



**Reston Community Center
Board of Governors Monthly Meeting
November 6, 2023
8:00 p.m.
Meeting Agenda**

- | | |
|--|--|
| 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"> • Approval of October 2, 2023 Board Minutes (as reviewed and approved by the Board Secretary) • Approval of October 2, 2023 Board Actions (as reviewed and approved by the Board Secretary) | |
| 8:05 – Chair’s Remarks | Beverly Cosham, Chair |
| 8:08 – Introduction of Visitors | |
| <ul style="list-style-type: none"> • Presentation to Reston Museum honoring Bill Keefe’s Board service | Beverly Cosham, Chair |
| 8:10 – Citizen Input | |
| 8:12 – Committee Reports | Beverly Cosham, Chair |
| <ul style="list-style-type: none"> • October 2, Finance Committee Meeting • Preference Poll Report | Paul Thomas, Chair
Paul Thomas, Chair |
| 8:25 – Board Member Input on Activities Attended | |
| Adjournment of 2022-2023 Board | Beverly Cosham, Chair |
| 8:45 – Convening of new Board members | Beverly Cosham, Acting Chair |
| 8:46 – Nominating Committee: Proposed Officer Slate | Vicky Wingert, Shane Ziegler
Nominating Committee |
| 8:49 – Election and Seating of Board Chair | Board |
| 8:51 – Seating of New Board Officers | Board Chair |
| 8:53 – New Chair’s Remarks | Board Chair |
| 8:56 – Executive Director’s Report | Leila Gordon, Executive Director |
| 8:58 – Old Business | Board Chair |
| 8:59 – New Business | Board Chair |
| 9:00 – Adjournment | |

Reminders:

Events	Date	Time
RCC Thanksgiving Food Drive	November 1 - 20	
PTAS: Negin Farsad	November 19 (SOLD OUT)	7:00 p.m.



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
October 2, 2023
8:00 p.m.**

Present:

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

Absent and Excused:

- Bill Keefe
- Bill Penniman

Attending from RCC Staff:

- Leila Gordon, Executive Director
- BeBe Nyugen, Deputy Director
- Ozun Dalaran, Public Information Officer
- Rebekah Wingert, Videographer

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

MOTION #1:

Approval of the Agenda

Bill B. moved that the agenda be approved. Shane seconded the motion. The motion passed unanimously.

MOTION #2:

Approval of the September 11, 2023 Board Minutes

Bill B. moved that the Board approve the September 11, 2023 Board Minutes. Shane seconded the motion. The motion passed unanimously with Vicky and Dick abstaining.

MOTION #3

Approval of the September 11, 2023 Board Actions

Bill B. moved that the Board approve the September 11, 2023 Board actions. Paul seconded the motion. The motion passed unanimously with Vicky and Dick abstaining.

Chair's Remarks

Bev shared that she performed a Meet the Artists series concert last Thursday and her friends came to see her performance. She talked about other older performers, including Marilyn Maye, who is still performing at age 90. She shared a poem from Patricia A. Fleming called "I Still Matter" which she also shared during her Meet the Artists performance:

I Still Matter

I'M STILL HERE

My looks are nothing special,

October 2, 2023 Board of Governors Meeting Minutes

My face reveals my age,
My body shows some wear and tear,
And my energy's not the same.

Too often my memory fails me,
And I lose things all the time.
One minute I know what I plan to do,
And the next it may just slip my mind.

I try hard to avoid my mirror.
There are things I would rather not see,
And even those times when I just catch a glimpse,
I can no longer recognize me.

The things I used to do with ease
Can now cause aches and pains,
And the quality of the things I do
Will never be quite the same.

I always compare my older self
To those younger versions of me,
And I know I'm wasting too much time
Missing who I used to be.

But the thing that really makes me sad
Is despite what people see,
Underneath my tattered, worn-out shell,
I'm still the same old me.

My heart can still feel endless love,
And at times it still can ache.
My heart can fill with so much joy,
And then it can suddenly break.

My soul can still feel sympathy
And longs for forgiveness and peace,
And there are times its light shines boldly through,
And times when it longs for release.

It's true, maybe now that I'm older,
Feeling lonely may be status quo,
But it also has made me more willing
To forgive and let past conflicts go.

So maybe to some I look ugly and old,
A person who barely exists.
I'm still quite aware of the beauty inside,
And my value should not be dismissed.

So although not as strong and no beauty, it's true,
I'm still here and want so much to live,
And I know that there's no one in this world quite like me,
And no one who has more to give.

No citizen input was provided.

Committee Reports

October 2 Finance Committee

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Paul updated the Board. There were two main topics to go over, the August monthly report and the FY25 budget submission memoranda and related Fund Statement. Currently everything is on track. Impacts of the Reston Multicultural Festival cancellation will be seen later. Personnel and operational expenses are at the expected level. Some lines are high in operating expenses since purchase orders are established at the beginning of the fiscal year.

The committee went through the FY25 Budget Submission and FY25 Capital Projects and Capital Equipment Budget Submission memoranda drafts.

MOTION #4

Approval of the Budget Submission

Paul moved that the Board approve the FY25 Budget Submission and FY25 Capital Projects and Capital Equipment Budget Submission memoranda and submit the FY25 budget materials to the Department of Management and Budget. Bill B. seconded. The motion passed unanimously.

MOTION #5

Approval of the Committee Reports

Bill B. moved to approve the committee reports. Shane seconded the motion. The motion passed unanimously.

Board Member Input on Activities Attended

Dick attended "A Conversation with Mandy Patinkin and Kathryn Grody" and enjoyed it with his wife, Marion.

Vicky attended the Lake Anne Reggae Festival. She said she was vacationing in Alaska for most of last month with her family. Members congratulated her for securing her seat on the Board for three more years as a consequence of the Preference Poll results.

Lisa attended the Reston Museum's "Famous Restonians" event. She enjoyed meeting neighbors and the conversations. She had to miss the Patinkin/Grody event. She also attended a Women's CEO Summit that she found enlightening.

Bill B. congratulated all the Preference Poll winners and noted the voter participation level. He attended the Patinkin/Grody event and Tephra ICA evening. He also attended several meetings. He shared this quote: "Baseball breaks your heart. It is designed to break your heart. The game begins in the spring, when everything else begins again, and it blossoms in the summer, filling the afternoons and evenings, and then as soon as the chill rains come, it stops (...)" He is anticipating the playoffs.

Paul attended the Patinkin/Grody event. He also went to the South Lakes High School Homecoming. He attended Human Services Council meetings. He shared that the South Lakes/Greater Reston Chamber of Commerce Ethics Day event might not be happening this year due to funding issues. BeBe said they are trying to reach some past sponsors. He is also following some football games.

Shane shared that he was upset to see that the Reston Multicultural Festival was canceled. He couldn't attend the Patinkin/Grody and Tephra events on Saturday, September 30 since he was stuck in Lake Tahoe.

Bev attended the Patinkin/Grody event and was amazed by it and the inter-generational content. One of her favorite moments of the show was when Mandy Patinkin and his son Gideon performed the "Ya Got Trouble" song from "The Music Man." She also attended the Tephra ICA Saturday events and enjoyed having the artist explain some of the art pieces in the Tephra Gallery. She performed in the Meet the Artists series. Bill B. added that he enjoyed meeting new people during Tephra events.

Executive Director Report

Leila shared that planning continues to manage the upcoming 2024 projects, including the Energy Utilization Improvement, elevator replacement and office furniture replacement projects. These will have impacts on RCC Hunters Woods facility access in the summer. The Aquatics Director is working collaboratively with other swimming lesson providers in Reston to determine how a free "learn-to-swim" option might be executed community-wide.

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The cancellation of the Reston Multicultural Festival was mentioned. September RestON programming included a Crafternoon event at the Crescent Apartments. The Offsite and Collaboration department hosted a successful outdoor painting event at Halley Rise in September. Leisure and Learning and Media departments participated in the Greater Reston Chamber of Commerce Wellness Expo at the Reston YMCA to promote our services.

Leila further shared that overall enrollment and ticket sales are going very well. On Saturday, September 30, RCC hosted several events in both facilities; it was a beautiful and typical RCC kind of day.

She also mentioned that Kia Cole-Hines, a Restonian, is the new CEO of Leadership Fairfax and RCC looks forward to working with her.

Old Business

No reoccurring or continuing business was reported.

New Business

Dick mentioned that wheelchair parking area in the Hunters Woods Plaza was too dark at night and asked what can be done. Leila said that she will communicate this message to Edens (the property owners.)

Bev adjourned the meeting at 8:33 p.m.



Lisa Sechrest-Ehrhardt
Board Secretary

October 10, 2023

Date

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON October 2, 2023

- 23-1002-1 Bd That the Board approve the agenda.**
- 23-1002-2 Bd That the Board approve the September 11, 2023 Board Minutes.**
- 23-1002-3 Bd That the Board approve the September 11, 2023 Board Actions.**
- 23-1002-4 Bd That the Board approve the FY25 budget submission memoranda, and provide the FY25 budget materials to the Department of Management and Budget.**
- 23-1002-5 Bd That the Board approve the committee report.**



Lisa Sechrest-Ehrhardt
Board Secretary

October 10, 2023

Date



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS
FINANCE COMMITTEE MEETING
October 2, 2023
7:00 p.m.**

Present:

- Paul Thomas, Chair
- Bill Bouie
- Bev Cosham
- Dick Stillson
- Vicky Wingert
- Shane Ziegler

Attending from RCC Staff:

- Leila Gordon, Executive Director
- BeBe Nyugen, Deputy Director
- Ozun Dalaran, Public Information Officer

Paul Thomas called the meeting to order at 7:02 p.m.

The August monthly closing report was discussed. Leila pointed out that there is nothing unusual with the revenue numbers and RCC is ahead of its “return on investment” interest income. She mentioned that if the vending machines are not bringing considerable revenue, we might revise the budget allocation for that line of revenue. She also talked about facility rentals and ticket sales revenues and mentioned that theatre rental payments are made on an irregular schedule depending on when performances occur.

She noted fee waiver numbers – these amounts represent displaced cash amounts. Trips and tours attendance increased in the fall. She pointed to the Offsite and Collaboration Community Events revenue line and alerted members to the fact that it will be decreased because of vendor refunds as a result of the Multicultural Festival cancellation. Dick inquired about when we’d see the impact of the refunds made to the vendors for booth fees. Since this report is for August, they are not yet fully reflected in the report; Leila believes the total will reflect those refunds in the October statement which we’ll review in the December meeting.

Paul and Leila then talked about personnel expenses. These are at the expected level. There have been some vacancies, therefore in the coming months some numbers will be lower than usual until these positions are filled. Leila also pointed out that payroll posting lags two weeks behind the calendar therefore the percentage of the year elapsed versus the budget expended will not align.

Leila reminded the committee members that some lines are high in operating expenses since purchase orders are established at the beginning of the fiscal year. As we get closer to the end of the year, unspent balances of program contracts will be restored to the cost center balances. Dick asked about high maintenance costs. Utilities make up a lot of the maintenance costs. The amounts needed for the full year are loaded into this line item at the beginning of the fiscal year and will be released as spent. When the energy utilization project is completed, this is where we will see savings. The agency will track those to assure the contract targets are met.

The effect of the early cancelation of the Multicultural Festival will result in some cost savings due to partial payments for logistics efforts and no day-of expenses for staffing. Paul asked when the real impact can be seen. Leila surmised that it will be about a month before all activity is completed. Leila also highlighted that the true cost of the event would have been higher if we canceled the event later. Dick

October 2, 2023, RCC Board of Governors Finance Committee Meeting

noted vendors were refunded fees and Leila reminded the committee that many vendors likely still had to account for unsold inventory. Community organizations didn't have to pay to participate. Shane suggested looking into event cancellation insurance. Leila said that we will consider this, but it would need to be done through another entity given the county is self-insured.

Members then reviewed the capital projects budget report. Because of scheduling, these items frequently carry over from one fiscal year to the next. The purchase order for the Hunters Woods elevator replacement has been issued. BeBe and Leila updated the committee about an EV charging station in the rear of the building being dedicated to the RCC on Wheels vehicle. They think that a public charging station wouldn't be ideal given the location and security issues.

BeBe is exploring options with the Office of Environmental and Energy Coordination. Dick asked if the RCC on Wheels vehicle would be hybrid or electric. Leila answered by saying it will be determined based on staff review of the proposal by the vehicle vendor. Paul noted that a hybrid vehicle might better support the electricity needs for activities the vehicle will deliver.

Then Paul presented the FY25 Budget Submission Memoranda for members' review. Leila reminded members that the fund statement will keep changing. There were calculation errors on the Capital Project and Feasibility Studies lines of the fund statement, and they will be fixed.

Dick inquired about tax revenue projections for commercial properties that are nearly or already complete in the corridor. Leila explained that valuation is conducted on an ongoing basis by the Department of Tax Administration (DTA) for the County and are reflected in the estimates they send us each February.

The Finance Committee voted unanimously to bring the FY25 Budget Submission and FY25 Capital Projects and Capital Equipment Budget Submission Memoranda as drafted to the Board for approval.

With no further discussion, the meeting was adjourned at 7:39 p.m.

OCTOBER 2, 2023
FINANCE COMMITTEE MEETING

AUGUST MONTHLY CLOSING

**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 will be recorded after BOS approval in October 2023.

1. **Administration:** The Administration revenue includes tax, interest and facility rental revenues. Facility rental revenue is from the T-Mobile antenna lease and room rentals. We have collected 52.65% of tax revenue, 48.54% of estimated Facility Rental revenue (which also includes T-Mobile antenna revenue) and 319.52% 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.
2. **Performing Arts Theatre Admissions:** Theatre admission sales for Professional Touring Artist Series (PTAS) performances; tickets go on sale August 1.
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 and fall program revenue.
9. **Aquatics Classes/drop-in:** Year-to-date revenue represents summer and fall program registration revenue. "Drop-in" swimming now requires pass purchases and lane or zone reservations for participation.
10. **Aquatics Rental: Year-to-date** represents natatorium rental payments. The rentals are billed quarterly.
11. **Fitness:** Year-to-date amount includes summer and fall program revenue.
12. **Youth/Teen:** Year-to-date reflects the summer youth camp programming and fall enrollment revenue. 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:** Year-to-date amount includes summer and fall program revenue.
14. **Offsite & Collab. Community Events:** Revenue is collected from organization booth fees associated with the Reston Multicultural Festival and from MLK 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, 2023

100%/12*2 mos=16.66%

	FY23 Carryover	FY24 Adopted Funding	Revised FY24 Budget	Aug	YTD	REMAINING BALANCE	% Budget Used Ytd
Personnel Expenses							
1 Administration		852,448	852,448	38,811	53,294	799,154	6.25%
2 Facility Services (Booking)		318,791	318,791	16,856	25,440	293,351	7.98%
3 Comptroller		473,822	473,822	33,615	49,782	424,040	10.51%
4 Customer Service		663,244	663,244	48,515	71,523	591,721	10.78%
5 Facility Engineer		145,604	145,604	11,964	18,358	127,246	12.61%
6 Maintenance		465,400	465,400	33,829	50,544	414,856	10.86%
7 IT		155,628	155,628	9,501	14,250	141,378	9.16%
8 Media/Sponsorships		490,634	490,634	35,824	53,657	436,977	10.94%
9 Community Partnerships			0		0	0	0.00%
10 Performing Arts		638,715	638,715	41,549	60,107	578,609	9.41%
11 Arts Education		391,501	391,501	75,144	111,492	280,009	28.48%
12 Aquatics		977,859	977,859	86,865	124,652	853,207	12.75%
13 L&L Fitness		253,794	253,794	16,585	24,451	229,343	9.63%
14 L&L Admin		300,756	300,756	26,363	39,547	261,209	13.15%
15 L&L Youth/Teen		251,916	251,916	53,847	76,652	175,264	30.43%
16 L&L Lifelong Learning		175,550	175,550	11,855	17,740	157,810	10.11%
17 Offsite &Collab. Community Events		391,284	391,284	25,131	37,591	353,693	9.61%
18 Offsite &Collab. Equity Partnerships		111,156	111,156	9,850	14,759	96,397	13.28%
Total Personnel Expenses	0	7,058,102	7,058,102	576,104	843,838	6,214,264	11.96%

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. \$28,244 in additional funding was requested at FY23 carryover to cover personnel costs and will be recorded after BOS approval in October 2023. 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.

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
 August 31, 2023

100%/12*2 mos=16.66%

	FY23 Carryover	FY24 Adopted Funding	Revised FY24 Budget	Aug	YTD	REMAINING BALANCE	% Budget Used Ytd
Operational Expenses							
1 Administration		57,000	57,000	7,670	14,965	42,035	26.26%
2 Board		46,100	46,100	500	6,682	39,418	14.50%
3 Facility Services (Booking)	3,991	194,050	198,041	52	109,666	88,376	55.38%
4 Comptroller//LA Lease/Admin	38	356,989	357,027	649	2,355	354,672	0.66%
5 Customer Service		1,000	1,000		45	955	4.52%
6 Facility Engineer		147,521	147,521	23,726	53,895	93,626	36.53%
7 Maintenance		465,094	465,094	(22,267)	376,586	88,508	80.97%
8 IT		129,670	129,670	43,276	63,525	66,145	48.99%
9 Media/Sponsorships		629,842	629,842	48,279	249,970	379,872	39.69%
10 Community Partnerships		165,000	165,000		100,419	64,581	60.86%
11 Performing Arts	17,764	334,200	351,964	12,836	217,028	134,937	61.66%
12 Arts Education	224	88,556	88,780	24,118	50,882	37,898	57.31%
13 Aquatics		84,230	84,230	8,947	23,012	61,218	27.32%
14 L&L Fitness		8,150	8,150	295	318	7,832	3.91%
15 L&L Admin		4,800	4,800		1,118	3,682	23.30%
16 L&L Youth/Teen	30	183,711	183,741	3,531	158,082	25,659	86.04%
17 L&L Lifelong Learning		81,318	81,318	7,333	15,990	65,328	19.66%
18 Offsite &Collab. Community Events	60	327,515	327,575	54,028	220,855	106,720	67.42%
19 Offsite &Collab. Equity Partnerships		15,025	15,025	1,445	3,101	11,924	20.64%
Total Operational Expenses	22,108	3,319,771	3,341,879	214,417	1,668,495	1,673,383	49.93%

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 will be added to the FY24 budget amounts. That package also included \$444K to allow for expanded programming. Carryover will be reflected in the Finance Committee report delivered in November for the October results.

1. **Administration:** The current month's expenses include LFI registration and conference attendance costs for the VRPS and NRPA convenings.
2. **Board:** Current month expenses are for voting tabulation services for the Preference Poll.
3. **Facility Services (Booking):** The current month expenses and reservations net are for facility security, storage rental and supplies.
4. **Comptroller/LA Lease/Admin:** The current month expenses are for bank fees, postage and office supplies.
5. **Customer Service:** No expenses are recorded for this month.
6. **Facility Engineering:** The current month expenses include facility repair and maintenance costs for RCC HW and RCC LA buildings.
7. **Maintenance:** The current month expenses and reservations net are for utilities, maintenance costs, custodial services and supplies.
8. **IT:** The current month expenses and reservations/payments are for VSI software maintenance, an Apple computer purchase, DIT charges and monthly cell phone billing.
9. **Media:** The current month expenses and reservations net include advertisement, printing, sponsorships and other operating costs.
10. **Community Partnerships:** No costs were recorded for this month.
11. **Performing Arts:** The current month reservations and expenses are for theatre operating costs.
12. **Arts Ed:** The current month expenses or reservations and payments are for program operating costs.
13. **Aquatics:** The current month reservations and expenses are for pool operating costs and aquatics conference attendance costs.
14. **Fitness:** The current month expense is for a program operating cost.
15. **Leisure and Learning Admin:** No costs were recorded for this month.
16. **Youth/Teen:** The current month reservations and expenses are for program operating costs.
17. **Lifelong Learning:** The current month reservations and expenses are for program operating costs and conference attendance costs.
18. **Offsite & Collab. Community Events:** The current month reservations and expenses are for program operating costs. Summer is extremely busy for this cost center, and the advance payments or reservations for the September Multicultural Festival start occurring in July and August.
19. **Offsite & Collab. Equity Partnerships:** The current month reservations and expenses are for program operating costs.

Reston Community Center
 Revised Budget vs Actuals Worksheet
 August 31, 2023

100%/12*2 mos=16.66%

	FY23 Carryover	FY24 Adopted Funding	Revised FY24 Budget	Aug	YTD	REMAINING BALANCE	% Budget Used Ytd
Capital Proj. & Cap Equip.							
1 RCC Improvements CC-000001	366,110	278,000	644,110	303,864	305,937	338,173	47.50%
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	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%
Total Capital Expenses	522,236	335,000	857,236	317,779	347,972	509,264	40.59%
Total RCC Expenditures	544,344	10,712,873	11,257,217	1,108,300	2,860,306	8,396,911	25.41%

**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 will fund 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 the Genie Runabout Replacement.
4. **Reston Arts Venue/CC-000024:** Reston Arts Venue. This will be closed out and funding reallocated.

OCTOBER 2, 2023
FINANCE COMMITTEE MEETING

FY25 BUDGET SUBMISSION
MEMORANDA

FUND STATEMENT - CORRECTED



County of Fairfax, Virginia

MEMORANDUM

DATE: October 3, 2023

TO: Christina Jackson, Chief Financial Officer
Fairfax County Government

Philip A. Hagen, Director
Department of Management and Budget

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

Leila Gordon, Executive Director
Reston Community Center

SUBJECT: FY25 Budget Submission

The FY25 Budget request for Reston Community Center (RCC) is \$13,280,907.

Reston Community Center's FY25 Budget includes the following:

- The amount of \$7,703,849 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 \$3,630,838 for operating expenses. This calculation is based on facility operating costs and programs and services requirements.
- The amount of \$1,946,220 for capital projects.
- The estimated revenue for FY25 is \$11,569,278.

Funding for the FY25 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 26, 2023. It was subsequently approved by the RCC Board of Governors at their regular monthly meeting on Monday, October 2, 2023.

Cc: Office of Hunter Mill District, Supervisor Walter L. Alcorn
Chris Leonard, Deputy County Executive for Health, Housing and Human Services
Amanda Griffith, Department of Management and Budget
Dana Thompson, Department of Management and Budget





County of Fairfax, Virginia

MEMORANDUM

DATE: October 3, 2023

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

Philip A. Hagen, Director
Department of Management and Budget

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

Leila Gordon, Executive Director
Reston Community Center

SUBJECT: FY25 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 26, 2023, in its Annual Public Hearing for Programs and Budget. The Board of Governors approved the below described FY25 funding at its Board meeting on October 2, 2023. The following projects are part of RCC's CIP and funding is requested for:

CC-000001-019 Elevator Replacement RCC Hunters Woods	\$75,000
Additional funding for replacement of the elevator in RCC Hunters Woods as it is nearing the end of its useful life.	
CC-000001-020 RCC HW Energy Use Reduction	\$671,220
CC-000001- 021 RCC on Wheels Vehicle	\$400,000
CC-000001-022 RCC HW Complete Overhaul of Display Systems	\$100,000
CC-000001- 023 RCC HW Installation of New Timeline Exhibit	\$100,000
CC-000001-024 RCC HW/LA Renovation of Office Systems Furniture	\$500,000
CC-000001-025 RCC HW Restroom Renovation	\$100,000
Total FY25 Capital Project and Capital Equipment Requirements:	\$1,946,220

The FY25 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
Amanda Griffith, Analyst, Office of Management and Budget

Reston Community Center

2310 Colts Neck Road
Reston, Virginia 20191

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www.restoncommunitycenter.com



**CORRECTED
10/2/23**

FUND STATEMENT

Category	FY 2023 Actual	FY 2024 Adopted Budget Plan	FY 2024 Revised Budget Plan	FY 2025 Advertised Budget Plan	FY 2025 Adopted Budget Plan
Beginning Balance	\$9,095,686	\$8,599,349	\$10,658,955	\$10,658,955	\$10,658,955
Revenue:					
Taxes	\$9,594,699	\$9,500,478	\$9,700,478	\$10,063,655	\$10,063,655
Interest	197,113	15,870	15,870	75,000	75,000
Vending	137	1,600	1,600		
Aquatics	344,244	425,000	425,000	425,000	425,000
Leisure and Learning	326,604	479,408	430,755	520,678	520,678
Rental	215,373	181,000	181,000	181,000	181,000
Arts and Culture	288,463	303,645	303,645	299,370	299,370
Offsite & Collaboration				4,575	4,575
Total Revenue	\$10,966,633	\$10,907,001	\$11,058,348	\$11,569,278	\$11,569,278
Total Available	\$20,062,319	\$19,506,350	\$21,717,303	\$22,228,233	\$22,228,233
Expenditures:					
Personnel Services	\$5,760,095	\$7,058,102	\$7,086,346	\$7,703,849	\$7,703,849
Operating Expenses	3,039,863	3,319,771	3,785,579	3,630,838	3,630,838
Capital Equipment	0	0	0		
Capital Projects	603,406	335,000	2,058,457	1,946,220	1,946,220
Total Expenditures	\$9,403,364	\$10,712,873	\$12,930,382	\$13,280,907	\$13,280,907
Total Disbursements	\$9,403,364	\$10,712,873	\$12,930,382	\$13,280,907	\$13,280,907
Ending Balance¹	\$10,658,955	\$8,793,477	\$8,786,921	\$8,947,326	\$8,947,326
Maintenance Reserve	\$1,315,996	\$1,308,840	\$1,327,002	\$1,388,313	\$1,388,313
Feasibility Study Reserve	219,333	218,140	221,167	231,386	231,386
Capital Project Reserve	7,000,000	7,000,000	7,000,000	7,000,000	7,000,000
Economic and Program Reserve	2,123,626	266,497	238,752	327,627	327,627
Unreserved Balance	0	0	0	0	0
Tax Rate per \$100 of Assessed Value	\$0.047	\$0.047	\$0.047	\$0.047	\$0.047

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 2 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 2023 Preference Poll Committee Chair Report November 6, 2023

Overview

This year's Preference Poll presented the community with two incumbent candidates – William Penniman and Vicky Wingert – and one new candidate – Paul Berry – 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, and to continue its mission focus on equity and inclusivity practices that embrace the entire community.

We changed electronic voting vendors this year to reduce costs and improve service. 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 24 hours of the “official” start of voting. Due to scheduling conflicts, Paul Thomas was not able to participate in the Candidates Forum, but the forum was presented in a livestreaming format again from the CenterStage successfully. The Preference Poll Committee Vice Chair Bill Bouie moderated.

Results:

Vicky Wingert	1,219
William Penniman	1,105
Paul Berry	1,051

2023 Preference Poll Data Points:

Turnout by ZIP Code	Voted	Electorate	Percentage
20190	398	12,220	3.26
20191	691	12,735	5.43
20194	290	5,277	5.50
Walk-In Replacement	2		
Total	1,381	30,232	4.57
Turnout by Type of Voter	Voted	Electorate	Percentage
Residential	1,358	28,410	4.78
Business Occupant	21	1,822	1.15
Walk-In Replacement	2		
Total	1,381	30,232	4.57
Turnout by Paper vs Internet	Voted	Percentage of Total Voted	
Paper	492	35.63	
Paper entered by LWV	84	6.08	
Internet	805	58.29	
Total	1,381	100	
Member Records Accounting	Number of Records		
18045-01 RCC RESIDENTIAL list - 27,994	28,410		
18045-02 RCC COMMERCIAL list - 1,847	1,822		

Original total	30,232		
Sent to Printer	30,232		
Electorate	30,232		
<i>[150 available for replacements]</i>	<i>150</i>		
Total in Election Manager	30,382		

Recommendations

The alignment with the printing schedule works well. The Candidate Forum was held prior to the voting period opening, but given the uncontested nature of this year’s poll, it would be difficult to draw any firm conclusions about whether that had a benefit with respect to participation in the poll.

Although this was another uncontested election, not all the candidates were incumbents, so both the Orientation and Candidates Forum were held this year. Overall participation was nearly identical to last year’s totals.

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 (Thursday to Thursday) | Candidates Filing: two-week duration aligned to Fall Registration period. |
| August 15 (Thursday) | Candidates photo and orientation. |
| September 6 – 27 (Friday to Friday) | Voting is a three-week period from September 6 to September 27 at 5:00 p.m. Mailed ballots must be received by 5:00 on September 26. |
| TBD based on programming schedule | Candidates Forum: Will need to occur during the week of September 3 (Tuesday) to September 6 (Friday). Labor Day is Monday, September 2. We will need to hold this event in the Jo Ann Rose Gallery due to project work at Hunters Woods. |

Continue these strategies:

1. Have a minimum of one Board member or 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 a bit more efficient.
2. Include the date and time of the Candidates Forum with the printed mailed materials.
3. Promote the Candidates Forum broadly as a video experience. 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.



**Executive Director Report
October 2023**

Pillar I – Facilities

The bidding process for the Energy Utilization Improvement project is in progress. We are gathering signatures from neighbors for the Reston Association Design Review Board submission. The Security Camera Upgrade project is nearing completion with final IT issues being managed to provide access to appropriate staff through firewall permissions/configurations. The elevator replacement project is in the early stages of realization. Long-lead items are being ordered. The new light board for the CenterStage has been received. The RCC on Wheels vehicle research is ongoing.

Pillar II – Equity

Per Board of Governors request, here are relevant data points regarding the cancelation of the Reston Multicultural Festival.

Craft booth refunds: \$3,800.00 (38 booths)	Artist fees were all paid. That is industry standard.
\$32,452 was unspent from logistics vendor agreements; vendors were very supportive.	238 hours of RCC technical staff support didn't occur; savings will occur in the personnel budget.

The estimated event budget was \$106,000; estimated expenses total \$73,500. Actual costs would vary slightly from these estimates as miscellaneous day-of costs or savings would have occurred. Research to date suggests that event insurance (if obtained by our hosts) would be prohibitively expensive.

Nefesh Mountain (an ensemble that combines Jewish and traditional bluegrass music traditions) performed in the CenterStage following the onset of the violence in Israel and Gaza. The concert occurred just after the massacre of Jewish people by Hamas. Everyone was in a troubled frame of mind and the concert addressed their concerns with great effect.

Pillar III – Community Connections

The offsite concert series performances concluded; the final Darden & Friends event reached an audience of 400 people. "We Feed People" was a joint presentation in the CenterStage (featuring Restonian Nate Mook) in partnership with the Washington West Film Festival. RCC had a substantive presence at the annual ArtsFairfax Arts Awards. The County's Juvenile Justice Reform conference occurred at RCC Hunters Woods.

Pillar IV – Programs and Services

RCC's offerings across all enrollment and reservation categories are reaching full and sometimes full-with-waitlist status. Of note, 300 people attended the Halloween Family Fun day and 168 participants enjoyed Boo at the Pool. Fitness and Lifelong Learning classes are seeing pre-COVID participation results.

Pillar V – Communications

The County Connections podcast featured our new Offsite & Collaboration department. RCC's website design project team was recognized with Outstanding Performance Awards for their two-plus years of work on the new website. We had significant media penetration in October that highlighted the Preference Poll results, as well as the large number of programming activities offered and the official launch of the new website.

Pillar VI – Stewardship and Accreditation

We continue to amass evidence of compliance materials germane to CAPRA standards. Staff turnover continues to produce significant levels of recruitment, hiring and onboarding work. Ryan Kasproicz has been appointed Aquatics Operations Director; Ryan has been a head lifeguard for us for many years.

Executive Director Activity

I attend Leadership Fairfax, ArtsFairfax and Public Art Reston board meetings.