



**Reston Community Center  
Board of Governors Monthly Meeting  
June 3, 2024  
8:00 p.m.  
Meeting Agenda**

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| 8:00 – Call to Order   | Beverly Cosham, Chair  |
| 8:02 – Approval of Agenda  | Beverly Cosham, Chair  |
| 8:03 – Approval of Minutes and Board Actions   | Beverly Cosham, Chair  |
| <ul style="list-style-type: none"> <li>• Approval of May 6, 2024 Board Minutes<br/>(as reviewed and approved by the Board Treasurer for the Secretary)</li> <li>• Approval of May 6, 2024 Board Actions<br/>(as reviewed and approved by the Board Treasurer for the Secretary)</li> </ul> |  |
| 8:05 – Chair’s Remarks   | Beverly Cosham, Chair  |
| 8:08 – Introduction of Visitors  |  |
| 8:10 – Citizen Input   |  |
| 8:12 – Committee Reports   | Beverly Cosham, Chair  |
| <ul style="list-style-type: none"> <li>• May 6 Personnel Committee Meeting</li> <li>• May 6 Finance Committee Meeting</li> <li>• June 3 Long Range Planning Committee Meeting</li> </ul>   | Lisa Sechrest-Ehrhardt, Vice Chair<br>Paul Thomas, Chair<br>Lisa Sechrest-Ehrhardt, Vice Chair |
| 8:20 – Board Member Input on Activities Attended   |  |
| 8:25 – Executive Director Report   | Leila Gordon, Executive Director   |
| 8:30 – Old Business<br>New Business  | Beverly Cosham, Chair  |
| 8:40 – Adjournment   |  |

**Reminders:**

<b>Events</b>	<b>Date</b>	<b>Time</b>
Annual Public Hearing	June 24, 2024	6:30 p.m.
<i>Summer Concerts and Entertainment Series</i>	<i>June-August</i>	<i>Various</i>
Sunset Concerts at Lake Anne Plaza	Wednesdays	7:00 p.m.
Take a Break Concerts at Halley Rise	Thursdays	7:00 p.m.
Darden and Friends at Town Square Park	Fridays	5:30 p.m.
Fab Fridays – Summerbration at Reston Station	Fridays	7:00 p.m.
Family Fun Entertainment at Town Square Park	Saturdays	10:00 a.m.
Sunday Art in the Park with Shenandoah	Sundays	7:00 p.m.
Conservatory at Town Square Park		



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS MEETING  
May 6, 2024  
8:00 p.m.**

**Present:**

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

**Absent and Excused:**

- Shane Ziegler
- Paul Berry

**Attending from RCC Staff:**

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

**Guest**

Levon Williams, nonprofit consultant

Bev called the meeting to order at 8:07 p.m.

**MOTION #1:**

**Approval of the Agenda.**

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

**MOTION #2:**

**Approval of the April 1, 2024 Board Minutes.**

Bill moved that the Board approve the April 1, 2024 Board Minutes. Paul seconded the motion. The motion passed unanimously.

**MOTION #3**

**Approval of the April 1, 2024 Board Actions.**

Bill moved that the Board approve the April 1, 2024 Board Actions. Dick seconded the motion. The motion passed unanimously.

**Chair's Remarks**

Bev mentioned that she had some things she wanted to say, but pollen is at the front of her mind and in her head. She mentioned that she had done some research and had learned about male and female trees and that city planners plant more male trees because they produce less of a mess.

Bev shared the poem that everyone knows by Joyce Kilmer.

"Trees"

By Joyce Kilmer

I think that I shall never see

## May 6, 2024 Board of Governors Meeting Minutes

A poem lovely as a tree.

A tree whose hungry mouth is prest  
Against the earth's sweet flowing breast;

A tree that looks at God all day,  
And lifts her leafy arms to pray;

A tree that may in Summer wear  
A nest of robins in her hair;

Upon whose bosom snow has lain;  
Who intimately lives with rain.

Poems are made by fools like me,  
But only God can make a tree.

### **Introduction of Visitors**

A visitor was in attendance; Levon Williams introduced himself.

### **Committee Reports**

#### **April 1, 2024, Long Range Planning Committee Meeting**

Bill Bouie shared that there were two items on the agenda. The board-specific policy framework and related items in the Policy & User Manual were reviewed and edited. A presentation about an artistic solar panel project to be installed at the front of the RCC Hunters Woods building. The board agreed with the staff recommendation to pursue the project.

Paul asked that "planning" be added in the meeting minutes title where it had been omitted. Leila said it would be in the corrected package for the May 6 meeting that gets posted the day after the meeting.

#### **May 6, 2024, Personnel Committee Meeting**

Bill shared that the meeting immediately went into closed session. All items on the agenda were addressed as noted in the motion to come out of the closed session.

#### **May 6, 2024, Finance Committee Meeting**

Paul shared that an overall outline of the FY26 budget was reviewed. There are many numbers that will be updated as the budget development process unfolds. RCC is in a transition period with some open roles and new positions. The large drop in the board cost center's operating expenses line is a result of the community survey no longer being included (not an annual event). Sponsorships are increasing to further support community partners. There are a couple of capital projects needing to be done: replacement of the locker rooms' air conditioning system and an exterior power panel switchboard. Staff also recommends the agency purchase the capital equipment system of choral staging and risers via carryover processes.

#### *March Financials*

The interest revenue result far exceeds projections. Most other revenue projections will be met. Leila reminded everyone that summer camps and facility rentals revenue gets reversed with the year-end activity.

### **MOTION #4**

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

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

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

Bill P. has been taking a sculpture class. His teacher, Guy Zoller, is retiring, and Bill mentioned he had made many wonderful contributions to RCC over the years,

Vicky echoed that sentiment. She attended Founder's Day.

## May 6, 2024 Board of Governors Meeting Minutes

Lisa was at Founder's Day. She attended Beverly's recent OLLI concert and was very complimentary about it. She was at the Langston Hughes Career Day. Lisa attended the Ghanaian drumming performance. Guest speakers, including BeBe Nguyen, visit Lisa's classroom and speak to DEI issues and concerns. Lisa is proud that at a time when DEI is under attack, RCC is at the forefront of advancing the aims of inclusion, representation and true community building that creates a sense of belonging. Lastly, she met Levon Williams, this evening's guest, who she feels will be an asset to Reston.

Bill attended Founder's Day and the Langston Hughes Career Day. Bill met with Matt Cummins from Reston Association (RA) to discuss collaboration between the Park Authority and RA. The Park Authority will have a new in-line skating rink opening at Lake Fairfax on Saturday at 10:00 a.m. An accessible playground will be installed at Reston North Park (behind the Home Depot.) The basketball court at South Lakes Drive will be redone, and a futsal court will be incorporated. On Wednesday, the Park Authority opened a renovated farmhouse at Frying Pan Farm.

Paul went to Founder's Day (and received a photo credit in The Reston Letter.) Paul lived in Sierra Leone as a child and remembers fishermen selling barracuda out of a VW bus – those memories were brought back to him vividly by the performance by Okaidja Afroso. Paul also attended the YMCA Gala and Reston Community Players' "The Prom." Paul testified at the Fairfax County budget hearings regarding the Human Services Council priorities. He mentioned that Kim Retzer is leaving South Lakes High School. The first round of interviews will begin in May, with the goal of replacing her by the end of June.

Dick went to Founder's Day and enjoyed the event. He attended a Nationals Game. He was complimentary about the game and the professionalism of the team.

Bev performed in the "Meet the Artists" series. She was happy that Leila attended. She attended Founder's Day and "Trout Fishing in America." Bev shared that she plays with the RCC bowling group and has purchased a season pass. She also went to "The Prom." Bev was very complimentary about the performance by an understudy.

### **Executive Director Report**

Leila looked ahead to a summer full of exciting projects: the elevator replacement, energy project, and office furnishings replacement. The annual Green Reston event was held, as well as the AARP Tax Aide program. Leila highlighted that in honor of the 110<sup>th</sup> birthday of Bob Simon, the documentary film "Another Way of Living: The Story of Reston, VA" is available on the RCC YouTube channel. RCC took patrons to the Flower Show in Philadelphia – all enjoyed the experience. "Young at HeART" was held providing a platform for older artists.

Leila recognized RCC staff members who received awards: Nick Burt, Bill Parker and Sarah Alshamy.

She noted that Bev Cosham was interviewed for the Fairfax County podcast "County Connections" to talk about RCC's 45<sup>th</sup> anniversary. She reminded everyone that the RCC Executive Director position is open and a several other career opportunities are available now at RCC.

### **Old Business**

There was no continuing business to discuss.

### **New Business**

There was no new business to discuss.

Bev adjourned the meeting at 8:43 p.m.



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Lisa Sechrest-Ehrhardt  
Board Secretary

May 15, 2024

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Date

**BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON May 6, 2024**

- 24-0506-1      Bd      That the Board approve the Agenda.**
- 24-0506-2      Bd      That the Board approve the April 1, 2024 Board Minutes.**
- 24-0506-3      Bd      That the Board approve the April 1, 2024 Board Actions.**
- 24-0506-4      Bd      That the Board approve the April committee reports.**



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Lisa Sechrest-Ehrhardt  
Board Secretary

May 15, 2024  
Date

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**RCC Board of Governors Personnel Committee Meeting  
May 6, 2024  
6:30 p.m.**

**Present:**

- Bill Bouie, Chair
- Lisa Sechrest-Ehrhardt, Vice Chair
- Bill Penniman
- Paul Thomas
- Vicky Wingert
- Bev Cosham, Ex-Officio; Board Chair
- Karen Cleveland, Consultant
- Nhu-An White, Fairfax County Department of Human Resources

**Agenda Item:**

Discussion of personnel matters pursuant to Virginia Code Section 2.2.-3711(A) (1).

The meeting was called to order at 6:32 p.m.

**MOTION TO GO INTO CLOSED SESSION:**

Bill Bouie moved that the Board recess and go into closed session for discussion and consideration of matters enumerated in Virginia Code Section 2.2-3711 and listed in the agenda for this meeting as follows: Discussion or consideration of personnel matters pursuant to Virginia Code Section 2.2-3711(A) (1). Paul seconded the motion. The motion passed unanimously.

**MOTION TO COME OUT OF CLOSED SESSION:**

Bill Bouie moved that the Board certify that, to the best of its knowledge, only public business matters lawfully exempted from open meeting requirements and only such public business matters as were identified in the motion by which closed session was convened were heard, discussed, or considered by the Board during the closed session. Paul seconded the motion. The motion passed unanimously.

The executive director position recruitment activities will proceed as scheduled.

The meeting was adjourned at 7:18 p.m.



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS  
FINANCE COMMITTEE MEETING  
May 06, 2024  
7:30 p.m.**

**Present:**

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

**Committee Members Absent and Excused:**

- Paul Berry
- Shane Ziegler

**Attending from RCC Staff:**

- Leila Gordon
- BeBe Nguyen
- Ricki Marion

Paul called the meeting to order at 7:35 p.m. and reviewed the agenda.

Leila offered a brief description regarding the reclassification of an administrative assistant position to support the board, executive and deputy directors, and RCC accreditation and travel requirements.

Leila went through the highlights as listed for the draft of the FY26 budget that will be incorporated into the Fund Statement slides for the June public hearing.

The accompanying document provides detail for each budget category in the FY26 budget planning.

**Revenue**

- The tax revenue estimate is based on last February's figures from the Department of Tax Administration.
- Leila mentioned that the T-Mobile antennae will be coming down in June, which will result in a loss of rental income from that agreement.

Dick asked if the County had revised tax expectations downward because of low commercial real-estate performance. Leila shared that the County is working closely with the commercial real-estate sector to eliminate zoning barriers to maximizing the use potential of vacant office space. Reston is fortunate to have continued high occupancy rates in the Dulles corridor to partially offset poor performance elsewhere in the tax district. Paul echoed that Reston is in a much stronger position in those commercial areas than many other locations.

**Personnel**

- Leila noted that pay levels in Aquatics are still increasing to address labor shortages. Numbers here are very preliminary as they don't reflect market rate adjustments or performance increases.
- For the summer of 2025, RCC will pilot a youth summer enrichment offering in partnership with the FCPS summer school program in Reston accounting for the increase in personnel costs in that cost center.

## May 06, 2024, 2024 RCC Board of Governors Finance Committee Meeting

- With staff transition there may be dual encumbrances of some salaries in FY25.

### Operating

- There is an increase in the media line, related to increasing and new sponsorships for local non-profits and events.
- Marketing strategies have also expanded, such as advertising in Reston Hospital and at bus shelters.

Paul asked how much the "RCC on Wheels" vehicle will cost. Leila said that at present, the estimated cost is in the neighborhood of \$300,000 which is substantially lower than what was originally estimated for a much larger vehicle. The staff is developing a maintenance schedule, replacement schedule and similar procedures and planning documentation for the vehicle.

### Capital

The only thing that isn't reflected in the budget outline is \$50,000 to replace risers used by the Reston Chorale, Reston Orchestra and other renters. Rather than having the individual organization (the Chorale) purchase less flexible and shorter life span units because of affordability, Leila recommends that RCC purchase a top-line system from Wenger that will be safer to use, have robust warranties in place, and offer a significantly longer life cycle for its components. She noted that rental patrons would be willing to pay an additional fee to use the new system.

Paul thought it was a good use of the capital funds and other board members concurred.

Leila concluded that this is where we currently are in the planning process, and more information will be shared at the June 3 Long Range Planning Committee meeting to review the presentation slides for the Annual Public Hearing that will be held on June 24.

Paul asked if there are any questions. There were none.

Leila directed everyone's attention to the March financial performance report.

She highlighted high tax performance, high interest performance, high audience attendance and that the overall revenue performance is very robust. She reminded everyone that because FY25 revenue is included in the facility rental, arts education and youth/teen cost centers, those numbers aren't representative of actual FY24 revenue achievement.

Any personnel savings achieved in FY24 will be a result of vacancies and turnover. Otherwise, personnel costs and operating costs are where we expect them to be for this period.

There being no further discussion, Paul adjourned the meeting at 8:01 p.m.



# FY26 BUDGET DRAFT



	FY25 est. Revisions @ FY24 Carryover	FY25 Adopted	FY25 Revised	FY26 Advertised	FY26 Proposed VS FY25 Adopted	
<b>Personnel Services</b>						
Administration	106,529	658,793	765,322	621,406	(37,387)	
Board		0	0	0	0	
Facility Services (Booking)		308,054	308,054	306,816	(1,238)	
Comptroller		518,491	518,491	502,464	(16,027)	
Customer Service	(81,830)	829,423	748,584	722,310	(107,113)	
Engineer/Bldg.		167,595	167,595	168,777	1,182	
Maintenance		512,714	512,714	500,017	(12,697)	
IT		169,097	169,097	166,896	(2,201)	
Media		525,746	525,746	514,134	(11,612)	
Performing Arts		699,226	699,226	681,356	(17,870)	
Arts Education		403,085	403,085	386,502	(16,583)	
Aquatics		1,104,075	1,104,075	1,133,675	29,600	
L&L Admin		365,350	365,350	367,131	1,781	
Fitness and Wellness		264,356	264,356	259,853	(4,503)	
Lifelong Learning	0	198,726	198,726	189,458	(9,268)	
Youth/Teen	0	274,544	274,544	392,813	118,269	
Offsite & Collab. Community Events		518,785	518,785	450,153	(68,632)	
Offsite & Collab. Equity Partnerships	0	121,289	121,289	125,791	4,502	
<b>Total Personnel Services</b>	<b>25,690</b>	<b>7,639,349</b>	<b>7,665,039</b>	<b>7,489,552</b>	<b>(154,299)</b>	<b>-1.96%</b>

	FY25 est. Revisions @ FY24 Carryover	FY25 Adopted	FY25 Revised	FY26 Advertised	FY26 Proposed VS FY25 Adopted	
<b>Operational</b>						
Administration		59,290	59,290	51,400	(7,890)	
Community Partnerships & Opportunities		165,000	165,000	165,000	0	
Board	0	211,680	211,680	84,200	(127,480)	
Facility Services (Booking)		194,050	194,050	198,350	4,300	
Comptroller		365,628	365,628	382,733	17,105	
Customer Service	0	16,000	16,000	16,000	0	
Engineer/Bldg.		148,564	148,564	150,064	1,500	
Maintenance	0	505,694	505,694	549,345	43,651	
IT	0	148,970	148,970	148,970	0	
Media	30,000	684,500	714,500	909,893	225,393	
Performing Arts	0	324,200	324,200	324,200	0	
Arts Education	0	103,556	103,556	106,610	3,054	
Aquatics		107,750	107,750	115,800	8,050	
L&L Admin		6,500	6,500	6,800	300	
Fitness and Wellness		11,600	11,600	11,600	0	
Lifelong Learning		100,054	100,054	100,354	300	
Youth/Teen	0	221,630	221,630	305,659	84,029	
Offsite & Collab. Community Events	0	420,515	420,515	457,772	37,257	
Offsite & Collab. Equity Partnerships.	0	15,025	15,025	22,325	7,300	
<b>Total Operational</b>	<b>30,000</b>	<b>3,810,206</b>	<b>3,840,206</b>	<b>4,107,075</b>	<b>296,869</b>	<b>7.79%</b>
<b>Sub-Total Rev. less Non-Cap Exp.</b>	<b>239,768</b>	<b>119,723</b>	<b>119,723</b>	<b>244,038</b>	<b>128,817</b>	<b>-3.48%</b>

	FY25 est. Revisions @ FY24 Carryover	FY25 Adopted	FY25 Revised	FY26 Advertised	FY26 Proposed VS FY25 Adopted Change
<b>Capital Projects/Maintenance</b>					
Operations- Capital Projects		1,946,220	1,946,220	460,000	(1,486,220)
Capital Equipment			0	0	
<b>Total Capital Expenditures</b>		<b>1,946,220</b>	<b>1,946,220</b>	<b>460,000</b>	<b>(1,486,220)</b>
Total Expenditures	55,690	13,395,775	13,451,465	12,056,627	(1,339,148)
<b>Total Revenue Minus Expenditures</b>	<b>239,768</b>	<b>(1,826,497)</b>	<b>(1,586,729)</b>	<b>(215,962)</b>	<b>1,610,535</b>

# MARCH 2024 FINANCE REPORT

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

100%/12\* 9 mos=74.99%

	FY23 Carryover	FY24 Adopted Funding	Revised FY24 Budget	Mar	YTD (does not incl. Fee Waiver amounts)	REMAINING BALANCE	YTD % actual	YTD Fee waiver (unrealized revenue)
1 Administration:								
Taxes	200,000	9,500,478	9,700,478	7,996	9,963,267	(262,789)	102.71%	
Interest		15,870	15,870	29,179	251,433	(235,563)	1584.33%	
Vending		1,600	1,600		0	1,600	0.00%	
Facility Rental		181,000	181,000	21,918	217,806	(36,806)	120.33%	
Equipment Sale		500	500		282	218	56.33%	
2 Performing Arts - PTAS Tkts		55,854	55,854	4,250	82,365	(26,511)	147.46%	245
3 PA Theatre Rental		50,862	50,862	550	32,763	18,099	64.41%	
4 PA Misc Revenue - Etix		12,000	12,000	783	9,518	2,482	79.32%	
5 PA Equip. Sales			0		0	0	0.00%	
6 PA Arts Org Tkts			0	(820)	2,450	(2,450)	0.00%	
7 PTAS Merch. Sales			0	490	2,635	(2,635)	0.00%	
8 Arts Ed - Enrollment - Passes		180,154	180,154	7,077	270,176	(90,022)	149.97%	6,286
9 Aquatics - Enrollment - Passes		350,000	350,000	23,378	237,117	112,883	67.75%	45,907
10 Aquatics Rental		75,000	75,000	(312)	31,565	43,435	42.09%	
11 L&L Fitness - Enrollment - Passes		101,835	101,835	4,802	116,544	(14,709)	114.44%	3,265
12 L&L Youth/Teen Enrollment		291,158	291,158	13,506	323,857	(32,699)	111.23%	171,526
13 L&L Lifelong Learning - Enroll. Passes	(47,078)	86,115	39,037	1,873	28,792	10,245	73.75%	23,673
14 Offsite & Collab. Community Events		4,275	4,275	100	2,045	2,230	47.84%	
15 Offsite & Collab. Equity Partnerships	(1,575)	300	(1,275)		0	(1,275)	0.00%	
<b>Total RCC Revenue</b>	<b>151,347</b>	<b>10,907,001</b>	<b>11,058,348</b>	<b>114,671</b>	<b>11,572,614</b>	<b>(514,266)</b>	<b>104.65%</b>	<b>250,901</b>

**Revenue  
comment**

**General Notes:** Revenues totaling \$376,236 collected prior to July 1 in 2023 were reversed and recorded as FY24 program revenue as those activities occurred after July 1, 2023 (the beginning of FY24). \$151K in additional revenue was requested at FY23 Carryover for the net of higher tax revenue performance anticipated and reduced program revenue; it was recorded after BOS approval in September 2023.

1. **Administration:** The Administration revenue includes tax, interest and facility rental revenues. Facility rental revenue is from the T-Mobile antenna lease (ending in June 2024) and room rentals. We have collected 102.71% of tax revenue, 120.33% of estimated Facility Rental revenue (which also includes T-Mobile antenna revenue) and 1584.33% of estimated interest (returns on investments) revenue. Collection of interest is dependent on Investment Procedures approved by the Investment Committee. The investment income is commensurate with the current rates of return including repurchase agreements, commercial paper, short term bills and notes. We do not anticipate earning money from the vending machines and will adjust this revenue category accordingly. The projected equipment sale revenue came from auctioned equipment.
2. **Performing Arts Theatre Admissions:** Theatre admission sales for Professional Touring Artist Series (PTAS) performances; tickets go on sale August 1. Attendance has exceeded expectations and weather didn't impede winter and early spring shows.
3. **Performing Arts Theatre Rental:** Theatre rental payments are made on an irregular schedule depending on when performances occur.
4. **Performing Arts Misc. Revenue:** Revenue from processing fees for online ticketing by eTix, Inc. the new provider.
5. **Performing Arts Equipment Sale:** Auctioned equipment sale proceeds; no revenue is predicted for this category as we can't be sure that surplus equipment will sell.
6. **Performing Arts Cultural Activities/Arts Organizations:** The community arts box office receipts and payments clearing line.
7. **PTAS Merchandise Sale:** PTSA related book sales at the Box Office.
8. **Arts Education:** Year-to-date amount includes summer, fall and winter/spring program revenue and initial FY25 summer camp registration.
9. **Aquatics Classes/drop-in:** Year-to-date revenue represents summer, fall and winter/spring program registration revenue. "Drop-in" swimming now requires pass purchases and lane or zone reservations for participation. Instructor availability hinders the number of classes we are offering.
10. **Aquatics Rental: Year-to-date** represents natatorium rental payments. The rentals are billed quarterly.
11. **Fitness:** Year-to-date amount includes summer, fall and winter/spring program revenue.
12. **Youth/Teen:** Year-to-date reflects the summer youth camp programming, fall, winter/spring program enrollment revenue and initial FY25 summer camp registration. Most of this cost center's revenue is realized during the summer. Fee waiver program participation in this cost center is significant; the total shown includes FY25 summer camp fee waiver amounts as well as FY24 use.
13. **Lifelong Learning:** Year-to-date amount includes summer, fall and winter/spring program revenue. OLLI fees were halved; revenue calculations for upcoming years will take increased subsidy offerings into account.
14. **Offsite & Collab. Community Events:** Revenue is collected from organization booth fees associated with the Reston Multicultural Festival and from MLK luncheon ticket sales. The Reston Multicultural Festival was cancelled, and booth fees were refunded.
15. **Offsite & Collab. Equity Partnerships:** The focus for this cost center has been changed to awareness and resourcing goals. Little or no revenue is projected or anticipated. An error was made in the carryover submission that will be corrected by a budget entry to reduce the revenue projection to zero.



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

100%/12\* 9 mos=74.99%

	FY23 Carryover	FY24 Adopted Funding	Revised FY24 Budget	Mar	YTD	REMAINING BALANCE	% Budget Used Ytd
1 Administration		852,448	852,448	39,365	364,085	488,364	42.71%
2 Facility Services (Booking)		318,791	318,791	14,853	116,267	202,524	36.47%
3 Comptroller		473,822	473,822	29,574	306,628	167,194	64.71%
4 Customer Service		663,244	663,244	49,306	430,555	232,689	64.92%
5 Facility Engineering		145,604	145,604	12,378	109,045	36,559	74.89%
6 Maintenance		465,400	465,400	32,645	292,794	172,606	62.91%
7 IT		155,628	155,628	9,495	86,235	69,393	55.41%
8 Media/Sponsorships		490,634	490,634	36,362	327,498	163,136	66.75%
9 Community Partnerships			0		0	0	0.00%
10 Performing Arts		638,715	638,715	44,584	408,728	229,987	63.99%
11 Arts Education		391,501	391,501	27,142	265,869	125,632	67.91%
12 Aquatics		977,859	977,859	80,265	701,776	276,083	71.77%
13 L&L Fitness		253,794	253,794	20,921	155,304	98,490	61.19%
14 L&L Admin		300,756	300,756	23,053	232,083	68,673	77.17%
15 L&L Youth/Teen	11,858	251,916	263,774	11,535	171,016	92,758	64.83%
16 L&L Lifelong Learning	14,014	175,550	189,564	14,066	115,396	74,168	60.87%
17 Offsite &Collab. Community Events		391,284	391,284	16,932	186,557	204,727	47.68%
18 Offsite &Collab. Equity Partnerships	2,372	111,156	113,528	9,682	88,220	25,308	77.71%
<b>Total Personnel Expenses</b>	<b>28,244</b>	<b>7,058,102</b>	<b>7,086,346</b>	<b>472,156</b>	<b>4,358,056</b>	<b>2,728,290</b>	<b>61.50%</b>

**Personnel Expenses:**

**General Notes:** Payroll posting lags two weeks behind the calendar; therefore, the percentage of the year elapsed versus the budget expended will not align. Summer personnel costs also reflect the fact that there is a split typically for pay period 14 that requires accounting for personnel costs that belong to the prior fiscal year and those that belong to the current fiscal year. Typically – because of our programming calendar – we get a fairly true picture of the personnel costs related to summer and fall programming cycles by the end of December. Staff monitor summer camp personnel expenditures against projected expenditures on a pay period by pay period basis for Youth/Teen and Arts Education cost centers because of the larger percentage of personnel funds that will be spent in the summer for those cost centers. Another \$28,244 in funding was requested at FY23 carryover to cover personnel costs; the adjustment was recorded after BOS approval in September 2023. Other changes to personnel allocations may be made by DMB to accommodate adjustments from application of a market rate increase and other employee pay changes implemented by the County.

A fair number of position vacancies this year are creating anticipated savings in personnel costs.

1. **Administration:** Administration's cost center allocated budget is typically under-spent; funding provides for Other Post-Employment Benefits (OPEB) costs.
2. **Facility Services (Booking):** Personnel costs are at the expected level.
3. **Comptroller:** Personnel costs are at the expected level.
4. **Customer Service:** Personnel costs are at the expected level.
5. **Facility Engineer:** Personnel costs 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 FY24.
10. **Performing Arts:** Personnel costs are at the expected level.
11. **Arts Education:** Personnel costs are at the expected level.
12. **Aquatics:** Personnel costs 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  
 March 31, 2024

100%/12\* 9 mos=74.99%

	FY23 Carryover	FY24 Adopted Funding	Revised FY24 Budget	Mar	YTD	REMAINING BALANCE	% Budget Used Ytd
<b>Operational Expenses</b>							
1 Administration		57,000	57,000	519	33,560	23,440	58.88%
2 Board	150,000	46,100	196,100	1,182	60,369	135,731	30.78%
3 Facility Services (Booking)	3,991	194,050	198,041	21,038	192,349	5,693	97.13%
4 Comptroller/LA Lease/Admin	38	356,989	357,027	5,839	335,248	21,779	93.90%
5 Customer Service	15,000	1,000	16,000		139	15,861	0.87%
6 Facility Engineering		147,521	147,521	14,859	111,683	35,838	75.71%
7 Maintenance	45,000	465,094	510,094	34,399	469,395	40,699	92.02%
8 IT	10,200	129,670	139,870	1,056	129,079	10,791	92.28%
9 Media/Sponsorships	99,000	629,842	728,842	142,694	633,031	95,811	86.85%
10 Community Partnerships		165,000	165,000		109,958	55,042	66.64%
11 Performing Arts	7,764	334,200	341,964	4,667	305,326	36,638	89.29%
12 Arts Education	15,224	88,556	103,780	4,850	68,438	35,342	65.95%
13 Aquatics		84,230	84,230	2,773	54,851	29,379	65.12%
14 L&L Fitness		8,150	8,150		1,746	6,404	21.42%
15 L&L Admin		4,800	4,800		3,743	1,057	77.98%
16 L&L Youth/Teen	15,030	183,711	198,741	16,091	179,039	19,702	90.09%
17 L&L Lifelong Learning		81,318	81,318	208	34,757	46,561	42.74%
18 Offsite & Collab. Community Events	103,060	327,515	430,575	155,352	456,639	(26,064)	106.05%
19 Offsite & Collab. Equity Partnerships	1,500	15,025	16,525	1,673	8,179	8,346	49.49%
<b>Total Operational Expenses</b>	<b>465,808</b>	<b>3,319,771</b>	<b>3,785,579</b>	<b>407,200</b>	<b>3,187,528</b>	<b>598,051</b>	<b>84.20%</b>

**Operating Expenses:**

**General Notes:** Reservations for ongoing (multiple months) expenses are made at the beginning of the year; funds are spent down from them. The net effect of either stand-alone expenses or spending down of reserved amounts is shown in the column marked "YTD." As we get closer to the end of the year, unspent balances of program contracts will be restored to the cost center balances. RCC's FY23 Carryover Package included \$56K for incomplete delivery of FY23 procurements; that amount was added to the FY24 budget amounts in September 2023. That package also included \$444K to allow for expanded programming and the community survey costs.

1. **Administration:** The current month's expenses and reservation payment net for professional training costs.
2. **Board:** Current month expenses are BOG Community Relations/Program Policy session costs and CAPRA report costs.
3. **Facility Services (Booking):** The current month expenses and reservations net are for facility security, lobby furniture, storage rental and supplies.
4. **Comptroller/LA Lease/Admin:** The current month expenses are bank fees and office supplies.
5. **Customer Service:** No current month expenses recorded.
6. **Facility Engineering:** The current month expenses and reservations net include facility repair and maintenance costs for RCC HW and RCC LA buildings.
7. **Maintenance:** The current month expenses and reservations net are utilities, maintenance costs, custodial services and supplies.
8. **IT:** The current month expense is VSI software (registration software) optimization service cost.
9. **Media:** The current month expenses and reservations net total includes the sponsorships/advertising, publication and printing costs.
10. **Community Partnerships:** No current month expenses recorded.
11. **Performing Arts:** The current month expenses and reservations net are theatre operating costs for the CenterStage.
12. **Arts Ed:** The current month expenses or reservations are program operating costs.
13. **Aquatics:** The current month reservations and expenses are operating costs for the two pools and spa facilities.
14. **Fitness:** No current month expenses recorded.
15. **Leisure and Learning Admin:** No current month expenses recorded.
16. **Youth/Teen:** The current month reservations and expenses net are program operating costs.
17. **Lifelong Learning:** The current month reservations and expenses net are program operating costs.
18. **Offsite & Collab. Community Events:** The current month reservations and expenses net are program operating costs. Summer is extremely busy for this cost center, and the advance payments for FY25 programming are included in the current month total. Those will be reversed in June.
19. **Offsite & Collab. Equity Partnerships:** The current month reservations and expenses are for program operating costs.

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

100%/12\* 9 mos=74.99%

	FY23 Carryover	FY24 Adopted Funding	Revised FY24 Budget	Mar	YTD	REMAINING BALANCE	% Budget Used Ytd
<b>Capital Proj. &amp; Cap Equip.</b>							
1 RCC Improvements CC-000001	1,567,331	278,000	1,845,331		309,446	1,535,885	16.77%
2 RCC Facility Enhcmnts. CC-000002	24,255	12,000	36,255		18,842	17,413	51.97%
3 Theatre Enhancements CC-000008	114,357	45,000	159,357		13,915	145,442	8.73%
4 RCC Natatorium Reno CC-000009			0		0	0	0.00%
Reston Arts Venue CC-000024	17,514		17,514		9,278	8,236	52.97%
			0		0	0	0.00%
			0		0	0	0.00%
<b>Total Capital Expenses</b>	<b>1,723,457</b>	<b>335,000</b>	<b>2,058,457</b>	<b>0</b>	<b>351,481</b>	<b>1,706,976</b>	<b>17.07%</b>
<b>Total RCC Expenditures</b>	<b>2,217,509</b>	<b>10,712,873</b>	<b>12,930,382</b>	<b>879,356</b>	<b>7,897,065</b>	<b>5,033,316</b>	<b>61.07%</b>

**Capital  
Projects**

**General Notes:** Because of scheduling, RCC Capital Improvement Projects frequently carry over from one fiscal year to the next. Hidden columns each month include activity (plus or minus) that has already occurred; the net in the remaining balance column includes prior months' transactions. The Capital Projects Team will determine the "completed project" status and reallocate remaining funding to either existing projects (if needed) or to the Fund Balance. The FY23 Capital Projects Carryover amount is \$1,201,221.

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



## Executive Director Report May 2024

### **Pillar I – Facilities**

The new LED backlight system for the RCC Hunters Woods building signage is installed. TK Elevator has changed their schedule for the replacement of the elevator. That will now occur while camps are taking place. Therefore, we are requesting work to be done overnight for the demolition week since it will create noise that will completely interfere with the smooth running of programs. There is sufficient funding in the project budget for accomplishing this. The Energy Utilization Improvement project is proceeding on schedule. Equipment is being delivered in a timely manner to the CMTA warehouse. The project gets underway in July. The MOU for the artistic solar panel installation has been executed.

### **Pillar II – Equity**

The RestON monthly swim event for women relaunched in May with 15 attendees. There will be June and July monthly swims before the closing of the pools on July 22. The May Water Safety Month event drew 30 people to the expo and 49 people to the free drop-in swim. During May, 63 boy scouts obtained water safety badges. The CenterStage screened "Arrival of the First Africans in English America" with a talk-back by the director, Ric Murphy, and composer, Joe Minor.

### **Pillar III – Community Connections**

Although the Tephra ICA Arts Festival had a very soggy Saturday, the weather cooperated on Sunday and RCC was able to present the performances with the temporary public art piece "All is in Motion, All is Growing, All is You." The summer concert season officially launched on May 24 with 250 people attending the Darden and Friends concert and 750 people attending the Bruce Springsteen tribute band performance. Community arts organizations gave seven performances in May of four different productions.

### **Pillar IV – Programs and Services**

The joint student-teacher art exhibit in the Jo Ann Rose Gallery had a reception hosting 64 attendees. Leisure and Learning offerings continue to see high enrollment; the trip to Ladew Gardens was full and everyone enjoyed themselves. The Facility Services team was very busy in May with graduation, birthday and wedding events in both facilities.

### **Pillar V – Communications**

Despite their ranks being thinned, the Media team garnered excellent local coverage of the launch of the summer concert season with earned media across all local outlets. Features highlighted the news about the tribute bands at Reston Station and the return of the Lake Anne Plaza concerts.

### **Pillar VI – Stewardship and Accreditation**

RCC submitted its 2024 CAPRA report in May. Hiring efforts continue to fill the positions of Network Analyst, Graphic Designer III and Offsite Events Manager. A Box Office Manager and Procurement Specialist have been hired. Jeff Morgan, a longtime part-time employee in the Youth/Teen program, has been promoted to the Youth/Teen Assistant position. Efforts continue to obtain the Administrative Assistant V position to support executive and communications functions for the agency. RCC's new purchasing tool has been implemented – BuyRCC is now "live" and will provide the backup for FY25 expenditures.

### **Executive Director Activity**

I attend Leadership Fairfax, ArtsFairfax and Public Art Reston board meetings. My chairmanship of the County Arts Committee and Public Art Master Plan Task Force are also activities that intersect with RCC's mission and strategic planning concerns. I was deeply moved to receive the Kate Hanley Award for Leadership in Public Service on May 17. On June 25, in the Fairfax County Board Auditorium, I will be receiving the Fairfax County A. Heath Onthank Award for Public Service. These are tremendous honors I couldn't have achieved without the support of everyone at RCC. I am very grateful.