



**Reston Community Center
Board of Governors Monthly Meeting
November 6, 2017
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 <ul style="list-style-type: none"> • Approval of October 2, 2017 Board Minutes (as reviewed and approved by the Board Secretary) • Approval of October 2, 2017 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 Report <ul style="list-style-type: none"> • October 2 Finance Committee Meeting • Long Range Planning Committee Meeting 	Gerald Zavala, Committee Chair Michelle Moyer, Committee Chair
8:22 – Approval of Committee Reports	Beverly Cosham, Chair
8:25 – Board Member Input on Activities Attended	
8:35 – Old Business: Preference Poll 2017 Report	Gerald Zavala, Committee Chair
Adjournment of 2016-2017 Board	Beverly Cosham, Chair
8:45 – Convening of new Board members	Beverly Cosham, Acting Chair
8:46 – Nominating Committee: Proposed Officer Slate	Bill Bouie, Vicky Wingert Nominating Committee
8:49 – Election and Seating of Board Chair	Board
8:51 – Seating of New Board Officers	Board Chair
8:53 – New Chair’s Remarks	Board Chair
8:56 – Executive Director’s Report	Leila Gordon, Executive Director
8:58 – New Business	Board Chair
9:00 – Adjournment	

Reminders:

Event	Date	Time
December Monthly Meeting	December 4	8:00 p.m.
Annual Strategic Planning Session	January 5, 6	TBD



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
OCTOBER 2, 2017**

Present:

- | | |
|--------------------------|------------------|
| • Beverly Cosham, Chair | • Bill Keefe |
| • Bill Bouie | • Bill Penniman |
| • Lisa Sechrest-Ehrhardt | • Paul D. Thomas |
| • Michelle Moyer | • Gerald Zavala |

Absent and Excused:

- Vicky Wingert

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Barbara Wilmer, Executive Assistant

The Chair called the meeting to order at 8:09 p.m.

MOTION #1:

Approval of the Agenda

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

MOTION #2:

Approval of the September 11, 2017 Board Minutes

Bill B. moved that the Board approve the September 11, 2017 Board Minutes. Bill K. seconded the motion. The motion passed unanimously.

MOTION #3:

Approval of the September 11, 2017 Board Actions

Bill B. moved that the Board approve the September 11, 2017 Board Actions. Bill K. seconded the motion. The motion passed unanimously.

Chair's Remarks

Bev said that in light of last night's events in Las Vegas, and also for the people in Puerto Rico and other disaster victims, we will take a moment of silence. Her words for tonight:

Self-absorption in all its forms kills empathy, let alone compassion. When we focus on ourselves, our world contracts as our problems and preoccupations loom large. But when we focus on others, our world expands. Our own problems drift to the periphery of the mind and so seem smaller, and we increase our capacity for connection – or compassionate action. (Daniel Goleman, *Social Intelligence: The New Science of Human Relationships*)

Resolve to be tender with the young, compassionate with the aged, sympathetic with the striving, and tolerant of the weak and the wrong. Sometime in life you will have been all of these. (Lloyd Shearer, *Walter Scott's Personality Parade*)

Introduction of Visitors

There were none.

Citizen Input

None.

Committee Reports

October 2, 2017 Finance Committee Report

Gerald gave a summary of the Report, including that it reflects the early part of the fiscal year. About half of the annual tax revenue has come in; the other half will come in December and January. The totals show the revenue from before July reversed and recorded as FY18 program revenue (primarily camp registrations). There was discussion of the fee waiver usage spike for all-day travel camps, indicating the need for full-day programs. There was discussion of how best to leverage that information. RCC is on target for fall registration fees. There are some savings in Personnel from vacancies, but those are being filled rapidly, so those will be relatively small savings over the year. Operating expense numbers are the result of multiple months' encumbrances and funds are spent down from those. Funds have been carried over for Capital Projects, such as the stage floor replacement; funds for the Aquatics Renovation Project are fully accounted for in the FY18 Capital Projects line items.

There have been some adjustments made to the previously approved FY19 budget; Gerald asked that the Board approve the adjusted Fund Statement presented in the finance materials in order that RCC can submit the FY19 Budget to the Department of Management and Budget (DMB) tomorrow. The adjustments reflect DMB refinement of the personnel costs for benefits and pay increases. They will not change RCC's mandated reserves structure.

MOTION #4:

Approval of the FY19 budget adjustment and final budget submission to the County Department of Management and Budget on October 3.

Gerald moved that the Board approve the budget as adjusted. Bill B. seconded the motion. The motion passed unanimously.

MOTION #5:

Approval of the October 2, 2017 Finance Committee Report

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

Board Member Input on Activities Attended

Paul thought the Reston Multicultural Festival was great, despite being a little late to the Naturalization Ceremony, which is one of his favorite aspects of the program. He was happy to see the SLHS Back 2 School Bash included so much in support of different needs for families. The Cardboard Regatta was very successful. He is the safety and security chair for the All-Night Grad Party and requested some help from RCC on how to get more kids to take scholarships to the party. Leila responded that the Opportunity Neighborhood network would be a good resource and that she would pass the information to those folks.

Bill P. attended the Candidates Forum and participated in the Preference Poll.

Lisa went to the Forum also. She found the Multicultural Festival wonderful; she was the emcee for the second year in a row and struggles to stay dry-eyed when Beverly sings. She mentioned also that it was great to shake the hands of the new citizens. She heard that Community Day at Southgate this past Saturday was fantastic and very well attended.

Michelle remarked that this is a very busy time of year for her at work. She found the Candidates Forum spellbinding, and enjoyed the celebration for Joe and Santos. She was glad to see some historical folks came back to applaud them. The Multicultural Festival was great and said the composition of the members of the Color Guard and SLHS singers speaks volumes about the diversity of Reston's population. Their introductions provided the beauty of names from many different ethnicities.

Gerald loves fall. Young Actors Theatre and soccer have started for his kids. He made it to the Candidates Forum and was proud of the candidates. He thought the Public Art Reston ChalkFest was wonderful and saw that RCC's art work promoted the Multicultural Festival. He said everyone should check out the new public art work, *Convergence*, that Public Art Reston unveiled at the Aperture.

Bill B. attended Chalkfest with his family. The event is the brainchild of his daughter Kerri who brought it back to Reston from her experience in Savannah at the Savannah College of Art and Design. He attended the Candidates Forum and congratulated the candidates. He made the opening remarks for the new Fairfax Leadership class of 2018. Development is happening rapidly in Reston and the Park

October 2, 2017 Board of Governors Meeting Minutes

Authority is trying to plan for all of it. They need a bigger venue for their previously planned November 1 meeting about the Lake Fairfax Master Plan. The official ceremony for the new stream valley within Lake Fairfax is this coming Friday at 10:00 a.m.

Bill K. enjoyed the Candidates Forum and hearing his colleagues discussing issues. He enjoyed campaigning through the last month.

Bev did everything others mentioned. She also started her OLLI class, entitled *Words, Words, Words*; she is finding the stories about the lyrics fascinating. The first class was all about the events in Texas, Florida, Puerto Rico and Las Vegas. She encouraged everyone to find Jeanne Robertson's "Never send your husband to the grocery store" anecdote on YouTube.

Executive Director's Report

Leila said staff will be receiving the first draft report on Wednesday from the RRMM/Lukmire team covering their existing conditions findings. Depending on the contents, she will schedule a meeting with either the Long Range Planning Committee or the Building Committee on October 16 at 6:30 p.m. to hear the final draft report. Public area carpets will be replaced over the coming holiday weekend. The solar panels project is advancing with potential contractor Secure Futures. The next steps include the County Attorney Office and procurement department.

RCC has hired Karen Goff as our PIO – she has a strong career in journalism and is looking forward to her new role and working closer to home. She will start October 23. Michelle will be on the interview panel for the Aquatics director. Interviews will begin at the end of this week.

The Preference Poll this year has been successful with no mystery regarding the outcome. The voting turnout was similar to last year. The Board's meeting with Supervisor Hudgins will be scheduled in late October or November. The pool opened September 16 and the hope is that it will remain so through December of 2018.

The Multicultural Festival was a tremendously successful event with support throughout the agency and with RA staff, who coordinate logistics and volunteers with Kevin. National Heritage Award-winning performer Sidiki Conde and his group, Tokounou, performed on a Friday school out day here for about 150 kids. With 93 percent of RCC's slots filled for summer camps and yet wait lists still occurring for full-day experiences, Leisure and Learning will plan to reconfigure programming for more all-day options in specialty camps. Leila mentioned that the Sue Wrban exhibit at the GRACE Gallery is gorgeous. And this Saturday the decommissioning ceremony for Patrick Dougherty's sculpture *A Bird in the Hand* will take place. That installation has provided climbing entertainment for Reston kids for a year longer than expected. She asked Board members to go over the list she provided and RSVP as soon as possible for ticketed events they plan to attend.

Old Business

The lighting between Ledo's and Buffalo Wing Factory needs to be much brighter. Leila will contact the property owner, Edens, and at least alert them to the complaints we receive in this regard.

New Business

Bev volunteered Vicky for the Nominating Committee; Bill Bouie will be the other member.

MOTION #6:

To Adjourn the Meeting

Bill B. moved to adjourn the meeting at 8:43 p.m. Paul seconded the motion. The motion passed unanimously.



Lisa Sechrest-Ehrhardt,
Board Secretary

October 4, 2017
Date

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON OCTOBER 2, 2017

- 17-1002-1 Bd That the Board approve the Agenda**
- 17-1002-2 Bd That the Board approve the October 2, 2017 Board Minutes**
- 17-1002-3 Bd That the Board approve the October 2, 2017 Board Actions**
- 17-1002-4 Bd That the Board accept the recent adjustments to the RCC budget**
- 17-1002-5 Bd That the Board approve the October 2, 2017 committee reports**
- 17-1002-6 Bd That the meeting be adjourned.**



Lisa Sechrest-Ehrhardt,
Board Secretary

October 4, 2017
Date



**RESTON COMMUNITY CENTER
FINANCE COMMITTEE MEETING
October 2, 2017**

Present were:

- Gerald Zavala, Committee Chair
- Bill Bouie, Committee Vice Chair
- Michelle Moyer
- Bev Cosham
- Bill Keefe
- Paul Thomas

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Renata Wojcicki, Finance Director
- Barbara Wilmer, Executive Assistant

The chair called the meeting to order at 7:32 p.m.

Revenue

Leila informed the committee that roughly half of tax revenue is deposited early in July and August; the next tranche will come in January, which Renata confirmed. The current revenue totals reflect how early in the fiscal year it is. Most summer camp Fee Waivers were distributed in the Youth and Teens cost center and most of those were derived from our travel camps, Road Rulz and Camp Goodtimes, which are full-day camps. Programmers are looking at our specialty camps for opportunities for more full-day experiences to help address the continuing wait lists for that kind of scheduled experience. RCC would like to get more children off those wait lists, but we do not want to shorten the one to two-week camps because they address different types of patrons and generate significant revenue. We are about halfway through our fall registration period. The Arts Education cost center also achieves significant summer revenue and the fee waiver amount in that cost center represents enrollment in Young Actors Theatre and Lake Anne Art Rave for Kids (YAT and LARK).

Personnel

Payroll lags by two weeks; at this point in the fiscal year, we are on target. There won't be significant savings in personnel costs related to the Media vacancy and Aquatics vacancy as we are filling those positions fairly expeditiously. RCC has hired Karen Goff to fill the Public Information Officer position; she will start on October 23. There was a good candidate pool; her writing was exemplary. Aquatics candidates will be interviewing late this week and next week. The high personnel costs in the Leisure and Learning and Arts Education cost centers were due to summer camp staffing. There is nothing unusual for this time of year.

Operating Expenses

Variations from the expected percentage of the budget used to date are a function of our Purchase Orders being encumbered for the entire programming cycle or the year; operating expenses will be paid out throughout the year. The Maintenance August number reflects closed POs and payments. Almost all of these cost center's operating funds are for contracts for utility costs, custodial services and the like.

Capital Projects

Line 4 includes the entirety of the Aquatics Renovation Project budget less the cost of soil study. The other categories reflect carryover allocations or future improvements, including \$50,000 for the RCC Hunters Woods public area carpet replacement. That project should occur over the holiday weekend coming up; it will take about three days.

October 2, 2017 Finance Committee Meeting Minutes

Other business

RCC's first draft report from the Architecture and Engineering firm will be delivered and provide the existing conditions assessment to date. There is no surprise that there is perched water present; the soil is wet, and the likelihood of that was obvious from the observed tilt in the pool shell. The firm representatives want to discuss concept alternatives. Leila will reserve judgment until she sees their proposals. They have spoken about a change from a 10 foot depth to eight, which is all that is required for teaching lifeguarding, scuba diving, installation of a climbing wall, etc. Michelle added that the competitive swimmers know that deeper water means less turbulence and quicker time, but that the preference doesn't offset the magnitude of the potential cost savings (both for construction and maintenance) that is being suggested by the aquatics specialist advising the architect's team. Leila said if the firm's alternative concepts are substantively different to a significant degree from our original concept plan, there should be a larger Board member presence at a meeting scheduled for 6:30 p.m. on October 16 for the firm's next presentation.

The staff needs a recommendation by motion to the full Board to accept small budget adjustments made to the agency's FY19 budget submission, due to the County tomorrow. She noted the changes reflect guidance we received after the Public Hearing as to the costs for personnel pay increases and benefits cost formulas. They do not alter our reserves capability or the overall budget parameters significantly.

MOTION:

That the Board accept the outlined FY19 budget and authorize the staff to make the budget submission as reflected in the revised Fund Balance to the Department of Management and Budget on October 3, 2017.

Paul moved and Bill K. seconded. The vote was unanimous in favor of the motion.

The meeting was adjourned at 7:55 p.m.

Reston Community Center
Revised Budget vs Actuals Worksheet
31-Aug-17

100%/12*2mos=16.66%

	FY18 Funding Changes	Revised FY18 Budget	July	Aug	YTD (does not incl. Fee Waiver amounts)	REMAINING BALANCE	YTD % actual	YTD Fee Waiver (unrealized revenue)
1 Administration:								
Taxes	353,601	7,551,975	3,659,395	92,295	3,751,690	3,800,285	49.68%	
Interest		10,914	6,704	5,442	12,146	(1,232)	111.29%	
Vending		1,616			0	1,616	0.00%	
Facility Rental	19,019	181,951	63,593	17,358	80,951	101,000	44.49%	
2 Performing Arts-Theatre Admiss.		55,854		12,215	12,215	43,639	21.87%	
3 PA Theatre Rental		44,213	3,894	0	3,894	40,319	8.81%	
4 PA Misc Revenue				43	43	(43)	0.00%	
5 PA Equip. Sale Revenue			-169	169	0	(0)	0.00%	
6 PA Cultural Activities/ Arts Org				8,106	8,106	(8,106)	0.00%	
7 Aquatics Classes/drop-in	-58,388	258,370	25,508	34,404	59,912	198,458	23.19%	11,873
8 Aquatics Rental		19,630	1,680	14,676	16,356	3,274	83.32%	
9 L&L Fitness		120,000	7,776	34,271	42,047	77,953	35.04%	1,372
10 L&L Youth/Teen	-52,388	178,859	121,815	4,259	126,074	52,785	70.49%	51,701
11 L&L Lifelong Learning		85,000	12,111	18,160	30,271	54,729	35.61%	11,273
12 L&L Collab & Outreach					0	0	0.00%	
13 Community Events		3,150		105	105	3,045	3.33%	
14 Arts Education		226,631	81,508	34,528	116,036	110,595	51.20%	4,898
Total RCC Revenue	261,844	8,738,163	3,983,814	276,032	4,259,847	4,478,316	48.75%	81,117

Reston Community Center
Revised Budget vs Actuals Worksheet
31-Aug-17

100%/12*2mos=16.66%

		Revised FY18 Budget	July	Aug	YTD	REMAINING BALANCE	% Budget Used Ytd
1	Administration	567,969	8,769	34,757	43,527	524,442	7.66%
2	Booking	209,381	3,254	13,126	16,380	193,001	7.82%
3	Comptroller	417,127	7,917	31,488	39,405	377,722	9.45%
4	Customer Service	526,147	9,676	35,768	45,444	480,703	8.64%
5	Facility Engineer	183,376	3,522	14,429	17,950	165,426	9.79%
6	Maintenance	418,638	7,764	29,657	37,421	381,217	8.94%
7	IT	142,142	2,564	10,090	12,654	129,488	8.90%
8	Media/Sponsorships	419,093	3,248	21,038	24,286	394,807	5.79%
9	Community Partnerships				0	0	0.00%
10	Performing Arts	539,980	9,395	37,485	46,880	493,100	8.68%
11	Aquatics	693,993	12,525	51,720	64,245	629,748	9.26%
12	L&L Fitness	183,952	2,182	13,697	15,879	168,073	8.63%
13	L&L Admin	256,082	5,014	19,724	24,737	231,345	9.66%
14	L&L Youth/Teen	233,416	10,034	54,616	64,650	168,766	27.70%
15	L&L Lifelong Learning	170,487	1,817	14,431	16,248	154,239	9.53%
16	L&L Collab & Outreach	99,301	1,581	6,464	8,045	91,256	8.10%
17	Community Events	142,111	6,521	9,427	15,948	126,163	11.22%
18	Arts Education	333,593	10,148	77,314	87,462	246,131	26.22%
Total Personnel Expenses		0 5,536,788	105,931	475,230	581,161	4,955,627	10.50%

0

Reston Community Center
Revised Budget vs Actuals Worksheet
31-Aug-17

100%/12*2mos=16.66%

		Revised FY18 Budget	July	Aug	YTD	REMAINING BALANCE	% Budget Used Ytd
Operational Expenses							
1 Administration		63,543	6,214	1,451	7,664	55,879	12.06%
2 Board		57,820	9,791	11,566	21,357	36,463	36.94%
3 Booking		91,720	43,892	375	44,268	47,452	48.26%
4 Comptroller//LA Lease/Admin		361,312	1,312	2,360	3,672	357,640	1.02%
5 Customer Service		1,000	146		146	854	14.60%
6 Facility Engineer		172,665	17,505	25,575	43,080	129,585	24.95%
7 Maintenance		418,394	383,759	(17,214)	366,545	51,849	87.61%
8 IT		102,715	9,037	1,750	10,787	91,928	10.50%
9 Media/Sponsorships		394,853	27,231	83,748	110,979	283,874	28.11%
10 Community Partnerships		135,000		100,101	100,101	34,899	74.15%
11 Performing Arts		303,855	71,004	98,953	169,956	133,899	55.93%
12 Aquatics		69,804	8,703	8,381	17,084	52,720	24.47%
13 L&L Fitness		19,886	1,085	666	1,751	18,135	8.80%
14 L&L Admin		6,100	450	1,610	2,060	4,040	33.77%
15 L&L Youth/Teen		206,012	79,568	21,302	100,870	105,142	48.96%
16 L&L Lifelong Learning		119,098	19,173	12,029	31,202	87,896	26.20%
17 L&L Collab & Outreach		17,865	24	6,589	6,613	11,252	37.01%
18 Community Events		174,337	47,443	28,311	75,754	98,583	43.45%
19 Arts Education		83,353	15,232	18,985	34,217	49,136	41.05%
Total Operational Expenses	0	2,799,332	741,568	406,538	1,148,105	1,651,227	41.01%

Reston Community Center
Revised Budget vs Actuals Worksheet
31-Aug-17

100%/12*2mos=16.66%

		Revised FY18 Budget	July	Aug	YTD	REMAINING BALANCE	% Budget Used Ytd	
1	RCC Improvements CC-000001	405,899	31,836	30,085	61,921	343,978	15.26%	
2	RCC Facility Enhancements CC-000002	30,000			0	30,000	0.00%	
3	Theatre Enhancements CC-000008	321,198	158,519		158,519	162,679	49.35%	
4	RCC Natatorium Renovation CC-000009	3,353,326	5,497,344	12,405	12,405	5,484,939	0.23%	
	Total Capital Expenses	3,353,326	6,254,441	202,760	30,085	232,845	6,021,596	3.72%
	Total RCC Expenditures	3,353,326	14,590,561	1,050,259	911,852	1,962,111	12,628,450	13.45%

**Revenue
comment**

General Notes: Revenues totaling \$264,132 collected prior to July 1 in 2017 were reversed and recorded as FY18 program revenue as those activities occur after July 1, 2017 (the beginning of FY18.) The following changes to FY18 revenue estimates took place: \$353,601 increase in tax revenue, \$19,019 increase in facility rental revenue, \$58,388 Aquatics and \$52,388 L&L revenue decreases to reflect anticipated lower enrollments occurring in the past two fiscal years. L&L team re-organization is in effect for FY18. Youth and Teen cost centers merged and formed the Youth/Teen cost center. Adult and 55+ merged and formed the Lifelong Learning Cost Center. L&L Collaboration and Outreach cost center is new for FY18.

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 49.68% of tax revenue, 44.49% of estimated Facility Rental revenue (which also includes T-Mobile antenna revenue) and 111.29% of estimated interest revenue.
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 either prior to the event or quarterly (RCP).
4. **Performing Arts Misc. Revenue:** Revenue from processing fees for online ticketing; new terms negotiated with Tickets.com returns a small amount to RCC. Revenue from this stream was not projected for FY18 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 initial fall program registration revenue.
8. **Aquatics Rental:** Year-to-date revenue represents natatorium rental payments.
9. **Fitness:** Year-to-date amount includes summer and initial fall program registration revenue.
10. **Youth/Teen:** Year-to-date amount includes summer and initial fall 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.
11. **Lifelong Learning:** Year-to-date amount includes summer and initial fall program registration revenue.
12. **Collaboration & Outreach:** Director Position was filled at the end of FY17 and employee is in the process of establishing FY18 programming. No revenue is projected until we see how the community responds to the offerings.
13. **Community Events:** Revenue is collected from booth fees associated with the Reston Multicultural Festival and MLK luncheon ticket sales.
14. **Arts Education:** Year-to-date amount includes summer and initial fall 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 the amount of 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. Some savings are anticipated as a consequence of position vacancy (Director) in the Aquatics cost center.

1. **Administration:** Administration's allocated budget is typically under-spent; funding provides for OPEB costs to be recorded sometime in March/April 2018.
2. **Booking:** Personnel costs are at the expected level; a merit vacancy is being filled by part-time staffing.
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. One full time position's budget allocation was transferred from Maintenance to Engineering effective in this fiscal year for the entirety of the fiscal year.
6. **Maintenance:** Personnel costs are at the expected level. One full time position's budget allocation was transferred to Engineering.
7. **Information Technology:** Personnel costs are at the expected level.
8. **Media/Sponsorships:** Personnel costs are at the expected level. Some savings may occur as a result of the PIO I position vacancy. The position will likely be filled as of mid-October.
9. **Community Partnerships:** No personnel costs are anticipated in FY18.
10. **Performing Arts:** Personnel costs are at the expected level.
11. **Aquatics:** Personnel costs are at the expected level. One full time position is remaining vacant and on loan to DPWES to provide for the Aquatics renovation project management position.
12. **Fitness:** Personnel costs are at the expected level.
13. **Leisure and Learning Admin:** Personnel costs are at the expected level.
14. **Youth/Teen:** Posted personnel costs are below the expected level due to cost center data entry error; the totals will be corrected and show up in the September report. Personnel costs typically include summer camps' labor costs which occurred in July and August.
15. **Lifelong Learning:** Personnel costs are at the expected level.
16. **Collaboration & Outreach:** Personnel expenditures are at the expected levels.
17. **Community Events:** Personnel expenditures are overstated due to cost center data entry error; corrected totals will appear in the September report.
18. **Arts Education:** Personnel costs are at the expected level. Personnel costs include summer camps' labor costs which occurred in July and August.

**Operating
Expenses:**

General Notes: Reservations for multiple months' expenses 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 program contracts will be restored to the cost center balances.

1. **Administration:** Current month expenses are for training.
2. **Board:** Current month expenses are for preference poll and hospitality costs.
3. **Booking:** Current month expenses and reservations/payments are for security and supply costs.
4. **Comptroller/LA Lease/Admin:** Current month expenses include bank fees and office supplies costs.
5. **Customer Service:** No current month expenses recorded.
6. **Facility Engineering:** Current month expenses and reservations/payments include facilities repair and maintenance costs.
7. **Maintenance:** Current month expenses and reservations/payments include utility costs, facilities maintenance, and custodial services and supplies costs.
8. **IT:** Current month expenses and reservations/payments are for cellular phone service and equipment.
9. **Media:** Current month expenses and reservations/payments include sponsorships, advertising and printing costs.
10. **Community Partnerships:** Current month expenses and reservations/payments include partnerships agreements.
11. **Performing Arts:** Current month expenses include program operating costs and operational travel costs.
12. **Aquatics:** Current month expenses and reservations/payments are for repair/maintenance pool and supplies.
13. **Fitness:** Current month expenses include reservations/payments for program contract delivery costs.
14. **Leisure and Learning Admin:** Current month expenses include professional membership expenses.
15. **Youth/Teen:** Current month expenses are for recreational activities, transportation and program delivery costs.
16. **Lifelong Learning:** Current month expenses are for recreational activities, transportation and program supplies.
17. **Collaboration & Outreach:** Current month expenses are for local travel and program contract delivery costs.
18. **Community Events:** Current month expenses and reservations/payments are for program contract delivery costs.
19. **Arts Ed:** Current month expenses and reservations/payments are for program contract 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, Hot Water Tank, Roof Solar Panels, HW Carpet Replacement Phase I, HW A/V Upgrade.
2. **RCC Facility Enhancements/CC-000002:** LA customer service counter redesign.
3. **RCC CenterStage Enhancements/CC-000008:** This project includes funding for the CenterStage floor replacement; related funding will be carried forward, Audio Visual Controls and LED Lights (phased replacement of incandescent lighting instrument lamps).
4. **RCC Aquatics Renovation/CC-000009:** Soils analysis cost is reflected in July; costs will begin occurring related to architecture and engineering activities in the coming months.



County of Fairfax, Virginia

MEMORANDUM

DATE: October 3, 2017

TO: Joseph M. Mondoro, Chief Financial Officer
Department of Management and Budget

FROM: Beverly A. Cosham, Chair
Reston Community Center Board of Governors

Leila Gordon, Executive Director
Reston Community Center

SUBJECT: FY2019 Budget Submission

The FY19 Budget request for Reston Community Center (RCC) is \$8,132,294.
Reston Community Center's FY19 Budget includes the following:

- \$5,355,817 for personnel, which is our calculation for merit and seasonal employees based on FOCUS HCM data and program requirements.
- \$2,776,477 for operating expenses.
- No funding is requested for capital projects or equipment.
- The estimated revenue for FY 2019 is \$8,619,072.

Funding for the FY 2019 Budget request is available in Sub-fund 40050, including the Managed Reserve accounts established in FY1989 and modified in FY2009 for the long term preservation and maintenance of RCC operations, facilities and programs.

This budget was presented to Reston constituents at a Public Hearing on June 19, 2017 with only slight modifications made to include more refined estimates for costs of employee benefits recommended by the Department of Management and Budget. It was subsequently approved by the RCC Board of Governors at their regular monthly meeting on Monday, October 2, 2017.

Cc: Catherine M. Hudgins, Hunter Mill Supervisor
Patricia D. Harrison, Deputy County Executive for Human Services
Brian Kincaid, Department of Management and Budget

Reston Community Center
2310 Colts Neck Road
Reston, Virginia 20191

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FUND STATEMENT

Fund 40050, Reston Community Center

	FY 2017 Actual	FY 2018 Adopted Budget Plan	FY 2018 Revised Budget Plan	FY 2019 Advertised Budget Plan
Beginning Balance	\$6,403,709	\$5,117,147	\$6,910,714	\$1,058,296
Revenue:				
Taxes	\$7,157,732	\$7,198,374	\$7,551,975	\$7,551,975
Interest	51,155	10,914	10,914	3,000
Vending	1,908	1,616	1,616	1,600
Aquatics	278,508	336,388	278,000	149,000
Leisure and Learning	390,014	439,397	387,009	419,716
Rental	207,540	162,932	181,951	171,875
Arts and Events	352,384	326,698	326,698	321,906
Total Revenue	\$8,439,241	\$8,476,319	\$8,738,163	\$8,619,072
Total Available	\$14,842,950	\$13,593,466	\$15,648,877	\$9,677,368
Expenditures:				
Personnel Services	\$5,032,823	\$5,536,788	\$5,536,788	\$5,355,817
Operating Expenses	2,479,261	2,797,570	2,799,332	2,776,477
Capital Projects	420,152	1,904,000	6,254,461	0
Total Expenditures	\$7,932,236	\$10,238,358	\$14,590,581	\$8,132,294
Total Disbursements	\$7,932,236	\$10,238,358	\$14,590,581	\$8,132,294
Ending Balance^{1,2}	\$6,910,714	\$3,355,108	\$1,058,296	\$1,545,074
Maintenance Reserve	\$1,012,709	\$1,017,158	\$1,048,580	\$1,034,289
Feasibility Study Reserve	168,785	169,526	0	172,381
Capital Project Reserve ³	3,000,000	2,168,424	9,716	338,404
Economic and Program Reserve	2,729,220	0	0	
Unreserved Balance	\$0	\$0	\$0	\$0
Tax Rate per \$100 of Assessed Value	\$0.047	\$0.047	\$0.047	

¹ The fund balance in Fund 40050, Reston Community Center, is maintained at adequate levels relative to projected personnel and operating requirements. Available fund balance is divided into four reserve accounts designated to provide funds for unforeseen catastrophic facility repairs, feasibility studies for future programming, funds for future capital projects, and funds for economic and program contingencies.

² The Feasibility Study Reserve is equal to 2 percent of total revenue, the Maintenance Reserve is equal to 12 percent of total revenue and the Capital Project Reserve has a limit of \$3,000,000.

³ Funds reserved for capital projects are not encumbered based on normal accounting practices; however, they are allocated for future capital projects.