

MEMORANDUM

April 22, 2015

TO: Education Committee

FROM: Vivian Yao, Legislative Analyst *vy*

SUBJECT: **Worksession: FY16 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 FY16, the Executive recommends total expenditures of \$10,846,275 for CUPF, an increase of \$711,766 or 7% from the FY15 approved budget.

	FY13 Approved	FY14 Approved	FY15 Approved	FY16 Rec	% Change FY15-FY16
Expenditures:					
Enterprise Fund	10,106,050	9,896,271	10,134,509	10,846,275	7.0%
TOTAL Expenditures	10,106,050	9,896,271	10,134,509	10,846,275	7.0%
Positions:					
Full-time	26	26	26	27	3.8%
Part-time	1	1	1	1	0.0%
TOTAL Positions	27	27	27	28	3.7%
WORKYEAR/FTE	26.80	26.74	26.74	27.74	3.7%

For FY16, the Executive is recommending an increase of one position and 1 FTE. 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.

FY16 Recommended Adjustments	Expenditures	FTEs
Utility Reimbursements to MCPS	\$ 174,446	0.00
ActiveNet Transaction Fees, net of reduced credit card fees of \$85,280	\$ 172,600	0.00
Chargeback from Recreation for ActiveNet implementation and administration	\$ 93,544	0.00
Program Manager I - Before and After Childcare Programs in Public School Facilities	\$ 90,561	1.00
FY16 Compensation Adjustment	\$ 83,567	0.00
Annualization of FY15 Personnel Costs	\$ 31,932	0.00
Retirement Adjustment	\$ 20,948	0.00
Office Lease	\$ 14,342	0.00
Increase in Other MCPS Reimbursable Costs	\$ 13,981	0.00
Retiree Health Insurance Pre-Funding	\$ 12,600	0.00
Group Insurance Adjustment	\$ 7,857	0.00
Motor Pool Rate Adjustment	\$ (2,032)	0.00
Printing and Mail Adjustment	\$ (2,580)	0.00
Total Adjustments	\$ 711,766	1.00

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. FY16 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 \$6.7 million or 62% is projected to be used to reimburse MCPS for costs associated with the community use of schools in FY16. The following table shows the total FY14 and FY15 budgeted and FY16 recommended reimbursements to MCPS.

	FY14 Budget	FY15 Budget	FY16 Rec
MCPS Staff Costs (includes Weekend Supervisor)	\$ 3,226,760	\$ 3,226,760	3,233,115
MCPS Eve/Weekend Supervisor		\$ 112,202	117,793
Elections	\$ 134,300	\$ 135,000	135,000
Utilities	\$ 1,720,770	\$ 1,916,754	2,091,200
Energy Conservation Specialist	\$ 95,910	\$ 95,910	95,910
Child Care Coordinator	\$ 94,615	\$ 97,125	100,660
"Wear & Tear" Maintenance	\$ 710,350	\$ 710,350	710,350
Custodial Supplies	\$ 210,500	\$ 210,500	210,500
Total Reimbursements to MCPS	\$ 6,300,705	\$ 6,504,601	6,694,528

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

- **Utility Reimbursements to MCPS** **\$174,446**
- **Increase in other MCPS Reimbursable Costs** **\$13,981**

Executive staff explains that reimbursements to MCPS are projected to increase by 3% (\$188,427) in FY16 over FY15 with most of the increase attributed to utility charges (heat, air conditioning, water, sewage, etc.), which comprises 93% of the change. The item “increase in other MCPS Reimbursable Costs” covers incremental salary increases for MCPS assigned to support community use.

Council staff recommends approval of the reimbursements to MCPS.

B. Child Care Rebid Process

The Executive is recommending the following adjustment to CUPF’s staffing complement:

- **Program Manager I – Before and After Childcare Programs in Public School Facilities** **\$90,561**

The Council approved Executive Regulation 15-14 AMIII, Before and After School Childcare Programs in Public Schools in December 2014. The regulation set forth the required procedures for scheduling before and after school childcare programs in public school facilities. During review of the regulation, the Council understood that implementation of the amended regulation could require additional staffing resources, which would be discussed during CUPF's FY16 operating budget review.

The Executive has proposed that a Program Manager I position be added to implement Executive Regulation 15-14 AMIII. In addition, a MCPS employee (1 FTE) is on loan to CUPF to coordinate before and after school childcare and assist with the rebid process. IT support to develop and maintain the dedicated before and after school web page and secure websites for the school childcare selection committees is absorbed by existing staff. Other costs related to the bid process, including a public advertisement in the Gazette Newspaper and miscellaneous operating costs (printing orientation packets, office supplies, etc., are absorbed into the CUPF budget.

Council staff recommends approval.

Update on Childcare Rebid Process

Six elementary schools where providers have been in place since 2000 were identified (Dr. Charles R. Drew, Farmland, Garrett Park, Greenwood, Lake Seneca, and Wood Acres) for

rebid. At the request of MCPS, another three sites without services were added (Wyngate, Woodlin, and Drew).

Key tasks completed or currently underway include:

Task	Status
Updates to CUPF Childcare page to include posting of BOE delegation and Regulation 15-14	Completed January 2015
Updates to application and rating materials	Completed in February 2015
Notification of schools and incumbent providers. Gathering of site specific requirements (which were all returned by 1/22)	Completed January 5, 2015
Notification to providers of Accounts Receivable status	Completed January 14, 2015
Joint MCPS and CUPF orientation for principals	Completed January 16, 2015
Bid posted	Completed in February 18, 2015
Joint CUPF and HHS division of Childcare meetings	February
Bid Closed	Completed March 20
CUPF orientation presentations and collection of Conflict of Interest disclosure and confidentiality forms	7 out of 9 completed. Remaining 2 scheduled after Spring break
Distribution of rating materials/passwords	Completed April 2015
CUPF technical assistance during application review period	April 2015
Site specific meetings to discuss application review with CUPF staff in attendance	April to May 2015
Scheduling and conduct of Interviews with CUPF staff in attendance	April to May 2015
Selection decisions by schools. CUPF posts on website	May 2015
Resolution of complaints about process as needed by ICB	May 2015
Applications to MSDE (as needed)	Deadline May 23, 2015 to ensure licensing completed by start of school year

C. ActiveNet Project Implementation

Executive staff will be available to provide a short update on ActiveNet Project Implementation. Information about the project is attached to your packet at ©19-22.

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 current self-hosted registration and permitting (CLASS) 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 been working 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 create a consolidated system for class and program registration and facility and athletic field permitting, using ActiveNet's cloud based Recreation Management System.

System Features and Benefits

This initiative has been undertaken to further improve customer service and enhance the customer experience. Customers will be able to log into a single website using one sign-on credential to:

- Register for programs, classes, summer camps, etc., offered by Recreation and Parks;
- Reserve facilities operated and managed by CUPF, Recreation and Parks;
- Make purchases, redeem offers, and renew memberships;
- Check for schedule conflicts while signing up for programs; and
- Sign up for services offered by multiple agencies with a single payment.

Customers will also be able to walk into any facility and sign up for activities or rentals offered by any of the three agencies. ActiveNet is mobile-friendly making it easy for customers to register or reserve facility and pay online from anywhere using their mobile devices. Additional information about the features of ActiveNet and the benefits to the implementing organizations is described at ©19-20.

Go Live Dates

Community Use of Public Facilities (CUPF) will go-live with ActiveNet on July 6th, 2015, at which time CUPF Staff will enter new school-year permits using ActiveNet.

Parks and Recreation will go-live with ActiveNet on August 17-18, 2015. All program registrations for Fall 2015 will start in the new system. Existing summer camps and program registrations in CLASS will be completed in the legacy system. All Parks and Recreation facility rentals will be created in ActiveNet after August 17-18, 2015.

More information about the key milestones and timelines for implementation and challenges to be addressed is attached at ©20-21.

Project Budget

The FY15 and recommended FY16 budgets for the project are attached at ©22. A description of the personnel needs for the project is provided at ©19. The Executive is

recommending the following two adjustments related to the implementation of the ActiveNet system in the CUPF budget.

- **Active Net Transaction Fees, net of reduced credit card fees of \$85,280** **\$172,600**
- **Chargeback from Recreation for ActiveNet implementation and Administration (was budgeted as a transfer in FY15)** **\$93,544**

Council staff recommends approval.

D. Silver Spring Civic Building

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

The following table details the operating budget support and revenue attributable to the Civic Building from FY12 to FY16. For FY16, CUPF projects operating costs attributable to Civic Building operations at roughly \$2.2 million. Facility use revenues are projected at \$718,500.

CUPF Budget	FY12	FY13	FY14	FY15	FY16 CE Request
Personnel @SSCB: MIII (Operations Manager), Program Specialist I (scheduler), Program Aide, & Recreation Assistants (.2 FTE) Principal Admin. Aide (.5 /FTE) added in FY15	\$211,428	\$261,578	\$259,409	\$296,252	\$327,976
Share of County overhead, OPEB, ERP/IT charges, general operating, parking, credit card charges & Admin/IT/Finance Team support*(prorated)	Prorated share of costs est. at \$77,469	Prorated share of costs est. at \$88,250	Prorated share of costs est. at \$89,350	Prorated share of costs est. at \$100,749	Prorated share of costs est. at \$110,520
Custodial contractors	\$9,806	\$28,946	\$25,184	\$25,170	\$25,170
Security Contractors	\$81,365	\$101,696	\$117,994	\$104,000	\$104,000
Equipment & supplies	\$5,420	\$2,216	\$11,788	\$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
Additional support – to include CAPP			\$37,270	\$139,020	\$139,020
CUPF Total	\$385,488	\$615,896	\$540,995	\$680,191	\$721,686

Other Budgets	FY12	FY13	FY14	FY15	FY16 CE Request
DGS Custodial Services - Cleaners	DGS 1.5 WY	DGS 2.0 FTE	DGS 2.0 FTE	DGS 3.2 FTE	DGS 3.2 FTE
CEC Community Access Pilot Program			\$150,000	\$150,000	\$120,000
Utilities NDA – est.	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000
DGS Maintenance costs – est.	\$205,500	\$230,500	\$230,500	\$230,500	\$230,500
Debt Service (\$10.4 million) -est.	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Revenue	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Revised	FY16 Request
Facility Use Revenue	\$530,717	\$634,081	\$718,487	\$718,500	\$718,500
Tri-State Ice Rink Revenue returned to General Fund	\$85,450	\$80,662	\$102,800	\$100,000	\$100,000

Facility use hours steadily increased from the time the building opened in FY11 through FY14. The hours for building use appear to have leveled out in FY15, as the projected hours supported by fees and those not support through a facility fee are slightly lower than the FY14 levels.

Hours of Use	FY11	FY12	FY13	FY14	FY15 Projected
All Fees Paid	4,474	6,011	7,442	7,763	7,750
CAPP Hours (included with paid)	N/A	N/A	480	770	800
Staff fees only – no Facility Fee Paid (“Free”)	3,604	3,637	2,501	2,438	2,400
CAPP Hours (included in Staff Fees only)	N/A	N/A	250	171	N/A

Council staff notes that County General Fund support of 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, 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 22. Information on CAPP awards made in FY14 and FY15 is attached at ©14-18.

Council staff recommends approval of amounts recommended to support the Silver Spring Civic Building in the CUPF budget.

F. Lapse

The budgeted lapse for CUPF is \$6,745, which is a lump sum that has been assumed for the Department for many years. The following table shows the actual amount in unspent personnel costs for FY13 and FY14, and FY15 to date

FY13 Actual	FY14 Actual	FY15 to date
\$61,457	\$170,441	\$66,055

For other Departments, lapse is calculated taking into account the actual patterns of staff vacancy, turnover, and unspent personnel costs. **The Committee may be interested in understanding the impact of assuming a higher, more realistic lapse figure for CUPF given that the Department is supported by an Enterprise fund.**

III. FY16 REVENUE UPDATE

The Executive's recommended FY16 budget includes revenues of \$10,992,020, an increase of \$628,320 or about 6.1% from the FY15 approved budget.

	FY13 Actual	FY14 Actual	FY15 Budget	FY16 Rec	% Change FY15-FY16
Revenues:					
Civing Building Community Use	634,081	718,487	630,000	718,500	14.0%
General User Fees	9,399,081	9,798,548	9,366,220	9,890,160	5.6%
Ballfields	354,825	343,644	358,000	346,500	-3.2%
Investment Income	918	5,157	9,480	36,860	288.8%
TOTAL Revenues	10,388,905	10,865,836	10,363,700	10,992,020	6.1%

Revenue projections for FY16 include an increase for civic building use, general user fees, and investment income.

The FY13-18 Public Services Program: Fiscal Plan attached at ©5 shows projections for the Department's revenues, expenditures, and year-end fund balance. Council staff notes that the fund balance, although projected to decrease through FY21, is well over the policy target of 10% in each year.

CUPF explains that maintaining affordable fees has been a goal of the ICB, and the board has not increased fees for the past few years in light of the healthy fund balance. Several factors have contributed to the current fund balance: increased revenue from the opening of Wilson Wims and several closed schools; lower than expected operating costs due to salary lapses and lower MCPS worker reimbursements; significantly reduced costs for building services workers because the primary election took place on an administrative holiday; and a shift in more weekday use versus weekend use. CUPF highlights future cost impacts on ©13. **The Committee may be interested in understanding whether the ICB anticipates taking any action to reduce the amounts being carried forward annually.**

IV. PROGRAM UPDATES

A. CUPF 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, which becomes effective on July 8. The Department will be developing a regulation to implement a subsidy program to encourage the use of public facilities by organizations that serve underserved community with a focus on vulnerable youth or low-income persons.

For FY16, \$25,000 from the County General Fund is targeted for the current CUPF subsidy program. Information on the number of use hours where no facility fee was charged and organizations whose use is supported by the General Fund allocation or a MCPS or County agreement is provided at ©11-12.

The funding needed to implement Bill 12-15 is not known at this time, but Council staff anticipates that Executive staff will be able generate a better estimate after the regulation implementing Bill 12-15 is completed.

B. Parks and MCPS Ballfields

Neither Montgomery Parks nor MCPS identified any new fields to be advertised as a competitive opportunity in FY14 or FY15. Existing agreements remain in place (5 on Park Fields, 3 on MCPS artificial turf fields and 10 on school ball fields). Organizations adopting fields pay a discounted rate and have priority for two weekday evenings and one weekend day throughout the season.

No changes were made during FY14 or 15 to the field permitting and scheduling process. Although the Interagency Coordinating Board (ICB) approved a resolution to increase the school ballfield permit rate by \$2 so that the fee would be comparable to the \$7 fee implemented by MNCPPC for the use of local park fields, implementation of the fee increase was not approved by the County Executive. Prior to this, MCPS, CUPF, and MNCPPC evaluated a number of approaches to improve school field maintenance; however, the most effective approaches to field maintenance reduce field availability.

The Department of Parks indicated at its semi-annual report that it is conducting an assessment of both park and school ballfields to assess the quality of fields and determine which additional schools need to be included in the maintenance program. The Parks Department has not recommended any changes to the FY16 budget, but different options for ongoing ballfield maintenance will have different costs associated with them. Staff has recommended that the PHED Committee consider the ballfield maintenance program and fees for ballfield permits in the summer.

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 FY16 Operating Budget for the Office of Community Use of Public Facilities is \$10,846,275, an increase of \$711,766 or 7.0 percent from the FY15 Approved Budget of \$10,134,509. Personnel Costs comprise 26.6 percent of the budget for 27 full-time positions and one part-time position, and a total of 27.74 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 73.4 percent of the FY16 budget.

LINKAGE TO COUNTY RESULT AREAS

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

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

DEPARTMENT PERFORMANCE MEASURES

Performance measures for this department are included below. The FY15 estimates reflect funding based on the FY15 approved budget. The FY16 and FY17 figures are performance targets based on the FY16 recommended budget and funding for comparable service levels in FY17.

Measure	Actual FY13	Actual FY14	Estimated FY15	Target FY16	Target FY17
Program Measures					
Percent of available time in school auditoriums, gyms, all purpose rooms/cafeterias used by the community.	48%	45%	45%	45%	45%
Percent of available use time in County buildings used by the community	54%	52%	55%	55%	55%
Percentage of Interagency Coordinating Board (ICB) members satisfied with CUPF's support of ICB	100%	98%	95%	95%	95%
Hours of paid school use	520,516	533,207	533,500	533,500	533,500
Hours of weekday paid high school use	55,518	56,320	56,300	56,300	56,300
Hours of paid school field use	70,286	63,059	65,000	65,000	65,000
Hours of paid community use on M-NCPPC fields	100,464	94,664	98,000	98,000	98,000
Hours of use for government buildings	13,695	12,361	12,500	12,500	12,500
Percentage of school, field, and government building users satisfied with the reservation process	85	86	85	85	85
Hours of Paid Community Use in Silver Spring Civic Building at Veterans Plaza	7,442	7,763	7,750	7,750	7,750
Percentage of government building free use	53	47	50	50	50
Number of Users Participating in Instructor Led User Education Training ¹	723	701	60	60	60
Number of Users Completing On-Line User Education Training ²	NA	NA	1,100	1,100	1,100

¹ In house classes changed from weekly to monthly. Training available online

² New option as of FY15

ACCOMPLISHMENTS AND INITIATIVES

- ❖ *Enhanced customer service for new community users through the launch of an online New User Education Training program in FY15 that can be completed using either a personal computer or mobile device. CUPF anticipates 1100 community users will complete the on-line version versus the 701 new users completing the in-house instructor led user education training class in FY14.*
- ❖ *Replaced the after hour's problem landline with a cloud hosted line that can accept both voice and text messages, also log in and log out outgoing calls. The new line facilitates a quicker response time and can be used with either a smart phone or tablet.*
- ❖ *The 360 degree photographs of rooms available for community use using a personal computer, smart phone or tablet in the Silver Spring Civic Building was posted on the CUPF website to assist potential users in deciding if the venue will meet their needs, reducing staff time in giving walk-in tours.*
- ❖ *Through the Community Access Program, 52 groups, of which 40% were new users, received support in their use of the Silver Spring Civic Building.*
- ❖ *Access to more resources on the CUPF webpage with an updated look, facility images, tabs to quickly find reorganized information and a streamlined login process for users submitting and paying facility requests online.*
- ❖ *Continue to make schools, parks and other public facilities welcoming resources for the community. In FY14, 1,103,752 hours of use was logged in the CUPF database, an increase of 1% by community groups, public partners, schools and County agencies.*
- ❖ **Productivity Improvements**
 - *Enhance customer service with the migration from a server based facility reservation to a cloud based system in FY16. This will create a one-stop shopping experience for County residents to request reservations in Recreation, Montgomery Parks, school and County facilities. ActiveNet system will be accessible using either a personal computer or mobile device.*
 - *Ensure PCI credit card compliance for customers with the migration from a server based facility reservation to a cloud based system in FY16. In conjunction with the effort, CUPF is streamlining fees and policies where feasible to improve customer service.*
 - *The 360 degree photographs of high school auditoriums, gyms and cafeterias available for community use will be posted on the CUPF website to assist potential users in deciding if the site will meet their needs, reducing school staff time in giving tours or CUPF staff time making and then canceling reservations.*
 - *In conjunction with Montgomery County Public Schools, coordinate a new process to help schools select a before and after school childcare providers under new County Regulation.*
 - *Developed a new security overtime authorization online form with MCPS security staff to streamline the process, improve payroll accuracy, reduce CUPF processing time by 50%, and reduce MCPS overtime costs as was done previously with MCPS Building Service Workers.*

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 FY14	Budget FY15	Estimated FY15	Recommended FY16	% Chg Bud/Rec
COMMUNITY USE OF PUBLIC FACILITIES					
EXPENDITURES					
Salaries and Wages	1,730,015	1,940,191	1,891,511	2,108,832	8.7%
Employee Benefits	660,596	711,495	685,317	777,719	9.3%
Community Use of Public Facilities Personnel Costs	2,390,611	2,651,686	2,576,828	2,886,551	8.9%
Operating Expenses	6,644,842	7,482,823	7,370,195	7,959,724	6.4%
Capital Outlay	0	0	0	0	—
Community Use of Public Facilities Expenditures	9,035,453	10,134,509	9,947,023	10,846,275	7.0%
PERSONNEL					
Full-Time	26	26	26	27	3.8%
Part-Time	1	1	1	1	—
FTEs	26.74	26.74	26.74	27.74	3.7%
REVENUES					
Facility Rental Fees	10,860,679	10,368,000	10,354,220	10,955,160	5.7%
Investment Income	5,157	2,230	9,480	36,860	1552.9%
Miscellaneous Revenues	-8,104	0	0	0	—
Community Use of Public Facilities Revenues	10,857,732	10,370,230	10,363,700	10,992,020	6.0%

FY16 RECOMMENDED CHANGES

	Expenditures	FTEs
COMMUNITY USE OF PUBLIC FACILITIES		
FY15 ORIGINAL APPROPRIATION	10,134,509	26.74
Other Adjustments (with no service impacts)		
Increase Cost: Utility Reimbursements to MCPS	174,446	0.00
Increase Cost: ActiveNet Transaction Fees, net of reduced credit card fees of \$85,280	172,600	0.00
Increase Cost: Chargeback from Recreation for ActiveNet implementation and administration (was budgeted as a transfer in FY15)	93,544	0.00
Increase Cost: Program Manager I - Before and After Childcare Programs in Public School Facilities	90,561	1.00
Increase Cost: FY16 Compensation Adjustment	83,567	0.00
Increase Cost: Annualization of FY15 Personnel Costs	31,932	0.00
Increase Cost: Retirement Adjustment	20,948	0.00
Increase Cost: Office Lease	14,342	0.00
Increase Cost: Increase in Other MCPS Reimbursable Costs	13,981	0.00
Increase Cost: Retiree Health Insurance Pre-funding Adjustment	12,600	0.00
Increase Cost: Group Insurance Adjustment	7,857	0.00
Decrease Cost: Motor Pool Rate Adjustment	-2,032	0.00
Decrease Cost: Printing and Mail	-2,580	0.00
FY16 RECOMMENDED:	10,846,275	27.74

FUTURE FISCAL IMPACTS

Title	CE REC. FY16	FY17	FY18	(S000's) FY19	FY20	FY21
This table is intended to present significant future fiscal impacts of the department's programs.						
COMMUNITY USE OF PUBLIC FACILITIES						
Expenditures						
FY16 Recommended	10,846	10,846	10,846	10,846	10,846	10,846
No inflation or compensation change is included in outyear projections.						
Elimination of One-Time Items Recommended in FY16	0	-71	-71	-71	-71	-71
Items approved for one-time funding in FY16, including one-time implementation costs related to ActiveNet, will be eliminated from the base in the outyears.						
Labor Contracts	0	11	11	11	11	11
These figures represent the estimated annualized cost of general wage adjustments, service increments, and associated benefits.						
ActiveNet Implementation and Administration	0	10	21	31	43	54
ActiveNet implementation and administration costs.						
Increase in Other MCPS Reimbursable Costs	0	10	21	31	42	54
Reimbursements to MCPS for staff, maintenance, and supplies will be periodically adjusted to reflect increases in those costs.						
Office Lease	0	9	18	28	38	48
These costs assume the current lease remains in effect.						
Retiree Health Insurance Pre-funding	0	0	-5	-10	-13	-16
These figures represent the estimated cost of pre-funding retiree health insurance costs for the County's workforce.						
Utility Reimbursements to MCPS	0	104	170	238	308	308
These amounts reflect the projected future cost of reimbursing MCPS for utilities.						
Subtotal Expenditures	10,846	10,920	11,011	11,105	11,204	11,235

FY16-21 PUBLIC SERVICES PROGRAM: FISCAL PLAN			Community Use of Public Facilities				
FISCAL PROJECTIONS	FY15 ESTIMATE	FY16 REC	FY17 PROJECTION	FY18 PROJECTION	FY19 PROJECTION	FY20 PROJECTION	FY21 PROJECTION
ASSUMPTIONS							
Indirect Cost Rate	15.87%	15.98%	15.98%	15.98%	15.98%	15.98%	15.98%
CPI (Fiscal Year)	1.7%	2.0%	2.2%	2.3%	2.5%	2.8%	3.1%
Investment Income Yield	0.17%	0.65%	1.25%	1.75%	2.25%	2.75%	3.50%
BEGINNING FUND BALANCE	5,419,310	5,432,550	5,269,695	5,013,064	4,637,733	4,137,897	3,503,959
REVENUES							
Charges For Services	10,354,220	10,955,160	11,196,174	11,457,044	11,746,908	12,075,821	12,453,794
Miscellaneous	9,480	36,860	70,880	99,230	127,580	155,930	198,460
Subtotal Revenues	10,363,700	10,992,020	11,267,054	11,556,274	11,874,488	12,231,751	12,652,254
INTERFUND TRANSFERS (Net Non-CIP)							
Transfers To The General Fund	(403,437)	(308,600)	(307,340)	(304,125)	(300,553)	(296,500)	(291,842)
Indirect Costs	(454,619)	(468,600)	(470,310)	(470,310)	(470,310)	(470,310)	(470,310)
DCM	(420,820)	(461,270)	(462,980)	(462,980)	(462,980)	(462,980)	(462,980)
Technology Modernization	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)
Transfers To Special Fds: Tax Supported	(26,469)	0	0	0	0	0	0
To Recreation: ActiveNet	(108,818)	0	0	0	0	0	0
Transfers From: Special Fds: Tax Supported	(108,818)	0	0	0	0	0	0
After School	160,000	160,000	162,970	166,185	169,757	173,810	178,468
Education	25,000	25,000	25,000	25,000	25,000	25,000	25,000
	135,000	135,000	137,970	141,185	144,757	148,810	153,468
TOTAL RESOURCES	15,379,573	16,115,970	16,229,409	16,265,213	16,211,667	16,073,148	15,864,370
PSP OPER. BUDGET APPROP/ EXP'S							
Operating Budget	(9,947,023)	(10,846,275)	(11,142,625)	(11,462,405)	(11,815,165)	(12,211,595)	(12,662,575)
Labor Agreement	n/a	0	(10,705)	(10,705)	(10,705)	(10,705)	(10,705)
Annualizations and One-Time	n/a	n/a	70,929	70,929	70,929	70,929	70,929
Utility Reimbursement to MCPS	n/a	n/a	(104,471)	(170,341)	(238,187)	(308,069)	(308,047)
Increase in Other MCPS Reimbursable Costs	n/a	n/a	(10,335)	(20,827)	(31,482)	(42,303)	(54,255)
Office Lease	n/a	n/a	(9,064)	(18,400)	(28,016)	(37,920)	(48,122)
ActiveNet Implementation and Administration	n/a	n/a	(10,094)	(20,541)	(31,354)	(42,546)	(54,129)
Retiree Health Insurance Pre-Funding	n/a	n/a	20	4,810	10,210	13,020	16,030
Subtotal PSP Oper Budget Approp / Exp's	(9,947,023)	(10,846,275)	(11,216,345)	(11,627,480)	(12,073,770)	(12,569,189)	(13,050,874)
TOTAL USE OF RESOURCES	(9,947,023)	(10,846,275)	(11,216,345)	(11,627,480)	(12,073,770)	(12,569,189)	(13,050,874)
YEAR END FUND BALANCE	5,432,550	5,269,695	5,013,064	4,637,733	4,137,897	3,503,959	2,813,496
END-OF-YEAR RESERVES AS A							
PERCENT OF RESOURCES	35.3%	32.7%	30.9%	28.5%	25.5%	21.8%	17.7%

Assumptions:

1. 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.
2. The ICB must review and approve any changes in fees.

Notes:

1. The fund balance is calculated on a net assets basis.
2. These projections are based on the Executive's Recommended budget and include the revenue and resource assumptions of that budget. The projected future expenditures, revenues, and fund balances may vary based on changes not assumed here to fee or tax rates, usage, inflation, future labor agreements, and other factors not assumed here
3. Community Use of Public Facilities has a fund balance policy target of 10%.

CUPF FY16 Operating Budget Questions

1. How much are total reimbursements to MCPS projected to change in FY16? Please break out the total MCPS reimbursements by type and also include any changes to reimbursements for FY15. What percentage of the CUPF's recommended FY16 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 increase by 3% (\$188,427) in FY16 over FY15 with most of the increase attributed to utility charges (heat, air conditioning, water, sewage, etc.), which comprises 93% of the change.

The item "increase in other MCPS Reimbursable Costs" covers incremental salary increases for MCPS assigned to support community use. CUPF is providing information as to projected salary and hourly wage increases which are reflected in the budget and itemized below.

Projected FY16 MCPS Reimbursements

	FY15 Approved	FY16 CE Recommended	Changes
MCPS Staff Costs (Building Service Workers, Media and IT Technicians, Cafeteria Workers and Security)	\$3,226,760	\$3,231,615	Incremental MCPS salary costs
MCPS Eve/Weekend Supervisor	\$112,202	\$117,793	Incremental MCPS salary costs
MCPS staff support of Elections	\$135,000	\$135,000	
Utilities MCPS determines CUPF's share based on a usage study conducted every 3 years. The current charges are based on 5.3% of prior year's utility costs.	\$1,916,754	\$2,091,200	
Energy Conservation Specialists	\$95,910	\$95,910	
MCPS Childcare Coordinator	\$97,125	\$100,660	Incremental MCPS salary costs
School "Wear & Tear" Maintenance	\$710,350	\$710,350	
School Custodial Supplies	\$210,500	\$210,500	
Total Reimbursements to MCPS	\$6,504,601	\$6,693,028	
Total operating costs	\$7,482,823	\$7,959,724	84% are MCPS reimbursements
Total Budget	\$10,134,509	\$10,846,275	62% are MCPS reimbursements

2. Please provide a vacancy list. Have any positions been reclassified since publishing the FY 15 personnel complement?

Position in FY15 Base Budget	FY15 Interim change	Current Status
000836 Program Specialist II POS 003779	Incumbent promoted to MIII	Vacant –recruitment underway
Information Technology Specialist I	Currently pending outcome of classification study for upgrade to ITS II submitted June 2014.	Filled/pending classification decision
Program Manager I	Mid-year creation	Filled

3. Please provide an update on Silver Spring Civic Building and Plaza use. For FY14 and FY15 year-to-date, please provide, as available, the costs for and revenue from, operating the facility. What is the recommended operating budget for FY16?

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

CUPF Budget	FY12	FY13	FY14	FY15	FY16 CE Request
Personnel @SSCB: MIII (Operations Manager), Program Specialist I (scheduler), Program Aide, & Recreation Assistants (.2 FTE) Principal Admin. Aide (.5 /FTE) added in FY15	\$211,428	\$261,578	\$259,409	\$296,252	\$327,976
Share of County overhead, OPEB, ERP/IT charges, general operating, parking, credit card charges & Admin/IT/Finance Team support*(prorated)	Prorated share of costs est. at \$77,469	Prorated share of costs est. at \$88,250	Prorated share of costs est. at \$89,350	Prorated share of costs est. at \$100,749	Prorated share of costs est. at \$110,520
Custodial contractors	\$9,806	\$28,946	\$25,184	\$25,170	\$25,170
Security Contractors	\$81,365	\$101,696	\$117,994	\$104,000	\$104,000
Equipment & supplies	\$5,420	\$2,216	\$11,788	\$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
Additional support – to include CAPP			\$37,270	\$139,020	\$139,020
CUPF Total	\$385,488	\$615,896	\$540,995	\$680,191	\$721,686

Other Budgets	FY12	FY13	FY14	FY15	FY16 CE Request
DGS Custodial Services - Cleaners	DGS 1.5 WY	DGS 2.0 FTE	DGS 2.0 FTE	DGS 3.2 FTE	DGS 3.2 FTE
CEC Community Access Pilot Program			\$150,000	\$150,000	\$120,000
Utilities NDA – est.	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000
DGS Maintenance costs – est.	\$205,500	\$230,500	\$230,500	\$230,500	\$230,500
Debt Service (\$10.4 million) -est.	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000

B. Revenue

Revenue	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Revised	FY16 Request
Facility Use Revenue	\$334,090	\$530,717	\$634,081	\$718,487	\$718,500	\$718,500
Tri-State Ice Rink Revenue returned to General Fund	\$46,490	\$85,450	\$80,662	\$102,800	\$100,000	\$100,000

Hours of Use	FY11	FY12	FY13	FY14	FY15 Projected
All Fees Paid	4,474	6,011	7,442	7,763	7,750
CAPP Hours (included with paid)	N/A	N/A	480	770	800
Staff fees only – no Facility Fee Paid ("Free")	3,604	3,637	2,501	2,438	2,400
CAPP Hours (included in Staff Fees only)	N/A	N/A	250	171	N/A

4. Please provide an update on the Silver Spring Civic Building Community Access Pilot Program (CAPP). For FY14 and FY15 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

Funding for the CAPP program is included in the Community Engagement Cluster budget. CUPF asked that the funding be moved to another fund to facilitate using the database scheduling system to track hours and fees. Unfortunately, the general fund contribution cannot be separated automatically in ERP from the regular GL, resulting in a double counting of revenue.

The SSCB Operations Manager participates on the selection committee and 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 cost.

A list of awardees with detailed information is included in Attachment 1.

A summary of the groups funded is as follows:

CAPP	FY13	FY14	FY15 Q1,2 & 3
Budget	\$200,000 (50% from Enterprise Fund)	\$150,000	\$150,000
Applications Received	82	62 + 6 carried forward from FY13 (59 accepted funds, 4 returned funds, 3 withdrew prior to award, 1 denied)	55
Total applicants accepting awards (includes duplicate count if group accepted multiple awards)	66 awards given to 59 (6 applications were deferred to FY14. 1 FY13 applicant returned the funds in FY14)	59 awards given to 52 groups	49 awards to 47 groups 11 events are scheduled to occur in FY16
Average Award	\$1,298 covered 74% of costs	\$1,727 70% of costs	\$1,808 Covered 68% of costs
Percent of New Groups (no prior use of SSCB prior to award)	55%	35% (18 applications from new groups)	36% (17 applications from new groups)
Count of Groups with prior awards	Not applicable	30	23
Award Expenditure By FY	\$86,960	\$99,221 (excludes awards returned by groups \$6,813)	\$88,568
Hours of use	730 hours of use	941 hours of use total (29% increase over FY13 use of funds) 380 hours awarded in FY13/ used in FY14 561 hours awarded in FY14	Not available until FY15 closes
Full fees paid/ No Facility fees	480 250	770 171	Not Applicable
Requests denied	2	3	2
Users cancelled after award	8	2	0

How much is budgeted for CAPP in FY16? Were funds allocated for the CAPP program fully expended on awards in FY14? If not, how were the funds used?

The CE is recommending \$120,000 in the FY16 CEC budget. This amount is consistent with prior expenditures and a negative impact is not anticipated.

The unused portion of the FY14 program funds were returned to the General Fund.

5. Please provide an update on the following:

- 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 (.3 FTE in FY15 and 1FTE in FY16).
- MCPS employee on loan to CUPF (1 FTE) to coordinate before and after school childcare and assist with the rebid process.

IT support to develop and maintain the dedicated before and after school web page and secure websites for the school childcare selection committees is absorbed by existing staff.

Other costs related to the bid process include a public advertisement in the Gazette Newspaper and miscellaneous operating costs (printing orientation packets, office supplies, etc.). All of these costs are absorbed into the CUPF budget.

Six elementary schools where the provider had been in place since 2000 were identified (Dr. Charles R. Drew, Farmland, Garrett Park, Greenwood, Lake Seneca, and Wood Acres). At the request of MCPS, another 3 sites without services were added (Wyngate, Woodlin, and Drew).

Key tasks completed or currently underway include:

Task	Status
Updates to CUPF Childcare page to include posting of BOE delegation and Regulation 15-14	Completed January 2015
Updates to application and rating materials	Completed in February 2015
Notification of schools and incumbent providers. Gathering of site specific requirements (which were all returned by 1/22)	Completed January 5, 2015
Notification to providers of Accounts Receivable status	Completed January 14, 2015
Joint MCPS and CUPF orientation for principals	Completed January 16, 2015
Bid posted	Completed in February 18, 2015
Joint CUPF and HHS division of Childcare meetings	February
Bid Closed	Completed March 20
CUPF orientation presentations and collection of Conflict of Interest disclosure and confidentiality forms	7 out of 9 completed. Remaining 2 scheduled for after Spring break
Distribution of rating materials/passwords	Completed April 2015
CUPF technical assistance during application review period	April 2015
Site specific meetings to discuss application review with CUPF staff in attendance	April to May 2015
Scheduling and conduct of Interviews with CUPF staff in attendance	April to May 2015
Selection decisions by schools. CUPF posts on website	May 2015
Resolution of complaints about process as needed by ICB	May 2015
Applications to MSDE (as needed)	Deadline May 23, 2015 to ensure licensing completed by start of school year

- Parks and MCPS adopt-a-field program; and

Neither Montgomery Parks nor MCPS identified any new fields to be advertised as a competitive opportunity in FY14 or 15.

Existing agreements remain in place (5 on Park Fields, 3 on MCPS artificial turf fields and 10 on school ball fields). Organizations adopting fields pay a discounted rate and have priority 2 weekday evenings and one weekend day throughout the season.

- Field permitting/scheduling, maintenance and fees policies. Have MCPS, CUPF, and Parks developed an approach to using revenue from field use to improve school field maintenance?

No changes were made during FY14 or 15 to the field permitting and scheduling process. Although the Interagency Coordinating Board (ICB) approved a resolution to increase the school ball field permitting fee by \$2 so that the permitting fee would be comparable to the \$7 fee implemented by MNCPPC for the use of local park fields, implementation of the fee increase was not approved by the County Executive. Prior to this MCPS, CUPF, and MNCPPC evaluated a number of approaches to improve school field maintenance; however, the most effective approaches to field maintenance reduce field availability.

6. What is the lapse rate assumed for the Department for FY16? How much in staffing costs were not expended as a result of vacancies in FY14 and FY15 to date?

The budgeted lapse is .2 FTE (\$6,745). Unfortunately, after a long period of minimal turnover, a higher number of staff retired or took promotions in other departments over the past two years.

	FY14	FY15
Lapse	\$170,441	\$66,055

As of April 8th, one position was vacant pending outcome of current recruitment/RIF placement.

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 FY13 through FY15 to date.

Year-end summary data on hours of free use is generated after the close of the fiscal year. FY15 data is not yet available.

No Facility Fees (excludes booking by tenant dept.)	Schools	SSCB	Other County
FY13 Indoor/outdoor	78,039 /9,791	2,501	7,304
FY14 Indoor/outdoor	85,857/ 9,320	2,438	6,343
FY15	Not yet available		

Free Hours are booked to departments and groups sponsored by a department.

All users pay for use of schools except those granted funding through the \$25,000 General Fund Subsidy or covered by an MCPS or County agreement. Groups provided assistance to under this subsidy program have included distribution of food under Maryland's Emergency

Food Assistance Program by the Young Professionals Forum, Civil Air Patrol and Cultural & Diversity Enrichment Services youth programs.

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

MCPS Sponsored Groups

- Linkages to Learning
- George B. Thomas Learning Academy (Saturday School)
- Montgomery College ESOL
- Adventist Services of Greater Washington (Piney Branch Pool)
- School PTA, Booster Clubs and MCPS sponsored programs (ex. AALead, Identity)
- Educational Testing Service (ETS) and ACT
- C-4 Toy Closet
- Montgomery Co. Association of Black School Educators
- Bowie/Montgomery Co. Diversity Project

Other County Buildings

- Fenton Street Market
- Montgomery College ESOL
- Literacy Council of Montgomery County
- Friends of the Library
- Montgomery County Conflict Resolution Center
- AARP
- Saluda
- U.S Census Bureau
- Rockville Volunteer Fire Dept.

The dollar value of the subsidized "partnership" use is estimated at slightly over \$1million per year. Also noted are the many department partnerships uses not scheduled through CUPF.

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

An average of 31% of hours booked in County buildings (other than the SSCB) are by community users paying fees. The remainder is free.

	Paid	Free (No Facility fees)	Admin (No fees)**
Library	3,024	1,409	24,352
BCC RSC	1,156	64	2,177
East Co. RSC	10	117	761
Mid-Co RSC	68	0	5
Up-Co RSC	400	647	589
Clarksburg Cottage	637.5	0	5
EOB	450.25	2848	119
COB	272.5	1,257.5	6,735

*Free Hours are booked to departments and 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 fee by building tenant for dept. or sponsored programs)

8. Can you provide revenue figures broken out by type (e.g., general user fees, ball fields, investment income, civic building, etc.) for FY14 actual, FY15 approved and FY 16 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 customers become accustomed to the changes.

	FY14 Actual	FY15 Approved	FY16 Rec.
General User (school & Govt)	\$9,798,548	\$ 9,366,220	\$ 9,890,160
School Ball fields & Synthetic Turf stadium	\$ 343,644	\$ 358,000	\$ 346,500
Silver Spring Civic Building	\$ 718,487	\$ 630,000	\$ 718,500
Interest Income	\$ 5,157	\$ 9,480	\$ 36,860

9. What accounts for large increases in investment income?

The Department of Finance provided the estimate based on prior earning, estimated yield and estimated balances.

10. The fund balance reported for FY16-21 is significantly higher than the 10% target, assuming that the 10% policy target applies to the year-end fund balance as a percent of total resources. Has the ICB discussed the issue and recommended any actions to achieve a fund balance closer to the targeted amount?

Maintaining affordable fees has been a goal of the ICB. The board has not increased fees for the past few years in light of the healthy fund balance. However, the opening of Wilson Wims and several closed schools resulted in an increase in revenue. Simultaneously, operating costs were less than projected due to salary lapses and lower MCPS worker reimbursements. Overtime costs for building service workers were significantly reduced with the primary election taking place on a date that was not designated as an administrative holiday and the shift toward more weekday use versus weekend use (when overtime costs would be incurred).

Future cost impacts include:

- Impact of ActiveNet. As customers learn the new processes for requesting and paying for public space, usage hours are expected to drop temporarily.
- Increase in the number of before and after school childcare sites operated by nonprofit organizations and paying lower rates.
- Rising personnel costs as general wage, service increments and COLAs are reinstated.
- Unpredictable utility costs.
- Subsidy program.

FY15 CAPP Summary-Processed as of 02-16-15

Organization	Program	CAPP Award	New or Returning to SSCB	Percent paid by CAPP	# Prior Awards	Event FY
Acorn Hill School, Inc.	Fundraiser	\$1,562.40	Returning	62%		FY15
Adoptions Together, Inc	Conference	563.50	NEW	49%		FY15
Advance Church/ RABA LEADERSHIP	Food drive	762.85	Returning	73%	2	FY15
African American Democratic Club	Public Forum	948	Returning	79%		FY15
African Immigrant Refugee Foundation	Youth Conference	410	Returning	72%	2	FY15
All Cameroonian Cultural & Development Foundation	PanFest 2015	3,765	Returning	75%	2	FY16
American Institute of Architects	Professional Seminar	235	NEW to CB	47%		FY15 & 16
Asian American Lead	Fundraiser	1,356.10	Returning	71%	2	FY15
CAPITAL TAP	Fundraiser	895.70	NEW	53%		FY15
Chastaining Foundation/JDE	Festival	1,966.20	Returning	58%	2	FY15
Chastaining Foundation/JDE	Festival	1,830.60	Returning	54%	3	FY16
CHRIST CONGRESSIONAL CHURCH	ANNIVERSARY	1,008.20	NEW	71%		FY15
Class Acts Arts	Festival	1,400.30	Returning	67%	2	FY16
Community Clinic, Inc	Qtr. Staff meetings	2,356.90	Returning	49%	1	FY15 & 16
Crittenton Services of Greater Washington	Leadership Conference	951.40	Returning	71%		FY15
DELTA ALUMNAE FOUNDATION	Masquerade Ball/Fundraiser5	2,940	NEW	75%		FY15
Ebola Scare Initiative	Public Forum	229.95	NEW	73%		FY15
Empowered Woman Int.	Fundraiser	2,362.50	NEW	75%		FY15
Ethiopian Heritage Society	Fundraiser	1,412.40	Returning	66%	2	FY15
Flora Singer ES PTA	Fundraiser	1,586.25	Returning	75%	2	FY15
Gandhi Brigade	Youth Media Festival	2,670.20	Returning	79%	4	FY15
Halau Nahoma Hawai'i	Fundraiser	3,129.30	Returning	61%		FY15
HavServ Volunteer Network	Fundraiser	2,202	Returning	60%	1	FY15
Hispanic Lutheran Mission Society	Recognition Ceremony	1,251.15	NEW	57%		FY16

Impact Silver Spring	Fundraiser	1,817.70	Returning	83%	2	FY15
International Rescue Committee	Job Fair	420	Returning	75%	2	FY15
International Rescue Committee	Job Fair	385	Returning	77%	3	FY15
Kid Museum	Arts Program	8,353.95	Returning	83%	2	FY15
La Main Tendue	Festival	1,715	Returning	70%		FY16
LIBERTYS PROMISE	AFTER SCHOOL CLASSES	1,320	Returning	75%	4	FY15
Maryland Multicultural Youth Center	Job Fair	1,635	Returning	75%		FY15
Maryland Youth Ballet	Fundraiser	2,626.05	Returning	61%	2	FY15
Metropolitan Community Development & Bethel World Outreach	Festival	1495	NEW to CB Bethel is returning	65%	BWO had prior award	FY16
Mid County United Ministries	Fundraiser	1,283.40	Returning	69%	2	FY16
MoCo Educational Forum	BOE Canidate Forum	451	NEW	82%		FY15
Mu Nu Chapter/Omega Psi Phi	Recognition Banquet	450	Returning	75%	1	FY16
NATIONAL DAY LABORER ORG NETWORK	Fundraiser	1,419.30	NEW	57%		FY15
Nigerian & Afropolitan Youth Association	Festival-Fest Africa	4,594.29	Returning	57%		FY16
Omid Foundation	Fundraiser	4,402	Returning	71%		FY16
Orthodox Union	Fundraiser	1,114.40	NEW	56%		FY15
Pacifica Foundation Radio WPFT 89.3 FM	Festival	1,047.25	Returning	71%		FY15
T. Howard Foundation	Youth Conference	3,168.80	Returning	68%		FY15
Tayituti Cultural and Educational	Poetry Nights	1,012.50	Returning	75%	3	FY15
The Bernie Scholarship Award	Awards Ceremony	770.40	NEW	72%		FY15
The Cameroon Royal Council	Fundraiser	2,828	Returning	70%	1	FY15
The Fortune Foundation	Fundraiser	2,021.50	NEW	65%		FY15
The Gambian Association	Independence Celebration	1,999.20	NEW	68%		FY15
UMBRELLA INITIATIVES FOUNDATION, LTD	Fundraiser	1,863.33	NEW	73%		FY15
Washington Regional Transplant	Public Awareness	2,579.50	Returning	70%		FY16

FY14 CAPP Summary

Organization	Program	CAPP Award	New or Returning to SSCB	Percent paid by CAPP	# Prior Awards	Event FY
Advance Church/Raba Leadership Inst	Food Drive	\$ 234.00	Returning	73%	1	FY14
African Immigrant Refugee Foundation	Youth Awards Dinner	\$ 135.00	Returning	75%	2	FY14
All Cameroonian Cultural & Development Foundation	PanaFest 2014	\$6,502.75 Revised to \$3,860.95 8/14	Returning	74%	2	FY15
Artstream, Inc.	Gala & Fundraiser	\$3,141.60	new	77%	0	FY15
Asian American LEAD	Fundraiser	\$1,907.00	New	83%	0	FY14
Asian American LEAD	Fundraiser	\$1,113.00	Returning	63%	1	FY14
AYUDA, Inc.	Hispanic Heritage Mo. Celebration	\$ 585.00	New	71%	0	FY14
Bethel World Church	Gospel Fest	\$1,337.60	Returning	76%	0	FY15
Cameroon Royal Council	Economic and Cultural Forum and Festival	\$1,845.90	New	63%	0	FY15
Carpe Diem	Dance & Sing Alongs	\$2,970.00	Returning	66%	3	FY14
Clancy Works Dance Company	Fundraiser	\$ 544.00	New	69%		FY14
Class Acts Arts	Fundraiser	\$1,631.25	Returning	75%		FY15
Coder Dojo	Weekly Computer classes	\$ 659.00	Returning	97%	1	FY14
Community Clinics	Outreach and Recognition Ceremony	\$ 942.50	Returning	65%	0	FY14
Conservation Montgomery	Candidate Forum	\$ 567.00	New	81%	0	FY14
Create Arts Center	After School Art class (free)	\$ 552.00	New	69%	0	FY14
Delta Sigma Theta Sorority, Inc	World Aids Day Conference & Testing	\$1,097.00	Returning	69%	1	FY14
Ethiopian Festival (Blessed Coffee)	Festival	\$2,176.00	Returning	78%	0	FY14
Ethiopian Heritage Society in N. Am.	Adwa Celebration	\$1,590.75	New	63%	0	FY14
Ethiopian Heritage Society in N. Am.	Fair/Festival	\$1,472.60	Returning	74%	1	FY15
Flora Singer Elementary School PTA	Fundraiser	\$1,612.00	Returning	79%	1	FY14

Gandhi Brigade	Youth Media Festival	\$2,546.00	Returning	83%	3	FY14
HavServ	Fundraiser	\$1,504.00	New	73%	0	FY14
Hispanic Chamber of Commerce	Meetings	\$ 853.00	Returning	79%	0	FY14 & 15
Holy Cross Hospital	Planning Retreat	\$ 163.40	Returning	43%	1	FY14
Impact Silver Spring	Conference and Awards Breakfast	\$ 986.90	Returning	71%	1	FY14
International Minority Affairs Cooperative	Music lessons & luncheon	\$ 160.00	Returning	71%	1	FY14
International Rescue Committee	Job Fair	\$ 315.00	Returning	63%	1	FY14
Jack & Jill of America, Inc.	Youth Summit & Town Hall	\$5,086.00	Returning	90%		FY14
Jesus House	Health Fair	\$2,164.50	Returning	65%	4	FY14
Jesus House	Toastmasters	\$ 378.00	Returning	63%	5	FY14
Kid Museum	Mini Maker Fair (Children's technology fair)	\$8,349.82	Returning	87%	1	FY15
La Main Tendue	Economic & Cultural Festival (local business expo)	\$2,352.90	Returning	69%	1	FY15
Leadership Montgomery	Meetings	\$ 915.60	Returning	56%	1	FY15
Liberty's Promise	After School Classes	\$ 572.00	Returning	62%	1	FY14
Liberty's Promise	After school activities	\$ 507.50	Returning	58%	1	FY14
Live Garra Theatre	Rehearsals & Performances	\$ 270.00	Returning	74%	2	FY14
Lumina Studio Theatre, Inc.	Gala & Fundraiser	\$1,795.80	new	73%	0	FY15
Maryland Chess Association	Youth Chess Tournament	\$3,449.00	New	57%	0	FY15
Maryland Multicultural Youth Center	Youth Job Fair	\$1,388.00	Returning	80%	1	FY14
Maryland Youth Ballet	Annual Gala and Fundraiser	\$4,721.50	Returning	71%	1	FY14
Mid County United Ministries	Fundraiser	\$1,248.25	Returning	51%	1	FY15
Nat. Capital Strollathon for Rett Syndrome	Fundraiser	\$1,102.00	New	58%	0	FY15
Nigerian Youth Assoc. of MD	Fest Africa 2014	\$5,018.40	Returning	68%	1	FY15
Omega Psi Phi Fraternity Inc	Achievement Week Banquet	\$ 600.00	Returning	75%	1	FY15

OMID Foundation, USA	Gala & Fundraiser	\$3,520.60	new	58%	0	FY15
Organizing for Action	Climate Change Town Hall	\$ 992.00	New	96%	0	FY14
Passion for Learning, Inc.	Fundraiser	\$ 894.25	New	70%	0	FY14
SEIU Local 500, MCCSSE-was 336	Community Engagement conference	\$ 234.00	Returning	45%	0	FY14
Senior Connection	RSVP Banquet	\$ 776.00	New	74%	0	FY14
Silver Spring Day School	Fundraiser	\$1,840.00	New	55%	0	FY14
Silver Spring Day School	Fundraiser	\$2,541.50	Returning	68%	1	FY15
Silver Spring Green	Green Fest	\$ 298.00	New	73%	0	FY14
Suburban Washington Resettlement Center	World Refugee Day 2014	\$2,463.75	Returning	73%	1	FY14
Tayitu Entertainment Cultural Center	Poetry Nights	\$ 853.00	Returning	79%	1	FY14
Tayitu Entertainment Cultural Center	Poetry Nights	\$ 617.60	Returning	61%	2	FY15
The Chastaing Foundation	Taste of Africa	\$1,457.30	Returning	59%	0	FY14
The Chastaing Foundation	World Music Festival	\$1,457.30	Returning	59%	1	FY15
Washington Region Transplant Community	Organ Donation Awareness	\$4,854.50	Returning	70%	1	FY15

ActiveNet Project Implementation

FY16 BUDGET QUESTIONS

1. The FY15 budget for the project in and the recommended total in FY16 broken out by personnel and operating expense and by agency/department.
2. A description of each recommended FY16 budget item for the project by agency.
3. A description of the implementation plan and timeline including what has been accomplished to date and future deliverables.
4. A description of challenges that need to be addressed before implementation.

ANSWERS provided by Recreation, CUPF and Parks:

1. The FY15 budget for the project can be found on the attached spreadsheet. The FY16 budget across the agencies is also found on this attached spreadsheet.

In addition to the FY16 joint agency costs on this spreadsheet, CUPF has in its budget \$172,600 in ActiveNet transaction fees (*operating expense*), net of reduced credit card fees of \$85,280. Also, Parks will be billed \$33,825 by Finance for its share of an Accountant/Auditor that will be necessary to maintain accurate financial records between the agencies.

2. Description of Recommended FY16 Budget Items:

Personnel cost expectations require the hiring of one full-time merit Systems Administrator position, the adjustment of an existing Fiscal Assistant position from part-time to full-time, the increased services of the Accountant/Auditor position (*billed only to Parks*) and the temporary hiring of a term Fiscal Assistant position to transfer transactions (memberships, financial assistance subsidies, etc.) from CLASS to ActiveNet, process customer refunds and manage customer accounts.

Operating expense expectations are for the one-time cost of the continued contractual services of the Project Manager for an anticipated six months, a Web Developer for three months and an IT Trainer for nine months. The Web Developer will be responsible for the initial development of the ActiveNet website content (videos, web pages, links, graphics) and formatting in preparation for the ActiveNet launch. The IT Trainer will develop robust training documentation covering the unique registration process workflows of each agency, develop a sustainable training curriculum, and initially train staff. Other operating expenses are for the ordering of supplies and materials for personnel hired (*both career & term*), as well as the expenses for the Peripheral Component Interconnect (PCI) compliance for credit card swipes and transaction fees associated.

Cost Offsets are the anticipated reduction of expenditures related to the historical expenses for credit card fees and maintenance of the CLASS system that will be removed due to the transition to the ActiveNet system.

3. Brief Description of Implementation Plan & Timeline:

Post implementation of ActiveNet, customers will be able to register for programs and classes and book facilities offered by the three agencies - MCRD, M-NCPPC and CUPF. This registration system offers the following functionality:

- Activity Registration
- Facility Rental
- Leagues
- Memberships
- POS (direct sales)
- Gift Cards

This initiative has been undertaken to further improve customer service and enhance customer experience. The new system will also benefit the organizations with its advanced and improved features. And PCI (Payment Card Industry) Compliance is ActiveNet's key feature, which falls in line with the County's efforts to provide better security standards to protect the customers' credit card information.

Key Benefits

ActiveNet Project Implementation

Some of the key benefits to the customers are:

- Customers will be able to log into a single website using one sign on credentials to:
 - Register for programs, classes, summer camps etc offered by Recreation and Parks
 - Reserve facilities operated and managed by CUPF, Recreation and Parks
 - Make purchases, redeem offers, and renew memberships
 - Check for schedule conflicts while signing up for programs
 - Sign up for services offered by multiple agencies with a single payment
- Customers will be able to walk into any facility and sign up for activities or rentals offered by any of the three agencies
- ActiveNet is Mobile friendly making it easy for customers to register or reserve facility and pay online from anywhere using their mobile devices

Some of the key benefits for the organizations are:

- ActiveNet is a cloud based system and can be accessed from anywhere using web browsers
- Improved data tracking and Dashboard reporting concept provides registration details in real time (Future)
- Improved analytics will enhance for future planning efforts for each of the agencies
- Instructors are able to look up class rosters and validate attendance online
- Very user friendly customer interface makes it easier for customers to register and book online

Go-Live Implementation

Community Use of Public Facilities (CUPF) will go-live with ActiveNet on July 6th, 2015, at which time. CUPF Staff will enter new in school year permits using ActiveNet.

Parks and Recreation will go-live with ActiveNet on August 17-18, 2015. All program registrations for Fall 2015 will start in the new system. Existing summer camps and program registrations in CLASS will be completed in the legacy system.

All Parks and Recreation facility rentals will also be created in ActiveNet after August 17-18, 2015.

#	MILESTONES	DATES	STATUS
1	Testing ActiveNet Modules with subset of data		
1a	Module Facility Reservation, Activity Registration, Scholarships, Memberships	November 17-21, 2014	Completed
1b	Module POS and League Scheduling	December 1-5, 2014	Completed
2	System Configuration / System Set Up		
	• Facility Reservation	March 15, 2015	Completed
	• Activity Registration	May, 2015	In-Progress
	• Memberships	May, 2015	In-Progress
	• Leagues	May, 2015	In-Progress
	• POS	March/May 2015	In-Progress
3	Standardizing Policies and Procedures		On-Going
4	Communication & Marketing	Started in April	On-Going
5	'Train-the-Trainer'		
5a	Module-Facility Reservation, Activity Registration & Financials	April 13-17, 2015	On-Going/
5b	Module-Memberships, POS and League Scheduling	April 27-29, 2015	Completed
6	System Administrator Training	May 4-5, 2015	
7	Staff Training	May-June, 2015	
	• Seasonal Staff		
	• Career Staff		

ActiveNet Project Implementation

8	Customer Training	June-July, 2015	
8	Go-Live Preparation	May 6-7, 2015	
9	User Acceptance Testing	May, 2015	
10	Customer Account Creation for CUPF Customers	June, 2015	
11	Go-Live for CUPF Customers	July 6, 2015	
12	Customer Account Creation for Parks and Recreation Customers	July 2015	
13	Go-Live for Parks and Recreation Customers	August 14-15, 2015	

4. Challenges to be Addressed:

- a. Reconciliation Process: There will be one ACH transfer daily from Active (for all three agencies) to one bank account -- CapitalOne. Currently, the challenge is to set up the system so it supports both the County's and Parks' finance groups to reconcile the daily ACH transfer from Active to the revenue posted in ActiveNet for each of the agencies. Active will send the net amount after deducting the transaction fee for all transactions that are processed through the system. The agencies have worked closely with Finance, ERP and others to align this process.
- b. Change to Financial Assistance for Recreation: Currently, Recreation assigns financial assistance to the family and the parent/guardian can choose to use it for activity or membership for any of the family members as they choose to. With ActiveNet, the accounts are on individual basis so the Recreation Department will modify the process slightly to allow for the current family process of subsidy to continue.
- c. Staff training: Each agency is faced with training staff on the new software at the same time they are operating the current system and in the peak of summer and fall seasons.
- d. System limitations: For some unique workflows and reporting, a separate database not integrated with ActiveNet is needed. This will potentially be integrated / streamlined in the future.

ActiveNet Project

Fiscal Year 2015 (Funded by Tech Mod Project P150701)

	Recreation	CUPFS	Parks	TOTAL
Personnel	\$151,030	\$18,972	\$30,523	\$200,525
Operating	\$215,542	\$89,846	\$138,542	\$443,930
Total	\$366,572	\$108,818	\$169,065	\$644,455

Fiscal Year 2016

	Recreation	CUPFS	Parks	TOTAL
Personnel	\$152,608	\$56,401	\$44,339	\$209,009
Operating	\$547,922	\$37,143	\$57,924	\$585,065
Total	\$700,530	\$93,544	\$102,263	\$794,074

FY16 Review

	FY16 Total Budget B4 CUPF Chgbk	Rec Chgbk to CUPF	Recreation Expense	Rec Billing to Parks
Personnel Cost				
System Administrator	\$110,848	(\$22,170)	\$88,678	\$44,339
Fiscal Assistant (PT to FT)	\$29,699	\$0	\$29,699	\$0
Fiscal Assistant (term 1 year)	\$68,462	(\$34,231)	\$34,231	\$0
Total Personnel	\$209,009	(\$56,401)	\$152,608	\$44,339
Operating Expense				
System Administrator	\$2,230	(\$446)	\$1,784	\$892
Fiscal Assistant (term 1 year)	\$6,000	(\$3,000)	\$3,000	\$0
Web Developer	\$49,030	(\$5,697)	\$43,333	\$1,032
IT Trainer	\$57,180	\$0	\$57,180	\$0
Project Manager Contractor	\$140,000	(\$28,000)	\$112,000	\$56,000
Transaction Fees	\$480,000	\$0	\$480,000	\$0
Credit Card Swipe Hardware	\$13,125	\$0	\$13,125	\$0
COST OFFSETS:				
CLASS Maintenance	(\$62,500)	\$0	(\$62,500)	\$0
Credit Card Fees	(\$100,000)	\$0	(\$100,000)	\$0
Total Operating	\$585,065	(\$37,143)	\$547,922	\$57,924
TOTAL	\$794,074	(\$93,544)	\$700,530	\$102,263