

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 FY14 Operating Budget for the Office of Community Use of Public Facilities is \$9,896,271, a decrease of \$209,779 or 2.1 percent from the FY13 Approved Budget of \$10,106,050. Personnel Costs comprise 25.7 percent of the budget for 26 full-time positions and one part-time position. A total of 26.74 FTEs includes these positions as well as any seasonal, temporary, and positions charged to or from other departments or funds. Operating Expenses account for the remaining 74.3 percent of the FY14 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 FY13 estimates reflect funding based on the FY13 approved budget. The FY14 and FY15 figures are performance targets based on the FY14 recommended budget and funding for comparable service levels in FY15.

Measure	Actual FY11	Actual FY12	Estimated FY13	Target FY14	Target FY15
Program Measures					
Hours of paid school use	518,385	524,187	526,000	529,000	530,000
Hours of paid school field use ¹	94,280	75,394	75,000	75,000	75,000
Hours of use for government buildings ²	12,605	13,034	13,050	13,050	13,050
Hours of Paid Community Use in Silver Spring Civic Building at Veterans Plaza ³	4,470	6,011	6,000	6,000	6,000
Number of users participating in User Education Training ⁴	861	784	790	790	790
Percentage of government building free use ⁵	54.2	54	55	55	55
Hours of paid community use on M-NCPPC fields ⁶	65,710	87,956	90,000	90,000	90,000
Percent of available indoor use time in Auditoriums, Gyms and Allpurpose rooms/Cafeterias used by the community ⁷	35	37	35	35	35
Percent of available use time in County buildings used by the community ⁸	45	47	50	50	50
Percentage of school, field, and government building users satisfied with the reservation process	86	87	85	85	85
Hours of weekday paid high school use	56,050	56,347	53,350	53,350	53,350
Percentage of Interagency Coordination Board (ICB) Members satisfied with CUPF operations ⁹					
Percentage of school before and after school provider selection committee members satisfied with the process. ¹⁰	90	80			

¹ Weather conditions during FY11 supported an increase in field use. Hours of use on MNCPPC fields used by schools are now tracked as Park Fields.

² Includes free and paid use. Government buildings (Executive & Council buildings, Libraries, Clarksburg Cottage and Regional Centers - excluding SSCBVP)

³ 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.

⁴ A refresher User Education Training session was delivered to 165 church and cultural schools representatives, in addition to the weekly sessions in FY11.

⁵ CUPF schedules free use for County departments and government agencies. This count excluded the Silver Spring Civic Building.

⁶ Beginning with the in Spring 2011 season, CUPF began scheduling 300 M-NCPPC local and regional fields.

⁷ Actual use is dependent on customer requests vs. presumed availability in all schools.

⁸ Actual use is based on customer demand vs. assumed availability in all County buildings scheduled by CUPF to include Executive and Council Office buildings, Public Libraries, Regional Service Centers, Silver Spring Civic Building and Clarksburg Cottage.

⁹ No data available

¹⁰ Program discontinued.

ACCOMPLISHMENTS AND INITIATIVES

- ❖ **Facilitated over one million hours of after-hours and weekend use in Montgomery County Public Schools (MCPS), Maryland- National Capital Park & Planning Commission (MNCPPC) and County facilities by the community, MCPS, County departments, and community partners; approximately 65% was paid community use.**
- ❖ **Interagency Coordinating Board web (ICBweb), an intranet based application developed by CUPF, received an Achievement Award from the National Association of Counties. The site helps MCPS manage staff assignments, overtime, and utility uses.**
- ❖ **Facilitated 9,650 hours of free and paid use in the Silver Spring Civic Building, a 20% increase over the first year of operation. Day-to-day operational responsibility was transferred to CUPF at the start of FY12. CUPF is also providing oversight for the Fenton Street Market and Tri-State Ice Rink contracts. Tri-State returned over \$85,000 in FY12 to the General Fund. Enhanced customer service in the Silver Spring Civic Building with the addition of a full-time Program Aide to provide welcome desk coverage and tours, as well as general program support.**
- ❖ **Facilitated the adoption of two Park fields and one MCPS field to be maintained by a community group through a competitive application process. In exchange for a fixed schedule, the group assumes the on-going maintenance costs resulting in better field quality for all uses and cost savings. Up to four adopt-a-field opportunities will be advertised each year going forward.**
- ❖ **Coordinate with the Community Engagement Cluster in implementation of a Community Access Pilot at the Silver Spring Civic Building designed to help defray the costs for eligible community groups.**
- ❖ **Work with the Department of Recreation to centrally schedule rooms available for community use in Recreation Centers and provide new customer service options for on-line application.**
- ❖ **Upon completion of the construction (anticipated by the end of FY13) of an artificial turf stadium field at Paint Branch High School, CUPF will facilitate community use. CUPF is already scheduling use of the artificial turf stadium fields at Richard Montgomery, Walter Johnson and Blair High Schools and Fairland Park. By FY15, CUPF also anticipates scheduling the field at Wootton High School.**
- ❖ **CUPF will participate in the County's Project Civic Access program in cooperation with MNCPPC and MCPS to facilitate compliance with new Americans with Disability Act requirements related to field access.**
- ❖ **Productivity Improvements**
 - **Implemented an integrated document and on-line imaging and work flow process to track and file community use requests. As a result community use scheduling request are distributed for processing more quickly and facilitates more responsive customer service.**
 - **Created a CUPF specific Alert Montgomery option to enhance accuracy and timeliness of customer communications regarding the status of community use during periods of inclement weather.**
 - **Implemented an intranet based air-conditioning and heat turn-on request/modification form available to MCPS and CUPF staff to place last-minute requests and changes for processing by MCPS Energy Management office. New process facilitates timely communications and helps MCPS better manage utility usage and improve customer service to both community users and MCPS staff.**
 - **CUPF and MNCPPC continued to align field permitting practices and use technology to add customer options and share information. In FY13 CUPF will also assume a greater role in scheduling special events on Park regional fields, achieving another milestone in one-stop services.**
 - **CUPF will redesign the department's web portal to be consistent with new County requirements. The new design should enable customers to navigate the website more easily.**

PROGRAM CONTACTS

Contact Elizabeth Habermann of the Office of Community Use of Public Facilities at 240.777.2713 or Jane Mukira of the Office of Management and Budget at 240.777.2754 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, MNCPPC 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; 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 FY12	Budget FY13	Estimated FY13	Recommended FY14	% Chg Bud/Rec
COMMUNITY USE OF PUBLIC FACILITIES					
EXPENDITURES					
Salaries and Wages	1,711,021	1,882,817	1,884,649	1,845,507	-2.0%
Employee Benefits	585,676	694,083	724,023	699,304	0.8%
Community Use of Public Facilities Personnel Costs	2,296,697	2,576,900	2,608,672	2,544,811	-1.2%
Operating Expenses	6,596,181	7,529,150	7,546,593	7,351,460	-2.4%
Capital Outlay	0	0	0	0	—
Community Use of Public Facilities Expenditures	8,892,878	10,106,050	10,155,265	9,896,271	-2.1%
PERSONNEL					
Full-Time	25	26	26	26	—
Part-Time	1	1	1	1	—
FTEs	25.70	26.80	26.80	26.74	-0.2%
REVENUES					
Facility Rental Fees	10,235,365	9,825,900	9,825,900	10,004,550	1.8%
Investment Income	39	10,000	0	50	-99.5%
Community Use of Public Facilities Revenues	10,235,404	9,835,900	9,825,900	10,004,600	1.7%

FY14 RECOMMENDED CHANGES

	Expenditures	FTEs
COMMUNITY USE OF PUBLIC FACILITIES		
FY13 ORIGINAL APPROPRIATION	10,106,050	26.80
<u>Changes (with service impacts)</u>		
Add: Scheduling Support for Community Use of Silver Spring Civic Building	39,020	0.00
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: Credit Card Transaction Fees	96,500	0.00
Increase Cost: FY14 Compensation Adjustment	74,143	0.00
Increase Cost: Retirement Adjustment	13,370	0.00
Increase Cost: Other Labor Contract Costs	2,315	0.00
Increase Cost: Reimbursements to MCPS for Staff and Services	2,055	0.00
Increase Cost: Printing and Mail Adjustment	918	0.00
Increase Cost: Motor Pool Adjustment	547	0.00
Technical Adj: Reduction in the Chargeback from Finance	0	-0.06
Decrease Cost: Reimbursement to County for Office Lease Costs	-2,340	0.00
Decrease Cost: Group Insurance Adjustment	-10,837	0.00
Decrease Cost: Retiree Health Insurance Pre-Funding	-40,130	0.00
Decrease Cost: Elimination of FY13 \$2,000 Lump Sum	-52,618	0.00
Decrease Cost: Annualization of FY13 Personnel Costs	-58,462	0.00
Shift: Silver Spring Civic Building Community Access Pilot Funding to Community Engagement Cluster	-100,000	0.00
Decrease Cost: Reimbursement to MCPS for Community Use Utility Costs	-174,260	0.00
FY14 RECOMMENDED:	9,896,271	26.74

FUTURE FISCAL IMPACTS

Title	CE REC.					
	FY14	FY15	FY16	(\$000's)		
	FY17	FY18	FY19			
This table is intended to present significant future fiscal impacts of the department's programs.						
COMMUNITY USE OF PUBLIC FACILITIES						
Expenditures						
FY14 Recommended	9,896	9,896	9,896	9,896	9,896	9,896
No inflation or compensation change is included in outyear projections.						
Labor Contracts	0	101	127	127	127	127
These figures represent the estimated cost of general wage adjustments, new service increments, and associated benefits.						
Labor Contracts - Other	0	0	-2	-2	-2	-2
These figures represent other negotiated items included in the labor agreements.						
Elections	0	1	2	4	7	9
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.						
Increase in Other MCPS Reimbursable Costs	0	6	15	24	33	41
Reimbursements to MCPS for staff, maintenance, and supplies will be periodically adjusted to reflect increases in those costs.						
Office Lease	0	10	24	38	53	68
These costs assume the current lease remains in effect.						
Retiree Health Insurance Pre-Funding	0	-5	-12	-17	-25	-35
These figures represent the estimated cost of the multi-year plan to pre-fund retiree health insurance costs for the County's workforce.						
Utility Reimbursements to MCPS	0	-113	-49	17	85	138
These amounts reflect the projected future cost of reimbursing MCPS for utilities.						
Subtotal Expenditures	9,896	9,896	10,002	10,086	10,173	10,243

FY14-19 PUBLIC SERVICES PROGRAM: FISCAL PLAN		Community Use of Public Facilities					
FISCAL PROJECTIONS	FY13 ESTIMATE	FY14 REC	FY15 PROJECTION	FY16 PROJECTION	FY17 PROJECTION	FY18 PROJECTION	FY19 PROJECTION
ASSUMPTIONS							
Indirect Cost Rate	12.13%	15.69%	15.69%	15.69%	15.69%	15.69%	15.69%
CPI (Fiscal Year)	2.3%	2.3%	2.4%	2.7%	3.2%	3.5%	3.7%
Investment Income Yield	0.16%	0.19%	0.36%	0.75%	1.35%	1.80%	2.15%
BEGINNING FUND BALANCE	3,071,053	2,650,368	2,488,562	2,318,135	2,061,916	1,726,596	1,311,177
REVENUES							
Charges For Services	9,825,900	10,004,550	10,244,656	10,524,332	10,855,846	11,230,369	11,649,259
Miscellaneous	0	50	100	130	160	200	250
Subtotal Revenues	9,825,900	10,004,600	10,244,756	10,524,462	10,856,006	11,230,569	11,649,509
INTERFUND TRANSFERS (Net Non-CIP)							
Transfers To The General Fund	(350,620)	(429,435)	(441,148)	(426,250)	(426,250)	(426,250)	(426,250)
Indirect Costs	(312,700)	(399,280)	(415,090)	(418,920)	(418,920)	(418,920)	(418,920)
DCM	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)
Technology Modernization	(30,590)	(22,825)	(18,728)	0	0	0	0
Transfers From The General Fund	259,300	159,300	159,500	161,640	163,120	165,880	168,700
Elections	134,300	134,300	134,500	136,640	138,120	140,880	143,700
Free Use	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Civic Center Extended Community Use	100,000	0	0	0	0	0	0
TOTAL RESOURCES	12,805,633	12,384,833	12,451,670	12,577,987	12,654,792	12,696,795	12,703,136
PSP OPER. BUDGET APPROP/ EXPS.							
Operating Budget	(10,155,265)	(9,896,271)	(10,133,782)	(10,410,434)	(10,738,362)	(11,108,836)	(11,523,195)
Labor Contracts	n/a	0	(100,776)	(125,181)	(125,181)	(125,181)	(125,181)
Retire Health Insurance Pre-Funding	n/a	n/a	5,110	11,710	17,460	24,790	34,960
Elections			(700)	(2,340)	(3,820)	(6,582)	(9,400)
Increase in Other Reimbursements to MCPS			(6,098)	(14,816)	(23,736)	(32,734)	(40,970)
Utility Reimbursement to MCPS			113,173	48,844	(16,695)	(84,561)	(138,142)
Office Lease	n/a	n/a	(10,463)	(23,854)	(37,862)	(52,514)	(67,840)
Subtotal PSP Oper Budget Approp / Exp's	(10,155,265)	(9,896,271)	(10,133,536)	(10,516,071)	(10,928,196)	(11,385,618)	(11,869,768)
OTHER CLAIMS ON FUND BALANCE	0	0	0	0	0	0	0
TOTAL USE OF RESOURCES	(10,155,265)	(9,896,271)	(10,133,536)	(10,516,071)	(10,928,196)	(11,385,618)	(11,869,768)
YEAR END FUND BALANCE	2,650,368	2,488,562	2,318,135	2,061,916	1,726,596	1,311,177	833,368
END-OF-YEAR RESERVES AS A PERCENT OF RESOURCES	20.7%	20.1%	18.6%	16.4%	13.6%	10.3%	6.6%

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, FY18 and FY19 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.