

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 recommended FY13 Operating Budget for the Office of Community Use of Public Facilities is \$10,007,082, an increase of \$365,622 or 3.8 percent from the FY12 Approved Budget of \$9,641,460. Personnel Costs comprise 25.8 percent of the budget for 26 full-time positions and one part-time position for 26.80 FTEs. Operating Expenses account for the remaining 74.2 percent of the FY13 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 FY12 estimates reflect funding based on the FY12 approved budget. The FY13 and FY14 figures are performance targets based on the FY13 recommended budget and funding for comparable service levels in FY14.

Measure	Actual FY10	Actual FY11	Estimated FY12	Target FY13	Target FY14
Program Measures					
Hours of paid school field use ¹	91,185	94,280	95,000	95,000	95,000
Hours of paid school use	511,790	518,385	520,000	522,000	534,000
Hours of use for government buildings ²	14,304	12,605	13,000	13,000	13,000
Hours of weekday paid high school use ³	49,361	56,050	56,000	56,000	56,000
Number of users participating in User Education Training ⁴	724	861	700	700	700
Percentage of government building free use ⁵	59.5	54.2	55	55	55
Percentage of school, field, and government building users satisfied with the reservation process	82	86	85	85	85
Hours of Paid Community Use in Silver Spring Civic Building at Veterans Plaza ⁶		4,470	4,500	4,500	4,500
Hours of paid community use on M-NCPPC fields ⁷		65,710	121,000	121,000	121,000

¹ Weather conditions during FY11 supported an increase in field use.

² Includes free and paid use. Government buildings (Executive & Council buildings, Libraries, and Regional Centers - excluding SSCBVP) were heavily used in FY10 to support recruitment and training of census workers, and H1N1 vaccination sites.

³ Weekday use of high schools following centralized scheduling by CUPF continues to increase.

⁴ A refresher User Education Training session was delivered to 165 church and cultural schools representatives, in addition to the weekly sessions.

⁵ CUPF schedules free use for County departments and government agencies.

⁶ The Silver Spring Civic Building at Veterans Plaza was opened and available for community use as of July 2010. Includes both indoor and outdoor use.

⁷ Beginning with the in Spring 2011 season, CUPF began scheduling 300 M-NCPPC local and regional fields

ACCOMPLISHMENTS AND INITIATIVES

- ❖ **Significantly reduced the number of customers locked out of a school building with enhanced real-time reporting tools available to MCPS building service managers, on-site training, coordination with School Plant Operations, and follow-up with principals when necessary.**
- ❖ **Consolidated M-NCPPC Park local and regional field scheduling under CUPF. Athletic seasons, local park hourly fees and other processes were standardized. In addition to creating a web-based application for local park practice time use, CUPF installed a dedicated phone line to handle field-related inquiries.**
- ❖ **Facilitated 8,000 hours of free and paid use at the Silver Spring Civic Building at Veterans Plaza, which opened July 2010. With transfer of more building management to CUPF, enhancement of services and documentation of operational procedures is in progress.**
- ❖ **As a result of the transfer of the budget from the Regional Center to CUPF, increased customer support at the Silver Spring Civic Building at Veterans Plaza with additional administrative, security, custodial and equipment resources.**
- ❖ **Enhanced support to before- and after-school childcare providers with new on-line request forms and links to Maryland Department of Education Use and Occupancy Permitting and Fire Marshal.**
- ❖ **To enhance customer services CUPF plans to:**
 - Implement Adopt-a-Field policies and procedures jointly developed with MCPS and M-NCPPC, which will standardize benefits, durations, maintenance requirements, includes an option for joint league adoption agreements and when needed, selection of an adopter through a competitive process. Agreements facilitate enhanced field maintenance for all users of those fields adopted.**
- ❖ **Continue to collaborate with Recreation and M-NCPPC toward uniformity of fees, policies and procedures in the permitting of County, MCPS and M-NCPPC fields to enhance customer service and maximize use of limited resources.**
- ❖ **Supplement CUPF web pages with information tailored to the needs of small businesses interested in using public facilities including links related to small business development assistance available through the Department of Economic Development**
- ❖ **Productivity Improvements**
 - **Replaced static scheduling reports with real-time scheduling information accessible to M-NCPPC Park Managers, MCPS and County staff.**
 - **Supported opportunities for new before- and after-school childcare providers by continued facilitation of a competitive selection process in 23 schools (20 sites were "rebid" in FY10). Implementation of a nearly paperless selection process has been completed.**
 - **With the cooperation of MCPS, developed an on-line paperless process to authorize MCPS staff overtime in support of community use, which has reduced payroll discrepancies and increased accuracy and turn-around processing time.**
 - **To enhance productivity and efficiency CUPF plans to:**
 - Implement an on-line air conditioning/heat scheduling request form, enabling MCPS and CUPF to place and track "last minute" requests and changes, helping MCPS to better manage utilities and improve customer service.**
 - **Use the County's GIS tools to create on-line aerial views of 898 ball fields, replacing outdated manually prepared and posted PDF displays.**
 - **Add work flow component to imaging of building request forms and checks (for intake, tracking and filing of paper forms), facilitating timely distribution to staff responsible for each step of processing.**

PROGRAM CONTACTS

Contact Elizabeth Habermann of the Office of Community Use of Public Facilities at 240.777.2713 or Adam Damin of the Office of Management and Budget at 240.777.2794 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 FY11	Budget FY12	Estimated FY12	Recommended FY13	% Chg Bud/Rec
COMMUNITY USE OF PUBLIC FACILITIES					
EXPENDITURES					
Salaries and Wages	1,564,203	1,787,690	1,826,990	1,883,848	5.4%
Employee Benefits	569,970	571,320	610,572	694,084	21.5%
Community Use of Public Facilities Personnel Costs	2,134,173	2,359,010	2,437,562	2,577,932	9.3%
Operating Expenses	6,541,124	7,282,450	7,224,162	7,429,150	2.0%
Capital Outlay	0	0	0	0	—
Community Use of Public Facilities Expenditures	8,675,297	9,641,460	9,661,724	10,007,082	3.8%
PERSONNEL					
Full-Time	24	25	25	26	4.0%
Part-Time	3	1	1	1	—
FTEs	22.10	25.70	25.70	26.80	4.3%
REVENUES					
Facility Rental Fees	9,440,673	9,633,840	9,633,840	9,825,900	2.0%
Investment Income	1,831	20,000	0	10,000	-50.0%
Miscellaneous Revenues	6,634	0	0	0	—
Recreation Fees	-17,933	0	0	0	—
Community Use of Public Facilities Revenues	9,431,205	9,653,840	9,633,840	9,835,900	1.9%

FY13 RECOMMENDED CHANGES

	Expenditures	FTEs
COMMUNITY USE OF PUBLIC FACILITIES		
FY12 ORIGINAL APPROPRIATION	9,641,460	25.70
Changes (with service impacts)		
Enhance: Civic Center Community Use	100,000	0.00
Enhance: Silver Spring Civic Building Staff Support and Equipment	83,990	1.00
Other Adjustments (with no service impacts)		
Increase Cost: Retirement Adjustment	58,951	0.00
Increase Cost: Lump Sum Wage Adjustment	53,650	0.00
Increase Cost: Group Insurance Adjustment	45,091	0.00
Increase Cost: Utility Reimbursement to MCPS	32,030	0.00
Increase Cost: Reimbursement to MCPS for Staff Costs - Elections	4,930	0.00
Increase Cost: Motor Pool Rate Adjustment	1,490	0.00
Technical Adj: Conversion of WYs to FTEs in the New Hyperion Budgeting System; FTEs are No Longer Measured for Overtime and Lapse	0	0.10
Decrease Cost: Printing and Mail Adjustment	-1,180	0.00
Decrease Cost: Retiree Health Insurance Pre-Funding	-13,330	0.00
FY13 RECOMMENDED:	10,007,082	26.80

FUTURE FISCAL IMPACTS

Title	CE REC. FY13	FY14	FY15	(\$000's) FY16	FY17	FY18
This table is intended to present significant future fiscal impacts of the department's programs.						
COMMUNITY USE OF PUBLIC FACILITIES						
Expenditures						
FY13 Recommended No inflation or compensation change is included in outyear projections.	10,007	10,007	10,007	10,007	10,007	10,007
Elimination of One-Time Lump Sum Wage Adjustment This represents the elimination of the one-time lump sum wage increases paid in FY13.	0	-54	-54	-54	-54	-54
Elections MCPS is compensated through CUPF for costs associated with general and primary elections held in school facilities. Costs vary with the election cycle and with the mix of schools that host elections. CUPF receives offsetting revenues from the General Fund for this purpose.	0	-134	149	12	15	15
Increase in Other MCPS Reimbursable Costs Reimbursements to MCPS for staff, maintenance, and supplies will be periodically adjusted to reflect increases in those costs.	0	57	115	175	228	228
Increase in Utility Reimbursements to MCPS These amounts reflect the projected future cost of reimbursing MCPS for utilities.	0	97	148	199	253	253
Office Lease These costs assume the current lease remains in effect.	0	10	20	31	44	44
Retiree Health Insurance Pre-Funding These figures represent the estimated cost of the multi-year plan to pre-fund retiree health insurance costs for the County's workforce.	0	-27	-69	-71	-72	-72
Subtotal Expenditures	10,007	9,956	10,317	10,298	10,422	10,422

FY13-18 PUBLIC SERVICES PROGRAM: FISCAL PLAN		Community Use of Public Facilities					
FISCAL PROJECTIONS	FY12 ESTIMATE	FY13 REC	FY14 PROJECTION	FY15 PROJECTION	FY16 PROJECTION	FY17 PROJECTION	FY18 PROJECTION
ASSUMPTIONS							
Indirect Cost Rate	12.59%	12.13%	12.13%	12.13%	12.13%	12.13%	12.13%
CPI (Fiscal Year)	3.1%	2.7%	2.9%	2.9%	2.7%	2.7%	2.7%
Investment Income Yield	0.0015	0.0025	0.0035	0.0085	0.016	0.0235	0.0285
BEGINNING FUND BALANCE	1,895,860	1,691,610	1,429,110	1,149,880	1,223,300	1,262,100	1,318,830
REVENUES							
Charges For Services	9,633,840	9,825,900	10,167,300	11,186,810	11,404,110	11,843,500	12,145,470
Miscellaneous	0	10,000	10,000	30,000	60,000	90,000	110,000
Subtotal Revenues	9,633,840	9,835,900	10,177,300	11,216,810	11,464,110	11,933,500	12,255,470
INTERFUND TRANSFERS (Net Non-CIP)							
Transfers To The General Fund	(176,370)	(91,320)	(158,730)	(135,770)	(96,200)	(72,510)	(46,010)
Indirect Costs	(330,740)	(350,620)	(335,050)	(331,090)	(312,700)	(312,700)	(312,700)
Technology Modernization	(297,000)	(312,700)	(312,700)	(312,700)	(312,700)	(312,700)	(312,700)
DCM	(26,410)	(30,590)	(22,350)	(18,390)	0	0	0
Transfers From The General Fund	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)
Elections	154,370	259,300	176,320	195,320	216,500	240,190	266,690
Free Use	129,370	134,300	150,590	168,860	189,340	212,310	238,060
Civic Center Extended Community Use	25,000	25,000	25,730	26,460	27,160	27,880	28,630
	0	100,000	100,000	100,000	100,000	100,000	100,000
TOTAL RESOURCES	11,353,330	11,436,190	11,447,680	12,230,920	12,591,210	13,123,090	13,528,290
PSP OPER. BUDGET APPROP/ EXP'S.							
Operating Budget	(9,661,720)	(10,007,082)	(10,348,852)	(10,697,882)	(11,038,092)	(11,389,952)	(11,759,592)
Retiree Health Insurance Pre-Funding	n/a	n/a	26,570	68,600	71,220	72,130	72,130
Elimination of One-Time Lump Sum Wage Adjustment			54,000	54,000	54,000	54,000	54,000
Elections	n/a	n/a	134,300	(148,870)	(11,840)	(15,060)	(15,060)
Increase in Other Reimbursements to MCPS	n/a	n/a	(56,900)	(115,380)	(174,720)	(228,190)	(228,190)
Increase Utility Reimbursement to MCPS	n/a	n/a	(97,100)	(148,100)	(199,170)	(252,790)	(252,790)
Office Lease	n/a	n/a	(9,820)	(19,990)	(30,510)	(44,400)	(44,400)
Subtotal PSP Oper Budget Approp / Exp's	(9,661,720)	(10,007,082)	(10,297,802)	(11,007,622)	(11,329,112)	(11,804,262)	(12,173,902)
TOTAL USE OF RESOURCES	(9,661,720)	(10,007,082)	(10,297,802)	(11,007,622)	(11,329,112)	(11,804,262)	(12,173,902)
YEAR END FUND BALANCE	1,691,610	1,429,110	1,149,880	1,223,300	1,262,100	1,318,830	1,354,390
END-OF-YEAR RESERVES AS A PERCENT OF RESOURCES	14.9%	12.5%	10.0%	10.0%	10.0%	10.0%	10.0%

Assumptions:

1. The table reflects an increase in fees approved in FY12 by the ICB and effective through FY14 and changes in revenue in FY15, FY16, FY17, and FY18 necessary to maintain a fund balance of 10%. The ICB must review and approve any changes in fees.
2. 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.

Notes:

1. The fund balance is calculated on a net assets basis.
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.