

INTERAGENCY COORDINATING BOARD

Minutes of July 24, 2024, Meeting

Board Members Present:

Sherwin Collette, Jordan Kaplan, Laurence Pitsenberger, Fariba Kassiri (alternate for Richard Madaleno), Seth Adams (alternate for Dr. Thomas W. Taylor), and Pravin (Pete) Mistry.

Board Members Absent:

Dr. Debra Muge, Caven West, Principal Lakeisha Lashley, Brenda Wolff, Artie Harris and Principal Cary Dimmick.

CUPF Staff:

Ramona Bell-Pearson, Ron Maxson, Victoria Smith, David Park, Paul Hibbard, Michelle Bean, Derek Ross, Vanessa Lopez-Cuevas, Emily Brewster-McCarthy, Dominique Defo Fotue, and Evelin Chavez.

Guests:

Riley Robin (REC), Haviz Adeojo, Kristi Williams, Martha Kyrillidou, Vivian Yao, Darren Flusche, Haviz Adeojo, Coleman Stallworth, Michele M. Finnerty, Miles Murphy, Melanie Huggins

Proceedings:

- Virtual and in-person meeting was called to order at 8:07 a.m. by Pete Pravin (Pete) Mistry and Fariba Kassiri.
- Roll call of Board members was performed to determine a quorum.
- Minutes of the April 24, 2024, Meeting were approved.
- Agenda for July 24, 2024, Meeting was approved.

Director's Report:

- The ICB Nominating Committee recommended that the Board accept the nomination of Pravin "Pete" Mistry as chair of the ICB. The Board was asked to vote to appoint Pravin "Pete" Mistry as the new ICB Chair.

CUPF Updates:

- The CUPF fee study contractor, QualityMetrics, as the main consultant engaged under CUPF's fee study contract, along with their subcontractor, Attain Partners, presented their draft final report and engage the ICB in discussions about the proposed recommendations.
- Attain Partners a subcontractor to QualityMetrics has been working to complete data mapping information related to user fees, working to develop fee schedule

scenarios for ICB and CUPF to consider, and reaching out to adjacent jurisdictions.

- QualityMetrics has also partnered with the National Association of Public Administrators (NAPA) to provide more support and resource information on a national scale. The NAPA resources include government professionals from across the nation and from varied jurisdictions. Specific individuals have been identified by NAPA to work with CUPF. They are the Expert Advisory Panel selected by NAPA for this study.
- Expert Advisory Panel (EAG) – CUPF Managers have met twice with the EAG members to answer questions and hear suggestions made from their experience managing public agencies from across the country.
- The Focus Group discussions were held both in-person and on Teams, the group gave members a summary of their findings and walked them through the recommendations resulting from their work. As a reminder QualityMetrics will be contracted with CUPF through November 2024.
- There will be opportunities for the public and the community to have input before the recommendations become a policy and practice of CUPF resulting in permitting fee increases.

Suggested From QualityMetrics:

1. A fee increase of 21% percent with subsequent increases annually; the balance would then help increase the FFAP program.
2. A fee increase of 21% percent with optional changes made of bundling the camps with before and after care programs and untangle the discounts for different room fees based off the number of rooms rented.
3. Organize CUPF as a hybrid with appropriations made to cover the cost for personnel and salaries. The enterprise fees would cover the building and facility upkeep and would support a tiered fee system.

The Board decided to give more consideration to the materials and information presented before possibly making a decision on fee increase at the October Annual Meeting.

COMMUNICATIONS

- CUPF activated its “Community Outreach Table” and participated in the TGIF Friday Concert Series during the summer months. Additionally, collaborating with other MoCo offices such as MCDOT, TEBS, MCPL, MCPS, and the Office of Community Partnerships, CUPF’s new “MoCo services” flyers, produced in multiple languages, were handed out at the Outreach Table and were well received by the public.
- CUPF’s “Digital Magazine” was launched in June. Information will be posted on CUPF’s “Community Use Bridge”, as well as various social media platforms.

- CUPF adopted a MoCo road located on Randolph Rd. (next to Wheaton HS). The goal of this is both CUPF marketing/branding, as well as promoting community service (e.g. keeping our roads clean).

CORE SERVICES

- Cross training and personal dedication of Core Services staff continues to bear fruit for MCPS and the MoCo community. This year, especially, MCPS had many last minute projects (construction, maintenance, cleaning, etc.) which required Core Services to respond quickly to try to minimize any negative impact on the MoCo community.
- Operations Manager, Ron Maxson, who has spearheaded the cross training efforts, set a FY24 “Dream T.E.A.M.” challenge for his team focusing on career development.
- CUPF secured State grant funding for some MCPS schools financed deliveries of sporting equipment such as soccer goals and volleyball poles/nets which are now being placed in schools.
- Core Services concluded its Position and Career Education (PACE) contract assignments in June.
- Opening day for online reservations of athletic fields and other outdoor facilities was on July 15th; for indoor facilities it was August 15th. Both were kicked off with no notable concerns.

Silver Spring Civic Building at Veterans Plaza Update Eric Rasch, Operations Manager SSCBVP

1. Radio One Wind Down Thursdays (Thursday night concerts)
 - Working with Greater Silver Spring Chamber of Commerce
2. Hiring new Event Monitor – Program Specialist I (in process)
3. Computer Opportunity with Silver Spring Library to promote e-books, audiobooks, online databases, and programs.
4. Pavilion Lighting Project Nears Completion
5. Payments Leading to Increased Revenue and Reducing Delinquent Payments
6. CAP Applications open for FY25
 - Applications are now accepted online and reviews are in August/September
7. Veterans Plaza Walking Tour – SSCBVP to New SSRAC
8. Permitting Services Podcast Focuses on Vendor Licenses: [DPS podcast](#)
9. Support of Building Partners: SSRSC, SSTCi, Arts and Humanities, Round House Theatre, DGS, CEX/OCP Business Liaison
10. Nearly Landed VP Event
11. Farmers Market Access to Facilities
12. Conferences and Weekend Dates for 2025
13. Venue Managers Meeting

14. SSCBVP Programs and Events Featured Heavily in *Hello Silver Spring!* Newsletter

Finance & Budget Report see Item 2.0 Vanessa Lopez-Cuevas, Financial Administrator

FY24 Year End

The FY24 fiscal year ended on June 30. CUPF closed the year with revenues of \$10,270,872, which was 86% of projected revenue. In comparison to FY23, CUPF received \$9,027,323 in revenue. That is a 13% increase from last year.

An MOU with MCPS has been agreed upon and became effective March 31st. This MOU has a 3 year term and is set to expire on March 30th, 2027. Based on this agreement, CUPF processed reimbursements to MCPS due in FY24 totaling \$5,945,763. These reimbursements were for items incurred in FY22 (utilities), FY23 (maintenance & custodial) & FY24 (staff, artificial turf & equipment). MCPS reimbursements contributed to 86% of the CUPF operating expenses in FY24. CUPF ended with a net \$163,480. Our revenue and expenses for the year were as follows:

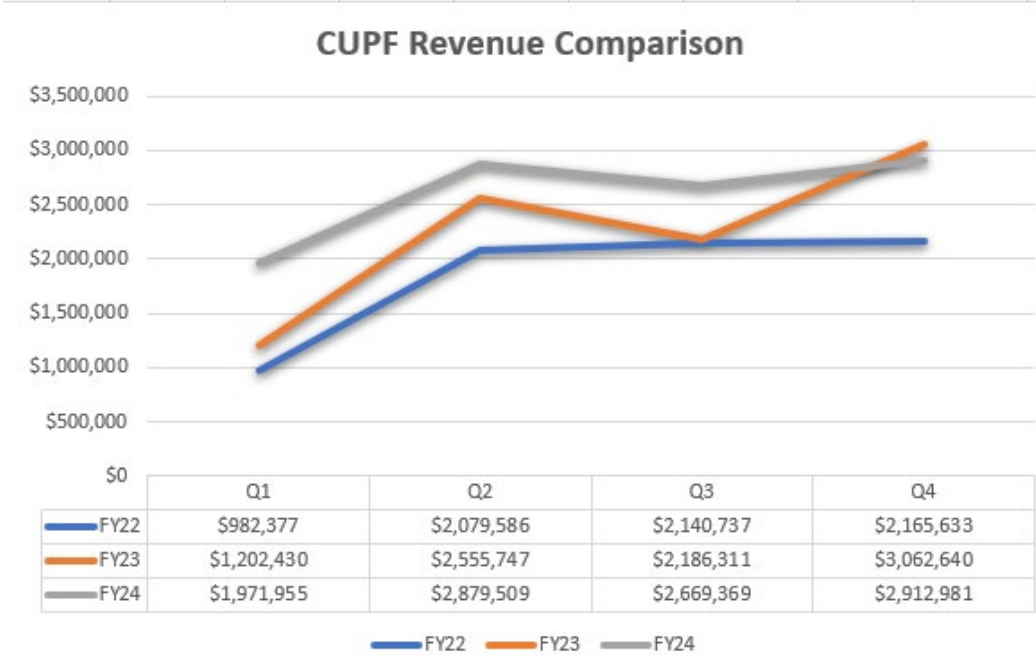
| FY24 | Income | Expenses |
|--------------------|---------------|------------------|
| Revenue | \$10,270,872 | |
| Investment Income | \$472,725 | |
| Personnel Expenses | | (\$3,670,772) |
| Operating Expenses | | (\$6,909,345) |
| | Net | \$163,480 |

*Please note, that although the budget year has ended, there are still transactions that will occur during the next few months that might change the numbers above but not significantly.

The breakdown for FY24 revenue from specific facility types were as follows:

| Account | Budgeted | Actuals |
|------------------|-----------------|----------------|
| Fields | \$343,940 | \$660,994 |
| Schools | \$10,420,747 | \$8,531,080 |
| SSCB | \$1,018,294 | \$1,006,709 |
| County Buildings | \$117,267 | \$72,090 |

Revenues have been increasing every year since the pandemic. The chart below shows the upward trend from FY22 through FY24. We are expecting revenues to continue increasing for FY25.



Fund Balance

Typically, it takes the county a few months to completely close out the budget, CUPF should receive the fund balance this winter. However, the fund balances for the previous years are listed below:

| CUPF Ending Fund Balance | |
|---------------------------------|-------------|
| FY18 | \$6,372,109 |
| FY19 | \$6,508,019 |
| FY20 | \$4,360,222 |
| FY21 | \$3,263,259 |
| FY22 | \$2,047,694 |
| FY23 | \$2,282,553 |

FY25 Budget

For FY25, CUPF has projected that revenues will remain strong and gradually increase. The revenue budget for FY25 is \$11,104,248. For our FY25 operating budget, CUPF is budgeted to have a personnel complement, which includes 30 full time positions and 1 part time position. Please note, that CUPF has a new position starting this year. It is a Program Specialist position, under the working title of Event Monitor. This position will be detailed to the Silver Spring Civic Building. The personnel budget for FY25 is \$4,062,265 and the operating expense budget is \$7,378,308 for a total of \$11,440,573.

Subsidy Programs

Community Access Program (CAP) for Silver Spring Civic Building

For FY24, the Community Access Program was budgeted for \$150,000. All funds were fully utilized and the program was able to assist 70 organizations.

For FY25, our CAP program budget is \$150,000. The Silver Spring Civic Building is now accepting CAP applications for the new fiscal year.

Facility Fee Assistance Program (FFAP)

The FY24 budget for the Fee Facility Assistance Program was \$75,000. Of this funding, \$60,091.75 was utilized. This program was able to assist 24 organizations. Since awards are granted for specific amounts, in some cases not all funding is expended. We are currently looking through the waiting list of applicants and will reapply unused awards to these organizations this month. We will be reapplying \$14,908.25 in funding to those recipients.

For FY25, our FFAP program is budgeted for \$75,000. We are now accepting applications for FY25.

Childcare in Schools

MCPS continues to develop their Procurement process for School Age Before and After Care. MCPS had hoped to hold a procurement prior to the beginning of the FY25 school year, but it doesn't appear that will happen given the time constraints. The process is managed by the MCPS Facilities and Procurement offices. CUPF will continue to advise and assist MCPS as they develop the final process.

Unfortunately, one of the childcare providers has informed us that they will be closing a site at Cedar Grove Elementary School for next year due to having only 3 children enrolled in the program. With that program closing for FY25 there will be 117 schools with Before and After School Childcare in Shared Space. 116 Elementary School programs and 1 Middle School program. The Team has completed the contracts for all the programs except for a few outliers. Those will be finished soon, and the Team is beginning to work on the calendar for the Holidays and Systemwide Closure days now. CUPF expects to have all of those finished before mid-August. The childcare Team continues to work with schools and the CORE Services team to adjust and shift things in schools to make room for school activities.

Meeting adjourned at 10:03 a.m.