



**Reston Community Center  
Board of Governors Monthly Meeting  
July 24, 2023  
8:00 p.m.  
Meeting Agenda**

8:00 – Call to Order	Beverly Cosham, Chair
8:02 – Approval of Agenda	Beverly Cosham, Chair
8:03 – Approval of Minutes and Board Actions <ul style="list-style-type: none"> <li>• Approval of June 5, 2023 Board Minutes (as reviewed and approved by the Board Secretary)</li> <li>• Approval of June 5, 2023 Board Actions (as reviewed and approved by the Board Secretary)</li> </ul>	Beverly Cosham, Chair
8:05 – Chair's Remarks	Beverly Cosham, Chair
8:08 – Introduction of Visitors	
8:10 – Citizen Input	
8:12 – Annual Public Hearing & Committee Reports <ul style="list-style-type: none"> <li>• June 5 Long Range Planning Committee</li> <li>• June 26 Annual Public Hearing for Programs and Budget</li> <li>• Preference Poll Committee</li> </ul>	Beverly Cosham, Chair  Bill Bouie, Chair Beverly Cosham, Chair Paul Thomas, Chair
8:13 – Board Member Input on Activities Attended	
8:25 – Executive Director Report <ul style="list-style-type: none"> <li>• FY23 Year-end Financials Report</li> </ul>	Leila Gordon, Executive Director
8:30 – Old Business	Beverly Cosham, Chair
New Business	
8:40 – Adjournment	

**Reminders:**

<b>Events</b>	<b>Date</b>	<b>Time</b>
Take a Break Concert Series (Reston Station)	Thursdays, summer	7:00 – 8:30 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 (Reston Town Square Park)	Sundays, summer	7:00 – 8:00 p.m.



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS MEETING  
June 5, 2023  
8:00 p.m.**

**Present:**

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

**Absent and Excused:**

- Bill Keefe

**Attending from RCC Staff:**

- Leila Gordon, Executive Director
- BeBe Nguyen, Deputy Director
- Ozun Dalaran, Public Information Officer
- Rebekah Wingert, Videographer

Bev welcomed everyone and called the meeting to order at 8:00 p.m.

**MOTION #1:**

**Approval of the Agenda**

Bill moved that the agenda be approved. Paul seconded the motion. The motion passed unanimously.

**MOTION #2:**

**Approval of the May 1, 2023 Board Minutes**

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

**MOTION #3**

**Approval of the May 1, 2023 Board Actions**

Paul noted that, in the Board Actions, the March 6 date should be updated to May 1. Bill moved that the Board approve the April 3, 2023 Board actions as amended to correct the date. Paul seconded. The motion passed unanimously.

**Chair's Remarks**

Bev said her family thinks she doesn't leave the house enough. She started watching some TV shows and she exercises at home. The amount of time she spends on the Internet is worrying the family. She said she can sit for hours and watches genuine acts of kindness videos; they help renew your faith in humanity. She figured how to win money by watching her slots influencers. She also follows the singer, Demache, and added that he has an other-worldly voice. She recommended that people watch "Story of One's Eye," a 13-minute film that ends with:

"Dialogue, understanding, and widespread promotion of a culture of tolerance, acceptance of others, and

## June 5, 2023 Board of Governors Meeting Minutes

living together peacefully would contribute significantly to reducing many economic, social, political and environmental problems that weigh so heavily on a large part of humanity.

She read a poem by Yip Harburg called "One Sweet Morning:"

Out of the fallen leaves the autumn world over,  
Out of the shattered rose that will smile no more,  
Out of the embers of blossoms and shades of clover  
Spring will bloom – one sweet morning.

Out of the fallen lads the summer world over,  
Out of their flags plowed under a distant shore,  
Out of the dreams in their bones buried under the clover  
Peace will come – one sweet morning.

"One sweet morning  
The rose will rise  
To wake the heart  
And make it wise!"

This is the cry of life the winter world over,  
"Sing me no sad amen, but a bright encore!"  
For out of the flags and the bones  
buried under the clover,  
Spring will bloom  
Peace will come  
One sweet morning –  
One sweet morning.

No citizen input was provided.

### **Committee Reports**

**May 22, 2023, Finance Committee Meeting** — Paul presented the minutes attached to the meeting packet and highlighted the three agenda items. Looking at the monthly financial report, personnel costs are below projected amounts, but operating costs are very close to the budgeted total. He noted the discussion of the impact of replacing light fixtures in the CenterStage. He recapped that savings will come from both reduced energy used by the lights and also from lower cooling costs because of reduced heat output from them.

Carryover recommendations for FY23 and FY24 budget adjustments were reviewed. Staff recommendations regarding capital improvement and maintenance projects were discussed. Items include office systems furniture and the RCC on Wheels vehicle deposit and final payment estimated amounts. The full list is in the package. Finally, the committee again discussed options for planning that takes into consideration the 2039 end-date for the Lake Anne lease and the possible outcomes.

### **June 5, Long Range Planning Committee Meeting**

The draft public hearing slides were presented and discussed. Board members' comments will be incorporated, and the text will be sent to board members to review. The Annual Public Hearing will take place on June 26 at 6:30 p.m.

### **MOTION #4**

#### **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 Tephra ICA Arts Festival and noted the good turnout.

Paul also attended the Tephra festival, Finance Committee and Long Range Planning Committee meetings. He was occupied by graduation and election season activities. He also attended the final

## June 5, 2023 Board of Governors Meeting Minutes

performance of the South Lakes High School concert band. His son received the John Philip Sousa award.

Bill B. attended Park Authority meetings, planning meetings and Tephra event.

Lisa missed the art festival, but she was able to attend Reston Pride. She enjoyed the diverse people and the booths. Fairfax County Police had a presence and booth to extend a feeling of security and to further their community outreach. There will be more Pride activities throughout the month. She also attended "The Lost Art of Dreaming" by Sean Dorsey and noted that it was well attended. She has been attending Reston Chamber events.

Vicky saw the Pride Festival at Lake Anne from her home porch and attended the Tephra arts festival. She attended a lot of youth activities with her granddaughter including her basketball game. She enjoyed "Bye Bye Birdie" at Hannah's school.

Dick went to the Tephra ICA Arts Festival, and he finished his OLLI course. He missed Reston Pride but got good reports from his family members who attended.

Bill P. attended the Tephra event, the Reston Players' production of "Cabaret," and "In the Heights" by NextStop Theatre, which is a small nonprofit, professional theatre company that delivered a very high quality performance. He took some pickleball lessons. He turned 75, and the Board wished him a happy birthday.

Beverly was present at the Fairfax County Board of Supervisors' breakfast. She went bowling with a group of RCC people and she got the highest score. She found "The Lost art of Dreaming" stunning. She went to the Tephra ICA Arts Festival opening celebration and went the next day to see the RCC-presented "Hacia La Vida" dance performance. Reston Community Orchestra had their last concert of the season with a guest pianist. She attended the Finance Committee meeting and a meeting of the committee advising on selection of the keynote speaker for the 2025 MLK event. The United Christian Parish church celebrated their 50<sup>th</sup> anniversary. She missed the Pride event, but she saw BETTY at the CenterStage. BETTY performed at the Reston Pride festival also.

### **Executive Director Report**

Leila referenced the full report that each member has in their binders. Among the highlights, and as mentioned in Long Range Committee Meeting, the community events calendar is up on the RCC website and Reston nonprofits are entering their events. She urged people to visit that page of the website at <https://restoncommunitycenter.com/calendar/#rcc-calendar-tab2>. RCC's Commission on Accreditation of Park and Recreation Agencies (CAPRA) Annual Report was submitted on May 25.

### **Old Business**

No reoccurring or continuing business was reported.

### **New Business**

Lisa asked if the Family Fun Entertainment Series will be on the website, which Leila said was available in the Community Events calendar. The new Public Information Officer, Ozun Dalaran was welcomed. Bev encouraged members to check the events listing for all the summer concert series.

Bev adjourned the meeting at 8:28 p.m.



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Lise Sechrest-Ehrhardt  
Board Secretary

June 14, 2023

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Date

**BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON June 5, 2023**

- 23-0605-1      Bd      That the Board approve the Agenda.
- 23-0605-2      Bd      That the Board approve the May 1, 2023 Board Minutes.
- 23-0605-3      Bd      That the Board approve the May 1, 2023 Board Actions as amended.
- 23-0605-4      Bd      That the Board approve the May Finance Committee and June 5 Long Range Planning Committee reports.



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Lisa Sechrest-Ehrhardt  
Board Secretary

June 14, 2023

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Date



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS  
LONG RANGE PLANNING MEETING  
JUNE 5, 2023  
7:00 p.m.**

**Present:**

- |                             |                 |
|-----------------------------|-----------------|
| • Beverly Cosham, Chair     | • Paul Thomas   |
| • Bill Bouie (at 7:10 p.m.) | • Vicky Wingert |
| • Dick Stillson             | • Bill Penniman |
| • Lisa Sechrest-Ehrhardt    | • Shane Ziegler |

**Absent and Excused:**

- Bill Keefe

**Attending from RCC Staff:**

- Leila Gordon, Executive Director
- BeBe Nguyen, Deputy Director
- Ozun Dalaran, Public Information Officer

Lisa Sechrest-Ehrhardt called the meeting to order at 7:01 p.m. for Bill B. and reviewed the agenda.

Leila shared the slide deck for the Annual Public Hearing for Programs and Budget. She went through them slide by slide and provided the text highlights that will accompany the slides.

BeBe mentioned that the Commission on Accreditation of Park and Recreation Agencies (CAPRA) Annual Report submission involved updating critical plan documents. Leila reviewed the cycle (five years for renewal) and the expansion of the annual report content requirements to help agencies stay current. That way they aren't overwhelmed or surprised by the workload involved with reaccreditation.

Dick asked if there will be handouts of the slides provided for the annual hearing. Leila said people will get a copy of the slides large enough to read. She will also share the slide text notes with the Board for their awareness. Some sections are not here for capital improvement projects and maintenance if there are no projects associated with them, e.g., Aquatics.

Dick asked if she will be explaining the concept of RCC on Wheels. Leila said she will add some text bullets and highlights about it. Paul asked that "A/E" be spelled out as "Architecture/Engineering."

Shane asked about the Economic and Program Contingency Reserve and how that's determined. Paul noted that it's the balance remaining after assignment of capital projects, maintenance and feasibility studies amounts. Dick added that this will change and go down next year. Paul mentioned that the highest costs are for the FY24/25 energy efficiency project and RCC on Wheels.

Leila recalled that we increased the capital projects reserve amount to anticipate future requirements should we need to expand our facility footprint. That may be needed if the Lake Anne lease can't be accommodated in 2039. For the energy utilization improvement costs, we are anticipating both the costs for replacement of existing systems and approaches to significantly reduce our carbon footprint.

## May 22, 2023, RCC Board of Governors Finance Committee Meeting

Dick noted that these costs will be paid back in time, as well as being significant environmental contributions. Board members also noted that the legal impossibility of owning the RCC Lake Anne facility under the present structure of the condominium association is a key driver for RCC's interest in the possible use of the Block J "Arts Center" project. RCC already has more demand than it can meet so planning for that possibility as well as implementing the RCC on Wheels initiative help address that challenge.

Paul noted that these issues should be covered in the text for the applicable slides. It was also noted that the energy audit findings are on the RCC website for reference.

There being no further business to discuss, Bill B. adjourned the meeting at 7:32 pm.



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
ANNUAL PUBLIC HEARING  
June 26, 2023  
6:30 p.m.**

**Present:**

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

**Absent and Excused:**

- Bill Keefe

**Attending from RCC Staff:**

- Leila Gordon, Executive Director
- BeBe Nguyen, Deputy Director
- Lorna Campbell Clarke, Communications Director
- Kevin Danaher, Leisure and Learning Director
- Mark Anduss, Theater Technical Director
- Maggie Parker, Offsite & Collaboration Director
- Brian Gannon, Facility Services Director
- Fred Russo, Facility Engineer
- Pam Leary, Customer Relations Director
- Nick Burt, Assistant Director Customer Relations
- Ozun Dalaran, Public Information Officer

Bev welcomed everyone at 6:40 p.m. She said this meeting is our chance to share RCC's Annual Report, last year's budget and present the coming year's planning highlights. She shared that RCC Executive Director Leila Gordon and RCC Treasurer Paul Thomas will go over our progress and plans and how they impact our budgets. She noted that patrons attending would be able to comment at the conclusion of the presentation.

**Highlights of 2022**

Leila presented the agenda for the Annual Hearing. She reminded the participants that the Annual Report is based on calendar year 2022. She noted among 2022 highlights was the investigation with Fairfax County of the possibility of a new arts center in Reston. The Board of Supervisors (BOS) accepted the proffer for Block J use as an arts center at their January 24, 2023 meeting. She congratulated the RCC staff for their hard work and the awards they received last year. She also mentioned the establishment of the new RCC department "Offsite and Collaboration." RCC experienced personnel changes and promotions that had repercussions across the agency that were positive and simultaneously challenging as new team members and roles were absorbed. RCC's new website is up and running and constantly being updated based on feedback. She added that the community calendar is a new feature that is in testing mode, and we look forward to having our local nonprofits, civic organizations and partners uploading their community events for everyone to access.

She urged the participants to take a copy of the Annual Report to see highlights of the last year and what we expect to be happening in 2023.



She continued talking about the RCC Strategic Plan pillars and what is ahead related to each, such as the completion and implementation of the comprehensive energy audit, continuing RestON (opportunity neighborhoods) outreach and partnership, researching a mobile solution for expansion of community connections (RCC on Wheels), evaluating and refreshing RCC's programs and services, launching the new website and calendar feature, and building on and sustaining RCC work to realize the Countywide Strategic Plan, One Fairfax efforts and continuing to work on RCC's Commission on Accreditation of Park and Recreation Agencies (CAPRA) annual reporting and the upcoming 2025 reaccreditation effort.

### **Overview of Capital Planning and Budget Process**

Paul Thomas presented RCC's Capital Project Planning and Budget Process. The three-year Capital Improvement Plan, Capital Maintenance Plan (CIP/CMP) for the agency was explained highlighting the Energy Utilization Improvement (EUI) project and "RCC on Wheels." Results of the energy audit and the planned steps show expenses, but this will also result in a significantly reduced RCC Hunters Woods carbon footprint and operating costs in the long term due to energy efficiency. The comprehensive audit report was presented to the board in March, and the board determined to pursue Option 2 of CMTA's refined proposals, a representative from which was also present in the meeting to answer questions if needed.

In January 2023, RCC board and staff discussed addressing community growth by exploring the idea of acquiring a mobile vehicle to bring their content directly to the community. The "RCC on Wheels" concept was refined with input from the community between February and the present. Research was conducted on purchasing a used vehicle, but it was found to be unfeasible. RCC currently has a rough estimate of the vehicle's cost and has allocated the required deposit cost to FY24, which will be included in the budget through the carryover process.

He further described the RCC Actual Revenue/Expense History showing the last three fully completed fiscal year results and explaining that the FY23 fiscal results will not be available until mid-July. After carryover expenses are posted, the budgets in our monthly reports will be aligned with RCC's FY24 expectations. He said that notable items RCC plans to submit in the carryover package include funding for the EUI and RCC on Wheels up-front costs. In addition, RCC is expanding programming to address increasing participation and patron demand. He also explained the reserve funds and how each year's remaining balance is allocated to maintenance, feasibility studies, capital projects, and program and economic contingency areas. He discussed how RCC is preparing to meet increased demand for RCC Lake Anne-based programs and the fact that it is a leased facility with a date certain for RCC to either own or vacate in 2039.

### **Planning Calendar and Public Input**

Leila presented the planning calendar and opened the floor for public input. The participants were asked to email [RCCContact@fairfaxcounty.gov](mailto:RCCContact@fairfaxcounty.gov) if they would like to provide input after the meeting.

**Robert Goudie – Reston Town Center Association, Tephra ICA:** Robert said he is testifying on behalf of Tephra ICA and Reston Town Center Association. He highlighted the collaboration between their organizations and RCC by giving examples from these past events: Sunday Art in the Park with Shenandoah Conservatory, Family Entertainment Series, Holiday Parade and Entertainment, and adding description of three new programs – Theatre in the Park, Darden and Friends, and Reston Multicultural Festival.

He thanked RCC staff for their continued support and noted RTCA and Tephra ICA are excited about extending their collaborations and hoping to reach more participants via events like Reston Multicultural Festival, theatre performances, and arts education experiences. He compared RCC support to being like a community bank that provides investment in community-building, and he stressed the priceless impact of this partnership in achieving that outcome. He further said that this is RCC investing in the community by elevating community experiences and thanked everyone involved.

*No further questions or comments were offered.*

Leila thanked everyone for taking time to attend and encouraged people to follow up if they have any thoughts or questions by reaching out via RCC Contact. She noted that RCC always seeks community input, not just at the Annual Public Hearing for Programs and Budget.

She asked the Board of Governors to provide formal guidance to the staff regarding preparation of the agency's FY25 budget submission.

**Motion #1:**

Bill Bouie moved that the staff continue to develop the FY25 budget submission based on the assumptions outlined in tonight's presentation. Paul seconded the motion. The motion passed unanimously.

The meeting adjourned at 7:08 p.m.



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Lise Sechrest-Ehrhardt  
Board Secretary

July 6, 2023

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Date

June 26, 2023

RCC Annual Public Hearing

**BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON June 26, 2023**

**23-0626 -1 Bd That the staff continue to develop the FY25 budget based on assumptions outlined in the June 2023 Annual Public Hearing for Programs and Budget.**



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Lisa Sechrest-Ehrhardt  
Board Secretary

July 6, 2023

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Date



*Enriching Lives. Building Community.*



# Reston Community Center

**Annual Public Hearing for  
Programs and Budget  
FY24 & FY25 Budgets**

June 26, 2023  
6:30 p.m.

# Agenda – June 26

## Annual Public Hearing for Programs and Budget

- Welcome

### OUR VISION

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

- Highlights of 2022
  - Adapting; expanding; new organizational unit: Offsite & Collaboration
  - Continuing restoration of in-person programs and services
  - New website development
- Overview of Capital Planning & Budgets
  - Capital Improvement/Maintenance Plan
  - Budget Performance and Projections
- Public Input
- Board of Governors
  - Direction to staff for budget development

# Highlights

**Partnerships and collaboration continue to be the foundation of Reston Community Center's success.**

- **46 Partnerships; 18 Sponsorships**

## **Highlights:**

- **Successful community engagement experience to explore potential for a new arts center in Reston**
- **18 Outstanding Performance Awards – Staff Achievements**
- **Managed succession and expansion of organizational personnel and capacities**
- **Completed design of a new website**

# RCC Strategic Plan

RCC Annual Report

**Reston Community Center**

## **2021-2026 Strategic Plan**

- **Facilities**
- **Equity**
- **Community Connections**
- **Programs and Services**
- **Communications**
- **Stewardship and Accreditation**



# Looking Ahead

## RCC Strategic Planning

- Conduct and implement comprehensive energy audit strategies for RCC Hunters Woods (Facilities)
- Continue RestON efforts; expand reach, frequency and knowledge of RCC *Equity Matters* content (Equity)
- Explore a mobile solution to expansion of programming to more Reston neighborhoods (Community Connections)
- Evaluate, refresh and expand RCC's leisure-time menu of offerings (Programs and Services)
- Launch RCC's new website and community calendar feature (Communications)
- Build on and sustain RCC work to realize Countywide Strategic Plan, One Fairfax efforts; continue CAPRA annual report performance (Stewardship and Accreditation)



# Overview of Capital Planning and Budget Process

- RCC presents a three-year Capital Improvement Plan, Capital Maintenance Plan (CIP/CMP). Project amounts change throughout the three-year cycle based on actual spending, timing and budget revisions. Architecture/Engineering studies or estimates may change budgets for specific projects.
- Estimates for both revenue and expenses are made conservatively. Budgets are monitored monthly and adjusted periodically.
- Board programming and financial goals are to:
  - Provide, improve and expand RCC programming and services.
  - Maintain and improve RCC facilities.
  - Assure the broadest possible access to and promote participation in RCC offerings (fee waiver program, offsite offerings).
  - Establish and manage a budget aligned with community requirements.

# Capital Improvement Projects/Capital Maintenance Projects

Projects – HW, CS Facility projects both buildings	Prior Years Complete Y/N	FY23 & Carryover Adjustments	FY24 Current and via Carryover	FY25
Elevator Rplcmt.	N		Budgeted: \$250,000 Calendar in Aug. 2024	
Security Cameras Rplcmnt. HW/LA	N	In progress; balance of \$24,424 carried over		
Carpet Rplcmt. (Both buildings)			\$40,000	
Option 2: Energy Utilization Improvement			Carryover request of 50%: \$851,221 (incl. EV chrgr.)	Balance: \$851,221 EV chrgr. cost may be offset by county funds.
New Lobby Display System – HW				\$100,000
CenterStage Lobby Exhibit				\$100,000
Systems Furniture (all staff workstations)				\$500,000
Restrooms Reno (HW)				\$100,000
RCC on Wheels			Deposit: \$350,000	Balance: \$400,000

# Capital Improvement Projects/Capital Maintenance Projects

Projects: Theatre, LA, Other	Prior Years Complete (Y/N)	FY23 Budget & Carryover Adjustments	FY24 Budget (Current and via Carryover Request)	FY25 Budget
LED Lighting Rplcmnt.	Y – Final expense in FY23: \$75,826			
Genie Lift Rplcmnt.	N	Carryover: \$18,000 Genie insp.: Aug. 23		
Light Board			\$15,000	
AV Equip. (Video camera etc.)			\$30,000	
LA – Security Cameras		Carryover, incl. with HW amount		
LA – Display Systems				\$30,000

The Terry L. Smith Aquatics Center Renovation project is officially closed. Savings were reallocated to roof replacement/phase 3 project costs.

FY24 and FY25 estimates for the deposit on the RCC on Wheels vehicle, displays, exhibit, and systems furniture are based on preliminary research and will be refined.

# RCC Actual Revenue/Expense History

	FY2020	FY2021	FY2022
<b><u>Opening Fund Balance</u></b>	\$ 7,260,589	\$5,601,418	\$ 7,472,208
<b><u>Revenue</u></b>			
Revenue	\$ 9,231,337	\$9,171,704	\$ 9,995,890
<b><u>Expenditures</u></b>			
Personnel	\$ 5,160,266	\$5,234,903	\$ 5,540,791
Operating	\$ 2,477,777	\$1,638,556	\$ 2,630,241
Sub-Total Expenditures	\$ 7,638,043	\$6,873,459	\$ 8,171,032
<b>Sub-Total Rev. less Non-Cap Exp.</b>	<b>\$ 1,593,294</b>	<b>\$2,298,245</b>	<b>\$ 1,824,858</b>
Capital equipment & Projects	\$ 3,252,465	\$ 427,455	\$ 201,380
<b><u>Total Expenditures</u></b>	<b>\$ 10,890,508</b>	<b>\$7,300,914</b>	<b>\$ 8,372,412</b>
<b>Revenue less Expenditures</b>	<b>\$ (1,659,171)</b>	<b>\$1,870,790</b>	<b>\$ 1,623,478</b>
<b><u>Ending Fund Balance</u></b>	<b>\$ 5,601,418</b>	<b>\$7,472,208</b>	<b>\$ 9,095,686</b>
<b><u>Reserves</u></b>			
Capital Project Reserve	\$ 3,500,000	\$3,500,000	\$ 3,500,000
Maintenance Reserve (12% of # Est. Revenue)	\$ 1,107,760	\$1,100,604	\$ 1,199,507
Feasibility Study (2% of # Est. Revenue)	\$ 184,627	\$ 183,435	\$ 199,918
Economic and Program Contingency	\$ 809,031	\$2,688,169	\$ 4,196,261

# FY24/FY25 Approach Without Carryover Encumbrances

	FY23 Estimate	FY24 Adopted	FY24 Revised	FY25 Proposed
<b><u>Revenue</u></b>				
Revenue	10,279,252	10,907,001	11,058,348	10,866,437
<b><u>Expenditures</u></b>				
Personnel	5,996,119	7,058,102	7,186,346	6,618,355
Operating	3,300,652	3,319,771	3,763,471	3,319,771
Sub-Total Non-Capital Exp	9,296,771	10,377,873	10,949,817	9,938,126
<b>Revenue less Expenditures</b>	<b>982,481</b>	<b>529,128</b>	<b>108,531</b>	<b>928,311</b>
 <b>Capital Projects &amp; Equipment</b>				
Non-Aquatics	630,306	335,000	1,536,221	2,081,221
Aquatics				0
<b>Total Capital Projects</b>	<b>630,306</b>	<b>335,000</b>	<b>1,536,221</b>	<b>2,081,221</b>
 <b><u>Reserves</u></b>				
Capital Project Reserve**	7,000,000	7,000,000	7,000,000	5,885,044
Maintenance Reserve (12% of Est. Revenue)	1,233,510	1,308,840	1,327,002	1,303,972
Feasibility Study (2% of Est. Revenue)	205,585	218,140	218,140	217,329
Economic and Program Contingency	518,279	463,302	463,302	

# Planning Calendar and Public Input

- June 26, 2023: BOG guidance on FY25 Budget
- July 24, 2023: BOG review of FY23 actuals
- August: Staff prepares draft outline of FY25 Budget
- September 11, 2023: Full BOG Approval of FY25 Submission

## TESTIMONY

- Individuals may speak for three minutes; those speaking on behalf of an organization may speak for five minutes.
- Please provide a written statement for RCC records if you have one. Or you can send comments/statements to: [RCCContact@fairfaxcounty.gov](mailto:RCCContact@fairfaxcounty.gov)

**Everyone: Please provide your name, address and organizational affiliation if that is applicable. Thank you for taking the time to provide your input!**



**RCC FY23 Year-End  
Report  
and  
FY24 Budget Impacts of Carryover**

**June 30, 2023**  
**Financials**



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

100%/12\*12 mos=100%

					YTD (does not incl. Fee Waiver amounts)	REMAINING BALANCE	YTD % actual	YTD Fee waiver (unrealized revenue)
Revenue	FY22 Carryover	FY23 Adopted Funding	Revised FY23 Budget	June				
1 Administration:								
Taxes	200,000	8,930,260	9,130,260	(45)	9,594,699	(464,439)	105.09%	
Interest		15,870	15,870	15,498	197,113	(181,243)	1242.05%	
Vending		1,600	1,600		137	1,463	8.59%	
Facility Rental		181,000	181,000	(28,759)	215,373	(34,373)	118.99%	
Equipment Sale			0		0	0	0.00%	
2 Performing Arts-Theatre Admiss.		55,854	55,854	370	54,120	1,734	96.90%	100
3 PA Theatre Rental		50,862	50,862	0	40,918	9,944	80.45%	
4 PA Misc Revenue		12,000	12,000	183	9,463	2,537	78.86%	
5 PA Equip. Sale Revenue		500	500		0	500	0.00%	
6 PA Cultural Activities/Arts OrgArts Org			0	(17,983)	0	0	0.00%	
7 PTAS Merch. Sale			0		2,340	(2,340)	0.00%	
8 Arts Education-Cultural Activity	50,963	139,590	190,553	(65,767)	178,277	12,276	93.56%	3,240
9 Aquatics Classes/drop-in		344,000	344,000	9,614	280,345	63,655	81.50%	36,027
10 Aquatics Rental		59,934	59,934	6,628	63,899	(3,965)	106.62%	
11 L&L Fitness		105,770	105,770	(2,745)	102,174	3,596	96.60%	848
12 L&L Youth/Teen		151,000	151,000	(130,793)	184,065	(33,065)	121.90%	164,238
13 L&L Lifelong Learning		94,155	94,155	(2,453)	40,216	53,939	42.71%	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%	
<b>Total RCC Revenue</b>	<b>250,963</b>	<b>10,148,245</b>	<b>10,399,208</b>	<b>(216,252)</b>	<b>10,966,633</b>	<b>(567,425)</b>	<b>105.46%</b>	<b>228,811</b>

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

100%/12\*12 mos=100%

	Personnel Expenses	FY22 Carryover	FY23 Adopted Funding	Revised FY23 Budget	June	YTD	REMAINING BALANCE	% Budget Used Ytd
1	Administration		596,111	596,111	54,589	417,105	179,006	69.97%
2	Facility Services (Booking)		190,234	190,234	31,544	204,945	(14,711)	107.73%
3	Comptroller		476,972	476,972	79,614	501,590	(24,618)	105.16%
4	Customer Service		655,736	655,736	86,699	548,769	106,967	83.69%
5	Facility Engineer		137,798	137,798	22,388	141,721	(3,923)	102.85%
6	Maintenance	11,879	390,299	402,178	64,073	394,307	7,871	98.04%
7	IT		151,366	151,366	18,103	117,815	33,551	77.83%
8	Media/Sponsorships		480,468	480,468	66,630	390,533	89,935	81.28%
9	Community Partnerships			0		0	0	0.00%
10	Performing Arts		596,832	596,832	96,750	519,297	77,535	87.01%
11	Arts Education	10,725	371,173	381,898	39,645	323,797	58,101	84.79%
12	Aquatics	41,681	881,582	923,263	144,683	955,913	(32,650)	103.54%
13	L&L Fitness		249,655	249,655	27,352	192,505	57,150	77.11%
14	L&L Admin		282,543	282,543	49,119	329,718	(47,175)	116.70%
15	L&L Youth/Teen		228,091	228,091	24,691	239,722	(11,631)	105.10%
16	L&L Lifelong Learning		182,561	182,561	23,294	149,643	32,918	81.97%
17	Offsite &Collab. Community Events	182,668	238,302	420,970	46,170	196,821	224,149	46.75%
18	Offsite &Collab. Equity Partnerships		107,516	107,516	18,276	118,793	(11,277)	110.49%
	<b>Total Personnel Expenses</b>	<b>246,953</b>	<b>6,217,239</b>	<b>6,464,192</b>	<b>893,622</b>	<b>5,742,993</b>	<b>721,199</b>	<b>88.84%</b>

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

100%/12\*12 mos=100%

	Operational Expenses	FY22 Carryover	FY23 Adopted Funding	Revised FY23 Budget	June	YTD	REMAINING BALANCE	% Budget Used Ytd
1	Administration		106,039	106,039	2,138	19,621	86,418	18.50%
2	Board		44,400	44,400	913	36,731	7,669	82.73%
3	Facility Services (Booking)	18,241	153,050	171,291	2,047	166,165	5,126	97.01%
4	Comptroller//LA Lease/Admin	44	348,756	348,800	35,876	371,971	(23,171)	106.64%
5	Customer Service	30	1,000	1,030		280	750	27.18%
6	Facility Engineer		145,521	145,521	(4,166)	102,801	42,720	70.64%
7	Maintenance		416,383	416,383	(548)	431,730	(15,347)	103.69%
8	IT	5,370	122,980	128,350	(2,103)	134,839	(6,489)	105.06%
9	Media/Sponsorships	41,590	590,375	631,965	15,689	630,452	1,513	99.76%
10	Community Partnerships	25,000	140,000	165,000		142,227	22,773	86.20%
11	Performing Arts	107,681	303,855	411,536	(1,214)	431,460	(19,924)	104.84%
12	Arts Education	21,111	67,458	88,569	2,963	62,734	25,835	70.83%
13	Aquatics		71,080	71,080	2,881	62,386	8,694	87.77%
14	L&L Fitness		12,206	12,206		3,740	8,466	30.64%
15	L&L Admin	75	4,800	4,875	392	4,103	772	84.16%
16	L&L Youth/Teen	26	169,976	170,002	(1,766)	173,659	(3,657)	102.15%
17	L&L Lifelong Learning		81,318	81,318	2,061	51,758	29,560	63.65%
18	Offsite & Collab. Community Events	4,965	287,465	292,430	5,798	255,555	36,875	87.39%
19	Offsite & Collab. Equity Partnerships		14,915	14,915	1,479	12,173	2,742	81.61%
	<b>Total Operational Expenses</b>	<b>224,133</b>	<b>3,081,577</b>	<b>3,305,710</b>	<b>62,439</b>	<b>3,094,383</b>	<b>211,326</b>	<b>93.61%</b>

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

100%/12\*12 mos=100%

	Capital Proj. & Cap Equip.	FY22 Carryover	FY23 Adopted Funding	Revised FY23 Budget	June	YTD	REMAINING BALANCE	% Budget Used Ytd
1	RCC Improvements CC-000001	548,166	330,000	878,166		517,638	360,528	58.95%
2	RCC Facility Enhcmnts. CC-000002	24,255		24,255		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%
	<b>Total Capital Expenses</b>	<b>768,143</b>	<b>357,500</b>	<b>1,125,643</b>	<b>0</b>	<b>637,109</b>	<b>488,534</b>	<b>56.60%</b>
	<b>Total RCC Expenditures</b>	<b>1,239,228</b>	<b>9,656,316</b>	<b>10,895,544</b>	<b>956,061</b>	<b>9,474,485</b>	<b>1,421,059</b>	<b>86.96%</b>

# **FY23 Year-end and Carryover Notes**

### FY23 Notes – Year-End Results

During the past fiscal year, RCC programming and services gradually continued to climb to pre-pandemic levels. The revenue amounts from Small District 5 and returns on investment instruments greatly outperformed original projections. Staff continue to adjust offerings and pricing, and to expand programming to address demand. Revenue totals from programs and services are improving.

The labor market continues to be challenging. Several steps were taken during the year to improve pay and consequently improve retention. Pay compression studies occurred twice and several full-time employees had pay increased. Lifeguard and facility services employees received hourly pay increases after study by both RCC and other county agencies. Graphic designers were part of the Department of Human Resources' annual benchmarking effort, and the result was increased pay grades for our designers. RCC's building engineer position pay level was similarly evaluated by the County and those employees in that classification received pay increases, too.

The increase in the personnel costs in Youth/Teen are related to increased offerings due to patron demand. Other pay increases occurred due to the establishment of the new Offsite and Collaboration Department and promotions within the agency.

The apparent overrun in the Comptroller/LA lease line is due to the erroneous charging of the FY24 Lake Anne lease taxes obligation in June 2023. We are working with the County to correct this. Operating expenses in the Maintenance line increased because of increases in fuel and other utility costs. The expansion of the Reston Multicultural Festival professional entertainment lineup in the new Reston Town Center location added costs.

### RCC FY23 Priorities

- Continuing to expand programs, services and partner collaborations.
- Provide support for the exploration of the opportunity for an arts venue located in Reston on Block J of the Boston Properties development area.
- Continue to explore potential for expansion of programming delivery to offsite locations.

### FY23 Carryover Notes

As happens each year, the agency conducts a "carryover" process at the end of the fiscal year to identify revenues that should be credited to the upcoming fiscal year's activity (revenue deferral), as well as costs that must be absorbed in the coming fiscal year because the purchased goods or services haven't been delivered (either in full or partially) and won't be received until the coming fiscal year. For FY21, those results are detailed here:

#### *Revenue Deferral*

Cost Center	GL #	Fees Paid for FY24 Programs	Fee Waiver Amounts for FY24	DESCRIPTION
G141401002	463000	47,893.80		Booking Revenue deferral FY23
G141402002	441060	70,215.80		Arts Ed Revenue deferral FY23
G141403001	441010	14,948.00		Aquatics Revenue deferral FY23
G141403001	463000			Aquatics Rental Revenue deferral FY23
G141404005	441085	5,210.80		Fitness Revenue deferral FY23
G141404007	441085	227,342.80		Youth/Teen Revenue deferral FY23
G141404008	441085	10,625.40		LLL Revenue deferral FY23
G141402002	441255		1,036.00	Arts Ed Fee Waiver deferral FY23
G141403001	441255		10,441.00	Aquatics Fee Waiver deferral FY23
G141404005	441255		306.50	Fitness Fee Waiver deferral FY23
G141404007	441255		94,025.00	Youth/Teen Fee Waiver deferral FY23
G141404008	441255		6,974.00	LLL Fee Waiver deferral FY23
FUND 400-C40050	220050		<b>\$263,454.10</b>	RCC FY23 Deferred Revenue (net - without Fee Waiver deferral)

*Carryover Costs Assigned to FY24 (Purchase Orders Fulfillment and Billing after June 26*

<b>Amount</b>	<b>Item Description / Justification</b>
3,991.28	PO8500517390 SOS Intermediate Holding LLC-service not received
35.79	PO8500513058 Plug & Pay Technologies
167.50	PO85 ETIX Inc. Service not received
17,500.00	PO 8500524852 American Program Bureau Inc.
96.83	PO8500554746 WB Mason office supplies non-delivery
127.75	PO8500555162 WB Mason office supplies non-delivery
75.85	PO 8500554746 WB Mason office supplies non-delivery
20.46	PO 8500554119 WB Mason office supplies non-delivery
30.12	PO 8500551746 WB Mason office supplies non-delivery
60.18	PO 8500554746 WB Mason office supplies non-delivery
<b>Op. Sub.</b>	<b>\$22,105.76</b>
5,581.79	PO8500493046 Johnson Controls US Holdings LLC Proj CC-000001-017
18,842.02	PO8500493046 Johnson Controls US Holdings LLC Proj CC-000002-004
9,278.00	FR1000076610 Grimm - Reston Arts Proj CC-000024
<b>Cap. Sub.</b>	<b>\$33,701.81</b>
<b>Total</b>	<b>\$55,807.57</b>

This is the entire list of purchase orders – both operating and capital project items. These values are added to the appropriate codes in the FY24 budget following the Board of Supervisors action on carryover in September. Budget entries typically appear beginning in October reports (discussed at the Finance Committee's November meeting).

*Carryover of Capital Projects Funding - Unencumbered*

A total of \$488,534 in unencumbered balances in RCC capital projects will be carried over to provide for the volatility in the supply chain and labor market. Most of that amount is remaining from the transfer of the Aquatics renovation balance to the Hunters Woods facility projects, primarily to cover possible cost overruns related to the Roof Replacement – Phase 3 capital project.

*Personnel and Operating Savings; Carryover*

The result of position turnover (producing vacancies) and program cancellations generated overall agency savings in personnel costs in FY22 of \$721,200. Overall operating cost savings due to program cancellations totaled \$233,864.

**Financial Outlook – FY24**

RCC will have a strong financial foundation from which to enter FY24. In the fall, budget entries will take place and funds will be added in both personnel and operating categories. The Energy Utilization Improvements and RCC on Wheels early expenditures and up-front costs for the RCC HW elevator replacement will be funded.

# **Detail of FY24 Budget Adjustments**



FY24 Budget Revisions for FY23 Carryover										
Cost Center Name	CC Code	Revenue GL Code #	Revenue \$\$ Value	GL# Personnel	Pers \$\$ Funding	GL # Oper	Oper \$\$ Funding	GL # Asset	Asset/Capital Proj	Explanation and Comments
BOG – Admin	G141401001					521080	150,000			Community Survey – Uva Center for Survey Research
Admin – new Taxes	G141401001	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, 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 “fr
				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
				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.

FY24 Budget Revisions for FY23 Carryover										
Cost Center Name	CC Code	Revenue GL Code #	Revenue \$\$ Value	GL# Personnel	Pers \$\$ Funding	GL # Oper	Oper \$\$ Funding	GL # Asset	Asset/Capital Proj	Explanation and Comments
OTHER – Personnel Adjustments from Pay Compr	DMB to provide			500050	100,000					
OTHER – Energy Audit (Capital Project)									851,221	1,522,441+180,000
OTHER - Deposit on RCC on Wheels vehicle									350,000	400K remaining to be added to FY25 cap proj
<b>Total Revenue</b>			<b>151,347</b>							
<b>Total Personnel</b>					<b>128,244</b>					
<b>Total Operating</b>							<b>443,700</b>			
<b>Total Capital</b>									<b>1,201,221</b>	

Net FY24 Funding needs \$1,621,818

## **RCC FUND STATEMENT**

**Further adjustments will occur to correct erroneous assignment of FY24 tax expense for RCC Lake Anne lease to FY23 and personnel cost adjustments that will be made by the Department of Management & Budget**

**FUND STATEMENT**

<b>Category</b>	<b>FY 2023 Estimate</b>	<b>FY 2023 Actual</b>	<b>Increase (Decrease) (Col. 2-1)</b>	<b>FY 2024 Adopted Budget Plan</b>	<b>FY 2024 Revised Budget Plan</b>
Beginning Balance	\$9,095,686	\$8,599,349	(\$496,337)	\$8,599,349	\$10,128,351
<b>Revenue:</b>					
Taxes	\$9,130,260	\$9,594,276	\$464,016	\$9,500,478	\$9,700,478
Interest	15,870	180,879	165,009	15,870	15,870
Vending	1,600	137	(1,463)	1,600	1,600
Aquatics	403,934	342,284	(61,650)	425,000	425,000
Leisure & Learning	352,500	326,015	(26,485)	479,108	432,030
Rental	181,000	215,399	34,399	181,000	181,000
Arts & Culture	314,044	284,762	(29,282)	299,370	299,370
Offsite & Collaboration	0	3,494	3,494	4,575	4,575
Total Revenue	\$10,399,208	\$10,947,247	\$548,039	\$10,907,001	\$11,059,923
Total Available	\$19,494,894	\$19,546,596	\$51,702	\$19,506,350	\$21,188,274
<b>Expenditures:</b>					
Personnel Services	\$6,464,192	\$5,742,992	(\$721,200)	\$7,058,102	\$7,186,346
Operating Expenses	3,305,710	3,071,846	(233,864)	3,319,771	3,785,579
Capital Equipment	0	0	0		
Capital Projects	1,125,643	603,406	(522,237)	335,000	2,058,457
Total Expenditures	\$10,895,545	\$9,418,245	(\$1,477,300)	\$10,712,873	\$13,030,381
Total Disbursements	\$10,895,545	\$9,418,245	(\$1,477,300)	\$10,712,873	\$13,030,381
Ending Balance <sup>1</sup>	\$8,599,349	\$10,128,351	\$1,529,002	\$8,793,477	\$8,157,893
Maintenance Reserve	\$1,247,905	\$1,313,670	\$65,765	\$1,308,840	\$1,327,191
Feasibility Study Reserve	207,984	218,945	10,961	218,140	221,198
Capital Project Reserve	7,000,000	7,000,000	0	7,000,000	6,609,504
Economic and Program Reserve	143,460	1,595,736	1,452,276	2,185,893	
Unreserved Balance	0	0	0	0	
Tax Rate per \$100 of Assessed Value	\$0.047		(\$0.047)		