



## **INTERAGENCY COORDINATING BOARD**

Minutes of January 22, 2025, Meeting

### **Board Members Present:**

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

### **Board Members Absent:**

Dr. Debra Mugge, Arti Harris, Miti Figueredo (alternate for Arti Harris), Jordan Kaplan, Taylor John.

### **CUPF Staff:**

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

### **Guests:**

Riley Robin (REC), Kristi Williams (Parks), Vivian Yao, Harlow Dominique.

### **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 October 23, 2024, meeting were approved.
- Agenda for January 22, 2025, meeting was approved.

### **Chair's remarks:**

- Thanked members for their continued dedication to the ICB. Today's meeting will focus mainly on the fee study. A committee, formed with the Board's consent, is working with CUPF staff to develop recommendations on necessary fee increases and their implementation.
- The fee study committee consists of ICB members Laurence Pitsenberger, Jordan Kaplan, and Pete Mistry. They have met twice with CUPF staff (Ramona, Vanessa, and Ron) to review the contractor's study and discuss CUPF's fee structure operations.
- After extensive discussion, the committee has developed recommendations, which are included in your ICB packet and will be presented for further discussion during the meeting.

## **Director's Report**

Welcome to winter and all the weather that comes with it! Already we have had two snow storms that have been significant enough to close schools and shut down community use for three days. This required cooperation between CUPF and MCPS in getting messaging out and coordinating access to facilities when things did open after the storms.

## **2024 Year In Review**

### **A. Governor's Summer Grant Program – Athletic Equipment Upgrades**

- **Soccer Goals** installed at 6 high schools with artificial turf fields: Kennedy, Wheaton, Seneca Valley, Paint Branch, Wootton, and B-CC (popular for tournaments).
- **Soccer Nets** added at 7 high schools: the above six plus Walter Johnson.
- **Volleyball Nets** provided to all 44 middle schools and all 26 high schools.
- **Locking Cables** installed on soccer goals at 6 high schools.

### **B. Fee Study/Increase**

QualityMetrics contractor completed a fee study that included reviews of CUPF fees and operational procedures

ICB developed a Resolution as the basis for recommending fee increases to the County Executive as part of the CUPF FY26 operational budget

### **C. Media**

CUPF officially entered the podcast market and now has two up and running podcast episodes on YouTube, Instagram, X, Facebook. Look for regular episodes in the coming months

## **Staff Update**

- A new event monitor position was added at the Silver Spring office to support permitted event management.
- Two internal promotions:
- Karla Soriano moved from receptionist to Office Services Coordinator (Finance Team).
- Carol Deeley advanced from Program Specialist I to Administrative Specialist II/HR Liaison (Director's Office).

## **Communications Derek Ross, Communications & Outreach Specialist**

The Communications Team has been quite busy over the past year. Our team is actively involved in various County related programs such as the Innovator Accelerators Program, Climate Ready Office Challenge, and Coffee Trials. Each program provides an opportunity for our team to be able to share the CUPF office mission, to provide County staff with knowledge about CUPF and various ways our County partners and user groups can contact CUPF for facility reservations.

While participating in various County events and activities, the communications team has been able to share information such as opening day reservation dates with Montgomery al Día podcast, the County Public Information Office social media Team, and the Boards, Committees, and Commissions. CUPF has also enhanced visibility through the adoption of various County resources such as fire hydrants through WSSC, Adopt A Road through MCDOT, and the trifecta, another adopted highway through the Maryland Transportation Department.

Lastly, we are excited to announce the launch of Off the CUPF: Community Use of Public Facilities Podcast. This monthly podcast is featured on the Montgomery County Government Podcast webpage. CUPF invites all members of the Board to participate in the podcast, providing any commentary that would be beneficial to Community use. If interested, please contact Ramona or Derek.

### **Core Services Team Update Ron Maxson, Operations Manager**

Significant increase in schools canceling scheduled user groups:

- CUPF has seen a significant rise in schools canceling user group reservations. This occurs often on very short notice, often the same day, and sometimes for several consecutive days or weeks. Typically, this occurs when a school has scheduled and advertised an activity to students, parents, and guardians but forgot to reserve its building so that community use was not planned.
- Principals are often not seemingly in the loop since they sometimes delegate scheduling to other staff. At other times, principals are the person(s) who forgot to reserve the space, or they have decided to hold a new program or activity and want community users canceled.
- These significant cancellations are creating frustration in the community and cause a loss of permitting fees by CUPF when refunds are made.
- Since mid-December, two requests have been made to meet with Dr. Taylor. On January 15, CUPF received a response to those emails. MCPS advised that a meeting with other leadership would be scheduled instead of Dr. Taylor. CUPF is waiting on a date/time.

Changes in policy surrounding community use of the COB 3<sup>rd</sup> floor hearing room:

- In December, CUPF was formally notified by the Clerk of the Council—followed by a January update of an official policy change regarding the use of the Council Office Building (COB), with particular focus on the 3rd Floor Hearing Room. The revised policy designates this space exclusively for Council business and restricts its reservation to government entities only, such as County and State agencies, the State Delegation, the Charter Review Commission, and WSSC Water. The room is no longer available for use by non-governmental organizations or private parties under any circumstances.

Soccer goals purchased with grant funds sought by CUPF:

- In 2023, CUPF secured grant funding from the Governor's Office to purchase athletic equipment specifically soccer goals for high school turf fields and volleyball nets for middle and high schools aimed at increasing access for community groups. Although Kennedy High School received its soccer equipment in July 2024, it remained inaccessible to community users as of January 2025.
- In mid-January 2025, MCPS confirmed that the equipment at Kennedy High School would be made available to community groups once weather conditions, specifically snow coverage, allow for safe field access. CUPF will provide the Board with updates once the matter is fully resolved.

Request for use of Boxlight units by cultural schools:

- At the last meeting, cultural school representatives requested access to Boxlight units during weekend use. The request was referred to MCPS, and formal correspondence sent to the County Executive was also forwarded to MCPS. In January, MCPS informed CUPF that central leadership is directly engaging with cultural school representatives. CUPF will be notified once a decision is made.

Staff development workshop:

- Core Services recently conducted its quarterly staff development workshop, which included a dedicated half-day of team-building activities. Staff participation was strong, and feedback was overwhelmingly positive.

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

Ice Rink Operations:

The ice rink continues to experience strong attendance. The current operations contract expires at the end of the 2024–2025 season, with an RFP set to open in April 2025. Enhancements to operations included the introduction of QR codes for faster admission and skate rentals, and branded magnets for the Zamboni. Due to necessary repairs to the ice rink restrooms, Civic Building facilities are temporarily accommodating rink patrons.

Festivals & Events:

Festival season is anticipated to be strong, with 95% of 2025 dates already booked. The Great Hall hosted several major events in Q4 2024, including UX Con24, Beacon Expo, and the DVNF Veterans Fair, as well as numerous internal County events. Booking demand remains high for 2025, with many weekend dates and large conferences secured. Winter-themed banners are currently promoting rink activities and countywide holiday events.

Farmers Market:

While attendance remains strong, some concerns have been raised regarding safety, mental health, entertainment, and parking in downtown Silver Spring, which are affecting patron satisfaction.

#### Facilities & Maintenance:

The Operations Manager submits daily work order requests to support DGS. Recent lower-level flooding impacted Roundhouse Theater operations, but repairs were promptly completed by DGS.

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

#### **SECOND QUARTER OF FY25**

The FY25 revenue budget is 11,104,248 million. At the end of the 2nd quarter, CUPF has received \$4,821,181 which is 43% of the budgeted revenue. Historically, the strongest quarters are the 2<sup>nd</sup> and 4<sup>th</sup> quarters. The 2<sup>nd</sup> quarter revenue was very close to pre pandemic levels. This will be the first time since the pandemic that CUPF have seen \$3 million in revenue in the 2<sup>nd</sup> quarter.

The operating expense budget for FY25 is \$11,480,438. At the close of the 2<sup>nd</sup> quarter, \$8,889,962 has been utilized, which is 77% of the operating expenses budget. Although this number seems high this early in the budget year, most of the purchase orders for the year have been loaded for all the money necessary to cover expenses for the entire year.

Below you will see the breakdown for revenues and expenses through the 2<sup>nd</sup> quarter. CUPF has a negative number in operating expenses at this time, but this should even out between the 3<sup>rd</sup> and the 4<sup>th</sup> quarter.

<b>FY24 Quarter 2</b>	<b>Income</b>	<b>Expenses</b>
Revenue from Community Use	\$4,821,181	
Personnel Expenses		(\$1,818,034)
Operating Expenses		(\$7,071,928)
<b>Net</b>		(\$4,068,781)

CUPF ended the 2nd Quarter with a negative \$4 million. However, as noted before, the encumbrances for the entire year are done earlier in the budget year. These purchase orders include most of the MCPS reimbursements.

According to projections for the remainder of FY25, CUPF is expected to end the fiscal year with a small surplus. It is anticipated that CUPF will reach and possibly surpass the budgeted revenue of \$11.1 million.

In comparison, in FY24 CUPF received \$10.2 million for the entire year.

## **FY25 BUDGET**

Finance has been working with the Office and Management and Budget and has submitted the FY26 budget for the amount of \$12,094,356 which is a 6% increase from FY25. CUPF will have the Department Head meeting with the Office of Management and Budget on January 22, 2025 and the meeting with the County Executive is scheduled for February 3, 2025. The County Executive is set to recommend all departmental operating budgets to the County Council on March 15, 2025.

## **SUBSIDY PROGRAMS**

### **Community Access Program (CAP) for Silver Spring Civic Building**

The CAP program is budgeted for \$150,000 for FY25. CUPF has approved awards for 58 organizations totaling \$127,928.25. The remaining balance for traditional CAP funding is \$22,071.25. The grant committee will meet soon to consider applications for the remaining grant funding.

### **Facility Fee Assistance Program (FFAP)**

The budget for FFAP this year is \$75,000. We have approved awards for 26 organizations, which captures almost the full budgeted amount of \$74,800. A few awards have been redistributed to organizations that actually plan on using the funding within the budget year.

### **Fee Increases**

CUPF met with the Office of Management and Budget and the County Executive to discuss the fee increase on December 20, 2024. At that meeting the County Executive agreed to the proposed fee increases recommended by the ICB for government agencies, cultural schools, and childcare associations. He also approved higher fee increases for out of county and for profit organizations. Exact fee increase percentages will be finally approved by the Executive and made public when he submits his FY26 operations budget to the County Council on March 15, 2025.