



**Reston Community Center
Board of Governors Monthly Meeting
June 3, 2019
8:00 p.m.
Meeting Agenda**

8:00 – Call to Order	Beverly Cosham, Chair
8:01 – Approval of Agenda	Beverly Cosham, Chair
8:02 – Approval of Minutes and Board Actions <ul style="list-style-type: none">• Approval of May 6, 2019 Board Minutes (As Reviewed and Approved by the Board Secretary)• Approval of May 6, 2019 Board Actions (As Reviewed and Approved by the Board Secretary)	Beverly Cosham, Chair
8:05 – Chair’s Remarks	Beverly Cosham, Chair
8:08 – Introduction of Visitors	
8:10 – Citizen Input	
8:12 – Committee Reports <ul style="list-style-type: none">• May 20 Finance Committee Meeting	Paul Thomas, Committee Chair
8:25 – Approval of Committee Reports	Beverly Cosham, Chair
8:27 – Board Member Input on Activities Attended	
8:37 – Executive Director’s Reports	John Blevins, Deputy Director For Leila Gordon, Executive Director
8:42 – Old Business	Beverly Cosham, Chair
8:46 – New Business	Beverly Cosham, Chair
8:50 – Adjournment	

Reminders:

Event	Date	Time.
Annual Public Hearing	June 17	6:30 p.m.



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
MAY 6, 2019**

Present:

- Bev Cosham, Chair
- Bill Bouie
- Michelle Moyer
- Bill Keefe
- Lisa Sechrest-Ehrhardt
- Dick Stillson
- Paul D. Thomas

Absent and Excused:

- Vicky Wingert
- Bill Penniman

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- John Blevins, Deputy Director
- Karen Goff, Public Information Officer

Bev called the meeting to order at 8:03 p.m.

MOTION #1:

Approval of the Agenda for the April 1, 2019 Board Meeting

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

MOTION #2:

Approval of the April 1, 2019 Board Minutes

Bill B. moved that the Board approve the **April 1, 2019 Board Minutes**. Paul seconded the motion. Dick said that written in the notes is "Dick said it is a wonderful idea." Dick said it sounds like he is in favor of RCC financing/operating a new venue, but that is not the case; he is simply in favor of the community having another performing arts venue. He asked if the notes could be amended or that sentence deleted. Leila said Dick's concern should be noted in the notes from tonight's meeting. Dick agreed to that. The motion passed unanimously.

MOTION #3:

Approval of the April 1, 2019 Board Actions

Bill B. moved that the Board approve the **April 1, 2019 Board Actions**. Paul seconded the motion. The motion passed unanimously.

Chair's Remarks

Bev said it certainly feels like spring. She is sneezing. Her dog is sneezing. Here is a poem:

Spring is Just Okay by Phil Cornish

Spring has sprung, the time has come, for the greening of the trees
A time of change, renewal and growth for my allergies
Like everything else in this great world, Spring has its pluses and minuses
But its features are quite singular when it comes to my poor sinuses

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A beautiful time of blossoms and buds, new branches and blue skies
But I can't enjoy them one little bit through my oozing, watery eyes
A neti pot, a nasal rinse, I'll try them, yes I will
I'll even take a 24-hour non-drowsy worthless pill
So listen cheerleaders of flowers and sun, to you I must disclose
Spring is not great for all of us, especially my nose

Introduction of Visitors

None

Citizen Input

None

Committee Reports

April 22 Finance Committee – Committee chair Paul said they had a good discussion and went through the fund statement and end-of-year projections. He said staff is recommending moving up the capital reserves from \$3 million to \$3.5 million. Paul pointed the Board to the final columns of the fund balance sheet and said we are not yet nearing having \$3.5 million; it is suggested as a new target; the Board will affirm it when it votes on the proposed FY21 budget at the June Public Hearing for Programs and Budget. Paul directed the Board to the Fiscal Years 2020 and 2021 budgets. He said the Board can see in the notes what is driving them. He thanked RCC's Finance staff for having this done early this year. He asked if there were any questions. There were none.

MOTION #4:

Approval of the April 22 Finance Committee report

Bill B. moved that the Board approve the **April 22, 2019 Finance Committee report**. Bill K. seconded the motion. The motion passed unanimously.

Board Member Input on Activities Attended

Bill K went to a PTAs show at CenterStage, as well as Best of Reston and the Leadership Fairfax breakfast.

Bill B. attended lots of meetings, Founder's Day, Best of Reston and the Leadership Fairfax (LFI) breakfast.

Paul said he was sorry to have missed Founder's Day; he was in Blacksburg with his son for an accepted-students event at Virginia Tech. He attended the Best of Reston and the LFI breakfast. Paul's dad has been ill. Paul is gearing up for South Lakes High School's All Night Grad Party; he is the Safety and Security Chair. Paul also attended the Lake Anne Brew House Third Anniversary Party.

Michelle went to see Langston Hughes Middle School's production of *The Sound of Music*. It was really fun, and she was very impressed with the performance. Gerald Zavala's daughter played the Mother Superior and was fantastic. Michelle also attended the Nike Invitational track meet at South Lakes HS, Best of Reston and the Leadership Fairfax breakfast.

Lisa attended Founder's Day. She noted it has been revamped a bit and there was good weather and attendance. She is excited to see new restaurants coming to Lake Anne. Lisa has been getting more involved with Southgate Community Center, which won an award for its advisory board's volunteer work. She is working on visiting all the schools and encourages people to volunteer if they can – the elementary schools always need people to come in and read with students; there are not as many at-home parents as in previous years. Lisa also moderated a discussion at the CenterStage, where there was a Washington West Film Festival screening on two short films dealing with race in America. She also attended the Best of Reston and LFI breakfast.

Dick and his wife went to the Board of Supervisors Hunter Mill District Candidates Forum at RCC Lake Anne. He said it was a good forum, and we have a good group of candidates. Cathy Hudgins will be a hard act to follow. He attended Founder's Day and the Best of Reston.

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Bev went to Founder's Day, Best of Reston and the LFI breakfast. She attended RCC's Volunteer Recognition Lunch and the Finance Committee meeting. She enjoyed *Liner Notes* at the CenterStage. She also attended the Hunter Mill Candidates Forum at the CenterStage and the Reston Chorale concert. She saw *The Avengers* movie and enjoyed it.

Executive Director's Reports

In the aquatics report, Leila said she has enjoyed presenting these reports, but this is the first month with some unhappy news. The construction team has found some drainage and pipe location issues. They will have to do some extra work, and it will cost more. Change orders totaling roughly \$20,000 have been submitted and approved. Technically, the drainage issues will also add 10 days to the project, but the team assured Leila it can make the time up later. Leila said Branch Builds is very committed to meeting our target end date. Testing of the soil is ongoing. They are testing for compaction in the soil. All tests have come back with positive results. One test today showed a two-point difference, so the team may have to go back and "compact it" more. After 15-16 soil reports, this was the first one with a finding that was slightly off.

The roof replacement target timeframe is in the next two or three weeks. Some people are still coming in to swim and do not know the pool is closed (we have issued another 16-17 construction passes since last month). Leila expects another uptick during the summer. Leila asked if there were any questions. Dick asked if the \$20,000 would come from the contingencies. Leila said it would; there are many, many contingencies at many levels built into the project. She said we are one-third of the way through the project, and this is the first round of change orders approved, so that is a pretty good track record so far.

In the April Executive Director's report, Leila said refining our equipment systems, maintenance and capital project planning framework is moving along. In that process, we discovered we will need to replace the tables and chairs in Fiscal Years 2020 and 2021. Paul asked what will happen with the old ones. Leila said we will put them on a government auction site and likely recover some money.

Leila said staff is getting to know the RecTrac system updates, however getting the Fall Program Guide organized felt like pulling a tooth. Staff has had to reformat and reorganize the entries, and programmers are constantly programming, so we are struggling with the timeline. We will develop procedures that support the effort as we become increasingly familiar with the tool.

We have advertised the new facility services position. We took a vacant position and converted it to a Parks and Recreation Specialist II. Hopefully, our current facility services director will be the successful candidate. We have a new executive assistant. Ricki Marion comes to us from work in the arts sector. She was most recently the Director of Development for The Washington Ballet. She is a Reston resident and is eagerly anticipating working much closer to home.

Leila said you could see RCC's impact at Best of Reston. PD Michnewicz is the chair of the production committee. He is a big reason things go smoothly. The marketing collaterals and program were designed by our graphic designer, Whitney Chambers.

We are still working on the budget. The Board of Supervisors took action on the County budget in late April. They boosted the market-rate adjustment from 1 percent to 2.1 percent for staff. They also set as the threshold for entry pay for merit position at \$15.14 an hour. Dick asked if the market-rate increase is the same for teachers. Leila said she believes teachers will get an even greater increase.

Old Business

Leila reminded the Board that May 18 is the Northern Virginia Fine Arts Festival Party, with a dance installation sponsored by Reston Community Center (Heidi Latsky's *ON DISPLAY/RESTON*). The FISH Fling is the same night. She will send out information on both.

New Business

Bill K. noticed that Hunters Woods Village Center owner Edens is doing landscaping and repair work. Board members pointed out the lighting improvements on the plaza – Bill K. had been hoping for that for years. Bev reminded everyone that Mother's Day is Sunday and the first "Lunchtime with the Arts at Mason" is Thursday at Reston Town Center. Leila said Anita Hollander's show *Still Standing* is

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Wednesday night at the CenterStage. Bev said Hollander is fascinating; she has done shows with her in the past.

MOTION #5: To Adjourn the Meeting

Bill B. moved to adjourn the meeting at Paul seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:45 p.m.



Lisa Sechrest-Ehrhardt
Board Secretary

____5-14-19____
Date

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON MAY 6, 2019

- | | | |
|------------------|-----------|---------------------------------------------------------------------------|
| 19-0506-1 | Bd | That the Board approve the Agenda |
| 19-0506-2 | Bd | That the Board approve the April 1, 2019 Board Minutes |
| 19-0506-3 | Bd | That the Board approve the April 1, 2019 Board Actions |
| 19-0506-4 | Bd | That the Board approve the April 22, 2019 Finance Committee report |
| 19-0506-5 | Bd | That the meeting be adjourned |



Lisa Sechrest-Ehrhardt
Board Secretary

5-14-19

Date



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS FINANCE COMMITTEE
MAY 20, 2019**

Present:

- Paul Thomas, Chair
- Bill Bouie
- Bev Cosham
- Michelle Moyer
- Dick Stillson
- Bill Keefe

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- John Blevins, Deputy Director
- Karen Goff, Public Information Officer
- Renata Wojcicki, Finance Director

The chair called the meeting to order at 6:31 p.m.

Leila directed the committee to the fund balance sheet. The first column shows the current outline of third quarter estimates, the next has the adopted FY20 numbers based on carryover and budget, then the FY21 proposed budget. The last column indicates the difference between the FY20 and FY21 numbers.

Leila highlighted some of the categories. She said the Pilot line items are conditional and will only be spent if we take on pilot programming at offsite venues. If those pilots don't occur, we won't spend that money. Leila said there aren't significant changes from previous discussions. The numbers now include the Board of Supervisors' approved Market Rate Adjustment (2.1 percent) for staff. Leila recommends that the committee moves the staff-recommended ceiling for capital project reserves to \$3.5 million (from \$3 million). Maintenance and feasibility study reserves are based on projected revenue and are calculated as a percentage of each (12 percent and 2 percent respectively).

Leila said revenue numbers are based on previous discussions and are presented in aggregate, not broken out by cost center. This is the outline that will be presented in slides at the June 17 Annual Public Hearing, and Renata will present recent actual prior year figures so people are able to consider them in that context.

Leila asked if there were any questions. Bill K. asked what the feasibility study reserve number is; Leila said that would be a maximum of 2 percent of projected revenue. Dick asked if economic and program contingencies are still \$0; Leila said they are. At this time there is no leftover money to assign to that reserve category. Dick also inquired about the status of the other reserves and Paul pointed to the balance from revenue minus core costs; that balance is what is distributed to the reserve categories as shown in each column. Leila said looking at our tax base performance, she does not see us being in any kind of fiscal difficulty, barring big overall economic change in the region.

Leila said we will know more about the total aquatics renovation budget footprint by the time of the public hearing. We are trying to roll into the budget another approximately \$150,000 of work, including the costs of the public art project, locker room floor replacement, new shower partitions in both locker rooms and new lockers. She wants to make sure there is a sufficient cushion before RCC starts pricing and ordering. Dick asked the price of the public art project. Leila said it is \$35,000 inclusive of both the art work and a community engagement activity about it.

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Michelle asked about the numbers in the revised column. Leila said we had assigned about \$12,000 in revenue to the Collaboration and Outreach cost center, but we are finding that the experiences being contracted for offsite locations are more of a non-revenue marketing nature as they are brief workshop-style tastes of RCC programming. In addition, that cost center programs many of the offsite Opportunity Neighborhood social and enrichment events which also have no fees associated with them. We are similarly decreasing the revenue estimate for Lifelong Learning because more free programming is being offered in that cost center, particularly educational seminars for older adults. We are seeing growth in use of fee waivers for summer camps, which displaces some revenue for the Youth/Teen cost center. In Fitness and Wellness there is increasing demand and revenue. We increased personnel and contract money to make sessions longer and reduce the gap between fall and winter programs for that cost center as a result.

Dick asked about sponsorships. When RCC sponsors an activity, how do we determine how much we put in compared to other sponsors? Leila said the events publish an offering package for sponsorship levels. As outlined in our Operating Guidance Memorandum, we pick a contribution level based on our relationship, the marketing benefit, visibility and other factors. For the Northern Virginia Fine Arts Festival (NVFAF), our level was \$25,000. We were listed on the street overhead banner, website and marketing materials. Dick asked if levels are negotiated. Bill B. and Michelle said no, it is a predetermined amount, and all nonprofits do this in order to avoid negotiation and provide distinct benefits.

Dick asked about the performance that RCC programmed for the NVFAF. Leila said that is separate from the sponsorship. Dick asked why RCC did not get credit. Leila said it was on the signage and in press releases. But in articles, such as the one in the Washington Post, it is up to the reporter what they want to include. We can't control mentions in earned media, but at the program sites for the performances the announcements were very carefully made to provide RCC credit for presenting the dancers.

Leila said she hopes to have the draft public hearing slides available for the June 3 Board meeting. She will not be there. John will have the materials, which will hopefully be about 16-20 slides. Paul asked if the board can review them prior to the public hearing; Leila said they can. Dick said there may be questions from citizens about the FY21 Capital Projects. Leila said those slides will be broken down by project and not presented as a lump sum.

Bill K. asked if there are photos of the aquatics renovation. Leila said it is still dirt, but she has a good photo of aggregate amounts of materials that have been sent for recycling. Bill K. suggested it would be good to have boards of the project design and progress to date available at the hearing.

Leila suggested the committee make a motion to increase the Capital Project Reserve ceiling to \$3.5 million. Dick made a motion to increase the ceiling. Bill B. seconded the motion. The motion was passed unanimously and will be voted on by the whole board in June.

Leila directed the committee to the month-end (April) financial documents.

Revenue

Leila said this category now includes summer camps and the new facility rental season. As a result, it looks as though we have made a lot more revenue than projected. Those numbers are in red, and after the new fiscal year begins on July 1, they will get reversed in order to assign the revenue to the correct fiscal year. Our investment interest account is doing remarkably well. Performing Arts revenue from the online sales of tickets shows positively given we hadn't made a revenue projection for that without having a reliable history upon which to base a projection. More people are ordering tickets online.

Paul left the meeting at 6:55 p.m.

Dick asked about Facility Rental revenue. Leila said it is not all FY19 revenue as some of it will be part of FY20. Leila pointed to missed target numbers in aquatics after a downturn in drop-in programs and classes, as well as the pool closing for renovation. Community Events extra revenue is real. Michelle asked about the sale of the pool slide. Leila said we sold it to Reston Association for \$3,000 (along with \$1,000 in other materials), which was a 33 percent recovery of the slide's original cost.

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Personnel

Leila said we are spending at expected levels. We are practically fully staffed. We will do interviews for the facility services position soon. There are three applicants, including Brian Gannon. We are saving some money while Ricki Marion is on part-time status as executive assistant. Depending on how much she enjoys her role here, there may be a promotional opportunity advertised in June or July for that position or we may advertise it to a broader audience. Dick asked about the reallocated booking numbers. Leila said we reallocated money to Customer Service to fund the Billing and Reconciliation clerk position. Dick asked if the IT numbers included the website redesign. Leila said that project will not show up until FY20 and it will be covered in the operating expense category of the budget.

Operating

Leila said we are getting closer to the end of FY19. We will be seeing numbers in Year-to-Date (YTD) go up as encumbrances are spent down. The numbers are balancing closer to budget targets as we begin to close out Purchase Orders. She pointed out the red number in the Board line, which represents the entire cost of the community survey (\$89,000) being loaded against that cost center. Dick asked about \$70,000 in maintenance and whether that is scheduled. Leila said probably not, but when we did the third quarter budget we identified about \$400,000 that would be unspent in aggregate for the agency at the end of the year. Michelle said maintenance is pretty much on target. Leila said we are going to see some savings in utilities due to the pool being closed. That could also be true for part of the next fiscal year, but we don't know energy costs or water costs of the new pools, so an overall savings will be harder to predict for FY20's utility costs.

Capital Projects

Leila said we are done with the carpet installation at Hunters Woods. The solar panels and rooftop energy unit continue to carryover. It is likely we will be in a power purchase agreement on solar panels; we had a great proposal three years ago and it has been hard to wait for the county to get caught up to our work on this effort. The county said the RFP will be wrapped up this summer, so it likely will be next summer before RCC will see the project come to fruition. The audio-visual upgrades are complete for FY19. The Lake Anne gallery improvements are nearly complete. The theatre floor repairs are done, with some warranty work pending. We are continuing LED lighting replacements; some of that will continue into FY20. She advised the committee not to panic over aquatics renovation numbers. The YTD represents costs of the architect, contractor and contingencies total projected costs as those purchase orders are loaded against that line item. The numbers will move from one column to the other as we move forward through the project.

Dick asked what happens next. Leila said the motion for reserves goes to the board. The staff will continue to prepare the public hearing materials on the basis of the estimates and projects already reviewed by the committee. Dick asked when the board can see what will be presented to the public. Leila said likely at the June 3 meeting, but her preference would be not to include it in the board package as it will be presented to the public on June 17. The draft of the slides and the accompanying notes will be shared with the Board on June 3, and with their comments, revised as needed to present to the public at the hearing. Before the hearing, Leila will circulate the final version of the slides and notes to the Board members. Leila reminded the committee the public hearing is June 17 at 6:30 p.m.

There being no further business, Vice Chair Bill B. adjourned the meeting at 7:10 p.m.

FY21 Budget and Fund Balance Estimate using 3rd Quarter FY19 Y-End Projections

FUND STATEMENT	FY19 Estimate By RCC Staff @FY19 3rd Qtr	FY20 Adopted + Pilot + FY/19 Carryover	FY21 Proposed	FY21 vs FY20 Revised
Estimated Beginning Balance (incl FY16 savings)	7,851,670	2,088,621	1,985,132	103,489
Revenue:				
Taxes	7,933,739	7,933,739	8,505,019	571,280
Interest	71,927	15,870	15,870	0
Vending	1,600	1,600	1,600	0
Aquatics	106,292	236,516	350,008	113,492
L&L	337,048	430,896	397,040	-33,856
Rental	167,535	171,875	173,000	1,125
Arts and Events	334,568	347,681	360,994	13,313
<i>Pilot / Tax Revenue @ FY19 Carryover</i>		<i>452,148</i>		<i>-452,148</i>
Total Revenue	8,952,709	9,590,325	9,803,531	213,206
Total Available	16,804,379	11,678,946	11,788,663	316,695
Expenditures:				0
Personnel Services*	5,163,890	5,924,777	6,198,138	273,361
<i>Pilot Personnel Request @ FY19 Carryover</i>		<i>118,253</i>		<i>-118,253</i>
Operating Expenses*	2,703,460	3,039,803	3,110,610	70,807
<i>Pilot Oper Request @ FY19 Carryover</i>		<i>384,981</i>		<i>-384,981</i>
Subtotal Personnel & Operating	7,867,350	9,467,814	9,308,748	-159,066
Capital Projects & Equipment		226,000	308,000	82,000
<i>Carryover of Current Capital Projects Funding Balance</i>	<i>6,848,408</i>			<i>0</i>
Total Capital Projects	6,848,408	226,000	308,000	82,000
Total Disbursements	14,715,758	9,693,814	9,616,748	-77,066
Ending Balance	2,088,621	1,985,132	2,171,915	393,761
Capital Project Reserve ^{5 (3.5 min)}	835,242	642,487	799,420	156,934
Maintenance Reserve 12% of curr revenue	1,074,325	1,150,839	1,176,424	25,585
Feasibility Study Reserve 2%	179,054	191,807	196,071	4,264
Economic and Program Contingency ^(up to 3.5 min)			0	0
Unreserved Balance	0	0	0	0
Tax Rate per \$100 of Assessed Value				
Revenue less Expenses excluding capital projects	1,085,359	122,511	494,783	372,272

Reston Community Center
Revised Budget vs Actuals Worksheet
30-Apr-19

100%/12*10 mos=83.30%

	Personnel Expenses	FY19 Funding Reallocation	FY18 Carryover	FY19 Adopted Funding	Revised FY19 Budget	Apr	YTD	REMAINING BALANCE	% Budget Used Ytd
1	Administration	(7,179)		640,662	633,483	30,805	397,411	236,072	62.73%
2	Booking	(50,921)		213,938	163,017	12,105	129,093	33,924	79.19%
3	Comptroller			431,792	431,792	33,209	341,991	89,801	79.20%
4	Customer Service	58,100		548,102	606,202	43,722	442,545	163,657	73.00%
5	Facility Engineer			173,751	173,751	9,462	96,462	77,289	55.52%
6	Maintenance			388,586	388,586	27,769	282,071	106,515	72.59%
7	IT			140,595	140,595	10,534	107,579	33,016	76.52%
8	Media/Sponsorships			426,196	426,196	31,469	310,665	115,531	72.89%
9	Community Partnerships			0	0		0	0	0.00%
10	Performing Arts			558,307	558,307	41,345	421,240	137,067	75.45%
11	Aquatics			494,029	494,029	27,948	433,803	60,226	87.81%
12	L&L Fitness			205,815	205,815	15,954	156,838	48,977	76.20%
13	L&L Admin			268,636	268,636	18,313	195,725	72,911	72.86%
14	L&L Youth/Teen			230,012	230,012	11,396	189,360	40,652	82.33%
15	L&L Lifelong Learning			199,576	199,576	13,541	105,004	94,572	52.61%
16	L&L Collab & Outreach			106,092	106,092	8,036	77,035	29,057	72.61%
17	Community Events			148,151	148,151	10,963	106,733	41,418	72.04%
18	Arts Education			353,669	353,669	23,035	266,634	87,035	75.39%
	Total Personnel Expenses	0	0	5,527,909	5,527,909	369,608	4,060,188	1,467,721	73.45%

Reston Community Center
Revised Budget vs Actuals Worksheet
30-Apr-19

100%/12*10 mos=83.30%

	Operational Expenses	FY19 Funding Reallocation	FY18 Carryover	FY19 Adopted Funding	Revised FY19 Budget	Apr	YTD	REMAINING BALANCE	% Budget Used Ytd
1	Administration			63,400	63,400	120	25,919	37,481	40.88%
2	Board			57,820	57,820	795	137,855	(80,035)	238.42%
3	Booking			97,088	97,088	10,846	86,183	10,905	88.77%
4	Comptroller//LA Lease/Admin			361,453	361,453	2,454	316,953	44,500	87.69%
5	Customer Service			1,000	1,000		891	109	89.14%
6	Facility Engineer			165,584	165,584	7,783	93,092	72,492	56.22%
7	Maintenance			420,164	420,164	(66)	355,551	64,613	84.62%
8	IT			98,500	98,500	123	72,268	26,232	73.37%
9	Media/Sponsorships		1,600	452,961	454,561	11,846	360,755	93,806	79.36%
10	Community Partnerships			135,000	135,000		131,304	3,696	97.26%
11	Performing Arts			293,255	293,255	10,269	265,302	27,953	90.47%
12	Aquatics			10,400	10,400	270	11,053	(653)	106.28%
13	L&L Fitness			25,176	25,176	100	12,368	12,808	49.13%
14	L&L Admin			6,100	6,100	(40)	3,376	2,724	55.34%
15	L&L Youth/Teen			182,009	182,009	6,846	174,746	7,263	96.01%
16	L&L Lifelong Learning			115,909	115,909	4,038	78,021	37,888	67.31%
17	L&L Collab & Outreach			21,300	21,300	1,688	10,368	10,932	48.68%
18	Community Events		9,000	174,337	183,337	51,245	197,084	(13,747)	107.50%
19	Arts Education			84,421	84,421	1,102	46,427	37,994	54.99%
	Total Operational Expenses		10,600	2,765,877	2,776,477	109,416	2,379,516	396,961	85.70%

Reston Community Center
Revised Budget vs Actuals Worksheet
30-Apr-19

100%/12*10 mos=83.30%

	Capital Proj. Desc. & Number/Cap Equip.	FY19 Funding Reallocation	FY18 Carryover	FY19 Adopted Funding	Revised FY19 Budget	Apr	YTD	REMAINING BALANCE	% Budget Used Ytd
1	RCC Improvements CC-000001	(60,000)	344,007	0	284,007	8,596	10,365	273,642	3.65%
2	RCC Facility Enhcmnts. CC-000002	15,000	30,000	0	45,000		33,734	11,266	74.96%
3	Theatre Enhancements CC-000008		282,408	0	282,408		181,878	100,530	64.40%
4	RCC Natatorium Reno CC-000009	45,000	6,191,993	0	6,236,993	43,292	5,785,732	451,261	92.76%
	PA Capital Equipment			0	10,600		10,590	10	99.91%
	Total Capital Expenses	0	6,848,408	0	6,859,008	51,888	6,022,299	836,709	87.80%
	Total RCC Expenditures	0	6,859,008	8,293,786	15,163,394	530,911	12,462,003	2,701,391	82.18%

Reston Community Center
Revised Budget vs Actuals Worksheet
30-Apr-19

100%/12*10 mos=83.30%

						YTD (does not incl. Fee Waiver amounts)			YTD Fee waiver (unrealized revenue)
Revenue	FY19 Funding Reallocation	FY18 Carryover	FY19 Adopted Funding	Revised FY19 Budget	Apr		REMAINING BALANCE	YTD % actual	
1 Administration:									
Taxes		381,764	7,551,975	7,933,739	4,617	7,898,876	34,863	99.56%	
Interest			3,000	3,000	13,221	129,965	(126,965)	4332.17%	
Vending			1,600	1,600	0	798	802	49.86%	
Facility Rental			171,875	171,875	27,968	207,542	(35,667)	120.75%	
Equipment Sale			0	0	0	3,047	(3,047)	0.00%	
2 Performing Arts-Theatre Admiss.			55,854	55,854	1,450	51,130	4,724	91.54%	40
3 PA Theatre Rental			42,575	42,575	338	54,031	(11,456)	126.91%	
4 PA Misc Revenue			0	0	229	4,128	(4,128)	0.00%	
5 PA Equip. Sale Revenue			0	0	0	999	(999)	0.00%	
6 PA Cultural Activities/ Arts Org			0	0	8,119	12,956	(12,956)	0.00%	
7 Aquatics Classes/drop-in			134,000	134,000	-182	86,526	47,474	64.57%	14,661
8 Aquatics Rental			15,000	15,000	32	14,425	575	96.17%	
9 Aquatics Equipment Sale Revenue			0	0	4,000	4,000	(4,000)	0.00%	
10 L&L Fitness			120,000	120,000	2,333	116,139	3,861	96.78%	4,248
11 L&L Youth/Teen			186,716	186,716	3,467	248,294	(61,578)	132.98%	125,791
12 L&L Lifelong Learning			101,000	101,000	1,278	59,312	41,688	58.72%	31,331
13 L&L Collab & Outreach			12,000	12,000	211	2,239	9,761	18.66%	88
14 Community Events			3,338	3,338	0	5,975	(2,637)	179.00%	
15 Arts Education			220,139	220,139	1,966	279,547	(59,408)	126.99%	11,962
Total RCC Revenue	0	381,764	8,619,072	9,000,836	69,047	9,179,928	-179,092	101.99%	188,121

**Revenue
comment**

General Notes: A \$381,764 increase to the FY19 projected tax revenue estimate was requested at FY18 Carryover submission. Generally speaking, the program revenue accumulation is falling short of our projections. Summer 2019 (FY20) camp registration started February 1, 2019. The facility rental season (September, 2019 through August, 2020) began booking reservations in March, 2019. Therefore, FY19 Arts Education, Youth/Teen and Facility Rental revenue totals will be distorted; FY20 revenue will be reversed in June.

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 99.56% of tax revenue, 120.75% of estimated Facility Rental revenue (which also includes T-Mobile antenna revenue) and 4,332.17% of estimated interest revenue. Collection of interest is dependent on investment procedures approved by the County Investment Committee. The investment income is commensurate with the current rates of return including repurchase agreements, commercial paper, short term bills and notes.
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 on an irregular schedule depending on when performances occur.
4. **Performing Arts Misc. Revenue:** Revenue from processing fees for online ticketing; terms negotiated with Tickets .com return a small amount to RCC. Revenue from this stream was not projected for FY19 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 fall program registration revenue. Revenue is not keeping pace with projected participation levels; there are anticipated savings in Personnel that will offset that. No further revenue for FY19 is anticipated for this line item/cost center.
8. **Aquatics Rental:** Represents natatorium rental payments.
9. **Aquatics Equipment Sale:** Aquatics slide sale proceeds.
10. **Fitness:** Year-to-date amount includes summer, fall and winter/spring program registration revenue.
11. **Youth/Teen:** Year-to-date amount includes summer 2018, fall, winter/spring, and summer 2019 (FY20) camp 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. It's anticipated that the revenue target will not be reached as a consequence of the offset to revenue potential represented by fee waiver participation in summer of 2018.
12. **Lifelong Learning:** Year-to-date amount includes summer, fall and winter/spring program registration revenue. Fee waiver participation in this cost center's offerings is increasing. It may inhibit our ability to reach the actual revenue target for the cost center.
13. **Collaboration & Outreach:** The Director position was filled at the end of FY17 and the programming is continuing to evolve. Given particulars of staffing for this year, it is likely this revenue projection will be reached. We are shifting from a revenue-producing model for this cost center to one that is more focused on participation, location establishment and marketing of RCC. To achieve those objectives, programming is being offered as "samples" of RCC without fees being charged in many cases.
14. **Community Events:** Revenue is collected from booth fees associated with the Reston Multicultural Festival and MLK luncheon ticket sales.
15. **Arts Education:** Year-to-date amount includes summer 2018, fall, winter/spring, and summer 2019 (FY20) camps 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 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.

1. **Administration:** Administration's allocated budget is typically under-spent; funding provides for \$77.5K OPEB (Other Post-Employment Benefits). The vacant Deputy Director position was filled in August 2018.
2. **Booking:** Personnel costs are at the expected level.
3. **Comptroller:** Personnel costs are at the expected level; a merit vacancy was filled in June 2018.
4. **Customer Service:** Personnel costs are at the expected level; a merit Billing and Reconciliation clerk position was filled in July 2018.
5. **Facility Engineer:** Personnel costs are at the expected level. One full time position's budget allocation was transferred from Maintenance to Engineering. This position remains vacant.
6. **Maintenance:** Personnel costs are at the expected level; a merit vacancy was filled mid-March 2019.
7. **Information Technology:** Personnel costs are at the expected level.
8. **Media/Sponsorships:** Personnel costs are at the expected level. The Graphic Artist III position was filled in August 2018.
9. **Community Partnerships:** No personnel costs are anticipated in FY19.
10. **Performing Arts:** Personnel costs are at the expected level.
11. **Aquatics:** One full time position is remaining vacant and on loan to DPWES to provide for the Aquatics renovation project management. For the remainder of the fiscal year, personnel costs will represent the cost of the assigned merit positions and a small amount of exempt position activity. Savings offsetting the lower revenue achievement will occur in the personnel category. There was a bump in payroll costs in December associated with prep for the renovation.
12. **Fitness:** Personnel costs are at the expected level.
13. **Leisure and Learning Admin:** Personnel costs are at the expected level. The vacant Leisure & Learning Director position was filled in August 2018.
14. **Youth/Teen:** Personnel costs are at the expected level. Personnel costs include summer camps labor costs which occur in July and August. Director estimates labor costs savings due to the use of professional contractors to run some of the specialty camps.
15. **Lifelong Learning:** Personnel costs are at the expected level. The vacant Lifelong Learning Director position was filled in October 2018.
16. **Collaboration & Outreach:** Personnel costs are at the expected levels.
17. **Community Events:** Personnel costs are at the expected level.
18. **Arts Education:** Personnel costs are at the expected level. Personnel costs include summer camps labor costs which occur in July and August.

**Operating
Expenses:**

General Notes: Reservations for multiple-month periods for expenses and pre-paid contracts 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 contracts will be restored to the cost center balances.

1. **Administration:** Current month expenses and reservations/payments net are for training costs.
2. **Board:** Current month expenses and reservations/payments net are for subscriptions, hospitality and supplies. The large overrun is due to the assignment to this cost center of the Community Survey purchase order (approximately \$90K).
3. **Booking:** Current month expenses and reservations/payments net are for security, facility furniture, storage rental, and supplies.
4. **Comptroller/LA Lease/Admin:** Current month expenses include bank fees, DIT billing for copying costs and supplies.
5. **Customer Service:** No current month expenses recorded.
6. **Facility Engineering:** Current month expenses and reservations/payments net are facilities repair and maintenance costs.
7. **Maintenance:** Current month expenses and reservations/payments net are utility costs, facilities maintenance, custodial services, supplies costs, and refusal disposal costs.
8. **IT:** Current month expenses and reservations/payments net are software maintenance costs.
9. **Media:** Current month expenses and reservations/payments net are advertisement, printing and photographer costs.
10. **Community Partnerships:** No current month expenses recorded.
11. **Performing Arts:** Current month expenses and reservations/payments net are program delivery and membership costs.
12. **Aquatics:** Current month expenses and reservations/payments net are training materials costs.
13. **Fitness:** Current month expenses and reservations/payments net are equipment costs.
14. **Leisure and Learning Admin:** Current month expenses is a net of a \$464 credit for DHR awards costs error and professional membership costs.
15. **Youth/Teen:** Current month expenses and reservations/payments net are program delivery and recreational costs. Additional camp sessions to accommodate waiting list caused costs overrun for transportation and contract program delivery and these will be offset by anticipated savings in the personnel funding category.
16. **Lifelong Learning:** Current month expenses and reservations/payments net are transportation, program delivery, recreational activities, and supplies costs.
17. **Collaboration & Outreach:** Current month expenses and reservations/payments net are recreational activities and program delivery costs.
18. **Community Events:** Current month expenses and reservations/payments net are program delivery costs. New concert series will cause this cost center to reflect more spending than was originally budgeted. It will be offset by savings in other cost centers.
19. **Arts Ed:** Current month expenses and reservations/payments are program 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, Roof Solar Panels, HW Carpet Replacement Phase I, HW A/V Upgrade.
2. **RCC Facility Enhancements/CC-000002:** LA Gallery Entry.
3. **RCC CenterStage Enhancements/CC-000008:** This project includes funding for the CenterStage floor replacement, Audio Visual Controls and LED Lights replacement.
4. **RCC Aquatics Renovation/CC-000009:** TLS Aq. Ctr.; Project started in January 2019.



Executive Director Report May 2019

Administration

Capital Projects, Business Systems, Personnel

Warranty and cement work continues on the theatre stage floor project. We are anticipating completion within the next maintenance periods and will cover added costs from the project and operating budgets in Performing Arts. The final audio-visual refinements for the Gallery systems at RCC Lake Anne will be complete by the end of the fiscal year. That project will conclude within budget. Carpet has been replaced in the lobby area of the Terry L. Smith Aquatics Center bringing the Hunters Woods carpet replacement project (both phases) to conclusion.

Staff are still researching products to establish a useful framework for our comprehensive inventory, maintenance and project scheduling data. The RecTrac publishing component is in use for the second time on the production of the Fall Program Guide. Staff are preparing a new set of procedures for the publication process based on the experiences we have had with it. The RFP for a new ticketing software product is in its second round of editing. We are also preparing an informal RFP for the delivery of our SAT test prep programming.

Brian Gannon has been promoted to the newly established Facility Services Director position. All merit system employees are undergoing the annual evaluation/performance review process.

Programs

May Arts and Events activity included CenterStage performances (*Still Standing*, *The River*) that were well received. The new series at Reston Town Center started up – Lunchtime with the Arts at Mason has so far been a hit with audiences there. The rest of our summer concert series will be in full gear by early June. RCC is presenting about 80 music or entertainment events from May through August in our Reston partner locations. The performances at the Northern Virginia Fine Arts Festival of *ON DISPLAY/RESTON* were greatly enjoyed by the public; that effort involved the entire Arts and Events team.

In Leisure and Learning, the bicycle instruction classes continue to be successful and are presented on the Comstock property. The Baby Expo attracted 110 patrons and 20 vendors – both groups rated the event highly – in the second year of this event. Lifelong Learning collaborated with Reston Association to offer the presentation of *The Four Mrs. Hemingways* in our Community Room for 120 attendees. Our new neighbor, Trail's Edge, provided the hospitality for the event. That program was also very popular and patrons seemed to enjoy themselves immensely. Youth/Teen programming hit area nature spots for fun spring trips in May. After-school programming will be winding down for the year.

The Aquatics team is busy planning an aggressive recruitment strategy for the staffing up involved for our new pool facility. They are paying close attention to the challenges RA is experiencing with summer hiring and taking steps to assure that our employment proposition is highly attractive. Those efforts will be launched in August.

Executive Director

Meetings/Events: Reston Chamber Board; Master Arts Plan; Opportunity Neighborhood; Human Services Leadership team; Senior Management Team; **ARTSFAIRFAX** Executive Committee; VIP Opening Reception for Trail's Edge.



Aquatics Renovation Report June 3, 2019

Milestones/Highlights

During May, the work on mechanical systems – particularly plumbing – began. The roof was demolished and the roof replacement work is well underway. Testing has been ongoing for soil compaction (needed to be sure that the pools are stable and won't shift after being built and filled). In addition, the welds on the original steel beams are being tested to be sure that they still have integrity and won't require remediation.

Although the pool subcontractor initially indicated they may not be able to marshal their crew at the required time, they have adjusted that position and are delivering the materials for the next phase of construction. They will have sufficiently planned to be able to fulfill their contractual obligations. Branch Builds feels that they have resolved the initial schedule situation effectively.

Change orders will occur with respect to relocating duct work that will need to be used to support the appropriate air flow into and out of the pool environment. Originally, ducts were going into ceiling and building areas involving the woodworking shop but when the size of ductwork needed was established that pathway proved impossible. The new configuration will resolve that issue. Contingencies are still predicted to support the added change order magnitude of this and the cumulative change orders to date.

We asked the DPWES team to assess the capacity of the project funds to support locker room improvements we'd like to schedule during the construction period. Our intent is to replace the floors and shower partitions as well as the actual lockers. They believe there will be sufficient funding availability from the contingencies to support proceeding with these efforts. RCC staff will begin actively soliciting proposals and work with county-established contractors to be able to expedite the work.

Patrons and Communications

To date: Construction Passes issued to RCC patrons: 589

191 to Adults (Under 55)	288 to Adults 55+ (Seniors)	110 to Youth
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RCC website – detailing construction progress:

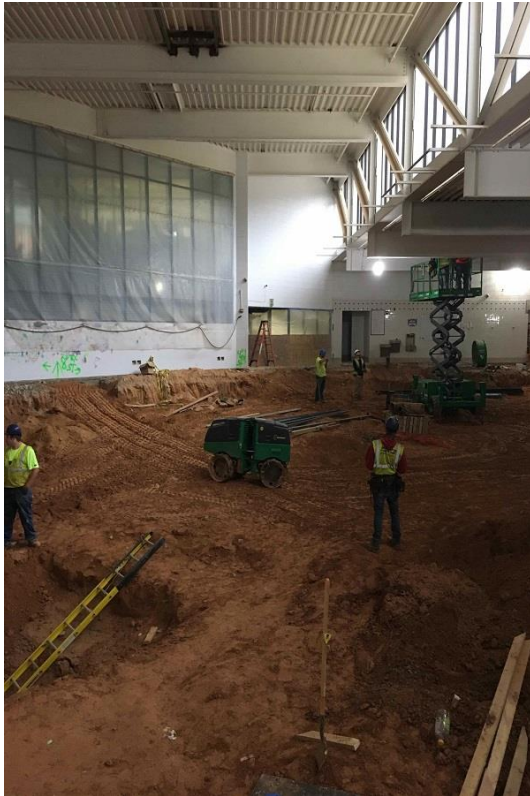
<http://www.restoncommunitycenter.net/aquatics-renovation/construction-update>

The contractor summary of materials that will have been recycled from the project:

RCC Aquatics Renovation Recycled Material

Recycled Material	Quantity	Unit
Ductwork / Sheet Metal	8	Tons
Concrete / Plaster	102	Tons
Ballast	62	Tons
Rebar / Dirty Steel	7000	Lbs.
Stainless Steel / Gutters	4200	Lbs.
Fiberglass Grates	280	Lin. Feet
2x4 wood		Lin. Feet

Here are two recent construction photos from Branch Builds:



RCC Aquatics
Renovation
May 2019

