



RESTON COMMUNITY CENTER



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
November 1, 2010**

Present:

- Carol Ann Bradley, Chair
- Bill Bouie, Vice Chair
- Cathy Vivona, Treasurer
- Beverly Cosham
- John Gasson
- Bill Keefe
- Roger Lowen
- Colin Mills
- Bill Penniman

Staff:

- Leila Gordon, Executive Director
- Janet Dopsovic, Executive Assistant

The Chair called the meeting to order at 8:05 p.m.

Approval of the Agenda:

Carol Ann Bradley, Chair

MOTION #1:

Colin moved that the Board approve the agenda as written and amended. Bill Bouie seconded the motion. The motion passed unanimously.

Approval of the October 4, 2010 Board Minutes:

Carol Ann Bradley, Chair

MOTION #2:

Bill Bouie moved that the Board approve the October 4, 2010 Board Minutes. Colin seconded the motion. The motion passed unanimously.

Approval of the October 4, 2010 Board Actions:

Carol Ann Bradley, Chair

MOTION #3:

Colin moved that the Board approve the October 4, 2010 Board Actions. Bill Bouie seconded the motion. The motion passed unanimously.

Chair's Remarks:

The Chair remarked that October was another very busy month for the Community Center. She facilitated a breakout group at the Aging in Community event that was

attended by over 300 people, 220 of whom had pre-registered. Four representatives from different types of “aging in place” models shared their experience of how their communities helped people age in community. After that, the group divided into break-out sessions where they could share their concerns. There are 71 people who indicated an interest in the next steps, and they have been invited to attend a session on November 16th at RCC. We are hoping that this initiative will be ongoing and that Reston’s solutions to “aging in place” come from the community.

Carol indicated that the events with Paul Goldberger, award winning architecture writer, were terrific and stated that he is an outstanding, philosophical thinker about architecture and design.

Carol attended the exhibit at the Reston Historic Trust. The exhibit is one part of the Reston Town Center 20th Anniversary Celebration.

Carol represented RCC at the Reston Environmental Action (REACT) annual meeting and informed them about all of the wonderful ways RCC responds to environmental issues. REACT was impressed with RCC’s initiatives.

The Chair has participated in a taping of Reston residents for *Reston: The Opera*. The interviews may be incorporated into the opera.

Citizens Input:

No citizens were present.

Board Member Input on Activities Attended:

Bill Keefe has been taking the digital photography classes and stated that Walt is a great instructor. He is looking forward to more classes. Bill K. also attended the luncheon and presentation with Paul Goldberger and was impressed with Mr. Goldberger’s knowledge about master planning issues. Bill suggested that we invite Mr. Goldberger back in five years to see how well Reston will have evolved by then. Bill also attended the Urban Land Institute Conference (ULI) with Hunter Richardson. ULI’s fall conference focused on trends in real estate particularly with regard to the economy. Bill attended revitalization meetings, visited Silver Spring, Maryland, and attended presentations on the White Flint/Rockville, and Tysons Corner plans.

Roger Lowen attended the Paul Goldberger presentation and enjoyed it. He stated that a main concern he took away from the presentation is that major transportation networks work only when there is a good connector service to get people to the major stops. Roger attended the RTC 20th Anniversary exhibit at the Reston Museum. Cathy Hudgins gave an excellent briefing and discussion about the role that RCC plays in the community. Roger attended the presentation of *Wonderful Town*, noting that it was a lot of fun.

Cathy Vivona attended the Paul Goldberger presentation, the Aging in Community event, and continues to play bridge.

Bill Bouie has attended several meetings with the Park Authority, IPAR and the Reston Association Parks/Recreation Master Plan Committee. He informed the Board that the Committee has made a firm recommendation to the RA Board to move forward with improvements at Browns Chapel. There has been some progress along these lines, and

he believes the RA Board is going to put forth a referendum about tennis courts and other improvements. Bill B. announced that the Park Authority was named the Best Park System in the United States by the National Recreation and Parks Association (NRPA) in the large city/county category; beating out places like New York City and Minneapolis. Fairfax City also won a medal in the competition. Bill B. attended the Orientation with Supervisor Hudgins.

Bill Penniman stated that although he has been out of the country for most of October, he attended the Board Orientation and the Finance Committee Meeting.

Colin attended the Paul Goldberger presentation and agreed that it was very informative. He is planning to see *Wonderful Town* before it closes.

Beverly attended the RTC 20th Anniversary event at the Reston Historic Trust. She went on the Reston Home Tour and attended the Paul Goldberger presentation, and the Aging in Community forum. She continues to participate in RCC's Senior Wii-Fit activity. After a two-week trip to Toronto, Beverly participated in a 2K walk for Brain Aneurism Awareness.

John Gasson reported that the Nature House LEED Gold Certification one-year celebration will be held November 10th and that IPAR is planning an end-of-year celebration for December 8th at the Reston Sheraton.

Committee Reports:

Carol Ann Bradley, Chair

Board Orientation – October 23, 2010.

Bill Bouie, Vice Chair. Bill B. summarized the meeting for the Board. See attached report.

Finance Committee – September 27, 2010.

Cathy Vivona, Chair. Cathy summarized the meeting for the Board. See attached report.

MOTION #4:

Bill B. made a motion that the Board accept the committee reports. Colin seconded the motion. The motion passed unanimously.

Nominating Committee and Proposed Officer Slate:

Bill Bouie, Nominating Chair

Bill B. reviewed the proposed slate of officers for 2010-2011:

Beverly Cosham, Chair
Colin Mills, Vice Chair
Bill Bouie, Treasurer
Bill Penniman, Secretary

Election and Seating of New Board Officers:

MOTION #5:

Cathy Vivona moved that the Board approve the proposed slate. Roger Lowen seconded the motion. The motion passed unanimously.

The new officers were seated.

Committee Assignments:

Beverly Cosham, Chair

Beverly stated that she would present proposed committee and board community organization liaison assignments within the next few days. She asked Board members to let her know if there are any specific committees they would like to serve on. Once the process is complete, a new Board Contact Sheet will be distributed, and Leila will write a letter to each organization to let them know which Board member is their liaison.

New Chair's Remarks:

Beverly thanked Carol for her stellar job as Chair over the past two years and thanked everyone who was re-elected to the Board. She stated that she believes the Board is on track with all its duties and obligations and that she is looking forward to being the Chair. Beverly noted that the Board Retreat is scheduled for January 7-8.

Executive Director's Report:

Leila Gordon, Executive Director. See attached report. Leila thanked Bill P. for his work on the successful Preference Poll, which resulted in an increase of 18.6% in voter participation. She noted that there is now parity in the participation percentages of voters per zip code after years of a less voting participation from the 20194 zip code.

Regarding the Lake Anne Expansion, Leila passed around the 95% completion construction drawings for the Board to view. She drew the Board's particular attention to the pages relating to electricity, ceilings, walls, and utilities and noted that there will be sufficient power in all rooms. The drawings will be shared with Bob Simon and Lake Anne of Reston Condominium Association (LARCA) to get their feedback. We are working on the common element agreement which will allow us to install HVAC equipment adjacent to the unit we are renting from Mr. Simon. Separate agreements must be signed by Mr. Simon and LARCA, and a side agreement made regarding the common area element between Mr. Simon and Fairfax County; then LARCA must approve the proposed design for the common area element before it is submitted to the Fairfax County Architectural Review Board (ARB) as the property is in an historic district. After the ARB gives its approval, it will be presented to the Reston Association Design Review Board. Leila reported that because of his familiarity with these processes Bill Keefe will provide us with guidance. Leila showed the Board "before" pictures of the site and an artist's rendering of the proposed construction outcome.

Leila indicated that we will be using the same general contractor for the RCC Lake Anne work that we used for our Natatorium renovation.

Leila reported that the Winter/Spring Program Guide is on target for delivery in the third week of November. Early priority registration for Small District 5 residents will start on December 1st.

October was a busy month for RCC, and Leila noted that many of the events the Board attended involved partnerships with other Reston organizations.

Bill P. asked about closures to take place during the Lake Anne renovations, to which Leila responded that classes and programs have been scheduled to work around the construction schedule, with the exception of the Ceramics Studio, which may have to close for a couple of weekends during the process.

Closed Session

MOTION #6

Cathy moved that the Board go into closed session to discuss a personnel matter. Colin seconded the motion. The motion passed unanimously.

The Closed Session was convened at 8:50 p.m. to hold a discussion regarding a personnel matter pursuant to Virginia Code §2.2-3711 and the applicable exemption from open meeting requirements provided in subsection A.

MOTION #7

Bill P. moved to certify that no resolution, rule, contract, regulation, or motion was adopted, passed, or agreed to in the Closed Session as confirmed by unanimous vote of those present at the conclusion of the Closed Session at 9:20 p.m. Bill B. seconded the motion. The motion passed unanimously.

Beverly asked the Board members to consider being part of the Personnel Committee.

MOTION #8

Bill K. moved that the meeting be adjourned. Bill B. seconded the motion. The motion passed unanimously.

The Chair adjourned the meeting at 9:21 p.m.



William Penniman, Board Secretary

Date: November 10, 2010

**RESTON COMMUNITY CENTER
BOARD ACTIONS
TAKEN AT BOARD OF GOVERNORS MEETING ON NOVEMBER 1, 2010**

- | | | |
|------------------|-----------|--|
| 10-1101-1 | Bd | That the Board approve the agenda as amended. |
| 10-1101-2 | | That the Board approve the October 4, 2010 Board minutes. |
| 10-1101-3 | Bd | That the Board approve the October 4, 2010 Board actions. |
| 10-1101-4 | Bd | That the Board approve the Committee reports. |
| 10-1101-5 | Bd | That the Board approve the proposed slate of officers. |
| 10-1101-6 | Bd | That the board go into closed session. |
| 10-1101-7 | Bd | That the board come out of closed session. |
| 10-1101-8 | Bd | That the meeting be adjourned. |



William Penniman, Board Secretary

Date: November 10, 2010



RESTON COMMUNITY CENTER



MEMORANDUM

DATE: October 28, 2010
TO: RCC Board of Governors
FROM: Bill Bouie
Vice Chair
SUBJECT: October 23, 2010 New Board Orientation with Supervisor Hudgins

Board members met with Supervisor Hudgins to hear her input to the upcoming year and issues that relate to RCC. Present were:

- Bill Bouie, RCC Board Vice Chair
- Bill Keefe
- Bill Penniman
- Roger Lowen

Attending from the RCC staff:

- Leila Gordon, Executive Director

Also attending was Supervisor Catherine M. Hudgins.

The Vice Chair called the meeting to order at 9:10 a.m.

Supervisor Hudgins greeted the Board members present and congratulated members Bill Keefe and Roger Lowen on their successful Preference Poll. She commended the RCC Board of Governors for the many efforts undertaken by them in the past couple of years to collaborate with other community organizations and to deliver many outstanding programs, events and activities as a result.

Supervisor Hudgins went on to discuss at length her thoughts regarding the challenges associated with establishment of robust public transportation options, aside from and complementary to Metrorail, in Reston. She informed those present of her colleagues' on the Board of Supervisors and School Board efforts to look at the transportation systems and related needs of both entities, County agencies and schools, and see what synergies and opportunities may exist to cooperate and create efficiencies. She described the links between issues in the community related to reducing traffic congestion, seniors' lifestyle concerns with respect to transportation, and young people's

needs for transportation outside of getting to and from school. Board members and the Supervisor discussed these elements and agreed that they represent challenges and opportunities that relate to RCC and its mission.

Bill Penniman expressed some thoughts regarding the County's approach to revenue support for the County budget. Supervisor Hudgins described the Budget planning process and her hope that Bill P. and others would assist her on the Hunter Mill Budget Committee to help formulate solutions and approaches to budget-related challenges. Board members asserted their desire to continue the productive working relationship with Supervisor Hudgins' office and the involvement in the Reston Master Plan Special Study Task Force as well as other initiatives originating from either Cathy's office or the community.

A quorum of the Reston Community Center Board not being present, no business was conducted.

The orientation meeting adjourned at 10:10 a.m.



RESTON COMMUNITY CENTER



MEMORANDUM

DATE: October 27, 2010
TO: RCC Board of Governors
FROM: Cathy Vivona
Chair, Finance Committee
SUBJECT: October 25, 2010 Finance Committee Meeting

The Finance Committee met on Monday, October 25, 2010. Present were:

- Carol Ann Bradley, RCC Board Chair
- Colin Mills
- Bill Penniman
- Cathy Vivona, Chair

Attending from the RCC staff:

- Leila Gordon, Executive Director
- Janet Dopsovic, Executive Assistant
- Renata Wojcicki, Finance Director

The Chair called the meeting to order at 6:14 p.m.

Leila asked the committee to review the monthly financials and accompanying notes and to direct any questions to Renata. See attached report.

Cathy asked for clarification about whether there are any protocols for concluding the committee business for the end of the Board year. Leila responded that her check with Mike Long on this issue regarding the by-laws was that there are no mandated requirements for conclusion of business before the Board. Finishing routine business is usual, and in the case of the Finance Committee, that is typically accomplished with submission in September of the upcoming fiscal year budget.

Revenue

Bill P. asked whether there was any new information about projected tax revenues for FY12 and beyond. Renata stated that those figures are not typically provided by DTA until February.

Lake Anne Expansion

Leila informed the committee that we are continuing on track with the Lake Anne Expansion and that we are working on the easement issue with LARCA and Bob Simon regarding the common area where we want to install our heat pumps for the HVAC system. The County will need to review and approve the agreement before it is signed. Leila also stated that the County needs to procure insurance policies and create a side agreement to our Lease to address the common element easement.

The next milestone is that the 95% completion of construction documents milestone is October 29th. Leila will provide a copy set to the Board at the November 1st meeting.

Because this is an historic property, we will need approval from the County Architectural Review Board after the approval by the Lake Anne of Reston Condominium Association (LARCA) and then approval by Reston Association's Design Review Board.

Bill P. asked for an estimate on the amount of time the facility will be closed, and Leila explained that we hope that the only times we will have to close the building is when the water is cut off for short periods of time as well as perhaps when the punch through of the walls occurs. She explained that the staff has taken the construction schedule into consideration for program scheduling.

Operating

Bill P. asked whether we would be on target with operating expenses if we took away the 43.34% encumbrance of \$664,637. Renata stated that we would.

Leila stated that we are not anticipating any big program or facility expenditure surprises.

Capital Projects

Leila informed the committee that we are awaiting bids on the chiller replacement. Cathy asked for clarification on Line 2 (HW LA Priority) and suggested that in the future the collective projects be separated by facility and listed.

Leila pointed out that the Community Room enhancements will take place next summer and that the allocation of those funds will be carried over.

Cathy asked if there were any further questions and as there were none, she asked if Renata had anything to add. Renata stated that the tax revenue and interest is being scrutinized for the 3rd Quarter review and that we should be able to interpret it in terms of making projections through the remainder of the year and perhaps into FY12.

Cathy clarified that the higher revenue for Youth was due to the fact that the figure represents the summer camp and fall registrations.

Cathy asked why we are ahead on Personnel projections, and Leila stated that it is due to the fact that we have a couple of vacancies.

Cathy asked where the pension figures were, and Leila explained that those figures are included in fringe benefits and not broken out in line items on these reports.

The Chair adjourned the meeting at 6:48 p.m.

Reston Community Center
 Budget vs Actuals Worksheet
 30-Sep-10

100%/12*3mos=24.99%

Beginning Fund Balance \$ 8,746,168

Est. Y-End Fund Balance \$ 6,551,648

	Budget FY11	Aug	Sept	ENCUMBR.	YTD	REMAINING BALANCE	YTD % actual
1 Administration	\$ 6,860,569	192,978	31,591		\$ 3,045,511	3,815,058	44.39%
2 Performing Arts-Theatre Admiss.	49,500	9,780	10,840		20,620	28,880	41.66%
3 PA Theatre Rental	22,990	184	985		2,169	20,821	9.44%
4 PA Cultural Activities/ Arts Org	0		426		426	(426)	0.00%
5 Aquatics Classes/drop-in	270,000	40,974	11,699		71,010	198,990	26.30%
6 Aquatic Rental	18,000		6,550		6,775	11,225	37.64%
7 General Programs Admin	0				0	0	0.00%
8 Teens	65,288	2,364	329		36,973	28,315	56.63%
9 Senior	54,200	21,018	2,547		30,700	23,501	56.64%
10 Youth	86,464	6,395	1,315		65,160	21,304	75.36%
11 Adult	122,968	34,748	7,419		48,588	74,380	39.51%
12 Community Events	0	1,500			1,500	(1,500)	0.00%
13 Arts Education	105,608	22,714	2,473		71,367	34,241	67.58%
Total RCC Revenue	\$ 7,655,587	\$ 332,654	\$ 76,176	\$ -	\$ 3,400,798	\$ 4,254,789	44.42%

Reston Community Center
 Budget vs Actuals Worksheet
 30-Sep-10

100%/12*3mos=24.99%	
Beginning Fund Balance	\$ 8,746,168
Est. Y-End Fund Balance	\$ 6,551,648

	Personnel Expenses	Budget FY11	Aug	Sept	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
1	Administration	653,628	23,033	22,266		59,613	594,015	9.12%
2	Board OG	-				-	-	0.00%
3	Booking	139,025	11,461	11,464		29,492	109,533	21.21%
4	Comptroller	318,244	19,655	25,938		55,512	262,732	17.44%
5	Customer Service	321,988	24,595	24,214		61,707	260,281	19.16%
6	Facility Engineer	144,151	12,741	10,797		30,837	113,314	21.39%
7	Maintenance	305,254	26,232	25,458		66,444	238,810	21.77%
8	IT	106,322	7,647	7,647		19,941	86,381	18.76%
9	Media	247,398	13,345	18,250		39,024	208,374	15.77%
10	Performing Arts	429,530	32,599	31,166		79,810	349,720	18.58%
11	Aquatics	623,516	53,175	37,680		121,969	501,547	19.56%
12	General Programs Admin	85,924	7,347	7,347		18,636	67,288	21.69%
13	Teens	126,585	16,335	6,974		36,287	90,298	28.67%
14	Senior	133,258	10,612	7,739		22,295	110,963	16.73%
15	Youth	184,655	32,727	20,961		75,843	108,812	41.07%
16	Adult	178,248	16,761	7,928		36,158	142,090	20.29%
17	Community Events	103,965	7,469	7,554		22,703	81,262	21.84%
18	Arts Education	278,205	67,589	14,406		104,483	173,722	37.56%
	Total Personnel Expenses	\$ 4,379,896	\$ 383,322	\$ 287,789	\$ -	\$ 880,756	\$ 3,499,140	20.11%

Reston Community Center
 Budget vs Actuals Worksheet
 30-Sep-10

100%/12*3mos=24.99%	
Beginning Fund Balance	\$ 8,746,168
Est. Y-End Fund Balance	\$ 6,551,648

	Budget FY11	Aug	Sept	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
Operational Expenses							
1 Administration	158,921	3,210	8,324	22,918	36,500	122,421	22.97%
2 Board	59,000		476	9,995	10,693	48,307	18.12%
3 Booking	103,294	7,076	3,519	70,080	82,385	20,909	79.76%
4 Comptroller/Customer Service	421,616	23,311	14,169	124,381	185,003	236,613	43.88%
5 Facility Engineer	169,729	21,978	5,616	15,874	41,491	128,238	24.45%
6 Maintenance	314,475	14,043	15,833	123,367	167,259	147,216	53.19%
7 IT	163,905	720	19,258	4,383	25,816	138,089	15.75%
8 Media	294,833	57,446	20,339	38,021	123,605	171,228	41.92%
9 Community Partnerships	135,000	40,000	13,350	37,500	91,024	43,976	67.43%
10 Performing Arts	295,876	33,604	32,331	77,380	165,285	130,591	55.86%
11 Aquatics	81,245	10,461	14,379	16,298	43,181	38,064	53.15%
12 General Programs Admin	6,850	778	1,201	317	2,653	4,197	38.73%
13 Teens	123,660	14,518	2,618	37,994	63,874	59,786	51.65%
14 Senior	86,450	493	5,425	20,421	30,987	55,463	35.84%
15 Youth	110,130	6,686	2,120	6,924	26,907	83,223	24.43%
16 Adult	107,663	6,949	6,179	17,515	35,838	71,825	33.29%
17 Community Events	163,200	1,651	14,091	21,192	81,907	81,293	50.19%
18 Arts Education	86,919	8,373	3,261	20,077	34,915	52,004	40.17%
Total Operational Expenses	\$ 2,882,766	\$ 251,295	\$ 182,489	\$ 664,637	\$ 1,249,322	\$ 1,633,445	43.34%

Reston Community Center
 Budget vs Actuals Worksheet
 30-Sep-10

100%/12*3mos=24.99%	
Beginning Fund Balance	\$ 8,746,168
Est. Y-End Fund Balance	\$ 6,551,648

	Budget FY11	Aug	Sept	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
1 RCC Improvements 003716	\$ 541,656			\$ -	0	541,656	
2 HW LA Priority 1 003717.5	235,032		214	30,203	30,417	204,616	12.94%
3 Nat. Spa Roof 003717.10	42,000				0	42,000	0.00%
4 Facility Enhancement LA 003717.11	1,259,756		2,102	49,223	51,325	1,208,431	4.07%
5 Comm. Room HW Enhancements 003717.12	500,000				0	500,000	0.00%
6 Aquatics-Slide	9,000				0	9,000	0.00%
					0	0	0.00%
					0	0	0.00%
					0	0	0.00%
Total Capital Expenses	\$ 2,587,444	\$ -	\$ 2,316	\$ 79,426	\$ 81,742	\$ 2,505,703	3.16%
Total RCC Expenditures	\$ 9,850,107	\$ 634,617	\$ 472,594	\$ 744,063	\$ 2,211,819	\$ 7,638,288	22.45%

003716 includes cost estimates for:
 ADA Door Enhancements
 Chiller
 CenterStage Floor
 HW Loading Dock

Revenue

1. **Administration:** The Administration revenue budget shows combined tax, interest and facility rental revenues. To date, RCC has collected 44.70% of the estimated tax revenue, 76.40% of estimated Facility Rental revenue and 11.00% of the estimated interest revenue. Interest revenue is significantly lower than collections for this same period in the previous fiscal year due to lower investment performance and a smaller fund balance earning interest income.
2. **Performing Arts:** Revenue collection is very uneven depending on scheduled shows and their related box office revenue. The beginning of the year revenue results from ticket sales for the season as a whole. Given lowering of prices for SD 5, it is likely that revenue will underperform for the year as a whole. Revenue targets have been adjusted for the FY12 budget accordingly.
3. **Performing Arts Theatre Rental:** Revenue obtained in August/September relates to rent due from a significant Historical User for the previous fiscal year they were unable to pay on time. Theatre rental payments are typically made at the end of the fiscal year; revenue targets in future years will be adjusted for new rates, policies, and activity levels.
4. **Performing Arts Cultural Activities/Arts Organizations:** This is the revenue clearing line for the community arts box office receipts and payments.
5. **Aquatics Classes/drop-in:** Year-to-date revenue represents registration for fall programming.
6. **Aquatics Rental:** Year-to-date revenue represents natatorium rental fee for the fall (Masters).
7. **General Programs Administration:** This is not a revenue earning category.
8. **Teens:** Year-to-date amount includes summer (post July 1) and fall program revenue.
9. **Seniors:** Year-to-date amount includes summer (post July 1) and fall program revenue.
10. **Youth:** Year-to-date amount includes summer (post July 1) and fall program revenue, and Camp Goodtimes 2010 summer revenue.
11. **Adults:** Year-to-date amount includes summer (post July 1) and fall program revenue.
12. **Community Events:** Collected revenue represents vendor fees for the Reston Multicultural Festival.
13. **Arts Education:** Year-to-date amount includes summer (post July 1) and fall program revenue.

Personnel Expenses:

1. **Administration:** Administration's allocated budget is typically under-spent; funding provides for contingencies.
3. **Booking:** Personnel costs are in an appropriate range for the period of the year.
4. **Comptroller:** Personnel costs are lower due to a merit position vacancy.
5. **Customer Service:** Personnel costs are at expected levels.
6. **Facility Engineer:** Personnel costs reflect additional costs for an exempt position utilized to prepare for our Building Engineer's retirement in the fall of 2010.
7. **Maintenance:** Personnel costs are at expected levels.
8. **Information Technology:** Personnel costs are at expected levels.
9. **Media:** Personnel costs are somewhat behind the calendar as expenditures will fluctuate based on workflow.
10. **Performing Arts:** Personnel costs are at expected levels.
11. **Aquatics:** Personnel costs are at expected levels. Aquatics exempt staff hourly rates were evaluated and increased in FY10 to match industry standards.
12. **General Programs Administration:** Personnel costs are at expected levels.
13. **Teens:** Personnel costs appear higher than the benchmark as they reflect Road Rulz summer labor costs which occurred in July/August 2010. Road Rultz offerings increased in FY11.
14. **Senior:** Personnel costs are at expected levels.
15. **Youth:** Personnel costs appear higher than the benchmark and include Camp Goodtimes labor costs which occurred in July/August 2010.
16. **Adult:** Personnel expenditures are at expected levels.
17. **Community Events:** Personnel expenditures are at expected levels.
18. **Arts Education:** Personnel expenditures appear higher than the benchmark and include LARK/YAT summer labor costs which occurred in July/August 2010.

Operating Expenses:

General Note: Reservations at the beginning of the year are higher; funds are spent down from them.

1. **Administration:** Current month expenditures reflect costs for consulting expenses (SWSG) related to capital projects and professional management training. Reservations are for those contract/consulting services.
2. **Board:** Reservation is for Preference Poll electronic and mailed ballot vendor cost (Votenet).
3. **Booking:** Current month expenditures are for security monitoring, supplies, and storage facility rental. Reservations are for security monitoring and storage facility rental.
4. **Comptroller:** Current month expenditures include office supplies, electricity, and gas. Reservations are for electricity, gas, and water.
5. **Facility Engineering:** Current month expenditures are for repair and maintenance. Reservations are for repair and maintenance and for grounds maintenance.
6. **Maintenance:** Current month expenditures include custodial service payment, supplies costs, and repair and maintenance. Reservations are for custodial service, equipment, fuel, and repair and maintenance.
7. **IT:** Current month expenditures include miscellaneous supplies, DIT communications charges, and purchase of computers. Reservation is for cellular phone billing.
8. **Media:** Current month expenditures are for printing materials, professional training/conference and advertising. Reservations are for advertising.
9. **Community Partnerships:** Current month expenditures include program fees. Reservations are for IPAR and RHT.
10. **Performing Arts:** Current month expenditures include program fees, miscellaneous operating costs, repair and maintenance, and hospitality costs. Reservations are for advance contractor program fees and other operating expenses.
11. **Aquatics:** Current month expenditures are for various pool supply costs, conference fee and repair and maintenance. Reservations are for supplies, repair and maintenance, and conference travel.
12. **General Programs Admin:** Current month expenditures include conference fee, supplies and professional membership costs. Reservation is for conference travel.
13. **Teens:** Current month expenditures are for program transportation, miscellaneous operating costs, and conference fee. Reservations are for program instruction, program transportation, and recreational activities.
14. **Senior:** Current month expenditures are for transportation, supplies, recreational activities, and conference fee and travel costs. Reservations are for program instruction, recreational activities, and program transportation.
15. **Youth:** Current month expenditures are for program supplies and recreational activities. Reservations are for program instruction and program transportation.
16. **Adult:** Current month expenditures are for program supply costs, recreational activities, and conference fee. Reservations are for program instruction, program transportation, and conference travel.
17. **Community Events:** Current month expenditures are contractor fees and program and operating supplies' costs. Reservations are for event contracts and Multicultural Festival equipment rental costs.
18. **Arts Ed:** Current month expenditures are for program related supplies and conference fee. Reservations are for program instruction, contractor payments, and conference travel.

Capital Project Expense

1. **RCC Improvements / 003716:** Includes ADA Doors, Chiller, CenterStage Floor, and HW Loading Dock projects.
2. **Hunters Woods and Lake Anne Priority 1 / 003717.5:** Current month expenditure is payment for design service.
3. **Natatorium Spa Roof / 003717.10:** No activity.
4. **Facility Enhancement Lake Anne / 003717.11:** Includes Art Studio, LA Expansion, LA Hallway Acoustics projects. Reservation is for LA expansion design service. Expansion funding allocation has been added by DMB staff (\$939,000). Current month expense is for design service.
5. **Community Room Hunters Woods Enhancements / 003717.12:** No activity.
6. **Aquatics Slide:** No activity.