



Community Use of Public Facilities

APPROVED FY21 BUDGET

\$11,854,751

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 approved FY21 Operating Budget for the Office of Community Use of Public Facilities is \$11,854,751, a decrease of \$87,772 or 0.73 percent from the FY20 Approved Budget of \$11,942,523. Personnel Costs comprise 29.54 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 70.46 percent of the FY21 budget. In addition, this department's Capital Improvements Program (CIP) requires current revenue funding.

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**

INITIATIVES

- Relocate Community Use of Public Facilities offices to Wheaton as part of a countywide initiative to centralize government services to support business growth and development. This move was planned as part of the Wheaton Redevelopment Program, which will encourage private reinvestments in Wheaton through targeted, complementary public investments.

INNOVATIONS AND PRODUCTIVITY IMPROVEMENTS

- ★ CUPF provides two subsidy programs to users - the Facility Fee Assistance Program (FFAP) and the Community Access Program (CAP). These programs continue to assist an increasing number of nonprofit groups serving at-risk, low-income persons, and community groups in general by making use of public space more affordable. For the first time since the subsidies were created, the entire FFAP fund of \$75,000 was expended, as was the entire CAP fund of \$150,000.
- ★ CUPF is working in partnership with Montgomery County Public Schools (MCPS), the Parks Department, and the Department of Recreation on a Ballfield Initiative to renovate playing fields. CUPF issues permits for 212 MCPS ballfields at elementary, middle, and high schools while the Parks Department maintains 201 athletic fields on 120 MCPS sites. The FY21 Recommended Budget includes a \$600,000 transfer from CUPF to the Parks Department for ballfield maintenance.
- ★ Enhanced audio-visual capability at the Silver Spring Civic Building with a \$130,000 expenditure on new technology.
- ★ Assisted a total of 86 groups including community groups and non-profits in FY19 with an award through the Community Access Program (CAP) for use of the Silver Spring Civic Building and Veterans Plaza, an increase of over 10% from FY18.

PROGRAM CONTACTS

Contact Ramona Bell-Pearson of the Office of Community Use of Public Facilities at 240.777.2722 or Brett Magellan of the Office of Management and Budget at 240.777.2767 for more information regarding this department's operating budget.

PROGRAM PERFORMANCE MEASURES

Performance measures for this department are included below (where applicable). The FY20 estimates reflect funding based on the FY20 Approved Budget. The FY21 and FY22 figures are performance targets based on the FY21 Approved Budget and funding for comparable service levels in FY22.

Measure	Actual FY18	Actual FY19	Estimated FY20	Target FY21	Target FY22
Program Measures					
Hours of paid school use	557,539	563,759	575,034	575,034	586,535
Percent of school, field, and government building users satisfied with the reservation process	92%	94%	95%	95%	95%
Number of groups awarded a subsidy for facility fees through either the Facility Fee Assistance Program (FFAP) or the Community Access Program (CAP) ¹	102	113	115	115	115
Percent of groups awarded a subsidy for facility fees through either the Facility Fee Assistance Program (FFAP) or the Community Access Program (CAP) ²	70.5%	73.8%	77.0%	77.0%	77.0%

¹ Data not available for this measure prior to FY19. In FY19, 27 groups received a subsidy through the Facility Fee Assistance Program and 86 groups received a subsidy through the Community Access Program.

² Data not available for this measure prior to FY19. In FY19, 64.3% of groups submitting FFAP applications were funded, and 77.5% of groups submitting CAP applications were funded.

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; providing information and referrals; 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 FY19	Budget FY20	Estimate FY20	Approved FY21	%Chg Bud/App
COMMUNITY USE OF PUBLIC FACILITIES					
EXPENDITURES					
Salaries and Wages	2,364,098	2,638,520	2,504,902	2,663,210	0.9 %
Employee Benefits	746,719	872,558	803,344	838,663	-3.9 %
Community Use of Public Facilities Personnel Costs	3,110,817	3,511,078	3,308,246	3,501,873	-0.3 %
Operating Expenses	8,027,922	8,431,445	7,717,496	8,352,878	-0.9 %
Community Use of Public Facilities Expenditures	11,138,739	11,942,523	11,025,742	11,854,751	-0.7 %
PERSONNEL					
Full-Time	30	30	30	30	—
Part-Time	1	1	1	1	—
FTEs	31.07	31.27	31.27	31.27	—
REVENUES					
Facility Rental Fees	11,829,989	11,926,753	9,426,753	11,975,233	0.4 %
Investment Income	290,799	104,195	104,195	65,700	-36.9 %
Community Use of Public Facilities Revenues	12,120,788	12,030,948	9,530,948	12,040,933	0.1 %

FY21 APPROVED CHANGES

	Expenditures	FTEs
COMMUNITY USE OF PUBLIC FACILITIES		
	FY20 ORIGINAL APPROPRIATION	11,942,523 31.27
Other Adjustments (with no service impacts)		
Increase Cost: Wheaton Building Operating Budget Impact Related to Moving to the New Wheaton Office Building [Community Access to Public Space]	94,423	0.00
Increase Cost: FY21 Compensation Adjustment	74,989	0.00
Increase Cost: Annualization of FY20 Compensation Increases	43,675	0.00
Increase Cost: ActiveMontgomery Transaction Fees [Community Access to Public Space]	18,257	0.00
Increase Cost: Security Services at Silver Spring Civic Building (SSCB) [Community Access to Public Space]	10,560	0.00
Increase Cost: MLS Pay for Performance (Increase to Base Pay)	6,673	0.00
Increase Cost: MCPS Reimbursable Custodial Costs [Community Access to Public Space]	4,297	0.00
Increase Cost: Motor Pool Adjustment	3,549	0.00

FY21 APPROVED CHANGES

	Expenditures	FTEs
Increase Cost: Print and Mail Adjustment	897	0.00
Decrease Cost: Retiree Health Insurance Pre-Funding [Community Access to Public Space]	(510)	0.00
Decrease Cost: Retirement Adjustment	(17,548)	0.00
Decrease Cost: Annualization of FY20 Personnel Costs	(37,771)	0.00
Decrease Cost: Council Compensation Adjustment	(79,223)	0.00
Decrease Cost: OPEB Adjustment	(80,040)	0.00
Decrease Cost: Elimination of One-Time Items Approved in FY20	(130,000)	0.00
FY21 APPROVED	11,854,751	31.27

FUNDING PARAMETER ITEMS

CC APPROVED (\$000S)

Title	FY21	FY22	FY23	FY24	FY25	FY26
COMMUNITY USE OF PUBLIC FACILITIES						
EXPENDITURES						
FY21 Approved	11,855	11,855	11,855	11,855	11,855	11,855
No inflation or compensation change is included in outyear projections.						
ActiveMONTGOMERY Transaction Fees	0	19	32	64	83	83
Assumes continuation of existing contract terms for hosted software solution shared with Montgomery County Department of Recreation and Montgomery Parks, MNCPPC;						
MCPS Reimbursable Custodial Costs	0	4	9	13	18	23
CUPF is required to reimburse MCPS for the custodial supply costs of community use.						
MCPS Reimbursable Staff Costs	0	36	72	109	146	183
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	64	130	197	267	339
These amounts reflect the projected future cost of reimbursing MCPS for utilities.						
Retiree Health Insurance Pre-funding	0	(5)	(12)	(11)	(12)	(3)
Savings from Replacement of ActiveMONTGOMERY with Replacement System	0	0	(145)	(145)	(145)	(145)
Reduction in transaction fees resulting from the replacement of ActiveMONTGOMERY with a new system.						
Security Services at Silver Spring Civic Building (SSCB)	0	4	8	12	16	21
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	(350)	(350)	(350)	(348)	(348)
Expenses at the Wheaton facility include utilities, maintenance, parking, and debt service.						
Subtotal Expenditures	11,855	11,627	11,516	11,661	11,797	11,925