



RESTON COMMUNITY CENTER



Board of Governors Candidate Handbook

2019

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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 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 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 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, 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 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, 2019 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.

When will the Preference Poll be conducted?

Preference Poll voting will be available online and via mail September 6 - 27. 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 26; walk-in and online ballots must be received no later than 5:00 p.m. on September 27. The 2019 Preference Poll schedule is as follows:

August 2019

- 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 2019

- 6 Online/Mail-in balloting begins
- 11 Candidate Forum at 6:30 p.m.
- 26 Mail-in ballots must be received by 5:00 p.m.
- 27 Walk-in and online balloting close 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 Cathy 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 10 at 6:30 p.m. (open to the public and recorded for television and internet broadcasts through Comcast Channel 28 and Facebook Live).
- 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 representatives at the front desk 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, 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 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, September 27, 2019. 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 26, 2019.
- **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 27, 2019. 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: Karen Goff

Filed Statements may be sent by mail or email (karen.goff@fairfaxcounty.gov), 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 11 at 6:30 p.m. It will be held at RCC Hunters Woods. It will be open to the public and also recorded for television and internet broadcasts through Comcast Channel 28 and livestreamed on Facebook. 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

**Statement of Candidacy Form
RCC Board of Governors
Preference Poll 2019**

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, 2019, 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

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 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 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 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 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 present and sponsor such popular community events as our 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."

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. Occasionally, RCC receives donations or monetary gifts as well.

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 22, 2019, the Board of Governors Finance Committee will have received year-end results for the Fiscal Year 2019 (FY19). In FY19, RCC actual revenue (from all sources) equaled \$9,079,850 and total expenditures excluding Capital Projects equaled \$7,541,459. Capital Projects encumbrances and expenditures equaled \$6,041,058; projects are fully funded as a result of RCC reserves balances. RCC has established reserve funds to support capital projects, emergency maintenance expenditures, feasibility studies and program/economic contingencies. The total of RCC's Revised FY20 budgeted reserve funds is \$4,918,682 (separate and above funding allocated for Capital Projects). The total estimated expenditures for FY20 (Revised) include personnel expenses of \$6,043,030, operating expenses of \$3,510,874, and capital equipment/projects of \$4,836,706. The Revised FY20 budget includes the full funding currently estimated to be required for completion of the Terry L. Smith Aquatics Center Renovation Project as well as other Capital Projects. It provides a Maintenance Reserve fund of \$1,150,839, Feasibility Studies Reserve fund of \$191,807, Capital Projects Reserve fund of \$3,000,000, and an Economic and Contingency Reserve fund of \$576,037.

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 that provides 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.

**Statement of Candidacy Form
RCC Board of Governors
Preference Poll 2019**

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

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Home Address _____

City/State/Zip _____

Primary Phone _____

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Email: 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.
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Candidate Signature:_____