



# Community Use of Public Facilities

## RECOMMENDED FY23 BUDGET

\$10,923,236

## FULL TIME EQUIVALENTS

30.27

 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 (MCPS) or County operations.

## BUDGET OVERVIEW

The total recommended FY23 Operating Budget for the Office of Community Use of Public Facilities is \$10,923,236, an increase of \$2,420,603 or 28.47 percent from the FY22 Approved Budget of \$8,502,633. Personnel Costs comprise 32.50 percent of the budget for 29 full-time position(s) and one part-time position(s), and a total of 30.27 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 67.50 percent of the FY23 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**

## 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 FY22 estimates reflect funding based on the FY22 Approved Budget. The FY23 and FY24 figures are performance targets based on the FY23 Recommended Budget and funding

for comparable service levels in FY24.

Measure	Actual FY20	Actual FY21	Estimated FY22	Target FY23	Target FY24
<b>Program Measures</b>					
Hours of paid school use <sup>1</sup>	393,229	200,665	393,229	432,552	475,807
Percent of school, field, and government building users satisfied with the reservation process <sup>2</sup>	95.3%	92.8%	92.8%	95.3%	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) <sup>3</sup>	66	52	100	113	113
Percent of groups awarded a subsidy for facility fees through either the Facility Fee Assistance Program (FFAP) or the Community Access Program (CAP) <sup>4</sup>	95.0%	100.0%	98.0%	98.0%	98.0%
Hours of paid school field use <sup>5</sup>	31,676	64,891	64,891	63,039	63,669
Hours of paid use for government buildings <sup>6</sup>	5,889	806	5,889	6,478	7,126
Hours of paid community use in Silver Spring Civic Building at Veterans Plaza <sup>7</sup>	8,892	5,763	8,892	10,670	11,737
Hours of free use for government buildings <sup>8</sup>	43,424	17,864	43,424	47,766	48,244

<sup>1</sup> Although very little community use occurred in FY21 because of the COVID-19 pandemic, the majority of hours in this category was attributable to childcare providers operating as learning hubs for students engaged in virtual learning while schools were closed to in-person learning. Community use of schools has resumed in FY22 but is lower than in pre-pandemic years. CUPF hopes to return to FY20 early pandemic hours of use in FY22, and then hopefully increase at a rate of 10% in both FY23 and FY24.

<sup>2</sup> In FY21 while the COVID-19 pandemic prevented the vast majority of community use of facilities, only 250 customers responded to CUPF's 5-Star Survey. That is only 6% of the number that responded in FY19, the last pre-pandemic year. Of those 250 respondents, 92.8% rated the reservation process with 3, 4 or 5 out of 5 stars (181 gave 5 stars, 40 gave 4 stars, and 11 gave 3 stars).

<sup>3</sup> In FY21, 49 groups were awarded FFAP and 3 groups were awarded CAP. Although community use largely halted during the COVID-19 pandemic, the County Council provided \$500,000 in additional FFAP funding specifically for youth sports, enabling increased use of fields.

<sup>4</sup> The total number of applicant groups was lower in FY21 due to the COVID-19 pandemic, particularly for CAP funding. In addition to the 52 groups that received funding, 8 groups did not receive funding but are not considered to be rejected applications because while they met all the qualifications to be funded, they sought to rent indoor spaces which was not possible during the pandemic. Had the spaces been available, they would have received funding and will be eligible in the future.

<sup>5</sup> While field use was down dramatically in FY20 when all field use was cancelled in the 4th quarter (the heaviest quarter for field use) due to the COVID-19 pandemic, it increased dramatically in FY21 because for almost all of the fiscal year, outdoor fields were the only facilities available to the public. In addition, the County Council appropriated \$500,000 to the FFAP to cover the facility fees for youth sports and organizations to make field use more available to them. These funds continue to be spent into FY22.

<sup>6</sup> Government building use was down dramatically in FY21 because almost all community use was prohibited due to the COVID-19 pandemic. The majority of use that occurred in this category was the use of a library by a childcare provider operating a learning hub for MCPS students participating in virtual learning.

<sup>7</sup> Use of the Silver Spring Civic Building in FY21 was largely by DHHS for COVID-19 testing clinics and vaccination clinics.

<sup>8</sup> Departments of county government are the users of free space in government buildings. Record low numbers in FY21 are due to the COVID-19 pandemic when thousands of county employees were teleworking.

## 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 access to the facility database for school and County staff; providing information and referrals; and problem and conflict resolution. Working with MCPS staff, Parent Teacher Associations, and community-based groups 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 (CUPF's policy-making authority) and the Citizens' Advisory Committee, and administration for community use operations, including financial processes and budgeting for the Community Use Enterprise Fund.

## BUDGET SUMMARY

	Actual FY21	Budget FY22	Estimate FY22	Recommended FY23	%Chg Bud/Rec
<b>COMMUNITY USE OF PUBLIC FACILITIES</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	2,610,400	2,467,305	2,422,950	2,723,279	10.4 %
Employee Benefits	726,454	714,340	683,693	827,138	15.8 %
<b>Community Use of Public Facilities Personnel Costs</b>	<b>3,336,854</b>	<b>3,181,645</b>	<b>3,106,643</b>	<b>3,550,417</b>	<b>11.6 %</b>
Operating Expenses	1,136,452	5,320,988	4,059,906	7,372,819	38.6 %
<b>Community Use of Public Facilities Expenditures</b>	<b>4,473,306</b>	<b>8,502,633</b>	<b>7,166,549</b>	<b>10,923,236</b>	<b>28.5 %</b>
<b>PERSONNEL</b>					
Full-Time	30	30	30	29	-3.3 %
Part-Time	1	1	1	1	—
FTEs	31.27	31.27	31.27	30.27	-3.2 %
<b>REVENUES</b>					
Facility Rental Fees	4,149,548	8,521,854	7,540,700	11,435,470	34.2 %
Investment Income	8,748	0	1,152	46,260	—
<b>Community Use of Public Facilities Revenues</b>	<b>4,158,296</b>	<b>8,521,854</b>	<b>7,541,852</b>	<b>11,481,730</b>	<b>34.7 %</b>
<b>GRANT FUND - MCG</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
<b>Grant Fund - MCG Personnel Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>—</b>
Operating Expenses	1,621	0	0	0	—
<b>Grant Fund - MCG Expenditures</b>	<b>1,621</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>—</b>
<b>PERSONNEL</b>					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	0.00	0.00	0.00	0.00	—
<b>REVENUES</b>					
Federal Grants	1,621	0	0	0	%
<b>Grant Fund - MCG Revenues</b>	<b>1,621</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>—</b>
<b>DEPARTMENT TOTALS</b>					
<b>Total Expenditures</b>	<b>4,474,927</b>	<b>8,502,633</b>	<b>7,166,549</b>	<b>10,923,236</b>	<b>28.5 %</b>
<b>Total Full-Time Positions</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>29</b>	<b>-3.3 %</b>
<b>Total Part-Time Positions</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>—</b>

## BUDGET SUMMARY

	Actual FY21	Budget FY22	Estimate FY22	Recommended FY23	%Chg Bud/Rec
<b>Total FTEs</b>	<b>31.27</b>	<b>31.27</b>	<b>31.27</b>	<b>30.27</b>	<b>-3.2 %</b>
<b>Total Revenues</b>	<b>4,159,917</b>	<b>8,521,854</b>	<b>7,541,852</b>	<b>11,481,730</b>	<b>34.7 %</b>

## FY23 RECOMMENDED CHANGES

	Expenditures	FTEs
<b>COMMUNITY USE OF PUBLIC FACILITIES</b>		
<b>FY22 ORIGINAL APPROPRIATION</b>	<b>8,502,633</b>	<b>31.27</b>
<b>Changes (with service impacts)</b>		
Reduce: Transaction Fee Booking System Cost Difference [Community Access to Public Space]	(25,220)	0.00
<b>Other Adjustments (with no service impacts)</b>		
Restore: COVID-19 Savings Plan Reductions [Community Access to Public Space]	2,526,574	0.00
Increase Cost: Annualization of FY22 Compensation Increases	77,958	0.00
Increase Cost: FY23 Compensation Adjustment	54,677	0.00
Increase Cost: Motor Pool Adjustment	2,098	0.00
Increase Cost: Printing and Mail Adjustment	530	0.00
Decrease Cost: Retirement Adjustment	(27,294)	0.00
Decrease Cost: OPEB Adjustment	(37,960)	0.00
Decrease Cost: Annualization of FY22 Personnel Costs	(67,612)	0.00
Decrease Cost: Two-Year Term Concluded for Fiscal Assistant Position [Community Access to Public Space]	(83,148)	(1.00)
<b>FY23 RECOMMENDED</b>	<b>10,923,236</b>	<b>30.27</b>

## FUNDING PARAMETER ITEMS

CE RECOMMENDED (\$000S)

Title	FY23	FY24	FY25	FY26	FY27	FY28
<b>COMMUNITY USE OF PUBLIC FACILITIES</b>						
<b>EXPENDITURES</b>						
<b>FY23 Recommended</b>	<b>10,923</b>	<b>10,923</b>	<b>10,923</b>	<b>10,923</b>	<b>10,923</b>	<b>10,923</b>
No inflation or compensation change is included in outyear projections.						
<b>Labor Contracts</b>	<b>0</b>	<b>147</b>	<b>147</b>	<b>147</b>	<b>147</b>	<b>147</b>
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
<b>Subtotal Expenditures</b>	<b>10,923</b>	<b>11,070</b>	<b>11,070</b>	<b>11,070</b>	<b>11,070</b>	<b>11,070</b>

FY23-28 PUBLIC SERVICES PROGRAM: FISCAL PLAN		Community Use of Public Facilities					
FISCAL PROJECTIONS	FY22 ESTIMATE	FY23 REC	FY24 PROJECTION	FY25 PROJECTION	FY26 PROJECTION	FY27 PROJECTION	FY28 PROJECTION
<b>ASSUMPTIONS</b>							
Indirect Cost Rate	19.18%	18.36%	18.35%	18.35%	18.35%	18.35%	18.35%
CPI (Fiscal Year)	5.4%	3.0%	2.3%	2.4%	2.4%	2.3%	2.2%
Investment Income Yield	0.2%	1.2%	1.5%	1.5%	1.5%	1.5%	1.5%
<b>BEGINNING FUND BALANCE</b>	<b>3,268,268</b>	<b>2,489,389</b>	<b>1,880,748</b>	<b>871,872</b>	<b>832,614</b>	<b>1,278,970</b>	<b>1,907,326</b>
<b>REVENUES</b>							
Charges For Services	7,540,700	11,436,470	11,693,912	11,971,059	12,254,772	12,534,181	12,804,919
Miscellaneous	1,152	48,288	60,550	62,860	65,250	67,740	70,320
<b>Subtotal Revenues</b>	<b>7,641,862</b>	<b>11,484,758</b>	<b>11,754,462</b>	<b>12,033,918</b>	<b>12,320,022</b>	<b>12,601,921</b>	<b>12,875,239</b>
<b>INTERFUND TRANSFERS (Net Non-CIP)</b>							
Transfers To Debt Service Fund	(897,347)	(1,029,329)	(1,066,870)	(1,066,608)	(1,066,898)	(1,066,898)	(1,066,718)
Wheaton Redevelopment	(329,777)	(330,162)	(330,134)	(329,672)	(330,162)	(330,162)	(329,882)
Transfers To The General Fund	(767,570)	(859,167)	(885,836)	(885,836)	(885,836)	(885,836)	(885,836)
Indirect Costs	(610,240)	(651,837)	(678,506)	(678,506)	(678,506)	(678,506)	(678,506)
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
<b>TOTAL RESOURCES</b>	<b>8,887,784</b>	<b>12,846,800</b>	<b>12,388,240</b>	<b>11,860,082</b>	<b>12,186,638</b>	<b>12,824,889</b>	<b>13,728,848</b>
<b>CIP CURRENT REVENUE APPROP. P&amp;P OPER. BUDGET APPROP/ EXP'S.</b>							
Operating Budget	(178,000)	(300,000)	(300,000)	(300,000)	(300,000)	(300,000)	(300,000)
Labor Agreement	(7,166,549)	(10,923,238)	(11,070,402)	(10,470,402)	(10,470,402)	(10,470,402)	(10,470,402)
Subtotal P&P Oper Budget Approp / Exp's	(7,188,648)	(10,923,238)	(11,217,688)	(10,817,688)	(10,817,688)	(10,817,688)	(10,817,688)
<b>OTHER CLAIMS ON FUND BALANCE</b>	<b>(31,818)</b>	<b>(31,818)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL USE OF RESOURCES</b>	<b>(7,374,386)</b>	<b>(11,256,062)</b>	<b>(11,617,688)</b>	<b>(10,817,688)</b>	<b>(10,817,688)</b>	<b>(10,817,688)</b>	<b>(10,817,688)</b>
<b>YEAR END FUND BALANCE</b>	<b>2,489,389</b>	<b>1,880,748</b>	<b>871,872</b>	<b>832,614</b>	<b>1,278,970</b>	<b>1,907,326</b>	<b>2,808,278</b>
<b>END-OF-YEAR RESERVES AS A PERCENT OF RESOURCES</b>							
	26.3%	13.1%	7.0%	7.8%	10.6%	14.8%	20.6%
<p><b>Assumptions:</b></p> <p>1. The FY22 Estimate Beginning Fund Balance includes an accounting adjustment of approximately \$3.0M, which includes previously undistributed revenue.</p> <p><b>Notes:</b></p> <p>1. The fund balance is calculated on a net assets basis.</p> <p>2. 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.</p> <p>3. Community Use of Public Facilities has a fund balance policy target of 10% of resources.</p>							

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