



**Reston Community Center
Board of Governors Monthly Meeting
November 2, 2020
6:00 p.m.
Meeting Agenda**

6:00 – Call to Order	Beverly Cosham, Chair
6:02 – Approval of Agenda	Beverly Cosham, Chair
6:03 – Approval of Minutes and Board Actions	Beverly Cosham, Chair
• Approval of October 5, 2020 Board Minutes (as reviewed and approved by the Board Secretary)	
• Approval of October 5, 2020 Board Actions (as reviewed and approved by the Board Secretary)	
6:05 – Chair’s Remarks	Beverly Cosham, Chair
6:08 – Introduction of Visitors	
6:10 – Citizen Input	
6:12 – Committee Reports	Beverly Cosham, Chair
• October 19, 2020 Finance Committee	Paul Thomas, Committee Chair
• Preference Poll Committee – 2020 Report	Lisa Sechrest-Ehrhardt, Committee Chair
6:25 – Board Member Input on Activities Attended	
Adjournment of 2019-2020 Board	Beverly Cosham, Chair
6:45 – Convening of new Board members	Beverly Cosham, Acting Chair
6:46 – Nominating Committee: Proposed Officer Slate	Bill Keefe, Vicky Wingert Nominating Committee
6:49 – Election and Seating of Board Chair	Board
6:51 – Seating of New Board Officers	Board Chair
6:53 – New Chair’s Remarks	Board Chair
6:56 – Executive Director’s Report	Leila Gordon, Executive Director
6:58 – New Business	Board Chair
7:00 – Adjournment	

Reminders:

Event	Date	Time
Election Day	Nov. 3	All Day
Equity Film: <i>3 ½ Minutes. 10 Bullets</i>	Nov. 8	3:00 p.m.
Board Orientation with Walter Alcorn	Nov. 14	9:00 – 11:00 a.m.



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
October 5, 2020
8:00 p.m.**

Present:

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

Absent and Excused:

- Laurie Dodd

Attending from RCC Staff:

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

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. Dick seconded the motion. The motion passed unanimously.

MOTION #2:

Approval of the September 14, 2020 Board Minutes

Bill B. moved that the Board approve the September 14, 2020 Board Minutes. Paul pointed out that the date was wrong in the second motion for the September 14 meeting minutes. The record will be corrected. Bill K. seconded the motion as amended. The motion passed unanimously.

MOTION #3:

Approval of the September 14, 2020 Board Actions

Paul moved that the Board approve the September 14, 2020 Board Actions. Dick seconded the motion. The motion passed unanimously.

Chair's Remarks

Bev and her family were in quarantine, which ended October 3. It was a long time to be in the house. Bev participated in the discussion Sunday at RCC following the screening of *I am Not Your Negro*. Bev read a poem.

Justice by Langston Hughes
That Justice is a blind goddess
Is a thing to which we black are wise:
Her bandage hides two festering sores
That once perhaps were eyes.

Introduction of Visitors

None

Citizen Input

None

Committee Reports

September 14, 2020 Finance Committee meeting – Chair Paul directed the Board to the report that is in their binders, since he gave an oral report on the meeting on September 14. He asked if there were any questions. There were none. Leila confirmed the budget memo has been submitted to the county.

MOTION #4:

Approval of the Finance Committee Report

Paul moved to approve the Finance Committee report. Bill B. seconded the motion. The motion passed unanimously.

Board Member Input on Activities Attended

Bill B. has been attending lots of meetings. He is on Jeff McKay's equity panel, which will have a report for the Board of Supervisors in January. Bill was on the panel for the discussion following *I Am Not Your Negro*. He said it was fascinating.

Paul participated in the panel after both the recent equity films. He said both were worthwhile. He just got back from today's Seahawk Scramble golf event to benefit South Lakes High School sports teams. He said SLHS is very appreciative of RCC's sponsorship. It is a challenging time for SLHS sports teams.

Bill K. had a very quiet month.

Bill P. attended a Planning and Zoning meeting. The Reston Comprehensive Plan Task Force met on September 14 and listened to a presentation from the Fairfax County Park Authority. He tried to vote today at the Fairfax County Government Center, but the line was too long for the time he had; he will try again. He watched the RCC panel discussion on Facebook Live on Sunday. It was very interesting, and he greatly appreciates the perspectives shared.

Vicky also had a quiet month. She went to Southgate Community Center to drop off children's books. On Mondays, they hand out books for kids. If you have any, it is a good place to take them. Mondays are the collection day.

Dick has not gone out much at all and is enjoying walks and concerts on RCC's YouTube channel.

Lisa was on the panel after both equity films. She enjoyed the conversations. She said the coronavirus is really exposing inequities in our society. We really must step up to ensure kids are getting what they need with schools being unavailable to them.

Bev was part of Sunday's panel discussion. She asked for more details about the book drop-off. Vicky said there is no set time; just go and deliver books on Mondays. Vicky said there is a phone number posted on the front door that can be called so the dropped-off books could be taken.

Executive Director's Report

September was a busy month for the Board. The Preference Poll was completed last Friday. Participation was down (by about 360 ballots), which is not surprising due to the pandemic. Online voting was up, which was also not a surprise. We will have a full report for the November meeting. Dick asked about whether the results have been posted. Leila reminded him results are not official until the October 20 Board of Supervisors (BOS) meeting, and we will have a press release at that time.

We will be submitting to the FY21 mid-year budget assessment to the County's Department of Management and Budget. This is new because of the need to watch revenue and expenditures closely. We do not anticipate surprises. Our memo and materials will describe our revenue impacts and savings we anticipate due to our strategy of keeping spending at FY19 limits (with previous salary increases, new

October 5, 2020 Board of Governors Meeting Minutes

Aquatics staffing, and website development costs incorporated). The published FY21 budget will not be changed.

On September 29, the BOS took up an item to advertise a public hearing for a new leasing agreement to allow for the installation of solar panels on County buildings, including the RCC Hunters Woods facility. That will occur on October 20; then the vendor will be able to proceed. While reviewing the BOS item, we saw an error in the tax records that described RCC Hunters Woods as a 1,200-square-foot facility. We caught that, and the Department of Tax Administration was able to correct the data in their website and records. The correct amount is 49,850 square feet.

Aquatics commissioning is ongoing. There will likely be a new pump designed and installed to handle the heating and water flow demand. The project team says it shouldn't take more than a month and we will not have to close. The theatre seating project is ongoing. The cement troughs have been dug for the assistive listening and aisle lighting devices. The project should finish by the end of October,

Program performance has been very steady. The COVID-19 positivity rate in Fairfax County is below 5 percent for the third week in a row. We remain hopeful that we can stay operating in a functional capacity at current levels of patron engagement. The VRPS annual conference is ongoing this week. Staff is participating in virtual workshops.

Old Business

None

New Business

Bev asked Bill K. and Vicky to serve as the nominating committee for 2020 – 2021 Board officers. They agreed.

Reminders: Bev asked Leila about the Hunters Woods Cleanup Day. Leila said police from the Reston District Station are doing this community event (October 17, 11:00 a.m. to 1:00 p.m.) as a good alternative to National Night Out in conjunction with the Hunters Woods Neighborhood Coalition.

The Commission on Accreditation of Park and Recreation Agencies (CAPRA) accreditation hearing is October 19. Bev and Leila are required to attend. Leila will check on a Zoom link for others and the possibility of making the event live in our Community Room for the staff to watch. We will also have a Finance Committee meeting on October 19. On October 24, we have two family Halloween events (Boo at the Pool and a Halloween Car Parade) that are planned with structures and protocols consistent with public health guidelines.

Lisa asked about contact tracing. Leila said we no longer do drop-ins. We have a contact tracing form, where we capture time, location and contact info of people who visit our facilities or events for more than 15 minutes. If there is a report of a COVID-19 case, and they say they were here longer than 15 minutes, we will have information for health department use.

Dick asked about COVID-19 among the RCC staff. Leila said that staff health matters are private and not to be disclosed as required by the Health Insurance Portability and Accountability Act (HIPPA) which applies to this and all health information. She said nothing dangerous has happened at RCC. We have a highly controlled environment here with a lot of safety precautions. Leila said the county is about to launch an employee health self-check via an app. The Board discussed the county COVIDWISE contact tracing app. In general, the measures undertaken by Fairfax County Government and RCC have been effective and are consistent with the advice of public health professionals.

Our patrons and staff are kept informed about what our measures are, and we have consistently updated those measures to adapt to new information or circumstances. Anyone coming to our facilities, programs or events can be confident that the people involved are putting public safety first.

MOTION #5: To Adjourn the Meeting

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

October 5, 2020 Board of Governors Meeting Minutes

The meeting adjourned at 8:30 p.m.



Lisa Sechrest-Ehrhardt
Board Secretary

10-13-20

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON OCTOBER 5, 2020

- 20-10105-1 Bd That the Board approve the Agenda**
- 20-1005-2 Bd That the Board approve the September 14, 2020 Board Minutes**
- 20-1005-3 Bd That the Board approve the September 14, 2020 Board Actions**
- 20-1005-4 Bd That the Board approve the September 14 Finance Committee Report**
- 20-1005-5 Bd That the meeting be adjourned**



Lisa Sechrest-Ehrhardt
Board Secretary

_____ 10-13-20 _____
Date



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
FINANCE COMMITTEE MEETING
October 19, 2020**

Present:

- Paul Thomas, Chair
- Bill Bouie
- Bev Cosham
- Dick Stillson

Absent and Excused:

- Laurie Dodd
- Bill Keefe

Attending from the RCC Staff:

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

The Chair called the meeting to order at 6:30 p.m. Leila directed everyone to the Finance Committee Package (monthly report of revenue and expenditures through September 30).

Revenue - Leila said there are no surprises here. We are in very good shape with tax revenue. The Year-to-Date percentage column data point is the percentage achieved against the published FY21 target. Staff is working with FY19 actuals. There have been considerable tax revenue increases the last three years, so the amount showing there should be understood within that context. The agency's internal target was 80 percent of FY19 actual revenue from taxes. She does not see any reason at present why we would not achieve target. Paul asked if we are expecting a bump this month. Leila said we should keep in mind that the deadline for payments was moved to August this year and so the revenue is showing up per that calendar. It's likely the next large tranche of money will come in December.

Leila said we are making some money in programing, but we have very limited capacity in terms of generating revenue. She said most people coming in for programs are very compliant with public health regulations. Dick asked if we have had any issues with mask refusal. Leila said there was one swimmer who was difficult; we refunded his money and told him to return when the pandemic is over. Leila said she will craft a letter to facility rental patrons, who may not be as familiar with our regulations. Paul said there should be some consequences for non-compliance (like not getting all your money back).

Personnel – Leila said we are exactly where we expected to be. Personnel spending is down in Youth/Teen and Arts Education due to no summer camps. The rest of the cost centers are tracking with where they should be. Dick asked if we are at full staff. Leila said we are vacant in one full-time facilities position, and we will advertise the technical director position soon because Linda retires in January.

Operations – Leila noted the glitch in the Lake Anne lease posting from September. She said that has been fixed. The number there now reflects nearly the full payment of annual lease costs. The remaining lease obligation (tax payment) will be paid in the spring. She reminded the committee that the operating expenses are high at the front end of the year due to purchase order encumbrances; unspent money balances are released at the end of the fiscal year.

October 19, 2020 RCC BOG Finance Committee Meeting Minutes

Leila noted that because travel is not occurring, more staff are attending the virtual VRPS and NRPA annual conferences. We won a VRPS award this month (Most Innovative Marketing Initiative for our YouTube channel). The NRPA conference is the end of this month. Leila said she and staff enjoyed the virtual VRPS content but missed the networking.

Paul asked about the website redesign. Leila said we are in the county process. We have uploaded criteria and request for available county contractors to submit proposals for our consideration. We did have to upgrade the current Sitefinity Content Management System (CMS) license.

Leila said Preference Poll costs were in alignment with past years. We also sent the mid-year transmittal memo to the county as required – that is a new requirement from the Department of Management and Budget this year.

Capital Projects –Leila noted here that she expects a minimum of \$800,000 back into the fund balance still, despite the possible addition of another pump if the engineering/design team thinks it's warranted by the actual operations conditions.

Dick asked if the pool is finished. Leila said it is not. The commissioning occurred, but that uncovered a possible design flaw, and we may need to add a pump to achieve optimum functioning. There is a meeting with the contractor and subcontractors on that this week. Leila said people are enjoying using the pool. Swim lesson registrations are down, but the number of people enjoying the water exercise options is increasing steadily.

Leila noted that RCC today received its official accreditation from the Commission on Accreditation of Park and Recreation Agencies (CAPRA). The CAPRA committee liked our county procedures and policies, and they noted we were very responsive to the visitor team. Only about 200 agencies out of about 8,000 NRPA members are accredited nationwide, so this is a great honor. Bev said Leila was very impressive in Monday's virtual meeting.

Dick asked about when the solar panel installation (the lease is slated for approval by the Board of Supervisors on Tuesday) would start. Leila said she does not know; when she does, she will inform the board of the timetable.

The meeting adjourned at 7:00 p.m.

Reston Community Center
 Revised Budget vs Actuals Worksheet
 September 30, 2020

100%/12*3mos=24.99%

Revenue	FY21 Adopted Funding	Revised FY21 Budget	July	Aug	Sept	YTD (does not incl. Fee Waiver amounts)	REMAINING BALANCE	YTD % actual	YTD Fee waiver (unrealized revenue)	
1 Administration:										
Taxes	8,505,019	8,505,019	941,224	3,249,890	234,665	4,425,778	4,079,241	52.04%		
Interest	15,870	15,870	3,169	2,664	2,529	8,362	7,508	52.69%		
Vending	1,600	1,600		93	31	124	1,476	7.75%		
Facility Rental	173,000	173,000	2,610	2,638	4,050	9,297	163,703	5.37%		
Equipment Sale		0				0	0	0.00%		
2 Performing Arts-Theatre Admiss.	55,854	55,854			880	880	54,974	1.58%		
3 PA Theatre Rental	67,124	67,124				0	67,124	0.00%		
4 PA Misc Revenue		0				0	0	0.00%		
5 PA Equip. Sale Revenue		0				0	0	0.00%		
6 PA Cultural Activities/Arts OrgArts Org		0				0	0	0.00%		
7 PTAS Merch. Sale		0			75	75	(75)	0.00%		
8 Aquatics Classes/drop-in	312,916	312,916	3,368	1,735	15,813	20,915	292,001	6.68%	1,387	
9 Aquatics Rental	37,092	37,092				0	37,092	0.00%		
10 L&L Fitness	157,040	157,040	424	343	2,728	3,494	153,546	2.23%	532	
11 L&L Youth/Teen	150,000	150,000			310	310	149,690	0.21%		
12 L&L Lifelong Learning	90,000	90,000	869	450	1,244	2,564	87,436	2.85%		
13 L&L Collab & Outreach		0				0	0	0.00%		
14 Community Events	3,825	3,825				0	3,825	0.00%		
15 Arts Education-Cultural Activity	234,191	234,191	1,925	1,158	11,314	14,397	219,794	6.15%	10	
Total RCC Revenue	9,803,531	9,803,531	953,588	3,258,970	273,639	4,486,196	5,317,335	45.76%	1,929	

**Revenue
comment**

General Notes: Revenues totaling \$1,787 collected prior to July 1 in 2020 were reversed and recorded as FY21 program revenue as those activities occur after July 1, 2020 (the beginning of FY21). FY21 program revenue will be affected by adhering to Fairfax County Government's COVID-19 Phase 3 capacity requirements. Fall programs registration started on September 1, 2020. Revenue in Facility Rentals is from T-Mobile and a small number of rentals. Revenue from summer activities is minimal due to RCC facilities not reopening until July 6 and the limited offerings available to the public during July and August. During those months, RCC followed the Phase 2 guidelines for capacities and permitted participation. The revenue collected to date allows for confidence that our anticipated spending can be accommodated within our revenue resources. Note that the budget numbers don't reflect the agency's targets, which for revenue are to achieve 80 percent of tax revenue based on the FY19 actual revenue from taxes as the baseline, and for programs is targeted overall to 20 percent of revenue from fees (again based on the FY19 actual programs/services revenue performance).

1. **Administration:** The Administration revenue includes tax, interest and facility rental revenues. Facility rental revenue is from the T-Mobile antenna lease and room rentals. We have collected 49.28% of tax revenue, 3.03% of estimated Facility Rental revenue (which also includes T-Mobile antenna revenue) and 36.76% of estimated interest revenue. Collection of interest is dependent on Investment Procedures approved by the Investment Committee. The investment income is commensurate with the current rates of return including repurchase agreements, commercial paper, short term bills and notes.
2. **Performing Arts Theatre Admission:** Theatre admission ticket sales from Professional Touring Artist Series shows went on sale September 1, but inventory was of a very limited seating availability. Overall seating will be capped at 86 seats.
3. **Performing Arts Theatre Rental:** Theatre rental payments are made on an irregular schedule depending on when performances occur. No rentals are anticipated until 2021 aside from a rental to make a video that will occur in December.
4. **Performing Arts Misc. Revenue:** Revenue from processing fees for online ticketing is not offered by eTix, Inc. the new provider. The reduced cost of online processing this agreement provides will offset the lost revenue.
5. **Performing Arts Equipment Sale:** Auctioned equipment sale proceeds; no revenue is predicted for this category as we can't be sure that surplus equipment will sell.
6. **Performing Arts Cultural Activities/Arts Organizations:** The community arts box office receipts and payments clearing line.
7. **PTAS Merchandise Sale:** Ibram X. Kendi's book *How to be an Antiracist* is available for sale at the Box Office.
8. **Aquatics Classes/drop-in:** Year-to-date revenue represents summer and initial fall program registration revenue. "Drop-in" swimming now requires pass purchases and free lane or zone reservations for participation.
9. **Aquatics Rental:** Represents natatorium rental payments. Rentals began in September; payments are billed quarterly.
10. **Fitness:** Year-to-date amount includes summer program revenue. Very limited options were available. Fall program registration began September 1.
11. **Youth/Teen:** Year-to-date reflects the lack of summer youth programming which was consistent with health department and the governor's requirements for Phase 2. Fall program registration began September 1.
12. **Lifelong Learning:** Year-to-date amount includes summer program revenue. Very limited options were available. Fall program registration began September 1.
13. **Collaboration & Outreach:** The focus for this cost center has been changed from revenue generation to awareness and marketing goals. Little or no revenue is projected or anticipated.
14. **Community Events:** Revenue is collected from booth fees associated with the Reston Multicultural Festival and MLK luncheon ticket sales. The Reston Multicultural Festival has been cancelled due to COVID-19 distancing requirements.
15. **Arts Education:** Year-to-date amount includes summer program revenue. Limited options were available, and no youth offerings were permitted. Fall program registration began September 1.

Reston Community Center
 Revised Budget vs Actuals Worksheet
 September 30, 2020

100%/12*3mos=24.99%

	FY21 Adopted Funding	Revised FY21 Budget	July	Aug	Sept	YTD	REMAINING BALANCE	% Budget Used Ytd
Personnel Expenses								
1 Administration	570,980	570,980	19,367	30,462	30,558	80,387	490,593	14.08%
2 Facility Services (Booking)	179,849	179,849	9,111	14,069	14,069	37,249	142,600	20.71%
3 Comptroller	453,553	453,553	22,314	34,432	34,432	91,178	362,375	20.10%
4 Customer Service	631,630	631,630	27,569	44,656	44,816	117,041	514,589	18.53%
5 Facility Engineer	132,440	132,440	6,068	9,746	9,746	25,561	106,879	19.30%
6 Maintenance	460,314	460,314	16,224	28,898	28,706	73,828	386,486	16.04%
7 IT	145,238	145,238	7,070	10,900	10,900	28,870	116,368	19.88%
8 Media/Sponsorships	452,215	452,215	23,460	34,972	34,245	92,678	359,537	20.49%
9 Community Partnerships		0				0	0	0.00%
10 Performing Arts	620,880	620,880	23,198	35,737	35,996	94,932	525,948	15.29%
11 Aquatics	841,600	841,600	32,790	56,421	50,594	139,804	701,796	16.61%
12 L&L Fitness	239,634	239,634	7,189	11,414	10,636	29,239	210,395	12.20%
13 L&L Admin	330,032	330,032	13,003	20,060	20,057	53,121	276,911	16.10%
14 L&L Youth/Teen	250,891	250,891	7,000	10,263	10,825	28,088	222,803	11.20%
15 L&L Lifelong Learning	196,997	196,997	7,155	10,022	9,985	27,163	169,834	13.79%
16 L&L Collab & Outreach	106,011	106,011	4,913	7,581	7,581	20,076	85,935	18.94%
17 Community Events	177,621	177,621	7,365	12,046	9,673	29,083	148,538	16.37%
18 Arts Education	376,403	376,403	6,783	12,841	12,493	32,117	344,286	8.53%
Total Personnel Expenses	6,166,288	6,166,288	240,579	384,522	375,313	1,000,414	5,165,874	16.22%

Personnel Expenses:

General Notes: Payroll posting lags two weeks behind the calendar; therefore, the percent of the year elapsed, and the percent of the budget expended, will not align. Summer personnel costs also reflect the fact that there is a split typically for pay period 14 that requires accounting for personnel costs that belong in the prior fiscal year and those that belong in the current fiscal year. FY21 personnel costs will be affected by adhering to Fairfax County Government's COVID-19 Phase 2 and 3 requirements. Keeping in mind that for several cost centers, summer represents peak personnel spending, the present balances reflect the resulting reduced spending from not offering camps and other summer activities. Note that the budget numbers don't show the internal agency targets for spending (FY19 actuals levels plus Aquatics staffing). Cost center managers are maintaining their spending at those internal targets.

1. **Administration:** Administration's allocated budget is typically under-spent; funding provides for Other Post-Employment Benefits (OPEB) costs; those are recorded sometime in March or April 2021.
2. **Facility Services (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 at the expected level.
7. **Information Technology:** Personnel costs are at the expected level.
8. **Media/Sponsorships:** Personnel costs are at the expected level.
9. **Community Partnerships:** No personnel costs are anticipated in FY21.
10. **Performing Arts:** Personnel costs are at the expected level.
11. **Aquatics:** Personnel costs are at the expected level.
12. **Fitness:** Personnel costs are at the expected level.
13. **Leisure and Learning Admin:** Personnel costs are at the expected level.
14. **Youth/Teen:** Personnel costs are at the expected level.
15. **Lifelong Learning:** Personnel costs are at the expected level.
16. **Collaboration & Outreach:** Personnel costs are at the expected levels.
17. **Community Events:** Personnel costs are at the expected level.
18. **Arts Education:** Personnel costs are at the expected level.

Reston Community Center
 Revised Budget vs Actuals Worksheet
 September 30, 2020

100%/12*3mos=24.99%

	FY21 Adopted Funding	Revised FY21 Budget	July	Aug	Sept	YTD	REMAINING BALANCE	% Budget Used Ytd
Operational Expenses								
1 Administration	54,600	60,469	10,848	4,489	6,460	21,797	38,672	36.05%
2 Board	44,820	44,820	6,004	1,017	313	7,334	37,486	16.36%
3 Facility Services (Booking)	105,052	105,052	27,988	2,214		30,202	74,850	28.75%
4 Comptroller//LA Lease/Admin	354,224	354,224	(259,937)	522,663	281	263,008	91,216	74.25%
5 Customer Service	1,000	1,000		37	111	149	851	14.85%
6 Facility Engineer	158,521	158,521	14,735	7,102	3,671	25,507	133,014	16.09%
7 Maintenance	548,030	548,030	380,359	1,716	725	382,800	165,230	69.85%
8 IT	108,480	108,480	6,488	473	10,792	17,754	90,726	16.37%
9 Media/Sponsorships	537,217	537,217	41,120	8,674	11,285	61,078	476,139	11.37%
10 Community Partnerships	140,000	140,000	85,000		3,000	88,000	52,000	62.86%
11 Performing Arts	303,855	303,855	57,230	43,097	11,837	112,163	191,692	36.91%
12 Aquatics	56,082	56,082	5,565	1,610	914	8,089	47,993	14.42%
13 L&L Fitness	25,176	25,176				0	25,176	0.00%
14 L&L Admin	6,100	6,100		395		395	5,705	6.48%
15 L&L Youth/Teen	197,200	197,200	44		823	867	196,333	0.44%
16 L&L Lifelong Learning	120,213	120,213	298	201		499	119,714	0.42%
17 L&L Collab & Outreach	21,300	21,300				0	21,300	0.00%
18 Community Events	250,337	250,337	31,764	191	420	32,375	217,962	12.93%
19 Arts Education	84,403	84,403	11,804	434	1,270	13,509	70,894	16.01%
Total Operational Expenses	3,116,610	3,122,479	419,309	594,314	51,902	1,065,525	2,056,954	34.12%

Operating Expenses:

General Notes: Reservations for ongoing (multiple months) expenses are made at the beginning of the year; funds are spent down from them. The net effect of either stand-alone expenses or spending down of reserved amounts is shown in the column marked "YTD." As we get closer to the end of the year, unspent balances of program contracts will be restored to the cost center balances. RCC's FY20 Carryover Package includes \$5,869 for incomplete delivery of FY20 procurements; that amount is added to the FY21 budget amounts. That package also includes \$100,000 of unencumbered costs dedicated to the RCC website redesign which will be recorded after BOS approval of the package in

September 2020. Carryover will be reflected in the Finance Committee report delivered in November.

1. **Administration:** Current month expenses are for training and professional memberships. RCC staff attend numerous training and conference sessions virtually due to the suspension of travel. Staff will be attending both the Virginia Recreation and Park Society and National Recreation and Parks Association conferences virtually this year.
2. **Board:** Current month expenses are for supplies.
3. **Facility Services (Booking):** No current month expenses recorded.
4. **Comptroller/LA Lease/Admin:** Current month expenses are for office supplies and bank fees.
5. **Customer Service:** Current month expenses are supply costs.
6. **Facility Engineering:** Current month expenses and reservations include facility repair and maintenance costs for RCC HW and RCC LA buildings.
7. **Maintenance:** Current month expenses and reservations/payments include utilities, maintenance, custodial services and supply costs.
8. **IT:** Current month expenses and reservations/payments are for cellular phone costs, IT services and a DIT chargeback.
9. **Media:** Current month expenses and reservations include sponsorships, printing, and Preference Poll mailing costs; following the completion of the Preference Poll activities, those costs will be transferred to the BOG cost center.
10. **Community Partnerships:** Current month expenses/reservations are for program costs.
11. **Performing Arts:** Current month expenses and reservations are for program, operating and theatre maintenance costs.
12. **Aquatics:** Current month expenses and reservations are for pool operating costs.
13. **Fitness:** No current month expenses recorded.
14. **Leisure and Learning Admin:** No current month expenses recorded.
15. **Youth/Teen:** Current month expenses are for program costs.
16. **Lifelong Learning:** No current month expenses recorded.
17. **Collaboration & Outreach:** No current month expenses recorded.
18. **Community Events:** Current month expenses and reservations are for program supplies.
19. **Arts Ed:** Current month expenses and reservations are for program and operating costs.

Reston Community Center
 Revised Budget vs Actuals Worksheet
 September 30, 2020

100%/12*3mos=24.99%

	FY21 Adopted Funding	Revised FY21 Budget	July	Aug	Sept	YTD	REMAINING BALANCE	% Budget Used Ytd
Capital Proj. & Cap Equip.								
1 RCC Improvements CC-000001	72,000	72,000	31,631			31,631	40,369	43.93%
2 RCC Facility Enhcmnts. CC-000002	80,000	80,000	28,886			28,886	51,114	36.11%
3 Theatre Enhancements CC-000008	150,000	150,000	163,164	64,220	1,455	228,839	(78,839)	152.56%
4 RCC Natatorium Reno CC-000009		1,595,501	876,309	(47,194)	51,967	881,082	714,419	55.22%
Total Capital Expenses	302,000	1,897,501	1,099,990	17,026	53,422	1,170,438	727,063	61.68%
Total RCC Expenditures	9,584,898	11,186,268	1,759,878	995,862	480,638	3,236,378	7,949,890	28.93%

**Capital
Projects**

General Notes: Because of scheduling, RCC Capital Improvement Projects frequently carry over from one fiscal year to the next. Hidden columns each month include activity (plus or minus) that has already occurred; the net in the remaining balance column includes prior months' transactions. The Capital Projects Team will determine the "completed project" status and reallocate remaining funding to either existing projects (if needed) or to the Fund Balance.

1. **RCC Improvements/CC-000001:** Funding for the following projects: HW Roof Replacement phase III, HW Room 1-4 Dividers, HW Audio Visuals Room 1-4, HW Assistive Listening.
2. **RCC Facility Enhancements/CC-000002:** Funding for the following projects: Customer Service Desk, Wellness Studio Floor Replacement, Restroom Renovation (repurposed from LA Service Desk Redesign).
3. **RCC CenterStage Enhancements/CC-000008:** Funding for the following projects: Stage Floor, Audio Visual Controls, LED Lights replacement, RCC PA Projection Screen, Theatre Seats/Aisle Lights, Theatre Carpet, Theatre Assistive listening System.
4. **RCC Aquatics Renovation/CC-000009:** TLS Aq. Ctr. project.

Reston Community Center
 Revised Budget vs Actuals Summary
 30-Sep-20

Type	Revised FY21 Budget	FY21 YTD	Remaining Balance	% Budget Target
Beginning Fund Balance	5,598,309	5,598,309		100.00%
Revenue:				
Taxes	8,505,019	4,425,778	4,079,241	52.04%
Interest	15,870	8,362	7,508	52.69%
Vending	1,600	124	1,476	7.75%
Equipment Sale		0	0	0.00%
Aquatics	350,008	20,915	329,093	5.98%
Leisure and Learning	397,040	6,368	390,672	1.60%
Rental	173,000	9,297	163,703	5.37%
Arts and Events	360,994	15,352	345,642	4.25%
Total Revenue	9,803,531	4,486,196	5,317,335	45.76%
Total Available	15,401,840	10,084,505	5,317,335	65.48%
Expenditures:			0	0.00%
Personnel	6,166,288	1,000,414	5,165,874	16.22%
Operating	3,122,479	1,065,525	2,056,954	34.12%
Sub-Total Non-Capital Expenditures	9,288,767	2,065,940	7,222,827	22.24%
Sub-Total Rev. less Non-Cap Exp.	514,764	2,420,257	(1,905,493)	470.17%
Capital Projects	1,897,501	1,170,438	727,063	61.68%
Total Expenses	11,186,268	3,236,378	7,949,890	28.93%
Revenue less Total Expenses	(1,382,737)	1,249,819	(2,632,556)	-90.39%
Ending Fund Balance	4,215,572	6,848,128		162.45%

FY21 Revised Budget includes:

- 1. Beginning Fund Balance:** FY20 agency balance of \$1,636,417 brought forward into FY21 increasing the beginning Fund Balance to \$5,598,309.
- 2. Operating Expenses:** An increase of \$5,869 made to account for FY20 Carryover purchasing obligations related to the agency's operating requirements.
- 3. Capital Projects:** A total increase of \$1,595,501 for encumbered purchasing and unencumbered capital projects balances, and funding for Natatorium renovation.

	FY21 Current Budget	FY21 Transfers	FY21 Current Funding
CC-000001-007 RCC HW Roof Replacement III	251,446		251,446
CC-000001-010 HW Room 1-4 Dividers	31,631		31,631
CC-000001-011 HW Audio Visuals Rooms 1-4	27,000		27,000
CC-000001-012 HW HW Assistive Listening Sys CR	15,000		15,000
Total CC-000001	325,077	0	325,077
			0
CC-000002-004 LA Replace Customer Service Desk	50,000		50,000
CC-000002-005 LA Replace Wellness Studio Floor	30,000		30,000
CC-000002-006 LA Restroom Renovation	16,509		16,509
Total CC-000002	96,509	0	96,509
CC-000008-001 Stage Floor	16,040		16,040
CC-000008-002 Audio Visual Controls	24,609		24,609
CC-000008-005 LED Lights	17,400		17,400
CC-000008-007 RCC PA Projection Screen	15,000		15,000
CC-000008-008 RCC Theatre Seats/Aisle Lights	196,200		196,200
CC-000008-009 RCC Theatre Carpet	15,000		15,000
CC-000008-010 RCC Theatre Assistive Listening Sys	15,000		15,000
	299,249	0	299,249
CC-000009-004 RCC Natatorium Renovation	1,176,666	0	1,176,666
Total all Capital Projects	1,897,501	0	1,897,501
Media Color Printer	6,000		



RESTON COMMUNITY CENTER

Reston Community Center Board of Governors 2020 Preference Poll Committee Chair Report November 4, 2020

Overview

This year's Preference Poll presented the community with five candidates for the three open seats on the Board. Incumbents Bill Keefe, Bill Penniman and Vicky Wingert, along with challengers Lorri Zell and Niels Pemberton, filed and competed. Candidates expressed similar views on the need for RCC to be strategic in responding to the growth occurring in the community and to continue its mission focus on diversity of programs and services as well inclusivity that embraces the entire community. Another issue discussed was the tax district boundaries being expanded (Pemberton).

Not surprisingly given the COVID-19 pandemic and the national election noise, participation decreased slightly compared to last year's poll. In 2019, 2,464 ballots were cast from the 29,358 ballots sent; the 2020 results were 2,101 ballots from 29,577 sent for a participation rate of 7.1% versus the rate in 2019 of 7.2% (rounded). Given the challenges of the pandemic conditions – chiefly prohibiting a lot of in-person activity – this is a good comparative result for participation.

The effort to tighten the print shop coordination with our published dates for the Poll was again successful this year. Ballots were arriving in mailboxes within 24 hours of the "official" start of voting. In addition, the implementation of Facebook Live Streaming for the Candidates Forum again generated substantially greater attention to the Forum. Providing the Forum during the first week rather than the second week of voting didn't seem to generate an impact on the viewership numbers; this year it generated 219 views on Facebook.

Voting by Zip Code

20190 – 636

20191 – 1,022

20194 – 427

Provisional ballots provided: 16

Ballots dropped into boxes at RCC facilities divided by location:

RCC Hunters Woods – 38

RCC Lake Anne – 39

There were no invalid ballots dropped in boxes this year.

Total Valid Dropped Ballots – 77

Commercial Ballots Cast – 52

Commercial ballots issued as provisional ballots – 15

Of the Election America tallied "online" ballots, 77 votes were inputted by the League of Women Voters and another 1,133 were inputted directly by individual voters. A total of 890 paper ballots were received by Election America and inputted by them. Clearly, given the COVID-19 conditions and national post office issues, online voting was vastly preferred over in-person or mailed balloting.

Voting Results by Candidate (Rounded)

Candidate Name	Votes	Percentage of Total Votes Cast (5,850)
Vicky Wingert	1,624	27.8
William Keefe	1,536	26.3
William Penniman	1,191	20.4
Lorri Zell	1,093	18.7
Niels Pemberton	376	6.4

Recommendations

The Board's decision to adjust the calendar to permit a longer timeframe for the printing of the ballots and related materials was effective again this year. The alignment with the printing schedule worked well. While hosting the Candidate Forum in the first week of the voting period, prior to the voting opening was instituted, given the COVID-19 circumstances, it would be difficult to draw any firm conclusions about whether or not that had a benefit with respect to participation in the poll.

Recommended schedule:

The overall timing of the process is aligned with the other layers of the Board's calendar and the heightened interest in RCC that is driven by the period of registration for fall programming. Thus, the Candidate Filing and related dates should not change.

August 1 – 15	Candidate Filing (aligned to Fall Registration period; two weeks; in 2021 that's a Sunday to Sunday timeframe.)
August 15	Candidate photo and orientation (Sunday)
September 10 – October 1	Voting is Friday to Friday for three weeks until 5:00 p.m. on October 1. Mailed ballots must be received by 5:00 on September 30.
TBD based on programming schedule	Candidates Forum – Will return to the CenterStage during the week of September 7 (Tuesday) to September 10 (Friday).

Continue these strategies:

1. Have a minimum of one Board member or the Preference Poll Committee Chair attend the Candidates Orientation meeting so that the Board perspective can be provided to the candidates.
2. Provide rules and procedures for the campaigning component; these were modified for the COVID-19 situation – if that is no longer a factor in 2021's cycle, we would revise the current ones.
3. Include the date and time of the Candidates Forum with the printed mailed materials.
4. Promote the Candidates Forum broadly as a video experience. Use a script that supports video/Live Streaming of the forum.
5. Continue putting out ballot boxes concurrently with the start of online voting. Signage and instructions will indicate that voters may drop the ballots in them, but that they should not leave ballots on our service counters or hand them to our staff. Signage will indicate the regular business hours in which the ballot boxes will be available.



Executive Director Report October 2020

Administration

<i>CAPRA</i>	RCC received its official accreditation on October 19.
<i>Administration</i>	The agency continues to see positive (albeit greatly reduced from past fall seasons) revenue and participation data for the Fall 2020 cycle of offerings.
<i>Communications</i>	We have initiated the purchasing process for building a new website; the Department of Procurement and Materials Management has connected with us. At present, we are in discussion with the Department of Information Technology to see if the vendor the county uses for its website may be one we can work with to develop the new RCC website.
<i>Facilities/Maintenance</i>	The current cleaning contract is nearing expiration; our Facility Services Director has been taking prospective vendors through our buildings to brief them on our requirements.
<i>Capital Projects</i>	<p>Aquatics Project: Commissioning efforts continue. There has been a contractor and sub-contractor conference with the architect and engineering team and the pool specialist to determine the exact path forward. We are looking at another month or so of effort and final commissioning to test these solutions.</p> <p>Solar Panels: The Fairfax County Government lease was approved by the Board of Supervisors on October 20.</p> <p>Theatre seating replacement: Work is finished, and we have received a positive final inspection; we anticipate using the new seating this week on Thursday for a <i>Meet the Artists</i> performance.</p> <p>Pending projects: Rooms 1-4 dividers replacement, Wellness Studio floor replacement. We are researching the costs and approaches associated with renovation of the RCC Lake Anne restrooms.</p>

Programs

<i>Aquatics</i>	The staff accomplished a very successful <i>Boo at the Pool</i> event with more than 35 participants. The kids and parents alike thoroughly enjoyed themselves.
<i>Arts and Events</i>	Artists who must travel great distances have been forced to cancel their events with us – this occurred with Trout Fishing in America for this month, and with the Korean jazz singer Youn Sun Nah who would be traveling from Paris. With in-person learning suspended at George Mason University, the spring Mason Dance Company performance is no longer feasible. Actors Equity rules will prevent Reduced Shakespeare Company from being able to rehearse and hence perform this season. PD will be seeking more local artists to fill in some dates. Arts education classes are doing quite well in terms of enrollment. The Thanksgiving Food Drive is now underway.
<i>Leisure and Learning</i>	Fitness continues to evidence the strongest interest on the part of Leisure and Learning patrons. The Halloween car parade event was interesting as a substitute for our traditional family party; participation was low. OLLI programs are occurring, and the initial connecting hurdles have been addressed. We continue to generate YouTube content; a new <i>Making Play-Doh</i> video was recently uploaded that's very sweet.

Executive Director Activity

Although in-person meetings have been suspended, I have attended ArtsFairfax and Greater Reston Chamber of Commerce board meetings. In addition, bi-monthly Health, Housing and Human Services Leadership Team meetings are occurring. There is a Senior Management Team meeting monthly for agency directors and the County Executive. Along with many staff, I attended the virtual National Recreation and Park Association Conference. There were many interesting web presentations.