

MEMORANDUM

April 16, 2012

TO: Education Committee

FROM: Vivian Yao, Legislative Analyst 

SUBJECT: **Worksession: FY13 Operating Budget
 Community Use of Public Facilities**

Those expected to attend the worksession include:

- Ginny Gong, Executive Director, Office of Community Use of Public Facilities (CUPF)
- Elizabeth Habermann, Financial Administrator, CUPF
- Adam Damin, Office of Management and Budget

The Executive's recommendation for Community Use of Public Facilities (CUPF) is attached at ©1-5. CUPF provides community users and public agencies with access to public facilities for services, programs and events. **The program has been supported by an enterprise fund without tax dollars to support its operations.** The Interagency Coordinating Board (ICB) is the policy-making authority of CUPF.

I. OVERVIEW

For FY13, the Executive recommends total expenditures of \$10,007,082 for CUPF, an increase of \$365,622 or 3.8% from the FY12 approved budget.

	FY11 Actual	FY12 Approved	FY13 Rec	% Change FY12-FY13
Expenditures:				
Enterprise Fund	8,675,297	9,641,460	10,007,082	3.8%
General Fund	-	-	-	
Grant Fund	-	-	-	
TOTAL Expenditures	8,675,297	9,641,460	10,007,082	3.8%
Positions:				
Full-time	24	25	26	4.0%
Part-time	3	1	1	0.0%
TOTAL Positions	27	26	27	3.8%
WORKYEAR/FTE	22.1	25.7	26.8	4.3%

For FY13, the Executive is recommending a net increase of 1 full-time position and 1.1 FTEs. **The position changes include staff to support operations at the Silver Spring Civic Building.** The increase in FTEs includes a technical adjustment converting workyears to FTEs in the new Hyperion Budgeting System.

For FY13, the Executive recommends a net increase of \$144,672 to standard adjustments. Reimbursements to Montgomery County Public Schools (MCPS) account for a net increase of \$36,960. The Executive recommends adjustments of \$183,990 related to managing the use of the Silver Spring Civic Building.

Service Enhancement	Expenditures	FTEs
Civic Center Community Use	\$ 100,000	0.0
Silver Spring Civic Building Staff Support and Equipment	\$ 83,990	1.0
Subtotal: Service Enhancements	\$ 183,990	1.0
Standard Adjustments:		
Retirement Adjustment	\$ 58,951	0.0
Lump Sum Wage Adjustment	\$ 53,650	0.0
Group Insurance Adjustment	\$ 45,091	0.0
Motor Pool Rate Adjustments	\$ 1,490	0.0
Printing and Mail Adjustment	\$ (1,180)	0.0
Retiree Health Insurance Pre-Funding	\$ (13,330)	0.0
Subtotal: Standard Adjustments	\$ 144,672	0.0
Technical Adjustment:		
Conversion of WYs to FTEs in New Budgeting System; FTEs No Longer Measured for Overtime and Lapse	\$ -	0.1
Adjustments Related to MCPS Reimbursement		
Utility Reimbursements to MCPS	\$ 32,030	0.0
Reimbursement to MCPS for Staff Costs - Elections	\$ 4,930	0.0
Subtotal: Reimbursement to Schools	\$ 36,960	0.0
GRAND TOTAL	\$ 365,622	1.1

Performance Measures: The Executive's budget submission reports on the performance measures for the Department at ©1. Community use of schools is expected to rise steadily through FY14, but use of County government buildings and public ballfields is projected to remain level with FY12 estimated levels.

Although CUPF is not required to establish Headline Measures, CUPF has created four measures as reported on ©17-19. Executive Director Gong will be available to answer questions about the Department's performance and how its effectiveness is being monitored and evaluated.

II. FY13 EXPENDITURE ISSUES

A. REIMBURSEMENTS TO MCPS

CUPF is mandated to reimburse MCPS for costs incurred and services rendered in making facilities available to the community. A significant amount of CUPF's operating budget, about \$6.4 million or 64%, is projected to be used to reimburse MCPS for costs associated with the community use of schools in FY13. The following table shows the total projected reimbursements to MCPS for FY12 and FY13.

	FY11 Budget	FY12 CE Rec
MCPS Staff Costs (includes Weekend Supervisor)	\$ 3,334,060	\$ 3,334,060
Elections	\$ 129,370	\$ 134,300
Utilities	\$ 1,863,000	\$ 1,895,000
Energy Conservation Specialist	\$ 95,910	\$ 95,910
"Wear & Tear" Maintenance	\$ 710,350	\$ 710,350
Custodial Supplies	\$ 210,500	\$ 210,500
Total Reimbursements to MCPS	\$ 6,343,190	\$ 6,380,150

Reimbursements to MCPS are expected to remain consistent with FY12 levels with the exception of rising utility costs and a slight increase in the number of polling sites for the General Election.

Council staff recommends approval of the reimbursements to MCPS.

II. SILVER SPRING CIVIC CENTER

Background

Primary responsibility for providing general oversight and scheduling services for the Silver Spring Civic Building and Plaza transferred to CUPF in FY12. Prior to that time, operating costs were included in the Silver Spring Regional Center's budget, supplemented by the Utilities NDA and DGS.

The ICB has developed the guidelines governing use of the Civic Building differently than other County buildings. The work of CUPF in researching and benchmarking other event venues was critical in developing ICB's policies and procedures for the building.

Operating Budget Support for Civic Building

The following table shows the costs to operate the Civic Building totaling about \$1.9 million for FY13.

	FY11	FY12	FY13
MI (Operations Manager)	SSRC Budget - \$116,630	CUPF - \$116,630	CUPF - \$121,322
Program Specialist (Scheduler)	Chargeback of \$32,660 to SSRC budget for .5 WY	CUPF - \$69,870 (increased to 1 WY)	CUPF - \$69,870
Event Supervisors (Recreation Assistants, group temporary positions)	Not applicable	CUPF - \$10,000	CUPF - \$10,000
Program Aide	Not applicable	CUPF - \$45,000 (.7 WY)	CUPF - \$61,230
Custodial Services	DGS - \$56,000	DGS 1.5 WY	DGS 2.0 FTE (\$100,000)
Custodial contractors		CUPF - \$25,170	CUPF - \$25,170
Security Contractors	SSRC Budget \$43,104	CUPF - \$104,000	CUPF - \$104,000
Equipment & supplies	SSRC Budget - not available	CUPF - \$5,000	CUPF - \$15,000
CUPF staff parking and telephone costs	SSRC Budget - not available	CUPF - \$12,760	CUPF - \$12,760
Credit Card Charges	CUPF est. \$4,500	CUPF est. \$10,000	CUPF est. \$10,000
CUPF SSCB staff share of Retiree Health Prefunding and ERP		CUPF - \$21,100	CUPF - \$30,845
CUPF SSCB staff County overhead		CUPF - \$23,370	CUPF - \$31,628
Utilities NDA – est.	est. \$118,500	est. \$120,000	est. \$120,000
DGS Maintenance costs – est.	est. \$205,500	est. \$205,500	est. \$230,500
Debt Service (\$10.4 million)	\$1,000,000	\$1,000,000	\$1,000,000

The indirect costs reflected in the table above have been estimated based on staff salaries. The chart does not, however, capture all costs for support provided by CUPF staff including conflict mediation, IT and finance support, or after-hours, on-call coverage. Council staff notes that the proposed \$100,000 in general fund support for enhanced programming has not been included in this budget.

Council staff also notes that revenues, projected to reach \$500,000 for FY12, do not recover all costs to support the building, but generally cover CUPF's direct operating costs.

Usage Information

The Civic Building's normal business hours are Monday through Friday from 8:30 a.m. until 6 p.m. The Department reports significant use of the building and anticipates exceeding initial usage and revenue projections, including a total of 656 rentals and revenue of \$510,000 in FY12.

The graphs on ©21-23 provide information on the FY11 hours of use by user-type and room; projected FY12 revenue by user-type, room, day of week, and time of day; and projected FY12 rentals and revenue by user-type. Council staff highlights the following from these graphs:

- The Great Hall generated the largest percentage of revenues (48%) followed by the three large activity rooms (12% each) in FY11;
- Community Groups and Personal Use categories used the facility the most and generated the most in room use revenues in FY12; and
- Although the operating hours of the building are 8:30 a.m.-6:00 p.m. on weekdays, 76% of projected revenues in FY12 are attributed to use during non-operating hours.

Silver Spring Civic Building Staff Support and Equipment

\$83,990

The Executive has recommended additional expenses related to operating the Civic Building including the following:

- Program Aide, \$61,230: The position covers the welcome desk, gives information and tours for prospective users, provides telephone coverage, places reservation holds, and provides other program and administrative support. The position was added during FY12 and made possible by lapsing a Program Specialist I position in the Rockville office.
- Telephone, \$7,720: This amount was transferred from the Silver Spring Regional Center budget.
- Parking, \$5,040: The funding provides parking for three staff. The amount was transferred from the Silver Spring Regional Center budget.
- Equipment, Maintenance, and Repairs, \$10,000: Department staff explains that this funding will enhance customer service, improve operational efficiency, and maintain equipment. When CUPF assumed responsibility of operating the center, it noted higher than anticipated audio-visual maintenance costs.

The recommended funding will not affect hours of operation or unpaid use.

Council staff recommends approval.

Civic Center Community Use

\$100,000

The Executive has recommended \$100,000 in County General Fund support to enhanced community use of the center. Information on how the amount will enhance community use has not been explained. It is possible that the funding would either extend the building's hours operation or defray the cost of building use, potentially through a reduction in rates for all or a particular segment of users or through a grant-type mechanism for specific uses.

If the funding is used to defray the cost of building use by individual users, the approach would diverge from CUPF's normal practice of collecting fees to cover operational costs from those who actually use the facilities, consistent with the Council's policy on user fees. The use of

General Fund dollars to support use would instead pass the costs facility use to taxpayers generally.

Civic Building Use Rates

The rates for using the Civic Building are attached at ©31. The rates categories include Community Service, Personal & Small Enterprise, and Commercial & Out-of-County users. The Community Service category is the lowest rate offered and is a discounted rate. Nevertheless, this rate is still higher than other types of County government meeting facilities.

For example, County Library meeting room space is \$15/hr for a small meeting which seats 25 people, while a Civic Building meeting room that seats 30 is \$25/hr -- a \$10/hr difference. Likewise, a large County Library meeting room seating 75 is \$20/hr, while a large Civic Building activity room seating 90 is \$40/hr -- a \$20/hr difference. **This difference could deter the use of the Civic Building by small nonprofits or community groups who provide programming on an ongoing basis.**

Council staff also notes that the affordability of center rates is relevant to ongoing discussions related to the availability of meeting room space in Silver Spring generally. The Council is scheduled to discuss the Silver Spring Library project on April 17. The Executive recommended the elimination of the sixth floor of the building, citing the availability of meeting room space at the Civic Building. Whether users can afford to schedule use in the Civic Building is germane to the determination that meeting room space is indeed accessible in the area.

Community feedback

Residents and representatives of local organizations have written to the Council expressing concern about the rates charged to use the center. The Council has received testimony from the President's Council of Silver Spring Civic Associations (PRESZCO) (©26) and Safe Silver Spring (©29) supporting the increased funding to support enhanced community use of the Civic building. The testimony expresses interest in the expansion of hours of the building until 9 p.m. during week and from 9 a.m.-6 p.m. on weekends.

Council staff notes that increasing hours of operations will provide access to a limited number of areas of the building, see ©9, and may not significantly increase the use of the building. Moreover, in order to increase building operation hours as requested by the two groups, the Council would need to add additional General Fund dollars to the CUPF operating budget (somewhere between \$150,000 and \$190,000) beyond the enhanced funding recommended by the Executive. If the Committee is interested in supporting the request of PRESZCO and Safe Silver Spring, it should seek a detailed estimate from CUPF.

Council staff recommendation:

Council staff believes that enhanced funding through County General Fund dollars could provide significant public benefit by increasing the community-building nature of the facility and provide greater access to the facility for desirable programs and services.

Because the Executive has not clearly articulated its criteria or method for using the County General Fund dollars, however, Council staff recommends approving the amount conditioned on receiving a report from the Executive, at least 30 days before any of the funds are expended, that details how the funding will be used and what the additional funding will achieve including the amount of increased building use projected. If the funding will be used to defray user costs, the report should detail the process and criteria for allocating the funding, including how the process will address the following issues:

- Whether the funding will be used for a percentage fee decrease for particular categories of users or through a grant-based system for specific uses;
- Whether funding will support uses that involve fundraising, and if so, what the rationale is for using public dollars to support private fundraising efforts and what public benefits will accrue;
- Whether funding will support events that serve alcohol, and if so, what the County's potential liability is in supporting the use;
- Whether there will be any ceiling or cap on financial support to an individual user or for an individual use;
- Whether individuals users will need to apply for financial support, and what specific criteria, if any, will be used to approve the request.

In addition, the Committee may want to request a mid-year update on the implementation of the program that includes data on the impact of the enhanced funding on building use and explains how the public has benefited from it.

FY13 REVENUE ISSUES

The Executive's FY13 budget includes revenues of \$9,835,900, an increase of \$182,060 or about 1.9% from the FY12 approved budget.

	FY11 Approved	FY12 Approved	FY13 Rec	Change FY11- FY12
Revenues:				
Community Use of Civic Center	50,000	346,490	375,000	8.2%
General User Fees	8,657,830	8,999,330	9,155,400	1.7%
Ballfields	290,940	288,020	295,500	2.6%
Investment Income	30,000	20,000	10,000	-50.0%
Miscellaneous Revenue	0	0	0	
TOTAL Revenues	9,028,770	9,653,840	9,835,900	1.9%

Revenue projections for FY13 include \$375,000 attributable to community use of the Silver Spring Civic Building, an 8.2% increase from the FY12 approved amount, and \$9,155,400 in general user fees, a slight increase of 1.7% from the FY12 approved level.

The FY13-18 Public Services Program: Fiscal Plan attached at ©5 shows projections for the Department's revenues, expenditures, and year-end fund balance. Council staff notes that the chart assumes changes in revenue in FY15-18 necessary to maintain its fund balance at 10% of resources without County general fund contributions. The ICB must review and approve any changes in fees.

PROGRAM UPDATES

Adopt a Field

MCPS, Parks, and CUPF are in the process of implementing a pilot Adopt-a-Field program. With input from CUPF, which reviewed patterns of use and assessed the extent to which adoption of fields could potentially displace user groups, MCPS and Parks, the County's ballfield owners, each identified two sites to solicit expressions of interest from groups wishing to adopt-a-field. Those sites are: (1) Carderock Springs Elementary School, (2) Cold Spring Elementary School, (3) Falls Road Local Park Field #1, and (4) Owens Local Park.

The first request for applications by organizations interested in adopting one of ballfields was advertised on March 6, 2012 with a closing date of April 6, 2012. Ideally, the selection decision will be posted on or around May 1, 2012, so that the routine field scheduling for leagues can begin by June 1. The selection criteria is listed at ©16. Organizations adopting the fields will pay a discounted rate of \$3/hour instead of \$5/hour and will have priority placement for three weeknights and one weekend day.

CUPF is serving as a conduit, posting the request for applications and available opportunities, disseminating information, receiving applications, forwarding them to the field owners and serving on any selection panels. Parks and MCPS will be responsible for ensuring that the provisions of the adopt-a-field agreements are met.

Fenton Street Market

Under the sponsorship of the Silver Spring Regional Center, the Fenton Street Market (FSM), a for-profit entity, operated a public market at Veteran's Plaza paying the County a nominal fee but subletting space to vendors for a weekly fee. The County issued a request for proposal for operating a public market to address concerns about disparate treatment of users. DGS recently announced the selection of FSM as the awardee. FSM will be responsible for providing its own bonded security, restroom access via agreements with area restaurants, and clean-up. CUPF will manage the contract and mediate conflicts.

Child Care Rebidding Process

CUPF has provided the following highlights regarding the selection of before and after school child care providers in shared school space:

- This is the fourth year that the ICB has overseen a standardized proposal and selection process for re-soliciting the use of school space for before and after school child care programs. The effort was put in place to ensure program quality, competitive pricing, and responsiveness to schools and parents.

- The process has reached a total of 74 school sites over the four-year period.
- This past year, CUPF staff received 157 proposals for 19 school sites. The proposals included three first-time applicants and 11 minority/female owned businesses.

CUPF staff explains that there has been resistance and complaints to the child care rebidding process; however, the program has been well received by principals and schools. In response to the frustration expressed by some child care providers, CUPF is convening a workgroup to review the process and make recommendations before the FY13 cycle during the 2013-2014 school year.

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 SSCBYP) were heavily used in FY10 to support recruitment and training of census workers, and HTN1 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

	Expenditures	FTEs
FY13 RECOMMENDED:	10,007,082	26.80

FUTURE FISCAL IMPACTS

Title	CE REC.					
	FY13	FY14	FY15	(S000's)		FY18
This table is intended to present significant future fiscal impacts of the department's programs.						
COMMUNITY USE OF PUBLIC FACILITIES						
Expenditures						
FY13 Recommended	10,007	10,007	10,007	10,007	10,007	10,007
No inflation or compensation change is included in outyear projections.						
Elimination of One-Time Lump Sum Wage Adjustment	0	-54	-54	-54	-54	-54
This represents the elimination of the one-time lump sum wage increases paid in FY13.						
Elections	0	-134	149	12	15	15
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	57	115	175	228	228
Reimbursements to MCPS for staff, maintenance, and supplies will be periodically adjusted to reflect increases in those costs.						
Increase in Utility Reimbursements to MCPS	0	97	148	199	253	253
These amounts reflect the projected future cost of reimbursing MCPS for utilities.						
Office Lease	0	10	20	31	44	44
These costs assume the current lease remains in effect.						
Retiree Health Insurance Pre-Funding	0	-27	-69	-71	-72	-72
These figures represent the estimated cost of the multi-year plan to pre-fund retiree health insurance costs for the County's workforce.						
Subtotal Expenditures	10,007	9,956	10,317	10,298	10,422	10,422

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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:

- 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.
- 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:

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



FY13 Council Staff Budget Questions

Silver Spring Civic Building

1a. Please provide an update on the Silver Spring Civic Building and Plaza.

From the beginning, this was a different type of facility and the guidelines in place for use of schools, libraries and other County buildings were not fully applicable. Benchmarking other event venues, including Park and Planning event facilities and MCRD centers and working closely with the Silver Spring Regional Center staff, were critical in the Interagency Coordinating Board's (ICB) development of policies and procedures for the SSCB.

Acclaimed architecturally*, the Civic Building has become one of the "go-to" destinations in downtown Silver Spring. Even without a marketing budget per se, staff efforts, online postings (SSRC, CUPF and SSTCi websites), mentioning availability during CUPF's weekly user training class, and word-of-mouth advertising have been effective in outreaching customers.

Of note during FY11:

- Community Use Revenue: \$334,419 (all but \$51,000 returned to General Fund)
- Paid Community Use Hours: 4,474
- Free (no facility fee) Use Hours: 3,604

The Civic Building has been the venue of choice for many events including:

- Disney Film Premiere
- Discovery Channel Shark Week
- AFI/Discovery Silverdocs Festival
- School Proms, Graduations & Recognition Banquets
- Personal Celebrations
- Meetings & Conferences
- Early Voting
- County Meetings
- Veterans Day and Other Commission Events, e.g., Band of Brothers Banquet
- Variety of Community Partnership Projects/Events such as:
 - Meters (coin boxes) for the Homeless
 - 2011 Summer Youth & Fillmore Job Fairs
 - Coats For the Homeless
 - Fenton Street Market
- Multicultural/Diversity Events such as:
 - Latino Heritage
 - Sister City Festivals
 - African Pan Fest
 - Native American Heritage

Although CUPF was intricately involved with the startup of the SSCB with the establishment of fees and policies and served as a resource to SSRC, who initially managed operations, it has now taken on a much greater responsibility. CUPF's oversight of SSCB operations now includes the allocation of staff and technical resources to sustain and enhance events and operations. Building upon work begun soon after the transition of the SSCB to CUPF in July 2010, the Silver Spring Operations Manager has instituted standard operating procedures to improve security and customer service as well as apply use guidelines uniformly and fairly. A Program Aide position was created during FY12 and filled in October 2011 to provide welcome desk coverage and program support.

As suggested by a number of Silver Spring residents and community activists, and in collaboration with key stakeholders, CUPF developed Standards of Conduct guidelines for visitors to the building and plaza. Modeled after standards established by the Urban Partnership, MNCPPC and other jurisdictions, the standards gently communicate expectations and serve as the basis for enforcing community standards should visitors not comply.

In addition to other collaborative efforts with DOT, MCFRS, MCPD, and SSUD to address security, parking and crowd management, CUPF made a commitment to schedule adequate security coverage and close the Plaza daily between 11:00 pm and 6:00 am, except for when events are scheduled.

Based on what has been scheduled thus far during FY12, staff anticipates exceeding initial usage and revenue projections. FY11 actual use is shown in Graphs 1-4 in **Attachment A** by groups, room and revenue.

*Profiled in a number of publications such as *Inform Architectural+Design in the Mid-Atlantic* and the March 2011 issue of *Homes & Design*. Winner of the 2011 Architectural Association Award.

1b. What is the status of the RFP for the Plaza?

Last year, under sponsorship of the SSRC, the Fenton Street Market (FSM), a for-profit entity, reimbursed the County a nominal administrative fee of \$48 per week and sublet the space to approximately 60 vendors at a cost of between \$40-\$80 per vendor space each week. FSM booked the plaza (and occasionally also used the Ellsworth Drive area) 10 hours a day for 33 weeks. Although a popular activity, complaints about unfair access were brought to CUPF's attention. To address the concerns about disparate treatment of organizations, a Request for Proposals (RFP) for the *Operation, Management and Marketing of a Public Market with Related Activities on the Silver Spring Veterans Plaza* was issued. The Qualifications and Selection Committee was comprised of a representative from CUPF, MCRD and the Silver Spring Urban District. DGS recently announced selection of FSM as the awardee. FSM will be responsible for providing its own bonded security, restroom access via agreements with area restaurants, and clean-up. In awarding the contract, revenue sharing was not a part of the agreement. CUPF will manage the contract and mediate conflicts.

2. For FY11 and FY12 year-to-date, please provide, as available, the costs for, and revenue from, operating the Civic Building; the costs for and revenue from operating Veterans Plaza; the hours of paid and unpaid use; the hours of use based on the different types of user; and the revenue generated by user-type; the number of users by time of day (e.g., morning 9-12, 12-3, 3-6) on a daily/weekly basis.

Operating costs are not tracked by facility type, e.g., indoor or outdoor use. Because permits do not follow pre-set time blocks, it is difficult to generate revenue by discrete time frames. However, proxy data, based on facility revenue are provided in Graphs 5 and 6 in **Attachment B** by day and select time periods.

Silver Spring Civic Building Budget

During FY11, all costs related to the operation of the SSCB were included in the Silver Spring Regional Center's budget, supplemented by Utilities NDA and DGS. Direct operating costs supporting community use are now under the CUPF Enterprise Fund budget. Indirect costs noted below have been estimated based on CUPF SSCB staff salaries (County overhead, Retiree Health Benefit Pre-Funding and ERP costs). Total costs for operation of the community use program and the building are estimated to be \$1.9 million in FY13.

	FY11	FY12	FY13
MI (Operations Manager)	SSRC Budget - \$116,630	CUPF - \$116,630	CUPF - \$121,322
Program Specialist (Scheduler)	Chargeback of \$32,660 to SSRC budget for .5 WY	CUPF - \$69,870 (increased to 1 WY)	CUPF - \$69,870
Event Supervisors (Recreation Assistants, group temporary positions)	Not applicable	CUPF - \$10,000	CUPF - \$10,000
Program Aide	Not applicable	CUPF - \$45,000 (.7 WY)	CUPF - \$61,230
Custodial Services	DGS - \$56,000	DGS 1.5 WY	DGS 2.0 FTE (\$100,000)
Custodial contractors		CUPF - \$25,170	CUPF - \$25,170
Security Contractors	SSRC Budget \$43,104	CUPF - \$104,000	CUPF - \$104,000
Equipment & supplies	SSRC Budget - not available	CUPF - \$5,000	CUPF - \$15,000
CUPF staff parking and telephone costs	SSRC Budget - not available	CUPF - \$12,760	CUPF - \$12,760
Credit Card Charges	CUPF est. \$4,500	CUPF est. \$10,000	CUPF est. \$10,000
CUPF SSCB staff share of Retiree Health Prefunding and ERP		CUPF - \$21,100	CUPF - \$30,845
CUPF SSCB staff County overhead		CUPF - \$23,370	CUPF - \$31,628
Utilities NDA – est.	est. \$118,500	est. \$120,000	est. \$120,000
DGS Maintenance costs – est.	est. \$205,500	est. \$205,500	est. \$230,500
Debt Service (\$10.4 million)	\$1,000,000	\$1,000,000	\$1,000,000

Not fully captured is the support from other CUPF staff including conflict mediation by the Director, support by IT and finance staff, or after-hours on-call coverage.

	FY11 (actual)	FY12 Budget	FY13 Budget
Revenue	\$334,090.00	\$346,490	\$375,000*

Revised estimates for year-end revenue indicate likely revenue of \$500,000, which includes facility fees, staff costs and equipment use fee.



3a. What are the current hours of operation for the building?

Normal business hours are Monday through Friday from 8:30 am to 6 pm. However, community use may be scheduled within the following time periods:

Indoor - Sunday through Thursday

- Community use 6:00 am until 12:00 midnight
 - Alcohol service must conclude by 11:30 pm
 - Youth activities must conclude by 11:00 pm

Indoor - Friday and Saturday

- Community use 6:00 am until 1:00 am
 - Alcohol service must conclude by 12:30 am
 - Youth activities must conclude by 11:30 pm

Plaza - All times

- Community use 6:00 am until 11:00 pm
- Exceptions require department head authorization

3b. What areas of the building can residents use without paying additional rental fees during regular hours of operation?

Residents frequent the building to visit the restrooms and gallery and small groups use the lounge areas, accessing the wi-fi hot-spot. Below are areas that residents can frequent:

- Atrium
- Art & Music Gallery
- Courtyard
- Main hallway lobby area
- 2nd floor lounge area overlooking atrium
- Plaza – any time up until 11pm

4. What will the increases to the budget for enhanced building use and enhanced staff support and equipment provide? Will hours of operation be affected/extended? Will these increases support non-paid use?

Additional funds are requested for SSCB operations in the FY13 budget as follows:

	FY13
Program Aide - to cover welcome desk, provide information and tours for prospective users, telephone coverage, place reservation holds, and other program and administrative support.	\$61,230
Telephone (transfer costs from SSRC)	7,720
Parking, 3 staff (transfer costs from SSRC)	5,040
Equipment purchase, maintenance and repairs	10,000
	<hr/> \$83,990

The additional funds are to enhance customer service and responsiveness, improve operational efficiency and maintain equipment. Upon assuming responsibility for the building, staff noted higher than anticipated audio-visual maintenance costs. For example, the cost to replace the light bulb in the Great Hall projector is \$2,500 and arrangements must be made with DGS for operation of the "cherry-picker." These funds will not impact hours of operation or unpaid use.

5a. What criterion is used for determining unpaid use? What criteria characterize a County partner?

All County departments can schedule use of the Civic Building as they would any County building, paying additional staff costs as needed. If a department is offering a program in conjunction with a community partner, the same benefit applies. Written authorization by the department director or designee is required to document County sponsorship. As the sponsor, the department assumes full responsibility and is liable for all aspects of the activity. CUPF continues to work with the CAO's office to better define "partnerships" to ensure equity, fairness, and limit the County's exposure to liabilities.

An agreement between the County and Silver Spring Town Center, Inc. (SSTCi) outlines SSTCi's role in making recommendations for free-use programming to be sponsored by the County and maximizing community engagement. The County is committed to allocating 2,900 hours per year (20% of estimated availability) under this arrangement, which will also cover the Community Engagement Cluster meetings, programs, sponsored groups and special events. Under the agreement, use would be "free" and only staff costs would be paid, e.g., security, custodial support or other staff support, as needed. CUPF schedules the use as directed by CEC.

5b. How much funding would be required to increase hours of operation for weekday and/or weekend use?

Several scenarios were considered by the County Executive to increase the hours of operation. Depending on the amount of time considered, the estimate ranged from \$100,000 to extend operations by one hour per weekday to nearly \$300,000 to extend operations both during the weekday and weekends. The additional hours impact staff costs (a second receptionist, more custodial and security workers), utilities and custodial supplies. In the end, the County Executive determined that keeping the building open without scheduled use was not the best use of limited County resources. See the Attached Chart on the Extended Hours Estimates.

5c. How much funding would be required to decrease the nonprofit rate for the building use by 50%? 75%?

Community group use accounted for 20% of all hours (free and paid) of use in FY11 and a third of the total hours of paid use. Community, religious, sports and cultural groups paid a combined \$102,310 in facility fees and \$27,392 additional staff fees during the first year of operation (primarily for additional security for large gatherings or gatherings with alcohol service). Community groups, as is the case with other groups, frequently booked the Great Hall. The trend is continuing in FY12 and Great Hall use accounts for 40% of the rentals booked thus far in FY12 and approximately half of the projected FY12 revenue.

Attachment C, Graph 7 illustrates projected FY12 distribution of rentals” by group type.

The table below illustrates the impact on revenue with fee discounts of 25%, 50, and75%.

Impact of discounted fees

	Estimated FY12 Room Fees	75% discount (25% of room revenue)	50% discount (50% of room revenue)	25% discount (75% of room revenue)
Community	\$ 174,807	\$ 43,701	\$ 87,403	\$ 131,105
County Partner	570	142	285	427
Fed/State/Local	16,592	4,148	8,296	12,444
Out-of-Co. & Commercial*	37,840	37,840	37,840	37,840
Personal/Individual*	81,658	81,658	81,658	81,658
Religious & Cultural	17,673	4,418	8,836	13,254
Small Enterprise*	52,421	52,421	52,421	52,421
Sports	<u>2,255</u>	<u>563</u>	<u>1,127</u>	<u>1,691</u>
	\$ 383,816	\$ 224,892	\$ 277,867	\$ 330,841
 Revenue Gap		\$ 158,922	\$105,948	\$ 52,974

* No fee change assumed. These categories are used for personal celebrations, classes or meetings scheduled by for-profit entities, large businesses, or non-County organizations.

Attachment C, Graph 8 and 9 includes information displaying the projected patterns of revenue based on fee discounts.

The County Executive recommended in the FY13 CUPF budget an additional \$100,000 to facilitate greater community use. Guidelines are being developed for use of these funds.

Under consideration are the following approaches:

- an across the board fee discount of the community service rate
- grants awarded to individual groups for all or part of the fees

Decision points include:

- Should fundraisers be included in the subsidized use?
- Should service of alcohol be allowed with subsidized use?

6a. What County department, agencies, or services operate out of space in the Civic Building?

The following County departments have staff assigned to the Civic Building:

- Community Use of Public Facilities
The SSCB operates as a satellite office with 3 full-time permanent CUPF staff: 1 FTE - MLS (Operations Manager), 1 FTE - Program Specialist I (Scheduler), and 1 FTE - Program Aide
- SSRC (Community Engagement Cluster)
The SSCB operates as the primary location for the Silver Spring Regional Center 1 FTE - Director and AmeriCorps and other volunteers
- Department of General Service
1.5 FTE - Building Services Workers (1 County position and .5 contract worker) are located in the SSCB
- Round House Theatre (RHT)

Information on staffing not available. RHT occupies a suite of offices and dance studio on the lower level of the building

- Silver Spring Town Center, Inc. (SSTCi)
The SSTCi Executive Director is located at the SSCB

The Arts and Humanities Council curates the gallery only and does not have office space.

Contractors on site include:

- TriState Ice Management
 - Pavilion and Skate House Areas (Oct-April)
 - Mon-Thurs hours are noon to 10pm (longer hours on school holidays)
 - Friday hours are noon to 11pm
 - Saturday hours are 10am to 11pm
 - Sunday hours are 10am to 10pm
- Fenton Street Market
 - Plaza Area (April-Oct, 2 weekends in Nov. and Dec.)
 - Saturday 8am to 5pm

6b. What do public departments and agencies spend (total and rate) for office space or delivering services in the Civic Building? To what extent are public uses counted as unpaid?

County agencies and the sponsored groups pay only staff costs for use of any County facility. Charges for County security staff \$40/hour, contract security \$35/hour, and contract building services workers \$25/hour. During FY11 County departments reimbursed CUPF \$5,051 for staff costs. All instances where the facility fee is waived are counted as unpaid use. The facility fee is waived for all County departmental programs, which may include outside groups sponsored by the department. Non-County governmental entities (federal, state and local jurisdictions) pay the community service rate and are not counted as free use.

MCPS Reimbursements

1. How much of CUPF's FY13 operating expenses are projected to be used to reimburse MCPS? Please break out the total by type of reimbursement and also include any changes to reimbursements for FY13. What percentage of CUPF's FY13 operating expense is attributable to MCPS reimbursements?

Approximately 85% of CUPF's operating expenses (or 64% of the total budget) are projected to be used to reimburse MCPS. This represents a slight decrease from FY12 (87% or 66% of total budget), which is attributed to increased costs related to the shift in responsibility for the Silver Spring Civic Building from the Regional Center to CUPF, adding both personnel and operating costs. The total budget includes \$100,000 on the competition list to fund "free use" of the Civic Building and Veterans Plaza.

Projected FY13 MCPS Reimbursements

	FY12 Approved Budget	FY13 CE Recommended
MCPS Staff Costs (includes Weekend Supervisor)	3,334,060	3,334,060
Elections	129,370	134,300
Utilities	1,863,000	1,895,030

Energy Conservation Specialist	95,910	95,910
"Wear & Tear" Maintenance	710,350	710,350
Custodial Supplies	210,500	210,500
Total Reimbursements to MCPS	6,343,190	6,380,150
Total operating costs (excluded personnel costs)	7,282,450	7,429,150
Total budget	9,641,460	10,007,082

With the exception of rising utility costs and a slight increase in the number of polling sites for the General Election during FY13, reimbursements to MCPS are expected to remain consistent with previous years. As is the case with the County, a MCPS employee general wage adjustment is not anticipated. The hours of paid community use is expected to continue at current levels.

2. Please explain what the \$32,030 utility reimbursement and \$4,930 for staff cost reimbursement for elections to MCPS entail.

Utility reimbursements increased from \$1,863,000 in FY12 to \$1,895,030 in FY13, adding \$32,030 to MCPS utility reimbursement. As required, CUPF reimburses MCPS for the additional cost impacts resulting from community use. Periodically, the MCPS Department of Facilities Management conducts an analysis of what percentage of their total utility costs are attributed to community use. Based on their last analysis of space and hours of use in 2010, 4.6% of utility costs were attributed to community use. CUPF reimburses MCPS this percentage based on the prior year's actual costs.

In order to accommodate the increasing population, additional sites are periodically added to polling locations. This increase would support the addition of two additional sites in FY13 for the General Election. CUPF reimburses MCPS for staff costs.

Other Miscellaneous Questions

1. What is the status of moving the CUPF office out of leased space? What impact will the move have on the operating budget costs?

CUPF is scheduled to move to space being vacated by MCFRS Fire Marshal's office during FY13. A month-to-month extension to the current lease will cover the time needed to renovate the space. No cost estimates have been provided by DGS as of yet. However, we anticipate comparable rental costs in the new location.

2. Please provide an update the following programs: child care in schools; adopt-a-field, and field leasing efforts

2a. Child care in schools

The Interagency Coordinating Board (ICB) is marking the fourth implementation of ICB Resolution #07-001 supporting the practice of re-solicitation as an effective measure to ensure quality, competitive pricing, and facilitating a high-level of responsiveness to schools and parents. Key to implementing this provision was creation of a centralized and standardized proposal and selection process, and CUPF staff support for selection committee members. Advertised via the Gazette, CUPF's website and notifications to interested vendors and a variety of professional sites, CUPF staff received 157 proposals this past fall for consideration.

Of the respondents, 3 are first-time applicants, and 11 indicated that they were minority/female owned businesses.

Summary of Child Care Rebidding

Solicitation Year (placement is following year)	FY09	FY10	FY11	FY12
For vendors in place since	1979 to 1989	1990 to 1993	1994 to 1996	1997 to 1999
Number of school sites	12	20	23	19
Number of applications received	53	135	224	157
Average per school	4.1	6.8	9.7	8.7

Whenever significant changes are made, CUPF staff expects a certain amount of resistance and complaints whether it is a fee increase, transfer of responsibility (such as centralized scheduling of schools) or discontinuation of a benefit (free use by select groups such as Scouts). This has been the case in the child care rebidding process as well. Despite the complaints, overall the program has been well received by principals and schools and the newly selected providers.

A level of frustration does exist among the child care providers with claims that their suggestions have not been heard. Unfortunately, implementation of many of the suggestions (such as allowing schools to opt out) would be contrary to the objective of improving access for new providers, are contradictory (more parent input/less parent input), limit the flexibility of the school selection committee or would put new providers at a disadvantage (for example, mandatory site visits and incumbent parent only surveys). However, CUPF is committed to implementing the context and essence of the ICB resolution and is convening a workgroup to review the process and make recommendations before the FY13 cycle, (2013-2014 school year).

2b. Child Care in Public Spaces

A long-standing source of confusion has been the differences between types of space used for child care programming and who is responsible. Parents, unhappy with their provider, come to us for help but, unfortunately, most of the time it is not a provider booked by CUPF. Vendors themselves don't always realize that more than one agency is involved depending on the type of space they are in. HHS and MCPS placements differ from CUPF placements in that their programs:

HHS & MCPS Exclusive Space	CUPF Shared Space
Lease agreements for year-round exclusive use in modulars, integrated childcare suites, or large rooms	Permit for use of shared space during school year (usually the all-purpose room). Can be displaced to accommodate school's needs
Serves the general public	Serves only the students attending that school
Full-day service, e.g., 6am-6pm, for infants, toddlers and preschoolers (with some expansion to	Before- and after-school care for ages 5-15 years. (NAEYC standards are focused on early-

older children) HHS providers required to hold Natl Assoc for Ed of Young Children accreditation. NAEYC optional for MCPS selected providers	childhood education and are not applicable to school-aged children. National Afterschool accreditation focuses on recreational services, although MSDE is developing a school-aged accreditation)
Providers responsible for maintenance and meeting MSDE building requirements at some locations	Providers are responsible for returning the rooms to condition in which they were found
Committee formed/led by HHS and may include representation from a variety of government entities, school/PTA, CUPF, MCPS, and Commission on Childcare. Parent participation minimal.	School Selection Committee (formed by principal) with CUPF staff support (CUPF has no role in decision made). Parents of incumbent provider are encouraged to participate
HHS average "rent" \$26,000/yr (\$10/sq. ft.)	Average school year permit for all-purpose room only \$13,000

DHHS began its use of public space for child care many years ago to address a recognized shortage in affordable child care options. However, due to funding limitations, DHHS eliminated the Program Manager position previously responsible for oversight of child care placements in County space. DHHS has proposed that the selection of all child care services in public spaces be transferred to CUPF. This would include programs operating in schools (integrated space occupants) as well as other County owned or leased spaces. CUPF staff is meeting with DHHS to further understand their proposal to transfer the responsibility for selection of providers located in 28 County sites (10 of which are in schools alongside before and after-school care in community use space) to CUPF. MCPS has also inquired about collaboration for placement of providers in Exclusive/Joint Occupant Space as well. MCPS has an estimated 50 child care programs in surplus space.

2c. Adopt-a-Field Agreements

MCPS, Parks and CUPF have taken the first steps to implement a pilot program for new Adopt-a-Field (AAF) arrangements. With input from CUPF, which reviewed patterns of use and assessed the extent to which adoption of fields could potentially displace user groups, MCPS and Parks each identified two sites as part of the pilot to solicit expressions of interest from groups wishing to adopt a field.

CUPF is serving as a conduit, posting the request for applications and available opportunities, disseminating information, receiving applications, forwarding them to the field owners (MCPS and Parks) and serving on any selection panels to select AAF participants.

The first request for applications by organizations interested in adopting one of the ballfields listed below was advertised on March 6, 2012, with a closing date of April 6, 2012. Ideally the selection decision will be posted on or around May 1, 2012, so that the routine scheduling of fields for leagues can begin as of June 1.

- Carderock Springs Elementary School (owner MCPS)
- Cold Spring Elementary School (owner MCPS)
- Falls Road Local Park Field #1 (owner MNCPPC/Parks)
- Owens Local Park (owner MNCPPC/Parks)

The selection criteria gives favorable consideration to organizations which:

- Are Montgomery County based nonprofit organizations

- Have proven to be responsive and responsible by adhering to field use guidelines and satisfactorily resolving any issues that may have arisen resulting from their use
- Demonstrate effective organizational and financial capability to comply with minimum maintenance criteria
- Ensure that at least 2/3 participants will be County residents
- Serve youth
- Serve traditionally underserved populations
- Accept participants, regardless of skill level, age, or income level

CUPF's will implement the agreements signed by the facility owners by issuing a permit for use. Organizations adopting the fields will pay a discounted rate (\$3/hour vs. \$5/hour) and priority placement for 3 weeknights and one weekend day. Parks and MCPS will take responsibility for ensuring that the provisions of the agreements are met.

2d. Permitting of MNCPPC local and regional ball fields

CUPF began the permitting of MNCPPC local and regional ball fields as of January 2011. Two Montgomery Park staff members were detailed to CUPF to perform the work under the provision of a MNCPPC-County Memorandum of Understanding. Over the past 18 months CUPF:

- Collected and returned \$428,158 for use during FY11 and \$391,086 thus far in FY12 (Q1-2) (100% of revenue is returned)
- Scheduled 65,710 hours of field use during FY11 and expects to schedule 121,000 hours of use during FY12
- Created an online application and payment page for use of local park fields for practice similar to what has been available for school field users
- Updated and posted online aerial views of 895 fields for more than 300 locations
- Changed its fees to match Park local park fees (\$5)
- Modified and supplemented webpages to include Park field information
- Created a real-time web-based scheduling query and report page accessible by Park staff, which creates customized date, level of detail, and geographical area reports
- Aligned school and local Park scheduling priorities.
 - No scheduling preference will be given to games vs. practices on local Park fields.
 - Regional/recreation Park fields will continue to be used only for game play.
 - Local Park fields will be booked to leagues (vs. individual coaches) for the entire practice season, similar to the practice of scheduling indoor school space
- Aligned MCPS and Park athletic seasons
 - Regional Park summer maintenance closure period is being moved from August 15-31 to August 1-15.
 - The summer closure period for local Park fields is being eliminated.
 - The Fall season will begin August 15 instead of September 1.

CUPF is currently working with MNCPPC to transfer the responsibility of scheduling special events on local and regional park fields from Parks to CUPF.

3. Please describe the personnel changes in the office. The budget submission shows a net increase of 1 fulltime and an increase of 1.1 FTEs. What position is being added with the Civic Building? Are there any other additions or reductions in positions or FTEs?

- 1 FTE Program Aide position, assigned during FY12 to the Silver Spring Civic Building, is being added to the personnel complement
- 0.1 FTE is a modification stemming from the switch from BPREP to Hyperion. A technical adjustment was made during the personnel complement conversion and does not impact any positions. A number of budget items formerly included as personnel costs are now included as non-workforce personnel costs such as lapse, language differentials, chargeback to and from others, overtime to others and temporary group position

4. Please provide a list of vacancies in the office.

One Program Specialist I position (in Rockville office) was lapsed to accommodate the addition of a Program Aide (in SSCB) in November to provide additional support to assigned staff and cover the welcome desk at the SSCB.

5. Please provide FY11 information on the following four measures, as available: % of available indoor space scheduled for community use; % of available government building space scheduled for community use; % of principals satisfied with the placement process for before and after school child care providers; and % of ICB members satisfied with CUPF operations.

% of available indoor space scheduled for community use:

Given the complexity of tracking the availability of approximately 10,000 rooms (for which an assignment for community use can change at any time) throughout 200 schools, CUPF developed a proxy measure for auditoriums, all-purpose rooms/cafeterias and gyms, which account for more than half of paid use hours. A ratio of the number of actual hours booked by the community, schools, and MCPS was compared to a hypothetical number of available hours.

The "formula" for hypothetical hours makes the following assumptions:

- Average of 6 hours use per weekday during the 42-week school year, assuming availability between 3:00 and 9:00 pm in all-purpose rooms, cafeterias and auditoriums
- Average of 12 hours use per weekday during the 10-week summer interval, less the 2 week maintenance period when use is not scheduled just before the start of the school year
- Average of 12 hours use per day on weekends, with the exception of high school gyms
- Up to 75 schools will be unavailable during the summer due to construction and maintenance (other maintenance closures reported separately)
- All schools have all-purpose rooms or cafeterias, but only high schools have auditoriums
- Count of gymnasiums includes only middle school and high schools gyms. Due to the smaller size, use of elementary schools gyms is not preferred by most sports groups. Hours of available use average 5 hours on weekdays and 10 hours on weekends
- Administrative hours reflecting school use have been entered in the database

FY11 Hours of School Use for Selected Facilities

Complex Type	Admin & free Hrs	Rental Hrs - Paid	Total Use	Estimated Availability	Mainten-ance	Avail less Maint	Use Ratio	FY10 Use Ratio
Auditorium	14,394	3,814	18,208	67,500	5,107	62,393	29%	31%
APR/ Cafeteria	21,456	197,854	219,310	553,860	1,081	552,779	40%	38%
MS/HS Gyms	13,896	49,372	63,268	164,564	8,811	155,753	41%	NA

% of available government building space scheduled for community use:

A ratio of the number of hours booked by the community and primary occupant and their partners (Libraries, RSCs, County departments, Literacy Council, Mediation Council, AARP, Census, etc.) was compared to a hypothetical number of available hours. The "formula" for hypothetical hours makes the following assumptions:

- Average hours of availability per day is 8 hours
- EOB availability for community use limited to weekday evenings and weekends
- Most RSCs and Libraries are closed on Sunday and have reduced hours of availability due to budget constraints
- Count of number of rooms available will vary depending on construction and other availability factors
- Administrative hours reflecting primary occupant or other County use on evening and weekends have been entered in the database (which may or may not be the case)

FY11 Hours of County Building Use

Complex Type	Admin Hrs	Rental Hrs-Free & Paid	Estimated Hours of Availability	Mainten-ance hours	Total Use	Avail less Maint	Use Ratio	FY10 Use Ratio
EOB/COB*	5,504	5,356	20,124.00	45.5	10,860.25	20079	54%	47%
Libraries**	24,291	4,539	53,914	351	27,222	53563	51%	48%
Regional Centers***	4,079	2,313	22,880.00	127	6,392	22733	28%	39%
SSCB			12,048		8,078		67%	

*Approximately 70% of these hours are reserved for Council use in COB. The remainder represents use by County departments.

**In addition to Gaithersburg and Olney Libraries closed for renovation, weekend hours of availability were restricted due to budget constraints. Only 6 regional libraries were open on Sunday.

***Hours of availability reduced due to budget constraints. UpCoRC requires customer to hire security to open building on weekends and has significantly impacted weekend use.

% of selection committee members satisfied with the placement process for before and after school child care providers

The FY11 child care rebid process included 1 new location, 2 replacements (incumbent vendor no longer operating in site) and 16 sites where the vendor had been in place since 1997. A survey was provided to all selection committee members who participated in the FY11 rebid process to obtain feedback, which may or may not have included the school principal. As the process has repeated, it has been noted that not all principals participate, preferring to name the committee members and serving as the tie-breaker. Staff also noted that participants preferred to remain anonymous. In lieu of looking at principal feedback only,

CUPF is now tracking rater responses, which may or may not include principals. However, all principals, some of whom may have not welcomed the additional responsibility, almost universally indicated a positive outcome. Based on the FY11 surveys (13 of the 18 schools returned surveys), 90% of respondents indicated that the process resulted in selection of a highly-qualified provider.

% of ICB members satisfied with CUPF operations:

CUPF staff anticipates working with CountyStat staff in the development of a survey appropriate to the makeup of the ICB. However, the Board has repeatedly commended and expressed full support for staff publicly during the ICB meetings, which is documented in board minutes and personally to the Director.

6. What is the lapse assumed for the Department?

- The FY13 lapse is .2 FTE with a budgeted amount of -\$6,746.

7. Is the recommended amount for pre-funding retiree health insurance amounts FY13 - 13,330 or 0 (reflected in the future fiscal impact chart). When will CUPF complete its pre-funding of retiree health insurance? FY15? FY17? Why does the FFI chart show a negative amount for pre-funding while the fiscal plan shows corresponding positive expenditures?

The actual and budget amounts for pre-funding retiree health benefits has been as follows:

	FY11 Actual	FY12 Budget	FY13 Recommended
Retiree Heath Insurance Pre-Funding	221,862	284,630	271,300

The FY13 budget is \$13,300 less than the amount requested in FY12 as noted in the FY12 to 13 Recommended Changes. The Future Fiscal Impact chart lists the future changes in the budget relative to the FY13 request. The negative numbers in this chart indicate that relative to the FY13 Retiree Heath Insurance Pre-Funding Contribution, CUPF's obligation will be reduced. For example, the contribution will be \$26,570 (rounded to \$27) less in FY14.

	FY13	FY14	FY15	FY16	FY17	FY18
Budget	271,300	244,730	202,700	200,080	199,170	199,170
FFI Change		-26,570	-68,600	-71,220	-72,130	-72,130

The Retiree Heath Insurance Pre-Funding in the Fiscal Plan display, while appearing to be positive, actually show the reduction in operating costs. Since operating costs are a use of resources (shown as negative numbers), the positive numbers show a decrease in the use.

During the "catch-up period," CUPF's share of the Post Employment Benefit costs has ranged from \$76,470 (FY08) to \$284,630 (FY12). By FY16, CUPF's contribution is expected to level out to \$199,170 per year and be reflected only in the base budget, assuming that no subsequent changes are implemented.

8. Please provide a list of organizations/program that were granted free use by CUPF along with amount attributable to free use for FY10 through FY12 to date.

In 2002 the ICB began receiving a General Fund subsidy to fund classroom use by community groups who would not otherwise be able to offer their programs. Only Montgomery County-based nonprofit (501(c)(3) organizations whose programs or activities meet the following criteria were eligible to receive a subsidy:

Monday through Friday standard classroom use only

- free to the participants
- led by volunteers
- documented as addressing an unmet community service
- targeted to residents receiving financial assistance

The amount awarded in FY02 was \$30,000, reduced to \$5,000 in FY05 and reinstated to \$25,000 in FY06, where it currently stands. However, prior to FY06, the groups were still expected to pay for utility costs. After 2006, the subsidy covered all costs, except when assignment of staff was required. Many of the groups previously receiving awards are now funded through other programs, such DHHS.

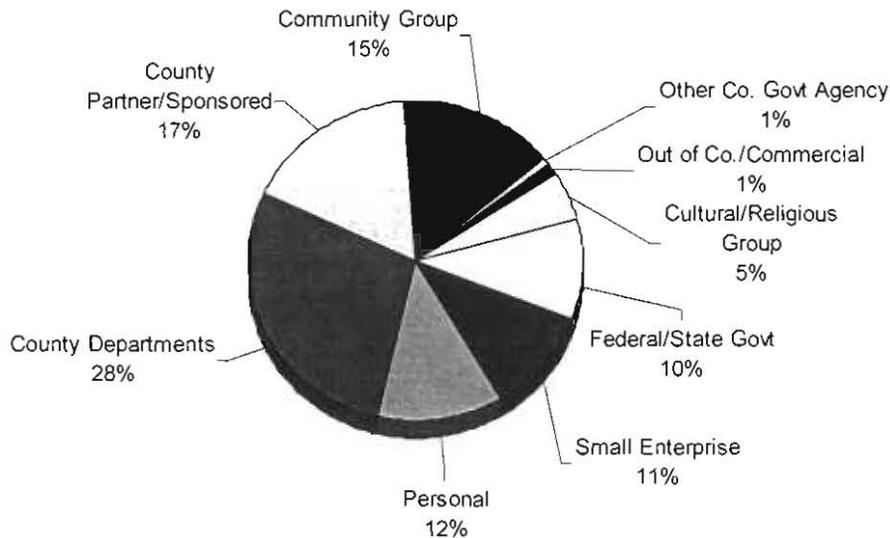
FY12	Purpose	Award Value
Young Professionals Forum	Distribution of food under Maryland's The Emergency Food Assistance Program (TEFAP) which assists needy households by distributing federal surplus foods to emergency food pantries	\$800
Civil Air Patrol	Aerospace education and community service opportunities for youth	\$3,500
FY11		
Civil Air Patrol	Aerospace education and community service opportunities for youth	\$3,050
Cultural & Diversity Enrichment Services	Cultural enrichment activities for disadvantaged youth	\$900
Silver Spring Team for Children and Families	Summer camp for low-income youth	\$7,638

Above and beyond the formal program, CUPF facilitates free in schools use under public partnerships to include such groups as DHHS's Linkages to Learning, Adventist Services of Greater Washington (Piney Branch Pool), and Montgomery College's ESOL classes.

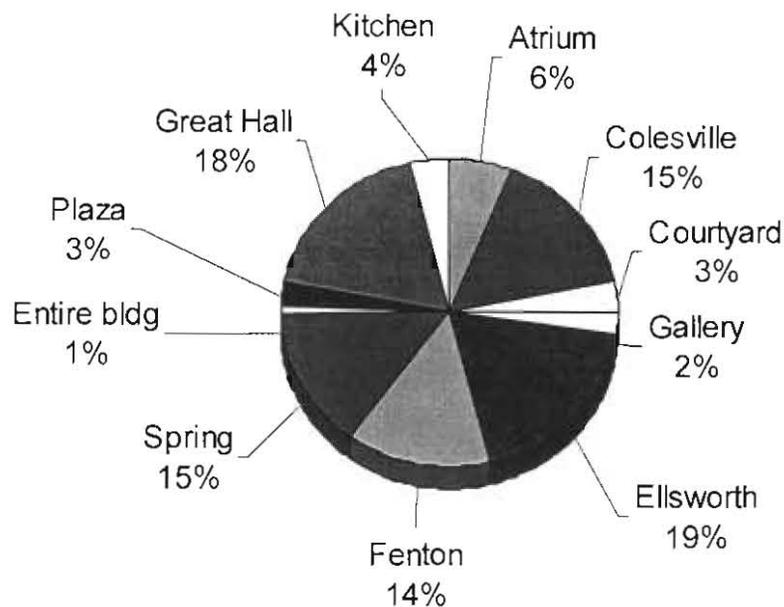
Silver Spring Civic Building

Question 1: Civic Building Update

Graph 1
FY11 Distribution of 8070 Free and Paid Hours of Use by User Group Type

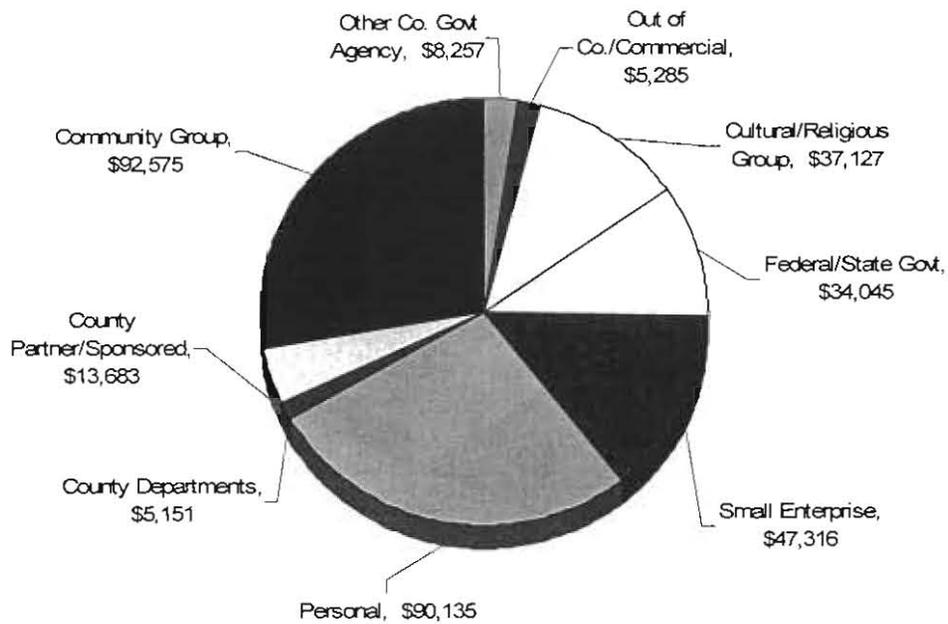


Graph 2
FY11 Distribution of 8,070 Free and Paid Hours of Use by Hours by Room

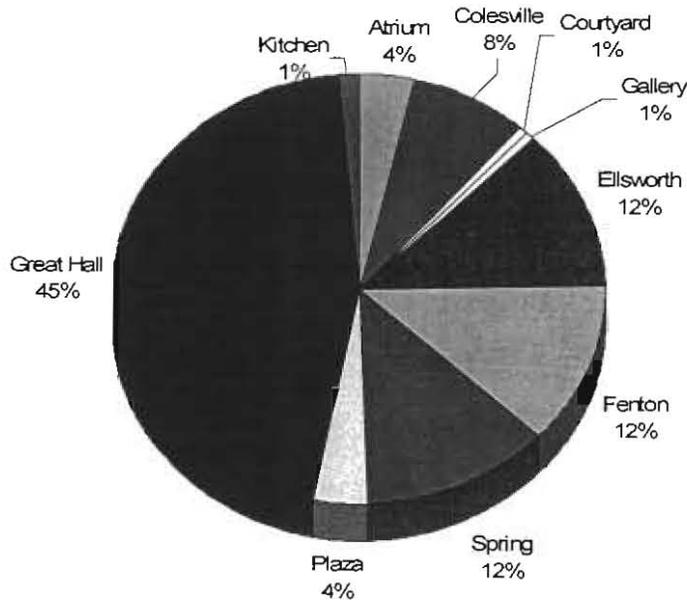


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Graph 3
FY11 Distribution of \$334,420 Revenue by User Group Type



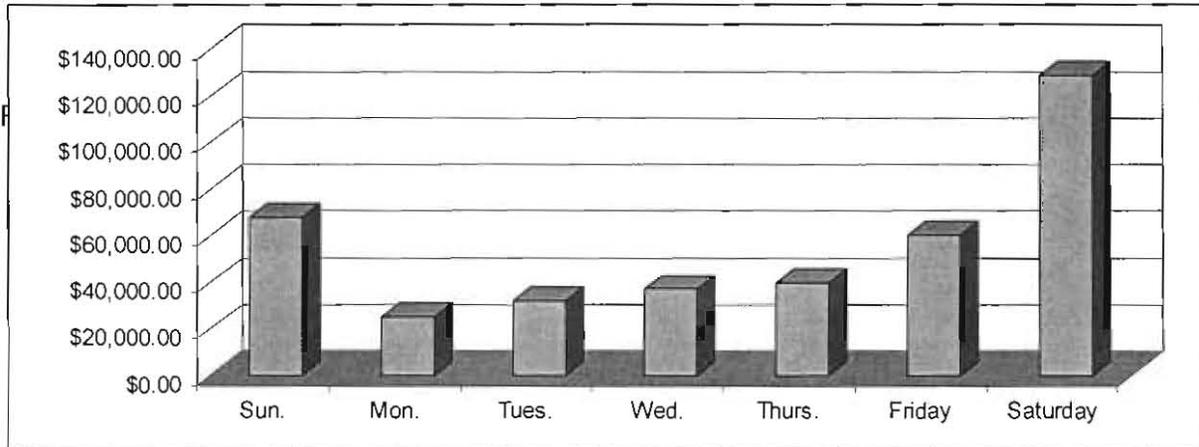
Graph 4
FY11 Distribution of \$264,270 Facility Revenue by Room (excludes staff costs & free use)



Question 2: Civic Building Hours of Operation & Use

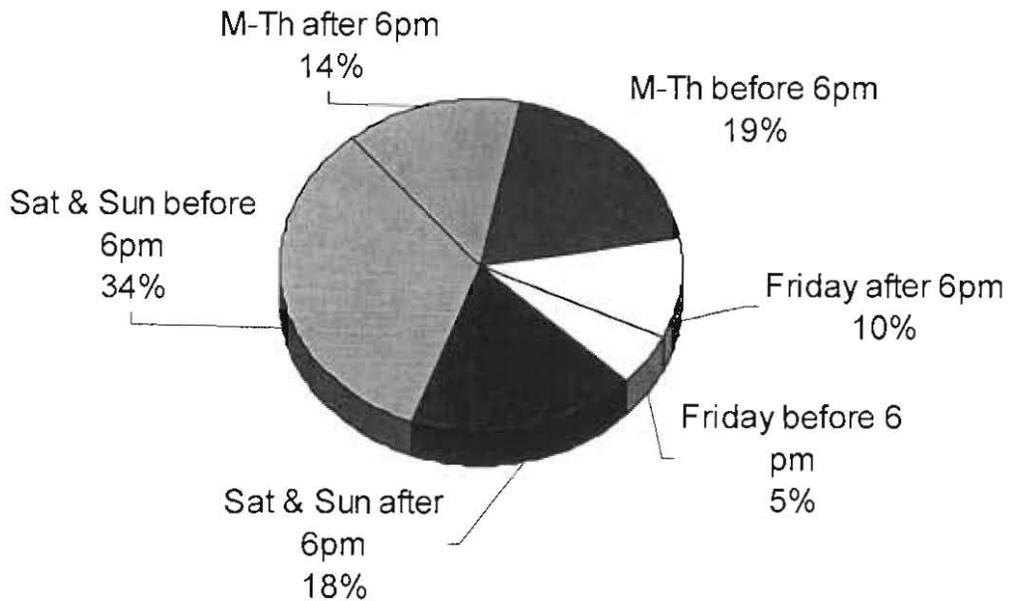
Graph 5

Projected FY12 Distribution of \$510,000 Revenue by Day which includes future bookings and dates



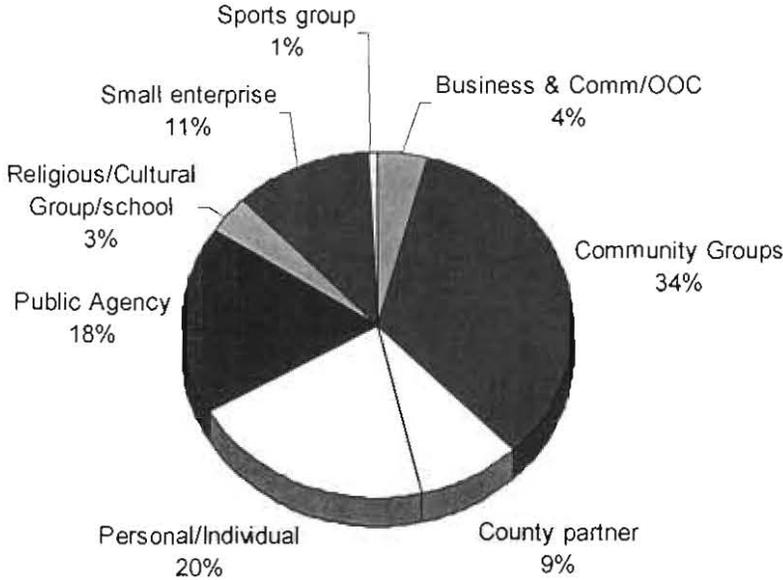
Graph 6

Projected FY12 Distribution of \$510,000 Revenue by Time and Day which includes future bookings and dates



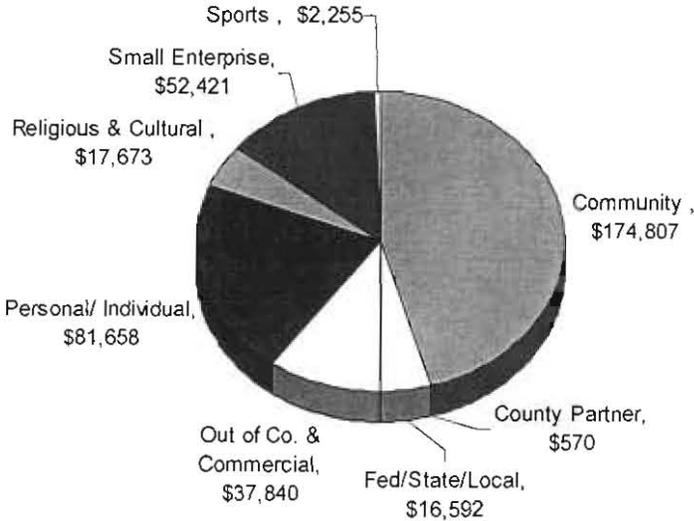
5. Community use discount impact

Graph 7
Projected FY12 Distribution of 656 "Rentals" by User Group Type

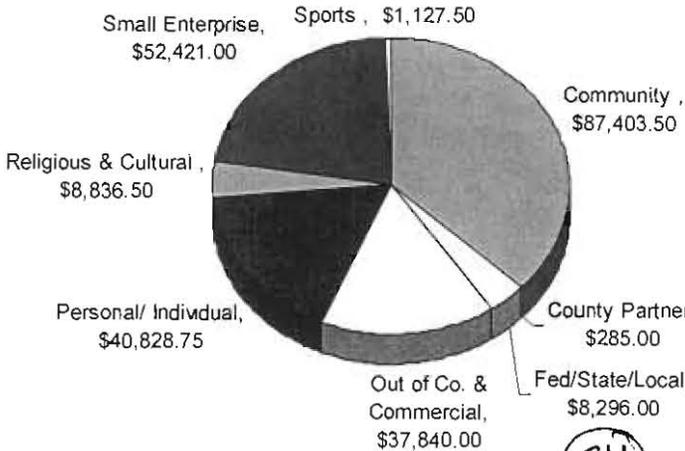


Graph 8 & 9
Projected FY12 Distribution of Room Use Revenue by User Group Type

At current Nonprofit Rate (\$383.020)



**With 50% discount
 Nonprofit fees
 (\$277,867)**



Silver Spring Civic Building at Veterans Plaza
Cost Estimate for adding additional hours of operations
Submitted by Community Use of Public Facilities

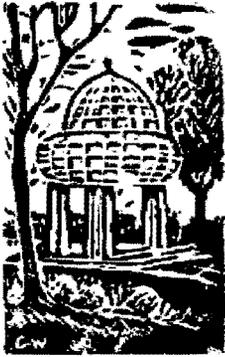
	Staffed by	Current Hrs	Option 1	Option 2	Option 3	Option 4
		8:30am-6:00 pm	Add: .5 FTE	Add: M-F OT hr.	Add: .7 FTE	Add: 1 FTE
Operations Hours	County & contract staff	8:30am-6:00 pm	M-F 9am-9pm	M-F 9am-7pm	M-F 9am-8pm & S-S 9am-noon	M-F 9am-9pm & S-S 9am-4pm
Program Aide (Gr. 14)	County Staff	M-F 8:30 am-5pm	\$36,100	\$12,285	\$ 44,370	\$ 61,230
Custodial Staff	Contract		\$26,000	\$9,750	\$ 41,600	\$ 52,000
Security	Contract	M-F to 6pm and as needed Eve. & weekends for paid community use	\$ 36,400	\$13,650	\$ 58,240	\$ 72,800
DGS estimates for Cleaning, Maintenance & Rest Room Supplies			\$104,000	\$104,000	\$104,000	\$104,000
Additional Costs			\$202,500	\$139,685	\$248,310	\$290,030

-
- Option 1** Extend weekday hours of operation by 3 hours (public hours end at 9pm). Only open when use is scheduled on weekends-Add .5FTE for Custodial Staff , Security, and PA ea.
-
- Option 2** Extend weekday hours of operation by 1 hour (public hours end at 7pm). Only open when use is scheduled on weekends (Not practical to hire additional staff/would assign current staff in OT status)
-
- Option 3** Extend Weekday hours of operation by 2 hours (public hours end at 8pm). Open Sat. & Sun. (9am-noon)-Add .7FTE for Custodial Staff , Security, and PA ea.
-
- Option 4** Extend Weekday hours of operation by 3 hours (public hours end at 9pm). Open Sat. & Sun. (9am-4pm). Add 1FTE for Custodial Staff , Security, and PA
-

Notes

- 4 hour min. on scheduling contract workers/3 Hr min. for MCGEO
- Workers arrive min. 30 min. prior to community use and depart 30 min. after-may vary with amount of clean-up needed
- If the building is open on weekends, a significant number of residents are likely to enter the building; adding to the maintenance concerns and wear and tear on the facility, particularly the restrooms and supplies.
- If we are to open on weekends for the general public in addition to paid users, then we strongly recommend we close no later than 4:00 p.m. Weekend events require extensive preparation and draw in hundreds, if not thousands, of attendees. Safety, security and paid users' expectations may be issues.

25



President's Council Of Silver Spring Civic Associations

9101 Louis Ave.

Silver Spring, Maryland 20910

Indian Spring Citizens Association, Linden Civic Association, Long Branch Village Civic Association, Lyttonsville Civic Association, North Hills of Sligo Creek Civic Association, North Woodside-Montgomery Hills Civic Association, Park Hills Civic Association, Rosemary Hills Civic Association, Seven Oaks-Evanswood Civic Association, Sligo-Branview Civic Association, South Silver Spring Neighborhood Association, Woodside Civic Association, Woodside Forest Civic Association, Woodside Park Civic Association

Testimony Before County Council on Operating Budget, April 10, 2012

I am Karen Goozner from Woodside Forest Civic Association here on behalf of Prezco (President's Council of Silver Spring Civic Associations). The associations listed below have endorsed all of this testimony except as noted.

Grant proposals

We support the grant proposals for Safe Silver Spring for a survey on space for minority youth programs and for the Silver Spring Town Center, Inc. (SSTCI). SSTCI's grant covers public programs, including the Silver Spring Blues Festival, the Tribute to America's Vets Concert, and SSTCI's plaza performance series "Twilight Tuesdays" every Tuesday, April through October.

Civic Building

We are pleased to see that the County Exec has recommended increased access to the Civic Building at a cost of \$100,000. We hope that it results in the expansion of hours until 9 p.m. during the week and that the building is also open from 9-6 on Saturdays.

Police

We are grateful that the executive and the Council last year funded the additional police for downtown Silver Spring and the Third District. We believe this has made a difference in protecting our community.

This year, we support the county executive's request for more police. This budget proposal is especially attractive because it would allow the Police Department to target detective teams on neighborhoods hit by crime waves.

We also urge the Council to work with the Police Department and the school system to make the most effective use of School Resource Officers by adding additional officers and targeting them on schools where their presence would aid the police in preventing crimes in and out of school.

Recreation Department and Libraries

We are very pleased to see a partial restoration of funds in a number of recreation department programs, such as the positive youth development programs. These programs are essential to move our youth towards constructive activities and away from crime.

We support the proposal to restore hours to a number of libraries. However, we also support restoration of hours to the Long Branch library as it serves an area of great needs. Many of the residents need the library computers for job applications, homework, etc.

We thank the Council for its past and continued support for Sligo Creek Golf Course. Please consider a long-term solution for the management of the course and in the short-term help Revenue Authority and the Parks Department to find a way to fix the leaking clubhouse roof.

Roads

With limited funding for roads, we believe priorities need to be placed on repairing and maintaining existing roads and pedestrian and biking safety.

Tree Maintenance & Street Tree Budget

The historic old neighborhoods of Silver Spring inside the Beltway that ring the CBD are losing large, mature, overstory street trees at an alarming rate. These mature overstory trees define the quality and character of our communities. In the last five years, entire sections of our streets have lost their leafy green cover. The bare skies left behind increase overall energy costs to the County and homeowners, create heat islands, increase urban noise, increase polluted stormwater runoff into Sligo Creek, and leave us with dirtier air and more greenhouse gases.

We seek to maintain, sustain, and revitalize the residential tree canopy that has been lost over the last six years in our communities. We ask that the 2013 Tree Maintenance Budget be fully funded and expanded as a top priority.

Revenues

In order to ensure that there is adequate funds for the various increases that we support, we encourage you to retain the energy tax. This is a fairer way to raise revenue than through property taxes. All of the following associations listed below have endorsed this revenue proposal except North Woodside/Montgomery Hills.

Supporting Associations

Jill Ortman- Fouse, President, Indian Spring Citizens Association

Phil Olivetti, President, Linden Civic Association

Matt McGrath and Karen Hatwell, Co-Presidents, Long Branch Village Community Association

Charlotte Coffield, President, Lytonnsville Community Civic Association

Tracy Jacobs, President, North Hills of Sligo Civic Association

Cynthia Bridgford, President, North Woodside/Montgomery Hills Civic Association

Sandra Fair, President, Park Hills Civic Association

Lynn Amano, President, Rosemary Hills Neighbors' Association

Brian Savoie, President, South Silver Spring Neighborhood Association

Phil Curtin, president, Woodside Forest Civic Association

SAFE SILVER SPRING

Website: Safesilverspring.com

Email: safesilverspring@gmail.com

Testimony Before County Council on Operating Budget, April 10, 2012

I am Tony Hausner, Chair of Safe Silver Spring and have the following thoughts on the County Executive's proposed operating budget for 2013.

Grant proposals

I greatly appreciate that the County Executive has recommended support of part of our grant proposal for Safe Silver Spring for a survey on space for minority youth programs. I also support his recommendations for grants to various youth programs.

Civic Building

I support the County Executive's recommendation to increase access to the Civic Building at a cost of \$100,000. I hope this leads to expanded hours until 9 p.m. during the week and from 9-6 on Saturdays.

Police

I greatly appreciated the funding of additional police for downtown Silver Spring and the Third District last year. This made a difference in protecting our community.

I endorse the county executive's request for more police.

I urge the Council to work with the Police Department and the school system to increase the number of School Resource Officers to target schools where their presence would aid the police in preventing crimes in and out of school.

Recreation Department and Libraries

I support the partial restoration of funds in a number of recreation department programs, such as the positive youth development programs. These programs are essential to move our youth towards constructive activities and away from crime.

I endorse the proposal to restore hours to a number of libraries. However, I also believe hours and staffing should be restored at the Long Branch library as it serves an area of great needs. Many of the residents need the library computers for job applications, homework, etc.

Revenues

To provide adequate funds for the various increases that I have discussed, I encourage you to retain the energy tax. This is a fairer way to raise revenue than through property taxes.



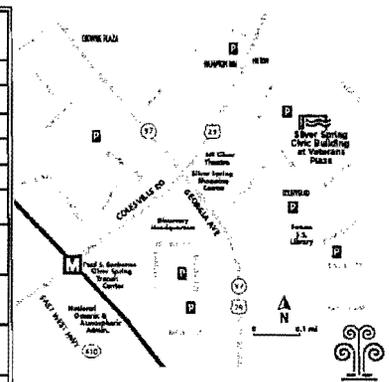
**Interagency Coordinating Board for Community Use of Public Facilities
Montgomery County
Silver Spring Civic Building at Veterans Plaza**



Quick Facts Community use ends: Sun – Thurs: 12:00 midnight Fri – Sat: 1:00 am New Equipment & Holiday Rates effective 1/1/12		County Rates Effective 4/1/12				Commercial & Out-of-County* HOURLY Effective 4/1/12
		Personal & Small Enterprise HOURLY		Community Service HOURLY		
		M-Th am/pm Fri until 5pm	Fri after 5pm Sat/Sun/ Holiday	M-Th am/pm Fri until 5pm	Fri after 5pm Sat/Sun/ Holiday	
Room	Capacity					
Great Hall – Full 64x79 (5,046 sq ft) Ceiling Ht: 27 ft.	Reception 725 Theatre Seating 590 (480/w riser)	\$250	\$400	\$200	\$300	\$450
Great Hall – Half	Banquet style 320 Conference style 320-400	\$125	\$200	\$100	\$150	\$225
Atrium (Lobby) 23x79 (1,817 sq ft)	Reception 100 Limited use Fri-Sun nights	\$40	\$45	\$35	\$40	\$60
Large Activity Rooms Ellsworth 50x27(1,350 sq ft) Spring 31x46 (1,426 sq ft) Fenton 43x27 (1,161 sq ft)	Ranges: Standing 100-120 Conference style 60-90	\$45	\$50	\$40	\$45	\$75
Small Conference Rooms Ellsworth divided, Colesville 24x27 (648 sq ft)	Ranges: Standing 32-60 Conference style 20-30	\$30	\$35	\$25	\$30	\$45
Warming Kitchen (No cooking on premises) 21x14 (249 sq ft)	Warming ovens, microwaves, icemaker, refrigerators, ample counter space, close to drive-up loading dock	\$25	\$35	\$20	\$30	\$40
Courtyard 50x20 (1,000 sq ft) Indoor access only	Reception 30-45 Up to 30 wooden chairs and tables. Lighted	\$30	\$40	\$25	\$35	\$45
Skate House main open area & office- 853 sq ft	Off-season (April-Sept) only Restroom	\$45	\$55	\$40	\$50	\$75
Rooms as additional units (excludes Great Hall, Skate House)		\$25	\$35	\$20	\$30	\$40
Veterans Plaza - Full (220 x 130 ft)		\$150	\$225	\$125	\$175	\$255
Veterans Plaza - Lighted Pavilion Half (104 x56 ft)		\$100	\$150	\$90	\$120	\$175
Veterans Plaza - Non-Pavilion Half		\$75	\$100	\$60	\$75	\$125

Meeting rooms/regular use: Hourly rates include staff coverage when no additional set/breakdown is needed/no alcohol service
Great Hall: Hourly rates include event supervisor, building services worker and security coverage.
 Add one hour before and after event for set-up and clean-up costs for special events and Great Hall use.
Note: 4-hour minimum applies to special event use or when additional staff is required.
Holiday Bookings: An additional \$25 per hour per room surcharge will apply on County holidays.
Off Season Discount: 20% for Great Hall use Monday through Friday before 5pm July 1 though August 31.

WHEN ADDITIONAL STAFF IS REQUIRED	Per Hour	EQUIPMENT (INCLUDES SET-UP)	PER USE
Security Officer	\$35	Portable projection system	\$35
Building Services Worker	\$25	*GH Sound/projection system	\$100 per unit
Event Supervisor	\$40	Riser (low stage)	\$250 (add \$50/hr over 4 hours)
Administrative Fee	\$48	Other Equipment	Varies - Inquire
<i>(Additional staff may be required for large/extensive special events or involve alcohol service.)</i>			
<i>*If the services of an audio-visual technician is required, fees will be based on actual cost of service.</i>			
SPECIAL EVENTS – are events /activities requiring advance planning, custom room set-up and assignment of support staff.			
Security deposit	Great Hall \$500 (refundable), additional charges apply for extended use. Other Rooms: \$100 (refundable)		
Special Event Confirmation Fee	\$250 per application (applied to facility cost if event occurs as scheduled. Non-refundable if event is cancelled.)		
Inclement Weather	No refund unless Community Use at Civic Building is cancelled		
Cancellation Fee	See policy		
GH Event Set-up/Clean-up Fee	Minimum 2 hours of regular facility rate, varies with needs		
TERMS			
Full payment for use of conference and activity rooms is required at the time of application. For Special Events, \$250 with application, remaining 50% down payment (includes non-refundable confirmation fee and security deposit) will be required upon final confirmation. Balance due 90 days prior to event. VISA and MasterCard accepted.			



For area information:

- Conference & Visitor Bureau at 240-777-2060 or www.visitmontgomery.com
- www.silverspringdowntown.com