



**Reston Community Center
Board of Governors Monthly Meeting
October 2, 2017
8:00 p.m.
Meeting Agenda**

8:00 – Call to Order	Beverly Cosham, Chair
8:02 – Approval of Agenda	Beverly Cosham, Chair
8:03 – Approval of Minutes and Board Actions	Beverly Cosham, Chair
<ul style="list-style-type: none"> • Approval of September 11, 2017 Board Minutes (As Reviewed and Approved by the Board Secretary) • Approval of September 11, 2017 Board Actions (As Reviewed and Approved by the Board Secretary) 	
8:05 – Chair’s Remarks	Beverly Cosham, Chair
8:08 – Introduction of Visitors	
8:10 – Citizen Input	
8:12 – Committee Report	
<ul style="list-style-type: none"> • October 2, 2017 Finance Committee Meeting 	Gerald Zavala, Committee Chair
8:22 – Approval of Committee Reports	Beverly Cosham, Chair
8:25 – Board Member Input on Activities Attended	
8:35 – Executive Director’s Report	Leila Gordon, Executive Director
8:45 – Old Business	Beverly Cosham, Chair
8:50 – New Business	Beverly Cosham, Chair
8:55 – Adjournment	

Reminders:

Event	Date	Time
November Monthly meeting	November 6.....	8:00 p.m.
Annual Orientation Meeting with Supervisor Hudgins	Date TBD	9:00 a.m.
December Monthly Meeting	December 4.....	8:00 p.m.



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
SEPTEMBER 11, 2017**

Present:

- Beverly Cosham, Chair
- Bill Bouie
- Lisa Sechrest-Ehrhardt
- Michelle Moyer
- Bill Keefe
- Vicky Wingert
- Gerald Zavala

Absent and Excused:

- Paul Thomas
- Bill Penniman

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Barbara Wilmer, Executive Assistant

The Chair called the meeting to order at 8:02 p.m.

MOTION #1:

Approval of the Agenda

Bill B. moved that the Agenda be approved as written. Bill K. seconded the motion. The motion passed unanimously.

MOTION #2:

Approval of the June 5, 2017 Board Minutes

Bill B. moved that the Board approve the June 5, 2017 Board Minutes. Bill K. seconded the motion. The motion passed unanimously.

MOTION #3:

Approval of the June 5, 2017 Board Actions

Bill B. moved that the Board approve the June 5, 2017 Board Actions. Bill K. seconded the motion. The motion passed unanimously.

Chair's Remarks

Bev related that although autumn comes toward the end of the year and brings the harvest of seeds planted earlier in the year, it is also a time to restart what was put on hold over the summer. School begins and, now that we are once again truly paying attention, most organizations start their seasons or share their calendar of events. She read these quotes:

"Autumn... the year's last, loveliest smile." – William Cullen Bryant

She went on to read the short (18 words) poem by Stanley Horowitz, "Winter is an Etching," which reads: *Winter is an etching, spring a watercolor, summer an oil painting and autumn a mosaic of them all.* She discovered that the poem had been first published in the November 1983 *Reader's Digest* and has become increasingly popular as it is searched online. Bev described that her many discoveries in life occur at the prompt of her signature phrase "and I digress."

Introduction of Visitors

None present.

Citizen Input

None.

Committee Reports

June 12 Long Range Planning Committee Meeting Report

Michelle (committee chair) said the meeting primarily covered the process necessary for the renovation of the Terry L. Smith Aquatics Center. Leila summarized her conversations with members of Fairfax County's Department of Public Works and Environmental Services (DPWES) and the Department of Management and Budget (DMB). DPWES suggested planning for mid-July interviews with the three architect firms with County contracts. She also covered the DMB's advice to load the money into RCC's FY18 profile. Details are provided in the report included in tonight's Board package.

June 19 Annual Public Hearing Report

Michelle (LRP committee chair) said the presentation began with information regarding RCC's past year of successes and challenges (the *Annual Report* was provided). Leila summarized RCC's work over the past year with partners, administrative highlights and awards, program and service expansions as well as the challenges of aging facilities and enrollment dips due to our patrons' lifestyle changes and other issues. Future goals were discussed as they related to RCC's 2016-2021 Strategic Plan. The discussion then outlined the Capital Improvement and Maintenance plan for FY17-FY19, including details of a three-year timeline for the renovation of the Terry L. Smith Aquatics Center. Gerald spoke at length about the Board's plans to maintain a structurally balanced budget, the revenue and expense history from FY14-FY16, RCC's approach to the FY18-FY19 budget cycle and our reserves. Public comments are included in the Public Hearing Report provided in tonight's Board package.

July 17 Personnel Committee Meeting Report

Bill B. (committee chair) said the committee met in a closed session for discussion of personnel issues; no decision was made and the meeting was conducted in compliance with requirements of the Virginia Freedom of Information Act.

July 24 Special Board Meeting Report

Michelle (Board of Governors vice chair) said the meeting provided the opportunity for Board members to review information presented by the firms bidding on the pool renovation project during presentations made on July 17. Participating Board members had scored the presented proposals and DPWES tabulated the results. The Board approved the resulting choice of RRMM/Lukmire, although the consensus was that any of the three firms were capable of handling the project.

July 24 Finance Committee Meeting Report

Bill B. (committee vice chair) said the finance report covers details regarding increased revenue in taxes, interest, facility rentals and vending categories. Some Leisure and Learning and Aquatics revenue performance declined, but other programs tracked closely or exceeded FY17 projections. End of year results showed savings in personnel due to vacancies and operations returning substantial funds to the agency bottom line. The committee was satisfied with the year-end results and noted that the savings will bolster the agency's capacity to manage the cost of the Aquatics renovation project.

MOTION #4:

Approval of the Committee Reports

Bill B. moved that the Board approve committee reports. Vicky seconded the motion. The motion passed unanimously.

Board Member Input on Activities Attended

Gerald was involved with Public Art Reston as well as the SLHS STEAM team's celebration marking the installation of "Althea" at Lake Thoreau. It was exciting to watch the enthusiasm of the students. He also attended a GRACE reception, and his kids were in RCC's Young Actors Theatre program this summer.

Bill Keefe has been campaigning. Over the summer, he went to the farmers market, swam in the RCC pool and recovered from his back surgery.

Bill B. attended lots of meetings, including Park Authority meetings, openings, ribbon ceremonies and Public Art Reston events.

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Vicky enjoyed the Lake Anne concerts, which she can hear from her deck. *Another Way of Living: The Story of Reston, VA* received two standing ovations at the July screening for the Virginia Chapter of the American Planning Association. One Virginia Tech professor is using it for their planning students. APA is looking at presenting it at its annual meeting. Vicky wants to assure everyone that the film continues to have impact in a variety of ways.

Lisa was in three races, one at a Rhode Island lake, the second out in mountainous Luray, and the last recently in Reston. They are all fun and she loves the cheering crowds for her at the Reston community event. The first annual Lake Anne Cardboard Boat Regatta was great. She felt like Bob must have been watching this example of what Reston is about – so many different kinds of people were involved and attending. The most entertaining award was the “Titanic” for quickest and best sink. She is sure many people signed up for Reston Historic Trust memberships. Lisa is trying to get out to places she didn’t know about or had never been in Reston. There’s great art in the underpasses, nice gardens and little libraries all over.

Michelle thought it was great to see all that is going on. She’s been going to the farmers market; her husband spent the summer recovering from knee surgery. She attended the celebration for Joe and Santos and saw Rita Smith there. She volunteered for the Reston Kids Triathlon and also for the Reston Tri. Michelle presented Lisa with a plaque for her participation: white just like the official one – with the enhancement of M&Ms.

Bev did not go to the Regatta because of the threatening rain. She attended the Reston Kids Tri, and the RCC event for Joe and Santos. She is looking forward to the Trust program featuring Chuck Veatch and Walter Alcorn that will describe how Reston almost “never was.”

Santos Campos came in to receive thanks from the Board for his support of their meetings, and he thanked the Board for a great place to work for 14 years, telling all to keep the Center just like this and in good shape. He will be going to El Salvador for at least a couple of years.

Executive Director’s Report

Leila’s report summarizes the summer’s work regarding the pool renovation, adding that there were members of the A&E team at RCC HW today. We have not yet received the team’s full evaluation of the soil conditions because the contract was not official until the end of August. The project manager is proving to be very diligent and on top of this process the whole way. Leila stated that RRMM/Lukmire will be able to come to a Board meeting with a presentation in October or November. Some possibilities she has noted include providing a depth of eight feet rather than 10 and to perhaps lay stone below dirt for the foundation. She has reiterated two items consistently in meetings with the architect and DPWES: \$5.5M is the absolute cap for cost and nine months is the committed time limit for the project completion.

Other items she mentioned included the deferment of the stage floor replacement due to the special manufacturing required for the orchestra traps, which also may allow some savings if RCC can bid out the construction part of the project. The solar panels project is at last proceeding. RCC will keep repairing roof leaks over the pool in anticipation of the problems being fixed entirely with the roof replacement following the renovation. The Community Room has new technology enhancements with the installation of a new projector and screen.

RCC once again reinforced the seals in the pool joints; the hope is that they hold for 18 months. Everyone involved has been alerted that we will not close the pool again until January of 2019.

Personnel changes include the departures of Joe Leary and Santos Campos. Interviews for the PIO replacement may take place at the end of this week and next week, perhaps with a staff member in place by mid-October at the latest. Leila received the applicant list last Friday for the aquatics director opening; there are a number of applicants from the Park Authority and also a number from out of state.

The Preference Poll voting opened and the Candidates Forum will be September 18 in the CenterStage.

RCC had a great summer. We’re grateful to RA and YMCA for substitute pool use for our patrons. There were some weather challenges for camps, and there are no final numbers yet but indications are that participation was up again. There were numerous concerts in various community venues. And Leila now

September 11, 2017 Board of Governors Meeting Minutes

sits on the Greater Reston Chamber of Commerce board. They may hold their new member event at RCC in November.

Old Business

There was discussion regarding the scheduling of a finance committee meeting. Consensus was to call it for 7:00 p.m. before the Board meeting on October 2.

New Business

No new business.

MOTION #5:

Bill B. moved that the meeting be adjourned. Lisa seconded the motion. Bev adjourned the meeting at 8:42 p.m.



Lisa Sechrest-Ehrhardt,
Board Secretary

____ September 15, 2017 _____

Date

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON DATE

- 17-0911-1 Bd That the Board approve the Agenda**
- 17-0911-2 Bd That the Board approve the June 5, 2017 Board Minutes**
- 17-0911-3 Bd That the Board approve the June 5, 2017 Board Actions**
- 17-0911-4 Bd That the Board approve the committee reports**
- 17-0911-5 Bd That the meeting be adjourned.**



Lisa Sechrest-Ehrhardt,
Board Secretary

September 15, 2017

Date

Reston Community Center
 Revised Budget vs Actuals Worksheet
 31-Aug-17

100%/12*2mos=16.66%

	FY18 Funding Changes	Revised FY18 Budget	July	Aug	YTD (does not incl. Fee Waiver amounts)	REMAINING BALANCE	YTD % actual	YTD Fee Waiver (unrealized revenue)	
1 Administration:									
Taxes	353,601	7,551,975	3,659,395	92,295	3,751,690	3,800,285	49.68%		
Interest		10,914	6,704	5,442	12,146	(1,232)	111.29%		
Vending		1,616			0	1,616	0.00%		
Facility Rental	19,019	181,951	63,593	17,358	80,951	101,000	44.49%		
2 Performing Arts-Theatre Admiss.		55,854		12,215	12,215	43,639	21.87%		
3 PA Theatre Rental		44,213	3,894	0	3,894	40,319	8.81%		
4 PA Misc Revenue				43	43	(43)	0.00%		
5 PA Equip. Sale Revenue			-169	169	0	(0)	0.00%		
6 PA Cultural Activities/ Arts Org				8,106	8,106	(8,106)	0.00%		
7 Aquatics Classes/drop-in	-58,388	258,370	25,508	34,404	59,912	198,458	23.19%	11,873	
8 Aquatics Rental		19,630	1,680	14,676	16,356	3,274	83.32%		
9 L&L Fitness		120,000	7,776	34,271	42,047	77,953	35.04%	1,372	
10 L&L Youth/Teen	-52,388	178,859	121,815	4,259	126,074	52,785	70.49%	51,701	
11 L&L Lifelong Learning		85,000	12,111	18,160	30,271	54,729	35.61%	11,273	
12 L&L Collab & Outreach					0	0	0.00%		
13 Community Events		3,150		105	105	3,045	3.33%		
14 Arts Education		226,631	81,508	34,528	116,036	110,595	51.20%	4,898	
Total RCC Revenue	261,844	8,738,163	3,983,814	276,032	4,259,847	4,478,316	48.75%	81,117	

Reston Community Center
 Revised Budget vs Actuals Worksheet
 31-Aug-17

100%/12*2mos=16.66%

		Revised FY18 Budget	July	Aug	YTD	REMAINING BALANCE	% Budget Used Ytd
1	Administration	567,969	8,769	34,757	43,527	524,442	7.66%
2	Booking	209,381	3,254	13,126	16,380	193,001	7.82%
3	Comptroller	417,127	7,917	31,488	39,405	377,722	9.45%
4	Customer Service	526,147	9,676	35,768	45,444	480,703	8.64%
5	Facility Engineer	183,376	3,522	14,429	17,950	165,426	9.79%
6	Maintenance	418,638	7,764	29,657	37,421	381,217	8.94%
7	IT	142,142	2,564	10,090	12,654	129,488	8.90%
8	Media/Sponsorships	419,093	3,248	21,038	24,286	394,807	5.79%
9	Community Partnerships				0	0	0.00%
10	Performing Arts	539,980	9,395	37,485	46,880	493,100	8.68%
11	Aquatics	693,993	12,525	51,720	64,245	629,748	9.26%
12	L&L Fitness	183,952	2,182	13,697	15,879	168,073	8.63%
13	L&L Admin	256,082	5,014	19,724	24,737	231,345	9.66%
14	L&L Youth/Teen	233,416	10,034	54,616	64,650	168,766	27.70%
15	L&L Lifelong Learning	170,487	1,817	14,431	16,248	154,239	9.53%
16	L&L Collab & Outreach	99,301	1,581	6,464	8,045	91,256	8.10%
17	Community Events	142,111	6,521	9,427	15,948	126,163	11.22%
18	Arts Education	333,593	10,148	77,314	87,462	246,131	26.22%
Total Personnel Expenses		0 5,536,788	105,931	475,230	581,161	4,955,627	10.50%

0

Reston Community Center
 Revised Budget vs Actuals Worksheet
 31-Aug-17

100%/12*2mos=16.66%

		Revised FY18 Budget	July	Aug	YTD	REMAINING BALANCE	% Budget Used Ytd
1	Administration	63,543	6,214	1,451	7,664	55,879	12.06%
2	Board	57,820	9,791	11,566	21,357	36,463	36.94%
3	Booking	91,720	43,892	375	44,268	47,452	48.26%
4	Comptroller//LA Lease/Admin	361,312	1,312	2,360	3,672	357,640	1.02%
5	Customer Service	1,000	146		146	854	14.60%
6	Facility Engineer	172,665	17,505	25,575	43,080	129,585	24.95%
7	Maintenance	418,394	383,759	(17,214)	366,545	51,849	87.61%
8	IT	102,715	9,037	1,750	10,787	91,928	10.50%
9	Media/Sponsorships	394,853	27,231	83,748	110,979	283,874	28.11%
10	Community Partnerships	135,000		100,101	100,101	34,899	74.15%
11	Performing Arts	303,855	71,004	98,953	169,956	133,899	55.93%
12	Aquatics	69,804	8,703	8,381	17,084	52,720	24.47%
13	L&L Fitness	19,886	1,085	666	1,751	18,135	8.80%
14	L&L Admin	6,100	450	1,610	2,060	4,040	33.77%
15	L&L Youth/Teen	206,012	79,568	21,302	100,870	105,142	48.96%
16	L&L Lifelong Learning	119,098	19,173	12,029	31,202	87,896	26.20%
17	L&L Collab & Outreach	17,865	24	6,589	6,613	11,252	37.01%
18	Community Events	174,337	47,443	28,311	75,754	98,583	43.45%
19	Arts Education	83,353	15,232	18,985	34,217	49,136	41.05%
	Total Operational Expenses	0 2,799,332	741,568	406,538	1,148,105	1,651,227	41.01%

Reston Community Center
 Revised Budget vs Actuals Worksheet
 31-Aug-17

100%/12*2mos=16.66%

		Revised FY18 Budget	July	Aug	YTD	REMAINING BALANCE	% Budget Used Ytd
1	RCC Improvements CC-000001	405,899	31,836	30,085	61,921	343,978	15.26%
2	RCC Facility Enhancements CC-000002	30,000			0	30,000	0.00%
3	Theatre Enhancements CC-000008	321,198	158,519		158,519	162,679	49.35%
4	RCC Natatorium Renovation CC-000009	3,353,326	12,405		12,405	5,484,939	0.23%
	Total Capital Expenses	6,254,441	202,760	30,085	232,845	6,021,596	3.72%
	Total RCC Expenditures	14,590,561	1,050,259	911,852	1,962,111	12,628,450	13.45%

Reston Community Center
Revised Budget vs Actuals Worksheet
31-Aug-17

100%/12*2mos=16.66%

CC-000001-002 Backstage RTU	85,000
CC-000001-008 Repl Hot Water Tank	45,000
CC-000001-009 Solar	200,000
CC-000001-013 HW Carpet Repl. Phase I	50,000
CC-000001-014 HW A/V Upgrade	25,899
Total	405,899
CC-000002-001 LA CRS Front Desk Redesign	30,000
CC-000008-001 Stage Floor	171,589
CC-000008-002 Audio Visual Controls	24,609
CC-000008-005 LED Lights	125,000
Total	321,198

**Revenue
comment**

General Notes: Revenues totaling \$264,132 collected prior to July 1 in 2017 were reversed and recorded as FY18 program revenue as those activities occur after July 1, 2017 (the beginning of FY18.) The following changes to FY18 revenue estimates took place: \$353,601 increase in tax revenue, \$19,019 increase in facility rental revenue, \$58,388 Aquatics and \$52,388 L&L revenue decreases to reflect anticipated lower enrollments occurring in the past two fiscal years. L&L team re-organization is in effect for FY18. Youth and Teen cost centers merged and formed the Youth/Teen cost center. Adult and 55+ merged and formed the Lifelong Learning Cost Center. L&L Collaboration and Outreach cost center is new for FY18.

1. **Administration:** The Administration revenue includes tax, interest and facility rental revenues. Facility rental revenue is combined T-Mobile antenna and room rental revenue. We have collected 49.68% of tax revenue, 44.49% of estimated Facility Rental revenue (which also includes T-Mobile antenna revenue) and 111.29% of estimated interest revenue.
2. **Performing Arts Theatre Admission:** Theatre admission ticket sales from Professional Touring Artist Series shows went on sale August 1st.
3. **Performing Arts Theatre Rental:** Theatre rental payments are made either prior to the event or quarterly (RCP).
4. **Performing Arts Misc. Revenue:** Revenue from processing fees for online ticketing; new terms negotiated with Tickets.com returns a small amount to RCC. Revenue from this stream was not projected for FY18 as there was little predictive data upon which to base the estimate.
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. **Aquatics Classes/drop-in:** Year-to-date revenue represents daily gate fees, summer and initial fall program registration revenue.
8. **Aquatics Rental:** Year-to-date revenue represents natatorium rental payments.
9. **Fitness:** Year-to-date amount includes summer and initial fall program registration revenue.
10. **Youth/Teen:** Year-to-date amount includes summer and initial fall program registration revenue. Most of this cost center's revenue is realized during the summer. Fee waiver program participation in this cost center is significant.
11. **Lifelong Learning:** Year-to-date amount includes summer and initial fall program registration revenue.
12. **Collaboration & Outreach:** Director Position was filled at the end of FY17 and employee is in the process of establishing FY18 programming. No revenue is projected until we see how the community responds to the offerings.
13. **Community Events:** Revenue is collected from booth fees associated with the Reston Multicultural Festival and MLK luncheon ticket sales.
14. **Arts Education:** Year-to-date amount includes summer and initial fall program registration revenue. Summer revenues from LARK and YAT contribute significantly to this cost center's revenue.

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 the amount of personnel costs that belong in the prior fiscal year and those that belong in the current fiscal year. Typically – because of our programming calendar – we get a fairly true picture of the personnel costs related to summer and fall programming cycles by the end of December. Staff monitor summer camp personnel expenditures against projected expenditures on a pay period by pay period basis for Youth/Teen and Arts Education cost centers because of the larger percentage of personnel funds that will be spent in the summer for those cost centers. Some savings are anticipated as a consequence of position vacancy (Director) in the Aquatics cost center.

1. **Administration:** Administration's allocated budget is typically under-spent; funding provides for OPEB costs to be recorded sometime in March/April 2018.
2. **Booking:** Personnel costs are at the expected level; a merit vacancy is being filled by part-time staffing.
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. One full time position's budget allocation was transferred from Maintenance to Engineering effective in this fiscal year for the entirety of the fiscal year.
6. **Maintenance:** Personnel costs are at the expected level. One full time position's budget allocation was transferred to Engineering.
7. **Information Technology:** Personnel costs are at the expected level.
8. **Media/Sponsorships:** Personnel costs are at the expected level. Some savings may occur as a result of the PIO I position vacancy. The position will likely be filled as of mid-October.
9. **Community Partnerships:** No personnel costs are anticipated in FY18.
10. **Performing Arts:** Personnel costs are at the expected level.
11. **Aquatics:** Personnel costs are at the expected level. One full time position is remaining vacant and on loan to DPWES to provide for the Aquatics renovation project management position.
12. **Fitness:** Personnel costs are at the expected level.
13. **Leisure and Learning Admin:** Personnel costs are at the expected level.
14. **Youth/Teen:** Posted personnel costs are below the expected level due to cost center data entry error; the totals will be corrected and show up in the September report. Personnel costs typically include summer camps' labor costs which occurred in July and August.
15. **Lifelong Learning:** Personnel costs are at the expected level.
16. **Collaboration & Outreach:** Personnel expenditures are at the expected levels.
17. **Community Events:** Personnel expenditures are overstated due to cost center data entry error; corrected totals will appear in the September report.
18. **Arts Education:** Personnel costs are at the expected level. Personnel costs include summer camps' labor costs which occurred in July and August.

Operating Expenses:

General Notes: Reservations for 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 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.

1. **Administration:** Current month expenses are for training.
2. **Board:** Current month expenses are for preference poll and hospitality costs.
3. **Booking:** Current month expenses and reservations/payments are for security and supply costs.
4. **Comptroller/LA Lease/Admin:** Current month expenses include bank fees and office supplies costs.
5. **Customer Service:** No current month expenses recorded.
6. **Facility Engineering:** Current month expenses and reservations/payments include facilities repair and maintenance costs.
7. **Maintenance:** Current month expenses and reservations/payments include utility costs, facilities maintenance, and custodial services and supplies costs.
8. **IT:** Current month expenses and reservations/payments are for cellular phone service and equipment.
9. **Media:** Current month expenses and reservations/payments include sponsorships, advertising and printing costs.
10. **Community Partnerships:** Current month expenses and reservations/payments include partnerships agreements.
11. **Performing Arts:** Current month expenses include program operating costs and operational travel costs.
12. **Aquatics:** Current month expenses and reservations/payments are for repair/maintenance pool and supplies.
13. **Fitness:** Current month expenses include reservations/payments for program contract delivery costs.
14. **Leisure and Learning Admin:** Current month expenses include professional membership expenses.
15. **Youth/Teen:** Current month expenses are for recreational activities, transportation and program delivery costs.
16. **Lifelong Learning:** Current month expenses are for recreational activities, transportation and program supplies.
17. **Collaboration & Outreach:** Current month expenses are for local travel and program contract delivery costs.
18. **Community Events:** Current month expenses and reservations/payments are for program contract delivery costs.
19. **Arts Ed:** Current month expenses and reservations/payments are for program contract delivery and operating costs.

**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.

1. **RCC Improvements/CC-000001:** Backstage RTU (Roof Top air-conditioning Unit) replacement, Hot Water Tank, Roof Solar Panels, HW Carpet Replacement Phase I, HW A/V Upgrade.
2. **RCC Facility Enhancements/CC-000002:** LA customer service counter redesign.
3. **RCC CenterStage Enhancements/CC-000008:** This project includes funding for the CenterStage floor replacement; related funding will be carried forward, Audio Visual Controls and LED Lights (phased replacement of incandescent lighting instrument lamps).
4. **RCC Aquatics Renovation/CC-000009:** Soils analysis cost is reflected in July; costs will begin occurring related to architecture and engineering activities in the coming months.



County of Fairfax, Virginia

MEMORANDUM

DATE: October 3, 2017

TO: Joseph M. Mondoro, Chief Financial Officer
Department of Management and Budget

FROM: Beverly A. Cosham, Chair
Reston Community Center Board of Governors

Leila Gordon, Executive Director
Reston Community Center

SUBJECT: FY2019 Budget Submission

The FY19 Budget request for Reston Community Center (RCC) is \$8,132,294. Reston Community Center's FY19 Budget includes the following:

- \$5,355,817 for personnel, which is our calculation for merit and seasonal employees based on FOCUS HCM data and program requirements.
- \$2,776,477 for operating expenses.
- No funding is requested for capital projects or equipment.
- The estimated revenue for FY 2019 is \$8,619,072.

Funding for the FY 2019 Budget request is available in Sub-fund 40050, including the Managed Reserve accounts established in FY1989 and modified in FY2009 for the long term preservation and maintenance of RCC operations, facilities and programs.

This budget was presented to Reston constituents at a Public Hearing on June 19, 2017 with only slight modifications made to include more refined estimates for costs of employee benefits recommended by the Department of Management and Budget. It was subsequently approved by the RCC Board of Governors at their regular monthly meeting on Monday, October 2, 2017.

Cc: Catherine M. Hudgins, Hunter Mill Supervisor
Patricia D. Harrison, Deputy County Executive for Human Services
Brian Kincaid, Department of Management and Budget

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FUND STATEMENT

Fund 40050, Reston Community Center

	FY 2017 Actual	FY 2018 Adopted Budget Plan	FY 2018 Revised Budget Plan	FY 2019 Advertised Budget Plan
Beginning Balance	\$6,403,709	\$5,117,147	\$6,910,714	\$1,058,296
Revenue:				
Taxes	\$7,157,732	\$7,198,374	\$7,551,975	\$7,551,975
Interest	51,155	10,914	10,914	3,000
Vending	1,908	1,616	1,616	1,600
Aquatics	278,508	336,388	278,000	149,000
Leisure and Learning	390,014	439,397	387,009	419,716
Rental	207,540	162,932	181,951	171,875
Arts and Events	352,384	326,698	326,698	321,906
Total Revenue	\$8,439,241	\$8,476,319	\$8,738,163	\$8,619,072
Total Available	\$14,842,950	\$13,593,466	\$15,648,877	\$9,677,368
Expenditures:				
Personnel Services	\$5,032,823	\$5,536,788	\$5,536,788	\$5,355,817
Operating Expenses	2,479,261	2,797,570	2,799,332	2,776,477
Capital Projects	420,152	1,904,000	6,254,461	0
Total Expenditures	\$7,932,236	\$10,238,358	\$14,590,581	\$8,132,294
Total Disbursements	\$7,932,236	\$10,238,358	\$14,590,581	\$8,132,294
Ending Balance^{1, 2}	\$6,910,714	\$3,355,108	\$1,058,296	\$1,545,074
Maintenance Reserve	\$1,012,709	\$1,017,158	\$1,048,580	\$1,034,289
Feasibility Study Reserve	168,785	169,526	0	172,381
Capital Project Reserve ³	3,000,000	2,168,424	9,716	338,404
Economic and Program Reserve	2,729,220	0	0	
Unreserved Balance	\$0	\$0	\$0	\$0
Tax Rate per \$100 of Assessed Value	\$0.047	\$0.047	\$0.047	

¹ The fund balance in Fund 40050, Reston Community Center, is maintained at adequate levels relative to projected personnel and operating requirements. Available fund balance is divided into four reserve accounts designated to provide funds for unforeseen catastrophic facility repairs, feasibility studies for future programming, funds for future capital projects, and funds for economic and program contingencies.

² The Feasibility Study Reserve is equal to 2 percent of total revenue, the Maintenance Reserve is equal to 12 percent of total revenue and the Capital Project Reserve has a limit of \$3,000,000.

³ Funds reserved for capital projects are not encumbered based on normal accounting practices; however, they are allocated for future capital projects.