



Item No. 2.0
July 23, 2025

INTERAGENCY COORDINATING BOARD
Minutes of April 23, 2025, Meeting

Board Members Present:

Craig Howard, Taylor John, Lakeisha Lashley, Dr. Thomas W. Taylor, Brenda Wolff, Pullen Carla (alternate for Dr. Jermaine F. Williams), Fariba Kassiri (alternate for Richard Madaleno) and Pravin (Pete) Mistry.

Board Members Absent:

Laurence Pitsenberger, Dr. Debra Mugge, Arti Harris, Miti Figueredo (alternate for Arti Harris), Jordan Kaplan, Artie Harris.

CUPF Staff:

Ramona Bell-Pearson, Derek Ross, Emily Brewster-McCarthy, Eric Rasch, Bill Polman, Vanessa Lopez-Cuevas, David Park, Michelle Bean, Emily Brewster-McCarthy and Carol Deeley.

Guests:

Haviz Adejo, Kristi Williams (Parks), Vivian Yao.

Proceedings:

- Virtual and in-person meeting was called to order at 8:07 a.m. by Pravin (Pete) Mistry.
- Roll call of Board members was performed and a quorum was determined.
- Minutes of the January 22, 2025, meeting were approved.
- Agenda for April 23, 2025, meeting was approved.

Chair's remarks:

- The enterprise fund continues to help sustain operations.
- Thank you to the sub-committee for supporting the fee recommendation, Jordan Kaplan and Laurence Pitsenberger, for their work on the fee recommendation submitted to the County Executive.
- We look forward to the Council's approval of the fee increase to further support CUPF's community-focused efforts.

Community Use Updates

A. Fee Increase

The County Executive approved the CUPF budget which included a plan in support of the ICB Resolution to raise community use fees in school facilities

- Fees for Before and After Childcare, Non-Profits, Cultural Schools and Government users will increase by 10%
- Fees for Non-profits and County Residents will increase by 10%
- Fees for Commercial and Non-County Residents will increase 12.5%
- Fees will increase by the above percentages each year over a three year period FY26, FY27, FY28
- Each fiscal year the ICB and County Executive will review to determine if the budget for that fiscal year needs to include a fee increase

B. Outreach to explain fee increase

- Staff met with Libraries
- Staff met with Recreation
- Staff updated the Parks and Recreation Advisory Committee
- Core Services have communicated with various user groups to explain the fee schedule
- CUPF Director is scheduled to present overview to the Education and Culture Committee during a budget work session scheduled for April 30, 2025

Staff Update

A. Staff Coverage

- Front desk vacancy is being covered by personnel detailed from the Light Duty County Roster which allows CUPF to obtain assistance without incurring an expense and allows light duty staff the opportunity to work while recovering
- Program Specialist I for the Core Services Team has been made a conditional offer and will start once the medical clearance is completed.
- Recruitment for a new CUPF Director will be performed by Fariba Kassiri as Deputy Chief Administrative Officer. This position is a merit Manager I position not a political appointment and as such will be handled through the recruitment process that is managed by the Office of Human Resources.

ICB Fee Resolution No. 24-001

On October 30, 2024 at the ICB annual meeting Resolution No. 24-001 was introduced and the Board held discussions in consideration of the language and the fee increase discussed therein. As a result of the discussions the Board determined that the resolution would be given further consideration and a poll would be taken by the CUPF Director at a later date before the next ICB meeting to determine what action the Board would take related to the resolution. On November 25, 2024 a poll was taken and the Board, by a majority, determined to approve and adopt the resolution and recommend the fee increase described in the resolution to the County Executive for his consideration as he developed the CUPF budget for FY26.

Since the time that Resolution No. 24-001 was adopted the County Executive amended the Board recommendation to increase fees by 10% and 12.5% over a three year period of time. This decision was made out of concern that CUPF would not be able to meet its operating expenses in FY26 if a larger increase is not instituted. That recommendation is now part of the CUPF budget which is under consideration of the Council.

It is the recommendation of the CUPF Director that the ICB await the Council decision and then amend Resolution No. 24-001 to be consistent with the Council approved CUPF budget as it relates to any fee increase.

Communications Derek Ross, Communications & Outreach Specialist

Upcoming outreach events

- Community Resource Day | Saturday, May 3
- Taste of Wheaton | Sunday, June 1
- Wheaton TGIF Summer Concert Series | Friday, August 8, 2025
- Wheaton TGIF Summer Concert Series | Friday, August 22, 2025

Marketing Enhancements

- SSCBVP New 360 Virtual Tour
- Adding pictures of facilities on ActiveMONTGOMERY
- Off the CUPF Podcast (increased number of episodes per month)

The Comms Team has been working on numerous projects, most notably the publication of the CUPF FY25 Annual Report and the revamping of CUPF outreach materials. Establishing a strong connection with various county departments such as the:

- Public Information Office (PIO),
- TEBS Department, and
- Office of Community Partnerships

In conjunction with the CUPF IT Team, the goal is to make sure that CUPF is in compliance with all ADA accommodations and accessibility regarding languages and translation of documents.

The Comms Team is also happy to announce the successful placement of a Summer Fellow at CUPF. The 2025 Summer Fellowship will begin June 2nd and will run through August 8th, 2025. We look forward to introducing everyone to Sarah Hoffman. Lastly, we would like to encourage the board members to join our podcast as a guest. The open invitation is available to all.

Core Services Team Update Ron Maxson, Operations Manager

Summer planning for MCPS facilities maintenance, internal MCPS programs, and wrap-around programs to support students:

- There was some conflicting information this year surrounding maintenance and construction; however, those were resolved by mid-March.
- As of March 25, CUPF had to move forward with determining the room assignments on behalf of MCPS for some summer programs because many details were not provided and time was of the essence. This was necessary to ensure all schedules were ready prior to the opening day of online facility reservations, which is May 1, annually.

Collaboration with MCPS School Business Administrators:

- Core Services has traditionally met twice annually with School Business Administrators PLC gatherings for over 15 years.
- Meetings for SY24-25 have been November 2024, February 2025, and April 2025.

Collaboration with MCPS School Principals:

- In a recent meeting with Essie McGuire, Peter Moran, and Adnan Mamoon, we discussed matters raised by principals regarding a lack of understanding of how the CUPF program operates in schools. This included discussions of last minute cancellations of community use by MCPS.
- CUPF requested that MCPS review and update internal regulation KGA-RA, which covers community use of schools. MCPS has now committed to reinstate this review. CUPF will present a draft for consideration as the regulation is more than 10 years out of date.
- Collectively, we will partner on communications to principals, informational resources, and other aspects of community use of school facilities to assist school leaders in navigating community use matters at their campus.

Collaboration with MCPS Systemwide Athletics:

- Dr. Jeff Sullivan, Director of MCPS Athletics, was requested to restart meetings with his and CUPF Core Services' leadership teams as had taken place in the winter of 2024.
- Reinstating these meetings would help us understand each other's challenges, stay updated with happenings, and hopefully spearhead more innovative and proactive solutions that would best support MCPS-based and community-based athletic opportunities for students.

Impact on cultural educational programs surrounding the new simplified fee structure:

- CUPF emailed each cultural school's point of contact regarding the new fee structure and shared the impact we anticipate it will have on these programs.
- Non-profit cultural school use has been placed in the lowest possible fee category with a fee structure that ranges from partial to extensive classroom use for educational purposes. This user group will see a minimal increase or a decrease for some based on annual fees.

Notice to MCCPTA and Schools regarding scheduling changes for PTA use in the 2025-2026 school year:

- CUPF emailed MCCPTA offices and asked that they share the email with the local PTA board members.
- Likewise, CUPF emailed points of contact in each school to notify of the changes coming for the next school year.
- Effective for dates of use on or after August 25, 2025, the Office of Community Use of Public Facilities (CUPF) will no longer charge fees to Montgomery County PTA organizations.
- Feedback has been overwhelmingly positive.

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

Venue and Program Highlights

- DGS Investments: Recent facility improvements include new handrails, enhanced landscaping, and grading adjustments on Veterans Plaza.

Seasonal Updates & Event Planning

The ice rink season successfully concluded at the end of March. To support the entire CUPF operation, we are introducing new event planners to additional CUPF venues, such as Marian Fryer Town Plaza. Festival banners have been created and promotional efforts are underway.

Event Coordination and Process Improvements

CUPF/SSCBVP staff continue to refine event processes, including increased collaboration with Department of Permitting Services (DPS) Montgomery County Department of Transportation (MCDOT), Silver Spring Urban District (SSUD), and Alcohol and Beverage Services (ABS) to enhance logistical efficiency.

Facility and Guest Experience Enhancements

- Parking Garage 61: Recurring feedback indicates that guests, including professionals and community leaders, find parking signage unclear, leading to unexpected tickets. We continue to engage with MCDOT to improve signage and communication, aligning with our commitment to a seamless hospitality experience.
- Staffing Updates: Nathan Carter has joined as an Event Monitor (Program Specialist I), and Greg Hickson is providing temporary support, assisting with scheduling, facility tours, and customer service.
- Technology and Infrastructure: Recent enhancements include updated website features, a successful Pavilion Lighting Project, new fillable logistics forms, and ongoing efforts such as a planned 360-degree virtual tour and a possible touchscreen project for improved navigation.

Finance & Budget Report see Item 6.0 Vanessa Lopez-Cuevas, Financial Administrator

THIRD QUARTER OF FY25

We closed the 3rd quarter, with \$7,777,100 received in revenues, which is 70% of our FY25 budgeted revenue. Compared to FY24, we have received \$407,167 more than last year at the end of the 3rd quarter. We are projecting to end FY25 with \$11.1 million in revenues, in comparison, CUPF received \$10.4 million by the end of FY24.

As far as our expenses, at the close of the 3rd quarter, CUPF had utilized \$10,002,114 in expenses, which is 87% of our total operating expenses budget. However, please bear in mind that CUPF has encumbered the majority of the MCPS reimbursements for the budget year.

MCPS reimbursements have been steadily increasing each year. Here is a list of the reimbursements with the increases for the past few years. As these reimbursements have increased, CUPF's fees have remained the same.

CUPF ended the 3rd quarter with a negative \$2.2 million. Since most of the expenses have been encumbered, the revenue will continue to increase to cover the operating expenses. According to 3rd quarter projections, CUPF anticipates ending the year with a small deficit which would be absorbed by the enterprise fund. Typically, the 4th quarter is one of the strongest quarters. CUPF is budgeting to bring in at least what we brought in during quarter 4 in FY24. If CUPF brings in anything above last year's 4th quarter we will end the year meeting our expenses with a small surplus.

FY26 BUDGET

The County Executive has recommended an FY26 budget of \$12,192,169 for CUPF. The FY26 budget is 6.6% above the FY25 budget. Total personnel costs are \$4,396,727 and total operating expenses are \$7,795,442. This includes a full personnel compliment which includes 30 full time employees and 1 part time employee. CUPF will go before the Education and Culture Committees on April 30, 2025 to present/defend the CUPF budget. Final budget decisions are made by County Council around May 22, 2025.

FY26 FEE INCREASE

The County Executive has recommended a 10% increase for county agencies, partnerships, non-profits and general public. A 12.5% increase has been recommended for out of county customers and for profit organizations. These increases will continue in FY27 and FY28, based on financial need. CUPF will reassess the need for the increases during budget preparation. The difference between what the ICB recommended and what the Executive included in the CUPF budget submission has two differences. One is a change from ICB recommended 7.5% and 10% to Executive recommended 10% and 12.5%. The second difference is a four year fee increase schedule recommended by the ICB and a three year fee increase plan recommended by the Executive.

With this increase, the FY26 County Executive recommended revenue budget is \$13,164,079. This increase will assist CUPF in meeting the required 10% enterprise fund reserve balance and will allow CUPF to remain solvent and meet its operational expenses.

SUBSIDY PROGRAMS

Community Access Program (CAP) for Silver Spring Civic Building

As part of the CUPF equity commitment a grant fund was maintained for use by organizations that provide affordable programming to the community through utilization of the SSCBVP. For FY25, the Community Access Program was budgeted for \$150,000 which has now been fully utilized. This subsidy program award was able to assist 59 organizations.

For FY26, the CAP subsidy program is budgeted for \$150,000.

Facility Fee Assistance Program (FFAP)

As part of the CUPF equity commitment a grant fund was maintained for use by organizations that provide support to community members from challenged communities. The FY25 budget for the Facility Fee Assistance Program was \$75,000. All funds have been awarded and this subsidy program was able to assist 31 organizations.

For FY26, the FFAP subsidy program is budgeted for \$75,000.

ICB 2025 Meeting Schedule

Wednesday, October 22, 2025 Annual Meeting

Wednesday, January 21, 2026 Quarterly Meeting

Wednesday, April 22, 2026 Quarterly Meeting

Wednesday, July 22, 2026 Quarterly Meeting