



**Reston Community Center
Board of Governors Monthly Meeting
June 5, 2023
8:00 p.m.
Meeting Agenda**

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|--|----------------------------------|
| 8:00 – Call to Order | Beverly Cosham, Chair |
| 8:02 – Approval of Agenda | Beverly Cosham, Chair |
| 8:03 – Approval of Minutes and Board Actions | Beverly Cosham, Chair |
| • Approval of May 1, 2023 Board Minutes
(as reviewed and approved by the Board Secretary) | |
| • Approval of May 1, 2023 Board Actions
(as reviewed and approved by the Board Secretary) | |
| 8:05 – Chair’s Remarks | Beverly Cosham, Chair |
| 8:08 – Introduction of Visitors | |
| 8:10 – Citizen Input | |
| 8:12 – Committee Reports | Beverly Cosham, Chair |
| • May 22 Finance Committee Meeting | Paul Thomas, Chair |
| • June 5 Long Range Planning Committee Meeting | Bill Bouie, 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 |
| New Business | |
| 8:40 – Adjournment | |

Reminders:

Events	Date	Time
Take a Break Concert Series (Reston Station)	Thursdays, summer	7:00 – 8:30 p.m.
Darden & Friends (Reston Town Square Park)	Fridays, through June	5:30 – 6:45 p.m.
Fab Fridays (Reston Station)	Fridays, summer	7:00 – 8:30 p.m.
Family Fun Entertainment Series (Reston Town Square Park)	Saturdays, summer	10:00 – 10:45 a.m.
Sunday Art in the Park	Sundays, summer	7:00 – 8:00 p.m.
Annual Public Hearing	Monday, June 26	6:30 p.m.



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
May 1, 2023
8:00 p.m.**

Present:

- Beverly Cosham, Chair
- Bill Bouie
- Dick Stillson
- Lisa Sechrest-Ehrhardt
- Paul Thomas
- Vicky Wingert
- Bill Penniman

Absent and Excused:

- Shane Ziegler
- Bill Keefe

Attending from RCC Staff:

- Leila Gordon, Executive Director
- BeBe Nguyen, Deputy Director
- Rebekah Wingert, Videographer
- Ricki Marion, Special Assistant

Bev welcomed everyone and called the meeting to order at 8:04pm.

MOTION #1:

Approval of the Agenda

Bill moved that the agenda be approved as amended to insert "April" instead of "March." Dick seconded the motion. The motion passed unanimously.

MOTION #2:

Approval of the April 3, 2023 Board Minutes

Bill B. moved that the Board approve the April 3, 2023 Board minutes. Bill P. seconded the motion. The motion passed unanimously.

MOTION #3

Approval of the April 3, 2023 Board Actions

Bill moved that the Board approve the April 3, 2023 Board actions. Dick seconded the motion. The motion passed unanimously.

Chair's Remarks

Bev said she has a lot on her mind but will resist saying it all. She tries not to look at the news for too long. She has been watching Dimash Qudaibergen from Kazakhstan on YouTube. He has an incredible voice with a six-octave range. She read from a poem by Maya Angelou.

"Life Doesn't Frighten Me"
By Maya Angelou

Shadows on the wall
Noises down the hall
Life doesn't frighten me at all

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Bad dogs barking loud
Big ghosts in a cloud
Life doesn't frighten me at all

Mean old Mother Goose
Lions on the loose
They don't frighten me at all

Dragons breathing flame
On my counterpane
That doesn't frighten me at all.

I go boo
Make them shoo
I make fun
Way they run
I won't cry
So they fly
I just smile
They go wild

Life doesn't frighten me at all.

Tough guys fight
All alone at night
Life doesn't frighten me at all.

Panthers in the park
Strangers in the dark
No, they don't frighten me at all.

That new classroom where
Boys all pull my hair
(Kissy little girls
With their hair in curls)
They don't frighten me at all.

Don't show me frogs and snakes
And listen for my scream,
If I'm afraid at all
It's only in my dreams.

I've got a magic charm
That I keep up my sleeve
I can walk the ocean floor
And never have to breathe.

Life doesn't frighten me at all
Not at all
Not at all.

Life doesn't frighten me at all.

Committee Reports

April 3, 2023, Finance Committee Meeting — Paul shared that tax and interest revenue were up. aquatics fees, theatre rentals, and lifelong learning revenue totals are below projected amounts. We will still outperform our top line for at least the next five months because of the increases in tax and interest revenue. Personnel costs overall for the year will be below the projected total and operating costs are likely to come in very close to projected amounts.

We will be adjusting at carryover time regarding increased expenses, for items like utilities, the relocated Reston Multicultural Festival and other new efforts to expand programming.

May 1, 2023 Board of Governors Meeting Minutes

We also discussed the energy audit report and the three options it presented. The committee had a robust conversation and ultimately decided to move forward with option two. The cost recovery timeframe is around 26 years, but even more importantly, the reduction of the RCC Hunters Woods carbon footprint will be very significant.

There were staff recommendations for projects to assign to FY25 and the committee previewed estimates that will continue to be refined. The committee moved the staff recommendations forward to the full board. Staff will continue to work on the budget materials for the board's Annual Public Hearing for Programs and Budget.

MOTION #4

Approval of the committee reports

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

Board Member Input on Activities Attended

Bill P. attended Founder's Day and the Farmer's Market.

Dick has been working on his Osher Lifelong Learning Institute (OLLI) course and musing on how RCC and OLLI could generate more enrollment via RCC in the future. Dick and Leila briefly discussed data related to pricing and attendance. Leila shared that there are some limitations to how much prices can be reduced because of the fee structure related to OLLI membership.

Leila said staff will continue working with our OLLI partner representative and look at options to lower pricing while also serving the partner goals.

Vicky attended Founder's Day and was glad to see the Lake Anne Farmer's Market and Craft Fair back. She has attended a lot of Reston basketball games involving her granddaughter.

Lisa attended Founder's Day and was happy with the weather and the attendance. She was impressed by the variety of activities. Lisa was away for much of April to be with her granddaughter. She is playing catch-up and appreciative of everyone's support and well wishes. She's happy to be back in Reston.

Bill B. attended Little League opening day celebrations at Reston Town Center. He attended the Farmer's Market. Bill talked about a visit with Jim Cleveland many years ago that led to the start of an opening day parade at Town Center. Bill has been sitting in on interviews for the new Fairfax County director of transportation and for the new director for Leadership Fairfax.

Bill mentioned some of the successful professional players who started in Reston Little League. Bill is also providing guidance for the Reston Town Center North taskforce regarding the health and wellness facility the Park Authority intends to have there.

Paul attended Founder's Day and had the pleasure of sitting next to Congressman Gerry Connelly. Paul has been on the campaign trail, which has been interesting. He talked about a "Walk on the Hill" event in Vienna.

Bev went to see "Mr. Vaudeville" and hopes Mark continues to perform. Bev reminded everyone that Paul and Lisa both attended the YMCA Gala with her. Bev attended the Reduced Shakespeare Company performance and Suzanne Simard talk. Bev attended the OLLI breakfast. She learned that Ken Plum was one of OLLI's founders. Bev told everyone, "if you have a chance to see 'Snarky Puppy' you should do it."

Executive Director Report

Leila referenced the full report that each member has in their binders. Leila highlighted the safety audit and forthcoming program for communicating to staff about hazardous chemicals.

Leila highlighted a few of the most recent performances and programs. She also shared that RCC had submitted the agency's equity goals for the coming year to the One Fairfax office.

May 1, 2023 Board of Governors Meeting Minutes

RCC had a representative at the recent Hunters Woods Elementary School Health and Fitness Expo. The "Young at Art" exhibit was a great success. The aquatics director taught several certification classes, including a waterfront lifeguard certification class.

Leila shared that RCC has hired a new public information officer. Her first board of governors meeting will be in June.

Staff are putting together our CAPRA annual report. Some organizations will be selected for an audit of compliance. Leila mentioned that Lexi Mack has resigned. She is expecting a baby.

Leila shared that she attended a lot of meetings in April.

Old Business

Bev highlighted the RCC Recreation Program Plan that everyone had received. Leila spoke about the elements required in such a plan document. Leila shared that the reviewers during our initial accreditation were very complimentary about our documents and our approaches.

Bill P. was impressed that the average age of Restonians was under 50. Leila encouraged everyone to look at the demographics.

Per the CAPRA standards, the board's review and approval are required when our plan documents are updated or created.

MOTION #5

Approval of the RCC Recreation Program Plan

Bill B. motioned to approve the updated Reston Community Center Recreation Program Plan. Bill P. seconded the motion. The motion passed unanimously.

New Business

Bill B. asked about the impact on RCC of the upcoming Fairfax County pay increase. Leila noted that it's to be a Market Rate Adjustment of about 5 percent; and in addition, RCC has increased personnel costs because of pay compression study results. Fortunately, RCC's increased revenue will absorb these new costs without causing us to raise fees.

Bev reminded everyone of the upcoming events, including the Leadership Fairfax Board of Supervisors Breakfast.

Paul reminded everyone to register for the upcoming reception for the Tephra ICA Arts Festival.

Bev adjourned the meeting at 8:49 p.m.



Lise Sechrest-Ehrhardt
Board Secretary

May 17, 2023

Date

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON March 6, 2023

- 23-0501-1 Bd That the Board approve the Agenda as amended.**
- 23-0501-2 Bd That the Board approve the April 3, 2023 Board Minutes.**
- 23-0501-3 Bd That the Board approve the April 3, 2023 Board Actions.**
- 23-0501-4 Bd That the Board approve the April committee report.**
- 23-0501-5 Bd That the Board approve the RCC Recreation Program Plan.**



Lisa Sechrest-Ehrhardt
Board Secretary

May 17, 2023

Date



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS
FINANCE COMMITTEE MEETING
May 22, 2023
6:30 p.m.**

Present:

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

Attending from RCC Staff:

- Leila Gordon
- Ricki Marion

Paul called the meeting to order at 6:30 p.m. and reviewed the agenda.

Monthly Financials

In discussion of the revenue performance, there were comments from Paul and Dick that it's not truly accurate to characterize the revenue from investment vehicles as "interest" – it's return on investments. For the current year, the return on investment in this revenue category has been the highest it's ever been.

Year-to-date totals for personnel expenditures displayed in the report are from about a month prior. There is the two-week payroll lag involved as well as the timing of the report to consider. We anticipate coming in substantially under budget for personnel expenditures by year-end.

Operating expenses on the other hand have been higher than anticipated – traditional savings won't be realized, largely due to utility cost increases, and the expansion and relocation of the Reston Multicultural Festival to Reston Town Square Park. We will come very close to the budgeted total for operating costs this year.

In capital expenditures, we moved money from the pool project to phase three of the roof replacement project. We will likely realize significant savings in this line. We are still waiting for delivery and installation of the screens and the connections needed that will complete our security cameras project for both facilities.

Paul asked about the reallocation of the natatorium balance. Leila noted that with the full reallocation of the savings in that line to both the roof and theatre projects in carryover last year, the Aquatics project line was zeroed out; overall project savings were substantial. Dick asked about the electricity savings related to replacing the theatre lighting instruments with LED fixtures. Leila reminded the committee that utilities costs aren't assigned to individual facility areas – so the operating costs for the performing arts cost center don't include or show savings related to energy efficiency. However, there are savings associated with those fixtures definitely due to lower energy consumption for producing the light as well as reduction in air conditioning draw related to the heat output of the old fixtures.

Paul asked about the capital impact of replacing the rooftop air conditioning unit over the theatre. Leila noted that there were savings in not having to purchase a new one, however, the cost of removing the old one and doing the roof repair and replacement for that footprint on the fly loft roof offset some of those savings.

FY23 Carryover Recommendations for FY24 Budget Adjustments

Leila shared that there is nothing remarkably different from the last review. The energy audit project (Option Two) will occur in August 2024, but the timing of when the cost will be assigned has not been determined.

We are also waiting to find out what the pay compression and the FY24 Fairfax County market rate adjustment and performance awards personnel costs impact will look like.

We don't yet have a bottom line on the RCC on Wheels vehicle. Bill asked if the RCC team had been in touch with the Park Authority, because they are acquiring a "Nature Wagon" to travel around to present programming. Leila shared that there is a team working on the RCC project that is still refining what they want the vehicle to provide in features.

Capital Improvement/Capital Maintenance Projects Table for Public Hearing

Leila shared what the Capital Improvement Plan/Capital Maintenance Plan tables will contain. She highlighted that FY23-FY25 will be presented at the Public Hearing and reviewed the projects that have been technically completed.

The cost for replacing the elevator is part of the FY24 approved budget, but it will cost more than originally planned. The timing will be aligned with the energy audit project to minimize its impact on building use. Other expenses reviewed include:

- Office systems furniture replacement will also take place in August 2024.
- RCC on Wheels total vehicle cost is projected at \$700,000.
- We have completed procuring LED lighting equipment for the CenterStage.
- The Genie lift is also being replaced.

Paul and Leila discussed the good fortune of the pool renovation timing.

Paul asked what the next big looming capital project concern is on the horizon. Leila noted the expiration of the Lake Anne lease will be in 2039, and that the option for RCC to buy the space won't be doable if ownership will require participation as a condominium association member due to the County's appropriations clause and legalities around it. Replacing the 13,000 sq. ft. space will take considerable planning time and costs would be significant. There are 15 years still on the lease. Discussion occurred about County arts planning, timing of construction efforts, options to consider and other impacts.

There being no further business to discuss, Paul adjourned the meeting at 7:02 p.m.

RCC Board of Governors

Finance Committee Materials

May 22, 2023

Monthly Financial Report – April 2023

Updated FY23/FY24 Carryover Estimates

Updated CIP/CMP Slides for

June Public Hearing (DRAFT)

Reston Community Center
 Revised Budget vs Actuals Worksheet
 April 30, 2023

100%/12*10 mos=83.33%

	FY22 Carryover	FY23 Adopted Funding	Revised FY23 Budget	Apr	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	2,626	9,588,602	(458,342)	105.02%	
Interest		15,870	15,870	19,708	163,095	(147,225)	1027.69%	
Vending		1,600	1,600		137	1,463	8.59%	
Facility Rental		181,000	181,000	27,236	226,905	(45,905)	125.36%	
Equipment Sale			0		0	0	0.00%	
2 Performing Arts-Theatre Admiss.		55,854	55,854	1,679	52,407	3,447	93.83%	100
3 PA Theatre Rental		50,862	50,862	701	22,954	27,909	45.13%	
4 PA Misc Revenue		12,000	12,000	867	16,304	(4,304)	135.86%	
5 PA Equip. Sale Revenue		500	500		1,133	(633)	226.60%	
6 PA Cultural Activities/Arts OrgArts Org			0	6,579	7,684	(7,684)	0.00%	
7 PTAS Merch. Sale			0	330	2,340	(2,340)	0.00%	
8 Arts Education-Cultural Activity	50,963	139,590	190,553	3,143	225,311	(34,758)	118.24%	3,240
9 Aquatics Classes/drop-in		344,000	344,000	17,810	237,655	106,345	69.09%	36,027
10 Aquatics Rental		59,934	59,934		57,119	2,815	95.30%	
11 L&L Fitness		105,770	105,770	1,214	82,145	23,625	77.66%	848
12 L&L Youth/Teen		151,000	151,000	4,385	314,234	(163,234)	208.10%	164,238
13 L&L Lifelong Learning		94,155	94,155	(1,419)	34,738	59,417	36.89%	24,359
14 Offsite & Collab. Community Events		4,275	4,275		3,345	930	78.25%	
15 Offsite & Collab. Equity Partnership		1,575	1,575		149	1,426	9.43%	
Total RCC Revenue	250,963	10,148,245	10,399,208	84,859	11,036,256	(637,048)	106.13%	228,811

**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 105.02% of tax revenue, 125.36% of estimated Facility Rental revenue (which also includes T-Mobile antenna revenue and some revenue for FY24) and 1,027.69% 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 anticipated.
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. Enrollment for 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. The revenue is collected from organization 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
 April 30, 2023

100%/12*10 mos=83.33%

	FY22 Carryover	FY23 Adopted Funding	Revised FY23 Budget	Apr	YTD	REMAINING BALANCE	% Budget Used Ytd
Personnel Expenses							
1 Administration		596,111	596,111	27,167	320,668	275,443	53.79%
2 Facility Services (Booking)		190,234	190,234	15,573	157,828	32,406	82.97%
3 Comptroller		476,972	476,972	38,629	382,289	94,683	80.15%
4 Customer Service		655,736	655,736	40,470	420,512	235,224	64.13%
5 Facility Engineer		137,798	137,798	10,733	107,753	30,045	78.20%
6 Maintenance	11,879	390,299	402,178	30,386	298,649	103,529	74.26%
7 IT		151,366	151,366	9,052	90,660	60,706	59.89%
8 Media/Sponsorships		480,468	480,468	24,822	297,621	182,847	61.94%
9 Community Partnerships			0		0	0	0.00%
10 Performing Arts		596,832	596,832	46,200	381,642	215,190	63.94%
11 Arts Education	10,725	371,173	381,898	17,973	262,447	119,451	68.72%
12 Aquatics	41,681	881,582	923,263	78,782	733,221	190,042	79.42%
13 L&L Fitness		249,655	249,655	14,978	146,916	102,739	58.85%
14 L&L Admin		282,543	282,543	24,560	257,627	24,916	91.18%
15 L&L Youth/Teen		228,091	228,091	11,557	201,579	26,512	88.38%
16 L&L Lifelong Learning		182,561	182,561	12,469	114,199	68,362	62.55%
17 Offsite &Collab. Community Events	182,668	238,302	420,970	24,036	127,910	293,060	30.38%
18 Offsite &Collab. Equity Partnerships		107,516	107,516	9,363	91,388	16,128	85.00%
Total Personnel Expenses	246,953	6,217,239	6,464,192	436,748	4,392,910	2,071,282	67.96%

Personnel Expenses:

General Notes: Payroll posting lags two weeks behind the calendar; therefore, the percentage 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 the 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 underspent; 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
 April 30, 2023

100%/12*10 mos=83.33%

	FY22 Carryover	FY23 Adopted Funding	Revised FY23 Budget	Apr	YTD	REMAINING BALANCE	% Budget Used Ytd
Operational Expenses							
1 Administration		106,039	106,039	70	17,077	88,962	16.10%
2 Board		44,400	44,400	216	35,030	9,370	78.90%
3 Facility Services (Booking)	18,241	153,050	171,291	(54)	163,775	7,516	95.61%
4 Comptroller//LA Lease/Admin	44	348,756	348,800	2,397	330,326	18,474	94.70%
5 Customer Service	30	1,000	1,030	64	280	750	27.18%
6 Facility Engineer		145,521	145,521	4,048	98,826	46,695	67.91%
7 Maintenance		416,383	416,383	714	398,245	18,138	95.64%
8 IT	5,370	122,980	128,350	(525)	136,662	(8,312)	106.48%
9 Media/Sponsorships	41,590	590,375	631,965	14,543	595,965	36,000	94.30%
10 Community Partnerships	25,000	140,000	165,000		142,227	22,773	86.20%
11 Performing Arts	107,681	303,855	411,536	5,759	440,924	(29,389)	107.14%
12 Arts Education	21,111	67,458	88,569	959	62,642	25,927	70.73%
13 Aquatics		71,080	71,080	3,950	52,473	18,607	73.82%
14 L&L Fitness		12,206	12,206	70	2,647	9,559	21.69%
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	(886)	167,085	2,917	98.28%
17 L&L Lifelong Learning		81,318	81,318	4,506	48,329	32,989	59.43%
18 Offsite &Collab. Community Events	4,965	287,465	292,430	35,632	229,144	63,286	78.36%
19 Offsite &Collab. Equity Partnerships		14,915	14,915	172	9,905	5,010	66.41%
Total Operational Expenses	224,133	3,081,577	3,305,710	71,633	2,935,273	370,437	88.79%

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:** The current month's expense is for professional membership.
2. **Board:** Current month expenses are for BOG operating costs.
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 and office supplies costs.
5. **Customer Service:** Current month expenses are for office supply cost.
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 net amount includes utilities, maintenance costs, custodial services, and supply costs. Utility costs have escalated significantly.
8. **IT:** Current month expenses, payments and reservations net includes 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 net are theatre operating costs. The YTD total reflects higher costs associated with the Reston Multicultural Festival.
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:** Current month expense is a net of reservations/payments program operating costs.
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
 April 30, 2023

100%/12*10 mos=83.33%

	FY22 Carryover	FY23 Adopted Funding	Revised FY23 Budget	Apr	YTD	REMAINING BALANCE	% Budget Used Ytd
Capital Proj. & Cap Equip.							
1 RCC Improvements CC-000001	548,166	330,000	878,166	1,929	517,638	360,528	58.95%
2 RCC Facility Enhcmnts. CC-000002	24,255		24,255	1,929	18,842	5,413	77.68%
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		24,802	8,236	75.07%
			0		0	0	0.00%
			0		0	0	0.00%
Total Capital Expenses	768,143	357,500	1,125,643	3,857	637,109	488,534	56.60%
Total RCC Expenditures	1,239,228	9,656,316	10,895,544	512,239	7,965,291	2,930,253	73.11%

**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	Personnel GL Code	Pers \$\$ Funding	Operating GL	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 or Benchmark Studies				500050	100,000			DMB will load personnel costs for merit pay adjustments related to the pay compression studies. The County budget market rate adjustment is 5.4%; performance-based increases will come on top of that.

FY24 Cumulative Core Budget Changes:

Proposed increase to SD 5 Revenue projection: \$200,000
Current total estimate reduced revenue: (48,653)
Current total estimate (net) of added revenue: 151,347

Current total estimate (net) of added personnel costs: 128,244
Current total estimate (net) of added operating costs: 443,700
Current total of added costs: 571,944

CAPITAL PROJECT COSTS (New Since FY23 CMP/CIP Public Hearing)

Energy Audit Costs: FY24 Budget Adjustment \$1,522,441 (May be assigned in FY24; but won’t occur until FY25)
Added Energy Audit-related costs for charging station 180,000 (May be picked up via Fairfax County grant program; occurs in FY25)
RCC on Wheels: Deposit on vehicle in FY24 350,000
Current total of new capital project costs in FY24 \$2,052,441

Projects	Prior Years Complete (Y/N)	FY22 Budget	FY23 Budget & Carryover Adjustments	FY24 Budget	FY25 Budget
<i>RCC Hunters Woods</i>					
Backstage RTU and Phase 3 Roof: Removal of RTU and roof replacement cost update for FY23. Projected project date: FY23	N; Pending completion of LED instrumentation and combined with Phase 3 roof rplcmnt.	Defer to FY23 Funding carried over and increased.	COMPLETED. TO BE TECO'D.		
HW Carpet for offices			COMPLETED. TO BE TECO'D.		
HW Elevator Rplcmnt.				250,000 \$300,000 Procurement of parts and fabrication will begin in FY24. Some costs may be deferred to FY25. Installation to be coordinated with energy audit work.	
HW Carpet Public Areas				MOVED TO OPERATING COSTS.	
Rear Parking Lot Resurfacing	Y	62,000 Project complete. TECO'D.			
Security Camera Rplcmnt.	N	75,000 Project in progress. HW Purchase Order is for 41,455; may be included (some or all) in Carryover.	In Progress. The remaining balance of \$24,423.81 may be included in Carryover if change order work order is not		

			completed by end of June 2023. Status: Client Viewing monitors are ordered and awaiting arrival.		
Option 2 Energy Utilization Improvement Projects					\$1,522,441 + Initial est. of ~\$180,000 (EV Charger for RCC on Wheels & Wiring for 2 more EV Chargers) (Possible grant offset.)
Complete Overhaul of Display Systems - HW					\$100,000
Installation of New Timeline Exhibit (CenterStage Lobby)					\$100,000
Renovation of Office Systems Furniture HW					\$500,000 (To cover both facilities; working on estimate refinement.)
Renovation of RCC HW Restrooms					\$100,000
RCC on Wheels Vehicle				Deposit: \$350,000 via carryover.	Balance: \$400,000

Projects	Prior Years Complete (Y/N)	FY22 Budget	FY23 Budget & Carryover Adjustments	FY24 Budget	FY25 Budget
<i>Theatre Projects</i>					
A/V & LED Lighting Rplcmnt. Total spent through FY20: 53,534	Partial; Multi-phased purchasing.		Estimated balance costs: 86,000 to finish project – 68 remaining instruments. Total adjustment: 75,200 Procurement of LED instruments is completed. Final amount spent was \$75,825.92		
Rigging Lines Rplcmnt.		49,000 FY22 expenditure: 43,187 COMPLETED. TECO'D.			
HD Projector		9,500 FY22 expenditure: 9,950 (Item reassigned to Operating due to change in asset accounting.) COMPLETED. NO TECO NEEDED.			
Genie lift replacement			18,000 Will be carried over into FY24. Latest Quote (3/2023): \$20,635 but may receive credit for trading in old Genie.		

			Next Genie inspection is August 2023.		
Light Board				15,000	
A/V Cameras/equipment				30,000	

Projects	Prior Years Complete (Y/N)	FY22 Budget	FY23 Budget & Carryover Adjustments	FY24 Budget	FY25 Budget
<i>RCC Lake Anne</i>					
Customer Svc. Desk Redesign	N; Renovation priority shift to restrooms per community survey feedback	Reallocation; total balance from restroom refurbishment: 21,233	Delete. No longer needed. Balance reallocated.		
LA Restroom Refurbishment	Y; actual cost: 35,566				
LA Security Cameras		LA Purchase Order Amount: 29,415 (Some or all may be included in Carryover.)	In Progress. Some may be included in Carryover if change order is not performed by end of June.		
LA Carpet Replacement				Moved to Operating Costs.	
Complete Overhaul of Display Systems - LA					30,000
Renovation of Office Systems Furniture LA					From above budget estimate, refined estimate will be split out between facilities.

Projects	Prior Years Complete (Y/N)	FY22 Budget	FY23 Budget & Carryover Adjustments	FY24 Budget	FY25 Budget
<i>Aquatics</i>					
Pools Renovation	Y; Original Budget Amount: 6,325,480 Likely anticipated savings: 1M.		Project completed. Funds reallocated to final roof replacement effort.		
Locker Room Improvements	Y; Completed with pools project savings Total Costs: 175,874	Replaced last set of stainless-steel partitions in locker rooms; actual cost: 6,857			
Total of FY24 Carryover Added Costs				\$400,000	
Total of FY25 New Capital Projects					\$2,932,441