



**Reston Community Center
Board of Governors Monthly Meeting
September 12, 2016
8:00 p.m.
Meeting Agenda**

8:00 – Call to Order	Beverly Cosham, Chair
8:02 – Approval of Agenda	Beverly Cosham, Chair
8:03 – Approval of Minutes and Board Actions	Beverly Cosham, Chair
<ul style="list-style-type: none"> • Approval of July 11, 2016 Board Minutes (As Reviewed and Approved by the Board Vice Chair) • Approval of July 11, 2016 Board Actions (As Reviewed and Approved by the Board Vice Chair) 	
8:05 – Chair’s Remarks	Beverly Cosham, Chair
8:08 – Introduction of Visitors	
8:10 – Citizen Input	
8:12 – Committee Report	
<ul style="list-style-type: none"> • July 18 Finance Committee Meeting • July 18 Preference Poll Committee Meeting • September 12 Finance Committee Meeting 	Gerald Zavala, Committee Chair Bill Penniman, Committee Chair Gerald Zavala, Committee Chair
8:22 – Approval of Committee Reports	Beverly Cosham, Chair
8:25 – Board Member Input on Activities Attended	
8:35 – Executive Director’s Report	Leila Gordon, Executive Director
8:40 – Old Business	Beverly Cosham, Chair
8:42 – New Business	Beverly Cosham, Chair
8:45 – Adjournment	

Reminders:

Event	Date	Time
Preference Poll Voting	September 9-30	
Preference Poll Candidate Forum	September 15	6:30 p.m.
Reston Multicultural Festival	September 24	11a.m. – 6 p.m.
October Monthly Meeting	October 3	8:00 p.m.



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
JULY 11, 2016**

Present were:

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

Absent:

- Lisa Sechrest-Ehrhardt
- Vicky Wingert
- Gerald Zavala

Attending from the RCC Staff:

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

The Chair called the meeting to order at 8:07 p.m.

MOTION #1:

Approval of the July Agenda

Bill B. moved that the Agenda be approved following the change. Michelle seconded the motion. The motion passed unanimously.

MOTION #2:

Approval of the June 6, 2016 Board Minutes

Bill B. moved that the Board approve the June 6, 2016 Board Minutes. Bill P. seconded the motion. The motion passed unanimously.

MOTION #3:

Approval of the June 6, 2016 Board Actions

Bill B. moved that the Board approve the June 6, 2016 Board Actions. Bill P. seconded the motion. The motion passed unanimously.

Chair's Remarks

Bev noted that she is sad about the state of our nation. She has spent time talking to soon-to-be-mothers trying to help them with the despair they are feeling about bringing a child into such a troubled world. She encourages them to look at the new child as the hope for a better tomorrow. She hopes there is more hope than despair right now.

Introduction of Visitors

None

Citizen Input

None.

Committee Reports

June 20 Annual Public Hearing Report – Michelle reviewed the Annual Public Hearing Report. She described the event outline and materials, including highlights for the past year which she described at the hearing. Following her slides, Leila reviewed the challenges moving forward and presented the final Strategic Plan. Gerald then provided an overview of the budget and the budget approval process.

July 11, 2016 Board of Governors Monthly Meeting Minutes

Michelle asked if there were any comments to add to the report. Leila added that John had previously given suggestions on how to improve the June 20 presentation and she thinks his suggestions resulted in a much clearer presentation. She encouraged him to review the presentation and send her any further feedback on how to improve it. Michelle added that there was a thorough conversation on the planned capital projects the evening of the hearing that is captured in the report.

MOTION #4:

Approval of the Committee Reports

Bill P. moved that the Board approve the committee reports. Bill B. seconded the motion. The motion passed unanimously, with John abstaining.

Board Member Input on Activities Attended

John attended the GRACE exhibit opening/member show last week.

Bill P. went to a well-attended Take a Break concert and a Planning and Zoning meeting.

Michelle volunteered at the Reston Relay Triathlon benefitting the YMCA and she attended an art opening at the Jo Ann Rose Gallery.

Bill B. is gearing up for the Green Team and advocating for the fall bond for the Park Authority. He also attended his first Leadership Fairfax board function.

Bev signed up for some of RCC's 55+ trips this year. She has reconnected with her friend Rita Smith who has been her seat-mate for several recent RCC trips including the National Symphony Orchestra at the Kennedy Center, the trip to Tangier Island and also for an upcoming excursion to see *The Pirates of Penzance*. She also attended the art exhibit yesterday and introduced everyone to her granddaughter.

Bill B. sent well wishes to former BOG member Roger Lowen, who had surgery last week and is recovering nicely.

Executive Director Report

Leila reviewed her Executive Director report and said that we closed out FY16 at the end of June successfully with minimal encumbered expenses added to the FY17 budget. More details are outlined in her report distributed to board members.

Old Business

Leila discussed the complementary vs. competitive program offerings between RCC and Reston Association in response to the Board's request to better understand unmet demand for programming and programming for which offerings could be duplicative. She noted that we continue to have waitlists for Saturday morning year-round indoor aquatics classes – this is a not an area RA can assist with. Ceramics waitlists will also not be relieved by RA program offerings due to their specialized nature. She noted that we have been able to reduce waitlists for Young Actors Theatre by adding a session. Fitness waitlists have also been reduced and those offerings have plateaued in enrollment. She said there exists high enough demand in the afterschool programs landscape community-wide that multiple offerings can function and there would still be demand. She noted that general leisure and 55+ offerings have the most potential to overlap with RA programs. With regard to joint programming between the two organizations, Leila noted that the only programs that we may reconsider are the summer pool parties and community cookouts given their costs and vulnerability to weather for such a small number of events. She said these funds may be better used underwriting our new concert series since those spread the weather risk across more event dates.

The Board discussed whether or not a joint meeting of the RA and RCC boards would be beneficial. Bill P. noted that RCC cannot cut back on programs because of an overlap with RA because RA does not serve the entire Reston population; we need to offer programs in order to meet the demand from a growing population of Reston residents in locations such as Reston Town Center, as well as Reston employees. John M. and Bill B. agreed that we should be considering ways to continue saving money – not on key services, but on extras. Leila said she believes RA is working on the build-out and assessing demand for the Lake House facility. There is not detailed information available that describes planned program offerings that will be situated there beyond the rental and after school program lines; there may

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be in their fall offerings' magazine. She noted that we will need to continue monitoring progress but that having a joint meeting might be unproductive at this point. John said the recent community conversations regarding the Lake House building brought to light that RA is in need of revenue sources. As a Board member, he's concerned that RA's search for new revenue will impact our programming and market share. The Board agreed that this is a valid concern. Michelle expressed that perhaps a preliminary conversation could occur as opposed to formal meeting between the boards.

Bill P. suggested that we could keep communication lines open between the two organizations more simply by having a couple representatives from each board get together for a candid conversation. The Board agreed. Bill K. is RCC's liaison to RA. The Board suggested that Bill B. accompany him. Leila will explore the idea with RA's CEO.

New Business

None. Leila reviewed dates and times for upcoming committee meetings.

MOTION #5

To Adjourn the Meeting

Bill P. moved to adjourn the meeting at 8:47 p.m. Bill B. seconded the motion. The motion passed unanimously.



Michelle Moyer,
Board Vice Chair,
on behalf of
Lisa Sechrest-Ehrhardt,
Board Secretary

____ July 28, 2016 _____
Date

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON JULY 11, 2016:

- 16-0711-1 Bd That the Board approve the Agenda**
- 16-0711-2 Bd That the Board approve the June 6, 2016 Board Minutes**
- 16-0711-3 Bd That the Board approve the June 6, 2016 Board Actions**
- 16-0711-4 Bd That the Board approve the committee reports**
- 16-0711-5 Bd That the meeting be adjourned.**



Michelle Moyer,
Board Vice Chair,
on behalf of
Lisa Sechrest-Ehrhardt,
Board Secretary

____ July 28, 2016 _____
Date



**RESTON COMMUNITY CENTER
BOARD OF GOVERNORS
FINANCE COMMITTEE REPORT
JULY 18, 2016**

Present were:

- Gerald Zavala, Committee Chair
- Bill Bouie, Vice Chair
- Michelle Moyer
- Bev Cosham, Board Chair
- John Mendonça

Absent and Excused

- Bill Keefe

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Renata Wojcicki
- Cristin Bratt

Gerald asked everyone to review the year-end handouts detailing financials for FY16 (see attached for data and comments). Leila said that we exceeded our third quarter revenue expectations thanks in part to an unanticipated increases in programs and services revenue collected. She reviewed revenue line items and explained that we collect a fee on Tickets.com purchases that helps offset the taxes we pay on those purchases. In another line item showing revenue from equipment sales, Leila noted that we replaced our sound board and sold our old board through a government resale site. She also reviewed the revised budget vs. actuals revenue performance for the program areas. We continue to study the declines in 55+ and Youth revenue. In Youth, analysis showed the number of fee-attached offerings reduced in FY16. In the 55+ area, there may be a response to higher pricing on trips/tours that is diminishing participation; we are examining and adjusting price points to try to find the “sweet spot.” Staff is reviewing and developing strategies to increase participation and revenue. She noted that summer camps’ revenues are allocated to FY17 and show in the year-end statements as negative revenue numbers to reflect that they are collected in FY16 but then reversed to move them to the fiscal year in which the activity occurs. The numbers will be included in the financials at our September meeting. We have very robust enrollment profiles.

Leila noted that the Teen and Family program’s offerings for younger people will increasingly be taken to where teens are. Most staffing and program delivery have moved into Langston Hughes Middle School over the past year. This resulted in great participation numbers, but it did not represent an increase in revenue. She noted that in exchange for use of the space, we don’t charge the students for these programs.

In Community Events, revenue is almost entirely generated by booth vendor fees and the book sale at the Multicultural festival. The strength of Arts Education revenue reflects the strength of our brand – and she noted that in this cost center the performance represents a suite of offerings that are reaching the highest or very high capacity levels.

Michelle asked about the large decline in revenue for 55+ in June. Renata and Leila explained that it is deferred revenue; payment was received in FY16, but is deferred to FY17.

John asked why the FY16 estimate from the Annual Public Hearing was nearly \$1 million lower cumulatively between revenue/expenditures than the actuals, which were closed only two weeks later.

July 18, 2016 Finance Committee Meeting Report

Leila explained that she did not update the June estimate from the Third Quarter estimate, so it's actually a January 2015 estimate. John said we should update that June number in the future to be as accurate as we can be. Leila made that note and said she would do that.

Leila reviewed Personnel expenses. John suggested shuffling personnel to where they are needed to generate more revenue, or to keep positions open if the programming issues suggested that would be prudent. By way of example, he noted the high level of subsidy in the Teen/Family cost center that suggests we could cut some costs there. Leila noted that the Teen department is one of the areas where we have a higher subsidy level because of the nature of the program. From a philosophical perspective, the agency has a desire to encourage involvement with and by teens even if it doesn't generate revenue and requires staffing resources. For example, Diva Central is an event that requires dozens of hours of labor without any monetary return. John agreed that's an appropriate operating philosophy and strategy but just wanted to note that if at all possible we should maintain flexibility and not automatically fill vacant positions without seeing if reductions or redirected efforts wouldn't be more effective ways of handling our resources.

In Media, Leila said we had three or four out-of-cycle events that included print collaterals that pushed Media over budget. This included materials for the *We Make Reston* exhibit, the Bob Simon memorial and the expanded Founder's Week. These costs were not initially anticipated for the FY16 media budget and therefore contributed to some of the increase in costs. Leila noted that she asked BeBe Nguyen to explore reducing the weight of program guide paper and the weight of the guide itself so the postage cost is lower.

John noted that the Media budget represents a large portion of our total operating expenses. He asked if that amount should be reduced if it's not generating new patrons. Leila said that we are generating enrollment and revenue from media efforts, and that advertising and sponsorships have the right impact on our participation. She thinks most of the overrun is manageable and can be reduced through printing and postage. Since sponsorships are included in the Media budget, John suggested relabeling that portion of the line item "Media/Sponsorships." Leila agreed to that clarification and will change the label.

Leila reviewed the carryover in Capital Projects, which is a result of our limited window for completing projects due to our building and programming schedule. She said that we did save money on both the motor control panel project and the loading dock replacement project.

Leila noted that we had our first two enrollments in the eLearning program. We get 40 percent of the fees charged. Bev asked for feedback on the new concerts. Leila said the Summer Stage concerts at Reston Station average about 40 attendees, but the Sundays in the Park with the Shenandoah Conservatory have seen crowds averaging closer to 200. She also noted that the Take a Break concerts at Lake Anne have been extremely popular this year.

John asked about the Fund Statement. He said the YTD revenue ties to the finance sheets, but the actuals do not match (\$6,403,707 vs. \$6,108,420). Renata said the difference is due to carryover. John said he'd like to discuss further offline. Leila noted that there's more elasticity in the budget than staff sometimes feels when asked to make cuts. She continues to believe there is room to trim a bit more. Staff will continue to review, especially as we approach Third Quarter budget review cycle in January. The Committee was pleased to note the cost savings and better than expected revenue performance.

The meeting ended at 6:51 p.m.

Reston Community Center
 Revised Budget vs Actuals Worksheet
 30-Jun-16

100%/12*12mos=100%								
Revenue	Detail of FY16 Budget Reallocations	Revised FY16 Budget	May	June	YTD (does not incl. Fee Waiver amounts)	REMAINING BALANCE	YTD % actual	YTD Fee Waiver (unrealized revenue)
1 Administration:					0	0	0.00%	
Taxes		7,016,016	4,005	2,333	6,907,034	108,982	98.45%	
Interest		8,441	2,607	1,043	23,286	(14,845)	275.87%	
Vending		1,616	150	334	2,078	(462)	128.61%	
Facility Rental		149,921	14,629	-27,374	181,432	(31,511)	121.02%	
<i>Program Revenue Est. Loss</i>	59,640	59,640			0	59,640	0.00%	
2 Performing Arts-Theatre Admiss.		53,326	6,360		65,885	(12,559)	123.55%	240
3 PA Theatre Rental		33,290	1,938	21,531	47,257	(13,967)	141.95%	
4 PA Misc Revenue			1,055	102	4,285	(4,285)	0.00%	
5 PA Equip. Sale Revenue				311	2,820	(2,820)	0.00%	
6 PA Cultural Activities/ Arts Org			-86	-10,769	-6,160	6,160	0.00%	
7 Aquatics Classes/drop-in	(8,260)	306,614	31,592	-586	304,354	2,260	99.26%	22,492
8 Aquatics Rental		19,200		9,531	30,424	(11,224)	158.46%	
9 L&L Fitness		116,834	18,904	195	132,305	(15,471)	113.24%	3,355
10 L&L Teens/Family	(58,880)	73,000	1,913	-26,784	19,072	53,928	26.13%	28,300
11 L&L 55+		81,361	13,886	-8,648	48,800	32,561	59.98%	12,633
12 L&L Youth		127,149	3,339	-97,037	95,323	31,826	74.97%	26,284
13 L&L Adult	(13,195)	35,589	3,824	-1,557	34,898	691	98.06%	488
14 Community Events		3,475			4,045	(570)	116.40%	5
15 Arts Education	20,695	191,955	10,607	-79,262	204,681	(12,726)	106.63%	7,569
Total RCC Revenue	0	8,277,427	114,723	-216,637	8,101,817	175,610	97.88%	101,366

Reston Community Center
 Revised Budget vs Actuals Worksheet
 30-Jun-16

100%/12*12mos=100%

	Detail of FY16 Budget Reallocations	Revised FY16 Budget	May	June	YTD	REMAINING BALANCE	% Budget Used Ytd
1 Administration	(66,527)	542,669	154,940	55,854	550,302	(7,633)	101.41%
<i>Personnel Cost Savings</i>	204,437	204,437			0	204,437	0.00%
2 Booking		196,149	15,224	25,867	199,213	(3,064)	101.56%
3 Comptroller		378,887	29,784	50,533	340,364	38,524	89.83%
4 Customer Service	(51,544)	499,676	38,049	62,696	472,694	26,982	94.60%
5 Facility Engineer		127,235	8,464	14,402	109,516	17,719	86.07%
6 Maintenance	(25,500)	419,619	35,961	61,284	458,251	(38,632)	109.21%
7 IT		134,767	10,561	17,953	137,623	(2,856)	102.12%
8 Media		394,434	28,688	48,382	354,489	39,945	89.87%
9 Community Partnerships		0			0	0	0.00%
10 Performing Arts		499,481	37,484	66,440	451,713	47,768	90.44%
11 Aquatics	(4,130)	654,409	48,265	80,663	666,399	(11,990)	101.83%
12 Leisure & Learning (L&L) Admin		225,541	17,836	30,321	232,626	(7,085)	103.14%
13 L&L Fitness	(62,200)	97,279	10,342	11,006	93,919	3,360	96.55%
14 L&L Teens/Family		140,054	4,438	7,507	102,951	37,104	73.51%
15 L&L 55+	20,088	141,200	10,404	16,886	121,729	19,471	86.21%
16 L&L Youth		195,299	8,864	14,789	164,456	30,843	84.21%
17 L&L Adult	(16,562)	125,626	8,575	12,586	107,822	17,804	85.83%
18 Community Events		134,633	8,954	14,848	121,621	13,012	90.34%
19 Arts Education	1,938	323,754	21,805	34,215	315,918	7,836	97.58%
Total Personnel Expenses	0	5,435,149	498,638	626,232	5,001,604	433,545	92.02%

Reston Community Center
 Revised Budget vs Actuals Worksheet
 30-Jun-16

100%/12*12mos=100%

	Detail of FY16 Budget Reallocations	Revised FY16 Budget	May	June	YTD	REMAINING BALANCE	% Budget Used Ytd
1 Administration		96,885	16,202	1,491	41,202	55,683	42.53%
Operating Savings	149,204	149,204			-	149,204	0.00%
2 Board		57,820	62	459	40,818	17,002	70.60%
3 Booking	(3,852)	99,348	805	(4,357)	76,042	23,306	76.54%
4 Comptroller//LA Lease/Admin	(22,190)	355,572	1,808	8,956	323,502	32,070	90.98%
5 Customer Service		1,500			-	1,500	0.00%
6 Facility Engineer		178,667	28,968	1,943	153,168	25,499	85.73%
7 Maintenance	(59,000)	416,058	6,228	6,912	387,463	28,595	93.13%
8 IT	12,118	102,186	14,477	14,690	91,934	10,252	89.97%
9 Media	(15,000)	384,897	31,417	10,972	415,024	(30,127)	107.83%
10 Community Partnerships	(12,000)	135,000		4,917	130,905	4,095	96.97%
11 Performing Arts	(6,000)	301,855	22,552	15,546	293,311	8,544	97.17%
12 Aquatics	(9,500)	68,300	2,416	8,245	68,435	(135)	100.20%
13 Leisure & Learning (L&L) Admin		6,664		(600)	5,691	973	85.39%
14 L&L Fitness		20,237	(95)	(1,022)	11,312	8,925	55.90%
15 L&L Teens/Family	(15,000)	127,605	9	6,580	74,824	52,781	58.64%
16 L&L 55+		84,510	8,338	5,358	62,843	21,667	74.36%
17 L&L Youth	(10,900)	126,715	1,255	1,725	89,194	37,521	70.39%
18 L&L Adult	(3,150)	13,990	252	735	8,213	5,777	58.71%
19 Community Events	(1,500)	141,342	30,484	2,097	135,018	6,324	95.53%
20 Arts Education	(3,230)	82,787	(274)	(2,742)	48,614	34,173	58.72%
Total Operational Expenses	0	2,951,142	164,902	81,906	2,457,513	493,629	83.27%

Reston Community Center
 Revised Budget vs Actuals Worksheet
 30-Jun-16

100%/12*12mos=100%

Capital Proj. Desc. & Number/Cap Equip.	Detail of FY16 Budget Reallocations	Revised FY16 Budget	May	June	YTD	REMAINING BALANCE	% Budget Used Ytd
1 RCC Improvements C-000001		647,000		258,355	262,063	384,937	40.50%
2 RCC Facility Enhancements C-000002		30,000			0	30,000	0.00%
3 RCC HW Enhancements C-000003		130,795		-54	14,816	115,979	0.00%
4 Theatre Enhancements C-000008		196,000		0	79,837	116,163	40.73%
5 RCC-Motor Control Panel CC-000012		63,745			59,722	4,023	93.69%
6 RCC-Rear Loading Dock CC-000013		76,052			66,515	9,537	87.46%
Total Capital Expenses		1,143,592	0	258,301	482,953	660,639	42.23%
Total RCC Expenditures		9,529,883	663,540	966,438	7,942,071	1,587,812	83.34%

Type	Revised FY16 Budget	FY16 YTD	Remaining Balance	% Budget Target
Beginning Fund Balance	5,948,674	5,948,674		100.00%
Revenue:				
Taxes	7,016,016	6,907,034	108,982	98.45%
Program Revenue Est. Loss	59,640		59,640	0.00%
Interest	8,441	23,286	-14,845	275.87%
Vending	1,616	2,078	-462	128.61%
Aquatics	325,814	334,777	-8,963	102.75%
Leisure and Learning	433,933	330,398	103,536	76.14%
Rental	149,921	181,432	-31,511	121.02%
Arts and Events	282,046	322,812	-40,766	114.45%
Total Revenue	8,277,427	8,101,817	175,610	97.88%
Total Available	14,226,101	14,050,491	175,610	98.77%
Expenditures:			0	0.00%
Personnel	5,435,149	5,001,604	433,545	92.02%
Operating	2,951,142	2,457,513	493,629	83.27%
Sub-Total Non-Capital Expenditures	8,386,291	7,459,118	927,173	88.94%
Sub-Total Rev. less Non-Cap Exp.	-108,864	642,699	-751,563	-590.37%
Capital Projects	1,143,592	482,953	660,639	42.23%
Total Expenses	9,529,883	7,942,071	1,587,812	83.34%
Revenue less Total Expenses	-1,252,456	159,746	-1,412,202	-12.75%
Ending Fund Balance	4,696,218	6,108,420		130.07%

FY16 YTD Budget Compared to RCC's FUND STATEMENT:

1. FY16 Operating Expenses totaling \$21,396 will be "carried over" to FY17 because they were not closed out in FY16; the goods or services received and related payments will occur in FY17. That amount will be included in the "FY17 Revised Budget Plan" column of the published "Fund Statement" for RCC. In the Fund Statement, the FY16 Actual Expenses "Operating" amount differs from the above FY16 YTD "Operating" amount by the carried over amount of \$21,396.
2. FY16 Capital Projects totaling \$482,953 in the FY16 YTD column above includes \$284,430 of encumbered expenditures for projects that will deliver and be paid in FY17. The amount in the Fund Statement FY16 Actual column of \$198,525 represents Capital Projects expenditures that occurred in FY16. The \$2 difference when adding the "actual" expenditures to the "carried over" amount is a consequence of rounding in this spreadsheet. The carried over amount will be reflected in the Fund Statement's FY17 Revised Budget Plan column.

**Revenue
comment**

General Note: Summer 2015 related revenue was reversed for FY15 year-end-close and recorded as FY16 revenue. The revised FY16 program revenue cumulative shortfall of \$59,640 was transferred to the Administration cost center. Summer 2016 and facility rental (FY17) revenue collected during FY16 was reversed at the end of June and recorded as FY17 revenue. As of 06/30/16 that total value is \$284,031. Revenue shortfalls occurred in all of the Leisure & Learning cost centers except Fitness. Factors contributing to the shortfalls include shifts in consumer behavior, reallocation of funding support to drop-in free and lower cost programming to boost participation, and greater competition from other providers at similar program pricing points. The combined revenue shortfall was \$175,609.

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 98.45% of tax revenue, 121.02% of estimated Facility Rental revenue (which also includes T-Mobile antenna revenue), 275.87% of estimated interest revenue, and 128.61% of vending revenue.
2. **Performing Arts Theatre Admission:** Revenue for the year exceeded our budget target.
3. **Performing Arts Theatre Rental:** Revenue for the year exceeded our budget target.
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.
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 winter/spring program registration revenue; this cost center very nearly met the revenue target and would have exceeded it if the fee waiver amounts had been full-fee payment participation.
8. **Aquatics Rental:** Revenue exceeded our budget target.
9. **Fitness:** Year-to-date amount includes summer, fall, and winter/spring program registration revenue; revenue exceeded our budget target.
10. **Teen/Family:** Year-to-date amount includes summer, fall, and winter/spring. Most of this cost center's revenue is realized during the summer. Note that the amount of fee waiver participation in the Teen/Family summer camp program was significantly higher in summer 2015 and tracks similarly for the upcoming fiscal year. Fall program participation via fee waivers is also higher. This is likely a consequence of the presence of RCC programming in Langston Hughes Middle School in after school hours. Programming in this cost center has shifted to drop-in social and more free-of-charge activities to sustain participation levels. Unrealized revenue expectations are offset by savings in personnel and operating expenditures. The negative June number reflects the reversal of revenue collected in FY16 that should be posted to FY17 revenue.
11. **55+:** Year-to-date amount includes summer, fall, winter/spring program registration revenue. Revenue did not meet our budget target for this cost center even when accounting for the unrealized revenue impact of Fee Waivers. The primary reasons for this are that fewer high fee trips/tours were offered in FY16; consumer shifts in registered program offerings are occurring even in this age cohort; and more free-of-charge offerings are being provided. Savings in personnel and operating expenditures more than offset the revenue shortfall.
12. **Youth:** Year-to-date amount includes summer, fall, and winter/spring program registration revenue. Most of this cost center's revenue is realized during the summer. Fee Waiver participation in summer camp programs in FY16 was considerably higher and is tracking similarly in FY17. If Fee Waiver amounts are included, the revenue shortfall is less but still notable. Savings in personnel and operating expenses more than offset the unrealized revenue.
13. **Adult:** Year-to-date amount includes summer, fall, and winter/spring program registration revenue. Revenue did not meet our budget target but came fairly close if Fee Waiver amounts are considered; the revenue shortfall was more than offset by savings in personnel and operating expenses.
14. **Community Events:** Revenue from booth fees, book sales associated with the Reston Multicultural Festival, and MLK luncheon ticket sales.
15. **Arts Education:** Year-to-date amount includes summer, fall, and winter/spring. Summer revenues from LARK and YAT contribute significantly to this cost center's revenue. Fee waiver participation is significantly higher than it has been historically.

Personnel Expenses

General Note: The revised personnel funding cumulative decrease of \$204,437 was transferred to the Administration cost center. The combined year-end savings in personnel expenses reflected in our Carryover Memo totaled \$433,545. These savings were primarily attributable to canceled program expenditures associated with under-enrolled offerings and position vacancies in a variety of cost centers. Revised budget target allocations in some cases proved more difficult to realize than originally estimated (Maintenance) due to scheduling and coverage challenges or shifts in benefits' costs (IT, Aquatics, Leisure & Learning Admin).

1. **Administration:** Administration's allocated budget is typically under-spent; funding provides for OPEB costs.
2. **Booking:** Personnel costs are at the expected level.
3. **Comptroller:** Personnel costs are at the expected level.
4. **Customer Service:** Personnel costs are at the expected level.
5. **Facility Engineer:** Personnel costs are at the expected level.
6. **Maintenance:** Personnel costs are higher than expected due to additional coverage needs related to long term absences, holidays, and change of two P/T positions to full time employment.
7. **Information Technology:** Personnel costs are at the expected level.
8. **Media:** Personnel costs are at the expected level.
9. **Community Partnerships:** No personnel costs were anticipated in FY16.
10. **Performing Arts:** Personnel costs are at the expected level.
11. **Aquatics:** Personnel costs are at the expected level. Costs' overrun is attributable to Fringe Benefits costs.
12. **Leisure and Learning Administration:** Personnel costs are at the expected level. Costs' overrun is attributable to Fringe Benefits costs.
13. **Fitness:** Personnel costs are at the expected level.
14. **Teen/Family:** Personnel costs reflect program cancelations and a merit position vacancy for the later part of the fiscal year.
15. **55+:** Personnel costs reflect program cancelations.
16. **Youth:** Personnel costs reflect program cancelations.
17. **Adult:** Personnel expenditures are at the expected levels and reflect some program cancelations.
18. **Community Events:** Personnel expenditures are at the expected levels.
19. **Arts Education:** Personnel costs are at the expected level.

Operating Expenses:

General Note: Reservations for multiple months' expenses are made at the beginning of the year; funds are spent down from them. The new format for our monthly expenditure report removes the "Encumbrances" column; the net effect of either stand-alone expenses or spending down reserved amounts is now shown in the column marked "YTD." The revised operating budget allocations reflect a cumulative decrease in expenditures of \$149,204 and are shown in the Administration cost center (total amount). Hidden columns each month include activity (plus or minus) that has already occurred; the net in the remaining balance column includes prior month transactions. Net savings for FY16 total \$493,629.

1. **Administration:** Current month expenses are for training costs.
2. **Board:** Current month expenses are for hospitality.
3. **Booking:** Current month expenses and reservations are for security and piano tuning/repair costs.
4. **Comptroller/LA Lease/Admin:** Current month expenses and reservations include copying costs, bank fees, postage, and office supplies costs.
5. **Customer Service:** Budget allocation is for office supplies.
6. **Facility Engineering:** Current month expenses and reservations include facilities repair and maintenance costs.
7. **Maintenance:** Current month expenses and reservations include utility costs, facilities maintenance, custodial service, and supplies costs.
8. **IT:** Current month expenses are for software upgrade, supplies and cellular phone service billing.
9. **Media:** Current month expenses and reservations include printing and advertising costs.
10. **Community Partnerships:** Current month expenses are for partnerships' program costs.
11. **Performing Arts:** Current month expenses include equipment, performers' hospitality, program operating costs, and supply costs.
12. **Aquatics:** Current month expenses and reservations are for pool operating costs.
13. **Leisure and Learning Admin:** Current month expense includes payment for school program sponsorship.
14. **Fitness:** Current month credit is a payment for previously encumbered program delivery costs.
15. **Teen/Family:** Current month expenses are for recreational activities and program supply costs.
16. **55+:** Current month expenditures are for transportation, recreational activities, and program supplies.
17. **Youth:** Current month expenditures are for program contract delivery costs and program supplies.
18. **Adult:** Current month expenditures are for program contract delivery costs and supplies.
19. **Community Events:** Current month expenditures are for program delivery costs and program supplies.
20. **Arts Ed:** Current month expenditures are for program delivery costs and program supplies.

**Capital
Project**

General Note: Because of scheduling, RCC Capital Improvement Projects frequently carry over from one fiscal year to the next. In FY16, the Motor Control Panel, CenterStage sound system upgrade, and HW Loading Dock projects will conclude. Budget reallocations were completed in November 2015 and allocated funding shows in parentheses for each project. Hidden columns each month include activity (plus or minus) that has already occurred; the net in the remaining balance column includes prior month transactions.

1. **RCC Improvements /C-000001** includes Back Stage RTU replacement (387K), public areas energy efficient lights installation (20K), and roof mechanical/cable tray (240K). The June expenditure is for the Phase 1 roof replacement Purchase Order. The actual Purchase Order cost for Phase I exceeded the 2013 estimated cost by 7.6 percent. Adjustments to Phase 2 and Phase 3 estimates have been made to reflect new pricing/cost estimates obtained with the Phase 1 A/E and Purchasing processes. Those estimates were updated in the Public Hearing presentation of June 20, 2016.
2. **RCC Facility Enhancements/C000002** includes LA counter service redesign (30K).
3. **RCC Hunters Woods Enhancements (Community Room) /C-000003:** Community room lighting. Chandelier fixtures design and replacement pending (131K). The YTD expenditure reflects A/E costs to refurbish the chandelier fixtures.
4. **RCC CenterStage Enhancements /C-000008:** This project includes funding for the CenterStage floor replacement (100K), and rewire/replace sound system (68K). The YTD expenditures reflect A/E costs for the floor replacement project and sound system rewiring/replacement costs.
5. **RCC - Motor Control Panel /CC-000012** (63.75K). This project is complete and delivered under budget.
6. **RCC – Rear Loading Dock / CC-000013** (76K). This project is complete and delivered under budget.

FUND STATEMENT

Funds 40050, Reston Community Center

	FY 2016 Estimate	FY 2016 Actual	Increase (Decrease) (Col. 2-1)	FY 2017 Adopted Budget Plan	FY 2017 Revised Budget Plan	Increase (Decrease) (Col. 5 -4)
Beginning Balance	\$5,938,135	\$5,938,135	\$0	\$4,685,679	\$6,403,707	\$1,718,028
Revenue:						
Taxes	\$7,016,016	\$6,907,034	(\$108,982)	\$7,075,090	\$7,075,090	\$0
Interest	8,441	23,286	14,845	8,993	8,993	0
Vending	1,616	2,078	462	1,616	1,616	0
Aquatics	334,074	334,778	704	335,992	335,992	0
Leisure and Learning	506,008	330,398	(175,610)	443,762	443,762	0
Rental	149,921	181,432	31,511	152,385	152,385	0
Arts and Events	261,351	322,812	61,461	312,402	312,402	0
Total Revenue	\$8,277,427	\$8,101,818	(\$175,609)	\$8,330,240	\$8,330,240	\$0
Total Available	\$14,215,562	\$14,039,953	(\$175,609)	\$13,015,919	\$14,733,947	\$1,718,028
Expenditures:						
Personnel Services	\$5,435,149	\$5,001,604	(\$433,545)	\$5,421,003	\$5,421,003	\$0
Operating Expenses	2,951,142	2,436,117	(515,025)	2,758,036	2,779,432	21,396
Capital Equipment	0	0	0	0	0	0
Capital Projects	1,143,592	198,525	(945,067)	471,300	1,416,367	945,067
Total Expenditures	\$9,529,883	\$7,636,246	(\$1,893,637)	\$8,650,339	\$9,616,802	\$966,463
Total Disbursements	\$9,529,883	\$7,636,246	(\$1,893,637)	\$8,650,339	\$9,616,802	\$966,463
Ending Balance¹	\$4,685,679	\$6,403,707	\$1,718,028	\$4,365,580	\$5,117,145	\$751,565
Capital Project Reserve ²	3,000,000	3,000,000	0	3,000,000	3,000,000	0
Maintenance Reserve	\$993,291	\$972,218	(\$21,073)	\$999,629	\$999,629	(\$0)
Feasibility Study Reserve	165,549	162,036	(3,513)	166,605	166,605	0
Economic and Program Reserve	526,839	2,269,452	1,742,613	199,346	950,911	751,565
Unreserved Balance	\$0	\$0	\$0	\$0	\$0	\$0
Tax Rate per \$100 of Assessed	\$0.047		(\$0.047)	\$0.047		(\$0.047)

¹ The fund balance in Fund 40050, Reston Community Center, is maintained at adequate levels relative to projected personnel and operating requirements. Available fund balance is divided into four reserve accounts designated to provide funds for unforeseen catastrophic facility repairs, feasibility studies for future programming, funds for future capital projects, and funds for economic and program contingencies.

² Funds reserved for capital projects are not encumbered based on normal accounting practices; however, they are allocated for future capital projects.



**RESTON COMMUNITY CENTER
BOARD OF GOVERNORS
PREFERENCE POLL COMMITTEE REPORT
JULY 18, 2016**

Present were:

- Bill Penniman, Committee Chair
- Bill Bouie
- Lisa Sechrest-Ehrhardt
- Gerald Zavala
- Vicky Wingert

Absent and Excused

- Bill Keefe

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Cristin Bratt

Bill P. welcomed everyone at 6:56 p.m. Leila distributed the 2016 Preference Poll schedule, 2016 Candidate Handbook, 2016 Statement of Candidacy Form and 2016 Letter to Voters, along with a copy of the 2015 Ballot (for reference). Bill P. asked if there were any changes from last year. Leila said there were small changes like the date, as well as an adjustment in the name of the company that handles our ballot (Votenet has rebranded itself as eBallot). The other change is not reflected in the Candidate Filing or Ballot materials, but rather in our calendar of activity. She explained that the Fairfax County Board of Supervisors has typically had an early October meeting that falls soon after the close of our Preference Poll. RCC releases results after the BOS makes the appointments official. This year, they don't have a meeting until October 18 – almost three weeks after our poll ends. Leila explained that she communicated with Supervisor Cathy Hudgins' office. The advice was to draft a press release for Hudgins' approval prior to the announcement of the results. After approval, RCC will release the results to the public. Once the Board of Supervisors makes the appointments at their October 18 meeting, the appointments will become official.

Leila also noted that Maggie Parker of Comstock served as moderator in 2015; she asked the committee if they would like to extend the same invitation to her this year. The committee thought she did a great job and would like her to return.

Bill P. asked if there is a sign in the lobby during the Candidate Filing period that states that the handbook and form are also available online. Leila confirmed that there is a sign and that we will add the information about the online access to both the lobby signs and the Candidate Handbook. There was discussion of when the ballot box will be in the lobby each day. Signage and relevant marketing materials will indicate that the ballot box will be in the lobby during normal business hours; those hours will also be identified.

Leila noted that we continue to experience negligible participation from the business community. The only time in our history there has been any sizable business participation was when board members running activated their business network. The committee advised that RCC should continue reaching out to the business community and proceed with our standard mailing to commercial addresses.

Bill noted that the paragraph at the bottom of page 3 in the handbook should be moved into the previous bullet since that text relates only to voting in person.

The meeting concluded at 8:12 p.m.

Preference Poll 2016 Schedule

~ July 2016 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 INDEPENDENCE DAY	5 Leila/Renata: Obtain VoteNet renewal agreement/invoice and process PO request.	6 Cristin: Prepare Candidate handbooks/Statements	7 Cristin: Write Press Release & CC announcing PP Cristin: Send Request for Estimate to Print Shop for all materials and services.	8 Cristin: Prepare Constant Contact	9
10	11 Tom: Request cost proposal from LWV	12 Cristin: Confirm COMCAST for Sep.	13 Teresa/Cristin: Launch PP Webpage	14 Cristin: Confirm Linda Rutledge availability for Candidate Photos.	15	16
17	18 Candidate handbooks draft/statements materials sent to PP Committee Leila/Tom: Secure commercial mailing list Preference Poll Committee meets to review and approve Candidate handbooks and materials	19 Cristin: Purchase SD5 residential list and merge with exceptions list; send to Tom. Cristin/Sam: Meet with Print Shop regarding estimates, schedule; deadlines.	20 Cristin sends formatted residential list to Tom and checks formatting of commercial list. Tom sends both lists to Votenet. Cristin: Distribute Press Release & CC announcing Candidacy Filing and PP dates	21 Cristin: confirm Votenet return address Cristin/Sam: prepare envelopes and confirm quantity so they are ready to send to print shop in August.	22 Cristin: prepare payment request for LWV (using cost proposal from Tom)	23
24/31	25 Cristin: Print Candidate Handbooks & Statements Sam: Design PP banner	26	27 Sam: Order PP Banner	28	29 Cristin on Leave	30

~ August 2016 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 CANDIDATE FILING OPENS Cristin: PP Displays available at both RCC Locations by COB. Add statements (word) handbook (PDF) to web.	2 Cristin: Begin Preparing Candidate Orientation materials	3 Cristin/Tom: Complete Votenet Paper Tabulation Form Cristin complete online work order to print both sets of envelopes.	4 Cristin: Prepare/finalize letter to voters for ballot Cristin coordinates postage & permit fee	5 Tom gets final VoteNet spreadsheet back with tabs for residential, commercial and spare; sends to Cristin to format for print shop.	6
7	8 Cristin: Print Orientation Materials	9	10 Cristin: Final CC Reminder Call for Candidates	11 Cristin: Confirm Linda Rutledge for Orientation photos again.	12 Cristin: order hospitality for Candidate Orientation	13
14	15 CANDIDATE FILING CLOSES: 5 p.m. Deadline Candidate Orientation/Photos – 6pm	16 Cristin: Finalize text for ballot Sam: Design ballot Cristin: send letter, mailing and Login Files to Printshop.	17 Cristin: Write Candidates/PP Dates Press Release Alyssa to deliver postage & permit fee to USPS.	18 Sam: Final Ballot Sent to Print Shop Cristin: Distribute Candidate/PP Dates Press Release Sam: Send candidate lobby poster (2) and send to print	19 Cristin: confirm final (exact) postage amount to reconcile for budget purposes.	20
21	22 Hard copy proofs sent to Cristin/Sam	23	24 Tom to schedule orientation with LWV	25	26 Cristin – CC: Candidate Forum	27
28	29 Tom: All ballot boxes checked by LWV by this day. All Ballot boxes/accompanying materials ready by this date IN CASE Print Shop mails ballots early.	30 Media picks up extra ballots from print shop and gives to Tom. Mailhouse receives printed material; begins preparing mailing.	31 Cristin draft PP results announcement/template for approval by BOS			
Media Team in Sitefinity Training Barbara on Leave						

Updated July 18, 2016

Social media, Constant Contact & press release dates are flexible in order to avoid conflict with other media messaging.

Preference Poll 2016 Schedule

~ September 2016 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Tom: prepares extra ballots spare login/passwords.	2 Tom coordinates with CS on extra ballots, provides a sample ballot, explains putting ballot boxes in storage each night, and placing "return to sender" ballots in his office	3
Media Team in Sitefinity Training Barbara on Leave						
4	5 LABOR DAY	6 All Ballots Mailed (work with printshop/vendor to ensure they are not mailed any earlier)	7 Teresa: Post voting link on website as soon as Tom confirms that the ballot is open. Bali/Sam: put voting tables out.	8	9 VOTING BEGINS CC: Candidate Forum (Cristin will schedule by 9/2 for release on 9/9).	10
Cristin on Leave; Sam to confirm once ballots are mailed.						
11	12	13	14 Cristin: order hospitality for Candidates Forum	15 6:30 P.M. – CANDIDATES FORUM (CenterStage)	16	17
From September 9 – 30, Customer Service is responsible for collecting ballot boxes each evening and putting them back out in the morning. Any ballots that are "returned to sender" should be kept in box in Tom's office.						
18	19 Leila confirms Supervisor Hudgins' availability for Orientation; Cristin reserve LA Gallery and schedules Orientation.	20	21	22	23	24 MCF Festival
25	26 Cristin: Constant Contact voting reminder	27	28 Cristin: Order hospitality for Friday vote tabulation. 5 p.m. – Cristin/Teresa schedules removal of "VOTE NOW" button /update website	29 5 p.m. – Deadline to receive mailed ballots.	30 VOTING ENDS 5 p.m. – Deadline for in-person and online votes to be received. Remove voting boxes; button is removed from website; website is updated.. Leila informs District Supervisor, Candidates, BOG of results	1

~ October 2016 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3 Cristin/Teresa: Announce Results with Press Release, Constant Contact, and on website Cristin used approved announcement template to create and distribute (pending Leila approval) press release & CC	4 Cristin to begin preparing New Board Orientation materials.	5 Cristin: Write Candidate Announcement: press release & CC	6	7 Cristin to order new name blocks/parting gifts and update Board binder (if needed) Cristin schedule photographer for November 2 meeting if all will be present.	8
9	10	11	12	13	14	15
16	17	18 BOS appointment of BOG members selected	19	20	21	22
23	24	25	26	27	28	29
30	31					

~ November 2016 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 First BOG meeting with new members.	8 Cristin to update HW lobby display case with new Board photos/names.	9	10	11	12

Updated July 18, 2016

Social media, Constant Contact & press release dates are flexible in order to avoid conflict with other media messaging.



Board of Governors Candidate Handbook

2016

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Candidate General Information

The Reston Community Center (RCC) Preference Poll is an annual community event to select three members to serve on the Reston Community Center Board of Governors. Online and mail-in balloting options are available again this year. Walk-in voting will be conducted at RCC Hunters Woods and RCC Lake Anne. To increase participation in the Preference Poll and to assure the integrity of online and mailed balloting, the RCC Memorandum of Understanding (MOU) was changed with approval by the Fairfax County Board of Supervisors in June 2009 to allow for one vote per residential and commercial property. Those participating in the Preference Poll will receive a voter login and pin from an independent agency to vote online, and/or to be verified by that agency functioning as the RCC Counting Agent if the ballot is mailed to it. Ballots dropped in the ballot boxes at the two RCC locations will be entered into the independent online system by representatives of the League of Women Voters.

Why Become a Candidate?

In 1975, Reston residents voted in a general referendum to establish a small tax district to fund the building and operation of the Reston Community Center. Bonds, in the amount of \$2.6 million, were sold to finance the construction of the Center. Today, a special tax equal to \$0.047 per \$100 of property value is assessed on all residential and commercial property within the district. For example, the owner of a property worth \$100,000 pays \$47 annually to fund the programs, services and facilities of RCC. This tax assessment enables RCC to continue to address the community's recreational, leisure-time, and cultural needs and aspirations.

The Fairfax County Board of Supervisors established the RCC Board of Governors to represent the interests of Small District 5 in the operation of the Community Center. Board members serve as community volunteers. Board appointments are actually made by the Fairfax County Board of Supervisors after residents of Small District 5 have made their preferences known in the annual poll. Board members work together to establish the overall policy for the Center and oversee its programs and fiscal operations. Board members also represent the Community Center at social, recreational, cultural, and educational activities throughout the small tax district.

How do I become a Candidate?

If you are interested in becoming a candidate for one of the vacancies on the Board and are a resident of Small District 5, please complete a Statement of Candidacy and return it to RCC Hunters Woods **by August 15, 2016 no later than 5:00 p.m.** to:

Preference Poll Committee Chair
Reston Community Center
2310 Colts Neck Rd.
Reston, VA 20191
ATTN: Cristin Bratt

The Statement of Candidacy forms are on pages 4 and 5 of this Candidate Handbook and are available online at www.restoncommunitycenter.com.

When will the Preference Poll be conducted?

This year, the Preference Poll voting will be available online and via mail. People may also drop off ballots at either RCC facility in secured ballot boxes. Only one vote per address is counted, and the first vote received is the vote counted. The voting period will be September 9 – 30.

Mailed-in ballots must be received no later than 5:00 p.m. on September 29; walk-in and online ballots must be received no later than 5:00 p.m. on September 30 The 2016 Preference Poll schedule is as follows:

August 2016

- 1 Candidacy registration begins
- 15 Candidacy registration closes at 5:00 p.m.
- 15 Candidate Orientation at 6:00 p.m. (photos taken prior to Orientation)

September 2016

- 9 Online/Mail-in balloting begins
- 15 Candidate Forum at 6:30 p.m.
- 29 Mail-in Ballots must be received by 5:00 p.m.
- 30 Walk-in and Online Balloting closes at 5:00 p.m.

Appointment to the Board is made at the Board of Supervisors meeting that follows the closing of the Preference Poll.

New Board Orientation – Conducted with Supervisor Hudgins; TBD.

What are the Next Steps?

All interested residents of Small District 5 are encouraged to:

- Complete and return the Statement of Candidacy Form to the address noted on the previous page.
- Review “Frequently Asked Questions.”
- Review the RCC Preference Poll Policies as described in this Candidate Handbook.
- Visit the Reston Community Center facilities at Hunters Woods and Lake Anne.
- Attend the Candidate Orientation on August 15 at 6:00 p.m. and have your picture taken.
- Participate in the Candidate Forum on September 15 at 6:30 p.m. (open to the public and recorded for television and internet broadcasts through Comcast Channel 28.)
- Cast your vote in the Preference Poll.

Candidate Campaigning Restrictions and Information about Ballots

The RCC Preference Poll is conducted in a manner that is consistent with Virginia Election Law. Accordingly, no campaigning, electioneering, or display of campaign material may occur within 40 feet of either RCC facility. Candidates and their supporters must observe this distance restriction in their campaign activities. Activities that fall under this prohibition include urging people to vote for the candidate, or asking people if they have voted yet. Candidates are respectfully requested to defer responses to questions from patrons to a place outside the RCC and/or its programs for more discussion. Candidates may cite the Preference Poll Candidate Campaigning Procedures to explain their constraints.

Campaigning Procedures

1. Candidates may not campaign during RCC programs, on RCC premises, or at RCC sponsored or co-sponsored events.
2. Candidate literature may not be distributed at RCC locations or activities.
3. Candidates will remain at a distance of 40 feet if they conduct campaign activities within sight of RCC facilities or RCC program or activity sites.
4. Candidates may prepare campaign literature but may not use RCC resources to do so.
5. Candidates should conduct themselves at all times mindful that the Preference Poll is a means to obtain the views of the community and is not an election per se.

Voting Procedures

Ballots and instructions for online, mail, or walk-in voting will be mailed to all Small District 5 residential and commercial addresses. For people who do not receive a ballot, and whose address is qualified to participate, RCC Hunters Woods Customer Service Desk will be able to verify the eligible address and issue a ballot upon presentation of photo identification with the address on it. People who receive their ballot prior to the beginning of official voting may use one of these methods to participate:

- **VOTE ONLINE:** Visit the RCC website, www.restoncommunitycenter.com, and locate the Preference Poll voting icon to proceed to the login screen for this Poll. There you will need to enter your USERID and PIN (in the box at the top right of this page) to be able to proceed to the information about the candidates and to vote. Online voting ends at 5:00 p.m. on Friday, September 30, 2016. If you need assistance, please call RCC's Central Information Desk at 703-476-4500, Monday through Friday, between the hours of 10:00 a.m. and 4:00 p.m.
- **VOTE BY MAIL:** Voters fill out the ballot and mail it using the enclosed pre-addressed envelope. **Be sure to add postage to your envelope prior to mailing.** Mailed ballots must be received by 5:00 p.m. on Thursday, September 29, 2016.
- **VOTE IN PERSON:** Voters bring a ballot to RCC Hunters Woods or RCC Lake Anne and deposit it in a ballot box; ballots left in lobbies or on countertops will not be counted. Ballots will be accepted until 5:00 p.m. on Friday, September 30, 2016. It is important to remember that ballots **must be placed in the ballot boxes by the voter**; ballots that are left on the counter at either RCC location will be destroyed. RCC employees may NOT take ballots from patrons; patrons must place the ballots in the ballot boxes themselves. Ballot boxes will be placed in the lobbies of our facilities from 9:00 a.m. each day to closing during the Preference Poll cycle of voting.

Statement of Candidacy General Information

Candidacy Filing:

- All candidates must complete a Statement of Candidacy Form and return it by August 15, no later than 5:00 p.m. to:

Preference Poll Chair
Reston Community Center
2310 Colts Neck Rd.
Reston, Virginia 20191
Attn: Cristin Bratt; Cristin.Bratt@fairfaxcounty.gov

Filed Statements may be sent by mail, email, or hand-delivered.

Residency/Age Requirements:

- Candidates must be residents of Small District 5 and at least 18 years of age. Residency will be verified through Small District 5 property tax records.

Photos:

- RCC requests candidate photos for publicity. Candidates may submit their own photo or be photographed at the Candidate Orientation at RCC Hunters Woods on August 15. A candidate filing statement without a photo of the candidate made or provided by the close of the Candidate Orientation session will be publicized without a photo. Printing schedules require that all materials for the printed ballot must be complete by the end of the Candidate Orientation.

Candidate Forum:

- A Candidate Forum will be held on September 15 at 6:30 p.m. It will be held at the CenterStage at RCC Hunters Woods. It will be open to the public and also recorded for television and internet broadcasts through Comcast Channel 28. The forum will provide candidates with an opportunity to state their interests, answer questions, and increase voter awareness about their candidacy. Candidates are permitted to bring written notes for their presentations at the Candidate Forum; no other materials will be permitted. The press is invited to attend.

Further Information:

- Cristin Bratt, Public Information Officer, Reston Community Center: 703-390-6147.

**Statement of Candidacy Form
RCC Board of Governors
Preference Poll 2016**

All candidates must complete both Part 1 and Part 2 of the Preference Poll Candidacy Form. This form is also available online at www.restoncommunitycenter.com. Please sign and return your completed form by August 15, 2016, no later than 5:00 p.m. to:

Preference Poll Chair
Reston Community Center
2310 Colts Neck Rd.
Reston, VA 20191
Attn: Cristin Bratt

Part 1: Personal Information

Name: _____

Home Address: _____

City/State/Zip: _____

Primary Phone: _____

Part 2: Statement of Candidacy

Please respond to Questions A and B on the following page. The questions and your responses will be used exactly as written to publicize your candidacy for the Board of Governors. You may respond by attaching a signed hard copy document, or by emailing a **signed** PDF of your statement, to Cristin Bratt, Public Information Officer, Reston Community Center.

Email: Cristin.Bratt@fairfaxcounty.gov

Regardless of which way you submit your Candidacy Statement, please provide your responses in a typed format:

- Double-check your grammar and spelling. Reston Community Center will not make any changes to your submission.
- Do not exceed the word count limits. Statements exceeding the word count limit will be ended at the point in the statement where it reaches the limit.
- Be sure to sign the bottom of the form.

STATEMENT OF CANDIDACY:

Question A: What previous experience or participation in civic activities would you bring to the RCC Board? [Do not exceed 100 words.]

Question B: How would your leadership enhance RCC's efforts to bring the community together by providing opportunities for enriching leisure experiences and connections that reach out to all and foster inclusiveness and a sense of belonging? [Do not exceed 150 words.]

Candidate Signature: _____

Frequently Asked Questions about RCC

1. *When did RCC open its doors?*

Reston Community Center officially opened its doors in May 1979. However, it also proudly counts in its history the "sweat years" – the six years prior to the opening during which a small group of Restonians, led by Jim Allred, rallied support for the idea and made this dream a reality.

2. *What mechanism created RCC?*

Restonians petitioned the Fairfax County Board of Supervisors for a referendum on bond sales to finance the Community Center, using a small single purpose tax district as the means. The referendum passed by more than a 2 to 1 majority, creating Small District 5. Bonds were sold to finance the \$2.6 million construction of the Center and the tax rate was established to pay off the bonds and continue RCC programs, operations, and services for the community.

3. *Aren't Reston and Small District 5 synonymous?*

Not quite. RCC serves the entire tax district which is largely congruent with Master Plan Reston. With the exception of 332 residential property addresses, Small District 5 encompasses residential and commercial property addresses in the 20190, 20191 and 20194 zip codes.

4. *Who runs RCC?*

The day-to-day operations of are managed by the Executive Director who supervises the RCC staff of (up to) 51 Fairfax County merit employees and more than 200 seasonal employees.

The Board of Governors hires the Executive Director. The Board provides fiscal oversight and strategic planning. It does not become involved in daily operations or routine matters, but rather concentrates on broader policy and fiscal issues.

5. *Isn't RCC just an indoor pool and theatre?*

RCC was founded on the principle of inclusiveness – the desire to make every resident feel welcome and a part of Reston and its community "center." Reston Community Center is not just comprised of facilities (at Hunters Woods and Lake Anne locations). It is about bringing people together from all over the community in a variety of programs, activities, events, and venues. This year alone, RCC will schedule more than 2,000 programs, classes, trips and workshops, present a 20-event professional touring artist season in RCC's CenterStage, host the performances by Reston's community arts organizations, and provide rental space for private events that will draw tens of thousands of patrons to the Center facilities at Hunters Woods and Lake Anne Village Centers. Additionally, RCC will continue to sponsor such popular community events as our award-winning Reston Multicultural Festival, the Reston Dr. Martin Luther King Jr. Day Celebration, the Thanksgiving Food Drive, and the Northern Virginia Fine Arts Festival. RCC is "enriching lives and building community."

6. Who pays for all this?

All property owners – residential and commercial – within Small District 5 fund the Community Center and its operations through the Small District 5 property tax. The current tax rate is \$0.047 per one hundred dollars of assessed value of property.

While most of the Center's income comes from property taxes, the Center also earns interest on its funds and receives some income from admission charges, room rental fees, and program fees. Contributions are also made to the Friends of the Reston Community Center, an independent, non-profit tax-exempt organization, which uses the contributions to support RCC programs.

7. What is the annual budget of RCC?

The operating budget is created based on annual estimates for revenue and expenditures. There are three types of revenue. They are taxes, interest, and operating revenue from RCC's various services and programs. As of July 18, 2016, the Board of Governors' Finance Committee estimates the Fiscal Year 2017 (FY17) RCC budget revenue (from all sources) to be \$8,330,240 and total expenditures, including those for Capital Improvement Projects, to be \$8,650,339 (excludes FY16 Carryover). RCC also has established reserve funds to support capital projects, emergency maintenance expenditures, feasibility studies, and program/economic contingencies. The total of estimated FY17 reserve funds is \$4,365,580 (excludes FY16 Carryover savings of \$751,565). The total estimated expenditures for FY17 include personnel expenses of \$5,421,003, operating expenses of \$2,758,036 (excludes FY16 Carryover of 21,396), and capital equipment/projects of \$471,300 (excludes FY16 Carryover of 945,067).

8. Where is the money?

Except for a petty cash fund maintained by the Center, Fairfax County keeps RCC funds in accounts in various financial institutions, where the money is commingled with other County funds. Nevertheless, the Center's portion of those funds can be readily identified and the interest earned is credited to RCC.

9. Who monitors actual financial performance?

Many people exercise financial monitoring. In general, the Executive Director is responsible for monitoring spending and the Board's Finance Committee is responsible for oversight. Information on financial performance originates with the Fairfax County budget and finance staff that provides data to RCC staff. The RCC staff also generates separately detailed financial reports for tracking expenses. These reports are reviewed by the Board's Finance Committee throughout the year. In turn, the Finance Committee reports financial activity to the full Governing Board.

10. Does the Board have legal authority to do this?

There is a hierarchy of documents including Virginia state law, the Memorandum of Understanding (MOU) between the Fairfax County Board of Supervisors and the RCC Board of Governors, as well as the RCC Board of Governors By-laws. These documents authorize spending, create controls, and establish legal accountability.

11. Who has the final say on the budget?

The budget process begins with RCC staff and board committees' input; public input at the committee meetings is sought and invited. The Finance Committee and staff review all input and submit a budget to the RCC Board of Governors. After entertaining public comment through an Annual Public Hearing for Programs and Budget, the Board of Governors approves the RCC budget proposal and submits it through Fairfax County staff to the Board of Supervisors. The Board of Supervisors is the final approval authority for the RCC budget.

12. Once the budget is approved, is it "fixed in stone?"

No, the budget can be adjusted to a modest degree throughout the year, based upon actual RCC operations' requirements. In particular, the Executive Director has authority to reallocate budget amounts within major categories. However, in other circumstances, changes may need to be approved by the Board of Governors and/or County budget staff. Any changes that would exceed the current fiscal year total appropriation **must** be approved by the RCC Board of Governors and be submitted to the Fairfax County Board of Supervisors for final approval.

13. What is the relationship between the Reston Community Center Board of Governors and the Fairfax County Board of Supervisors?

The Board of Supervisors appoints all RCC Board members. The RCC Board of Governors operates under authorities that are delegated to it by the Board of Supervisors in the Memorandum of Understanding (MOU).

14. Besides fiscal oversight, what other responsibilities does the Board of Governors have?

The roles and responsibilities for the Board of Governors are detailed in the Memorandum of Understanding (MOU), which is the statutory authority for the Governing Board.

Aside from fiscal oversight, the MOU charges the Board of Governors with responsibility for certain organizational/personnel issues, program planning, community relations, and the conduct of the annual Preference Poll.

15. How does the Board fulfill these responsibilities?

Each of the Board's committees is chaired by a board member and includes at least two other board members. Each committee meets and reports back to the entire board on their deliberations. The Board of Governors votes on all actions brought forward from the committees at their regular monthly meeting on the first Monday of each month. The current standing committees of the Board of Governors are Community Relations, Long Range Planning, Program and Policy, Finance, Building, Personnel, and Preference Poll.

Additionally the Board of Governors may create ad hoc committees to address specific issues.

16. What is the best way for someone to stay informed about RCC activities?

Patrons are advised to keep up with RCC by visiting the RCC website, reviewing the seasonal RCC Program Guides (Winter/Spring, Summer and Fall editions) and participating in the wide range of programs and events offered by Reston Community Center.

**Statement of Candidacy Form
RCC Board of Governors
Preference Poll 2016**

All candidates must complete both Part 1 and Part 2 of the Preference Poll Candidacy Form. This form is also available online at www.restoncommunitycenter.com. Please sign and return your completed form by August 15, 2016, no later than 5:00 p.m. to:

Preference Poll Chair
Reston Community Center
2310 Colts Neck Rd.
Reston, VA 20191
Attn: Cristin Bratt

Part 1: Personal Information

Name: _____

Home Address: _____

City/State/Zip: _____

Primary Phone: _____

Part 2: Statement of Candidacy

Please respond to Questions A and B on the following page. The questions and your responses will be used exactly as written to publicize your candidacy for the Board of Governors. You may respond by attaching a signed hard copy document, or by emailing a **signed** PDF of your statement, to Cristin Bratt, Public Information Officer, Reston Community Center.

Email: Cristin.Bratt@fairfaxcounty.gov

Regardless of which way you submit your Candidacy Statement, please provide your responses in a typed format:

- Double-check your grammar and spelling. Reston Community Center will not make any changes to your submission.
- Do not exceed the word count limits. Statements exceeding the word count limit will be ended at the point in the statement where it reaches the limit.
- Be sure to sign the bottom of the form.

STATEMENT OF CANDIDACY:

Question A: What previous experience or participation in civic activities would you bring to the RCC Board? [Do not exceed 100 words.]

Question B: How would your leadership enhance RCC's efforts to bring the community together by providing opportunities for enriching leisure experiences and connections that reach out to all and foster inclusiveness and a sense of belonging? [Do not exceed 150 words.]

Candidate Signature: _____

How would your leadership enhance RCC's vision to bring the community together by providing opportunities for enriching leisure experiences and connections that reach out to all and foster inclusiveness and a sense of belonging?



Ms. Karol Anderson

I would aboard with a strong role of leadership with brotherly openness with love and honesty, offering to share with our community to express their needs and ideas a joined. I have learned and continue to stay focus for the betterment and richness of our community future planning's also surrounding areas. I see as a responsibility to share as one, where there is unity there is strength. In sincerity this is real advocating what we hope for, is that our community will continue to treat each other with civility and courtesy in respected behavior, for each other and our community to grow as one with expressing the power within our rights in dignity meaning fulfilled meaning and produce great results. Thank you,



William G. Bouie (Bill)

An appointment to the RCC Board of Governors presents an opportunity to contribute to my great community and to utilize my talents and skills. I have the experience and qualifications for the position in dealing with RCC activities, working in the business community, working with youth and athletics, and working with various organizations in Reston to help plot our future. We are a very diverse community. Our diversity is a strength that is unique, embraced, cherished, and to be celebrated. I am a strong supporter of the Center, as Board Members should be. I look forward to working with Restonians, to learn about their needs, and wants, and also to address their concerns. I will work with Reston Association, and the County to ensure consistency of programming, and to engage the business community so that they receive the inherent value in working with the Community Center and its programs.



Lisa Sechrest-Ehrhardt

As a professional social worker and diversity consultant I have always embraced a philosophy of collaboration and inclusion. My professional and personal goals have included presentations and workshops which educate individuals, organizations, and communities about their strengths and capabilities, which in turn highlight the power of diversity. Reston is a diverse community where

many residents actually "live, work, and play" together. My skills as an excellent communicator and educator will contribute to the environment provided by RCC, whose objectives include promoting opportunities for people from different social, economic, ethnic, and racial backgrounds to come together so that they may enjoy cultural, educational, and recreational experiences. As a Board member, I would work diligently to serve the Reston Community and to uphold Reston Community Center's commitment to collaboration and partnership with other organizations to accomplish its goals.



Richard M. Titus, Ph.D.

RCC has three tasks. (1) Determine what people want. (2) Allow participants in RCC offerings to express their opinions on those offerings and how to improve them. (3) Implement the recommended changes and assess the effectiveness of those changes. At present RCC has no way of gathering the necessary information relative to these tasks. I am well qualified to assist and guide RCC in this effort.



Gerald Zavala

There is nothing permanent except change. Reston continues to grow. However, with growth comes the occasional growing pains. I am committed to providing the leadership necessary so that the RCC listens and understands our community's changing needs so that it can responsibly serve our entire community. My multi-generational, diverse family is a direct consumer of RCC programming. I have two daughters that attend Sunrise Valley Elementary and participate in RCC summer camps and my father-in-law enjoys the organization's 55+ programming. I bring a unique perspective and understanding to the RCC Board. I believe the RCC should encourage all our stakeholders to feel ownership of the organization and its programming. It's imperative that the Board listens to the community and holds itself to a high standard of quality, service and fiscal responsibility. Thank you for the opportunity for serving the community and I would be honored to continue that service.

All statements are provided as written by the candidates.



RCC PREFERENCE POLL 2015

Voting from September 11 - October 2 at 5:00 p.m.

(See Inside for Voting Instructions and Official Ballot)

Reston Community Center (RCC) serves residents and businesses in Small District 5 (SD5); it is governed by a nine-person Board of Governors. Each year, RCC conducts a poll of residents and businesses in SD5 to select members of the Board of Governors. This letter provides voting instructions and your ballot for the 2015 RCC Preference Poll.

ABOUT RESTON COMMUNITY CENTER

Reston Community Center has been "Enriching Lives and Building Community" for more than 35 years. RCC provides a wide range of programs in arts, aquatics, enrichment and life-long learning. We also create and sustain community traditions through special events, outreach activities and facility rentals. To find the programs or events that are right for you, visit www.restoncommunitycenter.com or call 703-476-4500.

Fairfax County is committed to nondiscrimination on the basis of disability in all county programs, services and activities. Reasonable accommodations will be provided upon request. For further information, contact Reston Community Center at 703-476-4500, Virginia Relay 800-828-1120 (TTY) or visit the website at <http://www.restoncommunitycenter.com>. Reston Community Center is located at 2310 Colts Neck Road, Reston, VA 20191. Reston Community Center is completely accessible to persons with disabilities and will provide reasonable accommodations in accordance with the Americans with Disabilities Act (ADA).

Voting from September 11 - October 2 at 5:00 p.m.

THREE WAYS TO VOTE:

1. Visit www.restoncommunitycenter.com and locate the Preference Poll voting icon. Enter your USERID and PIN to vote.
2. Mail completed ballot in the enclosed pre-addressed envelope. Be sure to add postage. Mailed ballots must be received by the counting agent before 5:00 p.m. on October 1.
3. Drop off your ballot in a ballot box at RCC facilities: Hunters Woods or Lake Anne.



County of Fairfax, Virginia

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

September 2015

**VOTE ONLINE, BY MAIL, OR DROP IN
BALLOT BOXES IN RCC LOBBIES.**

USERID:

PIN:

Dear RCC Patron,

Enclosed is your household's or business' ballot for the 2015 Reston Community Center (RCC) Preference Poll. Each household or business may vote once for the candidates for three seats on the RCC Board of Governors.

The RCC Preference Poll is held annually as part of the process by which Reston residents are selected to serve on the RCC Board of Governors. The Board of Governors is a nine-member body responsible for overseeing the operation of RCC. Each year, typically, candidates for three seats on the Board are subject to a community preference poll with voting by residents and businesses. This year's Preference Poll will fill three positions for three-year terms on the RCC Board of Governors. In order to facilitate voting, online and mail-in balloting are available, and walk-in voting will be conducted at RCC Hunters Woods and RCC Lake Anne. Please note that the statements on the ballot have been provided by the candidates and reprinted verbatim without changes unless the statement exceeded the allotted word limit. Statements over the word limit were printed verbatim up to the word limit. **You may vote for up to three candidates on the ballot.**

- **TO VOTE ONLINE:** Visit the RCC website, www.restoncommunitycenter.com, and locate the Preference Poll voting icon to proceed to the login screen for this Poll. There you will need to enter your USERID and PIN (in the box at the top right of this page) to be able to proceed to the information about the candidates and to vote. Online voting ends at 5:00 p.m. on Friday, October 2, 2015. If you need assistance, please call RCC's Central Information Desk at 703-476-4500, Monday through Friday, between the hours of 10:00 a.m. and 4:00 p.m.
- **TO VOTE BY MAIL:** Fill out the enclosed ballot and mail it using the enclosed pre-addressed envelope. **Be sure to add postage to your envelope prior to mailing.** Mailed ballots must be received by 5:00 p.m. on Thursday, October 1, 2015.
- **TO VOTE IN PERSON:** Bring your ballot to RCC Hunters Woods or RCC Lake Anne and deposit it in a ballot box; do not leave in lobbies or on countertops. Ballots will be accepted until 5:00 p.m. on Friday, October 2, 2015.

IF YOU LOSE YOUR BALLOT: You may obtain a replacement ballot at either RCC location during normal business hours (9:00 a.m. to 9:00 p.m. M-Sa; 8:00 p.m. Su). To obtain a replacement ballot, you will need to have photo identification that shows you live or represent a business (accompanied by a business card) in Small District 5. If two ballots are received from the same address, the first to be counted will be the only one deemed valid.

Counting will be conducted by Votenet Solutions, an independent contractor which is providing the electronic and mail-in ballot processing, and the League of Women Voters of Fairfax, which will enter ballots dropped in the boxes into the electronic voting website as well as verified ballots cast by those who required a replacement ballot.

Results will be sent to the Fairfax County Board of Supervisors through the Hunter Mill District Supervisor, Catherine M. Hudgins. The Board of Supervisors is expected to make its appointments to the RCC Governing Board at its meeting on Tuesday, October 6. Once the appointments have been made, the results will be released to the media. If you have any questions about this year's Preference Poll, please call RCC Deputy Director Thomas L. Ward at 703-390-6148.

Thank you very much for your participation,

Victoria L. Wingert
Chair, Reston Community Center Board of Governors Preference Poll Committee 2015

RCC BOARD OF GOVERNORS PREFERENCE POLL 2015 BALLOT

USERID: _____ PIN: _____

Vote for a maximum of 3 candidates:

- Ms. Karol Anderson Lisa Sechrest-Ehrhardt Gerald Zavala
- William G. Bouie Richard M. Titus, Ph.D.

Voting from September 11 - October 2 at 5:00 p.m.

VOTES FOR WRITE-IN CANDIDATES WILL NOT BE TALLIED.

What previous experience or participation in civic activities would you bring to the RCC Board?



Ms. Karol Anderson

My Participations towards public civil activities is a part of my responsibility as a Law abiding citizen extending as a teenager. I will bring to the RCC Board of Governors Committee inspiration to continue exploring in excellent civic research with

the further leading community to awareness's in Diversity, Culture Ethnical backgrounds, no matter with good measures in humanities,. My experiences are broad from Administrating PTA meetings focusing the most need with help, coordinating public events to political, i have service several Committee Boards in Virginia, currently my Volunteerism as Chairperson (LHRC) Local Human Rights Committee Behavior Mental Health, executing resolutions



William G. Bouie (Bill)

- RCC Board Member since 2003. Chairman 2006-2008. Current Vice Chairman
- Chairman, Fairfax County Park Authority Board, (2008-Present)
- Wolf Trap Associates Board of Directors (2009-2015)

- Vice Chairman, Reston Hospital Board of Trustees (2009-Present)
- Vice Chairman, Initiative for Public Art Reston (IPAR) (2007-Present)
- Joseph L. Ritchey Community Service Award
- Chairman, Reston Youth Baseball, 11 years
- Board of Management, Reston YMCA
- Founding President, Friends of Reston
- Anthony Griffin Leadership Award (2014)
- Robert Simon Lifetime Achievement Award (2013)
- Best of Reston Award, 1993; 2001
- Project Gold, United States Olympic Committee



Lisa Sechrest-Ehrhardt

Reston has been my home for nearly 40 years. I love living in Reston and my family and I have participated in various educational, cultural, and leisure events offered by the Reston Community Center. I have volunteered in the community as a

swim team manager, town house association board member, PTSA vice-president and neighborhood volunteer. Serving on the RCC Board for the past three years has afforded me the opportunity to give back to the community and its residents. As an involved and dedicated resident I would like to continue serving the community in this capacity.



Richard M. Titus, Ph.D.

I am the published author of numerous scientific studies utilizing survey research and program evaluation. At present RCC has no valid method to assess participant satisfaction with its courses and other offerings. The RCC survey instrument

(questionnaire) and survey administration are fundamentally flawed. They also fail to take advantage of newer technologies that have been available for years. Additionally, I have taken, and continue to take, many RCC courses and to participate in many RCC activities.



Gerald Zavala

I have served on the RCC Board for three years, including the last year as Treasurer. It has been a pleasure to serve our community. As a member of the RCC Board, I will continue to foster a culture where the staff and community feel comfortable

exchanging ideas and forging new partnerships to deliver the best programing possible with our finite resources. My experience with the Fairfax County Park Foundation and volunteer work with the Reston Chamber, Cornerstones, Reston Soccer and Leadership Fairfax provide me with the community insight to help the RCC fulfill its important mission.

**All statements are provided as written
by the candidates.**



County of Fairfax, Virginia

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

September 2016

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- **TO VOTE ONLINE:** Visit the RCC website, www.restoncommunitycenter.com, and locate the Preference Poll voting icon to proceed to the login screen for this Poll. There you will need to enter your USERID and PIN (in the box at the top right of this page) to be able to proceed to the information about the candidates and to vote. Online voting ends at 5:00 p.m. on Friday, September 30, 2016. If you need assistance, please call RCC's Central Information Desk at 703-476-4500, Monday through Friday, between the hours of 10:00 a.m. and 4:00 p.m.
- **TO VOTE BY MAIL:** Fill out the enclosed ballot and mail it using the enclosed pre-addressed envelope. **Be sure to add postage to your envelope prior to mailing.** Mailed ballots must be received by 5:00 p.m. on Thursday, September 29, 2016.
- **TO VOTE IN PERSON:** Bring your ballot to RCC Hunters Woods or RCC Lake Anne and deposit it in a ballot box; do not leave it in RCC lobbies or on countertops. The boxes will be in the lobbies from 9:00 a.m. to 9:00 p.m. during the voting period. Ballots will be accepted until 5:00 p.m. on Friday, September 30, 2016.

IF YOU LOSE YOUR BALLOT: You may obtain a replacement ballot at either RCC location during normal business hours (9:00 a.m. to 9:00 p.m. M-Sa; 8:00 p.m. Su). To obtain a replacement ballot, you will need to have photo identification that shows you live or represent a business (accompanied by a business card) in Small District 5. If two ballots are received from the same address, the first to be counted will be the only one deemed valid.

Counting will be conducted by Votenet Solutions' eBallot. Votenet Solutions is an independent contractor providing the electronic and mail-in ballot processing. The League of Women Voters of Fairfax will enter ballots dropped in the boxes into the electronic voting website as well as verified ballots cast by those who required a replacement ballot.

Results will be announced by October 4 and will also be sent to the Fairfax County Board of Supervisors through the Hunter Mill District Supervisor, Catherine M. Hudgins. The Board of Supervisors is expected to make its appointments to the RCC Board of Governors at its meeting on October 18. The term for the candidates appointed by the Board of Supervisors will begin at the November 7 meeting of the RCC Board of Governors. If you have any questions about this year's Preference Poll, please call RCC Deputy Director Thomas L. Ward at 703-390-6148.

Thank you very much for your participation,

William Penniman
Chair, Reston Community Center Board of Governors Preference Poll Committee 2016



**RESTON COMMUNITY CENTER
BOARD OF GOVERNORS
FINANCE COMMITTEE REPORT
SEPTEMBER 12, 2016**

Present were:

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

Attending Board member:

- Vicky Wingert

Absent and Excused

- John Mendonça

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Renata Wojcicki
- Cristin Bratt

Gerald welcomed everyone at 7:36 p.m. and explained that the main task for the evening was to review the FY2018 Budget Transmittal Memo, Capital Projects Outline and the resulting Fund Statement (all attached). Following review and approval by the Finance Committee, the materials would then be forwarded to the full Board for consideration. Following approval by the full Board, the materials will be submitted to the Department of Management & Budget (DMB). Leila noted that Renata is working on the supporting materials; that is the accompanying documentation of the various budget layers. Those materials will not affect the numbers shown in the distributed materials. Leila noted that we will again be spending less than we earned during the year in our combined core personnel and operating categories.

Gerald asked if the Transmittal Memo includes the other two documents. Leila explained that the Memo is our assertion to the Board of Supervisors that the RCC Board of Governors and the public have had an opportunity to review and weigh in on the proposed budget outline. The Fund Statement details our budget and the Capital Projects outline details the capital project requirements for FY18. The additional spreadsheets that Renata completes support the totals in these categories, and also provide our agency narrative that describes each cost center, what full-time or part-time benefit earning positions are assigned in cost centers and the activity of each cost center; the material is similar to the material provided in our Lines of Business (LOBS) presentation. The budget narrative also includes information on participation and performance indicators (customer satisfaction, partnerships and our online activity level). RCC's last Strategic Plan included goals related to WebTrac and online registration. We had a target of increasing registration online by 10 percent per year, but online registration is at a point where that increase is no longer rational since we've reached a level of roughly half of our registration activity occurring online. We can't increase that percentage indefinitely, so our new stated goal is to have at least half of our registration via online registration. Renata explained that the final narrative won't be published until January or February 2017 when DMB finalizes the variables that may impact it. Leila said we can bring the final agency budget narrative to the Board planning session in January. Not much will change between now and then.

Gerald asked the Finance Committee to approve the FY2018 Budget Transmittal Memo and supporting documents in order to submit the material to the full board for review and vote. Michelle seconded. The Finance Committee voted unanimously to submit the material to the full Board for consideration.

September 12, 2016 Finance Committee Meeting Report

Vicky asked what the tax projections were. Leila said we kept to a very conservative estimate that increased anticipated tax receipts by slightly less than 2 percent from the current revenue from taxes projection.

The meeting concluded at 7:48 p.m.



County of Fairfax, Virginia

MEMORANDUM

DATE: September 13, 2016

TO: Joseph M. Mondoro, Chief Financial Officer
Department of Management and Budget

FROM: Beverly A. Cosham, Chair
Reston Community Center Board of Governors

Leila Gordon, Executive Director
Reston Community Center

SUBJECT: FY 2018 Budget Submission

The FY18 Budget request for Reston Community Center (RCC) is \$10,180,696. Reston Community Center's FY18 Budget includes the following:

- \$5,479,467 for personnel, which is our calculation for merit and seasonal employees based on FOCUS HCM data and program requirements.
- \$2,797,229 for operating expenses.
- \$1,904,000 for capital projects and equipment.
- The estimated revenue for FY 2018 is \$8,476,319.

Funding for the FY 2018 Budget request is available in Sub-fund 40050, including the Managed Reserve accounts established in FY89 and modified in FY09 for the long term preservation and maintenance of RCC operations, facilities and programs.

This budget was presented to Reston residents at a Public Hearing on June 20, 2016 and it was subsequently approved by the RCC Board of Governors at our regular monthly meeting on September 12, 2016.

Cc: Catherine M. Hudgins, Hunter Mill Supervisor
Patricia D. Harrison, Deputy County Executive for Human Services
Brian Heffern, Department of Management and Budget



FUND STATEMENT

Fund 40050, Reston Community Center

	FY 2016 Actual	FY 2017 Adopted Budget Plan	FY 2017 Revised Budget Plan	FY 2018 Advertised Budget Plan
Beginning Balance	\$5,938,135	\$4,685,679	\$6,403,709	\$5,117,147
Revenue:				
Taxes	\$6,907,035	\$7,075,090	\$7,075,090	\$7,198,374
Interest	23,286	8,993	8,993	10,914
Vending	2,078	1,616	1,616	1,616
Aquatics	334,778	335,992	335,992	336,388
Leisure and Learning	330,398	443,762	443,762	436,247
Rental	181,432	152,385	152,385	162,932
Arts and Events	322,812	312,402	312,402	329,848
Total Revenue	8,101,819	8,330,240	8,330,240	8,476,319
Total Available	\$14,039,954	\$13,015,919	\$14,733,949	\$13,593,466
Expenditures:				
Personnel Services	5,001,603	5,421,003	5,421,003	5,479,467
Operating Expenses	2,436,117	2,758,036	2,779,432	2,797,229
Capital Equipment	0	0	0	
Capital Projects	198,525	471,300	1,416,367	1,904,000
Total Expenditures	\$7,636,245	\$8,650,339	\$9,616,802	\$10,180,696
Total Disbursements	\$7,636,245	\$8,650,339	\$9,616,802	\$10,180,696
Ending Balance¹	\$6,403,709	\$4,365,580	\$5,117,147	\$3,412,770
Capital Project Reserve ²	3,000,000	3,000,000	3,000,000	2,226,085
Maintenance Reserve	972,218	999,629	999,629	1,017,158
Feasibility Study Reserve	162,036	166,605	166,605	169,526
Economic and Program Reserve	2,269,454	199,346	950,913	0
Unreserved Balance	\$0	\$0	\$0	\$0
Tax Rate per \$100 of Assessed Value	\$0.047	\$0.047	\$0.047	\$0.047

¹ The fund balance in Fund 40050, Reston Community Center, is maintained at adequate levels relative to projected personnel and operating requirements. Available fund balance is divided into four reserve accounts designated to provide funds for unforeseen catastrophic facility repairs, feasibility studies for future programming, funds for future capital projects, and funds for economic and program contingencies.

² Funds reserved for capital projects are not encumbered based on normal accounting practices; however, they are allocated for future capital projects.



County of Fairfax, Virginia

MEMORANDUM

DATE: September 13, 2016

TO: Joseph M. Mondoro, Chief Financial Officer
Director, Department of Management and Budget

FROM: Beverly A. Cosham, Chair
RCC Board of Governors

Leila Gordon, Executive Director
Reston Community Center

SUBJECT: FY18 Capital Projects Budget Submission

Reston Community Center's Board of Governors presented its Capital Improvement Plan (CIP) on June 20, 2016 in our Annual Public Hearing for Programs and Budget. The Board of Governors approved the FY18 Capital Projects at its Board meeting of September 12, 2016. The following projects are part of RCC's CIP and funding is requested for:

CC00001 (007-014), RCC Improvements: \$804,000

Includes roof sections replacement (484K), hot water tank replacement (45K), and solar panels (200K), HW Carpeting Replacement in Public Areas (50K), Upgrade AV Capability in Community Room (25K).

The roof, hot water tank and carpeting are at the end of their useful lives and require replacement. To enhance our energy use and reduce our carbon footprint, funding is allocated to support installation of solar panels if determined to be advantageous. Upgrading our AV capability will support both program and rental patron requirements.

CC00009 (003-004), Natatorium Enhancements: \$1,100,000

Includes funding for A/E related to new amenities in Natatorium (50K), Dectron dehumidification system replacement (620K), UV filters replacement (110K), pool and spa filtration systems (150K), refurbishment of surge tank (10K), pool shell replacement (150K), Natatorium painting (10K).

Terry L. Smith Aquatics Center equipment systems are beyond their projected use lives and will require replacement. Study funding is included to facilitate optimum systems installation that will enable the natatorium to be used in future for therapeutic and early childhood swimmer populations.

Total FY 2018 Budget Requirements \$1,904,000

The FY18 capital projects listed above are supported by allocations in Sub-Fund 40050.



Hunters Woods Roof Replacement

FRONT SECTION UPDATE – PHASE I

Front Section Roof Inspection Report

General

- Inspection date – 10/7/2015
- Deck condition: Good
- Leakage: Yes

Flashing Condition

- Perimeter: Fair
- Projections: Poor
- Wall: Fair
- Counterflashing: Fair

Miscellaneous Details

- Reglets: Fair
- Control Expansion Joints: Poor
- Ponding Water: Moderate

Front Section Roof Replacement

Scope of Work

- Tear off existing roof (approximately 20,000 sq ft.)
- Install and mechanically fasten 4.5” insulation through deck
- Install white SealTite Single Ply Membrane

Project Cost

- Colbert Roofing low bid \$258,355
- Three other bids received ranging from \$330,406 - \$355,426

Project Timeline

- Construction scheduled for Aug. 22-Sept. 22
- Project about 1 week behind schedule
- Targeting Aug. 29th for completion
- Mindful of noise impact on scheduled activities and rentals

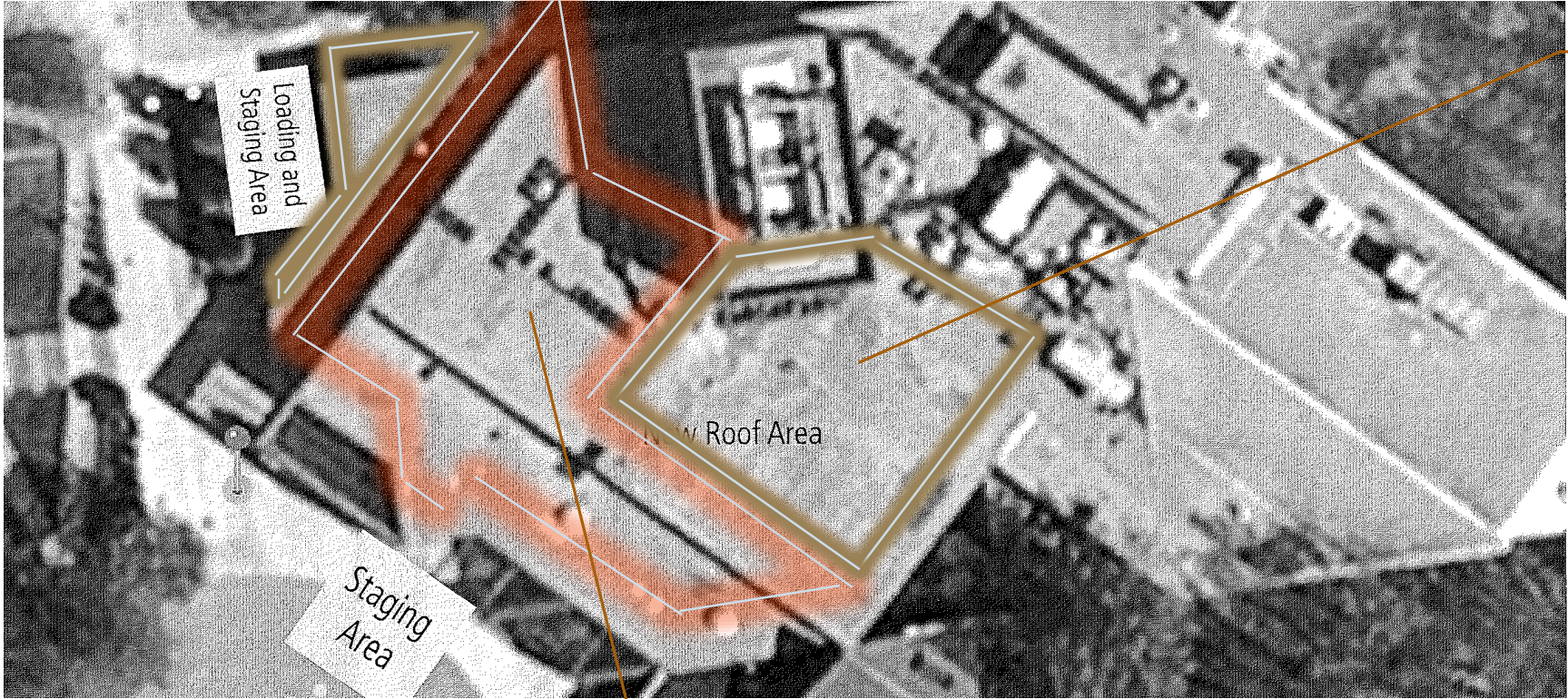
Front Section Roof Replacement (cont'd.)

Energy Efficiency

- ENERGY STAR solar reflectance rating .87 on a scale of 0 to 1
- LEED thermal emittance .95
- Pre-consumer Recycled Content 10%

Warranty – 20 years on labor & materials

Project Status



Completed work in Yellow

Work remaining to be Done in Orange

Materials Staging



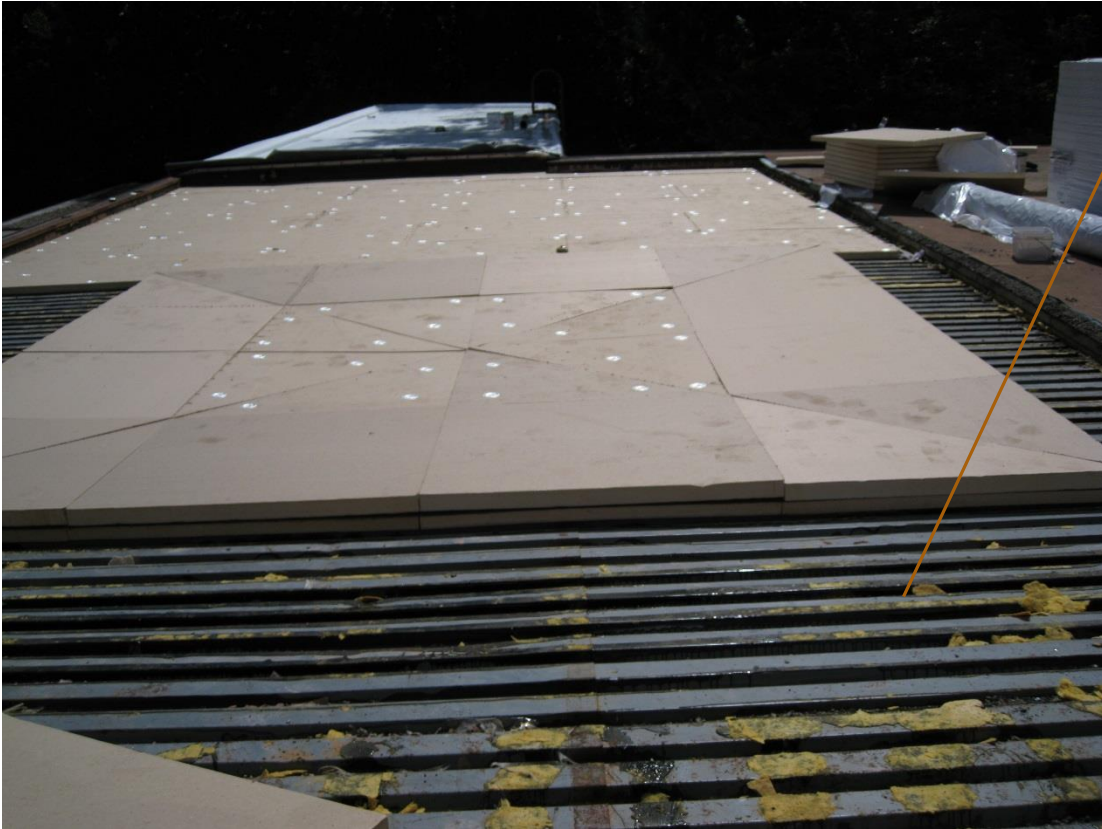
Insulation
4.5" deep, white.

Demolition



“Tearing off” existing roof.
(Note that the roof membrane being replaced is tan in color.)

Final Prep for Installation



Exposed roof deck

Membrane Being Installed over Insulating Layer



Finished Installation of Roof Section



Other Projects of Significance

Chandelier Refurbishment

- Substantial completion scheduled for Friday, Sept. 16th
- First Community Room rental Saturday, Sept. 17th
- Work remaining
 - Electrical inspection (scheduled for Friday, Sept. 16th)
 - Training on dimmer controls (Sept. 12-16th)
 - Project design engineers to measure light reaching CR floor and prepare punch list
 - Anecdotally the downlights are providing 25-30 foot candles of light at floor based upon rough measurements
 - AARP's recommendation for Seniors is 30 foot candles of ambient light. Task area lighting levels are recommended to be 100 foot candles focused on the task. We will pursue an output that will support bridge players. We are also concerned about the music used by the orchestra being able to be read; we will assure we have a solution for that.
- Reduction of noise from mechanical system at rear of the CenterStage
 - Supply duct has been redesigned and installed
 - Redesigned return duct is to be installed week ending Sept. 16th
 - Project will be complete prior to first CenterStage event



Executive Director Report July - August 2016

Administration

The RCC HW Roof Replacement Project – Phase I got underway over the summer. The handout describes our status and activities associated with this effort. The other handout describes the Chandelier Lighting project and the mechanical system noise reduction effort in the CenterStage. On Friday of this week we will hear from Secure Futures – a firm involved with solar panel energy solutions – regarding whether or not their firm’s services may be available to RCC. This is a company that Bill Penniman referred to us and that has done solar panel installations in state properties. We will hear from them whether or not the economics of our energy consumption suggest a possible solar panel project.

In addition to the roof, we undertake these general maintenance efforts during our annual closure of RCC buildings: carpet cleaning; deep cleaning of restrooms and kitchen areas; repair of drywall and painting; insect repellent treatment (as needed); deep cleaning of studios (Ceramics, Fitness, Wellness); deep cleaning of furnishings; floor stripping, waxing, painting at Lake Anne; window cleaning; and fitness equipment cleaning.

The closure period for the Terry L. Smith Aquatics Center accomplishes these general maintenance efforts: pool emptying/refilling and shell cleaning, replacement of lights, replacement/repair of seal (which is currently holding well), locker rooms deep cleaning/fixtures repair, spa draining/cleaning, spa filter system and pumps repaired, deck power washing, equipment check/cleaning. The chemical treatment system was replaced this year and all related efforts are in progress to bring the new system into full integrated operation. The Aquatics team is going to try to be ready for a soft reopening on Thursday and Friday of this week for evening open swim hours.

Preference Poll efforts are underway and proceeding very smoothly.

Programs

Summer programming was very successful for us. In our outdoor summer concert series, the two new pilot efforts (Reston-Wiehle Station and Reston Town Square Park) were very well received by our partners and we will expand those efforts for next summer at a minimum in the partnership with Reston Town Center and Shenandoah Conservatory. Take a Break and Family Fun series both have matured to attracting a robust audience each summer. Weather is always a factor in the attendance – but the averages are strong year-over-year.

Summer camps were very effectively planned for this past summer. This year, 103 camps were offered with 101 implemented; the maximum number of seats were 1,460. Our total enrollment was 1,372 which was 94 percent of our available capacity. That said, we did waitlist 323 kids who wanted to participate in the very highest demand offerings: Camp Goodtimes, Road Rulz, LARK and YAT. The staff will continue to look at ways to reduce the waitlists, but in the case of the design of these programs, they are either self-limiting from facility or safety perspectives. It is also important to note that these programs are offered at substantially subsidized pricing schedules and summer youth camp offerings overall have the highest percentage of fee waiver participation. Balancing resources, capacity and the broadest possible access to high quality summer experiences is an ongoing challenge we constantly seek to address.

Executive Director

Meetings/activities: Initiative for Public Art – Reston; Human Services Leadership Team; Arts Council board; Master Arts Plan Task Force; Reston Town Center North discussions; RestON (Opportunity Neighborhood) planning sessions; Reston Marketing Initiative; Reston Town Center Parking briefing; National Night/Day Out planning and event; Preference Poll Orientation; Accreditation planning; Succession Planning/Workforce Planning; Salon Sunday presentation to Christ the Servant Lutheran Church; Pathways out of Poverty presentation at Cornerstones.