



**Reston Community Center
Board of Governors Monthly Meeting
August 3, 2020
6:30 p.m.
Meeting Agenda**

6:30 – Call to Order	Beverly Cosham, Chair
6:32 – Approval of Agenda	Beverly Cosham, Chair
6:33 – Approval of Minutes and Board Actions <ul style="list-style-type: none"> • Approval of May 18, 2020 Board Minutes (as reviewed and approved by the Board Secretary) • Approval of May 18, 2020 Board Actions (as reviewed and approved by the Board Secretary) 	Beverly Cosham, Chair
6:35 – Chair’s Remarks	Beverly Cosham, Chair
6:38 – Introduction of Visitors	
6:40 – Citizen Input	
6:42 – Committee Reports <ul style="list-style-type: none"> • July 20 Preference Poll Committee 	Beverly Cosham, Chair Lisa Sechrest-Ehrhardt, Chair
6:45 – Board Member Input on Activities Attended	
6:48 – Executive Director Reports <ul style="list-style-type: none"> • FY20 Financial Year-End Report • DRAFT Annual Public Hearing Presentation 	Leila Gordon, Executive Director
6:50– Old Business	Beverly Cosham, Chair
8:50 – Adjournment	

Reminders:

Event	Date	Time
Annual Public Hearing	Aug. 10	6:30 p.m.
Preference Poll Candidate Filing	Aug. 1 – 15	5:00 p.m. (8/15)
Preference Poll Candidate Orientation	Aug. 15	5:00 p.m.



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
May 18, 2020, 6:30 p.m.**

Present:

- Bill Bouie
- Bill Penniman
- Paul D. Thomas
- Vicky Wingert

Present Via Zoom:

- Beverly Cosham, Chair
- Laurie Dodd
- Bill Keefe
- Lisa Sechrest-Ehrhardt
- Dick Stillson

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- John Blevins, Deputy Director
- Brian Gannon, Facilities Director
- Karen Goff, Public Information Officer
- Renata Wojcicki, Finance Director

The Chair called the meeting to order at 6:30 p.m.

Bev read instructions and steps to conduct this meeting with combined in-person and electronic means. To comply with both the emergency procedures authorized by the Emergency Ordinance and required by the Virginia Freedom of Information Act (VFOIA), Reston Community Center's Board of Governors needs to make certain findings and determinations for the record.

Audibility of Members' Voices

Bev said because several members of the Reston Community Center Board of Governors are participating in this meeting from a separate location, we must verify that a quorum of members is participating, and that each member's voice is clear, audible, and at an appropriate volume for all of the other members. Bev conducted a roll call, with each member saying their location. Bev then virtually gave the gavel to Vice-Chair Bill Bouie.

MOTION #1

That each member's voice could be heard at the meeting

Bev moved that each member's voice is adequately heard by each member of the Reston Community Center Board of Governors. Bill P. seconded the motion. The motion passed unanimously.

Bev explained the need for an electronic meeting. She said that having established that each member's voice may be heard by every other member, we must next establish the nature of the emergency that compels these emergency procedures, the fact that we are meeting electronically, what type of electronic communication is being used, and how we have arranged for public access to this meeting.

She noted that the State of Emergency caused by the COVID-19 pandemic makes it unsafe for the Reston Community Center Board of Governors to physically assemble and unsafe for the public to

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physically attend any such meeting, and that as such, VFOIA's usual procedures, which require the physical assembly of the RCC Board of Governors and the physical presence of the public, cannot be implemented safely or practically.

MOTION #2

The Need for an Electronic Meeting

Bev moved that RCC's Board of Governors conduct this meeting electronically through a dedicated audio conference line, and that the public may access this meeting by calling 1-888-270-9936 and entering the code 897033. Bill B. seconded the motion. The motion passed unanimously.

Bev discussed the need to dispense with FOIA's usual procedures to assure continuity in government and continue operations of Small District 5. She said it is required that all of the matters addressed on today's agenda must address the emergency itself, are necessary for continuity in Fairfax County government, and/or are statutorily required or necessary to continue operations and the discharge of the Reston Community Center's Board of Governors' lawful purposes, duties, and responsibilities.

MOTION #3

The Need to Dispense with FOIA Usual Procedures

Bev moved that RCC's Board of Governors is meeting for these purposes. Paul seconded the motion. The motion passed unanimously.

Statement of the Meeting Agenda and Purpose

Bev said The Board of Governors will be discussing the revised budget outlooks for the agency for FY21 and FY22 as well as programs/services adjustments being made to address the COVID-19 emergency. Board issues in progress will also be acted upon, including acceptance of March meeting materials.

Explanation of how Agenda comports with Continuity in Government

Bev said Reston Community Center is convening this meeting to enable the Board of Governors to fulfill its legislative mandate with respect to governance of Small District 5.

Vice Chair Bill B. then returned the gavel (virtually) to Board Chair Cosham.

MOTION #4

Approval of the March 2, 2020 Board Minutes

Bill B. moved that the Board approve the March 2, 2020 Board minutes. Paul seconded the motion. The motion passed unanimously.

MOTION #5

Approval of the March 2, 2020 Board Actions

Paul moved that the Board approve the March 2, 2020 Board Actions. Vicky seconded the motion. The motion passed.

Chair's Remarks

Bev said she is glad everyone is here and seemingly well. We will make it through this. She hopes life at home is not a torture. She said even living with a 4-year-old is not that bad. Bev's granddaughter accepts that everyone outside is sick, and when they are well, we will return.

Introduction of Visitors

None

Citizen Input

None

Committee Reports

March 9 CRPP Committee – Leila recapped the meeting report on behalf of Community Relations Chair Bill Keefe. The Board discussed COVID-19, which was just beginning at that time. Dick asked at the CRPP meeting what RCC could be doing. The Board discussed the emergency plan. The Board discussed the draft OGM on Capital Facility Development. With the suggestion from Bill Penniman that

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the language regarding development of new facilities with partners offering land or other major contributions be revised to assure that it didn't exclude other options at the Board's discretion. That was moved forward to the full board for the April 6 meeting (which meeting did not happen.)

Staff provided input and response information regarding the ideas from the community that were submitted at the February 10 engagement meeting. There were public comments offered at the March meeting of which most were related to the potential performing arts venue.

MOTION #6

To Approve the March 9 Community Relations and Program Policy Committee Report

Bill P. moved that the Board approve the March 9, 2020 CRPP Committee Report. Bill B. seconded the motion. The motion was approved unanimously, with Laurie and Lisa abstaining because they were not at the meeting.

Board Member Input on Activities Attended

Laurie has not participated in any activities due to the pandemic.

Dick said he has been at home and walking on the Reston paths.

Bill K. was in Florida for most of the last month. He and his wife Betsy are making lunch for 60 people at the Embury Rucker Community Shelter.

Lisa has been at home, but she tries to get out every day. Lots of people are on the paths; most are wearing masks.

Bill B. is on at least two conference calls a day dealing with the Park Authority and coordinating with other jurisdictions. FCPA parks may be opening Wednesday. He is continuing to do his work at home as he always has.

Bill Penniman has been busy with a lot of calls. He attended by Zoom the first meeting of the Reston Comprehensive Plan Task Force. Bill Keefe was also in attendance. The task force will be meeting every two weeks for a year. He has not seen the mentioned Reston wildlife: the bear, the cougar or wildcat.

Paul has been collecting and distributing food for the South Lakes High School PTSA Food Pantry.

Vicky has been staying home. She has been helping her granddaughter with distance learning and now has a new profound respect for teachers.

Bev celebrated three birthdays and Mother's Day in quarantine, as well as visiting United Christian Parish church services online.

Executive Director's Report

Finance – Leila directed the Board to the FY22 Budget document that shows FY19 actuals vs. FY21 adopted vs. FY22 proposed budget outlines. The document shows what the agency's numbers would be pre-COVID.

Laurie asked why there is no column for FY20. Leila said those numbers are in the April month-end document; she wanted to show the numbers for the three complete fiscal years with no COVID impact. Leila said the staff recommendation is that we establish FY19 actuals as the foundation for RCC's baseline budget for FY21 and monitor that as we progress through July and August 2020. In July and August, we will know much more about the tax-based revenue (and COVID impact) for FY21. She also noted that there would be exceptions for things such as the aquatics personnel costs that she and Renata would load into that baseline budget (given that the pools were not open until 2020.)

Leila said the Board of Supervisors had moved the tax payment due date from July to the end of August. We will stick with a conservative budget profile to start the year and adjust as we see tax receipts come

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in. The April financials are for the Board's reference to understand where we will likely end up in terms of the FY20 closeout numbers suggested in the budget development document.

Leila directed the Board to the budget development document. It breaks down where we expect to be at the end of FY20 through the beginning of FY22. The document estimates ending FY20/beginning FY21 with a fund balance of approximately \$5.1 million. That includes refunds for canceled 2020 performances, winter and spring programs, and summer camp canceled enrollment, and savings from payroll and operating costs. Refund amounts to date (approximately) include: \$47,400 in rentals, \$27,700 in tickets, \$21,000 in partial refunds from winter programs, \$89,000 in spring programs, and \$233,000 for summer camps; the year had been shaping up well in terms of revenue from program fees.

All refunds have been made, which leaves us with a balance of \$9.1 million. Coupled with the beginning of the year balance of \$7.2 million, that created for FY20 \$16.4 million in total available revenue.

Estimated FY20 spending will include \$5.2 million for Personnel, \$3 million on Operating, \$4.1 million in Capital Improvements. We will have savings (\$800,000) from contingencies in the aquatics renovation project budget and will return about \$1 million to the fund balance. That is how we get to \$5.1 million for FY21 as the starting fund balance.

Leila is estimating revenue from taxes that is reduced by 25 percent for the FY21 and FY22 revenue estimates. That is based on the 2008-11 drops of between 11 to 15 percent and the sense that this may have a larger impact. She noted however that this year's tax base is really based on economic conditions of a year ago. We will not see the true impact of COVID-19 until after the completion of this year. The impact will show up next February in the valuation of the tax base. The first quarter of the calendar year would not have shown activity resulting from the inability of property owners to make mortgage payments either. Our planning will have to remain attuned to the larger economic outlook.

Leila said most of our revenue-generating activity for summer 2020 is going to vanish. Given that revenue is gone, and summer and fall offerings will have to be circumscribed by social distancing, patron maximums will be lowered, and we will be offering reduced theatre seating. We will have to see if the governor loosens restrictions. Revenue projections will be lowered by 50 percent. Leila estimates total revenue of about \$11.9 million for the fiscal year. Projected operating costs for FY21 include replacing the website, additional programming opportunities next spring. Our total costs should be \$8.7 million if we stick with the proposed budget approach.

Leila said we will know more in September and October and will be able to adjust in the third quarter. The \$11.9 million minus \$8.7 million in expenditures would give us \$3.2 million to start FY22. There is so much uncertainty; it is not worth constructing the FY22 outline until September. Leila proposes we modify FY21 spending to stay close to FY19 actuals and re-evaluate our position in the context of what we learn in July and August about the tax base performance.

Leila proposed we postpone the Annual Public Hearing from June to August to enable us to give the public more information.

Laurie asked what is included in the projected Capital Equipment costs of \$300,000 for FY21. Leila said that includes replacing all the seats in the CenterStage (\$150,000), new conference room dividers (\$30,000), a new wellness studio floor (\$30,000), assistive hearing devices in the theatre and new theatre carpet. Leila said downturns are a good time to do capital projects as we can get better pricing and labor has availability.

Dick asked for more clarification on the projections. He asked if the 25 percent reduction on tax revenue was consistent with county assumptions.

Leila said the county has not made official projections. The county took its biggest hit when the interest rates were knocked down to zero. The cost to the county for that drop was around \$25 million. The county will make more specific revenue projections after July.

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Dick said this recession will be different than 2008. His guess is it will not be as severe. Previous data might not be relevant. Leila said it would not be wise to count on 100 percent of projected revenue.

Bill P. said it makes sense to proceed carefully. He is worried about small companies going under; that is going to have a bad effect on housing values.

Leila said we have sufficient reserves and value in the tax base to carry us for a year and into the second upcoming fiscal year (FY22). It is unpredictable what will happen with federal government action to right the economy. The county got \$200 million from the CARES Act. There may be more relief acts that could include funding to replace lost revenue to county agencies like the Park Authority and RCC. She feels confident about ending the year well and then proceeding slowly and carefully.

MOTION #7

Budget Guidance for FY21 and FY22

Bill B. moved that the Executive Director continue to manage the budget processes with respect to RCC's FY21 and FY22 budgets to preserve the agency resources and provide the programs and services expected by the community based upon the best available financial data and with the goal of continuing to provide high-quality programs and services that are as broadly accessible to Reston patrons as feasible. Paul seconded the motion. The motion passed unanimously.

Accreditation – Leila said the virtual CAPRA visit went well. We will get the official report in two weeks and then will have 30 days to respond to any questions.

Laurie asked if CAPRA feels the review was complete considering the pandemic. Leila said the virtual visit was a lot harder to do. In person, we could show documents and our facilities. A lot of time had to be spent uploading and tagging documents. But in some ways, the visit was more focused (without public events, partner visits and tours). We now have a great roadmap for reaccreditation in five years.

Facilities – Facility and storage room improvements are taking place. The primaries will be held at both locations on June 23 as far as we know. The aquatics punch list is expected to be complete June 14.

Bill P. asked when pools would reopen. Leila said the target for both facilities is July 6. Leila said all agencies must develop a reopening plan. Ours will include a staff safety plan, a patron safety plan, timed box office entry, reduced CenterStage seating and more. We are filming some concerts for the YouTube channel and may be able to have outdoor concerts later in the summer.

Programs – We will not have drop-in options in summer and fall; those programs will have registration or reservation options. We will have a more focused schedule. We will not print a Fall Program Guide. We did not mail the Summer Program Guide. That will save a considerable amount of money. We will do the Preference Poll in the usual time frame. Fall registration will begin September 1 (not August 1).

Personnel – Leila said it has been remarkable for staff to adjust to all of this in real time from their homes. One idea Karen Brutsché and Pam Leary had was to call older patrons who may be isolated. We have reached more than 100 patrons. We have had nice conversations, and people are grateful. Kevin Danaher, PD Michnewicz and Miles Stiebel have been brainstorming how to get concerts to the community with proper social distancing.

Dick asked if the Embury Rucker clients have been able to shower in the locker rooms. Leila said they are working out how to transport people. When we restart that service, the access to the locker rooms will be from 1:00 to 3:00 p.m. weekdays.

Old Business

Leila directed the Board to the draft of the Capital Facility/Major Capital Project Planning OGM. Discussion ensued on whether making changes to paragraph I, items Nos. 2 and 3 would not show commitment to facilities. Laurie said she is not comfortable with the change as proposed. Paul suggested deleting the word "priority" in No. 3. Leila said the MOU already has a lot of guidance, so projects are bound by that (i.e., Board needs a two-thirds vote for a project valued at more than \$100,000).

MOTION #8

That the Board approve the RCC OPERATING GUIDANCE MEMORANDUM Strategic Planning/No. 2: Capital Facility/Major Capital Project Planning

Laurie moved to make the suggested changes but remove the word “priority” from No. 3. Paul added a friendly amendment to make punctuation changes in No. 6 to start the paragraph with “If” and to insert a comma after “the Board determines that the existing RCC CIP/CMP should be altered, or that a new project or acquisition is advisable” so the sense would be better expressed. Laurie accepted the friendly amendment. Vicky seconded the motion. The motion passed unanimously.

Fee Waiver Program Modifications – Leila said the final item for discussion is consideration of expanding the parameters of the RCC Fee Waiver program to allow for eligibility for people earning up to 250% of federal poverty guidelines and an annual award credit amount of up to \$400 per year per eligible household member for enrollment, ticket or pass purchasing. Summer camp utilization would remain as currently applied: \$10 per camp enrollment for fee waiver-qualified children without any other limitation beyond capacity constraints.

MOTION #9

To Increase RCC Fee Waiver

Vicky moved that RCC increase the eligibility parameter for the agency Fee Waiver Program to 250% of federal poverty guidelines and the per household member credit amount to \$400. Bill B. seconded the motion. The motion passed unanimously.

New Business

None

MOTION #10

To Adjourn the Meeting

Vicky moved to adjourn the meeting. Bill B. seconded the motion. The motion passed unanimously.

The meeting adjourned at 8:08 p.m.



Lisa Sechrest-Ehrhardt
Board Secretary

6-2-20
Date

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON MAY 18, 2020

- | | | |
|-------------------|-----------|---|
| 20-0518-1 | Bd | That the Board Chair confirm each member's voice could be heard |
| 20-0518-2 | Bd | That the Board approve the need for an electronic meeting |
| 20-0518-3 | Bd | That the board approve the need to dispense with FOIA Usual Procedures |
| 20-0518-4 | Bd | That the Board approve the March 2, 2020 Board Minutes |
| 20-0518-5 | Bd | That the Board approve the March 2, 2020 Board Actions |
| 20-0518-6 | Bd | That the Board approve the March 9 CRPP Committee Report |
| 20-0518-7 | Bd | That the Board support budget guidance for FY21 and FY22 |
| 20-0518-8 | Bd | That the Board approve the RCC OPERATING GUIDANCE MEMORANDUM
Strategic Planning/No. 2: Capital Facility/Major Capital Project Planning |
| 20-0518-9 | Bd | That the Board increase the RCC Fee Waiver |
| 20-0518-10 | Bd | That the meeting be adjourned |



Lisa Sechrest-Ehrhardt
Board Secretary

6-2-20

Date



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
PREFERENCE POLL COMMITTEE MEETING
July 20, 2020**

Present:

- | | |
|---------------------------------|-----------------|
| ▪ Lisa Sechrest-Ehrhardt, Chair | ▪ Laurie Dodd |
| ▪ Bill Bouie | ▪ Dick Stillson |
| ▪ Beverly Cosham | ▪ Paul Thomas |

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Karen Goff, Public Information Officer

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

Lisa urged everyone to read the handbook and understand the difference between an election and the Preference Poll. She stressed that candidates and board members need to follow the rules.

Leila said there is often a misunderstanding about how candidates can campaign. Candidates cannot campaign within the context of RCC programs or within the footprint of RCC events such as the Reston Multicultural Festival. We have run into this issue before and we ask that people don't do that. Also, sometimes people forget that it is one vote per household, not per member over 18.

Paul said it is also important to understand that it is a preference poll and not a direct vote. There is often a misunderstanding about who can vote (such as those outside of Reston Association, i.e., residents of Reston Town Center and Deepwood, are still able to vote in RCC's Preference Poll).

Dick had a few suggestions. He stressed that the 2020 Candidate Handbook should have a passage about COVID-19 because it has affected all aspects of RCC since March. A discussion ensued about whether the handbook is a perennial document, COVID-19 has not affected the poll process and how anyone involved with RCC already knows our operations have been affected. Leila agreed to edit in a sentence about COVID-19 in the introduction and FAQs. Laurie asked if in-person voting would change due to COVID-19. Leila said it would not, but social distancing rules are in place for all RCC functions.

Paul pointed out a bullet error on page 4. Leila said it will be fixed.

Dick said we should add wording to check the website in the event Virginia COVID-19 cases rise and we are sent back to an earlier reopening phase, which would affect the in-person forum. Leila said she would add language. Dick said we need to add livestreaming of the forum. Leila reminded him we always have livestreaming via Facebook Live.

Leila was asked about the wording of the passage addressing campaign activities (Page 2). Leila explained the history and why it is written that way. A discussion ensued about what is considered an RCC activity. Leila agreed to add language about campaigning within the footprint of an RCC program, such as the Reston Multicultural Festival.

Dick noted an error on page 3. It says online voting ends Friday, October 1. Leila said it will be corrected to Friday, October 2.

Dick asked if there can be an additional candidate question: "Why are you running for the board?" A discussion ensued about the value of the question, as that is usually addressed within the existing two

July 20, 2020 RCC Preference Poll Committee Meeting Minutes

questions. Lisa said candidates can run for whichever reasons they choose; it is not up to us to ask why, and the question should not be added. Leila said there are also space limitations for the mailed ballot; adding words will add cost. The committee agreed the question will not be added.

Laurie suggested we add language in the handbook that says the executive director shall not weigh in on any candidates. She brought up an example last year where Leila responded on her Facebook page. Leila said she goes to great lengths to be ethical, and her response was to Laurie's assertion that the center was mismanaged.

A discussion followed on this issue. Paul said at RA (where he was a former board member), board members cannot weigh in on candidates using RA resources (such as RA email), but they are free to do what they want in their own time/areas. Lisa said if there is misinformation, she is going to speak up because she is here to serve the community. Paul looked up the school board guidance on this issue.

Laurie suggested a motion that the executive director not be allowed to participate in a public forum against or for a candidate. Leila said there is already language in Fairfax County's employee rules. Paul suggested adding the phrase "... pursuant to county regulations..." regarding this in the handbook. Bill said this discussion should be part of the personnel committee.

Leila printed out the county regulation and read it to the committee. It says employees have the full right to join elections and the full latitude to participate in all activities, including debates, in their own time. Leila said these rules are what guides her conduct, and she has never used the resources of this agency to express herself. The committee agreed the county language covers this issue and they will not add Laurie's suggested phrasing.

Lisa asked if there were any other issues. She said she will direct staff to make changes in the handbook to address the date error, COVID-19 information, Facebook Live streaming and defining an RCC event in the context of campaigning.

Bill motioned to adjourn the meeting. Bev seconded the motion.

The meeting ended at 7:35 p.m.



RESTON COMMUNITY CENTER



Statement of RCC FY20 Year-end Figures and Accompanying Notes

August 3, 2020

FY20/FY21 NOTES RELATED TO COVID-19 IMPACTS:

COVID-19 caused the closure of both RCC facilities effective on March 16, 2020. These buildings didn't reopen to the public until July 6, 2020. The closure required the cessation of programs and services. At the time, the length of the suspension of offerings was unknown. As a result, refunds were processed from the point of the winter offerings unable to be continued through the early spring offerings. As the length of the facility closure became clearer, late spring offerings were similarly affected. And of course, so were summer offerings eventually.

RCC recovered expenditures made for undelivered program content/services or deferred the delivery to FY21. Sponsorships remained in place as a function of the marketing recognition continuing to be realized even as the events themselves were being restructured or postponed. Thus, the deliverables were satisfied despite an event occurring virtually or being rescheduled.

Fairfax County Government instituted a period of six weeks of leave specifically to support the cost of employee services that couldn't be delivered because of building closures. That leave was reimbursed to agencies through Fairfax County's CARES Act funding. For RCC, that amounted to \$140,726 of personnel cost that was reimbursed; this amount is reflected in the net total for FY20 personnel expenses.

Refunds processed included ticket refunds for remaining performances in the Professional Touring Artist Series season, facility rentals that had been scheduled for March through June, program revenue for spring offerings and the revenue from enrollment for summer camps. Summer camp enrollment for offerings that would have begun after July 1, 2020 would normally have been reversed and assigned to that fiscal year. Since there are no offerings of summer camps in 2020, the revenue from enrollment was simply refunded back to patrons in full. FY20 targets for registered programs, theatre performances and facility rentals were impacted and not met because of the refunding activity.

Looking ahead, no revenue for summer camps will be realized in FY21. Revenue for other offerings will be extremely limited because of capacity limits and other public health issues. Workforce planning efforts will be postponed until our fiscal performance status is more well understood. Capital projects will be evaluated based on need.

Financial performance will be monitored on a month-to-month basis as usual, watching particularly for severe fluctuations in revenue performance from the tax base. The present outlook is cautiously favorable with respect to the residential tax base; less certainty is evident in the commercial side. Fortunately for Reston, the commercial property outlook for the Silver Line appears to be withstanding the negative force of the COVID-19 downturn in economic activity overall. It's likely however that there will be lagging effects of that downturn felt through FY22 and perhaps beyond.

RCC has prioritized addressing these areas for FY21:

1. Support for families hardest hit by COVID-19 impacts. These efforts will be reflected in the ongoing work of Reston Opportunity Neighborhood.
2. Support for Reston's nonprofit organizations as they pivot to virtual experiences and/or revamp offerings aligned with RCC sponsorships or partnered programming.
3. Support for core RCC programming and services, i.e., Facility Rentals, Aquatics, Arts and Events, and Leisure and Learning. Programming will necessarily be reformatted, but savings may still be difficult to achieve based on the nature of the content or safety requirements. Facility Rentals will be constrained by limitations to the size of gatherings. Care will be given to continuing to post online content when feasible, as well as to continuing patron outreach. Patrons lacking internet access will be the focus of communication efforts to connect and support their need for social opportunities.

The financial environment ahead will be challenging. RCC has sufficient resources to withstand negative impacts, but those impacts require moving ahead with extreme caution to balance the needs of the community and the available funds with which to address them.

Reston Community Center
Revised Budget vs Actuals Worksheet
June 30, 2020

100%/12*12mos=100%

	FY20 Approved Budget Changes	FY19 Carryover	FY20 Adopted Funding	Revised FY20 Budget	June	YTD (does not incl. Fee Waiver amounts)	REMAINING BALANCE	YTD % actual	YTD Fee waiver (unrealized revenue)
1 Administration:									
Taxes	498,875		7,933,739	8,432,614	3,345	8,459,975	(27,361)	100.32%	
Interest			15,870	15,870	2,652	101,380	(85,510)	638.82%	
Vending			1,600	1,600		716	884	44.73%	
Facility Rental	1,125		171,875	173,000	(4,697)	136,067	36,933	78.65%	
Equipment Sale						3,600	(3,600)	0.00%	
2 Performing Arts-Theatre Admiss.			55,854	55,854		28,108	27,746	50.32%	
3 PA Theatre Rental			67,124	67,124	(1,962)	41,986	25,138	62.55%	
4 PA Misc Revenue				0		2,139	(2,139)	0.00%	
5 PA Equip. Sale Revenue				0		0	0	0.00%	
6 PA Cultural Activities/Arts OrgArts Org				0		0	0	0.00%	
7 PTAS Merch. Sale				0		570	(570)	0.00%	
8 Aquatics Classes/drop-in	(16,246)		216,246	200,000		28,289	171,711	14.14%	-7,980
9 Aquatics Rental			20,270	20,270		0	20,270	0.00%	
10 L&L Fitness	36,330		120,710	157,040		111,130	45,910	70.77%	-3,020
11 L&L Youth/Teen	(33,982)		183,982	150,000		109,524	40,476	73.02%	-62,030
12 L&L Lifelong Learning	(26,979)		116,979	90,000		39,015	50,985	43.35%	-25,768
13 L&L Collab & Outreach	(9,225)		9,225	0		1,299	(1,299)	0.00%	-14
14 Community Events			3,334	3,334		7,745	(4,411)	232.30%	
15 Arts Education-Cultural Activity	2,250		221,369	223,619	(56)	159,793	63,826	71.46%	-11,214
Total RCC Revenue	452,148	0	9,138,177	9,590,325	(717)	9,231,336	358,989	96.26%	-110,026

**Revenue
Comments:**

General Notes: Revenues totaling \$236,921.70 collected prior to July 1 in 2019 were reversed and recorded as FY20 program revenue as those activities occur after July 1, 2019 (the beginning of FY20.) A net increase in the amount of \$452,148 to the FY20 projected revenue estimate was requested at FY19 Carryover submission. The change is reflected in the month-end report in the "Revised FY20 Funding" column. The net increase reflects new revenue from taxes and interest, and reduced revenue anticipated for a variety of program areas. FY20 revenue actuals were significantly affected by winter/spring and summer (June 2020) program cancellations due to COVID-19. Total refunds for registered activities canceled either partially or fully amounted to \$343,404. Of that, a large amount would have been assigned to FY21 revenue from summer camp enrollments.

1. **Administration:** The Administration revenue includes tax, interest and facility rental revenues. Facility rental revenue is combined T-Mobile antenna and room rental revenue. We have collected 100.32% of tax revenue, 78.65% of estimated Facility Rental revenue (which also includes T-Mobile antenna revenue) and 638.82% of estimated interest revenue. Collection of interest is dependent on Investment Procedures approved by the Fairfax County Government Investment Committee. The investment income is commensurate with current rates of return including repurchase agreements, commercial paper, short term bills and notes. COVID-19 Facility Rentals refunds totaled \$47,455.70.
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10. **Fitness:** Year-to-date amount includes program registration revenue for summer through early spring offerings.
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14. **Community Events:** Revenue is collected from booth fees associated with the Reston Multicultural Festival and MLK luncheon ticket sales.
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Reston Community Center
Revised Budget vs Actuals Worksheet
June 30, 2020

100%/12*12mos=100%

	Personnel Expenses	Approved Budget Changes	FY19 Carryover	FY20 Adopted Funding	Revised FY20 Budget	June	YTD	REMAINING BALANCE	% Budget Used Ytd
1	Administration			598,807	598,807	56,231	508,708	90,099	84.95%
2	Facility Services (Booking)			173,690	173,690	19,622	172,937	753	99.57%
3	Comptroller			455,822	455,822	61,799	448,856	6,966	98.47%
4	Customer Service			637,478	637,478	47,646	552,921	84,557	86.74%
5	Facility Engineer	(51,600)		181,828	130,228	17,729	131,522	(1,294)	100.99%
6	Maintenance	51,600		437,897	489,497	21,571	356,753	132,744	72.88%
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8	Media/Sponsorships			437,722	437,722	56,451	434,448	3,274	99.25%
9	Community Partnerships			0	0		0	0	0.00%
10	Performing Arts			585,972	585,972	62,278	474,226	111,746	80.93%
11	Aquatics			648,822	648,822	40,048	543,084	105,738	83.70%
12	L&L Fitness	25,966		214,020	239,986	8,090	193,887	46,099	80.79%
13	L&L Admin	72,000		303,455	375,455	35,868	262,297	113,158	69.86%
14	L&L Youth/Teen	10,051		244,361	254,412	17,065	218,720	35,692	85.97%
15	L&L Lifelong Learning			205,172	205,172	9,539	146,628	58,544	71.47%
16	L&L Collab & Outreach			105,494	105,494	12,703	99,875	5,619	94.67%
17	Community Events	7,345		177,863	185,208	17,118	151,252	33,956	81.67%
18	Arts Education	2,891		369,291	372,182	9,023	325,441	46,741	87.44%
	Total Personnel Expenses	118,253	0	5,924,777	6,043,030	512,469	5,163,375	879,655	85.44%

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's FY19 Carryover Package requested an additional \$118.2K in funding to cover extra L&L and A&E programming; these increases are presented in this financial report. FY20 personnel costs projections will be affected by spring program cancellations due to the COVID-19 outbreak. Costs related to employee use of pandemic leave were reimbursed; that total was \$140,726. Some savings for costs of instruction related to canceled June offerings were also realized.

1. **Administration:** Administration's allocated budget is typically under-spent; funding provides for \$91.33K 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 FY20.
10. **Performing Arts:** Personnel costs are at the expected level. Two vacant Assistant Theater Technical Director positions were filled in December 2019.
11. **Aquatics:** One full time position (that was loaned to DPWES for project management of the renovation project) was restored to this cost center. It is a Park/Rec Specialist I position – Aquatics Operations Director – that will handle the pool lifeguard program, equipment monitoring and related functions. Recruitment and hiring occurred in November 2019. Aquatics staffing costs will be higher compared to revenue generation because of the delayed opening. In addition, the guard rotation and staffing profile will be adjusted as patron use patterns evolve with the new pools.
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. Personnel costs include summer camp labor costs from summer 2019 which occurred in July and August.
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.
18. **Arts Education:** Personnel costs are at the expected level. Personnel costs include summer camp labor costs which occurred in July and August of 2019.

Reston Community Center
Revised Budget vs Actuals Worksheet
June 30, 2020

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	Approved Budget Changes	FY19 Carryover	FY20 Adopted Funding	Revised FY20 Budget	June	YTD	REMAINING BALANCE	% Budget Used Ytd
Operational Expenses								
1 Administration	121,200		63,400	184,600	1,704	67,262	117,338	36.44%
2 Board	28,000	82,352	57,820	168,172	(3,019)	102,260	65,912	60.81%
3 Facility Services (Booking)		308	97,088	97,396	(348)	63,929	33,467	65.64%
4 Comptroller/LA Lease/Admin	(15,443)		369,667	354,224	611	324,264	29,960	91.54%
5 Customer Service			1,000	1,000	2	415	585	41.52%
6 Facility Engineer	(8,496)		167,017	158,521	(1,347)	97,612	60,909	61.58%
7 Maintenance			528,511	528,511	(178,075)	308,477	220,034	58.37%
8 IT	3,000		113,500	116,500	3,525	78,758	37,742	67.60%
9 Media/Sponsorships	130,000		454,440	584,440	22,808	440,500	143,940	75.37%
10 Community Partnerships	29,900		155,100	185,000		163,076	21,924	88.15%
11 Performing Arts	(8,000)		303,855	295,855	6,191	291,705	4,150	98.60%
12 Aquatics			111,300	111,300	(2,408)	84,247	27,053	75.69%
13 L&L Fitness		3,431	25,176	28,607		9,314	19,293	32.56%
14 L&L Admin			15,600	15,600	235	3,016	12,584	19.33%
15 L&L Youth/Teen	15,200		182,000	197,200	(1,575)	147,276	49,924	74.68%
16 L&L Lifelong Learning			115,909	115,909	(306)	56,100	59,809	48.40%
17 L&L Collab & Outreach			21,300	21,300		6,198	15,102	29.10%
18 Community Events	77,200		173,137	250,337	8,020	191,539	58,798	76.51%
19 Arts Education	420		83,983	84,403	832	47,697	36,706	56.51%
Total Operational Expenses	372,981	86,091	3,039,803	3,498,875	(143,150)	2,483,645	1,015,230	70.98%

**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. In RCC's FY19 Carryover Package, an additional \$385K in funding was requested to cover operational needs, additional summer concert programming in Community Events, and development of a new RCC website. These additions are presented in financial reports. FY20 operating costs projections were significantly affected by spring program cancellations due to the COVID-19 outbreak. The FY20 Carryover package included \$5,869 for encumbered purchases and an unencumbered \$100,000 for the redesign of the RCC website. Those amounts are included in the agency's FY21 budget.

1. **Administration:** Current month expenses and reservations/payments are for facility upgrade costs related to protection and capacity management required by COVID-19. There is a process by which we may obtain reimbursement of those costs from the CARES Act funds received by the County.
2. **Board:** Current month expenses and reservations/payments are for survey and operating costs. The survey purchase order was closed out with an unspent balance.
3. **Facility Services (Booking):** Current month expenses and reservations/payments are for security, storage rental and supplies costs.
4. **Comptroller/LA Lease/Admin:** Current month expenses include supply costs and DIT copier billing.
5. **Customer Service:** Current month expenses and reservations/payments include office supply costs.
6. **Facility Engineering:** Current month expenses and reservations/payments include facility repair and maintenance costs for RCC HW and RCC LA buildings.
7. **Maintenance:** Current month expenses and reservations/payments include utilities, maintenance, custodial services, supply costs and closing of remaining reservations' unused balances. Costs were overestimated as a function of uncertainty about the impact of the pool renovation project.
8. **IT:** Current month expenses and reservations/payments include software support and telecom billing.
9. **Media:** Current month expenses and reservations/payments include advertisement costs and printing costs. Printing costs for FY20 have been higher than the prior year; these costs are beyond RCC's control and represent increases in pricing for print products. RCC uses environmentally appropriate paper products and, to the degree possible, minimizes the number of pages in program guides and other publications.
10. **Community Partnerships:** No current month expenses.
11. **Performing Arts:** Current month expenses and reservations/payments include theatre maintenance costs.
12. **Aquatics:** Current month expenses and reservations/payments are for pool supplies and uniforms. June's credit is caused by closing remaining purchase orders' balances and returning funds to RCC Fund.
13. **Fitness:** No current month expenses.
14. **Leisure and Learning Admin:** Current month expense is membership.
15. **Youth/Teen:** Current month credit is due to liquidation of previously encumbered program costs due to the COVID-19 outbreak.
16. **Lifelong Learning:** Current month credit is due to liquidation of previously encumbered program costs due to the COVID-19 outbreak.
17. **Collaboration & Outreach:** No current month expenses posted.
18. **Community Events:** Current month expenses and reservations/payments are for performance contract fees; these are recorded rather than presented live.
19. **Arts Ed:** Current month expenses and reservations/payments are for equipment repairs.

Reston Community Center
Revised Budget vs Actuals Worksheet
June 30, 2020

100%/12*12mos=100%

	Capital Proj. Desc. & Number/Cap Equip.	FY20 Approved Budget Changes	FY19 Carryover	FY20 Adopted Funding	Revised FY20 Budget	June	YTD	REMAINING BALANCE	% Budget Used Ytd
1	RCC Improvements CC-000001		113,077	200,000	313,077		0	313,077	0.00%
2	RCC Facility Enhcmnts. CC-000002		5,509	11,000	16,509		0	16,509	0.00%
3	Theatre Enhancements CC-000008		116,441	15,000	131,441		58,392	73,049	44.42%
4	RCC Natatorium Reno CC-000009		4,375,669	0	4,375,669	7,200	4,070,693	304,976	93.03%
	IT Equipment-server	12,000			12,000		11,271	729	93.93%
	Total Capital Expenses	12,000	4,610,696	226,000	4,848,696	7,200	4,140,356	708,340	85.39%
	Total RCC Expenditures	503,234	4,696,787	9,190,580	14,390,601	376,520	11,787,376	2,603,225	81.91%

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.

1. **RCC Improvements/CC-000001:** Backstage RTU (Roof Top air-conditioning Unit) replacement and HW Roof Replacement. HW Carpet Replacement Phase I and HW A/V Upgrade projects are completed. Remaining funding will be repurposed. Solar Panels project funding was reallocated to the Aquatics Renovation Project to cover extensive locker room maintenance (lockers, floors and partitions replacements.) The remaining balance will be repurposed. Solar panels are anticipated to be realized through a power-purchasing agreement.
2. **RCC Facility Enhancements/CC-000002:** The LA Gallery Entry is completed. Remaining funding will be repurposed or returned to the Fund Balance. The replacement of the RCC LA oven was a new FY20 project. Staff eliminated this need as the equipment has been restored to functionality. Funds will be reallocated to a different capital project category.
3. **RCC CenterStage Enhancements/CC-000008:** This project included funding for the CenterStage floor replacement which is now completed. Audio Visual Controls, LED Lights replacement and RCC PA Projection Screen are active projects.
4. **RCC Aquatics Renovation/CC-000009:** TLS Aquatics Ctr. project.



RESTON COMMUNITY CENTER



Statement of RCC FY20 Year-end Figures and Accompanying Notes

August 3, 2020

FY20/FY21 NOTES RELATED TO COVID-19 IMPACTS:

COVID-19 caused the closure of both RCC facilities effective on March 16, 2020. These buildings didn't reopen to the public until July 6, 2020. The closure required the cessation of programs and services. At the time, the length of the suspension of offerings was unknown. As a result, refunds were processed from the point of the winter offerings unable to be continued through the early spring offerings. As the length of the facility closure became clearer, late spring offerings were similarly affected. And of course, so were summer offerings eventually.

RCC recovered expenditures made for undelivered program content/services or deferred the delivery to FY21. Sponsorships remained in place as a function of the marketing recognition continuing to be realized even as the events themselves were being restructured or postponed. Thus, the deliverables were satisfied despite an event occurring virtually or being rescheduled.

Fairfax County Government instituted a period of six weeks of leave specifically to support the cost of employee services that couldn't be delivered because of building closures. That leave was reimbursed to agencies through Fairfax County's CARES Act funding. For RCC, that amounted to \$140,726 of personnel cost that was reimbursed; this amount is reflected in the net total for FY20 personnel expenses.

Refunds processed included ticket refunds for remaining performances in the Professional Touring Artist Series season, facility rentals that had been scheduled for March through June, program revenue for spring offerings and the revenue from enrollment for summer camps. Summer camp enrollment for offerings that would have begun after July 1, 2020 would normally have been reversed and assigned to that fiscal year. Since there are no offerings of summer camps in 2020, the revenue from enrollment was simply refunded back to patrons in full. FY20 targets for registered programs, theatre performances and facility rentals were impacted and not met because of the refunding activity.

Looking ahead, no revenue for summer camps will be realized in FY21. Revenue for other offerings will be extremely limited because of capacity limits and other public health issues. Workforce planning efforts will be postponed until our fiscal performance status is more well understood. Capital projects will be evaluated based on need.

Financial performance will be monitored on a month-to-month basis as usual, watching particularly for severe fluctuations in revenue performance from the tax base. The present outlook is cautiously favorable with respect to the residential tax base; less certainty is evident in the commercial side. Fortunately for Reston, the commercial property outlook for the Silver Line appears to be withstanding the negative force of the COVID-19 downturn in economic activity overall. It's likely however that there will be lagging effects of that downturn felt through FY22 and perhaps beyond.

RCC has prioritized addressing these areas for FY21:

1. Support for families hardest hit by COVID-19 impacts. These efforts will be reflected in the ongoing work of Reston Opportunity Neighborhood.
2. Support for Reston's nonprofit organizations as they pivot to virtual experiences and/or revamp offerings aligned with RCC sponsorships or partnered programming.
3. Support for core RCC programming and services, i.e., Facility Rentals, Aquatics, Arts and Events, and Leisure and Learning. Programming will necessarily be reformatted, but savings may still be difficult to achieve based on the nature of the content or safety requirements. Facility Rentals will be constrained by limitations to the size of gatherings. Care will be given to continuing to post online content when feasible, as well as to continuing patron outreach. Patrons lacking internet access will be the focus of communication efforts to connect and support their need for social opportunities.

The financial environment ahead will be challenging. RCC has sufficient resources to withstand negative impacts, but those impacts require moving ahead with extreme caution to balance the needs of the community and the available funds with which to address them.

Reston Community Center
Revised Budget vs Actuals Worksheet
June 30, 2020

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	FY20 Approved Budget Changes	FY19 Carryover	FY20 Adopted Funding	Revised FY20 Budget	June	YTD (does not incl. Fee Waiver amounts)	REMAINING BALANCE	YTD % actual	YTD Fee waiver (unrealized revenue)
1 Administration:									
Taxes	498,875		7,933,739	8,432,614	3,345	8,459,975	(27,361)	100.32%	
Interest			15,870	15,870	2,652	101,380	(85,510)	638.82%	
Vending			1,600	1,600		716	884	44.73%	
Facility Rental	1,125		171,875	173,000	(4,697)	136,067	36,933	78.65%	
Equipment Sale						3,600	(3,600)	0.00%	
2 Performing Arts-Theatre Admiss.			55,854	55,854		28,108	27,746	50.32%	
3 PA Theatre Rental			67,124	67,124	(1,962)	41,986	25,138	62.55%	
4 PA Misc Revenue				0		2,139	(2,139)	0.00%	
5 PA Equip. Sale Revenue				0		0	0	0.00%	
6 PA Cultural Activities/Arts OrgArts Org				0		0	0	0.00%	
7 PTAS Merch. Sale				0		570	(570)	0.00%	
8 Aquatics Classes/drop-in	(16,246)		216,246	200,000		28,289	171,711	14.14%	-7,980
9 Aquatics Rental			20,270	20,270		0	20,270	0.00%	
10 L&L Fitness	36,330		120,710	157,040		111,130	45,910	70.77%	-3,020
11 L&L Youth/Teen	(33,982)		183,982	150,000		109,524	40,476	73.02%	-62,030
12 L&L Lifelong Learning	(26,979)		116,979	90,000		39,015	50,985	43.35%	-25,768
13 L&L Collab & Outreach	(9,225)		9,225	0		1,299	(1,299)	0.00%	-14
14 Community Events			3,334	3,334		7,745	(4,411)	232.30%	
15 Arts Education-Cultural Activity	2,250		221,369	223,619	(56)	159,793	63,826	71.46%	-11,214
Total RCC Revenue	452,148	0	9,138,177	9,590,325	(717)	9,231,336	358,989	96.26%	-110,026

**Revenue
Comments:**

General Notes: Revenues totaling \$236,921.70 collected prior to July 1 in 2019 were reversed and recorded as FY20 program revenue as those activities occur after July 1, 2019 (the beginning of FY20.) A net increase in the amount of \$452,148 to the FY20 projected revenue estimate was requested at FY19 Carryover submission. The change is reflected in the month-end report in the "Revised FY20 Funding" column. The net increase reflects new revenue from taxes and interest, and reduced revenue anticipated for a variety of program areas. FY20 revenue actuals were significantly affected by winter/spring and summer (June 2020) program cancellations due to COVID-19. Total refunds for registered activities canceled either partially or fully amounted to \$343,404. Of that, a large amount would have been assigned to FY21 revenue from summer camp enrollments.

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13	L&L Admin	72,000		303,455	375,455	35,868	262,297	113,158	69.86%
14	L&L Youth/Teen	10,051		244,361	254,412	17,065	218,720	35,692	85.97%
15	L&L Lifelong Learning			205,172	205,172	9,539	146,628	58,544	71.47%
16	L&L Collab & Outreach			105,494	105,494	12,703	99,875	5,619	94.67%
17	Community Events	7,345		177,863	185,208	17,118	151,252	33,956	81.67%
18	Arts Education	2,891		369,291	372,182	9,023	325,441	46,741	87.44%
	Total Personnel Expenses	118,253	0	5,924,777	6,043,030	512,469	5,163,375	879,655	85.44%

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's FY19 Carryover Package requested an additional \$118.2K in funding to cover extra L&L and A&E programming; these increases are presented in this financial report. FY20 personnel costs projections will be affected by spring program cancellations due to the COVID-19 outbreak. Costs related to employee use of pandemic leave were reimbursed; that total was \$140,726. Some savings for costs of instruction related to canceled June offerings were also realized.

1. **Administration:** Administration's allocated budget is typically under-spent; funding provides for \$91.33K 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 FY20.
10. **Performing Arts:** Personnel costs are at the expected level. Two vacant Assistant Theater Technical Director positions were filled in December 2019.
11. **Aquatics:** One full time position (that was loaned to DPWES for project management of the renovation project) was restored to this cost center. It is a Park/Rec Specialist I position – Aquatics Operations Director – that will handle the pool lifeguard program, equipment monitoring and related functions. Recruitment and hiring occurred in November 2019. Aquatics staffing costs will be higher compared to revenue generation because of the delayed opening. In addition, the guard rotation and staffing profile will be adjusted as patron use patterns evolve with the new pools.
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. Personnel costs include summer camp labor costs from summer 2019 which occurred in July and August.
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.
18. **Arts Education:** Personnel costs are at the expected level. Personnel costs include summer camp labor costs which occurred in July and August of 2019.

Reston Community Center
Revised Budget vs Actuals Worksheet
June 30, 2020

100%/12*12mos=100%

	Approved Budget Changes	FY19 Carryover	FY20 Adopted Funding	Revised FY20 Budget	June	YTD	REMAINING BALANCE	% Budget Used Ytd
Operational Expenses								
1 Administration	121,200		63,400	184,600	1,704	67,262	117,338	36.44%
2 Board	28,000	82,352	57,820	168,172	(3,019)	102,260	65,912	60.81%
3 Facility Services (Booking)		308	97,088	97,396	(348)	63,929	33,467	65.64%
4 Comptroller/LA Lease/Admin	(15,443)		369,667	354,224	611	324,264	29,960	91.54%
5 Customer Service			1,000	1,000	2	415	585	41.52%
6 Facility Engineer	(8,496)		167,017	158,521	(1,347)	97,612	60,909	61.58%
7 Maintenance			528,511	528,511	(178,075)	308,477	220,034	58.37%
8 IT	3,000		113,500	116,500	3,525	78,758	37,742	67.60%
9 Media/Sponsorships	130,000		454,440	584,440	22,808	440,500	143,940	75.37%
10 Community Partnerships	29,900		155,100	185,000		163,076	21,924	88.15%
11 Performing Arts	(8,000)		303,855	295,855	6,191	291,705	4,150	98.60%
12 Aquatics			111,300	111,300	(2,408)	84,247	27,053	75.69%
13 L&L Fitness		3,431	25,176	28,607		9,314	19,293	32.56%
14 L&L Admin			15,600	15,600	235	3,016	12,584	19.33%
15 L&L Youth/Teen	15,200		182,000	197,200	(1,575)	147,276	49,924	74.68%
16 L&L Lifelong Learning			115,909	115,909	(306)	56,100	59,809	48.40%
17 L&L Collab & Outreach			21,300	21,300		6,198	15,102	29.10%
18 Community Events	77,200		173,137	250,337	8,020	191,539	58,798	76.51%
19 Arts Education	420		83,983	84,403	832	47,697	36,706	56.51%
Total Operational Expenses	372,981	86,091	3,039,803	3,498,875	(143,150)	2,483,645	1,015,230	70.98%

**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. In RCC's FY19 Carryover Package, an additional \$385K in funding was requested to cover operational needs, additional summer concert programming in Community Events, and development of a new RCC website. These additions are presented in financial reports. FY20 operating costs projections were significantly affected by spring program cancellations due to the COVID-19 outbreak. The FY20 Carryover package included \$5,869 for encumbered purchases and an unencumbered \$100,000 for the redesign of the RCC website. Those amounts are included in the agency's FY21 budget.

1. **Administration:** Current month expenses and reservations/payments are for facility upgrade costs related to protection and capacity management required by COVID-19. There is a process by which we may obtain reimbursement of those costs from the CARES Act funds received by the County.
2. **Board:** Current month expenses and reservations/payments are for survey and operating costs. The survey purchase order was closed out with an unspent balance.
3. **Facility Services (Booking):** Current month expenses and reservations/payments are for security, storage rental and supplies costs.
4. **Comptroller/LA Lease/Admin:** Current month expenses include supply costs and DIT copier billing.
5. **Customer Service:** Current month expenses and reservations/payments include office supply costs.
6. **Facility Engineering:** Current month expenses and reservations/payments include facility repair and maintenance costs for RCC HW and RCC LA buildings.
7. **Maintenance:** Current month expenses and reservations/payments include utilities, maintenance, custodial services, supply costs and closing of remaining reservations' unused balances. Costs were overestimated as a function of uncertainty about the impact of the pool renovation project.
8. **IT:** Current month expenses and reservations/payments include software support and telecom billing.
9. **Media:** Current month expenses and reservations/payments include advertisement costs and printing costs. Printing costs for FY20 have been higher than the prior year; these costs are beyond RCC's control and represent increases in pricing for print products. RCC uses environmentally appropriate paper products and, to the degree possible, minimizes the number of pages in program guides and other publications.
10. **Community Partnerships:** No current month expenses.
11. **Performing Arts:** Current month expenses and reservations/payments include theatre maintenance costs.
12. **Aquatics:** Current month expenses and reservations/payments are for pool supplies and uniforms. June's credit is caused by closing remaining purchase orders' balances and returning funds to RCC Fund.
13. **Fitness:** No current month expenses.
14. **Leisure and Learning Admin:** Current month expense is membership.
15. **Youth/Teen:** Current month credit is due to liquidation of previously encumbered program costs due to the COVID-19 outbreak.
16. **Lifelong Learning:** Current month credit is due to liquidation of previously encumbered program costs due to the COVID-19 outbreak.
17. **Collaboration & Outreach:** No current month expenses posted.
18. **Community Events:** Current month expenses and reservations/payments are for performance contract fees; these are recorded rather than presented live.
19. **Arts Ed:** Current month expenses and reservations/payments are for equipment repairs.

Reston Community Center
Revised Budget vs Actuals Worksheet
June 30, 2020

100%/12*12mos=100%

	Capital Proj. Desc. & Number/Cap Equip.	FY20 Approved Budget Changes	FY19 Carryover	FY20 Adopted Funding	Revised FY20 Budget	June	YTD	REMAINING BALANCE	% Budget Used Ytd
1	RCC Improvements CC-000001		113,077	200,000	313,077		0	313,077	0.00%
2	RCC Facility Enhcmnts. CC-000002		5,509	11,000	16,509		0	16,509	0.00%
3	Theatre Enhancements CC-000008		116,441	15,000	131,441		58,392	73,049	44.42%
4	RCC Natatorium Reno CC-000009		4,375,669	0	4,375,669	7,200	4,070,693	304,976	93.03%
	IT Equipment-server	12,000			12,000		11,271	729	93.93%
	Total Capital Expenses	12,000	4,610,696	226,000	4,848,696	7,200	4,140,356	708,340	85.39%
	Total RCC Expenditures	503,234	4,696,787	9,190,580	14,390,601	376,520	11,787,376	2,603,225	81.91%

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.

1. **RCC Improvements/CC-000001:** Backstage RTU (Roof Top air-conditioning Unit) replacement and HW Roof Replacement. HW Carpet Replacement Phase I and HW A/V Upgrade projects are completed. Remaining funding will be repurposed. Solar Panels project funding was reallocated to the Aquatics Renovation Project to cover extensive locker room maintenance (lockers, floors and partitions replacements.) The remaining balance will be repurposed. Solar panels are anticipated to be realized through a power-purchasing agreement.
2. **RCC Facility Enhancements/CC-000002:** The LA Gallery Entry is completed. Remaining funding will be repurposed or returned to the Fund Balance. The replacement of the RCC LA oven was a new FY20 project. Staff eliminated this need as the equipment has been restored to functionality. Funds will be reallocated to a different capital project category.
3. **RCC CenterStage Enhancements/CC-000008:** This project included funding for the CenterStage floor replacement which is now completed. Audio Visual Controls, LED Lights replacement and RCC PA Projection Screen are active projects.
4. **RCC Aquatics Renovation/CC-000009:** TLS Aquatics Ctr. project.