



Community Use of Public Facilities

RECOMMENDED FY27 BUDGET

\$12,468,452

FULL TIME EQUIVALENTS

31.07

BURWELL, GENEL D., 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 FY27 Operating Budget for the Office of Community Use of Public Facilities is \$12,468,452, an increase of \$276,283 or 2.27 percent from the FY26 Approved Budget of \$12,192,169. Personnel Costs comprise 35.64 percent of the budget for 30 full-time position(s) and one part-time position(s), and a total of 31.07 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 64.36 percent of the FY27 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

- Adjust FY27 fee structure to meet the rising operational costs and to ensure continued quality of services. The FY27 fee increase allows CUPF to achieve long-term solvency and make improvements that support more effective administration and operations.
- Montgomery County Public Libraries, the Circuit Court, the Leggett Executive Office Building, and the Council Office Building are available for free facility use, ensuring that residents across the Montgomery County have equitable access to public spaces.

INNOVATIONS AND PRODUCTIVITY IMPROVEMENTS

- ★ Partnered with TEBS to offer 360-degree virtual tours of rental facilities, allowing customers to remotely explore available spaces at Montgomery County Public Schools (MCPS) and the Silver Spring Civic Building, and better visualize the ideal setting for events.
- ★ Reorganized the department to streamline processes and create a more efficient, sustainable business model.

PROGRAM CONTACTS

Contact Vanessa Lopez-Cuevas of the Office of Community Use of Public Facilities at 240-777-2724 or Mahnoor Anjum of the Office of Management and Budget at 240-777-2771 for more information regarding this department's operating budget.

PROGRAM PERFORMANCE MEASURES

Performance measures for this department are included below (where applicable). The FY26 estimates reflect funding based on the FY26 Approved Budget. The FY27 and FY28 figures are performance targets based on the FY27 Recommended Budget and funding for comparable service levels in FY28.

Measure	Actual FY24	Actual FY25	Estimated FY26	Target FY27	Target FY28
Program Measures					
Hours of paid school use	575,003	524,834	551,076	578,630	607,562
Hours of paid school field use	61,349	63,606	66,786	70,126	73,632
Hours of paid use for government buildings	3,687	4,435	3,770	3,770	3,770
Hours of paid community use in Silver Spring Civic Building at Veterans Plaza	12,897	13,126	13,389	13,656	13,929
Hours of free use for government buildings	31,020	38,258	43,997	50,596	58,186
Number of groups awarded a subsidy for facility fees through either the Facility Fee Assistance Program (FFAP) or the Community Access Program (CAP)	85	94	95	95	95
Percent of groups awarded a subsidy for facility fees through either the Facility Fee Assistance Program (FFAP) or the Community Access Program (CAP) ¹	96.5%	78.3%	80.3%	82.3%	84.3%
Percent of school, field, and government building users satisfied with the reservation process	91.8%	88.8%	90.8%	92.8%	92.8%

¹ The decrease in percent of groups awarded a subsidy in FY25 is due to the volume of requests received by the department exceeding the available funding.

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, MCPS 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. Additionally, 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 administration for community use operations, including financial processes and budgeting for the Community Use Enterprise Fund.

BUDGET SUMMARY

	Actual FY25	Budget FY26	Estimated FY26	Recommended FY27	%Chg Bud/Rec
COMMUNITY USE OF PUBLIC FACILITIES					
EXPENDITURES					
Salaries and Wages	3,116,627	3,367,141	3,146,021	3,378,319	0.3 %
Employee Benefits	891,068	1,029,586	897,347	1,065,746	3.5 %
Community Use of Public Facilities Personnel Costs	4,007,695	4,396,727	4,043,368	4,444,065	1.1 %
Operating Expenses	7,526,007	7,795,442	7,558,355	8,024,387	2.9 %
Community Use of Public Facilities Expenditures	11,533,702	12,192,169	11,601,723	12,468,452	2.3 %
PERSONNEL					
Full-Time	30	30	30	30	—
Part-Time	1	1	1	1	—
FTEs	31.07	31.07	31.07	31.07	—
REVENUES					
Facility Rental Fees	10,885,479	12,829,289	13,067,947	14,311,053	11.5 %
Investment Income	192,620	334,790	145,540	115,060	-65.6 %
Miscellaneous Revenues	856	0	0	0	—
Community Use of Public Facilities Revenues	11,078,955	13,164,079	13,213,487	14,426,113	9.6 %

FY27 RECOMMENDED CHANGES

	Expenditures	FTEs
COMMUNITY USE OF PUBLIC FACILITIES		
FY26 ORIGINAL APPROPRIATION	12,192,169	31.07
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: MCPS Reimbursable Utility Cost Escalation [Community Access to Public Space]	183,710	0.00
Increase Cost: FY27 Compensation Adjustment	154,018	0.00
Increase Cost: Annualization of FY26 Compensation Increases	33,249	0.00
Increase Cost: Building Space Expenses [Community Access to Public Space]	31,204	0.00
Increase Cost: Motor Pool Adjustment	7,425	0.00
Increase Cost: Printing and Mail	6,606	0.00
Decrease Cost: Retirement Adjustment	(9,990)	0.00
Decrease Cost: Annualization of FY26 Personnel Costs	(129,939)	0.00
FY27 RECOMMENDED	12,468,452	31.07

FUNDING PARAMETER ITEMS

CE RECOMMENDED (\$000S)

Title	FY27	FY28	FY29	FY30	FY31	FY32
COMMUNITY USE OF PUBLIC FACILITIES						
EXPENDITURES						
FY27 Recommended	12,468	12,468	12,468	12,468	12,468	12,468
No inflation or compensation change is included in outyear projections.						
MCPS Reimbursable Utility Cost Escalation	0	205	423	659	913	1,185
Items recommended for funding in FY27, including the utility cost escalation reimbursed to MCPS, will be adjusted within the base in the outyears.						
Wheaton Office Building Lease Expense	0	2	1	2	4	4
Items recommended for funding in FY27, including the lease expense for the Wheaton Headquarters office building, will be adjusted within the base in the outyears.						
Labor Contracts	0	37	37	37	37	37
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
Subtotal Expenditures	12,468	12,712	12,929	13,166	13,422	13,694

FY27-32 PUBLIC SERVICES PROGRAM: FISCAL PLAN		Community Use of Public Facilities						
FISCAL PROJECTIONS	FY26 APPROVED	FY26 ESTIMATE	FY27 RECOMMENDED	FY28 PROJECTION	FY29 PROJECTION	FY30 PROJECTION	FY31 PROJECTION	FY32 PROJECTION
ASSUMPTIONS								
Indirect Cost Rate	19.98%	19.98%	13.01%	13.01%	13.01%	13.01%	13.01%	13.01%
CPI (Fiscal Year)	2.7%	2.2%	2.9%	2.2%	1.8%	1.7%	1.7%	1.7%
Investment Income Yield	4.1%	4.0%	3.3%	3.0%	3.0%	3.0%	3.0%	3.0%
BEGINNING FUND BALANCE	20,442	(424,198)	(68,392)	933,604	1,632,178	2,051,423	2,166,846	1,956,033
REVENUES								
Charges For Services	12,829,289	13,067,947	14,311,053	14,630,189	14,893,532	15,140,765	15,399,672	15,666,086
Miscellaneous	334,790	145,540	115,060	106,210	106,210	106,210	106,210	106,210
Subtotal Revenues	13,164,079	13,213,487	14,426,113	14,736,399	14,999,742	15,246,975	15,505,882	15,772,296
INTERFUND TRANSFERS (Net Non-CIP)								
Transfers To Debt Service Fund	(330,162)	(330,162)	(330,162)	(329,672)	(330,064)	(329,882)	(329,840)	(329,868)
Wheaton Redevelopment	(330,162)	(330,162)	(330,162)	(329,672)	(330,064)	(329,882)	(329,840)	(329,868)
Transfers To The General Fund	(1,085,796)	(1,085,796)	(785,503)	(790,279)	(790,279)	(790,279)	(790,279)	(790,279)
Indirect Costs	(878,466)	(878,466)	(578,173)	(582,949)	(582,949)	(582,949)	(582,949)	(582,949)
CAPP	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
Transfers From The General Fund	160,000	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	25,000
Elections	135,000	135,000	135,000	135,000	135,000	135,000	135,000	135,000
TOTAL RESOURCES	11,928,563	11,533,331	13,402,056	14,710,052	15,671,577	16,338,237	16,712,609	16,768,182
PSP OPER. BUDGET APPROP/ EXP'S.								
Operating Budget	(12,192,169)	(11,601,723)	(12,468,452)	(12,835,376)	(13,159,054)	(13,473,659)	(13,803,737)	(14,145,919)
Labor Agreement	n/a	n/a	0	(36,713)	(36,713)	(36,713)	(36,713)	(36,713)
MCPS Reimbursable Utility Cost Escalation	n/a	n/a	n/a	(204,021)	(423,344)	(659,117)	(912,572)	(1,185,036)
Building Space Expenses	n/a	n/a	n/a	(1,764)	(1,043)	(1,902)	(3,554)	(3,967)
Subtotal PSP Oper Budget Approp / Exp's	(12,192,169)	(11,601,723)	(12,468,452)	(13,077,874)	(13,620,154)	(14,171,391)	(14,756,576)	(15,371,635)
TOTAL USE OF RESOURCES	(12,192,169)	(11,601,723)	(12,468,452)	(13,077,874)	(13,620,154)	(14,171,391)	(14,756,576)	(15,371,635)
YEAR END FUND BALANCE	(263,606)	(68,392)	933,604	1,632,178	2,051,423	2,166,846	1,956,033	1,396,547
END-OF-YEAR RESERVES AS A								
PERCENT OF RESOURCES	-2.2%	-0.6%	7.0%	11.1%	13.1%	13.3%	11.7%	8.3%
Assumptions:								
1. These projections are based on the County Executive's FY27 Recommended Budget and include the revenue and resources assumptions of that budget. The projected future expenditures, revenues, and fund balances may vary based on changes not assumed here to fees, usage, inflation, future labor agreements, and other factors not assumed here.								
2. The fund balance is calculated on a net assets basis and the fund balance policy target is 10 percent of resources.								
3. The FY26 fund balance is estimated below policy level due to negative fund balance in FY25, resulting in a lower base in FY27.								

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