



Item No. 2.0
January 22, 2025

INTERAGENCY COORDINATING BOARD
Minutes of October 23, 2024, Meeting

Board Members Present:

Caven West, Laurence Pitsenberger, Principal Lakeisha Lashley, Adnan Mamoon (alternate for Dr. Thomas W. Taylor), and Pravin (Pete) Mistry, Adam Reid (alternate for Montgomery College President), Darren Flushe (alternate for Artie Harris), Brenda Wolff.

Board Members Absent:

Fariba Kassiri (alternate for Richard Madaleno), Jordan Kaplan, Dr. Debra Mugge, and Principal Cary Dimmick (substitute not yet appointed).

CUPF Staff:

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

Guests:

Riley Robin (REC), Haviz Adejojo, Kristi Williams, Martha Kyrillidou, Vivian Yao, Melanie Huggins, Davoodpour Rassa, Shaneka Morris, Alicia Singh, Victor Ban.

Proceedings:

- Virtual and in-person meeting was called to order at 8:07 a.m. by Pete Pravin (Pete) Mistry.
- Roll call of Board members was performed to determine a quorum.
- Minutes of the July 24, 2024, Meeting were approved.
- Agenda for October 23, 2024, 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 the Annual Meeting. As usual the CUPF Staff, your community and I appreciate your dedication and commitment to CUPF and to community use.

As you heard from the opening remarks of the Chair we plan to give attention and further discussion to the fee study and consider recommendations about a fee increase for CUPF permitting fees. The sub-committee, consisting of Pete, Laurence and Jordan; has worked hard over several meetings to review, evaluate and develop the recommendations you will be asked to consider.

Staff Update

CUPF is currently conducting hiring panel interviews for the positions of:

- Event Monitor for the Silver Spring Building Staff (new position)
- Administrative Specialist II (Human Resources) for the Directors office
- Office Services Coordinator for the Finance Team

Communications Derek Ross, Communications & Outreach Specialist

- The Communications Team is launching the #CUPFCares Initiative in alignment with the Department of Environment Protection's new Climate Ready Office Challenge.
- CUPF is actively promoting community-focused environmental initiatives to enhance its brand and foster inclusivity with other agencies. It has adopted a road through the MCDOT Adopt A Road Program and is in talks with MDOT to join the Adopt A (Bus) Stop and Adopt A Highway Programs. Additionally, CUPF has adopted multiple fire hydrants through WSSC across the county.
- The CUPF Podcast is coming soon!! Staff is scheduled to record the first podcast with assistance from the Office of Technology Enterprise and Business Solutions, Audio Visual Team. CUPF will be joining DEP, REC, PIO and other County Departments on podcast platforms such as Apple, Google, TuneIn, and Spotify. Stay tuned for more details!!

Core Services Team Update Ron Maxson, Operations Manager

- August 15, the opening day for MCPS indoor facility reservations for FY24-25, was the smoothest CUPF opening since 2015, with no major system issues or complaints. The following week remained busy with customer inquiries and transactions, resulting in high satisfaction. Staff monitored thousands of online reservations, reviewing event details and conducting quality control checks, with only a few discrepancies.

- The Capital House Music Festival returned to Marian Fryer Plaza in Wheaton for its second year, after previously being held in Washington, DC. The event was well-organized, with no major noise complaints or issues related to street closures. Overall, it was a successful event.
- Election setup and day-of voting has been scheduled at 188 school sites; equipment drop-off plans, setup by building services, teardown, ballot pickup, equipment pickup by Elections at all 188 sites via moving contractor are all in planning stages.
- The delivery of equipment funded by the State Governors grant secured by CUPF has been completed. Volleyball poles and nets are now available at all middle and high schools, while soccer goals are set up on high school artificial turf fields for community use.
- Damages to the Paint Branch HS Artificial Turf field were addressed with a full carpet and underlayment replacement this summer, making the field available for community use. However, changes to the end zone size affected the fit of the previously ordered goals, so a new set has been ordered.
- A meeting was held on October 8, 2024, with MCPS Chief of Security, Marcus Jones, to discuss several security related matters surrounding community use of school facilities including evening and weekend patrols, tours of buildings by groups, criteria for assessing security staff, etc.
- A staff development workshop for Core Services Team staff was held the afternoon of Friday, October 11. This involved teambuilding discussions and activities as well as a tour of Edison HS and Wheaton HS.
- In November, the Core Services leadership team will meet with School Business Administrators at their monthly PLC gathering.

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

Ice Rink:

- Set up began on October 15, 2024.
- The opening is expected later this week.

Festivals:

- The 2024 festival season has concluded.
- SSCBVP hosted 23 festivals this season on Veterans Plaza. Many of these festivals celebrate a unique cultural experience from around the world.
- A policy discussion and season recap with county agencies, led by SSRSC, will follow.

QR Codes:

- QR codes are in use at various locations, including the Welcome Desk on the plaza level and the administrative office on the upper level.

Board of Elections:

- Upcoming elections will take place at the Silver Spring Civic Building.

Farmers Market:

- The weekly market attracts 2,000 to 3,000+ attendees.
- On October 15, 2024, the County Council and County Executive honored local farmers and emphasized the market’s importance to the community’s success and health.

CAP Awards:

- The total is \$127,928.25 out of \$150,000 for this round of reviews.
- A total of 58 non-profit and community groups received funding this round.
- For details, refer to the finance team report.
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Finance & Budget Report see Item 6.0 Vanessa Lopez-Cuevas, Financial Administrator

RECAP OF FY24

In FY24, CUPF saw an increase of reservations from FY23. The total revenues received from reservations for FY24 were \$10,253,731. We also received \$632,725 from investment income and general fund transfer for a grand revenue total of \$10,886,455. In comparison, we received \$9,027,323 in FY23, which is a 20.5% increase from FY22.

We are up to 90% of pre covid revenue.

FY24 Revenue Breakdown		
Schools	\$8,510,663.00	78%
Fields	\$660,993.66	6%
SSCB	\$1,009,983.51	9%
County Buildings	\$72,089.85	1%
Investment Income/GF Transfer	\$632,725.23	6%
Grand Total	\$10,886,455.25	100%

The total expenditures for FY24 were \$10,610,344.69. An Expenditure Breakdown by quarter is below:

FY24 Expense Breakdown		
Personnel Costs	\$3,704,286.74	35%
MCPS Reimbursements	\$5,945,432.60	56%
Other Overhead Expenses	\$960,624.66	9%
Total	\$10,610,344.00	100%

Although this chart gives an overview of the entire CUPF expense breakdown, operating expenses excluding personnel costs, amount to 86% of operating expenses related to MCPS reimbursements.

FIRST QUARTER OF FY25

Our revenue projection for the FY25 budget year is 11.1 million. At the end of the 1st quarter, we have received 16% of that, which is \$1.8 million. Please note, that at the end of the first quarter of FY24, we had also received \$1.8 million.

FY24 Quarter 1	Revenue	Expenses
Revenue from Community Use	\$1,816,732	
Personnel Expenses		(\$780,830)
Operating Expenses		(\$1,047,574)
	Net	(\$11,672)

We ended the 1st Quarter with a negative \$11,672. As usual, our expenses were higher during the first quarter because we paid the majority of the FY24 MCPS Maintenance Reimbursements that totaled \$866,335, which accounts for 47% of the total expenses during the 1st quarter.

FY26 BUDGET

The FY26 Budget has been submitted in the amount of \$12,014,116. This represents a 5% increase from FY25, which was \$11,440,573. The County Executive is set to recommend his budget on March 15th.

SUBSIDY PROGRAMS

Community Access Program (CAP) for Silver Spring Civic Building

The CAP program is budgeted for \$150,000 for FY24. In the first quarter we have approved awards for 58 organizations totaling \$127,928.25. The remaining balance for traditional CAP is \$22,071.25.

Facility Fee Assistance Program (FFAP)

The budget for FFAP this year is \$75,000. We have approved awards for 29 organizations, which captures the full \$75,000.

ICB 2025 Meeting Schedule

Wednesday, January 22, 2025 Quarterly Meeting

Wednesday, April 23, 2025 Quarterly Meeting

Wednesday, July 23, 2025 Quarterly Meeting

Wednesday, October 22, 2025 Annual Meeting