



**Reston Community Center  
Board of Governors Monthly Meeting  
May 2, 2016  
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"> <li>• Approval of April 4, 2016 Board Minutes (As Reviewed and Approved by the Board Secretary)</li> <li>• Approval of April 4, 2016 Board Actions (As Reviewed and Approved by the Board Secretary)</li> </ul>	
8:05 – Chair’s Remarks	Beverly Cosham, Chair
8:08 – Introduction of Visitors	
8:10 – Citizen Input	
8:12 – Committee Report	
<ul style="list-style-type: none"> <li>• April 18 Long Range Planning Committee Report</li> </ul>	Michelle Moyer, Committee Chair
<ul style="list-style-type: none"> <li>• April 18 Finance Committee Report</li> </ul>	Gerald Zavala, Committee Chair
8:20 – Approval of Committee Reports	Beverly Cosham, Chair
8:22 – Board Member Input on Activities Attended	
8:35 – Executive Director’s Report	Leila Gordon, Executive Director
8:40 – Old Business	Beverly Cosham, Chair
8:42 – New Business	Beverly Cosham, Chair
8:45 – Adjournment	

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**Reminders:**

<b>Event</b>	<b>Date</b>	<b>Time</b>
June Finance Committee Meeting	June 6	7:00 p.m.
June Monthly Meeting	June 6	8:00 p.m.
June Long Range Planning Committee (tentative)	June 13	6:30 p.m.
Annual Public Hearing	June 20	6:30 p.m.



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS MEETING  
APRIL 4, 2016**

**Present were:**

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

**Attending from the RCC Staff:**

- Tom Ward, Deputy Director
- Cristin Bratt, Public Information Officer

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

**MOTION #1:**

**Approval of the April Agenda**

Gerald moved that the Agenda be approved. Bill P. seconded the motion. The motion passed unanimously.

**MOTION #2:**

**Approval of the March 7, 2016 Board Minutes**

Bill B. moved that the Board approve the March 7, 2016 Board Minutes. Bill P. seconded the motion. The motion passed unanimously.

**MOTION #3:**

**Approval of the March 7, 2016 Board Actions**

Bill B. moved that the Board approve the March 7, 2016 Board Actions. Gerald seconded the motion. The motion passed unanimously.

**Chair's Remarks**

Bev said it is officially spring but you wouldn't know it from the weather; the April weather is playing tricks on us. She noted that this week, we honor Reston's founder, Bob Simon, with a full schedule of events. She also noted that on Thursday we will celebrate as Cornerstones recognizes our Executive Director Leila Gordon on everything she has done to make RCC and Reston a better place. Bev said that Bob Simon had a dream for Reston and Leila, Tom Ward and the staff spend every day working to make that vision a reality. She read the following poem:

*Dreams* by Langston Hughes

Hold fast to dreams  
For if dreams die  
Life is a broken-winged bird  
That cannot fly.  
Hold fast to dreams  
For when dreams go  
Life is a barren field  
Frozen with snow.

**Introduction of Visitors**

None.

**Citizen Input**

None.

**Committee Reports**

**March 14 Long Range Planning Committee Report** – Michelle explained that the full Board met on March 14 to respond to the community’s February input. Leila and staff recapped the meeting, synthesized the input and used it to create a new draft of the strategic plan. Michelle said there was input at and after the meeting; all details are outlined in the attached report.

**MOTION #4:**

**Approval of the Committee Reports**

Bill P. moved that the Board approve the committee reports. Bill K. seconded the motion. The motion passed unanimously.

**Board Member Input on Activities Attended**

Bill K. attended the Reston Transportation Network Analysis Advisory Group (RNAAG) meeting to discuss priorities for transportation; they will begin accepting input on April 11. He also attended several retirement parties, including his own.

Bev asked if Fairfax County Supervisor Cathy Hudgins’ April 20 meeting at South Lakes High School is part of the transportation input process. Bill K. said priorities have not yet been stated but Supervisor Hudgins wants to remain transparent. The April 20 event is to inform the community about development projects in the pipeline for Reston.

Bill B. attended meetings for the Initiative for Public Art – Reston and the Fairfax County Park Authority. He is looking forward to Best of Reston.

Gerald had meetings with GRACE and IPAR, an event with the Greater Reston Chamber of Commerce and a few CenterStage performances. Bev noted that she was impressed that his daughters accompanied him to the Julian Sands performance.

Michelle spoke at the Youth Art Reception at Lake Anne and noted that the exhibit included work from a blind student who was very proud to be featured. She also attended RCC’s flea market on Saturday; she was impressed that it was the first time because it was very well-run and well-attended.

Lisa had a busy month and noted that she is getting a lot of feedback regarding the paid parking at Reston Town Center.

Vicky attended several Reston Historic Trust & Museum meetings. *Another Way of Living: The Story of Reston, VA* was shown at the National Building Museum and the Reston Town Center paid parking issue was even brought up during the film’s Q&A. She noted that they have received a great response for the film and have had screening requests from Columbia, MD, South Korea, and Australia. Several film festivals have asked for it, including a request from filmmaker Michael Moore.

Bill P. attended the Reston Planning & Zoning Committee Meeting.

John said Reston soccer season has started and he is coaching 45 kids ages 15 – 18. He also attended Light City in Baltimore and thought it was beautiful. He thinks it’s something Reston should consider implementing.

Bev said Reston native Dr. Tepper Gill (and his wife Laverne) held a reception at United Christian Parish celebrating his academic book, *Functional Analysis and the Feynman Operator Calculus*. Reston Community Orchestra had a concert at United Christian Parish. She also gave a concert for OLLI at CenterStage. She attended the Julian Sands performance as well as Mark Brutsché’s *Mr. Vaudeville and Friends*.

April 4, 2016 Board of Governors Monthly Meeting Minutes

**Executive Director Report**

Deputy Director Tom Ward delivered the Executive Director's report on behalf of Leila Gordon who is currently celebrating her son's wedding. He said staff members are busy putting the FY18 budget together, and also working on the Capital Projects plan. They have completed the hiring process for the vacant Financial Specialist position and look forward to having a full finance team back in place. Aquatics is advertising for a new Assistant Aquatics Director but may face some challenges since there are several similar positions open in the County. The Arts and Events team is getting ready for a busy week of Founder's Week activities. The Leisure and Learning team had several successful March events including the Egg Hunt and Flea Market. Tom noted that camp enrollment to date is doing much better than when compared with the same time frame from last year. They are expecting a strong 2016 summer camp season.

**Old Business**

None

**New Business**

Bev announced that Bill Bouie is being honored with the Kate Hanley Community Service award later this month. Cristin reminded everyone that *Mutts Gone Nuts* is sold out; please coordinate with Bill Parker on whether or not you will need your tickets. Michelle reminded Board members that the Volunteer Luncheon is the same day – April 24.

**MOTION #5**

**To Adjourn the Meeting**

Michelle moved to adjourn the meeting at 8:21 p.m. Lisa seconded the motion. The motion passed unanimously.



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Lisa Sechrest-Ehrhardt,  
Board Secretary

\_\_\_\_\_  
Date 4-29-16

**BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON APRIL 4, 2016**

- 16-0404-1 Bd That the Board approve the Agenda**
- 16-0404-2 Bd That the Board approve the March 7, 2016 Board Minutes**
- 16-0404-3 Bd That the Board approve the March 7, 2016 Board Actions**
- 16-0404-4 Bd That the Board approve the committee reports**
- 16-0404-5 Bd That the meeting be adjourned.**



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Lisa Sechrest-Ehrhardt,  
Board Secretary

\_\_\_\_4-29-16\_\_\_\_\_  
Date



**RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS  
LONG RANGE PLANNING COMMITTEE REPORT  
APRIL 18, 2016**

**Present were:**

- Bev Cosham
- Bill Bouie
- John Mendonça
- Bill Penniman
- Lisa Sechrest-Ehrhardt
- Bill Keefe
- Vicky Wingert
- Gerald Zavala
- Michelle Moyer

**Attending from the RCC Staff:**

- Leila Gordon, Executive Director
- Cristin Bratt
- Renata Wojcicki
- Tom Ward

Michelle welcomed everyone at 6:34 p.m. and introduced Leila, who reviewed the attached Strategic Plan Draft (5). She explained that during the meeting the Board will review the draft and provide input that she will use in the final draft; in addition she is working to create the staff methodology section of the final plan draft. She said the methodology will lay out processes for implementing the new plan as well as mention ongoing task/target elements for work plans. She would like the Board's endorsement of the objectives and goals before that methodology is created. The Board then reviewed the draft.

Due to confusion regarding the meaning of "Community Building" at the February and March meetings, Michelle suggested changing the second goal to "Building Community."

Under Objective 1 for the "Branding and Messaging" goal, Bill K. suggested that we add "surveys" so that the phrase reads "marketing surveys and feasibility studies."

Under the "Building Community" goal, Bill P. wants to emphasize that we're not just creating and strengthening partnerships; we're building community through these partnerships. In the "Programs" goal, he also asked to clarify that we're maximizing use of current facilities before we take our programs out into the community. Leila said in real terms, there are periods of time when our facilities are empty except for employees, but that these are off-peak times during which people do not recreate. The Board discussed a way to address the issue and suggested in the third objective under the "Facilities" goal to add the phrase "and to maximize their utilization." The third bullet would then read: "To evaluate existing RCC facilities for their potential to meet market demands suitable to RCC's mission and to maximize their utilization."

Leila recapped the above changes and said she will add emphasis and specificity in the next iteration of the Strategic Plan Draft. Michelle asked if the bullets could be changed to numbers or letters so that it is easier to navigate. Leila is concerned that letters or numbers could indicate levels of priority for each item, but will find a way to tweak the design and make it easier to navigate.

Leila said that in March, we briefly discussed increasing Fee Waiver account parameters from \$150 to \$250 so that we could accommodate annual swim passes for youth/seniors and teens could choose to participate in both an academic and a social program. Staff would like to move forward with this option

## April 18, 2016 Long Range Planning Committee Meeting Report

and Leila asked for the Board's input. Michelle talked about the idea of transitional trap doors in most support programs; people become ineligible for fee waiver support as they improve their status and move out of an economic category. She would like to explore a supportive approach to that transitional period such as extending eligibility for a year even if the economic parameters no longer apply. Leila said she has discussed this option with staff and there is not an easy way to shift financial categories. However, we do have the ability to extend eligibility for a year beyond the moment that a household crosses that income threshold. This courtesy would be extended to any families that ask for it or to anyone who RCC staff or Cornerstones staff indicates could benefit from a longer support timeline. Board members asked if this would significantly impact Fee Waiver usage and Leila said that the Fee Waiver program is still limited to some degree by the lack of fluency with registration for many participants and the staff support needed to accomplish enrollment. She noted that the idea of transitional support is a significant issue being considered across the entire spectrum of the Fairfax County Human Services system. She also noted that this would be a pilot program and that we would adjust as we learn more about financial parameters to consider.

John asked how many households were in the Fee Waiver program – is it dozens or thousands? Leila will check and get back to him but said it represents \$130-\$150K per year of unrealized revenue (total value of all use.)

Lisa said she doesn't believe this program would present a significant financial impact because it's very difficult for people to ask for help unless they really need it.

The Board agreed that RCC should move forward with implementing a pilot transitional Fee Waiver program. Leila will report back regarding the specifics and the impacts will be tracked in the monthly Financial reports to the Finance Committee.

Leila updated everyone on offsite programs. Staff has developed a Letter of Agreement template for partnerships that would offer the following types of programs:

1. **Community Events** – Held on the partner's property but open to the public.
2. **RCC Meetup** – 90 minutes of content during which we introduce RCC to the community and give the offsite partner a taste of RCC options (e.g., a yoga demonstration, cooking class, fitness class) and encourage residents/members/employees of that business to sign-up/enroll in our offerings or participate in other RCC activities and events. RCC provides the content and the partner facilitates. The property pays \$150 for the meetup. The option would be with the offsite partner to determine the audience members/size.
3. **Registered Programs** – Regular RCC offerings that a property is interested in having at their site. Residents/members/employees register through WebTrac and pay the Reston rate plus \$10 for the convenience of having it in their space. There is no cost to the property owner in this option.
4. **Personal Training** – This is set up the same way as RCC's current personal training program, but the individual who signs up pays for private lessons. RCC controls personal training availability. Personal Training that is offered in the property owner's setting also requires added payment of \$10.

Leila noted that we are piloting offsite programs with Harbor Park apartments (Bozzuto Management) and with The Harrison to see how these efforts work. She noted that – with the exception of Community Events – we want to realize the direct costs of the programming plus an additional return. The Meetup category more than covers our content costs.

Several Board members asked if the classes will be visible on WebTrac and open to all Reston residents. Leila said the Community Events will be open to all, but the rest are not. Tom explained that there will be multiple WebTrac interfaces. The main one will house all of RCC's traditional programming. Other interfaces will include content dedicated to a specific offsite property. Bill P. said that he thinks programming should be open to everyone but said we need to be transparent if it will not be. He also expressed concern that if we grow this program too much, it could detract from RCC's regular programming. Vicky and Bev said they think it is a great idea because otherwise we're missing entirely new populations. Leila noted that it's a pilot program and we're starting it at Bozzuto because they approached us with the idea. They see it is a great introduction to marketing their products and the advantages that Reston offers via RCC. The consensus was to see how it works and keep in mind our

## April 18, 2016 Long Range Planning Committee Meeting Report

overarching objectives to use the pilot to help introduce people who discover RCC this way to broader awareness and participation with RCC.

Leila said that Cate Fulkerson of Reston Association has suggested the possibility of a joint RCC Board of Governors and RA Board meeting to discuss the parameters of their respective portfolios especially as related to the Lake House. The consensus of the Board was that it might be better to meet with a smaller group – perhaps just the officers of each Board. John believes RCC should provide RA with our programming and outline the programming that RCC has traditionally managed so that there won't be unnecessary duplication.

Vicky suggested that the Lake House Committee bring an update on their planning to the RCC Board so that we have a better basis for productive conversation. Board members also suggested that an RCC Board member could be on the RA Lake House Working Group to provide ongoing input. Leila will explore these ideas with Cate and keep the Board informed.

Leila gave John a copy of the Lake Anne lease, which he had requested to review in recent meetings.

Michelle adjourned the meeting at 7:29 p.m.



## **INTRODUCTION: Reston Community Center Strategic Plan 2016-2021**

Reston Community Center underwent extensive discussion and community engagement to craft this Five Year Strategic Plan. Every January, Board and staff gather for a Strategic Planning weekend to examine how we are performing and look ahead to coming challenges and opportunities. In January 2015, we anticipated the conclusion of our existing Strategic Plan and what issues we might address or continue to address in this Strategic Plan. During that year, we spent monthly Finance Committee and other Board Committee meetings considering not just performance but also trends that we could identify that ought to be informing the 2016-21 framework.

With this January's meetings, we embarked on engagement with our community and our partners to obtain their feedback and input and this Strategic Plan reflects the bounty of creativity and thoughtful consideration they provided. We approach the years ahead confident that our partners will be with us; making Reston true to its foundational values and using them to provide the highest quality of life for all who live and work here.

Building on the success of the plan currently concluding, we look to the future with renewed commitment to these overarching principles of our work in the coming years:

- RCC will expand access to cultural and recreational amenities, programs and services.
- RCC will leverage the strength of partnerships and collaborations with other Reston and Fairfax County agencies or organizations to serve the community.
- RCC will remain flexible in responding to changing trends and emerging community needs.
- RCC will deliver programs and services with superb and skilled staff using the best practices for stewardship of Reston's investment to maintain the public's trust.

The Strategic Plan 2016-2021 incorporates goals and objectives in the following focus areas:

- **Facilities**
- **Community Building**
- **Branding and Messaging**
- **Programs**
- **Internal Capacity and Financial Planning**

Ultimately, we want the people we serve to see their own future in this plan and to be excited about the possibilities it offers for their enrichment and enjoyment.

### **Facilities: GOAL**

*RCC facilities are flexible, technologically advanced, beautiful and environmentally friendly. RCC facilities are considered within the context of other community assets and planning for facilities.*

Objectives:

- To conduct market and feasibility studies to determine optimum facilities and facility functions that will serve a growing and changing community. RCC's competitive context is becoming more complex and RCC facilities should be considered within increasing numbers of public and private options for recreation and cultural pursuits.
- To include existing users and community considerations as renovations and facility enhancements or new facilities are contemplated and implemented.
- To evaluate existing RCC facilities for their potential to meet market demands suitable to RCC's mission.

- To maintain and renovate existing RCC facilities in responsive approaches to community needs.
- To incorporate and continuously update technology available to users that supports program and rental patron needs.

### **Community Building: GOAL**

*RCC reaches the broadest possible levels of participation in civic life by seeking and implementing strategic partnerships with other Reston/County organizations to achieve collective impact for Reston. RCC's approach to collaboration is managed within an institutional framework that strengthens the partners involved, leverages their respective strengths and is consistent with Reston's founding values.*

#### Objectives:

- To coordinate efforts that assure Reston businesses have broad knowledge of RCC programs and services and how those may appeal to employees and visitors.
- To identify and implement systems and resources that intersect with community initiatives that are supported by RCC's mission and coordinated with our partners.
- To be particularly attentive to cultural, health and wellness concerns developing in the community.
- To reach out to new neighbors and under-served areas of the broader community with programs and services delivered where people are and to leverage those experiences to inspire these "micro-communities" to engage deeply with the broader community.
- To support development of a community calendar of important event and activity dates in conjunction with the Reston Marketing Initiative.

### **Branding and Messaging: GOAL**

*RCC is recognized as an essential ingredient of the Reston lifestyle. RCC is a trusted community partner in achieving broad civic engagement and efforts that enhance the community's cultural, recreational and leisure-time experiences.*

#### Objectives:

- To build on market and needs analysis results to target marketing to appropriate audiences.
- To highlight RCC's strengths and positive impacts on community life.
- To increase awareness of RCC through external and internal branding and marketing strategies that reinforce a distinctly "RCC" image.
- To use all available platforms to communicate – including digital, multi-language, and traditional print.
- To develop and deploy an "app" for RCC and Reston – to be used on the spur of the moment by residents, employees or visitors to participate or enroll.
- To coordinate RCC marketing across and among partner platforms.
- To use communications tools that are fully accessible.
- To ensure messaging consistently reflects our vision, mission and values.

### **Programs: GOAL**

*RCC programs evolve and adapt to a changing community; programs are delivered both in RCC facilities and other community settings to assure RCC offers programs where people are living, working and playing. RCC programs serve diverse interests and are high quality, well attended and affordable.*

**Objectives:**

- To develop a system to bring programming into neighborhoods and private settings such as multi-family dwellings and businesses.
- To use market analysis/needs assessment results to inform programming design and decision-making.
- To preserve the broadest possible access to offerings.
- To balance services to neighborhoods within Reston with programming that brings the community together and fosters a sense of belonging to the community as a whole.
- To explore the potential for RCC to sponsor intramural sports leagues for ages 12 and older.

**Internal Capacity and Financial Planning: GOAL**

*RCC achieves accreditation from the National Recreation and Parks Association (NRPA) demonstrating that we employ best practices with sound governance and stewardship to deliver the optimum results for our community. RCC financial planning considers facility development impacts within a ten-year time horizon.*

**Objectives:**

- To assure that equitable access and practices are principles applied to programs, services and facilities.
- To add tools, processes and systems approaches that are consistent with NRPA accreditation requirements to existing policies, procedures and governing documents already in place.
- To employ user-friendly online enrollment and/or purchasing options.
- To develop and deploy easy-to-use feedback loops for programs and services evaluation.
- To consider long-term facility-related demands and other relevant factors in financial planning for Capital Projects, core budget considerations and reserves management.



**RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS  
FINANCE COMMITTEE REPORT  
APRIL 18, 2016**

**Present were:**

- Gerald Zavala, Chair
- Michelle Moyer
- Bev Cosham
- John Mendonça
- Bill Bouie
- Bill Keefe

**Attending from the RCC Staff:**

- Leila Gordon, Executive Director
- Cristin Bratt

Gerald welcomed everyone at 7:40 p.m. Leila reviewed the attached monthly financial report and said the important part of our revenue picture is that we're underperforming in the Adult-Teen, 55+, and Youth departments. There is going to be a shortfall of \$200K due to the anticipated revenue under-performance and an \$80K tax revenue estimate decrease. Fortunately, even with that level of revenue shortfall, we still expect our third quarter savings in Personnel and Operating expenses and be able to return a net \$500K to the Fund Balance. Leila noted that we have moved quickly to develop new program formats to address the trends and issues that are affecting enrollment. She also noted that the Professional Touring Artist Series sales are above projections, as is theatre rental revenue. Arts Education will likely meet its goal for the year and Aquatics revenue is flat compared to prior year revenue. Leila noted that we made a conservative estimate on Facility Rentals revenue but we're already over-performing in this category. All of these areas will help our end-of-year numbers. In reviewing the financial reports, Leila reminded the Board that starting this month and continuing through the end of the Fiscal Year, the Revenue page includes camp revenue that will be reversed at the end of June because it is FY17 revenue.

In Personnel expenses, we are tracking close to where we thought we would be at third quarter. We've filled some staff vacancies (Assistant Theatre Technical Director and Financial Specialist). We are not currently filling the vacant Teen Director position because we are reviewing personnel costs and savings opportunities in that department. Leila noted that we can manage personnel costs directly associated with programming that involve part-time, non-benefit earning staff. Canceled classes represent a personnel savings because instructors will not need to be paid. She also noted that we have configured Customer Service and Maintenance staffing to maximize output.

In Operating, there will be an unanticipated expense for pool chemistry equipment. That system is in need of repair but the equipment and parts are no longer manufactured. That cost will be incurred before the end of the fiscal year – the total is under \$10K and therefore not a capital expense.

Leila said there is no change in the status of Capital Projects. She does not anticipate changing the third quarter profile; we will still return funds to the General Fund. In terms of FY17 adjustments and the FY18 budget, we will present the three-year plan for capital projects and capital maintenance in June, which will reflect carryover projects, planned FY17 projects and the roof projects. She noted that our preliminary findings indicate that we don't currently spend enough to warrant a cost-savings approach that includes solar panels. We have started receiving estimates on the necessary roof panel replacements; the estimates so far have come in \$85K higher than anticipated in earlier forecasting. Therefore, we will need to add that amount to FY17 third quarter or FY18 to be sure we have adequate funding for the project.

## April 18, 2016 Long Range Planning Committee Meeting Report

She reminded the Board that we are approaching this project as a “white roof” project and are looking to incorporate whatever other environmentally sound and energy-friendly approaches we can. One of the hydraulic lifts has reached the end of its life cycle and will need to be replaced. She also said that we anticipate replacing the theatre lights with LED lights in FY17 and that may significantly change the energy profile, so we will wait for that data before replacing the theatre’s roof-top air conditioning unit.

Leila noted that the white grid on the Capital Projects sheet includes suggestions from the February input meeting. We’re not projecting these into our three-year plan right now. Critical systems’ replacements are a higher order of priority. We have included this suggestion grid so that they could be considered at some point in the future.

Gerald asked if we have to justify these Aquatics improvements now before we know what the Hunters Woods pool will be used for once a recreation center opens. Leila said that these new projects are not so large in scope or cost that we will need to consider that at this point, and that the new recreation center will not be realized in the next three years. She said we also need to take action on the failing systems immediately. She noted that we should not lose money making standard equipment and system purchases for these basic systems even if they aren’t considered in terms of long-range re-purposing or renovation considerations.

The meeting adjourned at 8:13 p.m.

Reston Community Center  
 Revised Budget vs Actuals Worksheet  
 31-Mar-16

100%/12\*9mos=74.97%

Revenue	Detail of FY16 Budget Reallocations	Revised FY16 Budget	Feb	Mar	YTD (does not incl. Fee Waiver amounts)	REMAINING BALANCE	YTD % actual	YTD Fee Waiver (unrealized revenue)
1 Administration:					0	0	0.00%	
Taxes		7,016,016	2,933	12,317	6,895,565	120,451	98.28%	
Interest		8,441	2,315	2,534	17,156	(8,715)	203.25%	
Vending		1,616	222	164	1,375	241	85.07%	
Facility Rental		149,921	18,605	17,106	168,454	(18,533)	112.36%	
<i>Program Revenue Est. Loss</i>	59,640	59,640			0	59,640	0.00%	
2 Performing Arts-Theatre Admiss.		53,326	4,665	3,252	54,165	(839)	101.57%	195
3 PA Theatre Rental		33,290		6,598	23,188	10,102	69.65%	
4 PA Misc Revenue			681	411	2,962	(2,962)	0.00%	
5 PA Equip. Sale Revenue			143		2,509	(2,509)	0.00%	
6 PA Cultural Activities/ Arts Org			17,727	-17,749	2,436	(2,436)	0.00%	
7 Aquatics Classes/drop-in	(8,260)	306,614	22,368	16,777	250,689	55,925	81.76%	17,279
8 Aquatics Rental		19,200	5,820	6,415	18,018	1,183	93.84%	
9 L&L Fitness		116,834	7,128	7,634	109,802	7,032	93.98%	2,267
10 L&L Teens/Family	(58,880)	73,000	27,398	-232	43,433	29,567	59.50%	49,379
11 L&L 55+		81,361	2,145	2,538	43,672	37,689	53.68%	10,003
12 L&L Youth		127,149	94,750	7,122	185,727	(58,578)	146.07%	49,644
13 L&L Adult	(13,195)	35,589	1,907	3,236	31,332	4,257	88.04%	533
14 Community Events		3,475	295		4,045	(570)	116.40%	5
15 Arts Education	20,695	191,955	86,928	7,909	271,600	(79,645)	141.49%	8,908
<b>Total RCC Revenue</b>	0	8,277,427	296,029	76,031	8,126,126	151,301	98.17%	138,213

Reston Community Center  
 Revised Budget vs Actuals Worksheet  
 31-Mar-16

**100%/12\*9mos=74.97%**

	Personnel Expenses	Detail of FY16 Budget Reallocations	Revised FY16 Budget	Feb	Mar	YTD	REMAINING BALANCE	% Budget Used Ytd
1	Administration	(66,527)	542,669	32,859	32,859	290,221	252,448	53.48%
	<i>Personnel Cost Savings</i>	204,437	204,437			0	204,437	0.00%
2	Booking		196,149	15,440	15,322	135,115	61,034	68.88%
3	Comptroller		378,887	26,868	26,695	219,842	159,045	58.02%
4	Customer Service	(51,544)	499,676	35,961	35,881	317,820	181,856	63.61%
5	Facility Engineer		127,235	8,476	8,408	74,208	53,027	58.32%
6	Maintenance	(25,500)	419,619	34,587	36,047	307,053	112,566	73.17%
7	IT		134,767	10,561	10,561	93,268	41,499	69.21%
8	Media		394,434	23,434	28,512	234,568	159,866	59.47%
9	Community Partnerships		0			0	0	0.00%
10	Performing Arts		499,481	32,267	32,430	287,505	211,976	57.56%
11	Aquatics	(4,130)	654,409	49,538	53,038	462,647	191,762	70.70%
12	Leisure & Learning (L&L) Admin		225,541	17,836	17,836	157,715	67,826	69.93%
13	L&L Fitness	(62,200)	97,279	5,192	8,510	59,283	37,996	60.94%
14	L&L Teens/Family		140,054	4,221	3,561	84,545	55,509	60.37%
15	L&L 55+	20,088	141,200	9,201	10,055	79,628	61,572	56.39%
16	L&L Youth		195,299	7,712	7,868	127,403	67,896	65.23%
17	L&L Adult	(16,562)	125,626	7,802	8,645	72,959	52,667	58.08%
18	Community Events		134,633	9,616	8,489	84,429	50,204	62.71%
19	Arts Education	1,938	323,754	15,819	19,721	228,635	95,119	70.62%
	<b>Total Personnel Expenses</b>	<b>0</b>	<b>5,435,149</b>	<b>347,389</b>	<b>364,437</b>	<b>3,316,843</b>	<b>2,118,306</b>	<b>61.03%</b>

Reston Community Center  
 Revised Budget vs Actuals Worksheet  
 31-Mar-16

**100%/12\*9mos=74.97%**

	Operational Expenses	Detail of FY16 Budget Reallocations	Revised FY16 Budget	Feb	Mar	YTD	REMAINING BALANCE	% Budget Used Ytd
1	Administration		96,885	869	330	20,498	76,387	21.16%
	<i>Operating Savings</i>	149,204	149,204			-	149,204	0.00%
2	Board		57,820	1,031	5,498	38,950	18,870	67.36%
3	Booking	(3,852)	99,348	1,271	40	79,496	19,852	80.02%
4	Comptroller//LA Lease/Admin	(22,190)	355,572	3,573	7,041	309,556	46,016	87.06%
5	Customer Service		1,500			-	1,500	0.00%
6	Facility Engineer		178,667	16,008	16,140	103,263	75,404	57.80%
7	Maintenance	(59,000)	416,058	1,509	581	373,829	42,230	89.85%
8	IT	12,118	102,186		1,484	62,662	39,523	61.32%
9	Media	(15,000)	384,897	22,845	3,516	364,401	20,496	94.68%
10	Community Partnerships	(12,000)	135,000	19,850	14,802	127,325	7,675	94.32%
11	Performing Arts	(6,000)	301,855	26,877	6,506	247,777	54,078	82.08%
12	Aquatics	(9,500)	68,300	2,791	1,166	56,689	11,611	83.00%
13	Leisure & Learning (L&L) Admin		6,664	3,080	1,933	6,016	648	90.27%
14	L&L Fitness		20,237		(1,356)	12,325	7,912	60.90%
15	L&L Teens/Family	(15,000)	127,605	(100)	163	67,791	59,814	53.13%
16	L&L 55+		84,510	3,425	5,332	44,089	40,421	52.17%
17	L&L Youth	(10,900)	126,715	513	1,369	87,841	38,874	69.32%
18	L&L Adult	(3,150)	13,990	42	658	6,222	7,768	44.47%
19	Community Events	(1,500)	141,342	1,541	1,248	93,927	47,415	66.45%
20	Arts Education	(3,230)	82,787	682	1,854	49,631	33,156	59.95%
	<b>Total Operational Expenses</b>	0	2,951,142	105,806	68,304	2,152,288	798,854	72.93%



Reston Community Center  
 Revised Budget vs Actuals Worksheet  
 31-Mar-16

**100%/12\*9mos=74.97%**

	Capital Proj. Desc. & Number/Cap Equip.	Detail of FY16 Budget Reallocations	Revised FY16 Budget	Feb	Mar	YTD	REMAINING BALANCE	% Budget Used Ytd
1	RCC Improvements C-000001		647,000	-1,765	-28	3,708	643,292	0.57%
2	RCC Facility Enhancements C-000002		30,000			0	30,000	0.00%
3	RCC HW Enhancements C-000003		130,795			0	130,795	0.00%
4	Theatre Enhancements C-000008		196,000			63,947	132,053	32.63%
5	RCC-Motor Control Panel CC-000012		63,745			59,722	4,023	93.69%
6	RCC-Rear Loading Dock CC-000013		76,052			66,515	9,537	87.46%
	<b>Total Capital Expenses</b>		<b>1,143,592</b>	<b>-1,765</b>	<b>-28</b>	<b>193,892</b>	<b>949,700</b>	<b>16.95%</b>
	<b>Total RCC Expenditures</b>		<b>9,529,883</b>	<b>451,430</b>	<b>432,713</b>	<b>5,663,023</b>	<b>3,866,860</b>	<b>59.42%</b>

Type	Revised FY16 Budget	FY16 YTD	Remaining Balance	% Budget Target
<b>Beginning Fund Balance</b>	<b>5,948,674</b>	<b>5,948,674</b>		100.00%
<b>Revenue:</b>				
Taxes	7,016,016	6,895,565	120,451	98.28%
Program Revenue Est. Loss	59,640		59,640	0.00%
Interest	8,441	17,156	-8,715	203.25%
Vending	1,616	1,375	241	85.07%
Aquatics	325,814	268,706	57,108	82.47%
Leisure and Learning	433,933	413,966	19,967	95.40%
Rental	149,921	168,454	-18,533	112.36%
Arts and Events	282,046	360,904	-78,858	127.96%
<b>Total Revenue</b>	<b>8,277,427</b>	<b>8,126,126</b>	<b>151,301</b>	<b>98.17%</b>
<b>Total Available</b>	<b>14,226,101</b>	<b>14,074,800</b>	151,301	98.94%
<b>Expenditures:</b>			0	0.00%
Personnel	5,435,149	3,316,843	2,118,306	61.03%
Operating	2,951,142	2,152,288	798,854	72.93%
Sub-Total Non-Capital Expenditures	8,386,291	5,469,131	2,917,160	65.22%
<b>Sub-Total Rev. less Non-Cap Exp.</b>	<b>-108,864</b>	<b>2,656,995</b>	<b>-2,765,860</b>	<b>-2440.65%</b>
Capital Projects	1,143,592	193,892	949,700	16.95%
<b>Total Expenses</b>	<b>9,529,883</b>	<b>5,663,023</b>	<b>3,866,860</b>	<b>59.42%</b>
Revenue less Total Expenses	-1,252,456	2,463,103	-3,715,560	-196.66%
<b>Ending Fund Balance</b>	<b>4,696,218</b>	<b>8,411,777</b>		<b>179.12%</b>

**FY16 Revised Budget includes:**

1. FY16 pay for performance \$67,650 effective July 2015 (added to the advertised amount)
2. FY15 Encumbered Carryover of \$41,746 for services delivered after 06/30/15 (added to the advertised amount)
3. FY15 Carryover for Encumbered \$176,912 and Unencumbered \$319,680 for Capital Projects funding (added to the advertised amount)
4. Added expenses to the Advertised Budget total: \$538,338. Of that, only the new personnel costs for pay for performance represent "new" expenses outside allocated expenses from FY15.
5. Estimated program revenue loss of 59,640, personnel funding reduction of \$204,437, Operating funding reduction of \$149,204 are all recorded in Administration Cost Center

**Revenue  
comment**

**General Note:** Summer 2015 related revenue was reversed for FY15 year-end-close and recorded as FY16 revenue. Summer 2016 (FY17) camp registration started February 1<sup>st</sup> and related revenue will be reversed at the end of June and recorded as FY17 revenue. Youth, Teen, and Arts Education cost centers revenue is overstated. The revised FY16 program revenue cumulative decrease of \$59,640 was transferred to the Administration cost center.

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 98% of tax revenue, 112.36% of estimated Facility Rental revenue (which also includes T-Mobile antenna revenue), 203.25% of estimated interest revenue, and 85.07% of vending revenue.
2. **Performing Arts Theatre Admission:** Revenue collection is very uneven depending on scheduled shows and their related box office revenue; we will exceed the FY16 revenue target.
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; new terms negotiated with Tickets.com returns a small amount to RCC.
5. **Performing Arts Equipment Sale:** Auctioned equipment sale proceeds.
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, fall, and winter/spring program registration revenue.
8. **Aquatics Rental:** Year-to-date revenue represents natatorium rental payments.
9. **Fitness:** Year-to-date amount includes summer, fall, and winter/spring program registration revenue.
10. **Teen/Family:** Year-to-date amount includes summer, fall, winter/spring, and summer FY17camps program registration revenue. Most of this cost center's revenue is realized during the summer. Note that the amount of fee waiver participation in the Teen/Family summer camp program was significantly higher this summer than last summer. Fall program participation via fee waivers was also higher. This is likely a consequence of the presence of RCC programming in Langston Hughes Middle School in after school hours.
11. **55+:** Year-to-date amount includes summer, fall, and winter/spring program registration revenue.
12. **Youth:** Year-to-date amount includes summer, fall, initial winter/spring, and summer FY17camps program registration revenue. Most of this cost center's revenue is realized during the summer. Fee waiver participation in summer camp programs in 2015 was considerably higher than the prior year.
13. **Adult:** Year-to-date amount includes summer, fall, and winter/spring program registration revenue.
14. **Community Events:** Revenue from booth fees, book sales associated with the Reston Multicultural Festival, and MLK luncheon ticket sales.
15. **Arts Education:** Year-to-date amount includes summer, fall, winter/spring, and summer FY17camps program registration revenue. Summer revenues from LARK and YAT contribute significantly to this cost center's revenue. Fee waiver participation is significantly higher than it has been historically.

## Personnel Expenses

**General Note:** Labor costs for Teen/Family, Arts Education and Youth are higher early in the fiscal year due to summer camps' labor costs occurring in July and August. The revised personnel funding cumulative decrease of \$204,437 was transferred to the Administration cost center and it is anticipated those savings will be returned to the fund balance at the closing of FY16. The merit Comptroller cost center vacancy was partially offset by an acting promotion and exempt pay. The position has now been filled. The new vacancy in Teen/Family is partially offset by exempt pay. Performing Arts and Media vacancies have been filled and new hires took effect in February.

1. **Administration:** Administration's allocated budget is typically under-spent; funding provides for OPEB costs.
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.
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. **Community Partnerships:** No personnel costs are anticipated in FY16.
10. **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.
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 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. The new format for our monthly expenditure report removes the "Encumbrances" column; the net effect of either stand-alone expenses or spending down reserved amounts is now shown in the column marked "YTD." The revised operating budget allocations reflect a cumulative decrease in expenditures of \$149,204 and are shown in the Administration cost center (total amount). That amount is projected to be returned to the fund balance at the closing of FY16. Hidden columns each month include activity (plus or minus) that has already occurred; the net in the remaining balance column includes prior month transactions.

1. **Administration:** Current month expenses and reservations include equipment and training materials costs.
2. **Board:** Current month expenses are for event ticketing (staff attendance at Best of Reston) and hospitality.
3. **Booking:** Current month expenses and reservations are for storage facility rental, supplies, and piano tuning costs.
4. **Comptroller/LA Lease/Admin:** Current month expenses and reservations include bank fees and office supplies costs.
5. **Customer Service:** Budget Allocation is for office supplies.
6. **Facility Engineering:** Current month expenses and reservations include facilities repair and maintenance costs.
7. **Maintenance:** Current month expenses and expenditures from reservations include utility costs, facilities maintenance, and supplies costs.
8. **IT:** Current month expenses are for equipment and DIT service billing.
9. **Media:** Current month expenses and reservations include printing and advertising costs.
10. **Community Partnerships:** Current month expenses and reservations are for Founder's Week and partnerships' program costs.
11. **Performing Arts:** Current month expenses and reservations include equipment, performers' hospitality, and supplies costs.
12. **Aquatics:** Current month expenses and reservations are for pool operating costs and training materials.
13. **Leisure and Learning Admin:** Expenses are for training materials and FCPS/Terraset ES greenhouse project.
14. **Fitness:** Current month expenses are for equipment and program delivery contract costs.
15. **Teen/Family:** Current month expenses and reservations are for program delivery costs.
16. **55+:** Current month expenditures and reservations are for transportation and recreational activities.
17. **Youth:** Current month expenditures and reservations are for program supplies, program delivery, and recreational activities costs.
18. **Adult:** Current month expenditures and reservations are for program supplies and delivery costs.
19. **Community Events:** Current month expenditures and reservations are for program supplies, security, and program delivery costs.
20. **Arts Ed:** Current month expenditures and reservations are for program delivery costs and supplies.

**Capital  
Project**

**General Note:** Because of scheduling, RCC Capital Improvement Projects frequently carry over from one fiscal year to the next. In FY16, the Motor Control Panel, CenterStage sound system upgrade, and HW Loading Dock projects will conclude. Budget reallocations were completed in November 2015 and allocated funding shows in parentheses for each project. Hidden columns each month include activity (plus or minus) that has already occurred; the net in the remaining balance column includes prior month transactions.

1. **RCC Improvements /C-000001** includes Back Stage RTU replacement (387K), public areas energy efficient lights installation (20K), and roof mechanical/cable tray (240K).
2. **RCC Facility Enhancements/C000002** includes LA counter service redesign (30K).
3. **RCC Hunters Woods Enhancements (Community Room) /C-000003:** Community room lighting. Chandelier fixtures design and replacement pending (131K).
4. **RCC CenterStage Enhancements /C-000008:** This project includes funding for the CenterStage floor replacement (100K), and rewire/replace sound system (68K).
5. **RCC - Motor Control Panel /CC-000012** (63.75K)
6. **RCC – Rear Loading Dock / CC-000013** (76K)