



**Reston Community Center**  
**Board of Governors Monthly Meeting**  
**May 6, 2019**  
**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 April 1, 2019 Board Minutes (As Reviewed and Approved by the Board Secretary)</li> <li>• Approval of April 1, 2019 Board Actions (As Reviewed and Approved by the Board Secretary)</li> </ul>	
8:05 – Chair’s Remarks	Beverly Cosham, Chair
8:08 – Introduction of Visitors	
8:10 – Citizen Input	
8:12 – Committee Reports	
<ul style="list-style-type: none"> <li>• April 22 Finance Committee Meeting</li> </ul>	Paul Thomas, Committee Chair
8:25 – Approval of Committee Reports	Beverly Cosham, Chair
8:27 – Board Member Input on Activities Attended	
8:37 – Executive Director’s Reports	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>
Northern Virginia Fine Arts Festival	May 17-19	10 a.m. – 5 p.m.



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS MEETING  
April 1, 2019, 8:00 p.m.**

**Present:**

- Beverly Cosham, Chair
- Bill Bouie
- Lisa Sechrest-Ehrhardt
- Michelle Moyer
- Vicky Wingert
- Paul D. Thomas
- Dick Stillson

**Absent and Excused:**

- Bill Keefe
- Bill Penniman

**Attending from the RCC Staff:**

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

The Chair called the meeting to order at 8:05 p.m.

**MOTION #1:**

**Approval of the Agenda**

Bill Bouie moved that the Agenda be approved as written. Paul seconded the motion. The motion passed unanimously.

**MOTION #2:**

**Approval of the March 4, 2019 Board Minutes**

Bill Bouie moved that the Board approve the March 4, 2019 Board Minutes. Dick seconded the motion. The motion passed unanimously.

**MOTION #3:**

**Approval of the March 4, 2019 Board Actions**

Bill B. moved that the Board approve the March 4, 2019 Board Actions. Michelle seconded the motion. The motion passed unanimously.

**Chair's Remarks**

Bev said she has had a month she will never forget. She agreed to be in a production of *Women's Works*, a nine-member show that is a commemoration of the career and writing of her friend Leslie Jacobson, who is retiring from the theatre department at George Washington University after 42 years.

Bev said she has never been so tired. But the experience answered questions on her bucket list – could she memorize a script? Remember blocking? Could she hold her own with a group of talented actors? Could she avoid injury on a multilevel stage? Bev said check, check, check and check.

Bev said she knew she would connect with an audience because she does that in her solo performances. She needed to know if she could still be a company member in every sense of the word. She is happy to

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say that even though it was one of the hardest things she has done, she is very glad she did it. She made many new friendships and rekindled some old ones.

Bev read a poem: *Clearing the Way* by Alora Knight.

I have waited quite a long time to get old,  
So I think I should try to enjoy it.  
I can't turn it in for a refund,  
And I surely don't want to destroy it.

They tell me that life is a one-way street,  
As if I am too dumb to know.  
I might as well keep moving on forward.  
There's not much choice where to go.

I would like to lighten the luggage  
I've accumulated over the years.  
I'd be smart to release all the memories  
That brought about heartache and tears.

That would make living much better,  
Free up space that then could be filled  
With appreciation for the good things in life,  
With the promise that then I could build

A future that lives for the moment,  
With little concern for the past.  
My time will be filled with contentment,  
No matter how long it will last.

So now that I'm ready for the rest of the trip,  
I foresee no problems ahead.  
I'll make each day be a worthwhile event,  
With no regrets for the life I have led.

### **Introduction of Visitors**

None

### **Citizen Input**

None

### **Committee Reports**

March 4 Finance Committee – Chair Paul Thomas directed the Board to the committee report, which contains the minutes, as well as handouts from the meeting that explain the new expenditures and revenue issues. Unplanned expenditures include RCC's plan to extend programming at Reston Station, the pool grand reopening, the website redesign and the community survey. Our revenue is going to be higher. The committee talked briefly about macro issues, such as the planning the Board needs to do in regard to the uncertainty in the tax base and that there will be significant turnover on the Board of Supervisors. RCC's Board will discuss proposed strategies at the April 22 Finance Committee meeting. Leila said at that time there should be an outline of budget numbers to present at the Annual Public Meeting in June. Paul said there will also be a staff-proposed recommendation to increase our capital reserves account from \$3,000,000 to \$3,500,000. Paul asked if there were questions. There were none.

March 11 Community Relations and Program/Policy Meeting – Chair Michelle said the main part of the meeting was a presentation from the University of Virginia's Center for Survey Research (CSR), which will be conducting RCC's Community Survey and Needs Analysis. The presentation went over options for our outreach effort and using probability and non-probability groups. Michelle said she thinks we were able to find a balanced approach with the sample number we are trying to get. CSR explained the futility of using

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phone surveys this time around and addressed our desire to conduct the survey in multiple languages. We also noted again the need for RCC to get information from the business community, which will be a separate endeavor. Michelle asked if there were questions. There were none.

### **MOTION #4:**

#### **Approval of the March Committee reports**

Paul moved that the board approve the March 4 Finance Committee report and the March 11 CRPP report. Bill Bouie seconded the motion. The motion passed unanimously.

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

Dick said he has been spending most of his time with his wife, who has been ill, but he will be at the Best of Reston and a few other upcoming events.

Vicky was on the Title IX panel for the Reston Historic Trust. She said we still have a way to go for equality in women's sports. She was disappointed that the NCAA Women's Basketball Tournament coverage was a small spot on page 8 of the *Washington Post* sports section. She has been attending events at her granddaughter's school and received some feedback asking why RCC's camps are not a longer day to accommodate working parents. Leila explained it is challenging with today's changing workplace (some patrons would like us to have coverage even more than eight hours), but we do have Zen Zone as part of the camp day, where campers can stay until 5:00 p.m. Vicky said she would report back to those parents.

Lisa attended Reston Historic Trust's *Journeys to Reston* event. She said it presented a diverse panel, and it was interesting to hear the stories of how people got to Reston and why they stayed here. Lisa attended the Reduced Shakespeare Company's performance at the CenterStage; it was very funny. Also in the past month, she attended a social work conference and presented on diversity. She said there are a lot of places in society that do not have the kind of diversity we have in Reston.

Michelle attended Reduced Shakespeare Company's show. She enjoyed the elementary school art exhibit at Lake Anne. She has been swimming at our partner facilities and is picking up tips and making observations about how things are done at other pools.

Paul enjoyed Reduced Shakespeare. He has been busy with South Lakes High School band activities, including the district band assessment that brought 10 schools to SLHS. He also attended the pyramid band concert, where both his children played in the same concert for the first and only time. Paul will be at the Best of Reston and Supervisors Breakfast this week.

Bill Bouie has been at a lot of meetings. He said exciting stuff will be happening, so stay tuned.

Bev said Ranky Tanky was enjoyable and subsequently appeared on *The Today Show*. Bev and Bill P. went to the Fairfax County Strategic Planning forum for boards and commissions. There was a young gentleman at their table who said we should shut down the Metro, because driverless cars are the future. Bev said the most fun she had in March was the *Princesses and Lollipops* concert put on by the Reston Community Orchestra. It attracted a capacity crowd, Snow White was there and people loved the tiaras that RCO gave away.

#### **Executive Director's Report**

Leila directed the Board to the monthly Aquatics Renovation report. She said one of the great things about the contractor and their subcontractors is their commitment to recycling. More than eight tons of steel from the pool demolition is being recycled, along with several tons of concrete, rebar and other materials that were jackhammered into pieces. Leila said she is amazed there are still people who do not know the pool is closed. We keep selling construction passes (567 so far).

Regarding the regular Executive Director report, Leila said she hopes everyone has noticed the outdoor lighting on the plaza. It was a great repair by Edens. A DRB member did report the change to Reston Association, mischaracterizing them as our lights. Leila said she has received an email from RA's

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Covenants team. She wrote back and said Edens fixed the lights to the great satisfaction of the church, RCC and Hunters Woods Fellowship House.

We are still working on the publishing module in RecTrac. Three RCC employees – Guillermo Huaman (facilities), Trung Nguyen (facilities) and Ali Clements (Leisure and Learning) – were honored at the county Outstanding Performance Awards. Bebe Nguyen is our representative to the *One Fairfax* equity initiative. She spoke about the *Building Community: Equity Matters* brochure at the last session.

The Aquatics team is conducting a full environmental scan to learn about programs from other pools. Matt is very enthusiastic and imaginative, and listening to his plans for the new pool is a pleasure.

We had many CenterStage shows in March, including Jazzmeia Horn and the Young Actors Theatre winter session performances. OLLI kicked off its spring Meet the Artist season with a show by Bev. The RCO's *Princesses and Lollipops* hit our capacity of 325 people. Diva Central drew 157 people, and we gave away 83 dresses and countless accessories. Tax-Aide is going strong. Leila also did a remembrance of OLLI's Rosemary McDonald, who recently died.

Michelle asked if the poor drainage mentioned in the Aquatics Renovation report is a setback. Leila said the contractors discovered inadequate drainage of not just pool water, but also the roof and rainwater, and the drains that go around the perimeter of the building will need new work to bring them to acceptable performance levels. Issues include some drains not draining the way they should, runoff from the roof and sloping land in back that is tilted toward the building. Also, climate change has meant rains are not gentle; they are more like a deluge. There will likely be some remediation work on a variety of fronts. We have added roof drains. There was some trouble finding the sanitary drain; it was not where it was identified on the building's original plans. We lost some time with those issues, but we will make it up with no change to the schedule.

Dick asked if these problems affect the budget. Leila said they do not; this is why there are contingencies built in. Leila also said that despite the water issues, the soil is in relatively good shape.

### **Old Business**

Dick asked about the potential new performing arts center and asked if this has been something the Board has previously discussed. Leila said the community has expressed interest at meetings. For at least last 20 years, people (dance, music, Reston Community Players) have come in and said they want a real venue/stage. Our last two Strategic Plans have included language under facilities for the Board to advocate for new performing arts venue and recreation facilities.

Leila said the Reston Master Plan Special Study Task Force (RMPSSSTF) and subsequent plan language included a performing arts venue on the list of 11 outcomes for amenities that development in the corridor is meant to achieve. Every time a developer has expressed interest, we have sent them the requirements to achieve the goals for constituents. Boston Properties has been engaged in conversation; Boston Properties' VP Pete Otteni said at an early Task Force meeting that he could imagine BP proffering such a venue in exchange for density privileges. There were conversations with Norton Scott about Block 7 and 8 at Town Center North. Comstock has had discussions. Supervisor Cathy Hudgins moved the Board of Supervisors along in March, asking County staff to conduct some research on whether Boston Properties' existing proffer (land and 60,000 square feet of development rights) to achieve a performing arts venue is financially feasible. After the board item hit the public, there was an array of reactions.

Dick asked specifically how RCC would be involved. Leila said it is too soon to know that. Dick said he thinks it is a wonderful idea; Reston needs this. Leila said it is our job to advance the objective and pursue whatever happens as a result. RCC's Community Survey will be helpful in informing the exploration of the possibility. The County's 12-month timeframe will envelope our survey timeline; we should not be making decisions on what we will or will not do until we get the results. Leila promised there will be transparency in the process (in meetings, meeting notes, public hearings, etc.). Dick asked if the premise is in the 2016 Strategic Plan. Leila said there are three items under facilities: a new indoor recreation center (Fairfax County Park Authority is moving that along), a performing arts venue and keeping RCC's existing facilities in top condition.

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**New Business**

Leila reminded the Board about the April 22 Finance Committee meeting. RCC will also activate the accreditation effort in late April.

Dick asked about the plan for solar panels. Leila said Bill P. suggested it, and we are almost actually at the point where it will be possible to sign an agreement and proceed. She believes that Bill and RCC should feel great that it was our initiative to execute a financial arrangement to achieve this that motivated the county staff to undertake the RFP process for the county as a whole. In addition, the pressure from the greater Fairfax County population and thus the Board of Supervisors made it a priority. The county will issue an RFP as part of its Renewable Energy Solutions program. Leila said we have to wait until that process concludes, but when it does, we will be able to proceed and perhaps without any expenditure.

**MOTION #6:  
To Adjourn the Meeting**

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

The meeting adjourned at 8:50 p.m.



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Lisa Sechrest-Ehrhardt  
Board Secretary

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4-15-19  
Date

**BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON DATE**

- 19-0401-1 Bd That the Board approve the Agenda**
- 19-0401-2 Bd That the Board approve the March 4, 2019 Board Minutes**
- 19-0401-3 Bd That the Board approve the March 4, 2019 Board Actions**
- 19-0401-4 Bd That the Board approve the February committee reports**
- 19-0401- 5 Bd That the meeting be adjourned.**



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Lisa Sechrest-Ehrhardt  
Board Secretary

4-15-19

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Date



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS FINANCE COMMITTEE  
APRIL 22, 2019**

**Present:**

- Paul Thomas, Chair
- Bill Bouie
- Bev Cosham
- Michelle Moyer
- Dick Stillson
- Bill Keefe

**Attending from the RCC Staff:**

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

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

Leila said the meeting will cover the first rough drafts of the Fiscal Years 2020 (revisions) and 2021 budgets. She said this information is usually presented to the Board in May, but given our progress would be good to share now. She wanted to go over staff processes for building the budget and remind the committee what is unusual in this cycle.

Leila directed the committee to two sheets: a Fund Balance sheet, which gives a summary picture of the budget by revenue categories and combines personnel, capital and operating costs from the various cost centers in those categories. It also lists RCC's reserve accounts. The Fund Balance is typically what the public sees. The Fund Balance is the summary statement that the Department of Management and Budget (DMB) uses to represent our finances. Leila noted that the budgets reflect staff's recommendation that the maximum amount that can be held in our capital project reserve increase from \$3 million to \$3.5 million. This overall summary represents the background work of the agency's cost centers.

The second sheet is a compilation of revenue and expenditures by cost center. Leila said individual cost center managers develop line-item budgets that we do not bring forward because there is too much detail. We change what we are doing through the course of any particular year for a number of reasons, such as public demand, Board direction and opportunities. This sheet shows how managers and programmers organize cost center revenues and expenditures in summary totals.

**Revenue**

Leila said we concluded discussions on the Third Quarter FY19 report in February, which gets sent to the County. Then we look at how we will close the current fiscal year and anticipate what we are learning about the coming fiscal year: what we know about projected costs, the coming tax year revenue estimate, etc. As the Board may recall, the tax revenue estimate we obtain in late February is a relatively reliable number. We were within \$35,000 of last year's number. We are very likely to be within a percent of this year's estimate as well.

Leila said FY20 revenue from tax receipts is projected to be considerably higher than we anticipated. To account for the increase staff suggests that we budget for an increase of \$500,000 for tax revenue (which is slightly less than the county's projected increase). With respect to interest income, we over-performed our budget by some 3,000 percent, but given the instability of that category, we will leave our projection as is. After reviewing program-generated revenue history for the past three years of actuals, we will be



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establishing targets that combine projections based on the totality of our offerings with the actual amounts generated by those program offerings. This new methodology will result in some current FY20 revenue projections being reduced.

Leila said we are not planning to generate income from the new Comstock programming and Reston Opportunity Neighborhood (RestON) programs, so the Collaboration and Outreach cost center shows zero revenue for FY21 and that FY20 category will be reduced. The Leisure and Learning cost center targets are reduced in both Youth/Teen and Lifelong Learning due to fee waiver use. In Aquatics, we do not know what the revenue will be when our new pools open in fall 2019. We will leave the first year's fee structure the same and then see what the new environment allows us to achieve.

The community survey may give us information about why some trend lines are going down instead of up as they did from 2009 to 2017. When there were fewer affordable options from which our constituents could choose during the recession, we did well; the combination of our affordability and high quality was irresistible. In recent years, we have adjusted pricing to levels more aligned with other public sector providers (e.g., Herndon Community Center, Fairfax County Park Authority) and we have observed a number of lifestyle issues impacting the ability/willingness of people to make longer commitments to various program options. In addition, the competitive context for the area continues to present challenges as more new residential buildings incorporate recreation and socialization spaces; more private health/fitness providers proliferate; and more time constraints present themselves to people.

There are reduced revenue targets in the FY20 Revised column. Fitness and Wellness had increased participation and demand. As a result, we want to increase that programming and it will generate added revenue. As a reminder, RCC prices to offset the direct costs of instructors in most categories and subsidizes the entirety of administrative overhead and facility costs through small district 5-generated revenue.

There are several one-time costs in FY20. The community survey will cost about \$89,000; we have already established a purchase order for it. It is loaded into the FY19 budget and will be carried over into FY20. We assigned a cost of \$100,000 for the website redevelopment. We added \$45,000 for combined 40<sup>th</sup> anniversary and pool reopening programming.

### **Operating costs**

Leila said in this section, \$50,000 is allocated in Aquatics for a one-time expense for new pool equipment (kickboards, lane lines, starting blocks, etc.). The decision was made to have RCC handle this as an operating cost so the equipment costs wouldn't roll up in the contingency funding assigned to the renovation project.

Core budgets – The totals show what we need to do to meet added demand and outreach for new summer concert offerings. The FY20 revised budget for Community Events shows \$72,000 in increased spending. We added money to the Fitness budget to account for increased demand, especially to support added programming during long breaks in between sessions. Many of our classes end before Thanksgiving and don't pick up until January. We can't totally meet demand, but we can extend farther into November and offer mini-sessions through mid-December. We have added funding to Youth/Teen for summer camps in order to meet wait list demands by adding new sessions. We will review the trends in this area from the past two summers during the FY20 Third Quarter Review cycle.

We have additional expenses in Community Partnerships to accommodate new opportunities, which is a way for programmers to request funding for any new programming opportunities that arise outside the budget cycle. An example of this might be programming for a pop-up space at the Reston Station. We have proposed that we would assume the cost of content, as well as marketing it as an RCC space. Paul asked if we are taking on those marketing costs so we have control over them (banners, branding). Leila said yes.

Leila said that the programming we are proposing to Comstock is similar in nature to our existing programming. Our proposal also describes what kind of facility adaptations would have to be made. For example, for Fitness classes, we would need a specialized (but temporary) floor. By building in extra money in this category, we can access it when/if we need it to absorb the costs associated with the kind

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of proposition we offered Comstock. Paul asked about a ballpark for how much money would be in there. Leila said about \$40,000. The Comstock space is not going to be a seven-days-a-week operation. Leila said it would be a great fine arts space to house some of the classes for which we have wait lists. She anticipates about 10-15 hours of programming per week, mostly Thursday through Sunday. She also envisions a wrapped marquee for branding it as RCC space.

Leila said she talked with Comstock CEO Chris Clemente and others about it and that they are interested. She shared with them a list of potential programming. However, they are still examining leasing potential. Construction surrounding their site will be going on for a decade, but it is happening fast. The upcoming tenants (Google, Spaces) of the Jahn building are going to want things to do and places to go. Paul and others discussed the various parameters of the growth and development surrounding the Reston Station plaza.

A still-unknown budget target for FY21 involves the cost for support staff. We could have a benefit-earning job share position (a single full-time position divided in half between Community Events and Leisure and Learning) or a single job that supports two cost centers, depending on the season. We are still exploring the various pros and cons of each approach.

Dick asked about programming at apartment buildings. Leila said we are still pursuing that, and we are having success with small commercial spaces such as Scrawl Books and Kendra Scott jewelry. We are still talking with The Signature. The added RestON events also create outreach and collaboration opportunities in Reston communities away from our buildings. There may be an opportunity for expansion of family events and to do some of our events in other locations, and thus to expand that cost center over time. Between the new workload associated with this and the summer concert series we need another position; regardless of how we handle it, that position represents approximately another \$72,000 in personnel costs.

Dick asked why Lifelong Learning revenue is down but personnel costs are up, and he asked about OLLI. Leila said OLLI does not pay us. In exchange for offering programs here, we get a certain number of slots and it allows us to advertise to Reston patrons who do not have to pay. Leila said the trend in Lifelong Learning is for fewer weeks of enrolled programming and for more workshops and free programming. She used the recent "Kicking the Bucket List" event, which included lunch, as an example. We had a paid presenter and positive feedback, as well as a good crowd. We screen options for free programming very carefully to be sure to avoid having presenters whose own business interests might be the prime motivator in their service offering. When we do that kind of programming, we monitor it carefully to ensure that the topics involved are covered broadly and without sales pitches.

Leila hopes that the survey will show us some of the barriers that prevent people from participating or enrolling. Anecdotally, what people tell us leads her to believe it is a combination of commitment phobia or stress about making a program commitment, as well as lack of awareness of what RCC has to offer.

There has been a change in awareness of our offerings. When the community was smaller, there were reliable ways for distributing information, such as weekly newspapers and the Program Guides. Now, we have to market to micro-communities and find out about the best delivery structure to disseminate information for affinity groups. There are new, frequently evolving information pathways for moms, millennials, 55+, etc. We will have to know more about how people want their information. Social and digital marketing are much cheaper than print media, but there is no magic bullet that assures you reach your target audience. Advertising on WAMU has demonstrated a very positive return on investment for Arts and Events advertising, but it is also very expensive.

Dick asked if the planned Community Calendar will help. Leila said it would, but we have to start from scratch and make it a viable place to get information from the community's perspective to achieve its potential – that will take time and patience and its own marketing campaign.

Michelle asked about RCC's email blasts. Leila recapped the products: Spotlight (Arts and Events), Insights (Leisure and Learning) and PLAY (youth/under 13). We also have general lists, lists for the Aquatics renovation and more. The keys to any new outreach success will lie in vehicles outside of our own control. We are competing with many options.

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Dick asked which programs are undersubscribed. Leila said the CenterStage is at about 60 percent capacity overall which is the industry standard for good attendance. The challenge with this programming is the ephemeral nature of it – it's not like a bar of soap you can make more of if demand requires – the offering is for one performance, by artists who may not be familiar to audiences yet. Aquatics and Lifelong Learning also have room to grow, but promoting and filling seats for programming is challenging across the board. As an example, we used to have people fighting to get into Young Actors Theatre; now it does not get filled right away.

We are also dealing with things out of our control, especially weather impacts. Weather also impacts future scheduling for families, Michelle said. Leila said it was a smart decision to put programming in schools, even though it does not create revenue. It creates relationships to the community, serves the audience right where they are and it is good for the families of those young people who participate.

Dick said in regard to climate change, weather is not going to get better. Should we be thinking about how to be more flexible or building indoors? Leila said even if half the outdoor concerts get rained out, they are still a solid return on investment in terms of people's awareness of our services and the goals of that programming. If the impacts of weather become even more severe than that, we would need to reevaluate our planning.

Leila said the draft of the survey should be available May 6. The whole board can review it and see if the questions address our concerns. Bev said she finds people her age (70s) run in packs and are going to places they didn't use to go for social and recreational experiences. Leila said BeBe has been researching meetup groups, but it is hard to use those for our purposes as they are not public-facing and take time to develop as outlets. Churches have also turned into our competition, particularly for camps and 55+ participation.

### **Capital Equipment**

Leila said we will put the usual three-year slide into the public hearing documents. Projects coming in FY20 include: replacing the film screen in the CenterStage; replacing the warming oven at RCC Lake Anne; and the third phase of the roof replacement (over the stage fly system). For FY21: replacing the room dividers at Hunters Woods and outfitting Rooms 1-4 and the Community Room with an assisted listening system. We have a placeholder for a new customer service desk at Lake Anne and have to replace the floor in the Wellness Studio.

In FY21, we will also be replacing the CenterStage seating. We will lose some seats and make the distance between the rows wider. We will replace the carpet in the theatre at the same time. We will also add an assisted listening system in the CenterStage during that project. The FY21 budget has funding for a new color printer. Some projects will continue to carry over: the HVAC rooftop unit and rooftop solar panels. There are projects closing out this year: the CenterStage floor and the Lake Anne door replacement project.

Dick asked with those outlays and \$850,000 going to capital reserves, will that get us to \$3.5 million? Leila said no, but we are in good shape. Paul added that current reserves are about \$1 million.

Leila asked if there were any questions. Paul asked about Brookfield's Halley Rise development (Wegman's location south of Reston Town Center Metro station) and would we have a conversation with them about programming at that development. Leila said likely when the new Hunter Mill Supervisor is in place. Paul said the pop-up programming and concerts at Reston Station will be a good prototype of the types of things we can do.

Michelle asked for the budget timeline. Leila said the Board will review budget and program documents in May, then the community will see them at the June Annual Public Hearing.

Paul adjourned the meeting at 7:40 p.m.

**FY21 Budget and Fund Balance Estimate using 3rd Quarter FY19 Y-End Projections**

FUND STATEMENT	FY19 Estimate By RCC Staff @FY19 3rd	FY20 Adopted + PilotFY/19 Carryover	FY21 Proposed	FY21 vs FY20 Revised
<b>Estimated Beginning Balance</b>	<b>7,851,670</b>	<b>2,178,621</b>	<b>2,191,035</b>	<b>-12,414</b>
Revenue:				
Taxes	7,933,739	7,933,739	8,505,019	571,280
Interest	71,927	15,870	15,870	0
Vending	1,600	1,600	1,600	0
Aquatics	106,292	236,516	350,008	113,492
L&L	337,048	430,896	397,040	-33,856
Rental	167,535	171,875	173,000	1,125
Arts and Events	334,568	347,681	360,994	13,313
<i>Pilot / Tax Revenue Net (Revisions Made at Carryover)</i>		<i>452,148</i>		<i>-452,148</i>
<b>Total Revenue</b>	<b>8,952,709</b>	<b>9,590,325</b>	<b>9,803,531</b>	<b>213,206</b>
<b>Total Available</b>	<b>16,804,379</b>	<b>11,768,946</b>	<b>11,994,566</b>	<b>200,792</b>
Expenditures:				0
Personnel Services*	5,163,890	5,868,874	6,143,919	275,045
<i>Pilot Personnel Request @ FY19 Carryover</i>		<i>118,253</i>		<i>-118,253</i>
Operating Expenses*	2,613,460	3,039,803	3,110,610	70,807
<i>Pilot Oper Request @ FY19 Carryover</i>		<i>324,981</i>		<i>-324,981</i>
<b>Subtotal Personnel &amp; Operating</b>	<b>7,777,350</b>	<b>9,351,911</b>	<b>9,254,529</b>	<b>-97,382</b>
Capital Projects & Equipment		226,000	308,000	82,000
<i>Carryover of Current Capital Projects Funding Balance</i>	<i>6,848,408</i>			<i>0</i>
<b>Total Capital Projects</b>	<b>6,848,408</b>	<b>226,000</b>	<b>308,000</b>	<b>82,000</b>
<b>Total Disbursements</b>	<b>14,625,758</b>	<b>9,577,911</b>	<b>9,562,529</b>	<b>-15,382</b>
<b>Ending Balance</b>	<b>2,178,621</b>	<b>2,191,035</b>	<b>2,432,037</b>	<b>216,174</b>
Capital Project Reserve <sup>5 (3.5 min)</sup>	925,242	848,390	1,059,542	211,152
Maintenance Reserve 12% of curr revenue	1,074,325	1,150,839	1,176,424	25,585
Feasibility Study Reserve 2%	179,054	191,807	196,071	4,264
Economic and Program Contingency <sup>(up to 3.5 min)</sup>			0	0
<b>Unreserved Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Tax Rate per \$100 of Assessed Value</b>				
Revenue less Expenses excluding capital projects	1,175,359	238,414	549,002	310,588

Reston Community Center  
FY 2021 Budget

	FY20 Revisions @ FY19 Carryover	FY20 Adopted	FY20 Revised	FY21 Proposed does not include Pilot	FY21 Proposed VS FY20 Adopted Change	
<b>Revenue</b>						
Administration	500,000	8,123,084	8,623,084	8,695,489	572,405	7.91%
Performing Arts-Theatre Adm	0	55,854	55,854	55,854	0	
Theatre Rental	0	67,124	67,124	67,124	0	
Aquatics Classes /drop-in	(16,246)	216,246	200,000	312,916	96,670	
Aquatics Rental	0	20,270	20,270	37,092	16,822	
Fitness and Well Being	36,330	120,710	157,040	157,040	36,330	
Collaboration and Outreach	(9,225)	9,225	0	0	(9,225)	
Lifelong Learning	(26,979)	116,979	90,000	90,000	(26,979)	
Youth	(33,982)	183,982	150,000	150,000	(33,982)	
Community Events		3,334	3,334	3,825	491	
Arts Education	2,250	221,369	223,619	234,191	12,822	
<b>Total Revenue</b>	<b>452,148</b>	<b>9,138,177</b>	<b>9,590,325</b>	<b>9,803,531</b>	<b>665,354</b>	<b>7.28%</b>
<b>Internal fees as % of expenses total (against a ceiling of 25%)</b>						<b>13.75%</b>

<b>Personnel Services</b>						
Administration	0	593,081	593,081	599,133	6,052	
Board	0	0	0	0	0	
<b>Facility Services (Booking)</b>						
Operations/Capital Proj. only	0	171,507	171,507	177,436	5,929	
Comptroller	0	451,456	451,456	448,674	(2,782)	
Customer Service	0	631,853	631,853	615,105	(16,748)	
Engineer/Bldg	(51,600)	180,070	128,470	130,490	(49,580)	
Maintenance	51,600	433,963	485,563	456,912	22,949	
IT		145,673	145,673	143,673	(2,000)	
Media	0	433,395	433,395	447,748	14,353	
Performing Arts		580,295	580,295	617,175	36,880	
Aquatics		643,712	643,712	837,844	194,132	
L&L Admin	72,000	300,744	372,744	327,042	26,298	
Fitness and Well Being	25,966	211,988	237,954	238,664	26,676	
Collaboration and Outreach	0	105,494	105,494	106,011	517	
Lifelong Learning	0	202,926	202,926	195,958	(6,968)	
Youth	10,051	240,840	250,891	250,891	10,051	
Community Events	7,345	176,350	183,695	176,175	(175)	
Arts Education	2,891	365,527	368,418	374,989	9,462	
<b>Total Personnel Services</b>	<b>118,253</b>	<b>5,868,874</b>	<b>5,987,127</b>	<b>6,143,919</b>	<b>275,045</b>	<b>4.69%</b>
<b>FY20 DMB Narrative addition of 111,504 MRA &amp; Performance based pay increases; \$13,829 OPEBs;65,000 Fringe Benefit support</b>		<b>5,868,874</b>				

<b>Operational</b>						
Administration	(8,800)	63,400	54,600	54,600	(8,800)	
Community Partnerships & Opportunities	29,900	155,100	185,000	140,000	(15,100)	
Board	90,000	57,820	147,820	44,820	(13,000)	
<b>Facility Services (Booking)</b>						
Operations/Capital Proj. only		97,088	97,088	105,052	7,964	
Comptroller	(15,443)	369,667	354,224	354,224	(15,443)	
Customer Service		1,000	1,000	1,000	0	
Engineer/Bldg	(8,496)	167,017	158,521	158,521	(8,496)	
Maintenance (water bill reduction?)		528,511	528,511	548,030	19,519	
IT	15,000	113,500	128,500	102,480	(11,020)	
Media	130,000	454,440	584,440	537,217	82,777	
Performing Arts		303,855	303,855	303,855	0	
Aquatics		111,300	111,300	56,082	(55,218)	
General Programs Admin		15,600	15,600	6,100	(9,500)	
Fitness and Well Being		25,176	25,176	25,176	0	
Collaboration and Outreach/FY21 \$250		21,300	21,300	21,300	0	
Lifelong Learning		115,909	115,909	120,213	4,304	
Youth	15,200	182,000	197,200	197,200	15,200	
Community Events	77,200	173,137	250,337	250,337	77,200	
Arts Education	420	83,983	84,403	84,403	420	
<b>Total Operational</b>	<b>324,981</b>	<b>3,039,803</b>	<b>3,364,784</b>	<b>3,110,610</b>	<b>70,807</b>	<b>8.46%</b>
<b>Sub-Total Rev. less Non-Cap Exp.</b>		<b>229,500</b>	<b>238,414</b>	<b>549,002</b>	<b>319,502</b>	<b>-5.87%</b>

<b>Capital Expenditures</b>						
Operations- Capital Projects/Aqua		226,000	302,000	302,000	76,000	
Capital Equipment				6,000		
<b>Total Capital Expenditures</b>	<b>0</b>	<b>226,000</b>	<b>302,000</b>	<b>308,000</b>	<b>82,000</b>	
Total Expenditures	443,234	9,134,677	9,653,911	9,562,529	427,852	
<b>Total Revenue Minus Expenditures</b>	<b>8,914</b>	<b>3,500</b>	<b>(63,586)</b>	<b>241,002</b>	<b>237,502</b>	



## Executive Director Report April 2019

### Administration

#### *Capital Projects, Business Systems, Personnel*

Work continues on refining our equipment systems, maintenance and capital project planning framework. Another item will get added to the FY21 menu of equipment replacement – tables and chairs used by the public. We will accomplish this in two phases (FY21 and FY22). As we did when the current sets were acquired, we will seek cost recovery from surplus sales of old ones. The estimated cost is \$60,000 per year to cover both facilities.

The RecTrac publishing upgrades are in use and we continue to refine them as we go. The Fall Program Guide was our second round. In addition to everyone working in a new software platform, Karen Goff assumed new responsibility this time to “extract” the information in a Word document format to use for proofreading. Following the proof process, the text goes into design. It’s a daunting effort to learn all the new software permutations and for programmers to assemble all the content for a season that seems so far away. We continue to refine the process and get more practiced at using the new tool.

On the personnel front, we have advertised the new Facility Services Director position. Hiring will take another month. This position will replace our current “Booking Manager” position as it encompasses greater levels of responsibility. We look forward to a favorable search and hire. In addition, we have hired a new Executive Assistant. Ricki Marion comes to us from an extensive career in development and fundraising. She is a Reston resident and is looking for something that offers a better fit with her growing family’s needs. Washington Ballet’s loss is RCC’s gain. Ricki will be working with Barbara Wilmer as Barbara phases out of her post-retirement, part-time support role. We will welcome Ricki officially at next month’s meeting.

### Programs

The month of April was a busy one. Performances in the CenterStage included *Liner Notes* and *Trout Fishing* – both very much enjoyed by their audiences. *Best of Reston* was a great success in no small part due to the contributions of our program and media teams. PD Michnewicz functions as the Production Committee Chair for that event and Whitney Chambers accomplished the design of all the print and media collaterals.

Lovely art as always graced our facilities and in particular, Hunters Woods enjoyed the creative gifts of the artists whose work was displayed in our annual Young at Art exhibit. These artists demonstrate conclusively that imagination can bloom at any age. The spring cycle of fitness offerings is underway and the weather is a great motivator for folks seeking a healthier lifestyle. Leisure and Learning has been crafting, cooking and woodworking with people of every generation. Matt and Scott continue to plan – they have been researching and preparing the equipment purchasing documents for the pool equipment we intend to purchase.

All cost center directors continue to refine and finalize budget figures for the upcoming June public hearing preparation. As a function of the Board of Supervisors budget decisions, an unexpected 2.1 percent Market Rate Adjustment will be applied to all benefit-earning employee pay. Additionally, the Board of Supervisors established a new “minimum” pay level for benefit-earning staff of \$15.14 per hour. These changes will be incorporated in the budgets we are refining and will change numbers from the Finance Committee presentation.

### Executive Director

Meetings/Events: Reston Chamber Board; Master Arts Plan; Public Art Reston; Opportunity Neighborhood; Best of Reston; Founder’s Day; RCC Volunteer Appreciation Luncheon; RCC 40<sup>th</sup> Anniversary event planning; meeting with M CCP Dental representative to see about Opportunity Neighborhood connection.

## Aquatics Renovation Report May 6, 2019

### *Milestones/Highlights*

During April, demolition of the final remnants of RCC's old pool and the infrastructure supporting it was completed. During that period, pre-existing issues related to the drainage piping for this area of the building created conditions requiring adjustments to the plans.

The adaptations will add cost to the project. The precise amount is still to be determined but will not negatively impact the planned budget; contingency funding should cover it. In addition, this process created added "time" on the project calendar (10 days) that the contractor will work with the project team to make up during the course of upcoming efforts.

Further testing has been completed and shows that the soil is suitable and can be used for the project without needing to truck in soil from outside sources. A report received today found one area where further compaction is needed to achieve the specified level, but that doesn't require new soils. Trenching and piping is now underway. Replacement of the roof is slated for the coming three weeks, depending on weather conditions.

### *Patrons and Communications*

To date: Construction Passes issued to RCC patrons: 585

189 to Adults (Under 55)	286 to Adults 55+ (Seniors)	110 to Youth
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RCC website – detailing construction progress:

<http://www.restoncommunitycenter.net/aquatics-renovation/construction-update>

Here are two images on the update page now:

