



**Reston Community Center
Board of Governors Monthly Meeting
July 23, 2018
6:30 p.m.
Meeting Agenda**

6:30 – Call to Order	Beverly Cosham, Chair
6:32 – Approval of Agenda	Beverly Cosham, Chair
6:35 – Approval of Minutes and Board Actions <ul style="list-style-type: none">• Approval of June 4, 2018 Board Minutes (As Reviewed and Approved by the Board Secretary)• Approval of June 4, 2018 Board Actions (As Reviewed and Approved by the Board Secretary)	Beverly Cosham, Chair
6:40 – Chair’s Remarks	Beverly Cosham, Chair
6:45 – Introduction of Visitors	
6:46: – Citizen Input	
6:50 – Committee Reports <ul style="list-style-type: none">• June 4, 2018 Long Range Planning Committee Report• June 18 Annual Public Hearing Report	Michelle Moyer, Chair Michelle Moyer, Program/Policy Chair
6:55 – Approval of Committee Reports	Beverly Cosham, Chair
6:58 – Board Member Input on Activities Attended	
7:10 – Executive Director’s Report <ul style="list-style-type: none">• Discussion of year-end budget closeout• Review of materials for 2018 Preference Poll	Leila Gordon, Executive Director
7:25 – Old Business	Beverly Cosham, Chair
7:28 – New Business	Beverly Cosham, Chair
7:30 – Adjournment	

Reminders:

Event	Date	Time
BOG Candidates Forum	September 10	6:30 p.m.
Monthly Meeting	September 10	8:00 p.m.
Reston Multicultural Festival	September 22	11:00 a.m.



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
JUNE 4, 2018**

Present:

- Beverly Cosham, Chair
- Bill Bouie
- Lisa Sechrest-Ehrhardt
- Michelle Moyer
- Bill Keefe
- Vicky Wingert
- Paul D. Thomas
- Gerald Zavala

Absent and Excused:

- Bill Penniman

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Karen Goff, Public Information Officer

The Chair called the meeting to order at 8:04 p.m.

MOTION #1:

Approval of the Agenda

Bill B. moved that the Agenda be approved as written. Bill K. seconded the motion. The motion passed unanimously.

MOTION #2:

Approval of the May 7, 2018 Board Minutes

Bill K. moved that the Board approve the May 7, 2018 Board Minutes. Bill B. seconded the motion. The motion passed unanimously.

MOTION #3:

Approval of the May 7, 2018 Board Actions

Bill B. moved that the Board approve the May 7, 2018 Board Actions. Gerald seconded the motion. The motion passed unanimously.

Chair's Remarks

Bev said this is the month of June, and this brings us Flag Day, Father's Day, graduation and lots of weddings. Even though June has been masquerading as April, these things are going on and the sun likes to stick its head out once in a while.

Bev read a poem: "Dad's Perfect Gift"

I picked some yellow flowers
That were growing in our yard,
Put them in a fancy vase, and made my dad a card.
My sister laughed and boldly said
"You're gift is very silly.
Dads like ties and grills and tools,
And not stuff that is sweet and frilly."
But when I gave my dad his gift,
His face was all aglow,
Why, thank you, son, for pulling weeds,

June 4, 2018 Board of Governors Meeting Minutes

Now I'll have less to mow.

Introduction of Visitors

None

Citizen Input

None

Committee Reports

May 7 Finance Committee Report

Gerald directed the board to the notes in the board package.

June 4 Long Range Planning Committee Report

Michelle said the committee met prior to the June 4 meeting. The main focus of the meeting was planning for the Annual Public Hearing on June 18. The committee talked through the materials and looked at highlights, challenges, capital projects and the budget going forward.

MOTION #4:

Approval of Committee Reports

Bill B. moved that the Board approve the May 7, 2018 Finance Committee report notes and the Long Range Planning Committee report. Bill K. seconded the motion. The motion passed unanimously.

Board Member Input on Activities Attended

Paul registered his daughter for Young Actors Theatre summer program and she is counting down the days to its start. He attended the Northern Virginia Fine Arts Festival and party. He said the performance art was fabulous and the event had great weather on Sunday. He went to his niece's graduation from business school; she graduated from the same school as her mother, Paul's late sister. Paul reminded the board that South Lakes High School graduation is June 13; he can use volunteers in security for the All-Night Grad Party at the school.

Vicky attended Northern Virginia Fine Arts Festival and said it was excellent as always. She had cataract surgery in both eyes and said she can see well again.

Lisa missed the fine arts festival. She attended *Boys in Trouble* at the CenterStage and loved it. She said it was a well-done show, full of energy and information. She has also attended planning meetings at Reston Historic Trust and RCC. She said people keep asking her when the new pool will be built. She said she encourages them to come to meetings and hear the details.

Michelle was busy with the annual lake swim, which took place Memorial Day weekend. She attended the fine arts festival, and *Boys in Trouble*, which was absolutely phenomenal in her view.

Gerald attended the fine arts festival and said the party was great. He has been busy with YAT and lots of soccer.

Bill B. attended the fine arts festival, meetings for the Hidden Creek task force and the groundbreaking for the Bryce Harper baseball complex.

Bill K. attended *Flamenco to the Max*.

Bev attended the fine arts festival and *Flamenco to the Max*. The Reston Community Orchestra had its last concert, which was really fantastic and featured Carlos Ibay, an amazing pianist and singer. She attended the Hidden Creek task force meeting. Bev gave the keynote speech for Leadership Fairfax Team Five and attended the program with Leila. The topic dealt with how the arts and equity intersect and how the arts advance the goals of equitable communities. Bev's oldest granddaughter graduated from VCU. Bev also attended Robert Krulwich's show, which was fantastic.

June 4, 2018 Board of Governors Meeting Minutes

Executive Director's Report

Leila said she hopes the Deputy Director position will be filled by the end of June. RCC's Billing and Reconciliation Specialist position was posted this week. Summer hiring is ongoing. The 100 percent submittals for the pool project will be coming in next Monday (June 11). The CenterStage floor replacement contract and purchase order have been delivered.

Bebe Nguyen finished her Master's in Public Administration. RCC hosted its first Baby Expo on May 19. Even competing with the royal wedding, we had more than 100 people there. Leila hopes everyone has looked downstairs at the Aquatics entry, where wall-to-wall safety pledges are posted for Water Safety Month. May was Older Americans month; more than 300 people attended the special event at Hunters Woods. Leila said we have had great shows at the CenterStage – the Professional Touring Artists Series exceeded its revenue target and she extended kudos to PD and his team.

Old Business

There was no old business.

New Business

The Board will hold its Annual Public Hearing on June 18 at 6:30 p.m.

MOTION #5:

To Adjourn the Meeting

Bill B. moved to adjourn the meeting at 8:18 p.m. Paul seconded the motion. The motion passed unanimously.



Lisa Sechrest-Ehrhardt
Board Secretary

6-11-18
Date

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON DATE

- 18-0604-1 Bd That the Board approve the Agenda**
- 18-0604-2 Bd That the Board approve the May 7, 2018 Board Minutes**
- 18-0604-3 Bd That the Board approve the May 7, 2018 Board Actions**
- 18-0604-4 Bd That the Board approve the Committee Reports**
- 18-0604-5 Bd That the meeting be adjourned.**



Lisa Sechrest-Ehrhardt
Board Secretary

6-11-18
Date



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
LONG RANGE PLANNING MEETING
JUNE 4, 2018**

Present:

- Michelle Moyer, Chair
- Bill Bouie
- Bev Cosham
- Bill Keefe
- Vicky Wingert
- Paul D. Thomas
- Gerald Zavala

Absent and Excused:

- Bill Penniman
- Lisa Sechrest-Ehrhardt

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Karen Goff, Public Information Officer

Welcome and Questions

Michelle called the meeting to order at 7:11 p.m. and asked Leila to lead them through the discussion of the slides for the upcoming annual meeting and the blue line mockup of the 2017 Annual Report. People will have handouts of both at the June 18 Annual Meeting. The committee members were to provide feedback regarding the slides and their content this evening.

Vicky asked about the status of Reston Town Center North. Leila said that process has hit a snag as the county rejected the one response it received to the RFP process. There are further complicating issues with Reston Association's Design Review Board opinions regarding the entire project. To her knowledge, the Park Authority continues planning for the comprehensive indoor recreation center. A performing arts center remains as an objective in our strategic plan and may well be realized through other development projects in the coming years within the corridor area.

Gerald asked about the performing arts marketing study and Leila replied that it is underway. The survey instrument being used to determine market demand has been deployed to a demographically sound "opinion panel" of Fairfax County residents. The stakeholders want to ensure there is also a way for the public to engage should people want to participate in the survey. Fairfax County is negotiating with the consultants now to stand up a public link to push through the county's website, arts organizations, our website, etc. She expects that activity will occur and will be accomplished by the end of July. She hopes that by September there will be a final report. Leila said she does not expect any surprises as we have decades of box office sales data that informs our rationale for pursuing a new venue for Reston, as well as our own research. She expects the market study to reflect the need we've identified for a bigger stage for music, voice and dance presentations with a 500-seat house.

Bev asked about Herndon's new performing arts center plans. Leila said the town is partnering with Comstock to deliver a shell for an 18,000-square-foot cultural arts facility and black box theatre that will house Herndon-located arts organizations. Leila said having a performing arts center is a huge benefit to the community and homeowners.

Annual Public Hearing Presentation

Turning to the PowerPoint slides, Leila said we are going to give the Reston Marketing Initiative one more year. Should the Chamber be unable to establish the ambitious effort it desires, RCC could consider establishing a community calendar. In addition, we need to consider the issues our current content

June 4, 2018 Long Range Planning Committee Meeting

management system (CMS), Sitefinity, poses for us and perhaps migrate our website content to a different CMS that would be easier to use from a maintenance standpoint.

Leila pointed out the two important initiatives undertaken in 2017 – Lifelong Learning and Creative Connections. She said she is really excited about what those efforts are producing. We have also more than quadrupled the participation of kids in our school-based programs. A couple of successful ongoing major partnership driven events are the Back2School Bash and the Reston Summer Camp Expo.

In Arts and Events, we partnered with GRACE, Public Art Reston and other entities. We expanded all the concert series. We are also starting a lunchtime pilot program at Reston Town Center. Crowds are picking up for the Reston Station concert series. We are providing dance instruction at some of them. Comstock is eager for that.

In Aquatics, last year was a big community engagement year with a lot of patron participation in conversations about the pool renovation. Our work with the Department of Public Works and Environmental Services has been very effective and the design/engineering firm we selected has been very responsive.

Some of the challenges: the pool renovation project and Microsoft suite will not support Access (budget and purchasing), so we have to find a solution to that development. We will obtain software customization and training from Vermont Systems to enable staff to enter their programming directly into RecTrac; from there it will be extracted to Word to send along to our design team for publishing. We will be decoupling our financial management system from the publishing process and work with the county's Department of Information Technology to come up with a solution for that management function. Equipment replacement in aggregate is going to cost more in our operating budgets in the coming years. For example, the wireless microphones we use in the theatre, the Community Room and for events all have to be replaced. Their transmission spectrum will no longer be available after the end of 2019. That aggregate cost will come close to \$40,000.

Leila said it is also challenging to balance our commitment to diverse programming with the shifting approach to leisure experiences for people – those who want to participate “just-in-time” with drop-in kinds of experiences present a more uncertain environment from planning, staffing and revenue perspectives. This will continue to be a challenge; people's lives are not getting less stressful.

Looking ahead, we continue to pursue our Strategic Plan 2016-2021 goals. We are doing well in balancing revenue, expenses and expectations while returning a healthy amount to the fund at the end of the fiscal year. For the pool renovation, we have rolled in the hot water heater and roof replacement and the amounts for those. We will have to add the related \$300,000 in funding to carryover.

Leila is expecting the 100 percent submission for the pool plan on June 11, which will include pictures. She will have the visual materials for the public hearing and thinks that will reassure patrons that the pain of the renovation project will be worthwhile when it's over.

Paul noted that this is a very positive report. Leila said RCC will still be keeping a very close eye on construction costs, which continue to rise in this tight labor market.

Looking Ahead

She said RCC is still in conversation with Reston Association and Herndon Community Center about pool use while ours is under construction. We are also coordinating with Fellowship House and EDENS about where we can stage trucks, traffic and so on during the project. Weather may have a significant impact on the construction efforts because we are starting in the winter.

Leila walked the committee through capital improvement planning, projects and budget. The projection screen in the CenterStage (\$15,000) and the warming oven at Lake Anne (\$11,000) have to be replaced in FY20 because they are at the end of their useful life.

She said the actual revenue and expense history over the last three fiscal years shows we are being prudent, the fund balance is growing, and we return a healthy amount back into the fund balance based

June 4, 2018 Long Range Planning Committee Meeting

on actual activities, programs and services. This will be helpful given that the construction costs may come in much higher than we anticipated back in January/February of 2017 when our first estimates were made.

Leila went over the FY20 budget, which does not reflect any items related to carryover since we don't have a number for that as yet. The outline presents estimated revenue conservatively (flat tax receipts and conservative programs/services receipts) and reflects expenses if all our programming and activities occur at the maximum amounts needed. With these projections, we continue to fund our reserves in priority order at the mandated levels. For FY20, there will not be money left over for an economic/program contingency reserve allocation.

Input

Bill Bouie and Bill Keefe said the presentation, at 25 slides, is too long and would be better presented with about 15 or 16 slides. The Board discussed and agreed that the Annual Report could be referenced for the details that are presented on several of the slides. Leila said she would rework the slides to be more concise and agreed it would stimulate more public discussion with a briefer slide presentation. She will circulate the revised slide deck. Materials for the hearing will be posted in advance of the June 18 meeting so the public can see them and come prepared with any questions.

The meeting adjourned at 7:58 p.m.



Michelle Moyer
Committee Chair

Date 6-11-18



**RESTON COMMUNITY CENTER
BOARD OF GOVERNORS
ANNUAL PUBLIC HEARING FOR PROGRAMS AND BUDGET
JUNE 18, 2018**

Present were:

- | | |
|--------------------------|-----------------|
| ▪ Bev Cosham, Chair | ▪ Vicky Wingert |
| ▪ Gerald Zavala | ▪ Bill Keefe |
| ▪ Michelle Moyer | ▪ Paul Thomas |
| ▪ Lisa Sechrest-Ehrhardt | |

Absent and excused:

- Bill Penniman
- Bill Bouie

Attending from the RCC Staff:

- | | |
|------------------------------------|-----------------|
| ▪ Leila Gordon, Executive Director | ▪ Cheri Danaher |
| ▪ BeBe Nguyen | ▪ Brian Gannon |
| ▪ Karen Goff | |

Welcome and Introductions

Leila welcomed attendees. She said we did not have numerous responses to the meeting invitation, but hopes attendees will share the information provided. She also encouraged patrons to get in touch with RCC via email at RCCContact@fairfaxcounty.gov. Bev then welcomed attendees and directed them to copies of the Annual Report and tonight's presentation, available at the sign-in desk. Board members introduced themselves and then Bev introduced Michelle Moyer, vice chair of the Board and chair of the Program Policy Committee. Michelle said information will be covered tonight that continues the conversation of the Community Relations and Program Policy meeting from February. She said she is thrilled to say we are still on track in terms of the Aquatics renovation calendar, and that Leila will go over the highlights of the past year and the plans for next year.

2017 Highlights

Leila said partnerships and sponsorships are key approaches in broadening RCC's impact in Reston. She said RCC partners with 40 organizations and sponsors 21 community-based or community-serving events or programs. RCC is also engaged in several community-wide initiatives, including RestON, Hunters Woods Neighborhood Coalition and community conversations on equity, which is reflected in our programming. The community-wide initiatives are efforts in which RCC plays critical roles to help our community achieve success and the people of Reston to thrive and contribute.

Leila said 2017 was a great year. Employees who received awards are representative of the entire staff and the teamwork it takes to accomplish our goals. Kim Gollop-Pagani, Jonathan Navarro, Paul Douglas Michnewicz and Barbara Wilmer all received Outstanding Performance Awards. Leila said Kim develops imaginative programs for youth; Jonathan has very successfully grown our fitness and wellness programs; PD heads the CenterStage Professional Touring Artist Series, which has also grown; and Barbara has been shepherding the agency training and our accreditation efforts with excellent results to date.

RCC is also proud of Board of Governors members who have been honored at the Best of Reston Awards. Bill Keefe was awarded a 2017 Best of Reston Award. Vicky Wingert, a previous Best of Reston awardee, was honored as a distinguished Robert E. Simon fellow in 2017. Board Chair Bev Cosham was given the Robert E. Simon Award in 2018.

June 18, 2018 Annual Public Hearing Report

Leila went over some of the 2017 highlights:

Facility Rentals – 78,416 people used 7,668 hours of rental time. For a pair of buildings whose total square footage is nearly 64,000, these are incredible numbers and hours of patrons and service, Leila said.

Leisure & Learning saw a year of enormous change while continuing to deliver outstanding community-serving events and offerings. RCC launched Lifelong Learning to combine Adult and 55+ programming while keeping the 20-percent discount for seniors. It has been very successful.

RCC launched Creative Connections, which brings programs to neighborhoods and Reston Town Center; expanded programming at Langston Hughes Middle School (700-plus visits over the course of a year) and Dogwood Elementary; and successfully partnered with other area agencies for such signature events as Back2School Bash and the Reston Camp Expo.

Other highlights:

- Three sold-out performances at the CenterStage's Professional Touring Artists Series
- Audience dialogues such as what followed the screening of *13th*, about the 13th Amendment's impact on the American prison system. RCC will continue offering similar opportunities.
- Award-winning community programming and partnered programming with the Reston Community Players, Reston Chorale, GRACE and others. Gifts from the HeART, the annual artist market, provided the largest-ever donation to Cornerstones from the participating artists.
- Expanded concert series, including added dance instruction at Summerbration at Reston Station.

In Aquatics, Leila thanked the patrons for helping flesh out the plans for the two new pools. Community feedback showed that it is hard to effectively serve different groups (such swim team, seniors, youth learn-to-swim, and therapeutic exercise classes) with one pool. Building two separate pools will be the best opportunity to serve everyone effectively in terms of water temperature, air quality and lane length. She encouraged patrons to check out the RRMM Lukmire renderings in the room to get an idea of what the new Aquatics center will look like.

Looking Ahead

Leila said RCC's Board of Governors will continue to support a new performing arts venue and plan for capital reinvestment in existing facilities. She said she thinks funding for the new arts venue would come through developer proffers in the next few years.

RCC also is committed to:

- Following the 2016-2021 Strategic Plan.
- Moving programs closer to Reston residents and employees.
- Building community awareness and cohesion through dialogues and programming and supporting the One Fairfax (equity for all) program.
- Continuing the very successful RCC Rides programs for seniors. (She explained more about how the program works and how drivers are vetted.)
- Continuing the Reston Opportunity Neighborhood program
- Continuing cost recovery at appropriate levels to preserve accessibility. She described the RCC Fee Waiver program and how children whose families meet criteria can attend RCC camps for as little as \$10 a week.

Aquatics Renovation

Leila said the original budget for the renovation was \$5.5 million. Conversations with architects and engineers later revealed that we should roll the \$300,000 cost of the roof replacement (and a \$45,000 hot water heater replacement) into the renovation costs. A soil analysis was completed and showed we have really bad soil that will be removed and replaced with a layer of rock and better soil to support the new pool. The asbestos report found no indication of asbestos being present. Cathy Hudgins has moved a board item to give us relief from the estimated \$100,000 in permitting costs.

June 18, 2018 Annual Public Hearing Report

Leila said she received the Aquatics project's 100 percent drawings and specifications last week. RCC will have a couple of weeks to review the documents with the county project team, as well as to mark up the material and ask questions. In late July, RCC will meet with the whole architectural/engineering team and all the people involved to iron out any remaining questions or issues.

The project is right on time. The emerging bad news is the current projected cost of construction. The budget was estimated before three hurricanes hit the U.S. and Puerto Rico in 2017. While the D.C. area was not immediately impacted, the construction industry overall has been profoundly affected (manpower, cost of materials, escalating costs). Lots of local construction also puts pressure on the industry, making labor and costs more competitive. There could also be impacts from new tariffs on steel and aluminum. Leila said we are getting a revised budget picture that will include the higher cost of construction; she feels we will be able to absorb the added costs. Because we make conservative revenue and spending estimates and also anticipate additional tax revenue in 2019, we are confident we can absorb the new budget parameters. She said the spa is on its last legs; if it breaks down between now and the renovation it may be fixed if we can fix it easily, but major repairs will not be made so close to the renovation.

Future milestones for the Aquatics renovation:

- Continuing discussions with patrons.
- Working with EDENS and Fellowship House on vehicle management during construction.
- Continuing conversations with the YMCA and Reston Association about patron pool use. Leila said RCC and Herndon Community Center are working on an agreement where non-Herndon residents can use that pool at a charge of 10 percent more than residents (usual rate is 25 percent more). A flyer will go out September 1 to explain the options for patrons.
- Working on staff coordination. Four full-time employees will be reassigned to different projects. RCC will make sure part-time employees know their options.
- Monitor the weather impacts on construction, which is expected to begin in January 2019.

Capital Improvement/Maintenance Plan

Leila showed the table of maintenance projects from Fiscal Years 2018 to 2021.

Projects for FY18/FY19 include:

- Backstage A/C Unit (\$85,000)
- Solar panels (\$200,000)
- Hunters Woods carpet replacement (\$50,000; completed)
- Hunters Woods Audio-Visual upgrade (\$25,899; completed)
- Replace Lake Anne Gallery doors (\$30,000)
- CenterStage floor replacement (\$171,589)
- CenterStage A/V controls (\$24,609)
- CenterStage LED lighting conversion (\$125,000)

Leila noted there was very little (Lake Anne oven at \$11,000; projection screen at \$15,000) for FY20 as that is the end of the Aquatics project. In FY21, there are eight projects as a result of what RCC has deferred from previous years or that are at the end of projected life. Those include:

- Meeting room tables and chairs (\$60,000)
- Phase 3 of the roof replacement (\$300,000)
- Lake Anne Customer Service desk replacement (\$50,000)
- Replace wellness studio floor (\$10,000)
- CenterStage seating and aisle lights (\$120,000)
- CenterStage carpet replacement (\$15,000)
- Rigging wire replacement (\$50,000)
- Spotlight replacement (\$13,000)

Leila said at this time each year, RCC has to present a three-year picture of its capital planning and budget process. Because of the timing (the end of the fiscal year), there may be different versions of the budget. As we get closer to projects and studies' results, etc., we will get a truer picture of the project budgets. Leila said when we look at revenue, we aim low so we are not surprised, and aim high on the

June 18, 2018 Annual Public Hearing Report

expense side. That's what gives us the unspent balance that may return money to the fund. We are committed to maintaining the core programming and services as well our levels of accessibility.

Gerald (Finance Committee chair) explained the budget slides. He showed how RCC has returned amounts ranging from \$465,000 to \$550,000 to the fund balance each year. He said you can see how the capital project reserve and the contingency reserve allowed us to move forward on the significant cost of the Aquatics project.

Gerald said we won't have the final picture for our current fiscal year until mid-July, when we will be doing a final accounting of the FY18 results of both revenue and expense actuals. At that time, the board will approve the carryover memo which will reallocate funds to the Aquatics project. He noted the unspent funds cushion (estimated at \$436,150) with which to absorb the new realities of the cost of construction.

Gerald showed slides of the expected FY19 and FY20 budgets. He said the FY19 and FY20 budgets assume RCC's typical approaches to revenue and expenses while also accounting for the fact that Aquatics revenue will not be occurring for the length of the renovation project. RCC will not be incurring as much Aquatics payroll during that time, but it will still be carrying the cost of four full-time personnel and redeploying them to new assignments.

Gerald said when carryover is done, RCC will add the \$300,000 for the roof to the Aquatics budget and whatever added funds we need to cover the potential construction costs. Leila will work with the Department of Management and Budget and DPWES to figure out the right number to establish for the construction costs that remain; that will all get loaded into the FY19 budget profile even though it will be spent through both FY19 and FY20.

Gerald said the Board Finance Committee will review the FY18 year-end performance and offer direction on what the final FY19/FY20 profile should include when it meets on July 23. The staff will act on that guidance and prepare our budget submission for FY20 to be approved by the full Board in September.

Gerald said he looks forward to hearing from attendees and encouraged them to submit input in writing if they wish to RCCContact@FairfaxCounty.gov.

Public Comment

Bob Petrine, resident and member of Coalition for a Planned Reston, said his organization is interested in the big number for the Aquatics renovation. He asked if the renovation was driven by safety concerns.

Leila said renovations were driven by a couple of issues. The facility will be 40 years old in 2019, and many systems (i.e., HVAC, filtration) were 20-40 years old and reaching the end of their useful life. RCC had budgeted approximately \$1.2 million for replacement, but also had a long history of patron complaints about water temperature and air quality that were not making anyone happy. RCC started discussions in early 2017 about how to renovate the facility to better serve the whole community.

Bob asked for clarification on what the new facility would have. Leila said the renovations have three components: the 25-meter 6-lane lap pool will now be a 25-yard, 6-lane pool. There will be zero-depth entry with play features and ADA access. There will be an entirely separate pool with warmer water for lessons and therapeutic exercise. She directed Bob to the RCC website, where there is history of the plans along with community input.

Bob asked if RCC is projecting additional participation because of the renovations. Leila told him the staff had observed and monitored declining participation over a several-years period. Patrons said the water was too cold for small children, and the swim teams said the pool conditions were unsatisfactory for the best practice conditions. Leila said RCC was motivated to address declining participation with renovations as well as having the most effective equipment systems feasible.

Leila said there are several sources of market data that RCC used: the 2008 Brailsford & Dunlavey report showed there is a demand for aquatics experiences in Reston. Since that report, Lifetime Fitness and many multifamily buildings have opened pools. The Fairfax County Park Authority recently completed their comprehensive needs analysis and a market study that shows a tremendous interest in aquatics

June 18, 2018 Annual Public Hearing Report

offerings, which also validates the Park Authority's plan to put a new recreation center in Reston Town Center North that will have aquatics options.

Bob asked if the amount in reserves is required by the county or state. Leila said no, that is a Board-decided set of formulas that were worked out with the county Department of Management and Budget. Bob asked if a large percentage of total revenue would be used during the period of expenses or would we require taking out a loan. Leila said RCC will not be borrowing any money. The project will be funded by RCC's existing capital and maintenance reserves; when RCC began examining options it worked with the county to make sure it would have enough money in its reserves without impacting its core budget. RCC will draw down to the minimum levels RCC's financial policy requires. Leila said RCC should be able to come out in FY20 with some reserves and all core programming preserved. The increased tax base will replenish reserves as the project unfolds. She said she anticipates that the expanded resources from a growing Reston will also offset the added cost of staffing and programming two pools. The completed renovation project should also generate new participation with attendant fees for lessons, rentals and drop-in swimming.

Bob asked about RCC's cost recovery policy and the breakdown of tax revenue vs. program revenue. Leila said the cost recovery policy is that no more than 25 percent of RCC's revenue will be derived from direct user fees. She said that our current cost recovery from direct fees is at about 15 percent. There is still room to increase fees or assign costs to amenities that we are providing for free if the Board determines there is a need to do that. RCC tries to balance a healthy menu of programs and services at no or low cost with offerings that we expect to pay for the direct costs entirely through fees paid by participants. She said the annual revenue breakdown is about \$1 million from programs and \$7 million from tax revenue.

Lisa Sechrest-Ehrhardt, Board member, asked (on behalf of a neighbor) how long the pool would be closed. Leila said the architectural team has said about nine months. There needs to be a testing period after the renovations are made to be sure that all the systems work properly – this is called “commissioning.” If the project starts on time (early January 2019), the plan is to open in mid-late October, presuming there is not a blizzard or national economic difficulties that arise unexpectedly.

Dee Wassenaar, resident, asked about the depth of the therapy pool. Leila said it will be six feet at its deepest; the deep end of the lap pool will be eight feet.

B.J. Thomas, patron, asked how many participants use fee waivers. Leila directed him to page 48 of the Annual Report. She added that RCC sees the Fee Waiver Program as an expression of Reston's founding values. This is something envisioned by Bob Simon, and we are proud to embrace his ideals for accessibility and inclusivity.

Board of Governors Motion

After public comment, Gerald moved that the staff continue to prepare the FY20 budget submission in alignment with the expectations discussed by the Board and community in RCC's Annual Public Hearing on Programs and Budget on Monday, June 18, 2018.

Paul seconded the motion. The motion passed unanimously.

Leila encouraged patrons to reach out with questions or concerns at RCCContact@fairfaxcounty.gov.

The public hearing was adjourned at 7:20 p.m..



County of Fairfax,

MEMORANDUM

TO: Joseph M. Mondoro, Chief Financial Officer
Department of Management and Budget

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

Leila Gordon, Executive Director
Reston Community Center

DATE: July 5, 2018

SUBJECT: FY18 End of the Year Agency Carryover Summary

Reston Community Center, Fund 40050, closed FY18 with a balance of \$6,338,868 after expenditures of \$7,850,770 with Carryover of encumbered operating and capital requests totaling \$400,944 and unencumbered Carryover for capital projects in the amount of \$5,421,748. The FY19 adjustments that are part of RCC's FY18 Carryover submission are outlined for each budget category below:

Expenditures (as of 6/30/18)	\$7,851,671
Encumbered Carryover Requests (see summary for details)	\$400,944
Total	\$8,252,615
Revised FY18 Budget	<u>\$14,590,582</u>
Balance (revised budget line less total above)	\$6,337,967
Revenue increase	\$92,620
Less unencumbered Carryover request (see Form B)	\$(5,421,748)
Net Increase to Fund 40050	\$1,008,839

FY18 End of the Year Agency Summary Notes

- **Personnel Services:** The balance of \$510,239 is due primarily to long/short-term merit position vacancies offset by additional costs of exempt staffing as well as a number of vacant exempt instructor positions due to program cancellations.
- **Operating Expenses:** The balance of \$416,580 is primarily attributable to lower than projected spending on contractual services and savings due to program cancellation costs, as well as deferred costs. The FY18 encumbered carryover of \$10,600 is not included in this total. It is added to the FY19 Revised Budget plan on our agency Fund Statement to provide funding for already encumbered items from FY18.
- **Capital Projects and Capital Equipment:** The encumbered capital projects balance of \$390,344 as well as the unencumbered capital project balance of \$5,421,748 is to be carried forward and added to the FY19 Adopted Budget plan. This funding is designated for RCC capital projects that will occur during periods spanning FY19 and FY20 due to the maintenance calendar for our facilities.

Reston Community Center

2310 Colts Neck Road
Reston, Virginia 20191

703-476-4500 phone • 800-828-1120 TTY • 703-476-8617 fax
www.restoncommunitycenter.gov



A final FY18 agency balance of \$1,008,839 as indicated is to be brought forward into FY19.

FY19 Funding Adjustments as part of the FY18 Carryover Package

- **Revenue net increase \$381,764:** An increase of tax revenue by \$381,764 from \$ 7,728,450 to \$8,123,084. Loading details: Fund Center G141401001 and GL # 404000.
- **Operating Expenses:** An increase of \$10,600 is requested to account for FY18 Carryover purchasing obligations related to the agency's operating requirements.
- **Capital Projects:** A total increase of \$6,848,408 includes \$390,344 for encumbered purchasing; and \$5,421,748 for unencumbered capital project balances and additional funding of \$1,036,316 for RCC's Terry L. Smith Aquatics Center renovation project to support the addition of roof replacement to the project as well as to support the increased construction cost estimated. Loading details for \$1,036,316: Fund Center G141401005 and GL# 564110.

The agency summary for FY19 budget adjustments to be loaded is included with this FY17 Carryover package.

If you have any questions, please contact Leila Gordon at 703-390-6142 or via email to Leila.Gordon@fairfaxcounty.gov.



TOTAL PROJECT ESTIMATE Updated - June 18, 2018

DESCRIPTION	BUDGET	
LAND ACQUISITION	\$0	
COUNTY DESIGN ENGINEER (BUILDING DESIGN BRANCH)	\$125,000	
INSPECTION AND PLAN REVIEW FEES	\$0	Deleted Review Fees
COUNTY ENGINEERING AND CONSTRUCTION MANAGEMENT	\$200,000	
OUTSIDE ARCHITECT/ENGINEER DESIGN FEES	\$536,087	
Building Design Fee - PH I & PH II	\$536,087	
Aquatics Specialist		
Commissioning		
Special Inspections		
Contingency- 10%		
TOTAL	\$536,087	Lukmires Actual PH I & PH II I
COUNTY CONSTRUCTION	\$17,593	
Asbestos and Haz Mat Survey	\$7,061	
ECS - Subsurface Exploration and Geotechnical - General	\$8,932	
Contingency- 10%	\$1,599	
OUTSIDE CONSTRUCTION	\$5,700,000	
Construction Cost - increased scope to add re-roofing project + Additional Alternate Work	\$4,750,000	Hanscomb's 100% CD Estima
Total Construction Cost	\$4,750,000	
10% Bid Contingency	\$475,000	
10% Construction contingency	\$475,000	
	\$5,700,000	
UTILITIES	\$0	
BUILDING EQUIPMENT	\$0	
TOTAL	\$6,578,680	\$6,580,000

FUND STATEMENT

Funds 40050, Reston Community Center

	FY 2018 Estimate	FY 2018 Actual	Increase (Decrease) (Col. 2-1)	FY 2019 Adopted Budget Plan	FY 2019 Revised Budget Plan	Increase (Decrease) (Col. 5 -4)
Beginning Balance	\$6,910,714	\$6,910,714	\$0	\$1,058,296	\$7,889,826	\$6,831,530
Revenue:						
Taxes	\$7,551,975	\$7,493,132	(\$58,843)	\$7,551,975	\$7,933,739	\$381,764
Interest	10,914	84,480	73,566	3,000	3,000	0
Vending	1,616	1,393	(223)	1,600	1,600	0
Aquatics	278,000	255,063	(22,938)	149,000	149,000	0
Leisure and Learning	387,009	413,674	26,665	419,716	419,716	0
Rental	181,951	222,656	40,705	171,875	171,875	0
Arts and Events	326,698	360,386	33,688	321,906	321,906	0
Total Revenue	\$8,738,163	\$8,830,783	\$92,620	\$8,619,072	\$9,000,836	\$381,764
Total Available	\$15,648,877	\$15,741,497	\$92,620	\$9,677,368	\$16,890,662	\$7,213,294
Expenditures:						
Personnel Services	\$5,536,788	\$5,026,549	(\$510,239)	\$5,527,909	\$5,527,909	\$0
Operating Expenses	2,799,332	2,382,752	(416,580)	2,776,477	2,787,077	10,600
Capital Equipment			0			0
Capital Projects	6,254,461	442,370	(5,812,091)	0	6,848,408	6,848,408
Total Expenditures	\$14,590,581	\$7,851,671	(\$6,738,910)	\$8,304,386	\$15,163,394	\$6,859,008
Total Disbursements	\$14,590,581	\$7,851,671	(\$6,738,910)	\$8,304,386	\$15,163,394	\$6,859,008
Ending Balance^{1,2}	\$1,058,296	\$7,889,826	\$6,831,530	\$1,372,982	\$1,727,268	\$354,286
Maintenance Reserve	\$1,048,580	\$1,059,694		\$1,034,289	\$1,080,100	\$45,811
Feasibility Study Reserve	0	176,616		172,381	180,017	7,636
Capital Project Reserve	9,716	3,000,000		166,312	467,151	300,839
Economic and Program Reserve	0	3,653,516		0		0
Unreserved Balance	\$0	(\$0)	(\$0)	\$0	(\$0)	\$0
Tax Rate per \$100 of Assessed Value	\$0.047		(\$0.047)	\$0.047		(\$0.047)

¹ The fund balance in Fund 40050, Reston Community Center, is maintained at adequate levels relative to projected personnel and operating requirements. 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.

² The Feasibility Study Reserve is equal to 2 percent of total revenue, the Maintenance Reserve is equal to 12 percent of total revenue and the Capital Project Reserve has a limit of \$3,000,000.

Aqua Cap Proj Addnl Funding Calculation

TPE 06 18 2018 Costs	6,578,680
FY18 Aqua Proj Funding	-5,497,364
Water Tank Proj Funding Tfr	-45,000
Additional funding needed for FY19 at FY18 Carryover	1,036,316



Board of Governors Candidate Handbook

2018

Table of Contents

Candidate General Information

Why become a candidate?	1
How do I become a candidate?	1
When will the Preference Poll be conducted?	1
What are the next steps?	2
Candidate Campaigning Restrictions and Information about Ballots	2

Statement of Candidacy General Information

Candidacy filing.....	4
Residency/age requirements.....	4
Photos	4
Candidate forum	4
Further information.....	4

Statement of Candidacy Form	5
------------------------------------------	----------

Frequently Asked Questions about RCC

1. When did RCC open its doors?	7
2. What mechanism created RCC?	7
3. Aren't Reston and Small District 5 synonymous?	7
4. Who runs RCC?	7
5. Isn't RCC just an indoor pool and theatre?	7
6. Who pays for all this?	8
7. What is the annual budget of RCC?	8
8. Who monitors actual financial performance?	8
9. Where is the money?	8
10. Does the Board have legal authority to do this?	8
11. Who has the final say on the budget?	9
12. Once the budget is approved, is it "fixed in stone?"	9
13. What is the relationship between the Reston Community Center Board of Governors and the Fairfax County Board of Supervisors?	9
14. Besides fiscal oversight, what other responsibilities does the Board of Governors have?	9
15. How does the Board fulfill these responsibilities?	9
16. What is the best way for someone to stay informed about RCC activities?	9

Candidate General Information

The Reston Community Center (RCC) Preference Poll is an annual community event to select three members to serve on the Reston Community Center Board of Governors. Online and mail-in balloting options are available. Walk-in voting will be conducted at RCC Hunters Woods and RCC Lake Anne. To increase participation in the Preference Poll and to assure the integrity of online and mailed balloting, the RCC Memorandum of Understanding (MOU) was changed with approval by the Fairfax County Board of Supervisors in June 2009 to allow for one vote per residential and commercial property. Those participating in the Preference Poll will receive a voter login and pin from an independent agency to vote online, and/or to be verified by that agency functioning as the RCC Counting Agent if the ballot is mailed to it. Ballots dropped in the ballot boxes at the two RCC locations will be entered in the independent online system by representatives of the League of Women Voters.

Why become a candidate?

In 1975, Reston residents voted in a general referendum to establish a small tax district to fund the building and operation of the Reston Community Center. Bonds, in the amount of \$2.6 million, were sold to finance the construction of the Center. Today, a special tax equal to \$0.047 per \$100 of property value is assessed on all residential and commercial property within the district. For example, the owner of a property worth \$100,000 pays \$47 annually to fund the programs, services and facilities of RCC. This tax assessment enables RCC to continue to address the community's recreational, leisure, and cultural needs and aspirations.

The Fairfax County Board of Supervisors established the RCC Board of Governors to represent the interests of Small District 5 in the operation of the Community Center. Board members serve as community volunteers. Board appointments are made by the Fairfax County Board of Supervisors after residents of Small District 5 have made their preferences known in the annual poll. Board members work together to establish the overall policy for RCC and oversee its programs and fiscal operations. Board members also represent RCC at social, recreational, cultural and educational activities throughout the small tax district.

How do I become a candidate?

If you are interested in becoming a candidate for one of the vacancies on the Board and are a resident of Small District 5, please complete a Statement of Candidacy and return it to RCC Hunters Woods **by August 15, 2018 no later than 5:00 p.m.** to:

Preference Poll Committee Chair
Reston Community Center
2310 Colts Neck Rd.
Reston, VA 20191
ATTN: Karen Goff

The Statement of Candidacy forms are on pages 5 and 6 of this Candidate Handbook and are available online at www.restoncommunitycenter.com.

When will the Preference Poll be conducted?

Preference Poll voting will be available online and via mail September 7 - 28. People may also drop ballots at either RCC facility into secured ballot boxes. Only one vote per address is

counted, and the first vote received is the vote counted. Mailed-in ballots must be received no later than 5:00 p.m. on September 27; walk-in and online ballots must be received no later than 5:00 p.m. on September 28. The 2018 Preference Poll schedule is as follows:

August 2018

- 1 Candidacy filing begins
- 15 Candidacy filing closes at 5:00 p.m.
- 15 Candidate Orientation at 6:00 p.m. (photos taken prior)

September 2018

- 7 Online/Mail-in balloting begins
- 10 Candidate Forum at 6:30 p.m.
- 27 Mail-in ballots must be received by 5:00 p.m.
- 28 Walk-in and online balloting close at 5:00 p.m.

Appointment to the Board is made at the Board of Supervisors meeting that follows the closing of the Preference Poll.

New Board Orientation – Conducted with Supervisor Hudgins; TBD.

What are the next steps?

All interested residents of Small District 5 are encouraged to:

- Complete and return the Statement of Candidacy Form to the address noted on the previous page.
- Review “Frequently Asked Questions.”
- Review the RCC Preference Poll Policies as described in this Candidate Handbook.
- Visit the Reston Community Center facilities at Hunters Woods and Lake Anne.
- Attend the Candidate Orientation on August 15 at 6:00 p.m. and have your picture taken.
- Participate in the Candidate Forum on September 10 at 6:30 p.m. (open to the public and recorded for television and internet broadcasts through Comcast Channel 28 and Facebook Live).
- Cast your vote in the Preference Poll.

Candidate Campaigning Restrictions and Information about Ballots

The RCC Preference Poll is conducted in a manner that is consistent with Virginia Election Law. Accordingly, no campaigning, electioneering or display of campaign material may occur within 40 feet of either RCC facility. Candidates and their supporters must observe this distance restriction in their campaign activities. Activities that fall under this prohibition include urging people to vote for the candidate, or asking people if they have voted yet. Candidates are respectfully requested to defer responses to questions from patrons to a place outside the RCC and/or its programs for more discussion. Candidates may cite the Preference Poll Candidate Campaigning Procedures to explain their constraints.

Campaigning Procedures

1. Candidates may not campaign during RCC programs, on RCC premises, or at RCC sponsored or co-sponsored events.
2. Candidate literature may not be distributed at RCC locations or activities.
3. Candidates will remain at a distance of 40 feet if they conduct campaign activities within sight of RCC facilities or RCC program or activity sites.
4. Candidates may prepare campaign literature but may not use RCC resources to do so.
5. Candidates should conduct themselves at all times mindful that the Preference Poll is a means to obtain the views of the community and is not an election per se.

Voting Procedures

Ballots and instructions for online, mail or walk-in voting will be mailed to all Small District 5 residential and commercial addresses. For people who do not receive a ballot, and whose address is qualified to participate, RCC Hunters Woods Customer Service representatives at the front desk will be able to verify the eligible address and issue a ballot upon presentation of photo identification with the address on it. People may use one of these methods to participate:

- **VOTE ONLINE:** Visit the RCC website, www.restoncommunitycenter.com, and locate the Preference Poll voting icon to proceed to the login screen for this Poll. There you will need to enter your USERID and PIN (in the box at the top right of the page) to be able to proceed to the information about the candidates and to vote. Online voting ends at 5:00 p.m. on Friday, September 28, 2018. If you need assistance, please call RCC's Central Information Desk at 703-476-4500, Monday through Friday, between the hours of 10:00 a.m. and 4:00 p.m.
- **VOTE BY MAIL:** Voters fill out the ballot and mail it using the enclosed pre-addressed envelope. **Be sure to add postage to your envelope prior to mailing.** Mailed ballots must be received by 5:00 p.m. on Thursday, September 27, 2018.
- **VOTE IN PERSON:** Voters bring a ballot to RCC Hunters Woods or RCC Lake Anne and deposit it in a ballot box; ballots left in lobbies or on countertops **will not be counted.** Ballots will be accepted until 5:00 p.m. on Friday, September 28, 2018. It is important to remember that ballots **must be placed in the ballot boxes by the voter**; ballots that are left on the counter at either RCC location will be destroyed. RCC employees may **not** take ballots from patrons; patrons must place the ballots in the ballot boxes themselves. Ballot boxes will be placed in the lobbies of our facilities from 9:00 a.m. each day to closing during the Preference Poll cycle of voting.

Statement of Candidacy General Information

Candidacy filing:

- All candidates must complete a Statement of Candidacy Form and return it by August 15, no later than 5:00 p.m. to:

Preference Poll Chair
Reston Community Center
2310 Colts Neck Rd.
Reston, Virginia 20191
Attn: Karen Goff

Filed Statements may be sent by mail or email, or hand-delivered.

Residency/age requirements:

Candidates must be residents of Small District 5 and at least 18 years of age. Residency will be verified through Small District 5 property tax records.

Photos:

RCC requests candidate photos for publicity. Candidates may submit their own photo or be photographed at the Candidate Orientation at RCC Hunters Woods on August 15. A candidate filing statement without a photo of the candidate made or provided by the close of the Candidate Orientation session will be publicized without a photo. Printing schedules require that all materials for the printed ballot must be complete by the end of the Candidate Orientation.

Candidate Forum:

A Candidate Forum will be held on September 10 at 6:30 p.m. It will be held at RCC Hunters Woods. It will be open to the public and also recorded for television and internet broadcasts through Comcast Channel 28 and livestreamed on Facebook. The forum will provide candidates with an opportunity to state their interests, answer questions and increase voter awareness about their candidacy. Candidates are permitted to bring written notes for their presentations at the Candidate Forum; no other materials will be permitted. The press is invited to attend.

Further information:

Karen Goff, Reston Community Center: 703-390-6147 or Karen.Goff@Fairfaxcounty.gov

**Statement of Candidacy Form
RCC Board of Governors
Preference Poll 2018**

All candidates must complete both Part 1 and Part 2 of the Preference Poll Candidacy Form. This form is also available online at www.restoncommunitycenter.com. Please sign and return your completed form by August 15, 2018, no later than 5:00 p.m. to:

Preference Poll Chair
Reston Community Center
2310 Colts Neck Rd.
Reston, VA 20191
Attn: Karen Goff

Part 1: Personal Information

Name _____

Home Address _____

City/State/Zip _____

Primary Phone _____

Part 2: Statement of Candidacy

Please respond to Questions A and B on the following page. The questions and your responses will be used **exactly as written** to publicize your candidacy for the Board of Governors. You may respond by attaching a signed hard copy document, or by emailing a **signed** PDF of your statement, to Karen Goff, Reston Community Center.

Email: Karen.Goff@fairfaxcounty.gov

Regardless of which way you submit your Candidacy Statement, please provide your responses in a typed format and:

- ☐ **Double-check your grammar and spelling.** Reston Community Center will not make any changes to your submission.
- ☐ **Do not exceed the word count limits.** Statements exceeding the word count limit will be ended at the point in the statement where it reaches the limit.
- ☐ **Be sure to sign the bottom of the form.**

STATEMENT OF CANDIDACY:

Question A: What previous experience or participation in civic activities would you bring to the RCC Board? [Do not exceed 100 words.]

Question B: How would your leadership enhance RCC's efforts to bring the community together by providing opportunities for enriching leisure experiences and connections that reach out to all to foster inclusiveness and a sense of belonging? [Do not exceed 150 words.]

Candidate Signature:_____

Frequently Asked Questions about RCC

1. *When did RCC open its doors?*

Reston Community Center officially opened its doors in May 1979. However, it also proudly counts in its history the "sweat years" – the six years prior to the opening during which a small group of Restonians, led by Jim Allred, rallied support for the idea and made this dream a reality.

2. *What mechanism created RCC?*

Restonians petitioned the Fairfax County Board of Supervisors for a referendum on bond sales to finance the Community Center, using a small single purpose tax district as the means. The referendum passed by more than a 2 to 1 majority, creating Small District 5. Bonds were sold to finance the \$2.6 million construction of the Center and the tax rate was established to pay off the bonds, and continue RCC programs, operations and services for the community.

3. *Aren't Reston and Small District 5 synonymous?*

Not quite. RCC serves the entire tax district which is largely congruent with Master Plan Reston. With the exception of 332 residential property addresses, Small District 5 encompasses residential and commercial property addresses in the 20190, 20191 and 20194 zip codes.

4. *Who runs RCC?*

The day-to-day operations are managed by the Executive Director who supervises the RCC staff of (up to) 50 Fairfax County merit employees and more than 200 seasonal employees.

The Board of Governors hires the Executive Director. The Board provides fiscal oversight and strategic planning. It does not become involved in daily operations or routine matters, but rather concentrates on broader policy and fiscal issues.

5. *Isn't RCC just an indoor pool and theatre?*

RCC was founded on the principle of inclusiveness – the desire to make every resident feel welcome and a part of Reston and its community "center." Reston Community Center is not just comprised of facilities (at Hunters Woods and Lake Anne locations). It is about bringing people together from all over the community in a variety of programs, activities, events and venues. This year alone, RCC will schedule more than 2,000 programs, classes, trips and workshops, present a 20-event professional touring artist season in RCC's CenterStage, host performances by Reston's community arts organizations, and provide rental space for private events that will draw tens of thousands of patrons to the Center facilities at Hunters Woods and Lake Anne Village Centers. Additionally, RCC will continue to present and sponsor such popular community events as our award-winning Reston Multicultural Festival, the Reston Dr. Martin Luther King Jr. Birthday Celebration, the Thanksgiving Food Drive and the Northern Virginia Fine Arts Festival. RCC is "enriching lives and building community."

6. *Who pays for all this?*

All property owners – residential and commercial – within Small District 5 fund the Community Center and its operations through the Small District 5 property tax. The current tax rate is \$0.047 per one hundred dollars of assessed value of property.

While most of the Center's income comes from property taxes, the Center also earns interest on its funds and receives some income from admission charges, room rental fees, and program fees. Occasionally, RCC receives donations or monetary gifts as well.

7. *What is the annual budget of RCC?*

The operating budget is created based on annual estimates for revenue and expenditures. There are three types of revenue. They are taxes, interest, and operating revenue from RCC's various services and programs. As of July 23, 2018, the Board of Governors Finance Committee will have received year-end results for the Fiscal Year 2018 (FY18). In FY18, RCC actual budget revenue (from all sources) equaled \$8,830,783 and total expenditures, including those for Capital Projects, equaled \$7,851,671. RCC also has established reserve funds to support capital projects, emergency maintenance expenditures, feasibility studies and program/economic contingencies. The total of FY19 reserve funds is \$1,727,268. The total estimated expenditures for FY19 include personnel expenses of \$5,527,909, operating expenses of \$2,787,077, and capital equipment/projects of \$6,848,408. The FY19 budget includes the full funding currently estimated to be required for the Terry L. Smith Aquatics Center Renovation Project. It provides a Maintenance Reserve fund of \$1,080,100, Feasibility Studies Reserve fund of \$180,017 and Capital Projects Reserve fund of \$467,151.

8. *Where is the money?*

Except for a petty cash fund maintained by RCC staff, Fairfax County keeps RCC funds in accounts in various financial institutions, where the money is commingled with other County funds. Nevertheless, the Center's portion of those funds can be readily identified and the interest earned is credited to RCC.

9. *Who monitors actual financial performance?*

Many people exercise financial monitoring. In general, the Executive Director is responsible for monitoring budget execution and the Board's Finance Committee is responsible for oversight. Information on financial performance originates with the Fairfax County budget and finance staff that provides data to RCC staff. The RCC staff also generates separately detailed financial reports for tracking revenue and expenses. These reports are reviewed by the Board's Finance Committee throughout the year. In turn, the Finance Committee reports financial activity to the full Governing Board.

10. *Does the Board have legal authority to do this?*

There is a hierarchy of documents including Virginia state law, the Memorandum of Understanding (MOU) between the Fairfax County Board of Supervisors and the RCC Board of Governors, as well as the RCC Board of Governors By-laws. These documents authorize spending, create controls and establish legal accountability.

11. *Who has the final say on the budget?*

The budget process begins with RCC staff and board committees' input; public input at the committee meetings is sought and considered. The Finance Committee and staff review all input and submit a budget to the RCC Board of Governors. After entertaining public comment through an Annual Public Hearing for Programs and Budget, the Board provides budget preparation guidance to staff. The final proposed budget is presented to the Board of Governors in September. The Board approves the RCC budget proposal and submits it through Fairfax County staff to the Board of Supervisors. The Board of Supervisors is the final approval authority for the RCC budget.

12. *Once the budget is approved, is it "fixed in stone?"*

No, the budget can be adjusted to a modest degree throughout the year, based upon actual RCC operations requirements. In particular, the Executive Director has authority to reallocate budget amounts within major categories. However, in other circumstances, changes may need to be approved by the Board of Governors and/or County budget staff. Any changes that would exceed the current fiscal year total appropriation **must** be approved by the RCC Board of Governors and be submitted to the Fairfax County Board of Supervisors for final approval.

13. *What is the relationship between the Reston Community Center Board of Governors and the Fairfax County Board of Supervisors?*

The Board of Supervisors appoints all RCC Board members. The RCC Board of Governors operates under authorities that are delegated to it by the Board of Supervisors in the Memorandum of Understanding (MOU).

14. *Besides fiscal oversight, what other responsibilities does the Board of Governors have?*

The roles and responsibilities for the Board of Governors are detailed in the Memorandum of Understanding (MOU), which is the statutory authority for the Governing Board.

Aside from fiscal oversight, the MOU charges the Board of Governors with responsibility for certain organizational/personnel issues, program planning, community relations and the conduct of the annual Preference Poll.

15. *How does the Board fulfill these responsibilities?*

Each of the Board's committees is chaired by a board member and includes at least two other board members. Each committee meets and reports back to the entire board on their deliberations. The Board of Governors votes on all actions brought forward from the committees at their regular monthly meeting on the first Monday of each month. The current standing committees of the Board of Governors are Community Relations, Long Range Planning, Program and Policy, Finance, Building, Personnel, and Preference Poll. Additionally the Board of Governors may create ad hoc committees to address specific issues.

16. *What is the best way for someone to stay informed about RCC activities?*

Patrons are advised to keep up with RCC by visiting the RCC website, reviewing the seasonal RCC Program Guides (Winter/Spring, Summer and Fall editions) and participating in the wide range of programs and events offered by Reston Community Center.



Executive Director Report June 2018

Administration

Capital Project Planning – Highlights

The Aquatics Renovation Project 100 percent submission milestone meeting will occur on Monday, July 30. We anticipate that there will need to be a second submission of the documents due to the fairly extensive DPWES markup of the materials. Nonetheless, that is built into the project calendar timeline so we should remain on track with our efforts.

I continue to pursue a path to enable us to install solar panels this year. The CenterStage Floor Replacement Project is underway. Preliminary planning meetings have occurred and the replacement will begin following the end of Young Actors Theatre this summer.

RCC Lake Anne's Jo Ann Rose Gallery doors are going to be removed and a wall constructed in their place in August/September. We are continuing to research options for the related audio-visual components to be installed after the wall is constructed.

Personnel

The hiring process for RCC's Deputy Director has successfully concluded. John Blevins will be joining us officially on Monday, August 20. He will need roughly two or three weeks to tackle all the required training for the variety of roles he will be fulfilling in terms of the County's requirements for IT security, financial issues, and HR functions and approvals his position supports.

Hiring for the Director of Leisure and Learning is next on the horizon; interviews will occur the week of July 23. If an internal candidate is selected, it will necessitate another hiring process. I will also be continuing to work on the final workforce planning efforts associated with our Facility Rentals unit. Beyond those efforts, we will take a pause pending the completion of planning for the renovation.

Preference Poll

We are ready to launch the process for 2018. Candidate filing begins on August 1. We will have some new issues for next year – a new contract solicitation will need to occur. We also need to give careful consideration to how we are able to contact and include businesses in the annual poll. Our list will be getting rapidly outdated with the development that is occurring – it is bringing multiple businesses in single addresses to the community.

Programs

Aquatics

Staff are planning for the upcoming renovation. Stay tuned – a Frequently Asked Questions and Pool Resources document will be ready on September 1.

Arts and Events

We have expanded our summer entertainment programming now to three locations with four series and a fifth pilot endeavor. As we consider upcoming fiscal years, we will need to revisit the resource allocations to our Community Events and Collaboration and Outreach programs.

Leisure and Learning

Summer camps have touched the greatest number of participants in our history. Our facilities are crawling (and playing, learning, cooking, coding, rehearsing, painting and so much more) with kids!

Executive Director

Meetings/Events: Public Art Reston; Greater Reston Chamber of Commerce luncheon/meetings; Annual Review meetings for direct reports (10); Park Authority CAPRA Visitors Reception; Hunters Woods Neighborhood Coalition; Solar Panels preliminary solicitation discussion; Dave Molchany's retirement event.