



**Reston Community Center
Board of Governors Monthly Meeting
September 11, 2017
8:00 p.m.
Meeting Agenda**

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| 8:00 – Call to Order | Beverly Cosham, Chair |
| 8:02 – Approval of Agenda | Beverly Cosham, Chair |
| 8:03 – Approval of Minutes and Board Actions | Beverly Cosham, Chair |
| • Approval of June 5, 2017 Board Minutes
(As reviewed and approved by the Board Secretary) | |
| • Approval of June 5, 2017 Board Actions
(As reviewed and approved by the Board Secretary) | |
| 8:05 – Chair’s Remarks | Beverly Cosham, Chair |
| 8:08 – Introduction of Visitors | |
| 8:10 – Citizen Input | |
| 8:12 – Committee Reports | |
| • June 12 Long Range Planning Committee Meeting | Michelle Moyer, Committee Chair |
| • June 19 Annual Public Hearing | Michelle Moyer, Committee Chair |
| • July 17 Personnel Committee Meeting | Bill Bouie, Committee Chair |
| • July 24 Finance Committee Meeting | Bill Bouie, Committee Vice Chair |
| • July 24 Special Board Meeting | Michelle Moyer, BOG Vice Chair |
| 8:30 – Approval of Committee Reports | Beverly Cosham, Chair |
| 8:30 – Board Member Input on Activities Attended | |
| 8:40 – Executive Director’s Report | Leila Gordon, Executive Director |
| 8:50 – Old Business | Beverly Cosham, Chair |
| 8:52 – New Business | Beverly Cosham, Chair |
| 8:55 – Adjournment | |

Reminders:

Event	Date	Time
Preference Poll Voting	September 8-29	
Preference Poll Candidate Forum	September 18	6:30 p.m.
Reston Multicultural Festival	September 23	11a.m. – 6:00 p.m.
October Monthly Meeting	October 2	8:00 p.m.



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
JUNE 5, 2017**

Present were:

- Bev Cosham, Chair
- Bill Bouie
- Lisa Sechrest-Ehrhardt
- Gerald Zavala
- Paul Thomas
- Bill Penniman
- Vicky Wingert
- Michelle Moyer

Absent and excused was:

- Bill Keefe

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Cristin Bratt, Public Information Officer

The Chair called the meeting to order at 8:09 p.m.

MOTION #1:

Approval of the June Agenda

Gerald moved that the Agenda be approved. Bill B. seconded the motion. The motion passed unanimously.

MOTION #2:

Approval of the May 1, 2017 Board Minutes

Bill B. moved that the Board approve the May 1, 2017 Board Minutes. Michelle seconded the motion. The motion passed unanimously.

MOTION #3:

Approval of the May 1, 2017 Board Actions

Paul moved that the Board approve the May 1, 2017 Board Actions. Gerald seconded the motion. The motion passed unanimously.

Chair's Remarks

Bev noted that there was another accident on Reston Parkway this evening. She believes that if people would slow down, our Reston roads would be much safer and they would be much happier.

Introduction of Visitors

None.

Citizen Input

None.

Committee Reports

May 8 Building Committee Meeting – Vicky said the committee met to receive an update on the proposed renovations for the Terry L. Smith Aquatics Center. Regarding procurement, the committee wants to stick to the timeline as much as possible; members discussed shortening the procurement process by using sole source justification or a “quick quote” from the County. They also discussed the need to move forward with soil testing. That will take place this week. This is a soil core test around the perimeter of the pool for the condition of the soil and it could indicate if further exploration is warranted. Leila is working with Department of Management and Budget (DMB) on budgeting issues. Vicky noted that the committee also briefly discussed which capital projects could be deferred to accommodate this

June 5, 2017 Board of Governors Monthly Meeting Minutes

project. The timeline for pool closure and renovation depends on architecture and engineering services procurement, soil testing and other unknown factors. The committee indicated a desire to obtain a dedicated construction manager for the project.

May 15 Finance Committee Meeting - Gerald said the Finance Committee looked at the monthly numbers and commentary. They were reminded that summer camp revenue will be reversed and applied to FY18. They also reviewed capital projects and what could be deferred to accommodate the natatorium renovation budget in FY18's budget profile. The committee passed a motion to advise the full Board to ask staff to prepare the materials for the Annual Public Hearing according to the fund assumptions outlined at the May 15 meeting.

Leila noted that she does have some updates before the Board should consider that motion. While she thought we'd be in rough alignment with the budget assumptions from that meeting, she believes the assumptions will change because of shifts in the timeline following staff conversations with the County. She thinks the Board motion at this point in time should be to direct staff to continue working with County agencies to develop materials for the Annual Public Hearing. Leila shared that the County declined our sole source justification because – given the architecture and engineering resources available to the County at this time – it wasn't appropriate to pursue a non-competitive award. That will push our renovation start date out by at least a month and a half, but more likely to a start of January/February 2019 so that patrons will still be able to use outdoor pools for a significant portion of the closure.

Staff has also met with the Department of Public Works and Environmental Services (DPWES) and determined solutions to acquiring dedicated project management prior to the selection of an architect. DPWES suggested that if we want to control the budget and cap the project at \$5.5M, we will need to manage to costs. We would need to shape the scope as we go. Leila said that a project manager would help ensure that and described a situation where RCC would lend DPWES our vacant aquatics evening and weekend manager position; it would be converted to a construction/project manager position. RCC would then receive a guaranteed 50 percent of that project manager's time so that s/he may oversee the pool renovation. This scenario allows us to draw from a larger pool of talent for the position, since DPWES has resources in place to attract high quality construction project managers and RCC does not. This scenario also represents a significant cost savings for RCC. DPWES also suggested RCC could use the Basic Ordering Agreements (BOAs) they have established for three firms for Architectural and Engineering services.

There was discussion on Leila's update. Bill P. asked if stretching construction over another budget session would protect reserves. Leila confirmed that the reserves will be substantially protected and noted that Joe Mondoro (Director of DMB) is very comfortable with this scenario.

Gerald noted that although the Finance Committee had recommended hiring our own consultant, this shared consultant scenario would lower costs while providing us with increased expertise (and significant advantages). Bill P. voiced concerns, saying saving \$100K on a project this size is not worth it if the project will be slowed down because the manager isn't devoting 100 percent of his/her time to it. He will support any staff decision, but urged Leila not to be afraid to be critical and make the decision to let RCC hire their own project manager. Leila said it gives her a lot of comfort to know that we would own half of the individual's time and that the individual also comes from a very sophisticated and successful unit that is experienced in construction management.

Gerald asked if the revised timeline would complicate the roof improvements. Leila's short answer is that "we don't know." The pool has to happen first because the HVAC equipment has to sit on top of the roof. Until that's there, you don't have the footprint to feel confident that the membrane supports the roof profile. She noted that we want to do the roof work while the pool is closed for safety's sake. Leila also noted that if we're able to work against an open-ended services agreement, we then have the potential to bring in a consultant for specialized services. She believes it's a cleaner and easier process because the heavier lifting on the purchasing side of things is done ahead of time.

Bill P. asked if we're presenting exactly what we want (what has been discussed with community) when this goes out to bid for architecture and engineering. Leila said the Request for Qualifications (RFQ) asks for firm qualifications, rate schedule and general scope of project/priorities in terms of deliverables.

June 5, 2017 Board of Governors Monthly Meeting Minutes

Bill B. is against that process. He thinks we should be bidding to specifications and awarding a bid based on specifications. He believes that if we give a "big picture" view, vendors will provide a "big picture" price. Leila noted that we wouldn't be getting a specific bottom line but rather would get a services schedule. He thinks it's smarter to hand over our technical document from Hughes Group Architects (HGA) and have vendors bid to the proposed concept specified. Leila said that the County discouraged being locked into a detailed outcome; vendors would instead consider the plan. Bill B. believes that if we do not bid to spec, then we are obliged to return to the public and tell them that we're not going to deliver what we initially promised. Bill P. agreed with Bill B. and said that we can always say "Here is what we want. Please submit your bid. And if you have any expertise or recommendations on a different path, we'll take that too." It's great if they can improve our plan, but that is our starting point.

Leila said we are not including concept development in the agreement we will establish since we've done that already. She agreed that the priority is the concept we developed, but the same level of priority applies to our budget ceiling of \$5.5M. She also said she wants to be sure that the agreements include a firm that has expertise dealing with aquatics facilities. Bill P. asked if HGA was included in this pool of potential architect/engineering firms. Leila said no and Bill B. noted that depending on who gets the award, they may engage HGA's services. He said they are not precluded from doing that so long as HGA is not part of the BOA awarded.

Gerald asked what impact this information has on the resolution that the Finance Committee brought forward to the full Board. Leila noted that instead of preparing for the June 19 Annual Public Hearing against our original assumptions, the Board should request that staff continue working with DMB and DPWES to determine a financial profile and project timeline.

Michelle asked if the recent announcement of Joe Leary's departure changed anything with our renovation plans. Leila said no; Joe's position will be filled and there will not be a gap in coverage since we still have a 12-18 month profile when the pool is open before renovations.

MOTION #4:

To direct staff to continue working with DPWES and DMB to develop an appropriate financial outline and related Capital Improvement/Capital Maintenance Plan for the June Annual Public Hearing for Programs and Budget

Paul moved to direct staff to continue working with DPWES and DMB to develop an appropriate financial outline and related Capital Improvement/Capital Maintenance Plan for the June Annual Public Hearing for Programs and Budget. Bill B. seconded the motion. The motion passed unanimously.

MOTION #5:

Approval of the Committee Reports

Gerald moved that the Board approve the committee reports. Bill P. seconded the motion. The motion passed unanimously.

Board Member Input on Activities Attended

Bill B. attended the Northern Virginia Fine Arts Festival (NVFAF) and opening reception, as well as many meetings.

Gerald attended BrouHaHa and found it interesting. He thinks this year's PTAS season was fantastic and it gets better every year. He also attended many meetings and the YAT performance.

Michelle attended the NVFAF gala and festival and enjoyed catching up with Brian and Judith Forst (Judy was one of the founders of the NVFAF). The Reston Masters Swim Team Lake Swim went smoothly, much to her relief.

Lisa attended the NVFAF gala and the festival and was really impressed at the level of creativity and the variety of mediums. She really enjoyed getting to know the artists. She also attended the FISH Fling and had meetings for the Reston Historic Trust. She noted that they are planning a cardboard regatta and would love RCC's support in that effort.

Vicky attended the NVFAF. She announced that the Virginia Planning Association is featuring *Another Way of Living* as part of its keynote presentation next month at its annual convention.

June 5, 2017 Board of Governors Monthly Meeting Minutes

Bill P. attended BrouHaHa and the NVFAF, which he thought was even better than the Smithsonian Craft Show.

Paul attended the NVFAF opening and festival, and he went to the final RNAG meeting on transportation. He's happy to answer any questions on the progress of Reston Town Center North development, but noted that it is moving forward. He also noted that he attended an uncle's funeral in Chicago and was touched at the impact this uncle – a doctor – had on his community in Chicago. Paul also chaperoned South Lakes High School's prom and noted that SLHS is seeking volunteers for the All Night Grad Party in late June; he is Safety and Security Chair.

Bev said her granddaughter tried to get to prom but the bus had maintenance issues and the kids on board decided just to go to eat instead of attending the actual prom. Bev was busy with RCC and Reston Community Orchestra (RCO) meetings. RCO held its final concert of the season and it was set up "Boston Pops" style with small tables and chairs for seating. Maestro Dingwall Fleary played an old typewriter in *The Typewriter*. She also attended the 30th anniversary concert for Reston Chorale, the BrouHaHa performance, and an amazing performance of *Madame Butterfly* at the Kennedy Center with RCC's 55+ Trips and Tours. She also attended a birthday party for Menda Ahardt who is 80 and Len Greenburg who is 90. He wrote a song about Reston that the two of them used to sing together at the Reston Festival events; they reprised it at the party.

Executive Director Report

Leila distributed an update on the natatorium renovation to accompany the earlier discussion. In her monthly report, she outlined a situation with the stage floor that will cause a budget overrun of \$45K, due to the added costs of replacing the traps in the stage with a custom solution that will be significantly safer. That added cost will be absorbed using savings from other scheduled capital projects. She also noted that we will not defer the stage floor replacement because the costs would only continue to rise; it will be done this summer. Our pre-exit interview for RCC's audit is scheduled for next week; the audit will likely result in additional procedural memorandums for agency cash administrative areas, but she doesn't anticipate any significant negative findings.

In programs, the aquatics team has reached out to Cornerstones and Southgate to get participation in our free summer learn-to-swim program and to formalize coaching relationships for the Reston Youth Kids Triathlon and Amy's Amigos. They're also talking with Langston Hughes Middle School and South Lakes High School about developing a pre-lifeguard training curriculum that will lead to certification and employment; it will include efforts to reach out to minority youth participants. In L&L, our Outreach and Collaboration Director has had 14 meetings in April and May with multi-family dwellings, public schools, non-profit partners and also the private business sector to promote joint relationships. We are also helping Google with a new initiative; Karen Brutsché will recruit focus group participants to try Google's new digital curriculum. Our summer concert series kicked off last week with at the Wiehle-Reston East Metro Station. She also noted that she and Ling Zhao (a Customer Service Rep who is fluent in Mandarin) went to Hunters Woods Fellowship House to share info on the natatorium renovation. About 50 people attended and their biggest concern was that they could still use fee waivers to pay for passes when the pool reopened.

Old Business

Leila would like to turn the June 12 Building Committee meeting into a Long Range Planning Committee meeting. Bev, Michelle, Gerald and Lisa are available and Bill K. may be able to attend. Leila will review the outline of the Public Hearing materials and circulate it to members who are unable to attend as well. The Board decided to cancel the July and August regular monthly Board meetings. All scheduled committee meetings will continue, but the June 12 Building Meeting will now be a Long Range Planning Committee meeting. Gerald will be absent for the July 24 Finance Committee meeting.

Leila reminded everyone that public input for the past month is included in the binders and in the distributed Board package.

New Business

Reminders about upcoming meetings are included at bottom of today's agenda.

June 5, 2017 Board of Governors Monthly Meeting Minutes

MOTION #6:

To Adjourn the Meeting

Bill B. moved to adjourn the meeting at 9:21 p.m. Bill P. seconded the motion. The motion passed unanimously.



Lisa Sechrest-Ehrhardt,
Board Secretary

____ June 20, 2017 _____
Date

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON JUNE 5, 2017

- 17-0605-1 Bd That the Board approve the Agenda**
- 17-0605-2 Bd That the Board approve the May 1, 2017 Board Minutes**
- 17-0605-3 Bd That the Board approve the May 1, 2017 Board Actions**
- 17-0605-4 Bd That the Board direct staff to continue working with DPWES and DMB to develop an appropriate financial outline and related Capital Improvement/Capital Maintenance Plan for the June Annual Public Hearing for Programs and Budget**
- 17-0605-5 Bd That the Board approve the committee reports**
- 17-0605-6 Bd That the meeting be adjourned.**



Lisa Sechrest-Ehrhardt,
Board Secretary

____ June 20, 2017 _____
Date



**RESTON COMMUNITY CENTER
BOARD OF GOVERNORS
LONG RANGE PLANNING COMMITTEE REPORT
JUNE 12, 2017**

Present were:

- Michelle Moyer, Committee Chair
- Bev Cosham, Board Chair
- Bill Bouie
- Lisa Sechrest-Ehrhardt
- Gerald Zavala

Absent and excused were:

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

Leila welcomed everyone at 6:35 p.m. and noted that she had a very good conversation today with Fairfax County's Department of Public Works and Environmental Services (DPWES) and the Department of Management and Budget (DMB). They provided the names of potential architects who were all interested in working on the renovation of the Terry L. Smith Aquatics Center and who will likely be available to us via DPWES Basic Ordering Agreements. All are familiar with public sector work and Fairfax County specifically. Leila did ask about the potential for a selected firm to subcontract with Hughes Group Architects (HGA). That is not likely a viable strategy since HGA provides the same services as the architectural firms. Leila said the County created a new Total Project Estimate (TPE) based on our ceiling for this project that incorporated some changes that better align the costs with the Rough Order of Magnitude costs outlined by the Hughes study. That material will be given to the three architectural firms with the Hughes Report and the proposed project timeline.

Leila said the County is eager to hire a project manager by early September to work on RCC's objectives hand-in-hand with the selected architect. Leila noted that \$5M or more is the County's threshold for requiring value engineering as a matter of course. Leila asked if we could still ask an architect to take a value-engineering perspective even though our construction budget is below that threshold. DPWES said we can. She explained that in true value engineering, we would be given higher and lower price points at every design decision point. This can be discussed during the interview process.

Leila noted that DMB and DPWES were very interested in ascertaining that the Board is clear on their goals and will not change goals or design elements significantly as the process moves forward. Leila assured them RCC has pursued a very thorough engagement process to create and consider renovation plans. The Board is ready to move on to execution of the plans. Leila noted that she is hoping we aren't unduly affected by severe winter weather in meeting our timeline goals. Regardless of that possible obstacle, she believes that the costs will escalate significantly the longer we delay the project due to the intensifying construction occurring in Reston.

Michelle asked if we received any results from the soil testing, which is her main concern - Leila said we had not as yet; but would obtain the results within the month. Leila reminded everyone that if the results do indicate an issue that would be cost-prohibitive to resolve, it is better to find out now so we can make a decision on whether or not to move forward with different aspects of our concept.

Bev said she thinks the community's trust in Leila is a real asset as we move forward in this process; they appreciate her ability to listen, respond and follow-up and feel included in the process. Leila noted that she thinks that is true of all of the Board members and of our overall engagement process to date.

June 12, 2017 Long Range Planning Committee Meeting Report

Leila noted that we can put a subpage on the website that tracks the project's process.

Leila said the County suggested we set up interviews in mid-July with all three architect firms and select one with whom to work. She believes that two or three Board members should be present at that interview. She thinks Bill K., Bill B. and Vicky would offer excellent expertise to this process. The Board members present agreed. She noted that the current timeline assumes that there will be overlap between the various steps in the process. For example, we can begin permit applications as plans are being drawn up for the design phase.

Bill B. thinks we should inquire as to whether or not one or more of the firms could do a "turnkey" project with design/build which would negate having to take the time to bid out the construction.

From a budget perspective, Leila noted that DMB advises that even though we're not spending the entire budget for the project in FY18, we need to load money into the FY18 profile. If our savings profile holds, and we defer the roof phases to post-aquatics renovation, we may not be dropping below our formula-driven reserves; we would use all of our capital project reserves. Leila noted that she's almost finished with presentation slides for Monday. They will provide information on the current project status and the process involved with moving forward.

Gerald asked if the architectural firms will be available when the Board wants to meet or wants to deliver community progress reports. Leila said when we conduct interviews, we can ask if they will be able to provide materials for community progress reports. Bill B. noted that progress reports should be provided to the Board and that the Board should be the vehicle to communicate that information to the public to avoid added expenses that wouldn't be absolutely required. A list of RCC priorities and issues to discuss in the architect interviews will be forwarded to DPWES to send to the three firms who interview with us.

Bill B. motioned to direct staff to proceed with arrangements for the interviews and to include the information we have in the materials for the Public Hearing on Monday, June 19. Lisa seconded. The motion was approved unanimously.

The meeting concluded at 7:23 p.m.



**RESTON COMMUNITY CENTER
BOARD OF GOVERNORS
ANNUAL PUBLIC HEARING FOR PROGRAMS AND BUDGET
JUNE 19, 2017**

Present were:

- Bev Cosham, Chair
- Gerald Zavala
- Michelle Moyer
- Lisa Sechrest-Ehrhardt
- Vicky Wingert
- Bill Bouie
- Bill Keefe
- Paul Thomas

Absent and excused:

- Bill Penniman

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Thomas Ward, Deputy Director
- BeBe Nguyen
- Cristin Bratt
- Joe Leary
- Brian Gannon
- Barbara Wilmer
- Karen Brutsché
- Eileen Boone
- PD Michnewicz
- Fred Russo
- Scott Sorensen

Bev welcomed everyone at 6:37 p.m. and reminded attendees to sign in and print contact information at the check-in table, where handouts were also available. Handouts included the June 2017 Annual Report, copies of tonight's presentation slides, a calendar of the estimated schedule for the aquatics renovation, and the markup of the 2016-2021 Strategic Plan. She noted that public comment will occur after we have gone through all the slides. Board members introduced themselves and Bev thanked the public for the opportunity to serve them and move RCC towards our vision. She introduced Michelle.

Michelle welcomed everyone and said it's good to see many familiar faces from our engagement process that started in January. She thanked everyone for their time and interest as we review the highlights of 2016 and share our goals moving forward. She introduced Leila.

2016 Highlights

Leila said partnerships are at the heart of RCC's work and are a key approach we use for broadening impact. In 2016, we worked with 40 partners and provided 15 sponsorships. She reviewed community-wide initiatives that include many organizations to advance key Reston ideals and goals:

- RestON: Opportunity Neighborhoods
- Hunters Woods Neighborhood Coalition
- Reston Town Center North
- Community Conversations on Equity

Anna Drissel, Reston Resident, said she was not clear on RCC's relationship to Fairfax County. Leila explained that RCC is funded by a special tax assessment above and beyond what County residents and commercial property owners pay into the General Fund in order to fund the operation of RCC. As a result, Reston residents and businesses participate in an annual Preference Poll to indicate their preference for who should be appointed to the RCC Board of Governors, which gives the community a voice in all RCC program, policy and fiduciary decision making. Leila noted that RCC's website is separate from Fairfax County Government's website. She said everyone can visit www.restoncommunitycenter.com for more information on RCC.

June 19, 2017 Annual Public Hearing Report

Leila said that the Board is following its 2016-2021 Strategic Plan which includes a focus on expanded recreational and cultural opportunities. We're supporting the Fairfax County Park Authority efforts to build a recreation center at Reston Town Center North. We're looking to expand and update our own aquatics facility to better meet the community's needs. The Board is also committed to supporting creation of a larger performing arts venue to fulfill community needs that the CenterStage footprint cannot accommodate.

Leila reviewed administration highlights from the past year including a registration software upgrade, refurbished meeting room space, an improved website and supported programs and services in the community (outside our walls). She noted that several RCC staff and Board members were recognized for their work in the past year.

Fairfax County Outstanding Performance Awards:

- Ali Clements – for her work on the new RCC Rides program
- Greg Minassian – for implementing RCC's reconciliation system
- Bill Parker – for improving Box Office services
- Cristin Bratt – for expanding the reach and impact of RCC's social media platforms

Best of Reston Awards for Community Service

- Leila Gordon (2016 Best of Reston winner)
- Bill Keefe (2017 Best of Reston winner)
- Vicky Wingert (2017 Robert E. Simon Lifetime Achievement Award)

For Facility Rentals, Leila noted that we updated our meeting rooms and that rental demand continues to outstrip available dates/spaces for the most popular rental uses. She reviewed Facility Rentals (slide 8), Leisure & Learning (slide 9), Arts & Events (slide 10-11) and Aquatics (13).

Leila reviewed highlights for Leisure and Learning, which included a Virginia Recreation and Park Society Award recognizing the RCC Rides program. Program highlights include a nearly sold-out screening of the *Screenagers* documentary, Back 2 School Bash, Halloween Family Fun Day, Reston Camp Expo, Diva Central, EGGnormous Egg Hunt, the launch of RestON: Opportunity Neighborhoods, and extended programming beyond our facility walls. She said we will continue to focus on bringing programs and activities out to community locations.

In Arts and Events, Leila said we had a fabulous Professional Touring Artist Series which included sold-out performances from Rhythmic Circus, Kathy Mattea, Roz Chast and Billy Collins. RCC is committed to fostering community dialog, which we did with inspiring performances such as *Beyond Sacred: Voices of Muslim Identity*, and *The Pursuit of Harmony*. In the visual arts, Public Art Reston and the Greater Reston Arts Center were exemplary partners in helping us expand our reach in the community. In summer 2016, we also expanded our summer concerts with two new series: SummerStage (now Summerbration!) at Reston Station and Sundays in the Park with the Shenandoah Conservatory at Reston Town Square Park. Both series will be expanded in summer 2017.

Leila noted that in Aquatics, we're seeing trend lines similar to other program areas; registered activity enrollment declined slightly while drop-in activity increased. Participation was steady over the previous year. We continue to explore how we can better provide for the needs of our existing patrons and those in the community whose aquatics needs are not currently being met by our facility and programs.

Challenges

Challenges include aging facilities and declining registered enrollment due to lifestyle shifts and increasing competition and fragmentation; as the Reston community grows it becomes harder for people to get to RCC facilities or to commit for longer timeframes. We are also constantly working to maintain structural balance in the budget while also balancing appropriate pricing with economic accessibility. Leila also noted that we are now completing year two of a structurally balanced budget, and plan to continue that financial track record.

Looking Ahead

Leila affirmed that RCC will continue to pursue goals outlined in RCC's 2016-2021 Strategic Plan, among our efforts, RCC will be:

- Exploring a new performing arts venue while planning for capital reinvestment in existing facilities
- Moving programming closer to Reston's residents and employees to offset declines in enrollment
- Building community awareness, pride and cohesion through dialog and programs
- Supporting One Fairfax – equity for all our communities
- Continuing RCC Rides transportation program to serve older patrons
- Supporting RestON: Opportunity Neighborhood (cross-community collaboration initiative)
- Continuing cost recovery at appropriate levels and preservation of the broadest possible accessibility to RCC programs and services

Capital Improvement/Maintenance Plan

Leila recapped activity from the past several months related to the renovation of the Terry L. Smith Aquatics Center. She noted the process began when staff and Board realized that we had to spend more than \$1M to replace the current pool shell and existing systems. In January, the Board opted to pursue the opportunity to further improve the aquatics facilities and engaged Hughes Group Architects (HGA) to conceptualize what a greater investment might look like and how we might expand our ability to serve existing and future patrons. HGA principals Wayne Hughes and Lynn Reda attended several public meetings from February to April to listen to feedback and adapt proposed design concepts accordingly; they even visited the pool and Lynn took a class there to fully understand patron concerns, updating their design approaches in response.

Simultaneous to this engagement process, RCC staff also worked with Fairfax County's Department of Public Works and Environmental Services (DPWES) and the Department of Management and Budget (DMB) to determine best paths forward to accomplish this renovation. As a result of these conversations, we have determined that RCC will have access to DPWES's architecture and engineering contracts, as well as to a half-time project manager to oversee our project. Leila also noted that DMB recommended that the entire renovation budget be loaded into the FY18 budget, even though much of the project will be carried over to FY19 and FY20.

Leila shared a three-year timeline for the project, which was further detailed on the calendar timeline handout.

- Review FY17 RCC financials; refinement of FY18/FY19 budgets (July)
- Interview three county contracted A/E firms (July)
- Contract with A/E firm (July – Aug.)
- Assignment of Project Manager (Sept./Oct.)
- Design process – 14 months (Aug. to Oct.)
- Permitting – Begin after 9 months of design; 7 months (June – Dec.)
- Construction Bid – Overlaps with Permitting; 3 months (Oct. – Dec.)
- Construction begins – January 2019; 9 months (Jan. to Oct.)
- Commissioning – two weeks; target re-opening mid to late Oct. 2019

Leila reviewed other Capital Projects, including the following that were completed in FY17:

- Community Room Chandeliers Refurbishment
- HW Roof Replacement – Phase 1
- Genie Lift Replacement
- Dimmer Upgrade
- Phase 1 of LED Lighting in CenterStage (work lights)

Leila also shared that other Capital Projects will continue in FY17-FY19. They include:

- HW and LA Carpet Replacement
- New A/V in Community Room
- Environmental Features (ROM – still investigating)
- Replace CenterStage Floor and Traps
- LED Lighting – CenterStage – House Lights Phase
- RTU – Re-evaluated size/need; allocate \$85K (savings into AQ project)

June 19, 2017 Annual Public Hearing Report

- Hot Water Tank Replacement (roll into AQ considerations)
- Aquatics Renovation Budget (less soil testing that was already contracted)

Leila noted renovations of the dressing room makeup stations, the RCC Hunters Woods patio upgrade and the replacement/redesign of lighting in public areas of both facilities have all been canceled because they were not of pressing importance given the Board's priorities.

She also noted that a number of projects have been deferred and will be rescheduled following the aquatics renovation. Phase 2 and 3 of the roof renovation may occur in conjunction with the aquatics closure; that will be determined by our consultations with the A&E firm. Other postponed projects include:

- Redesign of LA Customer Service Desk
- Replacement of CenterStage Seating
- Replacement of CenterStage Carpeting
- Replacement of CenterStage Projection Screen

Leila reviewed the carryover process for Capital Projects and said we'll complete the FY17 budget process in June and report on it in July, which is also when we'll make adjustments to future projects. She said the timing of all projects and budget activities creates variations between published, revised and actual budgets. She introduced Finance Committee Chair Gerald Zavala to provide a budget overview.

Gerald thanked everyone for coming out on a dreary night and said it's a testament to our community's commitment to this project.

Regarding the budget, he noted that the Board is committed to taking a conservative approach to budgeting so that there are no surprises or increased costs. They are therefore projecting using current tax revenue amounts from the Fairfax County Department of Tax Administration. With respect to programs/services revenue, again, the Board has instructed staff to consider the core programs and services and minimum revenue expectations – a very conservative revenue approach. When considering the Aquatics renovation period, all aquatics revenue has been removed, though we will still carry some personnel costs so we can help serve patrons in the community.

He also noted that the \$5.5M ceiling for the aquatics renovation project is the sum of all costs for architecture/engineering, contingencies, permitting and construction.

The Board has also directed staff to continue to maintain a structurally balanced budget that might return funds to the reserves – which has been the case for the past three years. The Board hopes that revenues will continue to exceed the combined costs of personnel and operating expenditures. Capital projects then are accomplished through the use of the capital projects reserve funds and other excess funds as those accumulate.

Gerald presented RCC's Actual Revenue/Expense History from FY14-FY16 (see slide 21 of the attached presentation). He noted the transition to a structurally balanced budget in FY15, which has resulted in funds being returned to the fund balance. This gives the Board a great deal of confidence as we proceed with the aquatics renovation.

Gerald then presented the FY18/FY19 approach to the budget and explained we have added anticipated revenue of \$261,844. That is the net revenue impact of increased tax revenue from valuation of property that occurred after the FY18 budget was established and approved, as well as decreases in program revenue that we anticipate from switching teen programs from revenue-producing profiles to free or minimal fee profiles in order to increase participation in the Langston Hughes and other offsite offerings. Similarly, we expect greater participation in the RCC Fee Waiver program and that has the effect of reducing revenue from summer camps and other offerings. The net effect is the additional amount shown in the presentation. Walking across the columns, the new revenue was added to the "adopted" FY18 profile and shown in the "Revised" FY18 budget column. In the FY19 revenue figure, we have eliminated program revenue derived from aquatics offerings as the pool will be closed for the bulk of FY19.

In the expenditure categories, the renovation project has moved from a start toward the end of FY18, to construction in FY19. The figures for FY19 reflect that shift.

June 19, 2017 Annual Public Hearing Report

In the capital projects line, our non-aquatics projects amount reflects our current estimate of what dollars for capital projects will be “carried over” because the purchasing for those projects we are doing this summer has already begun. For the Aquatics line, that “Revisions” column number represents the balance needed to fully fund the renovation project (less the amount for the soil study) to bring the line item for the aquatics renovation to the ceiling amount for the whole project into the FY18 budget profile. The amount in the “Adopted” column is what we originally had budgeted in FY18 to accommodate the systems and pool shell replacement efforts we knew we would have to undertake at this time. The total amount for a renovation project instead is in the “Revised” budget allocation; nothing shows in the FY19 profile now. Next year at this time, the FY19 column will reflect the balances we carry over to the aquatics project as it will have unfolded.

In the reserves, Gerald explained how capital project reserves are moved into the aquatics project, reducing available reserves substantially. The reserves policy of the Board of Governors requires funding to the maintenance reserve at 12 percent of revenues, next to the feasibility study reserve at 2 percent of revenues, third to the capital projects reserve up to a ceiling of \$3M and finally, if any excess funds remain, to an economic/programming contingency reserve to cushion negative economic impacts.

Gerald noted that the funding in the maintenance reserve doesn't reach that 12 percent amount for FY18. We have conferred with DMB and they agree that given that the entire project budget is loaded in the FY18 budget profile, it's a sustainable amount for the reserve category. We sought advice from the Office of the County Attorney as to how we should proceed with this budget and this exception to the reserves is something the Board will have to vote to accommodate by a two-thirds majority of the members. This is aligned as well with the two-thirds majority vote required to proceed with such a substantial capital project as the aquatics renovation. The allocation in FY19 meets the 12 percent requirement and leaves some funding to distribute to the capital projects reserve. Gerald said the Board is confident that the established budget ceiling for the aquatics renovation is an amount we can accommodate with sufficient reserves to carry us through the project for other issues – should they arise. The two-thirds majority vote will occur with the budget approval in September once we have the final actual figures resulting from the FY17 closeout process.

Leila thanked Gerald for his review and asked if there were any questions or public comments.

Public Comment

Anne Drissel, Reston resident, asked where the FY17 budget was located. Leila explained that we're still in FY17 so we won't have any numbers to share until the fiscal year ends on June 30, 2017. She briefly reviewed the budget calendar.

Anne Drissel asked where she could find the info on the aquatics project. Leila invited her to visit www.restoncommunitycenter.com and navigate to “About Us” and then to the “Board of Governors” page. She said the Board packages from the last few months contain all of the information regarding the project. Leila also noted that she's happy to email it to her if desired. Leila briefly explained that our existing pool is 25M and our goal is to separate the bodies of water to have more control over temperature. With the renovation, the 25M pool will become a 25Y pool which is preferable to those who use this as a swim team practice pool (South Lakes High School, Reston Masters Swim Team, Reston Swim Team Association and those who swim independently of those organizations). We then hope to use the extra seven feet of space to create a zero-depth entry with a learning space and play features. The newly-created second body of water will then be designed to accommodate deep water aerobics and shallow water lessons. That space will be roughly double the size of the current deep end and will have a warmer set-point for the water temperature. Leila noted that it may be as little as only 2 degrees that will separate the two pool temperatures. As inconsequential as it sounds, it is a phenomenal consequence for people in the water. Leila also noted that we don't have an infinite amount of money. We will consider ADA and architecture requirements along with our financial restraints to realize the best possible outcomes.

Patricia Kaiser, Reston resident, noted that two degrees are not going to make the pool therapeutic. She asked if that has already been decided. Leila noted that it will not be a pool in which medical therapy is provided but rather where doctors might recommend you do some exercises after surgery or to help improve a medical condition. Leila noted that the Board envisions babies and older people in that warmer water pool.

Anne Drissel asked how projected use and activities related to Reston's projected growth. Leila said we only project in three-year increments. It is hard to know when the timing of those higher density buildings being complete will occur but we are aggressively reaching out to developers and multi-family dwelling managers so we can bring programming to those locations in order to reduce new burdens on our facilities, introduce newcomers to RCC and deliver programs in the community in a way that will not produce a negative impact on our capacity to deliver these services. Anne asked how RCC and Reston Association are coordinating those conversations. Leila said we don't coordinate specific conversations, but that generally our programming is not duplicative if the demand levels don't suggest that will be successful. Where there is duplication, it is because there is a high demand in the community that both organizations can help meet, such as for summer camps. Anne asked: what kind of data RCC can access through the County to project various demographic outcomes (population ages, etc.) Leila said we have access to the same demographic data (and other data) as anyone would have to Fairfax County resources which is very robust. She noted that we work closely with DMB to analyze our budget structure and resources. She is confident that we're planning within tolerant parameters of our resources and good information about our future demand levels.

Susan Meeks-Versteeg of Reston Chorale asked if the pool overlook area will be renovated. Leila said no.

Lynn McPherson, Reston Resident, said that Leila earlier stated that RCC was funded by taxes in Small District 5. She asked if Fairfax County also contributes. Leila said RCC does not receive any contributions from the County's General Fund, though we do take advantage of departmental relationships to tap into their expertise and save money on projects such as the aquatics renovation. Lynn asked what the Fairfax County general fund taxes go toward. Leila said they are used to fund schools, public safety, human services, parks and other general public services and infrastructure.

Patricia Kaiser said she started her adaptive aquatics training at RCC and went on to be a recreational therapist at the Northern Virginia Training Center when it was still open. She noted that they had a therapeutic pool that was about 90 degrees; it was a pool for everyone who really needed warm water. She has long wanted to see improvements to aquatics facilities in Reston but has not felt empowered that she was the right person to speak about it. She's unfamiliar with the efforts for a recreation center at Reston Town Center North. Leila explained that the Fairfax County Park Authority will be building an indoor recreation facility at that location. Patricia was very excited at this news and noted that she used to work at Oak Marr Recreation Center. Patricia thanked the RCC staff and Board and said that although she disagrees with some ceramics rules, she loves RCC and really appreciates the classes and programs RCC provides.

Jim Elder, Reston Resident, joked that in 1964, he had a summer job at a pool at a Howard Johnson motor lodge, which makes him highly qualified to participate in the aquatics renovation conversation. He is a 38-year Reston resident and supports any efforts to enhance Reston's recreational opportunities for all ages. He appreciates that RCC is taking a prudent approach to the aquatics renovation project but is concerned about only receiving half-time support from DPWES. He believes we should secure a full-time position to support the project. He is looking forward to and strongly supports this renovation.

K. Ward, Reston Resident, commended RCC staff of RCC on doing a wonderful job of providing so many programs to the community. She has attended a lot of 55+ programs here and has local friends that are envious of these great opportunities. Leila recognized all staff present.

K. Ward said there is a demand and a desire for more aquatics in the community so anything that RCC builds will be welcome in the community. She also noted that two new senior centers are being built in Reston and she thinks the demand for a therapy and lesson pool will only increase moving forward. She noted that she attended several Planning & Zoning meetings and one was on the development at Reston Town Center North. She doesn't think people are going to want to drive across the Toll Road to get to the opposite side of Reston. She also hopes that we will redeploy our aquatics staff to work with Reston Association during the renovation. Leila noted that we have already reached out to them and other partners and will continue working together to the extent feasible as we advance this project. K. Ward also noted that even though she attended several meetings, she does not have a definitive answer on a new performing arts center in Reston and she thinks it is desperately needed.

Anne Drissel asked who owns the land at Reston Town Center North. Leila said it is roughly equally owned by Fairfax County and INOVA. A swap will occur so that the way the property is organized is easier to develop. It will be developed in phases; the first phase parcels (Blocks 7 and 8) are owned by the county and include the homeless shelter and the library. The County hopes that the Request for Proposal will go out to the six qualified developers this summer. Those developers will be invited to present concepts and visions. The public will be included in this engagement process before the County makes a decision on which developer's vision they will move forward with. She noted that Phase 1 is not expected to be delivered for several years.

Susan Meeks-Versteeg thanked the Board for keeping the performing arts venue a high priority. Reston Chorale is just concluding their 50th season and as she looked at press clippings and other materials from the past 50 years, there seems to have been a repeated drumbeat that we need a larger performing arts center, but no real progress toward it; the carrot just keep moving further away. Seeing it included as a high priority on the 2016-2021 Strategic Plan gives her a lot of hope that it will really happen.

K. Ward noted that she emailed Supervisor Hudgins and others inquiring about the progress of the performing arts center. She hasn't received a detailed response other than being thanked for sending her email. She said Boston Properties originally said they would fund a performing arts center but now seem to have changed their mind. Leila noted that some years ago, a representative from Boston Properties said the company might contribute a performing arts venue as part of Boston Properties proffer obligations. Since that time, a lot of other development has happened and more interest has been shown, but the price tag and construction requirements for a theatre are very substantial. Such a project takes up several stories and could cost \$35-\$60M dollars, depending on the scope of it. Leila hopes that an interested developer will be able to commit to this project and noted that they would get a tremendous amount of credit if they did.

K. Ward agreed. She noted that she attended the March 31st meeting where it was mentioned that 6 acres of green space would be included in a "park" at Reston Town Center North and that it could include a performing arts amphitheatre.

Leila noted that we're only at the beginning of the Reston Town Center North development process and we will be very interested in seeing how it contributes to Reston as a whole. She noted that the RCC Board is profoundly committed to being a vehicle to knit this community together and advance founding values and principles which make Reston so special. RCC wants to create a feeling of belonging with all residents – including new Restonians. She noted that a large reason for expanding our summer concerts to Reston Station and Reston Town Center is to reach those new residents. We want people to know there are institutions in the community that serve the community and bring people together.

Anne Drissel noted that many people are very mad at Boston Properties and no longer go to Reston Town Center and don't consider it a "town center." She asked why we can't get a performing arts venue at the new Park Authority facility. Leila noted that Boston Properties doesn't own any piece of land at the Reston Town Center North location. Leila also noted that she understands the public's frustration with parking at Reston Town Center; her family owns a business there so she understands it personally. But she believes that RTC is the most beautiful area of its kind in Northern Virginia. It's a superlative first class experience and costs a lot of money to maintain. That support comes from condo fees and retail fees, but that isn't going to sustain that environment forever. Now that Boston Properties has relaxed the parking situation, she urged the public not to punish themselves, the community or nonprofit organizations. She said every local nonprofit uses that "downtown" environment in RTC to underwrite their activities and programs. Boston Properties doesn't charge for the use, security, landscaping, trash cleanup or maintenance for those events. She understands that the parking effort was not a well-devised plan or successfully rolled out, but also noted that Boston Properties is trying to ameliorate those mistakes. She urged everyone not to punish nonprofits and the community by staying away from Reston's downtown.

K. Ward said she will not be returning to Reston Town Center and is eager for Reston Town Center North to open and create a "new town center" that is more representative of Reston than the Boston Properties development.

June 19, 2017 Annual Public Hearing Report

Leila thanked everyone for their public comments and reminded everyone that further input may be sent to RCCContact@fairfaxcounty.gov.

Board of Governors Motion

Following public comment, Gerald motioned that the Board direct staff to proceed with the presented FY18 and FY19 budget outlines to continue work on the final submission which they will review and approve in September. Paul seconded the motion. The Board approved it unanimously.

The meeting adjourned at 8:10 p.m.

*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.

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.

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 3rd through 6th graders. September through December: 269 visits).
- Sponsored purchase of a garden tiller for Dogwood Elementary outdoor education program.
- Sponsored a Green House 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 Tri; 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 Avenue.

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

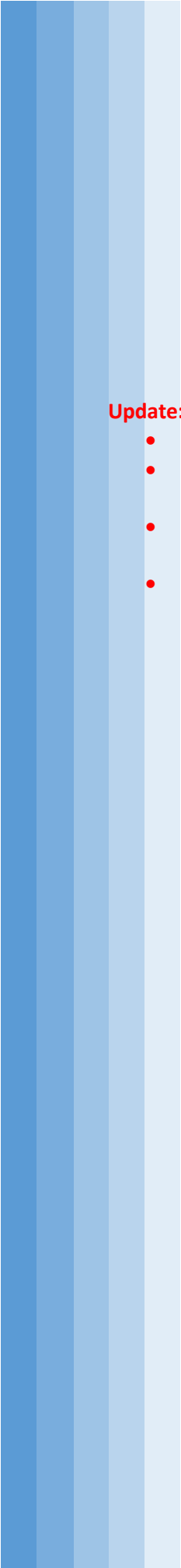
- Continuing to evaluate and refine existing print publications.
- Expanded social media outreach; continue efforts to use social media to launch communication products (2016: two monthly e-newsletters).
- Evaluating CMS for current website; possible transition to WordPress.
- Expansion of social media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

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:

- 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.



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:

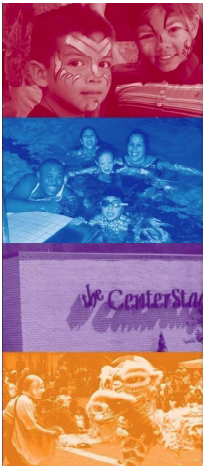
- a. RCC is NRPA accredited.
- b. Online transactions comprise a significant level of enrollment and other purchasing.
- c. A Ten Year Capital Project/Maintenance Planning Framework is established that includes funding strategies.

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!



Enriching Lives. Building Community.



Reston Community Center

**Annual Public Hearing for
Programs and Budget**
June 19, 2017
FY18/FY19 Budgets

Our Vision

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

6/19/2017

2

Agenda – June 19 Annual Public Hearing for Programs and Budget

- Welcome
- Highlights of 2016
- Challenges
- Looking Ahead
- Capital Improvement/Maintenance Plan:
Aquatics Renovation; Three-year time horizon
- Budget Information
- Public Input
- Board of Governors Motion
Direction to staff for budget development

Highlights

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

- 40 Partnerships
- 15 Sponsorships
- Community-wide initiatives: RestON: Opportunity Neighborhoods in Reston; Hunters Woods Neighborhood Coalition; Reston Town Center North; Community Conversations on Equity

6/19/2017

3

6/19/2017

4

Highlights (cont'd.)

Capital Facility Planning

- The Terry L. Smith Aquatics Center will require a major capital project – we considered the potential for renovation that would greatly enhance our pool venue
- Reston Town Center North planning continues; we will look to how it may realize more indoor recreation amenities and the possibility of a new performing arts venue

6/19/2017

5

Highlights (cont'd.)

Administration Efforts

- Registration software upgrade
- Refreshed our meeting room space in RCC HW
- Continued to improve our website architecture
- Supported programs and services expansion that comes from community-wide engagement

6/19/2017

6

Highlights (cont'd.)

Awards and Accolades

In 2016

- Outstanding Performance Awards to:
Ali Clements, Greg Minassian, Bill Parker and Cristin Bratt
- 2016 Best of Reston Award: Leila Gordon

Recent

- 2017 Best of Reston Award: Bill Keefe
- 2017 Robert E. Simon Award: Vicky Wingert

6/19/2017

7

Highlights (cont'd.)

Facility Rentals

- Enhanced meeting rooms
- Beautiful new lighting features in the Community Room
- Continuing demand that outstrips available dates/spaces for the most popular types of rental uses
- 76,761 people used 7,536 hours of rental time

6/19/2017

8

Highlights (cont'd.)

Programs – Leisure & Learning

- RCC Rides received a “Best New Program” VRPS award; a tremendously well-received service – and continues to need drivers!
- Youth events continue to be very popular: *Screenagers* (film attracting more than 265 people); Back 2 School Bash; Halloween Family Fun Day; Reston Camp Expo; Diva Central; Egg-normous Egg Hunt – thousands of children/families enjoy these signature experiences
- Launch of RestON – Opportunity Neighborhoods in Reston
- Extending programming beyond our facilities – serving young people at Langston Hughes, South Lakes, Reston elementary schools; taking programs to people where they live and work

6/19/2017

9

Highlights (cont'd.)

Programs – Arts & Events

- Rhythmic Circus, Kathy Mattea, Roz Chast, Billy Collins – sold out performances
- Community dialog fostered with *Beyond Sacred: Voices of Muslim Identity* and *The Pursuit of Harmony*
- CenterStage Cinema: past film favorites, documentaries, ReelAbilities and Washington West Film Festival screenings
- Local award-winning arts programming

6/19/2017

10

Highlights (cont'd.)

Programs – Arts & Events

- Partnered programming with Greater Reston Arts Center (GRACE)
- Public Art Reston engagement opportunities
- New concert series at Reston-Wiehle Station and Reston Town Square Park; will expand in summer 2017
- Art instruction programming for all ages at RCC Lake Anne

6/19/2017

11

Highlights (cont'd.)

Programs – Aquatics

- Enrolled patrons in Aquatics instructional programs decreased slightly while drop-in participation increased
- Total participation: 61,914 (about the same as in 2015)
- Exploring how to position our aquatics venue for meeting not just today's needs but those of the future

6/19/2017

12

Challenges

- Aging facilities; RCC HW nearing 40 years old – RCC LA building 52 years old
- Registered programs: enrollment issues due to lifestyle shifts and increasing competition and fragmentation
- Maintaining structural balance in the budget; balancing appropriate pricing with economic accessibility; absorbing the cost of the aquatics renovation while preserving our core programs and services

6/19/2017

13

Looking Ahead

New RCC Strategic Plan for 2016-2021:

- RCC's Board of Governors will continue to explore a new performing arts venue while planning for capital reinvestment in existing facilities
- Moving programming closer to Reston's residents and employees to offset declines in enrollments in traditional enrichment classes and workshops
- Building community awareness, pride and cohesion through dialog and programs; support One Fairfax – equity for all our communities
- RCC Rides transportation program to serve older patrons
- RestON: Opportunity Neighborhood cross-community collaboration initiative
- Continued cost recovery at appropriate levels and preservation of the broadest possible accessibility to RCC programs and services

6/19/2017

14

Capital Projects FY18/FY19/FY20

Planning for Aquatics Renovation: Actions to Date

- Engagement with our community: February through April
- Discussions with Fairfax County Departments of Public Works and Environmental Services (DPWES), Management and Budget (DMB), and Procurement and Materials Management (DPMM):
 - April through June*
 - DPWES to provide architecture/engineering contract access
 - DPWES to hire project manager – half-time support to RCC Aquatics Project; will shepherd the project in conjunction with RCC
 - DMB recommends allocation of entire project budget to FY18 budget profile; \$5.5M to be accomplished via Carryover
- Annual Public Hearing – Review of FY18/FY19 Budget Profile (June)

6/19/2017

15

Capital Projects FY18/FY19/FY20

Planning for Aquatics Renovation: Future Milestones

- Review FY17 RCC financials; refinement of FY18/FY19 budgets (July)
- Interview three county contracted A/E firms (July)
- Contract with A/E firm (July – Aug.)
- Assignment of Project Manager (Sept./Oct.)
- Design process – 14 months (Aug. to Oct.)
- Permitting – Begin after 9 months of design; 7 months (June – Dec.)
- Construction Bid – Overlaps with Permitting; 3 months (Oct. – Dec.)
- Construction begins – January 2019; 9 months (Jan. to Oct.)
- Commissioning – two weeks; target re-opening mid to late Oct. 2019

See the graphic handout of how these stack on a calendar timeline.

6/19/2017

16

Capital Projects FY17/FY18/FY19

Adjustments to RCC Capital Project Calendaring

Completed Projects

- Community Room Chandeliers Refurbishment
- HW Roof Replacement – Phase 1
- Genie Lift Replacement
- Dimmer Upgrade
- Phase 1 of LED Lighting in CenterStage (Work Lights)

Summer 2017 – FY18/FY19

- HW and LA Carpet Replacement
- New A/V in Community Room
- Environmental Features (ROM – still investigating)
- Replace CenterStage Floor and Traps
- LED Lighting – CenterStage – House Lights Phase
- RTU – Re-evaluated size/need; allocate \$85K (savings into AQ project)
- Hot Water Tank Replacement (roll into AQ considerations)
- Aquatics Renovation Budget (less soil testing)

6/19/2017

17

Capital Projects FY18/FY19/FY20

Adjustments to RCC Capital Project Calendaring (cont'd.)

Canceled Projects

- Dressing Room Makeup Stations
- Patio Upgrade
- Replacement/redesign of lighting in public areas of both facilities

Deferred to Post Aquatics Renovation Cycle

- Phase 2 and 3 of Roof Replacement – may be planned in conjunction with the Aquatics Renovation; remains to be decided with A/E firm
- Redesign of LA Customer Service Desk
- Replacement of CenterStage Seating
- Replacement of CenterStage Carpeting
- Replacement of CenterStage Projection Screen

6/19/2017

18

Carryover – Capital Projects

- RCC is required to review Capital Project planning for three consecutive fiscal years (Capital Improvement Plan/Capital Maintenance Plan)
- Capital projects are scoped in terms of Rough Order of Magnitude costs and established in the CIP/CMP when the earliest possible requirement may occur
- Calendaring projects during maintenance periods
- Projects not completed are “carried over” at budgeted amounts to the next fiscal year (June) and/or adjusted through carryover
- Conducting Architectural/Engineering and/or other studies prior to final budget estimates established; may require third quarter or year-end (carryover) adjustments to future budgets
- Timing of budget activities – creates variations between published, revised and actual budgets

6/19/2017

19

Budget Overview

- RCC Assumptions/Budget Premises:
- Projecting flat revenue (including lost revenue during renovation)
- Maintaining current programs and services
 - Continue outreach and collaboration
 - Explore how to redeploy Aquatics personnel in the community
- Accommodate the Aquatics renovation in capital project planning and execution
- Continue managing a structurally balanced budget that may return funds to the fund balance (three years running)

6/19/2017

20

RCC Actual Revenue/Expense History

	FY2014	FY2015	FY2016
Opening Fund Balance	\$ 5,742,205	\$ 5,387,978	\$ 5,938,135
Revenue			
Revenue	\$ 7,423,020	\$ 8,053,608	\$ 8,101,819
Expenditures			
Personnel	\$ 4,912,558	\$ 4,859,850	\$ 5,001,603
Operating	\$ 2,657,368	\$ 2,623,458	\$ 2,436,117
Sub-Total Expenditures	\$ 7,569,926	\$ 7,483,308	\$ 7,437,720
Sub-Total Rev. less Non-Cap Exp.	\$ (146,906)	\$ 570,300	\$ 664,099
Capital Projects	\$ 207,321	\$ 20,143	\$ 198,525
Total Expenditures	\$ 7,777,247	\$ 7,503,451	\$ 7,636,245
Revenue less Expenditures	\$ (354,227)	\$ 550,157	\$ 465,574
Ending Fund Balance	\$ 5,387,978	\$ 5,938,135	\$ 6,403,709
Reserves			
Capital Project Reserve	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000
Maintenance Reserve (12% of # Est. Revenue)	\$ 890,762	\$ 966,433	\$ 972,218
Feasibility Study (2% of # Est. Revenue)	\$ 148,460	\$ 161,072	\$ 162,036
Economic and Program Contingency	\$ 1,348,755	\$ 1,810,630	\$ 2,269,454

FY18/FY19 Approach

	FY18 Revisions	F18 Adopted	FY2018 Revised	FY2019 Proposed
Revenue				
Revenue	261,844	8,476,319	8,738,163	8,572,447
Expenditures				
Personnel		5,536,788	5,536,788	5,289,366
Operating		2,797,570	2,797,570	2,766,577
Sub-Total Non-Capital Exp		8,334,358	8,334,358	8,055,943
Revenue less Expenditures		141,961	403,805	516,504
Capital Projects				
Non-Aquatics	191,922	404,000	595,922	0
Aquatics	3,987,595	1,500,000	5,487,595	0
Total Capital Projects	4,179,517	1,904,000	6,083,517	0
Reserves				
Capital Project Reserve		2,226,085		195,180
Maintenance Reserve (12% of # Est. Revenue)		1,017,158	878,819	1,028,694
Feasibility Study (2% of # Est. Revenue)		169,526		171,449
Economic and Program Contingency				

6/19/2017

21

6/19/2017

22

FY18/19 Budget Calendar

- Public input – June 19, 2017
- BOG guidance on FY19 Budget – June 19, 2017
- Finance Committee Year-End Review of FY17 Results; final outline of FY18/FY19 Budgets – July 24, 2017
- Full BOG Approval of FY19 Submission – September 2017

Public Comment

- Individuals may speak for 3 minutes.
- Those speaking on behalf of an organization may speak for 5 minutes.
- Please provide written statements for our official records if you have one.

6/19/2017

23

6/19/2017

24



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

Reston Community Center Board of Governors

Interviews of Architectural and Engineering Firms Selected by
Fairfax County Department of Public Works and Environmental Services
Terry L. Smith Aquatics Center Renovation Project
Monday, July 17, 2017
12:00 p.m. to 4:00 p.m.

Board of Governors members attending for Reston Community Center (RCC):

Bill Bouie
Bill Keefe

Michelle Moyer
Bill Penniman

Staff attending for RCC:

Leila Gordon, Executive Director
Thomas Ward, Deputy Director
Renata Wojcicki, Finance Director

Joe Leary, Aquatics Director
Barbara Wilmer, Executive Assistant

Staff attending for Department of Public Works and Environmental Services (DPWES):

Ipek Aktuglu, P.E. Section Manager

Firms attending:

RRMM/Lukmire Architects
Samaha
Grimm + Parker

(List of attending firm representatives follows notes.)

The process for this meeting included advisory scoring by the attendees. Both voting and non-voting sheets were provided; Board members and the RCC Executive Director to provide voting tabulations, other staff to offer input on "non-voting" sheets. The score sheets were created from the criteria supplied to the interviewing firms from RCC. Each A&E team will present their qualifications for 45 minutes and then have 15 minutes for questions from RCC Board members. Attendees' notes and score sheets will be retained; the composite scores for each firm will be used in the final full Board of Governors deliberations to make their selection.

Attendees were requested not to make notes on the firm materials or the scoring sheets themselves. There will be a time period for discussion after each team's presentation. Ipek will tabulate the results from this small group's scores and provide them to Leila. Assuming there will be a strong consensus agreement on the right choice, the Board members present will be able to recommend an architecture and engineering firm to accomplish the renovation of the Terry L. Smith Aquatics Center for the full Board's consideration on July 24 in a special meeting at 7:30 p.m. to make that selection. A two-thirds majority (six of nine members) is desired for the Board to approve the choice consistent with the required two-thirds vote required for this type of major capital project as described in the Board's Memorandum of Understanding.

Reston Community Center

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Reston, Virginia 20191

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www.restoncommunitycenter.com



RRMM/Lukmire was the first firm to present qualifications.

The proposal used the Hughes Group Architects feasibility and concept study as a point of departure. Their presentation materials are attached.

Bill K. asked about their assessment of the subsurface issues. The representatives stated that since Northern Virginia has multiple soil types, their conclusions and actions would depend on further geotechnical investigation and site attributes analysis. Michelle asked about the word “demolish” used in their presentation and their view was that they would need to remove the entire current shell given the repair history related to soil and structure issues. Bill B. asked how much time – if a new feasibility study were to be done – that additional study would add to the timeline; the answer was two-three months. Bill P. asked the firm to clarify their opinion that the timeline seems a little long. Their analysis was that the preparation of the plans and documentation would not take as long as estimated, but that the completion of the project could be accomplished within the provided time period for the other activities. Michelle asked about their experience with coming in on time. The response was that their practice is to implement intense initial planning, including considering issues that could present setbacks, so that the project as a whole is completed on time. They also indicated that they are experienced with school projects which have to be completed at the end of August before the schools start. Leila asked about code issues they think may apply to or impede the project assumptions; in reply they stated that the firm has not performed any code analysis at this point. They will sit down with permit reviewers at the beginning so there are no surprises after the review is completed.

Samaha was the second team to present qualifications. The proposal emphasizes the firm’s focus on collaboration and adjusting to new priorities as the value engineering and cost estimating changes over time. Their presentation materials are attached.

Michelle asked about the firm’s community engagement experience. The answer was that the firm is committed to responding to community concerns and engaging all stakeholders so all feel ownership of the design from the outset. Michelle also asked about their experience with adhering to schedules and their sense of our timetable. The response was that they are used to hard deadlines (such as for new or renovated school openings) and that the RCC timeline is not too aggressive. Bill K. asked about their experience with LEED design. The reply was that the firm is always on the lookout for environmental opportunities but that LEED design is not applicable for this project. The opportunities they see are for energy conservation and improved air and acoustic quality. Bill P. asked if our cost estimate seemed realistic and the representatives said they are reasonably confident it can take care of all the requirements and may request that contractor bids estimate alternate additions as an approach in the bidding to attain outcomes that may not seem to fit the budget initially. Bill P. asked if they had any ideas outside of the scope of the Hughes Group feasibility study and the answer was they thought the pool area could use more natural daylight over more space and that the acoustic requirements could go up a notch.

G+P Grimm and Parker was the final company presenting qualifications. The proposal emphasized the firm’s extensive public/community building experience. Their presentation materials are attached.

Bill K. asked about their experience working with communities at the outset of project exploration. The representative responded that they consider themselves experts in community engagement and in facilitating stakeholder groups. Bill B. asked if they were comfortable with the budget. The reply described concerns regarding the unknowns and suggested that RCC will likely need to choose priorities but that they concentrate on providing engineering and design judgments early to eliminate late-stage surprises. Bill P. asked whether or not the firm thought the timetable was viable. They responded that given no snags with County follow-up in terms of permitting, it is viable; mentioning that unknown factors could have impacts. Michelle inquired as to their track record with meeting cost and time milestones to which they replied that their work has consistently been on time and on budget. Leila asked what appealed to them about the project and the principal said his experts are excited about the challenges the project entails – structurally and from the perspective of the renovation issues – as well

as the unique attributes of the RCC and its mission. Bill P. asked about how big the construction opening in the back wall would have to be; the answer was maybe eight feet by eight feet; it would need to be big enough to get equipment/materials in and debris out.

Following the presentations, Board members and staff discussed the materials/information and RCC goals for the project. The unanimous view of the Board members was that the presentation and experience represented by RRMM/Lukmire offered the best combination of skills and track record for our project. Score sheets were provided to Ipek for compilation. Board and staff present agreed that the firms all gave strong rationales for their selection but were in agreement that RRMM/Lukmire was the best of these compelling options.

The Board members who attended the interviews and Leila will present the recommendation to select RRMM/Lukmire to the Board of Governors in a special meeting on July 24, 2017 at 7:30 p.m.; Leila will then convey that decision to our colleagues at DPWES. DPWES will begin refinement of the RCC project's scope to inform their negotiations on our behalf with the selected firm. Our current timeline anticipates the selection and negotiation process will conclude in July or early August at the latest.

Firm representatives attending:

RRMM Lukmire Architects

Gregory Lukmire, Principal

David Hallett

Jeff Nodorft (Counselman – Hunsaker)

Kent Hoffman (Century Engineering)

Samaha

Tom Lee, Principal

Candace Litchford

Randy Beard

Amy McCarty

Donald Daigle (Downey & Scott)

Jeff Nodorft (Counselman – Hunsaker)

M. James Leeuwrik (Ehlert Bryan)

Boyd Headley (Ascent Engineering Group)

G+P Grimm and Parker

Anthony Lucarelli, Partner

Agnes Panganiban

Richard Morrison

John Hancock (Lynch Mykins)

Jeff Nodorft (Counselman – Hunsaker)

Sam Bohsali (Vanderweil Engineers)

Reston Community Center

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**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS PERSONNEL COMMITTEE REPORT
JULY 17, 2017**

Present were:

- Bill Bouie, committee chair
- Bill Penniman, committee vice chair
- Paul Thomas

Other members attending:

- Bev Cosham
- Michelle Moyer

Absent and excused were:

- Vicky Wingert, Lisa Sechrest-Ehrhardt

Issues exempt from VFOIA as relate to the coming retirement of the Deputy Director and Aquatics Director are under consideration.

The Chair called the meeting to order at 6:31p.m.

MOTION #1:

To Enter Into Closed Session to Discuss a Personnel Matter

Bill P. moved to enter into closed session pursuant to the Virginia Freedom of Information Act, Chapter 2.2-3705, Section 1, to discuss personnel matters. Paul seconded the motion. The motion passed unanimously.

The Board entered into closed session.

MOTION #2:

To Reconvene in Open Session

Paul moved to reconvene in open session. Bill P. seconded the motion. The motion passed unanimously.

All Board members certified that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under the aforementioned chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

The Board reconvened in open session. There was no further business discussed.

Bill B. adjourned the meeting at 7:18 p.m.



**Summary of Minutes
Reston Community Center
Board of Governors Special Meeting:
Selection of Architectural and Engineering Firm for Terry L. Smith Aquatics Center Renovation
July 24, 2017**

Present were:

- Bev Cosham, Chair
- Bill Bouie
- Bill Keefe
- Bill Penniman
- Michelle Moyer

Present via conference call was:

- Paul Thomas (non-voting)

Absent and excused were:

- Lisa Sechrest-Ehrhardt
- Vicky Wingert
- Gerald Zavala

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Barbara Wilmer, Executive Assistant

The Chair called the meeting to order at 7:00 p.m.

MOTION #1:

Approval of the July Special Meeting Agenda

Bill B. moved that the Agenda be approved. Bill K. seconded the motion. The motion passed unanimously.

Leila stated that the process with the Department of Public Works and Environmental Services went smoothly, as did the presentations on July 17. The materials were sent to the Board electronically and the notes were printed for this evening. All three firms' presentations went well. The smaller Board member group attending the interviews included Bill Bouie, Bill Penniman, Michelle Moyer and Bill Keefe. All members were unanimous on the best of the three; the scoring tabulation (including Leila Gordon and Ipek Aktuglu, P. E. Section manager from DPWES) concurred.

Leila distributed draft language for a motion. Michelle asked if Paul had questions. Paul thought the materials looked good. Bev had no questions and remarked that the materials were thorough. Michelle said that while she wondered if the scoring math would actually reflect the preferences discussed, the final ranking put the top choice in the right place. If something goes awry with our first choice, there are no anticipated objections to placing the project in the hands of the second choice if that proves to be needed; all three firms acquitted themselves well and seem eminently qualified. Leila understands that by their participation in the interview process, each firm was eager to accept the project assignment from DPWES and that would align with our scope as well as with the terms of their Basic Ordering Agreement with DPWES. Bill K. mentioned that because these are relatively large firms, experience has taught him that a selected firm may jump to another project if a substantially larger project is assigned, so it is great that we have three viable firms from which to choose.

MOTION #2:

Acceptance of the recommendation for selection of an Architectural and Engineering firm for the Terry L. Smith Aquatics Center Renovation Project.

Bill P. moved to request that the Fairfax County Department of Public Works and Environmental Services (DPWES) facilitate tasking the architectural and engineering firm of RRMM/Lukmire with the renovation project for the Terry L. Smith Aquatics Center at Reston Community Center Hunters Woods via the Basic Ordering Agreement between the firm and the County. Further, the Board requests that DPWES work in concert with RCC, through the executive director, to define the scope of work for RRMM/Lukmire to provide the most cost-effective pricing for these services and to encompass the entirety of concerns identified by RCC in the interview criteria provided for the architect/engineering firms considered for this project. Bill B. seconded the motion. The motion passed unanimously with Bev Cosham voting.

MOTION #3:

To Adjourn the Meeting

Bill B. moved to adjourn the meeting at 7:40 p.m. Bill K. seconded the motion. The motion passed unanimously.



Michelle Moyer, Vice Chair for Lisa Sechrest-
Ehrhardt, Secretary
July 25, 2017

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON JULY 24, 2017

- 17-0724-1 **Bd** **That the Board approve the Agenda.**
- 17-0724-2 **Bd** **That the Board request that the Fairfax County Department of Public Works and Environmental Services (DPWES) facilitate tasking the architectural and engineering firm of RRMM/Lukmire with the renovation project for the Terry L. Smith Aquatics Center at Reston Community Center Hunters Woods via the Basic Ordering Agreement between the firm and the County. Further, the Board requests that DPWES work in concert with RCC, through the executive director, to define the scope of work for RRMM/Lukmire to provide the most cost-effective pricing for these services and to encompass the entirety of concerns identified by RCC in the interview criteria provided for the architect/engineering firms considered for this project.**
- 17-1742-3 **Bd** **That the meeting be adjourned.**



Michelle Moyer, Vice Chair for Lisa Sechrest-Ehrhardt, Secretary
July 25, 2017



**Summary of Minutes
Reston Community Center
Finance Committee Meeting:
July 24, 2017**

Present were:

- Bill Bouie, Committee Vice Chair
- Michelle Moyer
- Bev Cosham
- Bill Keefe

Present via conference call was:

- Paul Thomas (non-voting)

Absent and excused was:

- Gerald Zavala

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Renata Wojcicki, Finance Director
- Barbara Wilmer, Executive Assistant

The Chair called the meeting to order at 6:36 p.m.

Leila explained that the purpose of the meeting tonight is to review RCC's end-of-year results. The financial sheets and notes have been distributed.

Revenue

The revenue sheet reflects an increase in the taxes, interest, facility rental and vending categories. The CenterStage PTAS had a good season once again this year. There were also significant increases in theatre rentals, partly due to one-off rentals and the higher fees put into effect for the year in September 2016. The service pass-through revenue for online ticket sales was not projected since we have a minimal track record upon which to base estimates, as well as the equipment sale amount. Both categories resulted in some revenues.

Aquatics, even if the fee waiver amount is counted, is underperforming patron utilization targets. We will have to reconsider programming – a better mix, and new offerings – in the future. There was lost opportunity in the minimal marketing of private lessons. The good news for Aquatics rentals was due to more practice hours for our team clients, and a one-time overnight for a GMU filmmaker project.

Fitness, as usual, was a high-performing program area. The projection shortfall in Teens/Family reflects our new commitment to offer free programming offsite at Langston Hughes Middle School, as well as the camp fee waiver policy (unlimited access) – if that amount is added, its target was nearly met. Leisure and Learning budget projections will be significantly different in the future when the cost centers are restructured. New categories will be: Youth/Teen, Lifelong Learning, Outreach and Collaboration and Fitness/Wellness.

The revenue target for Community Events was slightly exceeded, and Arts Education also enjoyed better than projected revenue performance.

Personnel

Savings were due in part to some cancelled programming and the resulting lower expenses. Savings in Aquatics were robust, due to retaining vacancies through the year as well as in part to canceled offerings. We will keep a merit system vacancy here to facilitate the Department of Public Works and Environmental Services renovation project manager position that will participate in our renovation project. There is also a pending vacancy in

July 24, 2017 Finance Committee Meeting Minutes

booking, where a position is being restructured for more support to billing and reconciliation in booking and customer service. Once that activity is complete, the level of savings will decrease.

Lifelong Learning will absorb Adult offerings in future fiscal years; in FY18, the redesign will eliminate the Teen/Family category and replace it with Outreach and Collaboration – the programming will move into Youth or Lifelong Learning. Our 55+ personnel will be reflected in Lifelong Learning.

Operating Expenses

Media had an overrun in expenses this past year due to an unanticipated change in how we manage our postage costs. In future, the budget will be adjusted to accommodate a significantly increased postage expense.

Our FY17 departments had a very successful closeout of expenses with a very small carryover of \$1,762 in uncompleted obligations.

Capital Projects

Information in FY18 financials will look very different for next year's committee meetings, primarily as a result of the budget shifts to accommodate the natatorium renovation. We will develop an internal list of projects deferred, why and where the funding has been reallocated to support the pool renovation project.

Unfortunately the CenterStage floor replacement will not happen this year; special design requirements for the traps (and the long lead time for accommodating this requirement) have put it off until next summer. The silver lining is that using a bid process may save some money if it attracts offerors who will compete for the job.

Our net fund balance increases by \$790,571. The added funds bring our reserves total in line with our Financial Policy on reserves eliminating the need for voting on an exception to that policy. The Aquatics renovation requirements will be allocated to the agency budget via carryover.

The meeting was adjourned at 6:59 p.m.

Reston Community Center
 Revised Budget vs Actuals Worksheet
 30-Jun-17

100%/12*12mos=100%

	Revised FY17 Budget	May	June	YTD (does not incl. Fee Waiver amounts)	REMAINING BALANCE	YTD % actual	YTD Fee Waiver (unrealized revenue)
1 Administration:							
Taxes	7,075,090	6,849	2,777	7,157,732	(82,642)	101.17%	
Interest	8,993	4,534	2,747	51,155	(42,162)	568.83%	
Vending	1,616	131	256	1,908	(292)	118.05%	
Facility Rental	152,385	18,169	-23,150	207,540	(55,155)	136.19%	
2 Performing Arts-Theatre Admiss.	55,854	2,065		74,380	(18,526)	133.17%	190
3 PA Theatre Rental	33,124	8,362	-94	42,660	(9,536)	128.79%	
4 PA Misc Revenue	0	121	61	4,882	(4,882)	0.00%	
5 PA Equip. Sale Revenue	0	76	533	1,590	(1,590)	0.00%	
6 PA Cultural Activities/ Arts Org	0	19,893	-20,737	0	0	0.00%	
7 Aquatics Classes/drop-in	314,992	24,709	-2,830	246,536	68,456	78.27%	30,410
8 Aquatics Rental	21,000	5,771	-561	31,972	(10,972)	152.25%	
9 L&L Fitness	120,636	18,588	1,687	137,930	(17,294)	114.34%	3,452
10 L&L Teens/Family	73,000	5,088	-29,240	36,997	36,003	50.68%	32,822
11 L&L 55+	81,553	13,300	-7,511	63,565	17,988	77.94%	15,109
12 L&L Youth	132,984	1,505	-86,780	121,360	11,624	91.26%	30,716
13 L&L Adult	35,589	1,939	-853	26,358	9,231	74.06%	1,578
14 Community Events	3,525			3,805	(280)	107.94%	
15 Arts Education	219,899	15,454	-77,181	228,873	(8,974)	104.08%	7,329
Total RCC Revenue	8,330,240	146,554	-240,876	8,439,241	-109,001	101.31%	121,605

Reston Community Center
 Revised Budget vs Actuals Worksheet
 30-Jun-17

100%/12*12mos=100%

	Revised FY17 Budget	May	June	YTD	REMAINING BALANCE	% Budget Used Ytd
Personnel Expenses						
1 Administration	553,827	33,914	59,349	492,957	60,870	89.01%
2 Booking	203,991	12,701	22,273	164,252	39,739	80.52%
3 Comptroller	406,259	30,663	53,661	398,934	7,325	98.20%
4 Customer Service	515,095	36,265	63,691	487,673	27,422	94.68%
5 Facility Engineer	179,238	13,688	23,953	183,722	(4,484)	102.50%
6 Maintenance	409,972	29,400	52,783	384,921	25,051	93.89%
7 IT	138,520	9,924	17,367	134,672	3,848	97.22%
8 Media/Sponsorships	408,713	29,166	50,910	383,663	25,050	93.87%
9 Community Partnerships	0			0	0	0.00%
10 Performing Arts	527,278	37,875	71,796	523,524	3,754	99.29%
11 Aquatics	680,448	47,600	80,726	603,297	77,151	88.66%
12 Leisure & Learning (L&L) Admin	232,070	19,427	33,997	250,827	(18,757)	108.08%
13 L&L Fitness	98,308	9,845	10,701	95,779	2,529	97.43%
14 L&L Teens/Family	133,666	8,922	15,911	78,596	55,070	58.80%
15 L&L 55+	143,799	10,666	17,624	126,499	17,300	87.97%
16 L&L Youth	192,610	8,699	15,761	173,168	19,442	89.91%
17 L&L Adult	127,909	8,353	14,146	111,530	16,379	87.20%
18 Community Events	138,809	8,778	15,786	122,523	16,286	88.27%
19 Arts Education	330,491	20,828	33,094	316,288	14,203	95.70%
Total Personnel Expenses	5,421,003	376,714	653,530	5,032,824	388,179	92.84%

Reston Community Center
 Revised Budget vs Actuals Worksheet
 30-Jun-17

100%/12*12mos=100%

	Revised FY17 Budget	May	June	YTD	REMAINING BALANCE	% Budget Used Ytd
Operational Expenses						
1 Administration	64,544	10,276	987	36,765	27,779	56.96%
2 Board	57,820	398	825	44,394	13,426	76.78%
3 Booking	98,305	242	(4,075)	78,534	19,771	79.89%
4 Comptroller//LA Lease/Admin	357,223	21,219	5,126	325,945	31,277	91.24%
5 Customer Service	1,000		127	1,286	(286)	128.57%
6 Facility Engineer	183,435	24,322	3,692	143,117	40,318	78.02%
7 Maintenance	419,865	(20,594)	6,875	379,143	40,721	90.30%
8 IT	96,127	15,092	3,051	86,809	9,318	90.31%
9 Media/Sponsorships	400,474	27,117	10,262	428,883	(28,409)	107.09%
10 Community Partnerships	113,000	15,010		109,097	3,903	96.55%
11 Performing Arts	302,955	8,788	(538)	295,375	7,580	97.50%
12 Aquatics	76,398	2,955	216	47,040	29,357	61.57%
13 Leisure & Learning (L&L) Admin	6,100	110		2,851	3,249	46.73%
14 L&L Fitness	19,906	(8,069)	(2,512)	15,770	4,136	79.22%
15 L&L Teens/Family	127,635	472	6,159	96,075	31,560	75.27%
16 L&L 55+	84,280	5,455	5,079	80,004	4,276	94.93%
17 L&L Youth	121,184	(265)	1,624	93,308	27,876	77.00%
18 L&L Adult	12,153	(1,287)	33	9,061	3,092	74.56%
19 Community Events	153,342	11,525	4,336	152,159	1,183	99.23%
20 Arts Education	82,787	(195)	(3,231)	55,405	27,382	66.93%
Total Operational Expenses	2,778,532	112,572	38,036	2,481,021	297,511	89.29%

Reston Community Center
 Revised Budget vs Actuals Worksheet
 30-Jun-17

100%/12*12mos=100%

	Revised FY17 Budget	May	June	YTD	REMAINING BALANCE	% Budget Used Ytd
1 RCC Improvements CC-000001	892,587			268,142	624,445	30.04%
2 RCC Facility Enhancements CC-000002	30,000			0	30,000	0.00%
3 RCC HW Enhancements CC-000003	128,159			112,923	15,236	88.11%
4 Theatre Enhancements CC-000008	302,958		144,277	197,609	105,349	65.23%
5 RCC Natatorium Mech. Sys. Upgrade CC-000009	50,000	12,405		12,405	37,595	24.81%
6 RCC-Motor Control Panel CC-000012	4,026			0	4,026	0.00%
7 RCC-Rear Loading Dock CC-000013	9,537			0	9,537	0.00%
Total Capital Expenses	1,417,267	12,405	144,277	591,079	826,188	41.71%
Total RCC Expenditures	9,616,802	501,691	835,843	8,104,924	1,511,878	84.28%

Type	Revised FY17 Budget	FY17 YTD	Remaining Balance	% Budget Target
Beginning Fund Balance	6,403,707	6,403,707		100.00%
Revenue:				
Taxes	7,075,090	7,157,732	-82,642	101.17%
Interest	8,993	51,155	-42,162	568.83%
Vending	1,616	1,908	-292	118.05%
Aquatics	335,992	278,508	57,484	82.89%
Leisure and Learning	443,762	386,209	57,553	87.03%
Rental	152,385	207,540	-55,155	136.19%
Arts and Events	312,402	356,189	-43,787	114.02%
Total Revenue	8,330,240	8,439,241	-109,001	101.31%
Total Available	14,733,947	14,842,948	-109,001	100.74%
Expenditures:			0	0.00%
Personnel	5,421,003	5,032,824	388,179	92.84%
Operating	2,778,532	2,481,021	297,511	89.29%
Sub-Total Non-Capital Expenditures	8,199,535	7,513,845	685,690	91.64%
Sub-Total Rev. less Non-Cap Exp.	130,705	925,396	-794,691	708.00%
Capital Projects	1,417,267	591,079	826,188	41.71%
Total Expenses	9,616,802	8,104,924	1,511,878	84.28%
Revenue less Total Expenses	-1,286,562	334,317	-1,620,879	-25.99%
Ending Fund Balance	5,117,145	6,738,024		131.68%

FY17 Revised Budget includes:

- 1. Beginning Fund Balance:** FY16 agency balance of \$751,565 brought forward into FY17 increasing the beginning Fund Balance to \$6,403,707.
- 2. Operating Expenses:** An increase of \$21,396 made to account for FY16 Carryover purchasing obligations related to the agency's operating requirements.
- 3. Capital Projects:** A total increase of \$945,067 encompassing \$284,430 for encumbered purchasing; and \$660,637 for unencumbered capital projects' balances.

**Revenue
comment**

General Notes: Summer 2017 (FY18) camp registration started February 1st and related revenue of \$224,426 was reversed at the end of June and recorded as FY18 revenue. Similarly, February is the last month of the year in which the Facility Rentals revenue reflects payments for FY17 only activity. Beginning with the opening of the Facility Rental 2017/2018 calendar in March, revenue of \$39,706 received for FY18 rentals was reversed at the end of June and recorded as FY18 revenue.

1. **Administration:** The Administration revenue includes tax, interest and facility rental revenues. Facility rental revenue is combined T-Mobile antenna and room rental revenue. We have collected 101.03% of tax revenue, 136.19% of estimated Facility Rental revenue (which also includes T-Mobile antenna revenue) and 568.83% of estimated interest revenue.
2. **Performing Arts Theatre Admission:** Theatre admission ticket sales from Professional Touring Artist Series shows; we have exceeded our FY17 revenue target.
3. **Performing Arts Theatre Rental:** Theatre rental payments are made on an irregular schedule depending on when performances occur. We exceeded our FY17 target for this category.
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 FY16 or FY17 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. Revenue is lagging last year's performance. This is partially a result of fewer private lesson enrollments due to more limited instructor availability. Trend lines however suggest we will need to be more aggressive about programming innovations in the future. Note that fee waiver utilization is considerable for this cost center.
8. **Aquatics Rental:** Year-to-date revenue represents natatorium rental payments. Extra practice hours were added this year and we experienced a one-time rental event involving a film crew from GMU using the pool overnight.
9. **Fitness:** Year-to-date amount includes summer, fall and initial winter/spring program registration revenue.
10. **Teen/Family:** Year-to-date amount includes summer, fall, and winter/spring revenue. Most of this cost center's revenue is realized during the summer. Programming in this cost center has shifted to drop-in social and more free-of-charge activities to sustain and grow participation levels. Fee waiver program participation in this cost center is significant; if it had been actual monetary receipts, the cost center would have nearly met its revenue target.
11. **55+:** Year-to-date amount includes summer, fall and initial winter/spring program registration revenue. Note that with fee waiver utilization, the cost center would nearly have met its revenue target.
12. **Youth:** Year-to-date amount includes summer, fall, winter/spring and initial summer camp program registration revenue. Most of this cost center's revenue is realized during the summer. The last week of June included summer camp offerings. Fee waiver participation is largely at its peak in summer camp seasons.
13. **Adult:** Year-to-date amount includes summer, fall and winter/spring program registration revenue. Though not reaching target revenue totals, the revenue performance in this cost center has improved.
14. **Community Events:** Revenue is collected from booth fees and book sales associated with the Reston Multicultural Festival and MLK luncheon ticket sales. FY17's revenue target was reached and slightly exceeded.
15. **Arts Education:** Year-to-date amount includes summer, fall and winter/spring programming. Summer revenues from LARK and YAT contribute significantly to this cost center's revenue.

Personnel Expenses:

General Notes: Summer personnel costs 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/Family and Arts Education cost centers because of the larger percentage of personnel funds that will be spent in the summer for those cost centers. Savings occurred as a result of canceled programming. Further savings were realized as a consequence of vacancies in the Aquatics and Booking cost centers. These are being managed at present with a continuing vacancy in Aquatics (until after the renovation) and part-time support (Booking). We anticipate reorganizing the Booking operation to support billing and reconciliation activities as well as administrative support of Facility Rentals. The Leisure and Learning Administration cost center incurred added expenses due to the reclassification of that position from P/R Specialist III to P/R Specialist IV (S23 to S25 level). Overall agency personnel expenditures are substantially below our budgeted estimate due to the above and other issues identified below.

1. **Administration:** Administration's allocated budget is typically under-spent; funding provides for \$52.4K OPEB (Other Post-Employment Benefits) costs posted in March.
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 and related to-date costs were transferred from Maintenance to Engineering.
6. **Maintenance:** Personnel costs are at the expected level. One full time position's budget allocation and related to-date costs were transferred to Engineering.
7. **Information Technology:** Personnel costs are at the expected level.
8. **Media:** Personnel costs are at the expected level. There were turnover savings in this cost center. The PIO I vacancy will show savings in FY18.
9. **Community Partnerships:** No personnel costs are anticipated in FY17.
10. **Performing Arts:** Personnel costs are at the expected level.
11. **Aquatics:** Personnel costs reflect unscheduled private lessons funding. One full time position is remaining vacant to support the renovation requirements.
12. **Leisure and Learning Administration:** Personnel costs are at the expected level.
13. **Fitness:** Personnel costs are at the expected level.
14. **Teen/Family:** Personnel costs are at the expected level. Personnel costs include summer camps' labor costs which occurred in July and August 2016. Savings are a result of redesigned programming. In FY18, LL Department redesign will eliminate this category and replace it with Outreach and Collaboration. Teen/Family programming will move into Youth or Lifelong Learning.
15. **55+:** Personnel costs are at the expected level. Next fiscal year, this will be Lifelong Learning and absorb "Adult" offerings.
16. **Youth:** Personnel costs are at the expected level. Personnel costs include summer camps' labor costs which occurred in July and August.
17. **Adult:** Personnel expenditures are at the expected levels. Costs will move to "Lifelong Learning."
18. **Community Events:** Personnel expenditures are at the expected levels.
19. **Arts Education:** Personnel costs are at the expected level. Personnel costs include summer camps' labor costs which occurred in July and August.

Operating Expenses:

General Notes: Reservations for multiple months' expenses are made at the beginning of the year; funds are spent down from them. Numbers in parentheses represent funds released from closed purchase orders. The net effect of either stand-alone expenses or spending down reserved amounts is shown in the column marked "YTD." We had a very successful closeout of FY17 expenses with Carryover of only \$1,762 in uncompleted obligations. Other purchasing was closed out with the end of the year receiving activity.

1. **Administration:** Current month expenses are for training and membership costs.
2. **Board:** Current month expenses are for hospitality costs for the Annual Public Hearing and extra committee meetings.
3. **Booking:** Current month expenses and reservations/payments are for security and supply costs.
4. **Comptroller/LA Lease/Admin:** Current month expenses and reservations include bank fees, DIT copier billing and office supplies costs.
5. **Customer Service:** Current month expenses are for supplies.
6. **Facility Engineering:** Current month expenses include facilities' repair and maintenance costs.
7. **Maintenance:** Current month expenses and reservations/payments include utility costs, facilities' maintenance, and custodial services and supplies costs.
8. **IT:** Current month expenses and reservations/payments are for equipment and cellular phone service.
9. **Media:** Current month expenses and reservations/payments include advertisings and printing costs. A funding transfer from Community Partnerships to Media, for an off-year sponsorship, was posted in January. Spending in excess of the budgeted amount was caused by the postage costs increasing. The FY18 Media budget will have to be modified to absorb the new costs associated with postage.
10. **Community Partnerships:** No current month expenses recorded.
11. **Performing Arts:** Current month expenses include program operating costs.
12. **Aquatics:** Current month expenses and reservations/payments are for uniforms, pool and educational supplies. Savings were realized from lower than anticipated repair and maintenance items.
13. **Leisure and Learning Admin:** There are no current month expenses.
14. **Fitness:** Current month expenses include reservations/payments for program contract delivery costs.
15. **Teen/Family:** Current month expenses are for recreational activities, transportation and program delivery costs. Savings resulted from canceled or redesigned programs.
16. **55+:** Current month expenses and reservations/payments are for recreational activities, transportation and program supplies.
17. **Youth:** Current month expenses and reservations/payments are for program contract delivery and supply costs. Savings resulted from canceled or redesigned programs.
18. **Adult:** Current month expenses and reservations/payments are for program operating costs.
19. **Community Events:** Current month expenses and reservations/payments are for program contract delivery costs.
20. **Arts Ed:** Current month expenses and reservations/payments are for program contract delivery and operating costs. Savings resulted from canceled or redesigned programs.

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. At FY17 Carryover, funds needed for the full cost of the Aquatics renovation were reassigned to that effort. A revised list of Capital Projects will be provided with the first financial reports for FY18.

1. **RCC Improvements/CC-000001:** Backstage RTU (Roof Top air-conditioning Unit) replacement, public areas' energy-efficient lighting installation and HW Roof Replacement Phase 1. There are a total of 3 Phases involved with the roof replacement schedule. Phase 2 and 3 will be reconsidered in concert with the Aquatics renovation.
2. **RCC Facility Enhancements/CC-000002:** LA customer service counter redesign. We are deferring this until we have a better assessment of the costs involved in the effort.
3. **RCC Hunters Woods Enhancements (Community Room)/CC-000003:** Community room lighting. The chandelier fixtures' refurbishment is essentially complete; a small number of punch list issues remain. This project will remain open during the warranty period.
4. **RCC CenterStage Enhancements/CC-000008:** This project includes funding for the CenterStage floor replacement and rewiring/replacing the sound system projects (completed). The YTD expenditures reflect A/E costs for the floor replacement project and sound system rewiring/replacement costs. The floor replacement will not occur until August of 2018; related funding will be carried forward. Our hoped for schedule of August 2017 won't be possible due to the lead time required for the traps. They are a custom designed feature and pushed the timeline for this project out of its August/September window despite our best efforts.
5. **RCC Pool Mech. Sys. Upgrade/CC-000009:** Needs analysis related to new systems in TLS Aq. Ctr.
6. **RCC Motor Control Panel/CC-000012:** This project is complete and delivered under budget.
7. **RCC Rear Loading Dock/CC-000013:** This project is complete and delivered under budget.



**RESTON COMMUNITY CENTER
PUBLIC INPUT RECORD
JUNE 2, 2017 – SEPTEMBER 7, 2017**

The following comments were submitted to RCC for consideration by the Board of Governors between the dates of June 2, 2017 and September 7, 2017. All text in red is Executive Director Leila Gordon's response (or other management staff) to input.

(Martha) Gail Conner, Reston resident, submitted the following comments via email:

I could not make the meeting. Please send a review to "observer" or some local publication. I am so very very sorry what is happening to my wonderful "Old Reston." I moved here in 1966 and was so impressed. It is now being ruined by traffic, too many hi rises, too much building to support its open air feeling, its changes in land use and other changes in our original bi-laws etc. This is sure getting out of hand and not what "Simon" intended. Where are the horses and the original feeling of our city?

Reston has always been changing – it feels turbulent at the moment, but there will be good outcomes to this new phase of growth too after things settle I believe. The summary of the meeting materials is already available on our website; the official reports of the meeting will be reviewed and adopted at the Board's September Board meeting and then posted there as well. Go to the "About Us" tab and click onto the "Board of Governors" page. You should find ample information there. I will be on leave for the next week; if you'd like to visit when I am back I would be happy to discuss the plans for our future at greater length with you.

Alice Gray, Reston resident, submitted the following comments via email:

Hi,

Has the renovation timeline been determined? More specifically, for what period will the pool be closed for renovation?

Thank you.

The current timeline for the Aquatic Center renovation is that the facility will close on January 1st 2019 for approximately 9 months. If you have any further questions I will be happy to help. You may also call or check our website at <http://www.restoncommunitycenter.com/> for updates as the project continues develop.

Scott Sorenson

Aquatics Program Manager



Executive Director Report July - August 2017

Administration

Capital Project Planning – Highlights

Held architect/engineering team interviews/selection process for Aquatics Renovation (July)

Selection of RRMM/Lukmire (July)

DPWES/RCC discussion with RRMM/Lukmire of phasing or not on contract (July)

DPWES negotiation with RCC consultation of RRMM/Lukmire Phase 1 Agreement (August)

- Will work from the Hughes Report (concept)
- Will conduct thorough existing conditions review and assessment
- Preliminary design concept; RCC understanding/acceptance
- Design through early permitting

DPWES and RCC will then work on establishing the Phase 2 Agreement that will cover the remaining tasks associated with remaining permitting, construction package for bid, construction management.

DPWES/RCC and RRMM/Lukmire (and subs) Kick-off Meeting (September 6)

RRMM/Lukmire assessment process (September)

CenterStage floor replacement project has been deferred to summer 2018

Solar panels project has cleared early hurdles with County Purchasing and Legal (August)

Roof – leak issues being treated in roof area over the pool (ongoing)

Audio visual equipment upgrades installed in the Community Room (August)

Pool shell seals reinforced (August)

Personnel

Joe Leary and Santos Campos – Retirements (September 6, 14)

PIO I Recruitment/Interviews (September) – target hiring by early October

Aquatics Director Recruitment – interviews to be scheduled (early October) – target hiring by mid-October

Preference Poll

Voting open (September 6); Candidates Forum (September 18) – Encourage people to participate

Programs

Aquatics

We were again able to obtain support from Fairfax County-Reston YMCA and Reston Association for our patrons during the time we are closed for maintenance this summer. This will enable those who want to continue their aquatics exercise programs to do so at either's facilities. The staff have been hard at work to assure that the maintenance period for this summer accomplishes sufficient repairs to carry us through the entire calendar year of 2018. There is uncertainty around the spa being able to hold up that long, but if one of the filters goes on it, we will replace the one filter and soldier forward until we are able to deal with the spa comprehensively during the renovation project.

Arts and Events

The summer concert series at Reston-Wiehle East station in partnership with Comstock was a great collaboration this year with attendance up over the experience last year. As that area continues to build out, this series will continue to gain patrons. The two series at Reston Town Square Park in Reston Town Center were similarly successful. We expanded the Sunday Art in the Park concerts and those garnered lots of compliments. Our original Take a Break Concerts at Lake Anne Plaza were very successful – in particular, the monthly dance lessons have become a big draw. Summer LARK and YAT were both fully enrolled and very successful

Leisure and Learning

Summer camps had challenges with weather on some of their off-site trips, but overall had a very successful summer season. We will be crunching numbers a bit more, but it seems from all indications that this was our most robustly enrolled season of summer camps yet. In addition, the roll out of our new approach to our adults has gone smoothly. Some 55+ patrons were unsettled, but staff have done a lot of outreach to allay concerns. We anticipate this will be a successful programming redesign. Collaboration and Outreach has been busy and a new marketing brochure was designed to employ this fall to advance this program effort.

Executive Director

I enjoyed a very busy summer! Of note: I am now serving on the Greater Reston Chamber of Commerce Board representing RCC.