

Board of Governors Candidate Handbook

Preference Poll 2025



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Candidate General Information

The Reston Community Center (RCC) Preference Poll is an annual community event to select three members to serve on the Reston Community Center Board of Governors. Online and mail-in balloting options are available. Walk-in voting will be conducted at RCC Hunters Woods and RCC Lake Anne. To increase participation in the Preference Poll and to assure the integrity of online and mailed balloting, the RCC Memorandum of Understanding (MOU) was changed with approval by the Fairfax County Board of Supervisors in June 2009 to allow for one vote per residential and commercial property. Those participating in the Preference Poll will receive unique voter credentials from an independent agency to vote online and/or to be verified by said agency which functions as RCC's Counting Agent, if the ballot is mailed to their address. Ballots dropped in the ballot boxes placed at both RCC locations will be entered in the independent online system by representatives of the League of Women Voters.

Why become a candidate?

In 1975, Reston residents voted in a general referendum to establish a small tax district to fund the building and operation of Reston Community Center. Bonds, in the amount of \$2.6 million, were sold to finance the construction of the Center. Today, a special tax equals \$0.047 per \$100 of property value is assessed on all residential and commercial property within the district. For example, the owner of a property worth \$500,000 pays \$235 annually to fund the programs, services and facilities of RCC. This tax assessment enables RCC to continue to address the community's recreational, leisure and cultural needs and aspirations.

The Fairfax County Board of Supervisors established the RCC Board of Governors to represent the interests of Small District 5 in the oversight of Reston Community Center. Board members serve as community volunteers. Board appointments are made by the Fairfax County Board of Supervisors after residents of Small District 5 have made their preferences known in the annual poll. Board members work together to establish the overall policy for RCC and oversee its programs, fiscal oversight and facilities' operations. Board members also represent RCC at social, recreational, cultural and educational activities throughout the small tax district.

How do I become a candidate?

If you are interested in becoming a candidate for one of the vacancies on the Board and are a resident of Small District 5, 18 years or older, please complete a Statement of Candidacy and return it to RCC Hunters Woods **by August 15, 2025, no later than 5:00 p.m.** to:

Preference Poll Committee Chair
Reston Community Center
2310 Colts Neck Rd. Reston, VA 20191
ATTN: Kathryn Kovacs

The Statement of Candidacy forms are on pages 5 and 6 of this Candidate Handbook and are available online at www.restoncommunitycenter.com.

When will the Preference Poll be conducted?

Preference Poll voting will be available online and via mail beginning September 5 through September 26. Voters may deposit their completed ballots into secured boxes at either RCC facility.

Only one vote per address is counted and the first vote received is the vote counted. Mailed-in ballots must be received no later than 5:00 p.m. on September 25; walk-in and online ballots must be received no later than 5:00 p.m. on September 26. The 2025 Preference Poll schedule is as follows:

August 2025

- 1 Candidacy filing begins.
- 15 Candidacy filing closes at 5:00 p.m.
- 15 Photo/Candidate Orientation at 6:00 p.m.

September 2025

- 2 Candidate Forum at 6:30 p.m.
- 5 Online/Mail-in balloting begins.
- 25 Mail-in ballots must be received by 5:00 p.m.
- 26 Walk-in and online balloting closes at 5:00 p.m.

An appointment to the Board is made at the Board of Supervisors meeting that follows the closing of the Preference Poll. An orientation is conducted with the Hunter Mill District Supervisor in the month of November for the newly constituted board.

What are the next steps?

All interested residents of Small District 5 are encouraged to:

- Complete and return the Statement of Candidacy Form to the address noted on the previous page.
- Review the RCC Preference Poll “Frequently Asked Questions.”
- Review the RCC Preference Poll Policies as described in this Candidate Handbook.
- Visit the Reston Community Center facilities at Hunters Woods and Lake Anne.
- Attend the Candidate Orientation on August 15 at 6:00 p.m. Candidates may submit a headshot that meets RCC Media specifications or have their picture taken at the Forum for the ballot.
- Participate in the Candidate Forum on September 2 at 6:30 p.m. (open to the public and recorded for internet broadcast through RCC’s YouTube channel).
- Cast your vote in the Preference Poll.

Candidate Campaigning Restrictions and Information about Ballots

The RCC Preference Poll is conducted in a manner that is consistent with Virginia Election Law. Accordingly, no campaigning, electioneering or display of campaign material may occur within 40 feet of either RCC facility or the perimeter of any RCC program. Candidates and their supporters must observe this distance restriction in their campaign activities. Activities that fall under this prohibition include urging people to vote for the candidate or asking people if they have voted yet. Candidates are respectfully requested to defer responses to questions from patrons to a place outside RCC buildings and/or its programs for more discussion. Candidates may cite the Preference Poll Candidate Campaigning Procedures to explain their constraints.

Campaigning Procedures

1. Candidates may not campaign during RCC programs, on RCC premises or at RCC sponsored or co-sponsored events.
2. Candidate literature may not be distributed at RCC locations or activities.
3. Candidates will remain at a distance of 40 feet if they conduct campaign activities within sight of RCC facilities or RCC program or activity sites.
4. Candidates may prepare campaign literature but may not use RCC resources to do so.
5. Candidates should always conduct themselves mindful that the Preference Poll is a means to obtain the views of the community and is not an election per se.

Voting Procedures

RCC will mail ballots and instructions for online, mail or walk-in voting to all Small District 5 residential and commercial addresses. Individuals who do not receive a ballot but reside at a qualified address may obtain one by visiting RCC Hunters Woods or RCC Lake Anne. Customer Service staff will verify the address and issue a ballot upon presentation of photo identification that includes the eligible address.

Note that ballots issued provisionally in this manner must be completed and deposited in the ballot box onsite; they may not be mailed or voted online.

Voters may use one of these methods to participate:

- **VOTE ONLINE:** Visit the RCC website, www.restoncommunitycenter.com and locate the Preference Poll voting icon, proceed to the login screen for the 2025 Preference Poll. There you will need to enter your **USERID** and **PIN** (located in the box at the top right of your ballot) to proceed to the information about the candidates and to vote. Online voting ends at 5:00 p.m. on Friday, September 26, 2025. If you need assistance, please call RCC's Customer Information Desk at 703-476-4500, press 8, Monday – Friday, between 10:00 a.m. and 4:00 p.m.
- **VOTE BY MAIL:** Voters fill out the ballot and mail it using the enclosed pre-addressed envelope. **Be sure to add postage to the envelope before mailing.** Mailed ballots must be received by 5:00 p.m. on Thursday, September 25, 2025.
- **VOTE IN PERSON:** Voters bring the ballot to RCC Hunters Woods or RCC Lake Anne and deposit it in a ballot box; ballots left in lobbies or on countertops **will not be counted**. Ballots will be accepted until 5:00 p.m. on Friday, September 26, 2025. It is important to remember that ballots **must be placed in the ballot boxes by the voter**; ballots that are left on the counter at either RCC location will be destroyed. RCC employees may **not** take ballots from patrons; patrons **must place the ballots in the ballot boxes themselves**. Ballot boxes will be placed in the lobbies of RCC facilities beginning at 9:00 a.m. each day to closing during the Preference Poll cycle of voting.

Statement of Candidacy General Information

Candidacy Filing:

All candidates must complete a Statement of Candidacy Form and return it by **August 15**, no later than 5:00 p.m. to:

Preference Poll Committee Chair
Reston Community Center
2310 Colts Neck Rd.
Reston, Virginia 20191
Attn: Kathryn Kovacs

Filed Statements may be sent by mail, hand delivered or emailed to Kathryn.Kovacs@fairfaxcounty.gov.

Residency/age requirements:

Candidates must be residents of Small District 5 and at least 18 years of age. Residency will be verified through Small District 5 property tax records.

Photos:

RCC requests candidate photos for publicity. Candidates may submit their own photo or be photographed at the Candidate Orientation at RCC Hunters Woods on August 15. Candidacy filing statements submitted without a photo by the close of the Candidate Orientation session will be publicized without a photo. Printing schedules require that all materials for the printed ballot must be complete by the end of the Candidate Orientation.

Candidate Forum:

A Candidate Forum will be held on September 2 at 6:30 p.m. at RCC Hunters Woods. It will also be recorded for RCC's YouTube channel. The forum will provide candidates with an opportunity to state their interests, answer questions and increase voter awareness about their candidacy. Candidates are permitted to bring written notes for their presentations to the Candidate Forum; no other materials will be permitted. The press is invited to attend.

Further information:

Kathryn Kovacs: call 703-390-6178 or email Kathryn.Kovacs@fairfaxcounty.gov

Statement of Candidacy Form

RCC Board of Governors

Preference Poll 2025

All candidates must complete both Part 1 and Part 2 of the Preference Poll Candidacy Form. This form is also available online at www.restoncommunitycenter.com.

Please sign and return your completed form by August 15, 2025, no later than 5:00 p.m. to:

Preference Poll Committee Chair
Reston Community Center
2310 Colts Neck Rd.
Reston, VA 20191
Attn: Kathryn.Kovacs@fairfaxcounty.gov

Part 1: Personal Information

Name _____

Home Address _____

City/State/Zip _____

Primary Phone _____

Part 2: Statement of Candidacy

Please respond to Questions A and B on the following page. The questions and your responses will be used **exactly as written** to publicize your candidacy for the Board of Governors. You may respond by attaching a signed hard copy document or by emailing a **signed** PDF of your statement to Kathryn Kovacs, Reston Community Center.

Email: Kathryn.Kovacs@fairfaxcounty.gov

Regardless of which way you submit your Candidacy Statement, please provide your responses in a typed format and:

- ☐ **Double-check your grammar and spelling.** Reston Community Center will not make any changes to your submission.
- ☐ **Do not exceed the word count limits.** Statements exceeding the word count limit will end at the point in the statement where it reaches the limit.
- ☐ **Be sure to sign at the bottom of the form.**

STATEMENT OF CANDIDACY:

Question A: What previous experience or participation in civic activities would you bring to the RCC Board? [Do not exceed 100 words.]

Question B: How would your leadership enhance RCC's efforts to bring the community together by providing opportunities for enriching leisure experiences and connections that reach out to all to foster inclusiveness and a sense of belonging? [Do not exceed 150 words.]

Candidate Signature: _____

Frequently Asked Questions about RCC

1. *When did RCC open its doors?*

Reston Community Center officially opened its doors in May 1979. However, it also proudly counts in its history the "sweat years" – the six years prior to the opening during which a small group of Restonians, led by Jim Allred, rallied support for the idea and made this dream a reality.

2. *What mechanism established RCC?*

Restonians petitioned the Fairfax County Board of Supervisors for a referendum on bond sales to finance the Community Center, using a small single purpose tax district as the means. The referendum passed by more than a 2 to 1 majority, creating Small District 5. Bonds were sold to finance the \$2.6 million construction of the Center, and the tax rate was established to pay off the bonds and continue support to RCC facilities, programs, operations and services for the community.

3. *Aren't Reston and Small District 5 synonymous?*

Not quite. RCC serves the entire tax district which is largely congruent with Master Plan Reston. Except for several hundred residential property addresses at Reston's perimeters, Small District 5 encompasses residential and commercial property addresses in 20190, 20191 and 20194 zip codes.

4. *Who runs RCC?*

The day-to-day operations are managed by the Executive Director who supervises the RCC staff of (up to) 50 Fairfax County merit employees and more than 200 seasonal employees.

The Board of Governors supervises the Executive Director position. The Board provides fiscal oversight and strategic planning. It does not become involved in daily operations or routine matters but rather concentrates on broader policy and fiscal issues.

5. *Isn't RCC just an indoor pool and theatre?*

RCC was founded on the principle of inclusiveness – the desire to make every resident feel welcome and part of Reston and its community "center." Reston Community Center is not just comprised of facilities (at Hunters Woods and Lake Anne locations). It is dedicated to bringing people together from all over the community in a variety of programs, activities, events and venues. This year alone, RCC will schedule more than 2,000 programs, classes, trips and workshops, present a 20-plus-event professional touring artist season in The Leila Gordon Theatre, host performances by Reston's community arts organizations and provide rental space for private events that will draw tens of thousands of patrons to the facilities at Hunters Woods and Lake Anne Village Centers. Additionally, RCC will continue to present and sponsor such popular community events as our award-winning Reston Multicultural Festival, the Reston Dr. Martin Luther King Jr. Birthday Celebration, the Thanksgiving Drive and the Tephra Fine Arts Festival. RCC is "enriching lives and building community" for all of Reston.

6. *Who pays for all this?*

All property owners – residential and commercial – within Small District 5 fund RCC and its operations through the Small District 5 property tax. The current tax rate is \$0.047 per \$100 of assessed value of property.

While most of RCC's income comes from property taxes, the agency also earns investment income on its funds and receives some income from admission charges, room rental fees and program fees. Occasionally, RCC receives donations or monetary gifts as well.

7. *What is the annual budget of RCC?*

The RCC budget is created based on annual estimates for revenues and expenditures. There are three types of revenue: taxes, interest (investment income) and operating revenue from RCC's various services and programs. As described in the agency's Fiscal Year 2025 (FY25) Carryover Submission, RCC spent \$11,502,357, of which \$6,773,544 was spent on personnel and \$3,569,708 was spent in operating categories. The beginning FY25 balance of the agency's fund reserves was \$8,823,216. Revenue totaling \$11,926,933 was achieved from taxes, interest (investment income), services and program fees. Per the Carryover Submission, the agency anticipates reserves of \$9,247,791 entering FY26. The FY25 agency obligations that are carried over to FY26 are fully funded.

8. *Where is the money?*

Except for a petty cash fund maintained by RCC staff, Fairfax County keeps RCC funds in accounts in various financial institutions, where the money is commingled with other County funds. Nevertheless, RCC's portion of those funds can be readily identified, and the interest (investment income) earned is credited to the agency.

9. *Who monitors actual financial performance?*

Many people exercise financial monitoring. In general, the Executive Director is responsible for monitoring budget execution and the Board's Finance Committee is responsible for oversight. Information on financial performance originates from the Fairfax County budget and finance staff who provide data to RCC staff. The RCC staff then generates detailed financial reports for tracking revenue and expenses. These reports are reviewed by the Board's Finance Committee throughout the year. In turn, the Finance Committee reports financial activity to the full Governing Board.

10. *Does the Board have legal authority to do this?*

There is a hierarchy of legal authority documents including Virginia state law, the Memorandum of Understanding (MOU) between the Fairfax County Board of Supervisors and the RCC Board of Governors, as well as the RCC Board of Governors By-laws that provide the legal authority for the RCC Board of Governors. These documents authorize spending, create controls and establish legal accountability.

11. *Who has the final say on the budget?*

The budget process begins with RCC staff and board committees' input and public input at the committee meetings is sought and considered. The Finance Committee and staff review all input and submit a budget to the RCC Board of Governors. After entertaining public comment through an Annual Public Hearing for Programs and Budget, the Board provides budget preparation guidance to staff. The final proposed budget is presented to the Board of Governors in September. The Board approves the RCC budget proposal and submits it through Fairfax County staff to the Board of Supervisors. The Board of Supervisors is the final approval authority for the RCC budget.

12. *Once the budget is approved, is it “set in stone?”*

No, the budget can be adjusted to a modest degree throughout the year, based upon actual RCC operational requirements. In particular, the Executive Director has authority to reallocate budget amounts within major categories. However, in other circumstances, changes may need to be approved by the Board of Governors and/or County budget staff. Any changes that would exceed the current fiscal year total appropriation must be approved by the RCC Board of Governors and submitted to the Fairfax County Board of Supervisors for final approval.

13. *What is the relationship between the Reston Community Center Board of Governors and the Fairfax County Board of Supervisors?*

The Board of Supervisors appoints all RCC board members. The RCC Board of Governors operates under authorities that are delegated to it by the Board of Supervisors in the Memorandum of Understanding (MOU).

14. *Besides fiscal oversight, what other responsibilities does the Board of Governors have?*

The roles and responsibilities for the Board of Governors are detailed in the Memorandum of Understanding (MOU), which provides the statutory authority for the Governing Board.

Aside from fiscal oversight, the MOU charges the Board of Governors with responsibility for certain organizational/personnel issues, programs and services prioritization, community relations and the conduct of the annual Preference Poll.

15. *How does the Board fulfill these responsibilities?*

Each of the Board's committees is chaired by a board member and generally includes at least two other board members. Each committee meets and reports back to the entire board on their deliberations. The Board of Governors votes on all actions brought forward by the committees at their regular monthly meeting on the first Monday of each month. The current standing committees of the Board of Governors are Community Relations, Long Range Planning, Program and Policy, Finance, Building, Personnel and Preference Poll. Additionally, the Board of Governors may create ad hoc committees to address specific issues.

16. *What is the best way for someone to stay informed about RCC activities?*

Patrons are advised to keep up with RCC by visiting the RCC website, reviewing the seasonal RCC Program Guides (Winter/Spring, Summer and Fall editions) and participating in the wide range of programs and events offered by Reston Community Center.