

MEMORANDUM

April 11, 2013

TO: Education Committee

FROM: Vivian Yao, Legislative Analyst 

SUBJECT: **Worksession: FY14 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
- Jane Mukira, Office of Management and Budget

The Executive's recommendation for Community Use of Public Facilities (CUPF) is attached at ©1-6. 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 FY14, the Executive recommends total expenditures of \$9,896,271 for CUPF, a decrease of \$209,779 or 2.1% from the FY13 approved budget.

	FY12 Approved	FY13 Approved	FY14 Rec	% Change FY13-FY14
Expenditures:				
Enterprise Fund	9,641,460	10,106,050	9,896,271	-2.1%
General Fund	-	-	-	
Grant Fund	-	-	-	
TOTAL Expenditures	9,641,460	10,106,050	9,896,271	-2.1%
Positions:				
Full-time	25	26	26	0.0%
Part-time	1	1	1	0.0%
TOTAL Positions	26	27	27	0.0%
WORKYEAR/FTE	25.7	26.8	26.8	0.0%

For FY14, the Executive is recommending the same number of positions and slight decrease of .06 FTE. The number of positions does not include four employees on loan from MCPS and M-NCPPC who are working on field permitting and childcare in schools processes.

The Executive is recommending one adjustment of \$39,020 with a service impact for scheduling support for the Silver Spring Civic Building and a shift of \$100,000 for the Silver Spring Civic Building Community Access Pilot to the Community Engagement Cluster. Overall, standard adjustments are recommended to increase by a net of \$23,406, and reimbursements to Montgomery County Public Schools (MCPS) account for a net decrease of \$172,205.

Service Enhancement	Expenditures	FTEs
Scheduling Support for Use of the Silver Spring Civic Building	\$ 39,020	0.0
Subtotal: Service Enhancements	\$ 39,020	0.0
Shift:		
Silver Spring Civic Building Community Access Pilot Funding to Community Engagement Cluster	\$ (100,000)	0.0
Standard Adjustments:		
Credit Card Transaction Fees	\$ 96,500	0.0
FY 14 Compensation Adjustment	\$ 74,143	0.0
Retirement Adjustment	\$ 13,370	0.0
Other Labor Contract Costs	\$ 2,315	0.0
Printing and Mail Adjustment	\$ 918	0.0
Motor Pool Rate Adjustments	\$ 547	0.0
Reimbursement to County for Office Lease Costs	\$ (2,340)	0.0
Group Insurance Adjustment	\$ (10,837)	0.0
Retiree Health Insurance Pre-Funding	\$ (40,130)	0.0
Elimination of FY 13 \$2,000 Lump Sum Wage Adjustment	\$ (52,618)	0.0
Annualization of FY 13 Personnel Costs	\$ (58,462)	0.0
Subtotal: Standard Adjustments	\$ 23,406	0.0
Technical Adjustment:		
Reduction in the Chargeback from Finance	\$ -	-0.06
Adjustments Related to MCPS Reimbursement		
Reimbursement to MCPS for Staff and Services	\$ 2,055	0.0
Utility Reimbursements to MCPS	\$ (174,260)	0.0
Subtotal: Reimbursement to Schools	\$ (172,205)	0.0
GRAND TOTAL	\$ (209,779)	-0.06

Performance Measures: The Executive's budget submission reports on the performance measures for the Department at ©1. Community use of schools, County government buildings and public fields is projected to remain fairly level through FY15.

II. FY14 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 \$6.3 million or 64% is projected to be used to reimburse MCPS for costs associated with the community use of schools in FY14. The following table shows the total projected reimbursements to MCPS in FY14.

	FY14 CE Recommended
MCPS Staff Costs (includes Weekend Supervisor)	\$ 3,334,260
Elections	\$ 134,300
Utilities	\$ 1,720,770
Energy Conservation Specialist	\$ 95,910
Child Care Coordinator	\$ 94,910
"Wear & Tear" Maintenance	\$ 710,350
Custodial Supplies	\$ 210,500
Total Reimbursements to MCPS	\$ 6,300,705

Reimbursements to MCPS are expected to remain consistent with FY13 levels with the exception of lowered utility costs and a slight increase to staffing costs due to a change in the scheduling of the State Gubernatorial primary election.

Council staff recommends approval of the reimbursements to MCPS.

B. SILVER SPRING CIVIC CENTER

CUPF reports that the Civic Building continues to be a focal point in Silver Spring for a wide variety of events and programs. 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.

A chart detailing the FY14 operating budget support for the Civic Building is attached at ©8. The cost for operating the community use program and the building totals about \$2.1 million for FY14; however, this figure does not capture all costs for support provided by CUPF staff. **CUPF projects building use revenue in FY14 at \$514,020; because this amount is approximately \$35,000 less than the FY13 projected levels, the Committees may be interested in understanding what accounts for the decrease.** The graphs on ©20 provide information on FY12 hours by user-type and day and revenue distribution by group, day, and room type.

Scheduling Support for Community Use of the Silver Spring Civic Building \$39,020

The Executive has recommended increased scheduling support for community use of the Silver Spring Civic Building. CUPF reports that the number of large, planned events is

increasing and attracting more attendees, and support is critical to the success of the program. The funding will allow the use of contracted event supervisors/monitors who will provide on-site event coordination. CUPF explains that the use of contracted staff will provide scheduling flexibility and a pool of qualified workers.

The nature and complexity of building use has required increased staffing at the building over time. During the first years of the building, a Program Specialist I (scheduler) and Operations Manager worked with users to coordinate logistics, room set-up, loading dock access, and the scheduling of building service workers and security staff. Although a Program Aide was added in FY12, CUPF reports that reception desk coverage remains a challenge for this position given the increasing level of administrative support needed.

For FY13, the Council approved \$200,000 to support increased community access to the building. The funding has been used to support awards made to community users to support their use of the building (see discussion below for more information about the Community Access Pilot Program). The funding has also been used to facilitate upkeep of the building resulting from increased use. CUPF detailed a Program Specialist I position in November to provide on-site administrative and facility schedule support.

Education Chair Ervin inquired about the need to hire a professional events manager for the facility, given the complexity of managing the building. **Council staff concurs with the need to provide additional funding to support event coordination at the Civic Building, but questions whether the use of contracted staff is the best way to deliver the service. Would the hiring of a career position require less overall training and provide increased stewardship of the facility and greater consistency in service delivery? Could existing staff of the center provide enough coverage of events?**

Shift Silver Spring Civic Building Community Use Access Pilot Funding to Community Engagement Cluster -\$100,000

The Executive recommends maintaining \$100,000 in County General Fund support for the Civic Building Community Access Pilot Program (CAPP), but recommends shifting the funding from the CUPF budget to the Community Engagement Cluster budget. The CAPP program began accepting applications in October 2012, and the first awards were issued in November 2012. The Council received testimony from the Presidents' Council of Silver Spring Civic Associations and Busy Graham with Carpe Diem Arts supporting continued funding of CAPP at the FY13 level (©23-26).

As of March 2013, 58 applications have been received, 41 uses have been approved (see list at ©21-22), one use was not approved, and 12 requests are pending. Three users withdrew their application and one user cancelled their program after the award had been processed. Executive staff reports that \$62,379 has been awarded, and an additional \$60,000 is projected to be expended by the CAPP program over the remaining months of the fiscal year. The majority of applications approved requested use of the Great Hall or Plaza for large gatherings or special

events. While most of the events were short term (one or two dates), some were for meetings spanning several months. Six of the events were fundraisers.

Some information about the extent to which CAPP has increased use of the Civic Building has been provided by CUPF. CUPF staff observes that because the majority of CAPP programs utilized the Great Hall, the impact has not been to increase the use of the building, but rather substitute a CAPP subsidized event in lieu of another paid community user. The Department reports that 18 of the 36 approved groups were new users, but information about whether existing users used the building more is not yet available.

The Executive recommends shifting the funding from the CUPF budget to the Community Engagement Cluster budget to simplify the revenue transfer and tracking process. The current arrangement resulted in CUPF both charging and paying itself. Placing the funding in the Community Engagement Cluster budget would avoid double-counting revenue

Council staff notes that the recommended funding of \$100,000 for CAPP awards in the Community Engagement Cluster budget is less than the total awards (\$122,379) for the current fiscal year. Moreover, the total may have been higher if the program started at the beginning of the fiscal year. The Committee may be interested in asking Executive staff how it plans to distribute the lesser amount of funding in FY14. Will the process be more selective or competitive? Is there the intent to change the selection criteria or apply them differently? Will there be an effort to make a smaller number of awards or reduce award amounts?

The Committee may also be interested in discussing the issue of using County General Fund dollars to support private fundraisers held at the Civic Building. Is it appropriate to use taxpayer dollars to support the private functions of non-profit organizations as distinguished from support for the specific services that non-profits provide?

Council staff recommendation:

- Approve \$100,000 to continue the Community Access Pilot Program in the Community Engagement Cluster budget.
- Request a comprehensive analysis after the end of the fiscal year that documents the extent to which the pilot program increased use of the Civic Building for new and existing users.
- Recommend a policy that restricts financial support for Civic Building use to those that are open to the public for free or a nominal fee.

FY14 REVENUE UPDATE

The Executive's FY14 budget includes revenues of \$10,004,600, an increase of \$168,700 or about 1.7% from the FY13 approved budget.

Revenues	FY11 Actual	FY12 Actual	FY13 Approved	FY14 Rec	Change FY13-FY14
Civic Building	51,700	529,718	375,000	514,020	37.1%
General User Fees	9,090,195	9,366,425	9,155,400	9,190,480	0.4%
Ballfields	298,778	339,222	295,500	300,000	1.5%
Investment Income	1,831	39	10,000	50	-99.5%
Total Revenues	9,442,504	10,235,404	9,835,900	10,004,550	1.7%

Revenue projections for FY14 include \$514,000 attributable to community use of the Silver Spring Civic Building, a 37.1% increase from the FY13 approved amount but an approximate 3% decrease from the FY12 actual level. General user fees are projected at \$9,190,480.

The FY13-18 Public Services Program: Fiscal Plan attached at ©6 shows projections for the Department's revenues, expenditures, and year-end fund balance. Council staff notes that the chart assumes changes in revenue in FY15-19 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, the Parks Department (M-NCPPC), and CUPF have implemented a pilot Adopt-a-Field program. CUPF serves as a conduit in the process by posting requests for applications and available opportunities, disseminating information, receiving applications, forwarding applications to the field owners and serving on selection panels. Parks and MCPS are responsible for ensuring that the provisions of adopt-a-field agreements are met.

Two Park and one MCPS fields were adopted in FY12: Falls Road Local Park, Owens Local Park, and Carderock Springs Elementary School. CUPF anticipates that MCPS will be requesting expressions of interest for the adoption of five fields where current agreements are expiring: Bethesda ES, Tilden Center, Westbrook ES, and two fields adopted separately at Briggs Chaney MS. It has not been decided whether new sites will be identified this year. It is not yet known whether Parks will allocate any new fields for adoption this year.

Child Care Rebidding Process

CUPF continues to schedule before and after school child care in shared school space (spaces used for academic programming during the school day) at 117 locations. However, the

competitive child care re-selection process established by ICB resolution in 2007 was discontinued in FY12, after the process was challenged in Circuit Court. The judge found that the County could not rely on the ICB Resolution prospectively because under County law, the process must be created through a regulation. The County Attorney has advised that the Board of Education must first delegate the authority to administer a rebid process to the ICB/CUPF, and then the rebidding process should be authorized by County regulation approved by the County Council.

On January 8, 2013, the Board of Education delegated the authority to administer a child care selection process to ICB/CUPF. A workgroup representing MCPS and the County has developed a draft regulation governing the process for selecting child care providers who will deliver before and after school care in schools. The draft regulations will be reviewed by the ICB, the Board of the Education, and the County Council. Until the regulations have passed through the different levels of approval, MCPS, with technical assistance from CUPF staff, will assume responsibility at locations where the principals have requested assistance in finding providers.

Centralized Scheduling of Recreation Centers

CUPF is working with the Recreation Department to develop a pilot process for centrally scheduling rooms for community use in Recreation Centers. The two Departments have identified five facilities to start with and will be identifying policies and procedures.

A centralized access point would benefit customers; currently, users must book their use through specific recreation facilities. This centralized approach would likely be more efficient for the user; however, CUPF and Recreation report that there are not likely to be savings from the change. CUPF anticipates increased community use of recreation facilities through centralized scheduling, but increased use would also result in higher costs related to the scheduling process, staff coverage, utilities, custodial supplies, and building maintenance. Furthermore, some challenges need to be addressed before the pilot can be implemented including an anticipated change in software used by the two agencies, the feasibility of a shared database, and developing a seamless interaction among the two Departments and the customer.

Council staff recommends that a comprehensive cost/benefit analysis of the pilot be completed before centralized scheduling for Recreation facilities is taken to scale.

Artificial Turf Fields

The Montgomery County Board of Education requested a supplemental appropriation of \$1,100,000 to the FY13 Capital Budget for the construction of an artificial turf stadium field at Wootton High School. CUPF, MNCPPC and MCPS participated in the January 23, 2013 Education Committee worksession to express support. MCPS will leverage a contribution from Bethesda Soccer Club (\$900,000) in return for 900-1,000 hours of use. The remaining funding will be contributed by the Wootton HS Booster Club.

Current Inventory of ATF booked by CUPF	Parks
Parks <ul style="list-style-type: none"> • Blair HS • Fairland Regional Park 	Parks <ul style="list-style-type: none"> • Laytonia Regional Park • North Potomac Community Recreation Center
MCPS <ul style="list-style-type: none"> • Richard Montgomery HS • Walter Johnson HS 	MCPS <ul style="list-style-type: none"> • Paint Branch HS • Gaithersburg HS • Wootton HS

The partnership agreement between MCPS and Maryland Real ended as of January 2013. Maryland Real contributed \$300,000 to the construction of MCPS's first artificial turf stadium field at Richard Montgomery High School in exchange for priority use. While MCPS is seeking a new partnership, CUPF is permitting the space to a variety of sports groups in the interim.

While safety concerns continue to be raised, after an in-depth analysis last year, the Council did not find sufficient justification to place a moratorium on construction. However, the Council asked the agencies to implement steps to make users aware of heat hazards. Permits are now being issued for requests submitted during the December/January window for use of artificial turf fields beginning this spring and will include the language below:

- *If you experience symptoms of a heat-related illness, take appropriate action.*
- *During periods of excessive heat, vacate the field and alert the CUPF Emergency Line (240-777-2727) that you are leaving.*
- *Requests for refunds will be honored, provided heat conditions forcing the cancellation are consistent with current weather conditions.*

Information advising artificial turf users about the conditions of use and the refund policy on the CUPF field webpage is being updated. Bilingual signs designed and ordered by CUPF were installed by MCPS at the end of March 2013 in preparation for the summer season. Advisory signs are already posted on Park-owned artificial turf fields.

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 Coordinating 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 SSCBYP)

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 Palmyra 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/Re
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
Changes (with service impacts)		
Add: Scheduling Support for Community Use of Silver Spring Civic Building	39,020	0.00
Other Adjustments (with no service impacts)		
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

4

FUTURE FISCAL IMPACTS

Title	CE REC. FY14	FY15	FY16	(5000'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

5

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%
CP (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	3,071,953	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	(91,320)	(270,135)	(281,648)	(264,610)	(263,130)	(260,370)	(257,550)
Indirect Costs	(350,620)	(429,435)	(441,148)	(426,250)	(426,250)	(426,250)	(426,250)
DCM	(312,700)	(399,280)	(415,090)	(418,920)	(418,920)	(418,920)	(418,920)
Technology Modernization	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)
Transfers From The General Fund	(30,590)	(22,825)	(18,728)	0	0	0	0
Elections	259,300	159,300	159,500	161,640	163,120	165,880	168,700
Free Use	134,300	134,300	134,500	136,640	138,120	140,880	143,700
Civic Center Extended Community Use	25,000	25,000	25,000	25,000	25,000	25,000	25,000
	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:

- 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.
- 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.

6

CUPF FY14 Operating Budget Questions

Silver Spring Civic Building

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

The Silver Spring Civic Building (SSCB) continues to be a focal point in Silver Spring for a wide variety of events and programs. Communicating for the online postings/blogs, mentioning of the venue during CUPF's weekly user training class, and word-of-mouth advertising have been effective in outreaching customers. SSCB staff have also met with Montgomery County Conference and Visitors Bureau staff to discuss collaborations. Another positive trend is use of the building by federal agencies, instructed to look for public spaces to host their meetings before considering privately-owned venues.

Over the past two years the Civic Building has hosted public events such as Thanksgiving Parade, Veterans Day Ceremonies and World War II Veteran Recognition Event.

The Civic Building has also been the site for: County meetings and conferences; School proms, graduations & recognition banquets; Meetings & conferences; Personal celebrations; and Early & General Election voting site.

While not tracked in the hours of use, the Plaza was the location for seasonal amenities such as the ice rink and artisans market. The ice rink contract with Tri-State was recently renewed for the final year of the contract term. Fenton Street Market is ending its first year of operation under contract to the County. CUPF will work with DGS for the extension covering the market this spring.

2. For FY12 and FY13 year-to-date, please provide, as available, the costs for and revenue from operating the facility:

In FY12, many of the costs related to operation of the Civic Building and all of the costs related to administering the community access program were transferred to CUPF from the Silver Spring Regional Center. Costs related to construction, utilities and maintenance are assigned to DGS and NDA accounts. Costs related to Regional Center operations are assigned to the Community Engagement Cluster. Total costs for operation of the community use program and the building are estimated to be \$2.2 million in FY13, and \$2.1 million in FY14.

Operating

CUPF Budget	FY12 Actual	FY13 Budget	FY14 CE Recommended
Personnel @SSCB: MIII (Operations Manager), Program Specialist I (scheduler), Program Aide & Recreation Assistants	\$211,428	\$261,578	\$268,053
Share of County overhead, OPEB, ERP/IT charges, general operating, credit card charges & Admin/IT/Finance Team support*(prorated)	\$77,469	\$88,250	\$89,350
Custodial contractors - Porters	\$9,806	\$25,170	\$25,170
Security Contractors	\$81,365	\$104,000	\$104,000
Equipment & supplies	\$5,420	\$15,000	\$15,000
Community Access Pilot Program		\$200,000	
Program Specialist I detailed to SSCB to support CAPP		\$45,500	
Additional support – to include CAPP			\$139,020
CUPF Total	\$385,488	\$739,498	\$643,216
Other Budgets			
DGS Custodial Services - Cleaners	DGS 1.5 WY	DGS 2.0 FTE	DGS 2.0 FTE
RC Community Access Pilot Program			\$100,000
Utilities NDA – est.	\$120,000	\$120,000	\$120,000
DGS Maintenance costs – est.	\$205,500	\$230,500	\$230,500
Debt Service (\$10.4 million) -est.	\$1,000,000	\$1,000,000	\$1,000,000

*Estimated amount of staff time for SSCB operations provided by 2 IT Specialist III, 3 Finance Team staff, and Director.

Revenue

Revenue	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Recommended
Facility Use Revenue	\$334,090 (\$282,390 to Gen Fund)	\$530,717	\$550,000 (includes CAPP)	\$514,020
Tri-State Ice Rink Revenue returned to General Fund	\$ 46,490	\$85,450	\$85,000	\$95,000

28

The number of hours of paid and unpaid; and free and paid use hours by user type:

	FY11	FY12	FY13 Q1-3 (includes CAPP)
All Fees Paid	4,474	6,006	4,276
Staff fees only – no Facility Fee Paid (“Free”)	3,604	3,637	1,602

The decrease in free use is attributed to the availability of CAPP funding in lieu of department sponsorships.

3. What kind of additional scheduling support is needed for the building and why?

Administration of the Community Access Pilot Program (CAPP) required additional support from CUPF in terms of posting information on-line, processing forms, communicating with applicants, assisting with event planning, and processing financial transactions. Since November, a full-time CUPF Program Specialist I was detailed to support CAPP. Continued support assignments will be reviewed during the year-end program evaluation, along with consideration of changes to streamline the processing steps.

4. What are the mechanisms in which a user of the building can access free use? Please describe any corresponding qualifying criteria or process.

Consistent with Council and County policy, user groups are expected to cover the costs of using a public facility based on such factors as private gain vs. public good and ability to pay. County departments, and groups they sponsor, do not pay any fees for use of County buildings, including the Silver Spring Civic Building, unless additional staff costs are incurred.

Since the establishment of the pilot, non-profit organizations may submit a CAPP application to request assistance under the (CAPP). Applicants are rated on a scale of up to 50 points based on non-profit status, need for financial assistance, how the program supports the County’s mission, and public benefit/service to the community. Events subsidized under the CAPP program may be scheduled any day or time of the week, with the award covering facility, staff and equipment fees.

For the community’s use of school facilities, all groups are expected to pay their fair share. A general fund contribution of \$25,000 has been available for many years for free use of a classroom Monday through Friday by a Montgomery County-based nonprofit (501)(c)(3). Organizations whose programs or activities meet the following strict criteria are eligible to receive a subsidy:

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

All-purpose rooms, gyms, auditoriums and other rooms with limited availability are not included in this subsidy program.

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

County departments with operations in the Silver Spring Civic Building

- Community Use of Public Facilities
- Silver Spring Regional Center

Other entities using space in the building and plaza include

- Round House Theatre (Lower Level)
- Silver Spring Town Center, Inc.

On site Contract Services

- Fenton Street Market (Plaza) Every Sat. between April through November
- Tri-State Ice Management (Ice Rink & Skate House) - October through March

While not a tenant, the Arts & Humanities Council curates the gallery under terms of a MOU.

What have public departments and agencies spent for using the Civic Building in FY12 and FY13 to date?

County departments and County-sponsored groups pay only staff costs.

Great Hall & Special Events only	FY12	FY13 Q1-3
<i>No staff fees are charged for use of activity rooms</i>		(includes CAPP)
County Departments - includes partnership programs submitted by department	\$23,380	\$26,665
County partnership programs submitted separately	\$17,618	

6. Please provide an update on efforts to fill the Silver Spring Civic Building Manager vacancy.

The position was advertised between February 19 and March 5, 2013. Candidates were rated and interviews will be conducted April 5, 2013. CUPF hopes to make a selection in mid-April.

7. Given the complexity of managing the Silver Spring Civic Building is there a need to hire a professional events manager for this facility? Does the County intend to hire one?

Civic Building events represent a varied mix of activities ranging from a small meeting to festivals attracting tens of thousands of visitors. Users are responsible for organizing their own events and, where necessary, obtaining permits and hiring event service providers such as caterers, DJs, florists, etc. However, on-site coordination with the user is critical to the success of the program. The number of large events planned is increasing, and those now scheduled on an annual basis are attracting more attendees.

During the first few years the Program Specialist I (scheduler) and the Operations Manager have served as the liaisons between the County and the user (and their contractors) to coordinate logistics, room set-up and access to the loading dock as well as schedule building service workers and security staff. The Operations Manger also coordinates maintenance services with DGS and when necessary, ensures that other County departments and Silver Spring Urban District, are involved for large events. A

A10

Program Aide was added in FY12, but covering the reception desk remains a challenge given the increasing level of administrative support needed.

From the Enterprise Fund, \$100,000 in spending authority was approved by the Council to support community use of the SSCB. Staff is working with Office of Procurement with the objective of using contracted event supervisors/monitors. Using contracted staff will provide scheduling flexibility and a pool of qualified workers. With the personnel changes at the SSCB, CUPF will be evaluating how we can best maximize available resources.

Silver Spring Civic Building Community Access Pilot

1. Please provide an update on the Silver Spring Civic Building Community Access Pilot Program:

When did the pilot program begin making funding awards?

A stipulation of the Council's approval for the Community Access Pilot Program was receipt of a letter to the Council describing how the program will be implemented. CUPF and CE staff made a joint presentation on November 5, 2012 to the Council Education Committee. Immediately following the presentation, instructions and application forms were posted on CUPF web pages.

The Program began accepting applications in October 2012 and the first awards were issued in November 2012. Some of the awards were attributed to events that had recently taken place and the funds were retroactively applied so that applicants were able to take advantage of the program for events that occurred shortly before November 2012.

How much of the funding for the pilot program has been expended to date?

As of March 2013, \$62,379 has been awarded to various non-profit and not-for-profit community users whose programming has qualified as being for the benefit of the Silver Spring community or the County at large.

What is the projected amount that will be expended by the pilot program in FY13?

Staff anticipates expending an additional \$60,000 in direct support of the CAPP program over the remaining three months of this fiscal year.

The Pilot Committee has advertised the fact that funding can be used for events that are planned for dates that occur beyond June 30, 2013 so long as the application is accepted and the award made before June 30, 2013. This was offered to compensate for the fact that the Pilot Program was not up and running until three months into the fiscal year. We are also aware that the \$100,000 funding provided by the County Executive for FY13 was renewed for FY14 so there is a demonstrated intent to continue the program for at least one additional fiscal year.

The remaining funds above that amount will be used to facilitate upkeep of the Silver Spring Civic Building. General Services has indicated that the increased use and activity in the facility has created additional need for upkeep that is currently not available in their budget. CUPF detailed a Program Specialist I (grade 18, .7 FTE - \$45,500) in November to provide on-site administrative and facility scheduling support.

Not fully captured in our cost analysis are the following:

- a) The many hours dedicated to the success of this program by the SSCB Operations Manager and other CUPF staff to include Director, Financial Administrator/Finance Support Team, IT staff
- b) Cost of wear and tear on the facility not covered by "staff only" fees
- c) Credit card transaction fees
- d) General operating costs (printing, etc)
- e) Equipment wear and tear (AV light bulbs at \$2,500 per unit)
- f) Utilities

How many users received awards for how many uses or events?

As of the end of March 2013, 58 applications were received, 41 uses approved thus far, and 12 are pending processing. The majority of applications approved requested use of the Great Hall (25) or Plaza (6) for large gatherings or special events. While most events were short term (one or two dates), a number were for meetings spanning several months. Six of the events were fundraisers.

Of the total applicants, three withdrew their application because the desired date was not available, one was not approved, and one cancelled their program after the award had been processed.

Attachment 2, CAPP Awards, provides additional information regarding users who have received an award thus far. The uses ranged from youth groups holding enrichment and educational programs, sorority or other philanthropic groups holding educational and outreach programming, community folk and ethnic dance groups, community Inauguration party celebrating the presidential inauguration, ethnic festivals, sporting event award ceremonies, Sister Cities functions, Girl Scout/Boy Scout award and outreach events, health initiative programs, etc.

2. To what extent did the pilot program increase access to the building?

- How much did use hours increase from FY12 to FY13? (Based on performance measures, it looks like use of the building is level.)
- How many new users of the building access the pilot program, i.e., their first use of the building was supported the pilot program?
- To what extent did prior users of the building use the building more, e.g., did prior users access the building more frequently (an hours comparison would be useful) or were they able to accommodate a larger number of participants through booking more or different rooms?

Since the majority of CAPP programs utilize the Great Hall, the impact is not necessarily that of increased use of the building, but rather the substitution of a CAPP subsidized event in lieu of another paid community user. We are surprised there is not more interest in the use of the activity rooms since that was identified as a need last year when this pilot was first considered.

The full impact of the CAPP program will not be known until the end of the fiscal year. Several groups were approved for events which will occur after June 30th and those hours will be reported as FY14 use.

As of the end of March 2013, applications were approved for 36 groups, of which 18 were first time users of the Civic Building. While most groups booked on their own, 10 events were assessed staff-only costs as a result of departmental partnerships. When

considering the difference between the amount reimbursed by CAPP and the regular fees for use of that venue, CUPF absorbed a loss of nearly \$20,000.

3. Why was the Silver Spring Civic Building Community Access Pilot funding shifted to the Community Engagement Cluster?

The change was requested to simplify the revenue transfer and tracking process. Revenue tracking is accomplished via an interface between CUPF's scheduling database and ERP, which is then tracked in CUPF's Enterprise Fund. The arrangement resulted in CUPF both charging and paying itself. To avoid double-counting of revenue, CUPF, ERP, OMB, and Finance worked together and implemented a temporary solution by creating a separate revenue fund with additional oversight by Finance. Otherwise, CUPF will continue to manage the day to day operations of the program in coordination with the County Executive Office.

MCPS Reimbursements

1. How much of CUPF's FY14 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 FY14. What percentage of the CUPF's FY14 operating expense is attributable to MCPS reimbursements?

Consistent with the FY13 budget, 86% of CUPF's operating expenses (or 64% of the total budget) are projected to be used to reimburse MCPS for the cost impacts of community use. This represents a decrease from the balance before CUPF assumed responsibility for the Civic Center.

Projected FY14 MCPS Reimbursements

	FY14 CE Recommended
MCPS Staff Costs (includes Weekend Supervisor)	\$3,334,260
Elections	134,300
Utilities	1,720,770
Energy Conservation Specialist	95,910
Childcare Coordinator	94,615
"Wear & Tear" Maintenance	710,350
Custodial Supplies	210,500
Total Reimbursements to MCPS	\$6,300,705
Total operating costs	\$7,351,460
Total budget	\$9,896,271

Revenue is also returned to MCPS for maintenance of artificial turf fields and equipment usage. CUPF also continues to cover the cost of 58 all-call paging lines in middle and high schools.

Over the past few years CUPF and MCPS have worked together to manage weekend overtime costs. CUPF has automated many of the overtime authorization and validation steps, saving MCPS both processing time and overtime costs.

CUPF is currently developing an on-line overtime request form that will replace the long-used paper/fax arrangement.

CUPF continues to also enhance its ICBWeb resources, which received a NACo award last year. The on-line tool enables both schools and County department's real-time access to activities scheduled in their locations.

2. Please explain why the utility reimbursement decreased by \$174,260 and staffing and services reimbursement increased by \$2,315.

As required, CUPF reimburses MCPS for the additional cost impacts resulting from community use. Included in the reimbursements are a percentage of utility costs based on the prior year's actual costs, which can vary widely depending on weather conditions. Utility reimbursements increased from \$1,863,000 in FY12 to \$1,895,030 in FY13, but then dropped to \$1,720,770, resulting in a decrease of \$174,260 to MCPS in FY14.

Beyond weather-related utility demand, MCPS attributes the decrease due to advance purchase of fuel and natural gas when rates are low and aggressive energy saving measures to include: establishing heat and air conditioning level standards, maintenance/replacement of equipment, air conditioning curtailment periods, and practice of supplying energy on a need-based basis. For example, CUPF reimburses MCPS a percentage of the costs of programming utility services based on the community use scheduled after hours and on weekends. CUPF also developed a notification system that facilitates late notice heat/ac requests or last-minute changes by school staff or community users.

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 2009, 4.6% of utility costs were attributed to community use. The study was conducted again based on 2012 use patterns. Based on the most recent evaluation, MCPS has determined that the FY15 share will increase to 5.3%. MCPS reports that unlike prior studies which relied on sampling, the most recent study was based on use at all schools.

The additional staffing costs reflect anticipated increases in MCPS personnel costs for staff detailed to CUPF and change in election scheduling.

The Board of Elections will be implementing a date change in the State Elections Law in 2014. Previously, the State Gubernatorial primary election was held in September. The change pushes the date back to the fourth Tuesday in June, which would delay the start of most summer school programs and camps. A newly submitted proposal (House Bill 323) would push the date back further to the first Tuesday in June, the week before school ends. Regardless of which date prevails, CUPF staff will coordinate community use with MCPS and Board of Elections in both schools and County buildings.

Staffing

1. Please provide a vacancy list

Current vacancies include

- Program Specialist I (grade 18) .5 FTE-lapsed
- Program Specialist I (grade 18) 1 FTE vacant as of March 2013
- Manager III (SSCB Operations Manager) will become vacant in the near future. Incumbent is covering workload until a replacement is hired. The Community Engagement Cluster is charging back 50% of salary until replacement is found.

2. Please identify positions that have been reclassified since publishing the FY13 personnel complement and the reasons for the reclassification.

Two Program Manager II positions were classified as Manager III positions effective May 6, 2012. The changes were made to align the work performed by the incumbents with the classification assignment. Over the past few years, staff has been assigned additional program responsibilities and staff supervision with the transfer of the Civic Building to CUPF, childcare re-bidding process, and centralized scheduling of Park and MCRD fields.

Updates and Other Miscellaneous Questions

1. Please provide an update the following programs:

Childcare in schools

- CUPF continues to schedule before and after school childcare in shared school space (spaces used for academic programming during school day) at 117 locations. CUPF reimburses MCPS for the Coordinator on loan from MCPS.
- The childcare competitive re-selection process was discontinued in FY12 after the Circuit Court found that, in spite of the ICB's role in facilitating the childcare selection process over the years, the ICB Resolution of 2007 that established the competitive childcare rebidding process was not the proper legal instrument for that activity. The court further ruled that the rebidding process should be adopted by County regulation before the ICB can conduct any further rebidding activities. Over the last fiscal quarter, the Board of Education (BOE) expeditiously moved forward with its effort to delegate administration of the selection process. On January 8, 2013 the BOE delegated the responsibility and directed the County to develop regulations for its review. As such, MCPS, the entity endowed with the responsibility, has officially delegated the administration of the rebid process to the ICB. A committee representing MCPS and the County is developing a procedure for BOE adoption and implementation by the County as a regulation. In the meantime, MCPS, with technical assistance from CUPF staff, will assume responsibility at locations where the principals have requested assistance in finding providers.

Adopt-a-field

- The Parks Department and MCPS advertised adopt-a-field opportunities at four locations last year and two Park and one MCPS site were adopted in FY12. This spring we anticipate that MCPS will be requesting expressions of interest from groups for adoption of five fields where current agreements are expiring. Those fields are located at Bethesda ES, Tilden Center, Westbrook ES and two fields that are adopted separately at Briggs Chaney MS. At this time, it has not been decided whether or not new sites will be included or whether the addition of new sites will be deferred for a year. The Parks Department is soliciting feedback from Park Managers, but is currently leaning toward not allocating any new fields this year for adoption.

Field permitting practices

- Procedures for booking CUPF, MCRD and Park fields are aligned as to:
- Application & payment process (available on-line)
- Season durations
- Priority scheduling of non-profit leagues before for-profit leagues on Park fields (new Spring 2013)
- Special Event bookings transferred to the Park staff detailed to CUPF in FY13
- CUPF designed and purchased signs which have been installed at the artificial turf fields at Gaithersburg, Richard Montgomery, and Walter Johnson High Schools. Additional signs ordered by CUPF will be held by MCPS for eventual installation at Paint Branch and Wootton High Schools. The signs provide a heat-injury warning and instructions to contact CUPF if they vacate the field due to heat conditions to receive a credit.
- The MCPS partnership agreement with Maryland Real in which the soccer organization contributed \$300,000 to the construction of MCPS's first artificial turf stadium field in exchange for priority use has concluded. While MCPS is seeking a new partnership, CUPF is permitting the space to a variety of sports groups in the interim.
- MCPS and CUPF plan to evaluate use patterns and fees for artificial turf fields next year with the goal of increasing community use. The Parks Department is considering implementing a weekday discount for its artificial turf fields to promote more use during off-peak hours.

2. What work has been done to centrally schedule rooms for community use in Recreation Centers? Are there any potential costs, savings, or revenue change as a result of the work? Are customers now able to book rooms in recreation facilities on-line? Have there been other benefits or barriers/challenges to scheduling these rooms?

A centralized point of access will be a significant benefit to customers; however, many differences need to be addressed. Each agency uses a scheduling system from the same vendor, but each uses different modules and configurations.

Given resource limitations, progress has been slower than hoped. Both departments agreed to begin with a limited number of sites. Two committees were formed to develop an implementation plan. One joint CUPF-MCRD team will focus on the technical aspects, while the other will look at developing policies and procedures (fees, payment policies, account structure, staff coverage for community use, etc.). Additionally, baseline program measures will be taken to determine the impact of the consolidation. An approach used during the transition of field use was for CUPF staff to initially honor existing fees and procedures and to gradually make changes. Handling of financial transactions will be a priority item. MCRD and CUPF use different banks and handle

payments differently. For example, CUPF makes one consolidated deposit and treasury report, while MCRD staff at each site make deposits. CUPF does not accept cash, while MCRD does. CUPF's customers are limited to one account per group, while MCRD's customers could have multiple accounts.

User fees collected for use of MCRD facilities will be returned to MCRD. As was noted with centralization of high schools, CUPF anticipates increased use and revenue from MCRD facilities. If the results are consistent with our experience with centralized scheduling of high schools, a 3-5% increase could be realized. CUPF will retain enough to cover its costs out of additional revenue. However, it must also be noted that increased use would translate into higher costs related to staff coverage, utilities, custodial supplies, and building maintenance. We do not anticipate cost savings.

Both CUPF and MCRD are currently moving forward with a Request for Proposals because the current contract with Active Net is expiring and the feasibility of a shared database is being explored.

Despite the challenges, consolidated permitting will facilitate a one-stop approach to facility booking and allow the creation of online request/payment options at recreation centers as was recently done with Park fields.

3. Why is data regarding the % of ICB members satisfied with CUPF operations not reported?

CUPF staff have been working with CountyStat to develop a survey to assess ICB member satisfaction with CUPF operations. CountyStat plans to distribute the survey this fall. The administration of a survey by an independent and objective group facilitates accurate and honest feedback. CUPF anticipates receiving this information in time for the FY15 budget submission.

4. What is the lapse rate assumed for the Department?

The FY14 lapse is .2 FTE with a budgeted amount of \$6,746.

How much in staffing costs were not expended as a result of vacancies in FY12 and FY13 to date?

CUPF became aware of a position transferred from DGS in FY12 that was not correctly charged to CUPF's budget, artificially lowering actual FY12 personnel costs. Unlike the prior HR system, under ERP system, the "losing" department is now responsible for changing the labor distribution codes which assign costs and the receiving department has no access to the record. The affected position was caught in the middle during the transition from one system to the other. As soon as this error was discovered, CUPF notified OMB. With the assistance of Finance, the correction was made, but given the timing, the transfer of personnel costs (\$76,282) was not processed until FY13. Recent enhancements to the ERP reports should eliminate this delay.

Another contributor to lapse in FY12 was the death of a scheduler and another on long term disability leave.

Given the timing of the most recent resignations in March 2013, the only FY13 lapse noted as a result of vacant positions was the part-time program specialist position. The incumbent of the part-time position recently moved to the full-time position.

5. Please provide a list of organizations/program that were granted free use by CUPF along with amount attributable to free use for FY12 through FY13 to date.

All users pay for use of schools except those granted funding through the \$25,000 General Fund Subsidy. Groups provided assistance have included distribution of food under Maryland's Emergency Food Assistance Program by the Young Professionals Forum, Civil Air Patrol, and Cultural & Diversity Enrichment Services youth programs.

Schools pay fees for use of MCPS facilities only when additional staff is required. Similarly, County departments are only charged staff costs for use of a County building. Groups sponsored by a County department/school are considered to be the department/school's program. FY12 free use (no facility fee charged), predominately by the tenant, was 74,720 hours indoors in schools; 10,975 outdoors in schools, 3,637 in the Civic Building; and 6,826 in other County buildings combined, excluding administrative holds by the tenant. Most of the 5,085 hours of free use on Park fields is attributable to use by the adjoining school. FY13 data will be available in August.

CUPF long-term MCPS and County "partnership" agreements are noted below.

MCPS Sponsored Groups

- Linkages to Learning
- George B. Thomas Learning Academy (Saturday School)
- Montgomery College ESOL
- Adventist Services of Greater Washington (Piney Branch Pool)
- School PTA meetings and co-sponsored programs
- Educational Testing Service (tests only)

County Sponsored Groups (not CAPP)

Silver Spring Civic Building

- AFI Theatre/Silver Docs
- Pyramid Atlantic
- Arts and Humanities Council
- Sister Cities
- Ghandi Brigade
- Impact Silver Spring
- Fenton Street Market
- Silver Spring Town Center, Inc. (organizes use for other organizations via MOU)

Other County Buildings

- Montgomery College ESOL
- Lupus Foundation of America
- Maryland Hands and Voices
- Literacy Council of Montgomery County
- Friends of the Library
- American Cancer Society
- Fire Department
- Conflict Resolution Center
- Gap Busters
- Bone Builders
- Proyecto Salud

The dollar value of the subsidized "partnership" use is not currently available, but would likely total several hundred thousand dollars. Also noted are the many department partnerships uses not scheduled through CUPF.

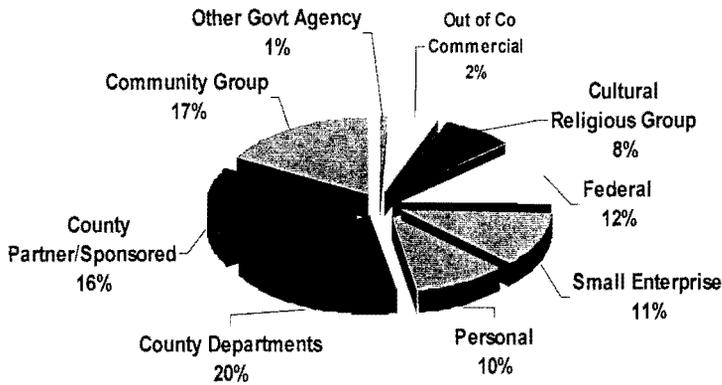
6. Please explain the increased cost related to credit card transaction fees.

Prior to 2011, Finance transferred credit card transactions fees directly from the revenue fund. However, with the implementation of ERP, new procedures included tracking the costs in the operating budget as well as a revenue transfer. For consistency in budgeting, credit card fees are now included in operating costs.

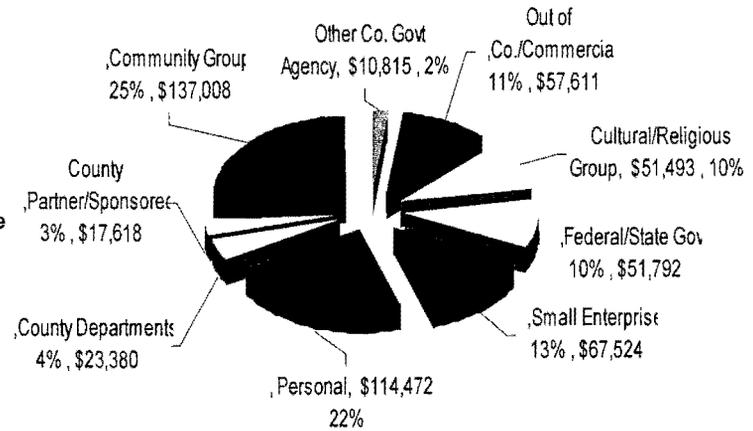
Since the mid-1990s CUPF has accepted and processed payments by credit card. Over time use of credit cards has gradually increased. In 2011, CUPF began scheduling Park fields, and offered on-line request and payment options as of the spring 2012 season, resulting in an increase in transaction fees.

Additional Information on the SSCB

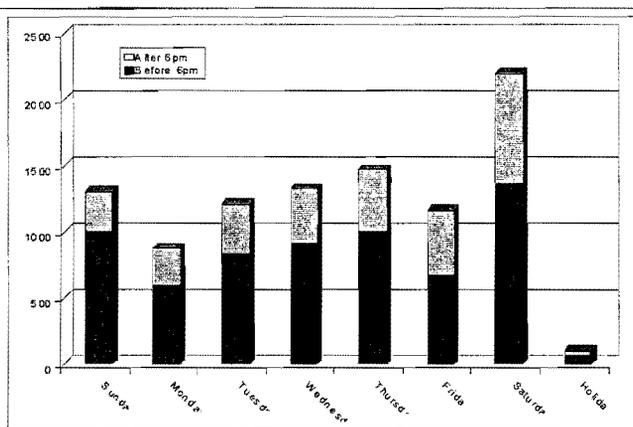
FY12 Distribution of Usage Hours by Group Type



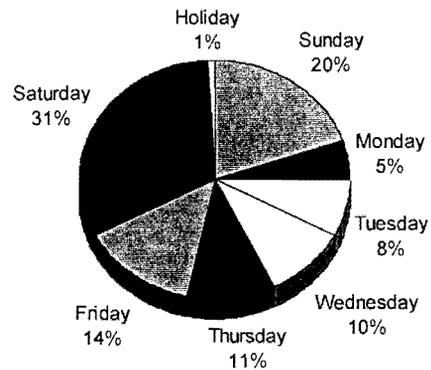
Revenue by Group Type



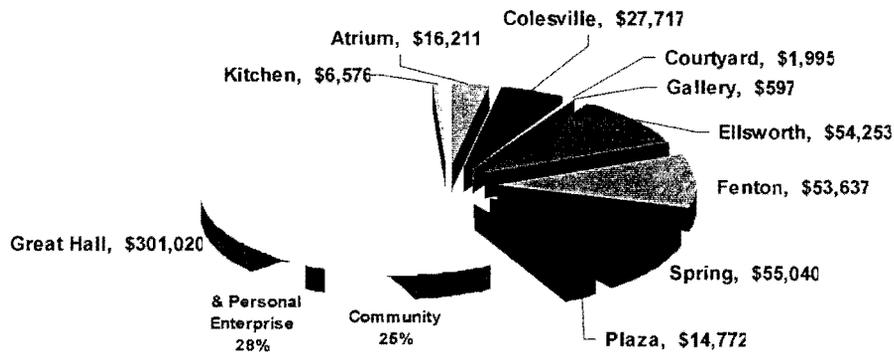
Hours of Use by Day, FY12



Revenue Distribution by Day, FY12



Distribution of Revenue by Room, FY12



Distribution of Great Hall use by group category (in hours)

Public Agency
47%

CAPP Awards as of March 30, 2013-REVISED-New & Sponsored (staff costs only)

Organization	Program	Award	Notes
All Cameroonian Cultural & Development Foundation	Pana-Fest 2013	\$ 4,063	Returning
All Cameroonian Cultural & Development Foundation	Pana-Fest 2012	\$ 900	Returning
Advance Church	Raba Leadership Inst /Food collection	\$ 553	Returning
African Immigrant Refugee Foundation	Youth Conference	\$ 497	New to SSCB.
BSA Pack 275	Blue & Gold Banquet	\$ 1,290	New to SSCB.
Carpe Diem	MLK Celebration	\$ 1,880	Returning
Carpe Diem	Dance & Sing Along's	\$ 2,446	Returning
Chrisma Charities	Fundraiser	\$ 579	New to SSCB.
Coder Dojo	Computer classes	\$ 941	New to SSCB. Sponsored
Community Bridges	Annual event & mtgs.	\$ 1,866	Returning
Delta Sigma Theta Sorority	Aids Awareness Day	\$ 1,010	New to SSCB. Sponsored
Docs in Progress	Silver Spring Stories	\$ 413	New to SSCB.
Ethiopian Sport Federation	Welcome/Cultural Celebration	\$ 1,083	New to SSCB.
Gandhi Brigade	Digital Workshop	\$ 1,180	Returning
Gandhi Brigade	Youth Forum	\$ 559	Returning Sponsored
Gandhi Brigade	Youth Media Festival	\$ 992	Returning Sponsored
Girl Scout Troop 5471	Meetings	\$ 497	New to SSCB.
Impact Silver Spring	Conference & Luncheon	\$ 1,978	Returning
International Minority Affairs	Student Workshop	\$ 267	New to SSCB.
International Rescue Committee	Job Fair	\$ 1,182	New to SSCB.
Jack & Jill	Children's Inaugural	\$ 2,869	Returning
Jesus House	Health Fair	\$ 2,447	Returning
Jesus House	Festival	\$ 2,552	Returning
Latino Health Initiative	Health Fair	\$ 1,325	Returning Sponsored
Maryland Multicultural Youth Center	Job Fair	\$ 1,040	Returning Sponsored
Leadership Montgomery	Community meeting	\$ 1,295	New to SSCB.
Liberty's Promise	After School Classes	\$ 606	Returning
Live Garra Theatre	Community Service	\$ 1,658	New to SSCB.
Montgomery County/Maryland Chapter of Delta Alumni	Annual Mtg & Luncheon	\$ 776	New to SSCB.
Montgomery County Committee for Ethnic Affairs	Ama Tu Vida Health Fair	\$ 980	Returning Sponsored
Maryland Native Plant Society	Board Meetings	\$ 80	New to SSCB.

Maryland Sister Cities	Reception	\$ 712	Returning Sponsored
Maryland Youth Ballet	Gala And Fundraiser	\$ 2,893	Returning
Michael Ward	Cloud Hands Tai Chi	\$ 628	New indoor user Sponsored
Mid County United Ministries	United Ministries Annual Fundraiser	\$ 1,072	New to SSCB. Usually at MCRSC
National Center for Children and Families	Fundraiser	\$ 5,085	Returning
Nigerian Youth Association	Fest Africa 2013	\$ 6,475	Returning
Positive Reinforcement of Youth through Music	Fundraiser, Music Concert & Drama	\$ 1,118	New to SSCB.
Flora Singer Elementary School PTA	Fundraiser	\$ 2,286	New to SSCB.
Wheaton 7th Day Adventist	MLK Service Projects	\$ 749	New to SSCB. Usually at MCRSC Sponsored
Youth and Family Services of the YMCA	Youth Forum	\$ 842	New to SSCB.

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25

Budget Testimony of the Presidents' Council of Silver Spring Civic Associations

April 9, 2013

Presented by Woody Brosnan, PREZCO coordinator

The Presidents' Council of Silver Spring Civic Associations (Prezco) appreciates the support this Council has given to Silver Spring's neighborhoods. The emphasis you have given to public safety, economic development and education has improved the quality of life in our communities. As you prepare your FY14 Operating Budget, please note the following concerns of these Silver Spring neighborhoods.

Public Safety. We have welcomed the added police resources for the Silver Spring Central Business District and the Third District, generally. Public safety remains a top priority to keep our neighborhoods attractive places to live and work. As a related matter, we encourage you to support school resource officers in Blair, Northwood and Einstein High Schools.

Support of the Departments of Libraries & Recreation. Over the last several years, we have seen dramatic cuts in the budgets for the County's Department of Libraries and Recreation. We urge you to significantly restore funding to the programs of these agencies so that more children and families can take advantage of them. In particular, we urge increased support for our libraries so that they can increase their hours of operation and procure the materials and technologies needed to support the educational advance of our neighborhoods.

Youth Programs. Prezco believes that there should be more resources directed to programs for young people and at-risk youth in our neighborhoods through grants to non-profit organizations in our community. We are very interested in the future use of the Silver Spring Library as the new library building opens in the near future. We hope that serious consideration is given to using this building as an intergenerational recreation center.

Silver Spring Civic Building. We welcomed the County's pilot program to increase access to the Silver Spring Civic Building and support its extension in the next fiscal year. We believe that there should be much greater access to this important public facility. We also hope for continued support for the Silver Spring Town Center, Inc., the community non-profit that provides dynamic local arts & entertainment programming.

Tree Maintenance & Stump Removal. For many years, our neighborhoods have advocated for greater support by County Government for programs and staff to protect the natural environment in Silver Spring. We urge the Council to provide the resources necessary to ensure that the tree canopy in our neighborhoods is maintained, sustained, and where necessary, replaced. We see an urgent need for the County to increase the resources available to promptly and completely remove tree stumps after trees have been taken down by County staff and its contractors. Moreover, and importantly, we would like to see the County undertake a significant program to replant trees where they have been removed by the County.

Road Maintenance and Sidewalks. We urge the Council to provide the necessary resources to continue the important road rehabilitation and sidewalk improvement programs throughout the Silver Spring area. In some of our neighborhoods, roads and sidewalks have deteriorated to the point where driving, biking and walking is often difficult and unsafe.

Thank you for your attention and your continued support of Silver Spring's neighborhoods.

Sincerely,

Indian Spring Citizens Association
Linden Civic Association
Long Branch Village Civic Association
Lyttonsville 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 Forest Civic Association

Testimony April 9, 2013

Busy Graham, Carpe Diem Arts, under the fiscal sponsorship of Class Acts Arts
301-466-0183 / busygraham@gmail.com

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24

Thank you, County Council members, for your time this evening. My name is Busy Graham. Most of you know me as the founder of Class Acts Arts, Project Youth ArtReach, and most recently, Carpe Diem Arts. I am also a founding board member of Lumina Studio Theatre and continue to serve on the advisory committee of the African Immigrant and Refugee Foundation. You also know me as a staunch advocate for access to affordable space in our County, and specifically in Silver Spring.

I appreciate the opportunity to address a few issues that are of concern to me and to the many communities and organizations I am affiliated with.

COMMUNITY ACCESS PILOT PROGRAM (CAPP)

As the director of Carpe Diem Arts, one of the many beneficiaries of the CAP Program, I first want to thank you wholeheartedly for supporting the 2013-2014 Community Access Pilot Program. It has made such a difference in terms of making the Silver Spring Civic Building a far more accessible, affordable and inviting space for organizations and community groups hosting meetings, workshops, classes, film screenings, positive youth engagement activities, festivals and other special events, including the essential fundraisers for many of our local non-profits – while also benefiting our county residents and visitors by providing enriching cultural activities at no cost or low cost.

The program has also effectively supported Silver Spring's designation as an arts and entertainment district, while boosting the local economy at the same time.

We urge you to renew funding at the same level that was approved in 2014-2015.

There will undoubtedly be an increased demand and need for this support, and those of us who have launched monthly series of events are dependent on the rental subsidies in order to build on the momentum we've created and to continue to grow our audiences. It will also be important to know that the funding is secure in order to plan events enough in advance to be successful.

We hope you will all turn out this coming Thursday, April 11 at 7pm for our inaugural Silver Spring Contra-Dance – taking advantage of one of Montgomery County's greatest assets: the sprung wood floor in the Great Hall of the Silver Spring Civic Building.

Come experience first-hand why hundreds of people turn out every Friday and Sunday nights for the weekly contra dances in Glen Echo Park's Spanish Ballroom – and now we will be putting Silver Spring on the national contra-dance map.

THEATRE AND COMMUNITY GROUPS NEEDING ACCESS TO PERFORMANCE SPACE IN SILVER SPRING

This is an issue that has been widely discussed. Suffice it to say that it is of critical importance that affordable access to the Silver Spring Round House Theatre be maintained – and that we keep in mind the growing need for additional theater performance space in the down county area. We are excited to know that the Old Blair Auditorium Project is back on the County's radar! And perhaps we will also be so lucky as to see the Flower Theatre come back to life as part of the Long Branch neighborhood's revitalization efforts.

ARTS IN CORRECTIONS AND RE-ENTRY SUPPORT

At the recent Academy Awards ceremony, Montgomery County residents and filmmakers Sean Fine and Andrea Nix Fine accepted the Oscar Award for the "Best Documentary Short" – for their film, *Inocente*, the story of a young teenager, Inocente Izucar, who had been homeless until she enrolled in an art program and her talent as an artist was discovered. During his acceptance speech, Sean Fine delivered an impassioned plea for greater support of the arts: "This young lady...was homeless just a year ago. She's an artist... We need to start supporting the arts. They're dying in our communities...We need to stand up and help girls like Inocente be seen and heard."

Through the work of Class Acts Arts/Project Youth ArtReach in our area youth detention and correctional facilities, we continually discover young inmates who are remarkably gifted in the visual, literary and/or performing arts. If those gifts had been identified and nurtured earlier in their lives, they would probably not have fallen through the cracks. It is our job now to help them write new chapters of their lives and the arts are a powerful and cost-effective vehicle for transformation and rehabilitation.

NEED TO GENERATE NEW INITIATIVES TO PROMOTE EFFECTIVE PARTNERSHIPS BETWEEN GOVERNMENT, THE BUSINESS COMMUNITY AND NON-PROFITS

Consider reviving the PARTNERSHIP GRANTS FOR ARTS/HUMANITIES AND RECREATION INITIATIVE which was tremendously successful in generating new sources of revenue and support for many of our area non-profits from private sector corporations and foundations, with the incentive of matching funds from the county.