



**Reston Community Center
Board of Governors Monthly Meeting
October 5, 2020
8:00 p.m.
Meeting Agenda**

8:00 – Call to Order	Beverly Cosham, Chair
8:02 – Approval of Agenda	Beverly Cosham, Chair
8:03 – Approval of Minutes and Board Actions	Beverly Cosham, Chair
• Approval of September 14, 2020 Board Minutes (as reviewed and approved by the Board Secretary)	
• Approval of September 14, 2020 Board Actions (as reviewed and approved by the Board Secretary)	
8:05 – Chair’s Remarks	Beverly Cosham, Chair
8:08 – Introduction of Visitors	
8:10 – Citizen Input	
8:12 – Committee Reports	Beverly Cosham, Chair
• September 14, 2020 Finance Committee	Paul Thomas, Committee Chair
8:25 – Board Member Input on Activities Attended	
8:35 – Executive Director Report	Leila Gordon, Executive Director
8:45 – Old Business	Beverly Cosham, Chair
8:47 – New Business	Beverly Cosham, Chair
• Nominating Committee 2020/21 Board Officers	
8:50 – Adjournment	

Reminders:

Event	Date	Time
Hunters Woods Cleanup Day	Oct. 17	11:00 a.m.
CAPRA Hearing (Chair, Exec. Director)	Oct. 19	11:30 a.m.
Finance Committee Meeting	Oct. 19	6:30 p.m.
Boo at the Pool	Oct. 24	10:45 a.m.
Halloween Family Fun Day	Oct. 24	12:30 p.m.



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
September 14, 2020, 8:00 p.m.**

Present:

- Bill Bouie, Vice Chair
- Bill Keefe
- Lisa Sechrest-Ehrhardt
- Dick Stillson
- Paul Thomas
- Vicky Wingert

Absent and Excused:

- Bev Cosham
- Laurie Dodd
- Bill Penniman

Attending from RCC Staff:

- Leila Gordon, Executive Director
- John Blevins, Deputy Director
- Karen Goff, Public Information Officer

Bill Bouie, acting as Chair, called the meeting to order at 8:30 p.m.

MOTION #1:

Approval of the Agenda

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

MOTION #2:

Approval of the August 3, 2020 Board Minutes

Paul moved that the Board approve the August 3, 2020 Board Minutes. Dick seconded the motion. The motion passed unanimously.

MOTION #3:

Approval of the August 3, 2020 Board Actions

Paul moved that the Board approve the August 3, 2020 Board Actions. Dick seconded the motion. The motion passed unanimously.

Chair's Remarks

Bill read a poem: "Roses are red, violets are blue; Bev Cosham, we wish the best to you."

Introduction of Visitors

None

Citizen Input

None

Committee Reports

August 10, 2020 Annual Public Hearing (Long Range Planning) – Chair Bill B. said the annual Public Hearing for Programs and Policy had two speakers from the audience. We talked about what the results were from the last year. The public can read the Annual Report on RCC's website. The highlights were the pool completion, projections on new Capital Projects such as the new seats in the CenterStage. We are trying to make sense of COVID-19 and how long as it is going to last. Staff has done a great job in adjusting programming. Two motions came out of the meeting regarding submission of the FY22 budget.

September 14, 2020 Finance Committee -- Chair Paul said we had the meeting earlier tonight. The tax revenue is coming in at an acceptable level; revenue is lower than expected, but all numbers presented were in the context of the original FY21 targets that were published officially by the County. Considering COVID-19, we have revised internal estimates down for the rest of the fiscal year.

One place we have rebounded dramatically in terms of participation is in Aquatics. People feel comfortable coming to the pool. Fitness is doing well as are the visual arts classes and studios. We anticipate the hardest lift will be in attendance for performances and films.

In personnel and operating, there were no surprises. The operating expense line four (Comptroller/Lake Anne lease) has an error. It will be fixed. For now, focus on the Year to Date numbers. Capital Projects records still do not reflect the anticipated \$800,000 coming back to the fund based on the project's final bottom line.

The committee talked about the FY22 budget memoranda, which reflect tweaks to the approach presented at the August Public Hearing. We now have better estimates for both revenue and expense estimates. The overall picture is consistent. We are still estimating program revenue at 50 percent of FY19 levels for FY22. Dick felt that may be overly cautious, but in discussion it was agreed that given uncertainty of tax revenue and program revenue in this ongoing public health situation it was prudent to be more conservative.

Paul said the maintenance reserve and feasibility study reserve numbers will be down because revenue is down. The Capital Projects reserve is down, but it is at an acceptable level in these extraordinary circumstances.

Lisa said she appreciates the Finance Committee looking to FY22 and said the committee has been very fiscally responsible. Paul said the approach sets us up so we can increase offerings if allowed by state and county.

MOTION #4:

Approval of the Committee Reports

Bill K. moved to approve the Annual Public Hearing and the Finance Committee reports. Vicky seconded the motion. The motion passed unanimously.

MOTION #5

Approval to send the FY22 Budget Submission memoranda as written to Fairfax County Department of Management and Budget

Paul motioned for approval to send the budget memoranda to Fairfax County DMB as written. Dick seconded the motion. The motion passed unanimously.

Board Member Input on Activities Attended

Vicky attended the Preference Poll Candidates Forum.

Dick attended the Candidates Forum and has been watching our YouTube channel.

Lisa attended the Candidates Forum. She took part in a faith-based drive-in event at St. Thomas a Becket Church. Various religious organizations discussed racial justice in a socially distanced format.

Paul attended the Candidates Forum.

September 14, 2020 Board of Governors Meeting Minutes

Bill K. attended the forum and an art exhibit at the Jo Ann Rose Gallery.

Bill B. attended lots of meetings. He has been appointed to the Fairfax County Board of Supervisors Chairman's Task Force on Equity. Preference Poll ballots are out; Bill said to tell your friends and family to vote. Also, vote for the park bond question for this year. There will be a \$110 million park bond question on the November 3 ballot.

Bill read another poem in honor of Bev:

Autumn Conundrum

It's not that every leaf must finally fall,
it's just that we can never catch them all.

Dick asked about money for Lake Fairfax Park. Bill B. said we have spent \$25 million in the last few years. A roller hockey rink is in the works.

Executive Director's Report

Leila directed the board to the communications section, which has statistics on recent use of the YouTube channel and click-throughs on various platforms. The online Fall Guide was viewed 2,840 times by 1,303 readers, which is impressive for a non-print program.

The solar panels are getting closer to reality. The lease will have to be approved by the Board of Supervisors. It will go to a public hearing on October 20. We scheduled 73 concerts for summer. Fifty-three were canceled. We filmed eight and presented 12, though three were rained out.

Old Business

None

New Business

Dick asked about airing live recordings of board meetings. Considering COVID-19, he said it would be a good community relations gesture. Leila said what we did for the Public Hearing was technically complicated and could only be done in the Community Room (and eventually we hope to livestream from the CenterStage), but she noted that accomplishing the logistics for livestreaming in meeting rooms 1-4 would be challenging. She noted that it's not just the technology to consider but also the added manpower and scheduling of the technical support.

Leila said we provide the meeting tape on our website within 48 hours and will always take questions via the RCC Contact email address. She noted as well that in terms of our need for community engagement, it is more critical in the context of our February outreach meetings and such focus group meetings or engagement on particular issues that our planning might require. A discussion ensued about the number of people that attend RCC Board meetings (Paul said there have been zero in his years on the board, unless they are being honored). Paul said incurring costs does not make sense. Vicky said if there is an issue, we will hear about it through other methods and we should concentrate on meaningful community engagement. The consensus reached was that it made sense to continue as we are with posted recordings and use of other outreach approaches.

MOTION #5:

To Adjourn the Meeting

Paul moved to adjourn the meeting. Vicky seconded the motion. The motion passed unanimously. Bill B. noted that it is within the authority of the chair to adjourn the meeting without a motion.

The meeting adjourned at 8:30 p.m.



September 14, 2020 Board of Governors Meeting Minutes

Lisa Sechrest-Ehrhardt
Board Secretary

_____ 9-20-20 _____

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON DECEMBER 2, 2019

- 20-0914-1 Bd That the Board approve the Agenda**
- 20-0914-2 Bd That the Board approve the August 3, 2020 Board Minutes**
- 20-0914-3 Bd That the Board approve the August 3, 2020 Board Actions**
- 20-0914-4 Bd That the Board approve the August 10 Public Hearing and September 14 Finance Committee Reports**
- 20-0914-5 Bd That the meeting be adjourned**



Lisa Sechrest-Ehrhardt
Board Secretary

_____9-20-20_____
Date



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
FINANCE COMMITTEE MEETING
September 14, 2020**

Present:

- Paul Thomas, Chair
- Bill Bouie
- Dick Stillson

Absent and Excused:

- Laurie Dodd
- Bill Keefe

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- John Blevins, Deputy Director
- Karen Goff, Public Information Officer

The Chair called the meeting to order at 7:00 p.m.

Revenue - Leila said the main revenue news is we are at almost 50 percent of the published budget target. We planned for about 20 percent less revenue from taxes. We are above 50 percent of that adjusted amount for FY21, so we are in good shape fiscally for the year. We are in less great shape in terms of interest revenue, but we will see how it goes. Paul said he feels like we are ahead of target on interest, but not on a trajectory to exceed recent years. Leila said the other revenue targets in our statements are the FY21 published targets, not our internal reduced targets. Leila pointed out that program revenue is obviously down due to COVID-19 closures and cancellations. We have had some summer revenue and fee waiver utilization; it's just much lower than a normal summer season.

Dick asked how Leila projects the rest of FY21 going. Leila said we will know a lot more by January; we predicted 20 percent overall of the FY19 actual program revenue, but that is predicated on remaining in Phase 3 and being able to generate participation. Unknowns include what people will want and what the county/state will permit.

Leila said numbers in the report reflect activity through the end of August. We have about \$14,000 in fall program revenue through Friday, but we typically have about \$1 million for a year of fee revenue. Present revenue achievement indicates there is some demand for programs. Leila said if the public health profile is good and we remain open, we may see more participation and rental activity. At present, we have robust swim team renters. Regardless of what develops, it's important to note that we have enough money now to carry our budget obligations for the current fiscal year.

Personnel – Leila said it is important to keep in mind our core merit staff costs will not change, so we will not see a big dent in those expenses no matter the participation level; we will only save but so much on canceled programming costs. She reminded the committee that payrolls lag the calendar by two weeks. Also, Youth/Teen and Arts Ed would normally have spent a significant percentage of their annual budgets by now due to camps. Dick asked if we did any summer camps. Leila said we did not, and that resulted in lost revenue of about \$233,000.

Operating – Leila said to remember we have reserved funds for utilities, maintenance, contracts and more, so savings realized will occur at the end of the year and not as we go. Most of what you see in the

September 14, 2020 RCC BOG Finance Committee Meeting Minutes

August columns are reservations and encumbrances. The Lake Anne lease entry is an error; it will be rectified in the October statement.

Capital Projects – Leila said we are nearing completion of the natatorium renovation. It is important to note that the remaining balance is the balance of the total project encumbrances, which include the contingency funds. It is hard to see a true picture based on this because the encumbrances include a minimum of \$800,000 (contingency funds) that will be going back to the fund balance. The theatre seating replacement project has begun. The plan submission had to be done three times. The cement house floor work began last week. Dick asked when theatre use could resume. Leila said the first Professional Touring Artist Series show is on November 22. The Meet the Artist series begins in October; she hopes the final MTA shows can be in the theatre.

Leila said we are in pretty good shape overall. There are sufficient funds in the bank to carry us for the fiscal year. The Finance Committee hopes that tax revenue collected in FY21 will be as robust as previous years. During discussion, members noted that with federal contracting in this area, the revenue outlook for property taxes should be relatively stable.

Paul said as we move to FY22, he does not have confidence in the county's ability to collect all taxes due, particularly for commercial properties as there are buildings that are 50 percent empty. Leila noted the valuations lag by a year; that said, there may be a significantly higher number of appeals to the county with respect to valuations. She hopes the total FY22 estimates won't be reduced by more than 20 percent of the FY19 actual revenue performance; and indications are that the residential side of the property tax equation is very strong presently. Another factor to consider is that FY19 values would not reflect building completions nor occupancy; this should lessen the impact to some degree of delays in delivery of completed projects or leasing. A discussion ensued about how long the economic recovery might take, whether the COVID-19 recovery will be different than the recent recession and whether work-at-home will be permanent, thus changing leases and occupancy rates.

Leila directed the committee to the transmittal memos. She said numbers for Personnel and Operating are slightly different than shown at the August Public Hearing. Estimates presented at the public hearing were based on FY19 actuals and thus they did not include pay increments put into effect for FY20 (those have been frozen for FY21). The new totals include estimates for benefits' costs, as well as pay increases that were implemented for FY20. The \$300,000 cushion for the proposed FY22 budget that we had described at the August public hearing was divided evenly between Personnel and Operating categories.

Dick had some concerns about when fee-derived revenue would return to normal. He thought our estimates were too conservative. Leila explained that FY22 begins in 10 months, and camp registration for next summer begins February 1. There are still too many unknowns with COVID-19. We will design a camp program (and other programs) to begin with lower maximums depending on what public health looks like at the end of December. If we find statistics improve and we can increase maximums, we will. Leila said current social distancing requirements mean capacity is set at 25-35 percent.

There was discussion about optimism and pessimism about the future. Leila said she is more pessimistic about performances as artists must travel and patrons are still uncomfortable sitting in a theatre for two hours. We have had the strongest response to Fitness, Aquatics and Visual Arts, where people are able to social distance, wear masks and talking is minimal. She said demand will catch up at different rates for different cost centers, but we must be conservative for at least these two years.

Leila directed everyone to the Fund Statement. She said the county may make changes for FY22 and this is not the last version we will see. We have a long way to go to get to our \$3.5 million ceiling on the capital project reserve fund. She asked for a motion to bring the memoranda forward to the full board for approval. Dick moved to bring the memoranda forward to the whole board at the September 14, 2020 Board meeting. Bill B. seconded. The motion passed unanimously.

The meeting adjourned at 7:45 p.m.



RESTON COMMUNITY CENTER



SEPTEMBER 14, 2020

Finance Committee Monthly Statement

Notes:

1. The FY21 Revised Budget column represents the published budget numbers. Agency staff are managing the budget to the FY19 actuals except for the added costs for Aquatics personnel and operating costs, and the \$100,000 allocated to the website redesign.
2. Revenue from taxes has been received above the anticipated target for our internal monitoring purposes and at nearly the normal level for the original projection. We will be able to sustain our personnel, operations and capital project requirements based on the current revenue performance.
3. Revenue from fees is well below the published budget levels and likely will be difficult to project with certainty until we know how the positivity rate in the Fairfax Health District changes with the onset of the traditional flu season. For the present, people are cautiously participating and the pass/reservation approach we are using is functioning well for us. Nonetheless, participation and revenue from fees for FY21 will be lower than they have been in decades.

Financial Statement Pages Follow.

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

100%/12*2mos=16.66%

	Revised FY21 Budget	Aug	YTD (does not incl. Fee Waiver amounts)	REMAINING BALANCE	YTD % actual	YTD Fee waiver (unrealized revenue)
1 Administration:						
Taxes	8,505,019	3,249,890	4,191,113	4,313,906	49.28%	
Interest	15,870	2,664	5,834	10,036	36.76%	
Vending	1,600	93	93	1,507	5.80%	
Facility Rental	173,000	2,638	5,247	167,753	3.03%	
Equipment Sale	0		0	0	0.00%	
2 Performing Arts-Theatre Admiss.	55,854		0	55,854	0.00%	
3 PA Theatre Rental	67,124		0	67,124	0.00%	
4 PA Misc Revenue	0		0	0	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		0	0	0.00%	
8 Aquatics Classes/drop-in	312,916	1,735	5,102	307,814	1.63%	977
9 Aquatics Rental	37,092		0	37,092	0.00%	
10 L&L Fitness	157,040	343	767	156,274	0.49%	300
11 L&L Youth/Teen	150,000		0	150,000	0.00%	
12 L&L Lifelong Learning	90,000	450	1,319	88,681	1.47%	
13 L&L Collab & Outreach	0		0	0	0.00%	
14 Community Events	3,825		0	3,825	0.00%	
15 Arts Education-Cultural Activity	234,191	1,158	3,083	231,108	1.32%	10
Total RCC Revenue	9,803,531	3,258,970	4,212,558	5,590,973	42.97%	1,287

**Revenue
comment**

General Notes: Revenues totaling \$1,787 collected prior to July 1 in 2020 were reversed and recorded as FY21 program revenue as those activities occur after July 1, 2020 (the beginning of FY21). FY21 program revenue will be affected by adhering to Fairfax County Government's COVID-19 Phase Three capacity requirements. Fall programs registration started on September 1, 2020. Revenue in Facility Rentals is from T-Mobile. Revenue from summer activities is minimal due to the facilities not reopening until July 6 and the limited offerings available to the public during July and August. During those months, RCC followed the Phase 2 guidelines for capacities and permitted participation. The revenue collected to date allows for confidence that our anticipated spending can be accommodated within our revenue resources. Note that the budget numbers don't reflect the agency's actual targets (FY19 actuals).

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 49.28% of tax revenue, 3.03% of estimated Facility Rental revenue (which also includes T-Mobile antenna revenue) and 36.76% of estimated interest revenue. Collection of interest is dependent on Investment Procedures approved by the Investment Committee. The investment income is commensurate with the current rates of return including repurchase agreements, commercial paper, short term bills and notes.
2. **Performing Arts Theatre Admission:** Theatre admission ticket sales from Professional Touring Artist Series shows will go on sale September 1, but of very limited seating availability. Overall seating will be capped at 86 seats.
3. **Performing Arts Theatre Rental:** Theatre rental payments are made on an irregular schedule depending on when performances occur. No rentals are anticipated until 2021.
4. **Performing Arts Misc. Revenue:** Revenue from processing fees for online ticketing is not offered by eTix, Inc. the new provider. The reduced cost of online processing this agreement provides will offset the lost revenue.
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.** No activity will occur with book sales until 2021.
8. **Aquatics Classes/drop-in:** Year-to-date revenue represents summer program registration revenue. "Drop-in" swimming now requires pass purchases and free lane or zone reservations.
9. **Aquatics Rental:** Represents natatorium rental payments. Rental will not begin until September.
10. **Fitness:** Year-to-date amount includes summer program revenue. Very limited options were available.
11. **Youth/Teen:** Year-to-date reflects the lack of summer youth programming which was consistent with health department and the governor's requirements for Phase 2.
12. **Lifelong Learning:** Year-to-date amount includes summer program revenue. Very limited options were available.
13. **Collaboration & Outreach:** The focus for this cost center has been changed from revenue generation to awareness and marketing goals. Little or no revenue is projected or anticipated.
14. **Community Events:** Revenue is collected from booth fees associated with the Reston Multicultural Festival and MLK luncheon ticket sales. The Reston Multicultural Festival has been cancelled due to COVID-19 distancing requirements.
15. **Arts Education:** Year-to-date amount includes summer program revenue. Limited options were available and no youth offerings were permitted.

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

100%/12*2mos=16.66%

	Revised FY21 Budget	Aug	YTD	REMAINING BALANCE	% Budget Used Ytd
Personnel Expenses					
1 Administration	570,980	30,462	49,829	521,151	8.73%
2 Facility Services (Booking)	179,849	14,069	23,180	156,669	12.89%
3 Comptroller	453,553	34,432	56,746	396,807	12.51%
4 Customer Service	631,630	44,656	72,225	559,405	11.43%
5 Facility Engineer	132,440	9,746	15,814	116,626	11.94%
6 Maintenance	460,314	28,898	45,122	415,192	9.80%
7 IT	145,238	10,900	17,970	127,268	12.37%
8 Media/Sponsorships	452,215	34,972	58,432	393,783	12.92%
9 Community Partnerships	0		0	0	0.00%
10 Performing Arts	620,880	35,737	58,936	561,944	9.49%
11 Aquatics	841,600	56,421	89,211	752,389	10.60%
12 L&L Fitness	239,634	11,414	18,602	221,032	7.76%
13 L&L Admin	330,032	20,060	33,063	296,969	10.02%
14 L&L Youth/Teen	250,891	10,263	17,263	233,628	6.88%
15 L&L Lifelong Learning	196,997	10,022	17,177	179,820	8.72%
16 L&L Collab & Outreach	106,011	7,581	12,494	93,517	11.79%
17 Community Events	177,621	12,046	19,410	158,211	10.93%
18 Arts Education	376,403	12,841	19,624	356,779	5.21%
Total Personnel Expenses	6,166,288	384,522	625,101	5,541,187	10.14%

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. FY21 personnel costs will be affected by adhering to Fairfax County Government's COVID-19 Phase 2 and 3 requirements. Keeping in mind that for several cost centers, summer represents peak personnel spending, the present balances reflect the resulting reduced spending from not offering camps and other summer activities. Note that the budget numbers don't show the internal agency targets for spending (FY19 actuals levels plus Aquatics staffing). Cost center managers are maintaining their spending at those internal targets. The personnel spending for summer months is primarily the cost of the merit staffing for each cost center.

1. **Administration:** Administration's allocated budget is typically under-spent; funding provides for Other Post-Employment Benefits (OPEB) costs; those are recorded sometime in March or April 2021.
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 FY21.
10. **Performing Arts:** Personnel costs are at the expected level.
11. **Aquatics:** Personnel costs are at the expected level.
12. **Fitness:** Personnel costs are at the expected level.
13. **Leisure and Learning Admin:** Personnel costs are at the expected level.
14. **Youth/Teen:** Personnel costs are at the expected level.
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.

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

100%/12*2mos=16.66%

	Revised FY21 Budget	Aug	YTD	REMAINING BALANCE	% Budget Used Ytd
Operational Expenses					
1 Administration	60,469	4,489	15,337	45,132	25.36%
2 Board	44,820	1,017	7,021	37,799	15.66%
3 Facility Services (Booking)	105,052	2,214	30,202	74,850	28.75%
4 Comptroller//LA Lease/Admin	354,224	522,663	262,727	91,497	74.17%
5 Customer Service	1,000	37	37	963	3.72%
6 Facility Engineer	158,521	7,102	21,837	136,684	13.78%
7 Maintenance	548,030	1,716	382,075	165,955	69.72%
8 IT	108,480	473	6,962	101,518	6.42%
9 Media/Sponsorships	537,217	8,674	49,793	487,424	9.27%
10 Community Partnerships	140,000		85,000	55,000	60.71%
11 Performing Arts	303,855	43,097	100,326	203,529	33.02%
12 Aquatics	56,082	1,610	7,175	48,907	12.79%
13 L&L Fitness	25,176		0	25,176	0.00%
14 L&L Admin	6,100	395	395	5,705	6.48%
15 L&L Youth/Teen	197,200		44	197,156	0.02%
16 L&L Lifelong Learning	120,213	201	499	119,714	0.42%
17 L&L Collab & Outreach	21,300		0	21,300	0.00%
18 Community Events	250,337	191	31,955	218,382	12.76%
19 Arts Education	84,403	434	12,238	72,165	14.50%
Total Operational Expenses	3,122,479	594,314	1,013,623	2,108,856	32.46%

Operating Expenses:

General Notes: Reservations for ongoing (multiple months) expenses are made at the beginning of the year; funds are spent down from them. The net effect of either stand-alone expenses or spending down of reserved amounts is shown in the column marked "YTD." As we get closer to the end of the year, unspent balances of program contracts will be restored to the cost center balances. RCC's FY20 Carryover Package includes \$5,869 for incomplete delivery of FY20 procurements. That package also includes \$100,000 of unencumbered costs dedicated to the RCC website redesign which will be recorded after BOS approval of the package in September 2020. It will be reflected in the Finance Committee report delivered in October.

1. **Administration:** Current month expenses are for training and professional memberships.
2. **Board:** Current month expenses are for RCC's annual Preference Poll and supplies.
3. **Facility Services (Booking):** Current month expenses and reservations/payments are for storage rental.
4. **Comptroller/LA Lease/Admin:** Current month expenses are for LA lease, office supplies, postage costs and bank fees.
5. **Customer Service:** Current month expenses are supply costs.
6. **Facility Engineering:** Current month expenses and reservations 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 and supply costs.
8. **IT:** Current month expenses and reservations/payments are for cellular phone costs.
9. **Media:** Current month expenses and reservations include sponsorships and Preference Poll printing/ mailing costs; following the completion of the event, those costs will be transferred to the BOG cost center in October.
10. **Community Partnerships:** No current month expenses or reservations recorded.
11. **Performing Arts:** Current month expenses include program operating and theatre maintenance costs.
12. **Aquatics:** Current month expenses and reservations are for pool operating costs.
13. **Fitness:** No current month expenses recorded.
14. **Leisure and Learning Admin:** Current month expense is a professional membership charge.
15. **Youth/Teen:** No current month expenses or reservations recorded.
16. **Lifelong Learning:** Current month expenses are for program supplies.
17. **Collaboration & Outreach:** No current month expenses recorded.
18. **Community Events:** Current month expenses and reservations are for concerts and related event supplies.
19. **Arts Ed:** Current month expenses and reservations are for program operating costs and a professional membership charge.

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

100%/12*2mos=16.66%

	Revised FY21 Budget	Aug	YTD	REMAINING BALANCE	% Budget Used Ytd
Capital Proj. & Cap Equip.					
1 RCC Improvements CC-000001	72,000		31,631	40,369	43.93%
2 RCC Facility Enhcmnts. CC-000002	80,000		28,886	51,114	36.11%
3 Theatre Enhancements CC-000008	150,000	64,220	227,384	(77,384)	151.59%
4 RCC Natatorium Reno CC-000009	1,595,501	(47,194)	829,115	766,386	51.97%
Total Capital Expenses	1,897,501	17,026	1,117,016	780,485	58.87%
Total RCC Expenditures	11,186,268	995,862	2,755,740	8,430,528	24.64%

**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:** Funding for the following projects: HW Roof Replacement phase III, HW Room 1-4 Dividers, HW Audio Visuals Room 1-4, HW Assistive Listening.
2. **RCC Facility Enhancements/CC-000002:** Funding for the following projects: Customer Service Desk, Wellness Studio Floor Replacement, Restroom Renovation (repurposed from LA Service Desk Redesign).
3. **RCC CenterStage Enhancements/CC-000008:** Funding for the following projects: Stage Floor, Audio Visual Controls, LED Lights replacement, RCC PA Projection Screen, Theatre Seats/Aisle Lights, Theatre Carpet, Theatre Assistive listening System.
4. **RCC Aquatics Renovation/CC-000009:** TLS Aq. Ctr. project.



RESTON COMMUNITY CENTER



September 14, 2020

Finance Committee – Budget Submission Memoranda Review

NOTES:

Figures for personnel and operating costs are aligned with the Public Hearing presentation with these exceptions:

1. Revenue is projected at approximately \$17,000 more than our original target. This is a consequence of the application of formulas used to project revenue by cost center offering, then applying the reduction percentage (50%) established and the resulting total.
2. Personnel costs are projected at approximately \$224,000 more than the original target. This is a result of calculations that now include more accurate estimates of benefits costs and the impact of the pay raises implemented in the FY20 budget cycle. Half of the anticipated cushion (\$300,000) is allocated to the personnel category.
3. Operating costs are projected at approximately \$54,000 more than the original target. This is result of refined estimates. Half of the anticipated cushion (\$300,000) is allocated to the operating category.
4. Neither the FY21 budget column on the draft Fund Statement nor the FY22 column include the return of the Aquatics Renovation Project anticipated balance of \$800,000 as that project is not yet closed.




County of Fairfax, Virginia

MEMORANDUM

DATE: September 15, 2020

TO: Christina Jackson, Director
Department of Management and Budget

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

Leila Gordon, Executive Director
Reston Community Center 

SUBJECT: FY22 Budget Submission

The FY22 Budget request for Reston Community Center (RCC) is \$8,592,459.

Reston Community Center's FY22 Budget includes the following:

- The amount of \$5,677,968 for personnel, which is our calculation for merit and seasonal employees, as well as related benefits costs, based on FOCUS HCM data and program requirements.
- The amount of \$2,703,991 for operating expenses. This calculation is based on facility, programs' and services requirements.
- The amount of \$210,500 for capital projects and capital equipment.
- The estimated revenue for FY22 is \$7,348,910.

Funding for the FY22 Budget Submission is available in Sub-fund 40050, including funding for the Managed Reserve accounts established in 1989 (and modified in 2009 and 2019) for the long-term preservation and maintenance of RCC operations, facilities and programs.

This budget was presented to Reston constituents at a Public Hearing on August 10, 2020 with modifications made to include more refined estimates for costs of employee benefits recommended by the Department of Management and Budget. It was subsequently approved by the RCC Board of Governors at their regular monthly meeting on Monday, September 14, 2020.

Cc: Walter L. Alcorn, Hunter Mill District Supervisor
Tisha Deeghan, Deputy County Executive for Human Services
Vanessa Layne, Department of Management and Budget
Dana Thompson, Department of Management and Budget

Reston Community Center
2310 Colts Neck Road
Reston, Virginia 20191

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County of Fairfax, Virginia

MEMORANDUM

DATE: September 15, 2020

TO: Christina Jackson, Director
Department of Management and Budget

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

Leila Gordon, Executive Director
Reston Community Center

SUBJECT: FY22 Capital Projects and Capital Equipment Budget Submission

Reston Community Center's Board of Governors presented its Capital Improvement/Capital Maintenance Plan (CIP/CMP) on August 10, 2020 in its Annual Public Hearing for Programs and Budget. The Board of Governors approved the below described FY22 funding at its Board meeting on September 14, 2020. The following projects are part of RCC's CIP and funding is requested for:

CC00001-016, RCC HW Rear Parking Lot Resurface: \$62,000

The rear lot has not been resurfaced for more than 20 years and requires this to remain a safe environment for patron parking and emergency access.

CC00001-017, RCC HW Security Cameras: \$75,000

Because of heightened security requirements related to public and employee safety, RCC Hunters Woods video security camera system will be upgraded to eliminate blind spots and other concerns.

CC00002-006, RCC LA Restroom Renovations: \$15,000

The 2019 RCC Community Survey results indicate patrons are very dissatisfied with the current restroom fixtures. The renovations will address those issues.

CC00008-011, RCC Theatre Rigging Line Replacement: \$49,000

Rigging lines replacement is required by the replacement schedule and safety for the actors and technicians working in the CenterStage.

CC00008-012, RCC Theatre HD Projector: \$9,500

A new HD projection unit is required due to the extensive expansion of video and film events and the increasing availability of HD formats for these presentations.

Total FY22 Budget Capital Project and Capital Equipment Requirements: \$210,500

The FY22 Capital Projects and Capital Equipment listed above are supported by allocations in Sub-Fund 40050.

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FUND STATEMENT

Funds 40050, Reston Community Center

	FY 2020 Actual	FY 2021 Adopted Budget Plan	FY 2021 Revised Budget Plan	FY 2022 Revised Budget Plan
Beginning Balance	\$7,260,589	\$2,460,314	\$5,598,310	\$4,115,573
Revenue:				
Taxes	\$8,459,975	\$8,505,019	\$8,505,019	\$6,804,015
Interest	101,380	15,870	15,870	15,870
Vending	716	1,600	1,600	1,600
Aquatics	28,289	350,008	350,008	51,945
Leisure and Learning	261,265	397,040	397,040	178,700
Rental	133,612	173,000	173,000	102,435
Arts and Events	240,361	360,994	360,994	194,345
Miscellaneous	5,739	0	0	0
Total Revenue	\$9,231,337	\$9,803,531	\$9,803,531	\$7,348,910
Total Available	\$16,491,926	\$12,263,845	\$15,401,841	\$11,464,483
Expenditures:				
Personnel Services	\$5,163,375	\$6,166,288	\$6,166,288	\$5,677,968
Operating Expenses	2,477,776	3,110,610	3,216,479	2,703,991
Capital Equipment	11,271	6,000	6,000	0
Capital Projects	3,241,194	302,000	1,897,501	210,500
Total Expenditures	\$10,893,616	\$9,584,898	\$11,286,268	\$8,592,459
Total Disbursements	\$10,893,616	\$9,584,898	\$11,286,268	\$8,592,459
Ending Balance¹	\$5,598,310	\$2,678,947	\$4,115,573	\$2,872,024
Maintenance Reserve	\$1,107,760	\$1,176,424	\$1,176,424	\$881,869
Feasibility Study Reserve	184,627	196,071	196,071	146,978
Capital Project Reserve	3,500,000	1,306,453	2,743,079	1,843,177
Economic and Program Reserve	805,923	0	0	0
Tax Rate per \$100 of Assessed Value	\$0.047	\$0.047	\$0.047	\$0.047

The fund balance in Fund 40050, Reston Community Center, is maintained at adequate levels relative to projected personnel and operating requirements. The available fund balance is divided into four reserve accounts designated to provide funds for unforeseen catastrophic facility repairs, feasibility studies for future programming, funds for future capital projects, and funds for economic and program contingencies. The Maintenance Reserve is equal to 12 percent of total revenue, the Feasibility Study Reserve is equal to 2 percent of total revenue, and the Capital Project Reserve has a limit of \$3,500,000.



RESTON COMMUNITY CENTER

Executive Director Report September 2020

Administration

<i>CAPRA / Preference Poll</i>	The CAPRA Virtual Hearing will take place on October 19. The Board Chair, Executive Director and Accreditation Project Director are expected to attend. We are looking into a virtual “watch party.” The 2020 Preference Poll was successfully conducted.
<i>Budget Prep</i>	The FY21 mid-year budget submission will occur in mid-October. This is the first time the County is requiring a mid-year submission in many years; the intent is to be sure that agencies have sufficient resources.
<i>Communications</i>	We have initiated the purchasing process for building a new website; the Department of Procurement and Materials Management has connected with us. Qualified firms on County contract will compete to serve our needs.
<i>Facilities/Maintenance</i>	Asset Solutions has been deployed effectively. Lower traffic in our buildings has enabled our team to execute work efficiently.
<i>Capital Projects</i>	<p>Aquatics Project: Commissioning efforts continue. There will likely be need for a new pump to be designed and installed given the real-life intersection of the water flow and temperature requirements.</p> <p>Solar Panels: The lease for installation on the RCC Hunters Woods roof is proceeding through Board of Supervisors review processes; that will conclude with a public hearing on October 20. The meeting on September 29 occasioned a review of our facility records at the Department of Tax Administration and the total square footage for the Hunters Woods building was corrected as a result.</p> <p>Theatre seating replacement: Work is proceeding; all the old seats have been removed, carpet has been removed and cement work has occurred.</p> <p>Pending projects: Rooms 1-4 dividers replacement, Wellness Studio floor replacement. We are researching the costs and approaches associated with renovation of the RCC Lake Anne restrooms.</p>

Programs

<i>Aquatics</i>	Patron utilization of the pass/reservation system has been growing. The 15-minute break at each hour provides time for cleaning to occur. Swim teams are back for rental hours this fall, and each team has very detailed COVID-19 protocols in place for their swimmers.
<i>Arts and Events</i>	Two of our four racial justice film screenings have occurred. In response to public interest, the discussions after the films are “live” on RCC’s Facebook page and will remain posted there. As of this afternoon, the second one of our panel discussions has had 177 views. Every Friday afternoon, I enjoy hearing Mark Brutsche teaching his Young Actors Theatre students in the meeting rooms while the theatre seating project is occurring. It’s very reassuring to hear them learning and enjoying the time together.
<i>Leisure and Learning</i>	Fitness continues to evidence the strongest interest on the part of Leisure and Learning patrons. In addition, woodshop users are regularly turning to the shop for their DIY projects. In October, we will be experimenting with Zoom platform-delivered content from the volunteer teachers for the Osher Lifelong Learning Institute – it will be interesting to see if people remain at home for those or come for a social experience in the Jo Ann Rose Gallery.

Executive Director Activity

Although in-person meetings have been suspended, I have attended **ARTSFAIRFAX** and Greater Reston Chamber of Commerce board meetings. In addition, bi-monthly Health, Housing and Human Services Leadership Team meetings are occurring.