



**Reston Community Center  
Board of Governors Monthly Meeting  
May 1, 2023  
8:00 p.m.  
Meeting Agenda**

- |   |                                  |
|---|----------------------------------|
| 8:00 – Call to Order  | Beverly Cosham, Chair            |
| 8:02 – Approval of Agenda <span style="color: red; font-size: 1.2em; margin-left: 10px;"><u>April 3</u></span>  | Beverly Cosham, Chair            |
| 8:03 – Approval of Minutes and Board Actions  | Beverly Cosham, Chair            |
| <ul style="list-style-type: none"> <li>• Approval of <del>March 6</del> 2023 Board Minutes (as reviewed and approved by the Board Secretary)</li> <li>• Approval of <del>March 6</del>, 2023 Board Actions (as reviewed and approved by the Board Secretary)</li> </ul> |                                  |
| 8:05 – Chair’s Remarks  | Beverly Cosham, Chair            |
| 8:08 – Introduction of Visitors   |                                  |
| 8:10 – Citizen Input  |                                  |
| 8:12 – Committee Reports  | Beverly Cosham, Chair            |
| <ul style="list-style-type: none"> <li>• April 3, Finance Committee Meeting</li> </ul>  | Paul Thomas, Chair               |
| 8:13 – Board Member Input on Activities Attended  |                                  |
| 8:25 – Executive Director Report  | Leila Gordon, Executive Director |
| 8:30 – Old Business   | Beverly Cosham, Chair            |
| <ul style="list-style-type: none"> <li>• Board approval of updates to RCC Recreation Program Plan</li> </ul>  | Leila Gordon, Executive Director |
| New Business  |                                  |
| 8:40 – Adjournment  |                                  |

**Reminders:**

Events	Date	Time
Tour de Hunter Mill	Sun., May 7	8:30 a.m. to 1 p.m.
Board of Supervisors Breakfast/LFI	Thurs., May 11	7:30 a.m. to 10 a.m.
“The Lost Art of Dreaming”	Weds., May 17	8:00 p.m.
Tephra ICA Arts Festival	Sat./Sun. May 20, 21	All Day
Tephra ICA Arts Festival – Party	Sat., May 20	6:30 p.m.



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**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS MEETING  
April 3, 2023  
8:00 p.m.**

**Present:**

- Beverly Cosham, Chair
- Bill Bouie
- Paul Thomas
- Dick Stillson
- Shane Ziegler

**Absent and Excused:**

- Bill Keefe
- Lisa Sechrest-Ehrhardt
- Bill Penniman
- Vicky Wingert

**Attending from RCC Staff:**

- Leila Gordon, Executive Director
- BeBe Nguyen, Deputy Director
- Mark Sevilla, Videographer
- Ricki Marion, Special Assistant

**Guest**

Cheska Savoia, resident; requested her address not be shared.

Bev called the meeting to order at 8:06 p.m.

**MOTION #1:**

**Approval of the Agenda**

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

**MOTION #2:**

**Approval of the March 6, 2023 Board Minutes**

Bill moved that the Board approve the March 6, 2023 Board Minutes. Paul seconded the motion. The motion passed unanimously.

**MOTION #3**

**Approval of the March 6, 2023 Board Actions**

Bill moved that the Board approve the March 6, 2023 Board Actions. Dick seconded the motion. The motion passed unanimously.

**Chair's Remarks**

Bev shared that she has been thinking about worrying and one of her favorite sayings, "Never trouble trouble, until trouble troubles you." She shared the following poem:

## April 3, 2023 Board of Governors Meeting Minutes

*I Worried*

By Mary Oliver

I worried a lot. Will the garden grow, will the rivers  
flow in the right direction, will the earth turn  
as it was taught, and if not how shall  
I correct it?  
Was I right, was I wrong, will I be forgiven,  
can I do better?  
Will I ever be able to sing, even the sparrows  
can do it and I am, well,  
hopeless.  
Is my eyesight fading or am I just imagining it,  
am I going to get rheumatism,  
lockjaw, dementia?  
Finally, I saw that worrying had come to nothing.  
And gave it up. And took my old body  
and went out into the morning,  
and sang.

Bev welcomed Cheska, who introduced herself and said she enjoyed RCC.

### **Committee Reports**

#### **March 6, 2023, Personnel Committee Meeting**

Bill Bouie shared that a personnel meeting was held earlier in the evening. They immediately moved into executive session and brought the personnel issue to the board at the regular meeting that followed. The matter has been moved to the county for processing.

#### **March 13, 2023, Combined CR & P/P Meeting**

Dick shared that two important issues were discussed. The first was the mobile unit, which was strongly supported. There was a slideshow presentation and additional details were discussed.

The committee asked the staff to continue exploring the options for the vehicle and the venues where the vehicle will visit.

The second large discussion was about the energy audit. The energy firm presented a thorough report. The finance committee recently met and is recommending comprehensive energy systems improvements and replacements described in the final energy audit report provided to RCC.

#### **April 3, 2023, Finance Committee Meeting**

Just before the full board meeting, the Finance Committee met. Paul shared that tax and interest revenue were increasing. Aquatics fees, theatre rentals, and Lifelong Learning enrollment revenues are below target for a variety of reasons. We will still outperform our top line. Personnel expenditures will likely deliver some savings while operating costs will not.

We will be adjusting FY24 budgets at carryover, for example, to account for new costs associated with the Multicultural Festival, inflation and other issues.

Paul spoke of the urgency of doing the energy recovery project and being responsible regarding the anticipated return on investment, as well as being environmentally responsible. The committee voted unanimously to recommend the CMTA Option 2 for moving forward with the required systems replacements and related work.

Paul made a motion for the staff to move forward with option 2 and to move forward with the improvement projects. Shane seconded.

#### **MOTION #4**

Paul moved to direct staff to work with the County and CMTA to pursue recommendations listed in Option 2 of the energy audit report. Shane seconded the motion. The motion passed unanimously.

**MOTION #5**

**Approval of the committee reports**

Bill moved to approve the committee reports. Shane seconded the motion. The motion passed unanimously.

**Board Member Input on Activities Attended**

Shane attended the March 13 combined committee meeting and enjoyed the energy audit presentation. He has attended some campaign kickoff parties. Shane was recognized with a "40 Under 40" award and was happy to attend that ceremony.

Paul attended the joint committees' meeting as well as today's meeting. Paul attended a South Lakes band event that was impressive. He noted that he booked the Jazz Dessert fundraiser rental at RCC for a year from now. He has also been attending campaign events.

Bill Bouie has been involved with the Leadership Fairfax CEO search.

Dick has attended the aforementioned committee meetings. He has been working on his new OLLI course.

Bev attended the committee meetings. She had an interview with Peter Marks in conjunction with the Ping Chong performance. Bev also had her Meet the Artists concert. Bev attended the Reduced Shakespeare Company performance of *The History of Comedy, Abridged*.

**Executive Director Report**

The report is in the package for each member. Leila shared that chairs have been replaced. DIVA Central occurred and dozens of teens attended. *Generations Rise: Reston* performances were the culmination of the Ping Chong residency. Our free women-only swim hour for the Muslim community has continued to grow. We had a huge turnout for the Youth Art Month exhibits. We launched two new yoga classes in March. In addition to the Peter Marks interview there was a joint press conference related to the Tephra ICA Art Festival.

We are hard at work on the CAPRA annual report. Leila will bring the updated RCC Recreation Program Plan to a May 1 Long Range Planning Committee meeting for the board's review.

Leila shared a letter from former board member, Michelle Moyer.

**Old Business**

No old business

**New Business**

Leila highlighted that April 15 is a big day with many community events.

Bev encouraged everyone to see Mark Brutsché's upcoming performance. She adjourned the meeting at 8:38 p.m.



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Paul Thomas for Lisa Sechrest-Ehrhardt  
Board Treasurer

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April 20, 2023

Date

**BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON April 3, 2023**

- 23-0403-1 Bd That the Board approve the Agenda.**
- 23-0403-2 Bd That the Board approve the March 6, 2023 Board Minutes.**
- 23-0403-3 Bd That the Board approve the March 6, 2023 Board Actions.**
- 23-0403-4 Bd That the Board direct staff to pursue Option 2 from the Energy Audit report to guide the energy improvements and applicable equipment replacement and other project requirements.**
- 23-0403-5 Bd That the Board approve the March committee reports.**



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Paul Thomas for Lisa Sechrest-Ehrhardt  
Board Treasurer

April 20, 2023  
Date



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS  
FINANCE COMMITTEE MEETING  
April 3, 2023  
7:00 p.m.**

**Present:**

- Paul Thomas, Chair
- Bill Bouie, Vice Chair
- Dick Stillson
- Shane Ziegler
- Bev Cosham

**Attending from RCC Staff:**

- Leila Gordon
- BeBe Nguyen
- Ricki Marion

Paul called the meeting to order at 7:00 p.m. and reviewed the agenda.

**Monthly Financial Report: February**

Leila shared that there is nothing remarkable about the February closing reports. Revenue continues to climb higher for tax and interest receipts. We continue to expect some savings on the personnel line. We anticipate coming close to our budgeted operating expenses, largely due to an increase in utilities cost and other inflationary pressures.

New IT costs reflect the new website and conversion to a cloud platform for RecTrac. There were also additional costs associated with the Multicultural Festival.

Shane asked why the year-to-date total in administration operating costs is such a small percentage of the budgeted total. Leila shared that the budgeted target allows for unanticipated expenses which haven't materialized.

**FY23 Carryover Recommendations for FY24 Budget Adjustments**

Leila introduced the table that shows carryover recommendations. Leila has added expenses related to a community survey that will be important as we approach the reaccreditation effort required after five years. This cost will likely spread across multiple fiscal years.

We have also added money to the tax revenue projection. More money is allocated to ADA accommodations, following a request for sign language interpretation for a dance class this year that will likely reoccur. We have added funds to account for inflation costs related to utilities.

Media printing costs increased and that is reflected. We have increased sponsor costs for nonprofit partners. This includes the consolidation of our relationships with various South Lakes High School groups.

There is a new underpass public art project shepherded by Public Art Reston that is coming up that we want to support. We have also increased our funding for summer camps, including higher fuel costs for bus providers.

Lifelong Learning has been successful with free programming but has low enrollment for paid instruction programs. We are being more realistic about registration fee-generated revenue. We will also be bringing free Leisure & Learning programs into the community in addition to arts programs.

## April 3, 2023 RCC Board of Governors Finance Committee Meeting

We have increased our budget around the Reston Multicultural Festival to account for the second stage. We are also experiencing inflation in the cost of coffee. We have been offering our weekly coffee event, and the additional cost is becoming meaningful. The “Longest Day of Play” on the summer solstice is a new program that we have added to the budget.

Personnel adjustments have been made based on the County’s pay compression and benchmark studies. The total impact will be further refined to reflect the cost of benefits that aren’t shown in the table.

If the energy audit results in a project, some costs may be assigned to FY24 to be able to execute the necessary equipment replacement and related construction in August/September 2024 (FY25).

Leila and Dick discussed the budget adjustments and effect of the pandemic and how recovery from COVID-19 is making planning less predictable. Leila reviewed the timing of the carryover approval process. The adjustments to the FY24 budget won’t show up until fall reports.

### **RCC Energy Audit Report: Executive Summary (Tab 1), Project Options (Tab 7)**

Leila referenced the executive summary related to the energy audit. Leila shared that the relationship of this company as a county vendor creates significant assurances and timing efficiencies. The guarantee of results is compelling.

Leila highlighted the three options. She recommended moving forward with option three and taking care of the entire project at once.

Paul shared that his inclination is to go with Option 2. Dick agreed with Paul, noting that RCC would get more “bang for the buck” with that option. There’s roughly \$700K more in expenses between options two and three with only a 10% positive environmental impact difference.

The group discussed the chiller and pumps. The group reviewed the tables and compared the value of choices two and three. Leila felt that a comprehensive approach was best and felt that either Option 2 or Option 3 would provide the results we need. She said she leans toward option three because her experience is that doing a project comprehensively helps align warranties and timing for the inevitable replacement cycle.

Paul highlighted that purchasing the phase three products later may be prudent because they may become more efficient if we wait. Leila shared that we have the funds and that there is a moral imperative to reducing our carbon footprint now.

Bill Bouie said he would wait for one year. Leila noted that some work can’t wait and needs to happen right away. Bill believes that technology is improving and that based on the 30-year payback, it would be prudent to wait.

Dick moved that we recommend the board approve Option 2. Shane seconded the motion. The motion passed unanimously.

### **Staff Project Recommendations: FY25**

Leila reviewed the short-term projects, including office systems furniture.

Paul and the group were very comfortable with the list of improvements. Dick motioned to approve the recommended projects. Bill seconded.

There was conversation about other costs related to the mobile vehicle that we should be anticipating.

The meeting was adjourned at 7:58 p.m.



**RCC Board of Governors – Finance Committee  
April 3, 2023**

**Monthly Financial Report: February**

**FY23 Carryover Recommendations for FY24  
Budget Adjustments**

**RCC Energy Audit Report: Executive Summary  
(Tab 1), Project Options (Tab 7)**

**Staff Projects Recommendations: FY25**

Reston Community Center  
 Revised Budget vs Actuals Worksheet  
 February 28, 2023

100%/12\*8 mos=67%

	FY22 Carryover	FY23 Adopted Funding	Revised FY23 Budget	Feb	YTD (does not incl. Fee Waiver amounts)	REMAINING BALANCE	YTD % actual	YTD Fee waiver (unrealized revenue)
1 Administration:								
Taxes	200,000	8,930,260	9,130,260	28,301	9,575,166	(444,906)	104.87%	
Interest		15,870	15,870	21,224	120,952	(105,082)	762.14%	
Vending		1,600	1,600		137	1,463	8.59%	
Facility Rental		181,000	181,000	16,918	176,470	4,530	97.50%	
Equipment Sale			0		0	0	0.00%	
2 Performing Arts-Theatre Admiss.		55,854	55,854	2,960	44,993	10,861	80.55%	100
3 PA Theatre Rental		50,862	50,862	350	15,170	35,693	29.82%	
4 PA Misc Revenue		12,000	12,000	377	14,505	(2,505)	120.87%	
5 PA Equip. Sale Revenue		500	500		1,133	(633)	226.60%	
6 PA Cultural Activities/Arts OrgArts Org			0	(3,979)	(1,564)	1,564	0.00%	
7 PTAS Merch. Sale			0		1,830	(1,830)	0.00%	
8 Arts Education-Cultural Activity	50,963	139,590	190,553	71,708	211,594	(21,041)	111.04%	3,124
9 Aquatics Classes/drop-in		344,000	344,000	25,141	196,887	147,113	57.23%	31,627
10 Aquatics Rental		59,934	59,934	4,895	42,420	17,514	70.78%	
11 L&L Fitness		105,770	105,770	2,858	74,365	31,405	70.31%	758
12 L&L Youth/Teen		151,000	151,000	163,050	296,494	(145,494)	196.35%	145,268
13 L&L Lifelong Learning		94,155	94,155	1,379	34,912	59,243	37.08%	25,418
14 Offsite & Collab. Community Events		4,275	4,275		3,345	930	78.25%	
15 Offsite & Collab. Equity Partnership		1,575	1,575	(12)	149	1,426	9.43%	
<b>Total RCC Revenue</b>	<b>250,963</b>	<b>10,148,245</b>	<b>10,399,208</b>	<b>335,169</b>	<b>10,808,956</b>	<b>(409,748)</b>	<b>103.94%</b>	<b>206,295</b>

**Revenue  
comment**

**General Notes:** Revenues totaling \$216,204 collected prior to July 1 in 2022 were reversed and recorded as FY23 program revenue as those activities occurred after July 1, 2022 (the beginning of FY23). The amount of \$251K in additional revenue was requested at FY22 Carryover to reflect higher tax and program revenue estimates. Actual tax revenue performance has exceeded even the higher projected amount. Program revenue collected now for summer camps in Youth/Teen and Arts Education that occur after July 1, 2023 will necessarily be reversed and recorded as FY24 revenue at year-end.

1. **Administration:** The Administration revenue includes tax, interest and facility rental revenues. Facility rental revenue is from the T-Mobile antenna lease and room rentals. We have collected 104.87% of tax revenue, 97.50% of estimated Facility Rental revenue (which also includes T-Mobile antenna revenue) and 762.14% 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. Present vending machines have only been installed at RCC HW for a few months.
2. **Performing Arts Theatre Admissions:** Theatre admission ticket sales for Professional Touring Artist Series; shows go on sale August 1 each year for Reston patrons and on August 8 for non-Reston patrons.
3. **Performing Arts Theatre Rental:** Theatre rental payments are made on an irregular schedule depending on when performances occur. Canceled dates for a community arts organization (RCP) account for the shortfall likely to occur this fiscal year.
4. **Performing Arts Misc. Revenue:** Revenue from processing fees for online ticketing by eTix, Inc. the new provider.
5. **Performing Arts Equipment Sale:** Auctioned equipment sale proceeds; no revenue is predicted for this category as we can't be sure that surplus equipment will sell.
6. **Performing Arts Cultural Activities/Arts Organizations:** The community arts box office receipts and payments clearing line.
7. **PTAS Merchandise Sale:** PTSA related book sales at the Box Office.
8. **Arts Education:** Year-to-date amount includes summer, fall, Winter/Spring program revenue, and initial summer 2023 camp registration revenue which will be reversed for FY23 closing and recorded as FY24 revenue. The anticipated increases in participation haven't occurred to the level hoped.
9. **Aquatics Classes/drop-in:** Year-to-date revenue represents summer, fall and Winter/Spring program registration revenue. "Drop-in" swimming now requires pass purchases and free lane or zone reservations for participation. The revenue shortfall in this cost center is a consequence of programming constraints created by staffing shortages. We continue to have significant wait lists.
10. **Aquatics Rental:** Represents natatorium rental payments. The rentals are billed quarterly. We anticipate meeting this revenue target by June 30, 2023.
11. **L&L Fitness:** Year-to-date amount includes summer, fall and Winter/Spring program revenue.
12. **L&L Youth/Teen:** Year-to-date reflects the summer, fall and Winter/Spring youth program revenue, and initial summer 2023 camp registration revenue which will be reversed for FY23 closing and recorded as FY24 revenue. Most of this cost center's revenue is realized during the summer. Fee waiver program participation in this cost center is significant.
13. **L&L Lifelong Learning:** Year-to-date amount includes summer, fall and Winter/Spring program revenue. Older adults continue to be hesitant about participation in programs. Attendance for offered trips and tours is regularly increasing.
14. **Offsite & Collab. Community Events:** Due to reorganization, this cost center was moved to the newly established Offsite & Collaboration organizational unit. Revenue is collected from booth fees associated with the Reston Multicultural Festival and MLK luncheon ticket sales.
15. **Offsite & Collab. Equity Partnerships:** The focus for this cost center has been changed to awareness and marketing goals. Little or no revenue is projected or anticipated.

Reston Community Center  
 Revised Budget vs Actuals Worksheet  
 February 28, 2023

100%/12\*8 mos=67%

	FY22 Carryover	FY23 Adopted Funding	Revised FY23 Budget	Feb	YTD	REMAINING BALANCE	% Budget Used Ytd
<b>Personnel Expenses</b>							
1 Administration		596,111	596,111	26,999	266,235	329,876	44.66%
2 Facility Services (Booking)		190,234	190,234	16,316	126,313	63,921	66.40%
3 Comptroller		476,972	476,972	38,018	305,082	171,890	63.96%
4 Customer Service		655,736	655,736	43,099	338,690	317,046	51.65%
5 Facility Engineer		137,798	137,798	10,869	86,287	51,511	62.62%
6 Maintenance	11,879	390,299	402,178	29,908	237,389	164,789	59.03%
7 IT		151,366	151,366	9,052	72,557	78,809	47.93%
8 Media/Sponsorships		480,468	480,468	33,278	248,058	232,410	51.63%
9 Community Partnerships			0		0	0	0.00%
10 Performing Arts		596,832	596,832	41,054	294,448	302,384	49.34%
11 Arts Education	10,725	371,173	381,898	21,715	221,271	160,627	57.94%
12 Aquatics	41,681	881,582	923,263	76,636	574,613	348,650	62.24%
13 L&L Fitness		249,655	249,655	16,560	114,654	135,001	45.92%
14 L&L Admin		282,543	282,543	24,992	208,508	74,035	73.80%
15 L&L Youth/Teen		228,091	228,091	11,760	178,773	49,318	78.38%
16 L&L Lifelong Learning		182,561	182,561	11,406	90,109	92,452	49.36%
17 Offsite &Collab. Community Events	182,668	238,302	420,970	12,419	86,168	334,802	20.47%
18 Offsite &Collab. Equity Partnerships		107,516	107,516	9,129	72,940	34,576	67.84%
<b>Total Personnel Expenses</b>	<b>246,953</b>	<b>6,217,239</b>	<b>6,464,192</b>	<b>433,209</b>	<b>3,522,093</b>	<b>2,942,099</b>	<b>54.49%</b>

**Personnel Expenses:**

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

Also of note is the reassignment of cost centers to the new Offsite and Collaboration organizational unit that affected Leisure and Learning's Outreach and Collaboration cost center – now called "Equity Partnerships" – and the Community Events cost center.

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

Reston Community Center  
 Revised Budget vs Actuals Worksheet  
 February 28, 2023

100%/12\*8 mos=67%

	FY22 Carryover	FY23 Adopted Funding	Revised FY23 Budget	Feb	YTD	REMAINING BALANCE	% Budget Used Ytd
1 Administration		106,039	106,039		17,007	89,032	16.04%
2 Board		44,400	44,400	1,417	33,895	10,505	76.34%
3 Facility Services (Booking)	18,241	153,050	171,291	310	163,429	7,862	95.41%
4 Comptroller//LA Lease/Admin	44	348,756	348,800	712	324,912	23,888	93.15%
5 Customer Service	30	1,000	1,030		216	814	21.00%
6 Facility Engineer		145,521	145,521	12,093	91,011	54,510	62.54%
7 Maintenance		416,383	416,383	3,573	394,696	21,687	94.79%
8 IT	5,370	122,980	128,350	5,386	136,703	(8,353)	106.51%
9 Media/Sponsorships	41,590	590,375	631,965	63,152	546,530	85,435	86.48%
10 Community Partnerships	25,000	140,000	165,000		141,945	23,055	86.03%
11 Performing Arts	107,681	303,855	411,536	11,561	412,106	(571)	100.14%
12 Arts Education	21,111	67,458	88,569	821	60,449	28,120	68.25%
13 Aquatics		71,080	71,080	1,583	43,762	27,318	61.57%
14 L&L Fitness		12,206	12,206		2,627	9,579	21.52%
15 L&L Admin	75	4,800	4,875		3,711	1,164	76.12%
16 L&L Youth/Teen	26	169,976	170,002	4,038	164,760	5,242	96.92%
17 L&L Lifelong Learning		81,318	81,318	2,622	43,531	37,787	53.53%
18 Offsite &Collab. Community Events	4,965	287,465	292,430	739	191,842	100,588	65.60%
19 Offsite &Collab. Equity Partnerships		14,915	14,915	691	9,084	5,831	60.91%
<b>Total Operational Expenses</b>	<b>224,133</b>	<b>3,081,577</b>	<b>3,305,710</b>	<b>108,698</b>	<b>2,782,216</b>	<b>523,494</b>	<b>84.16%</b>

**Operating Expenses:**

**General Notes:** Reservations for ongoing (multiple months) expenses are made at the beginning of the year; funds are spent down from them. The net effect of either stand-alone expenses or spending down of reserved amounts is shown in the column marked "YTD." As we get closer to the end of the year, unspent balances of program contracts will be restored to the cost center balances. RCC's FY22 Carryover Package included \$120K for incomplete delivery of FY22 procurements; that amount was added to the FY23 budget amounts. That package also included \$199K to align the budget to pre-pandemic levels of activity. Reallocations to the new organizational unit and the respective cost centers have been made.

1. **Administration:** No current month expenses recorded.
2. **Board:** Current month expenses are BOG operating costs. They include costs related to committee meetings for community engagement.
3. **Facility Services (Booking):** Current month net of expenses and reservations are for security, storage units' rental, and supplies.
4. **Comptroller/LA Lease/Admin:** Current month expenses are bank fees, office supplies costs and DIT copying charges.
5. **Customer Service:** No current month expenses recorded.
6. **Facility Engineering:** Current month expense is a net of reservations/payments and include facility repair and maintenance costs for RCC HW and RCC LA buildings.
7. **Maintenance:** Current month expenses, payments and reservations are utilities, maintenance costs, custodial services, and supply costs. Utility costs have escalated significantly.
8. **IT:** Current month expenses are DIT charges, and supplies. New costs assigned to this cost center related to cloud-hosting and website support services will be added to the core budget for future years.
9. **Media:** Current month expenses and reservations net amount includes advertisement, printing and sponsorship costs. Printing costs for our seasonal program guides will be significant for the summer issue because of having to go outside the county's print shop resources.
10. **Community Partnerships:** No current month expenses recorded.
11. **Performing Arts:** Current month reservations and expenses are theatre operating costs.
12. **Arts Ed:** Current month expenses or reservations and payments are program operating costs.
13. **Aquatics:** Current month reservations and expenses are pool operating costs and supply costs.
14. **L&L Fitness:** No current month expenses recorded.
15. **L&L Admin:** No current month expenses recorded.
16. **L&L Youth/Teen:** Current month net of reservations and expenses are program operating costs.
17. **L&L Lifelong Learning:** Current month net of reservations and expenses are program operating costs.
18. **Offsite & Collab. Community Events:** Operating costs have been transferred from the A&E Community Events cost center. Current month reservations and expenses are program operating costs.
19. **Offsite & Collab. Equity Partnerships:** Operating costs have been transferred from the L&L Collaboration & Outreach cost center. Current month reservations and expenses are program operating costs.



Reston Community Center  
 Revised Budget vs Actuals Worksheet  
 February 28, 2023

100%/12\*8 mos=67%

	FY22 Carryover	FY23 Adopted Funding	Revised FY23 Budget	Feb	YTD	REMAINING BALANCE	% Budget Used Ytd
<b>Capital Proj. &amp; Cap Equip.</b>							
1 RCC Improvements CC-000001	548,166	330,000	878,166		515,710	362,456	58.73%
2 RCC Facility Enhcmnts. CC-000002	24,255		24,255		16,913	7,342	69.73%
3 Theatre Enhancements CC-000008	162,683	27,500	190,183		75,826	114,357	39.87%
4 RCC Natatorium Reno CC-000009			0		0	0	0.00%
Reston Arts Venue CC-000024	33,038		33,038	510	24,802	8,236	75.07%
			0		0	0	0.00%
			0		0	0	0.00%
<b>Total Capital Expenses</b>	<b>768,143</b>	<b>357,500</b>	<b>1,125,643</b>	<b>510</b>	<b>633,251</b>	<b>492,391</b>	<b>56.26%</b>
<b>Total RCC Expenditures</b>	<b>1,239,228</b>	<b>9,656,316</b>	<b>10,895,544</b>	<b>542,416</b>	<b>6,937,560</b>	<b>3,957,984</b>	<b>63.67%</b>



**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 is for the following projects: HW Roof Replacement phase III, HW Audio Visuals Room 1-4, HW Assistive Listening CR, HW Rear Parking Lot Resurface, HW Security Cameras, Carpet for Offices, and RTU Roof Top Unit removal.
2. **RCC Facility Enhancements/CC-000002:** Funding is for the following projects: LA Security Cameras, LA Wellness Studio Floor Replacement.
3. **RCC CenterStage Enhancements/CC-000008:** Funding is for the following projects: Stage Floor, Audio Visual Controls, LED Lights replacement, RCC PA Projection Screen, Theatre Seats/Aisle Lights, Theatre Rigging Line Replacement, Theatre HD Projector, Lift Genie Runabout Replacement.
4. **RCC Aquatics Renovation/CC-000009:** TLS Aq. Ctr. project. This project is complete. Final return of funds will occur upon completion of projects where the balance was reallocated.
5. **Reston Arts Venue/CC-000024:** Reston Arts Venue feasibility study and related expenses.

FY24 Budget Revisions for FY23 Carryover								
Cost Center Name	CC Code	Revenue GL Code #	Revenue \$\$ Value	GL# Personnel	Pers \$\$ Funding	GL # Oper	Oper \$\$ Funding	Explanation and Comments
BOG – Admin	G141401001					521080	150,000	Community Survey – Uva Center for Survey Research
Admin – new Taxes	G141401	4000	200,000					
Customer Svc.	G141401004					521080	15,000	Sign language interpretation/ADA (ASL interpreter rate range is \$100-155/hr.)
Fac. Maint. (Utilities)	G141401007					530000	30,000	Electricity billing
						530010	15,000	Gas billing
Information Tech.	G141401008					521060	6,700	Website Management Services
						521060	3,500	AWS Website Hosting Service
Media	G141401009					510020	2,000	Postage cost increase
						521070	90,000	Outside Printing Costs (Program Guides)
						544030	(75,000)	Transfer of Prog. Guide printing out of print shop
						521090	82,000	Increased sponsorships costs: SLHS, Holiday Parade, Reggae Fest, Tephra Fest/Other, SLHS (significant increase to create business partnership - +54K), Arts Awards, misc.
Arts & Culture – Perf Arts	G141402001					521080	(10,000)	Transfer of funding to MCF/MLK in O&C
Arts Ed	G141402002					521080	15,000	Restoration of public art project support funding
Leisure & Learning – Youth/Teen	G141404007			500090	11,000			To support expanded program offerings
				501000	858			Related FICA (.078)
						544990	2,000	Expanded programming oper. costs
						521100	13,000	Inflation cost increases bus trans. camps
Leisure & Learning – Lifelong Learning	G141404008	4400	(47,078)					Reduction of revenue expectations to allow for more “free of charge” offerings
				500090	13,000			To support expanded (offsite) program offerings
				501000	1,014			Related FICA (.078)

Offsite & Collaboration – Community Events	G141405001					521080	55,000	Th in Park (5); MCF (35); MLK (10); HR (5)
						521080	10,000	Transfer from A&C to cover MCF/MLK fees for artists
						544990	19,500	Larger MCF (2.5); Exp. for TIP (5); Traffic Garden (New Event w/Sup. Alcorn’s office) (12)
						510640	5,000	Com. Coffee-Inflation, full sched.
						523040	10,000	New stages MCF (7.5); tech for TIP (2.5)
						542030	3,500	New employees (2)
Offsite & Collaboration – Equity Partnerships	G141405002			500090	2,200			Staffing for new program: Longest Day of Play (marking summer solstice)
				501000	172			Related FICA (.078)
						521080	1,500	Longest Day of Play new oper. costs
		4400	(1,575)					Zeroing out of revenue related to Equity Partnerships offerings so they are offered free of charge.
OTHER – Personnel Adjustments from Pay Compression Studies				500050	71,294			
OTHER – Energy Audit (Capital Project)								

FY24 Cumulative Changes:

Proposed increase to SD 5 Revenue projection:	\$200,000
Current total estimate reduced revenue:	(48,653)
<b>Current total estimate (net) of added revenue:</b>	<b>151,347</b>
Current total estimate (net) of added personnel costs:	99,538
Current total estimate (net) of added operating costs:	443,700
<b>Current total of added costs:</b>	<b>543,238</b>

**Net Difference to Core FY24 Budget \$391,891**

## TAB 1 EXECUTIVE SUMMARY

**To the Reston Community Center Staff and Board of Directors:**

CMTA has evaluated the Reston Community Center (RCC) as a whole and audited every angle of energy consumption on site. We are excited to work alongside the RCC to *develop and implement a project which leads not only to energy and cost savings but most importantly to carbon emissions reduction (CO<sub>2</sub>e)*. We thus look forward in assisting RCC in achieving its strategic goal of being a responsible steward of the environment and to its community.

**Project Scope – Technical Energy Audit**

We've aimed for maximum carbon reduction through energy-efficient capital cost upgrades. By intelligently re-engineering the HVAC systems, energy can be saved while setting up the RCC Hunter Woods building for decades of high-performance operation. CMTA developed a comprehensive list of possible ECMs and grouped them into recommended project options as described below.

**➤ Project Option #1:*****98.55 kW (DC) Solar Photovoltaic System***

- Approximately 219 high-efficiency solar modules
- Inverter to supply AC power to the existing 3Φ, 208V electrical system
- Extended warranties included on the inverters
- Construction, interconnection, startup, and commissioning performed and managed by CMTA
- Optional annual service agreement with CMTA to maintain the system

**➤ Project Option #2:**

Project Option #2 provides RCC a new hot water plant alongside the solar array with significant energy savings, including a moderate reduction in onsite emissions, classified as scope 1 emissions. Highlights for the scope of work for this option:

- Solar module system mentioned in Option #1
- Comprehensive LED lighting upgrades, including redesigns and new fixtures in low lit areas
- *Hot water plant renovation, including new boilers and pumps*
- *A brand new IoT BAS system that will offer staff seamless accessibility and reliable energy savings*
- Quick payback measures, such as cooling tower sewer credit

**➤ Project Option #3:**

Project Option #3 provides RCC with a larger electrification impact with heat recovery. This project option has the largest energy savings, with the largest reduction in onsite emissions. Highlights for the scope of work for this option:

- Everything from Option #2 along with
- *A new Heat Recovery Chiller, to supplement the existing chiller including new chilled water pumps and a system conversion*

TEA Project Options Recommendations				
Project Options	Project Cost	Year 1 Energy Savings (MT CO <sub>2</sub> e)	Year 1 Cost Savings	Project Payback
<b>Project #1: Solar Only</b>	\$363,949	77	\$6,538	37 years
<b>Project #2</b>	\$1,522,441	260	\$37,095	26 years
<b>Project #3</b>	\$2,200,535	297	\$45,070	30 years

Ultimately, CMTA will work together with RCC to **develop and customize** a project with ECMs from the list that are within budget, meet facility needs, and drive RCC towards greater sustainability and energy-efficiency.

Sincerely,



Joel Sarmiento  
 Project Manager

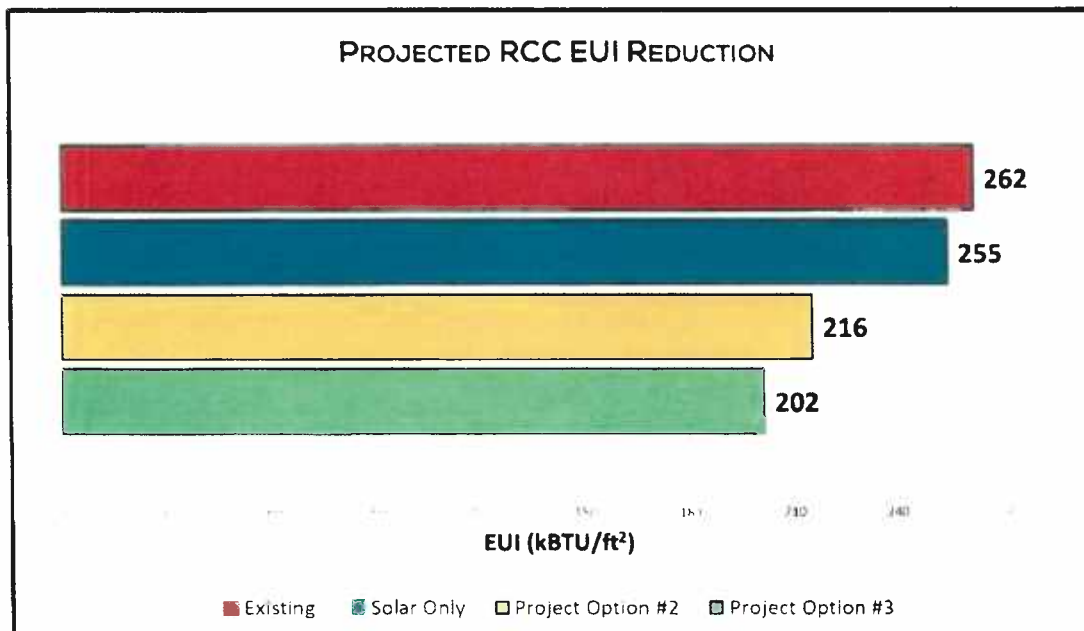
TAB 7  
PROJECT OPTIONS

## PROJECT OPTIONS

CMTA developed three project options with varying combinations of ECMs to reflect a project with 1) lowest cost/minimum scope, 2) balanced cost/moderate impact/moderate scope, and 3) highest cost/maximum impact/maximum scope. Those options are reviewed in more detail in this section, along with their effects on the condition of HVAC infrastructure. Finally, project cashflow 'Pro-Forma' statements are presented in the form of a direct-funded project. The effect of project financing is not shown here.

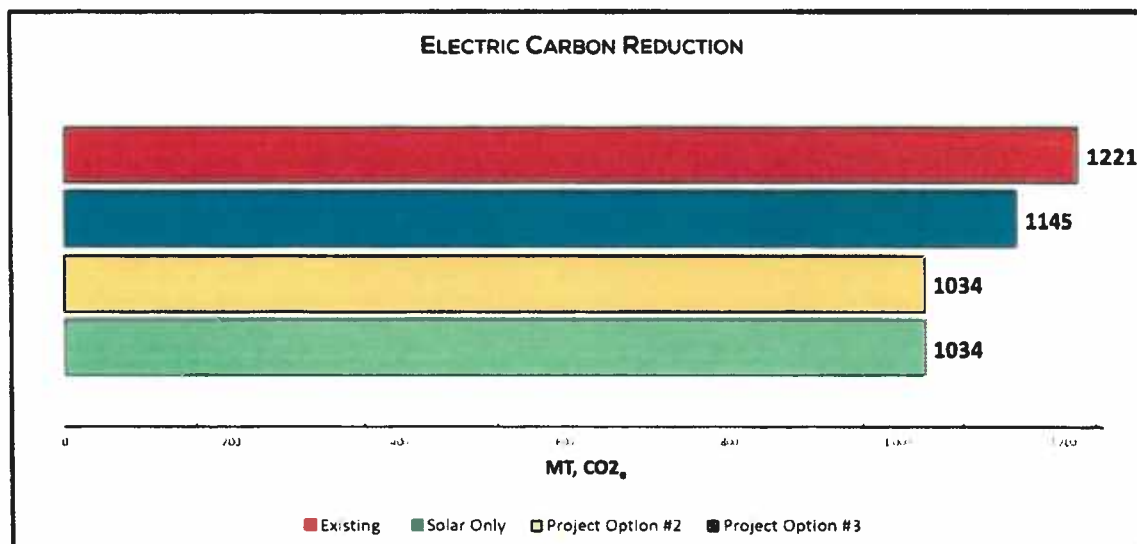
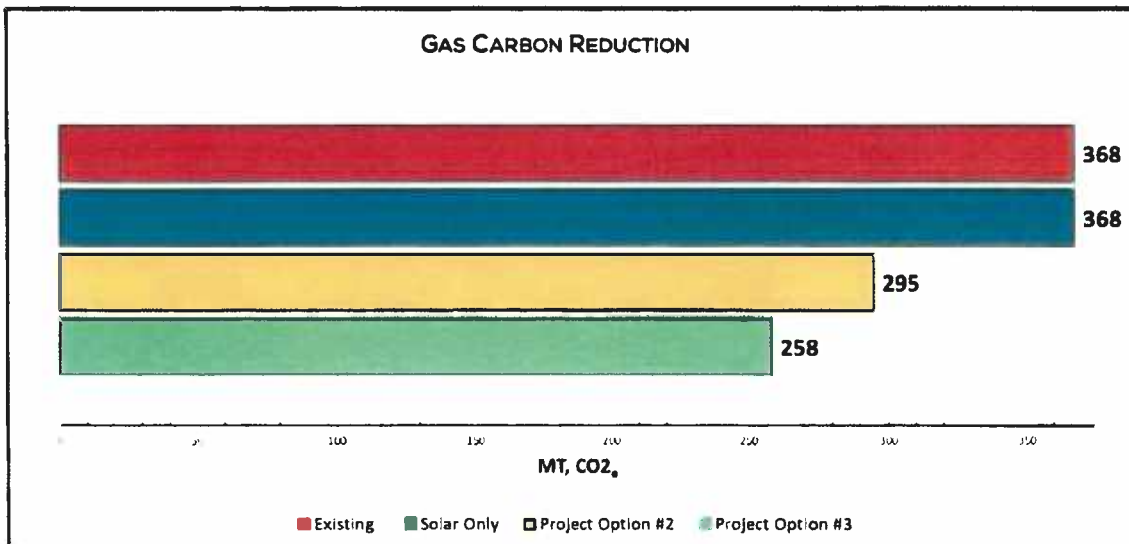
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Project #3	\$2,200,535	297	\$45,070	30 years

Each of the project options will increase the overall building efficiency. The solar only option will reduce scope 2 emissions, while both project options 2 and 3 will reduce both off site and onsite scope 1 emissions. The graph below illustrates the effect that each project scope would have on facility EUIs. On the next page are graphs showing the decrease in carbon emissions. It's important to remember that the actual savings and post-project EUI reductions may still exceed the modeled and guaranteed savings shown.





The first graph represents the scope 1, or on site, emission reductions. Here is where *the RCC has the greater leverage and responsibility in carbon reduction. Only the RCC can reduce these emissions* through efficient redesign and responsible operation. However, the second graph represent emissions reductions that are produced from the utility provider and therefore *RCC has shared responsibility*. Although the RCC can make the building as efficient as possible when it comes to electricity consumption it will ultimately rely on the utility to make the grid more renewable.



## 1 OPTION 1: SOLAR ONLY

CMTA submitted a Solar only report on February 2<sup>nd</sup>, 2023. Reston Community Center is an ideal candidate for a rooftop solar PV solution. An engineered drawing (preliminary design layout), a budgetary financial model, and a potential schedule are included in the Solar only report, along with preliminary specifications of the proposed solar system.

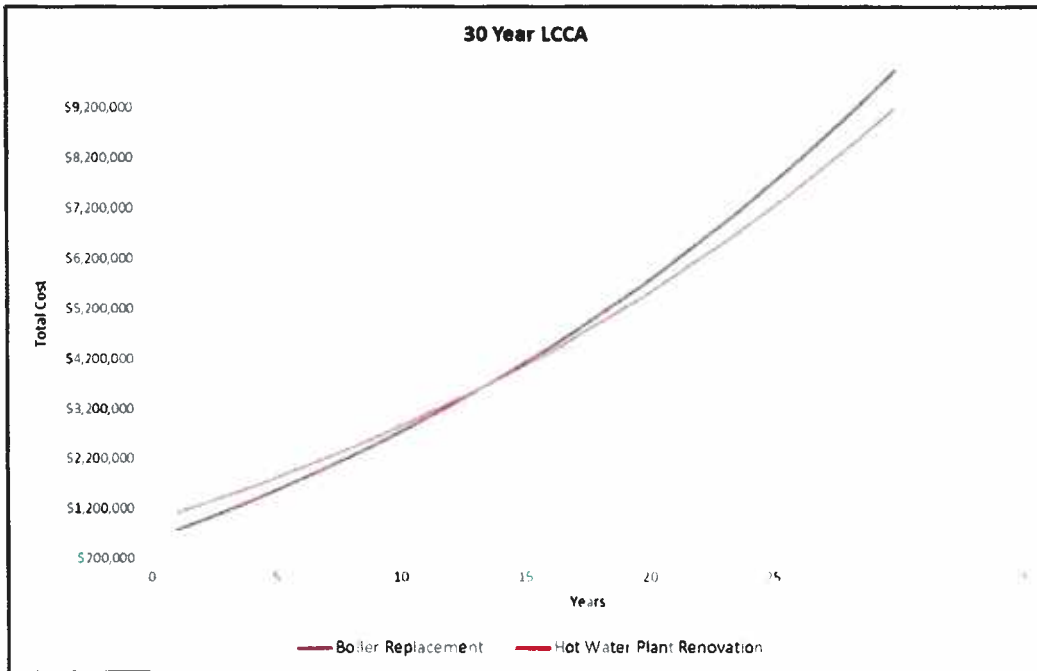
## 2 OPTION 2: HOT WATER PLANT RENOVATION

Reston Community Center has expressed interest in replacing their existing boilers with new gas-fired high-efficiency condensing boilers. To maximize the energy efficiency of condensing boilers, a full hot water plant renovation is required. The benefits of a full hot water plant renovation over a boiler replacement are described in ECM H2.a. This option combines a holistic hot water plant renovation with easy-to-implement ECMs. These ECMs will save energy while reducing the building’s maintenance burden. The ECMs associated with this option are listed below:

<b>E1</b>	<b>LED Lighting Upgrades</b>
<b>H2.a</b>	<b>Hot Water Plant Renovation</b>
<b>E2</b>	<b>Solar Photovoltaic</b>
<b>C1</b>	<b>New BAS System with Advanced Energy Strategies</b>
<b>P4</b>	<b>Cooling Tower Sewer Credit</b>

CMTA has performed a life cycle cost analysis that compares on the one hand relacing the boiler in kind through a different procurement method with minimal energy savings, since the system is hamstrung via the constant pumping and three-way valves, versus renovating the hot water plant through CMTA. The budgeted costs and savings for boiler replacement in kind reflect today’s labor and materials prices, and we combined both H2.a and C2 to ensure the system saves what we guarantee on its own to attempt a best “apples to apples” comparison.

HVAC Option	System	Cost	Annual On Site Emissions (MT, CO2e)	Annual Energy Cost	30 Year On Site Emissions (MT, CO2e)	30 Years Total Energy Cost
In Kind	Boiler Replacement	\$ 586,500	368	\$ 184,475	11,027	\$ 9,379,261
Project #2	Hot Water Plant Renovation	\$ 971,470	308	\$ 165,740	9,240	\$ 8,454,918
Δ		\$ (384,970)	60	\$ 18,735	1,787	\$ 924,343



This calculation shows that after **year 15** the total costs (annual energy and first costs) of replacing the boilers in kind would surpass that of the hot water plant renovation, with a **30-year total difference in energy cost of \$924,343!** One other note to explain is the emissions onsite. **Each year the hot water plant renovation project, at minimum, would produce 60 metric tons of carbon dioxide less** than a boiler replacement in kind. Equivalent amounts would be:

**6,751** gallons of gasoline consumed 

**7.6** homes' energy use for one year 

**This is equivalent to carbon sequestered by:**

**992** tree seedlings grown for 10 years 

### 3 OPTION 3: HEAT RECOVERY CENTRAL PLANT AND ELECTRIFICATION

The third project option uses many of the previous ECMs of project option 2, while also including some key upgrades. Along with replacing the hot water system, the entire central plant would be upgraded through additional chiller capacity that would recover heat rejection into the hydronic hot water system. This method of saving natural gas and reducing on site emission has been tested and proven at effective at other local CMTA projects.

<b>E1</b>	<b>LED Lighting Upgrades</b>
<b>H2.b</b>	<b>Central Plant Renovation and Electrification</b>
<b>E2</b>	<b>Solar Photovoltaic</b>
<b>C1</b>	<b>New BAS System with Advanced Energy Strategies</b>
<b>P4</b>	<b>Cooling Tower Sewer Credit</b>

The difference in the reduction of gas emissions from Project Option #2 to Project Option #3 is 37 MT,CO<sub>2</sub>e. That means the equivalents below would no longer be contributed to local environment and air quality.

This is equivalent to greenhouse gas emissions from:



Or as if the RCC had planted 612 trees and allowed them to grow for 10 years.

This is equivalent to carbon sequestered by:



## 4 HVAC INFRASTRUCTURE IMPROVEMENT SUMMARY

Each of the project options aims not only to reduce energy consumption and greenhouse gas emissions, but also to make needed HVAC upgrades while setting up the facilities for improved long-term performance and reliability. The following tables illustrate how each of the project options would incorporate necessary capital improvements to the buildings in this project phase. Refer to the color-coded legend for equipment condition and expected remaining lifespan, which is based on data compiled by ASHRAE.

Legend	
Green	New or acceptable condition for the next 5 years
Yellow	Within 5 years of the end of projected life
Red	Equipment is past the end of projected life
Black	Equipment is past the end of projected life

Reston Community Center Equipment Age Summary	Current	Solar Only (Project Option #1)	Hot Water Plant Renovation (Project Option# 2)	Central Plant Renovation (Project Option# 3)
Boilers	16-18 years	16-18 years	NEW	NEW
Solar PV System	N/A	NEW	NEW	NEW
Chiller	12 years	12 years	12 years	12 years
Cooling Tower	12 years	12 years	12 years	12 years
FRU-A	16 years	16 years	16 years	16 years
ACCU-A	16 years	16 years	16 years	16 years
AHUs	15 years	15 years	15 years	15 years
PDU's	4 years	4 years	4 years	4 years
Base Mounted Pumps	16 years	16 years	New-16 years	NEW
Pipe Mounted Pumps	16 years	16 years	New-16 years	NEW
Pool Pumps	4 years	4 years	4 years	4 years
Fan Coil Units	15-16 years	15-16 years	15-16 years	15-16 years
VAV Terminal Units	15 years	15 years	15 years	15 years
DWH Plate Heat Exchanger	4 years	4 years	4 years	4 years
Domestic Water Tank	4 years	4 years	4 years	4 years
Lighting	2-40 Years	2-40 years	LED	LED
Controls	CompuTrak (15 yrs)	CompuTrak (15 yrs)	NEW	NEW
Pool Heat Exchangers	4 years	4 years	4 years	4 years

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## 5 TOTAL PROJECT CASHFLOWS

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The total project cashflow 'Pro-Forma' statements are included for each option. At this time, it's assumed that all ECMs will be funded directly by the RCC and no financing will be utilized. An annual energy escalation rate of 2.5% is used, based on historical trends of the local utility tariffs. An annual 2.5% escalation rate for O&M costs and savings is also incorporated to account for inflation affecting the cost of goods and services. Annual degradation of the annual solar panel production is accounted for as part of these financial models. Also, please note that the financial models take into account two one-time positive cash flows. The first one during year two is a \$9,000 rebate from Washington Gas for high-efficiency boilers, and the second is the Inflation Reduction Act investment tax credit for the solar PV installation cost. This is estimated to be 25.5% of the total solar cost; the 30% of IRA guidelines less any tax consultant fees results in \$92,807.07. More information on the IRA is included in [Appendix](#)

[E](#)



**PROJECT OPTION #1**

PROPOSED PROJECT FINANCIAL PRO-FORMA								
COUNTY OF FAIRFAX								
RESTON COMMUNITY CENTER - SOLAR PV SYSTEM w/ IRA ITC								
COST INPUTS				SAVINGS INPUTS				
Project Cost		\$363,949		Year 1 Energy & Water Savings			\$6,538	
Fairfax County Direct Funding		\$363,949		Year 1 O&M Savings			\$0	
Financed Amount		\$0		Annual Energy Escalation Rate			2.50%	
Municipal Advisor & Bond Attorney Fees		\$0		Annual O&M/M&V Escalation Rate			2.50%	
Lease Purchase		\$0		Project Payback Term			37 years	
Interest Rate		0.00%		% of Project Directly Funded			100%	
Financing Term (Years)		0						
Savings Term (Years)		20						
YEAR	LEASE PAYMENT	MBV	TOTAL COST	ENERGY & WATER SAVINGS	O&M SAVINGS	TOTAL COST SAVINGS	ANNUAL CASHFLOW	CUMULATIVE CASHFLOW
Year 1	\$0	\$0	\$0	\$6,538	\$0	\$6,538	\$6,538	\$6,538
Year 2	\$0	\$3,000	\$3,000	\$6,567	\$0	\$6,567	\$3,567	\$10,105
Year 3	\$0	\$3,075	\$3,075	\$6,694	\$0	\$99,501	\$96,426	\$106,532
Year 4	\$0	\$3,167	\$3,167	\$6,824	\$0	\$6,824	\$3,657	\$110,189
Year 5	\$0	\$3,262	\$3,262	\$6,956	\$0	\$6,956	\$3,694	\$113,883
Year 6	\$0	\$3,360	\$3,360	\$7,091	\$0	\$7,091	\$3,731	\$117,613
Year 7	\$0	\$3,461	\$3,461	\$7,228	\$0	\$7,228	\$3,767	\$121,381
Year 8	\$0	\$3,565	\$3,565	\$7,368	\$0	\$7,368	\$3,803	\$125,184
Year 9	\$0	\$3,672	\$3,672	\$7,511	\$0	\$7,511	\$3,839	\$129,023
Year 10	\$0	\$3,782	\$3,782	\$7,656	\$0	\$7,656	\$3,874	\$132,898
Year 11	\$0	\$3,895	\$3,895	\$7,805	\$0	\$7,805	\$3,909	\$136,807
Year 12	\$0	\$4,012	\$4,012	\$7,956	\$0	\$7,956	\$3,943	\$140,750
Year 13	\$0	\$4,133	\$4,133	\$8,110	\$0	\$8,110	\$3,977	\$144,727
Year 14	\$0	\$4,257	\$4,257	\$8,267	\$0	\$8,267	\$4,010	\$148,738
Year 15	\$0	\$4,384	\$4,384	\$8,427	\$0	\$8,427	\$4,043	\$152,780
Year 16	\$0	\$4,516	\$4,516	\$8,590	\$0	\$8,590	\$4,074	\$156,854
Year 17	\$0	\$4,651	\$4,651	\$8,756	\$0	\$8,756	\$4,105	\$160,959
Year 18	\$0	\$4,791	\$4,791	\$8,926	\$0	\$8,926	\$4,135	\$165,094
Year 19	\$0	\$4,934	\$4,934	\$9,099	\$0	\$9,099	\$4,164	\$169,259
Year 20	\$0	\$5,083	\$5,083	\$9,275	\$0	\$9,275	\$4,192	\$173,451
<b>TOTAL</b>	<b>\$0</b>	<b>\$74,999</b>	<b>\$74,999</b>	<b>\$155,643</b>	<b>\$0</b>	<b>\$248,450</b>	<b>\$173,451</b>	



**Reston Community Center  
Staff Recommendations  
FY25 Facility Improvements, Capital Projects, Equipment**

**Context**

Timeframe: August 4 through September 7, 2024

With completion of the Energy Audit for RCC Hunters Woods, we have the opportunity to plan a comprehensive set of improvements and capital projects and equipment purchases in the period set aside for doing comprehensive replacement of various RCC HW HVAC components. Staff continue to research costs and obtain estimates, but preliminarily a plan and related cost (rough order of magnitude) amounts could include the following:

<i>Activity</i>	<i>ROM Cost</i>
Option 3 Energy Utilization Improvements Project	\$ 2.2
Complete overhaul of display systems – both buildings	100K
Installation of new timeline exhibit – the CenterStage Lobby	100K
Replacement of RCC HW elevator (Defer from FY24)	300K
Renovation of office systems furniture – both buildings	500K
Renovation of RCC HW restrooms	100K
Purchase of RCC on Wheels vehicle	750K
 Total non-revenue producing one-time fiscal impact ROM	 \$4.05M

Some of the above costs (display systems, furnishings, etc.) aren't captured in the capital projects part of the budget – they are budgeted in operating costs. But, given their scope and the facility-related nature of them, we present them separately for consideration. The above activities should be done during the reduced activity timeframe identified for the HVAC system improvements.

Given the increases in revenue deriving from the increased valuation of Small District 5 properties (both residential and likely commercial increases deriving from completed Silver Line corridor projects), we believe these are critical projects to undertake, that we have ample resources with which to fund them, and that the resulting improvements in our flagship facility, staff efficiency and programming delivery will prove the investments to be sound. While we want to be conservative regarding the scope of improvements to our RCC Lake Anne facility, the systems furnishings and similar efforts (carpet replacement, general maintenance) are basic to continuing to offer staff and patrons a high-quality environment for work and programming.





# RESTON COMMUNITY CENTER



## Executive Director Report April 2023

### **Pillar I – Facilities**

Staff worked throughout the month of April to assemble a response to Fairfax County Risk Management's audit of our facilities in March. Minor issues were resolved on site during the visit. However, Risk Management representative Ryan Brookes recommended that RCC institute a formal Hazardous Chemicals Communication Program, Hazardous Energy Control Program, and reorganization of the Pool Overlook storage area to comply with mandatory clearances. These efforts are nearly complete; a final response report will be sent to Risk Management in the first week of May. New training and documentation systems have been identified in support of these efforts.

### **Pillar II – Equity**

Last-Minute College Financing Strategies was offered free of charge in April for the 22 people enrolled. Popular free offerings for youth continue to have strong participation, including for one-time events like the Eggnormous Egghunt as well as regular meetings like Math Tutoring. "If Beale Street Could Talk" was screened for CenterStage Cinema: Equity Matters. The agency submitted its 2022 Equity Plan results and planned milestones for 2023 to the County's One Fairfax office.

### **Pillar III – Community Connections**

RCC was represented by instructor Kelley Westenhoff at the inaugural Hunters Woods Elementary School Health and Wellness Fair on April 29. RCC Zumba instructor Chithra Kumar taught a class for county personnel during the Administrative Resource Team April 25 activities. Offsite & Collaboration and Arts & Culture teams supported the Reston Museum's annual Founder's Day event on April 15. The annual Young at Art exhibit at RCC Hunters Woods was enthusiastically received. RCC supported the Fairfax County-Reston YMCA Gala held on April 22.

### **Pillar IV – Programs and Services**

Performances in April included "The History of Comedy (Abridged)" by The Reduced Shakespeare Company; "Mr. Vaudeville!" (which included four Young Actors Theatre students); OLLI concerts and a sold out appearance by author Suzanne Simard. Participation in Lifelong Learning offerings continues to grow. Aquatics offered several certification classes: Lifeguard (24), Lifeguard Renewal (12), CPR for RCC staff (17), Lifeguard Instructor Renewal (6) and Waterfront Lifeguarding (3). Several Aquatics wait lists were reduced with new classes. Facility Services hosted the retirement celebration for Fairfax County Department of Transportation Director Tom Biesiadny. He was deeply appreciative of the support.

### **Pillar V – Communications**

The backend processes and architecture for the community calendar function of the new website are nearing completion. A new Public Information Officer I will be starting at RCC on May 8. Ozun Dalaran-McClary comes to us from the Fairfax County Health Department. Lorna Campbell Clarke provided support to McLean Community Center's Communications Director for a presentation to the MCC board.

### **Pillar VI – Stewardship and Accreditation**

Submission documents for the May annual CAPRA report requirement are in progress. In addition to the RCC Recreation Program Plan, the annual report will include current Records Disaster Mitigation and Recovery Plan and Procedures, Recycling or Zero Waste Plan, General Security Plan, and Staff Training documentation related to Evaluation of Programs, Services and Facilities. Aquatics Operations Director Alexia Mack has resigned. That position will be advertised at the end of the summer.

### **Executive Director Activity**

I attend Greater Reston Chamber of Commerce, Leadership Fairfax, ArtsFairfax and Public Art Reston board meetings. Work on the "Fairfax County Public Art Master Plan" has commenced; I chair that Task Force. I continue to work with county staff and partner organizations involved in the County Arts Committee.

# RESTON COMMUNITY CENTER

RECREATION PROGRAM PLAN

APPROVED BY RCC BOARD OF GOVERNORS 05-01-2023



*Enriching Lives.  
Building Community.®*

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## INTRODUCTION

Reston Community Center (RCC) is a community leader, bringing the community together through enriching leisure time experiences that reach out to all and contribute to Reston's sense of place. RCC collaborates to improve our and other Reston organizations' effectiveness, to build community and to strengthen our identity. RCC outreach and collaboration efforts support our mission, serve Reston, and enhance our value to the community.

RCC provides five lines of business to the Reston community: Aquatics, Arts and Culture, Leisure and Learning, Offsite and Collaboration, and Facility Rentals. RCC is a sub-fund agency of Fairfax County dedicated to a specific and defined geographical area. Operations are supported by revenues from a special property tax collected on all residential and commercial properties within [Small District 5](#). RCC also collects internal revenues generated by program registration fees, theatre box office receipts, gate admissions and facility rental fees. These activity fees are set at a level substantially below the actual costs of programming and operations since Small District 5 property owners have already contributed tax revenues to fund RCC. Consequently, Small District 5 residents and employees enjoy RCC programs at reduced rates and have priority registration and ticket purchasing periods.

RCC also provides fee waiver opportunities to eligible participants. The Fee Waiver program allows for unlimited class, workshop and trip participation on an annual basis for the low per-event transaction fee of \$5.00. For eligible households, an additional camp fee waiver program has been established and allows for out-of-school-time (OST) camps as well as an entire summer of camp programs, at the cost of \$10.00 per camp activity. Each May, eligible community members must reapply to participate in each Fee Waiver program. The status applies to the agency's fiscal year, July 1 to June 30.

As a result of RCC's unique County status, the Agency is governed by a [nine-member Board](#) that is appointed by the Fairfax County Board of Supervisors, after the residents and businesses of [Small District 5](#) express their preferences in an annual poll. Board members serve three-year terms. The Board of Governors is responsible for these key oversight functions:

- **Strategic Planning** to guide priorities for facilities, programs and services;
- **Policy Administration** to advance the purposes, governing principles and functions;
- **Public and Community Relations** to understand and support the Reston community;
- **Fiduciary Oversight** to assure responsible stewardship of RCC resources; and
- **Personnel** to select and employ the RCC Executive Director.

Because RCC functions as a Fairfax County agency, regardless of the segregation of Small District 5 funds into its own sub-fund, the Fairfax County Board of Supervisors is still responsible for the final approval of RCC budgets.

## RECREATION PLAN VISION

The Recreation Program Plan emphasizes the core services provided and aligns the overall programming design with regional and national efforts and trends. Reston Community Center program efforts target residents, employees and employers in Small District 5 and embody the agency's mission, vision and value statements. The agency tagline, "Enriching Lives. Building Community" emphasizes the integral and vital partnership forged and fostered between the Center and the community.

## Reston Community Center: Mission, Vision And Values

### RESTON COMMUNITY CENTER MISSION STATEMENT

To create positive leisure, cultural and educational experiences that enhance the quality of life for all people living and working in Reston by:

- Providing a broad range of programs in arts, aquatics, recreation, enrichment and lifelong learning.
- Creating and sustaining community traditions through special events, outreach activities and facility rentals.
- Building community through collaboration and celebration.

### RESTON COMMUNITY CENTER VISION

Reston Community Center enriches lives and builds community for all of Reston.

### RESTON COMMUNITY CENTER VALUES

In accomplishing our mission and vision, RCC will be:

- A respectful, diverse organization that supports and nurtures its patrons, partners, volunteers and staff.
- An organization that embraces inclusion and diversity, and actively promotes racial and social justice.
- An accountable steward of Reston's resources, sense of place and community traditions.
- An accepting and open organization free of physical, financial and cultural barriers.

### RESTON COMMUNITY CENTER MASTER PLAN

The RCC Master Plan relies on the Fairfax County Comprehensive Plan for Reston and the Reston Master Plan to guide and support Reston Community Center's budget, capital improvement plan, recreation program plan and strategic plan to achieve the vision for the agency's recreation facilities and programs. The Master Plan includes the agency mission, goals and objectives, recreation and leisure trends analyses, needs assessment, community inventory, and any applicable level of service standards. The plan will be updated regularly, corresponding with the agency's Strategic Plan.

### ANNUAL REPORT

The Agency lines of business contribute to the development of a yearly [Annual Report](#) to inform the Board of Governors and other stakeholders of the progress made by the recreation programming teams (i.e., Aquatics, Arts and Culture, Leisure and Learning, and Offsite and Collaboration) as well as the Facility Services team and Administrative functions. The formation of the report gives each line of business an opportunity to reflect on the prior year's performance and make recommendations for moving forward. This report serves as the guide for the public's understanding of the following year's programming priorities.

### STRATEGIC PLAN

Building on the agency's prior strategic plans, every five years, RCC looks to the future with renewed commitment to these overarching principles of its work:

- RCC will expand Reston's access to cultural and recreational amenities, programs and services.
- RCC will leverage the strength of partnerships and collaborations with other Reston and Fairfax County agencies or organizations to serve the community.
- RCC will remain flexible in responding to changing trends and emerging community needs.
- RCC will deliver programs and services with skilled and talented staff using the best practices for stewardship of Reston's investment to maintain the public's trust.

Moreover, Reston Community Center strategic plans center on six focal areas, which are areas of special emphasis crucial for the continued success of the agency –

- Facilities
- Equity
- Community Connections
- Programs and Services
- Communications
- Internal Capacity and Financial Planning

RCC developed the 2021-2026 Strategic Plan to identify objectives that will drive the agency forward in these areas. This Strategic Plan sets the foundation for agency programs and community partnerships when establishing programmatic goals and budget priorities.



Focal Area and Goal	Objectives
<p><b>Facilities</b></p> <p>RCC engages the community in planning for existing and new facilities to create or maintain RCC buildings that are flexible, technologically advanced, accessible, beautiful and environmentally friendly.</p>	<ol style="list-style-type: none"> <li>1. To support planning a new Reston venue for performing and other arts, that will be built with contributions from other funding partners and can be sustainably operated.</li> <li>2. To ensure that existing RCC facilities are well maintained and updated regularly as needed with improvements that will make them more accessible, useful and environmentally sound.</li> <li>3. To consider how RCC facilities can serve community needs and interests by regularly engaging with the community and partners on how they can be used.</li> </ol>
<p><b>Equity</b></p> <p>RCC embodies the principles delineated in the One Fairfax Policy by putting equity at the forefront of meeting community needs and serves the people and neighborhoods of Reston through allocation of resources according to those needs and informed understanding of the community's diverse interests.</p>	<ol style="list-style-type: none"> <li>1. To participate as an active and engaged partner in Reston Opportunity Neighborhood (RestON).</li> <li>2. To regularly conduct outreach to the community that is welcoming, flexible and respectful.</li> <li>3. To assess barriers to the full enjoyment of leisure-time activities and implement strategies to eliminate those barriers.</li> </ol>
<p><b>Community Connections</b></p> <p>RCC provides resources for Reston people and organizations that forge meaningful relationships to create a greater sense of belonging and community cohesion. RCC helps newcomers understand the community values upon which Reston was founded and appreciate Reston's unique history.</p>	<ol style="list-style-type: none"> <li>1. To implement and sustain collaborative efforts with other Reston organizations.</li> <li>2. To identify community and county initiatives that relate to RCC's mission and provide resources that contribute to their success.</li> <li>3. To reach out to new neighborhoods and under-served areas of the broader community with content that can be delivered to people where they are and that will then inspire those who participate to engage more deeply with the community as a whole.</li> <li>4. To implement a community calendar of important events in conjunction with civic and non-profit partners that will help inform people of the rich array of opportunities to enjoy Reston experiences.</li> <li>5. To foster ongoing development of leadership in the community and help maintain the rich array of Reston nonprofit organizations that serve the community.</li> </ol>
<p><b>Programs and Services</b></p> <p>RCC programs evolve and adapt to a changing community; programs and content should be delivered in both RCC facilities and where people live, work and play. RCC programs and services address diverse interests, ages, cultures and ethnicities; they are high quality, innovative, well attended and affordable.</p>	<ol style="list-style-type: none"> <li>1. To preserve the broadest possible access to RCC programs and services.</li> <li>2. To create and use engagement strategies that inform the design and implementation of RCC programs and services.</li> <li>3. To establish reliable and well-used patron feedback mechanisms to ensure constant evaluation of patron satisfaction.</li> <li>4. To use data to inform program planning and development.</li> <li>5. To have staff participate in professional organizations that provide resources for the fields of RCC concern: aquatics, arts, leisure and learning, and facility services.</li> </ol>
<p><b>Communications</b></p> <p>RCC is recognized as an essential community asset for achieving a high quality of life in Reston. RCC marketing, publications, digital footprints, and media-related outputs are compelling, broadly shared, accessible to all and reliable. RCC is a trusted community partner for advancing knowledge of Reston and its lifestyle assets to assure the broadest possible enjoyment of those.</p>	<ol style="list-style-type: none"> <li>1. To have recognizable images, a widely known logo, branding and messaging that are consistent across our platforms and well-known to community audiences.</li> <li>2. To consistently communicate with multiple tools (e.g., multi-lingual options, accessible web content, regular communications vehicles, and a well-established social media presence) that will collectively appeal to different consumers.</li> <li>3. To deploy a new website that is mobile device-friendly, easily used and broadly accessed to engage with patrons, make RCC purchases, and offer a comprehensive community calendar solution for Reston nonprofits and civic organizations.</li> </ol>
<p><b>Stewardship and Accreditation</b></p> <p>RCC maintains its accreditation by the Commission on Accreditation of Park and Recreation Agencies (CAPRA) and achieves re-accreditation in 2025. RCC planning and operations are responsibly undertaken with community input, sustainable practices, sound fiscal management and consistent</p>	<ol style="list-style-type: none"> <li>1. To ensure that equity, accessibility and environmentally sound practices inform all facility planning, projects, maintenance and repair efforts.</li> <li>2. To ensure that the best practices required of Fairfax County agencies and enumerated by the CAPRA accreditation standards are routinely reviewed, followed, updated and in alignment with RCC functions.</li> <li>3. To consistently deliver programs and services that meet with patron satisfaction and to provide regular meaningful ways to measure that satisfaction.</li> <li>4. To pursue the objectives of the Fairfax County Countywide Strategic Plan that are aligned with RCC's mission.</li> </ol>

use of data to inform decision-making. As a Fairfax County agency, RCC complies with all requirements of such public service entities with respect to administration and management of its resources.

## RECREATION PROGRAM OBJECTIVES

Acting on the goals set forth in the Strategic Plan, RCC establishes programmatic objectives and priorities based on activity type and audience. Within RCC's four lines of business, four departments comprise the agency's recreation programming team:

### Aquatics (all ages)

#### Arts & Culture (all ages)

Arts Education (all ages)

#### Leisure & Learning

Youth/Teen Programs (infant to age 17)

Lifelong Learning Programs (ages 18 years and older)

Fitness/Wellness Programs (all ages)

#### Offsite & Collaboration

Community Events

Equity Partnerships

The following chart details the specific learning and/or skill acquisition objectives for the recreation offerings provided by these lines of business:

AQUATICS			
Activity Type	Type	Audience	Outcomes
Beginner/Basic Swim Classes for Infants	Water Intro, Aqua Tots	6- 18 months	Parents/Guardians will be able to orient their child to water and safely supervise water activities.
Beginner/Basic Swim Classes for Toddlers	Skipper I and II	19 mo. - 3 years	Youth participants will learn water safety and skills to include floating, kicking, paddling, submerging and water safety skills.
Beginner/Basic Swim Class for Pre-K	Rookie I and II	4-5 years	Youth participants will learn water safety and skills to include floating, kicking, paddling, submerging and basic swimming skills.
Intermediate Swim Class for School-Age	Ranger, Marlin	4-7 years	Participants will learn water safety and swim skills including sitting and kneeling diving, underwater exploration, front and back glides, rotary breathing, front crawl, back stroke and dolphin kick.
Int/Advanced Swim Class for School-Age	Water Wonder	4-7 years	Participants will learn enhanced techniques and training to include treading, flip turns, increased endurance, front crawl, back crawl, breaststroke, butterfly, sidestroke and backstroke.
Beginner Learn to Swim	Level 1, 2	6-12 years	Participants will learn water safety and swim skills, including submerging, front and back floats and glides, swimming on front and back using arms and legs.
Intermediate Learn to Swim	Level 3, 4	6-12 years	Participants will learn water safety and swim skills including sitting and kneeling diving, underwater exploration, front and back glides, rotary breathing, front crawl, back stroke and dolphin kick.
Advanced Learn to Swim	Level, 5, 6	6-12 years	Participants will learn techniques and training to include treading, flip turns, increased endurance, front crawl, back crawl, breaststroke, butterfly, sidestroke and backstroke.
Adapted Aquatics	Therapeutic	13 years+	Participants will learn water safety and swim skills; enhance physical fitness and stamina.
Adult Beginner Swim	Beginner	13 years+	Participants will learn water safety and introduce basic swimming skills.



Aquatic Aerobics Classes	Aqua Burn, Tides in Motion, Fit After 50, etc.	18 years+	Participants will enhance physical fitness and improve mobility and endurance.
Aquatic Certifications	Lifeguard, WSI, AFO	16 years+	Participants will obtain certification in specialized aquatic fields after successfully participating, performing and passing required skills tests.

### ARTS EDUCATION

Activity Type	Type	Audience	Outcomes
Performing Arts – Theatre, Dance and Music	Ballet, Social Dance, Young Actors Theatre	Youth Teen Adult	Provide instruction to improve performing arts skills while enhancing knowledge and positive experiences.
Visual Arts	Painting, Ceramics, Glass	Youth Teen Adult	Provide instruction to improve creative and artistry skills while enhancing knowledge and positive leisure experiences.

### LEISURE & LEARNING

Activity Type	Type	Audience	Outcomes
Camps	Spring Break Winter Break Summer Break Day Camps Travel Camps	Youth Teen	To connect and motivate youth; participants will be introduced to or deepen connections to recreation and leisure opportunities to enhance knowledge and skills.
Craft Classes	Hobbies	Youth Teen Adult	Participants will improve leisure awareness and increased leisure opportunities while enhancing skills through practical, hands-on experiences.
Culinary Classes	Cooking, Baking	Youth Teen Adult	Participants will experience enhanced knowledge and improved culinary skills and abilities.
Enrichment Courses and Workshops	Online/Classroom/Hybrid	Youth Teen Adult	Provide educational resources, skills and information to enhance participant knowledge.
Fitness/ Wellness Programs	Health	Youth Teen Adult	To improve health and wellness, enhance physical fitness, and increase stamina.
Green Living/Eco classes	Environmental Programs	Youth Teen Adult	Introduce environmental awareness, resources and education.
Language Classes	Cultural	Adult	Improve language skills, introduce cultural information, and increase comfort level while communicating.
Social Programs and Opportunities	Fairs, Expos, Gatherings	Youth Teen Adult	Provide opportunities for positive socialization while improving leisure awareness.
Technology Classes	Computer, Phone, Camera	Youth Teen Adult	Improve skills and increase knowledge and awareness of technology.
Trips & Tours	Excursions	Youth Teen Adult	Improve leisure awareness, increase socialization and enhance positive leisure experiences.
Woodworking Programs	Woodcraft	Youth Adult	Provide skills and training to safely, successfully complete projects.

### OFFSITE & COLLABORATION

Activity Type	Type	Audience	Outcomes
Community Events	Festivals, Concert Series, Entertainment Experiences, Workshops/Classes	Youth Teen Adult	Provide events and experiences in neighborhoods throughout the community to bring people together, enrich their lifestyles, provide a sense of belonging, create social opportunities.

Equity Partnerships	In support of One Fairfax, Opportunity Neighborhood County Initiatives	Youth Teen Adult	Provide free events, workshops, gatherings to promote a sense of belonging, enhance opportunities for self-expression, create social opportunities and deploy recreation content equitably.
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## PROGRAMS AND SERVICES

Reston Community Center provides two state-of-the-art facilities for community members to enjoy at their leisure. While the agency does not oversee any parks, trails or playgrounds, we do ensure welcoming and safe environments where community members can gather, relax and enjoy their preferred recreation pursuits. RCC offers more than 2,000 enrolled offerings each year. While most of these are leader-directed by full-time or part-time staff, contractors or various user groups, RCC also offers a multitude of free, weekly drop-in recreation programs and events for participants to pursue independently under general staff supervision. These self-directed programs may require patrons to make a reservation (studios, lap lanes) or just drop-in to enjoy. They include (but are not limited to):

Reservation/Drop-In	Timeframe/Location	Audience
Bridge	Mondays at RCC HW	18 years and older
CenterStage Cinema	Monthly at the CenterStage at RCC HW	
Community Coffee	Daily Coffee at RCC HW	All ages
Concert series	Reston locations – various	All ages
Current Issues	Weekly discussion group – RCC HW	18 years and older
Annual Dr. Martin Luther King Jr. Birthday Celebration	Reston locations, RCC HW	All Ages
Eggnormous Egg Hunt	Reston elementary school	Infant to age 8
eLearning @ RCC	Online education courses – self-enrolled	18 years and older
Gifts from the HeART	Annual December Art Show and Sale	All Ages
Halloween Family Fun Day	Community event at RCC HW	Infant to age 8
Mah Jongg	Wednesdays at RCC HW	
Neighborhood and Regional Festivals (Multicultural, Arts, Jazz & Blues, Roots, Reggae)	Reston Town Center, Reston Station, Lake Anne Plaza	All Ages
Open Swim	Terry L. Smith Aquatics Center at RCC HW	All Ages

RCC HW = RCC Hunters Woods

RCC LA = RCC Lake Anne

Complete program listings and descriptions of RCC offerings are available in the seasonal program guides published three times annually: Winter/Spring, Summer and Fall. They can be viewed on the agency website here:

[Publications - RCC \(restoncommunitycenter.com\)](http://restoncommunitycenter.com)

## COMMUNITY DEMOGRAPHICS

Reston is an internationally renowned, planned community developed by Robert E. Simon Jr. (1914-2015) and founded in 1964. It combines urban lifestyle choices with open-space design, and values community, nature and social equity. Mr. Simon created a community that integrated citizens across racial, economic and social sectors. In 2018, Reston was ranked as the [Best Place to Live in Virginia](#) by Money magazine which noted its expanses of parks, lakes, golf courses and bridle paths as well as the numerous shopping and dining opportunities in Reston Town Center.

Reston is a Census Designated Place (CDP) and the most current demographic profile information about the community is available here:

<https://data.census.gov/profile?g=160XX00US5166672>

Reston Demographic highlights from the Census are provided in the table.

DEMOGRAPHIC CATEGORY	
Total population	63,226
Education – Bachelor’s degree or Higher	71.2%
Total Housing Units	30,032
Families and Living Arrangements – Total Households	27,366
Income and Poverty – Median Household Income	\$126,571
Employment – Employment Rate	70.8%
Health – Without Health Care Coverage	6.1%
<b>POPULATIONS &amp; PEOPLE</b>	
Median Age	39.6
Older than 65	15.7%
Age 14 or Younger	16.8%
Ages 15 to 29	18.6%
Ages 30 to 49	27.6%
Ages 50 to 64	21.1%
Language Spoken at Home – Other Than English	29.6%
• English Only	70.4%
• Spanish	10.6%
• Other Indo-European Languages	9.6%
• Asian & Pacific Islander Languages	6.0%
• Other Languages	3.4%
Population of One Race	56,373
• White alone	39,092
• Black or African American alone	5,937
• American Indian & Alaska Native alone	198
• Asian alone	7,119
• Native Hawaiian & Other Pacific Islander alone	32
• Some Other Race alone	3,995

## PROGRAM AND SERVICE DETERMINANTS

Reston Community Center's recreation and cultural programming consists of the Aquatics, Arts and Culture, Leisure and Learning, and Offsite and Collaboration lines of businesses. The Terry L. Smith Aquatics Center supports swimmers of all ages and abilities. Whether the goal is recreation, learning to swim, water safety education, fitness, celebrations or therapy, the RCC Aquatics staff welcomes visitors year-round.

The Arts & Culture department offers a wide range of arts performances and experiences. The Arts Education cost center offers classes and workshops in performing and visual arts and presents fine art exhibits. In addition, the performing arts cost center supports both professional touring artist presentations and locally based community arts organizations. The Arts & Culture team provides workshops and performances in Reston area schools.

The Leisure and Learning department engages patrons from birth through their senior adult years in thousands of different enriching, educational, entertaining and health-promoting programs. Whether they participate in extensive new fitness offerings or journey to a new attraction, take a class or drop in to work on a project, Reston patrons in these programs explore their interests and enhance their well-being with their involvement.

Offsite and Collaboration – a department established in 2022 – provides content and event delivery throughout the community to new neighborhoods and neighborhoods with traditionally underserved populations. RCC is a key Reston partner in the Opportunity Neighborhoods initiative. Offsite and Collaboration brings RCC programming to new multi-family dwellings being built along the community's Metrorail stations that are part of the Silver Line to Dulles Airport and Loudoun County.

Reston Community Center incorporates the **Conceptual Foundations of Play, Recreation and Leisure** in all efforts as evidenced by our wide, diverse array of recreation programs and services. These offerings reflect the **vision, mission, and strategic goals and objectives** of the agency. With well over 2,000 programs developed each year and designed to serve all ages, the core program areas include: Aquatics, Camps, Community Events, Cooking, Crafts, Dance, Enrichment, Fitness, Green Living, Language Learning, Outreach/Offsite, Performing Arts, Social, Technology, Trips and Tours, Visual Arts, Volunteer Opportunities and Woodworking. From skills-based courses to drop-in social programs, the tenets of sound recreation programming – primarily voluntary, positive and purposeful participation – are upheld through all aspects of RCC programming research, planning and facilitation.

RCC develops programs that meet **Constituent Needs** (both patrons and non-participating community members) by receiving input and feedback through a variety of methods. These include patron satisfaction surveys, class evaluations, direct feedback to staff, comment cards, and suggestions submitted through the general email account, [rcccontact@fairfaxcounty.gov](mailto:rcccontact@fairfaxcounty.gov).

Each February, the RCC Board of Governors invites the community, including residents, patrons, collaborative organizations and partners, to attend the Community Relations and Program/Policy Joint Committee Meeting. This meeting provides a public forum and additional opportunity for newcomers and past participants to request and suggest new programs, partnerships and collaborations, as well as voice concerns or enumerate specific needs. The Board and staff members attend, listen and actively engage in dialogue during the meeting.

Staff members are then directed to research and determine the efficacy, feasibility and alignment of program suggestions as related to the Agency mission. In March, the community is invited to return and participate in a discussion of the potential outcomes from the prior month's input that is guided by staff research. The collection and regular monitoring of all methods of input from the community, and the responsive actions taken by RCC staff, create a positive and **constituent-centered culture** where patrons feel safe, comfortable and confident offering their comments and views.

## RECREATION AND LEISURE TRENDS ANALYSIS

Data and assessments from the Fairfax County Park Authority, Reston's Homeowners Association – Reston Association – and Northern Virginia Regional Park Authority (NOVA Parks) are used to monitor trends within the Reston area. Additional input is provided to RCC regularly by the Reston Town Center Association – an association of both commercial and residential properties representatives for those in Reston Town Center. They are included in Small District 5, though not a part of Reston Association's membership.

Reston Community Center is an agency member of the Virginia Recreation and Park Society, the National Recreation and Park Association, Learning Resources Network, and other state, regional, or national agencies. Research disseminated by these organizations and institutions provides forecasts for our industry and helps inform staff of appropriate programming and facility enhancements, innovative marketing efforts and trends in the community.

Fairfax County Park Authority (FCPA) produces its recreation trends report on a periodic basis and in late 2016 distributed the *Parks Count!* Needs Assessment survey to evaluate the wants and needs of residents from across the County.

### **Parks Count! Priority Needs Identified:**

According to the 2016 *Parks Count!* data, the following four themes emerged as the most important for Fairfax County households:

- Preserve open space and environment.
- Improve physical health and fitness.
- Provide recreational facilities for children and teens.
- Make Fairfax County a more desirable place to live.

### **Priority Needs by Age Cohort:**

	<b>Swim Lessons</b>	<b>Biking, Walking</b>	<b>Special Events</b>	<b>Summer Camps</b>	<b>Exercise</b>
Under 18	X	X	X	X	X
18-49		X	X		X
50 and Older		X	X		X

## RCC RECREATION AND LEISURE TRENDS ANALYSIS

<b>Cited Priority Need</b>	<b>Implications/Connections for Reston Community Center</b>
Swim lessons*	<ul style="list-style-type: none"> <li>• RCC offers a year-round swimming lesson program for all ages.</li> <li>• Swimming lessons are free during the summer season.</li> <li>• RCC staff actively engage with the public to implement DEAP – Drowning Education and Prevention – programming to community members.</li> </ul>
Biking, walking	<ul style="list-style-type: none"> <li>• RCC launched RCC Cycles in 2017 to provide learn to bike classes for youth, teen and adult community members.</li> <li>• RCC hosts a weekly walking group for community members.</li> </ul>



Cited Priority Need	Implications/Connections for Reston Community Center
Special events	<ul style="list-style-type: none"> <li>The programming teams plan and implement a robust and varied calendar of special events, including festivals and outdoor concerts, throughout the year.</li> </ul>
Summer camps	<ul style="list-style-type: none"> <li>RCC offers more than 100 individual summer camps annually, serving more than 1,300 participants.</li> </ul>
Exercise	<ul style="list-style-type: none"> <li>The Fitness &amp; Wellness Department facilitates year-round classes and drop-in programs focused on cardio &amp; strength, yoga &amp; movement, and mind-body wellness.</li> </ul>

\*Swimming pools were cited as the highest priority facility needed for indoor recreation. In 2019, RCC dramatically renovated the natatorium complex (Terry L. Smith Aquatics Center) to provide an enhanced and modern setting for lessons, classes, therapeutic programming and swim team practices.

RCC contracted with the Center for Survey Research at the University of Virginia to conduct a comprehensive needs analysis in 2019. The focus areas for the survey include general awareness of RCC and its value to Reston; programming options provided by RCC and/or preferred by Reston residents; identification of challenges or barriers to participation in and awareness of RCC offerings; general types of communication tools preferred by Reston residents to learn about leisure time offerings and whether or not the community desires a new performing arts venue to be contributed to in some way by RCC.

The needs analysis provided a probability methodology to assure that there would be statistically sound results as well as a link for anyone desiring to participate in the same survey. Results were compiled separately for the probability and non-probability samples so that RCC's Board and staff can be assured the study findings are aligned with the community while also providing understanding of the voluntary participation in the survey and those implications.

Resources used by the RCC Board of Governors and staff to understand the community needs and preferences with respect to programming are included on the agency website in the collection of reports commissioned by RCC or studies relevant to strategic planning. They can be found at: <https://restoncommunitycenter.com/info/board-of-governors/board-documents/>.

## PROGRAM AND SERVICE PARTICIPATION, USE AND SATISFACTION STATISTICS

Total program participation is calculated and published in the annual report. The data includes registered participation, drop-in participation and facility rental users. Additionally, a monthly fiscal report is distributed to the Board of Governors, and published on their RCC web page, that details the prior month expenditures, fee waiver usage and revenue. RCC distributes class evaluations at the end of each session, event or workshop. The patron satisfaction survey is collected and tallied throughout the year to determine the overall rate of success. Volunteer data is gathered by the agency's internal business software, RecTrac, as well as the Fairfax County Volunteer Management System and program partners of RCC such as NV Rides.

### REPRESENTATIVE PARTICIPATION DATA POINTS: 2022 CYCLE OF OFFERINGS/RENTALS

Department	Enrolled Programs	Pass/Ticketed Visits	Events
Arts & Culture/Events*	1,201	13,554	62,348
Leisure & Learning*	4,225	2,084	1,069
Aquatics	3,205	23,361	140
Swim Team Visits		20,196	

\*Community Events counted in "Arts & Events" – new unit established fall 2022: Offsite & Collaboration combining "Community Events" and "Offsite & Collaboration – renamed "Equity Partnerships" – will show up in 2023 data profile.

### Facility Rentals Hours by Space Type

the CenterStage	Terry L. Smith Aquatics Center	Meeting and Social Rooms
445	595	5,772

### Facility Rentals Participants by Household Type, Not Including the CenterStage or Terry L. Smith Aquatics Center

Fairfax County Agency	Non-Reston Organization	Reston Organization	Founding Partner	Reston	Non-Reston	Reston Employee
767	520	19,219	6,932	17,340	1,208	9,524

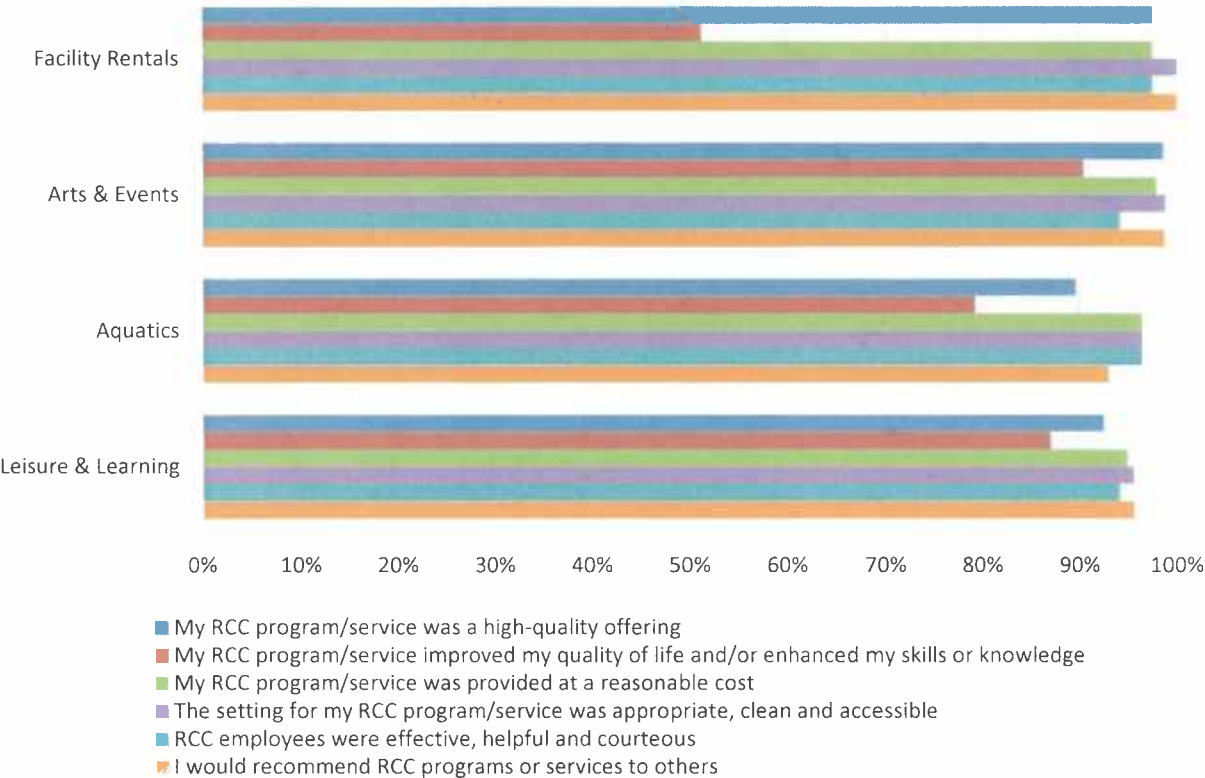
### FEE WAIVER USE 2022

Attribute	Type of Value	Number of Uses or Users
General Fee Waivers	Monetary value: \$62,249	
Summer Camp Fee Waivers	Monetary value: \$74,810	
Zip Code: 20190		71
Zip Code: 20191		154
Zip Code: 20194		8
Zip Code (Other)		1
Age Range: 1-20		181
Age Range 21-60		46
Age Range 61+		168

Fee Waivers used by 234 households for 395 family members.



Reston Community Center 2022 Patron Satisfaction Surveys



VOLUNTEER DATA 2022

Type of Activity	Number of Volunteers	Number of Hours
RCC Board of Governors	9	300
AARP Tax Aides	24	1,625
RCC Rides	15	387
RCC Program Events	165	529

## COMMUNITY INVENTORY

There are more than 60 other providers of fitness, recreation and leisure opportunities in Reston. The shaded boxes indicate the various types of services and intended audiences. RCC is involved with many of them in partnerships.

Recreation Providers	Activity Types	Infant Programs	Pre-School Programs (ages 2-5)	School Age Programs (ages 6-17)	Adult Programs (ages 18+)	Before/After Care Programs (grades K-6)	Provides Transport	Scholarship, sliding scale or fee waiver
<b>Al Fatih Academy</b> 12300 Pinecrest Road, Reston, 20191 703-437-9382 www.alfatih.org	Enrichment Programs							
<b>Bar-T Reston</b> 11480 Sunset Hills Road Reston 20190 571-350-8206 www.reston.bar-t.com	Yoga							
<b>Beloved Yoga Sanctuary</b> 11109 Sunset Hills Rd #100, Reston, VA 20190 www.belovedyoga.com	Fitness							
<b>Bikram Yoga Reston</b> 11495 Sunset Hills Rd #100, Reston 20190 (703) 437-5333 www.restonyoga.com	Fitness							
<b>Children's House Montessori School</b> 1625 Wiehle Avenue, Reston, 20190 703-481-6678 www.childrenshouse-montessori.com	Summer Camps							
<b>Childtime</b> 11511 Sunset Hills Road, Reston, 20190 703-796- 9663 www.childtime.com	Summer Camps							
<b>Cross Fit North Reston</b> 11501 Sunset Hills Rd, Reston, VA 20190 (833) 673- 7866 www.crossfitnorthreston.com	Fitness							
<b>Crunch Fitness</b> 11951 Freedom Dr, Reston, VA 20190 (571) 267-5000 www.crunch.com	Fitness							
<b>eMotion Dance</b> 2254 Hunters Woods Plaza, Reston, 20191 571-318-9908 www.emotiondancefit.com	Dance Classes							
<b>FCPA Programs (General)</b> Various locations in Fairfax County 703-222-4664 www.fairfaxcounty.gov/parks	Recreation Enrichment Programs							
<b>FCPA Rec Pac (Summer Camp)</b> Various locations in Fairfax County 703-324-8702 www.fairfaxcounty.gov/parks	Summer Camps							
<b>First Marks Art Studio</b> 1398 Concord Point Lane, Reston, 20194 703-471-7785 www.firstmarks.com	Art classes camps							
<b>Fusion 360</b> 11130D South Lakes Dr, Reston, VA 20191 (703) 860-5635 www.fusion360fit.com	Fitness							
<b>Golds Gym</b> 11674 Plaza America Dr, Reston, VA 20190 (703) 435-3900 www.goldsgym.com	Fitness							
<b>Good Beginnings School</b> 11501 Sunrise Valley Drive, Reston, 20191 703-800-6262 www.goodbeginningsschool.com	Summer Camps							

Recreation Providers	Activity Types	Infant Programs	Pre-School Programs (ages 2-5)	School Age Programs (ages 6-17)	Adult Programs (ages 18+)	Before/After Care Programs (grades K-6)	Provides Transport	Scholarship, sliding scale or fee waiver
<b>Great Day Learning Center</b> 11155 N Shore Drive, 20190 703-787-6900 www.greatlearningctr.com	Summer Camps							
<b>Greater Reston Arts Center (GRACE)</b> <b>Now Tephra ICA</b> 2001 Market Street #103, Reston, 20190 703-471-9242 www.restonarts.org	Art Classes and Camps							
<b>Greater Washington Dance Center</b> 12320 Pinecrest Road #100, Reston, 20191 571-659-4932 www.gwdancecenter.com	Dance Classes							
<b>Herndon Optimist Club</b> (Basketball, Cheerleading, Softball, Field Hockey, Football, Lacrosse, Rugby) P.O. Box 1771, Herndon, 20172 http://herndonoptimist.org	Sports and Recreation							
<b>i9 Sports</b> Various locations in Fairfax County 703-496-4433 www.i9sports.com	Sports and Recreation							
<b>Ideaventions</b> 12340 Pinecrest Road, Reston, 20191 703-860-0211 www.ideaventions.com	STEM and Enrichment Programs/Camps							
<b>John Chung Tae Kwon Do</b> 11704 Bowman Green Drive, Reston, 20190 703-709-5425 www.martialartsreston.com	Fitness							
<b>Kiddie Academy</b> 12320 Pinecrest Road, Suite 150, Reston, 20191 703-860-0800 www.kiddieacademy.com	Summer Camps							
<b>Kindercare - Old Reston Avenue</b> 1802 Old Reston Avenue, Reston, 20190 703-709-8416 www.kindercare.com	Summer Camps							
<b>KoKo Fit Club</b> 1424 North Point Village Center, Reston, VA 20194 (571) 612-2333 www.kokofitclub.com	Fitness							
<b>Lake Anne Nursery Kindergarten (LANK)</b> 12021 N Shore Drive, Reston, 20190 703-437-0035 www.lankschool.com	Summer Camps							
<b>Language Stars</b> 11301 Sunset Hills Rd Reston, VA 20190 www.languagestars.com	Enrichment Programs Summer Camps							
<b>Laurel Learning Center</b> 11484 Washington Plaza W, Reston 20190 571-323-1414 www.cornerstonesva.com	Summer Camps							
<b>Life Champ Martial Arts</b> 11160 South Lake Drive, Reston, 20191 703-860-5555 www.hellokarate.com	Fitness							
<b>Lifetime Athletic</b> 1757 Business Center Dr, Reston, VA 20190 (571) 512-3500 www.lifetime.life	Fitness Aquatics Summer Camps							

Recreation Providers	Activity Types	Infant Programs	Pre-School Programs (ages 2-5)	School Age Programs (ages 6-17)	Adult Programs (ages 18+)	Before/After Care Programs (grades K-6)	Provides Transport	Scholarship, sliding scale or fee waiver
<b>Lopez Studios, Inc.</b> 11425 Isaac Newton Square S, Reston, 20190 703-787-0071 www.lopezstudiosinc.com	Performing Arts							
<b>Mosaic School (resides in Good Beginnings)</b> 11501 Sunrise Valley Drive, Reston, 20191 571-525-2050 www.mosaicpreschool.com	Summer Camps							
<b>NCS - Reston Teen Center</b> 12196 Sunset Hills Road, Reston, 20190 703-326-7040 www.fairfaxcounty.gov/ncs	Gen Recreation Summer Camps							
<b>NCS - Southgate Community Center</b> 12125 Pinecrest Road, Reston, 20191 703-860-0676 www.fairfaxcounty.gov/ncs	Gen Recreation Summer Camps							
<b>NCS - Therapeutic Recreation</b> Various locations in Fairfax County 703-324-5556 www.fairfaxcounty.gov/ncs	Gen Recreation Summer Camps							
<b>Northern Virginia Hebrew Congregation</b> 1441 Wiehle Avenue, Reston, 20190 703-437-7733 www.nvhcreston.org	Enrichment Programs Summer Camps							
<b>OFC - SACC</b> Throughout Fairfax County 703-449-8989 www.fairfaxcounty.gov/ofc/school	Summer Camps							
<b>OrangeTheory Reston</b> 11410 Reston Station Blvd, 20190 (703) 822-5272 www.reston.orangetheoryfitness.com	Fitness							
<b>Pure Joe Pilates</b> 11305 Sunset Hills Rd, Reston, VA 20190 (703) 787-3767 www.purejoe.com	Fitness							
<b>Ravel Dance</b> 1763 Fountain Drive, Reston, 20190 703-437-9664 www.raveldance.com	Dance Classes							
<b>Reston Association</b> 12001 Sunrise Valley Drive, Reston, 20191 703-435-6530 www.reston.org	Gen Recreation Fitness Aquatics Enrichment Summer Camps							
<b>Reston Children's Center</b> 11825 Olde Crafts Drive, Reston, 20191 703-476-8150 www.restonchildren.org	Summer Camps							
<b>Reston Conservatory Ballet</b> 703-860-4560 http://conservatoryballet.com	Dance Classes							
<b>Reston-Herndon Little League</b> Throughout Herndon and Reston http://rhbaseball.org	Sports							
<b>Reston Montessori School</b> 1928 Isaac Newton Square W, Reston, 20190 703-481-2922 www.restonmontessori.com	Summer Camps							
<b>Reston Pilates</b> 11260 Roger Bacon Dr, Reston, VA 20190 (571) 354-0802 www.restonpilates.com	Fitness							

Recreation Providers	Activity Types	Infant Programs	Pre-School Programs (ages 2-5)	School Age Programs (ages 6-17)	Adult Programs (ages 18+)	Before/After Care Programs (grades K-6)	Provides Transport	Scholarship, sliding scale or fee waiver
<b>Reston Regional Library</b> 11925 Bowman Towne Drive, Reston, 20190 703-689-2700 www.fairfaxcounty.gov/library	Enrichment Programs							
<b>Reston/Great Falls Soccer</b> P.O. Box 2697, Reston, 20195 703-859-6267 www.restonsoccer.com	Sports							
<b>Reston Swim Team Association</b> P.O. Box 2668, Reston, 20195 www.rsta.org	Aquatics							
<b>Reston Youth Association</b> 2013 Soapstone Drive, Reston, 20191	Sports							
<b>Reston Youth Basketball</b> 1751 Wainwright Drive, Reston, 20190 www.restonyouthbasketball.com	Sports							
<b>Russian Kids House</b> 11445 Isaac Newton Square S, Reston 20190 703-435-2784 www.russiankidshouse.com	Enrichment Programs Summer Camps							
<b>Skatequest</b> 1800 Michael Faraday Court, Reston, 20190 703-709-1010 www.skatequest.com	Sports							
<b>Walker Nature Center</b> 11450 Glade Drive, Reston, VA 20191 www.reston.org	Enrichment Programs Camps							
<b>Winwood Children's Center</b> 1841 Explorer Street, Reston, 20190 703-787-0533 www.winwood.com	Summer Camps							
<b>YMCA Fairfax County Reston</b> 12196 Sunset Hills Road, Reston, 20190 703-742-8800 www.ymcadc.org	Gen. Recreation Fitness Summer Camps							
<b>Yoga 4 All Bodies</b> 12021 Creekbend Dr, Reston, VA 20194 (703) 297-2224 www.yoga4allbodies.com	Fitness							



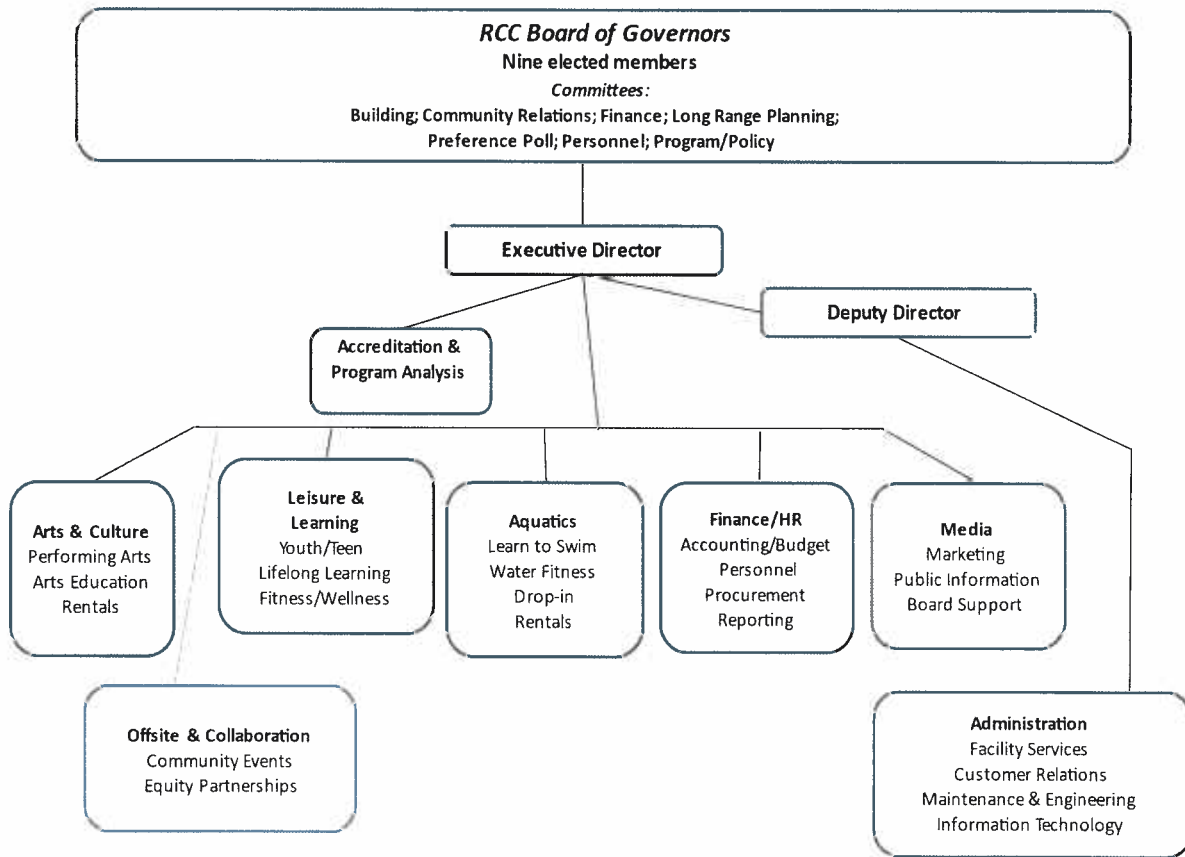
## CONCLUSION

The Recreation Program Plan is reviewed and updated on a regular cycle based on feedback received from community input and the development of the agency's Strategic Plan. Current recreation trends and statistics, distributed by reputable agencies or organizations, also influence the plan, as do critical issues affecting Reston. This data and input is taken into consideration when developing areas of emphasis for future program offerings, assuring RCC will continue to provide an innovative and diverse array of recreational and cultural programs. Ensuring proper community outreach, assessment of community interests and creating public awareness of programs is essential to the program planning process.

Tracking trends in recreation, leisure pursuits and arts consumption allow RCC to plan content that is relevant and that will be successful. The Recreation Program Plan, as with all documents of this nature, is intended to guide resource planning and provide direction to staff. With the completion of the 2019 needs assessment, RCC leadership was able to lay the foundation for the 2021-2026 Strategic Plan. Based on citizen input and expressed interests and needs, RCC budget requests will allow the accomplishment of that plan's goals and objectives while supporting its mission and vision.

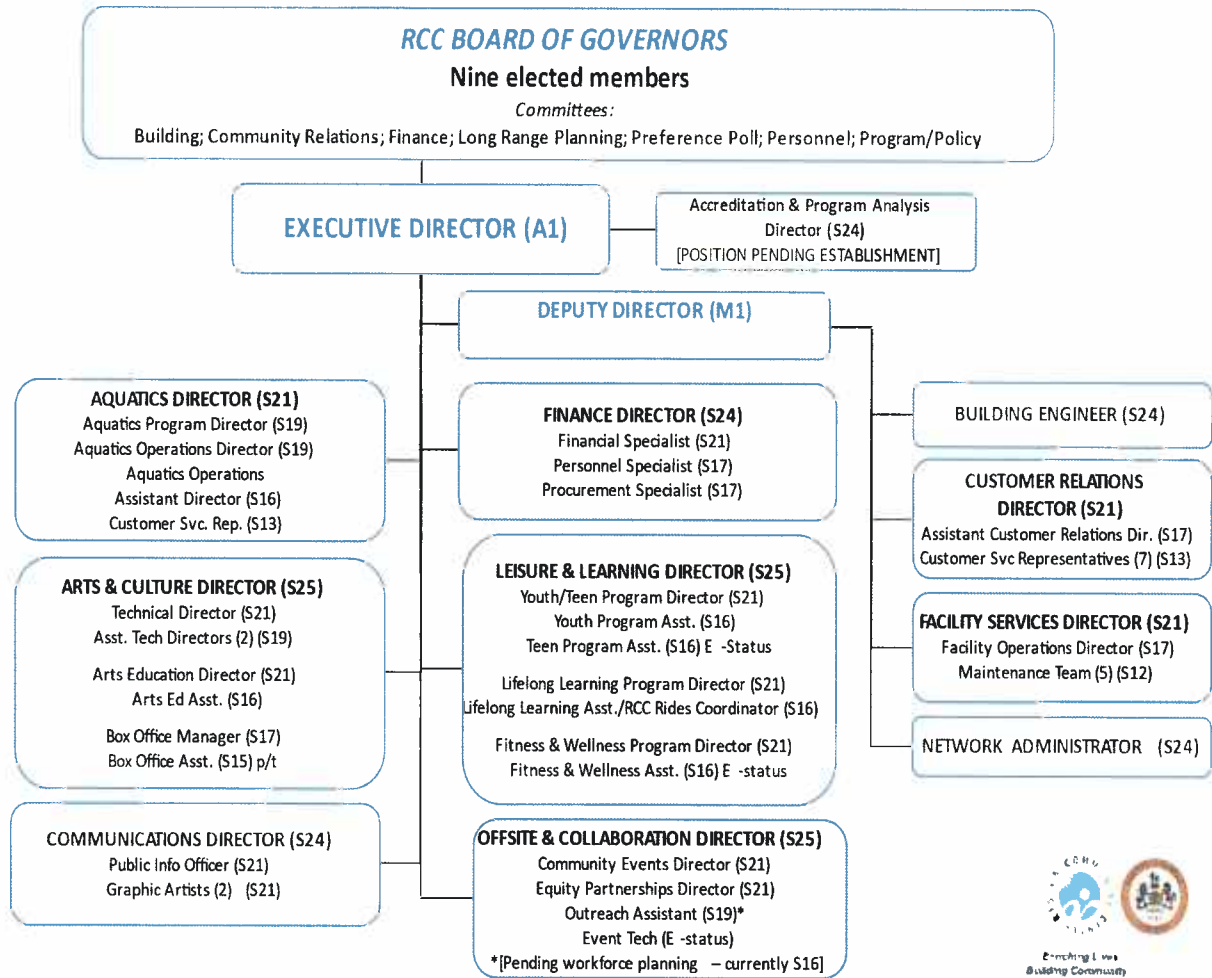
RCC ORGANIZATION CHARTS – FUNCTIONS AND POSITIONS

**Reston Community Center Organization Chart (Functions)**





# RESTON COMMUNITY CENTER ORGANIZATION CHART





# County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

Thank you for helping Reston Community Center continuously improve our programs and services. Your thoughts are important to us; we appreciate your time and attention to this survey.

Leila Gordon  
Executive Director

RCC program or service: \_\_\_\_\_

Date: \_\_\_\_\_

**Please circle the phrase that describes your experience for this program or service:**

- 1. My RCC program/service was a high-quality offering.  
**I strongly agree    I agree    No opinion    I disagree    I strongly disagree**
- 2. My RCC program/service improved my quality of life and/or enhanced my skills or knowledge.  
**I strongly agree    I agree    No opinion    I disagree    I strongly disagree**
- 3. My RCC program/service was provided at a reasonable cost.  
**I strongly agree    I agree    No opinion    I disagree    I strongly disagree**
- 4. The setting for my RCC program/service was appropriate, clean and accessible.  
**I strongly agree    I agree    No opinion    I disagree    I strongly disagree**
- 5. RCC employees/instructors were effective, helpful and courteous.  
**I strongly agree    I agree    No opinion    I disagree    I strongly disagree**
- 6. I would recommend RCC programs/services to others.  
**I strongly agree    I agree    No opinion    I disagree    I strongly disagree**

Comments: Please use the back of this form to share specific comments, suggestions or feedback. If you want a response please *carefully print your contact information here:*

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**Reston Community Center**  
 2310 Colts Neck Road  
 Reston, Virginia 20191  
 703-476-4500 phone • 800-828-1120 TTY • 703-476-8617 fax  
 www.restoncommunitycenter.com



## Patron Guidelines: Codes of Conduct

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### RCC Code of Conduct

For your protection and comfort, Reston Community Center offers this Code of Conduct to show our commitment to providing a safe and welcoming environment for all of our patrons and staff. To ensure safety and comfort for all, we ask individuals to act appropriately, behave in a mature and responsible way, and to respect the rights and dignity of others. Our Code of Conduct does not permit language or actions that can hurt or frighten another person or that falls below generally accepted standards of conduct. Specifically, this includes:

- Angry or vulgar language including swearing, name calling and shouting;
- Physical contact with another person in any angry or threatening way;
- Displaying an object or weapon that can be considered harmful or threatening;
- Any demonstration of sexual activity or sexual contact with another person;
- Behavior deemed lewd or lascivious;
- Harassment or intimidation with words, gestures, body language or other menacing behavior;
- Behavior that intends to or results in the theft or destruction of property;
- Leaving a child under 8 years of age unattended. A child is considered unattended if they are without adult supervision and wandering around the building;
- Intrusion upon an event to which one is not an invited or registered participant; and
- Being under the influence of alcohol or drugs.

Patrons are responsible for their own personal comfort and safety and should ask any person whose behavior threatens their personal comfort to refrain. Staff members are expected to respond to any reported violation of our Code of Conduct.

Dismissal from a program or facility may result from any violation of the Code of Conduct. **No refunds will be given.**

# Patron Guidelines: Codes of Conduct

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## Code of Conduct for Camp Participants

Camp participants and parents are required to affirm that both have read and agree to abide by all elements of the Camper Code of Conduct below and RCC's General Code of Conduct.

### Parent Requirements

1. Provide all required documentation and forms by the deadline or the space for your child/ren may be forfeited.
2. Sign in and sign out child/ren per age guidelines and program requirements on time and with any required identification. Penalty fees will be applied for late pickups and participants may miss key program elements such as field trips if they are not brought to program sites on time.
3. Alert the program director if participant(s) will not be attending prior to the start time of the day's program activities.
4. Support the behavior requirements of the Code of Conduct.
5. Pick up or arrange for authorized person(s) to pick up a sick participant as soon as possible after being notified the participant is ill.
6. Pick up or arrange for authorized person(s) to pick up a participant as soon as possible if the participant's conduct is disrupting activities or he/she has been dismissed from the program.
7. Pick up or arrange for an authorized person to pick up participant on time each day.

### Participant Requirements

1. At all times, participants in RCC programs must abide by RCC's General Code of Conduct, and must treat all staff, participants and all others in program areas, with respect.
2. Participants will treat others as they would want to be treated.
3. Participants will follow instructions given by program leaders.
4. Participants will maintain personal hygiene, wear safe and suitable clothing, and remain with their program group.
5. For safety reasons, participants must wear closed-toe shoes, and refrain from wearing sandals, Heelys, Crocs (or similar footwear) and jewelry while participating in RCC programs.
6. In order to guard against loss, participants should not bring valuables such as iPods, gaming systems or other expensive items. RCC is not responsible for personal property of participants.
7. Eating and drinking will be permitted only in designated areas.
8. Due to individual allergy sensitivities, participants are prohibited from sharing food and drink under any circumstances. Participants should refrain from bringing food with nuts to camp.
9. Participants will not borrow money from other participants; should the need arise, staff will make appropriate arrangements.

# Patron Guidelines: Codes of Conduct

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## Code of Conduct for Camp Participants *continued*

We want everyone to have a great time, but not at the expense of others. We expect all participants to follow directions and to conduct themselves with respect for fellow campers, staff, property and the program boundaries. Behavior resulting in extreme disruption or intentional harm to self, others or property may result in removal from the camp at the discretion of program staff.

### Grounds for Dismissal

1. Possession of any item used as a weapon and/or physical attack upon another person.
2. Harassment, verbally abusive language or similarly aggressive behavior toward any participant, staff member or member of the general public. This includes inappropriate and/or unwanted touching.
3. Vandalism, destruction of property or proven theft by any participant.
4. Possession of any alcohol, tobacco, pharmaceutical or other unauthorized drug or substance by a participant.
5. Repeated violations of participant or parent requirements above.

# Patron Guidelines: Aquatics

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## Aquatics Usage Policies and Requirements

### Aquatics Center: General Rules and Regulations

In addition to adhering to the RCC Code of Conduct, all users of the Terry L. Smith Aquatics Center must also adhere to the following guidelines:

1. All persons entering the pools must register at the pool desk and pay the appropriate fee.
2. Children under the age of 8 must be accompanied by an adult 16 years or older.
3. Children 6 years and older must use appropriate locker rooms. The family changing room may be used.
4. All swimmers are required to take a rinse shower before entering the pool. Persons leaving the pool area are required to shower before reentering the pools and/or spa.
5. Spitting in or out of the water is prohibited.
6. Running, pushing and horseplay are prohibited.
7. No diving into water less than 8 feet in depth. No back dives or flips from the side in any depth of water.
8. Starting blocks are only available to swim lessons and rentals.
9. ADA and entry ramps are for entry and exit only. No open swimming or playing is permitted on the ramps, or in areas of the beach entry used by patrons to access the pools.
10. Only soft foam-like balls are allowed and are limited to non-crowded times only.
11. Special equipment is for class use only (rings, noodles and barbells).
12. Kickboards are restricted to lap lanes only.\*
13. Masks must be marked "Tempered Glass" or "Plastic Lens."
14. Snorkels must be properly attached to a mask.
15. Fins are limited to lap lanes and may only be used during non-crowded times if allowed by the Head Lifeguard or the manager on duty.
16. Children using floatation devices require direct one-on-one adult supervision. Coast Guard-approved floatation devices are available for patron use in a variety of sizes.
17. Food, drinks and chewing gum are not allowed in the pool area or in the locker rooms.
18. No glass containers or breakable objects of any kind are allowed in the pool area or locker rooms.
19. Non-swimmers 11 years and younger will wear an RCC-supplied wristband and are only allowed in the shallow ends of the pools.
20. Talking to and visiting with a Lifeguard on a stand are prohibited. Please see another staff member for assistance.
21. Conduct that may endanger the welfare of other patrons is prohibited.
22. Appropriate swimwear is required. Only bathing suits or approved alternatives may be worn in the pools and/or spa. Excessively loose clothing or bathing garments will not be permitted due to safety reasons.
23. The pools may be closed – or use limited at the discretion of management – due to technical problems, overcrowding or threatening weather conditions.

\* At the discretion and/or the direction of the Head Lifeguard(s) on duty.

# Patron Guidelines: Aquatics

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## Aquatics Usage Policies and Requirements *continued*

### Spa

1. Spa users must be 18 years of age or older.
2. Persons with respiratory or cardio-pulmonary problems, pregnant women or anyone with serious medical conditions are advised not to use the spa.
3. Any person having a skin disease, nasal or ear discharge, communicable diseases, or who is wearing any kind of bandage, will not be permitted in the spa. Persons having any considerable areas of exposed sub-skin tissue, open blisters, cuts, sunburn etc., are warned that these are likely to become infected if subjected to spa water.
4. It is recommended that persons remain in the spa for approximately 5 minutes. A maximum time limit of 10 minutes is strongly recommended.
5. The spa is co-ed; appropriate swimwear is required. Only bathing suits or approved alternatives may be worn in the pools and/or spa. Excessively loose clothing or bathing garments will not be permitted due to safety reasons.
6. No more than 15 people are permitted in the spa at one time.

### Youth Swim Test

Children 11 years and younger may be required to pass a swim test or wear a wristband. The tests will be done during breaks, but if no break is expected, tests will be given on an "as needed" basis. The swim test consists of swimming one length of the pool using front crawl stroke in strong fashion, one length of the pool using any backstroke and treading water for two minutes. Children who are tested, and who do not pass the test, will be given an armband to be worn in the appropriate pool area. All swimmers wearing a wristband must remain in the shallow areas of the pools.

### Locker Room Etiquette

Locker rooms in RCC's Terry L. Smith Aquatics Center are used by hundreds of people throughout the day. To ensure the health and safety of patrons, RCC has established these rules regarding our locker rooms:

1. Only unbreakable water bottles may be carried into the locker rooms; no other food or drink is permitted.
2. No cell phones or other communications devices may be used in the locker rooms. Please use these in the lobby areas of RCC.
3. Patrons share the space in the locker rooms; please keep in mind that many others are using them when placing items on surfaces, benches or other areas.
4. Personal belongings should not be left in any locker room area before or after use.
5. We greatly appreciate everyone's efforts to keep the locker room areas as clean and tidy as possible. The showers and sinks should be used quickly; we request that people refrain from shaving as it creates plumbing challenges. If you must shave, please clean up any hair or other debris that shaving leaves behind. We appreciate your attention to hair that is shed from shampooing as well.
6. Children 6 years and older must use the locker room appropriate to their gender. Please keep that in mind when bringing children to the pool.
7. If you have arrived at RCC with mud or other debris on your shoes, we greatly appreciate you removing your shoes before walking in the locker rooms as those floors are wet and patrons in them are barefooted.

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# Patron Guidelines: Arts and Events

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## Audience Guidelines

**When attending performances presented at or by Reston Community Center, audience members should follow these guidelines:**

1. No food or beverages (other than closed water bottles) are permitted in the CenterStage, Community Room or Jo Ann Rose Gallery during performances.
2. Flash photography of any kind is strictly prohibited during performances for the safety of the performers.
3. Recording of any kind is prohibited unless expressly contractually permitted.
4. The use of electronic devices is prohibited; this includes texting, Tweeting, and any other similar manners of communication during performances as a courtesy to others and to the performers.
5. Every attendee of performances in the CenterStage, or any similarly enclosed RCC performance venue with a fire code limit on capacity, must be ticketed or counted when entering to be compliant with fire code. This includes for infants or children who would sit on a parent's lap.
6. Aisles must remain clear from obstructions including, but not limited to, strollers, packages and walkers. Ask the ushers/house manager for assistance in storing them.
7. Audience members are expected to be considerate of others; if children are restless, they should be removed to the lobby area. Audience members should refrain from wearing hats or other headgear that will obstruct the stage view of those behind them. Once a performance begins, talking should cease.

# Patron Guidelines: Ceramics, Glass and Woodworking Studios

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## **Ceramics Studio (RCC Lake Anne)**

The Reston Community Center Ceramics Program is designed to offer instruction in ceramics and sculpture to patrons at all skill levels. The Open Ceramics Studio gives class participants and more experienced potters extra time to work on class and personal projects. No ongoing instruction is given in the open studio time frames.

- Students are given access to the Ceramics Studio as a function of their enrollment in RCC's ceramics classes.
- Patrons who wish to use the Ceramics Studio independently purchase passes for timed access at Reston or Non-Reston rates. Fees are published in the RCC Program Guides three times annually and may be changed.

The Ceramics Studio hours are also published in the RCC Program Guides and on the RCC website.

Studio Equipment (subject to change as needed):

- Three L&L Kilns
- Ten Brent CXC Wheels
- One Brent Handicap Accessible Wheel
- North Star Slab Roller
- North Star Extruder
- Six Sculpture Stands
- Approximately 15 Glazes

## **Glass Studio (RCC Hunters Woods)**

Reston Community Center's Glass Program is designed to offer instruction in glass and mosaic arts to patrons at all skill levels. The Open Glass Studio gives participants extra time to work on class and personal projects. No instruction is given in the open studio time frames. The Open Glass Studio is facilitated by an experienced instructor to assure safety. Tools are provided; however, participants must work independently on projects and need to bring their own materials. The Glass Studio hours are published in RCC Program Guides and on the RCC website.

## **Woodshop (RCC Hunters Woods)**

The Reston Community Center Woodshop Program is designed to offer instruction in woodworking and equipment safety. It's available for use by patrons at all skill levels. The Open Woodshop hours give class participants and the general public time to work on class and/or personal projects. No ongoing instruction is given during the woodshop hours.

# Patron Guidelines: Ceramics, Glass and Woodworking Studios

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## **Woodshop (RCC Hunters Woods) *continued***

Patrons who wish to use the woodshop during Open Woodshop hours may pay the drop-in fee at the RCC Hunters Woods customer service desk prior to entering the woodshop. Upon paying the fee and entering the woodshop, patrons will present their receipt to the woodshop supervisor. Fees are published in the RCC Program Guides three times annually and may be subject to change.

The Open Woodshop hours are published in the RCC Program Guides and on the RCC website.

Woodshop equipment (subject to change):

- SawStop Table Saw
- Delta Drill Press
- Jet Drill Press
- Delta Bandsaw 20"
- PowerMatic Bandsaw 14"
- Oneita Air Filter
- PowerMatic Planer
- Grizzly Jointer
- Bosch Miter Saw
- Delta Scroll Saw
- PowerMatic Sander

All use of the Open Ceramics Studio, Glass Studio or Open Woodshop is governed by procedures that are available at RCC facilities and posted in those environments. Patrons are required to abide by all the use guidelines posted and in effect at the time of their use. Failure to comply with those guidelines may lead to injury or damage; therefore, patrons with difficulty following procedures required may have their use privileges suspended. Any patron using the Open Ceramics Studio, Glass Studio or the Open Woodshop who experiences an injury of any kind must complete an official RCC Incident/Injury Report Form as soon as is practicable. Both these facility features are monitored at all times and there must be an authorized studio monitor or shop supervisor on duty whenever patrons are present.

# Patron Guidelines: Leisure and Learning Trips

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## Trip Attendee Guidelines

**When attending Reston Community Center trips, patrons should follow these guidelines, please.**

1. Do not speak during performances or while tour guides or trip leaders are speaking.
2. Do not touch artifacts or antiques displayed in historical homes and museums.
3. Turn mobile devices to “silent” during guided tours and performances; electronic devices should not be used during guided tours or performances.
4. No photography or recording devices may be used during performances or in any venue that prohibits photography.
5. While on the bus, speak quietly. Please respect others who may wish to read or nap on the bus.
6. Be sure to remain with the RCC group, and return to the designated departure point on time, to allow the bus to depart on time with the full roster of participants present.
7. If you will be arriving to or leaving from the destination using a different mode of transportation, you must notify the appropriate Leisure and Learning program director prior to the trip.