



**Reston Community Center
Board of Governors Monthly Meeting
September 14, 2020
8:00 p.m.
Meeting Agenda**

8:00 – Call to Order	Beverly Cosham, Chair
8:02 – Approval of Agenda	Beverly Cosham, Chair
8:03 – Approval of Minutes and Board Actions <ul style="list-style-type: none"> • Approval of August 3, 2020 Board Minutes (as reviewed and approved by the Board Secretary) • Approval of August 3, 2020 Board Actions (as reviewed and approved by the Board Secretary) 	Beverly Cosham, Chair
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"> • August 10, 2020 Public Hearing (Long Range Planning) • September 14, 2020 Finance Committee 	Beverly Cosham, Chair Bill Bouie, Committee Chair Paul Thomas, Committee Chair
8:25 – Board Member Input on Activities Attended	
8:35 – Executive Director Report	Leila Gordon, Executive Director
8: 45 – Old Business	Beverly Cosham, Chair
8:50 – Adjournment	

Reminders:

Event	Date	Time
Preference Poll	Sept. 10 – Oct. 2	Ongoing
Racial Injustice Film: 13 th	Sept. 20	7:30 p.m.



RESTON COMMUNITY CENTER



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
August 3, 2020 6:30 p.m.**

Present:

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

Absent and Excused

- Laurie Dodd

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 6:40 p.m.

MOTION #1:

Approval of the Agenda

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

MOTION #2:

Approval of the May 18, 2020 Board Minutes

Bill B. moved that the Board approve the May 18, 2020 Board Minutes. Paul seconded the motion. The motion passed unanimously.

MOTION #3:

Approval of the May 18, 2020 Board Actions

Bill B. moved that the Board approve the May 18, 2020 Board Actions. Paul seconded the motion. The motion passed unanimously.

Chair's Remarks

Bev said it seems like we have not been together in forever. We have been in our houses; being in a house with a 4-year-old has been trying. Bev mentioned the recent loss of Civil Rights Movement greats Rev. CT Vivian and Rep. John Lewis. She watched the whole John Lewis service and was moved to see three living presidents there (and one sending a message). Bev has been watching *Hamilton* on Disney Plus with her granddaughter, who knows most of the words now. She asked if anyone has seen *Black is King*.

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Bev read a poem:

When Great Trees Fall
by Maya Angelou

When great trees fall,
rocks on distant hills shudder,
lions hunker down
in tall grasses,
and even elephants
lumber after safety.

When great trees fall
in forests,
small things recoil into silence,
their senses
eroded beyond fear.

When great souls die,
the air around us becomes
light, rare, sterile.

We breathe, briefly.
Our eyes, briefly,
see with
a hurtful clarity.
Our memory,
suddenly sharpened,
examines,
gnaws on kind words
unsaid,
promised walks
never taken.

Great souls die and
our reality, bound to
them, takes leave of us.
Our souls,
dependent upon their
nurture,
now shrink, wizened.
Our minds, formed
and informed by their
radiance, fall away.
We are not so much maddened
as reduced to the unutterable ignorance of
dark, cold
caves.

And when great souls die,
after a period
peace blooms,
slowly and always
irregularly. Spaces fill
with a kind of
soothing electric vibration.
Our senses, restored, never
to be the same, whisper to us.

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They existed. They existed.
We can be. Be and be
better. For they existed.

Introduction of Visitors

None

Citizen Input

None

Committee Reports

July 20 Preference Poll Committee – Lisa said the Board and anyone participating needs to understand this is a Preference Poll and not an election. The committee had an interesting discussion about what is allowed within 40 feet of the boundaries of RCC or its events. If you are a candidate, there are rules and regulations you must follow, and anyone running should pay attention to what is in the Candidate Handbook. The committee made some amendments and corrections to the handbook, which have been finalized. Laurie had mentioned she has some additional changes, but she is not present this evening. Leila said the materials are now available online and in the RCC lobbies, and the press release, and Constant Contact messages have gone out. Dick asked if anyone had filed. Leila responded that no one had filed yet.

MOTION #4

To Approve the July 20, 2020 Preference Poll Committee Meeting Report

Bill B. moved that the Board approve the committee report. Paul seconded. The motion passed unanimously.

Board Member Input on Activities Attended

Bill B. gave an update about Fairfax County Park Authority reopening. He said almost all RECenters are open. Mask usage in the parks has been inconsistent but is prevalent inside the RECenters. Bill is serving on the Sports Tourism Task Force. He said to look for indoor skiing to become an amenity here soon. He has also been asked by Board of Supervisors Chair Jeff McKay to sit on the Equity Task Force. Dick asked if masks can be enforced in parks. Leila said at RCC we rely on courtesy and example setting and haven't had issues. Bill said there will be free COVID-19 testing at Southgate Community Center on Wednesday, August 5. Leila added that it is targeted for frontline workers and the Hispanic community.

Paul attended the Preference Poll Committee meeting and has been having lots of Zoom meetings on school reopening.

Bill K. swam in the renovated Terry L. Smith Aquatics Center. He and his wife provided lunch for 60 people at the Embry Rucker Community Shelter.

Bill P. has attended Reston Planning and Zoning Committee and new Master Plan Task Force meetings. He also went to the farmers market at Lake Anne.

Vicky has been playing outdoors with her granddaughter and trying to stay healthy.

Dick attended the Preference Poll Committee meeting and has been watching RCC's YouTube content.

Lisa has been mostly isolating so she can visit her granddaughter in Pennsylvania. She has rejoined the NAACP and hopes to have an impact on school equity.

Bev participated in a Zoom meeting for her church's peace and justice ministry. She said online worship is getting old. She has been listening to the Chris Hayes podcast on school re-segregation.

Executive Director – Year-end Package/Public Hearing Preparation

Leila directed the Board to the FY20 Year-end Package. She said that in May, staff projected a \$5.1 million ending balance. We came out about \$500,000 ahead of that projection with nearly \$5.6 million in the agency fund balance to begin FY21 (July 1, 2020).

Revenue – With respect to COVID-19, Leila said it is important to remember camps are paid for in February and then the revenue is reversed early in the next fiscal year when the camps take place. Since we did not have camps this summer, that loss of \$233,000 will be felt in FY21. Also, there are no rentals and very limited programming this summer. Our main revenue generator is pass sales which is delivering participation, but not as significant revenue as would otherwise be the case. Leila expects far less revenue than normal in summer 2020. We are open, but limited capacity and programming will have an effect.

We lost almost 50 percent of FY20 PTAS revenue when spring performances were canceled. We also canceled all events and rentals from March to June. Nonetheless, Leila said because of the increased tax base, interest and programming from July 2019 to March 2020, our revenue balance is at nearly 100 percent of projection.

Dick asked for some clarification on the spreadsheets. Leila said tables show Aquatics' impact of being closed the first half of the fiscal year and revenue from February only as we were closed March until the end of the fiscal year. Revenue we would have achieved in Fitness, Youth and Teen, Lifelong Learning did not happen in the second half of winter, all of spring and in June. The expenses of continuing operations and paying staff were not totally offset by canceling offerings.

Leila said the shortfall in revenue is attributable to COVID-19 and the impact of the Aquatics renovation delay from November to January. Leila explained that in addition to losing revenue from pool users, we still had to have lifeguards and other staff at the pools as workers were there.

Personnel – Leila said we spent much less than we could have. In a typical year, there is \$500,000-\$700,000 unspent total between personnel and operating savings. Dick asked if we saved more money because of the shutdown than we lost in revenue. Leila said that savings occurred but although we saved all the direct cost of content, there were costs in exempt salary to provide customer service, maintenance and training. We tried to keep a baseline of activity and retain employees. We saved more money than usual because of the far greater cancellations than normal. Paul pointed out that the lost revenue is understated here in the FY20 results and will show up in the next fiscal year.

Leila said we are at about what we normally save in annual personnel expenses aside from the COVID-19 impact. Pandemic leave was reimbursed by the CARES Act, and several vacancies were unfilled and will stay unfilled. We also saved personnel costs in not paying instructors when programs were canceled. We are in a hiring freeze, but Leila will ask the county for an exemption in order to hire this fall as we need to plan for a replacement for Technical Director Linda Ifert, who is retiring in January.

Dick asked why Media/Sponsorship expenses are more than \$400,000. Leila explained that is four full-time staff members and a part-time assistant who handle all the communications functions for the agency. She noted that sponsorships are part of the cost center title but that they don't carry any significant personnel cost.

Operating – The red numbers from June show encumbrance releases. She recalled for everyone that long-term expenses are encumbered at the beginning of the fiscal year and are spent down through the year; in June unspent balances are restored. We have saved considerably more than normal with contracted program expenses such as buses and tickets for trips. Other savings came from offsite concerts being canceled. In 2019, we presented more than 100; in 2020 all of the ones we'd have held in May and June were canceled.

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Dick asked about the large amount returned from the maintenance line. Leila said that reflects released encumbrances we made without knowledge of what savings in utilities we might realize from the Aquatics renovation period; we encumbered more than we needed because we wanted to be sure we had sufficient funds available for billing. Also, we planned for a reopening in early November rather than January. There will be savings from the new equipment efficiencies in the upcoming year, but without a full year of operating history, we will again be guessing at what we need to encumber at the beginning of FY21.

Capital Projects – Leila said the most significant impact to FY20 spending was the pool renovation, where we project \$800,000 in savings (from the encumbrance that includes construction contingency funds). Leila met with DPWES and obtained an updated Total Project Estimate from them. Overall, between contingency savings and liquidated damages, there will be approximately \$800,000 or a bit more returned to RCC's fund balance. That cannot be listed in the year-end figures because it is still encumbered and there are remaining balances in the project balances category. We should only count on \$800,000 coming out and into fund balance for the purposes of the projections involved in the budget planning for FY21 and FY22. Dick asked why the Aquatics punch list is taking so long. Leila said it is a huge project and there were many issues with the plumbing subcontractor. Also, we need to have an owner operating manual for each system and "as-built" plans that show the actual construction blueprints. All this documentation must be reviewed by the Architect/Engineering firm before they are accepted. She said it is an arduous process, but in the end, we will be grateful for being careful with these final layers.

Leila discussed the draft slide presentation for the August 10 Annual Public Hearing. The public will be directed to the agenda and annual report documents. She will cover the COVID-19 response and look ahead to upcoming Strategic Plan cycle (2021-2026). What we learned during the CAPRA accreditation process will be helpful for the Strategic Plan.

Other points to be made:

The CAPRA process was a success, though that is not official until October.

Continued examination of the new performing arts venue and potential ownership of the RCC Lake Anne facility are facility issues we anticipate. Bill P. asked for an update on the County Master Arts Plan. Leila, who Chairs that Task Force, said the next draft will be reviewed by the Task Force in August and a complete plan is anticipated to be finished in December.

We are moving forward with the website redesign. Staff is now looking at county contractor capabilities.

We are discussing how we can be supportive of the most vulnerable families in our community during virtual learning this fall. Leila has had conversations with county leadership to assure them of our desire to be helpful – with space or other support. There will be a big need for support of vulnerable (low income or special needs) students. RCC is examining tutoring support and other programs in conjunction with Reston Opportunity Neighborhood. Discussion ensued about ways RCC can be supportive in this very challenging time.

The revenue impact of COVID-19 will be shown by category, and budget planning factors for FY21 and the outline for FY22 are a function of the anticipated economic drag the pandemic will create. She said the County feels the residential side of tax base should be able to withstand the downturn. They are not sure about commercial, which is roughly 47 percent of our tax base, although there are lots of Silver Line corridor properties that are continuing to develop. Bill P. said he can see COVID-19 adding several years to development schedules.

Leila said RCC will be well-resourced for FY21, and if we monitor spending, we should be fiscally prepared for FY22. Beyond that, we don't know, especially if there is not a vaccine or the economy remains in a prolonged downturn.

On the capital planning front, Leila said there is \$1.9 million assigned to FY21 because of funds carried over from encumbered or unencumbered FY20 balances for Capital Projects. Other project notes to consider are:

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- Theatre seating replacement is more complicated than we thought; additional costs include \$27,000 in architectural costs and perhaps as much as \$60,000 in new cement and related work.
- We will do Lake Anne restroom improvements before redesigning the Customer Service Desk because of the Community Survey feedback from patrons.

She noted that our budget outlines for FY21 and FY22 will reflect the savings from the Aquatics Renovation Project, the increase to RCC's capital projects reserve funding (from \$3 million to \$3.5 million) and the assignment of \$300,000 in FY22 to an admin cost center for flexibility should we determine it advisable to expand programs and services. That may occur if the virus has been brought into such control that the demand for more from RCC justifies adding programming or services with available resources.

Discussion ensued about the assumptions and planned spending. Bill P., Bill K. and Paul said it seems reasonable. Board members felt the targets are sufficiently conservative and the budget management strategies will assure that RCC can respond to evolving conditions quickly.

Executive Director Report

Leila gave an update about concerts at Lake Anne and Reston Station, which began on July 30. While we are requiring social distancing and masks, and it seems these concerts will be manageable, she remains concerned about the Reston Multicultural Festival. We have already canceled food and craft vendors, and there isn't a way staff can see to have entertainment and activities safely. With the Fall Program Guide going online August 15, we need to decide on whether to cancel the festival now.

Discussion followed about the safety of the event in 2020. The Board agreed such a large-scale event has many other risks that are not present at limited-capacity experiences such as the farmers market or an offsite concert (where fewer than 100 people are in attendance). Leila said she doesn't imagine people will want to volunteer, either.

The Board agreed that RCC should cancel the 2020 Reston Multicultural Festival.

MOTION #5

To Adjourn the Meeting

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

The meeting adjourned at 8:15 p.m.



Lisa Sechrest-Ehrhardt
Board Secretary

8-1020
Date

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON AUGUST 3, 2020

- 20-0803-1 Bd That the Board approve the Agenda**
- 20-0803-2 Bd That the Board approve the May 18, 2020 Board Minutes**
- 20-0803-3 Bd That the Board approve the May 18, 2020 Board Actions**
- 20-0803-4 Bd That the Board approve the July 20 Preference Poll
Committee Report**
- 20-0803-5 Bd That the meeting be adjourned**



Lisa Sechrest-Ehrhardt
Board Secretary

8-10-20

Date



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
ANNUAL PUBLIC HEARING FOR PROGRAMS AND BUDGET
August 10, 2020 6:30 p.m.**

Present:

- Beverly Cosham, Chair
- Bill Bouie
- Laurie Dodd
- Bill Keefe
- Bill Penniman
- Dick Stillson
- Paul D. Thomas
- Vicky Wingert

Absent and Excused

- Lisa Sechrest-Ehrhardt

Attending from the RCC Staff:

- | | |
|------------------------------------|-------------------|
| ▪ Leila Gordon, Executive Director | |
| ▪ John Blevins | ▪ Matt McCall |
| ▪ Karen Brutsché | ▪ PD Michnewicz |
| ▪ Karen Goff | ▪ BeBe Nguyen |
| ▪ Brian Gannon | ▪ Harun Rashid |
| ▪ Linda Ifert | ▪ Fred Russo |
| ▪ Pam Leary | ▪ Renata Wojcicki |

Bev welcomed attendees at 6:30 p.m. She directed them to sign in and leave their masks on unless speaking. She explained our simplified hospitality because of COVID-19. She asked for a moment of silence to honor the memory of longtime RCC employee Ivan Cole, who died in April, and all whose lives have been lost in the pandemic. Bev introduced the Board members, explained the agenda and introduced Leila.

Leila directed everyone to their copy of the 2020 Annual Report, which describes 2019 results. She said it is like a journey back in time to the last year we were operating at full capacity. Leila introduced the staff in attendance and complimented the hundreds of RCC staffers who work tirelessly to bring great programs to Reston, even in these difficult times. Leila mentioned some 2019 highlights: the 2019 Community Survey, which was vital to understanding our community needs and contains important information for RCC and its community partners; and the renovation and reopening of the Terry L. Smith Aquatics Center. The pools finally reopened on January 27, 2020 but had to close in mid-March due to COVID-19.

Looking Ahead

Leila outlined the challenges presented by COVID-19. RCC has been in an entirely different mode since March. RCC will extend the timeline for community engagement for the next Strategic Plan. She said we may not have a fully adopted Strategic Plan until January of 2022 (rather than 2021 as scheduled).

RCC had a successful virtual five-day Commission on Accreditation of Park and Recreation Agencies (CAPRA) accreditation visit in May. There will be a final meeting in October. Of the 152 standards for accreditation, we were exempted from one (because we do not have a vehicle fleet) and met the remaining 151 standards. We also met two optional standards (a social media procedural document and concussion protocol).

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We continue to create criteria for the new website design, which will feature a community event calendar function.

COVID-19

Leila noted how RCC had to switch gears as RCC was closed to the public from mid-March until July 6. She showed an outline of the agency's response. RCC pivoted to virtual content, producing more than 50 videos on a variety of topics (visual arts instruction, music performances, fitness classes, among others) for its YouTube Channel. She said RCC has refunded more than \$400,000 due to COVID-19.

Leila explained the fiscal assumptions for FY21 and FY22 will be extremely conservative until we have a better feel for tax base and program revenue performance. We will apply a factor of 80% for tax revenue and 20% of FY19 actual revenue from fees for FY21. We will use 50% of actual FY19 fees for FY22 projections, and the same 80% factor for tax revenue.

Capital Planning and Budget

Leila explained RCC's three-year plan for capital improvement and capital maintenance projects. The County has said our budgeting assumptions are sound based on what we know now. We will be reviewing this on an ongoing basis to ensure we stay financially secure. We typically have to do projects in August and September, but with a lower level of activity in the building this year we anticipate more flexibility.

Project status highlights include deferring the rooftop air conditioning replacement to concur with the final phase of roof replacement. Both are working well with occasional repairs. There was an unanticipated concrete cost with the theatre seat replacement (\$60,000 estimated). The new room dividers for RCC Hunters Woods Rooms 1-4 are coming soon. The CenterStage floor replacement has been completed, and replacement of all lighting to LED is ongoing. The new projection screen has been installed. The big project this year is the CenterStage seat replacement. Seats will be fewer, wider and with more legroom between rows. In FY22 we plan to replace the theatre rigging and projection systems.

At RCC Lake Anne, we have had positive patron response to the new gallery configuration. The next update will be the Lake Anne restrooms. There was strong feedback on this in the 2019 Community Survey.

The pool project is not completely closed. There is still project completion paperwork. As mentioned, \$800,000 will be restored to the fund balance. Asset Essentials software is helping us to track project and maintenance inventory and spending.

Carryover and FY21/22

Leila explained the concept of carryover. She noted that, because of the reduced revenue projections, the core budget outline indicates expenses exceeding revenues for FY21 and FY22 (excluding reserves and capital projects).

Treasurer Paul Thomas spoke to further explain the budget slides, starting with a three-year snapshot of revenue and expenses. He reminded attendees that the Capital Reserves allocation now has a cap of \$3.5 million (up from \$3 million), which was approved by the Board last year to recognize cost increases.

Paul said the budget for the next two years shows revenue at 80% of the FY19 tax base figures, and that fees will likely account for only 20% of that total from FY19. He said it is reasonable to believe COVID-19's impact will be significant. He said the Board will continue to monitor spending, and the Finance Committee will meet regularly. The Board has allowed for a cushion of \$300,000 in the FY22 budget, which will allow us to be responsive to the community's needs. The \$800,000 anticipated to be unspent from the pool project encumbrances will be returned to the fund in FY21. He said RCC will depend on its reserves to support these two budgets if revenue performance occurs at the projected levels, however these estimates are very conservative. The Board feels confident that the funds available will be able to respond to community needs. Paul said families are struggling, and RCC is ready to be part of the support system that provides them with assistance as they navigate the challenges of virtual school, employment uncertainty and other COVID-19 impacts.

Public Input

Leila said speakers can approach the microphone, can leave a written statement or can email RCCContact@restoncommunitycenter.gov with feedback at any time.

Christopher Stich, 2245 Stone Wheel Dr. – Chris said he is a longtime Community Coffee volunteer. He asked if RCC plans to update the coffee machines, which leak. Leila said we will review that (though Community Coffee is on hiatus for now due to COVID-19).

Bob Petrine, 2503 Foxcroft Way – Bob is an RA Board member, but he is speaking as an individual tonight. He said a challenge today is finding information, and he had a difficult time finding information about tonight's meeting. He finally called to register. He said he would like to see more data and details and better financial reporting to give people a better picture of RCC's finances. Leila said the FY20 Year-end documents are posted online. Bob said that information is still hard to find; he would like to be able to find information on RCC's website in no more than three clicks. Leila provided a navigation flow description from the home page drop-down menu under "About Us – Board of Governors" to the documents on that landing page.

Conclusion/Motion:

Leila asked for a Board motion to instruct staff to move forward with budget guidance.

On behalf of Board Chair Bev Cosham, Leila read into the record a motion that the Board directs the staff to continue to pursue the budget submission process based on the budget outlines presented at the Annual Public Hearing for Programs and Budget this evening. The Board will provide final approval of the budget transmittal memorandum at the September 14 meeting.

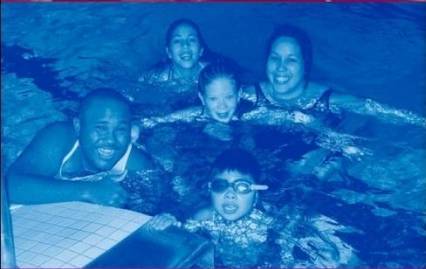
Bill B. moved approval. Paul seconded. The motion was approved unanimously.

Leila reminded everyone that they are welcome to send input to RCCContact@fairfaxcounty.gov at any time.

The meeting concluded at 6:56 p.m.



Enriching Lives. Building Community.®



Reston Community Center

**Annual Public Hearing for
Programs and Budget
August 10, 2020
FY21/FY22 Budgets**

Agenda – August 10

Annual Public Hearing for Programs and Budget

- Welcome

OUR VISION

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

- Highlights of 2019
 - A moment to remember Ivan Cole
- Looking Ahead
- COVID-19 Agency Response
- Overview of Capital Planning & Budgets
 - Capital Improvement/Maintenance Plan
 - Budget Performance and Projections
- Public Input
- Board of Governors
 - Direction to staff for budget development

Highlights

Partnerships and collaboration continue to be the foundation of Reston Community Center's success.

- **46 Partnerships**
- **16 Sponsorships**
- **Community-wide initiatives:**
 - **RestON: Reston Opportunity Neighborhood**
 - **Hunters Woods Neighborhood Coalition**
 - **Community Conversations on Equity and Social Justice**
 - **Offsite Programming Throughout Reston**

Highlights (cont'd.)

RCC Annual Report – June 2020

- **Board of Governors** – Community Survey Results
- **Administrative** – Launched RCC YouTube; Sustainability Initiatives
- **Facility Services** – Rose Gallery Improvements; Rate Structure
- **Leisure and Learning** – After School, Opportunity Neighborhood (RestON) and Offsite Programming
- **Aquatics** – Reopened January 27
- **Arts and Events** – Expanded Offsite Events; *Equity Matters*
- **2019 Year in Data**
- **Sponsorships and Community Partners**
- **Volunteers and 2019 Staff Listing**

Looking Ahead

RCC Strategic Planning

- **Develop next RCC Strategic Plan – reimagine community engagement processes**
- **COVID-19 response (continue through FY22)**
- **CAPRA – October 2020**
- **Continue to move programming closer to Reston’s residents and employees; RCC YouTube**
- **Redesign RCC website (include community calendar function)**
- **Aquatics launch of new programming and services**
- **Expand *Equity Matters* program portfolio**
- **Continue support to RestON**
- **Consider mission-related community facility requirements**
- **Build community pride and cohesion**

COVID-19 Agency Response

- **March 15, 2020** – Both facilities closed to the public; stay-at-home orders imposed
- RCC facilities revamped to support public health
- Aquatics renovation punch list completed
- Refunds issued to all affected patrons
- **Summer programming** – Designed four times
- **Launched virtual content** – RCC YouTube (classes, concerts)
- Preserved employee flexibility; financial resilience
- Sustained support to community partners
- **July 6, 2020** – Facilities reopen with limited programming; Phase 2 guidelines in place
- **July 30/31, 2020** – Outdoor summer concerts begin at Lake Anne and Reston Station with strict public health guidelines in place
- **Fall programming** – Phase 3 guidelines in place
- Monitoring public health needs, all data points and fiscal realities

COVID-19 Agency Response

Revenue Impact - Refunds

REVENUE CATEGORY	REFUNDED
Facility Rentals (Meeting Rooms, Community Room, Rose Gallery)	*47,455.70
Theatre Tickets (Professional Touring Artist Series)	27,715.00
Registered enrollment (Arts Ed, Fitness, Youth/Teen, Lifelong Learning)	109,958.00
Registered enrollment (Summer Camps)	*233,446.00
*These are revenue amounts that would have been changed to reflect the correct fiscal year assignment; some of the rental payments were for the months through June; others were for rentals taking place later. Similarly, summer camp revenue is assigned to the upcoming fiscal year; the loss will be felt more in the FY21 budget impact.	TOTAL LOST REVENUE: \$418,574.70

Budget Planning Factors FY21/FY22

- Apply factor of 80% to projected tax revenue (Feb. 2019 DTA estimate)
- Apply factor of 20% to FY19 actual revenue from fees for FY21 projected fee revenue
- Apply factor of 50% to FY19 actual revenue from fees for FY22 projected fee revenue

Overview of Capital Planning and Budget Process

- RCC presents a three-year Capital Improvement Plan, Capital Maintenance Plan (CIP/CMP). Project amounts change throughout the three-year cycle based on actual spending, timing, budget revisions. A/E studies may change budgets for specific projects.
- Estimates for both revenue and expenses are made conservatively. Budgets are adjusted periodically. Monitoring monthly for COVID-19 impacts.
- Board programming and financial goals are to:
 - Provide, improve and expand RCC programming and services.
 - Maintain and improve RCC facilities.
 - Assure the broadest possible access to and promote participation in RCC offerings (fee waiver program, offsite offerings).
 - Establish and manage a budget aligned with community requirements.

Capital Improvement Projects/Capital Maintenance Projects

Projects	Prior Years Complete (Y/N)	FY20 Budget	FY21 Budget	FY22 Budget
<i>RCC Hunters Woods</i>				
Backstage RTU and Phase 3 Roof Replacement combined; reallocated funds to theatre seating project.	N; Pending completion of LED instrumentation and combined with Phase 3 roof rplcmnt.	Assigned funding: 85,000 200,000 RTU costs reduced by 60,000; balance folded into Phase 3 Roof Rplcmnt.	Defer to FY22 Will obtain firm estimates closer to project execution date. Current funding carried over.	253,077
HW Carpet Rplcmnt.	Y; Both floors of the building; remaining funds (small balance) reassigned to roof rplcmnt.	Total cost of carpeting: 46,297		
HW A/V Upgrade	Y; Community Rm. Complete; small balance reassigned to roof rplcmnt.			
HW Room Dividers (1-4)			30,000	
HW A/V (1-4)			27,000	
HW Assistive Listening (1-4)			15,000	
Rear Parking Lot Resurfacing				62,000
Security Camera Rplcmnt.				75,000

Capital Improvement Projects/Capital Maintenance Projects

Projects	Prior Years Complete (Y/N)	FY20 Budget	FY21 Budget	FY22 Budget
<i>Theatre Projects</i>				
CenterStage Floor	Y; Completed in FY20; no balances	Final work on cement and apron in FY20; total three-year cost including all services 199,148		
A/V & LED Lighting Rplcmnt. Total spent through FY20: 53,534	Partial; Balances carried forward	Multi-phased purchasing	Multi-phased purchasing FY21: 28,454	Estimated balance costs pending
Projection Screen	Y; Completed in FY20; small balance reassigned	Total cost: 13,993		
CenterStage Seating Rplcmnt. Cement work which was not included in original estimates is now required. Architectural and Engineering new costs were added in FY20		Added Cost of A/E Services: 26,950	120,000 Added cost of cement work due to installation of safety lights and assistive listening runs: Up to 60,000	
CenterStage Carpet			18,155	
CenterStage Assistive Listening			15,000	
Rigging Lines Rplcmnt.				49,000
HD Projector				9,500

Capital Improvement Projects/Capital Maintenance Projects

Projects	Prior Years Complete (Y/N)	FY20 Budget	FY21 Budget	FY22 Budget
<i>RCC Lake Anne</i>				
Rplcmnt. Gallery Doors; A/V Equipment	Y; Completed in FY20, small balance carried forward	Total cost of project: 39,471		
Wellness Studio Floor Rplcmnt.			30,000	
Oven	Repair avoided rplcmnt; funding will be reassigned	11,000 will be reallocated to other projects		
Media Color Printer			6,000	
Customer Svc. Desk Redesign	N; Renovation priority shift to restrooms per community survey feedback		50,000	
Restroom Renovation	Adding funds to accomplish restroom renovation combined with reallocation of Cust. Svc. Desk funding			15,000 (Total that is available to be allocated to redesign/renovation LA projects \$65,000)

Capital Improvement Projects/Capital Maintenance Projects

Projects	Prior Years Complete (Y/N)	FY20 Budget	FY21 Budget	FY22 Budget
Aquatics				
Pools Renovation	N; Original Budget Amount: \$6,325,480 Likely anticipated savings: \$800,000		Release of funds back to agency balances pending delivery of O/M Manuals; Warranties Schedule	
Locker Room Improvements	Y; Done with pools project savings	Total Costs: 175,874		
FY21 Carryover This amount is the aggregate amount of remaining balances in FY20 (both encumbered and unencumbered) that are assigned to the FY21 budget.			1,903,501	
Total of new FY22 Costs				210,500

RCC Actual Revenue/Expense History

	FY2018	FY2019	FY2020
<u>Opening Fund Balance</u>	\$6,910,714	\$7,889,826	\$ 7,260,589
<u>Revenue</u>			
Revenue	\$8,830,782	\$9,089,730	\$ 9,231,324
<u>Expenditures</u>			
Personnel	\$5,026,548	\$5,081,550	\$ 5,163,375
Operating	\$2,382,752	\$2,373,821	\$ 2,477,776
Sub-Total Expenditures	\$7,409,300	\$7,455,371	\$ 7,641,151
Sub-Total Rev. less Non-Cap Exp.	\$1,421,482	\$1,634,359	\$ 1,590,173
Capital Projects	\$ 442,370	\$2,263,596	\$ 3,252,465
<u>Total Expenditures</u>	\$7,851,670	\$9,718,967	\$ 10,893,616
Revenue less Expenditures	\$ 979,112	\$ (629,237)	\$ (1,662,292)
<u>Ending Fund Balance</u>	\$7,889,826	\$7,260,589	\$ 5,598,297
<u>Reserves</u>			
Capital Project Reserve	\$3,000,000	\$3,000,000	\$ 3,500,000
Maintenance Reserve (12% of # Est. Revenue)	\$1,059,694	\$1,090,768	\$ 1,107,758
Feasibility Study (2% of # Est. Revenue)	\$ 176,616	\$ 181,795	\$ 184,626
Economic and Program Contingency	\$3,653,516	\$2,988,026	\$ 805,913

FY21/FY22 Approach – Includes Carryover

Estimated FY21/FY22 Budgets

	<u>FY 20 Actual</u>	<u>FY 21 Adopted</u>	<u>FY21 Agency Target</u>	<u>FY22 Proposed</u>
<u>Revenue</u>				
Revenue	9,231,336	9,803,531	7,025,613	7,332,200
<u>Expenditures</u>				
Personnel	5,163,375	6,166,288	5,081,550	5,304,075
Operating	2,477,776	3,216,479	2,373,821	2,500,000
FY22 Oper Exp prog/Svcs Expansion				300,000
Sub-Total Non-Capital Exp	7,641,151	9,382,767	7,455,371	8,104,075
Revenue less Expenditures	1,590,185	420,764	-429,758	-771,875
Capital Projects & Equipment				
Non-Aquatics	3,252,465	308,000	726,835	210,500
Aquatics			1,176,666	0
Total Capital Projects	3,252,465	308,000	1,903,501	210,500
<u>Reserves</u>				
Aquatics Project Reno Savings Return to Fund			800,000	
Capital Project Reserve	3,500,000	2,743,076	2,281,464	2,056,167
Maintenance Reserve (12% of # Est. Revenue)	1,107,758	1,176,424	843,074	879,864
Feasibility Study (2% of # Est. Revenue)	184,626	196,071	140,512	146,644
Economic and Program Contingency	805,925	0	0	0

Prior Year Actuals: FY19/20 & FY21/22 Fund Statement Estimates

FUND STATEMENT	FY19 Actual	FY20 Actual	FY21 Revised (Loaded in FOCUS)	FY21 Internal Target	FY22 Proposed
Estimated Beginning Balance	7,889,826	7,260,589	5,598,309	5,598,309	4,065,050
Revenue:					
Taxes	7,911,437	8,459,975	8,505,019	6,804,015	6,804,015
Interest	150,354	101,380	15,870	15,870	15,870
Vending	1,002	716	1,600	1,002	500
Aquatics	107,888	28,289	350,008		
L&L	359,634	261,265	397,040		
Rental	205,023	133,612	173,000		
Arts and Events	351,084	240,361	360,994		
Miscellaneous	3,308	5,739			
Program Revenue FY21/22 Estimates				204,726	511,815
Total Revenue	9,089,730	9,231,337	9,803,531	7,025,613	7,332,200
Total Available	16,979,556	16,491,926	15,401,840	12,623,922	11,397,250
Expenditures:					
Personnel Services	5,081,550	5,163,375	6,166,288	5,081,550	5,304,075
Operating Expenses	2,373,821	2,477,777	3,216,479	2,373,821	2,500,000
Subtotal Personnel & Operating	7,455,371	7,641,152	9,382,767	7,455,371	7,804,075
Revenue less Expenses excluding capital projects	1,634,359	1,590,185	420,764	-429,758	-471,875
Capital Projects & Equipment Including Carryover	2,263,596	3,252,465	1,903,502	1,903,501	210,500
Total Capital Projects	2,263,596	3,252,465	1,903,502	1,903,501	210,500
Total Disbursements	9,718,967	10,893,617	11,286,269	9,358,872	8,014,575
Aquatics Project Reno Savings Return to Fund	0	0	0	800,000	0
FY22 Oper Exp prog/Svcs Expansion					300,000
Ending Balance	7,260,589	5,598,309	4,115,571	4,065,050	3,082,675
Capital Project Reserve (3.5 mln)	3,500,000	3,500,000	2,743,077	3,081,464	2,056,167
Maintenance Reserve 12% of curr revenue	1,090,768	1,107,760	1,176,424	843,074	879,864
Feasibility Study Reserve 2%	181,795	184,627	196,071	140,512	146,644
Economic and Program Contingency	2,488,027	805,922	0	0	0
Unreserved Balance	0	0	0	0	0

Planning Calendar and Public Input

- BOG guidance on FY22 Budget – August 10, 2020
- Finalize draft outline of FY22 Budget to send to DMB
- Full BOG Approval of FY22 Submission – September 2020

TESTIMONY

- Individuals may speak for 3 minutes; those speaking on behalf of an organization may speak for 5 minutes.
- Please provide a written statement for RCC official records if you have one. Or you send comments/statements to:
RCCContact@fairfaxcounty.gov

Everyone: Please provide your name, address and organizational affiliation if that is applicable. Thank you for taking the time to provide your input!



Small District 5 – Tax Information

Tax Rate Changes

The original tax rate of the district was three cents for every hundred dollars of assessed value (1979 to 1984; it was increased first to five cents and then to six cents by 1986.)

1986 – 2002: .06

2003 – 2006: .052

2007 to the present: .047

During these years, the economic conditions of Fairfax County have fluctuated. RCC reserves have enabled the agency to sustain its offerings, improve economic access for the community, support ongoing maintenance and facility requirements, and provide expanded offerings when the community has requested it.

Tax Base Data

These figures are from Fairfax County’s Department of Tax Administration; not all the assessed value is collected in every year. We don’t have any basis yet to know what collection will look like because of COVID-19. What’s important to note is the proportion of tax revenue collected from the commercial (Non-residential) tax base is steadily increasing, which supports the homeowners of Reston.

Description/detail	Feb 2017 Assessments	% of Tax base
Non-residential	6,960,945,200	43.32%
Residential	9,107,085,100	56.68%
Total tax base	16,068,030,300	100.00%

Description/detail	Feb 2018 Assessments	% of Tax base
Non-residential	7,654,657,320	45.35%
Residential	9,225,636,390	54.65%
Total tax base	16,880,293,710	100.00%

Description/detail	Feb 2020 Assessments	% of Tax base
Non-residential	9,082,329,910	48.31%
Residential	9,719,715,620	51.69%
Total tax base	18,802,045,530	100.00%

Key Metric:

Of the resident households in RCC’s registration database, 94% are comprised of Reston residents. Just 6% are Reston-qualified patrons because of their Reston-located business employee status.



Executive Director Report August 2020

Administration

<i>Accreditation</i>	The CAPRA Virtual Hearing will take place between October 19-23. The Board Chair, Executive Director and Accreditation Project Director are expected to attend.
<i>Budget Prep</i>	The FY22 submission materials have been created.
<i>Communications</i>	<p>The RCC Fall (online) Program Guide has been viewed 2,840 times by 1,303 readers for 189 hours of read time.</p> <p>The "Registration is Now Open" Facebook post reached 8,200 views and had 478 people click-through.</p> <p>The "Program Guide is Online" Facebook Post reached 7,000 views and had 848 people click-through.</p> <p>1,445 people opened the <i>Insights</i> e-newsletter; the top three links with the highest click-throughs were: 1. Program Guide, 2. Lap Swim, 3. RCC YouTube channel.</p> <p>1,386 Opened the "Fall Registration is Now Open" Constant Contact Email – 227 clicked on the program guide icon; 31 clicked on the <i>myRCC</i> link.</p> <p>The top five RCC YouTube videos in August: 1. Danny Kensy and Cedar Creek, 2. Jason Masi Concert, 3. Jackie D'Antonio's Strength Training, 4. Joint-Friendly Fitness, 5. Watercolor Roses from Life with Diane Ellor.</p>
<i>Facilities/Maintenance</i>	<p>Rental requests are coming in slowly. The rental season for FY21 will be considerably less active.</p> <p>August had 10 completed work orders and there are 11 active work orders open; the new software is working very well to track these activities. With limited comparability in mind, our utility usage for the year to date is significantly lower than either 2017 or 2018 – those are the most recent years during which the aquatics venue was fully operating. The new systems are performing efficiently.</p>
<i>Capital Projects</i>	<p>Aquatics Project: Systems training on the new equipment has been completed; documentation is being reviewed. The project is nearing full completion.</p> <p>Solar Panels: The lease for installation on RCC Hunters Woods roof is proceeding through Board of Supervisors review processes; that should conclude with a public hearing on October 20.</p> <p>Theatre seating replacement: The failures on the architect's submissions caused a three-week delay to the start of the concrete work – that began Friday, September 11.</p> <p>Pending projects: Rooms 1-4 dividers replacement, Wellness Studio floor replacement.</p>

Programs

Summer registered/reserved participation totals:

July 6 – September 7: 2,830 enrollments from 295 unique individuals in RCC Summer 2020 offerings. That includes 409 reservations in Aquatics water exercise options; 1,901 lane or warm water zone reservations; 260 Fitness reservations; 52 Woodworking Shop reservations; 114 Ceramics Studio reservations; and 94 program registrations.

<i>Aquatics</i>	Patron utilization of the pass/reservation system has been solid. The 15-minute break at each hour provides time for cleaning to occur, that's observed by patrons and has increased confidence. Swim teams are coming back for rental hours this fall and each team (Masters, RSTA, SLHS and York) will have very detailed COVID-19 protocols in place for all swimmers.
<i>Arts and Events</i>	Of 73 planned summer concerts, 53 were canceled. Eight were filmed and posted on RCC YouTube with 1,707 views by September 8. Of the 12 concerts planned for Lake Anne Plaza and Reston Station, nine occurred (1,655 total attendance) and three were weather-canceled. Canceled Professional Touring Artist Series YouTube and Facebook recordings were very successful. Eleven videos got 2,023 views. The Reduced Shakespeare Company presented a Zoom performance via their Facebook page that was simulcasted on our page and garnered 23,400 views. Of 30 arts education offerings (registered and partnered with GRACE), 24 were executed for a total of 189 participants. There are seven visual arts videos on RCC YouTube (so far, 815 views).
<i>Leisure and Learning</i>	Youth/Teen YouTube: Four films, 116 views. Fitness YouTube: Seven films, 4,001 views. Lifelong Learning YouTube: One film, 37 views. Line Dancing in-person had nine participants. RCC Rides is exploring the potential for grocery/pharmacy deliveries. Collaboration/Outreach: Participated in the virtual Back 2 School Bash; also involved in Reston Opportunity Neighborhood outreach and learning support planning. Other highlights: Very challenging to reach the patrons for these cohorts via offerings in-person (no youth offerings all summer) or even on the YouTube platform. The instructors are not all comfortable with in-person teaching. Those who are doing that, have patrons who have expressed deep gratitude for the offerings. Other patrons have been contacted by staff with calls and notecards. Patrons are very grateful for the outreach. There is keen staff interest in RCC hosting live Zoom classes – it's a challenging environment technically, offers a considerably lower quality participation experience, and it presents challenges with respect to licensing. Further exploration would depend on the degree to which lack of overall public health safety keeps us substantially unable to have productive in-person programming.

Executive Director Activity

Although in-person meetings have been suspended, I have attended **ARTSFAIRFAX** and Greater Reston Chamber of Commerce board meetings. In addition, bi-monthly Health, Housing and Human Services Leadership Team meetings are occurring. I have participated in calls and discussions that are ongoing about how to provide support to the Reston Opportunity Neighborhood families as school starts again.