



**Reston Community Center
Board of Governors Monthly Meeting
November 7, 2022
8:00 p.m.
Meeting Agenda**

8:00 – Call to Order	Beverly Cosham, Chair
8:02 – Approval of Agenda	Beverly Cosham, Chair
8:03 – Approval of Minutes and Board Actions	Beverly Cosham, Chair
• Approval of October 3, 2022 Board Minutes (as reviewed and approved by the Board Secretary)	
• Approval of October 3, 2022 Board Actions (as reviewed and approved by the Board Secretary)	
8:05 – Chair’s Remarks	Beverly Cosham, Chair
8:08 – Introduction of Visitors	
8:10 – Citizen Input	
8:12 – Committee Reports	Beverly Cosham, Chair
• October 3 Finance Committee Meeting Report	Paul Thomas, Chair
8:25 – Board Member Input on Activities Attended	
Adjournment of 2021-2022 Board	Beverly Cosham, Chair
8:45 – Convening of new Board members	Beverly Cosham, Acting Chair
8:46 – Nominating Committee: Proposed Officer Slate	Bill Keefe, Vicky Wingert Nominating Committee
8:49 – Election and Seating of Board Chair	Board
8:51 – Seating of New Board Officers	Board Chair
8:53 – New Chair’s Remarks	Board Chair
8:56 – Executive Director’s Report	Leila Gordon, Executive Director
8:58 – Old Business	Board Chair
8:59 – New Business	Board Chair
9:00 – Adjournment	

Reminders:

Event	Date	Time
Thanksgiving Food Drive	Nov. 1 – 21	
PTAS: Trout Fishing in America	Nov. 13	3 p.m.
Board Orientation with Walter Alcorn	Nov. 19	9 a.m. – 11 a.m.
PTAS: Youn Sun Nah	Nov. 19	8 p.m.
Reston Holiday Parade	Nov. 25	11 a.m. – 12 p.m.



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
October 3, 2022
8:00 p.m.**

Present:

- Beverly Cosham, Chair
- Bill Bouie
- Paul Thomas
- Dick Stillson
- Vicky Wingert

Absent and Excused:

- Bill Keefe
- Lisa Sechrest-Ehrhardt
- Bill Penniman

Attending from RCC Staff:

- Leila Gordon, Executive Director
- BeBe Nguyen, Deputy Director
- Karen Goff, Public Information Officer
- Rebekah Wingert, Videographer

Bev called the meeting to order at 8:00 p.m.

MOTION #1:

Approval of the Agenda

Bill B. moved that the agenda be approved as written. Paul seconded the motion. The motion passed unanimously.

MOTION #2:

Approval of the September 12, 2022 Board Minutes

Bill B. moved that the Board approve the September 12, 2022 Board Minutes. Dick suggested that in the fourth paragraph on page 3 of the minutes, he would like to change the wording to "... why the theatre appears dark." Bill moved to approve the minutes as amended. Paul seconded the motion. The motion passed unanimously.

MOTION #3:

Approval of the September 12, 2022 Board Actions

Bill B. moved that the Board approve the September 12, 2022 Board Actions. Dick seconded the motion. The motion passed unanimously.

Chair's Remarks

Bev said she enjoyed performing at RCC last week. She read a poem.

October 3, 2022 Board of Governors Meeting Minutes

On the Cusp of Fruition by Maria Parent

Dreams, like rivers, flow deftly in my mind
Offering nothing ... with each twist and wind
But unlike the stream, life's course can be led
As wants become musts as passions are fed
As time slips by as moments take leave
I'll reach for the stars – hoping to believe
That someday, I will make just the right turn
Bring all that I am and all that I've learned
As my dreams unfold each step to the next
Unravels the game, unfolds the complex ...
Until I am standing now toe to tow
With all that I am, and all that I know
On the cusp of fruition of all that it seemed
Of all that life is and all that I dreamed.

Introduction of Visitors

None

Citizen Input

None

Committee Reports

October 3 Finance Committee Meeting – Chair Paul said there was a meeting just prior to this one. The committee reviewed the August 30 financials. We are on track in revenue and expenses. Staff is working on moving allocations and expenditures to the new Offsite and Collaboration Department from the prior designated cost centers of Community Events and Collaboration and Outreach to new codes, and in the case of Collaboration and Outreach, the new name of the cost center is “Equity Partnerships.” We will have a clearer picture of what cumulative spending and revenue are with the November closing. We are waiting to move unspent funds from the pool project to the fund balance until the roof replacement phase three effort is done. The new solar panels vendor wants to charge us; we will have to think about the return on investment.

The Finance Committee approved the FY24 Budget transmittal memos to the County and are forwarding them to the full board for approval.

MOTION #4

To approve the committee reports

Dick moved to approve the Finance Committee report. Bill B. seconded the motion. The motion passed unanimously.

MOTION #5

To approve the RCC FY24 Budget Transmittal Memoranda to send to the County

Paul moved to send the RCC FY24 budget and capital projects memoranda and accompanying budget files to the Fairfax County Department of Management and Budget for inclusion in the FY24 budget for county agencies. Bill B. seconded the motion. The motion passed unanimously.

Board Member Input on Activities Attended

Dick said the Reston Multicultural Festival (MCF) was fantastic. He thought the new venue at Reston Town Square Park worked well; the single stage hosted superb performances.

Vicky attended MCF. She was disappointed to miss Lynda Barry, but happy to have her book.

Bill B. attended lots of meetings.

Paul enjoyed MCF, especially the New Orleans Second Line procession. He liked the South Lakes High School (SLHS) choir singing the national anthem and Treme. He agrees that the new setting was great. Paul has been busy with SLHS Marching Band stuff. He attended the Core Foundation gala in the Community Room on Saturday. Everyone commented on this location being beautiful.

October 3, 2022 Board of Governors Meeting Minutes

Bev attended MCF, the Core Foundation gala and Lynda Barry. She performed on the CenterStage on September 29.

Executive Director's Report

Leila said the roof replacement phase three work continues and is on time. We had a \$2,000-3,000 change order due to unknown conditions being uncovered. The security camera project is almost done. The spa in aquatics is open and has been met with jubilant users. The Multicultural Festival at Town Square Park was a resounding success. We are going to stay there but will also use the pavilion stage in the future. It was nice to have a whole slate of Heritage Fellows perform. Typically, both local artists and the Fellows perform in a mixed program to provide showcases for local artists among these National Heritage Award winners.

We had a screening of the film *Summer of Soul*. Bryan Greene, one of the producers, spoke. We had a record number of participants in the Scholarship Workshop. The women-only swim monthly session has been successful. The Aquatics team will march in SLHS' Homecoming parade and distribute candy with a QR code that will open lifeguard job information on RCC's website. The Fitness team attended the Greater Reston Chamber's Network Night at the YMCA. We have a new concert series, Darden Purcell and Friends, on Thursdays. It has been very successful. The Silent Dance Party was originally scheduled for October 1; it was postponed due to rain and will happen on Sunday, October 9.

We are starting to see wait lists for popular fitness classes. We developed a launch plan for our Equity Matters brochure. We attended a few back-to-school nights, though many of them have gotten restrictive to outside groups. We are almost ready to test the website. We are constantly recruiting for open positions.

Old Business

None

New Business

Bev appointed Bill K. and Vicky to the nominating committee. Bev asked Leila for the date of the Strategic Planning Meeting. The meeting is on January 7, 10:00 a.m. to 3:00 p.m. (just one day).

The meeting adjourned at 8:25 p.m.




Paul Thomas for
Lisa Sechrest-Ehrhardt
Board Secretary

10-14-22
Date

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON October 3, 2022

- 22-1003 -1 Bd That the Board approve the Agenda.**
- 22-1003 -2 Bd That the Board approve the September 12, 2022 Board Minutes.**
- 22-1003-3 Bd That the Board approve the September 12, 2022 Board Actions.**
- 22-1003-4 Bd That the Board approve the committee reports**
- 22-1003-5 Bd That the Board approve the FY24 Budget Transmittal Memo to send to the County**



Paul Thomas for
Lisa Sechrest-Ehrhardt
Board Secretary

10-14-22
Date



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS FINANCE COMMITTEE MEETING
October 3, 2022
6:30 p.m.**

Present:

- Paul Thomas, Chair
- Bill Bouie
- Dick Stillson
- Vicky Wingert

Attending from RCC Staff:

- Leila Gordon, Executive Director
- BeBe Nguyen, Deputy Director
- Renata Wojcicki, Finance Director
- Karen Goff, Public Information Officer

Paul called the meeting to order at 6:40 p.m. and directed all to the handouts section. Leila reviewed the handouts.

August 30 Financials

Revenue – Leila said we have made the year’s revenue estimate in interest. We are in pretty good shape in terms of tax revenue, most of which comes in July and December. Participation and revenue in rentals and classes are strong. Most Youth/Teen revenue is earned in the summer. Reversals that occur for the fiscal year changeover have occurred. Paul asked if the Youth/Teen number would grow. Leila said it would, but most money is made from summer camp. Dick asked about how August tax revenue (\$176,282) compared to last August, and if his projections were correct. Leila reminded that budget entries are compared to the original estimate for FY23, not the revised budget estimate (which includes an additional \$200,000). She said she didn’t recall the August 2021 revenue amount for taxes.

Personnel – Leila said we are working through the process of assigning costs related to the new department (Offsite and Collaboration). Some numbers are posted in old departments (Community Events, Collaboration and Outreach). It will take us through October to get all the assignments where they belong. We won’t see numbers come into the right cost centers until November at the earliest, which is the reason for the red numbers. Dick asked if Aquatics numbers reflect higher salaries. Leila said they reflect new pay rates. The Equity Pay Study has not been completed yet; it won’t be available until late November to early December. There will be some reclassification of positions.

Operating – Leila said we are going to see red and black in the financials as we keep moving forward related to the reallocations process for the new department. All the spending so far represents typical expenditures. She reminded everyone that at the beginning of each fiscal year, there are some purchase orders for amounts that encompass an entire year of spending, with spenddown occurring throughout the year.

Capital Projects – We are in the midst of the roof replacement project. Facility enhancements include carpet replacement. Theatre replacements include the Genie lift and LED lights. We are leaving the natatorium renovation balance in the capital projects part of our budget until we finish the roof. We don’t anticipate any additional Arts Center Study expenses. Hunter Mill Supervisor Walter Alcorn is having a Town Hall on October 4 at South Lakes High School on this subject. A decision on the proffer will be made by the end of January (probably at the December Board of Supervisors meeting). Once they decide about the proffer, we will know if we can release the funds on this line.

October 3, 2022 Board of Governors Finance Committee Meeting Minutes

Dick asked about solar panels. Leila said we got a quote from Ipsun Solar, which quoted at least \$220,000 to install. Originally it was going to be free. BeBe is in the process of talking to the County energy and environmental office director about whether there is a different route we can pursue. If we must pay, we will have another conversation about the possible return on investment. Further discussion ensued about electric car charging stations in the future at Hunters Woods, the history of the project, and whether there is too much tree canopy for Hunters Woods benefit from solar.

FY24 Budget Transmittal Memoranda

Leila said nothing in the transmittal memoranda should be surprising as these amounts were identified at the 2022 Annual Public Hearing. The budget reflects the changes we listed in the carryover submission. Those will show up in the monthly statements after the related FY23 budget entries are made by the Department of Management and Budget.

Bill B. moved that the Finance Committee move the FY2024 budget transmittal memoranda to the whole Board for a vote. Dick seconded the motion. The motion passed unanimously.

The meeting adjourned at 7:00 p.m.

FINANCE COMMITTEE MEETING

OCTOBER 3, 2022

6:30 PM

AUGUST FINANCIALS

Reston Community Center
 Revised Budget vs Actuals Worksheet
 August 30, 2022

100%/12*2mos=16.66%

					YTD (does not incl. Fee Waiver amounts)	REMAINING BALANCE	YTD % actual	YTD Fee waiver (unrealized revenue)
Revenue	FY22 Carryover	FY23 Adopted Funding	Revised FY23 Budget	Aug				
1 Administration:								
Taxes		8,930,260	8,930,260	176,282	4,822,735	4,107,525	54.00%	
Interest		15,870	15,870	11,081	17,036	(1,166)	107.35%	
Vending		1,600	1,600		42	1,558	2.60%	
Facility Rental		181,000	181,000	17,719	66,193	114,807	36.57%	
Equipment Sale			0		0	0	0.00%	
2 Performing Arts-Theatre Admiss.		55,854	55,854	8,590	8,590	47,264	15.38%	
3 PA Theatre Rental		50,862	50,862	78	78	50,785	0.15%	
4 PA Misc Revenue		12,000	12,000	332	344	11,656	2.87%	
5 PA Equip. Sale Revenue		500	500		0	500	0.00%	
6 PA Cultural Activities/Arts OrgArts Org			0	405	795	(795)	0.00%	
7 PTAS Merch. Sale			0		0	0	0.00%	
8 Aquatics Classes/drop-in		344,000	344,000	39,660	54,905	289,096	15.96%	-9,354
9 Aquatics Rental		59,934	59,934	9,332	14,733	45,201	24.58%	
10 L&L Fitness		105,770	105,770	22,304	25,089	80,681	23.72%	-55
11 L&L Youth/Teen		151,000	151,000	3,460	126,546	24,454	83.81%	-73,715
12 L&L Lifelong Learning		94,155	94,155	12,817	14,981	79,174	15.91%	-1,353
13 L&L Collab & Outreach		1,575	1,575		0	1,575	0.00%	
14 Community Events		4,275	4,275	225	225	4,050	5.26%	
15 Arts Education-Cultural Activity		139,590	139,590	29,376	77,871	61,719	55.79%	-734
Total RCC Revenue	0	10,148,245	10,148,245	331,660	5,230,161	4,918,084	51.54%	-85,211

**Revenue
comment**

General Notes: Revenues totaling \$216,204 collected prior to July 1 in 2022 were reversed and recorded as FY23 program revenue as those activities occurred after July 1, 2022 (the beginning of FY23). \$251K in additional revenue was requested at FY22 Carryover to reflect higher tax and program revenue estimates and will be recorded after BOS approval in October 2022.

1. **Administration:** The Administration revenue includes tax, interest and facility rental revenues. Facility rental revenue is from the T-Mobile antenna lease and room rentals. We have collected 54% of tax revenue, 36.57% of estimated Facility Rental revenue (which also includes T-Mobile antenna revenue) and 107.35% of estimated interest revenue. Collection of interest is dependent on Investment Procedures approved by the Investment Committee. The investment income is commensurate with the current rates of return including repurchase agreements, commercial paper, short term bills and notes.
2. **Performing Arts Theatre Admissions:** Theatre admission ticket sales for Professional Touring Artist Series (PTAS); shows go on sale to Reston patrons on August 1 each year and on August 8 to non-Reston patrons.
3. **Performing Arts Theatre Rental:** Theatre rental payments are made on an irregular schedule depending on when performances occur.
4. **Performing Arts Misc. Revenue:** Revenue from processing fees for online ticketing by eTix, Inc. the new provider.
5. **Performing Arts Equipment Sale:** Auctioned equipment sale proceeds; no revenue is predicted for this category as we can't be sure that surplus equipment will sell.
6. **Performing Arts Cultural Activities/Arts Organizations:** The community arts box office receipts and payments clearing line.
7. **PTAS Merchandise Sale:** PTSA related book sale receipts at the Box Office.
8. **Aquatics Classes/drop-in:** Year-to-date revenue represents summer and fall program registration revenue. "Drop-in" swimming now requires pass purchases and free lane or zone reservations for participation.
9. **Aquatics Rental:** Represents natatorium rental payments. The rentals are billed quarterly.
10. **Fitness:** Year-to-date amount includes summer and fall program revenue.
11. **Youth/Teen:** Year-to-date reflects the summer and fall youth programming. Most of this cost center's revenue is realized during the summer. Fee waiver program participation in this cost center is significant.
12. **Lifelong Learning:** Year-to-date amount includes summer and fall program revenue.
13. **Equity Partnerships (Formerly Outreach and Collaboration):** Due to reorganization, this cost center will be moved to the newly established Offsite & Collaboration organizational unit. The focus for this cost center has been changed from revenue generation to awareness and marketing goals. Little or no revenue is projected or anticipated.
14. **Community Events:** Due to reorganization, this cost center will be moved to the newly established Offsite & Collaboration organizational unit. Revenue is collected from booth fees associated with the Reston Multicultural Festival and MLK luncheon ticket sales.
15. **Arts Education:** Year-to-date amount includes summer program revenue.

Reston Community Center
 Revised Budget vs Actuals Worksheet
 August 30, 2022

100%/12*2mos=16.66%

	FY22 Carryover	FY23 Adopted Funding	Revised FY23 Budget	Aug	YTD	REMAINING BALANCE	% Budget Used Ytd
1 Administration		596,111	596,111	35,929	50,622	545,489	8.49%
2 Facility Services (Booking)		190,234	190,234	15,377	23,814	166,420	12.52%
3 Comptroller		476,972	476,972	37,794	58,542	418,430	12.27%
4 Customer Service		655,736	655,736	43,990	69,967	585,769	10.67%
5 Facility Engineer		137,798	137,798	10,643	16,494	121,304	11.97%
6 Maintenance		390,299	390,299	27,281	42,368	347,931	10.86%
7 IT		151,366	151,366	9,005	13,950	137,416	9.22%
8 Media/Sponsorships		480,468	480,468	34,012	52,219	428,249	10.87%
9 Community Partnerships			0		0	0	0.00%
10 Performing Arts		596,832	596,832	42,448	60,732	536,100	10.18%
11 Aquatics		881,582	881,582	68,726	107,744	773,838	12.22%
12 L&L Fitness		249,655	249,655	14,365	21,830	227,825	8.74%
13 L&L Admin		282,543	282,543	25,432	44,687	237,856	15.82%
14 L&L Youth/Teen		228,091	228,091	55,718	102,423	125,668	44.90%
15 L&L Lifelong Learning		182,561	182,561	9,977	15,518	167,043	8.50%
16 L&L Collab & Outreach		107,516	107,516	4,035	8,984	98,532	8.36%
17 Community Events		238,302	238,302	6,871	3,574	234,728	1.50%
18 Arts Education		371,173	371,173	59,479	97,285	273,888	26.21%
19 Offsite & Collab. Community Events				(3,297)	(3,297)	3,297	0.00%
20 Offsite & Collab. Equity Partnerships				4,950	4,950	(4,950)	0.00%
Total Personnel Expenses	0	6,217,239	6,217,239	502,734	792,407	5,424,832	12.75%

Personnel Expenses:

General Notes: Payroll posting lags two weeks behind the calendar; therefore, the percent of the year elapsed, and the percent of the budget expended, will not align. Summer personnel costs also reflect the fact that there is a split typically for pay period 14 that requires accounting for personnel costs that belong in the prior fiscal year and those that belong in the current fiscal year. Typically – because of our programming calendar – we get a fairly true picture of the personnel costs related to summer and fall programming cycles by the end of December. Staff monitor summer camp personnel expenditures against projected expenditures on a pay period by pay period basis for Youth/Teen and Arts Education cost centers because of the larger percentage of personnel funds that will be spent in the summer for those cost centers. For the current fiscal year, \$247K in additional funding was requested at FY22 carryover to cover new personnel costs and will be recorded after BOS approval in October 2022.

Also of note is the reassignment of cost centers to the new Offsite and Collaboration organizational unit (affecting Leisure and Learning's Outreach and Collaboration cost center and the Community Events cost center.) We hope to have all required adjustments completed by the conclusion of October.

1. **Administration:** Administration's allocated budget is typically under-spent; funding provides for Other Post-Employment Benefits (OPEB) costs.
2. **Facility Services (Booking):** Personnel costs are at the expected level.
3. **Comptroller:** Personnel costs are at the expected level.
4. **Customer Service:** Personnel costs are at the expected level.
5. **Facility Engineer:** Personnel costs are at the expected level.
6. **Maintenance:** Personnel costs are at the expected level.
7. **Information Technology:** Personnel costs are at the expected level.
8. **Media/Sponsorships:** Personnel costs are at the expected level.
9. **Community Partnerships:** No personnel costs are anticipated in FY23.
10. **Performing Arts:** Personnel costs are at the expected level.
11. **Aquatics:** Personnel costs are at the expected level.
12. **Fitness:** Personnel costs are at the expected level.
13. **Leisure and Learning (LL) Admin:** Personnel costs are at the expected level.
14. **LL Youth/Teen:** Personnel costs are at the expected level.
15. **LL Lifelong Learning:** Personnel costs are at the expected level.
16. **LL Collaboration & Outreach:** Personnel costs are being transferred to Offsite & Collab. Equity Partnerships.
17. **Community Events:** Personnel costs are being transferred to Offsite & Collab. Community Events.
18. **Arts Education:** Personnel costs are at the expected level.
19. **Offsite & Collab. Community Events:** Personnel costs are being transferred from the A&E Community Events cost center.
20. **Offsite & Collab. Equity Partnerships:** Personnel costs are being transferred from the L&L Collaboration & Outreach cost center.

Reston Community Center
 Revised Budget vs Actuals Worksheet
 August 30, 2022

100%/12*2mos=16.66%

	Operational Expenses	FY22 Carryover	FY23 Adopted Funding	Revised FY23 Budget	Aug	YTD	REMAINING BALANCE	% Budget Used Ytd
1	Administration		106,039	106,039	3,010	10,894	95,145	10.27%
2	Board		44,400	44,400	122	6,670	37,730	15.02%
3	Facility Services (Booking)	18,241	103,050	121,291	51,857	102,806	18,485	84.76%
4	Comptroller//LA Lease/Admin	44	348,756	348,800	1,383	3,078	345,722	0.88%
5	Customer Service	30	1,000	1,030	27	154	876	14.90%
6	Facility Engineer		145,521	145,521	9,494	44,810	100,711	30.79%
7	Maintenance		416,383	416,383	1,629	379,283	37,100	91.09%
8	IT	5,370	122,980	128,350	18,012	56,455	71,895	43.99%
9	Media/Sponsorships	41,590	590,375	631,965	86,804	305,353	326,612	48.32%
10	Community Partnerships		140,000	140,000	91,355	91,355	48,645	65.25%
11	Performing Arts	9,626	303,855	313,481	86,640	260,207	53,274	83.01%
12	Aquatics		71,080	71,080	5,129	12,527	58,553	17.62%
13	L&L Fitness		12,206	12,206		295	11,911	2.42%
14	L&L Admin	75	4,800	4,875	977	2,574	2,301	52.80%
15	L&L Youth/Teen	26	169,976	170,002	16,525	139,015	30,987	81.77%
16	L&L Lifelong Learning		81,318	81,318	(940)	11,844	69,474	14.57%
17	L&L Collab & Outreach		14,915	14,915	(1,417)	1,130	13,785	7.57%
18	Community Events		287,465	287,465	(79,741)	17,077	270,388	5.94%
19	Arts Education	26	67,458	67,484	5,299	46,321	21,163	68.64%
20	Offsite &Collab. Community Events				95,282	95,282	(95,282)	0.00%
21	Offsite &Collab. Equity Partnerships				1,726	1,726	(1,726)	0.00%
	Total Operational Expenses	75,028	3,031,577	3,106,605	393,174	1,588,857	1,517,748	51.14%

Operating Expenses:

General Notes: Reservations for ongoing (multiple months) expenses are made at the beginning of the year; funds are spent down from them. The net effect of either stand-alone expenses or spending down of reserved amounts is shown in the column marked "YTD." As we get closer to the end of the year, unspent balances of program contracts will be restored to the cost center balances. RCC's FY22 Carryover Package included \$120K for incomplete delivery of FY22 procurements; that amount will be added to the FY23 budget amounts. That package also included \$199K to align the budget to pre-pandemic levels of activity. Carryover amounts will be reflected in the Finance Committee report delivered in November; the related budget entries typically get posted in October.

As with personnel adjustments, there are operating expense adjustments occurring as a result of the newly established cost centers associated with the Offsite and Collaboration department. Budget allocations have not yet been assigned there, hence the seemingly over-expenditures.

1. **Administration:** Current month expenses recorded are conference attendance costs.
2. **Board:** Current month expenses are BOG operating expenses.
3. **Facility Services (Booking):** Current month expenses and reservations are for facility security, storage units' rental and supplies.
4. **Comptroller/LA Lease/Admin:** Current month expenses are bank fees and office supplies.
5. **Customer Service:** Current month expenses are office supplies.
6. **Facility Engineering:** Current month expense is a net of reservations/payments and include facility repair and maintenance costs for RCC HW and RCC LA buildings.
7. **Maintenance:** Current month expenses, payments and reservations are utilities, maintenance costs, custodial services, and supply costs.
8. **IT:** Current month expenses and reservations/payments are DIT charges and phones monthly billing, and computer equipment.
9. **Media:** Current month expenses and reservations include website, sponsorships, and operating costs.
10. **Community Partnerships:** Current month partnerships reservation and payment recorded.
11. **Performing Arts:** Current month reservations and expenses are theatre operating costs.
12. **Aquatics:** Current month reservations and expenses are pool operating costs and conference attendance costs.
13. **Fitness:** No current month expenses recorded.
14. **Leisure and Learning (LL) Admin:** Current month expenses are conference attendance costs.
15. **LL Youth/Teen:** Current month reservations and expenses are program operating costs.
16. **LL Lifelong Learning:** Current month reservations and expenses are program operating costs.
17. **LL Collaboration & Outreach:** Current month expenses are program operating costs.
18. **Community Events:** Operating costs are being transferred to Offsite & Collab. Community Events
19. **Arts Ed:** Current month expenses or reservations and payments are program operating costs.
20. **Offsite & Collab. Community Events:** Operating costs are being transferred from the A&E Community Events cost center.
21. **Offsite & Collab Equity Partnerships:** Operating costs are being transferred from the L&L Collaboration & Outreach cost center.

Reston Community Center
 Revised Budget vs Actuals Worksheet
 August 30, 2022

100%/12*2mos=16.66%

	FY22 Carryover	FY23 Adopted Funding	Revised FY23 Budget	Aug	YTD	REMAINING BALANCE	% Budget Used Ytd
1 RCC Improvements CC-000001	548,166	330,000	878,166		509,065	369,101	57.97%
2 RCC Facility Enhcmnts. CC-000002	24,255		24,255		14,707	9,548	60.64%
3 Theatre Enhancements CC-000008	162,683	27,500	190,183	(9,950)	0	190,183	0.00%
4 RCC Natatorium Reno CC-000009	708,114		708,114		0	708,114	0.00%
Reston Arts Venue CC-000024	33,038		33,038	1,500	19,348	13,691	58.56%
			0		0	0	0.00%
			0		0	0	0.00%
Total Capital Expenses	1,476,256	357,500	1,833,756	(8,450)	543,120	1,290,637	29.62%
Total RCC Expenditures	1,551,284	9,606,316	11,157,600	887,458	2,924,383	8,233,217	26.21%

**Capital
Projects**

General Notes: Because of scheduling, RCC Capital Improvement Projects frequently carry over from one fiscal year to the next. Hidden columns each month include activity (plus or minus) that has already occurred; the net in the remaining balance column includes prior months' transactions. The Capital Projects Team will determine the "completed project" status and reallocate remaining funding to either existing projects (if needed) or to the Fund Balance. The FY21 Capital Projects Carryover is \$1,470,0K.

1. **RCC Improvements/CC-000001:** Funding supports the following projects: HW Roof Replacement Phase III (includes removal of the Roof Top Unit), HW Security Cameras, and HW Carpet for Offices.
2. **RCC Facility Enhancements/CC-000002:** Remaining funding for the following project: LA Security Cameras.
3. **RCC CenterStage Enhancements/CC-000008:** Funding for the following projects: Audio/Visual Controls, LED Lights replacement, Genie Lift Runabout Replacement.
4. **RCC Aquatics Renovation/CC-000009:** TLS Aq. Ctr. Project – this project has been completed; the project will be closed out and funds transferred to the agency bottom line.
5. **Reston Arts Venue/CC-000024:** Reston Arts Venue – costs reflect the Feasibility Study contracting and expenditures.

FINANCE COMMITTEE MEETING

OCTOBER 3, 2022

6:30 PM

FY24 BUDGET SUBMISSION:
TRANSMITTAL MEMORANDA
FUND BALANCE as of 10/4/22



County of Fairfax, Virginia

MEMORANDUM

DATE: October 4, 2022

TO: Christina Jackson, Chief Financial Officer
Director, Department of Management and Budget

FROM: Beverly A. Cosham, Chair
Reston Community Center Board of Governors

Leila Gordon, Executive Director
Reston Community Center

SUBJECT: FY24 Budget Submission

The FY24 Budget request for Reston Community Center (RCC) is \$10,273,126.

Reston Community Center's FY24 Budget includes the following:

- The amount of \$6,618,355 for personnel, which is our calculation for merit and seasonal employees, as well as related benefits costs, based on FOCUS HCM data and program requirements.
- The amount of \$3,319,771 for operating expenses. This calculation is based on facility, programs and services requirements.
- The amount of \$335,000 for capital projects.
- The estimated revenue for FY24 is \$10,907,001.

Funding for the FY24 Budget Submission is available in Sub-fund 40050, including funding for the Managed Reserve accounts established in 1989 (and modified in 2009, 2019 and 2022) for the long-term preservation and maintenance of RCC operations, facilities and programs.

This budget was presented to Reston constituents at a Public Hearing on June 13, 2022. It was subsequently approved by the RCC Board of Governors at their regular monthly meeting on Monday, October 3, 2022.

Cc: Office of Hunter Mill District, Supervisor Walter L. Alcorn
Chris Leonard, Deputy County Executive for Health, Housing and Human Services
Amanda Griffith, Department of Management and Budget
Dana Thompson, Department of Management and Budget





County of Fairfax, Virginia

MEMORANDUM

DATE: October 4, 2022

TO: Christina Jackson, Chief Financial Officer and
Director, Department of Management and Budget

FROM: Beverly A. Cosham, Chair
RCC Board of Governors

Leila Gordon, Executive Director
Reston Community Center

SUBJECT: FY24 Capital Projects and Capital Equipment Budget Submission

Reston Community Center's Board of Governors presented its Capital Improvement/Capital Maintenance Plan (CIP/CMP) on June 13, 2022, in its Annual Public Hearing for Programs and Budget. The Board of Governors approved the below described FY24 funding at its Board meeting on October 3, 2022. The following projects are part of RCC's CIP and funding is requested for:

CC-000001-021 Elevator Replacement RCC Hunters Woods	\$250,000
Replacement of the elevator in RCC Hunters Woods as it is nearing the end of its useful life.	
CC-000001-022 Carpet Replacement RCC Hunters Woods	28,000
Replacement of carpet in the public areas of the RCC HW facility.	
CC-000002-007 Carpet Replacement RCC Lake Anne	12,000
Replacement of carpet in the public areas of the RCC LA facility.	
CC-000008-002 A/V Equipment – Video Cameras/Related Equipment	30,000
Replacement of obsolete video and digital camera and related equipment for the CenterStage at RCC Hunters Woods.	
CC-000008-015 Light Board – the CenterStage	15,000
Replacement of current light board; obsolete and scheduled replacement required.	
Total FY24 Capital Project and Capital Equipment Requirements:	\$335,000

The FY24 Capital Projects and Capital Equipment expenditures listed above are supported by allocations in Sub-Fund 40050.

Xc: Office of Hunter Mill District, Supervisor Walter L. Alcorn
Chris Leonard, Deputy County Executive for Health, Housing and Human Services
Brian Kincaid, Analyst, Office of Management and Budget
Amanda Griffith, Analyst, Office of Management and Budget

Reston Community Center
2310 Colts Neck Road
Reston, Virginia 20191

703-476-4500 phone • TTY 711 • 703-476-8617 fax
www.restoncommunitycenter.com



FUND STATEMENT

Category	FY 2022 Actual	FY 2023 Adopted Budget Plan	FY 2023 Revised Budget Plan	FY 2024 Advertised Budget Plan	FY 2024 Revised Budget Plan
Beginning Balance	\$7,472,208	\$6,009,153	\$9,093,086	\$8,596,749	\$9,230,624
Revenue:					
Taxes	\$9,024,139	\$8,930,260	\$9,130,260	\$9,500,478	\$9,500,478
Interest	5,859	15,870	15,870	15,870	15,870
Vending	244	1,600	1,600	1,600	1,600
Aquatics	317,012	403,934	403,934	425,000	425,000
Leisure and Learning	221,817	352,500	352,500	479,408	479,408
Rental	175,444	181,000	181,000	181,000	181,000
Arts and Events	248,778	263,081	314,044	303,645	303,645
Miscellaneous	0	0	0		
Total Revenue	\$9,993,293	\$10,148,245	\$10,399,208	\$10,907,001	\$10,907,001
Total Available	\$17,465,501	\$16,157,398	\$19,492,294	\$19,503,750	\$20,137,625
Expenditures:					
Personnel Services	\$5,540,794	\$6,217,239	\$6,464,192	\$6,618,355	\$6,618,355
Operating Expenses	2,630,241	3,031,577	3,296,211	3,319,771	3,319,771
Capital Equipment	0	0	0		
Capital Projects	201,380	357,500	1,135,142	335,000	335,000
Total Expenditures	\$8,372,415	\$9,606,316	\$10,895,545	\$10,273,126	\$10,273,126
Total Disbursements	\$8,372,415	\$9,606,316	\$10,895,545	\$10,273,126	\$10,273,126
Ending Balance¹	\$9,093,086	\$6,551,082	\$8,596,749	\$9,230,624	\$9,864,499
Maintenance Reserve	\$1,199,195	\$1,217,789	\$1,247,905	\$1,308,840	\$1,308,840
Feasibility Study Reserve	199,866	202,965	207,984	218,140	218,140
Capital Project Reserve	3,500,000	3,500,000	7,000,000	7,000,000	7,000,000
Economic and Program Reserve	4,194,025	1,630,328	140,860	703,644	703,644
Unreserved Balance		0			
Tax Rate per \$100 of Assessed Value	\$0.047	\$0.047	\$0.047	\$0.047	\$0.047

The fund balance in Fund 40050, Reston Community Center, is maintained at adequate levels relative to projected personnel and operating requirements. The available fund balance is divided into four reserve accounts designated to provide funds for unforeseen catastrophic facility repairs, feasibility studies for future programming, funds for future capital projects, and funds for economic and program contingencies. The Maintenance Reserve is equal to 12 percent of total revenue, the Feasibility Study Reserve is equal to 2 percent of total revenue, and the Capital Project Reserve has a limit of \$7,000,000.



Executive Director Report October 2022

Pillar I – Facilities

Work continues on the security cameras replacement project for both facilities. Punch list items remain to establish the required number of camera locations and visibility of all camera feeds to both front desks. Roof replacement has essentially been completed with just a few punch list items in progress. We continue to explore what costs might be involved with installation of solar panels; we are coordinating that effort with the Fairfax County Office of Environmental and Energy Coordination and Department of Procurement and Materials Management.

Pillar II – Equity

The Slow Hustle screened on October 17, with a Q and A session with the producer and author in the CenterStage. It was very thought-provoking, and people were appreciative of the offering; this was a partnered event with the Washington West Film Festival. On October 19, Josh Blue, a comedian who has cerebral palsy, performed to a very enthusiastic audience.

RCC staff have met with Opportunity Neighborhood communities as well as had discussions with the staff at the Cathy Hudgins Community Center at Southgate (CHCC@S) about programming opportunities. The women-only swim session on the first Saturday evening of the month continues to be welcomed. Free youth programs for socialization and math tutoring help young people and their families feel connected and advance their educational goals. RCC staff are working out the kinks with hybrid (virtual and in-person simultaneously) offerings – the pilot effort is the Current Issues discussion program.

A free Healthy Joints workshop was offered in October and was very well-received. The Reston Baby Expo was successfully held October 1.

Pillar III – Community Connections

The Darden Jazz Series, held in conjunction with Reston Town Center’s “Sip ‘n Stroll,” continued on Thursdays in October with happy hour crowds enjoying the music and the fun. The first Reston Silent Dance Party at Reston Station was a very successful venture (200-plus people) and we will be doing this again. RCC supported the Southgate Community Day at the CHCC@S for approximately 250 people. Registration was full for the Fall Family Crafternoon programs at Island Walk and Stonegate Village.

Pillar IV – Programs and Services

Participation in traditional classes and workshops is increasing across all topics and age cohorts. Fitness classes are reaching capacity again with waitlists. Trips and tours have been filling up and there was a waitlist for *Hamilton* at the Kennedy Center. Similarly, the Potomac Railroad Experience was filled.

Pillar V – Communications

Beta testing of the new website has begun. The Winter/Spring Guide is in production and will be on schedule to arrive in mailboxes in mid-November.

Pillar VI – Stewardship and Accreditation

Mark Brutsché was recognized at the Annual ArtsFairfax Awards for his lifetime artistic achievement. Hiring continues at a feverish pace to fill both merit and part-time positions across a variety of cost centers.

Executive Director Activity

I enjoyed three weeks away visiting with our Los Angeles family and meeting up with friends on the Big Island in Hawaii. Nonetheless, I managed to attend some meetings online from those locations in support of the Public Art Master Plan Task Force, County Arts Committee and the upcoming Silver Line Extension Grand Opening.