

**MEMORANDUM**

April 14, 2016

TO: Education Committee

FROM: Vivian Yao, Legislative Analyst *VY*

SUBJECT: **Worksession: FY17 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 ©1-5. CUPF provides community users and public agencies with access to public facilities for services, programs, and events. **The program is supported by an enterprise fund and does not receive tax dollars to support its operations.** The Interagency Coordinating Board (ICB) is the policy-making authority of CUPF.

**I. OVERVIEW**

For FY17, the Executive recommends total expenditures of \$11,292,468 for CUPF, an increase of \$446,193 or 4.1% from the FY16 approved budget.

	FY14 Approved	FY15 Approved	FY16 Approved	FY17 Rec	% Change FY16-FY17
<b>Expenditures:</b>					
Enterprise Fund	9,896,271	10,134,509	10,846,275	11,292,468	4.1%
<b>TOTAL Expenditures</b>	<b>9,896,271</b>	<b>10,134,509</b>	<b>10,846,275</b>	<b>11,292,468</b>	<b>4.1%</b>
<b>Positions:</b>					
Full-time	26	26	27	28	3.7%
Part-time	1	1	1	1	0.0%
<b>TOTAL Positions</b>	<b>27</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>3.6%</b>
<b>WORKYEAR/FTE</b>	<b>26.74</b>	<b>26.74</b>	<b>27.74</b>	<b>29.07</b>	<b>4.8%</b>

For FY17, the Executive is recommending an increase of one position and 1.33 FTEs. The number of positions does not include employees on loan from MCPS and M-NCPPC who support field permitting and child care provider selection processes.

<b>FY17 Recommended Adjustments</b>	<b>Expenditure</b>	<b>FTEs</b>
Enhance Athletic Fields maintained by M-NPPC	\$ 150,000	0.00
Enhance Special Maintenance of Silver Spring Civic Building and other highly used government buildings	\$ 125,000	0.00
Increase Charges from General Services for Maintenance of Silver Spring Civic Building and other Government Buildings	\$ 120,000	0.00
Increase Annualization of FY16 Personnel Costs	\$ 93,506	0.04
Shift: Active Montgomery - Fiscal Assistant Term Position from Department of Recreation	\$ 74,462	1.00
Increase FY17 Compensation Adjustment	\$ 50,307	0.00
Increase Charges from Department of Finance	\$ 35,648	0.29
Increase Active Montgomery Transaction Fees	\$ 32,220	0.00
Group Insurance Adjustment	\$ 17,969	0.00
Increase Other MCPS Reimbursable Costs	\$ 13,962	0.00
Office Lease	\$ 9,450	0.00
Printing and Mail Adjustment	\$ 434	0.00
Retiree Health Insurance Pre-Funding	\$ (20)	0.00
Motor Pool Adjustment	\$ (1,025)	0.00
Credit Card Charges	\$ (3,777)	0.00
Shift: Telecommunications Chargeback Elimination	\$ (20,850)	0.00
Retirement Adjustment	\$ (22,754)	0.00
Elimination of One-Time Items Approved in FY16	\$ (70,929)	0.00
Utility Reimbursements to MCPS	\$ (157,410)	0.00
<b>Total Adjustments</b>	<b>\$ 446,193</b>	<b>1.33</b>

**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 FY17.

## II. FY17 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 \$6.55 million or 58% is projected to be used to reimburse MCPS for costs associated with the community use of schools in FY17. The following table shows the total FY16 and FY17 recommended reimbursements to MCPS.

	FY15	FY16	FY17 Rec
MCPS Staff Costs (includes Weekend Supervisor)	\$ 3,226,760	3,228,259	3,277,650
MCPS Eve/Weekend Supervisor	\$ 112,202	117,793	172,418
Elections	\$ 135,000	135,000	135,000
Utilities	\$ 1,916,754	2,091,200	1,933,790
Energy Conservation Specialist	\$ 95,910	95,910	95,910
Child Care Coordinator*	\$ 97,125	100,660	0
"Wear & Tear" Maintenance	\$ 710,350	710,350	721,122
Custodial Supplies	\$ 210,500	210,500	213,582
Total Reimbursements to MCPS	\$ 6,504,601	6,689,672	6,549,472

\*The position has been filled by County employee instead of previous MCPS employee.

The Executive is recommending the following two adjustments related to reimbursements to MCPS:

- **Utility Reimbursements to MCPS** **-\$157,410**
- **Increase in other MCPS Reimbursable Costs** **\$13,962**

Executive staff explains that reimbursements to MCPS are projected to decrease by 2% (\$140,200) in FY17 from FY16 with most of the increase attributable to lower utility charges. The item "increase in other MCPS Reimbursable Costs" covers incremental salary, maintenance, and custodial supply increases supporting community use.

**Council staff recommends approval of the reimbursements to MCPS.**

**B. CUPF FUND BALANCE AND RECOMMENDED FY17 ADJUSTMENTS**

During review of the Department's FY16 Operating Budget, Council staff noted that the CUPF Enterprise Fund balance, although projected to decrease through FY21, was, at 35%, well over the policy target of 10% of total resources. Subsequently, the ICB has considered how to draw down and invest Enterprise Funds to enhance the community use of public facilities. The ICB made recommendations to the County Executive to inform the development of the FY17 CUPF budget (©28-30) and plans to reduce the fund balance to the target level by the end of FY20. The ICB was sensitive to ensuring that public space users are not charged more than their fair share of costs and opted for a phased in approach in lieu of a larger short term expenditure. The strategy was intended to address the uncertain long term impact of fee changes resulting from ActiveMontgomery implementation; delay the need for future fee increases by facilitating ongoing priority needs related to maintenance and improvement of the Silver Spring Civic Building (SSCB) and other high use government facilities, Community Access Pilot and Facility Subsidy Programs, and school ball field maintenance,

The County Executive evaluated the recommendations and recommended the following fund balance uses. The specific recommendations for the FY17 operating budget are briefed in this section.

- Contribute \$150,000 per year for the next five years for school field maintenance (\$750,000 over 5 years).

- Contribute \$120,000 per year for SSCB maintenance (\$600,000 over 5 years)-ongoing to cover the cost impacts of community use and maintained at a level that meets customer expectations.
- Contribute \$125,000 per year for special maintenance projects in County buildings with significant community use for four years (\$500,000 over 5 years).

Executive staff also notes that the fund balance will also be reduced by:

- Annual inter-fund transfer of \$200,000 to General Fund (\$1 million over a 5 year period) to support school and SSCB subsidy programs-ongoing.
- Fee changes (estimated impact \$250,000 loss per year-or loss of \$1.25 million in revenue over 5 years).

The overall impact will be \$4.1 million over a five year period.

## **1. ActiveNet Project Implementation**

### ***Background***

In May 2010, the County Council adopted Resolutions No. 16-1373 and 16-1376 approving the FY11 Operating Budget for Montgomery County Government and the Montgomery County portion of the FY11 Maryland-National Capital Park and Planning Commission. As a condition of funds appropriated, the resolutions envisioned the development of a single-entry registration system for all program and classes operated by Parks and Recreation to be managed by County Government and the administration of all recreation facility and athletic field permitting by CUPF. The consolidation of these functions was intended to create a more streamlined, user-friendly system for County residents and result in budget savings and operational efficiencies.

The discontinuation of the CLASS self-hosted registration and permitting software used by each agency with its replacement new software called ActiveNet, created an opportunity to develop a new shared system. The Department of Recreation, Department of Parks, and CUPF have worked with County Department of Technology Services (DTS), the Department of Finance (FIN), M-NCPPC's Central Administrative Services Office (CAS), and Active Network consultants to implement a consolidated system for class and program registration and facility and athletic field permitting, using ActiveNet's cloud based Recreation Management System.

### ***Timeline for Implementing Online Facility Reservations***

CUPF staff reports that a phased in approach of implementing online facility reservations is in place, with the following milestones:

- 1/1/16 - Government building including Silver Spring Civic Building (priority use booking began in September). Online requests began October 15, 2015
- 3/15/16 - Fields (priority booking began in January). Online requests began February 16, 2016. Online requests for fall season will begin July 15, 2016

- 8/29/16 - Indoor Schools (priority booking in progress). Online requests will begin August 1, 2016. Requests may be made for two durations: school year and summer break.

***Changes to the Facility Reservation Process***

Executive reports a number of customer services enhancements that will result from the implementation of Active Montgomery including (1) the ability to see availability prior to submitting an application; (2) the ability to book space for the entire school year instead of only six months at a time; (3) shorter response time between application and confirmation; (4) more payment options. See also ©15-16 for more details.

In addition, the existing fee chart was modified to facilitate online bookings having an overall impact reducing the cost to nonprofit groups scheduling fundraisers and local businesses providing after school programs and making the SSCB more accessible to a broader population. CUPF staff estimate savings to user groups of \$315,000 a year. However, when balanced with the usual increase in community use over time, the net loss to revenue was estimated at \$250,000.

Additional changes are being made to accommodate the Active Montgomery system:

- Historical use will be limited to priority user groups and high-volume use permits including sports leagues and large athletic sports clubs; weekly weekend cultural/faith-based user groups; summer camps; and large events.
- Space for all other community use activities, including all after-school programs will be available on a first-come, first-served basis.

Priority for school use, PTAs, public agencies, and before and after school childcare programs selected by the school remain unchanged. Efforts to outreach to the community and MCPS staff about ActiveMontgomery are described at ©16

***FY17 Budget for ActiveMontgomery***

The following table summarizes FY16 and FY17 budget items related to ActiveMontgomery.

	FY16	FY17
System Administrator	\$22,615/(20% share 1FTE)	\$22,615/(20% share of 1FTE)
Fiscal Assistant (term) employee will split time between MCRD and CUPF	\$37,232/ (50% share 1FTE)	\$74,462/(100% share 1FTE)
Sr. Accountant (Chargeback to Finance)		\$42,010/(33% share.33 FTE)
Credit Card Transaction Fees	\$30,520	\$26,743
ActiveNet Transaction Fees	\$257,880	\$290,100
Project Manager	\$28,000/(20% share of 1FTE)	
Web Developer	\$ 5,697/(20%share)	

Absorbed into the regular operating budget has been the reliance on temporary clerical help and overtime to CUPF staff for data entry.

**Impact on Revenue**

The total impact of fee changes is estimated to be a reduction of \$315,000 in revenue. Given the likelihood of increased use (an average of 2.5% during the past 2 years), the net impact will be less and for projection purposes, a net loss of \$250,000 is assumed. Executive staff have also identified the possibility of a temporary drop in usage hours as customers learn the new processes for requesting and paying for public space.

**Council staff recommends approval of the recommendations for ActiveMontgomery in the CUPF budget.**

**2. Silver Spring Civic Building and Veterans Plaza (SSCB)**

CUPF has held primary responsibility for providing general oversight and scheduling services for the SSCB since FY12. Prior to that time, operating costs were included in the Silver Spring Regional Center's budget, supplemented by the Utilities NDA and Department of General Services (DGS). The ICB has developed the guidelines governing use of the SSCB differently than other County buildings.

The following tables detail the operating budget support and revenue attributable to the SSCB from FY12 to FY17. For FY17, the table shows CUPF operating costs attributable to SSCB operations of \$866,130. In addition, \$200,000 from the CUPF Enterprise Fund will be transferred to the General Fund to support the Community Access Pilot Program and the Facility Use Subsidy Program, located in the Community Engagement Cluster budget. Facility use revenues are projected at \$756,400.

<b>CUPF Budget</b>						
	<b>FY12</b>	<b>FY13</b>	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Approved</b>	<b>FY17 CE Request</b>
Personnel costs @SSCB: Mill (Operations Manager), Program Specialist II (scheduler), Program Aide, & Recreation Assistants (.2 FTE)	\$211,428	\$261,578	\$259,409	\$296,252	\$323,976	\$340,820
Share of County overhead, OPEB, ERP/IT charges, general operating, parking, credit card charges (prorated)	\$77,469	\$88,250	\$89,350	\$105,150	\$110,520	\$122,120
Custodial contractors	\$9,806	\$28,946	\$25,184	\$25,170	\$25,170	\$25,170
Security Contractors	\$81,365	\$101,696	\$117,994	\$104,000	\$104,000	\$104,000
Equipment & supplies	\$5,420	\$2,216	\$11,788	\$15,000	\$15,000	\$15,000
Community Access Pilot Program		\$87,710	0	0	0	
Program Specialist I detailed to SSCB to support CAPP		\$45,500	0	0	0	0

Additional support – to include CAP			\$37,290	\$24,554	\$139,020	\$139,020
Reimbursement to DGS for SSCB maintenance/ utilities/operations						\$120,000
CUPF Total	\$385,488	\$615,896	\$541,015	\$570,126	\$717,686	\$866,130

Other Budgets (General fund)					
	FY13 Approved/ Actual	FY14 Approved/ Actual	FY15 Approved/ Actual	FY16 Approved	FY17 Request
DGS Custodial Services - Cleaners	DGS 1.5 WY	DGS 2.0 FTE	DGS 3.2 FTE	DGS 5 FTE	DGS 5 FTE
CEC Community Access Pilot Program	\$100,000/ \$86,960 (Excludes \$2,461 returned)	\$150,000/ \$99,125 (excludes \$7,707 returned)	\$150,000/ \$121,347	\$120,000	\$200,000*
DGS Maintenance costs – est.					\$183,311
Debt Service (\$10.4 million) -est.					

\*An inter-fund transfer from the CUPF Enterprise Fund to the General Fund was recommended. \$50,000 will be allocated to school use and other County Building.

Revenue							
	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Approved	FY17 Request
Facility Use Revenue Retained in Enterprise Fund	\$334,090	\$530,717	\$634,081	718,487	\$765,398	\$718,500	756,400
Tri-State Ice Rink Revenue returned to General Fund	\$ 46,490	\$85,450	\$80,662	102,800	\$97,242	\$100,000	\$100,000

***Budget Adjustments***

The Executive is recommending the following budget adjustments related to the SSCB:

- Increased Reimbursement to DGS for Maintenance of SSCB and other Government Buildings** **\$120,000**

This increase is intended to reimburse the DGS for maintenance of the SSCB to cover the cost impacts of community use and ensure that the building is maintained at the level that meets customer expectations. CUPF will work with DGS to prioritize uses of the funds including floor maintenance, painting, landscaping, etc. This is consistent with the existing practice of reimbursing MCPS for the cost impact of community use.

- Special Maintenance at SSCB and other Highly Used Government Buildings** **\$125,000**

The amount has been recommended as a use of the surplus of the Enterprise Fund balance. CUPF will work with DGS to identify priority projects and potentially include

replacement of the EOB auditorium and conference carpet (\$40,000), SSCB AV equipment replacement (\$80,000), and additional cleaning services for the heavily used Bethesda-Chevy Chase and UpCounty Regional Centers.

**Council staff recommends approval of the recommended budget adjustments. SSCB use has increased steadily each year, and the heavy use of the facility and other government buildings requires additional investment in maintenance.**

***Facility Use***

Facility use hours steadily increased from the time the building opened in FY11 through the current fiscal year.

Hours of Use	FY11	FY12	FY13	FY14	FY15	FY16 Est.	FY17 Projected
All Fees Paid	4,474	6,011	7,442	7,763	8,846	8,900	8,900
CAPP Hours (included with paid)	NA	NA	730	941	1,211	1,500	2,000
Staff fees only – no Facility Fee Paid (“Free”)	3,604	3,637	2,501	2,438	3,906	3,900	3,900

Council staff notes that in prior years, the County General Fund has supported the Civic Building Community Access Pilot Project (CAPP), which provides financial assistance to increase opportunities for groups, organizations, and community members to use the Civic Building. For FY17, \$200,000 from the CUPF Enterprise Fund will be transferred to the General Fund to support the CAPP (\$150,000) as well as the Facility Use Subsidy Program (50,000). Funding for these programs is provided in the Community Engagement Cluster (CEC) budget. The CEC budget is scheduled for review by the Government Operations and Fiscal Policy Committee on April 29. Information on the CAPP program is attached at ©8-10 and ©21-25.

**3. Athletic Field Maintenance**

The FY17 CUPF budget includes \$150,000, which is intended to be a multi-year contribution over five years for a total investment of \$750,000, assuming a steady rate of fund balance draw down. The ICB felt that field use is an important part of CUPF’s program and many school fields are in dire need of maintenance. It also recognized that the need for maintenance is becoming a safety issue for many fields. Because of concerns expressed by ICB members with the long-term benefits of the ICB’s previous \$1 million investment from 2000-2003, the Board recommended that careful consideration be given to the selection of fields and projects. CUPF staff reports that it will coordinate the use of this funding with MCPS, Montgomery Parks, and ICB Ballfield Advisory Committee to identify fields which can be made more useful with enhanced maintenance or renovation and used as alternative locations, allowing the most heavily used fields to “rest.” In addition, a portion of the funding may be used to replace signage posting field use guidelines at fields.

Montgomery Parks (Parks) Director Michael Riley has written in support of the recommendation to allocate a portion of the excess fund balance to improve the condition of athletic fields at MCPS sites (©31-32). He voices Parks support for dedicating as much of the

CUPF fund balance as possible for the renovation, as distinguished from maintenance<sup>1</sup>, of the fields at elementary and middle schools. Mr. Riley notes that Parks maintains athletic fields at 77 of the 192 MCPS elementary and middle school sites, and the Executive in his FY17 recommended budget includes \$25,000 to add four additional middle school sites to the maintenance contract.

Parks is currently conducting a comprehensive assessment of the condition all Parks and MCPS elementary and middle school athletic fields to understand the relationship between level of maintenance, field condition, and hours of use and to inform the selection of the best candidate fields for renovation and addition to the Parks maintenance program. Parks anticipates completing its assessment of fields this spring and summer.

**Council staff recommends adopting the Executive’s proposal for funding field maintenance, which is one of the priorities identified by the ICB. The recommended CUPF budget is generally consistent with the ICB’s recommendations, which balance competing funding priorities and offer a measured and equitable approach to spending down the existing fund balance for these competing priorities. Allocating significant additional resources to ballfield renovation or maintenance could potentially reduce support for other high priorities identified by the ICB.**

**Because there is a need for County agencies to develop a comprehensive and coordinated strategy to improve the condition of public ballfields, the Committee should schedule a mid-year update with the Planning, Housing, and Economic Development Committee on how the increase in funding for field maintenance is being used, the findings in the Parks field assessment, and recommendations for developing a comprehensive plan.**

### III. FY17 REVENUE UPDATE

The Executive's recommended FY17 budget includes revenues of \$10,987,628, a decrease of \$4,392 from the FY16 approved budget.

	FY14 Actual	FY15 Actual	FY16 Budget	FY17 Rec	% Change FY16-FY17
<b>Revenues:</b>					
Civing Building Communy Use	718,487	765,398	718,500	765,400	6.5%
General User Fees	9,798,548	9,941,370	9,890,160	9,881,180	-0.1%
Ballfields	343,644	291,350	346,500	293,140	-15.4%
Investment Income	5,157	14832	36,860	47,910	30.0%
<b>TOTAL Revenues</b>	<b>10,865,836</b>	<b>11,012,950</b>	<b>10,992,020</b>	<b>10,987,630</b>	<b>0.0%</b>

The Department explains that in light of the anticipated impact on customers using a new system for requesting, receiving and paying for facility reservations, no significant change in facility revenue is expected until the 2016-2017 school year begins.

<sup>11</sup> Renovation entails work such as removal of existing turf, regrading to improve drainage, improvement of root zone soil and internal drainage, reseeding or sodding, infield reconstruction and replacement of fencing, backstops and goals. Maintenance involves more of the day-to-day care of the fields.

The FY15-22 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 the estimated end-of-year fund balance for FY16 is 35.2% of total resources, a very slight decrease from the FY15 estimated percentage of 35.3%. The estimated FY16 percentage continues to be well over the policy target of 10%. Recommendations to draw down the fund balance over the next five years are described in the discussion on FY17 Expenditures.

#### **IV. PROGRAM UPDATES**

##### **A. Facility Subsidy Program**

The Council enacted **Bill 12-15 Administration - Office of Community Use of Public Facilities - Vulnerable Youth and Low-Income Families** on April 8, 2015, and the legislation became effective on July 8. CUPF is implementing the program as a pilot to assess needs and fine-tune the process. The first of two application windows of the Facility Use Subsidy Program pilot opened this past fall and ended on January 1, 2016. The second application window opened April 1, 2016. In future years, the application windows will be July 1 and January 1.

The program was advertised on the CUPF website, e-blasted to all non-profit organizations in the CUPF scheduling database (est. 7,000 groups), and promoted by Nonprofit Montgomery in their newsletter. A three-person committee reviews and rates the organizations on program criteria which include tax status, cost of participation, and benefits to the target group. Each organization given an award is required to report back as to how the subsidy benefited the target group.

Executive staff reports that as of April 1, the Department received 14 applications and made 12 awards totaling \$13,397 and covering 1,453 hours of facility use. The awards cover all facility costs during the week. Groups using a school facility on weekends would pay approximately 50% of the costs normally charged to a non-profit organization. A list of FY16 awardees can be found on ©11.

For FY17, a total of \$75,000 is being recommended to support the program, which includes \$25,000 previously allocated from the General Fund and an additional \$50,000 which is recommended as part of the Community Engagement Cluster operating budget (and supported through an inter-fund transfer from the CUPF Enterprise Fund to the General Fund).

Executive staff is currently drafting a Method Two regulation that includes criteria for eligibility and strategies for outreach, technical assistance and waiver/reduction of fees for eligible organizations. Also noted in the legislation is the year-end submission of a report by the Director of CUPF describing the activities conducted, accomplishments achieved and difficulties encountered in seeking to increase use of public facilities by programs serving underserved communities with a focus on vulnerable youth or low income individuals.

## **B. CUPF Program Review Update**

Executive staff reports that the SC&H Group was selected by the Office of the County Executive to conduct an audit of CUPF's operation with a focus on the childcare rebid and permitting process. Areas of inquiry covered all phases of the rebid process: identification of locations to be advertised, rating forms, communications with principals and providers, timeframe, training, training materials, conflict of interest procedures, etc. Although the study was initially slated to be completed in Fall 2015, the scope of study dictated a longer duration. CUPF anticipates that the study will be completed prior to the end of the fiscal year.

## **C. Update on Childcare Rebid Process**

The FY16 rebid closed on December 18, 2015 and included 22 schools, of which five were locations without a current provider. A total of 207 applications were received with some schools receiving as few as three applications and other as many as 15 (with an average of nine per school). Among the 20 providers submitting applications, only one was a first time applicant and six were not currently providing before and after school services in MCPS sites. No applications were eliminated as non-responsive.

Committee meetings to discuss application ratings and determine interview questions began in February and concluded on March 18. A table showing a task list for the rebid process and timeline for accomplishing the tasks is attached at ©26. Process improvements included streamlining rating sheets, emphasizing the addition of five points to nonprofit applications, performing data review to ensure rating summary accuracy and compliance, and allocating time for providers to make a ten minute presentation about their organization at the interview. Additional process improvement suggestions from committee members included limiting the length of responses in the application and dividing the program description into two rating categories.

To date 21 out of the 22 schools have selected providers. Incumbents were selected at eleven out of the seventeen sites where an incumbent was delivering services. Out of the 21 schools where a provider was selected, there has been one protest received for Silver Spring International Middle School. Two providers not previously offering services to MCPS students were selected through this rebid process.



# 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 FY17 Operating Budget for the Office of Community Use of Public Facilities is \$11,292,468, an increase of \$446,193 or 4.11 percent from the FY16 Approved Budget of \$10,846,275. Personnel Costs comprise 27.77 percent of the budget for 28 full-time position(s) and one part-time position(s), and a total of 29.07 FTEs. Total FTEs may include seasonal or temporary positions and may also reflect workforce charged to or from other departments or funds. Operating Expenses account for the remaining 72.23 percent of the FY17 budget.

## Linkage to County Result Areas

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

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

## Department Performance Measures

Performance measures for this department are included below (where applicable). The FY16 estimates reflect funding based on the FY16 approved budget. The FY17 and FY18 figures are performance targets based on the FY17 recommended budget and funding for comparable service levels in FY18.

Measure	Actual FY14	Actual FY15	Estimated FY16	Target FY17	Target FY18
<b>Program Measures</b>					
Percentage of available time in school auditoriums, gyms, all purpose rooms/cafeterias used by the community <sup>1</sup>	45	45	50	50	50
Percentage of available use time in County buildings used by the community	52	45	50	50	50
Percentage of Interagency Coordinating Board (ICB) members satisfied with CUPF's support of ICB	98	100	95	95	95
Percentage of School Childcare Selection Committee members who felt the selection process resulted in placement of a highly-qualified provider	N/A	81	85	85	85
Hours of paid school use	533,207	548,136	548,500	548,500	548,500
Hours of paid school field use <sup>2</sup>	63,059	58,720	60,000	60,000	60,000
Hours of paid community use on Maryland National Capital Park and Planning Commission (M-NCPPC) fields <sup>3</sup>	94,664	91,398	92,000	92,000	92,000
Hours of use for government buildings	12,361	13,404	13,500	13,500	13,500
Hours of paid community use in Silver Spring Civic Building at Veterans Plaza <sup>4</sup>	7,763	8,846	8,900	8,900	8,900
Percentage of school, field, and government building users satisfied with the reservation process	86	86	85	85	85
Percentage of government building free use <sup>5</sup>	47	59	55	55	55

<sup>1</sup> Availability is based on estimates. FY15 numbers for gyms based on middle and high schools only, which increased 2% over FY14.

<sup>2</sup> An unusually late winter and rainy spring impacted field use.

<sup>3</sup> Inclement weather closed fields more often in FY15 than in FY14.

<sup>4</sup> The Silver Spring Civic Building continues to be a popular venue for a multitude of events and activities.

<sup>5</sup> New sites added to CUPF's inventory included RBCH and District 3 Police station.

## Initiatives

- ★ Community Use of Public Facilities will enhance quality of services by funding additional maintenance on ballfields and county buildings with high community use, as well as increasing the funding for the Community Access Program.
- ★ Enhance accessibility for organizations serving vulnerable youth and low income residents via outreach, technical assistance, reduced fees, changes to the school subsidy program previously available for only classroom, but expanded to include government building meeting rooms and all purpose rooms in schools.
- ★ Improve customer service and provide faster response to access school staff and respond to customer needs with additional staff dedicated to after hours and weekend support.
- ★ Replace the aging audiovisual equipment in the Silver Spring Civic Building with newer, more efficient and reliable equipment. This upgrade will reduce ongoing maintenance costs and improve customer service.
- ★ Reduce the amount of time to process customer reservations during peak seasons in schools and other public buildings from four weeks to one week through ActiveMONTGOMERY, reallocation of staff resources, and new application processing procedures.
- ★ Enhance customer service with the complete migration from a server-based facility reservation to a cloud-based system, ActiveMONTGOMERY. This will create a one-stop shopping experience for County residents to request reservations for Recreation, Montgomery Parks, MCPS, and County facilities. Facility availability can be checked online before an application is submitted and ActiveMONTGOMERY offers secure, Payment Card Industry (PCI) compliant credit card transactions. In conjunction with the effort, CUPF is streamlining fees and policies where feasible to improve customer service.

## Accomplishments

- ✓ A total of 65 groups, of which 32% were new users, received support in their use of the Silver Spring Civic Building and Veterans Plaza through the Community Access Program.
- ✓ Administered a before and after school selection bid in collaboration with MCPS, as required by Executive Regulation 14-15AMIII, Before and After School Childcare in Public Schools at nine sites.

## Productivity Improvements

- ✱ Enhance the community's access and use of ballfields, the Silver Spring Civic Building, and high use County buildings, using surplus funds over several years.
- ✱ Continued to make schools, parks and other public facilities welcoming resources for the community. In FY15, 1,236,386 hours were logged in the CUPF database, an increase of 11% over FY14 by community groups, public partners, schools, and County agencies.
- ✱ Posted virtual tours of high school auditoriums, gyms, cafeterias, and rooms in the Silver Spring Civic Building on the CUPF website. This improvement assisted potential users in deciding if a site will meet their needs, reducing school staff time in giving tours or canceling reservations.

## 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 FY15	Budget FY16	Estimate FY16	REC FY17	% Chg Bud/Rec
<b>COMMUNITY USE OF PUBLIC FACILITIES</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	1,941,044	2,108,832	2,287,751	2,337,201	10.8 %
Employee Benefits	686,782	777,719	745,199	798,488	2.7 %
<b>Community Use of Public Facilities Personnel Costs</b>	<b>2,627,826</b>	<b>2,886,551</b>	<b>3,032,950</b>	<b>3,135,689</b>	<b>8.6 %</b>
Operating Expenses	6,978,363	7,959,724	7,710,479	8,156,779	2.5 %
<b>Community Use of Public Facilities Expenditures</b>	<b>9,606,189</b>	<b>10,846,275</b>	<b>10,743,429</b>	<b>11,292,468</b>	<b>4.1 %</b>
<b>PERSONNEL</b>					
Full-Time	26	27	27	28	3.7 %
Part-Time	1	1	1	1	—
FTEs	26.74	27.74	27.74	29.07	4.8 %
<b>REVENUES</b>					
Facility Rental Fees	10,998,118	10,955,160	10,955,160	10,939,718	-0.1 %
Investment Income	14,832	36,860	33,540	47,910	30.0 %
<b>Community Use of Public Facilities Revenues</b>	<b>11,012,950</b>	<b>10,992,020</b>	<b>10,988,700</b>	<b>10,987,628</b>	<b>—</b>

## FY17 Recommended Changes

	Expenditures	FTEs
<b>COMMUNITY USE OF PUBLIC FACILITIES</b>		
<b>FY16 ORIGINAL APPROPRIATION</b>	<b>10,846,275</b>	<b>27.74</b>
<b>Changes (with service impacts)</b>		
Enhance: Athletic Fields Maintained by Montgomery National Park and Planning Corporation (multi-year initiative using excess fund balance) [Community Access to Public Space]	150,000	0.00
Enhance: Special Maintenance at Silver Spring Civic Building and other highly used government buildings (multi-year initiative using excess fund balance) [Community Access to Public Space]	125,000	0.00
<b>Other Adjustments (with no service impacts)</b>		
Increase Cost: Charges from General Services: Maintenance of Silver Spring Civic Building and other Government Buildings [Community Access to Public Space]	120,000	0.00
Increase Cost: Annualization of FY16 Personnel Costs	93,506	0.04
Shift: Active Montgomery - Fiscal Assistant Term Position from Department of Recreation [Community Access to Public Space]	74,462	1.00
Increase Cost: FY17 Compensation Adjustment	50,307	0.00
Increase Cost: Charges from Department of Finance [Community Access to Public Space]	35,648	0.29
Increase Cost: Active Montgomery Transaction Fees [Community Access to Public Space]	32,220	0.00
Increase Cost: Group Insurance Adjustment	17,969	0.00
Increase Cost: Increase in Other MCPS Reimbursable Costs [Community Access to Public Space]	13,962	0.00
Increase Cost: Office Lease [Community Access to Public Space]	9,450	0.00
Increase Cost: Printing and Mail	434	0.00
Decrease Cost: Retiree Health Insurance Pre-funding [Community Access to Public Space]	(20)	0.00
Decrease Cost: Motor Pool Adjustment	(1,025)	0.00
Decrease Cost: Credit Card Charges [Community Access to Public Space]	(3,777)	0.00
Shift: Telecommunications Chargeback Elimination [Community Access to Public Space]	(20,850)	0.00

	Expenditures	FTEs
Decrease Cost: Retirement Adjustment	(22,754)	0.00
Decrease Cost: Elimination of One-Time Items Approved in FY16	(70,929)	0.00
Decrease Cost: Utility Reimbursements to MCPS [Community Access to Public Space]	(157,410)	0.00
<b>FY17 RECOMMENDED</b>	<b>11,292,468</b>	<b>29.07</b>

## Future Fiscal Impacts

Title	CE RECOMMENDED (\$000s)					
	FY17	FY18	FY19	FY20	FY21	FY22
<b>COMMUNITY USE OF PUBLIC FACILITIES</b>						
<b>EXPENDITURES</b>						
<b>FY17 Recommended</b>	<b>11,292</b>	<b>11,292</b>	<b>11,292</b>	<b>11,292</b>	<b>11,292</b>	<b>11,292</b>
No inflation or compensation change is included in outyear projections.						
<b>Elimination of One-Time Items Recommended in FY17</b>	<b>0</b>	<b>(74)</b>	<b>(74)</b>	<b>(74)</b>	<b>(74)</b>	<b>(74)</b>
Items recommended for one-time funding in FY17, including (Active Montgomery - Fiscal Assistant term position), will be eliminated from the base in the outyears.						
<b>Athletic Fields Maintained by MNPPC</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(150)</b>
<b>Increase in Other MCPS Reimbursable Costs</b>	<b>0</b>	<b>14</b>	<b>28</b>	<b>43</b>	<b>57</b>	<b>57</b>
Reimbursements to MCPS for staff, maintenance, and supplies are periodically adjusted to reflect increases in those costs.						
<b>Office Lease</b>	<b>0</b>	<b>12</b>	<b>25</b>	<b>39</b>	<b>53</b>	<b>53</b>
These costs assume the current lease remains in effect.						
<b>Retiree Health Insurance Pre-funding</b>	<b>0</b>	<b>(5)</b>	<b>(10)</b>	<b>(13)</b>	<b>(16)</b>	<b>(16)</b>
These figures represent the estimated cost of pre-funding retiree health insurance costs for the County workforce.						
<b>Special Maintenance at Silver Spring Civic Building and other highly used government buildings</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(125)</b>	<b>(125)</b>
<b>Utility Reimbursements to MCPS</b>	<b>0</b>	<b>39</b>	<b>78</b>	<b>98</b>	<b>79</b>	<b>14</b>
These amounts reflect the projected future cost of reimbursing MCPS for utilities.						
<b>Labor Contracts</b>	<b>0</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>34</b>
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
<b>Subtotal Expenditures</b>	<b>11,292</b>	<b>11,312</b>	<b>11,373</b>	<b>11,419</b>	<b>11,300</b>	<b>11,085</b>

**FY17-22 PUBLIC SERVICES PROGRAM: FISCAL PLAN**

**Community Use of Public Facilities**

FISCAL PROJECTIONS	FY16 ESTIMATE	FY17 REC	FY18 PROJECTION	FY19 PROJECTION	FY20 PROJECTION	FY21 PROJECTION	FY22 PROJECTION
<b>ASSUMPTIONS</b>							
Indirect Cost Rate	15.98%	16.45%	16.45%	16.45%	16.45%	16.45%	16.45%
CPI (Fiscal Year)	0.8%	1.8%	2.3%	2.5%	2.7%	2.7%	2.7%
Investment Income Yield	0.35%	0.50%	1.00%	1.50%	2.50%	2.50%	3.00%
<b>BEGINNING FUND BALANCE</b>	<b>5,910,061</b>	<b>5,846,732</b>	<b>4,946,538</b>	<b>4,006,104</b>	<b>3,017,021</b>	<b>1,907,800</b>	<b>1,061,863</b>
<b>REVENUES</b>							
Charges For Services	10,955,160	10,939,718	11,247,082	11,583,259	11,900,057	12,250,408	12,584,544
Miscellaneous	33,540	47,910	47,910	47,910	47,910	47,910	47,910
<b>Subtotal Revenues</b>	<b>10,988,700</b>	<b>10,987,628</b>	<b>11,294,992</b>	<b>11,631,169</b>	<b>11,947,967</b>	<b>12,298,318</b>	<b>12,632,454</b>
<b>INTERFUND TRANSFERS (Net Non-CIP)</b>							
Transfers To The General Fund	(308,600)	(595,354)	(600,901)	(568,698)	(568,698)	(568,698)	(568,698)
Indirect Costs	(461,270)	(515,821)	(521,368)	(521,368)	(521,368)	(521,368)	(521,368)
Other: DCM	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)
Telecommunication NDA	0	(32,203)	(32,203)	0	0	0	0
Community Access of SSCB: Subsidy	0	(200,000)	(200,000)	(200,000)	(200,000)	0	0
Transfers From The General Fund	160,000	160,000	160,000	160,000	160,000	160,000	160,000
From General Fund: After School	25,000	25,000	25,000	25,000	25,000	25,000	25,000
From General Fund: Elections	135,000	135,000	135,000	135,000	135,000	135,000	135,000
<b>TOTAL RESOURCES</b>	<b>16,590,161</b>	<b>16,239,006</b>	<b>15,640,629</b>	<b>15,068,574</b>	<b>14,396,290</b>	<b>13,837,420</b>	<b>13,325,619</b>
<b>PSP OPER. BUDGET APPROP/ EXPS.</b>							
Operating Budget	(10,743,429)	(11,292,468)	(11,614,913)	(11,970,697)	(12,362,259)	(12,767,611)	(13,187,267)
Labor Agreement	n/a	0	(33,723)	(33,723)	(33,723)	(33,723)	(33,723)
Utility Reimbursement to MCPS		n/a	(38,676)	(78,125)	(98,364)	(79,407)	(14,407)
Increase in Other MCPS Reimbursable Costs		n/a	(14,022)	(28,255)	(42,701)	(57,363)	(57,363)
Office Lease		n/a	(12,463)	(25,425)	(38,905)	(52,925)	(52,925)
Retiree Health Insurance Pre-Funding	n/a	n/a	4,810	10,210	13,000	16,010	16,010
Active Montgomery Fiscal Assistant	n/a	n/a	74,462	74,462	74,462	74,462	74,462
Field Maintenance			0	0	0	0	150,000
Special Maintenance Projects			0	0	0	125,000	125,000
<b>Subtotal PSP Oper Budget Approp / Exp's</b>	<b>(10,743,429)</b>	<b>(11,292,468)</b>	<b>(11,634,525)</b>	<b>(12,051,553)</b>	<b>(12,488,490)</b>	<b>(12,775,557)</b>	<b>(12,980,213)</b>
<b>TOTAL USE OF RESOURCES</b>	<b>(10,743,429)</b>	<b>(11,292,468)</b>	<b>(11,634,525)</b>	<b>(12,051,553)</b>	<b>(12,488,490)</b>	<b>(12,775,557)</b>	<b>(12,980,213)</b>
<b>YEAR END FUND BALANCE</b>	<b>5,846,732</b>	<b>4,946,538</b>	<b>4,006,104</b>	<b>3,017,021</b>	<b>1,907,800</b>	<b>1,061,863</b>	<b>345,406</b>
<b>END-OF-YEAR RESERVES AS A</b>							
<b>PERCENT OF RESOURCES</b>	<b>35.2%</b>	<b>30.5%</b>	<b>25.6%</b>	<b>20.0%</b>	<b>13.3%</b>	<b>7.7%</b>	<b>2.6%</b>

**Assumptions:**

- 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.
- The ICB must review and approve any changes in fees.
- The fiscal plan assumes additional programmed expenses for ballfield maintenance and high use building maintenance using surplus funds over several years.

**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.
- Community Use of Public Facilities has a fund balance policy target of 10% of resources.

## CUPF FY17 Operating Budget Questions

- 1) How much are total reimbursements to MCPS projected to change in FY17. Please break out the total MCPS reimbursements by type for FY16 and FY17 recommended. What percentage of the CUPF's recommended FY17 operating expense is attributable to MCPS reimbursements? Please explain what the line item for "increase in other MCPS Reimbursable Costs" includes.

Reimbursements to MCPS are projected to decrease by 2% (\$140,200) in FY17 with most of the change attributed to lower utility charges (heat, air conditioning, water, sewage, etc.). The overall percentage of CUPF's budget attributed to MCPS reimbursements is 58%. The decrease is more a factor in new operating expenses in other areas of the budget than changes in school reimbursements.

The item "increase in other MCPS Reimbursable Costs" covers incremental increases for staff, maintenance and custodial supplies.

<b>Projected FY17 MCPS Reimbursements</b>			
	<b>FY16 Approved</b>	<b>FY17 CE Recommended</b>	<b>Changes</b>
MCPS Staff Costs (Building Service Workers, Media and IT Technicians, Cafeteria Workers and Security)	\$3,228,259	\$3,277,650	
MCPS Evening & Weekend Supervisors	117,793	172,418	A second supervisor was hired to cover weeknights and weeks ends and assume MCPS staffing responsibilities previously performed by CUPF staff, freeing up more CUPF staff to implement Active Montgomery
Elections (BSM, BSW & Security)	135,000	135,000	
Utilities - based on 5.3% of prior year's utility costs.	2,091,200	1,933,790	MCPS had lower costs due to favorable purchase and energy conservation (MCPS determines CUPF's share based on a usage study conducted every 3 years.)
MCPS Energy Conservation Specialists	95,910	95,910	
Childcare Coordinator	100,660		Position filled by County employee vs. MCPS employee (see below)
"Wear & Tear" Maintenance	710,350	721,122	Incremental increases in hours of community use
Custodial Supplies	210,500	213,582	Incremental increases in hours of community use
<b>Total Reimbursements to MCPS</b>	<b>6,689,672</b>	<b>6,549,472</b>	58% of total budget (excludes other contributions listed below)
<b>Total operating costs</b>	<b>\$7,959,724</b>	<b>\$7,762,390</b>	84% of Operating
<b>Other Contributions to MCPS</b>			
Field Maintenance		150,000	
Childcare Coordinator		154,749	Included in CUPF personnel count
<b>Total Budget</b>	<b>\$10,846,275</b>	<b>\$11,292,468</b>	

CUPF also returns 100% of equipment fees (\$66,120) collected directly to schools and absorbs administrative costs (which will include ActiveMONTGOMERY transaction fees) related to reimbursing staff costs paid by schools and MCPS offices for MCPS activities). All synthetic field facility fees (\$48 638) were also returned to MCPS.

2) Please provide a vacancy list. Have any positions been reclassified since publishing the FY 16 personnel complement?

- a. One Program Specialist I position is currently vacant (see below)
- b. No positions were reclassified during FY16

Position in FY16 Base Budget	FY16 Interim change	Current Status
POS003778 -Program Specialist I	Position became vacant as of April 2, 2016	In Progress

3) Please provide an update on Silver Spring Civic Building and Plaza use. For FY15 and FY16 year-to-date, please provide, as available, the costs for and revenue from operating the facility. What is the recommended operating budget for FY17?

A. Operating Costs Attributed to the Civic Building by Fiscal Year

	CUPF Budget					
	FY12	FY13	FY14 Actual	FY15 Actual	FY16 Approved	FY17 CE Request
Personnel costs @SSCB: Mill (Operations Manager), Program Specialist II (scheduler), Program Aide, & Recreation Assistants (.2 FTE)	\$211,428	\$261,578	\$259,409	\$296,252	\$323,976	\$340,820
Share of County overhead, OPEB, ERP/IT charges, general operating, parking, credit card charges (prorated)	\$77,469	\$88,250	\$89,350	\$105,150	\$110,520	\$122,120
Custodial contractors	\$9,806	\$28,946	\$25,184	\$25,170	\$25,170	\$25,170
Security Contractors	\$81,365	\$101,696	\$117,994	\$104,000	\$104,000	\$104,000
Equipment & supplies	\$5,420	\$2,216	\$11,788	\$15,000	\$15,000	\$15,000
Community Access Pilot Program		\$87,710	0	0	0	
Program Specialist I detailed to SSCB to support CAPP		\$45,500	0	0	0	0
Additional support – to include CAP			\$37,290	\$24,554	\$139,020	\$139,020
Reimbursement to DGS for SSCB maintenance/ utilities/operations						\$120,000
CUPF Total	\$385,488	\$615,896	\$541,015	\$570,126	\$717,686	\$866,130

Other Budgets (General fund)					
	FY13 Approved/ Actual	FY14 Approved/ Actual	FY15 Approved/ Actual	FY16 Approved	FY17 Request
DGS Custodial Services - Cleaners	DGS 1.5 WY	DGS 2.0 FTE	DGS 3.2 FTE	DGS 5 FTE	DGS 5 FTE
CEC Community Access Pilot Program	\$100,000/ \$86,960 (Excludes \$2,461 returned)	\$150,000/ \$99,125 (excludes \$7,707 returned)	\$150,000/ \$121,347	\$120,000	\$200,000*
DGS Maintenance costs – est.					\$183,311
Debt Service (\$10.4 million) –est.					

\*An inter-fund transfer from the CUPF Enterprise Fund to the General Fund was recommended. \$50,000 will be allocated to school use and other County Building.

## B. Revenue

Revenue							
	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Approved	FY17 Request
Facility Use Revenue Retained in Enterprise Fund	\$334,090	\$530,717	\$634,081	718,487	\$765,398	\$718,500	756,400
Tri-State Ice Rink Revenue returned to DGS/General Fund	\$ 46,490	\$85,450	\$80,662	102,800	\$97,242	\$100,000	\$100,000

Hours of Use	FY11	FY12	FY13	FY14	FY15	FY16 Est.	FY17 Projected
All Fees Paid	4,474	6,011	7,442	7,763	8,846	8,900	8,900
CAPP Hours (included with paid)	NA	NA	730	941	1,211	1,500	2,000
Staff fees only – no Facility Fee Paid ("Free")	3,604	3,637	2,501	2,438	3,906	3,900	3,900

- 4) Please provide an update on the Silver Spring Civic Building Community Access Pilot Program (CAPP). For FY15 and FY16 to date, please provide the amount of funding expended; a list of awards made (including organization, program, award amount, percent of CUPF fee paid by CAPP, the number of prior awards for the organization, and event year); and the number of applications received. Please provide the budget for CAPP and funding source for FY16 and FY17 recommended? Were funds allocated for the CAPP program fully expended on awards in FY15? If not, how were the funds used?

Participation in the Community Action program continues to grow and over 150 organizations have been assisted since FY12.



The SSCB Operations Manager is a member of the selection committee. CUPF processes the requests and provides services to include staff coverage (event monitor, security, building service workers) and equipment. CUPF staff also processes the chargeback to the CEC budget, addresses accounts receivable issues (late payments, non transactional checks or credit cards) for the awardees' share of the event costs.

A list of awardees for FY15 and FY16 as of March 4, 2016, with detailed information is included in Attachment 1.

Community Access Program FY13-16					
	FY13	FY14	FY15	FY16 As of 3/1/16)	FY17 Request
Budget	\$200,000 (50% from ICB Enterprise Fund)	\$150,000 (100% GF)	\$150,000	\$120,000	\$200,000
Applications Received	82	62 + 6 carried forward from FY13 (4 returned funds, 3 withdrew prior to award)	81 32 events are scheduled to occur in FY16	48	
Total applicants accepting awards (includes duplicate count if group accepted multiple awards)	66 awards given to 59 (6 applications deferred to FY14. One applicant returned the funds in FY14)	59 awards given to 52 groups	76 awards to 65 groups	48 awards to 44 groups	
Average Award % of costs covered:	\$1,298 74%	\$1,727 70%	\$1,597 68%	\$1,915 71%	
Percent of New Groups (no prior use of SSCB prior to award)	55%	35% (18 applications from new groups)	32% (21 applications from new groups)	40% (19 applications from new groups)	
Count of Groups with prior awards	Not applicable	30	46	29	
Award Expenditure By FY (excludes maintenance expenditures)	\$86,960 Excludes \$2,461 returned	\$99,125 (excludes \$7,707 returned)	\$121,347	\$ 90,906	
Hours of use	730 hours of use	941 hours of use total (29% increase over FY13 use of funds)	1,211 hours of use total (28% increase over FY14 use of funds)	Not available	

		380 hours awarded in FY13/ used in FY14 561 hours awarded in FY14	501 hours awarded in FY14/ used in FY15		
Requests denied	2	3	2	0	
Users who cancelled after award	8	2	1	1	

5) Please provide an update on the Facility Use Subsidy Program. For FY16, please provide the budget for the program and funding source, the amount of funding expended to date, a list of awards made (including organization, program, award amount, percent of CUPF fee paid) and pending applications. Please provide the FY17 recommended budget for the program and source of funds. What is the anticipated timeline for developing regulations for the program?

CUPF is implementing the program as a pilot to assess needs and fine-tune the process. The first of two application windows of the Facility Use Subsidy Program pilot opened this past fall and ended January 1, 2016. The second application window opened April 1, 2016. In future years the application windows will be July 1 and January 1.

The program was advertised on the CUPF website, e-blasted to all non-profit organizations in the CUPF scheduling database (est. 7,000 groups), and promoted by Nonprofit Montgomery in their newsletter. A three person committee reviews and rates the organizations on program criteria which include tax status, cost of participation, and benefits to the target group. Each organization given an award is required to report back as to how the subsidy benefited the target group.

Subsidy Program		
	FY16	FY17
Budget	\$25,000	\$75,000*
Applicants	14	
Awards	12	
Expended (as of April 1, 2016)	\$13,397 as of April 1	
Facility Fees Waived-Hours covered	1,453	

\*An inter-fund transfer from the CUPF Enterprise Fund to the General Fund was recommended to supplement the FY17 budget in addition to the \$25,000 previously allocated from the General Fund.

The award covers all facility costs during the week. Groups using a school facility on weekends would pay approximately 50% of the costs normally charged to a non-profit organization.

The following organizations have received awards for the FY16 Facility Use Subsidy Program pilot:

Subsidy Awardees			
Organization	Location	Program	Award
The Armand Center for Conflict Resolution	School	Parent/child conflict resolution	317 \$2,700
Asian American LEAD	School	After school and summer programming for underserved Asian Pacific youth in classroom	104 hours \$1,095
Gimie's Organization for Youth	School	Youth seminars on peer mentoring	21 hours \$150
Girls on the Run of Montgomery County	School	Healthy living and physical education for girls (Title 1 school) in Classroom	376 hours \$2,700
Infinity Elite Dance Team	School	Free dance classes for children (classrooms and dance studio)	48 hrs. \$1,080
Jewish Foundation for Group Homes	School	Training for staff on working with individuals with disabilities	124 hours \$1,050
World Organization for Resource Development and Education	School	Misc. support services for immigrant population	317 hours \$2,700
Young Professionals Forum	School	Distribution of food and holiday gifts to est. 345 children in using classroom or All purpose room	10 hours \$132.25
CASA de Maryland	School	Adult ESOL Classes (tuition fees paid by students) in classroom	35 hours \$540
Unity Christian Fellowship	School	STEM classes and SAT/ACT preparation for MS & HS students	pending
Hearts and Homes for Youth	Library	"Dealing with Child Trauma" Training for volunteers	8 hours \$200
CADES	School	Afterschool program (classroom)	93 hours \$1045

Staff's is currently drafting a Regulation via method two as stipulated by Bill 12-15, Administration – Office of Community Use of Public Facilities – Vulnerable Youth and Low-Income Families, that include criteria for eligibility and strategies for outreach, technical assistance and waiver/reduction of fees for eligible organizations. Also noted in the legislation is the year-end submission of a report by the Director of CUPF describing the activities conducted, accomplishments achieved and difficulties encountered in seeking to increase use of public facilities by programs serving underserved communities with a focus on vulnerable youth or low income persons.

6. Please provide an update on the following:  
The CUPF program review – when will the review be completed and report made available?

The SC&H Group was selected by the Office of the County Executive to conduct an audit of CUPF's operation with a focus on the childcare rebid and permitting process. Areas of inquiry covered all phases of the rebid process: identification of locations to be advertised, rating forms, communications with principals and providers, timeframe, training, training materials, conflict of interest procedures, etc. Senior Manager Rebecca Jordan and analyst Lindsay Puccio met with two

members of the ICB and staff as part of their evaluative field work. The ICB Chair also provided feedback in addition to being interviewed.

Although the study was initially slated to be completed in fall 2015, the scope of study dictated a longer duration. CUPF anticipates that the study will be completed prior to the end of the fiscal year. The delay in obtaining the results was a consideration in extending the sunset date of the Executive Regulation until July 31, 2017.

6. Please provide an update on the following: (continued)  
Childcare in schools rebidding implementation. Please identify the budgeted positions and FTEs that will be implementing the process in FY16? To what extent is MCPS contributing to these positions?

- Program Manager I (1 FTE in FY16 & 17)
- Information Specialist I responsible for dedicated before and after school main web page and posting information on both secure websites accessed by school selection committees, applicants, current vendors, and the public

Other costs related to the bid process include public advertisement in the Washington Post Newspaper, and miscellaneous operating costs (printing orientation packets, office supplies, etc.).

CUPF is absorbing all administrative costs. However, the principal and other MCPS staff (teachers, building service managers, administrators, etc.) invest a significant amount of time meeting, reading/rating applications and interviewing applicants. The principal is responsible for assessing the school's needs, identifying available rooms, recruiting volunteers and leading the effort. After a provider is selected, school staff works with the provider to facilitate a successful program.

Additional information on the FY16 before and after school childcare bid is included in Attachment 2.

6. Please provide an update on the following: (continued)  
Field permitting/scheduling, maintenance and fees policies.

No changes were made during FY15 of FY16 to the field permitting and scheduling process.

When will the Parks' review on field maintenance be completed?

No information has been provided to CUPF as of yet as to the status of the report.

What are the current fees for parks and school ballfields?

Montgomery Parks recommended a small fee increase for the use of local and regional fields to the MNCPPC.

Field Type	Current Hourly fee	Proposed Fee (Implemented 1/1/17)
School and MCRD ballfields (effective FY09)	\$5	No change
School HS Stadium -Grass	\$50/nonprofit-youth \$75/non-profit adults \$175/for profit, non resident Lights @\$35/hr.	No change
School HS Stadium-Synthetic Turf	\$125/non profit \$200/for profit Lights @\$35/hr.	No change
<b>MNCPPC Park Local Field Effective FY14</b>		
	<b>\$7</b>	<b>\$9</b>
Park Regional Grass Field (Effective 4/1/14)	\$17/ youth, unlit \$32/ youth, lit \$25/ adult, unlit \$40/ adult, lit	\$18/ youth, unlit \$33/ youth, lit \$27/, adult, unlit \$42/ adult, lit
Park Synthetic Turf	\$100/ non-profit and residents \$150/ for-profit and non-residents	\$110/ non-profit and residents \$180/ for-profit and non-residents

Montgomery Parks is making this change to address

- rising maintenance costs
- consistency with other jurisdictions

6. Please provide an update on the following: (continued)

What is the plan for enhancing maintenance of athletic fields by Park & Planning? What will the additional funding be used for? What fields will be targeted for enhanced maintenance and how will they be chosen?

A number of possible alternatives will be considered in consultation with MCPS and Montgomery Parks

- Coordinate with MCPS, Montgomery Parks and ICB Ballfield Advisory Committee to identify fields which can be made more useful with enhanced maintenance or renovation and used as alternative locations, allowing the most heavily used fields to "rest."

- o Community cooperation is necessary to rest a field or preserve it during renovation. A single play on wet grass is enough to dislodge the roots of the grass and undo an investment of thousands of dollars. The majority of complaints about fields from the schools and surrounding residents stem from use by groups that do not come through CUPF. Neither CUPF nor MCPS has the resources to patrol hundreds of fields. In addition to supplementing field maintenance consideration is being given to:
  - o Signage. CUPF has installed hundreds of bilingual signs posting field use guidelines over the past 10+ years. MCPS has indicated that many signs are missing or in need of updating. a portion of the funding be used to replace signage at all fields (250 sites with bilingual sign.
6. Please provide an update on the following: (continued)  
Active Net Implementation for CUPF. What changes to CUPF processes will impact the end-user? Please explain any budget adjustments related to the implementation of Active Montgomery.

In 2009 the Council put forth the goal of shared recreation programming services between Montgomery County Recreation and M-NCPPC, Maryland-National Park and Planning Commission (referred to as Montgomery Parks). In 2010 the Council expanded the initiative to include centralized reservation requests and participation of CUPF (even before a shared software solution was sought, CUPF had incorporated permitting of Montgomery Park fields into its program in the fall of 2010). While achieving this goal with minimal additional resources has been difficult, particularly in the absence of a software solution that meets all the needs of each agency, CUPF feels that the original goal has been realized.

A phased in approach of implementing online reservations is in place, with the following milestones:

- 1/1/16 - Government building including Silver Spring Civic Building (priority use booking began in September). Online requests began October 15, 2015
- 3/15/16 - Fields (priority booking began in January). Online requests began February 16, 2016. Online requests for fall season will begin July 15, 2016
- 8/29/16 - Indoor Schools (priority booking in progress) Online requests will begin August 1, 2016. Requests may be made for two durations:
  - School year; and
  - Summer break.

- What changes to CUPF processes will impact the end-user?

As each center type has been implemented, staff has made changes ranging from small tweaks to revamping fees, what customers see online and how centers and facilities are categorized.

#### Customer Service Enhancements

- Ability to see availability prior to submitting an application for use in a school, library, park facility, etc.
- Ability to book space for the entire school year instead of only six months at a time
- Shorter response time between application and confirmation
- More payment options (ActiveMontgomery accepts Visa, MasterCard, American Express and Discover Card. Monthly or similar payment plans are supported)
- Ability to see schedule and transactions online
- ActiveMontgomery can be accessed via a mobile device
- Individual and family accounts that can be used for activity registrations, memberships and facility reservations

Fee Changes. The existing fee chart was modified to facilitate online bookings as follows

- Weekend, auditorium and kitchen fees were consolidated to incorporate standard extra fees such as start-up, clean-up and additional staff.
- Small and regular enterprise fee categories in schools were combined. The overwhelming number of businesses offering programs in schools qualifies as Local Small Businesses in Montgomery.
- Extra fees assessed nonprofit organizations scheduling fundraisers were eliminated
- The split daytime vs. evening fee on Friday SSCB was eliminated. Most customers prefer booking Saturday and are discouraged by the higher fees on Friday. The SSCB Operations Manager recommends this change to encourage more Friday use.

The overall impact of these changes will be a cost reduction to nonprofit groups scheduling fundraisers, local businesses providing after school programs and make the SSCB more accessible to a broader population. The estimated savings to user groups is \$315,000 a year. However, when balanced with the usual increase in community use over time, the net loss to revenue was estimated at \$250,000.

#### Other Changes being made:

- Historical use will be limited to priority user groups and high-volume use permits to include
  - Sports League and large Athletic Sports Club
  - Weekly Weekend Cultural/Faith-based User Groups
  - Summer Camps
  - Large Events

Space for all other community use activities, including all after-school programs will be available on a first-come, first-served basis, allowing CUPF to implement many of the benefits that community user groups have sought for years.

Priority for school use, PTAs, public agencies, and before and after school childcare programs selected by the school remain unchanged.

Community Outreach

CUPF is reaching out to customers using a variety of approaches to include:

- e-blast messages and monthly newsletter to a database of 9,000+ users
- Notices on the customer sign-in page about upcoming changes
- Direct links from the CLASS based applications directly to ActiveMONTGOMERY
- An ActiveMONTGOMERY section on the Resource page which includes instructional information to help customers navigate the system
- Public forums. Beginning in February, staff began offering the first of nine briefings on ActiveMontgomery and changes in procedures to include bundled fees, submission dates, etc.
- Responding to customer inquiries via the shared [info@ActiveMONTGOMERY](mailto:info@ActiveMONTGOMERY) email, [cupf.montgomerycountymd.gov](mailto:cupf.montgomerycountymd.gov) email, MC311, calls and walk-ins.

Outreach to MCPS staff have included

- Periodic notices
- Presentations at employee meetings
- Notices and instructions on ICBWeb

Please explain any budget adjustments related to the implementation of Active Montgomery.

Operating Budget		
	FY16	FY17
System Administrator	\$22,615/(20% share 1FTE)	\$22,615/(20% share of 1FTE)
Fiscal Assistant (term) employee will split time between MCRD and CUPF	\$37,232/ (50% share 1FTE)	\$74,462/(100% share 1FTE)
Sr. Accountant (Chargeback to Finance)		\$42,010/(33% share.33 FTE)
Credit Card Transaction Fees	\$30,520	\$26,743
ActiveNet Transaction Fees	\$257,880	\$290,100
Project Manager	\$28,000/(20% share of 1FTE)	
Web Developer	\$ 5,697/(20%share)	

Absorbed into the regular operating budget has been the reliance on temporary clerical help and overtime to CUPF staff for data entry.

### Impact on Revenue

The total impact of fee changes is estimated to be a reduction of \$315,000 in revenue. Given the likelihood of increased use (an average of 2.5% during the past 2 years), the net impact will be less and for projection purposes a net loss of \$250,000 is assumed.

Also possible is a temporary drop in usage hours as customers learn the new processes for requesting and paying for public space.

6. Please provide an update on the following: (continued)  
ICB and County Executive recommendations for addressing the CUPF fund balance.

The ICB made recommendations to the County Executive regarding uses of the fund balance. The County Executive evaluated the recommendations and recommended the following in the FY17 budget:

- Contribute \$150,000 per year for the next five years for school field maintenance (\$750,000 over 5 years)
- Contribute \$120,000/year for SSCB maintenance (\$600,000 over 5 years)- ongoing to cover the cost impacts of community use and maintained at a level that meets customer expectations
- Contribute \$125,000/year for special maintenance projects in County buildings with significant community use for four years (\$500,000 over 5 years)

The fund balance will also be reduced by:

- Annual inter-fund transfer of \$200,000 to General Fund (\$1 million over a 5 year period) to support school and SSCB subsidy programs-ongoing
- Fee changes (estimated impact \$250,000 loss per year-or loss of \$1.25 million in revenue over 5 years)

The overall impact will be \$4.1 million over a five year period. A phased in approach in lieu of a larger short term expenditure was recommended:

- To address the uncertain long term impact of ActiveMontgomery implementation and fee changes on revenue and avoid or delay the need for fee increases
- Facilitate ongoing reimbursement to the Department of General Services for maintenance of the Silver Spring Civic Building covering the cost impacts of community use
- Facilitate ongoing inter fund transfers for the subsidy programs
- Facilitate ongoing improvements and maintenance for facilities with significant community use.

7. Please provide a list of organizations/program that were granted free use by CUPF along with the number of hours attributable to free use for FY15.

All users pay for use of schools except those granted funding through the \$25,000 General Fund Subsidy (see above), CAPP (see Attachment 1) or covered by an MCPS or County agreement as noted below.

Many departments have agreements with groups that are booked under their accounts and data is not available.

a. What organizations have partnership agreements for no-facility fee hours with MCPS or the County?

MCPS and County departments "partnership" agreements with significant numbers of no-facility fee hours are noted below.

MCPS School Sponsored Groups in Schools

- Linkages to Learning
- George B. Thomas Learning Academy (Saturday School)
- Montgomery College ESOL
- Adventist Services of Greater Washington (Piney Branch Pool)
- School PTA and Booster and MCPS sponsored programs
- Educational Testing Service (ETS)
- ACT
- MCRD/MCPS Food Service –Summer nutrition program and activities
- Bethesda Soccer Club
- Girls on the Run
- Asian LEAD
- Impact Silver Spring
- Big Learning
- Various Adopt-a-field agreement holders

Other County Buildings

- Montgomery College ESOL
- Literacy Council of Montgomery County
- Friends of the Library
- Montgomery County Conflict Resolution Center
- AARP
- Saluda

Not tracked are the many partnerships uses not scheduled through CUPF, but are included in the administrative hours where the tenant department using the CUPF database for reserving rooms to avoid double booking.

What was the total number of hours of government building free use?

An average of 12.4% of hours booked in County buildings (other than the SSCB) are by community users paying fees. The remainder is use by the tenant or County departments and their partners.

Use of Government Buildings			
FY15	Paid	Free (No Facility fees)	Admin (No fees)**
Library	2,817	1,533	26,271
BCC RSC	1,041	17	2,468
East Co. RSC	0	40	Not tracked
Mid-Co RSC	55	1,357	609
Up-Co RSC	399	672	811
Clarksburg Cottage	572	0	4
EOB	358	3,054	40
COB	251	1,240	Not fully tracked
FY15	5,493	7,913	30,203
FY14 Totals	6,018	6,343	28,008
Change	-9%	25%	10%
FY16-Not yet available			

\*Free Hours are booked to groups sponsored by a department. Except for the SSCB, additional staff fees are not incurred by departments or sponsored groups.

\*\*Admin (booked without facility or staff fees by building tenant for dept. or sponsored programs)

8. Can you provide revenue figures broken out by type (e.g., general user fees, ballfields, investment income, civic building, etc.) for FY15 actual, FY16 approved and FY17 recommended?

In light of the anticipated impact on customers using a new system for requesting, receiving and paying for facility reservations, no significant change in facility revenue is expected until the 2016-2017 school year begins.

Revenue Trends			
	FY15 Actual	FY16 Budget	FY17 Request
General User (school & Govt)	\$9,941,370	\$9,890,160	\$9,881,180
School Ball fields & Synthetic Turf Stadium*	\$ 291,351	\$ 346,500	\$ 293,140
Silver Spring Civic Building	\$ 765,398	\$ 718,500	\$ 765,400
Interest Income	\$ 9,480	\$ 36,860	\$ 47,910

9. What are the one-time items approved in FY16 that are proposed for elimination?

Items eliminated from the FY16 budget were for assignment of staff to guide and launch ActiveMONTGOMERY:

Items eliminated in the FY17 budget	
Project Manager	\$28,000
Web Developer	\$ 5,697
Chargeback to MCRD for Term Fiscal Assistant*	\$37,232

\*Term position in CUPF personnel compliment in FY17 budget for 1FTE

10. What does the increase charges from General Services for Maintenance of Silver Spring Civic Building and other Government Buildings involve?

Expenditure of \$120,000 in FY17 as a reimbursement to the Department of General Services for maintenance of the SSCB to cover the cost impacts of community use and ensure that the building is maintained at level that meets customer expectations.

CUPF will work with DGS to prioritize uses of the fund such as floor maintenance, painting, landscaping, etc.

Contributing to the operation of the Silver Spring Civic Building is a step that is consistent with reimbursing MCPS for the cost impacts of community use or returning revenue to the General Fund based on community use in libraries and regional service centers.

11. What is the plan for special maintenance of the Silver Spring Civic Building and other highly used government buildings? What will the additional funding support?

Expenditure of \$125,000 in FY17 has been recommended as a use of the surplus Enterprise balance. CUPF will work with DGS each year to identify priority projects. A number of needs have been identified for possible use of these funds in FY17.

**EOB Auditorium and Conference Room**

DGS has identified the replacement of the EOB auditorium and conference carpet as a priority need with an estimated cost of \$40,000

**SSCB**

The Operations Manager at SSCB has identified the following priority needs:

Av Equipment replacement \$80,000- the large projectors in the Great Hall use outdated analog technology. The equipment now 6 years old is not reliable and is difficult to maintain. The quality is below customer expectations. AV consultants recommend replacement with 4G Digital systems which will provide greater reliability and quality.

**Regional Center**

Additional cleaning services: \$5,000

Additional service for heavily used facilities: Bethesda –Chevy Chase and UpCounty Regional Centers. This will be in addition to the \$23,000 currently returned to the General Fund for use of County buildings each year.

## FY 16 CAPP Awards

Organization	Program	Award	New to SSCB	Percent paid	FY use	No. Prior Awards
ACHA Productions	Indonesian Festival	\$2,562.15	Returning	62%	FY16	0
Africa Access	Fundraiser	\$1,871.10	New	81%	FY16	0
African American Democratic Club	Conference	\$1,716.00	Returning	78%	FY16	1
All Cameroonian Cultural & Development Foundation	PanFest 2016	\$3,770.45	Returning	73%	FY17	4
American Institute of Architects	Chapter meetings	\$ 127.50	Returning	34%	FY16	1
Aumazo, Inc	Fundraiser	\$1,189.50	New	61%	FY16	0
Baltimore Symphony Orchestra	Concerts	\$3,780.00	New	72%	FY16	1
Because International – The Shoe	Fundraiser	\$ ,971.90	New	63%	FY16	0
Cameroon Royal Council	Fundraiser	\$3,361.00	Returning	61%	FY16	3
Chastaining Foundation/JDE	Taste of Africa Festival	\$2,591.20	Returning	79%	FY16	4
Comfort Class	Fundraiser	\$2,446.20	New	81%	FY16	0
Community Clinic, Inc	Qtr. Staff meetings	\$ 494.55	Returning	63%	FY16	2
Community Clinic, Inc	Qtr. Staff meetings	\$1,559.25	Returning	64%	FY16 17	3
Congolese Community of Washington	Meetings	\$ 388.80	New	72%	FY16	0
Converted Heart	Gospel Concert	\$ 703.50	Returning	67%	FY16	0
Crittenton Services	Youth Leadership Conference	\$1,611.00	Returning	79%	FY16	2
Debre-elam Kidist Mariam Fraternal Assoc.	Fundraiser	\$1,786.05	New	63%	FY16	0
Diverstiy Theatre Co	Human Wealth Expo	\$2,379.00	Returning	65%	FY16	1
Eat-Sleep-Love	Birth and Baby Expo (Expectant parent educ & services)	\$2,334.75	New	60%	FY16	0
Ethiopian Community Center in Maryland	Annual Festival	\$3,452.80	Returning	83%	FY17	1
Ethiopian Heritage Society of North America	Fundraiser	\$3,030.30	Returning	63%	FY16	2
Hope Restored, Inc.	Fundraiser/ anniversary dinner	\$ 186.30	New	81%	FY16	0

Housing Opportunity Community Partners	Participant graduation	\$ 269.50	New	77%	FY16	0
Impact Silver Spring	Fundraiser	\$2,775.25	Returning	85%	FY16	2
International Rescue Committee	Job Fair	\$ 410.00	Returning	82%	FY16	4
International Rescue Committee	Meetings	\$ 346.50	Returning	77%	FY16	5
Jamaican Foundation for the Poor	Taste of Jamaica Festival	\$2,116.80	New	56%	FY16	0
Kid Museum	Youth Arts Festival	\$8,217.45	Returning	81%	FY17	3
La Main Tendue	Fundraiser	\$1,935.50	Returning	79%	FY17	2
Latino Democratic Club of MC	Meetings	\$2,914.55	Returning	71%	FY16 & 17	1
LAYC MD Multicultural Youth Association	Youth Job Fair	\$2,090.55	Returning	77%	FY16	6
Liberty's Promise	After school for low income, immigrant youth	\$1,318.20	Returning	78%	FY16	4
Liberty's Promise	After school for low income, immigrant youth	\$ 346.50	Returning	80%	FY16	5
Montgomery Symphony Orchestra	Performance	\$ 994.00	New	71%	FY16	0
Our Paths to Greatness	Banquet	\$2,360.00	New	59%	FY16	0
Pride Youth Services	Fundraiser	\$1,435.20	New	78%	FY16	0
Progressive Neighbors	Meetings	\$ 385.00	Returning	77%	FY17	0
T Howard Foundation	Conference	\$3,472.05	Returning	79%	FY16	1
Tayituti Cultural and Educational	Monthly Poetry Night	\$ 888.75	Returning	79%	FY16	4
Tayituti Cultural and Educational	Poetry Nights	\$1,494.00	Returning	83%	FY16	5
The Bernie Scholarship Award	Awards Ceremony	\$1,064.00	Returning	76%	FY16	1
VOLTA Association	Meetings	\$ 550.80	New	51%	FY16-17	0
Washington Area Bicyclist Association	Meetings	\$ 184.27	New	63%	FY16	0
Washington Regional Transplant	Transplant Awareness Exhibit	\$5,263.30	Returning	73%	FY17	3
We Refuse Inc. & Chase the Dream	Fundraiser	\$2,539.80	New	68%	FY17	0
Woodside Synagogue	Banquet	\$1,244.90	New	63%	FY16	0
Zumunta Association USA, Inc.	Banquet/conference	\$2,975.40	New	57%	FY17	0

**FY15 CAPP Summary**

Organization	Program	CAPP Award	New or Returning to SSCB	Percent paid by CAPP	# Prior Awards	Event FY
Acorn Hill School, Inc.	Fundraiser	1562.4	Returning	62		FY15
Adoptions Together, Inc	Conference	563.5	NEW	49		FY15
Advance Church/ RABA LEADERSHIP	Food drive	931.7	Returning	77	4	FY16
Advance Church/ RABA LEADERSHIP	Food drive	762.85	Returning	73	2	FY15
African American Democratic Club	Public Forum	948	Returning	79		FY15
African American Democratic Club	Community Forum	779	Returning	82	1	FY15
African Immigrant Refugee Foundation	Recognition Ceremony	182.4	Returning	76	3	FY15
African Immigrant Refugee Foundation	Youth Conference	410	Returning	72	2	FY15
All Cameroonian Cultural & Development Foundation	PanFest 2015	3765	Returning	75	2	FY16
American Institute of Architects	Professional Seminar	235	NEW to CB	47		FY15 & 16
ArtStream, Inc	Fundraiser	3507.4	Returning	71	1	FY16
Asian American Lead	Fundraiser	1356.1	Returning	71	2	FY15
Capital Tap	Fundraiser	895.7	NEW	53		FY15
Chastaining Foundation/JDE	Festival	1966.2	Returning	58	2	FY15
Chastaining Foundation/JDE	Festival	1830.6	Returning	54	3	FY16
Christ Congressional Church	ANNIVERSARY	1008.2	NEW	71		FY15
Class Acts Arts	Festival	1400.3	Returning	67	2	FY16
Community Clinic, Inc	Qtr. Staff meetings	2356.9	Returning	49	1	FY15 & 16
Crittenton Services of Greater Washington	Professional Seminar	198.25	Returning	61	1	FY16
Crittenton Services of Greater Washington	Leadership Conference	951.4	Returning	71		FY15
Delta Alumnae Foundation	Masquerade Ball/Fundraiser5	2940	NEW	75		FY15
Delta Alumnae Foundation, Inc MCDAF	Fundraiser	1140	Returning	76	1	FY16
Delta Sigma Theta Sorority	Community Forum	880.6	Returning	74	2	FY15
Ebola Scare Initiative	Fundraiser	229.95	NEW	73		FY15
Empowered Women International	Trade Show	1728	Returning	64		FY16
Empowered Women International	Fundraiser	2362.5	NEW	75		FY15
Ethiopian Community Center of MD	Festival & fundraiser	3438.3	New	73		FY16
Ethiopian Community Development	Festival & fundraiser	1202.5	Returning	68		FY15
Ethiopian Heritage Society	Fundraiser	1412.4	Returning	66	2	FY15
Ethiopian Sports Federation of N. America	Recognition Ceremony	380.7	Returning	74	1	FY15
Etnika Foundation	Fundraiser Gala	1267.25	New	55		FY16
Flora Singer ES PTA	Fundraiser	1586.25	Returning	75	2	FY15

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Folklore Society of Greater Washington	Fundraiser Gala	1948.95	Returning	61	1	FY16
Gandhi Brigade	Youth Media Festival	2670.2	Returning	79	4	FY15
Gap Buster, Inc.	Fundraiser	1583.75	Returning	70	1	FY15
Halau Nahoma Hawai'i	Fundraiser	3129.3	Returning	61		FY15
HavServ Volunteer Network	Fundraiser	2202	Returning	60	1	FY15
HavServ Volunteer Network	Fundraiser	1929.6	Returning	67	2	FY16
Hispanic Democratic Club of MC	Community Forum & Festival	1012.5	new	75		FY16
Hispanic Luthern Mission Society	Recognition Ceremony	1251.15	NEW	57		FY16
Holy Cross Hospital	Staff meeting	216.6	Returning	87	1	FY16
Impact Silver Spring	Fundraiser	1817.7	Returning	83	2	FY15
International Rescue Committee	Job Fair	\$ 420.00	Returning	75	2	FY15
International Rescue Committee	Job Fair	385	Returning	77	3	FY15
Ivy Vine Charities, Inc.	Fundraiser	1424.85	Returning	59		FY16
Jesus House D.C.	Classes (Toastmasters)	250	Returning	50	5	FY15
Jesus House D.C.	Recognition Banquet	520	Returning	52	6	FY16
Kid Museum	Arts Program	8353.95	Returning	83	2	FY15
La Main Tendue	Festival	1715	Returning	70		FY16
Leadership Montgomery	Recognition Ceremony	1083.3	Returning	69	1	FY16
Liberty's Promise	After School Programs	1320	Returning	75	4	FY15
Maryland Multicultural Youth Center	Job Fair	1635	Returning	75		FY15
Maryland Multicultural Youth Center	Recognition Ceremony	924	Returning	77	6	FY16
Maryland Multicultural Youth Center	Youth Conference	774.2	Returning	79	5	FY16
Maryland Youth Ballet	Fundraiser	2626.05	Returning	61	2	FY15
Metropolitan Community Development & Bethel World Outreach	Festival	1495	NEW to CB	65		FY16
Mid-County United Ministries	Fundraiser	1283.4	Returning	69	2	FY16
MoCo Educational Forum	BOE Candidate Forum	451	NEW	82		FY15
Montgomery Co. Master Gardeners	Conference	894.6	new	71		FY16
Mu Nu Chapter/Omega Psi Phi	Recognition Banquet	450	Returning	75	1	FY16
NATIONAL DAY LABORER ORG NETWORK	Fundraiser	1419.3	NEW	57		FY15
Nigerian & Afropolitan Youth Association	Festival-Fest Africa	\$ 4,594.29	Returning	57		FY16

Omid Foundation	Fundraiser	4402	Returning	71		FY16
Orthodox Union	Fundraiser	1114.4	NEW	56		FY15
Pacifica Foundation Radio WPFT 89.3 FM	Festival	1047.25	Returning	71		FY15
Primary Care of Montgomery County	Professional Seminar	1190	Returning	70	1	FY16
Sakya Phuntsok Ling	Fundraiser/ Buddhist Education	1455	Returning	41		FY15
Silver Spring Day School	Fundraiser	1935.45	Returning	69	1	FY16
T. Howard Foundation	Youth Conference	3168.8	Returning	68		FY15
Tayituti Cultural and Educational	Poetry Nights	1012.5	Returning	75	3	FY15
The Bemie Scholarship Award	Awards Ceremony	770.4	NEW	72		FY15
The Cameroon Royal Council	Fundraiser	2828	Returning	70	1	FY15
The Fortune Foundation	Fundraiser	2021.5	NEW	65		FY15
The Gambian Association	Independence Celebration	1999.2	NEW	68		FY15
Umbrella Initiatives Foundations	Fundraiser	1863.33	NEW	73		FY15
Washington Regional Transplant	Public Awareness	2579.5	Returning	70		FY16

### Before and After School Childcare Rebid

Please provide:

- updated Child Care Rebid Task Status table
- outcome of 2016 Bid table showing incumbents selected

Nineteen schools where the provider had been in place since 2001-03 were identified. At the request of MCPS, another 3 sites without services were added. A total of 207 applications were received, with some schools receiving as few as 3 applications and others as many as 15 (with an average nine per school). Among the 20 providers submitting applications, only one was a first time applicant under this effort and six were not currently providing before and after school services in MCPS sites. No applications were eliminated as non-responsive.

Process improvements implemented in the FY16 bid included streamlining the rating sheets, emphasizing the addition of five points to applications submitted by nonprofits, and performing extensive data review to ensure rating summary accuracy and compliance. Another improvement suggested by providers allocate 10 minutes at the start of the interview to allow providers to make a presentation about their services. was to allocate time for providers (10 minutes) to share information about their organization at the interview in the form of a presentation, etc. All committee members and participating providers will be asked to respond to a post selection feedback request.

#### FY16 Childcare Re-bid Task Status

Task	Status
Updates to principal orientation and rating materials	Completed August 2015
Notification of schools and incumbent providers; request to principals for site specific requirements	Completed September 14, 2015
Notification to providers of accounts receivable status Two providers were notified that they were not eligible due to balances owed more than 60 days.	Completed September 16, 2015
Orientation for principals	Completed October 1 & 6, 2015
Updates to application materials	Completed October 2015
Bid posted	Completed November 18, 2015
Bid closed	Completed December 18, 2015
CUPF orientation presentations and collection of Conflict of Interest disclosure and confidentiality forms	Completed January 20, 2016
Distribution of rating materials/passwords	Completed February 9, 2016
CUPF technical assistance during application review period	Completed March 18, 2016
Site specific meetings to discuss application review with CUPF staff in attendance	Completed March 18, 2016
Scheduling and conduct of Interviews with CUPF staff in attendance.	February 24, 2016 to April 29, 2016
Selection decisions by schools to be posted on CUPF website within 2 days of notification	All will be up by early May
Applicants not selected submit protests enumerating deviations from the process resulting in non-selection	Within five days of each posting
Applications to MSDE for inspections for new placements by successful candidates	Target completion: May 13, 2016
New school year facility use permits issued	July-August 2016

**Outcome of FY16 bid process as of 4/14/16**

<b>School Site</b>	<b>Selected Provider</b>	<b>Previous Provider</b>	<b>Date Posted</b>
Ashburton ES	Rockville Day Care Association, Inc.	Rockville Day Care Association, Inc.	3/17/16
Bethesda ES	Wonders Child Care	Wonders Child Care	3/21/16
Clearspring ES	Children's Center of Clearspring	Children's Center of Clearspring	3/2/16
Clopper Mill ES	Bar-T Holding, Inc.	Vacant	3/8/16
Cresthaven ES	Champions Before and After School Programs	Vacant	3/16/16
Darnestown ES	Bar-T Holding, Inc.	Vacant	3/17/16
Georgian Forest ES	Montgomery Child Care Association, Inc.	Montgomery Child Care Association, Inc.	3/7/16
Glen Haven ES	AlphaBEST Education, Inc.	Bright Eyes	4/8/16
Jones Lane ES	Montgomery Child Care Association, Inc.	Bar-T Holding, Inc.	3/18/16
Kensington Parkwood ES	Bar-T Holding, Inc.	Bar-T Holding, Inc.	3/23/16
Lakewood ES		Bar-T Holding, Inc.	
Luxmanor ES	KidsCo, Inc.	YMCA of Metropolitan Washington	4/14/16
Matsunaga ES	Bar-T Holding, Inc.	Bar-T Holding, Inc.	2/25/16
Meadow Hall ES	Kids After Hours Child Care Centers, Inc.	Kids After Hours Child Care Centers, Inc.	4/8/16
Parkland MS	AlphaBEST Education, Inc.	Vacant	3/2/16
Rock Creek Forest ES	Bar-T Holding, Inc.	Kids Adventures	4/8/16
Silver Spring International MS*	YMCA of Metropolitan Washington	Kidpower	4/8/16
Stonegate ES	Global Children's Center	Vacant	4/13/16
Strathmore ES	Cosmic Kids, Inc.	Cosmic Kids, Inc.	3/1/16
Strawberry Knoll ES	KidsCo, Inc.	KidsCo, Inc.	3/22/16
Waters Landing ES	KidsCo, Inc.	KidsCo, Inc.	3/23/16
Woodfield ES	Bar-T Holding, Inc.	Bar-T Holding, Inc.	3/15/16

\*Appeal at SSIMS related to principals communications to the community under review by ICB

Providers selected not previously offering services to MCPS students:

- AlphaBEST Education, Inc.
- Champions Before and After School Programs

*Henry Lee*  
7100 SONNET COURT  
DERWOOD, MD 20855

February 12, 2016

Ike Leggett, County Executive  
Montgomery County Government  
101 Monroe Street, 2<sup>nd</sup> Floor  
Rockville, Maryland 20850

Dear Mr. Leggett:

Since its formation in 1978, the Interagency Coordinating Board (ICB) has provided oversight to the Community Use of Public Facilities. Community use hours increased from just over 100,000 hours a year to over 1.2 million last year as the inventory and scope of services increased. This required the Board to address a myriad of policy issues, none of which is more important than providing affordable and equal access by the community to the County's public facilities.

Regardless of the economic times, the ICB and CUPF have acted as good stewards of the fees collected, most of which are still reimbursements to the Montgomery County Board of Education for the cost impact of community use. Fee increases are carefully considered. For example, the Silver Spring Civic Building (SSCB) fees, (based on extensive benchmarking) have remained unchanged since the building opened almost six years ago. Fees for schools have been virtually the same for the past three years (ex. affordable at \$7 per hour for use of a classroom for afterschool activities). While community use continues to grow, particularly at the SSCB, operations have become more efficient. The increase usage of the SSCB, plus favorable energy costs are the largest factors contributing to the growth of the Enterprise Fund.

The Community Use of Public Facilities has joined Montgomery County Department of Recreation and Montgomery Parks, M-NCPPC, in use of ActiveMontgomery, a "one-stop" resource for activity registrations and facility reservations. The move has required staff to make many fee adjustments to accommodate the online reservation request service. These changes have included reduced fees for non-profit organizations at the SSCB, non-profit organizations hosting fundraisers and special events, and programs by local businesses primarily providing services to youth. Added to \$200,000 per year in new financial transaction fees, revenue will further be impacted by a loss of \$300,000 in fee changes per year – for a combined 2.5 million over the next five years. Over time, the increase in use should mitigate this.

Over the course of the last several quarterly board meetings, the ICB has reviewed a variety of staff proposals and suggestions by the members. We are recommending the following uses of the surplus over the next few years.

### **Community Access**

Support community use by funding the Community Access Program (CAP) as well as contributing to the maintenance of the Civic Building. Increased use of the SSCB contributed significantly to the fund balance surplus.

Contribute \$200,000 annually to fund a subsidy program that would support both the Community Access Program (CAP) in Silver Spring and the subsidy program pilot established under Councilmember Nancy Navarro's Bill 12-15. It should be noted that this expense will become part of the department's ongoing operating budget and should be subject to annual renewal by the ICB based on the status of the Enterprise Fund.

### **Civic Building Maintenance**

Contribute \$100,000 of SSCB revenue per year for building maintenance expenses to include utilities. This is consistent with other agreements related to reimbursements to MCPS and the County (for use of libraries and regional service centers) to cover the cost impacts of community use (utilities, staff, custodial supplies and maintenance).

### **Increase Field Availability**

Contribute \$400,000 in FY18 as a community partner for use of a high school synthetic turf stadium field. A second partnership investment of \$400,000 could be made, provided sufficient reserves are available after FY20. Partnerships, in lieu of full funding, at high schools are more justifiable since the community would be sharing the use of those turf fields with high school teams. Hours of use normally guaranteed to a community partner over a five-year period would be available to the community. CUPF could offer a discounted rate to programs serving low-income youth.

Contribute up to \$1.2 million as a one-time expenditure towards construction of a synthetic turf field located at a middle school where community use would not interfere with school's sports team use. The school would have use of the field during school hours and CUPF could offer a discounted rate to programs serving low-income youth. For example, a synthetic turf field at Argyle Middle School would be an opportunity for the ICB to enhance programs serving low-income youth as well as support the revitalization of an underserved community. Artificial turf at a middle school or elementary school is not unprecedented as Council recently approved an artificial turf field at Somerset Elementary School. If not at a middle school field, consideration could be given to the installation of an artificial turf field on a park field.

Whereas community access would ordinarily compete with the high school sports teams' use of artificial turf at a high school, that would not be the case at a middle school or a Park field. CUPF would have more opportunities to make this turf field more affordable and accessible.

Contribute \$500,000 over a three-year period for school field maintenance. Field use is an important part of CUPF's program and many school fields are in dire need of maintenance and are becoming a safety issue. However, concerns with long-term benefits of the ICB's previous \$1 million investment (2000 – 2003) were expressed by the board. As such, careful consideration should be given to the selection of schools and projects.

These recommendations would reduce the fund balance to the target level by the end of FY20. Staff will continue to monitor the impact of these decisions so that adjustments can be made to avoid or delay future fee increases.

Sincerely,



Dr. Henry Lee, Chair  
Interagency Coordinating Board

cc: Timothy Firestine, CAO  
Jennifer Hughes, Director, OMB  
Dr. Clint Wilson II, Vice Chair, ICB



**MONTGOMERY COUNTY DEPARTMENT OF PARKS**  
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

April 10, 2016

Ms. Ginny Gong  
Executive Director  
Community Use of Public Facilities  
255 Rockville Pike, Suite 201  
Rockville, Maryland 20850

Dear Ms. Gong:

I'm writing in support of the Interagency Coordinating Board's (ICB) recommendation to allocate a portion of its excess undesignated fund balance to improve the condition of athletic fields at Montgomery County Public School (MCPS) sites. The excess fund balance for Community Use of Public Facilities (CUPF) was reported at \$4.1 million at the end of FY 2015. It's my understanding that the County Executive supported the expenditure of \$150,000 of the fund balance in his recommended FY 2017 operating budget for CUPF to improve school athletic fields. I also understand he supports ICB's multi-year recommendation to spend \$150,000 per year over a five-year period for a total investment of \$750,000 from the fund balance for the purpose of improving school fields.

The Department of Parks (Parks) maintains athletic fields at 77 of the 192 MCPS elementary and middle school sites. At MCPS's request, Parks proposed FY 17 operating budget includes a \$25,000 request to add four additional middle school sites to the maintenance contract. The County Executive supported this increase in his recommended budget. This program dates back to 1999 when there was a concerted interagency effort to add field capacity in the county and improve field conditions at both school and park sites. School sites were selected that had significant potential to add game capacity for community use in areas of high demand. Parks then renovated the fields at those sites and added them to its maintenance program. If school sites required extensive renovation, or were deemed too small to provide significant additional game capacity for community use, they were not added to the Parks program and remained under MCPS maintenance. Additionally, in the early years of the program, there was an emphasis on increasing capacity for diamond field sports. Current needs data indicate a greater need for rectangular fields.

In late summer of 2015, Parks initiated a comprehensive assessment of the condition of all Parks and MCPS elementary and middle school athletic fields. The intent of the assessment is to document the current condition of each field, and better understand the relationship between level of maintenance, field condition, and hours of use. With this data in hand, Parks will be well positioned to determine which school fields are the best candidates for future renovation and addition to the Parks maintenance program. To date, park staff have assessed athletic fields at

141 sites, with 163 sites remaining. Park staff expect to complete the remaining sites this spring and summer.

Preliminary assessment data has revealed, for both diamond and rectangular fields, that school fields that were renovated and maintained by Parks are in better overall condition than fields maintained by MCPS. I believe there is now broad support to ultimately improve the condition of fields at all elementary and middle schools. To that end, Parks supports dedicating of as much of the CUPF fund balance as possible for the renovation of fields at elementary and middle schools. Please note I specifically use the term “renovation”, as opposed to “maintenance” as has been the suggested use for the fund balance. Renovation entails work such as removal of existing turf, regrading to improve drainage, improvement of root zone soil and internal drainage, reseeding or sodding, infield reconstruction, and replacement of fencing, backstops, and goals. Maintenance involves more of the day to day care of the fields such as mowing, fertilizing, lining, and dragging infields. Since the fund balance is “one-time” funding, it is more appropriate to use it for renovation as opposed to ongoing maintenance.

We are experiencing the following average costs for field renovations:

- Turf renovation of a rectangular field \$40,000
- Replacement of permanent goals on a rectangular field \$12,000
- Infield renovation of a diamond field \$30,000
- Replacement of backstops on a diamond field \$26,000
- Replacement protective fencing on a diamond field \$8,000

At \$150,000 per year, we could renovate either two or three school sites per year depending on the size, type and number of fields at the school. If there is a desire to renovate more school fields per year, it would require a greater allocation of the fund balance. School fields that are renovated would then be added to the Parks maintenance program with a commensurate increase in funding. Funding for maintenance is provided by an annual transfer from the county general fund. The average annual cost for maintenance of a school field is \$4,800.

Thank you for recommending utilization of a portion of the CUPF fund balance for improvement of school athletic fields. Providing a better playing experience for both the school children and community users should remain a priority in Montgomery County.

Sincerely,



Michael F. Riley, Director

cc: Nancy Floreen, President, Montgomery County Council