



**Reston Community Center  
Board of Governors Monthly Meeting  
November 4, 2024  
7:00 p.m.  
Meeting Agenda**

- |  |  |
|--|--|
| 7:00 – Call to Order   | Beverly Cosham, Chair                                |
| 7:02 – Approval of Agenda  | Beverly Cosham, Chair                                |
| 7:03 – Approval of Minutes and Board Actions   | Beverly Cosham, Chair                                |
| <ul style="list-style-type: none"> <li>• Approval of October 7, 2024 Board Minutes (as reviewed and approved by the Secretary)</li> <li>• Approval of October 7, 2024 Board Actions (as reviewed and approved by the Secretary)</li> </ul> |  |
| 7:05 – Chair’s Remarks   | Beverly Cosham, Chair                                |
| 7:08 – Introduction of Visitors  |  |
| 7:10 – Citizen Input   |  |
| 7:12 – Committee Reports   | Beverly Cosham, Chair                                |
| <ul style="list-style-type: none"> <li>• October 7 Finance Committee</li> <li>• November 4 Preference Poll Committee</li> </ul>  | Paul Thomas, Chair<br>Shane Ziegler, Chair           |
| 7:20 – Board Member Input on Activities Attended   |  |
| 7:25 – Old Business  | Beverly Cosham, Chair                                |
| <ul style="list-style-type: none"> <li>• Approvals of RCC Master Plan, Marketing &amp; Community Relations Plan, Risk Management Plan</li> </ul>   |  |
| <b>Adjournment of 2023-2024 Board</b>  | <b>Beverly Cosham, Chair</b>                         |
| 7:45 – Convening of new Board members  | Beverly Cosham, Acting Chair                         |
| 7:46 – Nominating Committee: Proposed Officer Slate  | Vicky Wingert, Shane Ziegler<br>Nominating Committee |
| 7:49 – Election and Seating of Board Chair   | Board  |
| 7:51 – Seating of New Board Officers   | Board Chair  |
| 7:53 – New Chair’s Remarks   | Board Chair  |
| 7:56 – Executive Director’s Report   | BeBe Nguyen, Executive Director                      |
| 7:59 – New Business  | Board Chair  |

8:00 – Adjournment

**Reminders:**

**Events**

Curtis Bannister – the CenterStage  
Board Orientation with Sup. Alcorn  
Thanksgiving Food Drive  
Holiday Parade – Reston Town Center

**Date**

Wednesday, 11/6  
Saturday, 11/16  
11/1 – 22  
Friday, 11/29

**Time**

8:00 p.m.  
9 a.m. to 11 a.m.  
Continuing  
11:00 a.m.



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS MEETING  
October 7, 2024  
8:00 p.m.**

**Present:**

- Bill Bouie, Vice Chair
- Paul Thomas
- Vicky Wingert
- Lisa Sechrest-Ehrhardt
- Paul Berry
- Shane Ziegler

**Absent and Excused:**

- Beverly Cosham
- Bill Penniman

**Attending from RCC Staff:**

- Leila Gordon, Executive Director
- BeBe Nguyen, Executive Director
- Rebekah Wingert, Videographer
- Suzanne Connell, Chief Executive Assistant

**Visitors:**

None

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

**MOTION #1:**

**Approval of the Agenda**

Paul T. moved that the agenda be approved as written. Shane seconded the motion. The motion passed unanimously.

**MOTION #2:**

**Approval of the September 9, 2024 Board Minutes**

Paul T. moved that the Board approve the September 9, 2024 Board Minutes. Shane seconded the motion. The motion passed unanimously.

**MOTION #3**

**Approval of the September 9, 2024 Board Actions**

Paul T. moved that the Board approve the September 9, 2024 Board Actions. Shane seconded the motion. The motion passed unanimously.

**Vice Chair's Remarks**

Bill B. was very pleased about the decision made on January 6, 2024 to honor Leila by renaming the CenterStage to the Leila Gordon Theatre. The Reduced Shakespeare Company is looking forward to playing at "The Gordon" as they called it.

Bill B. said that while he cannot replace Bev, he does have a poem to recite.

"Baseball"

By Neva Romaine

To see the game, you have to plan

## October 7, 2024 Board of Governors Meeting Minutes

It takes some time you see  
This is for all the die-hard fans  
You'll need a strategy

To stand in line for baseball  
Can be a timely task  
You first must get the tickets  
To clear your way to pass

Excitement now before the game  
Which section are you in?  
The dugout group or foul ball side  
Row 5, seats 9 and 10

Concession stands are all around  
Decide which should be first  
Tee shirts and hats or hot dogs  
You'll have to quench your thirst

Now don't forget the plans you made  
Cause folks are filled with glee  
You'll drink your beer, your coke and sprite  
But then you'll have to pee

Another line to wait in  
The porta potties blue  
Don't get distracted from your plan  
They'll jump in front of you

Oh Wow! Another "homer"  
My team is going to win  
Can't wait for seventh inning stretch  
I have to pee again

Great game it was they played today  
Our team is now the star  
We're tired but we have to go  
It's time to find the car

### **Committee Reports**

**October 7, 2024, Finance Committee Meeting:** Paul T. recapped the meeting held earlier in the evening and for which the documents were circulated in the board package. Tax revenue is doing well; 51% has been collected, which is right on track. Revenue for the Professional Touring Artists Series (PTAS) looks good, too. Paul T. noted the year-to-date total of \$112,000 in fee waivers, which is a great sign that this important program is reaching the folks we want it to reach.

Personnel expenses are on track. There are extra personnel expenses with BeBe and Leila occupying the same position temporarily, but those will be offset because the Deputy Director position will probably not be filled until December. Operating costs are front loaded due to sponsorships at the beginning of the year, other year-long contracts being established, and high programming costs for summer events.

Capital project year-to-date costs include the Energy Utilization Improvement project. The presentation by the project team earlier in the evening noted that utility costs are now guaranteed to be reduced. Capital Improvement plan projects for FY26 include replacement of the HVAC in the Aquatics locker rooms and the main building switchboard replacement.

Paul T. noted the budget transmittal memoranda were reviewed and show a total budget for FY26 of \$12,056,627. This includes \$7,489,552 for personnel expenses, \$4,107,075 for operating expenses and \$11,840,664 in estimated tax revenue. Paul T. thanked staff for providing the current fund statement. He explained the reserves allocations process and noted that RCC typically closes the year under budget which will add funds to the reserve accounts in all likelihood.

**MOTION #4**

**Approval of the Finance Committee Report**

Paul T. moved to approve the September 9, 2024 Finance Committee Report. Bill B. seconded the motion. The motion passed unanimously.

**MOTION #5**

**Approval of the FY26 Budget Transmittal Memoranda and Submission as Presented to the Finance Committee**

Vicky moved that the Board approve the FY26 Budget Transmittal Memoranda and Submission. Lisa seconded the motion. The motion passed unanimously.

**Board Member Input on Activities Attended**

Paul B. attended the Reston Multicultural Festival. It was fun. He enjoyed the Reduced Shakespeare Company performance.

Vicky is very pleased to see the CenterStage become the Leila Gordon Theatre, and she loved the Reduced Shakespeare Company performance. She is volunteering with youth basketball.

Lisa loved the diversity on display at the Multicultural Festival. She especially loved the K-pop performance. The Reston Town Center is a much better venue because people can spread out and there is more to see and enjoy. She also loved the Reduced Shakespeare Company performance.

Shane enjoyed the expansion of the Reston Multicultural Festival and noted that there is a new overpass that will connect his neighborhood to Town Center over the W&OD trail.

Paul T. said he had fun behind the stage at the Festival and that he loved the setup, there was so much room. He attended a Human Services Council meeting. The County has a new Chief Equity Officer, Toni Zollicoffer, who is replacing Karla Bruce. Paul T. enjoyed being at the South Lakes Food Pantry Half-K run at Lake Anne Plaza.

Bill. B. attended the Reduced Shakespeare Company performance. He got to celebrate a partnership between the Park Authority and Volkswagen to build a new Futsal court at Stratton Woods Park. Futsal is a fast-paced, non-violent, indoor version of football (soccer) that's played on a hard court and is recognized by FIFA as the official form of indoor soccer.

**Executive Director Report**

Leila discussed the completion of the Energy Utilization Improvement and elevator replacement projects. Both were very successful. A membership card for Reston Opportunity Neighborhood community members is still under development. The Multicultural Festival was very successful with approximately 10,000 attendees. Partners included BXP and the Reston Town Center Association, along with our volunteers coordinating partner at Reston Association.

The production of "Good Witch, Bad Witch" held September 6-8 at the Reston Town Center was very successful. The Darden and Friends series is finishing for the season in October. Fall program enrollment has been successful. The newly named Leila Gordon Theatre will be promoted with the next season of the PTAS in the Fall of 2025.

A new Graphic Artist has been hired. RCC was a major sponsor for Reston Reggae Festival. We are working on the upcoming reaccreditation, and in conjunction with that, the 2023-2024 Board of Governors will be approving several plan document updates at their final November meeting.

Bill B. asked BeBe if she had anything to say. BeBe said that she was honored to be involved in renaming the CenterStage to the Leila Gordon Theatre. She is excited and energized by all of the information she has received and been learning in her new role as Executive Director.

**Continuing Business**

No continuing business.

October 7, 2024 Board of Governors Meeting Minutes

**New Business**

No new business. Following the meeting, Board Chair Bev Cosham appointed Vicky Wingert and Shane Ziegler to the Nominating Committee for officers for the 2024-2025 Board of Governors.

Bill B. adjourned the meeting at 8:22 p.m.



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Lisa Sechrest-Ehrhardt  
Board Secretary

October 9, 2024

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Date

**BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON October 7, 2024**

- |           |    |  |
|-----------|----|--|
| 24-1007-1 | Bd | That the Board approve the Agenda.   |
| 24-1007-2 | Bd | That the Board approve the September 9, 2024 Board Minutes.  |
| 24-1007-3 | Bd | That the Board approve the September 9, 2024 Board Actions.  |
| 24-1007-4 | Bd | That the Board approve the October 7, 2024 committee report.   |
| 24-1007-5 | Bd | That the Board approve the FY26 Budget Transmittal Memoranda and Submission as Presented by the Finance Committee. |



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Lisa Sechrest-Ehrhardt  
Board Secretary

October 9, 2024

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Date



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS  
FINANCE COMMITTEE MEETING  
October 7, 2024  
7:00 p.m.**

**Present:**

- Paul Thomas, Chair
- Bill Bouie, Vice Chair
- Paul Berry
- Lisa Sechrest-Ehrhardt (Board member, not on the committee)
- Shane Ziegler

**Attending from RCC Staff:**

- Leila Gordon, Executive Director
- BeBe Nguyen, Executive Director
- Suzanne Connell, Chief Executive Assistant

Paul T. called the meeting to order at 7:17 p.m.

**Revenue**

Leila indicated that tax revenue is typically received in two large tranches; one comes in July and the second one in December. Year-to-date tax revenue is right where it should be at 51% of the projected amount. She noted that investment-related revenue continues to overperform. Facility revenue is received early as well since the booking cycle starts in March for rentals in September through August. Revenues for Youth/Teen and Arts Education are highest in the summer due to summer camps. The Professional Touring Artist Series (PTAS) has good revenue performance to date. Paul T. said 60% revenue for PTAS is very good at this point. Leila commented that this is most likely due to the sales for the Judy Collins concerts driving awareness of the season; both of those shows are sold out already.

**Personnel**

Leila reminded everyone that the payroll lags by two weeks, so monthly report totals are behind actual costs. Expenses are as expected across all cost centers. She reminded everyone that there will be a dual encumbrance of the Executive Director position adding expense for the first half of the year, however, the Deputy Director position is vacant at present which will mostly offset that cost. She and BeBe are working on the job description for the Deputy Director position announcement now. The position will be an open, not promotional only, recruitment. The Public Information Officer (PIO) position is now assigned to Media work only. Interviews are being held now for this position. The HR Specialist role is open, and interviews will be scheduled soon. There is also an open Operations Manager position in Aquatics. Once these positions and the youth/teen director position are filled, the agency will be fully staffed but for one vacant merit job.

**Operating**

Youth/Teen and Performing Arts have expenses at the beginning of the fiscal year related to summer camps. Sponsorships are also committed to at the beginning of the year. These include annual sponsorships of Cornerstones, Public Art Reston, and the Reston Holiday Parade, among others. There are also high expenses related to Maintenance at the beginning of the year due to new contracts being established for utilities, security, storage rental and similar ongoing costs. Offsite and Collaboration sees large expenses due to the Reston Multicultural Festival and the summer concerts series.

**Capital**

This year's capital projects included the Energy Utilization Improvement project and replacement of the elevator. When the Board of Supervisors approves the carryover package, some project allocations will

October 7, 2024, RCC Board of Governors Finance Committee Meeting

shift into the current fiscal year as a result of unspent balances or unencumbered projects. RCC has committed to the RCC on Wheels vehicle. \$700,000 was allocated for this vehicle, but it will cost far less.

**FY26 RCC Budget Transmittal Memoranda**

Leila provided the budget transmittal memoranda (the agency budget totals and capital projects totals) for FY26. She described the two FY26 capital projects as the replacement of obsolete HVAC equipment in the Terry L. Smith Aquatics Center locker rooms and the main building switchboard. The HVAC project is budgeted at \$275,000 and the switchboard project is budgeted at \$185,000.

There was discussion of the process used to populate the reserves categories. Of note, the Capital Projects reserve line shows a projected balance of approximately \$5.1M in FY26, which is below the \$7M ceiling established for this reserve. This amount will likely increase with the completion of FY25 and return of unspent funds to the fund balance.

Leila also noted that the transmittal memoranda had been revised to have Bill Bouie as the board signature since Bev is away and couldn't attend the meeting.

**MOTION:**

**Approval of the FY26 Budget Transmittal Memoranda and Related Budget Submission**

Bill B. moved that Finance Committee recommend to the full Board that the FY26 Budget Submission be approved. Shane seconded the motion. The motion carried unanimously.

Paul T. adjourned the meeting at 7:39 p.m.



**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%

| Revenue                                   | FY24 Carryover | FY25 Adopted Funding | Revised FY25 Budget | Aug            | YTD (does not Incl. Fee Waiver amounts) | REMAINING BALANCE | YTD % actual  | YTD Fee waiver (unrealized revenue) |
|---|----------------|----------------------|---------------------|----------------|---|-------------------|---------------|-------------------------------------|
| 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 - Elix                  |                | 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             | 4,298          | 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<br>Carryover | FY25<br>Adopted<br>Funding | Revised<br>FY25<br>Budget | Aug            | YTD            | REMAINING<br>BALANCE | % Budget<br>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         | 481,691              | 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>          | <b>0</b>          | <b>7,639,348</b>           | <b>7,639,348</b>          | <b>583,893</b> | <b>860,227</b> | <b>6,779,121</b>     | <b>11.26%</b>        |

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<br>Carryover | FY25<br>Adopted<br>Funding | Revised<br>FY25<br>Budget | Aug            | YTD              | REMAINING<br>BALANCE | % Budget<br>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             | 103,566                    | 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                        | 6,366             | 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>689,804</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<br>Carryover | FY25<br>Adopted<br>Funding | Revised<br>FY25<br>Budget | Aug              | YTD              | REMAINING<br>BALANCE | % Budget<br>Used Ytd |
|---------------------------------------|-------------------|----------------------------|---------------------------|------------------|------------------|----------------------|----------------------|
| <b>Capital Proj. &amp; Cap Equip.</b> |                   |                            |                           |                  |                  |                      |                      |
| 1 RCC Improvements CC-000001          | 841,686           | 1,946,220                  | 2,787,906                 | 940,280          | 1,092,182        | 1,695,714            | 39.18%               |
| 2 RCC Facility Enhcmts. 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>         | <b>1,315,970</b>  | <b>1,946,220</b>           | <b>3,262,190</b>          | <b>945,007</b>   | <b>1,390,854</b> | <b>1,871,336</b>     | <b>42.64%</b>        |
| <b>Total RCC Expenditures</b>         | <b>1,573,718</b>  | <b>13,395,774</b>          | <b>14,969,492</b>         | <b>2,198,704</b> | <b>4,624,809</b> | <b>10,344,683</b>    | <b>30.89%</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 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  
Fairfax County Government

Philip A. Hagen, Director  
Department of Management and Budget

**FROM:** William G. Bouie, Vice 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

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







# County of Fairfax, Virginia


## MEMORANDUM

**DATE:** October 7, 2024

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

**FROM:** William G. Bouie, Vice 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



## 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>  |                         |                         |
| <b>Revenue:</b>                             |                     |                      |                     |                        |                     |                         |                         |
| Taxes                                       | \$9,972,765         | \$10,063,655         | \$10,359,113        | \$10,359,113           | \$10,359,113        | \$295,458               | \$295,459               |
| 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             | (\$34,683)              | \$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>\$11,675,260</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>    |
| <b>Expenditures:</b>                        |                     |                      |                     |                        |                     |                         |                         |
| 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>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>  | <b>\$1,559,128</b>      | <b>(\$1,610,535)</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 Tephra/Media, 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.



# RESTON COMMUNITY CENTER



## Reston Community Center Board of Governors 2024 Preference Poll Committee Chair Report November 4, 2024

### Overview

This year's Preference Poll presented the community with two incumbent candidates – William G. Bouie and Lisa Sechrest-Ehrhardt, and two new candidates – Mahnaz Weldy and Malka Wickramatilake, for the three open seats on the Board. Candidates expressed similar views on the need for RCC to be strategic in responding to the growth occurring in the community, to expand its programs and services, to embrace and expand arts offerings, and to continue its mission focus on equity and inclusivity practices that welcome the entire community.

We continued use of Votenet as our online balloting vendor. The effort to tighten the print shop coordination with our published dates for the Poll was again successful this year. Ballots were arriving in mailboxes within 48 hours of the "official" start of voting. The forum was successfully presented in a livestreaming format from the CenterStage, and an audience of approximately 20 people attended in person. The Preference Poll Committee Chair Shane Ziegler moderated.

### Results:

|                        |       |
|------------------------|-------|
| Lisa Sechrest-Ehrhardt | 1,387 |
| William G. Bouie       | 1,359 |
| Malka Wickramatilake   | 1,126 |
| Mahnaz Weldy           | 913   |

### VOTENET STATISTICS:

| Turnout by ZIP Code          | Voted | Electorate                | Percentage |
|------------------------------|-------|---------------------------|------------|
| 20190                        | 563   | 12,643                    | 4.45%      |
| 20191                        | 820   | 12,687                    | 6.46%      |
| 20194                        | 349   | 5,223                     | 6.68%      |
| 22182                        | 0     | 7                         | 0.00%      |
| Walk-In Replacement          |       |                           |            |
| Total                        | 1,732 | 30,560                    | 5.67%      |
| Turnout by Type of Voter     | Voted | Electorate                | Percentage |
| Residential                  | 1,706 | 28,881                    | 5.91%      |
| Business Occupant            | 26    | 1,679                     | 1.55%      |
| Walk-In Replacement          | 8     |                           |            |
| Total                        | 1,740 | 30,560                    | 5.69%      |
| Turnout by Paper vs Internet | Voted | Percentage of Total Voted |            |
| Paper                        | 728   | 41.84%                    |            |
| Paper entered by LWV         | 106   | 6.09%                     |            |
| Internet                     | 906   | 52.07%                    |            |
| Total                        | 1,740 | 100.00%                   |            |

| Member Records Accounting        | Number of Records |
|----------------------------------|-------------------|
| Residential List                 | 28,881            |
| Business List                    | 1,679             |
| Original Total (incl. 0 seeds)   | 30,560            |
| Sent to Printer                  | 30,560            |
| remove 0 seeds                   | 0                 |
| Electorate                       | 30,560            |
| [150 available for replacements] | 150               |
| Total in Election Manager        | 30,710            |

### Recommendations

The alignment with the printing schedule works well. The Candidate Forum was held prior to the voting period opening. Participation increased this year from 1,381 to 1,740, a 25.9% increase from last year likely due to a contested race where last year there were three candidates for three positions.

#### Recommended schedule:

The overall timing of the process is aligned with the other layers of the Board's calendar and the heightened interest in RCC that is driven by the period of registration for fall programming. Thus, the Candidate Filing and related dates should not change.

|                                     |  |
|-------------------------------------|--|
| August 1 – 15 (Friday to Friday)    | Candidate Filing: a two-week duration aligned to the RCC Fall Registration period  |
| August 15 (Friday)                  | Candidate photo and orientation  |
| September 5 – 26 (Friday to Friday) | Voting: a three-week duration, Friday, September 5 to Friday, September 26 at 5:00 p.m. Mailed ballots must be received by 5:00 on Thursday, September 25.   |
| TBD based on programming schedule   | Candidates Forum: Will need to occur during the week of September 2 (Tuesday) to September 5 (Friday). Labor Day is Monday, September 1. The Leila Gordon Theatre is the ideal location for the forum because of the livestreaming capability of that venue. |

#### Continue these strategies:

1. Have a minimum of one Board member (ideally the Preference Poll Committee Chair) attend the Candidates Orientation meeting if it's required so that the Board perspective can be provided to the candidates. If the Preference Poll is uncontested, cancel the Orientation. Having that in the materials from the outset will make the cancelation automatically occur if there is no new candidate filing.
2. Include the date and time of the Candidates Forum with the printed mailed materials.
3. Promote the Candidates Forum broadly as a video. Use a script that supports video livestreaming of the forum.
4. Continue putting out ballot boxes concurrently with the start of online voting. Signage and instructions will indicate that voters may drop the ballots in them, but that they should not leave ballots on our service counters or hand them to our staff. Signage will indicate the regular business hours in which the ballot boxes will be available.
5. Update mailing lists.
6. Assure the match between the provisional ballot credentials and the printed ballots for them is correct. Make sure that when a provisional ballot is provided, the patron is instructed to drop that ballot in a ballot box in either facility.

# RESTON COMMUNITY CENTER

MASTER PLAN  
NOVEMBER 2024



*Enriching Lives.  
Building Community.®*



**TABLE OF CONTENTS**

Master Plan ..... 1

november 2024 ..... 1

Introduction ..... 3

    History of Reston ..... 3

    Robert Simon’s Seven Founding Principles ..... 3

    The Role of Reston Community Center ..... 4

    Reston Community Center Vision ..... 4

    Reston Community Center MISSION ..... 4

    Small District 5 Map ..... 5

Reston Master Plan and Vision ..... 6

    Comprehensive Master Plan for Reston ..... 6

    Reston’s Planning Vision ..... 6

Reston Community Center Strategic Plan ..... 7

    RCC STRATEGIC PLANNING – PLAN FOCUS PILLARS ..... 7

    RCC Strategic Planning – Principles ..... 8

    Strategic Plan Goals & Objectives ..... 8

    RCC Values ..... 10

Recreation and Leisure Trends ..... 10

    Community Profile & Demographics ..... 10

    Needs Assessment & Data ..... 11

    Insights and Implications ..... 13

    Reston Community Center Annual Flagship Programs & Events ..... 14

    Community Inventory ..... 15

Level of Service Standards ..... 19

Reston’s Future Amenity Priorities – Reston Master Plan; Community Feedback ..... 20

Capital Improvement Plan ..... 20

    Capital Improvement/Maintenance Schedule 2024 – 2025 – 2026 ..... 21

    Non-Capital Equipment or Systems List ..... 21

Long Range Planning - Conclusion ..... 22

References and Resources ..... 22

**Deleted:** Introduction 3¶

History of Reston 3¶

Robert Simon’s Seven Founding Principles 3¶

The Role of Reston Community Center 4¶

Reston Community Center Vision 4¶

Reston Community Center Mission 4¶

Small District 5 Map 5¶

Reston Master Plan and Vision 6¶

Comprehensive Master Plan for Reston 6¶

Reston’s Planning Vision 6¶

Reston Community Center Strategic Plan 7¶

Focal Areas – RCC Strategic Planning 8¶

Strategic Plan Goals & Objectives 8¶

RCC Values 10¶

Recreation and Leisure Trends 10¶

Community Profile & Demographics 10¶

Needs Assessment & Data 11¶

Insights and Implications 13¶

Reston Community Center Annual Flagship Programs & Events 14¶

Community Inventory 15¶

Level of Service Standards 19¶

Reston’s Future Amenity Priorities – Reston Master Plan; Community Feedback 20¶

Capital Improvement Plan 20¶

Capital Improvement/Maintenance Schedule 2024 – 2025 – 2026 21¶

Non-Capital Equipment or Systems List 21¶

Long Range Planning - Conclusion 22¶

References and Resources 22¶

## INTRODUCTION

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

### HISTORY OF RESTON

Founded in 1964, Reston is a planned residential community (PRC) designed and developed to emphasize self-contained communities intermingled with open green space, residential neighborhoods, and commercial development. Founder Robert E. Simon built a community that would revolutionize concepts of land use and residential/corporate development in suburban America.

The development of Reston is guided by the [September 12, 2023 Comprehensive Plan Amendment to the 2017 Edition](#) that is known as the "Reston Master Plan," the use of the Planned Residential Community zoning district and planned community deed covenants, which have served collectively as the general blueprint for where various land uses should be located within Reston.

A principle design concept for Reston is the clustering of neighborhoods in such a way that they can be served by a Village Center. The Village Centers were envisioned to provide community gathering spaces, as well as neighborhood-serving retail, personal services, office and civic uses. Reston also has a centrally located Town Center, which has been developed with an urban form and includes vibrant public spaces, high density housing and offices, as well as a retail component with a regional draw. Within that development, a large park – Reston Town Square Park – was created serving both passive and active recreation and cultural uses to complement the original plaza feature called "Fountain Square." Future development anticipates incorporation of public-serving amenities aligned with residential and commercial designs as well as comprehensive arts center.

Public art is located throughout Reston and Reston Town Center and has been a signature architectural feature of the community from its inception. In addition, public art approaches to public infrastructure have been implemented. The Reston Public Art Master Plan guides the continuing inclusion of public art projects in the community.

### ROBERT SIMON'S SEVEN FOUNDING PRINCIPLES

In 1962, Mr. Simon circulated seven goals, or founding principles, for his vision of Reston:

1. That the widest choice of opportunities be made available for the full use of leisure time. This means that the New Town should provide a wide range of cultural and recreational facilities as well as an environment for privacy.
2. That it be possible for anyone to remain in a single neighborhood throughout his life, uprooting being neither inevitable nor always desirable. By providing the fullest range of housing styles and prices – from high-rise efficiencies to 6-bedroom townhouses and detached houses – housing needs can be met at a variety of income levels and at different stages of family life. This kind of mixture permits residents to remain rooted in the community if they so choose – as their particular housing needs change. As a by-product, this also results in the heterogeneity that spells a lively and varied community.

3. That the importance and dignity of each individual be the focal point for all planning and take precedence for large-scale concepts.
4. That the people be able to live and work in the same community.
5. That commercial, cultural and recreational facilities be made available to the residents from the outset of the development – not years later.
6. That beauty – structural and natural – is a necessity of the good life and should be fostered.
7. Since Reston is being developed from private enterprise, to be completed as conceived, it must also, of course, be a financial success.

SOURCE: Reston Museum Archives

#### THE ROLE OF RESTON COMMUNITY CENTER

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

RCC is an agency of Fairfax County, but it is not integrated within the two primary County recreation providers, the Department of Neighborhood and Community Services (NCS) and the Fairfax County Park Authority (FCPA). In March 1975, Small District 5 was created to pay for the construction and ongoing maintenance and operation of RCC. The boundaries of Small District 5 are similar to present Reston Master Plan boundaries; however, Small District 5 extends beyond the Reston Master Plan somewhat in all four map quadrants. Most properties in the 20190, 20191 and 20194 zip codes are in Small District 5. The tax district boundaries have been adjusted twice in the years since 1975 to consolidate it within the parameters of the Reston zip codes and the boundaries of the Hunter Mill District of Fairfax County government.

The special tax levied on all residential and commercial property in Small District 5 is currently \$.047 per \$100 of assessed valuation. This special tax creates an annual revenue stream to cover the cost of RCC operations (personnel and programs) and maintenance (repair and replacement) as well as to provide for capital improvements, feasibility studies, and economic and program contingencies. In addition to these tax revenues, RCC generates revenue from fees (registration, admissions, rentals and box office receipts). Fairfax County owns the Reston Community Center facility at Hunters Woods. RCC Lake Anne is a leased property.

#### RESTON COMMUNITY CENTER VISION

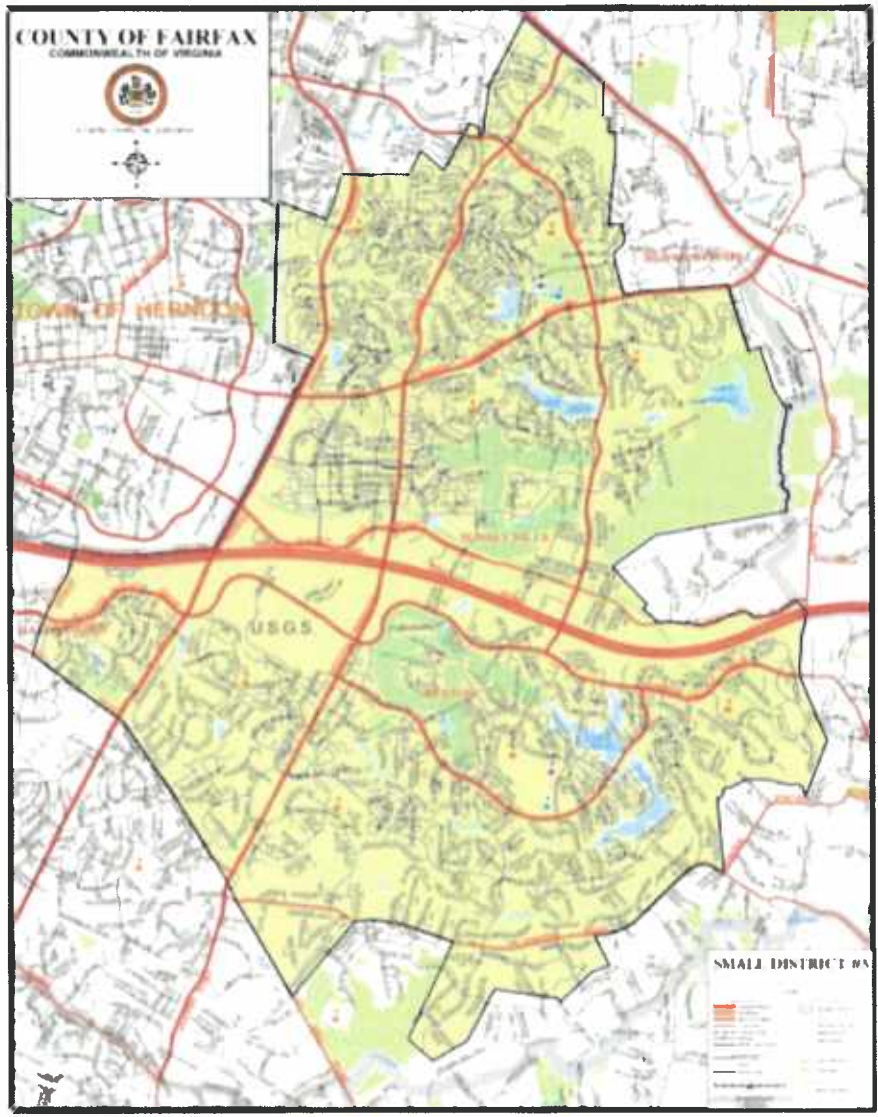
Reston Community Center enriches lives and builds community for all of Reston.

#### RESTON COMMUNITY CENTER MISSION

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

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

SMALL DISTRICT 5 MAP



# RESTON MASTER PLAN AND VISION

## COMPREHENSIVE MASTER PLAN FOR RESTON

The Reston Master Plan was initially adopted in July 1962 by the Fairfax County Board of Supervisors and updated periodically through 1989 by the various master developer entities that constructed areas of Reston. In October 2009, the Fairfax County Board of Supervisors authorized the Reston Master Plan Special Study Task Force and directed county planning staff to review current plan guidance related to the community of Reston in the Fairfax County Comprehensive Plan. The purpose was to make recommendations to the Planning Commission and Board regarding appropriate changes to the Comprehensive Plan.

The Reston Master Plan Special Study was conducted in two phases to identify appropriate changes to the Fairfax County Comprehensive Plan. The process was intended to capture development principles and guidance for changes to the areas of Reston affected by the advent of the Washington Metro system's Silver Line which bisects the community in the path of the Dulles Airport Access and Toll Road. The first phase would address redevelopment of the old "Reston Center for Industry and Growth" (RCIG) to a mixed use form. The second phase would reevaluate the status of the Reston Village Centers and incorporate appropriate updates to the Reston Master Plan regarding several of them. The study began in 2009 and concluded in June 2015 after robust and thoughtful community discussions and participation. The current Reston Master Plan reflects the work of the Task Force and community.

**Phase I of the Study** proposed updates to the Comprehensive Plan for the Reston Transit Station Areas. The Reston Transit Station Areas include the Reston Town Center, as well as the areas along the Dulles Toll Road adjacent to the Wiehle-Reston East, Reston Town Center and Herndon stations along the Silver Line. When the Phase I Task Force did its work, Wiehle-Reston East station was nearing the end of construction, while the other two were still in the planning stages. Phase I concluded with the Fairfax County Board of Supervisors' adoption of the Reston Transit Station Areas Comprehensive Plan amendment on February 11, 2014, which provides Guidelines for Development in Reston Transit Station Areas.

**Phase II of the Study** concluded with the Fairfax County Board of Supervisors' adoption of the Reston Master Plan and other associated Comprehensive Plan guidance on June 2, 2015. Phase II proposed updates to the Comprehensive Plan for the remainder of Reston, including the residential neighborhoods, Village Centers, Convenience Centers and other commercial areas. The amendment integrated the guidance for these areas with the guidance for the Reston Transit Station Areas adopted in February 2014. The adopted Phase II Plan amendment consolidated guidance for Reston into one location, a new "Reston" tab section of the County's Area III Plan. The amendment focuses future growth in the Transit Station Areas and Village Centers while preserving Reston's residential neighborhoods. The 2017 Edition of the Comprehensive Plan - Reston was further updated and amended in March, 2018.

On January 14, 2020, the Board of Supervisors authorized Plan Amendment (PA) 2020-III-UP1 to initiate a process for additional study and community input on the Comprehensive Plan for Reston. The proposed Plan guidance from the Hunter Mill District Supervisor-appointed Task Force, developed during the task force meeting phase of the amendment, covers topics like Equity, Community Health, Heritage Resources, and Economic Development—subjects that were not part of the original authorization. Additionally, the Task Force recommended changes in land use and intensities for specific areas within Reston. On January 24, 2023, the Board agreed to include these topics in the amendment to the original authorization. The resulting current version of the Reston Master Plan was adopted on September 12, 2023.

## RESTON'S PLANNING VISION

**Deleted:** The Reston Transit Station Areas include the Reston Town Center, as well as the areas along the Dulles Toll Road adjacent to existing (Wiehle-Reston East - built) and planned (Reston Town Center and Herndon - to be constructed) Silver Line Metro stations.

As noted in the 2023 Reston Master Plan, "Reston, Virginia will be a complete community designed for the 21st century with broad choices in jobs, housing, and lifestyles for an increasingly diverse residential population." The principles for planning cited in the 2023 Plan are:

1. Public participation in planning and zoning will continue to be the community's foundation. Local community participation remains a hallmark of the planning and zoning processes.
2. Excellence in planning, urban design, and architecture will be community hallmarks.
3. Planning will provide for environmental sustainability and green technology.
4. Development will be phased with infrastructure.
5. Reston will continue to offer a mix of urban and suburban lifestyles.
6. The Metrorail corridor will be transformed.
7. Reston will become a more vibrant employment center.
8. Housing will be provided for all ages and incomes.
9. Connectivity and mobility will be strengthened.
10. High quality recreation and public open space is needed to foster healthy lifestyles for all.
11. Health and wellness for all are high priorities for the Reston community.
12. The dignity and worth of the individual continue to be the focal point for Reston planning, creating opportunities to improve and enhance equity.

RCC necessarily relates its mission and strategic planning to outcomes associated with principles involving recreational amenities, inclusive engagement, environmental sustainability, and health and wellness, while also placing central importance on the dignity and worth of the individual in all aspects of agency planning, programming, facility development and services delivery.

## RESTON COMMUNITY CENTER STRATEGIC PLAN

### RCC STRATEGIC PLANNING – PLAN FOCUS PILLARS

RCC establishes its strategic plans in increments of five-year periods. For the 2021-2026 period, the plan focuses on long-range goals in the following focus pillars:

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

Included in the Strategic Plan is a Staff Methodology section to provide for the Outcomes and Tests for Success. These are identified to guide review processes associated with achievement of the Goals and Objectives.

To meet the goals and objectives of Reston Community Center's Strategic Plan 2021-2026, the Board of Governors and staff establish annual budgets, program plans, plan review processes and data collection practices. The data collected includes:

- Participation counts
- Customer satisfaction surveys
- Patron inputs from comment/suggestion cards
- Patron inquiries or input to [RCCContact@fairfaxcounty.gov](mailto:RCCContact@fairfaxcounty.gov)

Annual budget and program planning considers RCC's strategic planning goals and objectives. The staff evaluates the results of the prior year efforts and presents those to the Board of Governors in a one-day

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**Commented [PT1]:** I think the clarity of this would be enhanced by splitting it into two sentences.

Reston does strategic planning in five-year periods. The Strategic Plan 2021-2026 articulates long-range goals in the following areas:

Two things I want to solve:

- 1) The impression that we always use these areas for our goals. Those areas are part of our current SP, but aren't always, right?
- 2) Clarify the idea that the SP process is 5-year, but other planning happens annually (as is described in a later paragraph).

Coming back to this after reading more....

We talk about the Goals and Objectives in this section, but don't describe what/where they are.

What about a general description of how they relate to the focal areas and what they are?

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January planning session, during which senior staff and the Board discuss successes and obstacles with respect to achievement of the plan metrics. Together, they brainstorm how the agency can best achieve goals or objectives not yet attained, or brainstorm approaches to emerging community challenges RCC should address.

**Commented [PT3]:** "during which senior staff and the BoG discuss successes and obstacles with respect..."  
 I'm not really happy with the ending, but the idea is that the planning session is a collaborative look at successes and obstacles.

From February to June, the Board and staff engage with the community to discuss progress, assess the validity of the goals and objectives, adapt if needed, and develop the budget and other resources needed to continue progress. At the June Annual Public Hearing for Programs and Budget, the plan progress is outlined, and a budget presentation is made. Following input from the community, the Board provides direction to staff on preparation of the agency budget.

**Deleted:** That meeting is held in January.

Staff review programming and services delivery on an ongoing basis to ensure that these elements are considered:

- Pricing and cost recovery consistent with the RCC Policy Framework.
- Variety across age cohorts.
- Diversity of content.
- Delivery of programs and services to the entire community.
- Equitable resourcing where barriers related to racial or ethnic status, economic means, disabilities or other factors inhibit the ability of patrons to participate.

Beyond these general approaches to achieving the Strategic Plan objectives, particular strategies are identified for each Pillar of the Strategic Plan that will provide evidence of success.

**RCC STRATEGIC PLANNING – PRINCIPLES**

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RCC looks to the future with commitment to these overarching principles of our work:

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

**Deleted:** Reston Community Center has identified 6 strategic initiatives or focal areas for the continued success of the agency:¶  
 Facilities¶  
 Equity¶  
 Community Connections¶  
 Programs and Services¶  
 Communications¶  
 Stewardship and Accreditation¶

**STRATEGIC PLAN GOALS & OBJECTIVES**

|  |   |
|--|---|
| <p><b>Facilities: Goal</b><br/>         RCC engages the community in planning for existing and new facilities to create or maintain RCC buildings that are flexible, technologically advanced, accessible, beautiful and environmentally friendly.</p> | <p><b>Objectives:</b><br/>         To support planning a new Reston venue for performing and other arts, that will be built with contributions from other funding partners and can be sustainably operated.<br/>         To ensure that existing RCC facilities are well maintained and updated regularly as needed with improvements that will make them more accessible, useful and environmentally sound.<br/>         To consider how RCC facilities can serve community needs and interests by regularly engaging with the community and partners on how they can be used.</p> |
| <p><b>Equity: Goal</b><br/>         RCC embodies the principles delineated in the One Fairfax Policy by putting equity at the forefront of meeting community needs and</p>   | <p><b>Objectives:</b><br/>         To participate as an active and engaged partner in Reston Opportunity Neighborhood (RestON).</p>   |

|  |   |
|--|---|
| <p>serves the people and neighborhoods of Reston through allocation of resources according to those needs and informed understanding of the community's diverse interests.</p>   | <p>To regularly conduct outreach to the community that is welcoming, flexible and respectful.</p> <p>To assess barriers to the full enjoyment of leisure-time activities and implement strategies to eliminate those barriers.</p>  |
| <p><b>Community Connections: Goal</b></p> <p>RCC provides resources for Reston people and organizations that forge meaningful relationships to create a greater sense of belonging and community cohesion. RCC helps newcomers understand the community values upon which Reston was founded and appreciate Reston's unique history.</p>   | <p><b>Objectives:</b></p> <p>To implement and sustain collaborative efforts with other Reston organizations.</p> <p>To identify community and county initiatives that relate to RCC's mission and provide resources that contribute to their success.</p> <p>To reach out to new neighborhoods and under-served areas of the broader community with content that can be delivered to people where they are and that will then inspire those who participate to engage more deeply with the community as a whole.</p> <p>To implement a community calendar of important events in conjunction with civic and non-profit partners that will help inform people of the rich array of opportunities to enjoy Reston experiences.</p> <p>To foster ongoing development of leadership in the community and help maintain the rich array of Reston nonprofit organizations that serve the community.</p> |
| <p><b>Programs and Services: Goal</b></p> <p>RCC programs evolve and adapt to a changing community; programs and content should be delivered in both RCC facilities and where people live, work and play. RCC programs and services address diverse interests, ages, cultures and ethnicities; they are high quality, innovative, well attended and affordable.</p>  | <p><b>Objectives:</b></p> <p>To preserve the broadest possible access to RCC programs and services.</p> <p>To create and use engagement strategies that inform the design and implementation of RCC programs and services.</p> <p>To establish reliable and well-used patron feedback mechanisms to ensure constant evaluation of patron satisfaction.</p> <p>To use data to inform program planning and development.</p> <p>To have staff participate in professional organizations that provide resources for the fields of RCC concern: aquatics, arts, leisure and learning, and facility services.</p>   |
| <p><b>Communications: Goal</b></p> <p>RCC is recognized as an essential community asset for achieving a high quality of life in Reston. RCC marketing, publications, digital footprints, and media-related outputs are compelling, broadly shared, accessible to all and reliable. RCC is a trusted community partner for advancing knowledge of Reston and its lifestyle assets to assure the broadest possible enjoyment of those.</p> | <p><b>Objectives:</b></p> <p>To have recognizable images, a widely known logo, branding and messaging that are consistent across our platforms and well-known to community audiences.</p> <p>To consistently communicate with multiple tools (e.g., multi-lingual options, accessible web content, regular communications vehicles, and a well-established social media presence) that will collectively appeal to different consumers.</p> <p>To deploy a new website that is mobile device-friendly, easily used and broadly accessed to engage with patrons, make RCC purchases, and offer a comprehensive community calendar solution for Reston nonprofits and civic organizations.</p>  |



|   |   |
|---|---|
| <p><b>Stewardship and Accreditation: Goal</b></p> <p>RCC maintains its accreditation by the Commission on Accreditation of Park and Recreation Agencies (CAPRA) and achieves re-accreditation in 2025. RCC planning and operations are responsibly undertaken with community input, sustainable practices, sound fiscal management and consistent use of data to inform decision-making. As a Fairfax County agency, RCC complies with all requirements of such public service entities with respect to administration and management of its resources.</p> | <p><b>Objectives:</b></p> <p>To ensure that equity, accessibility and environmentally sound practices inform all facility planning, projects, maintenance and repair efforts.</p> <p>To ensure that the best practices required of Fairfax County agencies and enumerated by the CAPRA accreditation standards are routinely reviewed, followed, updated and in alignment with RCC functions.</p> <p>To consistently deliver programs and services that meet with patron satisfaction and to provide regular meaningful ways to measure that satisfaction.</p> <p>To pursue the objectives of the Fairfax County Countywide Strategic Plan that are aligned with RCC's mission.</p> |
|---|---|

**RCC VALUES**

In accomplishing these objectives, RCC will be:

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

**RECREATION AND LEISURE TRENDS**

**COMMUNITY PROFILE & DEMOGRAPHICS**

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

**Commented [PT5]:** "Simon's planning..."

"It" seems to refer to Reston, and thus puts us in the past tense.

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**Population of Reston:**

63,226

Source: U.S. Census Bureau, 2020.

| Sex                | Estimate | Percent |
|--------------------|----------|---------|
| Male               | 30,148   | 48%     |
| Female             | 32,191   | 52%     |
| Age Distribution   | Estimate | Percent |
| Under 20 Years     | 12,903   | 20%     |
| 20 to 54 Years     | 30,767   | 49%     |
| 55 to 74 Years     | 14,065   | 23%     |
| 75 Years and Older | 4,604    | 8%      |

| Ethnicity                 | Percent |
|---------------------------|---------|
| White                     | 58.9%   |
| Black or African American | 9.5%    |
| Asian                     | 11.5%   |
| Hispanic or Latino        | 14.1%   |

Note that percentages will not total 100% due to people choosing not to provide ethnicity data.

| Total Household Income Category | Households Total: 27,808 |
|---------------------------------|--------------------------|
| Less than \$10,000              | 2.9%                     |
| \$10,000 to \$14,999            | 1.8%                     |
| \$15,000 to \$24,999            | 2.5%                     |
| \$25,000 to \$34,999            | 3.2%                     |
| \$35,000 to \$49,999            | 5.8%                     |
| \$50,000 to \$74,999            | 8.7%                     |
| \$75,000 to \$99,999            | 9.4%                     |
| \$100,000 to \$149,999          | 20.5%                    |
| \$150,000 to \$199,999          | 16.8%                    |
| \$200,000 or more               | 28.5%                    |

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**NEEDS ASSESSMENT & DATA**

Data and assessments from the Fairfax County Park Authority, Reston's Homeowners Association – Reston Association – and Northern Virginia Regional Park Authority (NOVA Parks) are used to monitor trends within the Reston area. Reston Community Center is an agency member of the Virginia Recreation and Park Society, the National Recreation and Park Association and other state, regional or national agencies.

Reston Association distributed a community survey compiled by the National Research Center to more than 3,000 randomly selected Reston households. Reston Community Center staff utilized feedback from this resource to help refine goals and objectives reflected in the current agency Strategic Plan. Of the

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respondents. 88% cited Reston as having excellent or good recreational opportunities, while 79% believe the opportunity to participate in social events and activities was good or excellent.

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

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

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

In addition to the themes identified above, the following specific activities were cited as top priority needs for Fairfax County residents:

|              | Swim Lessons | Biking, Walking | Special Events | Summer Camps | Exercise |
|--------------|--------------|-----------------|----------------|--------------|----------|
| Under 18     | X            | X               | X              | X            | X        |
| 18-49        |              | X               | X              |              | X        |
| 50 and Older |              | X               | X              |              | X        |

Research results disseminated by these organizations and institutions provide a forecast for our industry and help inform staff of recommended programming and facility enhancements, innovative marketing efforts and trends in the community.

Finally, every five years, RCC conducts a community-based needs assessment via a survey instrument and related activities. RCC contracts with the University of Virginia's Center for Survey Research (CSR) to conduct an objective and statistically valid community survey. The last fully completed such effort was conducted in 2019.

Certain areas of investigation remain consistent from survey to survey to allow for comparisons across the years. These include the level of recognition of Reston Community Center, how it is funded, in what ways the community perceives its value to Reston, and some programming and services inquiries to get a pulse check on the community's priorities.

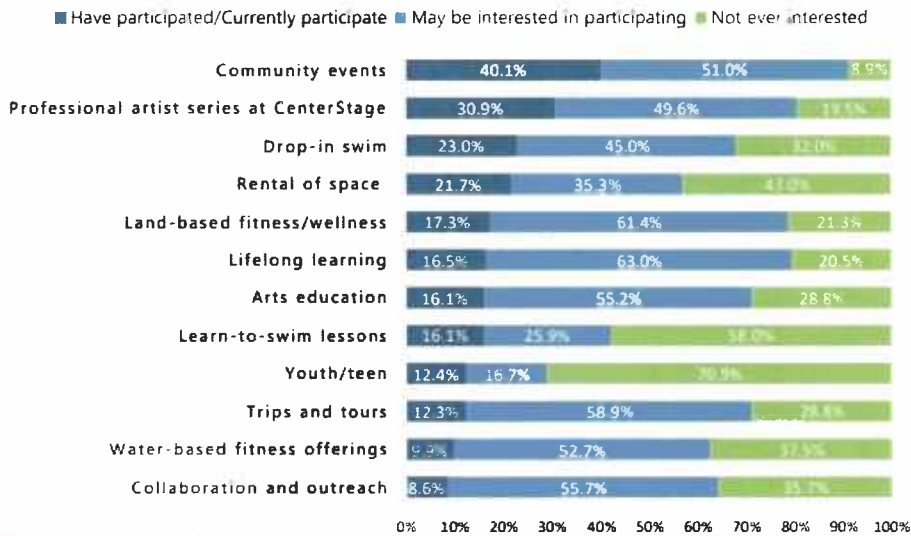
In addition to those consistent sets of questions, the CSR and RCC Board and staff identify particular issues to learn community preferences regarding. For example, in the 2019 survey, the concept of a new comprehensive facility for performing and visual arts being constructed in the new neighborhoods of Reston Town Center was explored in detail. This exploration helped give the community an objective view of the value of this proffer opportunity, how it might be funded, operated and to what extent RCC (SD 5) might be involved.

The chart from the 2019 CSR effort below shows the community's level of participation and interest in various program areas. As a result of this data, RCC has placed a renewed focus on offsite and community events, creating a new department of Offsite & Collaboration which focuses specifically on events. Additionally, work is underway on procurement of an RCC-branded program delivery van which will be used to support offsite events starting in 2025. The next such RCC needs assessment will be completed in late 2024.

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## Participation and Interest by Program Type



### INSIGHTS AND IMPLICATIONS

| Priority Need   | Implication for Reston Community Center   |
|-----------------|---|
| Swim lessons**  | <ul style="list-style-type: none"> <li>RCC offers a year-round swim lesson program for all ages.</li> <li>Swim lessons are free during the summer season.</li> <li>RCC staff actively engage with the public to implement DEAP – Drowning Education and Prevention – water safety programming for community members.</li> </ul> |
| Biking, walking | <ul style="list-style-type: none"> <li>RCC launched RCC Cycles in 2017 to provide learn to bike classes for youth.</li> <li>RCC hosts a weekly walking group for community members.</li> <li>RCC partners with the Hunter Mill District Supervisor Office to present the annual Tour de Hunter Mill bicycle event.</li> </ul>   |
| Special events  | <ul style="list-style-type: none"> <li>The Arts &amp; Events, Offsite &amp; Collaboration and Leisure &amp; Learning teams plan and implement a robust and varied calendar of special events, including festivals and outdoor concerts, throughout the year.</li> </ul>   |
| Summer camps    | <ul style="list-style-type: none"> <li>RCC offers more than 100 individual summer camps annually, serving more than 1,200 participants.</li> </ul>  |
| Exercise        | <ul style="list-style-type: none"> <li>The Fitness &amp; Wellness team facilitates year-round classes and drop-in programs focused on cardio &amp; strength, yoga &amp; movement, and mind-body wellness.</li> </ul>  |

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**Moved up [1]:** Reston Association distributed a community survey compiled by the National Research Center to more than 3,000 randomly selected Reston households. Reston Community Center staff utilized feedback from this resource to help refine goals and objectives reflected in the current agency Strategic Plan. Of the respondents, 88% cited Reston as having excellent or good recreational opportunities, while 79% believe the opportunity to participate in social events and activities was good or excellent. ¶ According to the 2016 *Parks Count!* needs assessment, the following four themes emerged as the most important for Fairfax County households:¶ Preserve open space and environment¶ Improve physical health and fitness¶ Provide recreational facilities for children and teens¶ Make Fairfax County a more desirable place to live¶ ----- Page Break -----

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**Deleted:** Fairfax County Park Authority (FCPA) produces a recreation trends report on a periodic basis, and in late 2016, distributed the *Parks Count!* needs assessment to evaluate the wants and needs of residents from across the County. Prior to the FCPA survey, Reston Association distributed a community survey compiled by the National Research Center to more than 3,000 randomly selected Reston households. Reston Community Center staff utilized feedback from this resource to help refine goals and objectives reflected in the current agency Strategic Plan. Of the respondents, 88% cited Reston as having excellent or good recreational opportunities, while 79% believe the opportunity to participate in social events and activities was good or excellent. ¶ According to the 2016 *Parks Count!* needs assessment, the following four themes emerged as the most important for Fairfax County households:¶ Preserve open space and environment¶ Improve physical health and fitness¶ Provide recreational facilities for children and teens¶ Make Fairfax County a more desirable place to live¶ ----- Page Break -----

¶ In addition to the themes identified above, the following specific activities were cited as top priority needs for Fairfax County residents:¶ ... [1]

\*\*Swimming pools were cited as the highest priority facility need for indoor recreation. In 2019, RCC renovated its natatorium to provide an enhanced and modern setting for lessons, classes, fitness, therapeutic programming and swim leagues.

**RESTON COMMUNITY CENTER ANNUAL FLAGSHIP PROGRAMS & EVENTS**

|   |  |
|---|--|
| <p><b>Leisure &amp; Learning</b></p>      | <p><b>Youth/Teen (Infant – 17)</b></p> <ul style="list-style-type: none"> <li>&gt; Summer Camps</li> <li>&gt; Children's Fall Flea Market</li> <li>&gt; Halloween Family Fun Day</li> <li>&gt; Eggnormous Egg Hunt</li> <li>&gt; Reston Elementary School, Middle School After School Programs</li> <li>&gt; Social Programs</li> <li>&gt; Meetups</li> <li>&gt; Elementary After School Programs (varied)</li> </ul> <p><b>Lifelong Learning (ages 18 and older)</b></p> <ul style="list-style-type: none"> <li>&gt; RCC Rides</li> <li>&gt; Osher Lifelong Learning Institute (OLLI)</li> <li>&gt; Good Neighbors Volunteer Group</li> <li>&gt; Trips and Tours</li> <li>&gt; Enrichment Programs</li> <li>&gt; Social Programs</li> </ul> <p><b>Fitness (All Ages)</b></p> <ul style="list-style-type: none"> <li>&gt; Yoga/Meditation</li> <li>&gt; Pilates</li> <li>&gt; Zumba</li> <li>&gt; Cardio/Strength</li> </ul> |
| <p><b>Arts &amp; Culture</b></p>          | <ul style="list-style-type: none"> <li>• Professional Touring Artist Series</li> <li>• Reston Dr. Martin Luther King Jr. Birthday Celebration Keynote Address</li> <li>• the CenterStage Cinema</li> <li>• OLLI Meet the Artists Series</li> <li>• Gifts from the HeART art exhibition</li> <li>• Summer Camps <ul style="list-style-type: none"> <li>&gt; Young Actors Theatre</li> <li>&gt; Lake Anne Art Rave for Kids (LARK)</li> </ul> </li> </ul>  |
| <p><b>Offsite &amp; Collaboration</b></p> | <ul style="list-style-type: none"> <li>• Reston Multicultural Festival</li> <li>• Sunset Concerts at Lake Anne Plaza</li> <li>• Take a Break Concerts at Halley Rise</li> <li>• Darden &amp; Friends Jazz Concerts</li> <li>• Sunday Art in the Park Concert Series with Shenandoah Conservatory</li> <li>• Summerbration Concert Series at Reston Station</li> <li>• Thanksgiving Food Drive</li> <li>• Reston Town Center Holiday Concerts</li> <li>• RestON – Opportunity Neighborhood <ul style="list-style-type: none"> <li>&gt; Craftermoons</li> <li>&gt; Fun Around Town</li> </ul> </li> <li>• Reston Summer Camp Expo</li> <li>• Diva Central Prom Dress Drive &amp; Giveaway</li> <li>• Spring Flea Market</li> <li>• Green Reston</li> <li>• Community Coffee</li> <li>• RCC on Wheels</li> </ul>  |
| <p><b>Aquatics</b></p>                    | <ul style="list-style-type: none"> <li>• Learn to Swim (All Ages)</li> <li>• Drowning Education Awareness Program (DEAP)</li> <li>• Underwater Egg Hunt</li> <li>• Boo at the Pool <ul style="list-style-type: none"> <li>&gt; Swim Teams Practices – South Lakes, Reston Masters, Reston Swim/Winter Development, York Swim</li> </ul> </li> </ul>  |

COMMUNITY INVENTORY

| Recreation Providers  | Activity Types                 | Infant Programs | Pre-School Programs (ages 2-5) | School Age Programs (ages 6-17) | Adult Programs (ages 18+) | Before/After Care Programs (grades K-6) | Provides Transport | Scholarship, sliding scale or fee waiver |
|---|--------------------------------|-----------------|--------------------------------|---------------------------------|---------------------------|---|--------------------|--|
| <b>Al Fatih Academy</b><br>12300 Pinecrest Road, Reston, 20191<br>703-437-9382 www.alfatih.org                                      | Enrichment Programs            |                 |                                |                                 |                           |   |                    |  |
| <b>Beloved Yoga Sanctuary</b><br>11109 Sunset Hills Rd #100, Reston, VA 20190 www.belovedyoga.com                                   | Fitness                        |                 |                                |                                 |                           |   |                    |  |
| <b>Bikram Yoga Reston</b><br>11495 Sunset Hills Rd #100, Reston 20190 (703) 437-5333 www.restonyoga.com                             | Fitness                        |                 |                                |                                 |                           |   |                    |  |
| <b>Children's House Montessori School</b><br>1625 Wiehle Avenue, Reston, 20190<br>703-481-6678<br>www.childrenshouse-montessori.com | Summer Camps                   |                 |                                |                                 |                           |   |                    |  |
| <b>Childtime</b><br>11511 Sunset Hills Road, Reston, 20190<br>703-796-9663 www.childtime.com  | Summer Camps                   |                 |                                |                                 |                           |   |                    |  |
| <b>Crunch Fitness</b><br>11951 Freedom Dr, Reston, VA 20190 (571) 267-5000 www.crunch.com   | Fitness                        |                 |                                |                                 |                           |   |                    |  |
| <b>F45 Reston Station</b><br>11201 Reston Station Blvd.<br>Reston, VA 20190<br>f45training.com                                      | Fitness                        |                 |                                |                                 |                           |   |                    |  |
| <b>F45 Reston Town Center</b><br>11840 Freedom Dr.<br>Reston, VA 20190<br>f45training.com   | Fitness                        |                 |                                |                                 |                           |   |                    |  |
| <b>FCPA Programs (General)</b><br>Various locations in Fairfax County<br>703-222-4664<br>www.fairfaxcounty.gov/parks                | Recreation Enrichment Programs |                 |                                |                                 |                           |   |                    |  |
| <b>FCPA Rec Pac (Summer Camp)</b><br>Various locations in Fairfax County<br>703-324-8702<br>www.fairfaxcounty.gov/parks             | Summer Camps                   |                 |                                |                                 |                           |   |                    |  |
| <b>Fusion 360</b><br>11130D South Lakes Dr, Reston, VA 20191 (703) 860-5635 www.fusion360fitness.com                                | Fitness                        |                 |                                |                                 |                           |   |                    |  |
| <b>Golds Gym</b><br>11830 Sunrise Valley Dr., Reston, VA 20191 (703) 435-3900 www.goldsgym.com                                      | Fitness                        |                 |                                |                                 |                           |   |                    |  |
| <b>Good Beginnings School</b><br>11501 Sunrise Valley Drive, Reston, 20191<br>703-800-6262<br>www.goodbeginningsschool.com          | Summer Camps                   |                 |                                |                                 |                           |   |                    |  |

| Recreation Providers   | Activity Types                      | Infant Programs | Pre-School Programs (ages 2-5) | School Age Programs (ages 6-17) | Adult Programs (ages 18+) | Before/After Care Programs (grades K-6) | Provides Transport | Scholarship, sliding scale or fee waiver |
|--|-------------------------------------|-----------------|--------------------------------|---------------------------------|---------------------------|---|--------------------|--|
| <b>Great Day Learning Center</b><br>11155 N Shore Drive, 20190<br>703-787-6900 www.greatlearningctr.com  | Summer Camps                        |                 |                                |                                 |                           |   |                    |  |
| <b>Tephra Institute of Contemporary Art</b><br>12001 Market Street #103, Reston, 20190<br>703-471-9242 www.tephraica.org   | Art Classes and Camps               |                 |                                |                                 |                           |   |                    |  |
| <b>Greater Washington Dance Center</b><br>12320 Pinecrest Road #110, Reston, 20191<br>571-659-4932<br>www.gwdancecenter.com  | Dance Classes                       |                 |                                |                                 |                           |   |                    |  |
| <b>Herndon Optimist Club</b><br>(Basketball, Cheerleading, Softball, Field Hockey, Football, Lacrosse, Rugby)<br>P.O. Box 1771, Herndon, 20172<br>http://herndonoptimist.org | Sports and Recreation               |                 |                                |                                 |                           |   |                    |  |
| <b>i9 Sports</b><br>Various locations in Fairfax County<br>703-496-4433 www.i9sports.com   | Sports and Recreation               |                 |                                |                                 |                           |   |                    |  |
| <b>Ideaventions</b><br>12340 Pinecrest Road, Reston, 20191<br>703-860-0211 www.ideaventions.com  | STEM and Enrichment Programs/Camps  |                 |                                |                                 |                           |   |                    |  |
| <b>Kiddie Academy</b><br>12320 Pinecrest Road, Suite 150, Reston, 20191 703-860-0800<br>www.kiddieacademy.com  | Summer Camps                        |                 |                                |                                 |                           |   |                    |  |
| <b>Kindercare - Isaac Newton Square</b><br>1946 Isaac Newton Square W, Reston, 20190 703-435-0263<br>www.kindercare.com  | Summer Camps                        |                 |                                |                                 |                           |   |                    |  |
| <b>Kindercare - Old Reston Avenue</b><br>1802 Old Reston Avenue, Reston, 20190<br>703-709-8416 www.kindercare.com  | Summer Camps                        |                 |                                |                                 |                           |   |                    |  |
| <b>Lake Anne Nursery Kindergarten (LANK)</b><br>12021 N Shore Drive, Reston, 20190<br>703-437-0035 www.lankschool.com  | Summer Camps                        |                 |                                |                                 |                           |   |                    |  |
| <b>Laurel Learning Center</b><br>11484 Washington Plaza W, Reston 20190<br>571-323-1414 www.cornerstonesva.com   | Summer Camps                        |                 |                                |                                 |                           |   |                    |  |
| <b>Life Champ Martial Arts</b><br>11160 South Lake Drive, Reston, 20191<br>703-860-5555 www.hellokarate.com  | Fitness                             |                 |                                |                                 |                           |   |                    |  |
| <b>Lifetime Athletic</b><br>1757 Business Center Dr, Reston, VA 20190<br>(571) 512-3500 www.lifetime.life  | Fitness<br>Aquatics<br>Summer Camps |                 |                                |                                 |                           |   |                    |  |

| Recreation Providers   | Activity Types  | Infant Programs | Pre-School Programs (ages 2-5) | School Age Programs (ages 6-17) | Adult Programs (ages 18+) | Before/After Care Programs (grades K-6) | Provides Transport | Scholarship, sliding scale or fee waiver |
|--|---|-----------------|--------------------------------|---------------------------------|---------------------------|---|--------------------|--|
| <b>Lopez Studios, Inc.</b><br>11425 Isaac Newton Square S, Reston, 20190 703-787-0071<br>www.lopezstudiosinc.com                       | Performing Arts   |                 |                                |                                 |                           |   |                    |  |
| <b>Mosaic School (resides in Good Beginnings)</b><br>11501 Sunrise Valley Drive, Reston, 20191 571-525-2050 www.mosaicpreschool.com    | Summer Camps  |                 |                                |                                 |                           |   |                    |  |
| <b>NCS - Reston Teen Center</b><br>12196 Sunset Hills Road, Reston, 20190 703-326-7040 www.fairfaxcounty.gov/ncs                       | Gen Recreation<br>Summer Camps                                      |                 |                                |                                 |                           |   |                    |  |
| <b>NCS - Cathy Hudgins Community Center at Southgate</b><br>12125 Pinecrest Road, Reston, 20191 703-860-0676 www.fairfaxcounty.gov/ncs | Gen Recreation<br>Summer Camps                                      |                 |                                |                                 |                           |   |                    |  |
| <b>NCS - Therapeutic Recreation</b><br>Various locations in Fairfax County 703-324-5556 www.fairfaxcounty.gov/ncs                      | Gen Recreation<br>Summer Camps                                      |                 |                                |                                 |                           |   |                    |  |
| <b>New Trail Cycling and Strength</b><br>1641-B Washington Plaza N<br>Reston, VA 20190<br>newtrailcycling.com                          | Fitness   |                 |                                |                                 |                           |   |                    |  |
| <b>Northern Virginia Hebrew Congregation</b><br>1441 Wiehle Avenue, Reston, 20190 703-437-7733 www.nvhcreston.org                      | Enrichment Programs<br>Summer Camps                                 |                 |                                |                                 |                           |   |                    |  |
| <b>OFC - SACC</b><br>Throughout Fairfax County 703-449-8989<br>www.fairfaxcounty.gov/ofc/school  | Summer Camps  |                 |                                |                                 |                           |   |                    |  |
| <b>One Life Fitness</b><br>11445 Isaac Newton Square S, Reston 20190<br>(703) 904-7600 www.onelifefitness.com                          | Fitness   |                 |                                |                                 |                           |   |                    |  |
| <b>OrangeTheory Reston</b><br>11410 Reston Station Blvd, 20190<br>(703) 822-5272<br>www.reston.orangetheoryfitness.com                 | Fitness   |                 |                                |                                 |                           |   |                    |  |
| <b>Ravel Dance</b><br>1763 Fountain Drive, Reston, 20190 703-437-9664 www.raveldance.com   | Dance Classes   |                 |                                |                                 |                           |   |                    |  |
| <b>Reston Association</b><br>12001 Sunrise Valley Drive, Reston, 20191 703-435-6530 www.reston.org                                     | Gen Recreation<br>Fitness<br>Aquatics<br>Enrichment<br>Summer Camps |                 |                                |                                 |                           |   |                    |  |
| <b>Reston Children's Center</b><br>11825 Olde Crafts Drive, Reston, 20191 703-476-8150 www.restonchildren.org                          | Summer Camps  |                 |                                |                                 |                           |   |                    |  |
| <b>Reston-Herndon Little League</b><br>Throughout Herndon and Reston<br>http://rhbaseball.org  | Sports  |                 |                                |                                 |                           |   |                    |  |
| <b>Reston Montessori School</b><br>1928 Isaac Newton Square W, Reston, 20190 703-481-2922<br>www.restonmontessori.com                  | Summer Camps  |                 |                                |                                 |                           |   |                    |  |



| Recreation Providers  | Activity Types                             | Infant Programs | Pre-School Programs (ages 2-5) | School Age Programs (ages 6-17) | Adult Programs (ages 18+) | Before/After Care Programs (grades K-6) | Provides Transport | Scholarship, sliding scale or fee waiver |
|---|--|-----------------|--------------------------------|---------------------------------|---------------------------|---|--------------------|--|
| <b>Reston Pilates</b><br>11260 Roger Bacon Dr, Reston, VA 20190<br>(571) 354-0802 www.restonpilates.com                 | Fitness                                    |                 |                                |                                 |                           |   |                    |  |
| <b>Reston Regional Library</b><br>11925 Bowman Towne Drive, Reston, 20190<br>703-689-2700 www.fairfaxcounty.gov/library | Enrichment Programs                        |                 |                                |                                 |                           |   |                    |  |
| <b>Reston Soccer</b><br>P.O. Box 2697, Reston, 20195<br>703-859-6267 www.restonsoccer.com                               | Sports                                     |                 |                                |                                 |                           |   |                    |  |
| <b>Reston Swim Team Association</b><br>P.O. Box 2668, Reston, 20195 www.rsta.org  | Aquatics                                   |                 |                                |                                 |                           |   |                    |  |
| <b>Reston Youth Association</b><br>2013 Soapstone Drive, Reston, 20191  | Sports                                     |                 |                                |                                 |                           |   |                    |  |
| <b>Reston Youth Basketball</b><br>1751 Wainwright Drive, Reston, 20190<br>www.restonyouthbasketball.com                 | Sports                                     |                 |                                |                                 |                           |   |                    |  |
| <b>Russian Kids House</b><br>11445 Isaac Newton Square S, Reston<br>20190 703-435-2784<br>www.russiankidshouse.com      | Enrichment Programs<br>Summer Camps        |                 |                                |                                 |                           |   |                    |  |
| <b>Solidcore</b><br>12100 Sunset Hills Rd.<br>Reston, VA 20190<br>www.solidcore.co                                      | Fitness                                    |                 |                                |                                 |                           |   |                    |  |
| <b>Skatequest</b><br>1800 Michael Faraday Court, Reston, 20190<br>703-709-1010 www.skatequest.com                       | Sports                                     |                 |                                |                                 |                           |   |                    |  |
| <b>Walker Nature Center</b><br>11450 Glade Drive, Reston, VA 20191<br>www.reston.org                                    | Enrichment Programs<br>Camps               |                 |                                |                                 |                           |   |                    |  |
| <b>Winwood Children's Center</b><br>1841 Explorer Street, Reston, 20190<br>703-787-0533 www.winwood.com                 | Summer Camps                               |                 |                                |                                 |                           |   |                    |  |
| <b>YMCA Fairfax County Reston</b><br>12196 Sunset Hills Road, Reston, 20190<br>703-742-8800 www.ymcadc.org              | Gen. Recreation<br>Fitness<br>Summer Camps |                 |                                |                                 |                           |   |                    |  |
| <b>Yoga 4 All Bodies</b><br>12021 Creekbend Dr, Reston, VA 20194<br>(703) 297-2224 www.yoga4allbodies.com               | Fitness                                    |                 |                                |                                 |                           |   |                    |  |

This inventory is constantly evolving and RCC staff regularly repeat environmental scans to validate the inventory and the associated programs, facilities and services. The community as it grows is also incorporating social and activity centers in many of the multi-family dwelling unit styles of apartment and condominium developments being constructed in the Silver Line Corridor.

RCC regularly seeks opportunities to program in those types of spaces to provide samples of our offerings and connect these new residents to the community. By doing so, newcomers are able to appreciate the broad range of content that their new home boasts while also enjoying the benefit of the content being delivered on site.

## LEVEL OF SERVICE STANDARDS

Level of Service (LOS) standards are a type of performance measure associated with equitable provision of service, such as the number of facilities per 1,000 residents in a service area or facilities available within a designated travel distance or travel time, e.g. percent of population that have a park within a 15-minute walk.

According to the National Recreation and Park Association 2024 Facility Market Community Profile report, compiled specifically for Reston Community Center, the following chart captures the population information of those living within a 15-minute commute to either RCC facility.

| Summary                       | Census 2010 | Census 2020 | 2023    | 2028    |
|-------------------------------|-------------|-------------|---------|---------|
| Population                    | 258,200     | 281,863     | 289,178 | 303,876 |
| Households                    | 97,333      | 106,620     | 109,770 | 115,870 |
| Families                      | 66,266      | -           | 71,360  | 74,664  |
| Average Household Size        | 2.65        | -           | 2.63    | 2.62    |
| Owner Occupied Housing Units  | 65,585      | -           | 68,889  | 70,842  |
| Renter Occupied Housing Units | 31,748      | -           | 40,881  | 45,028  |
| Median Age                    | 35.9        | -           | 38.5    | 39.2    |

As noted in the Fairfax County Comprehensive Plan, the Reston Master Plan identified core needs for the community in terms of its recreational, cultural and leisure-time amenities. Items on the list were developed working with the largest not-for-profit providers of parks, recreation, and cultural amenities in Reston – Fairfax County Park Authority, Reston Association, Reston Town Center Association, and Reston Community Center.

LOS standards can also address other dimensions of equitable access, such as connectivity, maintenance and affordability. Reston Community Center references the Fairfax County Park Authority (FCPA) LOS standards for provision of land, facilities and services within the jurisdiction. Reston Community Center does not own or operate any park land. Public providers include Fairfax County Park Authority, Fairfax County Public Schools, Department of Neighborhood and Community Services, Northern Virginia Regional Park Authority and Reston Association.

The adopted population-based countywide service level standards established in the Parks and Recreation section of Fairfax County's Comprehensive Policy Plan form the basis of determination of how many facilities are needed.

In addition to these resources, the Fairfax County Comprehensive Plan document contains a Performing and Visual Arts Policy Statement that describes the County's expectations regarding arts and culture amenities and programs. Its overall goal is stated as:

*Fairfax County should encourage a dynamic and diverse arts presence by supporting the works, participants, and audiences in the areas of dance, creative writing, choral and instrumental music, theater arts, film and new media, two and three-dimensional visual art in traditional and contemporary cultural iterations, but also in the ways that these areas may overlap and interact with new and emerging technologies.*

Specifically with respect to Reston Community Center planning, the policy objectives are in part:

- Given the significant changing demographics of Fairfax County, arts planning and programming in the county should be diverse and inclusive.
- With respect to arts facilities, the principal focus should be community based.
- As major commercial areas of the county are redeveloped or expanded, developers should be encouraged to incorporate potential arts venues and public art in their plans.
- Public art should also be considered for all new and renovated county facilities and parks.

Reston Community Center actively pursues the overall goal of this policy, and the individual objectives cited above.

Commented [PT11]: One of the two facilities? Should probably clarify this.

Deleted: (FCPA)

Deleted: (RA)

Deleted: (RTCA)

Commented [PT12]: I don't think we need the acronyms in this list. They are not used later (except "RCC," which has already been defined and used).

Deleted: (RCC)

## RESTON'S FUTURE AMENITY PRIORITIES – RESTON MASTER PLAN; COMMUNITY FEEDBACK

The current Reston Master Plan treats the entire array of parks, recreation, arts and open space amenities on pages 94-107. It describes the planning principles for the preservation, development and activation of these amenities as follows:

- Preserve the natural features including forests, lakes and stream valleys.
- Protect, preserve and conserve habitat for birds, pollinators and wildlife.
- Establish wildlife corridors by augmenting the landscape features in the natural and developed areas.
- Provide consistent quality and quantity of parks, recreation and open space for all residents and employees in Reston, regardless of localized variations in age, race and income levels.
- Plan for a variety of recreation experiences to serve all ages, backgrounds, interests and abilities to meet the needs of the culturally and economically diverse Reston community.
- Provide for indoor and outdoor cultural activities.
- Provide for community gathering spaces.
- Establish inclusive and equitable community engagement to inform and guide planning for parks and recreation and open spaces.

Page 97 offers a table of desired parks, recreation, cultural and open space outcomes for the community as a function of future development, coordinated planning among the array of providers in the community and Fairfax County government capital project planning for financing and construction.

Coordination of joint or complementary efforts is accomplished by regular convenings scheduled via the Hunter Mill District Supervisor's office or specific project efforts undertaken by partnering among the Reston providers of amenities and programming.

## CAPITAL IMPROVEMENT PLAN

Reston Community Center's Capital Improvement Program (CIP) serves as the vehicle to execute planned and proposed maintenance, facility upgrades and new facilities. RCC is required to review Capital Project planning annually and present plans for three consecutive fiscal years (Capital Improvement Plan/Capital Maintenance Plan) to the Board of Supervisors via the Fairfax County Department of Management and Budget (DMB). Capital projects are scoped in terms of Rough Order of Magnitude costs and established in the CIP/CMP when the earliest possible requirement may occur.

Projects not completed are "carried over" at budgeted amounts to the next fiscal year (June) and/or adjusted through carryover. Any necessary Architectural/Engineering or other studies conducted prior to final budget estimates established may require third quarter or year-end (carryover) adjustments to future budgets. The three-year planning document is reviewed and updated annually and approved by the Board of Governors.

The CIP/CMP includes the immediate fiscal year's funded projects and timeline, paired with a forecast of projects and estimated expenses and funding sources of the two upcoming years. Beginning in 2020, RCC established an agency-wide comprehensive tool for managing the CIP/CMP as well as routine facility, maintenance and repair efforts. This software is a product of Brightly and replaced the agency's spreadsheets previously used to maintain these plans and records.

Commented [PT13]: To whom?

CAPITAL IMPROVEMENT/MAINTENANCE SCHEDULE 2024 – 2025 – 2026

| Project Name   | FY 2024 | FY 2025 | FY 2026 |
|--|---------|---------|---------|
| Elevator Replacement   | 325,000 |         |         |
| Carpet Replacement   | 40,000  |         |         |
| Energy Utilization Improvement Project Phase 1                 | 851,221 |         |         |
| Phase 2  |         | 851,221 |         |
| RCC HW/LA Lobby Display Systems                                |         | 130,000 |         |
| CenterStage Lobby Exhibit                                      |         | 100,000 |         |
| Systems Furniture – All Workstations (replacement)             |         | 500,000 |         |
| RCC HW Restrooms Renovation                                    |         | 100,000 |         |
| Choral Risers/Stage System                                     |         | 45,000  |         |
| RCC on Wheels (Vehicle deposit)                                | 350,000 | 350,000 |         |
| Light Board (theatre)  | 15,000  |         |         |
| A/V Equipment Systems  | 30,000  |         |         |
| AQ Center Locker Rooms HVAC Energy Recovery Units Replacements |         |         | 275,000 |
| HW Building Exterior Main Switchboard Replacement              |         |         | 185,00  |

NON-CAPITAL EQUIPMENT OR SYSTEMS LIST

Non-capital equipment systems used by the various specialized areas of RCC facilities include but are not limited to the following:

- Information technology assets
- Specialized theatrical equipment
- Specialized components for pool operations (e.g., pumps, filtration parts, motors)
- Genie lifts (theatre and non-theatre areas of the HW facility)
- Audio-visual equipment (monitors, laptops, microphones, cables, etc.)
- Risers for choral and symphony performances
- Ceramics, woodworking and related specialized equipment

Commented [PT14]: "woodworking"  
Deleted: W

RCC uses a software product called ~~to~~ to manage the inventory of these kinds of equipment and more as well as the routine maintenance calls for the facilities and equipment. The software permits entry of useful life, replacement issues, and estimated and actual costs of repair or replacement.

Consistent with the Fairfax County government budget development guidelines, and internal controls for managing equipment and systems maintenance issues, RCC staff monitor capital equipment, project and maintenance needs.

**Deleted:** Asset Essentials

**Commented [PT16]:** I think this would be clearer as "...and estimated...."

## LONG RANGE PLANNING - CONCLUSION

As Reston Community Center considers the long-term planning for the community and its place in the tapestry of recreational, cultural and leisure-time amenities, it becomes more important than ever, to foster partnerships and to realize new facilities jointly. New amenities will likely be so costly that they may be realized only by leveraging the totality of Reston's and Fairfax County resources to meet the emerging needs of this dynamic and growing community.

**Deleted:** the need

**Commented [PT17]:** I feel like something is missing here. I really don't know what the point of this statement is. Please expand/clarify.

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# RESTON COMMUNITY CENTER

MARKETING AND COMMUNITY RELATIONS PLAN

ADOPTED: NOVEMBER 4, 2024



*Enriching Lives.  
Building Community.®*

## TABLE OF CONTENTS -MARKETING AND COMMUNITY RELATIONS PLAN

|  |    |
|--|----|
| MARKETING AND COMMUNITY RELATIONS PLAN .....                                 | 2  |
| ADOPTED: NOVEMBER 4, 2024 .....  | 2  |
| INTRODUCTION.....  | 1  |
| MARKETING AND COMMUNITY RELATIONS PLAN VISION.....                           | 1  |
| RESTON COMMUNITY CENTER: MISSION, VISION AND VALUES.....                     | 2  |
| RESTON COMMUNITY CENTER MISSION STATEMENT.....                               | 2  |
| RESTON COMMUNITY CENTER VISION .....   | 2  |
| RESTON COMMUNITY CENTER VALUES .....   | 2  |
| RESTON COMMUNITY CENTER PLANS AND REPORTS .....                              | 3  |
| RESTON COMMUNITY CENTER MASTER, RECREATION PROGRAM AND STRATEGIC PLANS ..... | 3  |
| ANNUAL REPORT .....  | 3  |
| STRATEGIC PLAN .....   | 3  |
| PUBLIC INFORMATION STATEMENT OF PURPOSE .....                                | 4  |
| RCC PUBLIC INFORMATION POLICY .....  | 4  |
| TARGETED AUDIENCE/COMMUNITY DEMOGRAPHICS .....                               | 5  |
| MARKETING AND COMMUNITY RELATIONS OBJECTIVES .....                           | 6  |
| MARKET ANALYSIS.....   | 6  |
| COMMUNITY NEEDS ANALYSIS .....   | 7  |
| RCC COMMUNICATIONS TEAM AGENCY SWOT ANALYSIS.....                            | 8  |
| MARKETING GOALS AND STRATEGIES.....  | 9  |
| MARKETING TOOLKIT.....   | 10 |
| RCC SOCIAL MEDIA STRATEGY .....  | 12 |
| RCC SOCIAL MEDIA PLATFORMS.....  | 13 |
| EMPLOYEE SOCIAL MEDIA POLICY .....   | 15 |
| MEDIA PLANNING TOOL – SEASONAL STRATEGY SESSIONS .....                       | 16 |
| CONCLUSION .....   | 17 |

## INTRODUCTION

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

RCC provides five lines of business to the Reston community: Aquatics, Arts and Culture, Leisure and Learning, Offsite and Collaboration, and Facility Rentals. RCC is a sub-fund agency of Fairfax County dedicated to a specific and defined geographical jurisdiction. Operations are supported by revenues from the special property tax collected on all residential and commercial properties within this jurisdiction which is called [Small District 5 \(SD 5\)](#).

RCC also collects internal revenues generated by program registration fees, theatre box office receipts, gate admissions and facility rental fees. These activity fees are set at a level substantially below the actual costs of programming and operations since SD 5 property owners have already contributed tax revenues to fund RCC. Consequently, SD 5 residents and employees enjoy RCC programs at reduced rates and have priority registration and ticket purchasing periods.

RCC also provides fee waiver opportunities to eligible participants. The Fee Waiver program allows for class, workshop and trip participation on an annual basis for the low per-enrollment or purchase transaction fee of \$5.00; eligible households may register or participate in the offerings of their choice by use of an annual assigned dollar amount from which they may spend. For eligible households, an additional camp fee waiver program has been established and allows for participation in summer camp programs, at the cost of \$10.00 per camp activity, for as many camp offerings in which the eligible child is enrolled. Each fiscal year, eligible community members must reapply to participate in RCC's Fee Waiver program.

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

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

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

## MARKETING AND COMMUNITY RELATIONS PLAN VISION

The RCC Marketing and Community Relations Plan establishes communications objectives and strategies in support of the agency's mission, vision and value statements and Strategic Plan.



## RESTON COMMUNITY CENTER: MISSION, VISION AND VALUES

### RESTON COMMUNITY CENTER MISSION STATEMENT

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

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

### RESTON COMMUNITY CENTER VISION

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

### RESTON COMMUNITY CENTER VALUES

In accomplishing our mission and vision, Reston Community Center will be:

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

### RESTON COMMUNITY CENTER MASTER, RECREATION PROGRAM AND STRATEGIC PLANS

The RCC Master Plan relies on the Fairfax County Comprehensive Plan for Reston and the Reston Master Plan to guide and support Reston Community Center's capital improvement plan and resourcing. The RCC Recreation Program and Strategic Plans guide achievement of the vision for the agency's recreation facilities and programs. The Master and Recreation Program Plans include the agency mission, goals and objectives, recreation and leisure trends analyses, needs assessment results, community resources inventory, and level of service standards. The plans are updated regularly, corresponding with the agency's Strategic Plan cycle of review and formulation.

#### ANNUAL REPORT

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

#### STRATEGIC PLAN

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

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

Moreover, Reston Community Center's Strategic Plan 2021-2026 centers on six pillars, which are areas of special emphasis crucial for the continued success of the agency:

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

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

## PUBLIC INFORMATION STATEMENT OF PURPOSE

Reston Community Center uses a centralized approach to all public communications, coordinated through use of social media, media relations, press releases, briefings and the agency's website. The public is also encouraged to participate in public input meetings to guide board committees (such as Community Relations and Program Policy), as well as to provide overall input to budget formation. Reston Community Center also offers patron satisfaction surveys, focus groups and other opportunities for input and the sharing of diverse perspectives and opinions from the community.

All media inquiries are directed to the Director of Communications or Public Information Officer. Local news media typically contact the Media Department when pursuing a story or following an event. This centralized approach ensures that appropriate internal subject matter experts are consulted, and the information provided is up-to-date and accurate. Responses are always reviewed by the Executive Director and Board Chair if circumstances warrant.

The Media Department maintains and employs numerous communications platforms to disseminate information to SD 5 residents and employees. The RCC Public Information Policy identifies agency procedures and lists what type of information (aligned with the applicable agency job title) can be released.

The Media Department complies with RCC's Memorandum of Understanding and Bylaws, all public records laws, including the Virginia Freedom of Information Act (VFOIA) and Fairfax County Office of Public Affairs Communications Toolkit requirements.

## RCC PUBLIC INFORMATION POLICY

It is Fairfax County Government and RCC policy to interact openly and professionally with the media. The goal of any interaction with media professionals is to appropriately connect them to the agency representative who should respond (depending on the context and content of the inquiry) and to ensure media representatives are given accurate and complete information. Generally, these procedures guide those interactions and inquiries:

- Inquiries from the media regarding RCC's Board of Governors shall be referred to the Executive Director.
- All official RCC news releases are disseminated after final approval from the Executive Director.
- Items requested through the Virginia Freedom of Information Act or Virginia public records law are referred directly to the Fairfax County government office responsible for tracking those inquiries and copied to the RCC Executive Director.
- The Executive Director is notified whenever a government (elected) official or media member visits RCC facilities.

**All RCC Staff** must refer all media inquiries to the Director of Communications or Public Information Officer. If they are unavailable to respond to media inquiries within the same day (out of office), staff refer media inquiries to the Deputy Director or Executive Director for response.

## Spokesperson(s)

The Executive Director and the Board Chair shall be the official spokespersons for the Board of Governors and RCC when interacting with the media.

The Director of Communications and Public Information Officer shall speak regarding, coordinate responses for, and facilitate any news story or inquiry response with the media under the Executive Director's guidance.

RCC cost center directors are authorized to respond to media inquiries regarding their specific program areas only after consultation and coordination with the Director of Communications or Executive Director. An RCC employee may be assigned by the Executive Director to provide a response to a media inquiry. Employees initiating media contact must do so with the knowledge and support of the RCC Executive Director and Communications Director.

## TARGETED AUDIENCE/COMMUNITY DEMOGRAPHICS

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

Population of Reston: 63,226

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

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

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

| DEMOGRAPHIC CATEGORY                                |           |
|---|-----------|
| Total population                                    | 63,226    |
| Education – Bachelor's degree or Higher             | 71.2%     |
| Total Housing Units                                 | 30,032    |
| Families and Living Arrangements – Total Households | 27,366    |
| Income and Poverty – Median Household Income        | \$126,571 |
| Employment – Employment Rate                        | 70.8%     |
| Health – Without Health Care Coverage               | 6.1%      |
| <b>POPULATIONS &amp; PEOPLE</b>                     |           |
| Median Age  | 39.6      |
| Older than 65                                       | 15.7%     |
| Age 14 or Younger                                   | 16.8%     |
| Ages 15 to 29                                       | 18.6%     |
| Ages 30 to 49                                       | 27.6%     |
| Ages 50 to 64                                       | 21.1%     |
| Language Spoken at Home – Other Than English        | 29.6%     |
| • English Only                                      | 70.4%     |
| • Spanish   | 10.6%     |
| • Other Indo-European Languages                     | 9.6%      |

|  |        |
|--|--------|
| • Asian & Pacific Islander Languages             | 6.0%   |
| • Other Languages                                | 3.4%   |
| Population of One Race                           | 56,373 |
| • White alone                                    | 39,092 |
| • Black or African American alone                | 5,937  |
| • American Indian & Alaska Native alone          | 198    |
| • Asian alone                                    | 7,119  |
| • Native Hawaiian & Other Pacific Islander alone | 32     |
| • Some Other Race alone                          | 3,995  |

## MARKETING AND COMMUNITY RELATIONS OBJECTIVES

Acting on the goals set forth in the Strategic Plan, RCC's Marketing Plan focuses on engaging with Reston residents, employees and media outlets using a centralized integrative approach to all external communications. Coordinated messaging is developed and presented during seasonal communications group meetings with each cost center. Subject matter experts regularly provide advice for specific topics relating to each line of business (Aquatics, Arts and Culture, Facility Rentals, Leisure and Learning, and Offsite and Collaboration) and a host of other topics of interest to the community and the media. The Media Department works collaboratively with internal and external stakeholders to achieve the following marketing and community relations objectives:

- To have recognizable images, a widely known logo, branding and messaging that are consistent across our platforms and well-known to community audiences.
- To consistently communicate with multiple tools (e.g., multi-lingual options, accessible web content, regular communications vehicles, and a well-established social media presence) that will collectively appeal to different consumers.
- To maintain a website that is mobile responsive, easily used and broadly accessible to engage with patrons, make RCC purchases, and offer a comprehensive community calendar solution for Reston nonprofits and civic organizations.

## MARKET ANALYSIS

| External Environment Factors | Details/Context   |
|------------------------------|---|
| Demographic Trends           | According to the 2023 <a href="#">Demographics in Fairfax County and Reston</a> presentation to the Reston Town Center North Task Force (pp.17-19) demographics profile for Reston, the population is expected to grow by about 10.2% between 2022 and 2027. The development spurred by the arrival of the Metro Silver Line in 2014 brought new office buildings, residential communities and businesses to Reston. With the second phase of the rail line now open all the way to Dulles Airport, Reston will have more new residents and employees. As the community grows, RCC's role in ensuring that founder Robert E. Simon Jr.'s vision of a diverse, inclusive community is more vital than ever before. RCC's current Strategic Plan establishes the groundwork to address this growth, while fulfilling Simon's vision of a community where everyone in Reston can thrive. |

|                                  |   |
|----------------------------------|---|
| <b>Economic Climate</b>          | As a “designated census place,” Reston is Fairfax County’s second largest revenue-generator to the coffers of the General Fund. It is second only to Tysons in that regard. Its healthy balance of commercial property to residential property (nearly 50/50) enables it to weather economic cycles more effectively than many other communities within the County. Given the growth associated with the development of the Metro Silver Line, the economic outlook for the foreseeable future for Reston remains healthy.  |
| <b>Environmental Stewardship</b> | Reston has long championed the value of integrated, large areas of open space throughout the community (achieved through clustered and high-density residential planning) as well as the practice of environmental stewardship in maintaining its significant achievements of outdoor ecosystems in proximity to people. The principal steward for Reston’s environmental success is <a href="#">Reston Association</a> .<br><br>With respect to RCC’s communications plan, the agency uses the best practices for publications and products as set by the Forest Stewardship Council and other applicable Green Business Certifications to the greatest extent possible. |
| <b>Governmental Policies</b>     | Reston Community Center follows all policies, procedures and requirements directed by Fairfax County government. RCC develops such specialized agency policies and procedures as needed. These are captured in the “Policy Framework” (as described in the <a href="#">RCC Policy &amp; User Manual</a> ) or RCC’s Operating Guidance Memoranda.<br><br>Fairfax County has established extensive communications protocols and strategies for agencies to use. These are available on the County Intranet in the Office of Public Affairs webpages and detailed public information about the <a href="#">Office of Public Affairs</a> is available on the County website.  |
| <b>Technology</b>                | The Media cost center team employs the most up-to-date hardware and software tools under the guidance of the Fairfax County Department of Information Technology. Both Microsoft and Apple products are used as well as the most recent licensed versions of such tools as RecTrac, Adobe Creative Suite and other publication design programs as needed.   |
| <b>New Media Platforms</b>       | RCC’s team uses traditional print, social media (Facebook, X, LinkedIn and Instagram), radio, podcast and YouTube platforms to convey its information to the public, as well as its own website.  |

**COMMUNITY NEEDS ANALYSIS**

RCC conducts a comprehensive needs analysis every five years. In 2024, the focus areas for the survey include assessment of general awareness of RCC and its value to Reston; programming options provided by RCC and/or preferred by Reston residents; identification of challenges or barriers to participation in and awareness of RCC offerings; **general types of communication tools preferred by Reston residents to learn about leisure time offerings**; and whether or not the community desires facility development related to its RCC Lake Anne

building amenities. Results will be tabulated, and a final report on findings and analysis will be delivered to the Board and staff in January 2025.

The needs analysis provides for both statistically valid and open-ended participation and responses. Results contribute to communications planning, priorities and tools.

**RCC COMMUNICATIONS TEAM AGENCY SWOT ANALYSIS**

|   |  |
|---|--|
| <p style="text-align: center;"><b>Strengths</b></p> <ul style="list-style-type: none"> <li>• Credentialed team members</li> <li>• Adaptability</li> <li>• High productivity</li> <li>• Quality product/content to promote</li> <li>• Employee loyalty and dedication</li> <li>• New or upgraded IT capabilities</li> <li>• High customer satisfaction rates (evidence of high quality)</li> <li>• CAPRA accreditation in 2020 and successful annual reports through 2024 (adhering to industry best practices)</li> </ul> | <p style="text-align: center;"><b>Weaknesses</b></p> <ul style="list-style-type: none"> <li>• Massive number of offerings to promote</li> <li>• Retention of some low-performing offerings for too long</li> <li>• Inconsistent information management of program details</li> <li>• Inadequate storage space</li> <li>• Inconsistent branding across all programs and services areas</li> <li>• Lack of universally used or recognized information resources for the public</li> </ul>  |
| <p style="text-align: center;"><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>• New programming space in the community by virtue of expanded offsite offerings, RCC on Wheels</li> <li>• New features of RecTrac (web platform) to use for external communications</li> <li>• Very strong sponsorship relationships with other community event providers offering on-site media tables/tents</li> <li>• Equity-driven and thought-provoking program offerings</li> </ul>                                 | <p style="text-align: center;"><b>Threats</b></p> <ul style="list-style-type: none"> <li>• New and rapid growth in alternative recreation providers in RCC’s competitive context</li> <li>• Technology evolving faster than the County government may adapt</li> <li>• Scarcity of time available for recreation participation</li> <li>• Last-minute decision-making by patrons complicates marketing strategies</li> <li>• Information overload – too many outlets conveying too much data; difficult to cut through the “noise” to convey messages</li> </ul> |

**MARKETING GOALS AND STRATEGIES**

| <b>Planning Goal (in support of the Fairfax County Strategic Plan and One Fairfax)</b> | <b>Marketing Strategies</b>  |
|--|--|
| Assure cultural and recreational opportunities are available to all.                   | <ul style="list-style-type: none"> <li>• Communicate RCC's performance measures, accomplishments and challenges widely to the public.</li> <li>• Continue practice of all communication products being free of bias. (Implicit racial, ability, gender or other forms of bias)</li> <li>• Promote community awareness of and education regarding RCC's Fee Waiver program; include qualification criteria and use non-English language versions of program descriptions.</li> <li>• Use an equity lens checklist for new programs and marketing materials.</li> </ul>  |
| <b>Marketing Goals (in support of the RCC Strategic Plan)</b>                          | <b>Marketing Strategies</b>  |
| Maximize participation in RCC's Programs and Services.                                 | <ul style="list-style-type: none"> <li>• Identify key attributes of events and promote those to encourage participation.</li> <li>• Monitor and employ new marketing approaches as trends change. (e.g., affinity marketing, experience marketing)</li> <li>• Respond rapidly to customer input and reactions. Adhere to RCC's 48-hour response time policy for all patron inquiries.</li> <li>• Use market segmentation to create more tailored messaging that will motivate participation.</li> <li>• Continuously monitor and evaluate the agency's advertising. Assess these by tracking enrollment, ticket sales, inquiries and attendance generated by specific campaigns.</li> </ul>  |
| Leverage Partnerships/Sponsorships.  | <ul style="list-style-type: none"> <li>• Establish RCC as a trusted community partner in achieving broad civic engagement by cooperative marketing efforts with event and program partners.</li> <li>• Maximize RCC's brand recognition at high-profile events through sponsorship benefits.</li> </ul>  |
| Cultivate brand marketing.   | <ul style="list-style-type: none"> <li>• Use images of community members and actual RCC experiences in all marketing communications.</li> <li>• Use consistent branding on all forms of marketing/communications.</li> <li>• Assure staff wear RCC-branded attire and nametags at public events when appropriate.</li> <li>• Maximize RCC's brand recognition at high-profile events with consistent presence of logos and identifier marketing elements throughout event collaterals.</li> <li>• Update and enforce use of identity guidelines (logo usage, RCC templates, images) – see RCC Communications OGM No. 2/MARKETING GUIDELINES</li> <li>• Update and share Media style guide with internal and external stakeholders. (RCC Communications OGM No. 2/MARKETING GUIDELINES)</li> <li>• Manage RCC's Inclement Weather Communications Plan.</li> </ul> |



|  |   |
|--|---|
| Employ e-marketing and use of social media   | <ul style="list-style-type: none"> <li>• Bi-Weekly e-newsletter - Around the Center for agency-wide news, leisure-time programs/events.</li> <li>• Monthly e-newsletter - Spotlight for CenterStage performances.</li> <li>• Constant Contact: 10.9K active email subscribers (as of 10/2024).</li> <li>• Facebook: 6.1K followers; Instagram: 3,272 followers; X: 1,536 followers; LinkedIn: 142</li> <li>• RCC Social Media Strategy (included below).</li> </ul> |
| Support positive public relations in the field.                                    | <ul style="list-style-type: none"> <li>• Editorial Schedule: Reston Letter, Dulles Moms, Washington Parent, Northern Virginia Magazine, Fairfax Times, Reston Connection, and El Tiempo.</li> <li>• Staff participation on committees and with affiliated professional organizations.</li> </ul>  |
| Maintain a useful and appealing website (website redesigned and deployed in 2023.) | <ul style="list-style-type: none"> <li>• Regularly review web content for accuracy.</li> <li>• Monitor and review Google Analytics.</li> <li>• Assure compliance with Fairfax County government and ADA requirements.</li> </ul>  |
| Establish a new website every 10 years. (Due 2033)                                 | <ul style="list-style-type: none"> <li>• Create Scope of Work and RFP for competition among County-authorized vendors.</li> <li>• Assure integration of a “Community Calendar” function.</li> <li>• Assure integration of a mobile app function.</li> <li>• Assure website is responsive to different platforms, particularly cell phones.</li> </ul>   |

## MARKETING TOOLKIT

RCC Media Staff utilizes the following communication tools to disseminate internal and external communications – particularly publicity, community relations and marketing efforts – promoting RCC activities, events, agency information and general identity.

| Tool  | Frequency                                 | Audience   | Distribution  | Reach  |
|---|---|--|---|--|
| Program Guides  | 3X (combined Winter/Spring, Summer, Fall) | Reston Residents, employees of Reston businesses | Direct mail of hard copies, PDF links, Rack placement | ~31,000 copies printed, mailed to 28,882 households. |
| The CenterStage Professional Touring Artist Series brochure | Annually                                  | Reston residents and employees                   | Direct mail of hard copies, PDF links, racks/events   | ~31,000 copies printed, mailed to 28,882 households. |
| Summer Camp Guide   | Annually                                  | Reston residents and employees                   | Direct Mail of hard copies, PDF links, racks/events   | ~31,000 copies printed, mailed to 28,882 households. |

|   |           |   |  |   |
|---|-----------|---|--|---|
| Annual Report   | Annually  | Employees, Public, Partners, Elected Officials, Community Leaders | Direct mail to a list, PDF link, Hard copies   | 250 copies printed. Mailed to ~100 partners, elected officials and community leaders. |
| Constant Contact Blast email  | As needed | Residents/ Employees  | Email  | ~10.9K subscribers  |
| Display Ads (print and digital)   | As needed | Residents   | Subscribers  | Community   |
| Outside Program Ads (e.g. RCP programs, High School Athletic Boosters, etc.)                              | As needed | Public  | Hard Copies  | Community   |
| News Releases/PSAs  | As needed | Media, Public   | Email to Media Contacts list   | Community   |
| Editorials  | Ongoing   | Media, Public   | Seasonal Schedule  | Varies based on media outlet's circulation and/or subscribers.                        |
| Flyers/Posters/Theatre Programs/Event Programs/Subject-specific brochures (e.g., Equity Matters brochure) | As needed | Public, Media, Employees  | RCC lobbies (Hunters Woods and Lake Anne), RCC events, other outlets (e.g., libraries, businesses) | Community   |
| Videos/RCC YouTube  | As needed | Public, Media   | YouTube, website   | Community   |
| Websites  | Ongoing   | Public, Media   | Ongoing  | Community   |
| Social Media  | Ongoing   | Public, Media   | Facebook, X, YouTube, Instagram, LinkedIn  | 6,000+ followers across all platforms   |
| Radio/Podcasts  | Ongoing   | Public  | Radio  | WAMU, Fairfax County Podcasts, Spanish radio audiences                                |
| Special signage   | As needed | Public  | Events   | Event attendees   |
| Booth displays  | As needed | Public  | Events   | Event attendees   |
| Digital displays  | Ongoing   | Public  | Onsite   | Visitors  |
| Branded promotional materials   | As needed | Public  | Events   | Event attendees, visitors   |

|   |                                     |                              |                     |           |
|---|-------------------------------------|------------------------------|---------------------|-----------|
| Out of Home Advertising: - Bus Shelter ads (static) | On going, ads change 4 -5x per year | Public, up to 4 bus shelters | Events and programs | Community |
| Out of Home Advertising: - Hospital WR (digital)    | On going, ads change quarterly      | Public – 2 areas in hospital | Events and programs | Community |

## RCC SOCIAL MEDIA STRATEGY

### Strategy/Goals

In keeping with Fairfax County’s social media strategy, RCC uses digital platforms to engage residents, employees and community partners *in* Reston, as well as community partners that *serve* Reston. All RCC social media accounts will:

1. Promote RCC’s key events and core services to the Reston community.
2. Provide superior customer service through delivery of relevant, timely and actionable information on a proactive and responsive basis.
3. Establish RCC as a trusted voice and source of information in the Reston community.
4. Strengthen relationships with current and potential community partners.
5. Consistently reflect RCC’s vision, mission and values.

### *Roles and Responsibilities:*

The Media team will collaborate with respective RCC programming staff during seasonal media planning sessions to develop approaches that serve major community events and selected programs to include publishing strategies for:

1. Pre-event/Program Planning
2. Real-time/Near-time Publishing
3. Post-event Publishing

The Media Team will prepare visual elements to support any target event/program across all platforms by aggregating content from print products and other collaterals, and converting those to social media outputs (e.g., photos, videos, audio clips, etc.) that maintain a consistent look for RCC and its programs.

Only members of the Media team will have administrative rights to RCC social media platforms.

The Director of Communications will serve as the lead contact for RCC social media accounts. Duties include directing and developing the engagement framework for posting information and responding to comments, adhering to policies and ensuring the social media sites are regularly updated.

### Media Staff will:

1. Create timelines for event announcements.
2. Generate content, seek approval and schedule all social media posts, ensuring that the Executive Director and Director of Communications have the opportunity to review all social media communications (excluding simple post shares and event page posts).
3. Create event pages.
4. Respond to all incoming social media-generated messages within 48 business hours.
5. Create and maintain a social media calendar.
6. Make recommendations for paid ads, obtain budget approval from the Director of Communications and follow agency policies for all purchasing.
7. Set the tone for RCC’s presence on all platforms, including managing responses to user engagement.
8. Respond to programmer requests for social media promotions.

9. Track, analyze and report reach and engagement through available platform metrics.
10. Stay apprised of social media best practices and trends.
11. Assign a primary Point of Contact (POC) for each platform or outlet.

## RCC SOCIAL MEDIA PLATFORMS

RCC follows County guidelines for use of social media and employs these social media platforms and resources to advance its agency programs and services.

### 1. Facebook

RCC's Facebook page and ad account is managed through Meta Business Suite and includes the below types of activity:

#### a. Posts

- i. Community Events – All community events, Board activities and Professional Touring Artist Series shows will be built into the social media calendar in advance.
- ii. Partner Events – All events for which RCC is a partner will be built into the calendar in advance and will follow commitments made in RCC's Partnership and/or Sponsorship agreements. The social media POC will determine whether new content should be generated or if a "share" of the partner's post is sufficient.
- iii. Emergency updates – All inclement weather or emergency updates will be posted as needed, in accordance with RCC's internal Inclement Weather Communications Guidelines (located in the Media Employee Manual).
- iv. Registration-based needs – Programmers concerned about event attendance or enrollment after registration opens may request additional media support. The Media team will review all requests and suggest efforts that should be added to the existing social media plan.
- v. Ongoing promotional activity – The Media team's platform POC will maintain a list of ongoing programs and services that should be added to the social media calendar when space permits. Examples include RCC Rides, private swim lessons, AARP Tax Aide, etc.
- vi. Additional posts as requested – Additional requests for social media support (from the Executive Director or Director of Communications) will be added to the social media calendar. All other requests from staff will be considered and approved by the Director of Communications.

#### b. Events

- i. RCC Programs/Events – At the beginning of each season, Facebook events will be created for all PTAS shows, as well as for all programs that are sponsored by RCC and meet the following criteria:
  - Open to the whole community (or large majority thereof)
  - Free
  - Drop-in
  - Duration meets Facebook standards (currently 2 weeks or less)

Events that do not meet the above criteria will be considered on a case-by-case basis.

- ii. Partner Programs – RCC will repost or tag events for which we are a partner or sponsor. The partner posts the event and tags RCC, after which, RCC reposts that with a note apropos of the relationship or event.

#### c. Ads/Boosts

- i. Selection – The Media team will, at their discretion, based on current social media strategy and budget, determine when to create a paid ad on Facebook. All ads will

be either a Facebook post boost or an event boost and will follow current best practices for ads.

- ii. Approval – The Director of Communications will approve budgets for all paid ads.
- iii. Payment – Facebook ads are purchased via agency credit card and billed to Reston Community Center’s ad account. Once an ad has been approved by the Director of Communications and proper PCard procedures have been followed, the POC will use a PCard in RCC’s secure Facebook Business Ad Account. Only Media staff members will have access to the Ad Account.

**d. Page Posts/Comments/Reviews**

RCC allows anyone to post to the RCC Facebook page wall, or comment about or review Reston Community Center. The POC will work with the Director of Communications to remove any posts or comments deemed inappropriate. These may include but are not limited to:

- Posts that do not adhere to Reston Community Center’s Code of Conduct.
- Posts not relevant to the Reston community.
- Posts of a political nature.
- Posts from religious institutions or private/commercial entities.

**2. X**

- a. RCC’s X account will mirror messaging in RCC’s Facebook account in terms of frequency, content and overall look.
- b. RCC may post real-time tweets only if determined to be useful by the Director of Communications on site at RCC-sponsored events.

**3. Instagram (also managed in Meta Business Suite)**

- a. RCC’s Instagram account will be managed strategically, in conjunction with Facebook and Twitter, for events/programs.
- b. Instagram posts will focus on increasing brand awareness and contributing to the sense of belonging to RCC’s “community.” Content will include a stronger emphasis on visuals and creative graphics.
- c. Posts will not include registration or event links.

**4. YouTube**

- a. RCC’s YouTube account will present recordings of RCC Board of Governors meetings.
- b. RCC’s YouTube account will present original RCC content that supports the agency’s image and contributes to the overall social media strategy.
- c. The Director of Communications, in consultation with the Executive Director, may elect to post video content produced independently that reflects RCC activities.

**5. Flickr**

- a. RCC’s Flickr account serves as the primary vehicle for storage and transmission of photos that belong to RCC, as well as those submitted to RCC by partners/artists for marketing purposes. The account and its contents are not used as an external marketing tool. Only members of the media team have administrative access to RCC’s Flickr account.
- b. RCC’s Media Team will set account preferences to protect the Flickr photos as much as possible while still extending access to staff and partners when warranted.

**6. LinkedIn**

RCC’s LinkedIn page serves as an extension of our professional online presence. We share and connect with others by providing company information, press releases and brand

awareness. The platform also affords networking opportunities, celebration of staff milestones, amplifying partnerships and highlighting projects while expanding our community footprint digitally. RCC staff are encouraged to connect to the RCC LinkedIn page if they are interested in doing so.

## 7. Other

Additional social media platforms will be reviewed and recommended for inclusion in RCC's social media strategy as needed and with approval from the Executive Director.

### RESOURCE:



Fairfax County  
PM-13-07 SOCIAL MI

## EMPLOYEE SOCIAL MEDIA POLICY

RCC Employees with personal social media accounts are expected to present personal communications in such a way as to make clear that these communications are personal, and not communications from RCC, Fairfax County, or from the user in his or her capacity as a representative of either.

RCC will not connect to employees through their personal social media accounts and does not expect personal accounts will be used to amplify messages from RCC's official accounts. Any engagement with RCC's official social media platforms must be initiated by the employee and be entirely voluntary.

The Fairfax County social media guidance is provided in the County Communications Toolkit resources. In addition, per the County's Information Technology Security Policy PM 70-05,

The County uses specific social media platforms to deliver public information, communications engagement, perform customer service, and conduct transactions, and communicate official business with constituents, stakeholders, partners, the media and the public in general. Agencies may establish an official Fairfax County Social Media presence which requires an authorized user/administrator and/or moderator. The County also allows employees general access to Social Media.

The IT Security Policy requirements apply to the use of Social Media platforms and capabilities. Informational content and services distributed and published through the County's official social media outlets shall be governed by the IT Security Policy, the Office of Public Affairs Social Media Policy and Guidelines, and any other applicable County policy, procedure, standard, or guideline.

Access to non-County approved social media platforms, and diversion in implementation and use of authorized Social Media can be granted through the executive exceptions process that includes DCEX, Office of Public Affairs, DIT and ISO.

With respect to personal use of social media, that procedural memorandum states:

Personal social media use, as well as the use of other similar communications tools hosted externally or internally on County hosted resources such as, but not limited to, forums and blogs, shall include no statements or depictions stating or implying that the user represents the County, is making an official statement of County policy, or is making a statement or depiction with the County's permission, whether implied or expressed, unless the user has received documented permission from the appropriate County authorities to communicate on the County's behalf in the non-County venues.

Users are encouraged to include in personal electronic communications discussing or relating to County business a disclaimer along the following lines: "The views I express are my own and do not reflect the official view or position of Fairfax County." In accessing personal social media from the County IT environment, users should follow the County standards of content. Users may not

download or copy content from their personal social media accounts to Fairfax County systems without permission.

## MEDIA PLANNING TOOL – SEASONAL STRATEGY SESSIONS

At the beginning of each cycle of RCC programming, the Media team will sit down with program units to design the overall strategy for the coming set of offerings. These meetings will allow for thoughtful planning and deep investigation into the structure of RCC offerings for that season and give the programming/services teams a variety of avenues for input as the “subject matter experts” for their respective areas of responsibility. These sessions use the below tool to inform the strategies agreed to by the program and media teams.

### Media Objectives:

1. Determine editorial opportunities. Where are pre-/post-media coverage opportunities in your season? Photography needs? E-newsletter or RCC Blog features?
2. Determine print/digital communications schedule.
3. Determine advertising opportunities.
4. Establish targeted email marketing strategies.
5. Schedule staffing and goals for partner/sponsor event tables and tents.

### QUERIES TO ADDRESS:

1. What are the top (3-5) priority programs this season?
2. What are the top new markets/audiences you would like to reach/engage (e.g. working adults, stay-at-home parents, etc.)? What ideas do you have for reaching them?
3. Are there any new (never run before or brought back after lengthy absence) programs in your season?
4. Are there specific dates/events (e.g., Back to School nights, Sponsorship events) that you will need program marketing collateral for cross-promotion?
  - a) Consider related national/world events
  - b) Consider specific characteristics of the type of event (e.g., weather, focus, audience)
5. What programs must be run regardless of enrollment and why? (e.g., pre-paid tickets/reservations, etc.)
6. What will be your most challenging programs to fill and why?
7. Are there any external resources that Media can leverage for marketing purposes? (e.g., instructor certifications, images, testimonials, articles, videos, case studies, etc.)
8. Do you anticipate any out-of-cycle programs? If yes, please describe.
9. Are there cross-marketing or upsell opportunities for events or programs?
10. What programs/events in your season are award-worthy? What award submissions do you know of and what are their deadlines? Is there a story option for the RCC Blog?

**RCC SPONSORED EVENTS REQUIRING STAFFING OR TABLES WITH DISPLAYS:**

Establish the season’s calendar of staffing requirements for community events – whether RCC-sponsored or those sponsored by RCC partners. Use the below table to assure each event is fully covered and site considerations are documented.

| Event/Location | Date | Dept. Assigned | Materials/Swag/Storage. | Staff | Weather Issues | After Event Action |
|----------------|------|----------------|-------------------------|-------|----------------|--------------------|
|                |      |                |                         |       |                |                    |
|                |      |                |                         |       |                |                    |

**CONCLUSION**

The Marketing and Community Relations Plan is reviewed and updated on an annual or as-needed basis. Media team members stay current with recreation trends and statistics, design and communications trends and tools, as well as critical issues affecting Reston to develop marketing and community relations priorities. This ongoing analysis supports and ensures achievement of the RCC Strategic Plan goals for Communications, as well as those that are applicable in other strategic planning pillars.

RCC’s communication products undergo vigorous reviews to ensure that they are accurate, reflect a diverse community, validate authentic RCC experiences and display the high quality of RCC program offerings. The RCC Marketing and Community Relations Plan ensures that proper community outreach strategies are planned, implemented and evaluated for effectiveness. The approach is inclusive, employs stringent quality control and builds confidence in RCC’s content on the part of staff, volunteers, partners, and of course, the community.



# RESTON COMMUNITY CENTER

## RISK MANAGEMENT AND SAFETY PLAN NOVEMBER 2024



*Enriching Lives.  
Building Community.®*

## CONTENTS

|  |    |
|--|----|
| INTRODUCTION AND PURPOSE .....   | 4  |
| AQUATICS OPERATIONS .....  | 5  |
| CONCUSSION PROTOCOL .....  | 6  |
| Definitions (From the Virginia Board of Education Guidelines) .....                                    | 6  |
| General Guidelines .....   | 6  |
| Documentation .....  | 7  |
| Resources: .....   | 7  |
| CONTRACTS AND PURCHASING – RISK AND INSURANCE ISSUES .....   | 7  |
| ELECTRICAL SAFETY AND ASSOCIATED WORK PRACTICES .....  | 8  |
| ENCROACHMENT .....   | 9  |
| General Guidelines .....   | 9  |
| Documentation .....  | 10 |
| Resources .....  | 10 |
| FIRE PREVENTION .....  | 10 |
| FIRST AID KITS & SUPPLIES .....  | 12 |
| HAZARDOUS MATERIALS .....  | 12 |
| General Guidelines .....   | 12 |
| Facility and/or Chemical Exposure Guidelines .....   | 13 |
| Implementation of Safety Measures Related to Chemical Exposure, Training and/or Program Elements... .. | 14 |
| Training to Address Hazardous Materials and Chemical Exposure .....                                    | 15 |
| INCIDENT REPORTING .....   | 16 |
| Hazardous Situations .....   | 16 |
| Employee Incidents or Injuries .....   | 16 |
| Definitions: .....   | 17 |
| Patron Incidents or Injuries .....   | 18 |
| Incident Reports – Routing .....   | 19 |
| LOST AND FOUND .....   | 19 |
| General Guidelines .....   | 19 |
| Logging and Disposition of Valuable Items .....  | 20 |
| OFFICE SAFETY .....  | 20 |
| Back Injury Prevention .....   | 20 |
| Ergonomics .....   | 21 |

|  |    |
|--|----|
| Housekeeping and Material Storage .....                                    | 22 |
| Slips, Trips and Falls.....  | 24 |
| Office Attire: Safety Considerations.....                                  | 25 |
| SAFETY TRAINING.....   | 25 |
| SECURITY .....   | 25 |
| General Guidelines .....   | 25 |
| Facility and/or Site Security Expectations .....                           | 26 |
| Security Guard Services.....   | 27 |
| Implementation of Security Measures, Training and/or Program Elements..... | 27 |
| USE OF FAIRFAX COUNTY GOVERNMENT/RESTON COMMUNITY CENTER PROPERTY.....     | 28 |
| VEHICLE USE .....  | 28 |
| Accident Reporting.....  | 28 |
| Driving Record Review .....  | 29 |
| Insurance .....  | 30 |
| Maintenance.....   | 30 |
| Seat Belts .....   | 30 |
| Securing Materials in Vehicles .....                                       | 31 |
| Alcohol and Drug Use .....   | 31 |
| Distracted Driving .....   | 31 |
| REFERENCES .....   | 32 |

## INTRODUCTION AND PURPOSE

The purpose of this plan is to outline procedures for Reston Community Center (RCC) personnel to safely operate two multipurpose public facilities and offsite programming. The RCC Hunters Woods facility is a 50,000 square foot building owned by Fairfax County Government for RCC. RCC Lake Anne is a 13,000 square foot leased facility. RCC programming is also delivered in settings and on properties throughout the community where safety and security will be shared responsibilities. It will not and cannot identify and cover every task performed and encountered in all major areas and by staff within the agency. There will be material herein that does not apply to some departments and information more specifically outlined in the agency's Operating Guidance Memoranda (OGM) involving Risk Management.

If an employee performing a task is at all unsure about how to safely complete it, it is their responsibility to reach out to their immediate supervisor or an appropriate manager before proceeding with the job. Employees should be on constant alert for potential hazards that are not specifically referred to in any written RCC Operating Guidance Memoranda or other resources, but which may result in injuries or property damage. Where potential hazards are thought to exist, employees should use all precautionary measures and, when in doubt as to the procedure to follow, consult with their immediate supervisor or an appropriate manager on duty.

Accidents often occur when people overlook safety to concentrate on a mechanical skill or problem; when people fail to recognize a hazard; or when people rush to get the job done by taking unnecessary risks. Accidents are costly to the employee and the employer. Accidents can cause physical pain, possible disability, and potential loss of income or future earning power for an employee or affected party, and they represent a financial and reputational risk to the agency.

Safe operating procedures are essential in performing any job skill. Safe performance is also efficient performance. Most accidents can be avoided by identifying and responding appropriately to safety hazards when performing tasks.

Reston Community Center works closely with the Fairfax County Risk Management Division (RMD) which is part of the Fairfax County Department of Finance (DOF). RMD establishes risk management policy for Fairfax County Government.

This plan is intended to cover general risk management and safety topics. Detailed information on responding to emergency situations can be found in RCC's Emergency Action Plan. Copies are available at each RCC facility and on the agency's shared drive. Additionally, RCC OGM Risk Management/No. 4 contains RCC's General Security Plan.

Topics in the plan are listed alphabetically and not in any order of importance. Safety and security of people and property, in all aspects of RCC operations and programming, are everyone's first priority.

## AQUATICS OPERATIONS

RCC's Terry L. Smith Aquatics Center features a six-lane, 25-yard lap pool with a zero-depth beach entry, a separate warm water pool and a 16-person spa. This facility is professionally managed by RCC's Aquatics Director and employees of the Aquatics cost center.

RCC's aquatics staff follow all industry best practices and comply with all state and local guidelines regarding aquatic facility operations. All lifeguard and instructional staff are certified in accordance with industry standards. Complete documentation of the Terry L. Smith Aquatics Center facility operations and staff training is maintained in the Aquatics office. Training certifications and emergency support roles are as follow:

1. Lifeguard I, II and III are required to possess a current American Red Cross Lifeguard r.24 Certification that is valid for two years from completion of the class. This training includes the "CPR Pro" curriculum for professional first responders.
2. Operators (Managers and Lifeguard III) are required to have a Pool Operator certification that is valid for three years. RCC uses both the Aquatic Facility Operator (AFO) curriculum from the National Recreation and Parks Association (NRPA) and the Fairfax County Health Department Pool Operator license curriculum. The Fairfax County Health Department requires that public pools must have a certified Pool Operator on duty while pools are in operation.
3. Pool chemicals are stored as required by the Fairfax County Health Department in designated, secure spaces. Personal Protection Equipment (PPE) stations are set up outside the chemical storage and use rooms. Safety Data Sheet (SDS) notebooks are located with each station and in the Lifeguard Office.
4. RCC Aquatics staff are certified professional first responders who will respond throughout the Hunters Woods location to provide first aid and/or other assistance in medical emergencies. RCC Aquatics staff conduct CPR/First Aid/AED training for RCC staff for whom their position requires it.
5. RCC's Aquatics Director is the agency designated Fairfax County Narcan Task Force representative. This role includes maintaining/monitoring the agency's Narcan supply and working with RCC's training coordinator to ensure all RCC employees take the required EmployeeU class.

## CONCUSSION PROTOCOL

### Reference: RCC Operating Guidance Memorandum Risk Management 06 CONCUSSION PROTOCOL

RCC facilities are open to the public and offer the public opportunities to participate in programs, drop into offerings or simply gather or relax. Because the facilities are public in nature, these general guidelines are provided to support action in the event of a patron concussion injury.

### DEFINITIONS (FROM THE VIRGINIA BOARD OF EDUCATION GUIDELINES)

A *concussion* is a traumatic brain injury and is defined by the 4th International Conference on Concussion in Sports (2012) as a complex pathophysiological process affecting the brain and induced by biomechanical forces. Several common features that incorporate clinical, pathologic, and biomechanical injury constructs that may be utilized in defining the nature of a concussive head injury include the following:

- Concussion may be caused either by a direct blow to the head, face, neck, or elsewhere on the body with an "impulsive" force transmitted to the head.
- Concussion typically results in the rapid onset of short-lived impairment of neurologic function that resolves spontaneously. However, in some cases, symptoms and signs may evolve over a number of minutes, hours, or days.
- Concussion may result in neuropathological changes, but the acute clinical symptoms largely reflect a functional disturbance rather than a structural injury with no abnormality seen on standard structural neuroimaging studies.
- Concussion results in a graded set of clinical symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive symptoms typically follows a sequential course. It is important to note, however, that symptoms may be prolonged in some cases.

*Return-to-play* means participate in a nonmedically supervised practice or athletic competition.

*Non-interscholastic youth sports program* means a program organized for recreational athletic competition or recreational athletic instruction for youth.

The above definitions may apply to either RCC programming and its participants or participants in offerings for which RCC facilities are rented.

### GENERAL GUIDELINES

RCC staff are expected to follow the protocols for patron or staff injury consistent with training provided by the Aquatics team for First Aid/CPR/AED and as described in the American Red Cross manual for that training.

- Call 911 for any suspected concussion event.

- Alert the Aquatics team for assistance. A First Aid/CPR/AED-certified employee will remain with the injured individual and accomplish the following:
  - Support the head and neck in the existing position of the individual; individuals should not be moved.
  - Maintain an open airway.
  - Control any bleeding and apply dressings to any open wounds.
  - Do not apply direct pressure if there are any signs of an obvious skull fracture.
  - If there is clear fluid leaking from the ears or a wound in the scalp, cover the area loosely with a sterile gauze dressing.
  - Monitor the person for any changes in condition.
  - Try to calm and reassure the person. Encourage the person to talk; it may prevent loss of consciousness.

#### DOCUMENTATION

- Reston Community Center staff should take care to obtain information required by the agency report forms (Incident and/or Worker's Compensation) and assure that the participating staff and/or volunteers have reviewed and contributed to the information on those forms.
- Incident and/or Worker's Compensation original forms should be provided to the agency Director of Finance/HR.

#### RESOURCES:

American Red Cross First Aid -- Participant Manual

Virginia Department of Education Guidelines for Policies on Concussions in Students

#### CONTRACTS AND PURCHASING – RISK AND INSURANCE ISSUES

- The Director of Finance/HR is responsible for review of all contracts, purchasing agreements, Memoranda of Understanding (MOUs), Letters of Agreement (LOAs) or other instruments obligating RCC funds, facilities and/or personnel.
- In cases where documentation of RCC's insurance is required, the applicable document is available here: Statement of Fairfax County Self-Insurance.
- RCC may not hold harmless or indemnify any counterparty to any agreement involving the agency or its personnel.
- RCC must assert the legal jurisdiction of the Commonwealth of Virginia on any and all agreements that have legal force whether or not funding is involved.

- RCC staff who are involved in the establishment of MOUs or LOAs, contracts, or other types of legal or obligatory arrangements with outside entities (non-Fairfax County or Virginia State agencies) are responsible for striking through any part of provided agreements that are counter to the legal requirements related to jurisdiction, insurance or liability described above prior to submitting to the Director of Finance/HR.

## ELECTRICAL SAFETY AND ASSOCIATED WORK PRACTICES

### Reference: RCC Operating Guidance Memorandum Risk Management 08 HAZARDOUS ENERGY CONTROL PROGRAM

Offices have many different types of electronic equipment including computers, printers and copy machines. Electrical equipment used in an office is potentially hazardous and can cause shock and burn injuries if used improperly. Electrical hazards from overloading circuits and using extension cords improperly include fires, electrical shocks, trips and falls.

It is imperative to have an efficient workstation with an adequate number of outlets. Using fixed power strips with ground fault circuit interrupters instead of extension cords is a safer option. Employees and supervisors must ensure any worn, frayed or damaged power cords are replaced and that power cords are never run under carpets. Employees should never attempt to repair any electrical equipment; only trained and authorized employees or contractors should work on electrical equipment. Employees must also be trained to operate any electrical equipment before use.

Poorly maintained or unsafe, poor quality, non-rated (UL) coffee makers, heaters, lamps and radios should not be used. These appliances can develop electrical shorts, create fires and produce shock hazards. Equipment and cords for all equipment should be inspected regularly. Again, only qualified individuals should make repairs.

Receptacle cover plates must be kept tight to ensure no current-carrying parts are exposed and to eliminate the possibility of shock. Broken and/or cracked cover plates, as well as any unsafe electrical conditions should be reported to the Building Engineer and your supervisor immediately.

Electrical panel doors must not be blocked, and nothing should be stored within 30 inches of the panel. In the event of an electrical malfunction, the panel door and items in front of it will become hot potentially creating a fire hazard. Panel doors should always be closed to prevent electrical flash in the event and electrical malfunction.

*Here are a few things to know about electricity:*

- Electricity travels through electrical conductors—in most cases wires, but when problems occur, through the human body.
- Many metals and moist skin have little resistance to the flow of electrical current and can easily conduct electricity.
- Items such as dry wood, rubber, pottery and porcelain have a high resistance and can be used to prevent the flow of electrical current.
- When part of the human body contacts an electrical circuit, a shock will occur.



- Electrical current enters the body at one point and leaves the body at another.
- Electricity can cause pain, burns, damage of muscles, tissues and nerves and, in some cases, death.
- Factors that affect the severity of electrical shock include voltage, type of current, amperage, path through the body and duration of contact. More serious injuries occur the longer the current flows through the body.
- Injuries are more severe when the current passes through the nerve centers and vital organs.
- Accidents involving electricity typically occur because of faulty equipment, unsafe installation or misuse.

*Ways to prevent electrical hazards in the workplace include:*

- Turning off electrical equipment when not in use
- Ensuring ground prongs are in place on cords
- Inspecting electrical cords to identify damaged, frayed or worn cords
- Keeping cords out of walkways
- Avoiding and prohibiting extension cord use in place of permanent wiring
- Using approved surge protectors and never plugging surge protectors into each other or into an extension cord
- Not overloading outlets and surge protectors
- Not storing combustible materials (such as paper) close to or near electrical outlets and connections
- 

## ENCROACHMENT

### **Reference: RCC Operating Guidance Memorandum Risk Management 09 ENCROACHMENT**

RCC facilities are open to the public and offer the public opportunities to participate in a variety of onsite programs and services. The RCC Hunters Woods building and site are owned on behalf of Small District 5 by the Fairfax County Board of Supervisors. As a Fairfax County Government agency, RCC applies remedies to encroachment that may affect the interiors of both of its buildings (RCC Hunters Woods, which is owned, and RCC Lake Anne which is a leased facility) and the exterior property area associated with RCC Hunters Woods.

## GENERAL GUIDELINES

Reston Community Center employees are responsible for enforcing the agency's Code of Conduct at all times. Persons observed inside RCC facilities who are damaging the facility or RCC property will be addressed in the following escalating fashion:

- Request to cease the activity politely and firmly.
- If the person(s) will not cease, request they leave the premises.
- If the actions will result in harm, or the person(s) will not cease actions, the police will be called. The non-emergency number will be used if the situation is not dangerous; otherwise, the call will be made to 911 if immediate danger exists.

- o RCC will file a police report if damage to RCC facilities or property is of an extensive nature (greater than \$500 in repair or replacement cost.)

Persons observed to be locating items on or making alterations to the exterior property within the boundaries of RCC Hunters Woods will be addressed in the following escalating fashion:

- Request to cease the activity politely and firmly.
- If the actions continue, request they leave the property entirely.
- If the party or parties fail to comply with requests, and the activity does not represent a safety threat to the public, the non-emergency police number will be used to request assistance.
- If the actions of the party or parties represent a safety threat, the 911 emergency number will be called to request police action to stop the activity.

Should encroachment on the exterior RCC Hunters Woods property be discovered without observation of a responsible party, RCC will take the following action:

- Determine through review of security footage if an individual(s) can be identified as responsible.
- Report the event to the police if the extent of the encroachment is significant.
- Remove the encroachment after being permitted to do so by the police.
- Remove the encroachment if it is sufficiently minor or can't be sufficiently investigated.

## DOCUMENTATION

RCC employees will document encroachment using the agency processes for incident reporting and the RCC Incident Report Form.

## RESOURCES

Code of Virginia: § 15.2-2009. Obstructions or encroachments:

<https://law.lis.virginia.gov/vacode/title15.2/chapter20/section15.2-2009/>

## FIRE PREVENTION

One of the most feared and potentially damaging disasters that can occur on the job is fire. Fires can be prevented through proper planning, sensible placement of fire-producing activities in relation to combustible materials and good housekeeping. Observe and enforce all no smoking rules. Follow these safety procedures to prevent fires:

- Fire equipment should be prominently displayed, labeled for usage and kept clear for easy access at all times.
- Know the location of fire extinguishers and how to use them. OSHA Safety in Fire Prevention fire extinguisher training is available through EmployeeU. Facility Services staff are required to take this training, but it is recommended for all employees. After use of an extinguisher, report such use immediately to the Facility Services Director so that a replacement may be obtained or the extinguisher recharged.

- Facility Services staff checks the condition and expiration date of all fire extinguishers monthly. Tags on the equipment are initialed by staff following inspection. A certified contractor performs service and applies new inspection tags on an annual basis.
  - Do not use water type extinguishers on electrical fires because of the danger of electrocution.
  - There are many types of portable fire extinguishers in use at different facilities; most are of the "ABC" type. These extinguishers should be used on fires involving the following types of materials:
    - Wood, Paper, Rags
    - Flammable liquids such as gasoline, kerosene, paint thinner etc.
    - Electrical equipment such as fuse boxes, circuit breakers, electrical insulation, etc.
- Fire extinguishers should only be used by employees trained in their operation.
- Oily rags and other flammable wastes should be kept in covered metal containers. Such debris shall be removed from the building as soon as possible and not left unattended in a building overnight. Cleaning solvents that have flammable properties (a flash point below 140 degrees Fahrenheit) should be kept in OSHA-approved safety containers having spring-lift caps. Each container shall be labeled as to its contents. Gasoline should not be used for cleaning parts, floors or any part of buildings. All flammables should be stored in fireproof cabinets.
  - Gasoline utilized in small quantities should be handled and dispensed in small (one gallon), OSHA-approved, standard fire-resistant safety containers having a spring-lift cap, and those should be stored in the outside shed. All containers must be labeled as to contents.
  - Never let motorized equipment run while fueling. The fueling of any type of motorized equipment while the engine is running may cause fire and/or an explosion. When transferring flammable liquids, make sure the filler nozzle touches the equipment or container being filled to guard against the build-up of static electrical charge.
  - Never overfill a fuel tank. Allow room for expansion of the liquid.
  - No artificial light, except UL approved electric flashlights, should be used near escaping gasoline or other flammable vapors or when entering an enclosure suspected of containing those.
  - Dark places, basements or cellars must not be entered without proper light. Matches or any open flames should not be used.
  - "No smoking" rules will be enforced in all RCC program sites and facilities.
  - Emergency exits should never be locked (chained or otherwise) or blocked.
  - RCC's program delivery vehicle must be equipped with a fire extinguisher in the cab.
  - RCC's Emergency Action Plan contains information on fire safety and response to combat fire if it should occur. The plan contains the following elements:
    - Adequate warning measures for alerting all persons in the area of the existence of a fire.
    - Rapid reporting to the Fire Department.
    - Evacuation of affected personnel from the area involved in a fire.
    - Procedures for containing the fire to the extent it is safe to do so; and particularly, only to the extent that it is possible to maintain safe exit for personnel so engaged.
    - Instruction of personnel who regularly work there regarding the duties they are to perform in given fire situations.
    - Adequate fire extinguishing equipment that is inspected by the Facility Services team on a monthly basis.

## FIRST AID KITS & SUPPLIES

All RCC facilities and RCC's program delivery vehicle are equipped with first aid kits. Travel programs, such as summer camps and day trips, shall stock first aid kits with their program supplies. The Aquatics Department shall ensure that all kits are properly stocked on a regular basis. Kits will be checked at the outset of each program cycle or restocked upon request of staff accessing them and finding supply levels below requirements.

## HAZARDOUS MATERIALS

### Reference: RCC Operating Guidance Memorandum Risk Management 07 HAZCOM WRITTEN PROGRAM

In support of Federal requirements stated in 1910.1200 – Hazard Communication – all employers are to provide information to their employees about the hazardous chemicals to which they may be exposed, by means of a hazard communication program. Such a program includes labels and other forms of warning, safety data sheets (SDS), information and annual training materials. RCC will meet these requirements by creating and updating an inventory of the hazardous chemicals used in its facilities, assuring appropriate labels are properly affixed to all primary and secondary containers, assuring SDS Notebooks and related logbooks are accessible, and that related training is offered and required.

RCC complies with all aspects of the Occupational Safety and Health Administration programs for employee, vendor and patron safety on RCC premises. In furtherance of those goals, Operating Guidance Memorandum Risk Management No. 7 has been established and is reviewed annually. New employees and vendors will be required to familiarize themselves with the Hazard Communication Written Program and the related safety protocols. Hazardous chemicals will be labeled, protective measures described in resource materials, and staff will be trained on how to act, if needed, to address exposure.

## GENERAL GUIDELINES

Specialized areas of RCC facilities that require Hazardous Chemicals Communication Training include:

- Terry L. Smith Aquatics Center. Responsible safety staff: Aquatics Director, Aquatics Operations Director
- The CenterStage Theatre (entire complex). Responsible safety staff: Theatre Technical Director; Assistant Theatre Technical Directors
- Maintenance closets containing cleaning supplies (both buildings). Responsible safety staff: Building Engineer, Facility Services Director
- The Woodworking Shop at RCC Hunters Woods. Responsible safety staff: Lifelong Learning Director, Facility Maintenance team members, Theatre Technical Director; Assistant Theatre Technical Directors.
- Art studios – including the Ceramics and Sculpture studios. Responsible safety staff: Arts Education Director, Facility Maintenance team members
- Any areas that may temporarily house chemicals. Responsible safety staff: All of the above.

Vendors working in the above areas shall be made aware of the location of the applicable SDS notebook and shall sign, print their name and date the documentation of the chemicals addressed therein, and required exposure protocols, with the date of their visit.

New employees shall be made aware of the locations of SDS notebooks and shall sign the applicable documentation of contents with the date and their name printed.

Cost center managers shall be responsible for alerting their respective employee teams to updates to the SDS and related exposure protocols as needed. Cost center managers or supervisors should document that such alerts have occurred by creating a written record appropriate to the occasion, e.g., use of an agenda, sign-in sheet, email thread or other written documentation showing that hazardous chemical communication occurred, for what purpose and with whom. These written records shall be maintained in the same location as the training documentation and SDS notebooks.

#### FACILITY AND/OR CHEMICAL EXPOSURE GUIDELINES

- Cost center managers with responsibility for the specialized area where chemicals may be stored are responsible for maintaining the inventory of chemicals and applicable SDS notebook and assuring they are current.
- Cost center managers with purchasing responsibility for items involving chemical substances shall take care to purchase only necessary items and items that have the lowest possible toxicity while still being effective for the work to be performed with them.
- All employees will be made aware of the location of the SDS notebooks for the respective specialized areas of RCC facilities during the onboarding process for their initial employment.
- Aquatics: SDS Notebook is stored in the Lifeguard office desk, on the chlorine room door and on the spa pump room door
- the CenterStage: Two large binder SDS Notebooks are stored in the production office on the top shelf of the bookcase with the other CenterStage training and technical binders.
- Maintenance materials: RCC SDS Notebook is stored in the main office cabinet; cleaning contractor SDS is stored in their storage area adjacent to the Computer Classroom.
- Art Studios: SDS Notebook is stored on the Art Studio Shelf adjacent to the left side sink. The Ceramics Studio SDS Notebook is stored above the glaze buckets.
- Woodworking Shop: SDS Notebook is stored on the bookshelf above the lockers on the opposite side of the sink.
- Any purchase of a potentially hazardous material will be accompanied by the provided SDS or, if no SDS is provided, the material will be researched to determine if it is covered by the OSHA Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200.

## IMPLEMENTATION OF SAFETY MEASURES RELATED TO CHEMICAL EXPOSURE, TRAINING AND/OR PROGRAM ELEMENTS

- RCC employees shall be required to attend and complete all mandatory training which is provided by their respective cost center managers on their first day of duty if their work involves handling of any hazardous chemicals. Other employees whose positions don't require handling hazardous chemicals will be responsible for taking the EmployeeU listed training on hazardous chemicals and personal protective equipment within the required first 12 months of employment.
- Immediately upon unintended exposure to a chemical substance, an employee, vendor or patron should obtain appropriate first aid as dictated by the SDS. If aid can be self-administered by using adjacent first aid such as an eye-wash station, or other resources, it should be. If required, a call to 911 should occur immediately. Any protective measures required to avoid further contact by anyone will occur immediately (such as cleanup, closure of the affected area, etc.)
- **Staff handling hazardous chemicals must have received training in such use that is documented and retained on file with applicable rosters that include the employee's name, date of training, trainer and to the extent feasible, the printed materials used in the training.**
- An incident report shall be created for any unintentional exposure to toxic chemicals resulting in injury, undue exposure or other risk element. In addition, the Fairfax County Post Exposure Form will be completed. Note that the Fairfax County Exposure Form completion should include details regarding the chemical, length of exposure and actions taken.
- If immediate first aid has been rendered and the incident safely concluded, the affected party should report to the area supervisor as soon as possible, documenting the incident in the RCC incident report, as well as documenting the exposure on the applicable Risk Management Division (RMD) Fairfax County Post Exposure Form. If warranted, the incident reporting should include notifying VOSH, and capturing the details on the OSHA 300 log.
- Any action that results in unintentional exposure to a chemical substance shall be reviewed by appropriate staff to ascertain if new procedures or protocols are required to eliminate such exposure. Any review shall be documented and available if needed by Risk Management or VOSH.
- New procedures or protocols will be added to the SDS notebooks and staff alerted to the implementation for review and acknowledgment. If appropriate, new training and/or existing training materials will be updated and readministered to all staff required to be knowledgeable of the issues with accompanying documentation.
- RCC's Risk Manager and Security point-of-contact, with the support of the Deputy Director and Executive Director, shall assure that new training, measures or other Fairfax County Government Chemical Exposure Program efforts are implemented. The agency Risk Manager is the Director of Finance/HR. The agency's Security point of contact is the Facility Services Director. Positions supporting those roles are the Aquatics Director, Theatre Technical Director, Arts Education Director and Building Engineer.
- The Hazard Communication Program will be administered by the RCC Aquatics Director.

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## TRAINING TO ADDRESS HAZARDOUS MATERIALS AND CHEMICAL EXPOSURE

RCC will provide annual training to communicate information about Hazardous Materials and Chemical Exposure treatments for the areas where such materials are encountered in the course of work. At RCC Facilities, those areas are the Terry L. Smith Aquatics Center at RCC Hunters Woods, the CenterStage Theatre at RCC Hunters Woods, the Woodworking Shop at RCC Hunters Woods, maintenance supply closets at both facilities, and the Ceramics Studio and Art Studio at RCC Lake Anne. Training will be provided under the following guidelines to each employee who may encounter hazardous materials in the course of their routine work and vendors shall be made aware of the location of hazardous materials and related SDS and treatments in accordance with the agency's protocols as listed in "General Guidelines" above.

The format of the training program used is classroom instruction that may or may not include a slide presentation, videos and/or handouts. The training program emphasizes these elements:

- Summary of the Hazard Communication Standard.
- What hazardous chemicals are present in operations in RCC employee work areas.
- How to access the SDS notebooks, how to use an SDS in an emergency, how to communicate to emergency personnel regarding exposure, and what follow-up reporting and documentation is required.
- Chemical and physical properties of hazardous chemicals (e.g., flash point, reactivity, etc.) and how to detect the presence or release of these chemicals (including chemicals in unlabeled pipes.)
- Physical hazards of chemicals (e.g., potential for fire, explosion, etc.).
- Health hazards, including signs and symptoms of overexposure, that are associated with exposure to chemicals and any medical condition known to be aggravated by exposure to them.
- Any simple asphyxiation, combustible dust, and pyrophoric hazards, as well as hazards not otherwise classified, of chemicals in work areas.
- RCC's proper storage of hazardous chemicals, where SDS notebooks are located and how to prevent exposure by using proper protective equipment and respiratory devices (if applicable.) Such measures will be documented in the training materials and maintained in easily accessible locations applicable to the facility area where chemicals are used.
- Procedures for reporting and responding to chemical emergencies.
- How to read and use both the workplace labeling system and labels received on shipped containers.
- The order of information found on SDSs and how to read the information and what it means.
- How to access the written Hazard Communication Program, including training updates.

The training is scheduled and documented consistent with changes in staffing, onboarding of new employees, or significant changes to the inventory and characteristics of hazardous materials used by the agency. Training is documented by scheduling in EmployeeU through the RCC Training Coordinator and

enrollment of employees required to attend it. Attendance is taken at the training event and final EmployeeU documentation is coordinated between the applicable safety staff assigned to the location and the RCC Training Coordinator.

Employees who demonstrate lack of knowledge or capabilities in dealing with hazardous chemicals will be required to retake applicable training.

Training will be evaluated by all participants whenever it is provided and updated if required to make the experience as effective as possible.

## INCIDENT REPORTING

### Reference: RCC Operating Guidance Memorandum Risk Management 02 INCIDENT REPORTING

Sound risk management actions in response to situations involving patrons, volunteers or staff require thorough documentation of the events and their contributing causes. RCC requires that any and all incidents with risk management implications must be documented using the applicable forms and protocols.

## HAZARDOUS SITUATIONS

If it is safe and practical to do so, staff shall first block access to hazardous areas or objects identified at RCC facilities. Once the hazardous area is blocked, staff shall either report the hazard to their supervisor or to the Fairfax County hazard reporting line (703-324-HZRD or online) if their supervisor or agency management are unavailable. Always provide as much information as possible when completing the form or when notifying a supervisor.

## EMPLOYEE INCIDENTS OR INJURIES

If an employee is injured in the course of performing their work, and the injury doesn't require any medical attention, they should complete the agency form that is applicable: Facility Incident form if no injury occurred – even if the situation is physical/medical; Injury form even if the employee has experienced an injury that requires no additional follow-up beyond minor First Aid.

If an employee becomes ill on the job, and the illness is not related in any way to their work, they should return home as quickly as is practicable. If the illness requires outside treatment, transport or emergency action, the situation should be documented as soon as possible. The employee and/or their supervisor (if the employee is transported to the hospital) should use the Facility Incident Form. If it is feasible, the affected employee should read and sign or initial the Facility Incident report form.

If an employee is injured in the course of performing their work and if the injury requires treatment beyond minor first aid, the employee and the employee's supervisor are responsible for following Fairfax County Government procedures with respect to worker's compensation. Employees must report any work-related accident resulting in injury, no matter how minor, to their supervisor within 24 hours of the incident. Supervisors should, in turn, contact the third-party claims administrator at 1-800-906-4461 to file a report within 24 hours. Additionally, supervisors are responsible for submitting a completed accident investigation form to RMD within 48 hours of the accident. If immediate care is required, employees may visit an urgent



care facility or emergency room. Otherwise, all medical care must come from a provider listed on the current [Authorized Physicians' Panel For Workers' Compensation](#). Copies are posted at each RCC facility in staff copy room areas.

The determination regarding required reporting to the Occupational Safety and Health Agency/Virginia Occupational Safety and Health (OSHA/VOSH) departments is made based on the outcome of the event. Specifically, if the injury event involves **in-patient hospitalization, amputation, loss of an eye, or death**, the agency is required to report to OSHA/VOSH.

#### DEFINITIONS:

**In-Patient Hospitalization:** OSHA defines in-patient hospitalization as a formal admission to the in-patient service of a hospital or clinic for care or treatment. Treatment in an Emergency Room only is not reportable.

**Amputation:** An amputation is the traumatic loss of all or part of a limb or other external body part. This would include fingertip amputations with or without bone loss; medical amputations resulting from irreparable damage; and amputations of body parts that have since been reattached. If and when there is a health care professional's diagnosis available, the employer should rely on that diagnosis.

If the incident requires reporting, be prepared to provide the agency name; names of employees affected; location and time of the incident; brief description of the incident; contact person(s) and a phone number. The report can be done in one of these three ways:

- Call the nearest OSHA office; the Northern Virginia Regional Office: 703-392-0900. You must speak with a person.
- Call the OSHA 24-hour hotline at 1-800-321-6742 (OSHA). You must speak with a person.
- Use the online form: [OSHA Serious Event Reporting](#).
- Notify all the following:
  - RCC Executive Director or their designee
  - Fairfax County Risk Manager: 703-324-3040 (After Hours: 571-214-7891).
  - Fairfax County Attorney: 703-324-2421.
  - Risk Management email at: [DOFRiskMgmt-LossPrevention@fairfaxcounty.gov](mailto:DOFRiskMgmt-LossPrevention@fairfaxcounty.gov).
- Document the time and date of any communications with OSHA/VOSH.
- Advise Risk Management who RCC's Points of Contact are.

More information can be found on the OSHA Reporting website.

If OSHA and/or VOSH personnel visit an RCC facility to perform an unannounced inspection, the individuals noted above must be contacted immediately. Inspectors may be asked to wait for a reasonable period of time to allow for RMD staff to arrive on site.

If, while performing their work, an employee damages or breaks RCC property, in an accidental or unintentional manner, and no one other than the employee is involved, the employee must do the following:

- Immediately report the occurrence to their supervisor via phone or email.
- Complete an RCC Incident Report Form.
- Assure that photographs are taken (if applicable) of the damage or breakage.
- Remove or assure removal of the affected property and its safe storage.
- Obtain retraining, if applicable, in the proper use/handling of the affected property/equipment.

Supervisors are responsible for follow-up to property or equipment damage to assure the following:

- Replacement or repair of the equipment or property
- Documentation if the equipment or property is part of the agency's accountable property or the agency Capital Project/Maintenance/Equipment Framework
- Retraining if needed to operate or use RCC equipment without incident.

#### PATRON INCIDENTS OR INJURIES

RCC uses incident report forms to document patron experiences of a negative nature. All employees are responsible for being familiar with and knowing the location of the Incident Report Form. Copies of the forms are available in the RCC Shared Drive, as well as in hard copy at each Customer Service Desk.

All negative patron experiences should be documented on the appropriate report by the employee who witnessed the event and/or to whom the event was reported. These experiences include but are not limited to:

- Injury of any kind.
- Report of theft or property damage while in RCC facilities or attending RCC programs.
- Report of violation of RCC's Code of Conduct by another patron or individual.
- Report of mistreatment by RCC staff, contractor or volunteer.

Any situation where a patron appears to be in physical distress should prompt one or more of the following responses:

- Call to 911 for assistance.
- Call to qualified RCC employees (First Aid Certified) to render assistance.
- Use of RCC First Aid kit if the distress is minor and easily treated with standard First Aid supplies; any employee (certified or not) may dispense supplies from the First Aid kit upon request.

Staff should work to isolate and/or protect from the public any evidentiary items until the Police Department is contacted and arrives at the scene. Staff are not to handle or move any potential evidence unless there is an imminent danger from not doing so.

Minor patrons (under 18 years old) who experience distress while under RCC supervision should be appropriately treated, and immediately as is practicable, their parent/responsible guardian must be alerted to the situation. The parent/guardian is required to sign the applicable form.

Patrons who experience theft or damage of property should be advised to have the police called if the property is valuable to provide a path to review of agency security camera footage. RCC does not provide patrons with access to security camera footage. Only Fairfax County Police may obtain and review such footage to investigate potential criminal activity.

All forms are to be completed with as full and complete detail as possible; where applicable, patrons should review and sign the relevant form. If needed, additional information should be provided as backup documents to the form.

#### INCIDENT REPORTS – ROUTING

All Incident Report Forms are to be provided to the Director of Finance/HR (original) who provides a copy to the applicable department head. If a minor is involved, the signature of their parent/guardian must be obtained and then a copy must be given to the parent/guardian.

All forms are to be initiated by the Director of Finance/HR and provided for review and initials to the Executive Director. The Executive Director returns the form to the Director of Finance/HR who is responsible for the retention of the agency's Incident/Injury Form for the applicable legal period. These files are maintained by the agency's HR Specialist.

#### LOST AND FOUND

**Reference:** RCC Operating Guidance Memorandum Risk Management 05 LOST AND FOUND

Reston Community Center provides short term storage of lost personal property as a courtesy but does not assume liability for such items or the condition in which they are either found or retrieved by the owner(s). It is the owner's responsibility to contact Reston Community Center to inquire about lost personal items. Items deemed valuable or sensitive are secured according to the guidelines outlined below.

#### GENERAL GUIDELINES

- Perishable items or items used in conjunction with bodily contact (e.g., food items, water bottles, towels) are discarded immediately, or secured in a sealed baggie to prevent contact with surfaces if the item is of potential high value (ear buds, hearing aids).
- Items estimated to be valued at or worth \$50 or more, and sensitive items, (e.g., wallets, jewelry, driver's license, cell phone, laptops, credit cards or cash) are logged and secured in a locked area. If identification is available, RCC Customer Relations staff will attempt to contact the owner.

- Items of clothing, regardless of value, may be discarded for sanitary purposes at the discretion of staff and are exempt from these accountability guidelines.
- All other non-valuable items (e.g., books, bags, toys) are stored in designated lost and found bins located at RCC Hunters Woods in the main storage room next to the copy room and at RCC Lake Anne in the facility maintenance room next to the storage cabinet. Those items are stored for one month, after which unclaimed cash is entered into RecTrac as miscellaneous income and other unclaimed items are given to charity or discarded. Unclaimed cash that is entered in RecTrac should also be noted in the log.

#### LOGGING AND DISPOSITION OF VALUABLE ITEMS

- Items valued at or above \$50 and sensitive items (e.g., wallets, jewelry, driver's license, cell phone, laptops, credit cards or cash) are logged and secured in the lower safe at either Hunters Woods or Lake Anne. The log is kept in the lower safe with the valuables.
- An email is sent to the Customer Relations Assistant Director detailing that an item has been found, logged and stored.
- The Customer Relations Assistant Director will make at least three attempts to contact the item's owner if there is sufficient information with which to make contact.
- Owners must provide a photo ID to claim valuable or sensitive items. The type of ID used is noted in the log.
- Credit, debit and gift cards are stored in the safe for 24 hours. If no contact information for the cardholder can be found, the Assistant Customer Relations Director (or backup) will contact the applicable bank to report the lost card. Following notification of the applicable bank or credit issuing agency, credit/debit and gift cards are destroyed by shredder.
- Unclaimed cash is entered into RecTrac as miscellaneous income and note of that is made in the log.
- All other valuable items are stored in the safe for 30 days, after which they are forwarded to the Property Division, Fairfax County Police Department for disposition. Staff should call the non-emergency number (703-691-2131) and ask for an officer to collect the found property.

#### OFFICE SAFETY

Although working in an office has comparatively fewer hazards as compared to field settings, it is imperative that employees who work in an office are aware of the potential hazards associated with their work environment. All supervisors will be responsible for ensuring that employees follow the guidelines set forth.

#### BACK INJURY PREVENTION

Proper lifting techniques are essential to back safety, as is proper planning. Sprains and strains are the most common causes of lower back pain. Most injuries are typically the result of improper lifting of heavy objects. It is imperative to know what is to be lifted and where it needs to be placed. In some instances, a hand truck

or cart must be used. Whenever possible, use mechanical help, help from a coworker or both. When using mechanical help, remember to push and not pull the device. Position yourself as close to the load as possible. Slide an object closer to your body prior to lifting and ensure you have adequate room for your hands and arms. Pay attention to objects that are adjacent and near the load.

When lowering an object, allow as much room as possible. If an item must be moved, it can be done after it is set down. Look at the path of travel that must be taken and remove any tripping hazards. Ensure lighting is sufficient.

Back injuries are typically avoidable if the correct lifting choices are made. Most back injuries can be attributed to one of the following causes: *improper lifting techniques, improper posture, poor physical conditioning and unhealthy work habits.*

Practice the following techniques when lifting items:

- Plan the lift
- Stand with feet apart to maintain balance
- Squat down by bending knees and get as close to the load as possible
- Obtain a good grip on the object
- Lift with the legs, not the back
- Center the weight over the feet
- Avoid twisting

Consider that not all injuries are the result of a sudden trauma, some are cumulative where a repeated minor injury flares up or continued heavy lifting in the same position has caused pain, or when working in the same position for a long period.

## ERGONOMICS

Ergonomics basically means fitting the workstation or task to the worker by modifying or redesigning the job, task, workstation or environment. An employee's well-being can be greatly impacted by workplace design as there are many problems that can result from an ergonomically incorrect workstation. Common issues arise due to neck, shoulder and back pain. Other concerns include problems with the eyes, arms and hands.

By designing ergonomically, some of the stress that is placed on the body is lessened. The use of computers places stress on the body in the eyes, hands, neck, back, head and shoulders. Working at a computer workstation causes the body to move in uncommon motions and places strain on the eyes when glare from light is reflected off the screen. Computer monitors should be positioned away from windows and direct lighting to remove glare.

Some common characteristics with using computers have been identified and associated with increased risk of musculoskeletal problems. Considerations should include:

- Design of the workstation
- Nature of the work being performed
- Repetitiveness of the job
- Amount of restrictions placed on the body

- Pace of work
- Work and rest schedules
- Attributes of individual workers

Maintaining the body in a relaxed and neutral position is the key to a comfortable work area.

#### **Workstation Design**

Workstations should allow the employee to have the maximum ability to adjust sitting position, arm and shoulder position and height of work surfaces. An employee's work area should also allow the operator to reach, use and view the screen, keyboard and documents easily. Employees must receive guidance from supervisors for beneficial adjustments to ensure the equipment, workspace and work methods are an appropriate match. Adjustability of equipment to fit an individual's need is crucial to a workstation's design. Here are a few other guidelines to reduce fatigue:

#### **Posture Support**

The chair that is at the workstation should provide for a comfortable posture that allows for some alterations while in the sitting position. Chair height as well as the angle of the backrest should adjust easily. For some individuals, a footrest may be necessary.

#### **Arms**

When the keyboard is in use, the user's upper arms and forearms should form a right angle. Hands should be in a relatively straight position with the forearm. Extraordinarily elevated reaches are discouraged. Armrest should only be used for support on a periodic basis.

#### **Legs and Feet**

To allow for blood to circulate freely in the legs and feet while sitting, the chair should be adjusted so that the knees are bent to about 90 degrees and the thighs are roughly horizontal to the floor. There should be space approximately the width of a clenched fist between the back of the knee and the front of the chair. Additionally, the feet should be able to rest comfortably on the floor or a footrest.

#### **Work Surface**

The surface area should match the tasks that are to be performed. It should allow enough room for any books and equipment while also permitting different positions of the computer screen and keyboard.

#### **Eyes and Screen**

The top display line on the screen should not be higher than the individual's eyes. To avoid constantly changing focus, when a document holder is used, it should be the same distance from the eyes as the screen.

### **HOUSEKEEPING AND MATERIAL STORAGE**

Housekeeping is an essential component of an office safety program as it deals with office material storage, good organization and the prevention of fire and personal injury hazards. Supervisors must ensure that they address common housekeeping issues including material storage, trash removal and recycling.

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Storage should be established and maintained for the safety and convenience of staff members. Shelf storage is encouraged for office supplies. Paper products, flammable materials and combustibles should not be stored near HVAC closets, electrical rooms or other potential flammable areas. Additionally, materials must not be stored within three (3) feet of exits or emergency equipment, such as fire extinguishers, within 18 inches of ceilings or sprinkler heads, or on bare floors or blocking any aisles.

Materials should also be stored near areas in which they will be used. An example would be storing paper near or in copy rooms. Supervisors must ensure employees are trained and aware of proper lifting and storing procedures.

Having a neat and well-lit storage area will help to prevent serious injuries. Training and inspections of work and storage areas will help to ensure safe material handling and storage practices are maintained. All work areas should be kept as clean and neat as work allows but must be kept free of debris, trash, spills and other materials which could create a hazard or cause an accident.

Some examples of good housekeeping practices include the following:

- Floors, aisles and exits should be kept clear of obstructions that extend into walkways or have the potential to do so.
- Stairwells should be kept clear at all times. Storage of boxes, files and other materials in stairwells and landings is prohibited.
- Employees should pick up dropped pens, paper clips, or other supplies that can cause slips, trips or falls.
- Spills should be wiped up immediately.
- For common areas that are cluttered with trash, contact the Facility Services Director.
- Report any defective flooring (uneven, torn carpet, chipped tile, etc.) to Facility Services or appropriate personnel for correction.
- Avoid overfilling wastebaskets.
- Work areas should be kept reasonably clean.
- Any sharp and pointed tools, such as pencils, push pins, and scissors, must be used appropriately and stored in a safe manner.
- File drawers and desk drawers should be closed when not in use. Only one file or desk drawer should be opened at a time.
- Heavier files should be stored in the bottom drawers of filing cabinets.
- Blades on paper cutters should never be left in the opened position. Lower the blade after each cut.

#### **Ladders and Chairs**

Many injuries can occur because of improper use of chairs or ladders. Injuries may occur when employees use furniture, such as a chair, to access something at a higher level. Chairs are not meant for climbing, just as ladders are not meant to be used for sitting. Use these accident prevention techniques to help avoid an injury from using a chair or ladder:

- Never lean back on a chair farther than it is intended to go and never put your feet up and lean back. By doing either one, the chair may slide out of place resulting in a fall.
- Never use a chair to stand.

- Always inspect a ladder before using and look closely at the side rails and rungs.
- Avoid overreaching or leaning out on a ladder--move the ladder instead.
- Never stand on the very top or the top step of a step ladder (the manufacturer should have a "Danger" sticker indicating this.)

## SLIPS, TRIPS AND FALLS

Some of the leading causes of injuries in any workplace are slips, trips and falls. Easy actions such as good housekeeping and awareness of surroundings can help minimize the chances of injuries due to these types of hazards. The following information can be used to avoid office incidents:

- Elevated surfaces can cause fall hazards. Avoid unsafe practices such as standing on chairs or improper use of ladders. Be careful going down or up stairways.
- Walking on level surfaces can be a tripping hazard when employees are unaware of the surroundings—curbs, items on the floor and other protrusions might be present.
- Slip and trip hazards can occur in parking lots and garages where curbs, oil, holes and gravel can be present.
- Damaged flooring, carpeting, tile and other surfaces that are uneven or in otherwise poor condition should be reported to the Facility Services Director as quickly as possible.
- Employees should be cautious walking on newly cleaned or reconditioned floors.
- Suitable footwear for walking or working surfaces is encouraged.
- Pay attention to cords and wires as well as any other hazards that may cause tripping. They should be kept off the floors and out of walkways.
- Materials such as wastebaskets should be kept out of aisles and other walkways.
- Improvised platforms (chairs, tables) should not be used to reach overhead objects or areas.
- Ladders and step stools must be well constructed and have non-skid bases.
- Do not enter dark rooms or other areas without lighting since lack of visibility can conceal hazards.
- Avoid carrying loads that block vision.
- Tripping hazards can exist from electrical cords, chairs, papers, boxes and other items when left in walkways.
- Wet surfaces cause slip hazards; clean up spills as soon as they are noticed.
- Falls can occur while ascending or descending ladders, handrails (or rungs) should be used for support.
- Falls from damaged or improper ladders.
- Running or reading while walking can increase the chance of tripping or striking an object or another person.
- Use handrails in stairwells.
- Do not stand and talk in front of closed doors.



## OFFICE ATTIRE: SAFETY CONSIDERATIONS

Wearing comfortable clothing that best fits the job task and working environment reduces the potential for injury. An example would be avoiding ties or loose sleeves when working around equipment that has rotating parts, such as a paper shredder.

When the potential for any material handling is planned, avoid wearing open-toed shoes or sandals. Comfortable footwear with a good sole to reduce back and leg strain can help to prevent back and leg fatigue, especially when standing for long periods of time. By wearing appropriate footwear, slip and fall hazards can be reduced.

Specific work areas and positions at Reston Community Center may require further clothing or shoe requirements.

## SAFETY TRAINING

Various departments of Fairfax County Government offer training to employees on different safety topics throughout the year. Mandated annual safety trainings are assigned to staff through the RCC training ladder based on their position. Staff may also seek and register for additional safety trainings in EmployeeU.

## SECURITY

**Reference: RCC Operating Guidance Memorandum Risk Management 04 SECURITY RCC GENERAL GUIDELINES**

RCC facilities are open to the public and offer the public opportunities to participate in programs, drop into offerings or simply gather or relax. Because the facilities are public in nature, these general guidelines are provided to assure that there is awareness on the part of RCC employees about precautions and/or actions to take to support the Fairfax County Government Security Program.

The aim of that program is "to safeguard the public and individuals from risk. RCC employees are expected to help prevent harm to individuals, avoid business interruptions, and to help prevent loss or misuse of County property and information due to theft, vandalism, violence, illegal or disruptive activities by employees, visitors or vendors, and/or other criminal acts against County facilities, operations, and citizens." RCC provides its employees general guidance on addressing security in RCC Hunters Woods and RCC Lake Anne as well as in the conduct of RCC programs in other locations.

### GENERAL GUIDELINES

- Employees are expected to safeguard their equipment and tools by handling them with care and securing them when not in use.
- Employees with responsibility for opening and closing RCC facilities or specific areas of RCC facilities are expected to follow the guidance provided in their respective cost center manuals.

- RCC offices should be locked at any time when there are few or no employees present to provide security or oversight of the area.
- Doors to all meeting rooms, storage areas and program areas (studios, labs, etc.) must be locked when the space is not in use for a class, activity, performance, open lab or rental, or unless the door functions as an emergency exit.
- Employees are expected to be cognizant of their personal belongings and to take measures to keep those belongings secured and out of sight or reach of the public.
- Staff and volunteers are to be provided with areas where their belongings can be secured if needed, or to be counseled to secure their personal belongings in their vehicles if they are working an offsite event.
- Patrons or employees who experience an incident involving harm to their person, loss of property, and/or damage to property, are required to report and complete a documentation report describing the incident.
- Employees are responsible for being familiar with the Fairfax County Security Program and its requirements.

#### FACILITY AND/OR SITE SECURITY EXPECTATIONS

- RCC utilizes the Fairfax County Government resources for providing facility security, including but not limited to, the Fairfax County Police Department, Fairfax County Fire and Rescue Department, and contracted security vendors.
- The RCC Facility Services Director is the agency point-of-contact for security issues and coordinates that responsibility with the agency risk management point-of-contact.
- All RCC merit system employees are required to obtain the training required by the agency Training Ladder and Fairfax County Government upon hiring.
- All RCC merit and exempt service employees who are provided external or internal keys or entry prox cards to RCC facilities are required to safeguard those against loss, use them solely according to the requirements of their positions, and turn in such keys and/or prox cards as a function of their departure from employment with RCC.
- RCC employees should always maintain situational awareness and should never be alone in areas of RCC facilities that may present a risk to their person or belongings.
- RCC employees are required to park their vehicles in public parking lot areas that are lit and easily accessible to the public. Employees should not park in rear or isolated areas near RCC buildings.
- Employees are required to file the same paperwork for incidents or accidents at offsite locations as they may be required to complete for incidents or accidents at RCC facilities.
- Employees are required to report any unsafe or unsecure situation to the Facility Services Team if not in immediate danger or to the police if the situation warrants.

- RCC facilities include security cameras and any footage those cameras contain (whether from inside or outside RCC buildings) should be used only to assist the police in any investigations and/or to assist the Facility Services team in discovering how a security issue arose and may be addressed. Due to patron privacy concerns, cameras inside the natatorium do not record footage; they are intended for real-time viewing by Aquatics staff. Use of personal recording devices by RCC patrons is prohibited in the Terry L. Smith Aquatics Center, as well as in the CenterStage during Professional Touring Artist Series performances.
- Should the police be needed and called to assist RCC in security issues, RCC employees are expected to provide cooperation. Employees should not move, remove, touch or otherwise interfere with any potential evidence that may be needed to assess criminal responsibility.
- RCC employees who observe or become aware of property damage or vandalism to RCC property or buildings are to report the incident and document the circumstances to the greatest possible degree prior to removing items that may be dangerous to leave unsecured. No action should be taken if police request that the objects be left in place; in such events, employees should take steps to cordon off the affected area and prevent the public from accessing it.

#### SECURITY GUARD SERVICES

- RCC utilizes contract security guard coverage at RCC Hunters Woods each evening and at RCC Lake Anne on weekend evenings, as well as for special events that have security requirements. All requests for security should be routed through RCC's Facility Operations Manager.

#### IMPLEMENTATION OF SECURITY MEASURES, TRAINING AND/OR PROGRAM ELEMENTS

- RCC's Risk Manager and Security points-of-contact, with the support of the Deputy Director and Executive Director, shall assure that new training, measures or other Fairfax County Government Security Program efforts are implemented.
- RCC's Facility Operations Manager serves as the agency's liaison to the Fairfax County Police Department and the County's contract security provider.
- All staff are authorized to:
  - Call or text 911 to alert law enforcement or first responders of an emergency.
  - Call the non-emergency phone number (703-691-2131) for non-emergency inquiries.
- RCC employees shall be required to attend and complete all mandatory security training.

GENERAL REFERENCE: Fairfax County General Security Plan

## USE OF FAIRFAX COUNTY GOVERNMENT/RESTON COMMUNITY CENTER PROPERTY

### Reference: Fairfax County Standards of Conduct

Fairfax County's standards of conduct explicitly states that employees are prohibited from using County data, facilities, equipment, property or employees for other than officially approved activities, except as permitted under County policy or procedure. Accordingly, the following guidelines are in place:

- No RCC employee or appointed official may use Fairfax County property for personal use at any time except in cases where the facility has been rented for such. For this protocol, property is defined as, but not limited to, buildings, vehicles, facilities, grounds, tools, building materials, electronic equipment, recreational and rental equipment and/or related personnel services. Because safety and liability are of chief concern, all property will be used or operated in a fashion consistent with Fairfax County and/or RCC established safety rules and regulations. Instructions on safe and proper use are available.
- County equipment, such as telephones, postage, and copier machines, is intended for business purposes. An employee may use this equipment for non-business purposes in an emergency and only with the permission of his or her supervisor. Personal usage, in an emergency, of these or other equipment that results in a charge to the agency should be reported immediately to your direct supervisor.
- Immediately report any loss, damage, or theft of County property.
- Negligence in the care and use of County property may be considered grounds for discipline, up to and including termination.
- The use of agency property in violation of this guidance may result in punitive measures such as disciplinary procedures, including termination or revocation of privileges.

## VEHICLE USE

Many RCC employees spend time driving as part of their official duties, particularly employees engaged in the delivery of offsite programming at various locations around the community. This may involve personal vehicles, rental vehicles or RCC's program delivery van (scheduled for delivery in 2025.) Safe operation of motor vehicles is paramount.

## ACCIDENT REPORTING

RCC's program delivery van is equipped with a **Vehicle Accident Report Kit**. The kit includes:

- Fairfax County Government Vehicle Accident Report Form
- Copy of the Vehicle Accident Reporting Procedures SOP
- Emergency and Informational Telephone Number Listing
- Witness Card

In the event an employee is in a vehicle collision, the employee should adhere to the following:

- Contact the police in the jurisdiction where the collision occurred.
- Immediately contact your supervisor if able.
- Seek medical treatment, if needed.
- Protect the area by setting out warning devices or flares.
- Have any witnesses complete the witness form.
- DO NOT accept blame for the accident. Do not discuss facts with anyone except the police, your manager/supervisor, Risk Management Division (RMD) or the County's claim service company.
- Complete the Vehicle Accident Report Form and submit it to the Supervisor, Risk Manager, Executive Director, and [DOFRiskManagement@FairfaxCounty.gov](mailto:DOFRiskManagement@FairfaxCounty.gov) within 24 hours
- A prompt investigation must be completed, with assistance from the involved employee, by their immediate supervisor to establish the cause of the incident. That should include:
  - Cause (answer who, what, why, where, when and how)
  - If the employee could have prevented the collision (if so, how)
  - Statement of corrective actions taken to prevent reoccurrence
  - Reports must be forwarded to the Executive Director, Vehicle Coordinator and RMD.
- If an employee is injured while driving on official county business, the employee must complete and submit the "Employee Notice of Job-Related Injury/Illnesses." The employee's supervisor must complete and submit the "Supervisors Accident Investigation Report." The "Medical Status Report" shall be completed as soon as all the information is gathered. Detailed vehicle accident and worker's compensation claims reporting procedures are outlined in the Incident Reporting section of this manual.
- All vehicle collisions and accidents, regardless of severity, must be reported to the employee's supervisor as soon as feasible after the incident. All accidents shall be reviewed by the employee's supervisor(s) to determine the cause and whether the incidents were preventable. Understanding the root causes of vehicle accidents, regardless of fault, forms the basis for preventing future occurrences.

## DRIVING RECORD REVIEW

The purpose of this policy is to promote the safety of employees and the public in conjunction with reducing the County's exposure to financial loss regarding employees driving on behalf of the County by ensuring that an annual review of driving record transcripts is conducted for all RCC employees who drive a vehicle as part of their job duties. This Policy includes those employees who operate or have the potential to operate a County vehicle and those who drive their personal vehicle on behalf of the County.

At the time of hire, anniversary, and at any other time deemed appropriate, RMD will obtain a driving record report for employees. For new employees, this form will be included with their hiring paperwork. The authorized Employee Driving Record Transcripts Form must be submitted by the agency and provided to RMD who will obtain and review transcripts to identify and determine if the employee is currently licensed by the state, and if the transcript shows a pattern of unsafe driving such as excessive demerit points, DWI/DUI, reckless driving, and/or speeding convictions that might affect the employee's eligibility to operate a vehicle on behalf of the County. RMD shall advise the agency of the findings and their determination.

Employees with six (6) or more demerit points shall receive, from the RCC Executive Director, an advisory memorandum. This will alert the employee and supervisor that accrual of additional demerit points, during a

one-year period, could result in the suspension of the employee's license and the privilege to operate a vehicle on behalf of the County.

Upon the suspension or revocation of an employee's license by any Court or any department of motor vehicles (DMV) or its equivalent, the privilege of the employee to operate a County vehicle or drive a personal vehicle on behalf of the County shall be immediately suspended. Such suspension shall last for the duration of the suspension or revocation that was outlined by the Court, DMV or equivalent. A restricted license will be evaluated on a case-by-case basis by RCC's Executive Director.

If an employee's license is suspended or revoked, at the RCC Executive Director's discretion, one of the following actions will be taken:

- Immediately reassign the affected employee to a non-driving position within the department,
- Immediately relieve the affected employee of the duties and responsibilities of his or her position which require the operation of a vehicle, or
- Dismiss the affected employee if reassignment to another position or relief of the duties and responsibilities requiring the operation of a vehicle cannot be accommodated either within the department or another County agency.

## INSURANCE

All County owned vehicles are either self-insured or covered by commercial insurance. The County does not provide insurance coverage for employees who drive their personal vehicles while conducting County-related business. You will need to report any accidents involving your personal vehicle to your insurance carrier. The County's self-insurance coverage will apply only when damages have exceeded the limits of the employee's personal auto insurance policy.

## MAINTENANCE

County vehicles shall be maintained and serviced on a regular schedule. Maintenance will be provided by the Department of Vehicle Services (DVS) at specific intervals consistent with the manufacturer's recommendations and County requirements. At a minimum, DVS will perform an annual inspection of each vehicle with documentation that is placed in each vehicle's file.

Employees should perform a spot check of their vehicle each day before operating it to identify any potential problems such as checking for damage to the vehicle, leaks under the vehicle and for low/flat tires.

## SEAT BELTS

All employees must wear seat belts whenever operating or riding in a County vehicle or any other vehicle on County premises or on County business. Seat belts are the single most effective means of reducing deaths and serious injuries in traffic collisions. During a crash, anyone not wearing a seat belt may strike the steering wheel, windshield, or other parts of the vehicle interior, or be ejected from the vehicle.

#### SECURING MATERIALS IN VEHICLES

Equipment, materials and tools in vehicles should be secured to prevent unsafe movement. During collisions or when making sudden movements, loose objects can slide or become airborne, potentially injuring the driver or a passenger.

#### ALCOHOL AND DRUG USE

RCC has a vital interest in maintaining a safe and efficient work environment for its employees. The consumption of alcohol or use of illegal drugs during duty hours is strictly prohibited. Employees are prohibited from operating a County owned or non-owned (personal or rented) vehicle while conducting County business under the influence of intoxicants.

#### DISTRACTED DRIVING

With tight agendas and roadway delays, many employees may feel compelled to multitask to keep up with their personal and work-related tasks. Safe driving is the primary responsibility when operating a vehicle. Distracted driving will not be tolerated. Some activities that drivers may engage in that are distracting include:

- Cell phone use
- Adjusting radio or climate controls
- Looking at a GPS or map
- Using ear buds
- Grooming

Employees shall not engage in driving if feeling fatigued.

## REFERENCES

### Listed in Alphabetical Order

#### Exposure Reporting Form: Other Than Bloodborne Pathogens

[Post\\_Exposure\\_Form.pdf \(sharepoint.com\)](#)

#### Fairfax County Security Program

<https://fairfaxcounty.sharepoint.com/sites/DEMS/SitePages/County-Security.aspx>

#### Online Safety Data Sheets e-Notebook

eBinder | Chemical Management (ehs.com)

#### OSHA General Industry Guidelines

<https://www.osha.gov/general-industry>

#### Risk Management Division

<https://fairfaxcounty.sharepoint.com/sites/DOF/RMD>

<https://www.fairfaxcounty.gov/finance/RiskManagement> (public site)

Department of Finance - Risk Management Division (sharepoint.com) (policy statements)

#### Workers Compensation

[https://fairfaxcounty.sharepoint.com/sites/DOF/RMD/SitePages/Claims\\_WC.aspx](https://fairfaxcounty.sharepoint.com/sites/DOF/RMD/SitePages/Claims_WC.aspx)

#### WorkSafe Fairfax

<https://fairfaxcounty.sharepoint.com/sites/DOF/RMD/SitePages/WorkSafe.aspx>

#### Virginia Occupational Safety and Health Program

[https://doli.virginia.gov/virginia\\_occupational\\_safety\\_health\\_program/](https://doli.virginia.gov/virginia_occupational_safety_health_program/)

#### Vehicle Accident Reporting

[https://fairfaxcounty.sharepoint.com/sites/DOF/RMD/SitePages/Claims\\_Vehicle\\_Accident.aspx](https://fairfaxcounty.sharepoint.com/sites/DOF/RMD/SitePages/Claims_Vehicle_Accident.aspx)

#### DVS Accident Report Forms

<https://fairfaxcounty.sharepoint.com/sites/DVS/Agency%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FDVS%2FAgency%20Documents%2FComplete%20Vehicle%20Accident%20Report%2Epdf&parent=%2Fsites%2FDVS%2FAgency%20Documents>