



# RESTON COMMUNITY CENTER

**Reston Community Center  
Board of Governors Monthly Meeting  
June 1, 2015  
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
  - Approval of May 4, 2015 Board Minutes  
(As Reviewed and Approved by the Board Treasurer for the Board Secretary)
  - Approval of May 4, 2015 Board Actions  
(As Reviewed and Approved by the Board Treasurer for the Board Secretary)
- 8:05 – Chair’s Remarks Beverly Cosham, Chair
- 8:07 – Introduction of Visitors
- 8:08 – Citizen Input
- 8:12 – Committee Reports
  - May 17 Finance Committee Meeting Report Michelle Moyer,  
Finance Committee Vice-Chair
  - June 1 Long Range Planning Committee Meeting Report Bill Bouie, Committee Chair
- 8:25 – Approval of Committee Reports Beverly Cosham, Chair
- 8:27 – Board Member Input on Activities Attended
- 8:40 – 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

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**Reminders:**

<b>Event</b>	<b>Date</b>	<b>Time</b>
Annual Public Hearing	June 15	6:30 p.m.
Preference Poll Committee Meeting	July 6	7:30 p.m.
<del>July Monthly Meeting</del>	<del>July 6</del>	<del>8:00 p.m.</del>
Finance Committee Meeting	July 20	6:00 p.m.



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS MEETING  
MAY 4, 2015**

**Present:**

- Bill Bouie, Vice-Chair
- Bill Keefe
- John Mendonça
- Michelle Moyer
- Bill Penniman
- Lisa Sechrest-Ehrhardt
- Vicky Wingert
- Gerald Zavala & Bill Penniman

**Absent and Excused:**

- Beverly Cosham, Chair

**Attending from the RCC Staff:**

- Leila Gordon, Executive Director
- Cristin Bratt, Public Information Officer

The Vice-Chair called the meeting to order at 8:03 p.m.

**MOTION #1:**

**Approval of the Agenda**

Gerald moved that the Agenda be approved as written. Vicky seconded the motion. The motion passed unanimously.

**MOTION #2:**

**Approval of the April 6, 2015 Board Minutes**

Michelle asked to change "to approval" to "approved" under New Business. Gerald moved that the Board approve the April 6, 2015 Board Minutes with Michelle's change. Michelle seconded the motion. The motion passed unanimously with one abstention (Keefe).

**MOTION #3:**

**Approval of the April 6, 2015 Board Actions**

Gerald moved that the Board approve the April 6, 2015 Board Actions. Michelle seconded the motion. The motion passed unanimously with one abstention (Keefe).

**Chair's Remarks**

Bill welcomed everyone in Bev's absence.

**Introduction of Visitors**

None.

**Citizen Input**

None.

**Committee Reports**

**April 20 Finance Committee Meeting**

Gerald presented the attached Finance Committee report and noted there was nothing unusual in this month's numbers. The committee members discussed revenue levels for all lines of business. While the 55+ program revenue is higher than projected, the Adult and Teen/Family programs are underperforming. Leisure and Learning staff is considering three strategies to address the lower revenue numbers in those

## May 4, 2015 Board of Governors Monthly Meeting Minutes

areas. None of the strategies will affect staff's ability to present new programs in response to patron demand.

### **MOTION #4:**

#### **Approval of the Finance Committee Report**

Bill K. moved that the Board approve the Finance Committee report. Vicky seconded the motion. The motion passed unanimously.

Bill stopped the meeting for several minutes as Comcast arrived and set up camera equipment. When the meeting resumed, Bill B. explained to television audiences that prior to Comcast's arrival, we reviewed and approved today's agenda, last month's Board meeting minutes and actions, as well as the April 20 Finance Committee report. He also noted that Bev is absent this evening.

#### **Board Member Input on Activities Attended**

Bill K. attended Best of Reston and the opening of trout fishing in Reston lakes. He also thanked the Board and staff for the beautiful flowers that RCC sent to the funeral home for his mother's service.

Michelle attended the opening of the Patrick Dougherty sculpture at Reston Town Center and also enjoyed the Best of Reston. She is busy working on a lake swim and the World Police and Fire Games.

Gerald attended the Best of Reston, Founders Day and the Southgate Community Festival, which he thought was very well organized.

John attended the GRACE event at Willowsford, the Dougherty opening at Reston Town Center, and the Best of Reston. He noted that kids seem to like the sculpture but he wishes there was more signage on the various sides of it so people can appreciate the presenting organizations. He is also keeping busy now that soccer season has started.

Lisa attended the Best of Reston and visited the Patrick Dougherty sculpture after the opening. She has a Southgate board meeting May 5. Lisa is in the Leadership Fairfax Institute (LFI) Class of 2015; her presenting day is May 14 and her group's theme is "visionary leadership" and will apply that theme in their presentation about Fairfax County recreation and culture.

Vicky attended Best of Reston; she thinks it's great to see so many Reston leaders together at least once a year. She witnessed the creation of the Patrick Dougherty sculpture from start to finish and was there for the unofficial opening. She noted that as soon as it was unveiled, it immediately attracted people like a magnet. She also noted how crucial RCC staff's presence is at these events. These organizations could not do it without the RCC staff's physical support. It greatly improves the quality of the events.

Bill P. attended Founders Day and witnessed the construction of the Patrick Dougherty exhibit.

Bill B. attended many of these same events, as well as many Park Authority meetings.

#### **Executive Director's Report**

Leila reviewed the attached report and said we're in a very busy time of year with competing publication and fiscal deadlines. She provided an update on capital projects. She also noted that there are going to be some design changes to the Program Guide beginning with the fall 2015 guide. The changes will drive people's eyeballs all the way through the guide. She also noted that staff has increased Non-Reston pricing by 50 percent instead of doubling the prices on certain classes to help achieve more revenue. Anything with a waitlist will remain double the price for Non-Reston patrons. In programming, the NV Rides Reston program has seven volunteer drivers and several riders who are seeking support. However, we need a lot more drivers to make it successful and meet the riders' needs.

#### **Old Business**

The Board reviewed the final draft of the Policy and User Manual. Michelle suggested adding a note that the most current and updated version of the Manual can always be found online.

### **MOTION #5:**

#### **To Approve the User and Policy Manual Draft**

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Bill K. moved that the Board approve the Policy Framework as presented in the Policy and User Manual and the Policy and User Manual amended with Michelle's edit. Vicky seconded the motion. The motion passed unanimously.

**New Business**

Bill P. noted that the Board received an inquiry from Joe Stowers to create a master Reston organization along the lines of the Tysons Partnership. He noted that there is already coordination among the groups; perhaps the solution is to publicize how much the organizations are working together. Bill B. noted that we are about to launch the Reston Marketing Initiative which is a collaboration of many different Reston organizations. Leila added that one of the things that the Tysons program had to do was create an event portfolio to market. The Reston Marketing Initiative has the huge advantage of already having that portfolio. The Reston effort will have a branding campaign to market the community from visitors', residents' and businesses' perspectives; the partners can participate at whatever level they identify. There is a terrific tagline as well as logo images. Comstock is funding the efforts until the framework is put together. Leila said this progress takes the collaborative organizing efforts to the level of a formal, functional, marketing plan for the community that will hopefully advance tourism and other interests. It will debut at the upcoming World Police and Fire Games. Leila said she had previously responded to Joe's response with the above info and though she thought he might be in attendance tonight, she thinks her previous response may satisfy the question; she will follow up if needed.

**MOTION #6:**

**To Adjourn the Meeting**

Bill P. moved to adjourn the meeting at 8:34 p.m. Gerald seconded the motion. The motion passed unanimously.



Gerald Zavala,  
Board Treasurer  
for Bill Penniman, Board Secretary

\_\_\_\_ 5-29-15 \_\_\_\_  
Date

**BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON MAY 4, 2015**

- 15-0504-1 Bd That the Board approve the Agenda**
- 15-0504-2 Bd That the Board approve the April 6, 2015 Board Minutes**
- 15-0504-3 Bd That the Board approve the April 6, 2015 Actions**
- 15-0504-4 Bd That the Board approve the Finance Committee report**
- 15-0504-5 Bd That the Board approve the Policy Framework as presented in the Policy and User Manual and the Policy and User Manual draft**
- 15-0504-6 Bd That the meeting be adjourned.**



Gerald Zavala,  
Board Treasurer  
for Bill Penniman, Board Secretary

\_\_\_\_5-29-15\_\_\_\_  
Date



**RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS FINANCE COMMITTEE REPORT  
MAY 18, 2015**

**Present were:**

- Michelle Moyer, Vice-Chair
- Bill Keefe
- John Mendonça

**Absent and Excused:**

- Gerald Zavala, Committee Chair
- Bill Bouie

**Attending from the RCC Staff:**

- Leila Gordon, Executive Director
- Cristin Bratt, Public Information Officer
- Renata Wojcicki

Michelle called the meeting to order at 6:06 p.m. and explained that Gerald was unavailable this evening. She asked Leila to review the monthly financials, including the changes to the report format and entries requested at last month's meeting. She also said we'd be reviewing the FY17 budget slide for the Annual Public Hearing in order to recommend approval by the full Board.

Leila reviewed the attached monthly financials, explaining that the number in the upper left hand block of the budget vs. actuals worksheet was derived from a different source than the numbers in the workbook itself last month and has now been corrected. She reminded the committee the discrepancy between totals existed because when the County loaded the budget, the Department of Management and Budget had not made adjustments for the actual tax base revenue and the net of that plus RCC revenue adjustments. The net of those changes was approximately \$143,000. The worksheet now also includes the running fund balance, per John's request. That block is replicated on each page; the last page reflects the cumulative effect of RCC revenue accumulation and spending at this point in time.

John referred to the attached FY17 budget slide outline and said he'd like to see that format replicated on the monthly financial reports. Renata indicated that the numbers were there on the report but that the report also contains more detail. Following further discussion, John was satisfied with the attached report.

Leila recapped that John's initial concerns were to explain the discrepancy between the loaded budget and the actual budget, which we have now addressed. The formatting was another concern; we've also addressed that concern to ensure that it's easy to see where we are at any point in time when compared to the overall fund balance. John had also previously asked to reflect the third quarter changes that the RCC Board presented to the County. Leila thinks that's too much to include on these spreadsheets, which is why she circulated the third quarter budget memo with changes. Leila doesn't have a problem with keeping a running fund balance on the report, but noted that as we near the end of the fiscal year, the volatility of that number increases because we're constantly bringing in revenue that is later deferred to the following year due to summer camp revenue. She noted that we are simultaneously closing out spending for the year as we also try to pay large dollar expenses.

John said that even as a Certified Professional Accountant, he doesn't understand anything that was just explained. There was discussion on accrual, revenue and cash budgeting approaches. John said we're not doing anything illegal or wrong with our budget format, but it's simply not clear or easy to understand.

## May 18, 2015 Finance Committee Meeting Report

He thinks it warrants further discussion at another time. He would like to show the actual spending and revenue generation numbers for the past two years and then show the progress we've made to date in achieving structural balance with the budget.

Michelle asked if it's possible to rename "fund balance" to "fund balance as of beginning of period." That would reflect the point-in-time nature that the numbers capture. John agreed completely. Renata said she can easily do that. John then indicated that he is confused as to what "year to date" reflects. Leila explained that there "YTD" could be misleading because of the summer camps revenue that is deferred. The concern she has with the proposed format is that the bottom line number changes each month and the number reflects significant revenue from February 1 forward that will be deferred; then, when the new budget year begins with a radically different fund balance number the perception of drastic change is disconcerting for the public and could lead to confusion.

John said the proposed changes still didn't address his concerns. He thinks someone could easily find too many flaws with our budget: if it's confusing to him as a CPA, how could anyone off the street understand it? He understands our reluctance to show the changing number, but thinks it's necessary.

Leila agreed that a cash basis statement and an accrual basis statement would be ideal for a group of CPAs. But Fairfax County's business software system gives a picture of our real spending and real revenue on a month-by-month basis. The time needed to create a report to the Board on a true accrual basis would be prohibitive and not worth the effort in her view. She suggested renaming the report to help clarify that we present a month-by-month snapshot of RCC expenditures and revenue generation. John said he'd have to review and really understand the numbers before he could answer that. There was further discussion on our budget format. John thinks we should have a cash or accrual budget, but not a hybrid as it is in its current state.

Leila suggested adding a line in that reflects that the YTD total number includes our reserves no matter where we end up on determining format and content if we continue to use a YTD total fund balance. Bill and Michelle agreed. Leila thinks it's better to understand what we're doing on a month-by-month basis. She said that there's no way to describe the total deferred amount of revenue or to predict completely the anticipated budget savings without hours of additional staff time. There was further discussion as John wanted to better understand the budget execution issues so he could suggest a solution. Leila said we could add the third quarter memo to the Finance Committee materials every month for April, May and June, but advised that it gets more confusing as we approach year-end: there is less certainty regarding which invoices will be received and paid before end of year. Because of that, we don't know what will be deferred and what is spent.

Michelle agreed with John that there is a need to re-visit our budget reporting format, but suggested that we convene again in July to discuss and agree on changes so that they can be implemented with the start of the new fiscal year reporting. The group agreed.

Leila noted that as we tweak and change our reports, we will reduce the public's ability to easily review our documents on a year over year basis for comparison and we should note that when we adopt a new approach. She also reiterated that we'd only be able to present "monthly activity" reports. She doesn't want to create a new way of doing business for Renata. She thinks a monthly activity statement that does not mix apples and oranges is necessary. John thinks we could reduce the amount of information we present as he believes it is not necessary given the limited control over personnel expenditures we have and that the operating expenditures are closely tied to budget allocations.

There was discussion of the tax rate and our ability to accurately project tax revenue. Leila said we plan for as conservative a budget as possible with respect to anticipated revenues. Leila noted that the tax rate went from 3 to 6 percent between 1979 and 1983. Since then, it's been reduced twice because of how quickly we were accumulating cash. Bill inquired about the information source for the tax revenue and whether or not it is worthwhile to include in our monthly reports information about projected changes in property valuations in the tax district. Renata said that we do have an assessed value for the entire tax district and that we can check the assessments for particular parcels. Leila agreed that if there are anticipated significant changes that we can also highlight that in our Finance Committee discussions. This might occur more frequently in the coming years as development occurs in Reston.

## May 18, 2015 Finance Committee Meeting Report

The committee concluded their discussion on the format of the monthly financial report agreeing to a more robust and determinative discussion in the July meeting when we will have the closeout results available. Leila noted there's nothing dramatically different regarding the data presented in this month's reports when compared to our projections. She said that the loading dock repair will not happen until late summer so most of the current capital project allocations will be deferred to 2016. She said the Leisure and Learning adult program continues to be an area we're working to address. Leila believes that there will continue to be volatility in our Teen/Family and Adult/Fitness programs, but the underperforming revenues are offset by Youth and 55+ revenues, both of which are exceeding expectations.

Following review of the FY17 budget outline slide presentation, Leila indicated that the committee needed to vote to present this outline to the full Board for presentation at the June 15 Annual Public Hearing. The group reviewed and suggested that it be edited to include the subtotal net of revenue and expenses, prior to the capital expenses line. Leila and Renata will also add a new slide into the public hearing presentation that shows what the actual spending for fiscal years 2012, 2013 and 2014 were to provide context prior to the proposed budgets slide.

John moved to forward the budget outline slide – including the above edits and slide addition – to the full Board with recommendation for approval and inclusion at the June 15 Annual Public Hearing. Bill seconded. The motion passed unanimously.

Michelle reminded the group that we will revisit the monthly financial report structure at the July 20 Finance Committee meeting.

The meeting ended at 7:10 p.m.



Reston Community Center  
 Budget vs Actuals Worksheet  
 30-Apr-15

100%/12*10mo=83.30%	
Revised Beginning Fund Balance	\$ 5,387,978
FY16 End Fund Balance	\$ 4,103,534
Fund Balance as of 04/30/15	\$ 7,239,148

	Adopted Budget FY15	FY14 Carryforward	FY15 Budget Changes	Revised Budget FY15	Mar	Apr		YTD (does not incl. Fee Waiver amounts)	REMAINING BALANCE	YTD % actual	YTD Fee Waiver (unrealized revenue)
1 Administration	6,734,189			6,734,189	24,475	32,238		6,954,280	(220,091)	103.27%	
2 Performing Arts-Theatre Admiss	48,720			48,720	1,530	1,855		70,992	(22,272)	145.71%	205
3 PA Theatre Rental	31,640			31,640	5,143			17,292	14,348	54.65%	
4 PA Cultural Activities/ Arts Org	0			0	(7,896)	-2,829		(1,726)	1,726	0.00%	
5 Aquatics Classes/drop-in	343,406			343,406	17,155	23,242		272,542	70,864	79.36%	18,209
6 Aquatics Rental	16,000			16,000	1,600	-25		25,810	(9,810)	161.31%	
7 L&L Fitness	116,098			116,098	8,720	1,725		108,189	7,909	93.19%	3,798
8 L&L Teens/Family	74,000		56,685	130,685	2,371	1,640		75,715	54,970	57.94%	19,204
9 L&L 55+	62,000			62,000	967	-966		67,547	(5,547)	108.95%	10,133
10 L&L Youth	125,000			125,000	7,556	3,369		225,585	(100,585)	180.47%	23,299
11 L&L Adult	125,486		(68,785)	56,701	1,970	-48		34,392	22,309	60.66%	6,159
12 Community Events	3,956			3,956				3,435	521	86.83%	
13 Arts Education	139,215		12,100	151,315	7,165	3,190		239,489	(88,174)	158.27%	1,140
<b>Total RCC Revenue</b>	<b>7,819,710</b>		<b>0</b>	<b>7,819,710</b>	<b>70,756</b>	<b>63,391</b>	<b>0</b>	<b>8,093,542</b>	<b>-273,832</b>	<b>103.50%</b>	<b>82,147</b>

L&L - Leisure & Learning

Reston Community Center  
 Budget vs Actuals Worksheet  
 30-Apr-15

100%/12*10mo=83.30%	
Revised Beginning Fund Balance	\$ 5,387,978
FY16 End Fund Balance	\$ 4,103,534

Personnel Expenses	Adopted Budget FY15	FY14 Carryforward	FY15 Budget Changes	Revised Budget FY15	Mar	Apr	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
1 Administration	536,276		78,397	614,673	31,362	151,970		431,493	183,180	70.20%
3 Booking	232,084		(38,022)	194,062	12,632	12,804		125,741	68,321	64.79%
4 Comptroller	364,787			364,787	22,638	21,954		220,296	144,491	60.39%
5 Customer Service	537,313		(5,901)	531,412	34,904	34,826		362,487	168,925	68.21%
6 Facility Engineer	106,668			106,668	7,922	7,922		79,215	27,453	74.26%
7 Maintenance	436,832		(2,541)	434,291	32,926	33,065		306,904	127,387	70.67%
8 IT	125,618			125,618	10,229	10,229		100,991	24,627	80.40%
9 Media	402,966		(18,642)	384,324	28,673	28,844		284,033	100,291	73.90%
10 Community Partnerships	-			0				1,739	(1,739)	0.00%
11 Performing Arts	485,415			485,415	29,327	36,441		325,765	159,650	67.11%
12 Aquatics	683,402			683,402	52,019	50,944		492,536	190,866	72.07%
13 Leisure & Learning (L&L) Admin	216,801			216,801	16,951	16,951		167,844	48,957	77.42%
14 L&L Fitness	195,088			195,088	6,772	7,114		67,260	127,828	34.48%
15 L&L Teens/Family	128,871		15,097	143,968	8,901	8,696		115,417	28,551	80.17%
16 L&L 55+	115,163			115,163	7,945	9,394		81,032	34,131	70.36%
17 L&L Youth	193,180			193,180	9,378	9,928		169,318	23,862	87.65%
18 L&L Adult	157,024		(39,074)	117,950	8,041	8,898		93,235	24,715	79.05%
19 Community Events	131,109			131,109	8,280	8,280		90,047	41,062	68.68%
20 Arts Education	310,497		10,686	321,183	16,194	20,429		244,302	76,881	76.06%
<b>Total Personnel Expenses</b>	<b>5,359,094</b>		<b>0</b>	<b>5,359,094</b>	<b>345,094</b>	<b>478,689</b>	<b>0</b>	<b>3,759,655</b>	<b>1,599,439</b>	<b>70.15%</b>

Reston Community Center  
 Budget vs Actuals Worksheet  
 30-Apr-15

100%/12*10mo=83.30%	
Revised Beginning Fund Balance	\$ 5,387,978
FY16 End Fund Balance	\$ 4,103,534

Operational Expenses	Adopted Budget FY15	FY14 Carryforward	FY15 Budget Changes	Revised Budget FY15	Mar	Apr	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
1 Administration	119,823	57,211	78,047	255,080	6,016	3,204	30,829	67,261	187,819	26.37%
2 Board	109,000			109,000	646	4,180		42,975	66,025	39.43%
3 Booking	114,769	646		115,415	13,670	5,965	19,543	94,866	20,549	82.20%
4 Comptroller/CSR/LA Lease/Adm	383,644			383,644	22,808	3,202	141	316,705	66,939	82.55%
5 Facility Engineer	193,894	22,846		216,740	10,763	10,844	38,324	156,130	60,610	72.04%
6 Maintenance	466,405	6		466,411	31,299	31,345	98,376	394,154	72,257	84.51%
7 IT	90,802	500		91,302	4,761	1,728	1,787	73,074	18,228	80.04%
8 Media	378,443			378,443	11,435	2,929	6,694	341,169	37,274	90.15%
9 Community Partnerships	175,000		(50,000)	125,000	2,315	17,914		116,631	8,369	93.30%
10 Performing Arts	313,655	2,266	50,000	365,921	31,326	4,167	1,725	303,571	62,350	82.96%
11 Aquatics	84,015			84,015	5,883	6,367	7,499	64,540	19,475	76.82%
12 Leisure & Learning (L&L) Admin	6,800			6,800	744	200		3,952	2,848	58.12%
13 L&L Fitness	16,068			16,068	2,496		5,038	14,307	1,761	89.04%
14 L&L Teens/Family	133,780		2,095	135,875	101	2,182	3,887	119,764	16,111	88.14%
15 L&L 55+	86,390			86,390	3,551	5,537	2,490	60,830	25,560	70.41%
16 L&L Youth	136,012			136,012	3,250	4,131	7,600	106,127	29,885	78.03%
17 L&L Adult	98,097		(85,142)	12,955	568	337	1,132	11,676	1,279	90.13%
18 Community Events	145,757			145,757	643	10,165		104,613	41,144	71.77%
19 Arts Education	92,497		5,000	97,497	4,482	9,700	22,140	63,726	33,771	65.36%
<b>Total Operational Expenses</b>	<b>3,144,851</b>	<b>83,475</b>	<b>0</b>	<b>3,228,325</b>	<b>156,757</b>	<b>124,097</b>	<b>247,205</b>	<b>2,456,071</b>	<b>772,254</b>	<b>76.08%</b>

Reston Community Center  
 Budget vs Actuals Worksheet  
 30-Apr-15

100%/12*10mo=83.30%	
Revised Beginning Fund Balance	\$ 5,387,978
FY16 End Fund Balance	\$ 4,103,534

Capital Proj. Desc. & Number/Cap Equip.	Adopted Budget FY15	FY14 Carryforward	FY15 Budget Changes	Revised Budget FY15	Mar	Apr	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
1 RCC Improvements C-000001		174,353	0	174,353	286		7,593	13,059	161,294	7.49%
2 C. R. HW Enhcmts. C-000003		130,795		130,795				0	130,795	0.00%
3 Theatre Enhancements C-000000	130,000	68,000		198,000				0	198,000	0.00%
Server/Capital Equipment		13,587		13,587				13,587	0	100.00%
<b>Total Capital Expenses</b>	<b>130,000</b>	<b>386,735</b>	<b>0</b>	<b>516,735</b>	<b>286</b>	<b>0</b>	<b>7,593</b>	<b>26,646</b>	<b>490,089</b>	<b>5.16%</b>
<b>Total RCC Expenditures</b>	<b>8,633,945</b>	<b>470,210</b>	<b>0</b>	<b>9,104,154</b>	<b>502,137</b>	<b>602,786</b>	<b>254,798</b>	<b>6,242,372</b>	<b>2,861,782</b>	<b>68.57%</b>

Fund Balance	Adopted Budget FY15	FY14 Carryforward	FY15 Budget Changes	Revised Budget FY15	Encumbr.	YTD	Remaining Balance
<b>Fund Balance</b>				<b>5,387,978</b>			
Revenue	7,819,710	0	0	7,819,710	70,756	63,391	0
Personnel	5,359,094	0	0	5,359,094	345,094	478,689	0
Operating	3,144,851	83,475	0	3,228,325	156,757	124,097	247,205
Capital Projects	130,000	386,735	0	516,735	286	0	7,593
<b>Total Expenses</b>	<b>8,633,945</b>	<b>470,210</b>	<b>0</b>	<b>9,104,154</b>	<b>502,137</b>	<b>602,786</b>	<b>254,798</b>
Revenue less Total Expenses	-814,235	-470,210	0	-1,284,444	-431,381	-539,395	-254,798
<b>Budget Fund Balance</b>				<b>4,103,534</b>			
<b>Fund Balance as of 04/30/15</b>							<b>7,239,148</b>

## Revenue

**General Note:** The 2015 Summer Camp registration started February 1<sup>st</sup> and related revenue will be reversed for FY15 year-end-close and recorded as FY16 revenue.

1. **Administration:** The Administration revenue budget shows combined tax, interest and facility rental revenues. Facility rental revenue is combined T-Mobile antenna and room rental revenue. We have collected 104% of tax revenue, 102% of estimated Facility Rental revenue (which also includes T-Mobile antenna revenue) and 14% of the projected interest revenue.
2. **Performing Arts:** Revenue collection for the current season is very robust; the target has already been met and exceeded for FY15.
3. **Performing Arts Theatre Rental:** Theatre rental payments are billed quarterly for year-round users such as RCP, or by event for others.
4. **Performing Arts Cultural Activities/Arts Organizations:** The community arts box office receipts and payments clearing line.
5. **Aquatics Classes/drop-in:** Year-to-date revenue represents daily gate fees, summer, fall, and 2015 winter/spring program registration revenue. Our overall revenue target reflects more ambitious expectations for private lesson revenue than are likely to materialize.
6. **Aquatics Rental:** Revenue performance is ahead of expectations.
7. **Fitness:** Year-to-date amount includes summer, fall, and 2015 winter/spring program registration revenue.
8. **Teen/Family:** Year-to-date amount includes summer, fall, and 2015 winter/spring program registration revenue. Most of this cost center's revenue is realized during the summer. This is a newly organized category and remains in uncertain status with respect to being able to accurately predict the revenue.
9. **55+:** Year-to-date amount includes summer, fall, and 2015 winter/spring program registration revenue. Revenue performance is ahead of expectations.
10. **Youth:** Year-to-date amount includes summer, fall, and 2015 winter/spring program registration revenue. Most of this cost center's revenue is realized during the summer.
11. **Adult:** Year-to-date amount includes summer, fall, and 2015 winter/spring program registration revenue. Leisure and Learning cost centers continue to be reorganized to establish better workload distribution and more focus to offerings and related revenue. This cost center continues to under-perform in revenue realization.
12. **Community Events:** Year-to-date amount includes Multicultural Festival vendors' booth payments and MLK keynote address ticket sales.
13. **Arts Education:** Year-to-date amount includes summer, fall, and 2015 winter/spring program registration revenue. Summer revenues from LARK and YAT contribute significantly to this cost center's revenue.

**Personnel Expenses:**

**General Note:** Labor costs for Teen, Arts Education and Youth are higher due to summer camp labor costs occurring in July and August. Budget reallocations were completed in October (FY15 Budget Changes column). Vacant positions that will be filled include the Financial Assistant, Technical Theatre Assistant, and Booking Assistant.

1. **Administration:** Administration's allocated budget is typically under-spent; funding provides for OPEB ("other post-employment benefits") costs. Those costs are recorded in the month of April.
3. **Booking:** Personnel costs are at the expected level.
4. **Comptroller:** Personnel costs are at the expected level.
5. **Customer Service:** Personnel costs are at the expected level.
7. **Facility Engineer:** Personnel costs are at the expected level.
8. **Maintenance:** Personnel costs are at the expected level.
9. **Information Technology:** Personnel costs are at the expected level.
9. **Media:** Personnel costs are at the expected level; savings due to reorganization are partially offset in FY15 by added costs related to an FMLA absence.
10. **Community Partnerships:** Expense reflects one-time support costs to Anniversary Celebration activities; no further expenditures anticipated.
11. **Performing Arts:** Personnel costs are at the expected level.
11. **Aquatics:** Personnel costs are at the expected level.
12. **Leisure and Learning Administration:** Personnel costs are at the expected level.
13. **Fitness:** Personnel costs are at the expected level; continuing to adjust Fitness/Adult program cost assignments.
14. **Teen/Family:** Personnel costs include summer camps' labor costs which occurred in July and August.
15. **55+:** Personnel costs are at the expected levels.
16. **Youth:** Personnel costs include summer camps' labor costs which occurred in July and August.
17. **Adult:** Personnel expenditures are at the expected levels.
18. **Community Events:** Personnel expenditures are at the expected levels.
19. **Arts Education:** Personnel expenditures include LARK/YAT summer camps' labor costs which occurred in July and August.

**Operating Expenses:**

**General Note:** Reservations for multiple months' expenses are made at the beginning of the year; funds are spent down from them. Budget reallocations were completed in October (FY15 Budget Changes column).

1. **Administration:** Current month expense is for A/E (design) consulting costs and training. Reservations are for A/E (design) consulting services.
2. **Board:** Current month expenses are for Best of Reston payment and hospitality. There are no open reservations.
3. **Booking:** Current month expenses are for security, storage facility rental, and supplies. Reservations are for security monitoring, piano tuning, and storage facility rental.
4. **Comptroller:** Current month expenses include bank fees, postage, and office supplies costs. Reservation is for document shredding service.
5. **Facility Engineering:** Current month expenses include repair and maintenance costs. Reservations are for repair and maintenance.
6. **Maintenance:** Current month expenses include utility costs, repair and maintenance, and supplies costs. Reservations are for repair and maintenance and utilities costs.
7. **IT:** Current month expenses include licensing fee, communication, and supplies costs. Reservations are for communication costs and supplies.
8. **Media:** Current month expenses include sponsorship, supplies, printing costs, and conference costs. Reservations are for advertisement and conference attendance costs.
10. **Community Partnerships:** Current month expenses include community art partnerships payments, printing, and hospitality costs. There are no open reservations.
11. **Performing Arts:** Current month expenses include contractor payments, supplies, and theatre operating costs. Reservation is for contractor payments.
11. **Aquatics:** Current month expenses are for pool maintenance and supplies. Reservations are for pool supplies costs.
12. **Leisure and Learning Admin:** Current month expense is membership cost. There are no open reservations.
13. **Fitness:** No current month expenses recorded in April. Reservations are for program delivery contract costs.
14. **Teen/Family:** Current month expenses are for program transport, recreational activities, and program supplies. Reservations are for program transportation and program delivery contract costs. A large part of the operating budget is expended to support summer program activities.
15. **55+:** Current month expenditures include recreational activities, transportation, and program supplies costs. Reservation is for program delivery contract costs and transportation costs.
16. **Youth:** Current month expenditures are for program delivery contract costs, equipment rental, and supply costs. Reservations are for program delivery contracts' costs. A large part of the operating budget is expended to support summer program activities.
17. **Adult:** Current month expenditures are for program delivery contracts' costs and program supplies. Reservations are for program delivery contract costs.
18. **Community Events:** Current month expenditures are for program delivery contract costs and program supplies. There are no open reservations.
19. **Arts Ed:** Current month expenditures are for program delivery contracts' costs and program supply costs. Reservations are for program delivery contracts' costs. Costs related to summer programs are higher than for other seasons.

## Capital Project Expense

**General Note:** Reservations for multiple months' expenses are made at the beginning of the year; funds are spent down from them.

1. **RCC Improvements /C-000001:** Includes motor control panel replacement, and HW Loading Dock projects.
2. **Community Room Hunters Woods Enhancements /C-000003:** Community room lighting and sound upgrades (chandelier fixtures design and replacement pending.)
3. **RCC CenterStage Enhancements /C-000008:** Previous years' funding (\$40K) for replacement of the CenterStage floor has been transferred from RCC Improvements project (#1) for ease of tracking. New cabling, sound and lighting upgrades will now be done at the same time and so that project budget allocation increased by \$100,000 for FY15. Present scheduling suggests that the sound and lighting upgrades will occur in summer of 2015; the floor replacement will wait until either winter of 2015 or summer of 2016. Adjustments to that calendar will appear in the June Public Hearing materials and CIP.



## FY17 Budget

	<b>FY2016</b>	<b>FY2017</b>
<b><u>Estimated Opening Fund Balance</u></b>	<b>\$ 4,103,534</b>	<b>\$ 3,457,066</b>
<b><u>Revenue</u></b>		
Estimated Revenue	\$ 8,277,427	\$ 8,389,438
<b><u>Expenditures</u></b>		
Personnel	\$ 5,367,499	\$ 5,393,830
Operating	\$ 2,909,396	\$ 2,841,498
Sub-Total Expenditures	\$ 8,276,895	\$ 8,235,328
Capital Projects	\$ 647,000	\$ 471,300
<b><u>Total Expenditures</u></b>	<b>\$ 8,923,895</b>	<b>\$ 8,706,628</b>
<b>Revenue less Expenditures</b>	<b>\$ (646,468)</b>	<b>\$ (317,190)</b>
<b><u>Estimated Ending Fund Balance</u></b>	<b>\$ 3,457,066</b>	<b>\$ 3,139,876</b>
<b><u>Reserves</u></b>		
Capital Project Reserve	\$ 2,298,226	\$ 1,965,355
Maintenance Reserve (12% of # Est. Revenue)	\$ 993,291	\$ 1,006,733
Feasibility Study (2% of # Est. Revenue)	\$ 165,549	\$ 167,789
Economic and Program Contingency	\$ -	\$ -



**RESTON COMMUNITY CENTER  
LONG RANGE PLANNING COMMITTEE REPORT  
JUNE 1, 2015**

**Present were:**

- Bill Bouie, Committee Chair
- Bev Cosham, Board Chair
- Michelle Moyer, Vice-Chair
- Bill Keefe
- John Mendonça
- Lisa Sechrest-Ehrhardt
- Gerald Zavala

**Absent and Excused:**

- Bill Penniman, Committee Vice-Chair
- Vicky Wingert

**Attending from the RCC Staff:**

- Leila Gordon, Executive Director
- Cristin Bratt, Public Information Office

Bev welcomed everyone at 7:15 p.m. as Bill Bouie was running late and Bill Penniman was unavailable for the meeting. Leila said we would be reviewing the attached presentation for the June 15 Annual Public Hearing for Programs and Budget. The proposed June 15 presentation begins with highlights pulled from the Annual Report, which is distributed at the Annual Hearing. Following the highlights, the presentation provides an overview of RCC's future before a review of finances. Finance slides begin with RCC's budget history, followed by an FY16/FY17 outline (as reviewed by the Finance Committee on May 18 and recommended for full Board approval this evening). Regarding Capital Projects, Leila noted that we have found a vendor to replace the motor control panel in FY16. She said that we have a new solution for the Community Room chandeliers that involves removal of the obsolete light bulbs and sockets, and adding up-lighting that is code-compliant. She also noted that the Lake Anne Service Counter will be redesigned to be more user-friendly and accommodating of ADA needs for employees. She noted that the counter is currently compliant with ADA regulations, but can be reconfigured to allow for greater movement behind the desk.

The financial overview included a review of capital projects, capital maintenance, and capital equipment. The presentation then provides a calendar for the FY16/17 budget process and concludes with public comment. The full presentation is attached to this report.

The committee discussed the capital projects and budget outlines. John appreciated the new line separating net of revenue/ongoing costs before adding expenses associated with capital projects. Bill K. asked that 5,000 water aerobics "drop-in visits" should be changed to read water aerobics "participations".

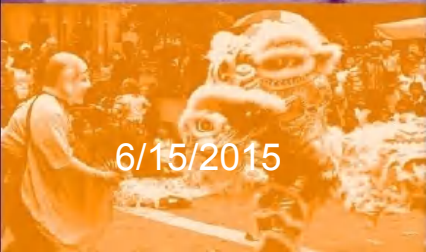
Leila asked John to ask to remind her in February that we should include this type of financial information in our Community Engagement session.

Leila explained that we would be promoting the Annual Public Hearing by posting on local calendars and social media, as well as sending an email to our mailing list. She also indicated that she would send out talking points to the June 15 speakers.

The meeting concluded at 7:50 p.m.



Enriching Lives. Building Community.®



6/15/2015

# Reston Community Center

**Annual Public Hearing for  
Programs and Budget  
June 15, 2015  
FY2016/FY2017 Budgets**

# Past Year Highlights

RCC's Community Partnerships continue to provide robust benefits to Reston; partners now number 35 Reston organizations or County agencies and all Reston schools.

# Highlights (cont'd.)

- Worked with Fairfax County Park Authority to identify Reston Town Center North option for indoor recreation facility
- Reston Anniversary and Robert E. Simon Birthday Celebrations in 2014
- Fees: Annual review process leads to better revenue performance

# Highlights (cont'd.)

## Capital Facility Planning

- Resolution of indoor rec facility location
- Focus turns to issues associated with achievement of a new performing arts venue

# Highlights (cont'd.)

## Administration Efforts

- New cash handling and receipts tracking implemented
- Further implementation of Fairfax County legacy business systems replacement
- New RCC website launched
- Online registration/ticketing continues to grow in popularity
- Facility Rentals serves nearly 72,000 people with 6,766 hours of building use

# Highlights (cont'd.)

## Awards and Accolades

- Outstanding Performance Awards to Kevin Danaher, Kenny Burrowes, and Samantha Korkowski
- RCC Customer Service, Maintenance, Aquatics and Administrative professionals among the 53 people recognized with a Fairfax County Team Excellence Award for the work done by the Hunters Woods Neighborhood Coalition



# Highlights (cont'd.)

## Programs – Leisure & Learning

- Increased enrollment in Youth and 55+ programs
- Serving Reston Youth – Reston Summer Camp Expo: building on success; becomes an annual event
- RCC Summer Camp enrollment increases
- Diva Central expands to Reston Town Center partner Boston Properties; serves 200+ teens
- Partnered programming continues success; key element of Reston's "Best Intergenerational Community" MetLife Award

# Highlights (cont'd.)

## Programs – Arts & Events

- *Another Way of Living: The Story of Reston, VA* – 50<sup>th</sup> Anniversary Celebration – more than 450 attending
- Artists visiting the CenterStage: Sweet Honey in the Rock, Lunasa, Richard Blanco, Rennie Harris' RHAW, DakhaBrakha
- Reduced Shakespeare Company Extravaganza!
- Parents Time Out – opportunities for “date night”
- Artist “extras” for the community
- Continued partnered and cooperative programming with OLLI, local arts organizations, and schools

# Highlights (cont'd.)

- Reston Multicultural Festival with National Heritage Fellows and US Naturalization Ceremony
- Anna Deavere Smith residency for Reston Dr. Martin Luther King, Jr. Celebration
- Coordinated programming with Southgate Community Center
- Arts Education and Engagement programs with IPAR and GRACE
- Collaboration with Reston Association on summer outdoor programs

# Highlights (cont'd.)

## Programs – Aquatics

- 3,329 enrolled patrons in Aquatics programs with 1,282 on wait lists
- More than 5,000 Water Aerobics visits
- Reviewed gate/pass and rental pricing; new fee schedules effective annually September 1
- 87 people certified in Water Safety Instructor, Lifeguard, Pool Operator and/or CPR

# Looking Ahead

- RCC Board of Governors will continue to explore capacity issues and new performing arts venue
- Surveying patrons for preferences in programming
- Continued efforts toward cost recovery to achieve appropriate levels
- NVRides transportation program to serve older patrons
- Serving Reston Youth collaboration expanding to Back2School Bash in August 2015
- Public art project and IPAR/GRACE partnership: Patrick Dougherty project *A Bird in the Hand*
- Community engagement on diversity, disproportionality, equity, and sustaining Reston values

# RCC Budget History

	<u>FY2012</u>	<u>FY2013</u>	<u>FY2014</u>
<b><u>Opening Fund Balance</u></b>	\$ 7,467,169	\$ 6,208,582	\$ 5,742,205
<b><u>Revenue</u></b>			
Revenue	\$ 6,951,256	\$ 7,213,370	\$ 7,423,020
<b><u>Expenditures</u></b>			
Personnel	\$ 4,413,189	\$ 4,832,183	\$ 4,912,558
Operating	\$ 2,699,018	\$ 2,809,138	\$ 2,657,368
Sub-Total Expenditures	\$ 7,112,207	\$ 7,641,321	\$ 7,569,926
<b>Sub-Total Rev. less Non-Cap Exp.</b>	<b>\$ (160,951)</b>	<b>\$ (427,951)</b>	<b>\$ (146,906)</b>
Capital Projects	\$ 1,097,636	\$ 38,426	\$ 207,321
<b><u>Total Expenditures</u></b>	<b>\$ 8,209,843</b>	<b>\$ 7,679,747</b>	<b>\$ 7,777,247</b>
<b>Revenue less Expenditures</b>	<b>\$ (1,258,587)</b>	<b>\$ (466,377)</b>	<b>\$ (354,227)</b>
<b><u>Ending Fund Balance</u></b>	<b>\$ 6,208,582</b>	<b>\$ 5,742,205</b>	<b>\$ 5,387,978</b>
<b><u>Reserves</u></b>			
Capital Project Reserve	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000
Maintenance Reserve (12% of # Est. Revenue)	\$ 834,151	\$ 865,604	\$ 890,762
Feasibility Study (2% of # Est. Revenue)	\$ 139,025	\$ 144,267	\$ 148,460
Economic and Program Contingency	\$ 2,235,406	\$ 1,732,333	\$ 1,348,755

# FY2016/FY2017

## Estimated FY16/FY17 Budgets

	<u>FY2016</u>	<u>FY2017</u>
<b><u>Opening Fund Balance</u></b>	\$ 4,103,534	\$ 3,457,066
<b><u>Revenue</u></b>		
Revenue	\$ 8,277,427	\$ 8,389,438
<b><u>Expenditures</u></b>		
Personnel	\$ 5,367,499	\$ 5,393,830
Operating	\$ 2,909,396	\$ 2,841,498
Sub-Total Non-Capital Expenditures	\$ 8,276,895	\$ 8,235,328
<b>Sub-Total Rev. less Non-Cap Exp.</b>	<b>\$ 532</b>	<b>\$ 154,110</b>
Capital Projects	\$ 647,000	\$ 471,300
<b><u>Total Expenditures</u></b>	<b>\$ 8,923,895</b>	<b>\$ 8,706,628</b>
<b>Revenue less Expenditures</b>	<b>\$ (646,468)</b>	<b>\$ (317,190)</b>
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Capital Project Reserve	\$ 2,298,226	\$ 1,965,355
Maintenance Reserve (12% of # Est. Revenue)	\$ 993,291	\$ 1,006,733
Feasibility Study (2% of # Est. Revenue)	\$ 165,549	\$ 167,789
Economic and Program Contingency	\$ -	\$ -

# Capital Projects

Scheduled in summer 2015 and carried over from prior year allocations:

Motor Control Panel Replacement - \$109,446

- Actual cost expected to be lower than anticipated

Loading Dock Replacement - \$64,907

CR Chandeliers refurbishment - \$130,795

- Removal of “glitter” light tubes, replacement of old lighting “lamps”

Replace Stage Floor - \$168,000

Lake Anne Service Counter Redesign - \$30,000



# Capital Maintenance Plan

## Capital Maintenance Projects

<b>Projects – General Facility</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
• Replace Backstage RTU	387,000		
• Replace Roof Mechanical & Cable Tray Sections	240,000		
• Replace Lights with Energy Efficient Fixtures	20,000		
• Replace Roof Section – Theatre & Front Sections		240,800	
• Replace Hot Water Tank			50,000
• Replace Exhaust System for kilns			TBD

# Capital Maintenance Plan

## Capital Maintenance Projects (cont.)

<b>Projects – Aquatics</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
• Aquatics A/E related to Dectron replacement, filter replacement, etc.		50,000	
• Replace UV Control Systems,			100,000
• Filtration Systems (Pool & Spa)			230,000
• Refurbish Surge Tank			25,000

# Capital Maintenance Plan

## Capital Maintenance Projects (cont.)

<b>Projects – Theatre</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
• Redesign Make-up Station Area		22,000	
• LED Light Installation		125,000	
• Dimmer System Upgrade		25,000	
• Replace Theatre Seats			92,600
• Replace Theatre Carpeting			15,000

# Capital Equipment Plan

## Capital Equipment Replacement

### Projects – Theatre

- Genie Hydraulic Lift

**FY16**

**FY17**

**FY18**

8,500

# FY16/17 Budget Calendar

- Public input – June 15, 2015
- Board guidance on FY17 Budget; approval of outline – June 15, 2015
- Finance Committee Year-End Review of FY15 Results; final outline of FY16/FY17 Budget – July 20, 2015
- Full Board Approval of FY17 Submission – September 14, 2015

# Public Comment

Individuals may speak for 3 minutes.

Those speaking on behalf of an organization may speak for 5 minutes.

Please provide written statements for our official records if you have one.



## Executive Director Report May 2015

### Administration

During the past month, the RCC Policy and User Manual was finalized and published. It will be posted online and distributed at the Annual Public Hearing for Programs and Budget along with our Annual Report. It was an exhaustive (and sometimes exhausting) review process of the many RCC procedures and practices that affect our patrons. It will be updated or require revision much sooner than I would like to think, but it is an excellent compendium of RCC policies and procedures patrons will likely encounter.

The RCC cost center directors also spent the month of May meeting with me to review their proposed FY17 budgets. In those meetings I again stressed the importance of keeping close watch on our expenditures and maximizing every revenue opportunity we can to assure we achieve the goals the Board has identified for balanced budget operations in coming years.

All supervisors of employees in merit positions have been conducting annual performance reviews for their team members. Performance management requires thoughtful effort to identify employees' strengths with appropriate recognition and to encourage employees to develop a "Career Management Plan" to guide their ongoing development. It requires dedicated conversations with each of the agency's 48 merit employees and an additional handful of status "E" employees who may earn health care benefits based on their annual schedule.

### Programs

Many delightful programs run in May. In particular, we enjoyed the commissioned choreography performed by four local dance organizations at the Northern Virginia Fine Arts Festival. These performances were danced in, on and around the two public art projects: *Reston Rondo* and *A Bird in Hand*. Mary Ann Mears – the artist who created *Reston Rondo* – attended both performances there and was absolutely delighted. Film of *A Bird in Hand* pieces was sent to Patrick Dougherty.

We also participated in the County's first Creative Aging Festival. Our annual event celebrating Older Americans Month was a feature of the Festival. An enthusiastic crowd of more than 100 people appreciated author Linda Crill's presentation of *Blind Curves – One Woman's Unusual Journey* and also enjoyed a lovely luncheon and opportunity to socialize.

### Executive Director

Meetings/activities: Creative Aging Festival kickoff, Economic Self-Sufficiency Human Services Working Group, IPAR meetings, Garden of Remembrance and Reflection Task Force, Greg Davidson of Loudoun County Parks and Rec discussion about cost recovery, COMSTOCK consultation on use of Plaza, Supervisors Frey and Herrity on Master Arts Plan Task Force Report, Arts Council Grants Committee and Executive Committee meetings, Bill Lauer's funeral, Northern Va. Fine Arts Festival Launch Party/Festival, Reston Historic Trust program planning, Office of Community Revitalization focus group on doing business at Lake Anne Plaza, County Executive presentation for Lines of Business work (FY17 budget cycle), John Alciati's funeral, Reston Little League Sponsor Recognition event, Turtle Island Quartet performance.