



**Reston Community Center  
Board of Governors Monthly Meeting  
July 26, 2021  
8:00 p.m. (following Long Range Planning Committee meeting)  
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            |
| • Approval of June 7, 2021 Board Minutes<br>(as reviewed and approved by the Board Secretary) |                                  |
| • Approval of June 7, 2021 Board Actions<br>(as reviewed and approved by the Board Secretary) |                                  |
| 8:05 – Chair’s Remarks  | Beverly Cosham, Chair            |
| 8:08 – Introduction of Visitors   |                                  |
| 8:10 – Citizen Input  |                                  |
| 8:12 – Committee Reports  | Beverly Cosham, Chair            |
| • June 21 Annual Public Hearing/LRP Committee   | Bill Bouie, Chair                |
| • July 19 Preference Poll Committee   | Paul Thomas, Chair               |
| • July 26 Finance Committee (verbal)  | Paul Thomas, Chair               |
| 8:13 – Board Member Input on Activities Attended  |                                  |
| 8:25 – Executive Director Report  | Leila Gordon, Executive Director |
| 8:30 – Old Business   | Beverly Cosham, Chair            |
| New Business  |                                  |
| 8:40 – Adjournment  |                                  |

**Reminders:**

<b>Events</b>	<b>Date</b>	<b>Time</b>
Long Range Planning Committee Meeting	September 13	6:30 p.m.
Board of Governors Meeting	September 13	8:00 p.m.
RCC Facility Maintenance Period	August 23 – September 7	
RCC Summer Concert Series	Thursday, Friday, Saturday, Sunday	Various



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS MEETING  
June 7, 2021  
8:00 p.m.**

**Present:**

- Bev Cosham, Chair
- Bill Bouie
- Laurie Dodd
- Lisa Sechrest-Ehrhardt
- Dick Stillson
- Paul Thomas
- Vicky Wingert

**Absent and Excused:**

- Bill Keefe
- Bill Penniman

**Attending from RCC Staff:**

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

Bev called the meeting to order at 8:00 p.m.

**MOTION #1:**

**Approval of the Agenda**

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

**MOTION #2:**

**Approval of the May 3, 2021 Board Minutes**

Bill B. moved that the Board approve the May 3, 2021 Board Minutes. Paul seconded the motion. The motion passed unanimously.

**MOTION #3:**

**Approval of the May 3, 2021 Board Actions**

Bill B. moved that the Board approve the May 3, 2021 Board Actions. Paul pointed out an error in the Board Motions where April 23 was listed twice instead of April 23 and 24. The typo will be corrected. Paul moved the Board Actions be approved as amended; Dick seconded the motion. The motion passed unanimously.

**Chair's Remarks**

Bev said she was sorry to have missed BD Wong. She read a poem:

*I Will Rise* by Sagar Yadav

I will rise  
After every fall.  
I will rise  
And stand tall.

## June 7, 2021 Board of Governors Meeting Minutes

I will rise  
Over the wall.  
I will rise  
Above them all.

Like the sun,  
Which never dies.  
Though sets every night,  
Every day it does rise.

Like the ocean  
Whose tides  
Many times they are down,  
But invariably they rise.

Like the trees,  
From seeds they arise,  
And heights great  
They rise and rise.

After falling once,  
Twice and thrice,  
Again and again  
I will rise and rise.

I will rise  
After every fall.  
After every fall

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

Laurie said it is good to get out in the world since more people are vaccinated. She is looking forward to attending more RCC events.

Bill B. has been to lots of meetings. A new Department of Public Works and Environmental Services (DPWES) Executive Director has been hired and will start July 12. The search for the Park Authority Director is down to five candidates; interviews will begin soon.

Paul attended the film and panel discussion, *Black Is ... Black Ain't*. He was at the Tour de Hunter Mill. Because of term limits, he will not serve as South Lakes High School PTSA president next year, but he will lead the Band Boosters.

Lisa took part in the *Black Is ... Black Ain't* panel along with Bev, Bill Bouie and Paul. The discussions are helpful but heavy, and she is glad to be a part of it. She is the Board's liaison to Southgate Community Center. She says they are doing wonderful work there, including adding pickleball and new teen programs. They will do a graduation event this week. Lisa said it is nice to see the commitment from the community. She is glad to see Lake Anne Plaza busy again. She too was sorry to miss BD Wong.

Dick has been working with OLLI and will present a program on the evolution of modern Pueblo at RCC in January. He will leave for New Mexico next week.

Vicky feels a little like a cicada reentering the world. She is enjoying seeing music and activity returning to Lake Anne. She said Reston's events are so important; we forget that until they are not there anymore.

Bev was on the panel for *Black Is ... Black Ain't*. One granddaughter graduated from James Madison University (and made the Dean's List) and another, Esme, graduated from preschool. Her son celebrated his 50<sup>th</sup> birthday. Bev finally went to a restaurant on Mother's Day. She attended Professional Touring Artist Series performances by Crys Matthews and Anthony de Mare. The de Mare show was during a big storm, and the power went out three times. Bev has been battling with the Department of Motor Vehicles to get her driver's license renewed. She also did a virtual page-to-stage performance with The Kennedy

## June 7, 2021 Board of Governors Meeting Minutes

Center. Bev's church is still partially virtual. She was pleased to run into someone on the plaza at Lake Anne who was asking about Reston; she was happy to promote the Reston Historic Trust and RCC.

### **Executive Director Report**

Leila said the Strategic Plan survey will launch on the county SurveyMonkey platform this week. The County Executive says return to work sites will commence over the summer and be required by September 7. RCC staff teams are back already. The purchase order for the new website design project will be ready this week.

The pool will close for grate replacement June 14-18. We have a new month-to-month reservation system for lap lanes and warm water exercise classes. We have partially opened some lockers. The spa will not open until fall. Paul asked how the usage has been in the warm water pool. Leila said it is very active. Early in the pandemic, there were lots of inquiries about increasing enrollment because groups of patrons wanted to exercise with their friends. Both pools have been utilized well. The reservation system has eliminated wrangling that used to go on, particularly for morning classes. People are getting used to it. The reservation system will stay in place.

Camps will start soon with reduced capacities. Families are excited about camps. Laurie said her college-age neighbor will be a counselor at RCC. Leila said employment is a significant way we connect with teens. Leila is eager for more reopening and hopes there will be fewer meetings over virtual platforms and with in-person meetings, that there will be fewer meetings called overall.

### **Old Business**

None

### **New Business**

Leila directed Board members to the draft slide package for the June 21 Annual Public Hearing. She said the key difference from last year is that the 2020 meeting was in August, so we had the carryover numbers, and final FY20 fiscal year actuals results. This meeting happens on the typical June date, so we don't know those items this year.

The numbers presented are aligned with the fund balance picture the Board saw at the end of April. The only significant difference is the county bonus (\$1,000 for fulltime employees and \$500 for part time). That cost the agency about \$105,000. It is incorporated now in the fund statement.

Paul had suggestions: to add "and" in the title to separate the fiscal years. He asked if the font size in the charts on pages 8-11 could be increased. Discussion ensued. Many Board members had the same feedback. Leila said she will work on it and resend. Discussion also occurred regarding the last slide and clarifying the budget process dates through September. Leila said she would make those changes as well.

Dick asked if we can better advertise the public hearing. Leila said it is on the website, social media, Constant Contact emails and other platforms. History shows that when people are confident things are going well, they are not as compelled to attend.

Leila said we will have a presentation on July 26 from UVA regarding the 2019 Community Survey methodology, responses, goals and objectives, and how they align with the new Strategic Plan pillars. This presentation was long-postponed due to the pandemic.

Bev adjourned the meeting at 8:40 p.m



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Lisa Sechrest-Ehrhardt  
Board Secretary

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6-16-21  
Date

**BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON JUNE 7, 2021**

- 21-0607 -1      Bd      That the Board approve the Agenda.**
- 21-0607-2      Bd      That the Board approve the May 3, 2021 Board Minutes.**
- 21-0607-3      Bd      That the Board approve the May 3, 2021 Board Actions.**



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Lisa Sechrest-Ehrhardt  
Board Secretary

6-16-21  
Date



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
ANNUAL PUBLIC HEARING FOR PROGRAMS AND BUDGET  
June 21, 2021, 6:30 p.m.**

**Present:**

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

**Absent and Excused**

- Bill Keefe
- Bill Bouie

**Attending from the RCC Staff:**

- |                                    |                           |
|------------------------------------|---------------------------|
| ▪ Leila Gordon, Executive Director |                           |
| ▪ John Blevins                     | ▪ Matt McCall             |
| ▪ Karen Brutsché                   | ▪ Paul Douglas Michnewicz |
| ▪ Karen Goff                       | ▪ BeBe Nguyen             |
| ▪ Brian Gannon                     | ▪ Harun Rashid            |
| ▪ Pam Leary                        | ▪ Renata Wojcicki         |

Bev welcomed attendees at 6:30 p.m. and explained this is a chance to share RCC's Annual Report for calendar year 2020 and discuss the upcoming budgets and new Strategic Plan. Community involvement is key to these efforts. Executive Director Leila Gordon and Board of Governors Treasurer Paul Thomas will go over the progress and plans, and how they impact our budget. Then the Board will listen to the attendees' comments, and the Board will move forward with a motion to continue the strategic planning and FY22/23 budget processes.

**2020 Highlights**

Leila said we won't read the Annual Report, but she encouraged the audience to take a copy and share it with their respective constituents. She highlighted RCC's involvement with community partners: RCC engaged with 46 community partners and 17 sponsorships in 2020. We participate in three community and county initiatives -- RestON, Hunters Woods Neighborhood Coalition and Community Conversations on Equity and Social Justice. She said collaboration is important to create collective impact.

**Strategic Plan and Looking Ahead**

Leila said we are in the process of building the 2021 – 2026 Strategic Plan. She reviewed the pillars of the current Strategic Plan. She said the Board will take into consideration the results of the 2019 Community Survey for the next plan as well as information from other sources.

There is a SurveyMonkey survey in progress as a temperature check of where the community is now that we are (hopefully) moving beyond COVID-19. We want to make sure the 2019 survey results have not changed substantively or that something new hasn't emerged. She reviewed the priorities for the new Strategic Plan and RCC's goals, including more programming outside of RCC facilities, the redesign of RCC's website (featuring a Community Calendar), expanded Equity Matters programming, and building community pride and cohesion as Reston continues to grow and change.

## June 21, 2021 RCC Annual Public Hearing for Programs and Budget Meeting Minutes

Upcoming community engagement efforts will include survey focus groups with translators. Leila reminded attendees they can always offer feedback to [RCCContact@fairfaxcounty.gov](mailto:RCCContact@fairfaxcounty.gov). Kara Fitzgibbon from UVA's Center for Survey Research will be at RCC for a presentation on July 26. The session will focus on the methodology and results of the 2019 survey (this has been long-delayed due to COVID-19).

### **Capital Project Planning and Budget Process**

Leila explained we are required to do a three-year calendar for Capital Projects. That includes major projects such as the pool renovation, as well as smaller projects like audio-visual system improvements. Our budgets are conservative on estimating revenue and expenditures. We usually project 70 to 80 percent of revenue and expenditures aligned with full delivery of programs and services. We have regular finance committee meetings, and monthly reports are delivered to Leila. Our goals for fiscal planning include the allocations to our reserve accounts: \$3.5 million in capital reserves, 12 percent of estimated revenue for maintenance reserves, 2 percent of estimated revenue for feasibility studies, and the remainder of the fund balance to economic and program contingencies.

In 2020, we had four months with no revenue. We had to pivot to put content on virtual platforms to stay connected to the community. We lost about \$455,000 in revenue that we had to refund for activities.

### **Capital Improvement Projects**

Leila said our closure (March 16 to July 6, 2020) gave us an extra three months to finish the pool punch list. We replaced all the CenterStage seats. It was exciting to see 100 people in the CenterStage for Trout Fishing in America on June 12. We are in the process of getting solar panels on one portion of the roof. The pool has a new roof as part of the renovation; a third section of roofing remains to be done.

The pool project is now done. The pools were closed last week to get one last part completed; a final issue will be wrapped up in August. We expect a return of \$800,000 to the fund balance from contingencies. We will use some of the money for the final locker room fixture replacement. The overall response to the pools has been very positive. Patrons like having two different water temperatures. We are hoping to open the spa in January, if public health metrics allow.

In the theatre, we are replacing lights with LED lamps, which will aid cooling and will help us decide whether we need an additional cooling unit over the flybridge.

At RCC Lake Anne, our focus is on refurbishing the restrooms and a comprehensive redesign of the front desk. We are looking at whether we should buy the facility rather than lease.

### **Financial Outlook**

Paul directed attendees to the chart that showed prior year actual revenues and expenses. He said he expects FY21 will put us back on track to a normal budget profile. While we lost a considerable amount of revenue due to COVID-19, revenue from taxes has held up due to rising real estate values. He explained that FY21 numbers listed on that budget slide are estimates as the fiscal year will not end until June 30. We will know the carryover amounts after that, and we will have that information in mid-July. He said he expects spending and revenue will increase and reiterated that a minimum of \$800,000 will be returned from the Aquatics project. RCC also expects costs for new concerts and compensation increases will affect spending.

Leila went over the last page of the presentation, including next steps of the budget process and the procedure for public input tonight. She added that during the July 26 meeting, we may be able to report some of the results from the current survey.

### **Public Input**

**Ed Robichaud** asked if capital reserve studies are done in-house. Leila said the feasibility studies for major projects are done with consultants. Our capital projects have a lot of different phases of study, and we have access to the county's Department of Public Works resources. The county has several architectural and engineering firms on contract and a list of pre-approved contractors. For a project as big as the pool, we needed those services.

Ed also asked about the RCC Lake Anne lease. He thought the term was 25 years. Leila explained the terms were extended 10 more years. [Note: The renegotiated lease extended the existing term 10 years with a total of four five-year extensions available; the current lease arrangement lasts through April 30,

## June 21, 2021 RCC Annual Public Hearing for Programs and Budget Meeting Minutes

2039.] After that, we will have to decide about whether to purchase the building for \$1. Leila anticipates there will be extensive legal and planning discussions prior to a permanent status being established.

**Robert Goudie** said he was here as the Reston Town Center Association (RTCA) executive director as well as the Tephra ICA board chair. He said he was here to praise RCC for real results of contributing to the community. Community is not just a geographic place, and RCC serves as a catalyst for community building. A big part of RTCA's cultural calendar is due to the support from RCC. He mentioned RCC's support of Sunday Art in the Park, Family Fun Entertainment Series and Lunchtime with the Arts at Mason. RCC also is valuable to Tephra by bringing high-profile artists and works to Reston, as well as to fund the Creative Response and Insights events.

He said he is enormously grateful for what RCC does. He is very excited about the community calendar, and RCC is the right organization to coordinate it. He said he is grateful for the leadership RCC provides for all of Reston.

**Bob Petrine**, 2503 Foxcroft Way and Reston Association Board member, asked for more information about acquiring the RCC Lake Anne property. He said acquisition is 20 percent of costs; maintaining and operating is about 80 percent. Does RCC want to take that on for a building that is more than 40 years old? He also asked about the value proposition for RCC's recent CAPRA accreditation. What is the cost of maintaining membership?

Leila said in meeting CAPRA's 154 standards across 10 business practice areas, we are telling the community that they can have confidence in quality programs and responsible stewardship of the community's resources. Accreditation is the best evidence we can present that what we do is for the community, responsive to the community and is consistently well-managed over time. She said the cost is a \$500 yearly payment to NRPA. She said that cost is minimal when you consider that among the goals of the standards are assuring you are using funds effectively and efficiently. Leila said the cost of not being accredited is much higher than the cost of accreditation. The years we invested in preparing for accreditation involved not so much doing anything differently but collecting practices in easily accessible formats. Paul added that accreditation shows improved introspection, transparency and continuity. Leila said there are 6,000 to 7,000 parks and recreation agencies nationwide, but only about 300-400 are accredited. We take great pride in this achievement, which she said was due in large measure to the work of the people here—the Board and staff. Leila then introduced staff members in attendance and thanked them for their great efforts during the past year and always.

No further comments were made by members of the public attending.

In closing, Leila encouraged people to participate in the survey and to take an Annual Report. The report reflects the challenges of the last year and what it took for RCC to continue to deliver services. We don't do anything alone at RCC. It takes partnerships and everyone's work to make this such a great place. She is very grateful. Leila asked for a motion for guidance to the staff regarding the budget.

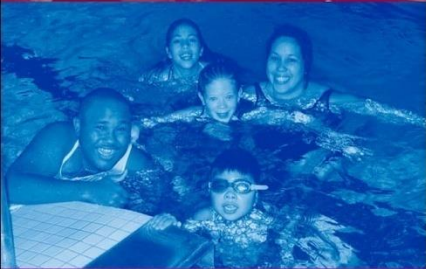
Dick moved to direct RCC staff to continue with all the budget work that's been discussed, as well as efforts regarding the strategic plan development. Paul seconded the motion. The motion passed unanimously.

The meeting adjourned at 7:17 p.m.





Enriching Lives. Building Community.®



# Reston Community Center

**Annual Public Hearing for  
Programs and Budget  
June 21, 2021  
FY22 & FY23 Budgets**

# Agenda – June 21

## Annual Public Hearing for Programs and Budget

- Welcome

### **OUR VISION**

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

- Highlights of 2020
  - COVID-19 Response
- Looking Ahead
- New Strategic Plan Development: June/July
- Overview of Capital Planning & Budgets
  - Capital Improvement/Maintenance Plan
  - Budget Performance and Projections
- Public Input
- Board of Governors
  - Direction to staff for budget development

# Highlights

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

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

# Highlights (cont'd.)

**RCC Annual Report – June 2021**

**Reston Community Center**

**Strategic Planning**

## **2016-2021 Strategic Plan**

- **Facilities**
- **Building Community**
- **Programs**
- **Branding and Messaging**
- **Internal Capacity**

# Looking Ahead

## RCC Strategic Planning

- **Develop next RCC Strategic Plan – reconnect via community engagement processes**
- **Continue to move programming closer to Reston’s residents and employees**
- **Redesign RCC website (include community calendar function)**
- **Expand *Equity Matters* program portfolio**
- **Continue support to RestON**
- **Consider mission-related community facility requirements**
- **Build community pride and cohesion**

# Community Engagement

## **Investigate how COVID-19 may have impacted people's ideas since the 2019 Community Survey**

- **Use SurveyMonkey to refresh community memory, validate the key 2019 Community Survey findings (June)**
- **Use focus groups – both in-person and online to dig into constituency and stakeholder priorities (June/July)**
  - **RCC multilingual staff to support**
- **Use RCC Contact to collect input from people (June/July)**
  - **Presentation on July 26 by the Center for Survey Research to delve more deeply into the 2019 Community Survey methodology and results**

# Overview of Capital Planning and Budget Process

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

# Capital Improvement Projects/Capital Maintenance Projects

Projects	Prior Years Complete (Y/N)	FY21 Budget	FY22 Budget	FY23 Budget
<i>RCC Hunters Woods</i>				
Backstage RTU and Phase 3 Roof Replacement combined; reallocated funds to theatre seating project. HW RTU Roof Top Unit	N; Pending completion of LED instrumentation and combined with Phase 3 roof rplcmnt.	Assigned funding: 85,000 200,000 RTU costs reduced by 60,000; balance folded into Phase 3 Roof Rplcmnt.	Defer to FY23 Will obtain firm estimates closer to project execution date. Current funding carried over and increased.	305,000
HW Carpet Rplcmnt.	Y; Both floors of the building; remaining funds (small balance) reassigned to roof rplcmnt.	Total cost of carpeting: 46,297		
HW Carpet for offices				25,000
HW A/V Upgrade	Y; Community Rm. Complete; small balance reassigned to roof rplcmnt.			
HW Room Dividers (1-4)		31,631 was the completed cost.		
HW A/V (1-4) HW Assistive Listening (1-4)		42,000 The A/V and assistive listening for 1-4 combined budget = 42,000; 41,184 was spent.		
Rear Parking Lot Resurfacing			62,000	
Security Camera Rplcmnt.			75,000	



# Capital Improvement Projects/Capital Maintenance Projects

Projects	Prior Years Complete (Y/N)	FY21 Budget	FY22 Budget	FY23 Budget
<i>Theatre Projects</i>				
CenterStage Floor	Y; Completed in FY20; no balances Final work on cement and apron in FY20; three-year cost including all services: 199,148			
A/V & LED Lighting Rplcmnt. Total spent through FY20: 53,534	Partial; Balances carried forward	Multi-phased purchasing FY21: 28,454	Multi-phased purchasing	Estimated balance costs pending prior year spending.
Projection Screen	Y; Completed in FY20; small balance reassigned	Total cost: 13,993		
CenterStage Seating Rplcmnt. Cement work was required. New A and E costs were also added in FY20.		A total of 196,200 was budgeted; entire project costs totaled 160,784 35,416 remains		
CenterStage Carpet		15,000 was budgeted; actual cost was 18,155		
CenterStage Assistive Listening		15,000 was budgeted; actual cost was 14,985		
Rigging Lines Rplcmnt.			49,000	
HD Projector			9,500	
Genie lift replacement				18,000
Rio Box (additional)				9,500

# Capital Improvement Projects/Capital Maintenance Projects

Projects	Prior Years Complete (Y/N)	FY21 Budget	FY22 Budget	FY23 Budget
<i>RCC Lake Anne</i>				
Rplcmnt. Gallery Doors; A/V Equipment	Y; Completed in FY20, small balance carried forward	Total cost of project: 39,471		
Wellness Studio Floor Rplcmnt.		30,000 was budgeted. Another 7,000 was added to cover costs of ADA threshold work. Total actual cost: 35,271		
Oven	Repair avoided rplcmnt; funding was reassigned	11,000 will be reallocated to other projects		
Media Color Printer		6,000 was budgeted. Actual cost was 6,590 Covered by reallocated funds.		
Customer Svc. Desk Redesign	N; Renovation priority shift to restrooms per community survey feedback	50,000		
Restroom Renovation	Adding funds to accomplish restroom renovation combined with reallocation of Cust. Svc. Desk funding		15,000 (Total that is available to be allocated to redesign/renovation LA projects \$65,000)	

# Capital Improvement Projects/Capital Maintenance Projects

Projects	Prior Years Complete (Y/N)	FY21 Budget	FY22 Budget	FY23 Budget
<i>Aquatics</i>				
Pools Renovation	N; Original Budget Amount: \$6,325,480 Likely anticipated savings: \$800,000	750,000 released back to RCC.	Release of final remaining funds back to agency balances pending delivery of updated Warranties Schedule	
Locker Room Improvements	Y; Completed with pools project savings Total Costs: 175,874		Replacing last set of stainless-steel partitions in locker rooms: Estimated: 25,000 Cost will be assigned to the pool renovation project.	
<i>Total of new FY23 Costs</i>				357,500

# RCC Actual Revenue/Expense History

## Reston Community Center

### Actual Revenue & Expense History

	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>
<b><u>Opening Fund Balance</u></b>	\$6,910,714	\$7,889,826	\$ 7,260,589
<b><u>Revenue</u></b>			
Revenue	\$8,830,782	\$9,089,730	\$ 9,231,337
<b><u>Expenditures</u></b>			
Personnel	\$5,026,548	\$5,081,550	\$ 5,160,266
Operating	<u>\$2,382,752</u>	<u>\$2,373,821</u>	<u>\$ 2,477,777</u>
Sub-Total Expenditures	\$7,409,300	\$7,455,371	\$ 7,638,043
<b>Sub-Total Rev. less Non-Cap Exp.</b>	<b>\$1,421,482</b>	<b>\$1,634,359</b>	<b>\$ 1,593,294</b>
Capital Projects	\$ 442,370	\$2,263,596	\$ 3,252,465
<b><u>Total Expenditures</u></b>	<b>\$7,851,670</b>	<b>\$9,718,967</b>	<b>\$ 10,890,508</b>
<b>Revenue less Expenditures</b>	<b>\$ 979,112</b>	<b>\$ (629,237)</b>	<b>\$ (1,659,171)</b>
<b><u>Ending Fund Balance</u></b>	<b>\$7,889,826</b>	<b>\$7,260,589</b>	<b>\$ 5,601,418</b>
<b><u>Reserves</u></b>			
Capital Project Reserve	\$3,000,000	\$3,000,000	\$ 3,500,000
Maintenance Reserve (12% of # Est. Revenue)	\$1,059,694	\$1,090,768	\$ 1,107,760
Feasibility Study (2% of # Est. Revenue)	\$ 176,616	\$ 181,795	\$ 184,627
Economic and Program Contingency	\$3,653,516	\$2,988,026	\$ 809,031

# FY22/FY23 Approach – Without Carryover

	<b>FY21 Estimate</b>	<b>FY22 Adopted</b>	<b>FY22 Revised</b>	<b>FY23 Proposed</b>
<b><u>Revenue</u></b>				
Revenue	8,995,841	9,475,154	9,475,154	10,148,245
<b><u>Expenditures</u></b>				
Personnel	5,503,282	5,737,288	5,987,012	5,998,470
Operating	2,065,658	2,703,991	2,994,326	2,982,538
Sub-Total Non-Capital Exp	7,568,940	8,441,279	8,981,338	8,981,008
<b>Revenue less Expenditures</b>	<b>1,426,901</b>	<b>1,033,875</b>	<b>493,816</b>	<b>1,167,237</b>
<b>Capital Projects &amp; Equipment</b>				
Non-Aquatics	340,472	210,500	210,500	357,500
Aquatics	143,594			0
<b>Total Capital Projects</b>	<b>484,066</b>	<b>210,500</b>	<b>210,500</b>	<b>357,500</b>
<b><u>Reserves</u></b>				
Aquatics Project Reno Savings Return to Fund				
Capital Project Reserve	3,500,000	3,500,000	3,500,000	3,500,000
Maintenance Reserve (12% of # Est. Revenue)	1,079,501	1,137,018	1,137,018	1,217,789
Feasibility Study (2% of # Est. Revenue)	179,917	189,503	189,503	202,965
Economic and Program Contingency	1,784,835	115,533	2,001,047	2,716,552

# Planning Calendar and Public Input

- June 21, 2021: BOG guidance on FY23 Budget
- July 26, 2021: BOG review of FY21 actuals; Community Engagement Meeting on Strategic Plan development
- August: Staff prepares draft outline of FY23 Budget; draft Strategic Plan Goals and Objectives
- September 13, 2021: Full BOG Approval of FY23 Submission; review of new Strategic Plan draft

## TESTIMONY

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

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



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
PREFERENCE POLL COMMITTEE MEETING  
July 19, 2021**

**Present:**

- Paul Thomas, Chair
- Beverly Cosham
- Bill Penniman
- Vicky Wingert

**Absent, excused:**

- Laurie Dodd
- Bill Keefe

**Attending from the RCC Staff:**

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

The Chair called the meeting to order at 6:35 p.m.

Paul asked if everyone had looked at the Preference Poll report from 2020 and the draft Candidates Handbook. He said he sees some changes in timing from last year to this. He asked Leila if the process still kicks off August 15.

Leila said August 15 is the deadline to file for candidacy. She had been concerned about mail delays, but she noted the condensed 2021 Fall Program Guide will hit mailboxes late this week/early next week, which is in plenty of time for August 1 (start of registration for Reston patrons). She said we have been building in time for potential mailing delays.

Leila said the Candidate Forum will be September 9. Voting will open September 10. There was discussion about the timing of the forum in the context of the start of voting or later; pros and cons (the forum was changed last year to occur prior to the start of voting) were discussed. The members felt that the date selected was appropriate given the desire to have candidates views available to the public prior to voting.

Bill asked when ballots will go out. Leila said they are timed to hit the post office a day or two before the voting officially "opens." They should hit mailboxes on September 8-10; we will turn on online voting when we know that ballots are in mailboxes. We watch carefully. If they arrive to residents a day earlier than the official start of the preference poll voting, then we turn on voting a day earlier. Voting will take place from September 10 to October 1 (online and in person; mailed ballots must be received by YesElections by September 30 at 5:00 p.m.).

Paul asked if there were any special policies related to COVID-19 that we want to keep? Leila said there were not any COVID-related changes as the buildings were reopened by the voting period and there never was a problem with crowding/social distancing. Patrons could access a walk-in ballot box if needed.

Bill made a motion to approve the 2021 Preference Poll Handbook with a spacing issue and a headline style change that Paul requested. Vicky seconded. The motion was approved unanimously.

The meeting adjourned at 6:45 p.m.



# **Board of Governors Candidate Handbook**

2021



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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. 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 voter credentials 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 in 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 Reston Community Center. Bonds, in the amount of \$2.6 million, were sold to finance the construction of RCC. 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, 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 RCC. Board members serve as community volunteers. Board appointments are 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 RCC and oversee its programs and fiscal operations. Board members also represent RCC 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, 2021, no later than 5:00 p.m.** to:

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

The Statement of Candidacy forms are on pages 5 and 6 of this Candidate Handbook and are available online at [www.restoncommunitycenter.com](http://www.restoncommunitycenter.com).

### ***When will the Preference Poll be conducted?***

Preference Poll voting will be available online and via mail September 10 to October 1. People may also drop ballots at either RCC facility into secured ballot boxes. Only one vote per address

is counted, and the first vote received is the vote counted. Mailed-in ballots must be received no later than 5:00 p.m. on September 30; walk-in and online ballots must be received no later than 5:00 p.m. on October 1. The 2021 Preference Poll schedule is as follows:

**August 2021**

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

**September 2021**

- 9 Candidate Forum at 6:30 p.m.
- 10 Online/Mail-in balloting begins.
  
- 30 Mail-in ballots must be received by 5:00 p.m.

**October 2021**

- 1 Walk-in and online balloting close at 5:00 p.m.

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

New Board Orientation – Conducted with Hunter Mill Supervisor Walter Alcorn, 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. Candidates may alternatively submit a headshot that meets RCC Media specifications.
- Participate in the Candidate Forum on September 9 at 6:30 p.m. (open to the public and recorded for television and internet broadcasts through Facebook Live and RCC’s YouTube Channel).
- 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 or the perimeter of any RCC program. 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 RCC buildings 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 Customer Service representatives will be able to verify the eligible address and issue a ballot upon presentation of photo identification with the address on it. People may use one of these methods to participate:

- **VOTE ONLINE:** Visit the RCC website, [www.restoncommunitycenter.com](http://www.restoncommunitycenter.com), and locate the Preference Poll voting icon to proceed to the login screen for this Poll. There the voter will need to enter the USERID and PIN (in the box at the top right of the 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 1, 2021. Voters who need assistance, should 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. **Voters should be sure to add postage to envelopes prior to mailing.** Mailed ballots must be received by 5:00 p.m. on Thursday, September 30, 2021.
- **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, October 1, 2021. 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; voters must place the ballots in the ballot boxes themselves. Ballot boxes will be placed in the lobbies of RCC facilities each day from 9:00 a.m. 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: Karen Goff

Filed Statements may be sent by mail or email ([karen.goff@fairfaxcounty.gov](mailto:karen.goff@fairfaxcounty.gov)), or hand-delivered. All filed statements must have a signature on them.

### 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 9 at 6:30 p.m. It will be held at RCC Hunters Woods. It will also be livestreamed to Facebook and recorded for RCC's YouTube channel. 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:

Karen Goff, Reston Community Center: 703-390-6147 or [Karen.Goff@Fairfaxcounty.gov](mailto:Karen.Goff@Fairfaxcounty.gov)

**Statement of Candidacy Form  
RCC Board of Governors  
Preference Poll 2021**

**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](http://www.restoncommunitycenter.com). Please sign and return your completed form by August 15, 2021, no later than 5:00 p.m. to:**

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

**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 Karen Goff, Reston Community Center.

**Email:** [Karen.Goff@fairfaxcounty.gov](mailto:Karen.Goff@fairfaxcounty.gov)

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

- 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 to 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 RCC Hunters Woods, 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 the Master Plan of 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 are managed by the Executive Director who supervises the RCC staff of (up to) 50 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 dedicated to bringing people together from all over the community in a variety of programs, activities, events and venues. This year, 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 performances by Reston's community arts organizations, and provide rental space for private events that will draw tens of thousands of patrons to the RCC facilities at Hunters Woods and Lake Anne Village Centers. Additionally, RCC will continue to present and sponsor such popular community events as the award-winning Reston Multicultural Festival, the Reston Dr. Martin Luther King Jr. Birthday Celebration, the Thanksgiving Food Drive and the Northern Virginia Fine Arts Festival. RCC is "enriching lives and building community" for all of Reston.



**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 RCC's income comes from property taxes, it also earns interest on its funds and receives some income from admission charges, room rental fees and program fees. Occasionally, RCC receives donations or monetary gifts as well.

**7. *What is the annual budget of RCC?***

The RCC budget is created based on annual estimates for revenue and expenditures. There are three types of revenue: taxes, interest, and operating revenue from RCC's various services and programs. As described in the agency's Fiscal Year 2021 (FY21) Carryover Submission, RCC spent \$5,234,903 in personnel and \$1,638,556 in operating categories of the agency's FY21 budget. A total of \$427,455 was spent in the category of capital projects and equipment. The beginning FY21 balance of the agency's fund reserves was \$4,118,680. Revenue totaling \$9,171,703 was achieved from taxes, interest, and services and program fees. Per the Carryover Submission, the agency anticipates reserves of \$5,989,469 entering FY22. The FY21 agency obligations that are carried over to FY22, including completion costs of the Terry L. Smith Aquatics Renovation project, are fully funded.

**8. *Where is the money?***

Except for a petty cash fund maintained by RCC staff, 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 budget execution and the Board's Finance Committee is responsible for oversight. Information on financial performance originates with the Fairfax County budget and finance staff who provide data to RCC staff. The RCC staff also generates separately detailed financial reports for tracking revenue and 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 considered. 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 provides budget preparation guidance to staff. The final proposed budget is presented to the Board of Governors in September. The Board 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.