

McLean Community Center
2018-2019 Governing Board
Public Hearing on the FY20 Budget
and Governing Board Regular Meeting
September 26, 2018

MINUTES

- Board Members Present:** Paul Kohlenberger, Board Chair; Desi Woltman, Board Vice Chair; Julie Waters, Secretary; Elizabeth John, Treasurer; Carole Herrick; Kat Kehoe; Terri Markwart; Alicia Plerhoples
- Board Members Absent:** Lauren Herzberg; Megan Markwart; Raj Mehra
- Staff Members Present:** George Sachs, Executive Director; Ashok Karra, Comptroller; Holly Novak, Executive Assistant to the Governing Board
- Guests:** Deborah Bissen, McLean Project for the Arts; Merrily Pierce, McLean Citizens Association; Cynthia Miller

CONVENE MEETING

Ms. Woltman (Vice Chair) convened the Public Hearing on the FY20 Budget and Regular Meeting of the 2018-2019 Governing Board of the McLean Community Center (MCC) on September 26, 2018 at 7:34 p.m.

ADOPT AGENDA

The Agenda for tonight's meeting was adopted. This is a forum for public comment about the FY20 budget.

PUBLIC COMMENT **three people attended and introduced themselves*

Deborah Bissen – McLean Project for the Arts. The MPA report was included in the board packet of materials. A new exhibition just opened featuring Mia Halton, an artist working in Puebla, Mexico.

Upcoming event: MPA ArtFest on October 7 in McLean Central Park.

Merrily Pierce – McLean Citizens Association liaison to the McLean Community Center.

Cynthia Miller – local resident interested in knowing what is happening at MCC.

PUBLIC HEARING ON THE FY20 BUDGET

**A printed copy was distributed; Mr. Karra presented the Executive Summary and explanation of revenues and expenses.*

This is the third time this budget has been presented to the Board (in sequential Finance Committee meetings). The only changes made were adding FY17 in the graphs and comparisons. The FY20 budget was posted on the MCC web site on September 17, 2018, following the Meeting of the Whole. There has been no public feedback. Members of the public present tonight have not requested to present any comments.

Summary: The proposed budget retains a real estate tax surcharge of 2.3-cents per \$100 of assessed value. – The \$8M renovation and expansion of the main MCC facility will be completed in 2019. FY20 will start with \$4.08M in overall funds.

Capital Facilities requests focused on equipment replacement and upgrades. Most capital equipment needs have already been addressed in the renovation; but some new things may require attention once construction is completed. MCC has secured a new 10-year lease for the Old Firehouse Teen Center, starting this year. Projected capital plans for the OFTC are mainly landscaping. Other projects involve retrofitting for ADA compliance – the timing of which will be discussed.

Revenue: P. 10 shows revenues broken down by real estate taxes and by programs (20.4%). FY20 has been based on FY17 and FY18 (because FY17 was nine months in the MCC building); FY17 was the best benchmark since it was the last full year in the building. FY18 is not a good comparison because MCC has been in several outside satellite locations, which somewhat affected revenues coming in.

Expenses: Performing Arts made one-time purchases which were postponed from FY17 and FY18, and pushed over to FY19 and FY20 because MCC was projected to have the revenue to compensate for such expenses. \$1.3M expenses shown for Performing Arts includes compensation, benefits and operating expenses. All other departments show an increase in expenses because revenues are going up. Whenever revenues go up, proportional expenses also rise. Overall, MCC is going to have a good year. This is a conservative budget; annually, the Board projects around \$100K but ends up with a lot more. That's because we take care of whatever expenses there are... and only spend what is necessary (not depriving the community of what they need). We try to make sure that MCC has something to go forward – to prevent from dipping into the Fund. Now that \$8M has been spent on the large renovation project, we will start building up the Fund again for the future.

Capital Expenses: lifts for the theatre technical staff (for hanging lights); Harlequin Dance Floor cleaner; front video projector. The bathrooms for the Old Fire House Teen Center will be renovated; security and fire systems had been postponed and not done in the past. Now that MCC has the new 10-year lease on the building, the Board can now go back and address several upgrade projects that need to be done.

Question: So the security and fire system upgrade is for the Old Firehouse Teen Center?

Yes (\$34K). We have also set aside \$82K for HVAC at the main facility because that is not being touched during the renovation (it is still the old system). When we go back into the building and re-start the HVAC system, we don't expect everything to work. There will likely be some issues because it has been sitting idle for about 18 months. The vendor has serviced the equipment; but we don't know yet about potential repair expenses (MCC must prepare for it).

Fund statement: FY18 \$10,192M in the Fund; surplus of \$560,000 (10% of what we expected). FY19 is shaping up better; interest in classes is picking up.

Mr. Kohlenberger thanked Mr. Karra for this helpful presentation. He gave an opportunity for any questions from the public; there were none.

Clarification by Mr. Sachs: A big thank you to Finance Committee and Ms. Johns' leadership through this process of sequential meetings and iterations of budget proposals. Many thanks for making the information legible and understandable to everyone. It has been simplified to a point of understanding by the public and that's a very good direction.

APPROVE MINUTES OF JULY 25, 2018 GOVERNING BOARD MEETING

Mr. Kohlenberger gave time for everyone to look through the Minutes of July 25, 2018, and raise any questions, concerns or suggested edits. Ms. John moved to approve the Minutes as written; it was seconded.

MOTION: That the Board approve the Minutes of the Governing Board Regular Meeting on July 25, 2018. **Approved unanimously.**

CHAIR'S REPORT / EXECUTIVE COMMITTEE

The Executive Committee meeting on September 4 dealt with three topics: budget; room names; and enhancements to the Old Firehouse Teen Center. Mr. Kohlenberger thanked Ms. Plerhoples for her leadership on messaging and streamlining the budget information through a thorough feedback process with Comptroller Karra over recent weeks. Mr. Kohlenberger believes it [FY20 budget] is a strong presentation. The Executive Committee approved the personnel and training budgets incorporated into the forward budget without any major changes.

As to **honorary room naming**, the Executive Committee reviewed the steps taken to endorse honorees and gave consensus to proceed on reaching out to two individuals designated for special recognition by honorary name plates in the renovated building: Page Shelp and Mary Anne Hampton. Mr. Kohlenberger is happy to report that he confirmed with both honorees that they are thrilled, and happily accept.

Old Firehouse Teen Center enhancements – the Board is considering some historic, cultural and landscape/hardscape improvements, with some potential involvement of the McLean Community Foundation. Ms. Woltman and Mr. Kohlenberger met with MCF leadership. Though the Board is not yet ready to initiate a design study for the kitchen, MCF can help with some smaller projects. To that end, Mr. Sachs, Mr. Kohlenberger and Ms. Kehoe (at a recent Friends of MCC meeting) reviewed potential projects and received their permission to apply for the grant on behalf of Friends. MCF can't give money directly to a government agency (MCC), per their bylaws. Friends of MCC agreed to be the conduit and will also contribute \$5,000 towards the projects. MCF would be asked for approximately \$20,000 and Friends would give \$5,000. MCC has budgeted \$20,000 for the bundled projects and would retain any excess monies leftover.

Separately, Mr. Kohlenberger and Ms. Woltman met with McLean Properties about potential plans to extend OFTC draining and hardscape onto their property. The answer is "NO" for now. But McLean Properties has agreed that they will fund any landscaping on the northern edge of the building and will commission a professional survey to define the exact property line. Their development plans include taking down some trees, so they clearly have an understanding that this is part of their property. It is not clear when MCC will have closure on this; but it is good news that they will pay for improvements if that section of the property is theirs.

Regarding **historical markers**: YouTube videos, screen prints, store photos: these are good projects for Friends, MCF and various community organizations being involved to send a message that OFTC is an historical property that is important to the community. Hopefully all of this will be done in Spring 2019. Ms. Herrick commented that The Fairfax County History Commission has not yet addressed it.

MOTION: The Governing Board approves the proposal for naming new rooms – pending and subject to: due diligence by staff, and acceptance by the individuals to have their names on the signage.

Approved unanimously. 7/25/18 Governing Board Regular meeting

MOTION: Proceed with sending letters to Shelp and Hampton.

Approved unanimously. 9/4/18 Executive Committee meeting

EXECUTIVE DIRECTOR'S REPORT

Renovation Update: As of now, Substantial Completion is expected to be middle- to end of October. While many things still need to be done, there is enough good progress to foresee actually getting back in to occupy the facility. There will be punch list items and things not yet installed that are currently on order; but this should not delay any inspections. Staff is projected to move back at the end of October, as phone lines and data lines are situated. It's time now to get word out to the public. Re-opening announcements will be publicized in the upcoming Winter/Spring 2019 Program Guide – copy deadline is next week. Mr. Sachs strongly recommends the following dates; two task forces of MCC staff will work on facilitating these events: 1. ribbon-cutting ceremony; and 2. community open house.

December 5 (Wednesday) – Ribbon-cutting ceremony 10 a.m. to 12 noon (similar to the ground-breaking). This includes all Fairfax County stakeholders: Board of Supervisors and staff; other county agencies (DPWS). Scheduled on a normal workday will allow these county employees to be recognized. Invitations will go out to: Virginia state Delegates; U.S. Congress; past MCC Board members, all the way back to when

the Center opened. This event is for people who are a part of the Community Center and have taken leadership on it over the years. The task force's purpose will be to make sure we don't miss anyone. We will try to get word out to everyone that should desire to attend, and obviously to receive some recognition. The ribbon-cutting ceremony will be a nice occasion for stakeholders to visit and see this facility as it now appears.

January 5 (Saturday) – Community Open House 11 a.m. to 2 p.m.

At the first evening of Alden Theatre being reopened - "Capitol Steps" will perform. The public is invited back to the Community Center, opening all doors, walk around, come in and see, check it out...see how it will be utilized; demonstrations, refreshments. MCC classes start on January 23 (people can still register). If people have registered, they will get to see where their class is going to be held. It's an opportunity for folks to experience the facility. Program Guide will be published by end of October/in homes in the mail by first week of November. This is not a 'grand opening'; that term is not appropriate. The grand opening of the MCC occurred in 1975. This is a "Community Open House" event.

Delay in releasing the Fall Program Guide: There were several complaints from the public about the Fall Program Guide not being published timely; it was late (for multiple reasons). Staff has met to try to solve this problem and prevent it from happening again: revising the production schedule timeline with an emphasis on timely information submission (making sure, from staff side, that there are no delays). Comparison of last year to this Fall, even with the Program Guide being late in arriving in the mail, last year we had 109 classes; and 31 were cancelled; 779 participants. This fall: MCC is offering 113 classes; cancelled 21 classes; total enrollment of 931. Enrollment is higher and class numbers are up from last fall. MPA art classes were included in these figures. So this still good news.

Question: On the classes that were cancelled – was that due to lack of enrollment?

Yes – and there was one situation where the instructor couldn't lead the class.

External alignment: 2018-2019 McLean Connection Newcomers Guide featured MCC on the front cover. An article details the renovation project, July 4th fireworks and celebrating "community" in McLean.

Annual Block Party at the Old Firehouse on August 11; front page cover of Connections; the event featured Wheels to Africa vans for donated bicycles, which was a significant part of that event.

Garage Sale on September 15; 1,149 people attended; it was very successful despite the rainy weather.

Outdoor concerts in the Park have been affected by cancellations due to rainy weather: Sept. 9; Sept. 23. This Sunday (Sept. 30) features music from the 2000's and the weather conditions look hopeful.

Financial stewardship: The Finance Committee met on Sept. 11 for the Meeting of the Whole to review the proposed FY20 budget. The FY20 budget was posted on the web site on September 17 for public review.

MCC is under a routine annual audit (internal Fairfax County audit) by the Business Process Center, covering the period of Aug. 1, 2017 – July 31, 2018. The audit is examining compliance with county policies in the following areas: agency procurement cards; FOCUS marketplace transactions; purchase orders and non-purchase orders; monthly reconciliations; accounts receivable; HR payroll systems, and control overviews (see Mr. Sachs' report). A report will be finished in early October – with their recommendations for any changes that may need to be made. Mr. Karra and other staff have been meeting regularly with the auditors. We will have a review of their findings and then a final report will come out with their recommendations based on our responses and how we go forward (any differences; changes MCC needs to make).

At this point, Mr. Kohlenberger recognized a member of the public – Cynthia Miller, who had just arrived. She introduced herself as a local resident who is interested in seeing what is happening at MCC.

The meeting proceeded with reports from each respective committee Chair.

ELECTIONS & NOMINATIONS COMMITTEE

The committee established a timeline for election process beginning February 8 (petition packets available to be picked-up in person at MCC)

- Absentee Voting will begin April 8, at two locations: MCC and Old Firehouse Teen Center
- Candidate Reception on Sunday, May 6, at MCC building, hosted by Friends of MCC.
It may be a joint reception with other local organizations.

The committee is looking into exploring:

- online voting (not for 2019 but possibly for 2020 or sometime thereafter)
- how to simplify the voting process. Historically, 10% of votes were returned incorrectly so we are looking at how to rectify that.
- trying to simplify the timeline and process for candidates
- how to make the election of Board officers less tedious and less onerous.

Question: Are you going to talk about the smaller window for the voting period?

Well, it's pretty much the same - the voting period is basically the same as last year. Last year was seven weeks and it is down to six+ weeks now, beginning on April 8 to McLean Day. Last year: March 19 through May 19.

Opinions expressed: Shrinking the voting period by three weeks is a major concern. Seven weeks is appropriate (as has been in the past) because many of the candidates participate in in different civic organizations that meet only once a month – if you hit that schedule wrong, then you're not giving those organizations the opportunity for enough time to vote for you. Moreover, this proposed 38-day period encompasses Spring Break for Fairfax County Public Schools. Some Board members prefer a shorter election period; to them, it seemed long last year. Though others didn't think it too long.

Clarification from staff: Voting is the same process for MCC staff time – whenever it starts; it's just longer if the voting time is longer. From experience, it doesn't catch on with the public until later (first two or three weeks have hardly any voting activity at all; and then the ballots start coming in). But that's just a matter of the candidates getting the word out and going to meetings to encourage public interest. As far as people picking up ballot packets for voting, it usually doesn't pick up until about two weeks before they are due.

Question: Is the Elections Committee going to consider possibly changing the requirement of one person/one vote, i.e. one person being able to pick up Absentee Ballots for the entire family? Did the committee address that?

It has come up, but the committee hasn't really explored this idea yet.

Mr. Kohlenberger thanked Ms. Herrick for the committee's effort to identify issues that the Board should discuss regarding the annual elections process. As the Elections & Nominations Committee reviews the various policies and procedures, they will have to bring everything forward for consideration by the full board.

NEXT MEETING: As a first step, Ms. Herrick and Ms. Markwart will meet with Ms. Novak to re-design ballot materials to appear more user-friendly. After that, a future meeting date will be decided.

CAPITAL FACILITIES COMMITTEE

Most items related to Capital Facilities have already been addressed through the budget. The committee's focus in September was reviewing list of projects that had been put forth by MCC staff (capital improvements; some were discretionary; some were capital replacement). Many projects originally proposed for FY20 have been deferred to FY21. What is shown in the budget is what we will proceed forward on. In upcoming meetings, the committee will try to address five-year capital improvement projects – things that are more discretionary and aspirational. In September, the committee also worked on goals for the year ahead, and metrics. As mentioned previously, OFTC projects are being worked on by Ms. Woltman and Mr. Kohlenberger.

NEXT MEETING: October 9 - at the Program Office across the parking lot (Room 2).

COMMUNICATIONS COMMITTEE

The Communications committee met twice and established goals; they have already acted on one of the goals: reviewing the MCC web site re-designed by a vendor. The updated landing page looks good. It is much more user-friendly, looks more modern, and has a bigger font. Ms. Schallern presented results from focus groups among the public about Alden Theatre (full detail is shown in the committee's report).

Change of meeting dates proposed: Ms. Plerhopes would like to potentially change the Communications Committee meeting dates to the second Mondays of the month, going forward. One of the next goals is messaging about the Community Open House, but if nothing is timely in the renovated building by October 15 then there will be no reason to meet.

Clarification by Mr. Sachs: 10/12 is when all deliveries are going to be put in place, including the wood floor – which then must sit (cure) for five days in the environment.

The Communications Committee will NOT meet on October 15.

FINANCE COMMITTEE

The Finance Committee held three work sessions, the output of which was presented tonight by Mr. Karra. First session focused on understanding the FY18 actuals (where it landed); the second session was understanding the assumptions that went into the FY20 budget, diving into the priorities that MCC is going to invest in this year for capital expenses. Finally, there was consideration about communication to make sure that the information presented to the public was clear and streamlined. There has been no public comment on the FY20 budget to-date. At next month's board meeting, the Finance Committee will make a motion to finalize the FY20 budget and present it to Fairfax County.

MOTION: To present this budget at the Board meeting and Public Hearing on September 26.

Approved unanimously. 9/11/18 Finance Committee - Meeting of the Whole

Mr. Kohlenberger thanked the Board and staff for working very diligently on compiling the FY20 budget.

PROGRAM COMMITTEE

The Program Committee met twice (August and September). There are new, interesting programs coming up: some **online classes through LEARN** that are no cost to MCC but will bring in revenue.

Winter Lights: Fairfax County has agreed to pay for installing and maintaining outlets on the light poles in McLean Central Park. MCC will pay for electricity use. This year, small-scale holiday lights will be installed on the park light poles by MCC staff – and small-scale holiday events may be offered. This is an eye towards the future and making the park a nice winter community experience.

Opinions expressed: I think this is a great addition to lovely ambiance in the Park. Traffic gets stuck at that light, and people enjoy seeing something lovely to look at. For a similar example, the holiday sign at Redeemer Lutheran Church receives a many positive public comments from folks who are stuck at the traffic light (a little chuckle) – and also the residence near an intersection on Balls Hill Road that plays music - people roll their windows down as they are waiting for the traffic light. Holiday lights in the park will bring a nice community atmosphere. That's awesome. Maybe in the future, having an old-time Christmas Carol singing event would be a possibility for families. It is great to have something to do with the kids. MCC could offer so much...

Clarification by staff – It is understood that we proceed in small steps. MCC is working with the Park Authority and the neighborhood. We've got to proceed wisely; if we start out with the idea of what it is now... and then what it could be, and grow it, there are so many good ideas about what MCC could do (such as trackless train, hot chocolate, carol singing, bonfires, etc.). It can go wherever we want to take it – as long as the community supports it. We must make sure that the neighbors are O.K. with it, as well as the Park Authority.

Question: Whose property is it up to the sidewalk?

FCPA owns McLean Central Park. The county is sensitive to the surrounding community. Winter Lights will be on the same timer as the park lighting – which goes off at 10 p.m. (no late-night hanging out).

The committee also heard results of recent **focus groups about Alden Theatre**: some highlights may be implemented in future years: more musicals (smaller-scale productions); kids movie series during the day; foreign language films, potentially with discussion afterward; adjusting start times of performances (varying later and earlier); improvements to online ticketing, bar code scanners (updated technology), improving advertising for better public awareness. Ms. Kehoe mentioned public input by Mr. Glikbarg at a previous Finance Committee meeting: McLean Community Players like to do two plays and two musicals every year.

Kitchen – has been discussed quite a bit and there are many potential ideas. Consensus at this point is that it should be multi-use. We are gathering more data about usage and public interest (some classes; some catering capabilities). Once these details are figured-out, the Board will identify the money and contact a designer.

NEXT MEETING: Program Committee meeting – October 15 at 6:30 p.m. It was noted that both Youth members (Herzberg and Markwart) have hockey games on 10/15 and won't be able to attend.

Discussion about future meeting dates:

Ms. Markwart asked about November 5, 6 = Fairfax County 4-day weekend.

Communications Committee will be moved (no more first Mondays).

Program Committee may consider moving to the same new nights as Communications Committee; Ms.

Waters will poll the Program Committee about this.

Keep in mind: November 10 – MCC is closed (Fairfax County holiday); November meeting date will be t.b.d.

LIAISON TO FRIENDS OF MCLEAN COMMUNITY CENTER

Ms. Herrick was not able to attend the last Friends of MCC meeting; therefore, no update was shared.

Meanwhile, Ms. Kehoe already approached Friends about the idea of possibly doing a joint “Meet the Candidates” event with MCA. Mr. Yarborough would then talk to MCA and inquire if this is something that they would like to do. Is this the appropriate sequence of events? Mr. Kohlenberger floated this idea to MCA and they are on-board; but he was going to leave it to Mr. Yarborough (Friends) to make the official ask.

Opinions expressed: This seems like a great idea... it's something that would bring out a lot more people to meet the candidates. However... they want to double-check with Mary Anne Hampton, in courtesy. This has always been her favorite event and she wasn't present at the recent Friends of MCC meeting.

Mr. Kohlenberger summarized: It is in the works; but we'll leave it to Friends to make the official ask (for a joint event), as long as the Board is accepting of this plan.

OLD / NEW BUSINESS

Honorary Naming of Rooms (possibly some recognition of Friends of MCC)

Ms. Kehoe inquired whether there could be honorary room naming as recognition for Friends of MCC? In previous meetings, there has been discussion of possible additional honorary recognition. In keeping with advice to check with proposed honoree recipients first to see if they wish to receive special recognition, Ms. Kehoe went ahead and reached out to Glen Yarborough and Cecelia Closs to ascertain if this is something Friends of MCC would like to have. They said definitely “Yes”.

ACTION ITEM: Ms. Kehoe would like the Board to focus on some sort of recognition for Friends of MCC, particularly in regards to the upcoming Ribbon-cutting ceremony.

Clarification by Mr. Sachs – It’s difficult to identify one actual space for public recognition of Friends because their contributions are literally everywhere - all over the building. The balcony... the hallway... the balcony area has been brought up; but other areas could also be considered.

There was further discussion about the way Friends has already been approached on this idea by various individuals – however, not in concert with the entire Board. Moreover, the Capital Facilities Committee was not aware of these efforts. Which raised the question...

Who is the liaison to Friends of MCC?

Question: Is Mr. Kohlenberger or Ms. Kehoe the liaison to Friends? Ms. Herrick has never been officially appointed as the liaison to Friends (though she attends their meetings because she is on the board).

Mr. Kohlenberger: It’s the Chair’s appointment – and Ms. Herrick is appointed.

Ms. Herrick wants it to be official. Ms. Kehoe said (because she was liaison last year) that Ms. Herrick is the right person to be liaison to Friends. Ms. Kehoe deferred to Ms. Herrick to remind everyone about the long history that Friends of MCC has had with the Community Center.

Discussion continued about the idea of placing some recognition of Friends in the newly-renovated building:

Question by Ms. Markwart: What about the gold wall plaque next to the door?

Mr. Kohlenberger: I think it’s a laudable intent by Ms. Kehoe. I’ve been a supporter of Friends for many years and we should honor their achievements. On the Donor Wall, it lists McLean Citizens Association, as it should. But I don’t believe that Friends of MCC is even up there listed on the Donor Wall.

Ms. Kehoe: Wasn’t Friends the original creator of the MCC?

Ms. Herrick read from the brochure written in 2000, wherein Friends is mentioned as the originator of “MCC, Inc.” encouraged by McLean Citizens Association: having been instrumental in the original design and construction of building; the founding documents that created MCC as a Fairfax County agency, and that Friends has remained as a key supporter of all MCC activities ever since.

Opinions expressed. Friends of MCC is certainly worthy of this idea for honorary recognition; but the process must be appropriate. It doesn’t have to be a certain room... but some area of the building to acknowledge their many contributions.

Mr. Kohlenberger summarized: I would like the Executive Committee to look at this – and I ask Ms. Kehoe and Ms. Herrick to attend that meeting. It’s important to communicate in a unified way and discuss it in a unified way. This good idea is something that has been thought about for a couple of years – naming the balcony for Friends. We will hold an Executive Committee meeting before the next Board meeting to get this done.

ADJOURNMENT

There being no further business, Mr. Kohlenberger adjourned the meeting at 8:50 p.m.

Respectfully Submitted,

Holly Novak
Executive Assistant to the Governing Board