USE OF PUBLIC FACILITIES						
EXPENDITURES						
FY20 Recommended	11,959	11,959	11,959	11,959	11,959	11,959
No inflation or compensation change is included in outyear projections.						
Elimination of One-Time Items Recommended in FY20	0	(130)	(130)	(130)	(130)	(130)
Items recommended for one-time funding in FY20, including the installation of audio visual equipment for the Silver Spring Civic Building, will be eliminated from the base in the outyears.						
MCPS Reimbursable Custodial Costs	0	0	4	7	10	14
CUPF is required to reimburse MCPS for the custodial supply costs of community use.						
MCPS Reimbursable Maintenance Costs	0	0	10	22	33	44
CUPF is required to reimburse MCPS for the maintenance costs of community use.						
MCPS Reimbursable Staff Costs	0	13	26	39	52	66
CUPF is required to reimburse MCPS for the cost impacts of community use. Reimbursements to MCPS for staff, maintenance, and supplies are periodically adjusted to reflect increases in those costs.						
MCPS Reimbursable Utility Costs	0	74	152	231	314	397
These amounts reflect the projected future cost of reimbursing MCPS for utilities.						
Retiree Health Insurance Pre-funding	0	(1)	(2)	(11)	(17)	(21)
Savings from Replacement of ActiveMONTGOMERY with Replacement System	0	(72)	(145)	(145)	(145)	(145)
Reduction in transaction fees, overtime, and use of temporary staff resulting from the replacement of ActiveMONTGOMERY with a new system.						
Security Services at SSCB	0	6	12	19	25	31
Security services at the Silver Spring Civic Building						
Two Year Term Extension for Fiscal Assistant Position	0	0	(83)	(83)	(83)	(83)
The Fiscal Assistant is shared with County Recreation to support online activity registration and facility reservation database.						
Wheaton Redevelopment	0	197	190	180	171	171
Expenses at the Wheaton facility include utilities, maintenance, parking, and debt service net of savings from the current 255 Rockville Pike office lease.						
Labor Contracts	0	35	35	35	35	35
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						

FUTURE FISCAL IMPACTS

CE RECOMMENDED (\$000S)

Title	FY20	FY21	FY22	FY23	FY24	FY25
Subtotal Expenditures	11,959	12,081	12,028	12,123	12,224	12,338

FY20-25 PUBLIC SERVICES PROGRAM: FISCAL PLAN

Community Use of Public Facilities

FISCAL PROJECTIONS	FY19 ESTIMATE	FY20 REC	FY21 PROJECTION	FY22 PROJECTION	FY23 PROJECTION	FY24 PROJECTION	FY25 PROJECTION
ASSUMPTIONS							
Indirect Cost Rate	18.23%	20.45%	20.45%	20.45%	20.45%	20.45%	20.45%
CPI (Fiscal Year)	2.2%	2.3%	2.5%	2.7%	2.7%	2.7%	2.7%
Investment Income Yield	2.3%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
BEGINNING FUND BALANCE	6,372,109	4,771,665	3,429,758	2,342,025	1,709,749	1,088,775	506,431
REVENUES							
Charges For Services	11,431,922	11,926,753	12,228,500	12,558,670	12,897,754	13,245,993	13,868,555
Miscellaneous	108,083	104,195	76,379	56,820	42,968	29,174	15,721
Subtotal Revenues	11,540,005	12,030,948	12,304,879	12,615,490	12,940,722	13,275,167	13,884,276
INTERFUND TRANSFERS (Net Non-CIP)							
Transfers To The General Fund	(689,493)	(768,770)	(776,023)	(776,023)	(776,023)	(776,023)	(776,023)
Indirect Costs	(849,493)	(928,770)	(936,023)	(936,023)	(936,023)	(936,023)	(936,023)
CAAP	(609,960)	(721,440)	(728,693)	(728,693)	(728,693)	(728,693)	(728,693)
DCM	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
Telecommunications NDA	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)
Transfers From The General Fund	(32,203)	0	0	0	0	0	0
After School	160,000	160,000	160,000	160,000	160,000	160,000	160,000
Elections	25,000	25,000	25,000	25,000	25,000	25,000	25,000
	135,000	135,000	135,000	135,000	135,000	135,000	135,000
TOTAL RESOURCES	17,222,621	16,033,843	14,958,614	14,181,492	13,874,448	13,587,919	13,614,684
CIP CURRENT REVENUE APPROP.							
PSP OPER. BUDGET APPROP/ EXP'S.	(750,000)	(613,000)	(304,000)	0	0	0	0
Operating Budget	(11,669,140)	(11,959,269)	(12,157,759)	(12,370,428)	(12,589,403)	(12,815,317)	(13,051,130)
Labor Agreement	n/a	0	(35,469)	(35,469)	(35,469)	(35,469)	(35,469)
Elimination of One-Time Expenses	0	n/a	130,000	130,000	130,000	130,000	130,000
Increase in MCPS Reimbursable Staff Costs	n/a	n/a	(12,660)	(25,600)	(38,830)	(52,360)	(65,890)
Utility Reimbursements to MCPS	n/a	n/a	(74,492)	(151,592)	(231,391)	(313,982)	(396,573)
Maintenance Reimbursement to MCPS	n/a	n/a	0	(10,428)	(21,740)	(33,054)	(44,368)
Custodial Supply Reimbursements to MCPS	n/a	n/a	(325)	(3,627)	(6,978)	(10,329)	(13,680)
Security Services at Silver Spring Civic Building	n/a	n/a	(5,973)	(12,244)	(18,515)	(24,786)	(31,057)
Wheaton Redevelopment	n/a	n/a	(197,000)	(190,000)	(180,000)	(171,000)	(171,000)
Retiree Health Insurance Pre-Funding	n/a	n/a	510	1,520	10,530	16,870	21,470
Savings from Replacement of ActiveMONTGOMERY	n/a	n/a	72,395	144,791	144,791	144,791	144,791
ActiveMONTGOMERY Fiscal Assistant	n/a	n/a	0	83,148	83,148	83,148	83,148
Subtotal PSP Oper Budget Approp / Exp's	(11,669,140)	(11,959,269)	(12,280,773)	(12,439,927)	(12,753,857)	(13,081,488)	(13,429,758)
OTHER CLAIMS ON FUND BALANCE	(31,816)	(31,816)	(31,816)	(31,816)	(31,816)	0	0
TOTAL USE OF RESOURCES	(12,450,956)	(12,604,085)	(12,616,589)	(12,471,743)	(12,785,673)	(13,081,488)	(13,429,758)
YEAR END FUND BALANCE	4,771,665	3,429,758	2,342,025	1,709,749	1,088,775	506,431	184,926
END-OF-YEAR RESERVES AS A PERCENT OF RESOURCES	27.7%	21.4%	15.7%	12.1%	7.8%	3.7%	1.4%

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 2% fee increase is assumed in FY25.
- The fiscal plan assumes a one time use of surplus funds to replace the on-line booking system shared by CUPF, the Recreation Department, and M-NCPPC. This use is shown as a current revenue transfer in FY20 and FY21 to the CIP project, Shared Agency Booking System Replacement (P722001).
- The fiscal plan assumes additional programmed expenses in FY20 for the purchase and installation of audiovisual equipment at the Silver Spring Civic Building.

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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