



Community Use of Public Facilities

RECOMMENDED FY22 BUDGET

\$8,502,633

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 FY22 Operating Budget for the Office of Community Use of Public Facilities is \$8,502,633, a decrease of \$3,352,118 or 28.28 percent from the FY21 Approved Budget of \$11,854,751. Personnel Costs comprise 37.42 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 62.58 percent of the FY22 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**

INITIATIVES

- Community Use of Public Facilities partnered with Montgomery County Public Schools (MCPS), the Children's Opportunity Fund, the Brown and Black Coalition, and Before and After Care providers to address the need for hub distance learning supports, as a result of COVID-19 related school closures. The immediate response allowed for establishing 54 hubs which were expanded to 71 to ensure the inclusion of children from less affluent areas of Montgomery County.
- In October 2020, \$500,000 in Federal funding was provided to the CUPF Facility Fee Assistance Program (FFAP), via the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). The funds support youth outdoor sports programs by subsidizing facility fees. These programs are believed to promote physical and mental well-being. CUPF intends to continue

identifying locations owned by MCPS and the Department of Parks to facilitate youth outdoor sports initiatives.

- ★ Ordinarily the Silver Spring Civic Building (SSCB) is a venue which host banquets, performances, weddings, meetings, and presentations; however, due to COVID-19, the SSCB has been repurposed to address new social distance community needs. The repurposed needs support: a COVID-19 testing site, outdoor fitness training through ice skating, tents, and picnic tables to support local restaurant businesses, and other community social distance gatherings.

INNOVATIONS AND PRODUCTIVITY IMPROVEMENTS

- ★ Community Use of Public Facilities (CUPF), in partnership with the Department of Recreation and the Department of Parks, will replace the shared, on-line booking and sales software application. The new system is expected to cost substantially less than the original estimate, improve efficiency and the customer's experience.

PROGRAM CONTACTS

Contact Ramona Bell-Pearson of the Office of Community Use of Public Facilities at 240.777.2722 or Felicia Hyatt of the Office of Management and Budget at 240.777.2763 for more information regarding this department's operating budget.

PROGRAM PERFORMANCE MEASURES

Performance measures for this department are included below (where applicable). The FY21 estimates reflect funding based on the FY21 Approved Budget. The FY22 and FY23 figures are performance targets based on the FY22 Recommended Budget and funding for comparable service levels in FY23.

Measure	Actual FY19	Actual FY20	Estimated FY21	Target FY22	Target FY23
Program Measures					
Hours of paid school use ¹	563,759	393,229	105,303	393,229	563,759
Percent of school, field, and government building users satisfied with the reservation process ²	94.0%	95.3%	96.0%	96.0%	96.0%
Number of groups awarded a subsidy for facility fees through either the Facility Fee Assistance Program (FFAP) or the Community Access Program (CAP) ³	113	66	40	100	110
Percent of groups awarded a subsidy for facility fees through either the Facility Fee Assistance Program (FFAP) or the Community Access Program (CAP) ⁴	73.8%	95.0%	95.0%	95.0%	95.0%

¹ Community use of school buildings was down dramatically in FY20 because all use was cancelled from March 16 to year end due to the COVID-19 pandemic. Projection for FY21 is based on continued restricted use while MCPS students are learning in a virtual environment.

² In FY20, of the 2,688 customers who responded to CUPF's 5-Star Survey, 95.3% of customers rated the reservation process with 3, 4 or 5 out of 5 stars (1824 gave 5 stars, 575 gave 4 stars, and 162 gave 3 stars).

³ In FY19, 27 groups received a subsidy through the Facility Fee Assistance Program and 86 groups received a subsidy through the Community Access Program. In FY20, 26 groups were awarded a subsidy through FFAP, while 40 groups were awarded a subsidy through CAP. These numbers decreased in FY20 because of the number of permits cancelled due to the COVID-19 pandemic.

⁴ In FY19, 64.3% of groups submitting FFAP applications were funded, and 77.5% of groups submitting CAP applications were funded. In FY20, 90% of FFAP applicants were approved and 100% of CAP applicants were approved. The increase in the approval rate can be attributed to the high level of repeat applicants, particularly since all funds allocated to both programs have been expended the last 2 years.

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 FY20	Budget FY21	Estimate FY21	Recommended FY22	%Chg Bud/Rec
COMMUNITY USE OF PUBLIC FACILITIES					
EXPENDITURES					
Salaries and Wages	2,601,066	2,663,210	2,437,400	2,467,305	-7.4 %
Employee Benefits	784,370	838,663	748,393	714,340	-14.8 %
Community Use of Public Facilities Personnel Costs	3,385,436	3,501,873	3,185,793	3,181,645	-9.1 %
Operating Expenses	6,204,934	8,352,878	2,394,757	5,320,988	-36.3 %
Community Use of Public Facilities Expenditures	9,590,370	11,854,751	5,580,550	8,502,633	-28.3 %
PERSONNEL					
Full-Time	30	30	30	30	—
Part-Time	1	1	1	1	—
FTEs	31.27	31.27	31.27	31.27	—
REVENUES					
Facility Rental Fees	8,154,213	11,975,233	3,031,085	8,521,854	-28.8 %
Investment Income	295,542	65,700	17,240	0	-100.0 %
Miscellaneous Revenues	6,433	0	0	0	—
Parking Fees	(950)	0	0	0	—
Community Use of Public Facilities Revenues	8,455,238	12,040,933	3,048,325	8,521,854	-29.2 %

FY22 RECOMMENDED CHANGES

	Expenditures	FTEs
COMMUNITY USE OF PUBLIC FACILITIES		
	FY21 ORIGINAL APPROPRIATION	11,854,751 31.27
Changes (with service impacts)		
Reduce: Silver Spring Civic Building (SSCB) Maintenance [Community Access to Public Space]	(32,259)	0.00
Reduce: Silver Spring Civic Building (SSCB) Security Services Commensurate with Decreased FY22 Revenues [Community Access to Public Space]	(35,832)	0.00

FY22 RECOMMENDED CHANGES

	Expenditures	FTEs
Reduce: Miscellaneous Operating Expenses Commensurate with Reduced Facility Bookings [Community Access to Public Space]	(61,786)	0.00
Reduce: Activenet Transaction Fees Commensurate with Decreased FY22 Revenues and Termination of the Contract in FY22 [Community Access to Public Space]	(301,250)	0.00
Reduce: MCPS Maintenance and Custodial Supplies Commensurate with Prior Year FY21 Revenues [Community Access to Public Space]	(723,110)	0.00
Reduce: MCPS Staff, Utilities, and Equipment Reimbursements Commensurate with Decreased FY22 Revenues [Community Access to Public Space]	(1,547,969)	0.00
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: FY21 Compensation Adjustment	93,562	0.00
Shift: New System Annual Licensing and Transaction Fees [Community Access to Public Space]	90,298	0.00
Increase Cost: FY22 Compensation Adjustment	46,788	0.00
Decrease Cost: Print and Mail Adjustment	(21)	0.00
Decrease Cost: Motor Pool Adjustment	(647)	0.00
Decrease Cost: Retirement Adjustment	(4,895)	0.00
Decrease Cost: OPEB Adjustment	(5,000)	0.00
Decrease Cost: SSCB Comcast and Porter Service to the Level of Experience [Community Access to Public Space]	(71,624)	0.00
Shift: Chargeback for 255 Rockville Pike Lease [Community Access to Public Space]	(342,690)	0.00
Decrease Cost: Increase Personnel Cost Lapse for Five Vacant Positions Not Needed in FY22 Due to Projected Decrease in Facility Usage [Community Access to Public Space]	(455,683)	0.00
FY22 RECOMMENDED	8,502,633	31.27

FUNDING PARAMETER ITEMS

CE RECOMMENDED (\$000S)

Title	FY22	FY23	FY24	FY25	FY26	FY27
COMMUNITY USE OF PUBLIC FACILITIES						
EXPENDITURES						
FY22 Recommended	8,503	8,503	8,503	8,503	8,503	8,503
No inflation or compensation change is included in outyear projections.						
ActiveMONTGOMERY Transaction Fees	0	(64)	(64)	(64)	(64)	(64)
Assumes cessation of the existing contract for hosted software solution shared with Montgomery County Department of Recreation and Montgomery Parks, MNCPPC.						
Building Space Expenses	0	0	0	2	2	33
Expenses at the Wheaton facility include utilities, maintenance, and parking.						
MCPS Reimbursable Utility Costs	0	38	84	132	180	230
These amounts reflect the projected future cost of reimbursing MCPS for utilities.						
New System Annual Licensing and Transaction Fees	0	30	33	36	39	42
Provides for annual licensing and transaction fees for the new Shared Agency Booking System.						
Restoration of Costs to Pre-COVID-19 Levels	0	2,335	2,454	2,576	2,700	2,828

FUNDING PARAMETER ITEMS

CE RECOMMENDED (\$000S)

Title	FY22	FY23	FY24	FY25	FY26	FY27
Restoration of costs that were eliminated in the operating budget development year to return to pre-COVID-19 service delivery levels. Following are the costs that will be restored: CUPF personnel cost lapse, MCPS reimbursements for staff, custodial supplies, maintenance, and equipment, Silver Spring Civic Building security services and maintenance, and CUPF miscellaneous expenses.						
Retiree Health Insurance Pre-funding	0	(12)	(23)	(35)	(38)	(38)
Reduction in transaction fees resulting from the replacement of ActiveMONTGOMERY with a new system.						
Savings from Replacement of ActiveMONTGOMERY with Replacement System	0	(145)	(145)	(145)	(145)	(145)
Reduction in transaction fees resulting from the replacement of ActiveMONTGOMERY with a new system.						
Silver Spring Civic Building Comcast and Porter Services	0	0	2	5	7	10
These amounts reflect the projected future cost of Silver Spring Civic Building Comcast and porter services.						
Two Year Term Extension for Fiscal Assistant Position	0	(83)	(83)	(83)	(83)	(83)
The Fiscal Assistant is shared with County Recreation to support online activity registration and facility reservation database.						
Labor Contracts	0	78	78	78	78	78
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
Subtotal Expenditures	8,503	10,679	10,838	11,004	11,178	11,393

FY22-27 PUBLIC SERVICES PROGRAM: FISCAL PLAN

Community Use of Public Facilities

FISCAL PROJECTIONS	FY21 APPROVED	FY21 ESTIMATE	FY22 REC	FY23 PROJECTION	FY24 PROJECTION	FY25 PROJECTION	FY26 PROJECTION	FY27 PROJECTION
ASSUMPTIONS								
Indirect Cost Rate	18.64%	18.64%	19.18%	19.18%	19.18%	19.18%	19.18%	19.18%
CPI (Fiscal Year)	1.6%	1.2%	1.6%	2.0%	2.4%	2.4%	2.4%	2.4%
Investment Income Yield	1.4%	0.2%	0.1%	0.4%	0.4%	0.4%	0.4%	0.4%
BEGINNING FUND BALANCE	3,349,639	4,360,222	630,409	(490,133)	(761,687)	167,853	380,150	551,008
REVENUES								
Charges For Services	11,975,233	3,031,085	8,521,854	11,975,233	12,744,043	13,054,998	13,373,540	13,699,854
Miscellaneous	65,000	17,240	0	0	26,830	37,560	37,560	37,560
Subtotal Revenues	12,040,233	3,048,325	8,521,854	11,975,233	12,770,873	13,092,558	13,411,100	13,737,414
INTERFUND TRANSFERS (Net Non-CIP)								
Transfers To Debt Service Fund	(1,074,109)	(621,732)	(937,347)	(1,090,084)	(390,056)	(1,089,594)	(1,090,084)	(1,090,084)
Long Term Leases - Wheaton	(359,263)	(81,886)	(329,777)	(330,162)	(330,134)	(329,672)	(330,162)	(330,162)
Transfers To The General Fund	(359,263)	(81,886)	(329,777)	(330,162)	(330,134)	(329,672)	(330,162)	(330,162)
Indirect Costs	(874,846)	(699,846)	(767,570)	(919,922)	(919,922)	(919,922)	(919,922)	(919,922)
DCM	(667,516)	(667,516)	(610,240)	(712,592)	(712,592)	(712,592)	(712,592)	(712,592)
CAPP	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)
Transfers From The General Fund	(200,000)	(25,000)	(150,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
After School	160,000	160,000	160,000	160,000	860,000	160,000	160,000	160,000
Elections	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
General Fund Transfer to Eliminate Negative Fund Balance	135,000	135,000	135,000	135,000	135,000	135,000	135,000	135,000
	0	0	0	0	700,000	0	0	0
TOTAL RESOURCES	14,315,763	6,786,815	8,214,916	10,395,016	11,615,130	12,170,817	12,701,166	13,198,338
CIP CURRENT REVENUE APPROP.								
PSP OPER. BUDGET APPROX/ EXP'S.	(604,000)	(245,000)	(176,000)	(300,000)	(300,000)	(300,000)	(300,000)	(300,000)
Operating Budget	(11,854,751)	(5,580,550)	(8,502,633)	(9,103,445)	(9,270,630)	(9,445,994)	(9,629,144)	(9,820,426)
Labor Agreement	n/a	n/a	0	(77,958)	(77,958)	(77,958)	(77,958)	(77,958)
Increase in MCPS Reimbursable Staff Costs	n/a	n/a	n/a	(994,373)	(1,073,824)	(1,155,182)	(1,238,492)	(1,323,802)
Utility Reimbursements to MCPS	n/a	n/a	n/a	(37,869)	(84,220)	(131,684)	(180,287)	(230,056)
Custodial Supply Reimbursements to MCPS	n/a	n/a	n/a	(164,858)	(170,133)	(175,535)	(181,067)	(186,731)
MCPS Maintenance Reimbursements	n/a	n/a	n/a	(558,252)	(576,116)	(594,409)	(613,141)	(632,322)
MCPS Equipment Reimbursements	n/a	n/a	n/a	(31,927)	(34,481)	(37,096)	(39,774)	(42,516)
ActiveMontgomery Transaction Fees	n/a	n/a	n/a	63,902	63,902	63,902	63,902	63,902
New System Annual and Transaction Fees	n/a	n/a	n/a	(30,100)	(32,990)	(35,949)	(38,979)	(42,082)
Building Space Expenses	n/a	n/a	n/a	241	137	(1,534)	(1,568)	(32,773)
Security Services at Silver Spring Civic Building	n/a	n/a	n/a	(35,832)	(38,699)	(41,634)	(44,640)	(47,718)
Maintenance at Silver Spring Civic Building	n/a	n/a	n/a	(32,259)	(33,033)	(33,826)	(34,638)	(35,469)
Comcast/Porter Services at Silver Spring Civic Building	n/a	n/a	n/a	0	(2,400)	(4,858)	(7,375)	(9,952)
Miscellaneous Operating Expenses	n/a	n/a	n/a	(61,786)	(71,911)	(82,279)	(92,896)	(103,768)
Retiree Health Insurance Pre-Funding	n/a	n/a	n/a	11,690	23,140	35,430	37,960	37,960
Savings from Replacement of ActiveMontgomery	n/a	n/a	n/a	144,791	144,791	144,791	144,791	144,791
ActiveMontgomery Fiscal Assistant	n/a	n/a	n/a	83,148	83,148	83,148	83,148	83,148
Subtotal PSP Oper Budget Approp / Exp's	(11,854,751)	(5,580,550)	(8,502,633)	(10,824,887)	(11,151,277)	(11,490,567)	(11,850,158)	(12,255,772)
OTHER CLAIMS ON FUND BALANCE	(31,816)	(330,856)	(26,416)	(31,816)	0	0	0	0
TOTAL USE OF RESOURCES	(12,490,567)	(6,156,406)	(8,705,045)	(11,156,703)	(11,451,277)	(11,790,567)	(12,150,158)	(12,555,772)
YEAR END FUND BALANCE	1,825,196	630,409	(490,133)	(761,687)	167,853	380,150	551,008	642,566
END-OF-YEAR RESERVES AS A								
PERCENT OF RESOURCES	12.7%	9.3%	-6.0%	-7.3%	1.4%	3.1%	4.3%	4.9%

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% fee increase is planned in FY24 in order to eliminate CUPF's negative fund balance.
- A transfer from the General Fund to CUPF is planned in FY24 in order to eliminate CUPF's negative fund balance.
- 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 FY21 Estimate and FY22 to the CIP project, per the March 15, 2021 amended Shared Agency Booking System Replacement (P722001) Project Description Form (PDF).
- The fiscal plan assumes a one time use of surplus funds for ballfield maintenance. This use is shown as a claim on fund balance in FY21 to the CIP project, Ballfield Initiatives (P008720) and represents the FY20 remaining balance of CUPF Current Revenue in the Ballfield Initiatives CIP project as of June 30, 2020.

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.
- The other claims on fund balance includes the OPEB liability five year allocation (GASB 75) and Prepaids for Retiree Health Insurance.