



**Reston Community Center  
Board of Governors Monthly Meeting  
March 5, 2018  
8:00 p.m.  
Meeting Agenda**

8:00 – Call to Order	Beverly Cosham, Chair
8:01 – Approval of Agenda	Beverly Cosham, Chair
8:02 – Approval of Minutes and Board Actions	Beverly Cosham, Chair
<ul style="list-style-type: none"> <li>• Approval of February 5, 2018 Board Minutes (As Reviewed and Approved by the Board Secretary)</li> <li>• Approval of February 5, 2018 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	
<ul style="list-style-type: none"> <li>• Recognition of James “Ed” Donnelly Bequest</li> </ul>	
8:10 – Citizen Input	
8:12 – Committee Reports	
<ul style="list-style-type: none"> <li>• February 5 Finance Committee Meeting</li> <li>• February 12 Community Relations/Program Policy Meeting</li> </ul>	Gerald Zavala, Committee Chair Bill Keefe and Michelle Moyer, Committee Chairs
8:25 – Approval of Committee Reports	Beverly Cosham, Chair
8:27 – Board Member Input on Activities Attended	
8:37 – Executive Director’s Report	Leila Gordon, Executive Director
8:42 – Old Business	Beverly Cosham, Chair
8:46 – New Business	Beverly Cosham, Chair
8:50 – Adjournment	

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**Reminders:**

<b>Event</b>	<b>Date</b>	<b>Time.</b>
Best of Reston Kickoff Event	March 12	5:00 – 7:00 p.m.
Community Relations and Program/Policy Joint Committee Meeting	March 12	7:30 p.m.



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS MEETING  
FEBRUARY 5, 2018**

**Present:**

- Bill Bouie
- Bill Keefe
- Gerald Zavala
- Michelle Moyer
- Bill Penniman
- Vicky Wingert
- Beverly Cosham

**Absent and Excused:**

- Lisa Sechrest-Ehrhardt

**Attending from the RCC Staff:**

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

The Chair called the meeting to order at 8:03 p.m.

**MOTION #1:**

**Approval of the Agenda**

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

**MOTION #2:**

**Approval of the December 4, 2017 Board Minutes**

Bill B. moved that Board approve December 4, 2017 minutes. Gerald seconded the motion. The motion passed unanimously.

**MOTION #3:**

**Approval of the December 4, 2017 Board Actions**

Bill B. moved that the Board approve the December 4, 2017 Board Actions. Gerald seconded the motion. The motion passed unanimously.

**Chair's Remarks**

Bev began her day at the funeral for Dennis Lee, husband of her friend Ella Lee. Dennis died suddenly last Monday at age 57. Bev said it was a hard week for the family, but Dennis was remembered at the service as a man who would always try and make you laugh. His funeral was so packed that Bev and others parked at a Costco and then Ubered down the road to the service.

Bev reflected on her friend with a poem, *The Measure of a Man* by Anonymous.

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*Not – How did he die? But – How did he live?  
Not – What did he gain? But – What did he give?*

*There are the things that measure the worth  
Of a man as a man, regardless of birth  
Not – What was his station? But – had he a heart?  
And – How did he play his God-given part?*

*Was he ever ready with a word of good cheer?  
To bring back a smile, to banish a tear?*

*Not – What was his church? Not – What was his creed?  
But – Had he befriended those really in need?*

*Not – What did the sketch in the newspaper say?  
But – How many were sorry when he passed away?*

*These are the things that measure the worth  
Of a man as a man, regardless of birth.*

### **Introduction of Visitors**

None.

### **Citizen Input**

None.

### **Committee Reports**

**January 5-6 Long Range Planning** – Michelle gave an overview of the January 5 and 6 LRP Meeting/Strategic Planning Session. The Board and staff on Friday reflected on the work of RCC, reviewed the Strategic Plan, talked about Aquatics improvements, as well as branding, messaging and social media. They looked at Tom Ward's data on participation and fee waivers. Michelle said she was heartened to see the balance between registrations made possible by fee waivers and non-fee waiver enrollment for camps. There was discussion of using a different budget protocol for RCC's partnerships and sponsorships to more effectively administer them. Then everyone gathered for a send-off for Tom, who retired January 5.

The partnership/sponsorship discussion continued on Saturday, centering on what RCC gives and gains. The conversation continued to covering how Reston is changing and how RCC needs to bring programs where the people are, such as the concert series. There was also discussion about what motivates people to participate and what the next steps should be as we continue to pursue our strategic planning objectives. That topic also will be covered at the Community Relations/Program Policy meetings in February and March.

**February 5 Finance Committee** – The Finance Committee met prior to the February 5 Board meeting. Chairman Gerald Zavala said they reviewed the FY18 third quarter budget transmittal memo and December monthly financial statements. No revenue targets will be changed in the third quarter memo. Numbers show a decline in Aquatics (revenue and participation), but RCC has had gains in other areas. Third quarter expenses show RCC will find estimated savings in personnel and operating areas. The committee voted to pass the memo to the Board for a full vote to submit the third quarter budget transmittal to Fairfax County.

### **MOTION #4:**

**That the Board approve the third quarter memo**

Paul moved that the Board approve the third quarter memo transmittal. Bill B. seconded the motion. The motion passed unanimously.

The committee discussed Aquatics, where decreased participation may be due to pricing and competition. The upcoming comprehensive renovation will certainly better position us to address the aquatics needs of the community more comprehensively and attractively.

In the December statements savings in personnel are partially due to conservative estimates and dropped programs and some due to position turnover. There is not much new in operating categories that hasn't been discussed in prior meetings. Under capital projects, the carpet replacement has been done and the Hunters Woods audio-visual project is complete. Money for a new customer service desk at Lake Anne may get reassigned. Estimates for the pool renovation have grown because hurricane damage/rebuilding in 2017, and the pace of local activity increasing have affected the construction field. RCC's saving areas should help mitigate the cost increase, and there is hope that those conditions may not be as negative an impact once we get to contract bidding. Of course, we will still have to live through another hurricane season prior to our project start.

#### **MOTION #5**

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

Bill B. moved that the Board approve the Long Range Planning and Finance committee reports. Paul seconded the motion. The motion passed unanimously.

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

Bill K. attended lots of the Dr. Martin Luther King Jr. (MLK) Birthday Celebration events. He made sandwiches at Southgate Community Center.

Bill B. attended the Board strategic planning sessions and a lot of Park Authority events. He is looking forward to Anna Deavere Smith's HBO special. She gave us a preview when she was the MLK keynote speaker a few years ago. The special airs February 28.

Gerald attended MLK birthday events. He is excited that Young Actors Theatre has started. He attended the Reston Camp Expo and finds it interesting how the event has grown.

Michelle and her extended family attended Reduced Shakespeare Company's December show at CenterStage. She talked with Eileen and LaTanja to learn more about the families RCC supported with Christmas gifts. Michelle attended the MLK keynote and lunch. She also attended the Capital Steps concert to benefit Cornerstones.

Vicky attended the January planning sessions. The MLK events were a good reminder of how important our mission is – to be a voice in the midst of all that is going on around us. She said she is re-energized and happy to participate in RCC events because they are so inspiring.

Bill P. went to the board sessions and a Reston Planning and Zoning meeting.

Paul attended the January meetings. He attended MLK events and said Tamika Mallory was an energizing speaker. He registered his daughter for YAT summer camp. He said he got online right at 9 a.m. for online registration, which went very well.

Bev said the recent RCC Summer Camp Guide was phenomenal, and she herself wants to go to camp based on the brochure. She also attended the strategic planning meetings and MLK birthday events, including the Reston Community Orchestra's concert tribute to MLK. She

attended *The Color Orange*, which was interesting. She added that anyone wishing to make a contribution in Dennis' memory can donate to Southgate Community Center.

### **Executive Director Report**

Leila noted that December and January are very busy months with preparation for the planning sessions. She has received the Aquatics design concept and estimate due to rising costs in the contracting environment. She thinks we have sufficient resources and strategies to address the issue. She will talk about it at the Community Relations/Public Policy meeting next Monday.

The deputy director position reclassification request is still being reviewed by the Department of Human Resources. Leila said she is targeting this month and next for advertising and hiring. There were several internal staff meetings in January. She has developed a very detailed spreadsheet of all the ideas we discussed (divided into programs and initiatives). She is starting to synthesize the results for a handout to stimulate conversation at our February 12 meeting with the community.

Leila was pleased to see holiday events in full swing in December, from private community room rentals to programming that includes people who may be struggling during the holidays. MLK weekend was superb and received tremendous media coverage. We had great content, and the media team did a noteworthy job of creating focus. Tamika Mallory was a total home run – having her speak was responsive to requests to hear the voices of the next generation of the Civil Rights movement.

This was the fifth year of the Reston Camp Expo. We had almost 500 people here. It was very interactive and high-energy.

### **Old Business**

Leila reviewed the format and agenda for the February 12 meeting. She plans a small number of handouts at the meeting: the aquatics update she provided in January and a spreadsheet of potential priorities (big projects, building community, programming, branding, etc.) for discussion at the meeting. Our partners will be thanked and the Annual Report distributed for that recognition. The Strategic Plan Update document we used in January will also be provided. Discussion will be in one group (if attendance is at or fewer than 50) or in small groups (if attendance is a lot more than 50). We will need to remind people that we are in the middle of our current strategic plan and therefore somewhat constrained with regard to resources.

Leila reminded the Board that the March 12 CR/PP meeting will be at 7:30 p.m. due to the Best of Reston Kickoff event from 5:00 to 7:00 p.m. to which the Board is invited.

### **New Business**

Michelle offered kudos on RCC's new mixed recycling bins. Bev and Gerald will be part of a February 15 diversity panel at Reston Historic Trust on "Is Reston Keeping the Promise?" – the program is presented jointly with RCC.

### **MOTION #6:**

#### **To Adjourn the Meeting**

Bill B. moved to adjourn the meeting. Paul seconded the motion. The meeting was adjourned at 8:45 p.m.

February 5, 2018 Board of Governors Monthly Meeting Minutes

*Michelle A. Moyer*

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Michelle Moyer on behalf of the  
Board Secretary

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2-23-18  
Date

**BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON FEBRUARY 5, 2018**

- 18-0205-1    Bd    That the Board approve the Agenda**
- 18-0205-2    Bd    That the Board approve the December 4, 2017 Board Minutes**
- 18-0205-3    Bd    That the Board approve the December 4, 2017 Actions**
- 18-0205-4    Bd    That the Board approve the third-quarter memo transmittal**
- 18-0205-5    Bd    That the Board approve the Finance and Long Range Planning Committee meeting reports**
- 18-0205-6    Bd    That the meeting be adjourned.**



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Michelle Moyer on behalf of the  
Board Secretary

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Date                    2-23-18



**RESTON COMMUNITY CENTER  
COMMUNITY RELATIONS AND PROGRAM/POLICY JOINT COMMITTEE MEETING REPORT  
FEBRUARY 12, 2018**

**Present were:**

- Bev Cosham
- Bill Penniman
- Bill Keefe
- Michelle Moyer
- Gerald Zavala
- Vicky Wingert

**Absent and excused were:**

- Bill Bouie
- Paul D. Thomas
- Lisa Sechrest-Ehrhardt

**Attending from the RCC Staff:**

- Leila Gordon, Executive Director
- Karen Goff
- Eileen Boone
- PD Michnewicz
- Gloria Morrow
- Pam Leary
- Fred Russo
- Renata Wojcicki
- BeBe Nguyen
- Barbara Wilmer
- Karen Brutsché
- Matt McCall
- Scott Sorenson
- Harun Rashid
- Cheri Danaher
- Kevin Danaher
- Nick Burt

**Welcome and Introductions**

Beverly welcomed everyone to the meeting at 6:33 p.m. She turned it over to Bill K., the chair of the Community Relations Committee, who explained to attendees that this is the start of the budget process for the next budget cycle. Leila pointed out that it is the start of the FY2020 budget preparation efforts. Bill said board and staff were here to listen to patrons' and partners' thoughts to establish where RCC will be going in 2020-2021.

Bill introduced Michelle Moyer, chair of the Program/Policy Committee. She thanked everyone for coming and said the RCC Board really enjoys working with other partners and agencies to bring services and programs to the community we love. She explained RCC is the middle of its most recent (2016-2021) Strategic Plan cycle, so we aren't going to be building a "dream out loud" brainstorming list tonight, but rather discussing ideas that fit within our current plans and objectives. She said RCC has limited leeway, but will look at what it can adjust and improvise to accomplish as we move forward. She said the RCC staff continues to amaze her in their ability to be creative and responsive to the changes that come along.

Michelle said she hopes everyone picked up a copy of the Strategic Plan so they can see what RCC has accomplished and what is still underway.

Michelle introduced Leila, who said she will be walking the audience through an update on the aquatics renovation and the Strategic Plan areas. Leila introduced the Board members in attendance: Gerald Zavala, Vicky Wingert, Bill Penniman, Bill Keefe and Beverly Cosham. She said Bill Bouie and Lisa Ehrhardt would try to be here, but both had prior commitments that would likely make their attendance doubtful. Paul Thomas is unable to be here.



## February 12, 2018 Community Engagement and Program/Policy Joint Committee Meeting

Leila said that we are roughly midway through the current Strategic Plan. She said in general terms, we are making progress toward the goals and that tonight kicks off the process of planning for FY2020. FY2018 ends on June 30. RCC's FY2019 Budget Submission, to be approved by the Board of Supervisors in April, will start July 1, 2018 and end June 30, 2019. She said when thinking big, we must look far into the future.

Leila showed the spreadsheet with the Strategic Plan main areas: Facilities, Building Community, Programs, Branding and Messaging and Internal Capacity (how RCC does its work).

For the latter section, she explained that RCC has to follow Fairfax County Government rules in areas such as purchasing and human resources. She said RCC is pursuing accreditation from the National Recreation and Park Association (NRPA), which will certify that our processes follow best practices for similar organizations, attaining the highest quality and most transparent processes. That is RCC's big effort in terms of the Internal Capacity section of the Strategic Plan.

### **Update to Strategic Plan 2016-2021**

Leila turned everyone's attention to the four other main areas:

**Facilities** – Leila said there was a very robust discussion here a year ago, in February of 2017, when RCC talked about the aquatics venue and how it might be improved. There is a handout listing details of where we have been and what is coming next with the aquatics project. It takes about two years to reach a point where you can put a shovel in the ground. The target is still January of 2019 for beginning construction. RCC is still working with Fairfax County's Department of Public Works and Environmental Services, and she still feels comfortable with the resources we have allocated and available for the project. The completion of the work will not compromise the RCC core budget and reserves resources.

Leila has begun conversations with aquatics partners such as Reston Association and the YMCA about accommodating patrons. At this point, it is apparent that there will not be a dedicated pool replacement available for all of the current RCC pool uses and users. RA is going to work with us on accessing the Ridge Heights heated pool earlier and later than the usual season. The YMCA has been very generous about allowing RCC patrons use the Y pool without memberships under arrangements we have used in the past during the RCC pool maintenance periods.

The indoor recreation facility and performing arts venue we have heard about for 10 years are still on the drawing board. For the performing arts venue, RCC is still committed to looking to the development processes for providing a new venue. The indoor recreation facility is still a Fairfax County Park Authority project – that agency will pursue building it. County planning for Reston Town Center North Phase 2 makes it a priority.

Leila said she wants to hear from the patrons and partners at this point who have questions about those facilities, as well as RCC's Lake Anne and Hunters Woods buildings.

**Susan Meeks, Reston Chorale**, asked if there is anything on the schedule in the near future for public hearings about future development with respect to the performing arts venue. Leila said the Reston Town Center North proposals are in the county review process. Susan asked how she could get a copy of the proposals. Leila explained that for public-private partnership proposals, it is mostly proprietary information at this stage. She said Supervisor Hudgins is committed to having the community in the conversation, but at this stage it is not a public process and she doesn't know when the public will engage; she promised to alert the arts community as soon as she knows more.

**Gloria Michau, Reston Resident**, said she is very happy RCC is making arrangements for patrons to use an alternate pool during construction. She asked about taking care that RCC aquatics staff remain employed. Leila said we are very committed to our staff; we will keep them and put them to work to the best of our ability and available work to be done. She introduced Matt McCall, RCC's new aquatics director, and Scott Sorenson, the aquatics program manager. Matt replaced Joe Leary, who retired. The full-time RCC employees – there are four in Aquatics – will be employed throughout the construction period. As for guards and instructional staff, RCC will work with our partners so they know where and what they can do to replace employment with us. Gloria said the staff serves the patrons very well and hopes RCC will pay attention to employee needs. She also asked if there have been any material

## February 12, 2018 Community Engagement and Program/Policy Joint Committee Meeting

changes to the plans for the warm water pool. Leila said not much and nothing material has been altered since the November meeting on this subject.

**Tammi Petrine, Reston 2020**, asked if there has been any discussion now that two other new performing arts centers are scheduled to be built, one in Tysons at Route 7 and the Dulles Toll Road and the other at Capital One in McLean. Leila said the short answer is yes. She said she is the Chair of the County Master Arts Plan Task Force, and a county-wide market study and needs analysis process has begun. That study will be done by consultants assessing performing and visual arts needs in Fairfax County. The reports and data will be available to our Board and the Board of Supervisors and will show where the ideal opportunities are located.

Tammi asked if RCC has a site it is considering. Leila said no, but RCC is very open minded, we'd want a new venue anywhere that is easy for audiences to reach. Tammi said Boston Properties was supposed to proffer a site adjacent to the Reston Town Center Metro station, but that has disappeared from the map. She noted there does not seem to be space at Reston Town Center North. She said she would be delighted if Reston could have a new performing arts center if a combination of foundations and the County and other funding sources could finance it. If the taxpayers of Small Tax District 5 must pay, she is absolutely against it.

As far as existing facilities at Hunters Woods and Lake Anne, Leila said RCC is looking at staying current with technology and audio-visual capabilities. Staff and users alike would love to have more storage, and RCC will keep looking at possibilities. We have a very robust partnership with our colleagues at Hunters Woods Village Center, the church, Hunters Woods Fellowship House and individual businesses, and we are continuously looking at ways to have a safe and welcoming environment. The same is true for Lake Anne.

### **Building Community**

Leila reviewed Opportunity Neighborhood, a county initiative in Reston that is led by Cornerstones and involves RCC, Greater Reston Chamber of Commerce, Reston Association, FCPS, Fairfax County Human Services System agencies and multiple other non-profits. It is an effort to create a collective, positive impact on Reston families. We have been intentional and savvy about marshalling our resources to give all the community's children access to all the amenities and resources in Reston. Leila said we are at the start of this, and one goal is to put programs in neighborhoods and schools so people can easily get to them.

RCC is working with the Chamber on the Reston Marketing Initiative and how we can penetrate the community consciousness of what's available to enjoy in Reston. We hope to stand up a community calendar effort this year which would be managed at the Chamber and be a tool to market community events. Tammi Petrine said there is already a resident who is doing this on Next Door. Leila pointed out that Next Door is not an open website; it requires participants to register. [Subsequent research revealed that the individual Tammi referenced is establishing his own website and simply promoting it on Next Door.]

**Lyn McPherson, Reston Resident**, asked about the timeline for the Reston Regional Library to close for two to four years for a new facility to be built. Leila said she knows that the RFP for the library and Embury Rucker Community Shelter states that functions must be able to continue as construction takes place. She said anything RCC can do to help during that construction, it will.

### **Programs**

Leila asked those in attendance for programming suggestions.

**Greg Luongo, South Lakes High School administrator**, said he hopes RCC will continue afterschool teen programming. Leila asked if he was talking about school based or outside school and Greg said either, in any area within Reston.

**Donna Goldbranson, Executive Director of SPARC**, said her organization for people with special needs has been in Reston for 11 years. She wanted to talk about the wonderful idea of a changing community and looking for collaborative ways for residents with disabilities to be more included. She said there is a huge changing landscape for young adults with disabilities after graduating from high school.

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SPARC has programs at Southgate Community Center and on Michael Faraday Drive. She has spoken with BeBe and Cheri about potential partnerships, and the new pool sounds fantastic. She hopes as RCC moves forward it will include programs for people with disabilities.

**Jennifer DeSanto, OLLI**, said her organization has a wonderful partnership with RCC. OLLI (Osher Lifelong Learning Institute) sponsors the “Meet the Artists” series. She said OLLI loves working with RCC and wants to do more as RCC expands its offerings. She has had great conversations with PD, Eileen and Karen B. about how to grow the programs.

Leila said RCC’s Annual Report lists the more than 40 partners with whom RCC does joint programming. She said on behalf of the Board and staff, she is profoundly grateful for those relationships. We don’t have the capacity to do all the programming in the world, and we depend on them to expand our reach. We appreciate the support from OLLI and SPARC.

**Doug Povich, Fairfax County Department of Cable and Consumer Services**, said his agency helps consumers deal with their cable TV provider and other important consumer issues. They also do outreach programs on everything from the mundane (tips on buying a TV), to getting the most out of cable, to net neutrality. The programs are free, and he encourages RCC to contact him if staff members have ideas for new programs to serve patrons.

**Ed Robichaud, Reston Resident**, asked if Leila could talk about coordination with Southgate Community Center. Leila said Southgate is one of the partners with RCC in the Hunters Woods Neighborhood Coalition and in Reston Opportunity Neighborhood. RCC works with Southgate on many programs. Lisa Ehrhardt is the Board liaison to Southgate’s advisory group. RCC provides staff for Southgate programs, and it also provides the fee waiver program at RCC, which ensures that people with limited means wherever they are in Reston can participate in RCC programs.

Ed said he was not sure apartment dwellers were perusing RCC’s catalogue (or the publications from all the agencies). Leila said the Opportunity Neighborhood is a vehicle for learning what Reston families need and want and how we can bring programs to them. RCC Collaboration & Outreach Director LaTanja Jones has been taking programming out to places where people live – that makes it much more convenient for participating children to attend programs. Programming we’ve already scheduled along these lines includes Forest Edge’s “Fit Kids”, and programs at South Lakes High School, Hughes Middle School and Dogwood Elementary School. In addition to outreach efforts supporting Opportunity Neighborhood, LaTanja is also locating programming in businesses (such as the hand lettering workshop at Kendra Scott at Reston Town Center) to make participation convenient for adults.

**Limia Shazney, Cedar Ridge resident**, says she is a Cedar Ridge ambassador for Opportunity Neighborhood. One of her goals is to be a connection between families and kids and the community center. She would like to see kids with special needs included in RCC’s programming, as well as opportunities to bring programs to the Cedar Ridge Community Center that are related to children with special needs and their families. Leila said it is critical to have voices at the table in terms of planning and what is needed for the people we are trying to serve and not just what providers think should occur; she very much appreciates the Opportunity Neighborhood Ambassadors for their work to assure that the community helps design the programs and services for their requirements.

Leila reminded the attendees that she wants to hear from everyone. People can put their thoughts into writing and send that to [RCCContact@fairfaxcounty.gov](mailto:RCCContact@fairfaxcounty.gov). She said we will put them in the record of public input from this session; they will not be lost. We wouldn’t be successful without our partners and we appreciate learning from them.

Tammi Petrine said the MLK Day program was great. The speaker, Tamika Mallory, was amazing – about the most dynamic speaker she has ever heard.

Leila said Tamika Mallory was one of the organizers for the 2017 Women’s March. She has been involved in social justice and gun violence prevention. She was very inspiring.

Leila introduced the staff; they stood and received a resounding round of applause.

## February 12, 2018 Community Engagement and Program/Policy Joint Committee Meeting

**Robert Goudie, Greater Reston Arts Center and Executive Director of the Reston Town Center Association**, said one thing that RCC does great is serve as a content catalyst for the community. RCC does not stand on its laurels; it is always thinking about new programs and content, such as the chamber music concerts we now have in Town Square Park. He said thank you, and that he will send some written comments.

Leila said one idea for new content has come from Karen Goff, our new public information officer. Karen is pretty fervent about Maame Biney, the South Lakes High School student currently competing in the Olympics (speed skating). We have been tossing around the idea of celebrating Reston's Olympians, something we can collectively do to celebrate their accomplishments. Leila noted that she believes that Reston – as a community – raises “life Olympians”. She feels that young people who are raised in Reston have great life skills and they realize after they leave the community how important to them growing up here turned out to be. Our new Aquatics Director is an example of that phenomenon.

Another idea we are going to work hard on is ensuring that every single child in Reston knows how to swim. We know there is more water in this community than in lots of others. Let's think of how we can make every single kid as safe as possible and confident around water.

An attendee who did not state her name asked if we could have a program for taking life stories such as Storycorps, and that maybe RCC can have a day for that.

**Shelly Mastran, chair of the Reston Historic Trust**, said every year on Founder's Day RHT takes Storycorps oral histories. She said she would be happy to work on ideas to expand that.

Leila thanked everybody for coming and participating; the meeting ended at 7:25 p.m.

FACILITIES	BUILDING COMMUNITY	PROGRAMS	BRANDING & MESSAGING	INTERNAL CAPACITY
Terry L. Smith Aquatics Center - Update	Continue focus on outreach, connecting in neighborhoods and strengthening multi-partner initiatives: RestON (Opportunity Neighborhood); Hunters Woods Neighborhood Coalition; Multi-partnered community events (Northern Virginia Fine Arts Festival, Founders Day, Holiday Parade, Summer Concert Series, Reston Multicultural Festival, Reston Dr. Martin Luther King, Jr. Celebration - etc.)	Needs analysis>RCC Recreation/Culture Master Plan - 2018 Efforts: Research and framing	Continue leveraging partnerships, co-sponsorships, sponsorships; work together to strengthen processes	Careful stewardship of resources and reserves in the context of the two-year Aquatics Renovation project; continuous refinement and improvement of financial, space and staffing to remain accountable and effective
New Indoor Rec Center for Reston - Park Authority; development related	Foster and support more robust relationships between and among RCC/Reston youth sports activities to broaden participation in those	New Program Ideas: Continue adding all ages/families events; drop-in/shorter duration offerings; increased efficiency in planning out-of-cycle offerings; explore challenges/opportunities to support pre-school age children on school holidays; update technology offerings; explore potential for talent showcasing of local performers (comedy, poetry, etc.); combine and coordinate water/land fitness options	Continue pursuit of digital messaging; social media platforms - stay up-to-date; be discerning about outputs on social media platforms	Continue pursuit of NRPA Accreditation (establishes institutionally explicit descriptions of RCC procedures to buttress our Policy/User Manual). Achievement assures the community of our "best practice" approaches to all we do.
Performing Arts Venue for Music/Dance; development related; 2018: Master Arts Plan Market Study and Needs Analysis	Reston Marketing Initiative: 2018 establishment of a digital community calendar		Continue integration of RCC messaging with Customer Service; continue events-related outreach; add and manage employee-driven efforts	
RCC existing facilities/challenges: Lack of storage space; Audio/visual equipment upgrades - more frequently needed; Ongoing maintenance/repair; Ongoing equipment replacement; Safety enhancing features; Fix LA JAR Gallery doors; Add photography in hallways/meeting rooms illustrating RCC's role in the community	Continue focus on partner/sponsor relationships to support collective impact			



## RCC AQUATICS RENOVATION PROJECT TERRY L. SMITH AQUATICS CENTER UPDATE

### Tasks Completed To Date

- Community Engagement: Kick-off February 2017; public meetings through September 2017
- Hughes Group Architects led engagement conversations and developed a high-level concept plan
- Department of Public Works and Environmental Services (DPWES) Capital Design and Building Branch support
- Department of Management and Budget (DMB) support
- Establishment of budget (\$5.5M) and allocation strategy
- Establishment of Project Management strategy (position loan from RCC AQ Cost Center to DPWES to provide for hiring of Martha Sansaver – July, 2017)
- Competition among three firms for Architect/Engineering (A/E) contract via DPWES purchasing agreements
- Selection of RRMM/Lukmire to handle A/E
- Report on Existing Conditions from RRMM/Lukmire – September 2017; Concept Design finalized
- Public Art Project – Artist Selection and Design Contract; Valerie Theberge – November 2017
- Schematic Design, initial Cost Estimate, Design Quality Control plans submitted December 21, 2017; Currently under review at both DPWES and RCC

### Next Steps

- Staff review at RCC, DPWES of latest submission
- Concerns: Construction contracting environment is intensifying; estimates are coming in significantly higher than hoped so review will focus on strategies to manage that and remain within budget resources without jeopardizing core budget or reserves profiles
- One likely shift: Move roof replacement from Bid Alternate list to Base Bid list – will actually save both time and money overall for the total cost of the two projects (pool and roof) and result in better roof integrity tied to move of equipment and duct work to above roof as opposed to below roof locations
- Review existing budget resources within context of Third Quarter FY18 process to anticipate both project costs and related timelines and potential impacts/options – will report in March 2018
- RCC Staff planning for relocating patrons and activities – through early April 2018; discussion with Reston Association (lengthening warm water season of Ridge Heights pool) and Reston YMCA (similar treatment of patrons as structure offered during our maintenance periods)
- Construction documents complete by May 2018; pre-qualification of potential contractors
- Contractor IFB by August 2018
- Construction start: January 2019

*Reston Community Center  
Strategic Plan  
2016 – 2021*

*Adopted by Reston Community Center's Board of Governors  
June 6, 2016*





## VISION

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

## MISSION

To create positive leisure, cultural and educational experiences which enhance the quality of life for all people living and working in Reston by:

- Providing a broad range of programs in arts, aquatics, recreation, enrichment and life-long learning.
- Creating and sustaining community traditions through special events, outreach activities and facility rentals.
- Building community through collaboration and celebration.

## VALUES

In accomplishing our Vision, RCC will be:

- A respectful organization that supports and nurtures its constituents, patrons, volunteers, board and staff;
- A welcoming community resource committed to improving citizens' quality of life in Reston;
- A builder of Reston's sense of place and community traditions;
- Celebratory of people's traditions and cultural and recreational aspirations;
- An active partner with other Reston organizations;
- An organization free of physical, financial and cultural barriers;
- An accepting and open organization; and
- A responsible and accountable steward of community resources.



# Reston Community Center Strategic Plan 2016 – 2021

## INTRODUCTION

Reston Community Center underwent extensive discussion and community engagement to craft this Five Year Strategic Plan. Every January, board and staff gather for a Strategic Planning weekend to examine how we are performing and look ahead to coming challenges and opportunities. In January 2015, we anticipated the conclusion of our existing Strategic Plan and what issues we might address or continue to address in this Strategic Plan. During that year, we spent monthly Finance Committee and other Board Committee meetings considering not just performance but also trends that ought to be informing the 2016 – 2021 framework.

With January 2016's meetings, we embarked on engagement with our community and our partners to obtain their feedback and input, and this Strategic Plan reflects the bounty of creativity and thoughtful consideration they provided. We approach the years ahead confident that our partners will be with us; making Reston true to its foundational values and using them to provide the highest quality of life for all who live and work here.

Building on the success of the 2011 – 2016 plan, we look to the future with renewed commitment to these overarching principles of our work:

- RCC will expand Reston's access to cultural and recreational amenities, programs and services.
- RCC will leverage the strength of partnerships and collaborations with other Reston and Fairfax County agencies or organizations to serve the community.
- RCC will remain flexible in responding to changing trends and emerging community needs.
- RCC will deliver programs and services with superb and skilled staff using the best practices for stewardship of Reston's investment to maintain the public's trust.

The Strategic Plan 2016 – 2021 incorporates goals and objectives in the following focus areas:

- Facilities
- Building Community
- Programs
- Branding and Messaging
- Internal Capacity and Financial Planning

Ultimately, we want the people we serve to see their own future in this plan and to be excited about the possibilities it offers for their enrichment and enjoyment.

## FACILITIES

**Goal:** *RCC facilities are flexible, technologically advanced, beautiful and environmentally friendly. RCC facilities are considered within the context of other community assets and planning for facilities.*

Objectives:

- a. To conduct market surveys and feasibility studies to determine optimum facilities and facility functions that will serve a growing and changing community. RCC's competitive context is becoming more complex and RCC facilities should be considered within increasing numbers of public and private options for recreation and cultural pursuits.
- b. To include existing users and community considerations as renovations and facility enhancements or new facilities are contemplated and implemented.
- c. To evaluate existing RCC facilities for their potential to meet market demands suitable to RCC's mission and to maximize their utilization.
- d. To maintain and renovate existing RCC facilities in responsive approaches to community needs.
- e. To incorporate and continuously update technology available to users that supports program and rental patron needs.

### Update: January 2017

- Engagement planning for existing users and patrons launching in February 2017.
- Master Arts Plan Task Force: will conduct a comprehensive market and needs analysis consultant delivered study in 2017.

### Update: January 2018

- Terry L. Smith Aquatics Center renovation project underway – community engagement, architect selection, project management in place. During 2018, planning, permitting, construction bidding. Projected start of construction: January 2019.
- Master Arts Plan Task Force – consultant for market study and needs analysis selected; planned time horizon to completion: six to nine months (January through September 2018).

## BUILDING COMMUNITY

**Goal:** *RCC reaches the broadest possible levels of participation in civic life by seeking and implementing strategic partnerships with other Reston/County organizations to achieve collective impact for Reston. RCC's approach to collaboration is managed within an institutional framework that strengthens the community, leverages the partners' respective strengths and is consistent with Reston's founding values.*

Objectives:

- a. To coordinate efforts that assure Reston residents and businesses have broad knowledge of RCC programs and services and how those may appeal to employees and visitors.

- b. To identify and implement systems and resources that intersect with community initiatives that are supported by RCC’s mission and coordinated with our partners.
- c. To be particularly attentive to cultural, health and wellness concerns developing in the community.
- d. To reach out to new neighbors and under-served areas of the broader community with programs and services delivered where people are and to leverage those experiences to inspire these “micro-communities” to engage deeply with the broader community.
- e. To support development of a community calendar of important event and activity dates in conjunction with our partners.

**Update: January 2017**

- Participating in Reston Marketing Initiative – March, 2017 deadline to resolve future of this undertaking.
- Sponsored the “RestON: Opportunity Neighborhood” Launch event in October 2016.
- If Reston Marketing Initiative folds efforts, prepare to stand up a Community Calendar as a function of RCC Community Building objectives.

**Update: January 2018**

- *Creative Connections* – introduced businesses/offsite locations to RCC offerings.
- Reston Opportunity Neighborhood (RestON) – RCC programming launched in neighborhood settings (Cedar Ridge, Southgate, and soon, Forest Edge Elementary School)
- RestON and the Region 3 Change Team – created inventory of school readiness and out-of-school-time (OST) providers.
- RCC Collaboration and Outreach department established – Reston Town Center programs offered in Kendra Scott and Scrawl Books retail stores.
- RCC Collaboration and Outreach director and team have met with more than one dozen property managers of residential complexes and are expanding outreach to local faith organizations to explore programming opportunities and the feasibility of scheduling programs in neighborhood-based, centrally located church sites.
- Reston Marketing Initiative – GRCC will focus on standing up a community calendar in 2018.

## PROGRAMS

**Goal:** *RCC programs evolve and adapt to a changing community; programs are delivered both in RCC facilities and other community settings to assure RCC offers programs where people are living, working and playing. RCC programs serve diverse interests and are high quality, well attended and affordable.*

Objectives:

- a. To use market analysis/needs assessment results to inform programming design and decision-making.
- b. To preserve the broadest possible access to offerings.
- c. To develop a system to bring programming into neighborhoods and private settings such as multi-family dwellings and businesses.

- d. To balance services to neighborhoods within Reston with programming that brings the community together and fosters a sense of belonging to the community as a whole.
- e. To explore the potential for RCC to sponsor intramural sports leagues for ages 12 and older.

**Update: January 2017**

- Recreation and community capacity building needs analysis to be designed for delivery in 2017. Will investigate intersections feasible with Park Authority efforts related to indoor recreation facility planning for Reston and will seek differentiation from Reston Association efforts to date.
- Fee Waiver program expanded in 2016; individual limit increased to \$250; income eligibility thresholds increased.
- In 2016: Launched eLearning (5 enrollees in first 6 months, 2017 goal to increase to 30).
- Expanded Langston Hughes Middle School after-school drop-in programming (increased by adding cooking workshops, fashion sewing workshop, Zumba fitness in addition to the Game Day offering. September through December: 3,053 drop-in visits).
- October to December 2016: offered four Minecraft clubs at Dogwood Elementary School serving third through sixth graders. September through December: 269 visits).
- Sponsored purchase of a garden tiller for Dogwood Elementary outdoor education program.
- Sponsored a greenhouse for Terraset Elementary outdoor education program.
- Presented a Yoga Workshop for residents of Harbor Park. Well attended; will continue pursuit of similar offerings there.
- Outreach to Harrison and BLVD pending.
- Planning to coordinate program offerings with Cornerstones for their Youth Summer Series to be able to support their Cedar Ridge, Southgate, Crescent and South Glade communities.
- Continued support of the YMCA Reston Kids Triathlon; expanded connections to youth triathlons to include training sessions for Amy's Amigos in 2016.
- Expansion of summer concert series to add a new Sunday series at Reston Town Center and a Friday series at Reston Station at Wiehle-Reston East Metro station.

**Update: January 2018**

- Deferring survey/needs analysis to after Aquatics renovation completion.
- Launched "Lifelong Learning" approach to programming for all adults – well-received and achieving better enrollment overall for the combined offerings.
- RCC's eLearning enrollment continues; additional four enrollees in 2017. Though not reaching our target, this continues to deliver essentially cost-free revenue to RCC and provides a service to patrons.
- Continuing after school programs at Langston Hughes Middle and Dogwood Elementary – achieving more than 3,700 visits from students in 2017.
- Expanding after-school efforts to include new programs at Forest Edge Elementary starting January 2018.
- Second showing of *Screenagers* documentary in March 2017 in response to terrific feedback from the fall 2016 screening.
- Supported the Halloween family fun dates at both Cedar Ridge and Southgate Community Center in October 2017.
- Co-sponsored and coordinated Back 2 School Bash at SLHS – now incorporated in ongoing RestON efforts.

- Coordinated and hosted the fourth annual Reston Camp Expo; January 2017 (515 attendees) – now incorporated in ongoing RestON efforts.
- New community event – Mom & Baby Expo, planned for May 2018.
- Collaboration & Outreach department launched the Creative Connections program, which places unique workshops and programs in both residential and commercial settings.
- Expanded Reston Station and Shenandoah outdoor concert series.
- Pilots: arts offering for adults with disabilities; summer studio for documentary filmmaking (teens); fitness camp for children with developmental disabilities – launching in 2018.

## BRANDING & MESSAGING

**Goal:** *RCC is recognized as an essential ingredient of the Reston lifestyle. RCC is a trusted community partner in achieving broad civic engagement and efforts that enhance Reston’s cultural, recreational and leisure-time experiences.*

### Objectives:

- To build on market and needs analysis results to target marketing to appropriate audiences.
- To highlight RCC’s strengths and positive impacts on community life.
- To increase awareness of RCC through external and internal branding and marketing strategies that reinforce a distinctly “RCC” image.
- To use all available platforms to communicate – including digital, multi-language and traditional print.
- To develop and deploy an “app” for RCC and Reston – to be used on the spur of the moment by residents, employees or visitors to participate or enroll.
- To coordinate RCC marketing across and among partner platforms.
- To ensure messaging consistently reflects our vision, mission and values.

### Update: January 2017

- Continuing to evaluate and refine existing print publications.
- Expanded social media outreach; continue efforts to use social media to launch communication products (2016: two monthly e-newsletters).
- Evaluating CMS for current website; possible transition to WordPress.
- Expansion of social media and digital outreach; increase in digital media relationships (e.g., Viva Reston, Reston Now, Reston Patch).

### Update: January 2018

- Provided editorial content to Reston publications that demonstrate RCC’s vision, mission and values; Viva Reston; Reston Lifestyles; etc.
- Redesigned print publications to reflect Leisure and Learning changes (no 55+, new Lifelong Learning, Youth incorporating Teen/Family offerings) while reducing page count. This effort helps to minimize print and postage costs.
- Launched *PLAY* e-newsletter for youth 12 years and younger in April 2017.
- Social Media strategies:
  - More deliberate in linking fact-based evidence with our programs.

- Sharing of current headlines/stories/studies to demonstrate that RCC and its staff are recreation professionals and thought leaders in their field.
- Expansion of real-time and post-event social media presence.
- RCC “Celebrates [holiday/”Hallmark” days]!” posts; built on natural audiences for holidays, occasions.
- Better coordination with partners – sharing and re-posting their content when we are sponsors.
- Facebook: Average non-profit engagement is 4.5%; our sample average is 4.7%; we have 2,347 “followers” and have greatly improved our organic reach through rigorous pre, near, real-time, and post-event posting as well as tagging and sharing with partners and content providers.
- Twitter: Average non-profit engagement is 1.6%; our average is .8%; currently have 1,002 followers.
- Instagram: Average for non-profit pages is 2.29%; our average is 5.35%; we currently have 466 followers after launching our presence in February 2017.

## INTERNAL CAPACITY & FINANCIAL PLANNING

**Goal:** *RCC achieves accreditation from the National Recreation and Parks Association (NRPA) demonstrating that we employ best practices with sound governance and stewardship to deliver the optimum results for our community. RCC financial planning considers facility development impacts within a ten-year time horizon.*

### Objectives:

- a. To assure that equitable access and practices are principles applied to programs, services and facilities.
- b. To add tools, processes and systems approaches that are consistent with NRPA accreditation requirements to existing policies, procedures and governing documents where necessary.
- c. To employ user-friendly online enrollment and/or purchasing options.
- d. To develop and deploy easy-to-use feedback loops for programs and services evaluation.
- e. To consider long-term facility-related demands and other relevant factors in financial planning for capital projects, core budget considerations and reserves management.

### Update: January 2017

- Adopted new Fee Waiver program practices.
- Accreditation efforts underway; staff to attend NRPA workshop in February 2017 (coordinated via Park Authority). Employee Manual draft in progress.
- RecTrac upgrade scheduled in February 2017. Achieved new gateway processing contract in 2016.
- Refinement of Capital Project and Reserves strategies in January 2017.

### Update: January 2018

- Accreditation team progress: establishment of Knowledge Owl web location for documentation, Operating Guidance Memoranda in progress, Board review of OGMs in spring 2018.
- RecTrac upgraded. Exploring potential for use as publication platform.

- Capital project and reserves management strategies established to support TLS Aquatics Center renovation project.
- Agency audit completed in 2017 by Fairfax County Internal Audit team. Recommendations made and implemented to update practices in purchasing, time keeping and PCI Compliance (credit card security). Created current and compliant Operating Guidance Memorandum for financial practices related to billing and reconciliation.

## METHODOLOGY

To meet the Goals and Objectives of the Reston Community Center Strategic Plan 2016 – 2021, the Board and staff establish annual work plans/budgets and associated criteria for success. Measures we use annually across programs and services areas tell us that our direction and activities are sound, e.g., participation, cost recovery within targets, patron satisfaction feedback and community meetings or other types of engagement. There are also specific measurable objective outcomes associated with the five focus areas of this plan. The staff reviews our plan objectives and the associated activities with the Board of Governors every January. From February through June, culminating with the Annual Public Hearing for Programs and Budget, the Board and staff report our progress in achieving our objectives; gather new information from the community; adjust if needed to changing circumstances; and produce the next budget and capital improvements/maintenance plans accordingly.

### **General Evaluation/Measurement Tools**

These data points are benchmarks that will be reflected in our budget documents and Annual Reports.

- a. Participation and Program Highlights
- b. Customer Satisfaction Surveys – Programs and Services
- c. Cost Recovery
- d. Business Systems Performance for Patrons – Use of e-commerce; social media metrics

### **Facilities**

Outcomes to be measured with respect to “Facilities” Goals and Objectives include:

- a. Market surveys and feasibility studies are completed (addressing both recreational and cultural/arts environments). Results are shared with the community and stakeholders.
- b. Renovation and capital project/maintenance plans for existing facilities include updated technology, address current and future program participation and provide for high levels of utilization.

### **Building Community**

Outcomes to be measured with respect to “Building Community” Goals and Objectives include:

- a. Participation in RCC programs and services by the community, particularly Reston employees, is increased.
- b. RCC outreach to various Reston neighborhoods is established.

- c. A Reston marketing campaign with multiple partners is established that includes a community calendar function.

### **Programs**

Outcomes to be measured with respect to “Programs” Goals and Objectives include:

- a. Market analysis and needs assessment provide direction to program planning and implementation.
- b. Agreement frameworks are established that outline the relationships between RCC and partners or program sites.
- c. Reston’s “Opportunity Neighborhood” initiative reaches under-served youth across the community to improve their health, academic performance and wellbeing.
- d. The best role for RCC to play to foster more youth involvement in intramural sports activities is determined.

### **Branding and Messaging**

Outcomes to be measured with respect to “Branding and Messaging” Goals and Objectives include:

- a. Communication platforms expand and feature new inclusion strategies such as use of non-English language formats.
- b. RCC has communications strategy agreements with its partners.
- c. The RCC “app” to promote enrollment and/or involvement is deployed and use can be measured.

### **Internal Capacity and Financial Planning**

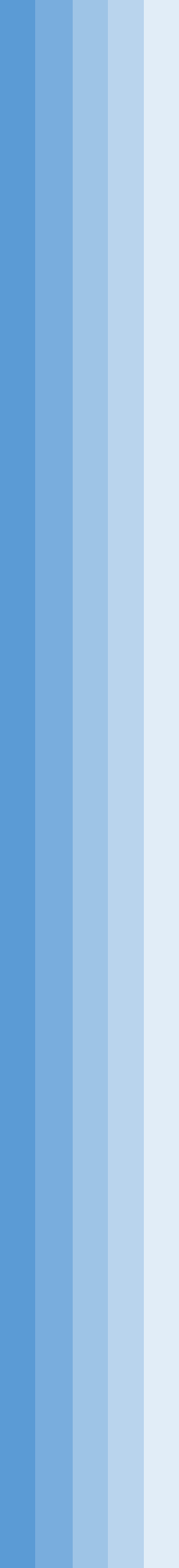
Outcomes to be measured with respect to “Internal Capacity and Financial Planning” Goals and Objectives include:

- a. RCC is NRPA accredited.
- b. Online transactions comprise a significant level of enrollment and other purchasing.
- c. A Ten-Year Capital Project/Maintenance Planning Framework is established that includes funding strategies.

## **CONCLUSION**

Strategic planning is an approach to marshaling resources to achieve a common good with purpose and efficiency. This plan is not set in stone – it is intended to be a guide to help us stay on course, adjust course or change course as our community circumstances may prescribe. It’s a plan that will seek involvement from the people we serve and reflect their interests and contributions. We look to the future with excitement and are mindful of the period of change ahead for Reston. Given the Reston hallmarks of inclusivity, creativity and imaginative planning, we are confident the years ahead will be





Reston's best – for the people of our great community and their community “center.”  
Let's get started!

## Goff, Karen

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**From:** Michnewicz, Paul D  
**Sent:** Monday, February 12, 2018 1:08 PM  
**To:** Gordon, Leila; Goff, Karen  
**Subject:** FW: FW: RCC's Annual Community Engagement Meeting - Monday, February 12 - RCC HW - 6:30 PM - Calling our Partners!

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

For the records.

pd

**From:** Sarah Greenbaum [mailto:sarahg@danceplace.org]  
**Sent:** Monday, February 12, 2018 1:01 PM  
**To:** Michnewicz, Paul D <Paul.Michnewicz@fairfaxcounty.gov>  
**Subject:** Re: FW: RCC's Annual Community Engagement Meeting - Monday, February 12 - RCC HW - 6:30 PM - Calling our Partners!

Hello again Paul,

I am not having any luck securing transportation for tonight's meeting as of yet; I am going to continue to search but want to go ahead and share these thoughts for the record. Please let me know if you need anything else, or if it would be helpful for me to expand on any of this. As I mention below, we're so glad to have the opportunity to partner with you.

Warmly,  
Sarah

### **Dance Place-- RCC community meeting feedback**

Dance Place has been grateful to partner with RCC for several years as a presenting partner. The CenterStage at Reston Community Center has a long history of bringing world-class performance to the Reston community. They present a wide range, from local, professional talent (including DMV-based contemporary dance artist Erica Rebollar and Baltimore/ DC based cast of What's Going On- a suite of dances to the music of Marvin Gaye) to nationally celebrated companies (including Chicago-based contemporary artist Nejla Yasemine Yarkin and San Francisco-based dance artist Sean Dorsey, coming up this May.)

Dance Place's collaboration with the CenterStage at Reston Community Center allows us to pool resources to support presentation of these and other high-caliber artists in the DMV and Reston metro areas, respectively. It is an **invaluable** partnership that we have been happy to maintain and grow.

Working with the staff and crew at the CenterStage at RCC is a dream. The crew has a huge amount of expertise and patience, and they are such gracious hosts to the artists. We see Reston as a model of best practices for artist services.

**From:** [Gordon, Leila](#)  
**To:** [Goff, Karen](#)  
**Subject:** FW: Your Input Message to RCC re Planning  
**Date:** Wednesday, February 28, 2018 10:51:33 AM

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Include in input records.

*Leila*

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**From:** Gordon, Leila  
**Sent:** Tuesday, January 30, 2018 7:24 AM  
**To:** 'slgartner@msn.com' <slgartner@msn.com>  
**Cc:** RCC Contact <RCCContact@fairfaxcounty.gov>; Goff, Karen <Karen.Goff@fairfaxcounty.gov>  
**Subject:** Your Input Message to RCC re Planning

Dear Ms. Gartner,

Thank you for your message below. I believe you have Reston Community Center confused with Reston Association. We are two entirely separate organizations from the perspectives of Board leadership, staffing, funding and facilities. We occasionally partner with our colleagues at RA to present community events.

RCC has no past, present or future plans with respect to tennis.

Thank you for your reply and we look forward to your continuing interest in RCC.

Warm regards,

*Leila*

**Leila Gordon**  
Executive Director  
Reston Community Center  
2310 Colts Neck Rd.  
Reston, Virginia 20191  
[www.restoncommunitycenter.com](http://www.restoncommunitycenter.com)  
p) 703-390-6142; f) 703-476-2488  
*Enriching Lives. Building Community. ©*

-----Original Message-----

From: Susan Gartner [<mailto:slgartner@msn.com>]  
Sent: Monday, January 29, 2018 5:41 PM  
To: RCC Contact <[RCCContact@fairfaxcounty.gov](mailto:RCCContact@fairfaxcounty.gov)>  
Subject: Please make tennis a priority

Hello,

I am one of the many Reston tennis players and would like for the committee to place a high priority on the upkeep of our current courts and maintaining the number of courts.

I play a lot, especially on the soft courts.

Additionally, I would encourage efforts to build an indoor tennis facility.

Sorry, I will be out of town for your February meeting.

Thanks for your consideration,

Susan Gartner

11970 Grey Squirrel Lane

Reston, VA 20194

**From:** [Gordon, Leila](#)  
**To:** [Goff, Karen](#)  
**Subject:** FW: Make tennis a priority  
**Date:** Wednesday, February 28, 2018 10:51:03 AM

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Include in Feb 12 input records.

Leila

-----Original Message-----

From: Gordon, Leila  
Sent: Wednesday, February 07, 2018 8:55 AM  
To: 'slgartner@msn.com' <slgartner@msn.com>  
Cc: RCC Contact <RCCContact@fairfaxcounty.gov>; Goff, Karen <Karen.Goff@fairfaxcounty.gov>  
Subject: RE: Make tennis a priority

Hello Susan,

Reston Community Center doesn't oversee the community's tennis courts; Reston Association does - we are separate entities. We operate two facilities - RCC Hunters Woods and RCC Lake Anne. Our programming is focused on Arts & Events, Aquatics, Facility Rentals and Leisure & Learning. You can learn more about us at our website (address is in my signature block).

Warm regards,

Leila  
Leila Gordon  
Executive Director  
Reston Community Center  
2310 Colts Neck Rd.  
Reston, Virginia 20191  
www.restoncommunitycenter.com  
p) 703-390-6142; f) 703-476-2488  
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-----Original Message-----

From: Susan Gartner [<mailto:slgartner@msn.com>]  
Sent: Tuesday, February 6, 2018 4:59 PM  
To: RCC Contact <RCCContact@fairfaxcounty.gov>  
Subject: Make tennis a priority

Hello,

I am out of town for this meeting but I would like to mention the importance of tennis in the Reston Community. Tennis is one of the best ways to meet people in Reston and of course it is a wonderful, safe way to keep fit. It is a sport for all ages and abilities and the courts are well used by team tennis and league play.

Please keep all our tennis courts and continue to maintain them in excellent condition. I play often on the soft courts at North Hills and I appreciate the decision to update the watering and surface of these courts. Thanks.

Best regards,

Susan Gartner  
11970 Grey Squirrel Lane  
Reston, VA. 20194

703-435-2730

Sent from my iPad

Include in input records.

*Leila*

**From:** Mariko Jeffery [<mailto:suzukisensei63@gmail.com>]  
**Sent:** Friday, February 09, 2018 4:27 PM  
**To:** Gordon, Leila <[Leila.Gordon@fairfaxcounty.gov](mailto:Leila.Gordon@fairfaxcounty.gov)>  
**Subject:** Re: pool water

Hi, Leila,

Thank you very much for your email.  
It was perfect this morning!  
The water was flowing less than usual and we are happy with it.  
We can enjoy our exercise and use the full space with this amount of water.  
Please keep this amount of flow for us.

We appreciate your attention.

Mariko

2018-02-09 16:00 GMT-05:00 Gordon, Leila <[Leila.Gordon@fairfaxcounty.gov](mailto:Leila.Gordon@fairfaxcounty.gov)>:

Hi Mariko,

Matt has explained to me the limitations of our aging pool, the schedule and how it impacts the filling process. He agrees it's far less than satisfactory – they will do what they can to modulate their procedures but until we have the new pools, it's likely to be more challenging than satisfying. Rest assured we understand your concern, appreciate it, but are limited to a significant degree in ways to mitigate the negative impacts of how we have to fill the deep end at present.

We sure look forward to the results of the renovation!

*Leila*

**From:** Mariko Jeffery [<mailto:suzukisensei63@gmail.com>]  
**Sent:** Wednesday, February 07, 2018 6:57 PM  
**To:** Gordon, Leila <[Leila.Gordon@fairfaxcounty.gov](mailto:Leila.Gordon@fairfaxcounty.gov)>  
**Subject:** Re: pool water

Hi, Leila,

Thank you very much.

Mariko

2018-02-07 17:54 GMT-05:00 Gordon, Leila <[Leila.Gordon@fairfaxcounty.gov](mailto:Leila.Gordon@fairfaxcounty.gov)>:

Hi Mariko,

I will chat with Matt about this and get back to you. Fortunately, the issue will be fully addressed by our upcoming renovation.

Very best,

*Leila*

**From:** Mariko Jeffery [mailto:[suzukisensei63@gmail.com](mailto:suzukisensei63@gmail.com)]  
**Sent:** Wednesday, February 07, 2018 4:48 PM  
**To:** Gordon, Leila <[Leila.Gordon@fairfaxcounty.gov](mailto:Leila.Gordon@fairfaxcounty.gov)>  
**Cc:** Mccall, Matthew <[Matthew.McCall@fairfaxcounty.gov](mailto:Matthew.McCall@fairfaxcounty.gov)>  
**Subject:** pool water

Dear Ms. Leila,

I exercise regularly in the deep end of the pool in the early morning. I understand water needs to frequently be added to the pool because of leaks. However, water currently is added all at the same time in the morning, making the water in the deep end very cold.

I would like to know if, rather than adding all of the water at one time in the morning, it could be added more incrementally over the course of the day, so that the water temperature isn't so extreme in the deep end, particularly in the morning.

It would be helpful for those of us who use the deep end in the morning to understand better if such seemingly large amounts of very cold water must be added all at once or if it would be possible to add water in smaller amounts over the course of the day instead.

Thank you.



## Goff, Karen

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**From:** Michnewicz, Paul D  
**Sent:** Monday, February 12, 2018 2:04 PM  
**To:** Goff, Karen; Gordon, Leila  
**Subject:** FW: Quotes about RCC CenterStage

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

For the records.

pd

**From:** Semret Worku [mailto:saw2770@email.vccs.edu]  
**Sent:** Monday, February 12, 2018 1:58 PM  
**To:** Michnewicz, Paul D <Paul.Michnewicz@fairfaxcounty.gov>  
**Subject:** Quotes about RCC CenterStage

Greetings,

I would like to begin by mentioning I have lived in Reston for over 8 years now, and how RCC as well as CenterStage has impacted the lives of myself and children in such a positive way. My son (18) grew up in RCC from camps to swimming lessons as well as YAT (young actors theatre). RCC is our family. My son also works for RCC as well and has for several years. The classes, art (theatre, painting, dance, swimming classes have enriched and improved our lives. I would like to also personally thank Mr. Paul. D Michnewicz for continuing to provide the community with several genres of art. We recently attended two shows recently "What's Going On" as well as "Word Becomes Flesh" AMAZING shows!!!! My entire family had a wonderful time from my parents to my daughter, I also turned around to see fellow gym members there and we were able to chat for a second. A true sense of community! Thank you again for providing us the amazing shows here at CenterStage! It is a gift you give!

Cheers,  
Semret Worku



**RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS FINANCE COMMITTEE REPORT  
FEBRUARY 5, 2018**

**Present were:**

- Gerald Zavala, Chair
- Bill Keefe
- Paul Thomas
- Michelle Moyer
- Bill Bouie

**Attending from the RCC Staff:**

- Leila Gordon, Executive Director
- Karen Goff, Public Information Officer
- Renata Wojcicki, Finance Director

The chair called the meeting to order at 7:03 p.m.

Leila directed everyone’s attention to the third quarter transmittal memo addressed to Joe Mondoro, Fairfax County’s chief financial officer.

Leila said we are not projecting any change in the overall revenue picture. Unless there are surprises from tax collections, she thinks we will be close to our bottom line in terms of revenue. We continue to observe declining revenue and participation in registered learn-to-swim offerings and private lessons in the Aquatics cost center. The coming year offers opportunities to explore new participation models to boost those numbers.

The memo summarizes what RCC anticipates in operating and personnel savings.

We will need the estimated savings because construction estimates for the aquatics renovation are coming in significantly higher than hoped. The primary reason is that the construction and contracting estimate was made before last year’s hurricanes in Texas and Florida (all the available demolition and rebuilding crews have been sent there and considerable construction is going on as a result of the damages). In addition, the construction environment in Fairfax County is heating up significantly further increasing pricing.

Leila said the hope is that these conditions will relax in the coming year, but there will be another hurricane season between now and our start date for construction and the building boom in the county is unlikely to abate. She said she would have more details by the March Board meeting cycle on how we can reallocate resources and perhaps what unanticipated new revenue might occur. The transmittal memo will be sent to the county February 6 if there are not changes.

Leila directed the committee to the third quarter fund statement. There are no numbers in the increase/decrease column because we don’t move money in these amounts in the third quarter – money moves from the allocated budget into the fund balance at the end of the fiscal year.

The December month-end statement is a good mid-year snapshot for us to look at because we have not begun collecting revenue we have to defer, such as summer camp revenue that starts to come in February. Leila said December will show registration revenue from the beginning of Winter/Spring programs. We will see a bump again in March, with Spring program registration.

### **Revenue**

On the December revenue pages, the red numbers reflect revenue above the estimated target. We are in good shape; it is highly likely we will hit our total target. Arts and Events cost centers are performing as anticipated and revenue is tracking that. The fitness program is a bright spot. Offering shorter and more drop-in offerings is proving successful. The establishment of Lifelong Learning as an embracing category for all adults has been another positive shift. Leila is not sure Youth/Teen will hit its financial target, but she is happy with our participation numbers. We are offering more offsite free programs, including starting new ones at Forest Edge and Dogwood elementary schools; these Opportunity Neighborhood programs are going out to more kids and Langston Hughes Middle School programs are growing.

Paul asked if camps are considered part of Youth/Teen in revenue numbers. Leila said yes, but the December month-end shows camp numbers from last summer. Paul asked if we will see a spike this quarter with current camp registration. Leila said we will, but it will be managed in the carryover process and reallocated to FY19.

Michelle asked about the aquatics numbers and whether any one group (adults, teens, group or private lessons) stands out in the revenue decline. Leila said all age groups are dropping in class enrollment, and there is no one cause. It is an indicator of competition, and probably an indicator that we have hit a price point where people are less driven by economics. She said we can address some of it with some programming refreshment and innovation. This year is an opportunity to experiment and attract new audiences (e.g., teaching every kid to swim, bringing in groups, offering new social options) and hopefully generate some anticipation and get people thinking "They are going to close for a year but then they will have a fantastic pair of pools when they re-open."

Collaboration and Outreach is brand new so it does not have a budget target, but Leila said it is moving in the right direction in terms of generating revenue. LaTanja is doing a good job taking programs to the community. She is also spearheading RCC involvement in Opportunity Neighborhood, which is not a revenue driver because it is free to participating kids.

Gerald asked about the possibility of generating revenue from grants. Leila said the RCC philosophy is our tax revenue is a sufficient funding resource and we should not compete with other community organizations or county agencies. As a matter of that principle we never solicit grants and have never written grant proposals. We may re-think soliciting funding someday for something major that we can't just grab from existing budget resources; if, for instance, we were to get a turnkey performing arts venue but needed to build out the interior. We are not there yet.

### **Personnel**

The numbers are always behind by a pay period each month; we are about where we want to be. We will get some savings out of the current budget, driven mainly by canceled programs. We are conservative when we allocate money for administration into Other Post-Employment Benefits (OPEB).

Michelle asked how long Leila anticipates the deputy director position to be open. Leila said she will try to get the reclassified position filled by the end of March, although county staff said that is an aggressive schedule. Tom Ward carried a significant workload, reassigned among other

## February 5, 2018 Finance Committee Meeting Report

employees and departments until a new person is hired. Position vacancies are not going to be a huge driver of savings as they have in past years as we adjust those positions to new classifications to more accurately reflect the work done.

### **Operating**

Leila said the numbers reflect a combination of released purchase order obligations and spending. It always looks like we have spent three-quarters of the year's budget because of yearlong reservations. We have not; it is mainly reservations that will be spent through the year. December Board expenses look higher than normal, but that reflects the November YMCA Gala sponsorship and the GRCC event in December.

### **Capital Projects**

We are not going to replace the rooftop air conditioning unit. The solar panels project is not going to require the allocated funding so that is money we will probably reassign to the aquatics renovation project. The carpet replacement has been done, although the transition levels still need to be fixed. We finished the Hunters Woods audio-visual upgrade with a new screen and projection unit in the Community Room. At Lake Anne, we have \$30,000 for a customer service counter redesign – that money will probably get repurposed in FY19 because it is time to upgrade the audio-visual inventory at Lake Anne and replace the doors to the gallery. They are coming apart, and they are difficult to manage at events.

Leila said the CenterStage floor replacement will happen this summer. We needed to create a unique solution for the traps in the stage floor to eliminate the safety hazard of the traps being made the same way and with the same materials as the floor. Currently, it takes four people to move a trap. We have commissioned a solution from a company that does specialized theatrical work. They are working on a designed solution that is light enough to be lifted by two people and still meet code requirements.

The spending for the aquatics renovation has begun in earnest. Leila said the December column expenses are project management and architecture fees from RRMM/Lukmire. The remaining balance number will go down, especially as we get into FY19. There will be some significant reallocating at carryover.

### **Motion**

Gerald moved to recommend the board endorse the third quarter budget transmittal. Bill B. seconded. The vote was unanimous in favor.

Bill B move to adjourn. Paul seconded. The meeting was adjourned at 7:40 p.m.



Reston Community Center  
 Revised Budget vs Actuals Worksheet  
 31-Dec-17

100%/12\*6mos=50%

		Revised FY18 Budget	Dec	YTD	REMAINING BALANCE	% Budget Used Ytd
<b>Personnel Expenses</b>						
1 Administration		567,969	34,008	198,442	369,527	34.94%
2 Booking		209,381	13,109	75,828	133,553	36.22%
3 Comptroller		417,127	31,488	180,977	236,150	43.39%
4 Customer Service		526,147	38,475	212,984	313,163	40.48%
5 Facility Engineer		183,376	14,109	82,116	101,260	44.78%
6 Maintenance		418,638	25,653	164,912	253,726	39.39%
7 IT		142,142	10,090	58,059	84,083	40.85%
8 Media/Sponsorships		419,093	28,795	133,233	285,860	31.79%
9 Community Partnerships				0	0	0.00%
10 Performing Arts		539,980	43,424	228,550	311,430	42.33%
11 Aquatics		693,993	42,708	251,245	442,748	36.20%
12 L&L Fitness		183,952	17,938	90,098	93,854	48.98%
13 L&L Admin		256,082	20,305	107,487	148,595	41.97%
14 L&L Youth/Teen		233,416	11,131	138,100	95,316	59.16%
15 L&L Lifelong Learning		170,487	10,740	70,277	100,210	41.22%
16 L&L Collab & Outreach		99,301	6,465	37,195	62,106	37.46%
17 Community Events		142,111	11,358	60,068	82,043	42.27%
18 Arts Education		333,593	17,625	189,207	144,386	56.72%
<b>Total Personnel Expenses</b>	0	5,536,788	377,421	2,278,777	3,258,011	41.16%

Reston Community Center  
 Revised Budget vs Actuals Worksheet  
 31-Dec-17

100%/12\*6mos=50%

		Revised FY18 Budget	Dec	YTD	REMAINING BALANCE	% Budget Used Ytd
<b>Operational Expenses</b>						
1 Administration		63,543	812	11,561	51,982	18.19%
2 Board		57,820	5,407	35,627	22,193	61.62%
3 Booking		91,720	24,383	68,928	22,792	75.15%
4 Comptroller//LA Lease/Admin		361,312	(148)	299,915	61,397	83.01%
5 Customer Service		1,000	0	345	655	34.54%
6 Facility Engineer		172,665	8,481	73,837	98,828	42.76%
7 Maintenance		418,394	(21,291)	351,039	67,355	83.90%
8 IT		102,715	34,981	60,319	42,396	58.72%
9 Media/Sponsorships		394,853	33,616	240,187	154,666	60.83%
10 Community Partnerships		135,000	80	120,291	14,709	89.10%
11 Performing Arts		303,855	12,112	221,301	82,554	72.83%
12 Aquatics		69,804	7,248	29,781	40,023	42.66%
13 L&L Fitness		19,886	85	17,149	2,737	86.24%
14 L&L Admin		6,100	238	3,641	2,459	59.69%
15 L&L Youth/Teen		206,012	5,570	154,951	51,061	75.21%
16 L&L Lifelong Learning		119,098	5,058	57,128	61,970	47.97%
17 L&L Collab & Outreach		17,865	1,396	6,758	11,107	37.83%
18 Community Events		174,337	8,937	110,028	64,309	63.11%
19 Arts Education		83,353	5,668	44,679	38,674	53.60%
<b>Total Operational Expenses</b>	<b>0</b>	<b>2,799,332</b>	<b>132,633</b>	<b>1,907,465</b>	<b>891,867</b>	<b>68.14%</b>

Reston Community Center  
 Revised Budget vs Actuals Worksheet  
 31-Dec-17

100%/12\*6mos=50%

		Revised FY18 Budget	Dec	YTD	REMAINING BALANCE	% Budget Used Ytd	
1	RCC Improvements CC-000001	405,899		61,893	344,006	15.25%	
2	RCC Facility Enhancements CC-000002	30,000		0	30,000	0.00%	
3	Theatre Enhancements CC-000008	321,198		28,790	292,408	8.96%	
4	RCC Natatorium Renovation CC-000009	3,353,326	5,497,364	116,128	142,263	5,355,101	2.59%
	<b>Total Capital Expenses</b>	3,353,326	6,254,461	116,128	232,946	6,021,515	3.72%
	<b>Total RCC Expenditures</b>	3,353,326	14,590,581	626,181	4,419,188	10,171,393	30.29%



**Revenue  
comment**

**General Notes:** Revenues totaling \$264,132 collected prior to July 1 in 2017 were reversed and recorded as FY18 program revenue as those activities occur after July 1, 2017 (the beginning of FY18.) The following changes to original FY18 revenue estimates have been made: \$353,601 increase in tax revenue, \$19,019 increase in facility rental revenue, \$58,388 Aquatics and \$52,388 L&L revenue decreases to reflect anticipated lower enrollments more aligned with registration trends of the past two years. The L&L reorganization is in effect for FY18: Youth and Teen cost centers merged and formed the Youth/Teen cost center. Adult and 55+ merged and formed the Lifelong Learning Cost Center. L&L Collaboration and Outreach cost center is new for FY18.

1. **Administration:** The Administration revenue includes tax, interest and facility rental revenues and equipment sale proceeds. No revenue is predicted for this category as we can't be sure that surplus equipment will sell. Facility rental revenue is combined T-Mobile antenna and room rental revenue. We have collected against our budget targets: 98.67% of tax revenue, 86.11% of estimated facility rental revenue, 37.11% of vending revenue and 362.29% of interest revenue.
2. **Performing Arts Theatre Admission:** Theatre admission ticket sales from Professional Touring Artist Series shows that went on sale August 1<sup>st</sup>; there are six performances through 2017 and 14 in 2018.
3. **Performing Arts Theatre Rental:** Theatre rental payments are made either prior to the event or quarterly (RCP).
4. **Performing Arts Misc. Revenue:** Revenue from processing fees for online ticketing; new terms negotiated with Tickets.com returns a small amount to RCC. Revenue from this stream was not projected for FY18 as there was little predictive data upon which to base the estimate.
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. **Aquatics Classes/drop-in:** Year-to-date revenue represents daily gate fees, summer, fall and initial winter/spring program registration revenue.
8. **Aquatics Rental:** Year-to-date revenue represents natatorium rental payments.
9. **Fitness:** Year-to-date amount includes summer, fall and initial winter/spring program registration revenue.
10. **Youth/Teen:** Year-to-date amount includes summer, fall and initial winter/spring program registration revenue. Most of this cost center's revenue is realized during the summer. Fee waiver program participation in this cost center is significant.
11. **Lifelong Learning:** Year-to-date amount includes summer, fall and initial winter/spring program registration revenue.
12. **Collaboration & Outreach:** Director Position was filled at the end of FY17 and employee is in the process of establishing FY18 programming. No revenue is projected until we see how the community responds to the offerings.
13. **Community Events:** Revenue is collected from booth fees associated with the Reston Multicultural Festival and MLK luncheon ticket sales.
14. **Arts Education:** Year-to-date amount includes summer, fall and initial winter/spring program registration revenue. Summer revenues from LARK and YAT camps contribute significantly to this cost center's revenue.

**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 the amount of 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. Some savings are anticipated as a consequence of position vacancy (Director) in the Aquatics cost center that was in effect for a period of roughly two months; the position has been filled at a level just slightly higher the anticipated salary level that was projected into FY19's budget. Savings from vacancies this year will likely be offset to a great extent by retirement payouts.

1. **Administration:** Administration's allocated budget is typically underspent; funding provides for OPEB costs to be recorded sometime in March/April 2018.
2. **Booking:** Personnel costs are at the expected level; a merit vacancy is being filled by part-time staffing.
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. One full time position's budget allocation was transferred from Maintenance to Engineering cost center effective in this fiscal year for the entirety of the fiscal year.
6. **Maintenance:** Personnel costs are at the expected level. One full time position's budget allocation was transferred to Engineering cost center.
7. **Information Technology:** Personnel costs are at the expected level.
8. **Media/Sponsorships:** Personnel costs are at the expected level. Some savings occurred as a result of the PIO I position vacancy. The position was filled as of October 23<sup>rd</sup>.
9. **Community Partnerships:** No personnel costs are anticipated in FY18.
10. **Performing Arts:** Personnel costs are at the expected level.
11. **Aquatics:** Personnel costs are at the expected level. One full time position is remaining vacant and on loan to DPWES to provide for the Aquatics renovation project management position. The vacant Aquatics Director position was filled and the new employee started on November 27<sup>th</sup>.
12. **Fitness:** Personnel costs are at the expected level.
13. **Leisure & Learning Admin:** Personnel costs are at the expected level.
14. **Youth/Teen:** Personnel costs are at the expected level. Personnel costs typically include summer camps labor costs which occur in July and August.
15. **Lifelong Learning:** Personnel costs are at the expected level.
16. **Collaboration & Outreach:** Personnel expenditures are at the expected levels.
17. **Community Events:** Personnel expenditures are at the expected level.
18. **Arts Education:** Personnel costs are at the expected level. Personnel costs include summer camps labor costs which occur in July and August.

**Operating Expenses:**

**General Notes:** Reservations for multiple months of 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 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.

1. **Administration:** Current month expenses are for December team building activity costs.
2. **Board:** Current month expenses are for BOG strategic planning session and supplies costs.
3. **Booking:** Current month net of reservations and new procurement include storage rental, security and supplies costs.
4. **Comptroller/LA Lease/Admin:** Current month net of new procurement and reservations include bank fees and office supplies costs.
5. **Customer Service:** There are no current month expenses.
6. **Facility Engineering:** Current month net of new procurement and reservations' payments include facilities repair and maintenance costs.
7. **Maintenance:** Current month net of new procurement and reservations' payments include facilities maintenance, utilities and supplies costs.
8. **IT:** Current month expenses are for DIT telecommunications billing and DIT PC replacement charge.
9. **Media:** Current month expenses includes sponsorship, printing and photographer costs.
10. **Community Partnerships:** Current month includes hospitality costs.
11. **Performing Arts:** Current month expenses include program operating costs and theater maintenance.
12. **Aquatics:** Current month expenses and reservations' payments include pool maintenance and supplies.
13. **Fitness:** Current month expenses are for supplies.
14. **Leisure and Learning Admin:** Current month expenses are for training and supplies.
15. **Youth/Teen:** Current month expenses are for recreational activities, program delivery and supply costs.
16. **Lifelong Learning:** Current month expenses are for program transportation, recreational activities and program supplies.
17. **Collaboration & Outreach:** Current month expenses are for program delivery costs.
18. **Community Events:** Current month expenses include program supplies and program delivery costs.
19. **Arts Ed:** Current month expenses include program delivery and operating costs.

**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.

1. **RCC Improvements/CC-000001:** Backstage RTU (Roof Top air-conditioning Unit) replacement, Hot Water Tank, Roof Solar Panels, HW Carpet Replacement Phase I (completed), HW A/V Upgrade (completed). Expenses to date reflect carpet replacement in both facilities.
2. **RCC Facility Enhancements/CC-000002:** LA customer service counter redesign.
3. **RCC CenterStage Enhancements/CC-000008:** This project includes funding for the CenterStage floor replacement; related funding will be carried forward, Audio Visual Controls and LED Lights (phased replacement of incandescent lighting instrument lamps). Current month credit is for stage floor PO cancelation and postponing of that project to summer 2018.
4. **RCC Aquatics Renovation/CC-000009:** Soils analysis cost is reflected in July; costs related to project management as well as architecture and engineering activities have been recorded. Project management costs lag in alignment with payrolls.

# FUND STATEMENT

## Fund 40050, Reston Community Center

	FY 2017 Actual	FY 2018 Adopted Budget Plan	FY 2018 Revised Budget Plan	FY 2018 Third Quarter Estimate	Increase (Decrease) (Col. 5-4)
<b>Beginning Balance</b>	\$6,403,709	\$5,117,147	\$6,910,714	\$6,910,714	\$0
Revenue:					
Taxes	\$7,157,732	\$7,198,374	\$7,551,975	\$7,551,975	\$0
Interest	51,155	10,914	10,914	10,914	0
Vending	1,908	1,616	1,616	1,616	0
Aquatics	278,508	336,388	278,000	278,000	0
Leisure and Learning	390,014	439,397	387,009	387,009	0
Rental	207,540	162,932	181,951	181,951	0
Arts and Events	352,384	326,698	326,698	326,698	0
<b>Total Revenue</b>	\$8,439,241	\$8,476,319	\$8,738,163	\$8,738,163	\$0
<b>Total Available</b>	\$14,842,950	\$13,593,466	\$15,648,877	\$15,648,877	\$0
Expenditures:					
Personnel Services	\$5,032,823	\$5,536,788	\$5,536,788	\$5,536,788	\$0
Operating Expenses	2,479,261	2,797,570	2,799,332	2,799,332	0
Capital Projects	420,152	1,904,000	6,254,461	6,254,461	0
<b>Total Expenditures</b>	\$7,932,236	\$10,238,358	\$14,590,581	\$14,590,581	\$0
<b>Total Disbursements</b>	\$7,932,236	\$10,238,358	\$14,590,581	\$14,590,581	\$0
<b>Ending Balance<sup>1, 2</sup></b>	\$6,910,714	\$3,355,108	\$1,058,296	\$1,058,296	\$0
Maintenance Reserve	\$1,012,709	\$1,017,158	\$1,048,580	\$1,048,580	\$0
Feasibility Study Reserve	168,785	169,526	0	0	0
Capital Project Reserve	3,000,000	2,168,424	9,716	9,716	0
Economic and Program Reserve	2,729,220	0	0	0	0
<b>Unreserved Balance</b>	\$0	\$0	\$0	\$0	\$0
<b>Tax Rate per \$100 of Assessed Value</b>	\$0.047	\$0.047	\$0.047	\$0.047	\$0.00

<sup>1</sup>The fund balance in Fund 40050, Reston Community Center, is maintained at adequate levels relative to projected personnel and operating requirements. 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.

<sup>2</sup>The Feasibility Study Reserve is equal to 2 percent of total revenue, the Maintenance Reserve is equal to 12 percent of total revenue and the Capital Project Reserve has a limit of \$3,000,000.



## Executive Director Report February 2018

### Administration

During February, staff teams have been working collectively to research and explore the programming, services and facility ideas and concepts we began discussing in January at our annual strategic planning meetings. With the February 12 joint meeting of the Community Relations/Program and Policy Committees, there seemed to be solid affirmation by our constituents and partners to continue to explore those ideas. We will present a comprehensive overview of these issues at the March 12 meeting.

In the Aquatics project, we are anticipating the March delivery of the 50 percent drawings. Cost estimates continue to evidence rising construction costs; we will know more about the magnitude of those costs by May. During February, a Hazardous Materials study was undertaken to assess the extent of the presence of asbestos, lead paint and other items that would necessitate specialized instructions to bidders. It's highly likely that there will be issues discovered given that the building's nearly 40 years old.

The Department of Human Resources continues to investigate the appropriate classification description and salary level for the Deputy Director position. Results are anticipated by mid-March at the latest.

### Programs

The Aquatics team has presented a Community CPR class to Cornerstones clients served by the RestON (Opportunity Neighborhood) coalition. It was very enthusiastically received. Of the 25 people indicating interest, 18 women participated in the 4 hour program held at Cedar Ridge. Neighborhood Ambassadors who are supporting RestON provided translation help. For this particular type of CPR class, no certificates are given. The participants are eager to obtain certification so we will explore how we might facilitate that for the extra instruction and certification costs involved. Materials about RCC were provided and there was great interest expressed in learning more about what they can do with us.

This was an excellent collaborative undertaking with Leisure and Learning's Collaboration and Outreach support. In February, Leisure and Learning programming included fun Valentine's Day programming for all ages; start-up of the annual AARP Tax Aide program; an extremely popular "brain exercise" session; as well as the continuing success of our popular fitness programming and arts education offerings.

Arts and Events had a packed February calendar that included very moving performances: *What's Going On: The Marvin Gaye Project*, *Word Becomes Flesh*, and *Letters from Iraq* each prompted tears and conversation. On the just plain silly side, we all enjoyed the return of Mark Brutsche's charming interpretation of the Snow White story.

### Executive Director

Meetings/activities: Best of Reston, Human Services Leadership team, Leadership Fairfax (asked to be a Subject Matter Expert), Master Arts Plan consultant oversight, and Greater Reston Chamber of Commerce board,