

INTERAGENCY COORDINGATING BOARD

Wednesday, October 26, 2022

AGENDA

1.0	CALL TO ORDER Announcements and Roll Call	A	8:00 a.m.
2.0	APPROVAL OF MINUTES & AGENDA	A	8:10 a.m.
3.0	CHAIR'S REMARKS	I	8:25 a.m.
4.0	DIRECTOR'S REPORT	I/A	8:40 a.m.
5.0	NEW VENTURES FOR CUPF	I	9:00 a.m.
6.0	BUDGET & FINANCE UPDATES	I/D	9:10 a.m.
7.0	ADJOURNMENT	I/D/A	9:30 a.m.

I = information; **D** = discussion; **A** = action

INTERAGENCY COORDINATING BOARD
Minutes of July 27th, 2022, Meeting

Board Members Present:

Derek Ross (Chair), Laurence Pitsenberger, Dr. Debra Muge, Fariba Kassiri (alternate for Richard Madaleno), Seth Adams (alternate for Monifa Mcknight), Pravin (Pete) Mistry, Mike Riley (alternate for Casey Anderson), Lakeisha Lashley, Brenda Wolff.

Board Members Absent: Mills Marvin, Marlene Michaelson, Cary Dimmick.

CUPF Staff:

Ramona Bell-Pearson, Eric Rasch, William Polman, Vanessa Lopez-Cuevas, Mindy Williams, Kareem Davis, Nathalie Kirsch (Summer Fellow), Isaac Matthias (Summer Fellow).

Guests:

Cliff Driver (M-NCPPC), Blaise DeFazio (OLO), Spencer Coleman (TEBS), James Mensah (FAsMarketplace), Jim Epstein (WUDAC Chair & Resident Member), Williams Kristi (Public Affairs & Community Partnerships - Division Chief)

Proceedings:

- Virtual Meeting was called to order at 8:05 a.m. by Chair, Derek Ross & Director, Ramona Bell-Pearson.
- Introduction of Board members was performed to determine a quorum.
- Minutes of the April 26, 2022, Meeting were approved.
- Agenda for July 27, 2022, Meeting was approved.

Chair's remarks:

This meeting the Chair remarks were waived because of a long agenda.

Director's Report:

Staff Updates

- **Carol Sion** was welcomed to Finance as an Office Services Coordinator.
- **CUPF** is in the process of hiring more new Staff.

Additional CUPF Updates

- Internal MCPS Permits.
 - Effective July 1, 2022, CUPF discontinued the practice of assessing fees and billing schools and MCPS offices for stall costs when blocking off space for internal use of MCPS Facilities.
 - Schools now have full control and ability to staff all internal events however most appropriate and cost-effective without CUPF intervention.
- ICB By-Laws at the April meeting, the Board reviewed amended by-laws for the purpose of updating and making changes to Board business operations. There was concern about language in Article III section D and article V section B. The Board was of the opinion that

an actual majority of the members on the Board is required to take action. The language was changed from requiring a majority present to vote in support of an action to requiring a majority of members on the Board to vote in support of action. The document was submitted for final review and approval and the Board voted to approve the by-laws as perceived at this meeting.

- Wheaton Marion Fryer Plaza and Veterans Park.
 - The Chief Administrative Officer has assigned CUPF to manage the permitting process for the Marion Fryer Town Plaza, the Veterans Urban Park, and the second-floor conference room in the Wheaton Office Building where the Regional Service Center and CUPF have offices.
 - CUPF will manage the day-to-day work of the new staff, Regional Service Center is responsible for hiring and paying for staff.
 - CUPF recommended that Wheaton Regional Service Center create three staff positions to handle the work associated with the facilities permitting processes. A Program Manager I grade 23 and two seasonal employees will be hired to conduct event monitoring when activities are permitted in or on the facilities.
 - The fee schedule recommended for the Board to consider was attached as a part of item 2.1, on the Board July 27, 2022 agenda. The Board voted to approve the fee schedule as presented.

- CUPF is pleased to host two graduate students as our Summer Fellows, working on a project to collect data that will be used in our upcoming fee study which will be contracted through the procurement process.
 - **Nathalie Kirsch** - is currently a Master of Public Policy student at Georgetown University's McCourt School of Public Policy with interests in environmental policy and education policy.
 - **Isaac Mathias** - is a Master of Public Policy student at the University of Maryland-College Park.
 - Their PowerPoint presentation was included in the packet listed as item 5.1 at the Board Meeting on July 27, 2022.

Core Services Update

- Go-Live / Opening Day for Reservations for summer use was held online on May 2, for the general public to submit requests.
- Core Services, all of our Conditions of Use have been updated in recent weeks and are now located on our website's Resources page. This is a step toward having all regulations in one area as recommended in the OLO report.
- We continue to experience intermittent functionality issues with the VSI/RecTrac Contracts Module which is required for approximately 70% of all community use scheduled by CUPF. We are working with the vendor on improvements but continue to experience delays in scheduling our large user group activities and events.
- Core Services has received complaints that several MCPS High School Athletic Directors are entering into adopt-a-field contracts with user groups and not following the agreed upon limitations. MCPS Real Estate Management was made aware of the issue and they assured us they would correct this issue.
- Baseball field shortages continue to be an issue throughout the County. CUPF is in discussion with Parks on addressing school sites that have Agreements with Parks for land use and anticipate additional information in the coming months.

- Election operations were a success this year. CUPF tweaked a few processes this year to improve communication, increase clarity for site staff, and streamline the overall process this year.

Silver Spring Civic Building and Veterans Plaza Updates

Silver Spring Civic Building has been busy every weekend and traffic has picked up during the week as well. In addition to the schedule listed below the Civic Building has been host to Early Voting with the Board of Elections managing early voting activities from July 7 – 14, 2022 every day including Saturdays and Sundays from 7:00 a.m. -8:00 p.m. Additionally on July 19, 2022 the Civic Building was the site of Primary Election Day voting between 7:00 a.m. – 8:00 p.m. This included extra time to end voting as the polls do not close until the last person in line at 8:00 p.m. has voted. The Civic Building has continuously had the highest early voting numbers in the County.

The Festival and concert schedule includes:

- Thursday Night Live concerts between June 23, 2022 and August 11, 2022 between 7:00 p.m. and 9:00 p.m. with a total of 8 concerts scheduled during those dates.
- Veterans Plaza Festivals for the remainder of the summer season are as follows:
 - 7/3 Independence Summer Blast
 - 7/10 Arts and Crafts Summer Fair
 - 7/17 Senegal Day 2022
 - 7/24 We will Worship
 - 7/31 Barbados & Grenada Carnival
 - 8/7 Ivory Coast Annual Festival
 - 8/14 International Food and Craft
 - 8/21 Silver Spring Jerk Fest
 - 8/28 T&T Independent, Pan-Brass and Jazz
 - 9/4 Ethiopian day
 - 9/10 Silver spring Jazz Festival
 - 9/11 End of Summer Celebration
 - 9/18 Future Fest 2022
 - 9/22 Panafest
 - 9/24 SSTCI's Harvest Moon Festival

Finally, the FreshFarm downtown farmer's market has been operating on Veterans Plaza for 17 years with the current season running from April 2, 2022, through December 31, 2022. On Saturdays between 9:00 a.m. – 1:00 p.m. the Silver Spring and surrounding community will find the very popular market in full operation.

Budget and Finance Report

- Second quarter revenues exceeded revenue projections. Revenues were expected to be 60% of the average pre-COVID revenue, but the actual number was 68%.

- CUPF total revenue projections for FY22 are \$7,540,702. Combined first three quarters' revenue so far is \$5,204,031. CUPF will meet the FY22 projections (\$7,540,702) if \$2.3 million is realized in the fourth quarter. Fourth quarter revenues are projected to be \$2.5 million, which meet full year projections and would be 80% of the average pre-COVID revenue that CUPF usually realizes.
- Finance has not projected a 100% return to pre-COVID revenues until the 3rd quarter of FY23. This explains why the recommended budget is not quite up to the total pre-COVID budget of almost \$12 million.
- The County Executive recommended a CUPF FY23 budget of \$10,923,236, which includes a restoration of 5 lapsed positions made during the pandemic equaling \$455,683.

Subsidy Programs

- The CUPF budgeted amount for this year's Community Access Program has been reduced by 25% from \$150,000 to \$112,500. To date, \$76,971.50 (which is 68.4%) has been awarded.
- FFAP funding, consisting of the \$75,000 appropriated each fiscal year, still has \$62,500 in available funds. Only \$5,876.43 has been awarded so far after the \$500,000 Relief funding was exhausted.
- Council has indicated an intent to grant additional appropriations from ARPA federal funds to support funding for programs that focus on at risk or high-risk communities. This would provide an additional \$125,000 of FFAP grant funding for FY22 and FY23, as council appropriated the ability to roll funding into the next fiscal year.

Before and After School Child Care

- Childcare has returned to near-normal this school year with 115 school age programs providing "in person" before and after care when schools reopened.
- Communications between schools and childcare providers are being facilitated by CUPF staff regarding any children in these programs testing positive for COVID or being quarantined due to possible exposure.
- Should further temporary school closures occur due to high COVID numbers, CUPF staff will assist in a transition of the before and after care programs to full day Learning Hubs for the children that need a place to go during remote learning.
- The next meeting related to the development of a childcare bid process was scheduled for April 22, 2022, but no final resolution was accomplished. Future meetings are to be planned.
- The goal is to hold a pilot bid program to select new providers for 2 schools that currently have no programs and 2 new schools scheduled to open in Clarksburg and Gaithersburg, so that programs can be in place by fall for the 2022-23 school year.

Meeting adjourned at 9:25 a.m.



Item No. 4.0
October 26, 2022

Director's Report

Welcome to Fall and approaching Winter. Holidays are around the corner and a new year is not far behind. This is the Annual Meeting and as such you will receive updates on CUPF performance during the final quarter of the FY22 and first quarter of FY23. I also want to take this opportunity to thank you for your support during FY22 and appreciate your continued support during FY23.

Staff Update

The Core Services Team has expanded through the addition of 4 temporary employees who are working with the squads to keep up with the increased permitting and to supplement the missing staff positions that CUPF is in the process of filling. Join me in welcoming:

- Macire Dabo,
- Carol Deeley,
- Raymond Grant,
- LaKaya Levy, and
- Jaycina Vaughn

Macire is working with the Silver Spring staff while Carol, Raymond, LaKaya and Jaycina are all with the Core Services team.

In addition to the temporary staff we have employed, temporary promotions were offered and are filled and pending for the following staff members:

- David Parks on the Silver Spring staff has a pending temporary promotion to fill Mindy's job as logistics specialist
- Trina Green has been promoted to fill the open Program Specialist II position on the Core Services team
- Robert Wright has been promoted to fill an open Program Specialist I position on the Core Services team

Finally, it is with bittersweet feelings that I inform you that we are saying farewell to Mindy Williams our logistics specialist at the Civic Building. Mindy is moving into a position with the Board of Elections that will be a promotion for her. She will be the Operations Division Chief which will place her in charge of many aspects of each election process. We are very proud of Mindy and wish her all the best in her new adventures.

Additional CUPF Updates

Recent events at the Silver Spring Civic Building have caused me to reevaluate how we market the Civic Building for public and community events. Last week an individual

dressed as a Taco (aka Taco Man) came into the building filming and acting aggressively attempting to force his way into the facility during a private event that reserved the entire building for their private event. Despite the fact that staff explained very professionally that the public was not allowed in the building because a privately permitted event was ongoing until 5:00 pm.

Taco Man was invited to come back after 5:00 pm when the private event was scheduled to conclude. When asked what he was interesting in videotaping, he would only say this is a city building (in fact it is a county building) and I am a taxpayer so I have the right to enter at any time during business hours. He went to the door and read the sign posted there stating that the building is open between 9:00 – 5:00 pm to the public. He relied on that to support his argument that he was entitled to access the building regardless of what is ongoing in the building at the time.

Staff was eventually forced to call the police and although Taco Man asked and posted every police officer's name and badge number on his video he refused to give his name when asked by the police. He ultimately demanded the supervisor of onsite police officers be summoned to talk to him. When the Sargent arrived Taco Man was told that he could stay in the building so long as he only filmed public corridors and did not go into any of the rooms where private sessions were ongoing. Those are the same directions that staff gave to him which he was unwilling to follow.

During interactions with our staff Taco Man was belligerent, used profanity and disrupted the flow of traffic for the attendees to the permitted private event. Once Police responded he became slightly more professional and amended his behavior to be slightly less belligerent. Important to note is the fact that he filmed for over 30 minutes and during that time he captured many of the people attending the private event on camera without their permission. This is an important point because in the state of Maryland it is illegal to film and audio record people without their consent.

Final points. This event had negative consequences for our staff because the next day Taco Man uploaded the film onto YouTube where it got over 1000 hits within the first hour. Once viewed, the SSCB staff began to get threatening calls containing racial slurs, making derogatory comments about them and other negative comments about the barred access. Mindy Williams was specifically threatened as Taco Man called out her name in his film. The Operations Manager made the decision to close the building on that day for the protection and safety of this staff and contacted the police to place them on notice.

Please see the attached resolution to change the operating policy related to the SSCB. I am asking the ICB to take action through this resolution.

Core Services Team Update Ron Maxson, Operations Manager

Go-Live / Opening Day for Reservations for use of schools during the 2022-2023 school year was held online August 15, for the general public to submit requests. Overall, there were few hiccups. We received positive feedback from many customers. Some customers

were frustrated with the lack of repeat bookings functionality. Similarly, our go-live for other facilities have been met with similar feedback, yet overall, very few system hiccups.

Use of portable lights on Athletic Fields has been a concern raised primarily by football user groups over the years. For more than two decades CUPF has worked with MCPS on managing exceptions to the longstanding practice of no portable lights being allowed on MCPS property. Often, exceptions have resulted in extensive damage to grassy areas and athletic fields due to vehicles being driven to haul portable lights on and off the property. Last year, MCPS staff committed to developing a written policy that could be used for the 2022-2023 school year. This summer, CUPF reached out to MCPS for details and suggested that we meet with County Recreation, as well as Montgomery Parks in an effort to develop a single policy that may be used for all athletic fields countywide. Montgomery Parks had provided some excellent options for carry-on/carry-off light systems, among other strategies. It was determined that more public input was necessary before County Recreation and Montgomery Parks would be able to approve a policy due to community concerns surrounding light pollution in residential areas as well as concerns related to bird migratory patterns. MCPS determined to develop a new process requiring training for users, and a written exception agreement. CUPF has announced the revised process to the community. So far, the process seems to be well received.

Recently, we have experienced unexpected difficulties in use of high school facilities for Large Events typically held in Auditorium's. In addition to last quarter's report surrounding hiring MCPS Media Service Technicians for auditorium use, we have had some additional complications. Our process for Large Events developed in 2017 included significant input from MCPS, and a full agreement before the process was reviewed by the ICB and then implemented. In recent years we modified our process due to schools asking that we have fewer walk-through's and some only allowing walk-throughs after student departure due to security concerns, etc. Now, that we do not require walk-through's, some schools are pushing to have them required. In general, high school administration are not in agreement on what process is best and have specifics they'd like to see for their school which could result in 26 processes. CUPF maintains that keeping a single process for all high schools is important to ensure customer clarity and consistency. CUPF Core Services Manager has and will continue to meet with School Business Administrators in an effort to improve the process.

The Bethesda Central Farm Market which has been utilizing the parking lot at Bethesda Elementary for more than a decade was displaced mid-June through mid-October due to a roofing project. This market has significant involvement from the community including local vendors and a following of residents. Relocating was difficult and had a tremendous impact. The roofing project was originally slated to be approximately four weeks; however, there were delays that created the need to continue weekend work on the project through the first week of October. The work has now been completed and the Market has been permitted to return.

Gaithersburg High School's Auditorium seems to be in a concerning state of disrepair. The video projection system has been out of service for more than a year. The audio system recently stopped working. A sizable portion of stage lighting has been out-of-service for

several weeks. Community groups have had to supply their own equipment, which has been at the cost of several thousand dollars for some, in order to hold their events already scheduled. The school has advised CUPF that despite their efforts to have repairs made, such has not occurred. At this time, CUPF has closed the auditorium for community use, has begun rescheduling current permit holders elsewhere when possible, and will no longer issue permits for this facility until repairs are made. The impact is significant as this is a very sought-after location.

CUPF has prevented facilities needed by Elections from being booked by community user groups during set-up hours on 11/7 and all day on 11/8 to honor the Agreement between Board of Elections and MCPS for use. CUPF intends to utilize the same process as the summer election activities. CUPF has reached out to MCPS for a meeting to coordinate details as may be necessary in advance.

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

With limited staff (down several positions), and a labor shortage and a backlog of available positions posted on the County's HR site, our small team is having a difficult time supporting the ongoing and increased demand on our operations at the Silver Spring Civic Building at Veterans Plaza.

Here are some highlights from the past few months:

- Increased interest in Monday-Thursday use:
 - In-person meetings and conferences are coming back.
 - Monday – Thursday use has increased significantly compared to last year at this time... some examples: County Executive Forum, GED Graduations Ceremony, Job Fair, etc.
- Friday – Sunday use is strong:
 - Betty Mae Kramer Art and Music Gallery is now open to the public on Fridays.
 - Typical Friday-Sunday events: Birthdays, Weddings and receptions, Bar/Bat Mitzvahs, Baby showers, Quinceañeras, Non-profit community events.
- Hybrid schedule · Admin Staff (2 days onsite, 3 days offsite)
 - One full time administrative position will be vacant at the time of this report and filled by a temp promotion
 - One part time administrative position remains vacant and is filled by temporary staff
 - One part time event monitor position remains vacant
- Weekly Farmers Market · Every Saturday – continues to attract hundreds of resident's weekly
- Festivals since June 2022:

- We hosted a large festival every Sunday from June - October.
- Jazz Festival was a major undertaking that required several days of set up and breakdown including overnight security.
- Ice Rink operations (Veterans Plaza) - officially opened in mid-October 2022.
- Get Out the Vote Rally - High profile public event - major security concerns for staff and public: working with 3rd District Police, Capital Police, CE office, County Security, and campaign staff as well as CUPF staff and contract security.
- Within the next few weeks:
 - Holiday Crafts, Desserts & Sweets Fair (Veterans Plaza)
 - Re-election campaign rallies (Veterans Plaza) Great Hall fully booked Friday-Sunday, other rooms are booked near capacity and in high demand · Thanksgiving Parade
- Veterans Plaza
 - Book release event (My Seven Black Fathers: A Young Activist's Memoir of Race, Family, and the Mentors Who Made Him Whole)
 - Behavioral health activities that we see on a frequent basis:
 - Public drinking and marijuana use
 - Illegal vending
 - Skateboarders
 - Homelessness activities
 - Mental health crises
- Twilight Tuesdays via SSTCi
 - SSTCi canceled some dates due to performers feeling uncomfortable with skateboarders, fights, drugs, and other activities.
 - SSTCi did not plan any public events on Wednesdays in 2022 on Veterans Plaza; this has been raised as a concern regarding the MOU.
 - Most SSTCi programs are held virtually or away from the Civic Building and Veterans Plaza.
- Silver Spring Regional Services Center staff work off-site.
 - The Regional Director teleworks.
 - One RSC staff person, contract staff with Jewish Council on Aging (JCA), works onsite two times per week in a limited role with limited hours.
- Roundhouse admin offices are hosting in-person auditions and working hybrid schedules. Shows are running in Bethesda.
- Landscape refresh project is scheduled to take place this week ahead of the Humanitarian Walk in Silence event where 40 signs will be placed on Veterans Plaza with humanitarian messages (the signage will be up for a limited time).

- The Civic Building and Veterans Plaza are ready for the General Election and are working closely with Board of Elections to ensure the voting activities are successful.
 - For the past several weeks we have hosted Election Judge Training.
- We have a new Temporary Staff member - her name is Macire Dabo. She's been a big help in covering work priorities and assignments.
- Last but certainly not least, we are saying goodbye and congratulations to our beloved Mindy Williams, Logistics Specialist. Mindy will be going to work for the Board of Elections and starts the week of October 24, 2022. Mindy has served the public for the past 13 years and has been with the Civic Building since opening day. Over the years she's moved from a part-time employee to a full time employee and received a promotion during that time. She leaves this position vacant at a Grade 21.

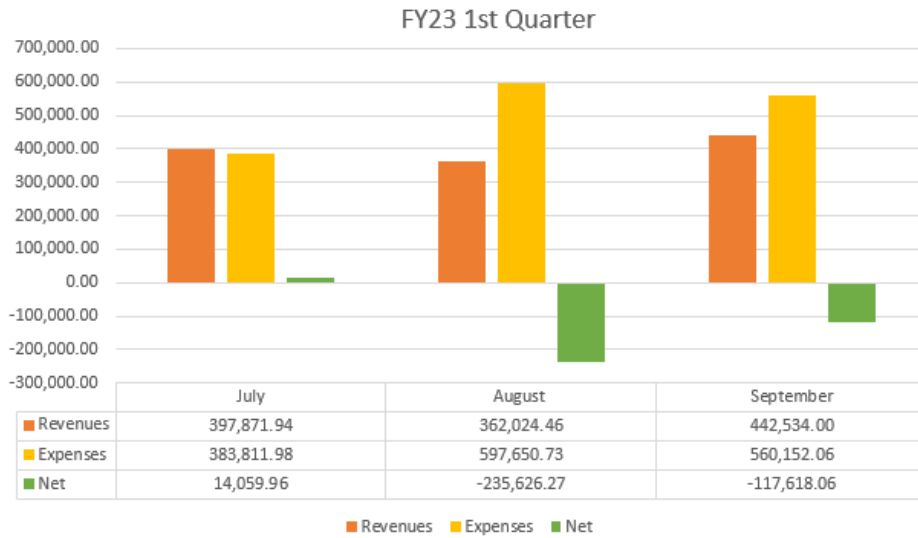
Finance & Budget Report see Item 6.0 Vanessa Lopez-Cuevas, Acting Financial Administrator

FIRST QUARTER OF FY23

Our revenue projection for the FY23 budget year is 11.4 million, which is slightly less than a typical pre-covid year. At the end of the 1st quarter, we have received 10% of that, which is 1.2 million. At the time we made our initial projection, we were very optimistic.

FY23 Quarter 1	Income	Expenses
Revenue from Community Use	\$1,202,431	
Personnel Expenses		(\$570,061)
Operating Expenses		(\$971,554)
	Net	(\$339,184)

We ended the 1st Quarter with a negative \$339,184. While our revenue was not as strong as we had projected, we did receive \$220,055 over what we received last year for the 1st Quarter. The monthly breakdown of the quarter is as follows:



As usual, our expenses were higher during the first quarter because we paid FY22 MCPS Maintenance Reimbursements that totaled \$381,747, which accounts for 68% of the expenses during the 1st quarter.

Because our total first quarter revenue did not meet our initial projections, we have revised the projections for the remainder of FY23 to reflect 80% of pre-covid revenue. The following table indicates our revised projections as well as our realized revenue for the first quarter.

Revised FY23 Revenue Projections-1st Quarter					
	Q1 Actuals	Q2 Projections	Q3 Projections	Q4 Projections	Total
County Bldgs	\$11,203	\$23,710	\$19,483	\$50,394	\$104,791
Fields	\$77,954	\$63,990	\$9,975	\$83,880	\$235,799
Schools	\$869,263	\$2,154,190	\$2,215,375	\$1,422,337	\$6,661,165
SSCB	\$244,010	\$201,380	\$159,089	\$141,759	\$746,239
	\$1,202,430	\$2,443,270	\$2,403,922	\$1,698,371	\$7,747,993

In comparison, in FY22 we received \$7.3 million, so we are optimistic that we will receive slightly more this budget year.

FY24 BUDGET

We have received our Funding Parameter from the County Executive for FY24 which begins next summer on July 1. He has recommended a budget of \$11,077,500, which is 1.4% larger than last year's approved budget, but less than our pre pandemic operating budget of \$11.9 million.

SUBSIDY PROGRAMS

Community Access Program (CAP) for Silver Spring Civic Building

The CAP program is budgeted for \$150,000 for FY23. In the first quarter we have approved awards for 51 organizations totaling \$102,426.50. These awards will be processed in the new software in the upcoming weeks, once we get final approval from the Department of Finance.

Facility Fee Assistance Program (FFAP)

The budget for FFAP this year is \$75,000. We have approved awards for 13 organizations, which total \$62,500. These awards will also be processed in the new software in the upcoming weeks, once we get final approval from the Department of Finance.

Special Appropriation to Facility Fee Assistance Program (FFAP) for Youth Sports

The County Council appropriated an additional \$125,000 through the American Rescue Plan Act (ARPA) funds for youth sports. We are working with the Office of Management and Budget to create a budget transfer to move the funding to the proper account.

Fee Study Update

CUPF's Request for Proposals (RFP) for a Fee Study is with Procurement. We are in the final stages of the final version and hope to have the RFP advertised within the next few weeks.

CHILDCARE IN SCHOOLS

The Childcare team for CUPF is back to full staffing. Mike Moua has moved from his CORE Services assignment and is now working with Bill and Kareem in the role previously filled by Ceciley Maxwell. Mike is a valuable addition to the team, and we are grateful to have him. We were informed at the beginning of October that AlphaBEST is closing their program at Parkland Middle School. They lost their site director over the summer and have not been able to find a suitable replacement with experience managing a program for middle school age children. They decided it was best to close the program. We have been working with the principal at the school to ensure that the 9 students that attended the program will have somewhere to go when AlphaBEST closes on November 4. This leaves the KidsCo program at Silver Spring International as the last Before and After School Child Care program in an MCPS middle school.

We have been working closely with the schools and the CORE Services team on an unusually large number of adjustments to permits to make room for additional school programs this year. The new VSI software program has created some issues with the way we permit child care, and we are examining the possibility of adjusting our permitting calendar to better fit the new system. As with any new software, adjustments to practices need to be made to find the best solutions for everyone and we will make all necessary changes.

Childcare Bid Process

We have not received any new updates from MCPS on the status of the procurement process they are developing for the school age child care program. The last update we

received indicated that they were targeting a pilot procurement for a few schools that need child care placements to happen this winter with the goal of beginning new programs in January. Because we haven't heard anything about an approved process or any announced procurement from them, I don't believe it is realistic for that process to happen and then have MSDE license a new child care program to begin in January. I don't want to speak for MCPS but it is probably more realistic that the pilot will happen in the spring with the goal of beginning new programs at the start of the 2023-24 school year. CUPF stands ready to provide consulting or administrative support to MCPS whenever they commence their pilot procurement process.

Tentative ICB 2023 Meeting Schedule

Wednesday, January 25, 2023 Quarterly Meeting

Wednesday, March 29, 2023 Quarterly Meeting

Wednesday, June 28, 2023 Quarterly Meeting

Wednesday, October 25, 2023 Annual Meeting

INTERAGENCY COORDINATING BOARD
2425 Reedie Drive, 9th floor
Wheaton, Maryland 20902

Subject: Change to Operating Policy for SSCB

WHEREAS, on July 7, 2010 the Silver Spring Civic Building and Veterans Plaza (SSCBVP) was opened as a new County building to the public for use as a community center for the Silver Spring and Montgomery County community; and

WHEREAS, the SSCBVP was operated by the County as a center where community groups as well as individuals could hold meetings, public gatherings, community and governmental activities and private events; and

WHEREAS, in 2011 the Chief Administrative Officer assigned the Office of Community Use of Public Facilities (CUPF) to manage the day-to-day operations of the SSCBVP which includes permitting, maintaining office space in the facility for CUPF staff and working with the Regional Service Center (RSC) Director and their staff as well as through the RSC Director, the Urban District staff to facilitate operations in the building and on the plaza for community and private use; and

WHEREAS, the SSCBVP is one of very few facilities managed by CUPF that is not only open for community use but also allows the community to permit private events in the facilities which need to be closed to the general public when the permit is in use which requires CUPF to operate the SSCBVP primarily as a government facility that is open to the community throughout the year unless otherwise permitted as a private venue for private events; and

WHEREAS, the SSCBVP is part of the Silver Spring Arts and Entertainment District where it is recognized as an event center, SSCBVP is part of the Silver Spring Chamber of Commerce where it is recognized as an event center, SSCBVP is part of Visit Montgomery (Conference and Tourism Bureau) where it is recognized as an event center; and

NOW THEREFORE, be it resolved by a vote of the ICB, that the SSCBVP will be operated as both an event center according to practices and standards of the hospitality industry and as a community center open to the public as follows:

1. When events are permitted as community events or no permits are in place at any particular time, the facility will be considered to be a community center open for the community to enter during business hours and use the facilities as appropriate depending on the permit status of the user.
2. When events are permitted as private events then any areas so permitted will be closed to the public and no general community access will be permitted in those privately permitted areas. This could result in the entire facility being closed to the general public when there is a substantial area of the facility privately permitted.

**ICB ANNUAL MEETING OCTOBER 26, 2022
NEW VENTURES FOR COMMUNITY USE OF PUBLIC FACILITIES**

Community Use of Public Facilities (CUPF) has grown in its mission and abilities through expansion of County government properties, appropriations from the County Council and the faith of the Chief Administrative Officer when he delegated responsibility for managing several facilities to CUPF.

American Rescue Plan Act Funds:

During the Pandemic CUPF was entrusted by the County Council with management of the permitting process in a manner that would ensure that members of the community who in the past were not able to gain access to facilities, parks and fields because of economic barriers had access to those facilities. CUPF used its Facility Fee Assistance Program to issue grants to many Vendors and Providers who in the past had not been able to gain access to turf fields, gymnasiums, auditoriums, etc. because of unaffordable permitting fees. Despite the fact that natural grass fields are only \$5 per hour this was a barrier and even more so the turf fields averaging over \$125 per hour were especially unaffordable. CUPF has expanded the availability of many facilities to parts of our community that in the past were unable to benefit from community use. A total appropriation of \$650,000 made over a two year period accomplished a great deal for children from challenged communities.

Expansion of Facilities available for Community Use:

The Chief Administrative Officer has recently entrusted CUPF with the permit management of several County facilities that are either new real estate sources or have been reassigned to free up management obligations for other Directors.

- Regional Service Centers - CUPF now manages the permitting process for RSC facilities to free the RSC Directors' time to be more available for management of community matters. This allows CUPF to coordinate community use in RSC facilities in the:
 - Bethesda Chevy Chase RSC,
 - UpCounty RSC,
 - East County RSC,
 - Wheaton RSC and
 - Silver Spring is already managed by CUPF
- Maryland National Capital Park and Planning Building and surrounding property in Wheaton

- Second floor conference room to be permitted by CUPF for community use (this is leased to the Wheaton RSC)
 - Veterans Park on Reedie Drive to be permitted by CUPF for community use (this is county property under the Wheaton RSC)
 - Marion Fryer Town Plaza to be permitted by CUPF for community use (this is county property under the Wheaton RSC)
- Grey Courthouse Rockville- CUPF will be requesting the authority from the CAO to manage the permitting process in the Grey Courthouse that has recently been renovated as office space for several County Departments that had been previously located in 255 Rockville Pike office space. Currently this space is under the management of the Department of General Services. Available space for permitting consists of:
 - large former courtroom spaces, and
 - smaller activity/meeting rooms that could be made available to the community as meeting and activity space
- Red Brick Courthouse- this facility has been assigned to CUPF for some time to manage permitting. CUPF has been working with DGS in an effort to get the repairs and renovations completed so that this property can be activated on the ActiveNet site for permitting as community use space

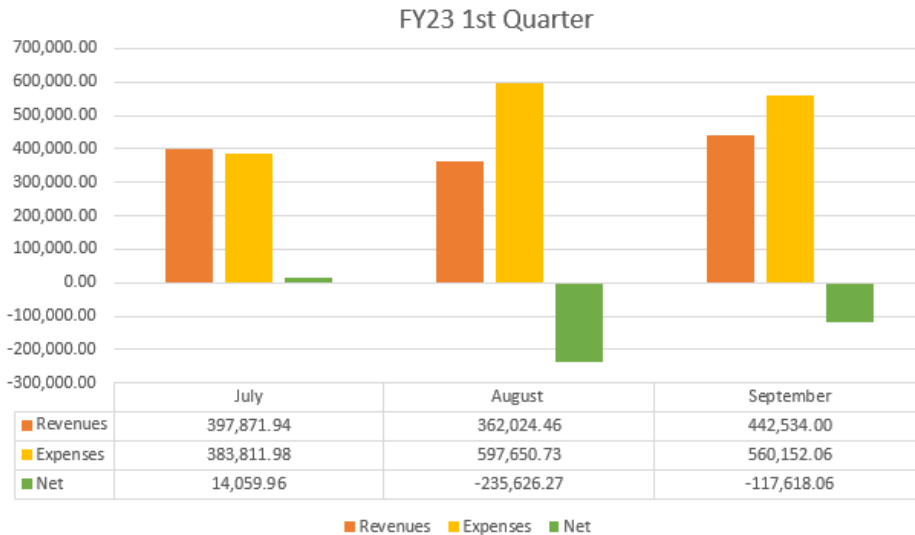
Finance & Budget Report see Item 6.0 Vanessa Lopez-Cuevas, Acting Financial Administrator

FIRST QUARTER OF FY23

Our revenue projection for the FY23 budget year is 11.4 million, which is slightly less than a typical pre-covid year. At the end of the 1st quarter, we have received 10% of that, which is 1.2 million. At the time we made our initial projection, we were very optimistic.

FY23 Quarter 1	Income	Expenses
Revenue from Community Use	\$1,202,431	
Personnel Expenses		(\$570,061)
Operating Expenses		(\$971,554)
	Net	(\$339,184)

We ended the 1st Quarter with a negative \$339,184. While our revenue was not as strong as we had projected, we did receive \$220,055 over what we received last year for the 1st Quarter. The monthly breakdown of the quarter is as follows:



As usual, our expenses were higher during the first quarter because we paid FY22 MCPS Maintenance Reimbursements that totaled \$381,747, which accounts for 68% of the expenses during the 1st quarter.

Because our total first quarter revenue did not meet our initial projections, we have revised the projections for the remainder of FY23 to reflect 80% of pre-covid revenue. The following table indicates our revised projections as well as our realized revenue for the first quarter.

Revised FY23 Revenue Projections-1st Quarter					
	Q1 Actuals	Q2 Projections	Q3 Projections	Q4 Projections	Total
County Bldgs	\$11,203	\$23,710	\$19,483	\$50,394	\$104,791
Fields	\$77,954	\$63,990	\$9,975	\$83,880	\$235,799
Schools	\$869,263	\$2,154,190	\$2,215,375	\$1,422,337	\$6,661,165
SSCB	\$244,010	\$201,380	\$159,089	\$141,759	\$746,239
	\$1,202,430	\$2,443,270	\$2,403,922	\$1,698,371	\$7,747,993

In comparison, in FY22 we received \$7.3 million, so we are optimistic that we will receive slightly more this budget year.

FY24 BUDGET

We have received our Funding Parameter from the County Executive for FY24 which begins next summer on July 1. He has recommended a budget of \$11,077,500, which is 1.4% larger than last year's approved budget, but less than our pre pandemic operating budget of \$11.9 million.

SUBSIDY PROGRAMS

Community Access Program (CAP) for Silver Spring Civic Building

The CAP program is budgeted for \$150,000 for FY23. In the first quarter we have approved awards for 51 organizations totaling \$102,426.50. These awards will be processed in the new software in the upcoming weeks, once we get final approval from the Department of Finance.

Facility Fee Assistance Program (FFAP)

The budget for FFAP this year is \$75,000. We have approved awards for 13 organizations, which total \$62,500. These awards will also be processed in the new software in the upcoming weeks, once we get final approval from the Department of Finance.

Special Appropriation to Facility Fee Assistance Program (FFAP) for Youth Sports

The County Council appropriated an additional \$125,000 through the American Rescue Plan Act (ARPA) funds for youth sports. We are working with the Office of Management and Budget to create a budget transfer to move the funding to the proper account.

Fee Study Update

CUPF's Request for Proposals (RFP) for a Fee Study is with Procurement. We are in the final stages of the final version and hope to have the RFP advertised within the next few weeks.

CHILDCARE IN SCHOOLS

The Childcare team for CUPF is back to full staffing. Mike Moua has moved from his CORE Services assignment and is now working with Bill and Kareem in the role previously filled by Ceciley Maxwell. Mike is a valuable addition to the team, and we are grateful to have him. We were informed at the beginning of October that AlphaBEST is closing their program at Parkland Middle School. They lost their site director over the summer and have not been able to find a suitable replacement with experience managing a program for middle school age children. They decided it was best to close the program. We have been working with the principal at the school to ensure that the 9 students that attended the program will have somewhere to go when AlphaBEST closes on November 4. This leaves the KidsCo program at Silver Spring International as the last Before and After School Child Care program in an MCPS middle school.

We have been working closely with the schools and the CORE Services team on an unusually large number of adjustments to permits to make room for additional school programs this year. The new VSI software program has created some issues with the way we permit child care, and we are examining the possibility of adjusting our permitting calendar to better fit the new system. As with any new software, adjustments to practices need to be made to find the best solutions for everyone and we will make all necessary changes.

Childcare Bid Process

We have not received any new updates from MCPS on the status of the procurement process they are developing for the school age child care program. The last update we received indicated that they were targeting a pilot procurement for a few schools that need child care placements to happen this winter with the goal of beginning new programs in January. Because we haven't heard anything about an approved process or any announced procurement from them, I don't believe it is realistic for that process to happen and then have MSDE license a new child care program to begin in January. I don't want to speak for MCPS but it is probably more realistic that the pilot will happen in the spring with the goal of beginning new programs at the start of the 2023-24 school year. CUPF stands ready to provide consulting or administrative support to MCPS whenever they commence their pilot procurement process.