



**Reston Community Center
Board of Governors Monthly Meeting
August 3, 2020
6:30 p.m.
Meeting Agenda**

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|---|--|
| 6:30 – Call to Order | Beverly Cosham, Chair |
| 6:32 – Approval of Agenda | Beverly Cosham, Chair |
| 6:33 – Approval of Minutes and Board Actions <ul style="list-style-type: none"> • Approval of May 18, 2020 Board Minutes (as reviewed and approved by the Board Secretary) • Approval of May 18, 2020 Board Actions (as reviewed and approved by the Board Secretary) | Beverly Cosham, Chair |
| 6:35 – Chair’s Remarks | Beverly Cosham, Chair |
| 6:38 – Introduction of Visitors | |
| 6:40 – Citizen Input | |
| 6:42 – Committee Reports <ul style="list-style-type: none"> • July 20 Preference Poll Committee | Beverly Cosham, Chair Lisa Sechrest-Ehrhardt, Chair |
| 6:45 – Board Member Input on Activities Attended | |
| 6:48 – Executive Director Reports <ul style="list-style-type: none"> • FY20 Financial Year-End Report • DRAFT Annual Public Hearing Presentation | Leila Gordon, Executive Director |
| 6:50– Old Business | Beverly Cosham, Chair |
| 8:50 – Adjournment | |

Reminders:

| Event | Date | Time |
|---------------------------------------|-------------|------------------|
| Annual Public Hearing | Aug. 10 | 6:30 p.m. |
| Preference Poll Candidate Filing | Aug. 1 – 15 | 5:00 p.m. (8/15) |
| Preference Poll Candidate Orientation | Aug. 15 | 5:00 p.m. |



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
May 18, 2020, 6:30 p.m.**

Present:

- Bill Bouie
- Bill Penniman
- Paul D. Thomas
- Vicky Wingert

Present Via Zoom:

- Beverly Cosham, Chair
- Laurie Dodd
- Bill Keefe
- Lisa Sechrest-Ehrhardt
- Dick Stillson

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- John Blevins, Deputy Director
- Brian Gannon, Facilities Director
- Karen Goff, Public Information Officer
- Renata Wojcicki, Finance Director

The Chair called the meeting to order at 6:30 p.m.

Bev read instructions and steps to conduct this meeting with combined in-person and electronic means. To comply with both the emergency procedures authorized by the Emergency Ordinance and required by the Virginia Freedom of Information Act (VFOIA), Reston Community Center's Board of Governors needs to make certain findings and determinations for the record.

Audibility of Members' Voices

Bev said because several members of the Reston Community Center Board of Governors are participating in this meeting from a separate location, we must verify that a quorum of members is participating, and that each member's voice is clear, audible, and at an appropriate volume for all of the other members. Bev conducted a roll call, with each member saying their location. Bev then virtually gave the gavel to Vice-Chair Bill Bouie.

MOTION #1

That each member's voice could be heard at the meeting

Bev moved that each member's voice is adequately heard by each member of the Reston Community Center Board of Governors. Bill P. seconded the motion. The motion passed unanimously.

Bev explained the need for an electronic meeting. She said that having established that each member's voice may be heard by every other member, we must next establish the nature of the emergency that compels these emergency procedures, the fact that we are meeting electronically, what type of electronic communication is being used, and how we have arranged for public access to this meeting.

She noted that the State of Emergency caused by the COVID-19 pandemic makes it unsafe for the Reston Community Center Board of Governors to physically assemble and unsafe for the public to

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physically attend any such meeting, and that as such, VFOIA's usual procedures, which require the physical assembly of the RCC Board of Governors and the physical presence of the public, cannot be implemented safely or practically.

MOTION #2

The Need for an Electronic Meeting

Bev moved that RCC's Board of Governors conduct this meeting electronically through a dedicated audio conference line, and that the public may access this meeting by calling 1-888-270-9936 and entering the code 897033. Bill B. seconded the motion. The motion passed unanimously.

Bev discussed the need to dispense with FOIA's usual procedures to assure continuity in government and continue operations of Small District 5. She said it is required that all of the matters addressed on today's agenda must address the emergency itself, are necessary for continuity in Fairfax County government, and/or are statutorily required or necessary to continue operations and the discharge of the Reston Community Center's Board of Governors' lawful purposes, duties, and responsibilities.

MOTION #3

The Need to Dispense with FOIA Usual Procedures

Bev moved that RCC's Board of Governors is meeting for these purposes. Paul seconded the motion. The motion passed unanimously.

Statement of the Meeting Agenda and Purpose

Bev said The Board of Governors will be discussing the revised budget outlooks for the agency for FY21 and FY22 as well as programs/services adjustments being made to address the COVID-19 emergency. Board issues in progress will also be acted upon, including acceptance of March meeting materials.

Explanation of how Agenda comports with Continuity in Government

Bev said Reston Community Center is convening this meeting to enable the Board of Governors to fulfill its legislative mandate with respect to governance of Small District 5.

Vice Chair Bill B. then returned the gavel (virtually) to Board Chair Cosham.

MOTION #4

Approval of the March 2, 2020 Board Minutes

Bill B. moved that the Board approve the March 2, 2020 Board minutes. Paul seconded the motion. The motion passed unanimously.

MOTION #5

Approval of the March 2, 2020 Board Actions

Paul moved that the Board approve the March 2, 2020 Board Actions. Vicky seconded the motion. The motion passed.

Chair's Remarks

Bev said she is glad everyone is here and seemingly well. We will make it through this. She hopes life at home is not a torture. She said even living with a 4-year-old is not that bad. Bev's granddaughter accepts that everyone outside is sick, and when they are well, we will return.

Introduction of Visitors

None

Citizen Input

None

Committee Reports

March 9 CRPP Committee – Leila recapped the meeting report on behalf of Community Relations Chair Bill Keefe. The Board discussed COVID-19, which was just beginning at that time. Dick asked at the CRPP meeting what RCC could be doing. The Board discussed the emergency plan. The Board discussed the draft OGM on Capital Facility Development. With the suggestion from Bill Penniman that

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the language regarding development of new facilities with partners offering land or other major contributions be revised to assure that it didn't exclude other options at the Board's discretion. That was moved forward to the full board for the April 6 meeting (which meeting did not happen.)

Staff provided input and response information regarding the ideas from the community that were submitted at the February 10 engagement meeting. There were public comments offered at the March meeting of which most were related to the potential performing arts venue.

MOTION #6

To Approve the March 9 Community Relations and Program Policy Committee Report

Bill P. moved that the Board approve the March 9, 2020 CRPP Committee Report. Bill B. seconded the motion. The motion was approved unanimously, with Laurie and Lisa abstaining because they were not at the meeting.

Board Member Input on Activities Attended

Laurie has not participated in any activities due to the pandemic.

Dick said he has been at home and walking on the Reston paths.

Bill K. was in Florida for most of the last month. He and his wife Betsy are making lunch for 60 people at the Embury Rucker Community Shelter.

Lisa has been at home, but she tries to get out every day. Lots of people are on the paths; most are wearing masks.

Bill B. is on at least two conference calls a day dealing with the Park Authority and coordinating with other jurisdictions. FCPA parks may be opening Wednesday. He is continuing to do his work at home as he always has.

Bill Penniman has been busy with a lot of calls. He attended by Zoom the first meeting of the Reston Comprehensive Plan Task Force. Bill Keefe was also in attendance. The task force will be meeting every two weeks for a year. He has not seen the mentioned Reston wildlife: the bear, the cougar or wildcat.

Paul has been collecting and distributing food for the South Lakes High School PTSA Food Pantry.

Vicky has been staying home. She has been helping her granddaughter with distance learning and now has a new profound respect for teachers.

Bev celebrated three birthdays and Mother's Day in quarantine, as well as visiting United Christian Parish church services online.

Executive Director's Report

Finance – Leila directed the Board to the FY22 Budget document that shows FY19 actuals vs. FY21 adopted vs. FY22 proposed budget outlines. The document shows what the agency's numbers would be pre-COVID.

Laurie asked why there is no column for FY20. Leila said those numbers are in the April month-end document; she wanted to show the numbers for the three complete fiscal years with no COVID impact. Leila said the staff recommendation is that we establish FY19 actuals as the foundation for RCC's baseline budget for FY21 and monitor that as we progress through July and August 2020. In July and August, we will know much more about the tax-based revenue (and COVID impact) for FY21. She also noted that there would be exceptions for things such as the aquatics personnel costs that she and Renata would load into that baseline budget (given that the pools were not open until 2020.)

Leila said the Board of Supervisors had moved the tax payment due date from July to the end of August. We will stick with a conservative budget profile to start the year and adjust as we see tax receipts come

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in. The April financials are for the Board's reference to understand where we will likely end up in terms of the FY20 closeout numbers suggested in the budget development document.

Leila directed the Board to the budget development document. It breaks down where we expect to be at the end of FY20 through the beginning of FY22. The document estimates ending FY20/beginning FY21 with a fund balance of approximately \$5.1 million. That includes refunds for canceled 2020 performances, winter and spring programs, and summer camp canceled enrollment, and savings from payroll and operating costs. Refund amounts to date (approximately) include: \$47,400 in rentals, \$27,700 in tickets, \$21,000 in partial refunds from winter programs, \$89,000 in spring programs, and \$233,000 for summer camps; the year had been shaping up well in terms of revenue from program fees.

All refunds have been made, which leaves us with a balance of \$9.1 million. Coupled with the beginning of the year balance of \$7.2 million, that created for FY20 \$16.4 million in total available revenue.

Estimated FY20 spending will include \$5.2 million for Personnel, \$3 million on Operating, \$4.1 million in Capital Improvements. We will have savings (\$800,000) from contingencies in the aquatics renovation project budget and will return about \$1 million to the fund balance. That is how we get to \$5.1 million for FY21 as the starting fund balance.

Leila is estimating revenue from taxes that is reduced by 25 percent for the FY21 and FY22 revenue estimates. That is based on the 2008-11 drops of between 11 to 15 percent and the sense that this may have a larger impact. She noted however that this year's tax base is really based on economic conditions of a year ago. We will not see the true impact of COVID-19 until after the completion of this year. The impact will show up next February in the valuation of the tax base. The first quarter of the calendar year would not have shown activity resulting from the inability of property owners to make mortgage payments either. Our planning will have to remain attuned to the larger economic outlook.

Leila said most of our revenue-generating activity for summer 2020 is going to vanish. Given that revenue is gone, and summer and fall offerings will have to be circumscribed by social distancing, patron maximums will be lowered, and we will be offering reduced theatre seating. We will have to see if the governor loosens restrictions. Revenue projections will be lowered by 50 percent. Leila estimates total revenue of about \$11.9 million for the fiscal year. Projected operating costs for FY21 include replacing the website, additional programming opportunities next spring. Our total costs should be \$8.7 million if we stick with the proposed budget approach.

Leila said we will know more in September and October and will be able to adjust in the third quarter. The \$11.9 million minus \$8.7 million in expenditures would give us \$3.2 million to start FY22. There is so much uncertainty; it is not worth constructing the FY22 outline until September. Leila proposes we modify FY21 spending to stay close to FY19 actuals and re-evaluate our position in the context of what we learn in July and August about the tax base performance.

Leila proposed we postpone the Annual Public Hearing from June to August to enable us to give the public more information.

Laurie asked what is included in the projected Capital Equipment costs of \$300,000 for FY21. Leila said that includes replacing all the seats in the CenterStage (\$150,000), new conference room dividers (\$30,000), a new wellness studio floor (\$30,000), assistive hearing devices in the theatre and new theatre carpet. Leila said downturns are a good time to do capital projects as we can get better pricing and labor has availability.

Dick asked for more clarification on the projections. He asked if the 25 percent reduction on tax revenue was consistent with county assumptions.

Leila said the county has not made official projections. The county took its biggest hit when the interest rates were knocked down to zero. The cost to the county for that drop was around \$25 million. The county will make more specific revenue projections after July.

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Dick said this recession will be different than 2008. His guess is it will not be as severe. Previous data might not be relevant. Leila said it would not be wise to count on 100 percent of projected revenue.

Bill P. said it makes sense to proceed carefully. He is worried about small companies going under; that is going to have a bad effect on housing values.

Leila said we have sufficient reserves and value in the tax base to carry us for a year and into the second upcoming fiscal year (FY22). It is unpredictable what will happen with federal government action to right the economy. The county got \$200 million from the CARES Act. There may be more relief acts that could include funding to replace lost revenue to county agencies like the Park Authority and RCC. She feels confident about ending the year well and then proceeding slowly and carefully.

MOTION #7

Budget Guidance for FY21 and FY22

Bill B. moved that the Executive Director continue to manage the budget processes with respect to RCC's FY21 and FY22 budgets to preserve the agency resources and provide the programs and services expected by the community based upon the best available financial data and with the goal of continuing to provide high-quality programs and services that are as broadly accessible to Reston patrons as feasible. Paul seconded the motion. The motion passed unanimously.

Accreditation – Leila said the virtual CAPRA visit went well. We will get the official report in two weeks and then will have 30 days to respond to any questions.

Laurie asked if CAPRA feels the review was complete considering the pandemic. Leila said the virtual visit was a lot harder to do. In person, we could show documents and our facilities. A lot of time had to be spent uploading and tagging documents. But in some ways, the visit was more focused (without public events, partner visits and tours). We now have a great roadmap for reaccreditation in five years.

Facilities – Facility and storage room improvements are taking place. The primaries will be held at both locations on June 23 as far as we know. The aquatics punch list is expected to be complete June 14.

Bill P. asked when pools would reopen. Leila said the target for both facilities is July 6. Leila said all agencies must develop a reopening plan. Ours will include a staff safety plan, a patron safety plan, timed box office entry, reduced CenterStage seating and more. We are filming some concerts for the YouTube channel and may be able to have outdoor concerts later in the summer.

Programs – We will not have drop-in options in summer and fall; those programs will have registration or reservation options. We will have a more focused schedule. We will not print a Fall Program Guide. We did not mail the Summer Program Guide. That will save a considerable amount of money. We will do the Preference Poll in the usual time frame. Fall registration will begin September 1 (not August 1).

Personnel – Leila said it has been remarkable for staff to adjust to all of this in real time from their homes. One idea Karen Brutsché and Pam Leary had was to call older patrons who may be isolated. We have reached more than 100 patrons. We have had nice conversations, and people are grateful. Kevin Danaher, PD Michnewicz and Miles Stiebel have been brainstorming how to get concerts to the community with proper social distancing.

Dick asked if the Embury Rucker clients have been able to shower in the locker rooms. Leila said they are working out how to transport people. When we restart that service, the access to the locker rooms will be from 1:00 to 3:00 p.m. weekdays.

Old Business

Leila directed the Board to the draft of the Capital Facility/Major Capital Project Planning OGM. Discussion ensued on whether making changes to paragraph I, items Nos. 2 and 3 would not show commitment to facilities. Laurie said she is not comfortable with the change as proposed. Paul suggested deleting the word "priority" in No. 3. Leila said the MOU already has a lot of guidance, so projects are bound by that (i.e., Board needs a two-thirds vote for a project valued at more than \$100,000).

MOTION #8

That the Board approve the RCC OPERATING GUIDANCE MEMORANDUM Strategic Planning/No. 2: Capital Facility/Major Capital Project Planning

Laurie moved to make the suggested changes but remove the word “priority” from No. 3. Paul added a friendly amendment to make punctuation changes in No. 6 to start the paragraph with “If” and to insert a comma after “the Board determines that the existing RCC CIP/CMP should be altered, or that a new project or acquisition is advisable” so the sense would be better expressed. Laurie accepted the friendly amendment. Vicky seconded the motion. The motion passed unanimously.

Fee Waiver Program Modifications – Leila said the final item for discussion is consideration of expanding the parameters of the RCC Fee Waiver program to allow for eligibility for people earning up to 250% of federal poverty guidelines and an annual award credit amount of up to \$400 per year per eligible household member for enrollment, ticket or pass purchasing. Summer camp utilization would remain as currently applied: \$10 per camp enrollment for fee waiver-qualified children without any other limitation beyond capacity constraints.

MOTION #9

To Increase RCC Fee Waiver

Vicky moved that RCC increase the eligibility parameter for the agency Fee Waiver Program to 250% of federal poverty guidelines and the per household member credit amount to \$400. Bill B. seconded the motion. The motion passed unanimously.

New Business

None

MOTION #10

To Adjourn the Meeting

Vicky moved to adjourn the meeting. Bill B. seconded the motion. The motion passed unanimously.

The meeting adjourned at 8:08 p.m.



Lisa Sechrest-Ehrhardt
Board Secretary

6-2-20
Date

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON MAY 18, 2020

- | | | |
|-------------------|-----------|---|
| 20-0518-1 | Bd | That the Board Chair confirm each member's voice could be heard |
| 20-0518-2 | Bd | That the Board approve the need for an electronic meeting |
| 20-0518-3 | Bd | That the board approve the need to dispense with FOIA Usual Procedures |
| 20-0518-4 | Bd | That the Board approve the March 2, 2020 Board Minutes |
| 20-0518-5 | Bd | That the Board approve the March 2, 2020 Board Actions |
| 20-0518-6 | Bd | That the Board approve the March 9 CRPP Committee Report |
| 20-0518-7 | Bd | That the Board support budget guidance for FY21 and FY22 |
| 20-0518-8 | Bd | That the Board approve the RCC OPERATING GUIDANCE MEMORANDUM Strategic Planning/No. 2: Capital Facility/Major Capital Project Planning |
| 20-0518-9 | Bd | That the Board increase the RCC Fee Waiver |
| 20-0518-10 | Bd | That the meeting be adjourned |



Lisa Sechrest-Ehrhardt
Board Secretary

6-2-20

Date



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
PREFERENCE POLL COMMITTEE MEETING
July 20, 2020**

Present:

- | | |
|---------------------------------|-----------------|
| ▪ Lisa Sechrest-Ehrhardt, Chair | ▪ Laurie Dodd |
| ▪ Bill Bouie | ▪ Dick Stillson |
| ▪ Beverly Cosham | ▪ Paul Thomas |

Attending from the RCC Staff:

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

The Chair called the meeting to order at 6:35 p.m.

Lisa urged everyone to read the handbook and understand the difference between an election and the Preference Poll. She stressed that candidates and board members need to follow the rules.

Leila said there is often a misunderstanding about how candidates can campaign. Candidates cannot campaign within the context of RCC programs or within the footprint of RCC events such as the Reston Multicultural Festival. We have run into this issue before and we ask that people don't do that. Also, sometimes people forget that it is one vote per household, not per member over 18.

Paul said it is also important to understand that it is a preference poll and not a direct vote. There is often a misunderstanding about who can vote (such as those outside of Reston Association, i.e., residents of Reston Town Center and Deepwood, are still able to vote in RCC's Preference Poll).

Dick had a few suggestions. He stressed that the 2020 Candidate Handbook should have a passage about COVID-19 because it has affected all aspects of RCC since March. A discussion ensued about whether the handbook is a perennial document, COVID-19 has not affected the poll process and how anyone involved with RCC already knows our operations have been affected. Leila agreed to edit in a sentence about COVID-19 in the introduction and FAQs. Laurie asked if in-person voting would change due to COVID-19. Leila said it would not, but social distancing rules are in place for all RCC functions.

Paul pointed out a bullet error on page 4. Leila said it will be fixed.

Dick said we should add wording to check the website in the event Virginia COVID-19 cases rise and we are sent back to an earlier reopening phase, which would affect the in-person forum. Leila said she would add language. Dick said we need to add livestreaming of the forum. Leila reminded him we always have livestreaming via Facebook Live.

Leila was asked about the wording of the passage addressing campaign activities (Page 2). Leila explained the history and why it is written that way. A discussion ensued about what is considered an RCC activity. Leila agreed to add language about campaigning within the footprint of an RCC program, such as the Reston Multicultural Festival.

Dick noted an error on page 3. It says online voting ends Friday, October 1. Leila said it will be corrected to Friday, October 2.

Dick asked if there can be an additional candidate question: "Why are you running for the board?" A discussion ensued about the value of the question, as that is usually addressed within the existing two

July 20, 2020 RCC Preference Poll Committee Meeting Minutes

questions. Lisa said candidates can run for whichever reasons they choose; it is not up to us to ask why, and the question should not be added. Leila said there are also space limitations for the mailed ballot; adding words will add cost. The committee agreed the question will not be added.

Laurie suggested we add language in the handbook that says the executive director shall not weigh in on any candidates. She brought up an example last year where Leila responded on her Facebook page. Leila said she goes to great lengths to be ethical, and her response was to Laurie's assertion that the center was mismanaged.

A discussion followed on this issue. Paul said at RA (where he was a former board member), board members cannot weigh in on candidates using RA resources (such as RA email), but they are free to do what they want in their own time/areas. Lisa said if there is misinformation, she is going to speak up because she is here to serve the community. Paul looked up the school board guidance on this issue.

Laurie suggested a motion that the executive director not be allowed to participate in a public forum against or for a candidate. Leila said there is already language in Fairfax County's employee rules. Paul suggested adding the phrase "... pursuant to county regulations..." regarding this in the handbook. Bill said this discussion should be part of the personnel committee.

Leila printed out the county regulation and read it to the committee. It says employees have the full right to join elections and the full latitude to participate in all activities, including debates, in their own time. Leila said these rules are what guides her conduct, and she has never used the resources of this agency to express herself. The committee agreed the county language covers this issue and they will not add Laurie's suggested phrasing.

Lisa asked if there were any other issues. She said she will direct staff to make changes in the handbook to address the date error, COVID-19 information, Facebook Live streaming and defining an RCC event in the context of campaigning.

Bill motioned to adjourn the meeting. Bev seconded the motion.

The meeting ended at 7:35 p.m.



RESTON COMMUNITY CENTER



Statement of RCC FY20 Year-end Figures and Accompanying Notes

August 3, 2020

FY20/FY21 NOTES RELATED TO COVID-19 IMPACTS:

COVID-19 caused the closure of both RCC facilities effective on March 16, 2020. These buildings didn't reopen to the public until July 6, 2020. The closure required the cessation of programs and services. At the time, the length of the suspension of offerings was unknown. As a result, refunds were processed from the point of the winter offerings unable to be continued through the early spring offerings. As the length of the facility closure became clearer, late spring offerings were similarly affected. And of course, so were summer offerings eventually.

RCC recovered expenditures made for undelivered program content/services or deferred the delivery to FY21. Sponsorships remained in place as a function of the marketing recognition continuing to be realized even as the events themselves were being restructured or postponed. Thus, the deliverables were satisfied despite an event occurring virtually or being rescheduled.

Fairfax County Government instituted a period of six weeks of leave specifically to support the cost of employee services that couldn't be delivered because of building closures. That leave was reimbursed to agencies through Fairfax County's CARES Act funding. For RCC, that amounted to \$140,726 of personnel cost that was reimbursed; this amount is reflected in the net total for FY20 personnel expenses.

Refunds processed included ticket refunds for remaining performances in the Professional Touring Artist Series season, facility rentals that had been scheduled for March through June, program revenue for spring offerings and the revenue from enrollment for summer camps. Summer camp enrollment for offerings that would have begun after July 1, 2020 would normally have been reversed and assigned to that fiscal year. Since there are no offerings of summer camps in 2020, the revenue from enrollment was simply refunded back to patrons in full. FY20 targets for registered programs, theatre performances and facility rentals were impacted and not met because of the refunding activity.

Looking ahead, no revenue for summer camps will be realized in FY21. Revenue for other offerings will be extremely limited because of capacity limits and other public health issues. Workforce planning efforts will be postponed until our fiscal performance status is more well understood. Capital projects will be evaluated based on need.

Financial performance will be monitored on a month-to-month basis as usual, watching particularly for severe fluctuations in revenue performance from the tax base. The present outlook is cautiously favorable with respect to the residential tax base; less certainty is evident in the commercial side. Fortunately for Reston, the commercial property outlook for the Silver Line appears to be withstanding the negative force of the COVID-19 downturn in economic activity overall. It's likely however that there will be lagging effects of that downturn felt through FY22 and perhaps beyond.

RCC has prioritized addressing these areas for FY21:

1. Support for families hardest hit by COVID-19 impacts. These efforts will be reflected in the ongoing work of Reston Opportunity Neighborhood.
2. Support for Reston's nonprofit organizations as they pivot to virtual experiences and/or revamp offerings aligned with RCC sponsorships or partnered programming.
3. Support for core RCC programming and services, i.e., Facility Rentals, Aquatics, Arts and Events, and Leisure and Learning. Programming will necessarily be reformatted, but savings may still be difficult to achieve based on the nature of the content or safety requirements. Facility Rentals will be constrained by limitations to the size of gatherings. Care will be given to continuing to post online content when feasible, as well as to continuing patron outreach. Patrons lacking internet access will be the focus of communication efforts to connect and support their need for social opportunities.

The financial environment ahead will be challenging. RCC has sufficient resources to withstand negative impacts, but those impacts require moving ahead with extreme caution to balance the needs of the community and the available funds with which to address them.

Reston Community Center
Revised Budget vs Actuals Worksheet
June 30, 2020

100%/12*12mos=100%

| | FY20 Approved Budget Changes | FY19 Carryover | FY20 Adopted Funding | Revised FY20 Budget | June | YTD (does not incl. Fee Waiver amounts) | REMAINING BALANCE | YTD % actual | YTD Fee waiver (unrealized revenue) |
|---|---------------------------------------|-------------------|----------------------------|---------------------------|--------------|--|----------------------|-----------------|--|
| 1 Administration: | | | | | | | | | |
| Taxes | 498,875 | | 7,933,739 | 8,432,614 | 3,345 | 8,459,975 | (27,361) | 100.32% | |
| Interest | | | 15,870 | 15,870 | 2,652 | 101,380 | (85,510) | 638.82% | |
| Vending | | | 1,600 | 1,600 | | 716 | 884 | 44.73% | |
| Facility Rental | 1,125 | | 171,875 | 173,000 | (4,697) | 136,067 | 36,933 | 78.65% | |
| Equipment Sale | | | | | | 3,600 | (3,600) | 0.00% | |
| 2 Performing Arts-Theatre Admiss. | | | 55,854 | 55,854 | | 28,108 | 27,746 | 50.32% | |
| 3 PA Theatre Rental | | | 67,124 | 67,124 | (1,962) | 41,986 | 25,138 | 62.55% | |
| 4 PA Misc Revenue | | | | 0 | | 2,139 | (2,139) | 0.00% | |
| 5 PA Equip. Sale Revenue | | | | 0 | | 0 | 0 | 0.00% | |
| 6 PA Cultural Activities/Arts OrgArts Org | | | | 0 | | 0 | 0 | 0.00% | |
| 7 PTAS Merch. Sale | | | | 0 | | 570 | (570) | 0.00% | |
| 8 Aquatics Classes/drop-in | (16,246) | | 216,246 | 200,000 | | 28,289 | 171,711 | 14.14% | -7,980 |
| 9 Aquatics Rental | | | 20,270 | 20,270 | | 0 | 20,270 | 0.00% | |
| 10 L&L Fitness | 36,330 | | 120,710 | 157,040 | | 111,130 | 45,910 | 70.77% | -3,020 |
| 11 L&L Youth/Teen | (33,982) | | 183,982 | 150,000 | | 109,524 | 40,476 | 73.02% | -62,030 |
| 12 L&L Lifelong Learning | (26,979) | | 116,979 | 90,000 | | 39,015 | 50,985 | 43.35% | -25,768 |
| 13 L&L Collab & Outreach | (9,225) | | 9,225 | 0 | | 1,299 | (1,299) | 0.00% | -14 |
| 14 Community Events | | | 3,334 | 3,334 | | 7,745 | (4,411) | 232.30% | |
| 15 Arts Education-Cultural Activity | 2,250 | | 221,369 | 223,619 | (56) | 159,793 | 63,826 | 71.46% | -11,214 |
| Total RCC Revenue | 452,148 | 0 | 9,138,177 | 9,590,325 | (717) | 9,231,336 | 358,989 | 96.26% | -110,026 |

**Revenue
Comments:**

General Notes: Revenues totaling \$236,921.70 collected prior to July 1 in 2019 were reversed and recorded as FY20 program revenue as those activities occur after July 1, 2019 (the beginning of FY20.) A net increase in the amount of \$452,148 to the FY20 projected revenue estimate was requested at FY19 Carryover submission. The change is reflected in the month-end report in the "Revised FY20 Funding" column. The net increase reflects new revenue from taxes and interest, and reduced revenue anticipated for a variety of program areas. FY20 revenue actuals were significantly affected by winter/spring and summer (June 2020) program cancellations due to COVID-19. Total refunds for registered activities canceled either partially or fully amounted to \$343,404. Of that, a large amount would have been assigned to FY21 revenue from summer camp enrollments.

1. **Administration:** The Administration revenue includes tax, interest and facility rental revenues. Facility rental revenue is combined T-Mobile antenna and room rental revenue. We have collected 100.32% of tax revenue, 78.65% of estimated Facility Rental revenue (which also includes T-Mobile antenna revenue) and 638.82% of estimated interest revenue. Collection of interest is dependent on Investment Procedures approved by the Fairfax County Government Investment Committee. The investment income is commensurate with current rates of return including repurchase agreements, commercial paper, short term bills and notes. COVID-19 Facility Rentals refunds totaled \$47,455.70.
2. **Performing Arts Theatre Admission:** Theatre admission ticket sales from Professional Touring Artist Series shows went on sale August 1. Revenue accumulates in relationship to performance dates. Prior to COVID-19 and the resulting closure of RCC facilities March 15, the PTAS was on track to achieve its revenue target. Total ticket refunds for the remaining shows equaled \$27,715.00.
3. **Performing Arts Theatre Rental:** Theatre rental payments are made on an irregular schedule depending on when rental performances occur. Reconciliation of April revenue revealed an incorrectly posted transaction. Correction was processed in May and it appears as revenue earned. The remaining balance reflects loss of rental revenue from Reston Community Players, as well as several dance companies. Total paid theatre rentals refunded equaled \$11,181.00.
4. **Performing Arts Misc. Revenue:** Revenue from processing fees for online ticketing; terms negotiated with Tickets.com return a small amount to RCC. Revenue from this stream was not projected for FY20 as there was little predictive data upon which to base the estimate.
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:** Sales of books.
8. **Aquatics Classes/drop-in:** Year-to-date revenue represents revenue from February pool use and partial payment for early March classes; all remaining enrollment revenue for FY20 was refunded.
9. **Aquatics Rental:** Represents natatorium rental payments. As a result of delayed opening, no SLHS swim team rental revenue is anticipated. This revenue target will not be met for FY20. COVID-19 prevented any rentals from occurring; no revenue for FY20 was realized.
10. **Fitness:** Year-to-date amount includes program registration revenue for summer through early spring offerings.
11. **Youth/Teen:** Year-to-date amount includes program registration revenue for summer, fall, winter and early spring cycles. 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 program registration revenue for summer, fall, winter and early spring cycles.
13. **Collaboration & Outreach:** Focus for this cost center has been changed from revenue generation to awareness and marketing goals. The revenue projection has been significantly reduced as a function of this shift upon approval of the FY19 Carryover Package by the Board of Supervisors in September 2019. The new numbers are presented in financial reports. Revenue is from enrolled class offerings in offsite locations.
14. **Community Events:** 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, fall, winter and spring cycles. Summer revenues from LARK and YAT contribute significantly to this cost center's revenue.

Reston Community Center
Revised Budget vs Actuals Worksheet
June 30, 2020

100%/12*12mos=100%

| | Personnel Expenses | Approved Budget Changes | FY19 Carryover | FY20 Adopted Funding | Revised FY20 Budget | June | YTD | REMAINING BALANCE | % Budget Used Ytd |
|----|---------------------------------|-------------------------------|-------------------|----------------------------|---------------------------|----------------|------------------|----------------------|----------------------|
| 1 | Administration | | | 598,807 | 598,807 | 56,231 | 508,708 | 90,099 | 84.95% |
| 2 | Facility Services (Booking) | | | 173,690 | 173,690 | 19,622 | 172,937 | 753 | 99.57% |
| 3 | Comptroller | | | 455,822 | 455,822 | 61,799 | 448,856 | 6,966 | 98.47% |
| 4 | Customer Service | | | 637,478 | 637,478 | 47,646 | 552,921 | 84,557 | 86.74% |
| 5 | Facility Engineer | (51,600) | | 181,828 | 130,228 | 17,729 | 131,522 | (1,294) | 100.99% |
| 6 | Maintenance | 51,600 | | 437,897 | 489,497 | 21,571 | 356,753 | 132,744 | 72.88% |
| 7 | IT | | | 147,083 | 147,083 | 19,690 | 141,821 | 5,262 | 96.42% |
| 8 | Media/Sponsorships | | | 437,722 | 437,722 | 56,451 | 434,448 | 3,274 | 99.25% |
| 9 | Community Partnerships | | | 0 | 0 | | 0 | 0 | 0.00% |
| 10 | Performing Arts | | | 585,972 | 585,972 | 62,278 | 474,226 | 111,746 | 80.93% |
| 11 | Aquatics | | | 648,822 | 648,822 | 40,048 | 543,084 | 105,738 | 83.70% |
| 12 | L&L Fitness | 25,966 | | 214,020 | 239,986 | 8,090 | 193,887 | 46,099 | 80.79% |
| 13 | L&L Admin | 72,000 | | 303,455 | 375,455 | 35,868 | 262,297 | 113,158 | 69.86% |
| 14 | L&L Youth/Teen | 10,051 | | 244,361 | 254,412 | 17,065 | 218,720 | 35,692 | 85.97% |
| 15 | L&L Lifelong Learning | | | 205,172 | 205,172 | 9,539 | 146,628 | 58,544 | 71.47% |
| 16 | L&L Collab & Outreach | | | 105,494 | 105,494 | 12,703 | 99,875 | 5,619 | 94.67% |
| 17 | Community Events | 7,345 | | 177,863 | 185,208 | 17,118 | 151,252 | 33,956 | 81.67% |
| 18 | Arts Education | 2,891 | | 369,291 | 372,182 | 9,023 | 325,441 | 46,741 | 87.44% |
| | Total Personnel Expenses | 118,253 | 0 | 5,924,777 | 6,043,030 | 512,469 | 5,163,375 | 879,655 | 85.44% |

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. RCC's FY19 Carryover Package requested an additional \$118.2K in funding to cover extra L&L and A&E programming; these increases are presented in this financial report. FY20 personnel costs projections will be affected by spring program cancellations due to the COVID-19 outbreak. Costs related to employee use of pandemic leave were reimbursed; that total was \$140,726. Some savings for costs of instruction related to canceled June offerings were also realized.

1. **Administration:** Administration's allocated budget is typically under-spent; funding provides for \$91.33K 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 FY20.
10. **Performing Arts:** Personnel costs are at the expected level. Two vacant Assistant Theater Technical Director positions were filled in December 2019.
11. **Aquatics:** One full time position (that was loaned to DPWES for project management of the renovation project) was restored to this cost center. It is a Park/Rec Specialist I position – Aquatics Operations Director – that will handle the pool lifeguard program, equipment monitoring and related functions. Recruitment and hiring occurred in November 2019. Aquatics staffing costs will be higher compared to revenue generation because of the delayed opening. In addition, the guard rotation and staffing profile will be adjusted as patron use patterns evolve with the new pools.
12. **Fitness:** Personnel costs are at the expected level.
13. **Leisure and Learning Admin:** Personnel costs are at the expected level.
14. **Youth/Teen:** Personnel costs are at the expected level. Personnel costs include summer camp labor costs from summer 2019 which occurred in July and August.
15. **Lifelong Learning:** Personnel costs are at the expected level.
16. **Collaboration & Outreach:** Personnel costs are at the expected levels.
17. **Community Events:** Personnel costs are at the expected level.
18. **Arts Education:** Personnel costs are at the expected level. Personnel costs include summer camp labor costs which occurred in July and August of 2019.

Reston Community Center
Revised Budget vs Actuals Worksheet
June 30, 2020

100%/12*12mos=100%

| | Approved Budget Changes | FY19 Carryover | FY20 Adopted Funding | Revised FY20 Budget | June | YTD | REMAINING BALANCE | % Budget Used Ytd |
|-----------------------------------|-------------------------------|-------------------|----------------------------|---------------------------|------------------|------------------|----------------------|----------------------|
| Operational Expenses | | | | | | | | |
| 1 Administration | 121,200 | | 63,400 | 184,600 | 1,704 | 67,262 | 117,338 | 36.44% |
| 2 Board | 28,000 | 82,352 | 57,820 | 168,172 | (3,019) | 102,260 | 65,912 | 60.81% |
| 3 Facility Services (Booking) | | 308 | 97,088 | 97,396 | (348) | 63,929 | 33,467 | 65.64% |
| 4 Comptroller/LA Lease/Admin | (15,443) | | 369,667 | 354,224 | 611 | 324,264 | 29,960 | 91.54% |
| 5 Customer Service | | | 1,000 | 1,000 | 2 | 415 | 585 | 41.52% |
| 6 Facility Engineer | (8,496) | | 167,017 | 158,521 | (1,347) | 97,612 | 60,909 | 61.58% |
| 7 Maintenance | | | 528,511 | 528,511 | (178,075) | 308,477 | 220,034 | 58.37% |
| 8 IT | 3,000 | | 113,500 | 116,500 | 3,525 | 78,758 | 37,742 | 67.60% |
| 9 Media/Sponsorships | 130,000 | | 454,440 | 584,440 | 22,808 | 440,500 | 143,940 | 75.37% |
| 10 Community Partnerships | 29,900 | | 155,100 | 185,000 | | 163,076 | 21,924 | 88.15% |
| 11 Performing Arts | (8,000) | | 303,855 | 295,855 | 6,191 | 291,705 | 4,150 | 98.60% |
| 12 Aquatics | | | 111,300 | 111,300 | (2,408) | 84,247 | 27,053 | 75.69% |
| 13 L&L Fitness | | 3,431 | 25,176 | 28,607 | | 9,314 | 19,293 | 32.56% |
| 14 L&L Admin | | | 15,600 | 15,600 | 235 | 3,016 | 12,584 | 19.33% |
| 15 L&L Youth/Teen | 15,200 | | 182,000 | 197,200 | (1,575) | 147,276 | 49,924 | 74.68% |
| 16 L&L Lifelong Learning | | | 115,909 | 115,909 | (306) | 56,100 | 59,809 | 48.40% |
| 17 L&L Collab & Outreach | | | 21,300 | 21,300 | | 6,198 | 15,102 | 29.10% |
| 18 Community Events | 77,200 | | 173,137 | 250,337 | 8,020 | 191,539 | 58,798 | 76.51% |
| 19 Arts Education | 420 | | 83,983 | 84,403 | 832 | 47,697 | 36,706 | 56.51% |
| Total Operational Expenses | 372,981 | 86,091 | 3,039,803 | 3,498,875 | (143,150) | 2,483,645 | 1,015,230 | 70.98% |

**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. In RCC's FY19 Carryover Package, an additional \$385K in funding was requested to cover operational needs, additional summer concert programming in Community Events, and development of a new RCC website. These additions are presented in financial reports. FY20 operating costs projections were significantly affected by spring program cancellations due to the COVID-19 outbreak. The FY20 Carryover package included \$5,869 for encumbered purchases and an unencumbered \$100,000 for the redesign of the RCC website. Those amounts are included in the agency's FY21 budget.

1. **Administration:** Current month expenses and reservations/payments are for facility upgrade costs related to protection and capacity management required by COVID-19. There is a process by which we may obtain reimbursement of those costs from the CARES Act funds received by the County.
2. **Board:** Current month expenses and reservations/payments are for survey and operating costs. The survey purchase order was closed out with an unspent balance.
3. **Facility Services (Booking):** Current month expenses and reservations/payments are for security, storage rental and supplies costs.
4. **Comptroller/LA Lease/Admin:** Current month expenses include supply costs and DIT copier billing.
5. **Customer Service:** Current month expenses and reservations/payments include office supply costs.
6. **Facility Engineering:** Current month expenses and reservations/payments include facility repair and maintenance costs for RCC HW and RCC LA buildings.
7. **Maintenance:** Current month expenses and reservations/payments include utilities, maintenance, custodial services, supply costs and closing of remaining reservations' unused balances. Costs were overestimated as a function of uncertainty about the impact of the pool renovation project.
8. **IT:** Current month expenses and reservations/payments include software support and telecom billing.
9. **Media:** Current month expenses and reservations/payments include advertisement costs and printing costs. Printing costs for FY20 have been higher than the prior year; these costs are beyond RCC's control and represent increases in pricing for print products. RCC uses environmentally appropriate paper products and, to the degree possible, minimizes the number of pages in program guides and other publications.
10. **Community Partnerships:** No current month expenses.
11. **Performing Arts:** Current month expenses and reservations/payments include theatre maintenance costs.
12. **Aquatics:** Current month expenses and reservations/payments are for pool supplies and uniforms. June's credit is caused by closing remaining purchase orders' balances and returning funds to RCC Fund.
13. **Fitness:** No current month expenses.
14. **Leisure and Learning Admin:** Current month expense is membership.
15. **Youth/Teen:** Current month credit is due to liquidation of previously encumbered program costs due to the COVID-19 outbreak.
16. **Lifelong Learning:** Current month credit is due to liquidation of previously encumbered program costs due to the COVID-19 outbreak.
17. **Collaboration & Outreach:** No current month expenses posted.
18. **Community Events:** Current month expenses and reservations/payments are for performance contract fees; these are recorded rather than presented live.
19. **Arts Ed:** Current month expenses and reservations/payments are for equipment repairs.

Reston Community Center
Revised Budget vs Actuals Worksheet
June 30, 2020

100%/12*12mos=100%

| | Capital Proj. Desc. & Number/Cap Equip. | FY20 Approved Budget Changes | FY19 Carryover | FY20 Adopted Funding | Revised FY20 Budget | June | YTD | REMAINING BALANCE | % Budget Used Ytd |
|---|---|---------------------------------------|-------------------|----------------------------|---------------------------|----------------|-------------------|----------------------|----------------------|
| 1 | RCC Improvements CC-000001 | | 113,077 | 200,000 | 313,077 | | 0 | 313,077 | 0.00% |
| 2 | RCC Facility Enhcmnts. CC-000002 | | 5,509 | 11,000 | 16,509 | | 0 | 16,509 | 0.00% |
| 3 | Theatre Enhancements CC-000008 | | 116,441 | 15,000 | 131,441 | | 58,392 | 73,049 | 44.42% |
| 4 | RCC Natatorium Reno CC-000009 | | 4,375,669 | 0 | 4,375,669 | 7,200 | 4,070,693 | 304,976 | 93.03% |
| | IT Equipment-server | 12,000 | | | 12,000 | | 11,271 | 729 | 93.93% |
| | Total Capital Expenses | 12,000 | 4,610,696 | 226,000 | 4,848,696 | 7,200 | 4,140,356 | 708,340 | 85.39% |
| | Total RCC Expenditures | 503,234 | 4,696,787 | 9,190,580 | 14,390,601 | 376,520 | 11,787,376 | 2,603,225 | 81.91% |

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.

1. **RCC Improvements/CC-000001:** Backstage RTU (Roof Top air-conditioning Unit) replacement and HW Roof Replacement. HW Carpet Replacement Phase I and HW A/V Upgrade projects are completed. Remaining funding will be repurposed. Solar Panels project funding was reallocated to the Aquatics Renovation Project to cover extensive locker room maintenance (lockers, floors and partitions replacements.) The remaining balance will be repurposed. Solar panels are anticipated to be realized through a power-purchasing agreement.
2. **RCC Facility Enhancements/CC-000002:** The LA Gallery Entry is completed. Remaining funding will be repurposed or returned to the Fund Balance. The replacement of the RCC LA oven was a new FY20 project. Staff eliminated this need as the equipment has been restored to functionality. Funds will be reallocated to a different capital project category.
3. **RCC CenterStage Enhancements/CC-000008:** This project included funding for the CenterStage floor replacement which is now completed. Audio Visual Controls, LED Lights replacement and RCC PA Projection Screen are active projects.
4. **RCC Aquatics Renovation/CC-000009:** TLS Aquatics Ctr. project.