



Community Use of Public Facilities

RECOMMENDED FY21 BUDGET

\$11,933,974

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 FY21 Recommended Operating Budget for the Office of Community Use of Public Facilities is \$11,933,974, a decrease of \$8,549 or 0.07 percent from the FY20 Approved Budget of \$11,942,523. Personnel Costs comprise 30.01 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 69.99 percent of the FY21 budget.


In addition, a portion of prior year Community Use of Public Facilities fund balance has been allocated to the Maryland-National Capital Park and Planning Commission's (M-NCPPC) FY21 and FY22 Capital Improvements Program (CIP) Ballfields Initiative.

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 reinvestment in Wheaton through targeted, complementary public investment.

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 Recommended 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	Recommended FY21	%Chg Bud/Rec
COMMUNITY USE OF PUBLIC FACILITIES					
EXPENDITURES					
Salaries and Wages	2,364,098	2,638,520	2,501,119	2,742,433	3.9 %
Employee Benefits	746,719	872,558	790,986	838,663	-3.9 %
Community Use of Public Facilities Personnel Costs	3,110,817	3,511,078	3,292,105	3,581,096	2.0 %
Operating Expenses	8,027,922	8,431,445	7,938,919	8,352,878	-0.9 %
Community Use of Public Facilities Expenditures	11,138,739	11,942,523	11,231,024	11,933,974	-0.1 %
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	11,926,753	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	12,030,948	12,040,933	0.1 %

FY21 RECOMMENDED CHANGES

	Expenditures	FTEs
COMMUNITY USE OF PUBLIC FACILITIES		
	FY20 ORIGINAL APPROPRIATION	11,942,523 31.27
<u>Other Adjustments (with no service impacts)</u>		
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

FY21 RECOMMENDED CHANGES

	Expenditures	FTEs
Increase Cost: MCPS Reimbursable Custodial Costs [Community Access to Public Space]	4,297	0.00
Increase Cost: Motor Pool Adjustment	3,549	0.00
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: OPEB Adjustment	(80,040)	0.00
Decrease Cost: Elimination of One-Time Items Approved in FY20	(130,000)	0.00
FY21 RECOMMENDED	11,933,974	31.27

FUNDING PARAMETER ITEMS CE RECOMMENDED (\$000S)

Title	FY21	FY22	FY23	FY24	FY25	FY26
COMMUNITY USE OF PUBLIC FACILITIES						
EXPENDITURES						
FY21 Recommended	11,934	11,934	11,934	11,934	11,934	11,934
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.						
Labor Contracts	0	28	28	28	28	28

FUNDING PARAMETER ITEMS

CE RECOMMENDED (\$000S)

Title	FY21	FY22	FY23	FY24	FY25	FY26
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These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.

Subtotal Expenditures	11,934	11,733	11,622	11,767	11,903	12,031
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FY21-26 PUBLIC SERVICES PROGRAM: FISCAL PLAN

Community Use of Public Facilities

FISCAL PROJECTIONS	FY20 ESTIMATE	FY21 REC	FY22 PROJECTION	FY23 PROJECTION	FY24 PROJECTION	FY25 PROJECTION	FY26 PROJECTION
ASSUMPTIONS							
Indirect Cost Rate	20.45%	18.64%	18.64%	18.64%	18.64%	18.64%	18.64%
CPI (Fiscal Year)	1.4%	1.6%	1.6%	1.6%	1.6%	1.6%	1.5%
Investment Income Yield	1.9%	1.4%	1.4%	1.4%	1.4%	1.4%	1.4%
BEGINNING FUND BALANCE	6,508,019	5,644,357	3,741,391	2,357,672	1,714,325	987,735	467,003
REVENUES							
Charges For Services	11,926,753	11,975,233	12,168,034	12,362,723	12,558,054	13,067,911	13,595,855
Miscellaneous	104,195	65,700	41,147	27,464	18,227	9,402	2,640
Subtotal Revenues	12,030,948	12,040,933	12,209,181	12,390,187	12,576,281	13,077,313	13,598,495
INTERFUND TRANSFERS (Net Non-CIP)							
Transfers To The General Fund	(928,770)	(874,846)	(880,053)	(880,053)	(880,053)	(880,053)	(880,053)
Indirect Costs	(721,440)	(667,516)	(672,723)	(672,723)	(672,723)	(672,723)	(672,723)
CAAP	(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)
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
Transfers To Debt Service Fund	0	(359,263)	(359,367)	(359,126)	(359,229)	(358,954)	(358,988)
TOTAL RESOURCES	17,770,197	16,611,181	14,871,152	13,668,680	13,211,324	12,986,040	12,986,457
CIP CURRENT REVENUE APPROP. PSP OPER. BUDGET APPROP/ EXP'S.							
Operating Budget	(11,231,024)	(11,933,974)	(12,081,542)	(12,233,335)	(12,388,978)	(12,549,292)	(12,712,907)
Labor Agreement	n/a	0	(27,934)	(27,934)	(27,934)	(27,934)	(27,934)
Increase in MCPS Reimbursements	n/a	0	(35,972)	(72,304)	(108,999)	(146,061)	(183,493)
Utility Reimbursements to MCPS	n/a	0	(63,846)	(129,608)	(197,343)	(267,110)	(338,974)
Maintenance Reimbursement to MCPS	n/a	0	(4,383)	(8,854)	(13,414)	(18,065)	(22,769)
Custodial Supply Reimbursements to MCPS	n/a	0	(19,170)	(32,299)	(64,340)	(82,626)	(82,626)
Security Services at Silver Spring Civic Building	n/a	0	(3,900)	(7,917)	(12,054)	(16,315)	(20,704)
Wheaton Redevelopment	n/a	0	350,083	350,083	350,083	348,137	348,137
Retiree Health Insurance Pre-Funding	n/a	0	5,000	11,690	11,450	12,290	2,530
Savings from Replacement of ActiveMONTGOMERY	n/a	0	0	144,791	144,791	144,791	144,791
ActiveMONTGOMERY Fiscal Assistant	n/a	0	0	83,148	83,148	83,148	83,148
Subtotal PSP Oper Budget Approp / Exp's	(11,231,024)	(11,933,974)	(11,881,664)	(11,922,539)	(12,223,590)	(12,519,037)	(12,810,801)
OTHER CLAIMS ON FUND BALANCE	(31,816)	(31,816)	(31,816)	(31,816)	0	0	0
TOTAL USE OF RESOURCES	(12,125,840)	(12,869,790)	(12,513,480)	(11,954,355)	(12,223,590)	(12,519,037)	(12,810,801)
YEAR END FUND BALANCE	5,644,357	3,741,391	2,357,672	1,714,325	987,735	467,003	175,655
END-OF-YEAR RESERVES AS A PERCENT OF RESOURCES							
	31.8%	22.5%	15.9%	12.5%	7.5%	3.6%	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 Interagency Coordinating Board must review and approve any changes in fees. A 2.5% increase is assumed in FY25 and another 2.5% increase is assumed in FY26.
- The fiscal plan assumes a one-time use of surplus funds to replace the online booking system shared by CUPF, the Recreation Department, and the Maryland-National Capital Park and Planning Commission. This use is shown as a current revenue transfer in FY20 and FY21.
- The fiscal plan assumes the use of surplus funds for ballfield maintenance. This use is shown as a current revenue transfer in FY21 and FY22 CIP project, Ballfield Initiatives (P008720).

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.