



**Reston Community Center  
Board of Governors Monthly Meeting  
October 7, 2024  
8:00 p.m.  
Meeting Agenda**

- |  |                                  |
|--|----------------------------------|
| 8:00 – Call to Order   | Bill Bouie, Vice Chair           |
| 8:02 – Approval of Agenda  | Bill Bouie, Vice Chair           |
| 8:03 – Approval of Minutes and Board Actions   | Bill Bouie, Vice Chair           |
| <ul style="list-style-type: none"> <li>• Approval of September 9, 2024 Board Minutes<br/>(as reviewed and approved by the Board Treasurer for the Secretary)</li> <li>• Approval of September 9, 2024 Board Actions<br/>(as reviewed and approved by the Board Treasurer for the Secretary)</li> </ul> |                                  |
| 8:05 – Vice Chair’s Remarks  | Bill Bouie, Vice Chair           |
| 8:08 – Introduction of Visitors  |                                  |
| 8:10 – Citizen Input   |                                  |
| 8:12 – Committee Reports   | Bill Bouie, Vice Chair           |
| <ul style="list-style-type: none"> <li>• October 7 Finance Committee</li> </ul>  | Paul Thomas, Chair               |
| 8:20 – Board Member Input on Activities Attended   |                                  |
| 8:25 – Executive Director Report   | Leila Gordon, Executive Director |
| 8:30 – Old Business<br>New Bus   | Bill Bouie, Vice Chair           |
| 8:40 – Adjournment   |                                  |

**Reminders:**

<b>Events</b>	<b>Date</b>	<b>Time</b>
Darden & Friends (Reston Town Square Park)	Oct. 11, 18	5:30 p.m.
Halloween Family Fun Day	Oct. 19	12:00 p.m.
Meet the Artists	Oct. 10, 17, 24, 31	2:15 p.m.
James Baldwin Abroad/Wash West Film Fest	Oct. 21	7:30 p.m.
Sarah Vowell	Oct. 23	8:00 p.m.
ArtsFairfax Arts Awards Luncheon	Oct. 25	11:15 a.m.
Boo at the Pool	Oct. 26	12:30 p.m.



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS MEETING  
September 9, 2024  
8:00 p.m.**

**Present:**

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

**Attending from RCC Staff:**

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

**Visitors:**

Kerrie Wilson, CEO, Cornerstones

Wenxin and Yali Zeng from Chengdu, Sichuan, China, where a community foundation was established five years ago to benefit residents. The Zengs traveled to Reston to visit Reston Community Center which is one of two international examples of similar community efforts they are emulating.

Suzanne Connell, RCC HR Specialist who has been promoted to the position of Chief Executive Assistant

Jane Doe, a resident wishing to remain anonymous

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

**MOTION #1:**

**Approval of the Agenda**

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

**MOTION #2:**

**Approval of the July 22, 2024 Board Minutes**

Bill B. moved that the Board approve the July 22, 2024 Board Minutes. Paul T. seconded the motion. The motion passed unanimously.

**MOTION #3**

**Approval of the July 22, 2024 Board Actions**

Bill B. moved that the Board approve the July 22, 2024 Board Actions, Dick seconded the motion. The motion passed unanimously.

**Chair's Remarks**

Bev joked that an early frost is coming, making it possible for people to deny "global warming."

Bev shared a poem.

"The Oak Tree"

## September 9, 2024 Board of Governors Meeting Minutes

By Johnny Ray Ryder Jr.:

A mighty wind blew night and day.  
It stole the Oak Tree's leaves away.  
Then snapped its boughs  
and pulled its bark  
until the Oak was tired and stark.  
But still the Oak Tree held its ground  
while other trees fell all around.  
The weary wind gave up and spoke,  
How can you still be standing Oak?"  
The Oak Tree said, I know that you  
can break each branch of mine in two,  
carry every leaf away,  
shake my limbs and make me sway.  
But I have roots stretched in the earth,  
growing stronger since my birth.  
You'll never touch them, for you see  
they are the deepest part of me.  
Until today, I wasn't sure  
of just how much I could endure.  
But now I've found with thanks to you,  
I'm stronger than I ever knew.

Leila offered a thank you on behalf of the RCC Board and staff to Dick Stillson. A gift was made to Cornerstones of \$600.00 in honor of his years of service - \$100 for each year of those six years. A photo was taken of Dick gifting the check to Kerrie Wilson from Cornerstones. Additionally, Dick received a gift from the Board in appreciation for his service. Dick thanked his colleagues for welcoming him, initially, as a newcomer and outsider, and he said the time he has spent on the Board has been positive for him and that he hopes it has been for RCC as well. Leila thanked him for his perspective as an economist and his support for lowering enrollment fees for OLLI participants from Reston.

Bev offered an introduction of the evening's visitors.

Suzanne Connell is RCC's HR specialist and was promoted to the new position of Chief Executive Assistant which will be effective on September 23; she will be attending Board meetings beginning on October 7.

A visitor spoke who preferred to remain anonymous. She referred to herself as Jane Doe. She had questions about the RCC Code of Conduct, specifically about modern forms of communication, and especially about requiring people to handle email addresses and electronic communications with respect.

Leila described current procedures, noting that no email lists are sold or shared, or used by RCC for anything other than the purpose of conducting official agency business. Dick Stillson asked if the guest had a specific example, and she said she had been doxed.

She stressed the importance of adding this to the Code of Conduct. Leila offered to speak with the Fairfax County Attorney's Office to obtain guidance about the most appropriate approach to offering guidance and if that could be done without risk of over-promising on email security within our facilities and program areas. The visitor referenced language from the Fairfax County Department of Information Technology's IT Security Policy (an internal policy for county agencies), and Leila reassured her that RCC only uses emails for business practice.

The visitor mentioned the Computer Crimes Act specifically and restated her desire that RCC's Code of Conduct be amended to include specific language regarding email use.

### **Committee Reports**

**July 22, 2024, Finance Committee Meeting:** Paul T. shared that in the online board package contains the background pages of details regarding the year-end finances and carryover impacts. Revenue is doing well, with investment income again greatly exceeding expectations. Some personnel initiatives involving reclassifications of positions, and pay increases established by the County, increased costs in

## September 9, 2024 Board of Governors Meeting Minutes

that category, while vacant positions created cost savings. The net impact was to deliver personnel savings at the close of the fiscal year. Operating costs are aligned with historical averages and netted savings as well. Carryover included expenses that didn't get closed out in FY24 and that will be paid in the new fiscal year. Additionally, increased sponsorships have resulted in increased expenses that are added to the carryover request.

**July 22, 2024, Preference Poll Committee Meeting:** Bill P. shared that the committee reviewed the current Candidate Handbook and schedule. The committee requested that the poll be administered according to the schedule proposed and with the related procedures.

### **MOTION #4**

#### **Approval of the Committee Reports**

Paul T. moved approval of the July 22, 2024, Committee Reports. Bill B. seconded the motion. The motion passed unanimously.

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

Paul B. has been attending Summerbration Friday evening concerts and lots of kid-oriented stuff.

Bill P. attended the RCC Candidates Forum and Supervisor Walter Alcorn's Town Hall.

Vicky has been attending her granddaughter's sports events and completing her recent move.

Lisa attended the Reggae Festival at Lake Anne Plaza, noting that it was packed. She went to the Theatre in the Park "Good With/Bad Witch" show at the Reston Town Center. It presented Broadway show tunes and she loved it. The artists were phenomenal. Lisa has also been spending a lot of time at The Farmers Market at Lake Anne. The Reston Museum Cardboard Boat Regatta has also been a big focus. Lisa is also on the board of the Cathy Hudgins Community Center at Southgate. She mentioned that they are very active and have a thriving local community enjoying that amenity regularly.

Bill B. attended lots of meetings and the RCC Candidates Forum.

Paul T. said he has attended meetings, the Candidates Forum, and "Good Witch/Bad Witch." Paul gave the new South Lakes High School (SLHS) principal, Carlos Seward, a tour of Reston and shared "Bob's planning principles." Paul was asked to help with a tour for new SLHS teachers, which he did by school bus. Principal Seward was impressed with BeBe's personal story and shared it with the faculty.

Dick said he has been busy with moving and hasn't been able to do anything else.

Shane moderated the Preference Poll Candidates Forum. Shane also attended Theatre in the Park.

Bev attended the Candidates Forum.

#### **Executive Director Report**

Leila said things are still in progress with the capital projects. She is hoping the inspection happens soon for the elevator. There is still work to do with the air conditioning and balancing the system. Everything remains on track for a solid finish.

In August, RCC participated in the National Night Out event. It was successful. There were 18 offsite events in August alone. We have been lucky with weather. More than 1,550 people attended "Good Witch, Bad Witch."

BeBe and the RCC Network Analyst, Chris Higgins, are working on an enhanced dashboard to help with data interpretation. Staff have also been working out the details with the RCC On Wheels concept and the goal is for it to be unveiled in the RCC Holiday Parade.

Leila mentioned the recent staff turnover and said this is the largest number of new fulltime merit status employees that we have had in a long time. Leila recognized that BeBe Nguyen is officially the new RCC Executive Director. Today was her first full day.

September 9, 2024 Board of Governors Meeting Minutes

Leila is looking forward to an exciting fall.

**Continuing Business**

No continuing business.

**New Business**

No new business.

Bev encouraged everyone to look at the event schedule. Paul T. mentioned it's the week of the SLHS Homecoming and the parade will organize and kick off from Hunters Woods Plaza on Friday afternoon starting at around 3:00 p.m. Bev mentioned the Saturday morning coffees will begin again this upcoming Saturday..

The visitor "Jane Doe" requested that the following excerpt from the Fairfax County IT Security Policy be read into the Board meeting minutes (pp. 13-14) from the [Fairfax County DIT Security Policy](#) and that it be included in the minutes:

**Legal and Regulatory Requirements**

Fairfax County information systems transmit, receive, process, and store information that shall be protected according to federal, state, and local laws and regulations. The development of an overarching security policy for Fairfax County, and the development of specific policy for County agencies shall take into consideration those laws and regulatory issues applicable to the operating environments.

Agencies that process information governed by the Payment Card Industry Data Security Standard (PCI- DSS) shall implement security standards to minimize risk of the unauthorized exposure of cardholder information and credit card fraud.

Fairfax County agencies that process, receive, maintain, or transmit electronic protected health information shall ensure the information is protected against reasonably anticipated threats, hazards, and impermissible uses and/or disclosures by implementing the Health Insurance Portability and Accountability Act (HIPAA) Security Rule standards for information systems.

Agencies shall implement measures to protect any Personally Identifiable Information (PII) processed, transmitted, received, and stored on County information systems. The overall privacy of information are concerns both for individuals whose personal information is at stake and for agencies that may be liable or have their reputations damaged should PII be inappropriately accessed, used, or disclosed.

Leila noted that she has spoken at length with a patron regarding this concern and the vulnerability to invasive behavior that everyone possessing a cell phone or email account has. RCC continues to request that patrons and staff abide by the practice of mutual respect and adherence to all and any laws or regulations that apply to conduct in RCC facilities or programs. She assured Jane Doe that she would again investigate what language, or guidance, might be appropriate to publish with regard to electronic communication that RCC hasn't already published.

Bev adjourned the meeting at 8:48 p.m.



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Lisa Sechrest-Ehrhardt  
Board Secretary  
September 18, 2024

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Date

**BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON September 9, 2024**

- 24-0909-1      Bd      That the Board approve the Agenda.**
- 24-0909-2      Bd      That the Board approve the July 22, 2024 Board Minutes.**
- 24-0909-3      Bd      That the Board approve the July 22, 2024 Board Actions.**
- 24-0909-4      Bd      That the Board approve the July 22, 2024 committee reports.**



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Lisa Sechrest-Ehrhardt  
Board Secretary

September 18, 2024

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Date

**FINANCE COMMITTEE**

**OCTOBER 7, 2024**

**AUGUST 2024 MONTHLY**

**FINANCIALS REPORT**

**FY25**

Reston Community Center  
 Revised Budget vs Actuals Worksheet  
 August 31, 2024

100%/12\* 2 mos=16.66%

					YTD (does not incl. Fee Waiver amounts)				YTD Fee waiver (unrealized revenue)
Revenue	FY24 Carryover	FY25 Adopted Funding	Revised FY25 Budget	Aug		REMAINING BALANCE	YTD % actual		
1 Administration:									
Taxes		10,063,655	10,063,655	147,014	5,139,443	4,924,212	51.07%		
Interest		75,000	75,000	33,634	60,175	14,825	80.23%		
Vending			0		0	0	0.00%		
Facility Rental		181,000	181,000	14,983	65,634	115,366	36.26%		
Equipment Sale			0		0	0	0.00%		
2 Performing Arts - PTAS Tkts		55,854	55,854	33,540	33,540	22,314	60.05%	110	
3 PA Theatre Rental		50,862	50,862	0	0	50,862	0.00%		
4 PA Misc Revenue - Etix		12,000	12,000	574	637	11,363	5.31%		
5 PA Equip. Sales		500	500		0	500	0.00%		
6 PA Arts Org Tkts			0	388	(355)	355	0.00%		
7 PTAS Merch. Sales			0		0	0	0.00%		
8 Arts Ed - Enrollment - Passes		180,154	180,154	37,872	107,098	73,056	59.45%	920	
9 Aquatics - Enrollment - Passes		350,000	350,000	36,416	45,747	304,253	13.07%	6,510	
10 Aquatics Rental		75,000	75,000	18,473	40,234	34,766	53.64%		
11 L&L Fitness - Enrollment - Passes		110,208	110,208	41,875	42,587	67,621	38.64%	1,642	
12 L&L Youth/Teen Enrollment		321,645	321,645	4,296	136,103	185,542	42.31%	92,182	
13 L&L Lifelong Learning - Enroll. Passes		88,825	88,825	5,527	6,983	81,842	7.86%	11,569	
14 Offsite & Collab. Community Events		4,275	4,275	1,135	1,135	3,140	26.55%		
15 Offsite & Collab. Equity Partnerships		300	300		0	300	0.00%		
<b>Total RCC Revenue</b>	<b>0</b>	<b>11,569,278</b>	<b>11,569,278</b>	<b>375,727</b>	<b>5,678,962</b>	<b>5,890,316</b>	<b>49.09%</b>	<b>112,933</b>	



**Revenue  
comment**

**General Notes:** Revenues totaling \$342,319.10 were collected prior to July 1 and were reversed and recorded as FY25 revenue as those activities occurred after July 1, 2024 (the beginning of FY25.) An additional assignment of \$295,458 in revenue categories was requested at FY24 Carryover for the net of increases and decreases in various categories; it will be recorded after BOS approval of the Carryover package.

1. **Administration:** The Administration revenue includes tax, interest and facility rental revenues. Facility rental revenue is from room rentals. We have collected 51.07% of tax revenue, 36.26% of estimated Facility Rental revenue and 80.23% of estimated interest (returns on investments) revenue. Collection of interest is dependent on investment procedures approved by the County's Investment Committee. The investment income is commensurate with the current rates of return for such instruments as repurchase agreements, commercial paper, short term bills and notes.
2. **Performing Arts Theatre Admissions:** Theatre admission tickets for Professional Touring Artist Series (PTAS) performances went on sale August 1.
3. **Performing Arts Theatre Rental:** Theatre rental payments are made on a quarterly schedule.
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. **Arts Education:** The year-to-date amount includes summer 2024 program revenue.
7. **Performing Arts Cultural Activities/Arts Organizations:** The community arts box office receipts and payments clearing line.
8. **PTAS Merchandise Sale:** This line reflects PTSA-related book sales at the Box Office.
9. **Aquatics Classes/drop-in:** Year-to-date revenue represents summer program registration revenue. "Drop-in" swimming now requires pass purchases for the most part, with some daily drop-in payments for occasional swimmers.
10. **Aquatics Rental:** This line represents natatorium rental payments. The rentals are billed quarterly. The month-to date amount is from FY24 rental payments received after the FY24 closing, so we will be anticipating FY25 performance above the projection in the budget.
11. **Fitness:** The year-to-date amount includes summer program revenue.
12. **Youth/Teen:** The year-to-date reflects the summer youth camp revenues. Most of this cost center's revenue is realized during the summer. Fee waiver program participation in this cost center is significant.
13. **Lifelong Learning:** The year-to-date amount includes summer program revenue.
14. **Offsite & Collab. Community Events:** The revenue in this line is collected from organization booth fees associated with the Reston Multicultural Festival and from Reston Dr. Martin Luther King Jr. Birthday Celebration keynote/luncheon ticket sales.
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.

Reston Community Center  
 Revised Budget vs Actuals Worksheet  
 August 31, 2024

100%/12\* 2 mos=16.66%

	FY24 Carryover	FY25 Adopted Funding	Revised FY25 Budget	Aug	YTD	REMAINING BALANCE	% Budget Used Ytd
1 Administration		658,793	658,793	52,142	72,020	586,773	10.93%
2 Facility Services (Booking)		308,054	308,054	17,705	26,551	281,503	8.62%
3 Comptroller		518,491	518,491	33,999	50,531	467,960	9.75%
4 Customer Service		829,423	829,423	52,105	76,262	753,161	9.19%
5 Facility Engineering		167,595	167,595	13,653	19,883	147,712	11.86%
6 Maintenance		512,714	512,714	33,984	51,023	461,691	9.95%
7 IT		169,097	169,097	4,008	4,008	165,089	2.37%
8 Media/Sponsorships		525,746	525,746	20,196	29,847	495,899	5.68%
9 Community Partnerships			0		0	0	0.00%
10 Performing Arts		699,226	699,226	45,637	64,692	634,534	9.25%
11 Arts Education		403,085	403,085	83,523	125,492	277,593	31.13%
12 Aquatics		1,104,075	1,104,075	58,185	99,488	1,004,587	9.01%
13 L&L Fitness		264,356	264,356	18,197	26,497	237,859	10.02%
14 L&L Admin		365,350	365,350	28,244	41,829	323,521	11.45%
15 L&L Youth/Teen		274,544	274,544	71,432	98,215	176,329	35.77%
16 L&L Lifelong Learning		198,726	198,726	12,592	18,241	180,485	9.18%
17 Offsite &Collab. Community Events		518,784	518,784	27,869	40,304	478,480	7.77%
18 Offsite &Collab. Equity Partnerships		121,289	121,289	10,422	15,342	105,947	12.65%
<b>Total Personnel Expenses</b>	0	7,639,348	7,639,348	583,893	860,227	6,779,121	11.26%

0

**Personnel Expenses:**

**General Notes:** Payroll posting lags two weeks behind the calendar; therefore, the percent of the year elapsed, and the percent of the budget expended, will not align. Summer personnel costs also reflect the fact that there is a split typically for pay period 14 that requires accounting for personnel costs that belong in the prior fiscal year and those that belong in the current fiscal year. Typically – because of our programming calendar – we get a 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. The amount of \$101,690 in additional funding was requested at FY24 carryover to cover personnel costs including a dual encumbrance from September through mid-December for the Executive Director position and will be recorded after BOS approval of the Carryover package. Other changes to personnel allocations may be made by DMB to accommodate adjustments from application of a market rate increase and other personnel changes implemented by the County for FY25.

1. **Administration:** Administration's allocated budget is typically under-spent; funding provides for Other Post-Employment Benefits (OPEB) costs.
2. **Facility Services (Booking):** Personnel costs are at the expected level.
3. **Comptroller:** Personnel costs are at the expected level.
4. **Customer Service:** Personnel costs are at the expected level.
5. **Facility Engineer:** Personnel costs are at the expected level.
6. **Maintenance:** Personnel costs are at the expected level.
7. **Information Technology:** Personnel costs are at the expected level.
8. **Media/Sponsorships:** Personnel costs are at the expected level.
9. **Community Partnerships:** No personnel costs are anticipated in FY25.
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. **Fitness:** Personnel costs are at the expected level.
14. **Leisure and Learning Admin:** Personnel costs are at the expected level.
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 are at the expected level.

Reston Community Center  
 Revised Budget vs Actuals Worksheet  
 August 31, 2024

100%/12\* 2 mos=16.66%

	FY24 Carryover	FY25 Adopted Funding	Revised FY25 Budget	Aug	YTD	REMAINING BALANCE	% Budget Used Ytd
1 Administration		51,500	51,500	6,633	11,545	39,955	22.42%
2 Board	104,458	211,680	316,138	(252)	111,270	204,868	35.20%
3 Facility Services (Booking)	9,229	194,050	203,279	(9,255)	87,106	116,172	42.85%
4 Comptroller/LA Lease/Admin	48	365,628	365,676	315,960	317,623	48,054	86.86%
5 Customer Service		16,000	16,000		5	15,995	0.03%
6 Facility Engineering		148,564	148,564	17,654	41,280	107,284	27.79%
7 Maintenance	4,219	505,694	509,913	(8,453)	416,567	93,346	81.69%
8 IT	2,740	148,970	151,710	45,509	53,098	98,612	35.00%
9 Media/Sponsorships	8,360	692,290	700,650	174,671	413,405	287,245	59.00%
10 Community Partnerships		165,000	165,000		110,000	55,000	66.67%
11 Performing Arts	2,798	324,200	326,998	31,867	198,899	128,099	60.83%
12 Arts Education	4,440	103,556	107,996	1,114	49,863	58,133	46.17%
13 Aquatics	2,326	107,750	110,076		14,314	95,763	13.00%
14 L&L Fitness		11,600	11,600	86	391	11,209	3.37%
15 L&L Admin		6,500	6,500	70	2,916	3,584	44.85%
16 L&L Youth/Teen	6,386	221,630	228,016	25,401	162,299	65,716	71.18%
17 L&L Lifelong Learning		100,054	100,054	2,909	14,162	85,892	14.15%
18 Offsite &Collab. Community Events	112,744	420,515	533,259	65,390	365,159	168,099	68.48%
19 Offsite &Collab. Equity Partnerships		15,025	15,025	500	3,825	11,200	25.46%
<b>Total Operational Expenses</b>	<b>257,748</b>	<b>3,810,206</b>	<b>4,067,954</b>	<b>669,804</b>	<b>2,373,728</b>	<b>1,694,225</b>	<b>58.35%</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 FY24 Carryover Package included \$22,107.55 for FY24 procurements; that amount will be added to the FY25 budget amounts. That package also included \$32,800 to allow for expanded programming. Carryover impacts will be reflected in the Finance Committee package available in November.

1. **Administration:** Current month expenses are for conference attendance costs (VRPS and NRPA) and miscellaneous other expenses.
2. **Board:** Current month expenses are BOG operating expenses for meetings and the electronic voting fee for the Preference Poll. The 2024 University of Virginia survey procurement cost is a carried over expense from FY24.
3. **Facility Services (Booking):** Current month expenses and reservations are for facility security, storage rental and supplies, and FY24 carryover procurement.
4. **Comptroller/LA Lease/Admin:** Current month expenses are for bank fees, postage and office supplies.
5. **Customer Service:** Current month expenses are for office supplies.
6. **Facility Engineering:** Current month expenses include facility repair and maintenance costs for RCC HW and RCC LA buildings.
7. **Maintenance:** Current month expenses, payments and reservations are for utilities, maintenance costs, custodial services and supplies.
8. **IT:** Current month expenses and reservations/payments are for DIT charges and monthly cell phone billing.
9. **Media:** Current month expenses and reservations include program printing costs, sponsorships and other operating costs.
10. **Community Partnerships:** Current month costs include partnership reservations (RHT, Storycatcher Productions.)
11. **Performing Arts:** Current month reservations and expenses are for theatre operating costs.
12. **Arts Ed:** Current month expenses or reservations and payments are for program operating costs.
13. **Aquatics:** Current month reservations and expenses are for pool operating costs and aquatics conference attendance costs.
14. **Fitness:** Current month expense is for a program operating cost.
15. **Leisure and Learning Admin:** Current month expenses are for conference attendance costs.
16. **Youth/Teen:** Current month reservations and expenses are for program operating costs.
17. **Lifelong Learning:** Current month reservations and expenses are for program operating costs and conference attendance costs.
18. **Offsite & Collab. Community Events:** Current month reservations and expenses are for program operating costs. Summer is extremely busy for this cost center and advance payments or reservations for the September Multicultural Festival start occurring in July and August. Carryover costs were also assigned to this cost center.
19. **Offsite & Collab. Equity Partnerships:** Current month reservations and expenses are for program operating costs.

Reston Community Center  
 Revised Budget vs Actuals Worksheet  
 August 31, 2024

100%/12\* 2 mos=16.66%

	FY24 Carryover	FY25 Adopted Funding	Revised FY25 Budget	Aug	YTD	REMAINING BALANCE	% Budget Used Ytd
<b>Capital Proj. &amp; Cap Equip.</b>							
1 RCC Improvements CC-000001	841,686	1,946,220	2,787,906	940,260	1,092,192	1,695,714	39.18%
2 RCC Facility Enhcmnts. CC-000002	17,413		17,413		0	17,413	0.00%
3 Theatre Enhancements CC-000008	145,442		145,442		0	145,442	0.00%
4 RCC Natatorium Reno CC-000009			0		0	0	0.00%
Reston Arts Venue CC-000024	17,514		17,514		0	17,514	0.00%
RCC On Wheels Funding	293,915		293,915	4,747	298,662	(4,747)	101.62%
			0		0	0	0.00%
<b>Total Capital Expenses</b>	1,315,970	1,946,220	3,262,190	945,007	1,390,854	1,871,336	42.64%
<b>Total RCC Expenditures</b>	1,573,718	13,395,774	14,969,492	2,198,704	4,624,809	10,344,683	30.89%

## 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 FY24 Capital Projects Carryover amount is \$455,125 for incomplete delivery of FY24 procurements, \$293,915 incomplete delivery of RCC on Wheels and \$860,845.21 for capital projects unencumbered balances. Carryover will be reflected in the Finance Committee report delivered for the month of October closing.

1. **RCC Improvements/CC-000001:** Funding for Hunters Woods projects, including the elevator replacement and Energy Utilization Improvement project.
2. **RCC Facility Enhancements/CC-000002:** Remaining funding for the Lake Anne Security Camera was added in FY24; further project costs may occur in early FY25. Funding also provides for Lake Anne carpet replacement.
3. **RCC CenterStage Enhancements/CC-000008:** Carryover funding will provide for the Genie Runabout replacement.
4. **Reston Arts Venue/CC-000024:** Reston Arts Venue. This will be closed out and funding reallocated.
5. **RCC on Wheels Vehicle Equipment:** Funding from this category was reduced to provide funding to the other capital project categories; the vehicle has been reserved and the amount listed represents the purchase order cost for it.

**FINANCE COMMITTEE**

**OCTOBER 7, 2024**

**FY26 RCC BUDGET TRANSMITTAL  
MEMORANDA (DRAFTS FOR  
APPROVAL)**

**FY26 FUND STATEMENT & NOTES  
(DOESN'T INCLUDE SOME DMB  
LOADED PERSONNEL EXPENSES)**





# County of Fairfax, Virginia

## MEMORANDUM

**DATE:** October 7, 2024

**TO:** Christina Jackson, Chief Financial Officer and  
Director, Department of Management and Budget

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

Leila Gordon, Executive Director  
Reston Community Center

BeBe Nguyen, Executive Director  
Reston Community Center

**SUBJECT:** FY26 Capital Projects and Capital Equipment Budget Submission

Reston Community Center's Board of Governors presented its Capital Improvement/Capital Maintenance Plan (CIP/CMP) on June 24, 2024, in its Annual Public Hearing for Programs and Budget. The Board of Governors approved the below described FY26 funding at its Board meeting on October 7, 2024. The locker room Energy Recovery Unit (ERU) provides air-conditioning to the Terry L. Smith Aquatics Center locker rooms and is obsolete, requiring its replacement. Similarly, the power switchboard on the exterior of the Hunters Woods facility is nearing the end of its useful life and requires replacement.

The following projects are therefore included in RCC's FY26 CIP/CMP and funding is requested for:

<b>CC-000001-026 RCC Locker Room HVAC ERU Replacement</b>	<b>\$275,000</b>
<b>CC-000001-027 RCC Exterior Main Building Switchboard Replacement</b>	<b>\$185,000</b>
<b>Total FY26 Capital Project and Capital Equipment Requirements:</b>	<b>\$460,000</b>

The FY26 Capital Projects and Capital Equipment expenditures listed above are supported by allocations in Sub-Fund 40050.

Xc: Office of Hunter Mill District Supervisor Walter L. Alcorn  
Chris Leonard, Deputy County Executive for Health, Housing and Human Services  
Brian Kincaid, Analyst, Office of Management and Budget  
Daniel Bereket, Analyst, Office of Management and Budget





# County of Fairfax, Virginia

## MEMORANDUM

**DATE:** October 7, 2024

**TO:** Christina Jackson, Chief Financial Officer  
Fairfax County Government

Philip A. Hagen, Director  
Department of Management and Budget

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

Leila Gordon, Executive Director  
Reston Community Center

BeBe Nguyen, Executive Director  
Reston Community Center

**SUBJECT:** FY26 Budget Submission

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The FY26 Budget request for Reston Community Center (RCC) is \$12,056,627.

Reston Community Center's FY26 Budget includes the following:

- The amount of \$7,489,552 for personnel, which is our calculation for merit and seasonal employees, as well as related benefits costs, based on FOCUS HCM data and program requirements.
- The amount of \$4,107,075 for operating expenses. This calculation is based on facility operating costs and programs and services requirements.
- The amount of \$460,000 for capital projects.
- The estimated revenue for FY26 is \$11,840,665.

Funding for the FY26 Budget Submission is available in Sub-fund 40050, including funding for the Managed Reserve accounts established in 1989 (and modified in 2009, 2019 and 2022) for the long-term preservation and maintenance of RCC operations, facilities and programs.

This budget was presented to Reston constituents at a Public Hearing on June 24, 2024. It was subsequently approved by the RCC Board of Governors on Monday, October 7, 2024.

**Cc:** Office of Hunter Mill District, Supervisor Walter L. Alcorn  
Chris Leonard, Deputy County Executive for Health, Housing and Human Services  
Daniel Bereket, Department of Management and Budget  
Brian Kincaid, Department of Management and Budget

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**Reston Community Center**

2310 Colts Neck Road  
Reston, Virginia 20191

703-476-4500 phone • 800-828-1120 TTY • 703-476-8617 fax

[www.restoncommunitycenter.gov](http://www.restoncommunitycenter.gov)



## FUND STATEMENT

Category	FY 2024	FY 2025	FY 2025	FY 2026	FY 2026	FY25	FY26
	Actual	Adopted Budget Plan	Revised Budget Plan	Advertised Budget Plan	Adopted Budget Plan	Revised vs FY25 Adopted	Adopted vs FY25 Adopted
<b>Beginning Balance</b>	<b>\$8,786,922</b>	<b>\$8,786,921</b>	<b>\$10,398,125</b>	<b>\$7,012,499</b>	<b>\$7,012,499</b>		
Revenue:							
Taxes	\$9,972,765	\$10,063,655	\$10,359,113	\$10,359,113	\$10,359,113	\$295,458	\$295,458
Interest	324,120	75,000	75,000	75,000	75,000	\$0	\$0
Vending	0	0	0	0	0	\$0	\$0
Aquatics	352,881	425,000	425,000	432,000	432,000	\$0	\$7,000
Leisure and Learning	388,450	520,978	520,978	478,963	478,963	\$0	(\$42,015)
Rental	237,083	181,000	146,400	181,000	181,000	(\$34,680)	\$0
Arts & Culture	397,754	303,645	303,645	311,589	311,589	\$0	\$7,944
Offsite & Collaboration	1,945	0	0	3,000	3,000	\$0	\$3,000
Miscellaneous	282	0	0			\$0	\$0
<b>Total Revenue</b>	<b>\$11,675,280</b>	<b>\$11,569,278</b>	<b>\$11,830,136</b>	<b>\$11,840,665</b>	<b>\$11,840,665</b>	<b>\$260,858</b>	<b>\$271,387</b>
<b>Total Available</b>	<b>\$20,462,202</b>	<b>\$20,356,199</b>	<b>\$22,228,261</b>	<b>\$18,853,164</b>	<b>\$18,853,164</b>	<b>\$1,872,062</b>	<b>(\$1,503,035)</b>
Expenditures:							
Personnel Services	\$6,236,808	\$7,639,349	\$7,852,459	\$7,489,552	\$7,489,552	\$213,110	(\$149,797)
Operating Expenses	3,084,783	3,810,206	4,101,112	4,107,075	4,107,075	\$290,906	\$296,869
Capital Equipment						\$0	\$0
Capital Projects	742,487	1,946,220	3,262,190	460,000	460,000	\$1,315,970	(\$1,486,220)
<b>Total Expenditures</b>	<b>\$10,064,077</b>	<b>\$13,395,775</b>	<b>\$15,215,761</b>	<b>\$12,056,627</b>	<b>\$12,056,627</b>	<b>\$1,819,986</b>	<b>(\$1,339,148)</b>
<b>Total Disbursements</b>	<b>\$10,064,077</b>	<b>\$13,395,775</b>	<b>\$15,215,761</b>	<b>\$12,056,627</b>	<b>\$12,056,627</b>	<b>\$1,819,986</b>	<b>(\$1,339,148)</b>
<b>Ending Balance<sup>1</sup></b>	<b>\$10,398,125</b>	<b>\$6,960,424</b>	<b>\$7,012,499</b>	<b>\$6,796,537</b>	<b>\$6,796,537</b>	<b>\$52,075</b>	<b>(\$163,887)</b>
Maintenance Reserve	\$1,401,034	\$1,388,313	\$1,419,616	\$1,420,880	\$1,420,880	\$31,303	\$32,566
Feasibility Study Reserve	233,506	231,386	236,603	236,813	236,813	\$5,217	\$5,427
Capital Project Reserve	7,000,000	5,340,725	5,356,280	5,138,844	5,138,844	\$15,555	(\$201,881)
Economic and Program Reserve	1,763,586	0	0	0	0		
Unreserved Balance	0	0	0	0	0		
<b>Tax Rate per \$100 of Assessed Value</b>		<b>\$231,385.560</b>				<b>\$1,559,128</b>	<b>(\$1,610,535)</b>
<b>control line</b>	<b>\$10,398,125</b>	<b>\$6,960,424</b>	<b>\$7,012,499</b>	<b>\$6,796,537</b>	<b>\$6,796,537</b>		

**Wojcicki, Renata:**  
Feb 2024 DTA Tax revenue increase.

**Wojcicki, Renata:**  
Tmobile lease not renewed.

**Wojcicki, Renata:**  
added \$213,110; AAV reclass, ED dual encumbrance, Maintenance regrade.

**Wojcicki, Renata:**  
+\$32,800 for sponsorships, RCC on Wheels addnl. oper costs plus \$258,106.49 in encumbered FY24 carryover items.

**Wojcicki, Renata:**  
FY24 carryover encumbered \$455,125 and unencumbered \$860,845.

1 The fund balance in Fund 40050, Reston Community Center, is maintained at adequate levels relative to projected personnel and operating requirements. The available fund balance is divided into four reserve accounts designated to provide funds for unforeseen catastrophic facility repairs, feasibility studies for future programming, funds for future capital projects, and funds for economic and program contingencies. The Maintenance Reserve is equal to 12 percent of total revenue, the Feasibility Study Reserve is equal to two percent of total revenue, and the Capital Project Reserve has a limit of \$7,000,000.