

**City of Alexandria, Virginia
FY 2027 Proposed Operating Budget & CIP
Budget Questions & Answers**

March 25, 2026

Question:

What would it cost to convert one conference room at the Nannie Lee Rec. Center into a co-working/meeting space for arts organizations with locked storage, printer, a few desks, and/or a small conference table?

Response:

The estimated cost to convert one conference room at the Lee Center into a co-working and meeting space for arts organizations would range from approximately \$11,700 to \$19,200 in one-time expenses.

This estimate assumes use of a 660 square foot first floor conference room that already has IT capability, City wireless connectivity, and limited lockable storage. Under this approach, the room could serve as a daytime co-working and meeting space for arts organizations, while remaining available for RPCA programming, internal use, and community rentals during evenings and weekends. Costs would change if the usage model changes, particularly if the room were converted to exclusive use.

Potential one-time costs under this shared-use model could include:

Locking filing cabinets: \$1,200

Rekeying storage space: \$800

Additional improvements that could be considered, depending on the desired level of finish and functionality, include:

Painting: \$5,000

Carpet replacement: \$10,000

Electrical modifications to relocate outlets: \$2,500

Dedicated WiFi installation: Cost to be determined

Annual operating expenses such as custodial, utilities, and Lee Center staffing would likely not materially increase under this approach, aside from potential IT support and printer-related costs, which have not yet been quantified.

It is also important to note that the conference room is currently used for RPCA classes, internal meetings, and community rentals. Between January 1, 2025, and December 31, 2025, the room was reserved for 352 hours and generated approximately \$22,762 in revenue. Under this shared-use model, the space would still remain available for rental during evenings and weekends. Artist groups using the space would continue to pay the applicable rental rate, including \$59 per hour for local nonprofits and \$79 per hour for nonresident local users. This approach would help maintain flexibility in use, preserve revenue potential, and avoid converting the room into space that could no longer be rented.