



**Reston Community Center
Board of Governors Monthly Meeting
June 2, 2014
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 May 5, 2014 Board Minutes (As Reviewed and Approved by the Board Secretary) • Approval of May 5, 2014 Board Actions (As Reviewed and Approved by the Board Secretary) 	
8:05 – Chair’s Remarks	Beverly Cosham, Chair
8:07 – Introduction of Visitors	
8:08 – Citizen Input	
8:12 – Committee Reports	
<ul style="list-style-type: none"> • <u>June 2 Finance Committee Report</u> 	Cathy Vivona <u>Gerald Zavala</u> , Committee <u>Vice</u> Chair
8:20 – Approval of Committee Reports	Beverly Cosham, Chair
8:22 – Board Member Input on Activities Attended	
8:30 – Executive Director’s Report	Leila Gordon, Executive Director
8:34 – Old Business	Beverly Cosham, Chair
8:40 – New Business	Beverly Cosham, Chair
8:45 – Adjournment	

Reminders:

Event	Date	Time
Annual Public Hearing	June 16	6:30 p.m.
July Monthly Meeting	July 7	8:00 p.m.



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
MAY 5, 2014**

Present:

- Beverly Cosham, Chair
- Bill Bouie
- Lisa Sechrest-Ehrhardt
- John Mendonça
- Michelle Moyer
- Bill Penniman
- Cathy Vivona
- Gerald Zavala

Absent and Excused:

- Vicky Wingert

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Cristin Bratt, Public Information Officer
- Barbara Wilmer, Executive Assistant

The Chair called the meeting to order at 8:15 p.m.

MOTION #1:

Approval of the Agenda

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

MOTION #2:

Approval of the April 7, 2014 Board Minutes

Gerald moved that the Board approve the April 7, 2014 Board Minutes. Cathy seconded the motion. The motion passed unanimously.

MOTION #3:

Approval of the April 7, 2014 Board Actions

Bill B. moved that the Board approve the April 7, 2014 Board Actions. Gerald seconded the motion. The motion passed unanimously.

Chair's Remarks

Bev welcomed everyone.

Introduction of Visitors

None.

Citizen Input

None.

Committee Reports

April 21 Finance Committee Report

Cathy reviewed the Finance Committee report for the April 21 meeting attended by herself, Bev, Bill B., John and Michelle. The main topic of the meeting was the recommended fee increases in the committee materials (attached handout) and how that intersects with FY16 Budget Considerations. She said the group talked a lot about the fee increases, the philosophy behind the fee increases, and the plan to review fees annually to analyze customer response. Leila added that we review registered program fees on a regular basis, but have not done that with respect to drop-in fees. Since there is not a natural review

May 5, 2014 Board of Governors Meeting Minutes

process in place for those, they have fallen significantly behind the public sector market. Cathy noted that she questioned the goal of raising Reston rates to 90 percent of the County's fees for comparable services; she felt that was too high of a percentage for Reston patrons who are also paying taxes in Small District 5. Leila said that we are a long way away from achieving that 90 percent and can revisit it each year to see what patron response dictates. The group also discussed long-range planning and the challenges in creating a five-year plan as John suggested. These discussions are detailed in the attached report. The committee also discussed the current deficit and the plan to reach a balanced budget by FY16. They reviewed current budget data. At the conclusion of the meeting, the committee moved to present the staff recommendations for FY15 and FY16 Fee Increases and Budget Preparation Strategies to the full Board.

MOTION #4:

That the Board Approve the Staff Recommendations for FY15 and FY16 Fee Increases and Budget Preparation Strategies

Cathy moved that the Board accept the FY15 and FY16 Fee Increases. John seconded the motion.

Bill P. asked for discussion. He wants to know what that means for FY16 and beyond because he shares the discomfort of moving to a 90 percent approach. He believes that one of the benefits of living in Reston is being able to try something new at a lower cost. He doesn't think that being 10 percent better than the average community is enough. He doesn't take issue with the fees presented for next year, but he's not comfortable with the long-term trajectory.

Leila said that we discussed that 90 percent is a target that was put out there when we first started this review of fee schedules. Bill said that in doing this, we could lose our Reston residents and alienate our non-Reston patrons as well. He doesn't mind increasing fees, but not to 90 percent of County levels. Michelle noted that this is for drop-in programs only, not for classes. Leila acknowledged that classes are structured differently and reviewed regularly; we are only discussing drop-in rates. Bill reiterated that he is not OK adopting a strategy that aims for rates that are only 10 percent below market rates. There was additional discussion about the fees, as well as what the motion on the table included. Leila clarified that the motion on the table is for FY15 and FY16 fee increases only and does not include the 90 percent trajectory; we can revisit that goal annually to determine the appropriate number in order to achieve and maintain a balanced budget.

Cathy clarified and restated her motion; she moved that the Board support increasing fees as outlined for FY15 and FY16 and approve the plan for preparing the FY16 budget outline to be presented at the June Public Hearing. John seconded the motion. The motion passed unanimously.

MOTION #5:

Approval of the April Committee Report

Bill B. moved that the Board approve the committee report. John seconded the motion. The motion passed unanimously.

Board Member Input on Activities Attended

John attended Best of Reston and a new GRACE exhibit called "Incubator." He thought it was very interesting, even for a non-artist like himself.

Lisa attended the RCC Volunteer Appreciation Dinner, Best of Reston and also noted that parents at a local elementary school were recently warned about a significant increase in human trafficking among children in northern Virginia.

Bill P. went to the Trout Fishing performance in the CenterStage. The show was entertaining as always, but he still can't sing the fast songs.

Bill B. attended Best of Reston and noted that donations to the Cornerstones campaign are still coming in. He noted that the public comment period has closed for the Park Authority's Baron Cameron Park Master Plan Revision. Planners are putting together a final plan and expect to present it to the PA Board on June 25. He also said that IPAR has been busy working on identifying a possible location for a memorial garden in Reston.

May 5, 2014 Board of Governors Meeting Minutes

Cathy played bridge and attended the RCC Volunteer Appreciation Dinner which was delicious; it was great to see the friendships and support that has evolved between volunteers. She also appreciated that the Board members were recognized as volunteers as well.

Gerald was busy at home and work and didn't attend many events this month.

Michelle attended the Best of Reston.

Bev enjoyed singing *Happy Birthday* to Bob Simon at the Best of Reston. She also went to the Meet the Artists series to see the Tallwood Trio, attended an RCO Board meeting, and is rehearsing for a Reston Chorale concert. She attended the Volunteer Appreciation Dinner and framed her certificate since it's rare for her to sign a certificate that she also receives.

Executive Director's Report

Leila reviewed her Executive Director's report and said that April was very busy with lots of programs. She highlighted staff accomplishments including employee trainings and team leadership program accomplishments, all detailed in the report. She noted that Fairfax County holds an administrative resources conference each year. RCC nominated Melissa Murray from Aquatics. She did not win in this year's highly competitive field, but she did receive a pin in recognition of the nomination. She said the Annual Egg Hunt had more than 1,000 people in attendance, in part thanks to the beautiful weather. She also noted that it is one of the last free egg hunts in the area, which drives attendance. RCC participated in Southgate Community Day, which focused on nutrition this year. She said the AARP tax aide program wrapped up in April. Approximately a dozen volunteers helped more than 800 people with their tax returns between January and April. She reminded everyone that she will be on leave for a week in May.

Old Business

There was no old business.

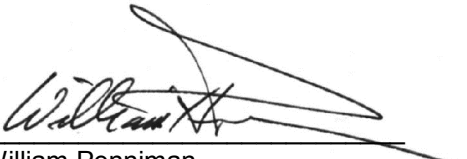
New Business

John noted an article on RestonNow about someone selling Reston Pool Passes on Craigslist. Leila said we haven't heard of that happening with any RCC passes. Bev noted that there is a Finance Committee meeting scheduled for May 19 and asked Finance Committee members to let Leila know their availability.

MOTION #6:

To Adjourn the Meeting

Cathy moved to adjourn the meeting at 8:50 p.m. Lisa seconded the motion. The motion passed unanimously.

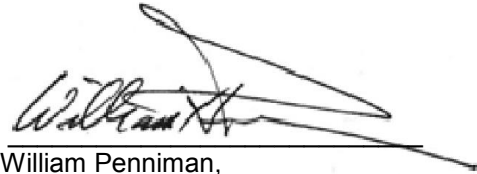


William Penniman,
Board Secretary

5-30-14
Date

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON MAY 5, 2014

- 14-0505-1 Bd That the Board approve the Agenda
- 14-0505-2 Bd That the Board approve the April 7, 2014 Board Minutes
- 14-0505-3 Bd That the Board approve the April 7, 2014 Board Actions
- 14-0505-4 Bd That the Board approve the staff recommendations for
FY15 and FY16 Fee Increases and Budget Preparation **Strategies**
Outline
- 14-0505-5 Bd That the Board approve the April committee report
- 14-0505-6 Bd That the meeting be adjourned.



William Penniman,
Board Secretary

5-30-14
Date



**RESTON COMMUNITY CENTER
BOARD OF GOVERNORS FINANCE COMMITTEE REPORT
JUNE 2, 2014**

The Finance Committee met on June 2, 2014.

Present were:

- Gerald Zavala, Committee Vice Chair
- Beverly Cosham, Board Chair
- Bill Bouie
- Michelle Moyer

Absent and Excused:

- Cathy Vivona, Committee Chair
- John Mendonça

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Cristin Bratt, Public Information Officer
- Renata Wojcicki, Finance Director
- Barbara Wilmer, Executive Assistant

Gerald called the meeting to order at 7:05 p.m.

Leila reviewed the attached budget and comments and reminded the committee members that the current revenue numbers are high since they include 2014 summer camp registration revenue, which will be reassigned to FY15 as that is when the camps take place. She noted that the 2013-2014 Professional Touring Artist Series has exceeded our revenue projection and broken the standing RCC record.

She indicated that we're also in good shape regarding Personnel expenses. We are vacant one position each in Aquatics, Finance/Human Resources, and Leisure and Learning. The Aquatics and Finance/HR positions will be filled. The Leisure and Learning department is being reorganized and the vacant position will be left open once we determine if the realignment of positions and duties can provide us with a cost savings opportunity.

Gerald asked when the seasonal staff wages connected to summer camps will show in the financial reports. Leila said the expense will be reflected when it is spent, likely July and August.

In Operating and Personnel, Leila expects us to realize overall savings by the end of the year that is consistent with our third quarter projections.

Michelle asked about the high remaining balance in administrative costs for operating. Renata said the FY14 budget had some money budgeted for surveys and studies that we did not undertake in FY14. Leila believes that will comprise a large part of the savings for FY14.

In Capital Projects, Leila said we have finished everything planned for this fiscal year. She reviewed all capital projects outlined on the attached documents. She noted that the Hunters Woods facility is 35 years old and that we're years past the scheduled replacement dates for the roof, theatre seats and theatre carpet among other systems. Many of our systems have 10-, 15-, and 20-year lifespans and we are approaching these milestones. She indicated that it's another reason to achieve a structurally balanced budget in regard to core revenues and expenses so that we don't have to use reserves for both operating and capital concerns. As soon as the indoor recreation center facility situation is clearer, we'll also need to give serious thought to planning for the mechanical systems in the Terry L. Smith Aquatics Center. Among other considerations, we need to consider whether an updated dehumidification system would exceed our roof's load bearing capacity. Leila noted that the current membrane roof's performance

June 2, 2014 Finance Committee Meeting Report

has exceeded the lifespan expectation and that it can be replaced in sections; we have therefore allocated funds for partial replacement to the FY16 budget; she cautioned that there might be added costs associated with specifying a green or white roof.

Leila reviewed the FY16 budget outline for the June 16 Annual Public Hearing. She said that our primary revenue remains the Small District 5 tax base. We projected a rational increase from FY15 projections to FY16 projections of 3.5 percent overall (residential and commercial combined). We estimated a half percent increase in earned revenue from fees and programs. We also cut expenditures in personnel and operating categories, but the Fairfax County Board of Supervisors increased pay for County employees, which impacted the cuts in personnel. She said we initially took a two percent cut in operating expenses and then made additional targeted cuts based on past performance. The budget is balanced on the basis of conservatively projected increases in tax revenue and program-based revenue, as well as strategic and significant cuts in personnel and operating costs. In Capital Projects, the FY16 budgeted number is significantly higher because it reflects the carry-forward issues, as well as the potential costs of significant roof section replacements. In near term budgets, we should see the ability to return revenue at the end of the year; whether or not that results in increasing the fund balance will significantly depend on cost estimates for capital maintenance on our major systems. Her hope is that our timing has been right and we're hitting the right inflection point in the economy for this planning.

Gerald asked if the community survey was incorporated into the FY15 or FY16 budget. Leila said that she and Deputy Director Tom Ward have discussed this issue and received input from the UVA Center for Survey Research, which has in the past conducted these studies for us. The survey is not included partly because Tom and Leila don't think we would receive feedback different than what we've received through our community engagement process. The engagement process has included a robust outreach effort into the community to obtain opinions on the Board's initiatives. We have also increased use of the Customer Satisfaction Surveys over the past year. She noted that the longer we accumulate data from those surveys, the more valuable it becomes. Lastly, she noted that the community survey has traditionally been conducted via phone. With fewer households using landlines, survey results would not accurately reflect all of Reston's population. For these reasons, Tom and Leila decided that it did not make sense to invest money in a survey because we are receiving comparable and valuable results from our current processes.

Gerald noted that the Economic/Program Contingency (EPC) took a large hit from FY15 to FY16. He asked for clarification on what exactly that line item refers to. Leila explained that when we went into the 2009 budget (recession), we had reserves that nearly equaled our budget, which is not considered optimum fiduciary practice. The Board decided to spend a significant portion of the reserves on capital improvements such as replacement of the HW HVAC system and expansion at the Lake Anne facility. At the same time, however, we were in the middle of a recession and the tax base took a huge hit. The Board reviewed the numbers and created the Economic/Program Contingency reserve fund to sustain pricing, programs and staffing when people were experiencing increased financial burdens. Now that we are out of the recession, Leila said that it seemed appropriate to re-prioritize the other reserves for funding and allocate the balance to this category.

Leila noted that she had checked in with John about the materials presented at tonight's meeting and he did not have any questions or concerns at this time.

Bill B. moved to present the FY16 budget outline to the full Board for consideration at its June 2 monthly meeting so it can be incorporated into the materials for the June 16 Annual Public Hearing on Programs and Budget. Michelle seconded the motion. The motion passed unanimously. The outline will be presented to the full Board on June 2 at 8:00 p.m.

Public Comment

None.

Gerald adjourned the meeting at 7:36 p.m.

Reston Community Center
 Budget vs Actuals Worksheet
 30-Apr-14

100%/12*10mo=83.3%

Revised Beginning Fund Balance \$ 5,742,205

Y-End Estimated Fund Balance \$ 4,081,443

Revenue	Adopted Budget FY14	FY13 Carryforward	FY14 Budget Changes	Revised Budget FY14	Mar	Apr		YTD Actual Revenue	REMAINING BALANCE	YTD % actual	Unrealized Revenue
1 Administration	6,330,924		225,746	6,556,670	21,219	28,514		6,458,185	98,485	98.50%	
2 Community Partnerships	0			0	3,660	1,487		5,147	(5,147)	0.00%	
3 Performing Arts-Theatre Admiss.	48,720			48,720	0	1,525		55,749	(7,029)	114.43%	380
4 PA Theatre Rental/Other	28,314			28,314	1,557	375		9,883	18,431	34.90%	
5 PA Cultural Activities/ Arts Org	0			0	(662)	(1,873)		7,855	(7,855)	0.00%	
6 Aquatics Classes/drop-in	297,160			297,160	17,224	11,992		234,369	62,791	78.87%	25,781
7 Aquatics Rental	16,000			16,000		2,400		8,120	7,880	50.75%	
8 L&L Fitness	119,423			119,423	8,330	2,368		101,573	17,850	85.05%	8,494
9 L&L Teens	87,630		(20,000)	67,630	1,815	-103		91,765	(24,135)	135.69%	28,019
10 L&L 55+	57,709			57,709	947	687		59,889	(2,180)	103.78%	14,469
11 L&L Youth	114,293		(20,000)	94,293	3,690	5,094		222,716	(128,423)	236.20%	30,349
12 L&L Adult	125,486			125,486	3,865	957		63,918	61,568	50.94%	11,668
13 Community Events				0				770	(770)	0.00%	
14 Arts Education	133,598			133,598	2,527	808		192,719	(59,121)	144.25%	3,868
Total RCC Revenue	7,359,257		185,746	7,545,003	64,172	54,231	0	7,512,658	32,345	99.57%	123,028

L&L - Leisure & Learning

Reston Community Center
 Budget vs Actuals Worksheet
 30-Apr-14

100%/12*10mo=83.3%	
Revised Beginning Fund Balance	\$ 5,742,205
Y-End Estimated Fund Balance	\$ 4,081,443

	Personnel Expenses	Adopted Budget FY14	FY13 Carryforward	FY14 Budget Changes	Revised Budget FY14	Mar	Apr	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
1	Administration	556,550		(83,809)	472,741	30,392	183,747		445,035	27,706	94.14%
2	Board OG	3,999			3,999				0	3,999	0.00%
3	Booking	182,325		2,550	184,875	13,958	13,626		138,769	46,106	75.06%
4	Comptroller	356,264		3,400	359,664	27,051	21,224		265,003	94,661	73.68%
5	Customer Service	528,530		(1,649)	526,881	34,615	33,678		365,721	161,160	69.41%
6	Facility Engineer	98,142		850	98,992	7,670	7,960		79,828	19,164	80.64%
7	Maintenance	425,585		6,800	432,385	30,410	30,215		313,993	118,392	72.62%
8	IT	122,662		850	123,512	9,865	9,865		90,508	33,004	73.28%
9	Media	405,329		(7,450)	397,879	22,215	22,232		248,784	149,095	62.53%
10	Performing Arts	471,314		4,250	475,564	32,937	39,203		357,694	117,870	75.21%
11	Aquatics	671,099		4,250	675,349	52,725	53,112		502,174	173,175	74.36%
12	Leisure & Learning (L&L) Programs A	211,828		6,547	218,375	16,681	16,516		165,900	52,475	75.97%
13	L&L Fitness	181,474		850	182,324	14,908	11,977		117,219	65,105	64.29%
14	L&L Teens	132,500		(1,150)	131,350	5,306	6,578		88,843	42,507	67.64%
15	L&L 55+	119,614		(1,150)	118,464	9,053	9,232		82,190	36,274	69.38%
16	L&L Youth	192,110		10,850	202,960	10,473	11,202		157,560	45,400	77.63%
17	L&L Adult	179,221		(6,650)	172,571	12,092	12,815		116,301	56,270	67.39%
18	Community Events	128,029		850	128,879	8,048	8,048		89,994	38,885	69.83%
19	Arts Education	297,671		850	298,521	16,398	16,850		230,210	68,311	77.12%
	Total Personnel Expenses	5,264,246		(58,961)	5,205,285	354,797	508,080	0	3,855,726	1,349,559	74.07%

Reston Community Center
 Budget vs Actuals Worksheet
 30-Apr-14

100%/12*10mo=83.3%	
Revised Beginning Fund Balance	\$ 5,742,205
Y-End Estimated Fund Balance	\$ 4,081,443

	Adopted Budget FY14	FY13 Carryforward	FY14 Budget Changes	Revised Budget FY14	Mar	Apr	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
1 Administration	271,421	19,715	(81,000)	210,136	1,459	2,499	11,958	49,733	160,403	23.67%
2 Board	59,000			59,000	5,323	267	0	34,295	24,705	58.13%
3 Booking	122,414			122,414	2,792	10,007	27,648	95,523	26,891	78.03%
4 Comptroller/Customer Service	375,599			375,599	15,320	20,677	391	323,670	51,929	86.17%
5 Facility Engineer	184,356	7,895		192,251	10,188	12,036	7,889	119,562	72,689	62.19%
6 Maintenance	439,720			439,720	33,389	32,923	96,502	407,852	31,868	92.75%
7 IT	127,544	3,819	(20,000)	111,363	2,818	182	7,656	47,842	63,521	42.96%
8 Media	420,233	15,167		435,400	33,415	41,291	29,739	389,180	46,220	89.38%
9 Community Partnerships	300,000		(50,000)	250,000	14,717	13,600	19,000	219,266	30,734	87.71%
10 Performing Arts	322,654		(9,000)	313,654	24,215	17,953	6,054	280,479	33,175	89.42%
11 Aquatics	94,015		(10,000)	84,015	3,684	4,834	4,151	62,800	21,215	74.75%
12 Leisure & Learning (L&L) Programs A	6,850			6,850	200	0		3,304	3,546	48.23%
13 L&L Fitness	16,238			16,238	1,546	399	10,248	15,358	880	94.58%
14 L&L Teens	132,235			132,235	1,214	5,779	7,577	110,647	21,588	83.67%
15 L&L 55+	86,321			86,321	3,164	10,813	140	65,304	21,017	75.65%
16 L&L Youth	136,030		(10,000)	126,030	4,069	4,812	14,404	109,362	16,668	86.77%
17 L&L Adult	108,010			108,010	2,862	2,436	1,734	36,877	71,133	34.14%
18 Community Events	170,760		(15,000)	155,760	1,469	1,875	6,886	110,613	45,147	71.01%
19 Arts Education	112,014	725	(10,000)	102,739	4,628	2,311	15,785	45,127	57,612	43.92%
Total Operational Expenses	3,485,414	47,321	(205,000)	3,327,735	166,472	184,694	267,762	2,526,794	800,941	75.93%

Reston Community Center
 Budget vs Actuals Worksheet
 30-Apr-14

100%/12*10mo=83.3%	
Revised Beginning Fund Balance	\$ 5,742,205
Y-End Estimated Fund Balance	\$ 4,081,443

Capital Proj. Desc. & Number/Cap Equip.	Adopted Budget FY14	FY13 Carryforward	FY14 Budget Changes	Revised Budget FY14	Mar	Apr	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
1 RCC Improvements C-000001		231,776	0	231,776		2,719	12,051	64,917	166,859	28.01%
2 Fac. Enhcment. LA C-000002		90	0	90				0	90	0.00%
3 C. R. HW Enhcmnts. C-000003		130,795		130,795				0	130,795	0.00%
4 Oil Tank Removal C-000007	50,000			50,000			1,950	47,105	2,895	94.21%
5 Theatre Enhancements C-000008		40,000		40,000				0	40,000	0.00%
6 Aquat. Mech. Sys. Upgrade C-000009		7,085	175,000	182,085			0	92,326	89,759	50.70%
7 Aquatics Slide			10,000	10,000			8,742	8,742	1,258	87.42%
8 PA Theatre Front of House(FOH) Mixing Console & D-Racks /sound system	28,000			28,000				0	28,000	0.00%
9 Woodshop Equip FY13 remaining balance		500	-500	0					0	0.00%
Total Capital Expenses	78,000	410,246	184,500	672,746	0	2,719	22,743	213,090	459,656	31.67%
Total RCC Expenditures	8,827,660	457,567	-79,461	9,205,766	521,269	695,493	290,505	6,595,610	2,610,156	71.65%

Reston Community Center
 Budget vs Actuals Worksheet
 30-Apr-14

100%/12*10mo=83.3%	
Revised Beginning Fund Balance	\$ 5,742,205
Y-End Estimated Fund Balance	\$ 4,081,443

	Adopted Budget FY14	FY13 Carryforward	FY14 Budget Changes	Revised Budget FY14			Encumbr.	YTD	Remaining Balance
Revenue	7,359,257	0	185,746	7,545,003	64,172	54,231	0	7,512,658	32,345
Personnel	5,264,246	0	-58,961	5,205,285	354,797	508,080	0	3,855,726	1,349,559
Operating	3,485,414	47,321	-205,000	3,327,735	166,472	184,694	267,762	2,526,794	800,941
Capital Projects	78,000	410,246	184,500	672,746	0	2,719	22,743	213,090	459,656
Total Expenses	8,827,660	457,567	-79,461	9,205,766	521,269	695,493	290,505	6,595,610	2,610,156
Revenue less Total Expenses	-1,468,403	-457,567	265,207	-1,660,763	-457,097	-641,262	-290,505	917,048	-2,577,811

Revenue

General Note: Revenue for camps held in the summer of 2013 that was collected before the end of the fiscal year (FY13) was reversed and recorded as FY14 revenue in July. An additional column is inserted for our FY14 Budget adjustments which were approved by the BOS in September. The last column inserted is for FY14 YTD-Fee Waiver total tracking. Fee Waiver amounts are unrealized revenue. The 2014 Summer Camp registration started February 1st and related revenue will be reversed for FY14 year-end-close and recorded as FY15 revenue. Revenue for May/June programs is not included yet.

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 99% of tax revenue, 104% of estimated Facility Rental revenue (which also includes T-Mobile antenna revenue) and 15% of the projected interest revenue. Facility rental revenue to-date includes FY15 revenue and will be reversed for FY14 year-end-close and recorded as FY15 revenue.
2. **Community Partnerships:** Reston 50th Anniversary Celebration ticket sale.
3. **Performing Arts:** Revenue collection is very uneven depending on scheduled shows and their related box office revenue. The 2013-2014 Professional Touring Artist Series season sales exceeded our revenue projection.
4. **Performing Arts Theatre Rental:** Theatre rental payments are typically made at the end of the fiscal year.
5. **Performing Arts Cultural Activities/Arts Organizations:** The community arts box office receipts and payments clearing line.
6. **Aquatics Classes/drop-in:** Year-to-date revenue represents daily gate fees, summer, fall class and activity revenue and initial winter/spring program registration revenue.
7. **Aquatics Rental:** Year-to-date revenue represents natatorium rental payment.
8. **Fitness:** Year-to-date amount includes summer, fall program and initial winter/spring program registration revenue.
9. **Teens:** Year-to-date amount includes summer, fall and initial winter/spring program registration revenue and 2014 summer camp revenue. Most of this cost center's revenue is realized during the summer.
10. **55+:** Year-to-date amount includes summer, fall and initial winter/spring program registration revenue.
11. **Youth:** Year-to-date amount includes summer, fall and initial winter/spring program registration revenue and 2014 summer camp revenue. Most of this cost center's revenue is realized during the summer.
12. **Adult:** Year-to-date amount includes summer, fall and initial winter/spring program registration revenue. This program is undergoing intensive review to determine what programming to retain and how to combine financial resources for cost savings. It is significantly underperforming revenue expectations.
13. **Community Events:** Year-to-date revenue is for Multicultural Festival book sale.
14. **Arts Education:** Year-to-date amount includes summer, fall and initial winter/spring program registration revenue and 2014 summer camp revenue; summer revenues from LARK and YAT contribute significantly to this cost center's revenue.

Personnel Expenses:

General Note: An additional column is inserted for FY14 Budget adjustments approved by the BOS in September 2013. The values include funding required for merit staff bonus and related F/B payout on November 1st, 2013.

1. **Administration:** Administration's allocated budget provides for OPEB costs recorded in April 2014.
2. **Booking:** Personnel costs are at the expected level.
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. Fringe Benefits costs were higher than budgeted.
6. **Maintenance:** Personnel costs are at the expected level.
7. **Information Technology:** Personnel costs are at the expected level.
8. **Media:** Personnel costs are at the expected level.
9. **Performing Arts:** Personnel costs are at the expected level.
10. **Aquatics:** Personnel costs are at the expected level.
11. **Leisure and Learning Administration:** Personnel costs are at the expected level.
12. **Fitness:** Personnel costs are at the expected level.
13. **Teens:** Personnel costs include summer camps' labor costs which occurred in July and August.
14. **55+:** Personnel costs are at the expected levels.
15. **Youth:** Personnel costs include summer camps' labor costs which occurred in July and August.
16. **Adult:** Personnel expenditures are at the expected levels. Savings from underperforming offerings appear in operating costs.
17. **Community Events:** Personnel expenditures are at the expected levels.
18. **Arts Education:** Personnel expenditures include LARK/YAT summer 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. An additional column is inserted for FY14 Budget adjustments approved by the BOS in September 2013.

1. **Administration:** Current month expense is for IT training. Reservations are for contract consulting services.
2. **Board:** Current month expenses are for hospitality.
3. **Booking:** Current month expenses are for equipment, piano tuning, storage facility rental, and security monitoring. Reservations are for security monitoring, piano tuning, and storage facility rental.
4. **Comptroller:** Current month expenses include bank fees, RCC LA Lease tax reimbursement, and supplies. Reservation is for office supplies.
5. **Facility Engineering:** Current month expenses include repair and maintenance costs. Reservations are for repair and maintenance.
6. **Maintenance:** Current month expenses include utilities and repair and maintenance costs. Reservations are for repair and maintenance costs and utilities.
7. **IT:** Current month expenses include communication costs. Reservation is for communication costs.
8. **Media:** Current month expenses include supplies, printing, and advertisement costs. Reservations are for web design and advertising cost.
9. **Community Partnerships:** Current month expenses include event hospitality costs and RHT payment. Reservations are for contracts.
10. **Performing Arts:** Current month expenses include operating costs and performer contract advance payments. Reservations are for contractor advance payments, program costs, and A/E design costs.
11. **Aquatics:** Current month expenses are for pool operating supplies, training materials, licensing fees, and pool maintenance. Reservations are for pool operating supplies and repairs.
12. **Leisure and Learning Admin:** No current month expense recorded. There are no open reservations.
13. **Fitness:** Current month expenses are for fitness equipment costs. Reservations are for program delivery contract costs.
14. **Teens:** Current month expenses are for transportation, recreational activities, and for program costs. Reservations are for program delivery contract costs, recreational activities, and program transportation.
15. **55+:** Current month expenditures include transportation, program and recreational activities costs. Reservation is for program delivery contract costs.
16. **Youth:** Current month expenditures are for recreational activities, program delivery contract costs, transport, and supplies. Reservations are for program delivery contract costs.
17. **Adult:** Current month expenditures include program supplies and program delivery contract costs. Reservations are for program delivery contract costs.
18. **Community Events:** Current month expenditures are for program supply costs and transport. Reservations are for program delivery contract costs and program costs.
19. **Arts Ed:** Current month expenditures are for program and supplies costs. Reservations are for program delivery contract costs and equipment repairs.

Capital Project Expense

General Note: Reservations for multiple months' expenses are made at the beginning of the year; funds are spent down from them. Additional column inserted for FY14 Budget adjustments to be approved by the BOS in September

1. **RCC Improvements /C-000001:**
 - ADA Entrance/Automatic Interior Doors at HW – Installation complete. Project billing complete.
 - ADA Restroom Addition – Construction is complete. Billing completed.
 - Motor Control Panel Replacement at HW – Project is in process. Replacement planned for summer 2014. IFB published. Pre-bid conference 03/05/14.
 - Rear Loading Dock Replacement – In process. A/E underway. Construction planned for summer 2014.
2. **Facility Enhancement Lake Anne /C-000002:**
 - Project complete. Project billing complete.
3. **Community Room Hunters Woods Enhancements /C-000003:**
 - Lighting/Sound system/Acoustical upgrades complete. Billing complete.
 - Chandelier refurbishment – In process. A/E proposal received from Kuyk & Associates.
4. **Oil Tank Removal/000007:**
 - Generator has been replaced. A few punch list items being addressed.
 - Fuel Tank has been removed, soil has been remediated and portion of back driveway that was excavated has been resurfaced.
5. **RCC Center Stage Enhancements /C-000008:**
 - Allocated in previous years funding for Center Stage floor budget of 40K transferred from RCC Improvements project (#1) for ease of costs 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.
6. **Aquatics Mechanical Sys. Upgrade/ C-000009:** 175K funding request added to FY13 Carryover. 12.9K design service funding for FY13 transferred from RCC Improvements project (#1).
 - Paddock Evacuator has been installed and is operational. Project billing complete.
7. **To 9. Capital Equipment:** Aquatics Slide, Performing Arts Front of the House Mixing Console, FY13 \$500.00 balance to be returned to the Fund.

FY16 Budget

	FY2015	FY2016
• Revenue		
• Estimated Fund Balance ¹	\$4,416,725	\$3,818,862
• Estimated Revenue ²	\$7,960,651	\$8,277,426
• Total Available Fund Bal.	\$12,377,376	\$12,096,288
• Expenditures		
• Personnel	\$5,283,663	\$5,367,499
• Operating	\$3,144,851	\$2,909,396
• Sub-Total Expenditures	\$8,428,514	\$8,276,895
• Capital Projects	\$ 130,000	\$ 647,000
• Total Expenditures	\$8,558,514	\$8,923,895
• Estimated Ending Balance	\$3,818,862	\$3,172,393
• Reserves		
• Capital Project Reserve	\$ 2,000,000	\$2,000,000
• Maintenance Reserve (12% of # Est. Revenue)	\$ 955,278	\$ 993,291
• Feasibility Study (2% of # Est. Revenue)	\$ 159,213	\$ 165,549
• Economic and Program Contingency	\$ 704,371	\$ 13,553
• Unreserved Balance	\$ 0	0

- ¹Reflects anticipated FY14 outcomes not included in the published FY15 beginning Fund Balance.
- ²Reflects anticipated Real Estate Tax and activity revenue not included in the published FY15 Budget.



Executive Director Report May 2014

Administration

The Media team has finished its final training session on the Content Management System that we will be using to update and maintain our new web site. New Web Graphic Designer Geoff Elkins is on board and very excited to be part of RCC's communications group. We are still targeting a soft launch of the new web site in June at some point.

RCC vacancies continue in our Finance/HR unit (advertising again to broaden applicant pool), and the Aquatics department (applicant pool under review). The vacant Leisure and Learning department Program Assistant position has been filled by Ali Clements.

The Finance/HR teams are working on all the layers of the year-end closeout schedule. During May, intensified attention is given to assuring we are closing out existing orders for goods and services and establishing those we will need beginning July 1. The hiring for summer programs is quite intensive and dozens of hiring letters are reviewed and processed to assure our camps are properly staffed.

We have reviewed and updated Fee Waiver program guidelines to clarify what constitutes an eligible member of a household (must be on the income verification or other documentation presented to support need) and how the \$150 in credit may be used (per member, not in aggregate for the household). In addition, the annual cycle will be adjusted this year to coincide with our fiscal year which will make financial record-keeping simpler. This will not impact Fee Waiver participants' access to our programs. For the Summer Camp benefit (unlimited access), the young person needs only to be a verified household member to be eligible.

Programs

Aquatics Director Joe Leary will be working with Cornerstones to schedule DEAP presentations for audiences in their communities. He also described the RCC offerings to people interested in becoming lifeguards as employment paths. He also described our summer youth level I and II swimming lessons (which are offered free of charge to Reston qualified patrons to support increased water comfort for those who have no swimming skills).

Our events in May garnered excellent participation as well as acclaim; they included the Older Americans Month Celebration featuring Kate Hanley as the Keynote Speaker; Langston Hughes Middle School social event in conjunction with their Standards of Learning testing which served 380 students; CenterStage performances featuring Washington choreographers and international music star Raul Midon; and of course the annual Northern Virginia Fine Arts Festival, among many wonderful RCC offerings. The CenterStage Box Office receipts have broken our standing record from our Thirtieth Anniversary Season. This took terrific teamwork and synergy between PD's selections, his team's execution, and our Media team's efforts to promote the exciting performances.

Executive Director

Meetings/activities: Arts Council Grants and Board meetings; Initiative for Public Art – Reston meetings; RCC Volunteer Recognition Dinner; Hunters Woods Neighborhood Coalition meetings; Fairfax County Master Arts Plan Task Force meetings; Celebrate Partnerships event at George Mason University (RCC nominated the Greater Reston Chamber of Commerce for an award.)