



**Reston Community Center
Board of Governors Monthly Meeting
October 4, 2021
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"> • Approval of Board Minutes for September 13, 2021 (as reviewed and approved by the Board Secretary) • Approval of Board Actions for September 13, 2021 (as reviewed and approved by the Board Secretary) | |
| 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"> • September 13 Long Range Planning Committee • MOTION: To approve the RCC 2021 – 2026 Strategic Plan as presented and amended. • September 27 Finance Committee • MOTION: To approve the RCC FY23 Budget Submission and Transmittal Memoranda as presented. | Bill Bouie, Chair
Paul Thomas, Chair |
| 8:13 – Board Member Input on Activities Attended | |
| 8:25 – Executive Director Report | Leila Gordon, Executive Director |
| 8:30 – Old Business
New Business | Beverly Cosham, Chair |
| 8:40 – Adjournment | |

Reminders:

Events	Date	Time
MTA: Beau Soir	Oct. 7	2:15 p.m.
Reston Baby Expo	Oct. 9	9 a.m. – 12 p.m.
ArtsFairfax Annual Arts Awards luncheon	Oct. 15	12:00 p.m.
PTAS: <i>The Blackest Battle</i>	Oct. 25	7:30 p.m.



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
September 13, 2021
8:00 p.m.**

Present:

- Bev Cosham, Chair
- Laurie Dodd
- Lisa Sechrest-Ehrhardt
- Dick Stillson
- Paul Thomas
- Vicky Wingert

Absent and Excused:

- Bill Bouie
- Bill Keefe
- Bill Penniman

Attending from RCC Staff:

- Leila Gordon, Executive Director
- John Blevins, Deputy Director
- Karen Goff, Public Information Officer
- Rebekah Wingert, Videographer

Bev called the meeting to order at 8:00 p.m.

MOTION #1:

Approval of the Agenda

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

MOTION #2:

Approval of the July 26, 2021 Board Minutes

Paul moved that the Board approve the July 26, 2021 Board Minutes. Dick seconded the motion. The motion passed unanimously.

MOTION #3:

Approval of the July 26, 2021 Board Actions

Bill B. moved that the Board approve the July 26, 2021 Board Actions. Dick seconded the motion. The motion passed unanimously.

Chair's Remarks

Bev said she hopes we will see the end of COVID-19 soon. She read two poems:

The Storms by S.C. Lourie

Despite the storms,
beauty arrives like
it was always going to.
Despite the darkness,
the light returns.
Despite your loss,
your heart will be
full again.
Despite the breaking,
your heart will feel
like it belongs in the
land of joy once more.
This is how it will

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always be. Keep living.

The True Lover of God by Hafiz

I sometimes forget that
I was created for joy
My mind is too busy
My heart is too heavy
Heavy for me to remember
That I have been
Called to dance
The sacred dance for life
I was created to smile
To love
To be lifted up
And lift others up
O sacred one
Untangle my feet
From all that ensnares
Free my soul
That we might
Dance
And that our dancing
Might be contagious

Introduction of Visitors

None

Citizen Input

None

Committee Reports

July 26 Finance Committee – Chair Paul Thomas said the biggest thing discussed was the FY21 Carryover memorandum. One thing of note is the \$750,000 in funds being returned to the fund balance from the aquatics project, with about \$100,000 more to come. RCC's available resources are in very good shape. We designated funding in the agency carryover package to get things back to normal capacity as quickly as we can.

September 13 Long Range Planning Meeting – Vice Chair Lisa (Chair Bill B. was not present) said Board and Staff made several edits to the 2021 – 2026 Strategic Plan draft. It was a very involved conversation on the importance of what we do and our goals for the coming years. The draft is a working document that will be finalized and approved by the Board in its October meeting. It is important we have a sense of our role in the community and RCC's potential to be a major contributor to Reston's quality of life. There is a lot of detail in each theme area. Vicky added that the Strategic Plan is the blueprint for all future activities at RCC.

MOTION #4

For the Strategic Plan draft to move forward with the edits discussed at the Long Range Planning Committee meeting.

Paul moved that the draft edits be accepted. Laurie seconded the motion. The motion passed unanimously.

MOTION #5

Approval of the Committee Reports

Dick moved to approve the committee reports. Paul seconded the motion. The motion passed unanimously.

Board Member Input on Activities Attended

Dick attended the Northern Virginia Fine Arts Festival (NVFAF) and said it seemed larger than in the past. He attended the festival party on Saturday. He has been working on his OLLI presentations. Dick participated in the Preference Poll Candidates Forum.

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Vicky felt like RCC was her second home this summer as she was dropping off/picking up her granddaughter for Young Actors Theatre. Vicky enjoyed the performances, concerts at Lake Anne Plaza and the pools this summer. The NVFAF was great.

Lisa was surprised to see how large the NVFAF was this year. She has been walking the paths and attended concerts at Lake Anne Plaza. She participated in the Candidates Forum.

Paul attended a Human Services Council Meeting and the Candidates Forum. He attended the NVFAF party. He said the festival was supposed to be even bigger, but many artists ran out of inventory. He said it looked bigger because booths were on only one side of Market Street. South Lakes High School is back in session; Paul will be busy this fall with marching band events.

Laurie's husband has been back in the hospital. She said Bev's poem was very touching.

Bev attended the NVFAF party, the unveiling of Sue Wrbcian's sculpture and the dance program. Bev went with Leila to the Cornerstones event, and she was at the Candidates Forum.

Executive Director Report

Leila said the August Staff conversations with Cornerstones were very fruitful. She appreciates Board and Staff participation to refine the Strategic Plan language. The FY21 Carryover will be a little later than normal due to the Board of Supervisors' schedule. We will look at the FY23 transmittal memo at the September 27 Finance Committee meeting. The county is now requiring staff and volunteers to have a COVID-19 vaccine or weekly testing beginning October 11.

The website design project continues. The PTAS guide is out. Leila said she thinks people are more confident going to activities. DPWES said it anticipates the closeout of the aquatics project in mid-October. There are lots of rituals involved with that. The unspent funds will be restored to the fund balance. There is a lot going on in the fall session. Aquatics is in full Halloween mode. During the annual pool maintenance period, we completed deep cleaning and maintenance and added the new locker room dividers.

The summer concert series were very successful; we had more than 100 performances. The weather was not terrible. Lunchtime with the Arts will start again this month on Thursdays at Reston Town Square Park, 12:30 – 1:30 p.m. We had a fantastic National Night Out event on the plaza at Hunters Woods; RCC's front doors made it on to Channel 4's newscast. The final Crafternoon of the summer had 31 attendees. We had an amazing summer camp season. There were zero reports of COVID-19 among campers or staff. It took a lot of work. We had the same number of camps, but about half as many campers this summer (typically about 1,200).

Leila said she thinks the most reluctant patrons to return are older adults. We are still trying to do hybrid programming when possible. Fitness is filling up. We will maintain a conservative approach until the effects of vaccine mandates take hold. We need about 90 percent community vaccine saturation for that.

Old Business

None

New Business

Paul asked the time of the September 27 Finance Committee meeting. Leila said 6:30 p.m. Leila said the ArtsFairfax Awards are October 15 and the Cornerstones' 50th anniversary event is September 30. She will email the Board for attendance.

Bev adjourned the meeting at 8:28 p.m.



Lisa Sechrest-Ehrhardt
Board Secretary

9-30-21

Date

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON JUNE 7, 2021

- 21-0913 -1 Bd That the Board approve the Agenda.
- 21-0913-2 Bd That the Board approve the July 26, 2021 Board Minutes.
- 21-0913-3 Bd That the Board approve the July 26, 2021 Board Actions.
- 21-0913-4 Bd That the Board approve the 2021-2026 Strategic Plan draft edits discussed at the September 13, 2021 Long Range Planning Committee Meeting.
- 21-0913-5 Bd That the Board approve the committee reports.



Lisa Sechrest-Ehrhardt
Board Secretary

9-30-21

Date



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
LONG RANGE PLANNING COMMITTEE MEETING
September 13, 2021, 6:30 p.m.**

Present:

- Lisa Sechrest-Ehrhardt (at 7:00 p.m.), Vice Chair
- Beverly Cosham
- Laurie Dodd
- Dick Stillson
- Paul Thomas
- Vicky Wingert

Absent and Excused:

- Bill Bouie, Chair
- Bill Keefe
- Bill Penniman

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- John Blevins, Deputy Director
- Brian Gannon, Facility Services Director
- Karen Goff, Public Information Officer
- Matt McCall, Aquatics Director
- PD Michnewicz, Arts and Events Director
- Bebe Nguyen, Communications Director
- Harun Rashid, Network Administrator
- Fred Russo, Building Engineer
- Renata Wojcicki, Finance Director

Bev (for Bill B. and Lisa) called the meeting to order at 6:30 p.m.

Leila thanked everyone for reviewing the draft of the next Strategic Plan. She said everyone should have Version 2 with the recent edits from Paul, Bill B. and Dick. RCC's senior management team is here to answer questions and give input. She said we will go through the first five pages and then talk about the Vision, Mission and Values sections.

Page 3

There was discussion on Dick's proposed edits to tighten up the wording. There will be a shorter second paragraph. Dick obtained clarification on how the second and third paragraphs go together.

Page 4

Per Paul's suggestion that "assure" should be "ensure" throughout the document, those edits will occur. Asset Solutions should be Asset Essentials. Laurie asked about simpler language; Dick agreed. Laurie asked if engagement experiences could be just engagement. Paul suggested an edit about Asset Essentials: The software is not actually fixing anything; he suggested replacing "provide" with "initiate." Dick had a question about the reference to the calendars on this page. Leila clarified it is the maintenance calendar. Edits were made to satisfy these issues.

Page 5

Paul asked for clarification on the difference between an event and an activity. Leila said events are one time; an activity example might be the launch of our registration period.

Leila said the Community Calendar is meant to collect partner events for all Reston in one place – events like NVFAF, Reston Kids Triathlon, Spring Festival and Chalk Fest. The calendar will not be for things like classes. Paul suggested dropping the word “dates” after “activity” in the bullet about the Community Calendar. Dick said partnerships are important; is there some way to add an objective about enhancing partnerships when talking about the Community Calendar? Paul said that is covered on Page 6. There was further discussion on this. Leila will move the partnerships element to the top bullet in Community Connections and edit to begin with “to implement and sustain.”

Small edits were suggested to the Community Connections section: tightening language to say, “to connect and forge” or just “connect.” In the third bullet, to change “encouraged” to “involved.” Laurie asked if saying “RCC is represented in those endeavors” was necessary. The edited version of that sentence will now read: “RCC Board and Staff are involved in community planning and initiatives.”

Page 6

Paul and Bill B. (prior to the meeting) suggested an edit in the last bullet item about the new website to say “mobile-friendly” and delete “provide accessible content on phones.” In the Programs and Services pillar area, Dick asked about professional organizations – should we add nonprofits too? Leila explained this is specifically talking about staff being involved in parks and recreation associations/organizations, so the word professional is necessary. There was discussion about changing the bullets’ order. Paul suggested flipping the first and second bullets.

There was further discussion of the order and of using the phrase “diverse interests and backgrounds” and how that could be measured. Leila said we know from our pictures that we have diverse participation, and we know from our offerings menu that we address diverse interests. Matt suggested making customer satisfaction the first bullet item and the one that mentions canceled programs the fourth item. Dick suggested making describing service to diverse tastes as an objective not a measurable outcome. Leila spoke on the art and science of programming. She suggested reordering and tighter language. The final order for this section will be reflected in the edited version. The edited version of language for this pillar is as follows:

STRATEGIC PLAN: Pillar IV – Programs and Services

Goal: RCC programs evolve and adapt to a changing community; programs and content should be delivered in both RCC facilities and where people live, work and play. RCC programs and services address diverse interests, ages, cultures and ethnicities; they are high quality, innovative, well attended and affordable.

Objectives:

- *To preserve the broadest possible access to RCC programs and services.*
- *To create and use engagement strategies that inform the design and implementation of RCC programs and services.*
- *To establish reliable and well-used patron feedback mechanisms to ensure constant evaluation of patron satisfaction.*
- *To use data to inform program planning and development.*
- *To have staff participate in professional organizations that provide resources for the fields of RCC concern: aquatics, arts, leisure and learning, and facility services.*

OUTCOMES (Success Metrics):

- *Customer satisfaction survey results consistently achieve “Agree/Strongly Agree” response rates of 90% or more.*
- *People of diverse interests and backgrounds participate.*
- *Participation in RCC programs and services increases across all areas.*
- *Program cancellation rates decrease.*

Page 7

There was discussion about measuring engagement on the website. Bill Bouie had asked about languages we translate on the site, specifically, which ones. There was discussion about using simple language for the website so there are no misunderstandings that might result from translation. Leila reiterated the RCC purposely has staff members who speak multiple languages who aid in our patron

communication and that we get immediate feedback from patrons if we translate written materials incorrectly.

Page 8

There were no major edits discussed. Leila said she will incorporate all edits discussed and send out a clean version after the meeting for final comments and suggestions prior to the Board's final approval of language at their meeting on October 4.

MISSION, VISION AND VALUES section

Leila said there was major discussion of this area at the April Strategic Planning meeting with agreement to preserve the current language. However, during staff discussions that followed the restart of engagement with focus groups, words that kept coming up were: "connecting," "belonging," and that the community is changing and growing. There was a feeling among staff as well that our mission statement might be too long.

Bill B. had suggested a couple of edits to combine a couple of the value statements into one. Paul asked about including partners in the first bullet in the "values" list. There was discussion of the word "constituents" as opposed to "patrons."

BeBe said we should be described as a respectful, "diverse" organization. PD asked about including contracted artists in the first bullet. Leila said that may be too specific; partners effectively covers that. Paul asked about not mentioning the Board as they are essentially volunteers. There was discussion of using semicolons vs. periods at the end of each bullet item. Leila said she will check AP Style again, but that the last time she checked, the preference was to use periods at the end of each bullet item.

There was discussion about moving and editing some of the bulleted items under Values. The edited version reads:

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

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

There was discussion about changing RCC's vision line. Leila asked for a show of hands on keep our current statement or replacing it with suggested language. The consensus was to keep it as follows:

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

All agreed that the edits satisfy the concerns that emerged from RCC's processes in developing a blueprint for the coming five years and will help keep us appropriately focused on these priorities and strategies.

The meeting concluded at 7:50 p.m.



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
FINANCE COMMITTEE MEETING
September 27, 2021, 6:30 p.m.**

Present:

- Paul Thomas, Chair
- Bev Cosham, Board Chair; present to establish a quorum
- Dick Stillson

Absent and Excused:

- Bill Bouie
- Laurie Dodd
- Bill Keefe

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- John Blevins, Deputy Director
- Karen Goff, Public Information Officer

The Chair called the meeting to order at 6:35 p.m.

Leila directed everyone to the monthly report.

Revenue – Leila said there was nothing unusual to note in the report. She said we are seeing normal tax collection. We are at a bit more than half of the target, which is where we want to be at this point in the year. We made very conservative revenue estimates with respect to programs and services revenue so those show very robust achievement of revenue against the targets. The August column contains the August activity and the year-to-date column has the activity from both July and August included.

Leila said Aquatics is doing better than we anticipated, and she said we will hit and exceed the revenue target if present experience continues. Dick asked about the FY22 revised projections. They seem low, so why don't we have figures that reflect more normal years? Leila said the numbers don't reflect carryover and added funds for increasing programming for expenses nor does revenue represent revised revenue possibilities. The budget figures were developed in the deepest part of the pandemic.

We will see where we are in third quarter and decide if we need to revise the revenue projections – the typical approach of the County's Department of Management and Budget is to leave revenue projections at levels established. Paul said the revenue figures were conservative, but we were budgeting with very little information. Leila said the estimate was developed in August of 2020, when we had only been reopened for a month. Leila and Paul both said the county guidance was to be conservative.

Personnel – Leila reminded the committee that the payroll data lags by two weeks. We are where we should be, and the big spikes are in normal places such as Youth/Teen and Arts Education due to summer camps.

Operating – Leila said this is the time of year when we encumber funds, so the committee will see high percentages of each budget used to date. There are POs with large amounts encumbered so they can be spent down in the course of the year. RCC realized a registration credit in Fitness due to the NRPA discount that was applied once all the conference enrollments for the agency had been made.

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Dick asked if we entered new sponsorships, causing the higher amount in the Media/Sponsorships line. Leila explained line 9 contains the totals for both Media expenses and Sponsorships; the larger amount is due to the website redesign purchase order. We have the same sponsorships as before for the most part, but we have increased our investment for some – for example, we are a Strategic Partner sponsor for Cornerstones now at a higher amount for the full year. There was discussion about the website project; Leila explained the homepage design process and the proposed main page headers, and she said we will likely see a prototype by the end of the year.

Capital Projects – Leila noted the carryover of projects, including the pool. She expects the aquatics project will officially close in mid-October. A return of \$750,000 has already been made from contingencies, and about \$100,000 more is expected to be returned to the fund.

FY23 Budget Transmittal Memo

Leila said the numbers in the memo reflect what was discussed at the Public Hearing. The personnel number includes \$1,000 bonuses for Merit and Seasonal employees that the county will deliver in November. The note in the fund statement describes the estimated amount of roughly \$106,000. Added funding in Operating expenses will bring us up to standard levels of offerings. That includes the carryover amount; a big part of that is allocated to the website redesign.

Capital Projects memo – This is a list of projects included in the Public Hearing. We are going to initiate roof replacement final phase design and cost estimating this year. We may be able to go without a rooftop air-conditioning unit due to our transition to LED lighting and the performance of our building-wide HVAC system. Leila said there is uncertainty in the cost/supply chain that could impact the overall cost of this effort and others. We will know more toward the end of the year.

Dick asked if the roof estimates were related to solar panels. Leila said they are separate projects in separate locations of the building; there should be no cost associated with the installation of solar panels. There was discussion of the solar project. Leila said the county terminated their agreement with one company, and the second company said RCC's area is too small a project. Leila is continuing to follow up with the County energy and environmental strategies coordinator.

Paul pointed out two edits. The second bulleted item on the first page should not have a possessive on the word "programs." On the second memorandum, saying "RTU Roof Top Unit" is redundant. Leila will change to no possessive punctuation and will delete "RTU." The revised memoranda will be part of the October 4 meeting package and require board action as well as Bev's signature then.

Paul asked if there were any other comments on budget submission? There were not.

Dick moved to recommend approval of the FY23 budget memoranda as revised to the full Board at the Monday, October 4 meeting. Paul seconded the motion. The motion passed unanimously.

There was no further discussion. The meeting ended at 7:10 p.m.

**Revenue
comment**

General Notes: Revenue totaling \$151,414.69 collected prior to July 1 in 2021 was reversed and recorded as FY22 program revenue as those activities occurred after July 1, 2021 (the beginning of FY22). Fall program registration started August 1, 2021.

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 51.01% of tax revenue, 42.02% of estimated Facility Rental revenue (which also includes T-Mobile antenna revenue) and 9.89% of estimated interest 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 ticket sales for Professional Touring Artist Series shows went on sale August 1, 2021.
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:** Ibram X. Kendi's book *How to be an Antiracist* is available for sale at the Box Office.
8. **Aquatics Classes/drop-in:** Year-to-date revenue represents summer and initial fall program registration revenue. "Drop-in" swimming now requires pass purchases and free lane or zone reservations for participation.
9. **Aquatics Rental:** Year-to-date revenue represents natatorium rental payments. The rentals are billed quarterly.
10. **Fitness:** Year-to-date revenue includes summer and initial fall program enrollments.
11. **Youth/Teen:** Year-to-date revenue reflects the summer and initial fall programming enrollments. Most of this cost center's revenue is realized during the summer. Fee waiver program participation in this cost center is significant.
12. **Lifelong Learning:** Year-to-date revenue includes summer and initial fall program enrollments.
13. **Collaboration & Outreach:** The focus for this cost center has been changed from revenue generation to awareness and marketing goals. Little or no revenue is projected or anticipated.
14. **Community Events:** Revenue is collected from booth fees associated with the Reston Multicultural Festival and MLK luncheon ticket sales.
15. **Arts Education:** Year-to-date revenue includes summer and initial fall program enrollments; summer program revenue is significant in this cost center.

Reston Community Center
 Revised Budget vs Actuals Worksheet
 August 30, 2021

100%/12*2mos=16.66

	FY21 Carryover	FY22 Adopted Funding	Revised FY22 Budget	Aug	YTD	REMAINING BALANCE	% Budget Used Ytd
1 Administration		521,886	521,886	30,780	49,007	472,879	9.39%
2 Facility Services (Booking)		179,573	179,573	14,035	22,467	157,106	12.51%
3 Comptroller		457,626	457,626	32,277	47,441	410,185	10.37%
4 Customer Service		605,492	605,492	42,691	69,723	535,769	11.52%
5 Facility Engineer		132,510	132,510	9,885	15,825	116,685	11.94%
6 Maintenance		360,417	360,417	28,943	46,163	314,254	12.81%
7 IT		145,226	145,226	8,877	13,372	131,854	9.21%
8 Media/Sponsorships		454,231	454,231	34,005	54,656	399,575	12.03%
9 Community Partnerships			0		0	0	0.00%
10 Performing Arts		504,572	504,572	40,847	63,939	440,633	12.67%
11 Aquatics		848,857	848,857	61,102	99,253	749,604	11.69%
12 L&L Fitness		225,118	225,118	11,502	18,320	206,798	8.14%
13 L&L Admin		337,863	337,863	20,277	32,459	305,404	9.61%
14 L&L Youth/Teen		218,873	218,873	39,302	77,636	141,237	35.47%
15 L&L Lifelong Learning		152,400	152,400	9,471	14,302	138,098	9.38%
16 L&L Collab & Outreach		105,864	105,864	8,119	12,997	92,867	12.28%
17 Community Events		155,633	155,633	17,040	27,511	128,122	17.68%
18 Arts Education		331,147	331,147	55,649	93,600	237,547	28.27%
Total Personnel Expenses	0	5,737,288	5,737,288	464,804	758,672	4,978,616	13.22%

Personnel Expenses:

General Notes: Payroll posting lags two weeks behind the calendar; therefore, the percent of the year elapsed, and the percent of the budget expended, will not align. Summer personnel costs also reflect the fact that there is a split typically for pay period 14 that requires accounting for personnel costs that belong in the prior fiscal year and those that belong in the current fiscal year. Typically – because of our programming calendar – we get a 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. RCC requested an additional \$249.8K in funding at FY21 carryover to cover personnel costs of expanded programs should the pandemic conditions allow for those. This adjustment will be recorded after BOS approval of the carryover package in October 2021. Additionally, an increase of \$106K will be included in Personnel Services for the County's one-time bonus compensation.

1. **Administration:** Administration's allocated budget is typically under-spent; funding provides for Other Post-Employment Benefits (OPEB) costs.
2. **Facility Services (Booking):** Personnel costs are at the expected level.
3. **Comptroller:** Personnel costs are at the expected level. The Financial Specialist I position vacancy was filled in August 2021.
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 FY22.
10. **Performing Arts:** Personnel costs are at the expected level.
11. **Aquatics:** Personnel costs are at the expected level. A brief position vacancy in the Aquatics Operations Director position will occur – the process to fill it has already been initiated.
12. **Fitness:** Personnel costs are at the expected level.
13. **Leisure and Learning Admin:** Personnel costs are at the expected level.
14. **Youth/Teen:** Personnel costs are at the expected level.
15. **Lifelong Learning:** Personnel costs are at the expected level.
16. **Collaboration & Outreach:** Personnel costs are at the expected levels.
17. **Community Events:** Personnel costs are at the expected level. Hiring of a new Park/Recreation Assistant position was completed and the selected candidate started on July 3, 2021.
18. **Arts Education:** Personnel costs are at the expected level.

Reston Community Center
 Revised Budget vs Actuals Worksheet
 August 30, 2021

100%/12*2mos=16.66

	FY21 Carryover	FY22 Adopted Funding	Revised FY22 Budget	Aug	YTD	REMAINING BALANCE	% Budget Used Ytd
1 Administration	3,600	55,000	58,600	11,628	21,606	36,994	36.87%
2 Board	31	44,820	44,851	6,189	10,304	34,547	22.97%
3 Facility Services (Booking)		85,000	85,000	13,447	55,249	29,751	65.00%
4 Comptroller//LA Lease/Admin		341,324	341,324	1,135	303,820	37,504	89.01%
5 Customer Service		1,000	1,000		0	1,000	0.00%
6 Facility Engineer		110,000	110,000	14,486	30,027	79,973	27.30%
7 Maintenance	23	440,620	440,643	6,219	358,148	82,495	81.28%
8 IT	7,870	101,180	109,050	12,300	31,042	78,008	28.47%
9 Media/Sponsorships	147,890	499,967	647,857	121,799	387,259	260,598	59.78%
10 Community Partnerships		130,000	130,000		40,000	90,000	30.77%
11 Performing Arts	7,500	303,855	311,355	42,586	168,993	142,362	54.28%
12 Aquatics	901	55,182	56,083	6,511	14,872	41,211	26.52%
13 L&L Fitness		12,766	12,766	(295)	0	12,766	0.00%
14 L&L Admin		3,500	3,500	945	2,167	1,333	61.91%
15 L&L Youth/Teen	62	182,405	182,467	6,230	96,867	85,600	53.09%
16 L&L Lifelong Learning		80,000	80,000	1,312	5,084	74,916	6.36%
17 L&L Collab & Outreach		12,000	12,000	626	1,158	10,842	9.65%
18 Community Events		199,280	199,280	40,880	158,242	41,039	79.41%
19 Arts Education		46,092	46,092	1,440	18,893	27,199	40.99%
Total Operational Expenses	167,877	2,703,991	2,871,868	287,438	1,703,729	1,168,139	59.32%

Operating Expenses:

General Notes: Reservations for ongoing (multiple months) expenses are made at the beginning of the fiscal year; funds are spent down from them as the year progresses. 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 FY21 Carryover Package included \$168K for incomplete delivery of FY21 procurements (largely due to the purchase order for the new website); that amount was added to the FY21 budget amounts. That package also included \$292.8K to align the budget with pre-pandemic levels. Carryover will be reflected in the Finance Committee report delivered in November for the month of October.

1. **Administration:** Current month expenses recorded are conference attendance costs; RCC staff attend the National Parks and Recreation Association and Virginia Recreation and Parks Society conferences. Program staff costs are booked against the respective cost center while administrative staff costs are assigned to Administration.
2. **Board:** Current month expenses are BOG operating expenses associated with the Preference Poll.
3. **Facility Services (Booking):** Current month expenses and reservations are payments for facility security, storage rental and supplies.
4. **Comptroller/LA Lease/Admin:** Current month expenses are for bank fees, mileage and office supplies.
5. **Customer Service:** No current month expenses recorded.
6. **Facility Engineering:** Current month expense is a net of reservations/payments and include facility repair and maintenance costs for RCC HW and RCC LA buildings.
7. **Maintenance:** Current month expenses, payments and reservations are for utilities, maintenance costs, custodial services and supply costs.
8. **IT:** Current month expenses and reservations/payments are DIT charges and monthly billing for phones.
9. **Media:** Current month expenses and reservations include website design, postage and printing costs.
10. **Community Partnerships:** No current month expenses recorded.
11. **Performing Arts:** Current month expenses are theatre operating costs.
12. **Aquatics:** Current month expenses and reservations/payments are pool operating costs.
13. **Fitness:** Current month credit is a discount for NRPA conference registration.
14. **Leisure and Learning Admin:** Current month expenses are training costs.
15. **Youth/Teen:** Current month reservations/expenses are program operating costs.
16. **Lifelong Learning:** Current month expenses are program operating costs.
17. **Collaboration & Outreach:** Current month expenses are program operating costs.
18. **Community Events:** Current month expenses are program operating costs.
19. **Arts Ed:** Current month expenses or reservations are program operating costs.

Reston Community Center
 Revised Budget vs Actuals Worksheet
 August 30, 2021

100%/12*2mos=16.66

	FY21 Carryover	FY22 Adopted Funding	Revised FY22 Budget	Aug	YTD	REMAINING BALANCE	% Budget Used Ytd
1 RCC Improvements CC-000001	293,446	137,000	430,446		77,545	352,901	18.02%
2 RCC Facility Enhcmnts. CC-000002	59,529	15,000	74,529	13,730	33,835	40,694	45.40%
3 Theatre Enhancements CC-000008	76,870	58,500	135,370		43,187	92,183	31.90%
4 RCC Natatorium Reno CC-000009	1,040,201		1,040,201	601	25,315	1,014,886	2.43%
			0		0	0	0.00%
			0		0	0	0.00%
			0		0	0	0.00%
Total Capital Expenses	1,470,046	210,500	1,680,546	14,331	179,882	1,500,664	10.70%
Total RCC Expenditures	1,637,923	8,651,779	10,289,702	766,573	2,642,283	7,647,419	25.68%

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 FY21 Capital Projects Carryover is \$1,470,046.

1. **RCC Improvements/CC-000001:** Funding for the following projects: HW Roof Replacement phase III (deferred), HW Audio Visuals Room 1-4, HW Assistive Listening CR, HW Rear Parking Lot Resurface, and HW Security Cameras.
2. **RCC Facility Enhancements/CC-000002:** Funding for the following projects: Restroom Renovation (repurposed from LA Service Desk Redesign).
3. **RCC CenterStage Enhancements/CC-000008:** Funding for the following projects: Stage Floor, Audio Visual Controls, LED Lights replacement, RCC PA Projection Screen, Theatre Rigging line Replacement, Theatre HD Projector.
4. **RCC Aquatics Renovation/CC-000009:** TLS Aq. Ctr. project.

RESTON COMMUNITY CENTER

BOARD OF GOVERNORS/FINANCE COMMITTEE

FY23 BUDGET TRANSMITTAL MEMORANDA:

- **BUDGET SUBMISSION**
- **CAPITAL PROJECTS**

FUND STATEMENT: THROUGH AUGUST 2021



County of Fairfax, Virginia

MEMORANDUM

DATE: October 4, 2021

TO: Christina Jackson, Chief Financial Officer
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: FY23 Budget Submission

The FY23 Budget request for Reston Community Center (RCC) is \$9,338,508.

Reston Community Center's FY23 Budget includes the following:

- The amount of \$5,998,470 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 \$2,982,538 for operating expenses. This calculation is based on facility, programs and services requirements.
- The amount of \$357,500 for capital projects.
- The estimated revenue for FY22 is \$10,148,245.

Funding for the FY23 Budget Submission is available in Sub-fund 40050, including funding for the Managed Reserve accounts established in 1989 (and modified in 2009 and 2019) 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 21, 2021. It was subsequently approved by the RCC Board of Governors at their regular monthly meeting on Monday, October 4, 2021.

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

Reston Community Center
2310 Colts Neck Road
Reston, Virginia 20191

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www.restoncommunitycenter.gov





County of Fairfax, Virginia

MEMORANDUM

DATE: October 4, 2021

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

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

Leila Gordon, Executive Director
Reston Community Center

SUBJECT: FY23 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 21, 2021, in its Annual Public Hearing for Programs and Budget. The Board of Governors approved the below described FY23 funding at its Board meeting on October 4, 2021. The following projects are part of RCC's CIP and funding is requested for:

CC00001-018, RCC HW Carpet for Offices: \$25,000
The current carpet in the office areas at Hunters Woods has been in place since 2002. In addition, it does not match the newer style of carpeting that was installed in the public areas in 2017.

CC00001-019, RCC HW Roof Replacement: \$250,000
This would complete the final phase of the roof replacement, specifically over the stage fly system and mechanical equipment area.

CC00001-020, RCC HW Roof Top Unit: \$55,000
It's an older system from 1993 and was installed prior to the 2008 HVAC renovation upgrade. An energy use audit will be used to inform the type of unit (if any) needed.

CC00008-013, RCC CenterStage Lift Genie Runabout: \$18,000
The current one is 20 years old and due for replacement. Additionally, there have been a significant amount of maintenance issues with the current Genie.

CC00008-014, RCC CenterStage Rio Box Additional: \$9,500
When RCC upgraded the CenterStage sound system, a Dante digital audio system was acquired that requires input/output racks. This one has two times the capacity of the current stage boxes and will more efficiently handle large performances such as RCP musicals, Reston Chorale and larger professional musical artist groups.

Total FY23 Budget Capital Project and Capital Equipment Requirements: \$357,500

The FY23 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
Dana Thompson, Analyst, Office of Management and Budget
Amanda Rivera, Analyst, Office of Management and Budget



FUND STATEMENT

Funds 40050, Reston Community Center

	FY 2021 Actual	FY 2022 Adopted Budget Plan	FY 2022 Revised Budget Plan	FY 2023 Advertised Budget Plan	FY 2023 Adopted Budget Plan
Beginning Balance	\$5,601,418	\$4,013,714	\$7,472,208	\$6,009,153	\$6,009,153
Revenue:					
Taxes	\$8,767,801	\$8,930,260	\$8,930,260	\$8,930,260	\$8,930,260
Interest	21,901	15,870	15,870	15,870	15,870
Vending	174	1,600	1,600	1,600	1,600
Aquatics	192,532	51,945	51,945	403,934	403,934
Leisure and Learning	60,319	178,700	178,700	352,500	352,500
Rental	50,196	102,435	102,435	181,000	181,000
Arts and Events	78,781	194,346	194,346	263,081	263,081
Miscellaneous	0	0	0	0	0
Total Revenue	\$9,171,704	\$9,475,156	\$9,475,156	\$10,148,245	\$10,148,245
Total Available	\$14,773,122	\$13,488,870	\$16,947,364	\$16,157,398	\$16,157,398
Expenditures:					
Personnel Services	\$5,234,903	\$5,737,288	\$6,093,046	\$5,998,470	\$5,998,470
Operating Expenses	1,638,556	2,703,991	3,158,028	2,982,538	2,982,538
Capital Equipment	0	0	6,590	0	0
Capital Projects	427,455	210,500	1,680,547	357,500	357,500
Total Expenditures	\$7,300,914	\$8,651,779	\$10,938,211	\$9,338,508	\$9,338,508
Total Disbursements	\$7,300,914	\$8,651,779	\$10,938,211	\$9,338,508	\$9,338,508
Ending Balance¹	\$7,472,208	\$4,837,091	\$6,009,153	\$6,818,890	\$6,818,890
Maintenance Reserve	\$1,100,604	\$1,137,019	\$1,137,019	\$1,217,789	\$1,217,789
Feasibility Study Reserve	183,434	189,503	189,503	202,965	202,965
Capital Project Reserve	3,500,000	3,500,000	3,500,000	3,500,000	3,500,000
Economic and Program Reserve	2,688,169	10,569	1,182,631	1,898,136	1,898,136
Tax Rate per \$100 of Assessed Value	\$0.047	\$0.047	\$0.047	\$0.047	\$0.047

Wojcicki, Renata:
includes \$106,034
one time bonus to
be paid by
November.

**Wojcicki,
Renata:**
Includes \$161,287
in encumbered
Carryover.

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 \$3,500,000.