



**Reston Community Center  
Board of Governors Monthly Meeting  
October 2, 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"> <li>• Approval of September 11, 2023 Board Minutes (as reviewed and approved by the Board Secretary)</li> <li>• Approval of September 11, 2023 Board Actions (as reviewed and approved by the Board 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>• October 2, Finance Committee Meeting</li> </ul>   | Paul Thomas, Chair               |
| 8:13 – Board Member Input on Activities Attended   |                                  |
| 8:25 – Executive Director Report   | Leila Gordon, Executive Director |
| 8:30 – Old Business  | Beverly Cosham, Chair            |
| New Business   |                                  |
| 8:40 – Adjournment   |                                  |

**Reminders:**

<b>Events</b>	<b>Date</b>	<b>Time</b>
Darden and Friends (Reston Town Center)	Fridays until 10/13	5:30 – 6:45 p.m.
Meet the Artists: Maya Loncar	Thursday, October 5	2:15 – 3:30 p.m.
artRESTON Painters Exhibit Reception (RCC Lake Anne)	Sunday, October 8	2:00 – 4:00 p.m.
PTAS: “We Feed People”	Monday, October 16	7:30 p.m.
PTAS: Nefesh Mountain	Wednesday, October 18	8:00 p.m.
Meet the Artists: Rob Catinella	Thursday, October 19	2:15 p.m. - 3:30 p.m.
Halloween Family Fun Day	Saturday, October 21	12:00 p.m. - 2:00 p.m.
Meet the Artists: DC Strings	Thursday, October 26	2:15 p.m. - 3:30 p.m.



# RESTON COMMUNITY CENTER



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS MEETING  
September 11, 2023  
8:00 p.m.**

**Present:**

- Beverly Cosham, Chair
- Bill Bouie
- Bill Penniman
- Lisa Sechrest-Ehrhardt
- Paul Thomas
- Shane Ziegler

**Absent and Excused:**

- Bill Keefe
- Dick Stillson
- Vicky Wingert

**Attending from RCC Staff:**

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

Bev welcomed everyone and called the meeting to order at 8:04 p.m.

**MOTION #1:**

**Approval of the Agenda**

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

**MOTION #2:**

**Approval of the July 24, 2023 Board Minutes**

Bill B. moved that the Board approve the July 24, 2023 Board Minutes. Bill P. seconded the motion. The motion passed unanimously.

**MOTION #3**

**Approval of the July 24, 2023 Board Actions**

Bill B. moved that the Board approve the July 24, 2023 Board actions. Bill P. seconded the motion. The motion passed unanimously.

**Chair's Remarks**

Bev said that although the Board only skipped one month's regular meeting, it felt like a long time had elapsed since being together. She was listening to a story on NPR about people displaced due to floods and not knowing what to do with their animals. It breaks her heart to hear such stories.

Then she shared a quote from Pope Francis:

"Rivers do not drink their own water; trees do not eat their own fruit; the sun does not shine on itself and flowers do not spread their fragrance for themselves. Living for others is a rule of nature. We are all born to help each other. No matter how difficult it is...life is good when you are happy; but much better when others are happy because of you."

## September 11, 2023 Board of Governors Meeting Minutes

No citizen input was provided.

### **Committee Reports**

#### **July 24 Preference Poll Committee**

Bill B. updated the Board. The agenda was to go over the candidate handbook. Since there were no recommendations to change the process, the handbook was approved with minimal changes to frequently asked questions and budget sections. In response to a question, it was noted the Candidate Forum would still occur. Paul thanked him for running the meeting in his absence.

#### **September 5 Preference Poll Committee Candidates Forum**

Bill B. shared that the Candidates Forum was attended by guests and staff. They went through candidate statements and then candidates answered the questions from the moderator. There was one question from the audience. The recording can be watched on RCC's Facebook page.

#### **MOTION #4**

##### **Approval of the committee reports**

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

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

Bill P. shared that he attended one of the "Sunday Art in the Park with Shenandoah Conservatory" concerts. It was a well-attended father and son saxophone and piano duet performance. He participated in the Preference Poll Candidates Forum. He also attended the last activities for the Reston Master Plan process that concluded the updates to that planning document.

Lisa said she was away for most of the month, but she attended the Candidates Forum. She also attended the Lake Anne Cardboard Boat Regatta and noted RCC's support and presence. She also attended a One Fairfax focus group meeting. She explained what RCC has been doing to advance equity and found it interesting to hear from other boards, authorities and commissions.

Bill B. said he attended the Candidates Forum and Preference Poll Committee Meeting. The outdoor performances he originally planned to attend were unfortunately canceled due to weather.

Paul led the candidate orientation session on August 15. He attended the Lake Anne Cardboard Boat Regatta and said he greatly enjoyed the event. He assisted family members with their moves and had to cancel his attendance at the Candidates Forum due to last-minute family health issues.

Shane said he attended summer concerts as much as he could when they were not canceled due to weather. He moved closer to the Wiehle Ave. metro station so he can attend more events taking place on that plaza. He also attended the Preference Poll Committee meeting. Reston Forward had their summer meeting with around 60 attendees and new people who want to get involved. Bill P. asked how people are engaging with Reston Forward. Shane explained by saying they hold networking events, gather feedback from the community, and support community events and activities.

Bev mentioned that her family attended the Silent Dance Party and lots of fun despite the rain that night. The event was well-attended.

### **Executive Director Report**

Leila presented her report for the summer. She pointed out the increased fee waiver use for the summer camps which is evidence of our increased outreach in RestON sites. Total utilization of summer camp spaces as compared to capacity increased in 2023.

Other highlights included that the new website's "Community Events Calendar" feature is up and running, and more groups are participating in providing event information for that page; and that several positions were filled during summer.

## September 11, 2023 Board of Governors Meeting Minutes

The Energy Utilization Improvement project is moving along with discussions around whether to have publicly available charging stations. The County sentiment is to have a station available to public, and to install a separate meter to measure usage.

Paul asked for clarification on this, and Leila explained that the County doesn't see this as a revenue source, but as an encouragement to use electric vehicles and reduce the County's carbon footprint. Leila said a separate meter would help to see the costs involved. This is still being discussed and details of the project will be brought to the Board for their input.

Bill P. asked if the fee waiver numbers were for adults or kids. The amount in Leila's report is solely for summer camp users.

Leila discussed the recent Virginia Supreme Court decision, *Gloss v. Wheeler*, and how it impacts RCC along with all the Boards, Authorities and Commissions (BACs) and legal bodies in the state. RCC has been following the requirements for meeting notices, announcements and posting. The decision made disclosure and follow-on meeting minutes requirements of any gathering of more than two members of a public body if that body's public business gets discussed or might be discussed at a future meeting.

Members further talked about how this could impact RCC since we present numerous events that board members attend. Leila shared the guidance from the Clerk's office and highlighted that dispersing themselves and politely avoiding any interactions with the public in groups are best practices. She will send members a guidance document about the issue.

Leila reminded members to attend September events that are listed on the agenda and to keep the strategies just discussed in mind at them.

Brian Gannon's promotion to the RCC Accreditation Specialist position was congratulated.

Bev also noted that the Reggae Festival at Lake Anne was a success and enjoyed by a big crowd despite the rain. She further thanked viewers of the Board meetings via the RCC YouTube channel.

### **Old Business**

No reoccurring or continuing business was reported.

### **New Business**

None recorded.

Bev adjourned the meeting at 8:37 p.m.



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Lise Sechrest-Ehrhardt  
Board Secretary

September 18, 2023

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Date

**BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON September 11, 2023**

- 23-0911-1 Bd That the Board approve the Agenda.**
- 23-0911-2 Bd That the Board approve the July 24, 2023 Board Minutes.**
- 23-0911-3 Bd That the Board approve the July 24, 2023 Board Actions.**
- 23-0911-4 Bd That the Board approve the committee reports.**



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Lisa Sechrest-Ehrhardt  
Board Secretary

September 18, 2023

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Date



# RESTON COMMUNITY CENTER



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS  
PREFERENCE POLL COMMITTEE MEETING  
July 24, 2023  
7:00 p.m.**

**Present:**

- Bill Bouie, Vice-Chair
- Dick Stillson
- Shane Ziegler
- Bev Cosham

**Absent and Excused:**

- Paul Thomas, Chair
- Lisa Sechrest-Ehrhardt

**Attending from RCC Staff:**

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

Bill B. called the meeting to order at 7:07 p.m. Leila said the purpose of the meeting was to review the 2023 Preference Poll Candidate Handbook. There were no recommendations to change the process after last year's elections, and the handbook is provided with minimal changes for dates and other facts accordingly. She also added that the final report from last year's Preference Poll indicated we'd forego a Candidate Forum if all the candidates are incumbents which represented the only substantive change to prior years.

The Candidate Handbook was reviewed. Leila pointed out that we typically update the annual budget part of the FAQs, and this information comes from the FY23 carryover memorandum.

Dick asked if the forum will be broadcast again. Leila clarified that it will be live on our Facebook page and posted on our website. Bill requested from members if any edits were needed.

Dick moved that the committee accept the 2023 Preference Poll Candidate Handbook as presented. Shane seconded the motion. The motion passed unanimously.

The meeting adjourned at 7:11 p.m.



# RESTON COMMUNITY CENTER



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS  
PREFERENCE POLL COMMITTEE – CANDIDATES FORUM  
September 5, 2023  
6:30 p.m.**

**Present:**

- Bill Bouie, Vice-Chair
- Paul Berry, Candidate
- Bill Penniman, Candidate
- Lisa Sechrest-Ehrhardt
- Vicky Wingert, Candidate

**Absent and Excused:**

- Paul Thomas, Chair
- Bev Cosham
- Dick Stillson
- Shane Ziegler

**Attending from RCC Staff:**

- Leila Gordon, Executive Director
- BeBe Nguyen, Deputy Director
- Ozun Dalaran, Public Information Officer
- Paul Douglas Michnewicz, Arts and Culture Director
- Mark Anduss, Theatre Technical Director
- Laura Moody, Assistant Technical Director
- Matt Nogay, Assistant Technical Director
- William Parker, Box Office Manager
- Dave Stinnett, Facility Attendant

Bill B. welcomed the audience at 6:31 p.m. He greeted the candidates and the audience attending in person or via Facebook Live. He explained RCC's Board of Governors structure, how it provides oversight of RCC finances and budget proposals and advises on policy and programming.

Then he continued by sharing information about the Preference Poll process and reminded everyone of the voting dates. This year voting will begin on September 8. Voting will close at 5:00 p.m. on Thursday, September 28 at 5:00 p.m. for mailed ballots and at 5:00 p.m. on Friday, September 29, for electronic or dropped-off ballots. He encouraged everyone living in Reston to participate in the Preference Poll.

Each of the candidates shared their statements. After that they responded to questions asked by the moderator: Questions pertained to what candidates perceived to be the community's recreational and cultural challenges and priorities as well as how RCC could meet them.

A question from the audience asked how the candidates were planning to maintain and support the Board's inclusivity, diversity and equity-related efforts. The candidates explained their views.

The forum adjourned at 7:08 p.m.



## Executive Director Report September 2023

### **Pillar I – Facilities**

Planning continues to manage the upcoming 2024 projects that will make much of the RCC Hunters Woods building difficult to occupy from near the end of July through the middle of September. We will restrict programming and rental activities. The Energy Utilization Improvement project will affect access to the Aquatics venue. Capital project work on the elevator will accommodate the summer camps programming that lasts until August 2, even though loading in equipment will likely occur in the last two weeks of July. Office furnishings are scheduled to be replanned and replaced in both facilities. RCC programming will venture to locations other than the RCC HW facility.

### **Pillar II – Equity**

For the first time in 24 years, the weather forecast was so precise and consistently bad that we canceled the Multicultural Festival on the Thursday before its scheduled date. Vendors were fully refunded. We paid artists as is customary, and we will recover some of the logistics costs because of canceling when we did. However, as in past years, the costs of this event are an investment in the community in furtherance of our mission and vision. The Aquatics Director is working collaboratively with other swimming lessons providers in Reston to determine how a free “learn-to-swim” option for all young people in Reston might be executed. September RestON programming included a Crafternoon event at the Crescent Apartments Community Center.

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

The Offsite and Collaboration department executed our first presentation at Halley Rise in September with an outdoor painting event. A couple dozen folks attended, and everyone agreed that the site, The Farm, was beautiful and welcoming. We will do more of these. Leisure and Learning and Media departments’ staff attended the Greater Reston Chamber of Commerce Wellness Expo event at the Reston YMCA to market our offerings and interact with business representatives.

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

Enrollment continues to perform well. Essentrics offerings are selling out quickly. The double-header conversations among the Grody-Patinkin family members presented in the CenterStage were sold out (3:00 p.m.) and nearly sold out (8:00 p.m.) with very enthusiastic audiences at both. During the day and evening, RCC HW also hosted a family reunion, baby shower and cultural celebration. The facility was very busy and smelled wonderful.

### **Pillar V – Communications**

Marketing for the Reston Multicultural Festival was inventive this year – busses and other non-traditional methods were used. Equally impressive was the coordinated rollout of the weather call. Preference Poll communications went smoothly with a Facebook recording of the Candidates Forum again remaining accessible through the voting period.

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

Our recently hired Community Events Director will be relocating to Maryland. Bill Parker will be the Acting Community Events Director for the coming weeks as we execute an extensive fall calendar of activities. We will advertise the Community Events positions and hope to fill them by the end of the year.

### **Executive Director Activity**

I attend Leadership Fairfax, ArtsFairfax and Public Art Reston board meetings. Congratulations to Restonian Kia Cole-Hines who was appointed to the CEO role for Leadership Fairfax. We look forward to working with Kia as she helps LFI transition from the superb stewardship of Karen Cleveland.



**OCTOBER 2, 2023**  
**FINANCE COMMITTEE MEETING**

**AUGUST MONTHLY CLOSING**

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 (does not incl. Fee Waiver amounts)	REMAINING BALANCE	YTD % actual	YTD Fee waiver (unrealized revenue)
1 Administration:								
Taxes		9,500,478	9,500,478	145,157	5,002,195	4,498,283	52.65%	
Interest		15,870	15,870	28,613	50,707	(34,837)	319.52%	
Vending		1,600	1,600		0	1,600	0.00%	
Facility Rental		181,000	181,000	22,468	87,861	93,139	48.54%	
Equipment Sale		500	500		0	500	0.00%	
2 Performing Arts-Theatre Admiss.		55,854	55,854	26,108	26,108	29,746	46.74%	
3 PA Theatre Rental		50,862	50,862	381	9,129	41,733	17.95%	
4 PA Misc Revenue		12,000	12,000	705	725	11,275	6.04%	
5 PA Equip. Sale Revenue			0		0	0	0.00%	
6 PA Cultural Activities/Arts OrgArts Org			0	7,850	11,130	(11,130)	0.00%	
7 PTAS Merch. Sale			0		0	0	0.00%	
8 Arts Education-Cultural Activity		180,154	180,154	35,265	105,824	74,330	58.74%	2,351
9 Aquatics Classes/drop-in		350,000	350,000	46,361	63,451	286,549	18.13%	24,132
10 Aquatics Rental		75,000	75,000		41	74,960	0.05%	
11 L&L Fitness		101,835	101,835	37,854	43,948	57,888	43.16%	1,149
12 L&L Youth/Teen		291,158	291,158	1,441	129,335	161,823	44.42%	95,175
13 L&L Lifelong Learning		86,115	86,115	7,889	11,590	74,525	13.46%	13,904
14 Offsite & Collab. Community Events		4,275	4,275	4,680	4,680	(405)	109.47%	
15 Offsite & Collab. Equity Partnership		300	300		0	300	0.00%	
<b>Total RCC Revenue</b>	<b>0</b>	<b>10,907,001</b>	<b>10,907,001</b>	<b>364,772</b>	<b>5,546,722</b>	<b>5,360,279</b>	<b>50.85%</b>	<b>136,710</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 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
<b>Personnel Expenses</b>							
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%
<b>Total Personnel Expenses</b>	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
<b>Operational Expenses</b>							
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%
<b>Total Operational Expenses</b>	<b>22,108</b>	<b>3,319,771</b>	<b>3,341,879</b>	<b>214,417</b>	<b>1,668,495</b>	<b>1,673,383</b>	<b>49.93%</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 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
<b>Capital Proj. &amp; Cap Equip.</b>							
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%
<b>Total Capital Expenses</b>	<b>522,236</b>	<b>335,000</b>	<b>857,236</b>	<b>317,779</b>	<b>347,972</b>	<b>509,264</b>	<b>40.59%</b>
<b>Total RCC Expenditures</b>	<b>544,344</b>	<b>10,712,873</b>	<b>11,257,217</b>	<b>1,108,300</b>	<b>2,860,306</b>	<b>8,396,911</b>	<b>25.41%</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 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

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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:

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

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**

<b>Category</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Adopted Budget Plan</b>	<b>FY 2024 Revised Budget Plan</b>	<b>FY 2025 Advertised Budget Plan</b>	<b>FY 2025 Adopted Budget Plan</b>
<b>Beginning Balance</b>	<b>\$9,095,686</b>	<b>\$8,599,349</b>	<b>\$10,658,955</b>	<b>\$10,658,955</b>	<b>\$10,658,955</b>
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
<b>Total Revenue</b>	<b>\$10,966,633</b>	<b>\$10,907,001</b>	<b>\$11,058,348</b>	<b>\$11,569,278</b>	<b>\$11,569,278</b>
<b>Total Available</b>	<b>\$20,062,319</b>	<b>\$19,506,350</b>	<b>\$21,717,303</b>	<b>\$22,228,233</b>	<b>\$22,228,233</b>
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
<b>Total Expenditures</b>	<b>\$9,403,364</b>	<b>\$10,712,873</b>	<b>\$12,930,382</b>	<b>\$13,280,907</b>	<b>\$13,280,907</b>
<b>Total Disbursements</b>	<b>\$9,403,364</b>	<b>\$10,712,873</b>	<b>\$12,930,382</b>	<b>\$13,280,907</b>	<b>\$13,280,907</b>
<b>Ending Balance<sup>1</sup></b>	<b>\$10,658,955</b>	<b>\$8,793,477</b>	<b>\$8,786,921</b>	<b>\$8,947,326</b>	<b>\$8,947,326</b>
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
<b>Tax Rate per \$100 of Assessed Value</b>	<b>\$0.047</b>	<b>\$0.047</b>	<b>\$0.047</b>	<b>\$0.047</b>	<b>\$0.047</b>

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.