

# Community Use of Public Facilities

## 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 FY12 Operating Budget for the Office of Community Use of Public Facilities is \$9,641,460, an increase of \$315,620 or 3.4 percent from the FY11 Approved Budget of \$9,325,840. Personnel Costs comprise 24.5 percent of the budget for 25 full-time positions and one part-time position for 25.7 workyears. Operating Expenses account for the remaining 75.5 percent of the FY12 budget.

## LINKAGE TO COUNTY RESULT AREAS

While this program area supports all eight of the County Result Areas, the following are emphasized:

- ❖ ***A Responsive, Accountable County Government***
- ❖ ***Children Prepared to Live and Learn***
- ❖ ***Healthy and Sustainable Neighborhoods***

## DEPARTMENT PERFORMANCE MEASURES

Performance measures for this department are included below. The FY11 estimates incorporate the effect of the FY11 savings plan. FY12 and FY13 targets assume the approved FY12 budget and FY13 funding for comparable service levels.

Measure	Actual FY09	Actual FY10	Estimated FY11	Target FY12	Target FY13
<b>Program Measures</b>					
Hours of paid school field use <sup>1</sup>	153,352	91,185	95,000	95,000	95,000
Hours of paid school use <sup>2</sup>	524,772	511,790	515,000	522,000	530,000
Hours of use for government buildings <sup>3</sup>	14,676	14,304	14,700	14,700	14,700
Hours of weekday paid high school use	47,469	49,361	49,500	49,500	49,500
Number of users participating in User Education Training <sup>4</sup>	679	724	725	725	725
Percentage of government building free use <sup>5</sup>	57	59.5	60	60	60
Percentage of hours of indoor community use that were centrally scheduled <sup>6</sup>	97	100	100	100	100
Percentage of school, field, and government building users satisfied with the reservation process <sup>7</sup>	83	82	80	80	85

<sup>1</sup> An hourly field use fee of \$3 per hour became effective July 1, 2009, and resulted in a decrease in the number of hours booked.

<sup>2</sup> The unprecedented number of snow related closings and general economic climate impacted paid use in FY10.

<sup>3</sup> Includes free and paid use. Government buildings were heavily used in FY10 to support recruitment and training of census workers, early voting, and H1N1 vaccination sites, reducing availability for paid use.

<sup>4</sup> Access to training has been enhanced with availability of evening sessions each quarter.

<sup>5</sup> CUPF schedules free use for County departments and government agencies.

<sup>6</sup> Effective with the start of the 2009-10 school year, all high schools are centrally scheduled.

<sup>7</sup> FY10 - implementation of hourly fee for field use. FY11-12 - increases in indoor school use fees will be in effect. Higher fees often result in lower levels of customer satisfaction.

## ACCOMPLISHMENTS AND INITIATIVES

- ❖ ***Facilitated community use of the Silver Spring Civic Building at Veterans Plaza. Policies, staffing, and use procedures were in place for the July 2010 opening.***
- ❖ ***Increased weekday community use in high schools by 4% in FY10 over FY09 levels.***
- ❖ ***Implemented a \$3 per hour field use fee in lieu of the daily seasonal (6-8 weeks) permit fee of \$48 to facilitate consistency with fees charged for local park fields by Maryland-National Capital Park and Planning Commission (M-NCPPC) as well as addressed a variety of scheduling issues.***

- ❖ **Enhanced on-line resources to Montgomery County Public School (MCPS) and County departments to view building use schedules via a variety of report options for level of detail and time frame. Promotion of the new on-line tools with outreach to schools resulted in a 45% drop in customer's being locked out of a building.**
- ❖ **Supported opportunities for new and minority before and after school childcare providers by continued facilitation of a competitive selection process in 20 school sites in FY10 and 16 sites in FY11.**
- ❖ **Created opportunities for local business by allowing limited use by for-profit entities in Public Libraries.**
- ❖ **Facilitated use of two new facilities: Artificial turf stadium field at Walter Johnson High School and Clarksburg Cottage.**
- ❖ **Supported a variety of unique County initiatives in FY10 in libraries, County buildings and schools to include scheduling; H1N1 vaccinations; Bureau of the Census recruitment and training; early voting; and voter registration of 16 year old youths.**
- ❖ **Added a preview function on CUPF's on-line application and payment system to enable customers to review their permit prior to processing payment.**
- ❖ **Participated in the MC311 initiative. CUPF staff developed knowledge base items and delivered training to call takers.**
- ❖ **Productivity Improvements**
  - **Implement a new hourly fee for ball field use to facilitate consistency with fees charged for local park fields by M-NCPPC. Community users covered by an Adopt-a-Field agreement with MCPS will receive a \$2 per hour discount and a portion of the fee increase will be returned to MCPS for field maintenance.**
  - **Work collaboratively with Montgomery County Department of Recreation and M-NCPPC, Park Department to centralize community use of public facilities and facilitate a single point of access for community users. CUPF will begin scheduling M-NCPPC local, regional and artificial turf fields in 2011.**
  - **Add on-line payment by check option, providing another option to community users and reducing credit card transaction fees.**
  - **Replace current distribution of childcare competitive RFPs with password protected on-line access system.**
  - **Expand opportunities for replacing paper records with imaged and electronic files. "Hard copy" report of on-call reports will be posted and distributed via the departmental intra net.**

## **PROGRAM CONTACTS**

Contact Elizabeth Habermann of the Office of Community Use of Public Facilities at 240.777.2713 or Lori O'Brien of the Office of Management and Budget at 240.777.2788 for more information regarding this department's operating budget.

## **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, 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; information and referral; 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 FY10	Budget FY11	Estimated FY11	Approved FY12	% Chg Bud/App
<b>COMMUNITY USE OF PUBLIC FACILITIES</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	1,595,767	1,584,220	1,538,540	1,787,690	12.8%
Employee Benefits	551,048	607,210	571,960	571,320	-5.9%
<b>Community Use of Public Facilities Personnel Costs</b>	<b>2,146,815</b>	<b>2,191,430</b>	<b>2,110,500</b>	<b>2,359,010</b>	<b>7.6%</b>
Operating Expenses	6,110,491	7,134,410	6,765,650	7,282,450	2.1%
Capital Outlay	0	0	0	0	—
<b>Community Use of Public Facilities Expenditures</b>	<b>8,257,306</b>	<b>9,325,840</b>	<b>8,876,150</b>	<b>9,641,460</b>	<b>3.4%</b>
<b>PERSONNEL</b>					
Full-Time	25	24	24	25	4.2%
Part-Time	2	3	3	1	-66.7%
Workyears	24.5	22.1	22.1	25.7	16.3%
<b>REVENUES</b>					
Community Use of Civic Center	0	50,000	50,000	346,490	593.0%
General User Fees	8,171,029	8,657,830	8,749,810	8,999,330	3.9%
Ballfields	234,058	290,940	264,720	288,020	-1.0%
Investment Income	8,340	30,000	10,000	20,000	-33.3%
<b>Community Use of Public Facilities Revenues</b>	<b>8,413,427</b>	<b>9,028,770</b>	<b>9,074,530</b>	<b>9,653,840</b>	<b>6.9%</b>

## FY12 APPROVED CHANGES

	Expenditures	WYs
<b>COMMUNITY USE OF PUBLIC FACILITIES</b>		
<b>FY11 ORIGINAL APPROPRIATION</b>	<b>9,325,840</b>	<b>22.1</b>
<b>Other Adjustments (with no service impacts)</b>		
Shift: Increased Support for Silver Spring Civic Building at Veterans Plaza - Scheduler to Full-time and Additional Event Supervision, Event Security, Custodial Support, and Equipment	144,980	0.7
Shift: Transfer Program Manager I from Regional Services Center - Silver Spring	116,630	1.0
Increase Cost: Retiree Health Insurance Pre-Funding	107,140	0.0
Shift: Silver Spring Civic Building Support Transfers From Regional Services Center - Scheduler and Security	69,060	0.5
Increase Cost: Restore Personnel Costs - Furloughs	35,780	0.9
Increase Cost: Utility Reimbursements to MCPS	15,510	0.0
Increase Cost: Office Lease	11,940	0.0
Increase Cost: Motor Pool Rate Adjustment	2,150	0.0
Increase Cost: Printing and Mail Adjustment	1,710	0.0
Technical Adj: Lapse Adjustment	0	0.5
Decrease Cost: Verizon Point to Point T1 Replacement	-5,450	0.0
Decrease Cost: Retirement Adjustment	-20,870	0.0
Decrease Cost: Group Insurance Adjustment	-43,830	0.0
Decrease Cost: Reimbursement to MCPS for Staff Costs - Elections	-119,130	0.0
<b>FY12 APPROVED:</b>	<b>9,641,460</b>	<b>25.7</b>

## CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY11		FY12	
		Total\$	WYs	Total\$	WYs
<b>COMMUNITY USE OF PUBLIC FACILITIES</b>					
Regional Services Centers	County General Fund	32,660	0.5	0	0.0

