

**2023-2024 MCC Governing Board
Finance Committee
August 30, 2023 – 6:30 p.m.**

MINUTES

Committee Members Present - ALL: in-person: Kathleen Cooney Porter, Treasurer; Sophia Bruno; Gloria Marrero Chambers; Rasheq Rahman, Chair
virtual: Matt Colsia

Other Board Members Present: Kristina Groennings, Vice-Chair

MCC Staff Present: Betsy May-Salazar, Executive Director; Ashok Karra, Comptroller; Holly Novak, Executive Assistant; Jennifer Garrett, Technical Director; Matt Hockensmith, Special Events Assistant Manager (incoming Comptroller); Mike Fisher, General Programs Director

Guests: None.

CONVENE MEETING

Treasurer Kathleen Cooney Porter convened a meeting of the Finance Committee of the Governing Board of McLean Community Center on August 30, 2023, at 6:34 p.m. She announced the meeting was being audio-recorded. No changes were requested to the Agenda; it was adopted by acclamation.

REVIEW MPA ARTFEST 2023 MOU **explanation by Executive Director May-Salazar*

MCC has a partnership with McLean Project for the Arts (MPA) to financially support the annual ArtFest event which is held in early October in McLean Central Park. In recent years, the amount of support has been \$25K. A detailed proposal for logistical arrangements (written as contract) will be mutually signed by Lori Carbonneau, Executive Director of MPA and Betsy May-Salazar, Executive Director of MCC. This standard document is updated annually to reflect current costs and expenses. Nothing is changing in the terms and obligations and the amount stays the same: MCC is committing \$25K for Artfest 2023. This was reflected in FY24 budget - approved last year.

A few questions about specifics of the contract were raised and addressed. Once discussion concluded, the following MOTION was stated aloud by Treasurer Cooney Porter:

MOTION: To forward the proposed MOU for MPA ArtFest2023 for consideration by the MCC Governing Board at Meeting-of-the-Whole on September 6.

Approved by a vote of five: Kathleen Cooney Porter; Sophia Bruno; Matt Colsia; Gloria Marrero Chambers; Rasheq Rahman – all voting “AYE.”

REVIEW PROPOSED FY2025 BUDGET ***FY2025: July 1, 2024 through June 30, 2025**

As a big picture overview of MCC’s annual budget process, this meeting was an opportunity to ask questions and gain understanding about details and any points needing further clarification. Special welcome to Matt Hockensmith as MCC’s new Comptroller! Matt has an MBA and four years’ experience on Special Events team. During 6 months of dual-encumbrance with Ashok Karra, he will learn the scope of the job. We are pleased that Matt has moved internally to a new position based on his education, professional background and comprehensive experience on MCC staff.

Executive Director May-Salazar presented an executive summary of FY25 budget scope and priorities:

- Approximately 80% of MCC's budget is funded through a special annual tax assessment for the MCC tax district. This is one of the lowest rates of our peer groups at 2.3 cents per \$100 of assessed property values. This rate has been maintained since 2015.
- The balance of MCC's funding comes from program and rental fees.
- The past several years have been anomalies – starting with the building closure for renovation – leading into COVID closures and pivots. It wasn't until the 2nd half of FY23 where MCC began to see a recovery in operations and programming.
- FY24 is picking up to pre-Covid levels and FY25 is budgeted, and expected to be, a full year of normal operations.
- Because of the timing of when we develop our budgets, the FY25 budget was developed in comparison to FY23 actuals. You will see some disparities with the FY24 approved budget because that was approved a full year ago when we were still in midst of COVID and didn't have solid comparables to develop the budget.
- FY25 Program Revenues are projected at \$1.17M – 11% increase over FY23.
- FY25 Total Expenses are projected at \$8.3M including \$800K for capital projects. Details will be shown later in the presentation.
- FY24 and FY25 are years of stabilization of our programming with the continued development of new initiatives that have been recently added – such as Fiesta del Sol and the Seniors in Action Program, as 2 examples – and a time to look at all our programming and operations through the lens of the strategic plan.
- FY25 and FY26 will include the MCC's 50th anniversary year and many of our new initiatives will revolve around this year-long celebration in 2025. This budget includes a \$400,000 allocation of funds over three years – FY24, FY25, and FY26, toward this celebration. The anniversary budget is being presented outside of the balanced operating budget and is anticipated to use the fund balance or reserves.
- Finally, this budget includes a requested increase for the McLean Project for the Arts – our arts partner – to help with increasing costs related to the annual MPA ArtFest held in McLean Central Park. This is a signature McLean event held annually and MCC is committed to help make this event sustainable. Inclusion of this increase in the budget will allow MCC and MPA to continue conversations related to this funding increase.

Comptroller Karra presented the proposed FY25 budget in detail, with opportunity for questions and points of further clarification. (Full budget presentation is shown at end of this document.)

Question: On a micro-level, how are these budget numbers developed?

Each department has a series of meetings where they present to Comptroller and Executive Director their ideas for FY25 (and what is going to change in FY24). Then they develop budget numbers which are studied in great detail - including examining the through-lines to ensure allocations are spread equitably across departments. Sometimes we cut, or increase, or move a project to a future year. MCC's 50th Anniversary is the focus for FY25 budget, looking through the lens of 50th anniversary and enhancing our existing programs.

Question: How was the strategic plan incorporated into the budget process?

In summer 2023, staff met to discuss each goal of the strategic plan (brainstorming). They considered how to reach those goals through what MCC offers - creating a plan (from FY24) and how to project into FY25. Everyone is looking at FY25 with the lens of strategic plan. We hope to share goals for FY24 and FY25 at the October board meeting. By FY26, the strategic plan will be engrained.

Question: What do you mean by "tweaking the budget within FY24"?

It must stay balanced: if we over-projected on income, then we must adjust it down and make sure expenses are in line. There are big ideas when the budget is first developed; later, things may get pulled out and we reallocate those funds. Some factors are imposed by Fairfax County (such as raises to employees). Also, the tax revenue line originally projected conservatively is sometimes adjusted.

The following points were clarified:

Adjustments by Fairfax County: The taxes we are projecting right now were the assessed value in January 2023. Fairfax County will revise that number again in January 2024, which will affect us in FY26. The county will tell us if we have projected correctly or if we must make a 3Q adjustment. Personnel costs for FY25 will change based on what the county gives to all employees when salary increases take effect in July 2024. Benefits may also change depending on benefits costs. MCC is a county agency; this causes mandated adjustments to our budget. MCC's budget is built such that we can usually absorb it.

Definition of "Reserve": We like to keep a Reserve balance to cover any unusual expenses that occur – having enough funds to survive for one full year of operations (about \$5M). Because the funds are MCC's, we keep them: if we have a surplus, we keep it; if there is a deficit, then we dip into our Reserve. If something major is required, Capital Facilities Committee sometimes goes into the Reserve (during the year) - such as HVAC emergency repairs. What is in our control is revenue + expenses from programs; we monitor everything carefully. Since 2015, MCC has had no shortfalls - surpluses every year. We can handle special circumstances as well as support new ideas.

Expenditures include: compensation + benefits + program + support expenses.

Administration: The annual Governing Board election entails a lot of expenses.

PIO office puts out general advertising for the entire MCC; but all depts. have a breakdown of advertising also.

Facilities: ongoing contracts for HVAC, housekeeping, landscaping, pest control, refuse disposal. Facility repairs fluctuate a lot. Suddenly we may have to replace something. This number can either be less or a lot more.

Classes (revenues, instructors and topics): Instruction is the only department where revenue contributes more than the direct cost expenses. Instruction is all contractual relationships, designed so that the cost of the contract is 80% of what MCC charges. SIA is an outlier, following a different percentage. This goal allows us to avoid risk because those contracts move forward if they have a minimum number of participants and no cost to us if there are cancellations.

Attendance reporting: We are evaluating how we quantify attendance. Historically, how attendance has been reported varies (theater = per performance; classes = how many are registered, not the actual times attending). We currently have an attendance report that will track daily attendance, so as to have a better sense of how many people we are actually serving. We want to be able to accurately count people every time they walk in the door. Next year we will see a jump in our attendance numbers with such new reporting and measurables.

Special Events: Many of the MCC Special Events are free or have a nominal charge. Rental costs include tents, porta-johns, security - all involving contracts with outside vendors.

Performing Arts: A theater is expensive to operate, with highly technical requirements. Admission ticket prices are \$20 - \$30 (not as expensive as other regional venues). We charge what is appropriate to serve the community.

Question: What does performing arts training entail?

Professional development = several conferences dealing with various aspects (performing arts safety; technical training; new protocols; training at the factory to service our equipment). Also, conferences (APAP) to view and learn about showcased performances and touring artists that are available for the upcoming season.

Equipment is for one-time equipment for specific performances (lighting, other technical features).

Youth events: Camp McLean - the largest aspect of expenses is transportation (buses rented; staff ratio to kids is high, which is attractive to parents = security for kids). Camp McLean is licensed by Virginia; a myriad of standards must be met. Using contract buses for transportation covers the requirement of licensing and driver safety.

OFC: After School Program – membership is \$300-\$325 per school year. Registration is for program participation; trips involve separate costs (extra). We are trying to grow the After School program. Of everything MCC does, that is the one area we are examining and trying to be responsive to what people need now coming out of COVID-19.

Background: COVID-19 fundamentally changed after school life. Also, after school program at middle schools are now everywhere, each day of the week. Now MCC competes with all these programs within schools. Such life changes have caused OFC's After School Program to struggle. We are trying to attract people back through increased marketing efforts. Our average was 80-120 members; average daily attendance was 30-40 (pre-COVID). We only had 5 or less at the end of last school year; this fall we are up to 20 members.

Re-branding /new logo: We also just rebranded OFC with a new logo and lit signage! Our plan is to use this year as an all-out push (back to school nights; outreach mailing to faith-based groups). We will evaluate results of these efforts and determine what OFC does for next year. All other OFC programs are full and sold-out, consistently at capacity. We will brainstorm and re-think what the After School program will look like once we evaluate this year. \$325 per year is very cheap and we are offering something exceptional – so there must be a reason why fewer people are attending. SACC is overbooked and can't take everyone – so we shifted down to include 5th graders.

Other groups are coming in to broaden the use of OFC: SPARC, open game night, drop-in Mah Jongg and ping pong. It is a popular facility for rentals.

Question: How do students physically get to OFC after school?

For Longfellow Elementary and McLean High School, MCC is on the bus route. For other schools in McLean, OFC provides transportation in our vans.

50th Anniversary

- *Ad hoc* committee has been hard at work developing 50th anniversary plans
- Anniversary celebration will span the entire year of 2025 and will highlight all of our strategic initiatives
- Key signature events are being developed that will have a lasting impact, engage the community, celebrate the history of MCC and look to the future.
- Key Events and projects include –
 - a large community picnic,
 - community art projects at MCC and OFC,
 - a video, developed over the course of 2024 with interviews at various events, that showcases MCC for use in future promotions, on our website, at an anniversary preview, etc.
 - and smaller items such as an updated timeline, commemorative plantings, time capsule
- In addition, the 50th anniversary branding and theme will weave through all the year's programming for a full-blown celebration year.
- The total budget, over three fiscal years is estimated at \$400,000 (ballpark numbers but some targeted amounts have been vetted). An *ad hoc* committee has been working on this for a while. Lisa Mariam and Betsy have worked to tie this to our strategic goals. We are not trying to absorb the anniversary costs into our normal programming. We can have surpluses and will likely absorb a good portion of this into our general Operations each year.

Capital Improvements Projects

- Capital budget shows revisions to FY 24 and proposed items for FY25.
- Theater projects total \$557K and are all carry-forward items approved in previous fiscal years.
- Work in the theater is generally limited to August of each year when the theater can be dark.
- Projects at MCC and OFC have \$367K in carry-over projects approved in previous fiscal years.
- Working with the Capital Facilities Committee we are proposing changes to the FY24 budget that results in a decrease of \$41K.
 - Energy Project reallocation - \$250,000 that was previously approved as placeholder to explore electric vehicle charging station is being reduced to \$50,000 and reallocated to an overall MCC

energy study. This placeholder allocation is not necessary to be considered in Fairfax County's study for EV station locations.

- \$40,000 – Stormwater Drainage project involving regrading of land and sidewalk on back side of MCC facing the woods – regrading it to slope away from the building and corrected re-sloping of the sidewalk. (Fairfax County is funding the Ingleside portion of project).
- \$50,000 new allocation for Sensory Room at Old Firehouse. We have done a lot of research on these types of facilities in the county. There are expressed needs by users of OFC who are interested in sensory experience. It is well-integrated with our after school program and SPARC participants who use OFC.
- \$50,000 new allocation as a community investment in the McLean Central Park for an enhanced playground being planned as a component of the McLean Central Park renovation beginning in Fall 2023. Merging tot lot and older kid playground into one central location. MCC can contribute to the grass roots Moms group who are fundraising. Our funds will combine with other funds through Fairfax County Parks Foundation. It's a great opportunity for MCC to show our investment in that area. Our kids are in MCP for camps, we have concerts in the park – it's a really good use of MCC's funds (one-time commitment).

FY25 New Request:

- \$800,000 for essential ADA upgrades to Old Firehouse bathrooms and entrance.
- Request in process from Supervisor Foust to Fairfax County BOS for partial support from FC FY23 General Fund Carry-Over Funds. If granted, this allocation will be reduced.
- TBD – Digital Sign in McLean Central Park. Working with Fairfax County Park Authority to replace existing sign with digital sign to be more visible and versatile. MCC will control the content. A design was done years ago (baseline) – but now we are in position where the MCP construction will get it to happen (with MCC's specific support)

Clarification by Board Chair Rahman: We need to make the entire OFC building fully accessible and have the Sensory Room. 'Big picture' goal is to make OFC a place where more of the community can make use of these facility enhancements. It's a large number but MCC is ensconced in the OFC building and we want to do it right. The purpose of our Reserve resources is to invest in things like this.

*RECOMMENDATION FROM CFC "WORKING GROUP DISCUSSION" ON 8-30-23:

Although Capital Facilities Committee met as only a 'working group discussion' on August 30 (lacking official quorum) the recommendation was to submit this Capital Improvement Project budget as part of the FY25 DRAFT Budget.

Fund statement: Our intent is to have a balanced operating budget and to use the reserves for the 50th anniversary and the capital projects.

Clarification by Board Chair Rahman: Our general approach is to keep the Fund balance around \$5M. We still have 80% of our budget coming from tax revenue and we still offer 20% discount to tax district residents; so, we are fulfilling our commitment to the taxpayers.

Clarification by Executive Director May-Salazar: We want to invest that wisely while moving forward on some of these projects that are needed. We will continue to keep the \$5M Reserve – which is reasonable from the county's perspective and from the public's perspective.

Total assessed value of all properties in Small District 1A-Dranesville:

18,000 households \$27,157,330,170 Average price of a house is \$1.37M

What the tax district homeowner pays on average for MCC is \$316 per year.

MCC is an asset to the community and arguably has a positive impact on the property values. That alone, whether you attend programs here or not, is an overall benefit to the community.

After all questions had been addressed, Treasurer Cooney Porter explained the next step in the annual process: this proposed FY2025 Budget will now move forward for consideration by the full MCC Governing Board at a Meeting-of-the-Whole to be held on Wednesday, September 6, 2023.

MOTION: To forward the proposed FY2025 Budget for consideration by the McLean Community Center Governing Board at Meeting-of-the-Whole on September 6.

Approved by a vote of five: Kathleen Cooney Porter; Sophia Bruno; Matt Colsia; Gloria Marrero Chambers; Rasheq Rahman – all voting “AYE.”

OPPORTUNITY FOR PUBLIC COMMENT ABOUT FY2025 BUDGET

Treasurer Cooney Porter explained how Small District 1A-Dranesville residents are always welcome to contribute their input as taxpayers who support the McLean Community Center. She announced the following opportunities to submit public feedback specific to the proposed FY2025 budget:

1. Written comments by Small District 1A-Dranesville residents may be submitted from now through October 6: feedback@mcleancenter.org
2. Verbal comments in-person by Small District 1A-Dranesville residents may be spoken at two upcoming meetings to be held in-person at MCC:
 1. Meeting-of-the-Whole Wednesday, September 6 6:30 p.m.
 2. Public Hearing on FY2025 Budget Wednesday, September 27 6:30 p.m.

OLD /NEW BUSINESS

Treasurer Cooney Porter opened the floor to any items of old or new business. Board Chair Rahman commented that this is a lot of information! He recommended to digest it by studying, knowing that there are more upcoming opportunities to answer any questions you may have.

Nothing else was mentioned as a further topic for discussion this evening.

ADJOURNMENT

There being no further business, Treasurer Cooney Porter adjourned the meeting at 7:54 p.m.

Respectfully Submitted, Holly Novak - Executive Assistant

Highlights: MCC Board Proposed Budget for Fiscal Year 2025 (7/1/24–6/30/25)



McLean
Community
Center

The Center of It All

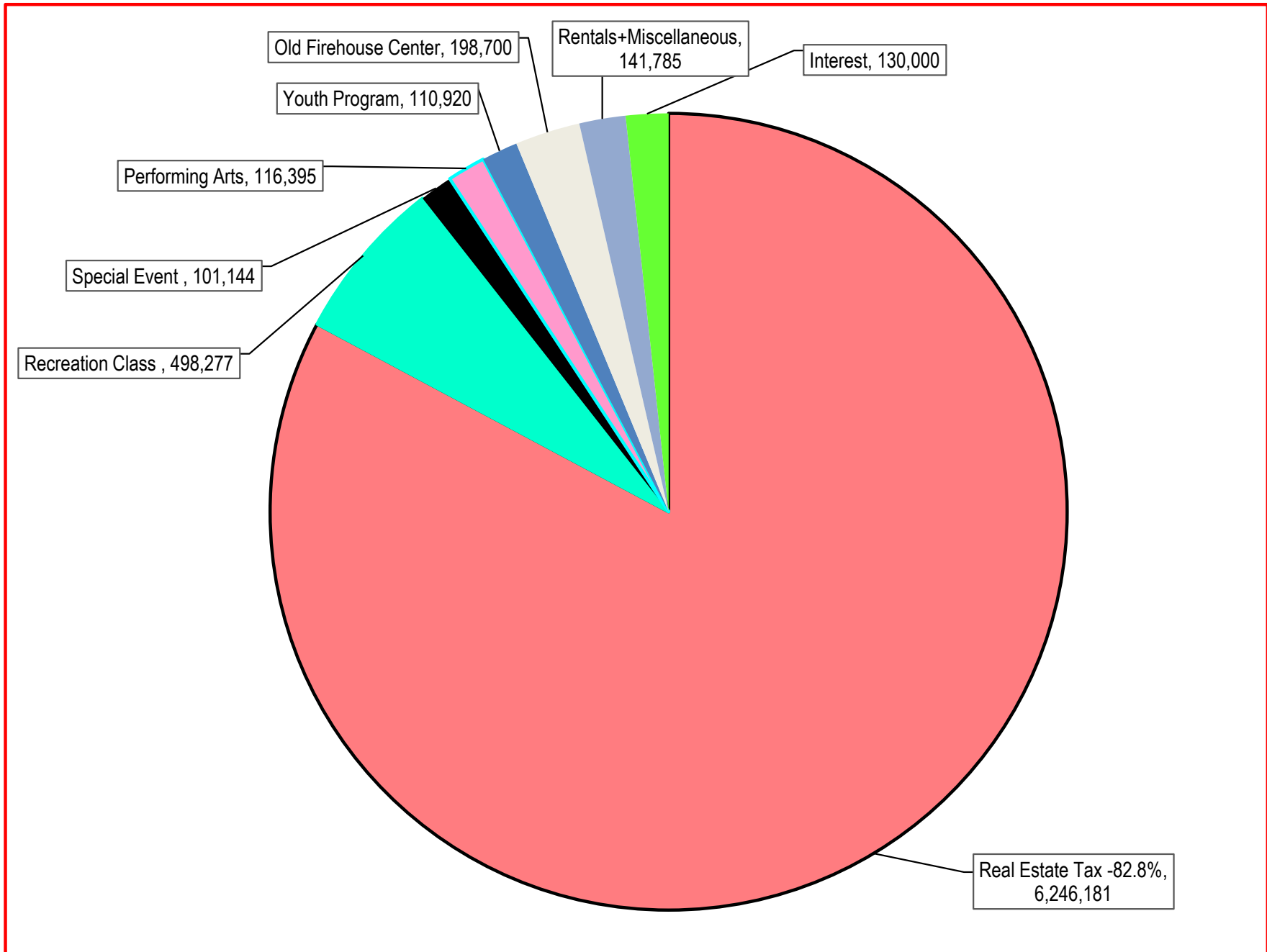
Prepared for MCC Finance Committee

Wednesday, Aug. 30, 2023 at 6:30 p.m.

Executive Summary

- MCC maintains a strong history of financial stewardship. We have one of the lowest tax rates of our peer groups at 2.3c / \$100 of Assessed Values. This rate has been maintained since 2015. We propose to maintain the same rate for FY25.
- FY20 – FY22 were challenging years for MCC, as for the whole economy. COVID-19 affected the center's operations from March through June of FY21 and continued to impact FY22 with lower usage for safety. Recovery began in the second half of FY23.
- FY25 is budgeted to be a FULL year of normal operations. The registration for FY24 is picking up to pre-COVID operating levels prior and is expected to continue in FY25.
- FY25 Program Revenues are projected at \$1,167,221, a 11% increase over FY23.
- Total FY25 Revenues are projected to be \$7,543,402 a 9.5% growth over FY23.
- FY25 Expenses are projected to be \$8,304,621. This includes \$800,000 towards Capital Projects.
- The 50th Anniversary Budget of \$400,000 includes allocation of funds of \$95,000 in FY24, \$190,000 in FY25, and \$115,000 in FY26. This allocation of funds is for a one-time annual event and in addition to the operating budget. This presentation reflects FY24 and FY25 only.
- Visual Arts contribution towards the MPA Artfest is \$35,000.

FY25 Revenue



Financial Summary FY23-FY24-FY25

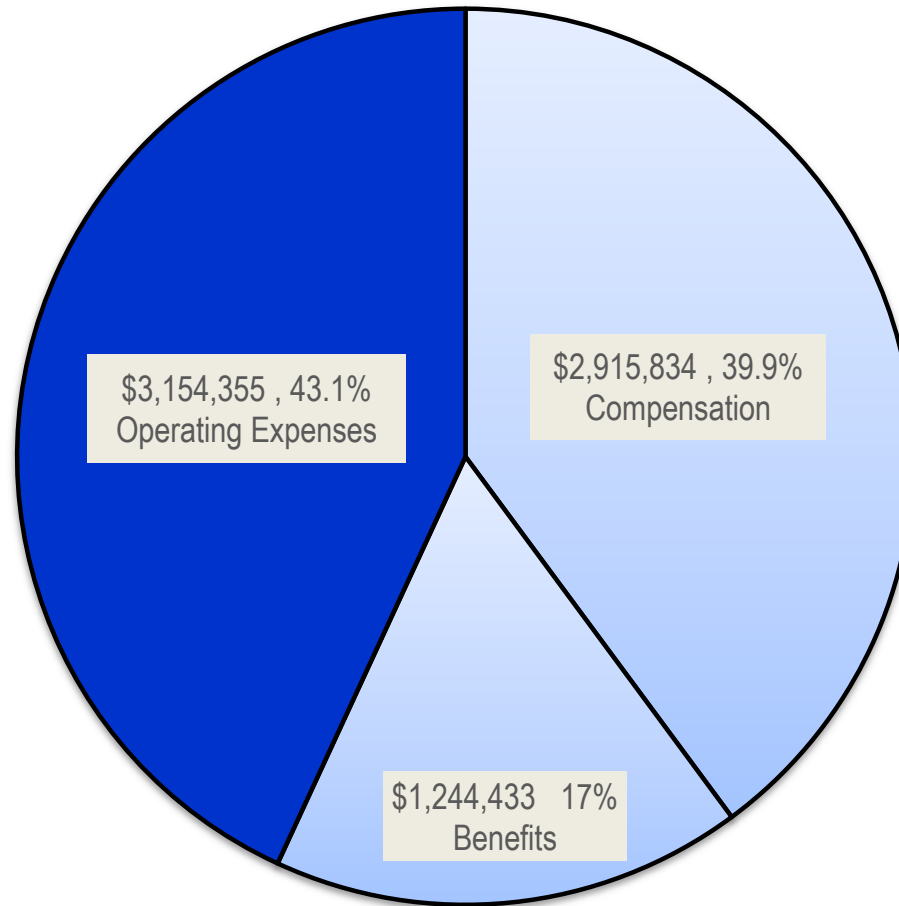
McLean Community Center

Financial Summary FY23-FY24 FY25 Preliminary Projections

	FY2023		FY2024		FY2025	
	Actuals		Adopted/ Advertised		Proposed	
Operating - REVENUE						
Real Estate Tax	5,705,134	82.8%	5,980,732	82.0%	6,246,181	82.8%
Interest on Investments	134,834	2.0%	20,000	0.3%	130,000	1.7%
Total Tax and Interest Revenue	5,839,968	84.8%	6,000,732	82.3%	6,376,181	84.5%
Recreational Class Fees- Instructional Programs	480,158	7.0%	532,723	7.3%	498,277	6.6%
Special Events	101,378	1.5%	96,500	1.3%	101,144	1.3%
Performing Arts - Theatre	96,073	1.4%	132,750	1.8%	116,395	1.5%
Youth Program Fees	94,217	1.4%	138,910	1.9%	110,920	1.5%
Old Firehouse Center Fees	152,812	2.2%	296,000	4.1%	198,700	2.6%
Net Program Revenue after Refunds & Discounts	924,638	13.4%	1,196,883	16.4%	1,025,436	13.6%
Miscellaneous (Facility, Perf Arts, OFC Rentals)	124,534	1.8%	97,500	1.3%	141,785	1.9%
TOTAL REVENUE	6,889,140	100.0%	7,295,115	100.0%	7,543,402	100.0%

This forecast is based upon reasonable assumption, given the current economic condition; however, it reflects only our best judgement at the present time and constitutes no representation or warrant of what the operating results will, in fact, be.

FY25 Expenses



■ Compensation 39.9 ■ Benefits 17.0 ■ Operating Expenses 43.1%

McLean Community Center
Financial Summary FY23-FY24 FY25 Preliminary Projections

	FY2023		FY2024		FY2025	
	Actuals		Adopted/ Advertised		Proposed	
Operating - Expenditure						
Administrative Services	1,078,231	17.3%	1,334,980	18.1%	1,330,860	17.7%
Facilities Services	708,399	11.4%	849,428	11.5%	810,505	10.8%
Public Information	616,039	9.9%	563,289	7.6%	713,717	9.5%
Support Expenditures	2,402,669	38.6%	2,747,697	37.2%	2,855,082	38.0%
Recreational Class - Instructional Programs	708,814	11.4%	850,797	11.5%	782,270	10.4%
Special Events	663,829	10.7%	755,007	10.2%	844,893	11.3%
Performing Arts- Theatre	1,468,397	23.6%	1,753,231	23.7%	1,692,372	22.6%
Youth Program	187,919	3.0%	366,772	5.0%	278,030	3.7%
Old Firehouse Center	777,767	12.5%	796,611	10.8%	826,975	11.0%
Visual Arts Activity	22,500	0.4%	25,000	0.3%	35,000	0.5%
50th Anniversary		0.0%	95,000	1.3%	190,000	2.5%
Program Expenditures	3,829,227	61.4%	4,642,418	62.8%	4,649,539	62.0%
Program + Support Expenditures	6,231,896	100.0%	7,390,115	100.0%	7,504,621	100.0%

This forecast is based upon reasonable assumption, given the current economic conditions; however, it reflects only our best judgement at the present time and constitutes no representation or warrant of what the operating results will, in fact, be.

FY25

The Components Making Up the Revenues:

- Taxes projected at 2.3c per \$100 of Assessed Value \$6,286,181 82.8%
(Based on the 2023 adjusted assessed value of Dranesville district 1A)
- Program, Rental and Interest Revenues \$1,297,221 17.2%
FY25 Program Revenue is projected to be 10% higher than FY23.

Administration- Finance – Registration- Front Desk – IT

Total Budget \$1,330,860

Compensation & Benefits \$1,158,410

Operating Expenses \$172,450

Including Key Expenses:

Postage (Board Elections) \$20,000

PC Replacement - County \$40,000

Tech Infrastructure - County \$15,000

Telecom Usage Fees \$32,000

Telecom Equipment Fee - County \$17,000

Printing & Binding \$ 8,000

- Admin. Operating Expenses are 5.4% of Total Operating Expenses.

FY25

Administration Public Information Office

Total Budget	\$713,717
• Compensation & Benefits	\$ 458,707
• Operating Expenses	\$ 255,010
• Including Key Expenses:	
Postage	\$ 40,000
Printing	\$ 65,000
Contract Services	\$ 85,000
Comm. Media	\$ 50,000
Marketing	\$ 6,000

Admin PIO Operating Expenses are 8.09% of Total Operating Expenses

Facilities

Total Budget	\$810,505
• Comp. & Benefits	\$532,005
• Operating Expenses	\$278,500
• Including Key Expenses:	
Building Contracts	\$120,000
Other Repairs.	\$ 65,000
Electricity	\$ 60,000
Gas	\$ 15,000
Water	\$ 4,000
Refuse Disposal	\$ 8,000

Facility Operating Expenses are 8.8% of Total Operating Expenses

FY25

Instruction Classes

Program	FY25 Proposed Budget			
	Potential offerings	Attendees	Expenses	Revenue
AIM Dance	250	720	\$192,007	\$242,166
Body Moves Fitness	102	297	\$34,337	\$39,374
Dog Solve-Self Defense	10	64	\$5,949	\$3,259
FunFit	13	66	\$10,528	\$16,714
Joel Olson (Cooking)	116	53	\$39,535	\$43,541
Sports	15	32	\$3,624	\$4,060
Music Together	83	261	\$38,358	\$39,983
Fencing	16	43	\$9,271	\$12,644
Magnus Chess	7	109	\$36,973	\$45,900
SIA (Offered in Seasons) - 87 Members	336	2,976	\$10,167	\$3,352
Emily Weeks Fitness	10	184	\$2,693	\$3,087
CPR Class / Baby Sitting	16	-		
Mad Science	-	160	\$33,863	\$44,176
	-	-		
Operating Expenses			\$57,804	
Instructional Department TOTAL	973	4,965	\$475,108	\$498,258

Total Expenses \$782,270

Compensation
And Benefits \$ 306,915
Operating Expenses \$475,108

Key Expense Incl:

Supplies \$ 10,000
Finance Charges \$ 33,400
(Registration Fees)
Commercial Media \$ 5,000
Instructors Fees \$417,551
Printing \$ 3,900

Instruction expenses are 15.1% of Total Operating Expenses.

FY25

Special Events

Program	FY25 Proposed		
	Attendees	Expenses	Revenue
July 4th	2,500	\$92,000	
Fall Garage Sale/Parking Lot	1,100	\$4,000	\$1,200
McLean Pet Fest	1,000	\$32,200	\$1,200
McLean 5K	500	\$11,600	
McLean Uncorked	250	\$20,500	\$3,600
Downtown Partner Block Party		\$20,000	
Winter Lights	1,200	\$21,150	
Antique Show- pass through to McDonald Fund	1,000	\$6,000	6000
McLean Holiday Craft Show	2,300	\$12,500	\$6,000
Earth Day	250	\$10,000	
Spring Garage Sale	800	\$4,000	\$1,200
McLean Day	10,000	\$233,250	\$87,944
Fiesta Del Sol		\$60,000	
Operating Expenses		\$14,450	
Total Expenses	20,900	\$541,650	\$101,144
50th Anniversary		\$ 190,000	
Total Expenses with 50th Anniv		\$731,650	

Total Expenses \$844,893

Compensation and Benefits \$303,250
Operating Expenses \$541,650

Key Expense Incl:

Postage \$ 9,300
Supplies \$ 28,000
Uniforms \$ 4,000
Printing \$ 13,500
Commercial Media \$ 29,230
Artist/Vendor Contracts \$261,000
Rental of Equipment \$155,500
Service Other Agencies \$16,300

Special Event Op. Expenses are 17.2% of Total Operating Expenses.

FY25

Performing Arts

Program	FY 25 Proposed			
	Attendees	Expenses	Revenue	# of events
Adult Series	2,300	\$166,500	\$51,500	10
Family Series	1,800	\$123,310	\$28,000	16
"Live"	300	\$25,645	\$6,350	1
Summer concerts/Outdoor adult shows	1,000	\$30,815	-	5
Outdoor family shows + Juneteenth artists	800	\$31,650	-	4
Martin Luther King Jr-Programs	250	\$53,630	\$5,650	1
Youth productions	571	\$36,385	\$4,700	28
UTP	1,105	\$22,895	-	76
Speakers and lectures	400	\$1,847	\$6,500	2
Classes	656	\$7,265	\$6,000	49
Macdonald Competition	154	\$7,425	\$600	5
Camp (Camp Shakespeare)	340	-	\$2,200	20
Movies	1,250	\$1,440	-	25
Community Arts	N/A	\$550	\$7,800	N/A
Rentals	1,250	\$500	\$2,480	9
Library Speakers	300	\$6,660	-	1
Chamber Music	300	\$19,560	\$1,500	5
Celebrations	600	\$37,440	\$3,500	5
Innovations	750	\$42,100	\$5,400	7
Overhead		\$208,328		
TOTALS	14,126	\$823,945	\$132,180	269
<i>Travel and Training</i>		\$31,406		
<i>One-time purchases of equipment</i>		\$41,200		
Grand Total		\$896,551		

Total Expenses: \$1,692,372

Compensation and Benefits \$795,821
Operating Expenses \$896,551

Expense:

Postage \$27,850
Equipment \$109,875
Maintenance Repairs \$55,950
Finance Charges \$18,325
Commercial Media \$103,620
Advertising Promotions \$12,300
Transportation \$6,110
Artists Fees \$438,090
Meals \$10,630
Equipment Rental \$21,300
Training \$31,406
Printing (Brochures etc.) \$41,842
Professional Membership \$5,365

Perf Arts Op. Expenses are 28.4% of Total Operating Expenses.

FY25

Youth Programs

Program	FY 25 Proposed		
	Attendees	Expenses	Revenue
Harvest Happenings	725	\$11,714	\$500
Holiday Gingerbread Santa Event - Photoshoot/Cookie Decorating	120	\$4,287	\$2,000
Spring Fest	250	\$6,808	\$2000
Pop Up Community events- Touch a Truck	500	\$8,574	\$1,400
Parent/Child Dance	1200	\$3,675	
Youth Sub Total	3020	\$41,314	\$8,650
Camp McLean	288	\$63,850	\$102,270
Total	3,308	\$105,164	\$110,920

Total Expenses \$278,060

Compensation & Benefits \$172,866
Operating Expenses \$105,164

Key Expense Incl:

Supplies \$16,100
Uniforms \$ 4,200
Financial Services \$ 5,366
Commercial Media \$ 7,000
Transportation \$ 25,000
Vendor/Artists \$ 17,406
Meals \$ 5,300
Rental of Equipment \$ 2,660
Professional Training \$ 3,000
Service Other Agencies \$ 4,410
Rec Activities \$ 8,315

Youth Operating Expenses are 3.3% of Total Operating Expenses.

FY25

Old Firehouse Center

Program	FY 25 Proposed		
	Attendees	Expenses	Revenue
After School (ASP)	1,000	\$ 9,000	\$ 12,500
Family Events	2,000	\$ 63,305	\$ -
Friday Night Activities (FNA)	2,500	\$ 32,250	\$ 35,000
Break Trips (BT)	500	\$ 34,000	\$ 18,000
Rental WD (Facilities)	7,000		\$ 5,000
Rental WE (FAC)	6,000		\$ 50,000
OFC Camp (CAMP)	1,000	\$ 130,100	\$ 133,200
Facility Maintenance Expenses		\$ 126,020	
Total Expenses	20,000	\$ 394,675	\$ 253,700

OFC Operating Expenses are 12.5% of total Operating Expenses.

Total Expenses	\$826,975
Compensation & Benefits	\$432,300
Operating Expenses	\$394,675
Expense:	
Furniture Equipment	\$ 5,000
Building Mtn & Supplies	\$ 5,000
Supplies	\$ 36,300
Uniforms	\$ 3,000
Building Mtn. Contracts	\$ 23,000
Building Repairs	\$ 14,000
Financial Services	\$ 12,600
Commercial Media	\$ 20,000
Transportation	\$ 70,000
Vendor/Artists	\$ 20,000
Meals	\$ 40,500
Electricity	\$ 18,500
Water	\$ 1,000
Professional Training	\$ 5,500
Printing	\$ 7,000
Vehicle Expenses	\$ 6,000
Rec Activities	\$ 80,000

FY25

Old Firehouse Center Programs

After School Program

After School Program-2nd year into switch from 7-12 graders to 5-9 graders.

Break Trips

Break Trips (Teacher Workdays, Winter & Spring Break examples include: iFly, Regal/AMC Theaters, Summit Ropes, ICE at the Gaylord, Dave & Buster's, Hershey's Chocolate World, Ultimate Archery, Laser Tag, Ice Skating, VR Zone, Splatter Paint, Uptown Alley, Main Event, WISP Winter Adventure, Altitude Trampoline, Timeline Arcade, Indoor Waterpark, Go Karting, Paintball, iPlay America, Defy Trampoline

Friday Night Activities

Friday Night Activities (events only teens participate in): 5th and 6th grade dances, Friday Night Trips, HS events (Trips) Haunted House, Sporting Events, Zavazone, Laser Tag, Movie Theater (Parties) Monster Mash, Ugly Sweater, Snowball, St. Patty's, Luau

Family Events

Includes Old Firehouse Block Party, Festival of Frights/Trunk or Treat, Winter Block Party, Sensory Day, Family Bingo and Snack & Paint.

Summer Camp Trips

Examples include : Metro Richmond Zoo, Paddle Boarding, Dave & Buster's, Busch Gardens, Autobahn Speedway, Philadelphia Food Tour, Defy Trampoline, Kings Dominion, Skate Zone, Dole's Outpost, Treetop Zoofari, Funland Fairfax, White Water Rafting at WISP, Ultimate Archery, Speedworld, Ocean City, Uptown Alley, Regal/AMC Theaters, Urban Air, Catoctin Wildlife Preserve, Washington Nationals Baseball, Water County USA, Splatter Paint, Climbzone, Pedal Boating at National Harbor, Paintball, Tree Trekkers, Top Golf, Hershey Park, Medieval Times, Shadowland, Splashdown Waterpark, Magic Elm Skateland, Turkey Hill Factory, Richmond Food Tour, Pinstripes

Facility/Rentals is broken into different categories: facility numbers include the events hosted by OFC (Open Game Days, Open Game Nights, Mah Jongg Wednesdays), SPARC. Weekday rentals include any paid, partnership or 501(c)3 usage of the building Monday through Friday. Weekend rentals include any paid, partnership or 501(c)3 usage of the building Saturday and Sunday.

FY24 - FY25 - FY26 50th Anniversary Celebration

Event/Activity	Est. Date	FY24 Budget	FY25 Budget	FY26 Budget	TOTAL BUDGET	Strategic Goal
Community Picnic	Fall 2025		\$10,000	\$40,000	\$50,000	Welcome all of McLean & Its Global Community
Video	Spring 2025	\$25,000	\$25,000		\$50,000	Showcase Excellence
Timeline (website)	2025	\$10,000	\$15,000		\$25,000	Showcase Excellence
Community Art Project(s)	Spring 2025	\$50,000	\$80,000		\$130,000	Invite Discovery/Be Visible
Commemorative Plantings	Fall 2025			\$30,000	\$30,000	Model Sustainability & Good Stewardship
Time Capsule	Fall 2025			\$3,500	\$3,500	Welcome all of McLean & Its Global Community
Historical Lecture/Video Preview/Light Reception	Early Spring 2025		\$15,000	\$0	\$15,000	Welcome all of McLean & Its Global Community
Advertising/Marketing		\$10,000	\$20,000	\$15,000	\$45,000	Be Visible
Contingency			\$25,000	\$26,500	\$51,500	
Totals		\$95,000	\$190,000	\$115,000	\$400,000	

McLean Community Center

Capital Improvement Projects

Project Description	FY24 Budget	FY24 Revised-Carry Over	New Items Proposed for FY24	Final FY24 CIP	FY25 Proposed
THEATRE PROJECTS					
AV/IT/Dante Cat 6e Wiring Infrastructure Installation in Theatre Installation	\$150,000	\$221,567		\$221,567	
House Light/Worklight LED Renovation - Installation (Replacement)		\$250,000		\$250,000	
Theatre Chain Hoist System		\$22,000		\$22,000	
Railing Behind Theatre Seats		\$12,956		\$12,956	
Theatre Cyclorama motorized Roll Drop		\$30,000		\$30,000	
Replacement of Controllers for Dimmer Rack	\$20,500	\$20,500		\$20,500	
Total Theatre Projects	\$170,500	\$557,023	\$0	\$557,023	\$0

McLean Community Center					
Capital Improvement Projects					
Project Description	FY24 Budget	FY24 Revised-Carry Over	New Items Proposed for FY24	FY24 CIP	FY25 Proposed
MCC - OFC PROJECTS					
AV Upgrades/Projector - Old Firehouse			\$19,431	\$19,431	
ADA Upgrades - Old Firehouse				\$0	\$800,000
Sensory Room - Old Firehouse			\$50,000	\$50,000	
Stormwater Drainage Project			\$40,000	\$40,000	
McLean Central Park Playground - Community Investment			\$50,000	\$50,000	
Storage Sheds - 2 - Theatre and Sp Events		\$35,000		\$35,000	
Electric Vehicle Charging Stations		\$150,000	(\$150,000)	\$0	
Electric Supply Upgrade for Charging Stations		\$100,000	(\$100,000)	\$0	
MCC Energy Study			\$50,000	\$50,000	
Roof Above the Alden Stage		\$81,765		\$81,765	
Signage - MCC, OFC				\$25,000	
Digital Sign - McLean Central Park					TBD
Total MCC - OFTC Projects	\$0	\$366,765	(\$40,569)	\$351,196	\$800,000
Total Capital Expenses - Theatre + MCC Projects	\$170,500	\$923,788	(\$40,569)	\$908,219	\$800,000

Capital Projects Description

Theatre Projects – Carry-Over

- \$557,023 of carry-over project funding approved in prior years. Including Cat6e wiring, LED house/work light renovation, theatre hoist system, theatre seat railing, cyclorama motorized roll drop replacement, dimmer rack controller replacement. The majority of this work has to take place in the August timeframe when the theatre is dark and between seasons.

FY25 New request

- \$800,000 for essential ADA upgrades to Old Firehouse Bathrooms and Entrance. Request in process to Fairfax County BOS for partial support from FC FY23 General Fund Carry-Over Funds. If granted this allocation will be reduced.
- TBD – Digital Sign in McLean Central Park. Working with Fairfax County Park Authority to replace existing sign with digital sign.

FY24 Reallocation of Funds – results in (\$40,569) reduction in allocations.

- Energy Project reallocation - \$250,000 that was previously approved as placeholder to explore electric vehicle charging station being reduced to \$50,000 and reallocated to an overall MCC energy study. This placeholder allocation is not necessary to be considered in Fairfax County's study for EV station locations.
- \$40,000 – Stormwater Drainage project regrading of land and sidewalk on back side of MCC. (Fairfax County is funding the Ingleside portion of project).
- \$50,000 new allocation for Sensory Room at Old Firehouse.
- \$50,000 new allocation as a community investment in the McLean Central Park for enhanced playground as component of McLean Central Park renovation beginning in Fall 2023.

McLean Community Center
Financial Summary FY23-FY24 FY25 Preliminary Projections

	FY2023		FY2024		FY2025
	Actuals		Adopted/ Advertised		Proposed
FUND STATEMENT					
Tax Rate per \$100 of Assessed Value	2.3C		2.3C		2.3C
Beginning MCC General Fund Balance	6,564,243		7,022,923		6,019,704
Total Revenue	6,889,103		7,295,115		7,543,402
Total Operating Expenditures	(6,231,896)		(7,295,115)		(7,314,621)
Net Surplus (Shortfall) from Operations	657,207		(0)		228,781
Less: 50th Anniversary	0		(95,000)		(190,000)
Less :Capital Expenses	(198,527)		(908,219)		(800,000)
Net Surplus/(Shortfall)(incl. Capitals)	458,680		(1,003,219)		(761,219)
MCC General Fund Balance	7,022,923		6,019,704		5,258,485
Annual Capital Equipment					
Capital Improvement Reserve Fund	6,022,926		5,019,707		4,258,488
Operating Contingency Reserve	1,000,000		1,000,000		1,000,000
Total Fund Balance	7,022,923		6,019,704		5,258,485

The Ending Balance fluctuates due to adjustments in revenues and expenditures, as well as carryover of balances each fiscal year.

The Capital Project Reserve is primarily for Capital Improvements at the McLean Community Center (MCC). and the OFC.

The Operating Contingency Reserve was established by the Governing Board to set aside cash reserves for operations as a contingency for unanticipated expenses and fluctuations in the center's revenue stream. The amount was increased to \$1,000,000 effective in FY 2023. Fy24,Fy25 and FY26 have funds allocated for the 50th Anniversary.

This forecast is based upon reasonable assumption, given the current economic conditions; however, it reflects only our best judgement at the present time and constitutes no representation or warrant of what the operating results will, in fact, be.

FY25 Budget - Expenditures

- Operating Expenses represent the expenses used to operate MCC on an annual basis. They include regular costs such as, facility maintenance, utilities, instructor fees, theatre productions and expenses associated with events like July 4th and McLean Day. The funding for operating expenses is budgeted and approved for a single fiscal year.
- Personnel Expenses include salary compensation, taxes and benefits, such as health, retirement and workman's compensation.
- Capital Expenses are funds used to buy, replace and improve large items like air conditioning units, the Alden sound system, and projects like the planned renovation of the MCC and Old Firehouse facilities. These expenses are budgeted to be spent either in a single fiscal year or, sometimes to be spent across multiple years. An unfinished capital project can have its funding moved to the next fiscal year if this is deemed necessary to complete the purchase/work.

FY25 Budget - Taxes

- Tax Revenues = Total Tax Assessment of Properties in MCC Tax District multiplied by tax rate.
 - Example: For a house assessed at \$1,000,000, MCC tax assessment at 2.3¢ per \$100 would be \$230 per year.
- MCC uses FY23 tax assessment projections, provided by the County, for FY 2025 tax calculations.
- Actual Assessments for FY25 will not be announced until Feb. 2024.
- As a result, the tax revenue for FY 2025 is a projection.

Notes:

The Contingency Fund Reserve is to be maintained at \$1,000,000 effective FY21 third Quarter.

Assessed Value of Properties in Small District 1A

Residential Base - \$25,923,706,710

Non-Residential Base - \$1,233,603,460

2023 Tax Base - \$27,157,310,170

Total Households 18,310

Average value of household \$1,373,966

Tax paid by each household at .23C per \$100 = \$316 per year.

Other Considerations

- Other considerations?