



**Reston Community Center  
Board of Governors Monthly Meeting  
September 9, 2024  
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                           |
| <ul style="list-style-type: none"> <li>• Approval of July 22, 2024 Board Minutes<br/>(as reviewed and approved by <del>the Board Treasurer for</del> the Secretary)</li> <li>• Approval of July 22, 2024 Board Actions<br/>(as reviewed and approved by <del>the Board Treasurer for</del> the 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>• July 22 Finance Committee</li> <li>• July 22 Preference Poll Committee</li> </ul>   | Paul Thomas, Chair<br>Bill Penniman, Vice Chair |
| 8:20 – Board Member Input on Activities Attended   |   |
| 8:25 – Executive Director Report   | Leila Gordon, Executive Director                |
| 8:30 – Old Business<br>New Business  | Beverly Cosham, Chair                           |
| 8:40 – Adjournment   |   |

**Reminders:**

Events	Date	Time
Preference Poll	now through 9/27	5:00 p.m.
Darden & Friends Concerts	September 13, weekly	5:30 p.m.
Silent Dance Party	September 13	5:00 p.m.
Reston Multicultural Festival	September 21	11:00 a.m. – 6:00 p.m.
“Milo the Magnificent”	September 29	3:00 p.m.



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS MEETING  
July 22, 2024  
8:00 p.m.**

**Present:**

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

**Absent and Excused:**

- Shane Ziegler

**Attending from RCC Staff:**

- Leila Gordon, Executive Director
- BeBe Bguyen, Deputy Director
- Mark Anduss, Videographer
- Lorna Campbell Clarke, Communications Director (notetaker)

Bev called the meeting to order at 8:02 p.m.

**MOTION #1:**

**Approval of the Agenda.**

Bill Bouie moved that the agenda be approved as written. Paul Thomas seconded the motion. The motion passed unanimously.

**MOTION #2:**

**Approval of the June 3, 2024 Monthly Meeting and June 24, 2024 Annual Public Hearing Board Minutes.**

Bill Bouie moved that the Board approve the June 3, 2024 Board Minutes and the June 24, 2024 Annual Public Hearing Board Minutes. Paul Thomas seconded the motion. The motion passed unanimously.

**MOTION #3**

**Approval of the June 3, 2024 Monthly Meeting and June 24, 2024 Annual Public Hearing Board Actions.**

Dick Stillson moved that the Board approve the June 3, 2024, and the June 24, 2024 Annual Public Hearing Board Actions. Bill Bouie seconded the motion. The motion passed unanimously.

**Chair's Remarks**

Bev noted that there were no visitors present or resident input and then shared a poem that she had wanted to read during the month of "March Madness."

"Fast Break"

By Edward Hirsch

In Memory of Dennis Turner, 1946-1984

A hook shot kisses the rim and  
hangs there, helplessly, but doesn't drop,  
and for once our gangly starting center  
boxes out his man and times his jump

## July 22, 2024 Board of Governors Meeting Minutes

perfectly, gathering the orange leather from the air like a cherished possession and spinning around to throw a strike to the outlet who is already shoveling an underhand pass toward the other guard scissoring past a flat-footed defender who looks stunned and nailed to the floor in the wrong direction, trying to catch sight of a high, gliding dribble and a man letting the play develop in front of him in slow motion, almost exactly like a coach's drawing on the blackboard, both forwards racing down the court the way that forwards should, fanning out and filling the lanes in tandem, moving together as brothers passing the ball between them without a dribble, without a single bounce hitting the hardwood until the guard finally lunges out and commits to the wrong man while the power-forward explodes past them in a fury, taking the ball into the air by himself now and laying it gently against the glass for a lay-up, but losing his balance in the process, inexplicably falling, hitting the floor with a wild, headlong motion for the game he loved like a country and swiveling back to see an orange blur floating perfectly through the net.

### **Committee Reports**

#### **June 13, 2024 Personnel Committee Meeting**

Bill noted that the official meeting minutes are in the Committee Reports section of the notebooks and that the meeting went into and out of a closed session per Virginia code.

#### **June 20, 2024 Personnel Committee Meeting**

Bill noted that the official meeting minutes are in the Committee Reports section of the notebooks and that the meeting went into and out of a closed session per Virginia code.

#### **June 24, 2024 Personnel Committee Meeting**

Bill noted that the official meeting minutes are in the Committee Reports section of the notebooks and that the meeting went into and out of a closed session per Virginia code.

#### **June 24, 2024, Annual Public Hearing**

On behalf of the Long Range Planning Committee, Bill B. reported on the June 24, 2024 gathering to review the agency plans for programs and budget. He drew attention to the extensive materials that were distributed at the meeting and online, as well as in the board notebooks.

#### **July 22, 2024, Finance Committee Meeting**

Paul T. said that the Finance Committee met earlier this evening at 6:30 p.m. to discuss the closeout of FY24 and results of the agency's financial performance. RCC will have a strong financial foundation entering FY25.

#### **July 22, 2024, Preference Poll Committee Meeting**

Bill P., the vice chair of the Preference Poll Committee, said that the committee met earlier this evening at 7:30 p.m. to review the 2024 Candidate Handbook. He noted that there are three open board seats, and the committee approved that staff proceed with the preference poll process as outlined.

#### **MOTION #4**

**Approval of the Committee Reports.**

## July 22, 2024 Board of Governors Meeting Minutes

Bill Bouie moved that the June and July Committee Reports be approved. Dick Stillson seconded the motion. The motion passed unanimously.

### **Board Member Input on Activities Attended**

- Dick reported that he is in the midst of planning to move and attended several RCC committee meetings over the past two months.
- Paul T., serving as South Lakes High School's (SLHS) Safety and Security Chair, attended the All-Night Graduation Party (ANGP.) He particularly also enjoyed the Darden & Friends Happy Hour concerts at Reston Town Center. He attended this evening's committee meetings and the Annual Public Hearing. Paul will connect SLHS's new principal Carlos Seward with RCC.
- Lisa noted that she was pleased to see community building taking place at the Cathy Hudgins Community Center at Southgate during the monthly food bank distribution. She also attended St. John Neumann's Juneteenth Celebration, the Reston Sprint Triathlon, RCC Executive Director interviews and the Annual Public Hearing.
- Vicky has just moved into a condo and is pleased to have her grandchild around. She is assisting with basketball coaching and driving kids around.
- Bill B. attended many meetings and has been enjoying a busy summer.
- Paul B. has been working with the SLHS ANGP boat construction team and attending several concerts with his family; they especially enjoy Family Fun on Saturdays. He will be in the Leadership Fairfax Class of 2025.
- Bev Cosham participated in all the RCC meetings and enjoys being a part of the RCC bowling team.

### **Executive Director Report**

The office furnishing upgrade project will be moved to December or next summer due to long lead times for furniture delivery.

BeBe and Leila will attend a meeting focusing on efforts to support people in Reston who are unhoused and living in the encampment across from the North County Government Center.

RCC recently took part in a statewide initiative with other parks and recreation agencies called Play All Day, VA which was a celebration of recreation experiences on the summer solstice – the longest day of the year. The Customer Service and agency leadership teams are working with Cornerstones to produce RestON membership cards.

Kaitlyne Jones is onboard as the Box Office Manager and Kit LaCroix is the Offsite Events Coordinator. Debbie Heron, Youth Program Director has retired. RCC camps and Young Actors Theatre rehearsals are in full swing. She is anticipating the recruitment and hiring of a new chief executive assistant.

### **Old Business**

There was no continuing business to discuss.

### **New Business**

There was no new business to discuss.

Bev adjourned the meeting at 8:42 p.m.



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Lisa Sechrest-Ehrhardt  
Board Secretary

September 5, 2024

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Date

**BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON July 22, 2024**

24-0722-1      Bd      That the Board approve the Agenda.

24-0722-2      Bd      That the Board approve the June 3, 2024 Monthly Meeting and June 24, 2024 Annual Public Hearing Board Minutes.

24-0722-3      Bd      That the Board approve the June 3, 2024 Monthly Meeting and June 24, 2024 Annual Public Hearing Board Actions.

24-0722-4      Bd      That the Board approve the June and July committee reports.



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Lisa Sechrest-Ehrhardt  
Board Secretary

September 5, 2024

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Date



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS  
FINANCE COMMITTEE MEETING  
July 22, 2024  
6:30 p.m.**

**Present:**

- Paul Thomas, Chair
- Bill Bouie, Vice Chair
- Dick Stillson
- Paul Berry
- Lisa Sechrest-Ehrhardt (Board member)
- Bev Cosham (Board Chair)
- Vicky Wingert (Board member)
- William Penniman (Board member)

**Committee Members Absent and Excused:**

- Shane Ziegler

**Attending from RCC Staff:**

- Leila Gordon
- BeBe Nguyen
- Lorna Campbell Clarke

Paul T. called the meeting to order at 6:35 p.m. and reviewed the agenda.

The accompanying document provides detail for each budget category in the June 30, 2024 monthly financial report. The monthly report spreadsheet pages and notes represent the totals upon the closing of the fiscal year and includes the impact of last year's FY23 carryover submission. However, they don't reflect the impacts of the FY24 carryover submission which Leila reviewed following the monthly report review.

**Revenue**

As we expected, we collected more tax revenue than was forecasted. The robust performance of investments continues. Dick wondered if the results were perhaps too anomalous to be believed, but after he and Paul further analyzed what percentage of return on the fund balance they represented, they believe it to be within the realm of achievable results given the Federal Reserve policies and other factors affecting investment performance.

Leila noted that the year-end closeout was challenging due to staff absences and other factors affecting the agency's finance team.

**Personnel**

Unanticipated costs reflect a reclassification of the Facility Engineer position, as well as increased pay for lifeguards and instructional staff. The budget creation lagged the appointment in the Leisure and Learning Director position so was underestimated in that category. In some cases, benefits costs exceeded the projected amount. Nonetheless, the overall agency result was savings in the personnel category.

**Operating**

The June report reflects the closing of year-long spending in many categories that result in net savings. Due to the challenges of this year's closeout, several purchase orders that should have been closed and cleared from FY24 ended up as encumbrances carried forward to FY25. Additionally, the Board cost for the 2024 Community Survey will be carried forward in its entirety due to the timing of the survey activities.

Capital

Upfront costs for the current capital projects – elevator replacement, energy utilization improvement, RCC on Wheels vehicle purchase – are loaded in FY24. Subsequent costs are allocated to FY25. Current encumbrances will be carried over and unencumbered capital project funds will be as well. We will achieve considerable savings on the vehicle purchase due to staff research and analysis of the community needs.

Other notable FY24 activities with implications for the FY24 carryover package include the continuing increase in costs of community sponsorship agreements, as well as succession planning for the agency Executive Director position and Chief Executive Assistant reclassification and recruitment process.

**RCC FY24 Carryover**

RCC identifies 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.

Leila reviewed FY24 collected but deferred revenues, encumbered/unencumbered accounts, and provided an overview of this year's process and challenges.

The total value of the encumbered purchase orders is higher than normal due to a few factors. First, the Center for Survey Research purchase order in the amount of \$101,458.25 is carried over because that effort spans the final month of FY24 but is primarily conducted during the first six months of FY25. Second, due to unusual turnover and illness impacting the RCC Finance/HR team, many purchase orders that could have been closed in FY24 in the last week of June were not. Finally, purchase order activity for the summer concert series totaling \$97,743.75 should have been entered into FOCUS as FY25 purchase orders, rather than FY24 purchase orders so are carried over to align properly with the activity funded.

**Year-End Status:**

Leila noted that RCC will have a strong financial foundation entering FY25. The survey is out in the community and people have noted receiving and responding to it. It will help greatly in giving the board a clear picture of the desired outcomes for future facility development.

Paul T. requested that the end-of-year report also include a preliminary draft summary of the Fund Balance Statement for the Board's knowledge and Leila agreed to add it to the report structure. She noted that the beginning year balance for FY25 will be approximately \$10.3M.

Paul adjourned the meeting at 7:24 p.m.

# **FY24 Year-end and Carryover Notes**



Reston Community Center  
 Revised Budget vs Actuals Worksheet  
 June 30, 2024

100%/12\* 12 mos=100%

	FY23 Carryover	FY24 Adopted Funding	Revised FY24 Budget	June	YTD (does not incl. Fee Waiver amounts)	REMAINING BALANCE	YTD % actual	YTD Fee waiver (unrealized revenue)
1 Administration:								
Taxes	200,000	9,500,478	9,700,478	1,643	9,972,764	(272,286)	102.81%	
Interest		15,870	15,870	21,440	324,120	(308,250)	2042.35%	
Vending		1,600	1,600		0	1,600	0.00%	
Facility Rental		181,000	181,000	(23,182)	237,083	(56,083)	130.99%	
Equipment Sale		500	500		282	218	56.33%	
2 Performing Arts - PTAS Tkts		55,854	55,854	248	84,143	(28,289)	150.65%	245
3 PA Theatre Rental		50,862	50,862		63,372	(12,510)	124.60%	
4 PA Misc Revenue - Etix		12,000	12,000		12,201	(201)	101.68%	
5 PA Equip. Sales			0		0	0	0.00%	
6 PA Arts Org Tkts			0	(3,810)	6,325	(6,325)	0.00%	
7 PTAS Merch. Sales			0	282	2,917	(2,917)	0.00%	
8 Arts Ed - Enrollment - Passes		180,154	180,154	(61,745)	228,797	(48,643)	127.00%	8,771
9 Aquatics - Enrollment - Passes		350,000	350,000	10,923	301,892	48,108	86.25%	57,785
10 Aquatics Rental		75,000	75,000		50,989	24,011	67.98%	
11 L&L Fitness - Enrollment - Passes		101,835	101,835	3,791	151,091	(49,256)	148.37%	3,383
12 L&L Youth/Teen Enrollment		291,158	291,158	(126,871)	201,573	89,585	69.23%	104,175
13 L&L Lifelong Learning - Enroll. Passes	(47,078)	86,115	39,037	286	35,786	3,251	91.67%	22,821
14 Offsite & Collab. Community Events		4,275	4,275		1,945	2,330	45.50%	
15 Offsite & Collab. Equity Partnerships	(1,575)	300	(1,275)		0	(1,275)	0.00%	
<b>Total RCC Revenue</b>	<b>151,347</b>	<b>10,907,001</b>	<b>11,058,348</b>	<b>(176,996)</b>	<b>11,675,280</b>	<b>(616,932)</b>	<b>105.58%</b>	<b>197,180</b>

**Revenue  
comment**

**General Notes:** Revenues totaling \$342,319 collected prior to July 1 in 2024 were reversed and recorded as FY25 program revenue as those activities occurred after July 1, 2024 (the beginning of FY25). Of that amount, \$93,501 is fee waiver allocations. Figures also include carryover actions from July 2023: \$151K in additional revenue for the net of higher tax revenue performance anticipated and reduced program revenue; it was recorded after BOS approval in September 2023.

1. **Administration:** The Administration revenue includes tax, interest and facility rental revenues. Facility rental revenue is from the T-Mobile antenna lease (ending in June 2024) and room rentals. We have collected 102.81% of tax revenue, 130.99% of estimated Facility Rental revenue (which also includes T-Mobile antenna revenue) and 2,042.35% of estimated interest (returns on investments) 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. We do not anticipate earning money from the vending machines and will adjust this revenue category accordingly. The projected equipment sale revenue came from auctioned equipment.
2. **Performing Arts Theatre Admissions:** Theatre admission sales for Professional Touring Artist Series (PTAS) performances; tickets go on sale August 1. Attendance has exceeded expectations and weather didn't impede winter and early spring shows.
3. **Performing Arts Theatre Rental:** Theatre rental payments are made on an irregular schedule depending on when performances occur. Rentals occurred for more dates this year than last 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. This amount simply hasn't been processed through to the rental client as of this month's report pull; this revenue isn't RCC revenue.
7. **PTAS Merchandise Sale:** PTSA related book sales at the Box Office.
8. **Arts Education:** Year-to-date amount includes summer, fall and winter/spring program revenue and initial FY25 summer camp registration reversed in June 2024 and recorded for FY25.
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 lane or zone reservations for participation. Fee waiver use accounts for the cash revenue falling short of the budget target.
10. **Aquatics Rental: Year-to-date** represents natatorium rental payments. The rentals are billed quarterly. Late arriving rental payments will close the revenue gap between what was achieved by June 30 and the budget target.
11. **Fitness:** Year-to-date amount includes summer, fall and winter/spring program revenue.
12. **Youth/Teen:** Year-to-date reflects the summer youth camp programming, fall, winter/spring program enrollment revenue and initial FY25 summer camp registration. Most of this cost center's revenue is realized during the summer. Fee waiver program participation in this cost center is significant; the FY25 summer camp revenue was reversed in June 2024 and recorded for FY25.
13. **Lifelong Learning:** Year-to-date amount includes summer, fall and winter/spring program revenue. OLLI fees were halved; revenue calculations for upcoming years will take increased subsidy offerings into account. Fee waiver use accounts for the cash revenue falling short of the budget target.
14. **Offsite & Collab. Community Events:** Revenue is collected from organization booth fees associated with the Reston Multicultural Festival and from MLK luncheon ticket sales. The Reston Multicultural Festival was cancelled, and booth fees were refunded.
15. **Offsite & Collab. Equity Partnerships:** The focus for this cost center has been changed to awareness and resourcing goals. Little or no revenue is projected or anticipated. An error was made in the FY23 carryover submission.

Reston Community Center  
 Revised Budget vs Actuals Worksheet  
 June 30, 2024

100%/12\* 12 mos=100%

	FY23 Carryover	FY24 Adopted Funding	Revised FY24 Budget	June	YTD	REMAINING BALANCE	% Budget Used Ytd
<b>Personnel Expenses</b>							
1 Administration		852,448	852,448	63,655	526,293	326,155	61.74%
2 Facility Services (Booking)		318,791	318,791	21,660	172,156	146,635	54.00%
3 Comptroller		473,822	473,822	44,369	425,335	48,487	89.77%
4 Customer Service		663,244	663,244	73,491	626,136	37,108	94.41%
5 Facility Engineering		145,604	145,604	17,948	156,907	(11,303)	107.76%
6 Maintenance		465,400	465,400	48,875	420,897	44,503	90.44%
7 IT		155,628	155,628	10,768	120,739	34,889	77.58%
8 Media/Sponsorships		490,634	490,634	38,685	459,341	31,293	93.62%
9 Community Partnerships			0		0	0	0.00%
10 Performing Arts		638,715	638,715	68,797	605,619	33,096	94.82%
11 Arts Education		391,501	391,501	38,313	362,622	28,879	92.62%
12 Aquatics		977,859	977,859	116,897	1,009,129	(31,270)	103.20%
13 L&L Fitness		253,794	253,794	22,972	226,558	27,236	89.27%
14 L&L Admin		300,756	300,756	36,432	326,146	(25,390)	108.44%
15 L&L Youth/Teen	11,858	251,916	263,774	18,761	220,803	42,971	83.71%
16 L&L Lifelong Learning	14,014	175,550	189,564	19,266	169,584	19,980	89.46%
17 Offsite &Collab. Community Events		391,284	391,284	37,481	278,592	112,692	71.20%
18 Offsite &Collab. Equity Partnerships	2,372	111,156	113,528	14,797	129,955	(16,427)	114.47%
<b>Total Personnel Expenses</b>	<b>28,244</b>	<b>7,058,102</b>	<b>7,086,346</b>	<b>693,167</b>	<b>6,236,812</b>	<b>849,534</b>	<b>88.01%</b>

**Personnel Expenses:**

**General Notes:** Payroll posting lags two weeks behind the calendar; therefore, the percentage of the year elapsed versus 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 to the prior fiscal year and those that belong to 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. Another \$28,244 in funding was requested at FY23 carryover to cover personnel costs; the adjustment was recorded after BOS approval in September 2023. Other changes to personnel allocations may be made by DMB to accommodate adjustments from application of a market rate increase and other employee pay changes implemented by the County.

Position vacancies and some canceled programming this year created anticipated savings in personnel costs.

1. **Administration:** Administration's cost center 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 reflect a reclassification of the position in this cost center based on County benchmark studies.
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 FY24.
10. **Performing Arts:** Personnel costs are at the expected level.
11. **Arts Education:** Personnel costs are at the expected level.
12. **Aquatics:** Personnel costs reflect increased pay for lifeguards and instructional staff required by the intense competition for those employees in this area.
13. **Fitness:** Personnel costs are at the expected level.
14. **Leisure and Learning Admin:** Personnel costs reflect hiring above the anticipated level after preparation of the FY24 budget.
15. **Youth/Teen:** Personnel costs are at the expected level.
16. **Lifelong Learning:** Personnel costs are at the expected level.
17. **Offsite & Collab. Community Events:** Personnel costs are at the expected level.
18. **Offsite & Collab. Equity Partnerships:** Personnel costs reflect increased costs for benefits.

Reston Community Center  
 Revised Budget vs Actuals Worksheet  
 June 30, 2024

100%/12\* 12 mos=100%

	FY23 Carryover	FY24 Adopted Funding	Revised FY24 Budget	June	YTD	REMAINING BALANCE	% Budget Used Ytd
<b>Operational Expenses</b>							
1 Administration		57,000	57,000	3,723	37,373	19,627	65.57%
2 Board	150,000	46,100	196,100	101,130	164,502	31,598	83.89%
3 Facility Services (Booking)	3,991	194,050	198,041	3,235	197,380	661	99.67%
4 Comptroller/LA Lease/Admin	38	356,989	357,027	5,323	345,890	11,136	96.88%
5 Customer Service	15,000	1,000	16,000	26	165	15,835	1.03%
6 Facility Engineering		147,521	147,521	3,415	121,294	26,227	82.22%
7 Maintenance	45,000	465,094	510,094	(7,365)	449,531	60,563	88.13%
8 IT	10,200	129,670	139,870	1,200	132,689	7,181	94.87%
9 Media/Sponsorships	99,000	629,842	728,842	1,179	675,296	53,546	92.65%
10 Community Partnerships		165,000	165,000		109,958	55,042	66.64%
11 Performing Arts	7,764	334,200	341,964	2,055	328,261	13,703	95.99%
12 Arts Education	15,224	88,556	103,780	(340)	72,762	31,018	70.11%
13 Aquatics		84,230	84,230	4,417	70,571	13,659	83.78%
14 L&L Fitness		8,150	8,150	1,524	3,270	4,880	40.12%
15 L&L Admin		4,800	4,800		3,743	1,057	77.98%
16 L&L Youth/Teen	15,030	183,711	198,741	9,805	194,814	3,927	98.02%
17 L&L Lifelong Learning		81,318	81,318	2,592	41,748	39,570	51.34%
18 Offsite &Collab. Community Events	103,060	327,515	430,575	(109,049)	380,034	50,541	88.26%
19 Offsite &Collab. Equity Partnerships	1,500	15,025	16,525	1,669	13,251	3,274	80.19%
<b>Total Operational Expenses</b>	<b>465,808</b>	<b>3,319,771</b>	<b>3,785,579</b>	<b>24,540</b>	<b>3,342,531</b>	<b>443,048</b>	<b>88.30%</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 FY23 Carryover Package included \$56K for incomplete delivery of FY23 procurements; that amount was added to the FY24 budget amounts in September 2023. That package also included \$444K to allow for expanded programming and the community survey costs.

1. **Administration:** The current month's expenses and reservation payment net is for Child Protective Service form fees, RCC staff training and supplies.
2. **Board:** Current month expenses are BOG operating costs and the June purchase order for the UVa community survey.
3. **Facility Services (Booking):** The current month expenses and reservations net are for facility security, lobby furniture, storage rental, and supplies.
4. **Comptroller/LA Lease/Admin:** The current month expenses are for DIT copying billing, bank fees and office supplies.
5. **Customer Service:** Current month expenses are office supplies.
6. **Facility Engineering:** The current month expenses and reservations net include facility repair and maintenance costs for RCC HW and RCC LA buildings.
7. **Maintenance:** The current month credit is net of expenses and reservations for utilities, maintenance costs, custodial services and supplies once those purchasing vehicles are closed.
8. **IT:** The current month expense is for website cloud hosting service.
9. **Media:** The current month expenses and reservations net total includes printing costs and the sponsorships/advertising.
10. **Community Partnerships:** Program partnership activities concluded in May.
11. **Performing Arts:** The current month expenses and reservations net are theatre operating costs for the CenterStage.
12. **Arts Ed:** The current month credit is net of expenses and reservations for program operating costs.
13. **Aquatics:** The current month reservations and expenses are operating costs for the two pools and spa facilities.
14. **Fitness:** The current month reservations and expenses net are program operating costs.
15. **Leisure and Learning Admin:** No current month expenses were recorded.
16. **Youth/Teen:** The current month reservations and expenses net are program operating costs.
17. **Lifelong Learning:** The current month reservations and expenses net are program operating costs.
18. **Offsite & Collab. Community Events:** The current month reservations and expenses net are program operating costs. Summer is extremely busy for this cost center, and the advance payments for FY25 programming were transferred to FY25, which produced the significant credit for the month of June.
19. **Offsite & Collab. Equity Partnerships:** The current month reservations and expenses are for program operating costs.

Reston Community Center  
 Revised Budget vs Actuals Worksheet  
 June 30, 2024

100%/12\* 12 mos=100%

	FY23 Carryover	FY24 Adopted Funding	Revised FY24 Budget	June	YTD	REMAINING BALANCE	% Budget Used Ytd
<b>Capital Proj. &amp; Cap Equip.</b>							
1 RCC Improvements CC-000001	1,273,416	278,000	1,551,416		861,662	689,754	55.54%
2 RCC Facility Enhcmnts. CC-000002	24,255	12,000	36,255		18,842	17,413	51.97%
3 Theatre Enhancements CC-000008	114,357	45,000	159,357		13,915	145,442	8.73%
4 RCC Natatorium Reno CC-000009			0		0	0	0.00%
Reston Arts Venue CC-000024	17,514		17,514		9,278	8,236	52.97%
RCC On Wheels Funding	293,915		293,915		293,915	0	100.00%
			0		0	0	0.00%
<b>Total Capital Expenses</b>	<b>1,723,457</b>	<b>335,000</b>	<b>2,058,457</b>	<b>0</b>	<b>1,197,612</b>	<b>860,845</b>	<b>58.18%</b>
<b>Total RCC Expenditures</b>	<b>2,217,509</b>	<b>10,712,873</b>	<b>12,930,382</b>	<b>717,707</b>	<b>10,776,954</b>	<b>2,153,427</b>	<b>83.35%</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. The FY23 Capital Projects Carryover amount was \$1,201,221.

- 1 **RCC Improvements/CC-000001:** Funding for Hunters Woods projects, including the elevator replacement upfront costs. Carryover funded the first half of the Energy Utilization Improvement project and acquisition of the RCC on Wheels vehicle.
2. **RCC Facility Enhancements/CC-000002:** Remaining funding for the LA Security Camera was added via Carryover. Funding provides for LA Carpet Replacement.
- 3 **RCC CenterStage Enhancements/CC-000008:** Funding for the Light Board replacement; Audio Visual controls. Carryover provided for funding for the Genie Runabout Replacement.
4. **Reston Arts Venue/CC-000024:** Reston Arts Venue. This will be closed out and funding reallocated.



**FY24 Notes – Carryover**

**RCC FY24 Priorities**

- Continuing to expand programs, services and partner collaborations.
- Plan for extensive capital projects occurring in July/August 2024.
- Continue to explore “RCC on Wheels” programming delivery to offsite locations.
- Continue to utilize RCC sponsorships to support Reston-based nonprofits and their events.
- Manage succession planning and organizational capacities.

**FY24 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 FY24, those results are detailed here:

**Revenue Deferral**

Cost Center	GL #	Deferral Amount	Fee Waiver Deferral	DESCRIPTION
G141401002	463000	44,627.90		Booking Revenue deferral FY24
G141402002	441060	67,158.80		Arts Ed Revenue deferral FY24
G141403001	441010	3,419.00		Aquatics Revenue deferral FY24
G141404005	441085	652.00		Fitness Revenue deferral FY24
G141404007	441085	218,145.00		Youth/Teen Revenue deferral FY24
G141404008	441085	8,316.40		LLL Revenue deferral FY24
G141402002	441255		335.40	Arts Ed Fee Waiver deferral FY24
G141403001	441255		240.00	Aquatics Fee Waiver deferral FY24
G141404005	441255		1,001.00	Fitness Fee Waiver deferral FY24
G141404007	441255		85,141.00	Youth/Teen Fee Waiver deferral FY24
G141404008	441255		6,783.60	LLL Fee Waiver deferral FY24
FUND 400-C40050	220050		248,818.10	RCC Revenue net of Fee Waiver deferral FY24
		342,319.10	342,319.10	

Please note: Aquatics rental payments due in June were not received before the end of the fiscal year. They will be posted in “month 13” corrections and total \$27,360.88

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

Funds Center	Commitment Item	Amount	Item Description / Justification
			<b>OPERATING CATEGORY</b>
G141401001	521080	3,000.00	8500578372ED Staff transition support
G141401001	521080	101,458.25	8500594323 UVA Center for Survey Research
G141401002	521140	8,708.54	8500557177 SOS Intermediate Holding - Security
G141401002	521080	12.00	8500558503 Patriot Shredding
G141401002	521080	520.00	8500559490 JKM Music Group - Piano tuning
G141401003	521000	15.00	8500557452 Plug & Pay (credit card processing)
G141401003	510020	73.46	Three WB Mason charges - Office supplies
G141401007	520010	80.00	8500557429 Crystal Window Cleaning
G141401007	520010	1,171.36	8500557454 Unifirst
G141401007	520010	919.79	8500558521 Prof Pest Solution
G141401007	520110	1,120.00	8500560448 Sertec LLC - Kitchen appliance repairs

G141401007	544547	928.00	8500583095 Republic Services of Virginia - Trash pickup
G141401008	521090	2,500.00	8500554883 ATT - Agency cell phone and Zoom account
G141401008	521060	239.01	8500555050 Insight Public Sector - Web cloud hosting services
G141401009	521080	1,187.50	8500557455 Erin Arnwine Lesnick - Photography services
G141401009	521090	2,300.00	8500585905 YMCA of Metropolitan Wash - Annual fundraiser table
G141401009	521070	4,572.36	8500588641 The Freeport Press - Summer 2024 Program Guide printing
G141401009	521090	300.00	8500594901 APEX Outdoor Advertising LLC - Bus shelter graphic ad signage
G141402001	544990	2,797.75	8500558909 ETIX - Ticket sales fees
G141402002	521080	4,440.00	8500562606 Art in Motion Dance LLC - Dance class instruction
G141403001	510660	2,193.93	8500557461 Roberts Oxygen - CO2 Supply
G141403001	544990	440.00	8500574832 Environmental Mech Services - Spa repair labor cost
G141404007	521100	2,775.95	8500587980 Sunny's Executive Sedan Service - Summer camp transportation
G141404007	510020	11.16	WB Mason charges - Supplies
G141404007	521100	3,598.68	8500594427 Sunny's Executive Sedan Service - Camp transport FY25 (July)
G141405001	521080	15,000.00	8500580317 A Rye Inc. - 2025 MLK Speaker deposit
G141405001	521080	6,718.75	8500583599 MSE Prod - FY25 Family Fun Performances.
G141405001	521080	21,000.00	8500583657 MSE Prod - FY25 Sunset Concerts at LA
G141405001	521080	32,400.00	8500583664 MSE Prod - FY25 Take a Break Performances
G141405001	521080	37,625.00	8500583670 MSE Prod - FY25 Fab Fridays Concerts at Reston Station
<b>Operating Subtotal</b>			<b>\$258,106.49</b>
			<b>CAPITAL PROJECTS &amp; Equipment</b>
G141401005	563040	9,278.00	FR10000076610 G&P - Arts Center Feasibility Study CC-000024-001 TO5-Capital Project
G141401005	564100	151,932.00	8500576069 TK ELEVATOR CORPORATION Elevator Replacement Project
G141401005	566150	293,915.00	8500591924 LDV Inc. - Ford customized van for RCC on Wheels
<b>Capital Subtotal</b>			<b>\$455,125.00</b>
<b>Encumbered Procurement</b>	<b>Total</b>	<b>713,231.49</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 FY25 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.)

The total value of the encumbered purchase orders is higher than normal due to a couple of factors. First, the community survey work being done by the Center for Survey Research purchase order in the amount of \$101,458.25 is carried over because that effort spans the final month of FY24 but is primarily conducted during the first six months of FY25. Second, due to unusual turnover and illness impacting the RCC Finance/HR team, many purchase orders that could have been closed in FY24 in the last week of June were not. Finally, the purchase order activity for the summer concert series totaling \$97,743.75 should have been entered into FOCUS as FY25 purchase orders.

Following the September Board of Supervisors approval of carryover items for county agencies, carryover encumbrances and unencumbered capital projects funding will be entered by the Department of

Management and Budget. Board and staff members will see the impact of these adjustments in the November Finance Committee reports.

*Carryover of Capital Projects Funding - Unencumbered*

A total of \$860,845 in unencumbered balances in RCC capital projects will be carried over. Most of that amount is assigned to the replacement of office furnishings, new display and information systems, carpet replacement and other smaller projects. Funds are encumbered closer in time to the calendaring of projects, and these have yet to be scheduled. It's likely that the office furnishings will not be replaced until December 2024 or August 2025.

*Personnel and Operating Savings; Carryover*

The result of position turnover (producing vacancies) and program cancellations generated overall agency savings in personnel costs in FY24 of \$849,538. Overall operating cost savings due to program cancellations totaled \$701,156. The amount combined of savings in FY24 is \$1,550,694 which will be added to the beginning balance for the agency for FY25.

**Financial Outlook – FY25**

RCC will have a strong financial foundation entering FY25.



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS  
PREFERENCE POLL COMMITTEE MEETING  
July 22, 2024  
7:30 p.m.**

**Present:**

- Bill Penniman, Vice Chair
- Bev Cosham, Board Chair
- Vicky Wingert – Preference Poll Committee member
- Paul Berry – Preference Poll Committee member
- Paul Thomas – Preference Poll Committee member
- Vicky Wingert – Preference Poll Committee member
- Lisa Sechrest-Ehrhardt
- Bill Bouie
- Dick Stillson

**Committee Members Absent and Excused:**

- Shane Ziegler, Chair

**Attending from RCC Staff:**

- Leila Gordon
- BeBe Nguyen
- Lorna Campbell Clarke

Bill P. called the meeting to order at 7:30 p.m. and called attention to the draft 2024 Candidate Handbook for review.

Leila commented on the updated table of contents and reviewed the key dates. There are three open board seats this year – Lisa Sechrest-Ehrhardt, Bill Bouie and Dick Stillson. Dick has informed the board that he and Marion will be moving to Tysons in September, so he will not pursue a new term. Leila noted that Dick's board service acknowledgement contribution will be made to Cornerstones at the September meeting.

**Motion**

Bill P. moved that staff proceed with the preference poll process as outlined. Vicky Wingert seconded. The motion passed unanimously with just Preference Poll Committee members voting.

Bill adjourned the meeting at 7:42 p.m.