



Reston Community Center
Board of Governors Monthly Meeting
October 6, 2014
8:00 p.m.
Meeting Agenda

8:00 – Call to Order	Beverly Cosham, Chair
8:02 – Approval of Agenda	Beverly Cosham, Chair
8:03 – Approval of Minutes and Board Actions	Beverly Cosham, Chair
<ul style="list-style-type: none"> • Approval of September 8, 2014 Board Minutes (As Reviewed and Approved by the Board Secretary) • Approval of September 8, 2014 Board Actions (As Reviewed and Approved by the Board Secretary) 	
8:05 – Chair’s Remarks	Beverly Cosham, Chair
8:08 – Introduction of Visitors	
8:10 – Citizen Input	
8:15 – Committee Reports	
<ul style="list-style-type: none"> • September 22 Finance Committee Report • October 6 Finance Committee Report 	Cathy Vivona, Treasurer Cathy Vivona, Treasurer
8:30 – Approval of Committee Reports	Beverly Cosham, Chair
8:32 – Board Member Input on Activities Attended	
8:40 – Executive Director’s Report	Leila Gordon, Executive Director
8:45 – Old Business	Beverly Cosham, Chair
8:50 – New Business	Beverly Cosham, Chair
9:00 – Adjournment	

Reminders:

Event	Date	Time
Board of Governors Orientation – RCC Hunters Woods	November 1	9:00 a.m.
Monthly Board Meeting	November 3	8:00 p.m.



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
SEPTEMBER 8, 2014**

Present:

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

Absent and Excused:

- Gerald Zavala

Attending from the RCC Staff:

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

The Chair called the meeting to order at 8:14 p.m.

MOTION #1:

Approval of the Agenda

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

MOTION #2:

Approval of the July 7, 2014 Board Minutes

Cathy moved that the Board approve the July 7, 2014 Board Minutes. Bill B. seconded the motion. The motion passed unanimously.

MOTION #3:

Approval of the July 7, 2014 Board Actions

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

Chair's Remarks

Bev welcomed Board members, visitors and viewers and said that our summer was like fall, but warned that summer is coming back.

Introduction of Visitors

Signe Friedrichs of the Council for the Arts of Herndon and Mercia Hobson of the Herndon Foundation for the Cultural Arts (ArtSpace Herndon) were introduced. They said they were observing tonight to learn strategies for efficient and effective governing board meetings.

Citizen Input

None.

Board Member Input on Activities Attended

Michelle was busy in the community but not necessarily with RCC-related activities. She volunteered at the Reston Triathlon (was there when Lisa finished), was involved in discussions regarding the Lake Anne Fellowship House, and is helping with organizing the triathlon event for the 2015 World Police and

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Fire Games. She was at the Lake Anne farmers' market and suggested RCC have a presence in and during the market.

Cathy played bridge, and had good days and bad days; she took her Silver Line maiden voyage and said that even traveling outside of rush hour she found it very exciting.

Bill B. had an unexpectedly busy summer; the Park Authority met throughout the summer months to grapple with the upcoming budgets: a one percent reduction in FY15 and a three percent reduction in FY16. He is participating in the Destination Reston project, a project for marketing Reston services and programs, but particularly in conjunction with the Silver Line corridor. The IPAR Chalk Fest at Town Center was great, and he is a proud father, as his daughter was involved in its planning as well as Reston's first chalk festival held earlier in the summer at Lake Anne Plaza.

Bill P. was busy with the Reston Planning and Zoning Committee. He attended the Lake Anne Jazz and Blues Festival and dropped in at our wood shop. He agrees that riding the Silver Line is great, especially for traveling to baseball games, museums, and meet-ups with friends. He also agreed with Cathy that the trains are very busy most of the time.

Vicky has ridden the Silver Line, too, to Eastern Market. She has attended some RCC classes and concerts, and had a good summer. She is enjoying feeling healthy.

Lisa really enjoys the Silver Line's door-to-door service for her: home to UDC and return. She's been spending time this summer at each of the shopping centers to get a feel for their respective environments. The community is amazingly diverse and seems to be growing -- there is ongoing construction at Terraset and she understands South Lakes High School is at capacity already. The experience at the Reston Triathlon was interesting -- it's a big one, and athletes at all levels of triathlon experience participated. She's going to try to do it every year until she can't. She noted that this year involved swimmers conforming to rules regarding use of wet suits and was pleased that she did well despite being a little apprehensive about the water temperature.

John's wife stopped working, and he returned to work. He attended the Lake Anne Plaza Ukulele Festival and was surprised at the lower attendance compared to last year. He also went to the Reston Town Center Chalk Festival, various GRACE art events, and refereed for a Special Olympics soccer tournament in Herndon which was very impressive. He and his wife used the Silver Line to go to a Woolly Mammoth show and discovered that the trip home seems very long. John's soccer teams both won; during the early afternoon game kids asked to come off the field because of the heat. John also attended some of the concerts at town center.

Bev attended the Silver Line opening event and lost the Founder (covered in detail in the August 1 RCC Newsletter), performed in the NextStop theatre's summer cabaret series, and appeared with Laverne Gill on Channel 28's Reston African American Legacy Program. As a consequence of that experience, she and some others are discussing restarting Reston Black Focus. Bev also did some readings at the Kennedy Center and the Shakespeare Theatre.

Executive Director's Report

Leila said we had a busy summer. We will be launching the new website after the Preference Poll end date. Key staff participated in three strategy sessions covering communications, cost recovery, and personnel retention, morale and training initiatives, which were all very productive. We will pursue outreach to community members on how they want to get information from us and how they use the program guide. Cost recovery sessions included strategies for the budget process. This August's revenue was higher than last year's August-December numbers. The camps performed above expectations, despite having had to cancel several as a result of the FCPS extension of the school year into June. Programmers are using effective strategies for scheduling historically popular programs in ways that also lower costs. Fall registration got a big boost from the opportunity to register online; it is a very successful new tool. Reduced Shakespeare has started to load in for the Extravaganza, and their first shows are close to selling out. Leila said that while a third of the concerts at Lake Anne were cancelled because of stormy weather, we should take the long view: outdoor performance experiences should be seen on a continuum, not as a series of one-offs. Leila has been involved in the Reston Chamber of Commerce's Destination Reston project. The goal of the effort is to create coordinated marketing for all the activities

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and services available in Reston. Including developers in the planning helps brand Reston as both a life-style and a business destination. Focus has begun to sharpen in the community around the World Police and Fire Games in 2015: the athlete's village will be at Reston Town Center. Organizers are working on connecting games and the arts, an evolving process.

Leila met with Pat Hynes (our district's school board member) related to the Serving Reston Youth effort. Pat committed to putting FCPS staff and Serving Reston Youth members together to try to establish better connections and efficiencies among organizations, programs and schools to maximize service to kids.

Old Business

The RCC Policy Framework has been vetted by the County Attorney and tweaks to the language were made regarding the relationship of the Board of Governors to the Board of Supervisors; these were clarifying edits not substantive to the policies.

The Policy and User Manual has been a long time coming; we've gathered existing material from numerous places into this combined resource. If the project is endorsed by the Board we will push it forward into design and eventually it will live on the RCC website; we will also print a limited number to be available on request. The manual draft, too, has been reviewed by the County Attorney.

MOTION #4:

Bill B. moved that the Board charge the staff with moving forward on creation of the RCC Policy and User Manual; Vicky Wingert seconded the motion. The motion passed unanimously.

MOTION #5:

Bill B. moved that the Board accept the RCC Policy Framework as edited by the County attorney. Vicky seconded the motion. The motion passed unanimously.

New Business

There was no new business.

There will be a Finance committee meeting scheduled for September 22.

The next meeting of the RCC Board of Governors will take place October 6.

Bev will be opening the next season of the OLLI *Meet the Artists* Concert Series on September 25.

John requested information related to the assertion made in the Candidate Forum earlier in the evening regarding projected RCC budgets accommodating costs associated with a new recreation facility. Leila explained that there are no projected budgets with those elements. She believes the reference was to the RCLCO study commissioned by the Board of Governors regarding likely performance of the tax base for Small District 5 in the coming years to understand revenue forecasts. She said she would send John the link to that study as it remains up on our website.

MOTION #6:

To Adjourn the Meeting

Bill B. moved to adjourn the meeting at 9:02 p.m. Lisa seconded the motion. The motion passed unanimously.



William Penniman,
Board Secretary

September 29, 2014
Date

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON SEPTEMBER 8, 2014

- 14-0908-1 Bd That the Board approve the Agenda.**
- 14-0908-2 Bd That the Board approve the July 7, 2014 Board Minutes.**
- 14-0908-3 Bd That the Board approve the July 7, 2014 Board Actions.**
- 14-0908-4 Bd That the Board Board charge the staff with moving forward on creation of the RCC Policy and User Manual.**
- 14-0908-5 Bd That the Board accept the RCC Policy Framework as edited by the County Attorney.**
- 14-0908-6 Bd That the meeting be adjourned.**



William Penniman,
Board Secretary

September 29, 2014
Date



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS FINANCE COMMITTEE REPORT
September 22, 2014**

The Finance Committee met on September 22, 2014.

Present were:

- Cathy Vivona
- Bill Bouie
- Michelle Moyer
- John Mendonça

Absent and Excused:

- Gerald Zavala

Attending from the RCC Staff:

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

Cathy called the meeting to order at 6:07 p.m.

Leila reviewed the August end-of-month financial report.

Revenue from taxes comes in two large amounts, the first of which has been deposited for FY15. For facility rental income, we bill our regular users on a quarterly basis. Others provide an initial deposit and pay the balance on the date of event, so the latter is an irregular revenue stream. Performing arts also provides irregular income, dependent on the performance schedule. As a result of the Reduced Shakespeare performances this past two weeks, Performing Arts is already at 105 percent of the annual revenue target. Expectations are that this will be an exceptional year, as was last year. Line 4 is a pass through account for monies collected and then redistributed to our community arts organizations. Aquatics totals indicate solid revenue so far. Levi Lainhart, recently hired, will pick up the responsibility for class schedules, especially the private lessons, and so that revenue stream should pick up again soon. Aquatics rental users are billed quarterly. Fitness programs are doing well, on track to meet revenue targets. Most of the revenue generated by Teens activities is for summer programs. We see less significant revenue amounts September-May, but they should hit their targets.

Cathy inquired about the process for budgeting for classes. Leila responded that we budget at 80 percent of the class minimum (based only on Reston resident participation). Three categories of revenue exist for RCC. The least revenue is generated from our soul-of-the-agency events (e.g., Multicultural, MLK), for which there is no admission charge. We have a very small cost recovery from booth charges, book sales, \$5 lunch charges, etc., but they are almost entirely subsidized events.

Our second goal is to provide the largest possible spectrum of events with intrinsic social and cultural value. We do not get near cost recovery for much of the youth, teen, and 55+ programming. These are partially subsidized areas with anywhere from 20-50 percent levels of subsidy.

There is a third area for which we try to recover all direct costs (a reminder that this does not include overhead or operational costs). We do get one-to-one recovery, for the most part, for trips and tours, fine arts activities and classes, and also our fitness programs. We get a higher recovery than one-to-one (direct costs) for our private lesson delivery.

Our rental charges for CenterStage are comparable to GMU's Harris Theatre and MCC's Alden Theatre rental prices.

The Professional Touring Artist Series (PTAS) represents a soul-of-the-agency line of effort. Presenting and providing a home for arts organizations are at the heart of our mission; the PTAS is not a loss-leader in the sense that it's not designed as programming that "markets" other activities. Our artist fees might be recovered, but not the operational costs of running the theatre or related costs to presenting the performances (technical and artist support).

John asked to see the year end financials for FY14; the information appears on the handout Fund Statement. On request, Renata provided the Fund Statement that also shows the FY14 Revised Budget for comparison. All agreed that including this type of comparison document in the presentation of the budget materials would be advisable in future years.

At 60 percent capacity for the year in attendance for the PTAS in FY15 we hope to exceed revenue projections; hitting the respective participation targets through all departments will generate more revenue than is budgeted. Reaching optimum participation levels across cost centers and pricing to achieve our targeted recovery goals is part of the strategy to achieve our balanced budget outcome for FY16.

For 55+ programming we expect growth in participation – the director is designing attractive programs. For Youth, our camps over-performed despite some negative factors. Our Adult programs need a more sustainable level of cost recovery and we are hoping for improvement this year. Arts Ed classes reflect a very good start in fall program registration (summer LARK and YAT were also very successful). Numbers are high now because fall registration began August 1.

Personnel costs are more predictable and more stable in terms of tracking to the percent of the budget expended compared to the percent of the year elapsed. The high numbers track with summer programs' labor costs. The loaded-in "other post-employment benefit" (OPEB) charges in admin skew the normal numbers slightly. Position vacancies are reflected, too (finance, fitness, media position conversion into single full time benefit savings of \$39,000). Discussion followed regarding the process for converting positions to create one full-time Status C position for Media. The amount in the Community partnerships line is the extent of personnel expenses for this account.

John inquired about monthly budget numbers. The notes handout explains specifics on monthly variations and any anomalies reflected in YTD percentages. John stated the need to review the actual numbers for the just-past fiscal year (FY14) and requested a Finance Committee meeting each July in the future to have full knowledge of the prior fiscal year. RCC's FY14 year-end report will be distributed to the committee members following this meeting.

Bill B. asked where the one percent cut in personnel is shown, and Leila explained that there was a one percent across-the-board cut taken by the staff in its efforts to refine the budget for FY15 and achieve balance for FY16.

A discussion followed centering on terminology for non-profit accounting reporting. John requested that surplus/deficit terms be used instead of revenue/expense terms. The materials at the June Public Hearing provided details on funds. Budgeting is now focused on bringing expenditures and recovery costs into alignment for achieving balance during FY16. Terminology of RCC reports is dictated to a large extent by the specifics of County terminology and the official titles of RCC cost centers. Leila agreed that we can provide clarification on RCC internal reports to the Finance Committee.

Bill B. asked where RCC is planning to cut three percent for FY17; Leila replied that we are not required to present the information to the County due to our status as a sub-fund agency.

Operating Expenses were reviewed. In explanation Leila stated that fund reservations are posted at the beginning of the fiscal year and as invoices go out, encumbrance numbers go down, expenses go up, and the hope is we end at zero. However, carryovers do happen. A revenues v. expenses balance is the goal.

September 22, 2014, Finance Committee Report

John requested that line titles reflect exactly what is included in the Excel sheet and not just be explained by the notes document. Renata explained that she is not allowed to change cost center titles, but that parenthetical description could be added to clarify the contents when necessary. It was agreed to make these parenthetical additions where appropriate.

John requested that financial materials and handouts be sent in advance of finance committee meetings and Leila agreed that this would be done.

In **Capital Projects**, as we have come to expect, there has been substantial carryover due to projects not starting when initially scheduled; where a project hasn't even begun, the entire budget allocation is carried over.

Overview of the FY16 Budget memorandum

The budget transmittal memorandum for FY16 will be submitted on October 8. Discussion ensued on a formal approval process for the FY16 budget for RCC. John stressed the need for the Board to approve the FY16 budget as submitted. Leila agreed to review the previous months' Board meeting documentation to determine if any additional board action is required and send out information following this meeting.

Cathy was thanked and applauded for her long-time commitment as treasurer of the Board and Chair of the Finance Committee.

Public Comment (must state name and address):

Linda Singer, Reston resident, was present but did not speak.

Cathy adjourned the meeting at 7:02 p.m.

Revenue

General Note: Fall 2014 activity registration started August 1st. Summer 2014 (after July 1, 2014) related revenue was reversed for FY14 year-end-close and recorded as FY15 revenue.

1. **Administration:** The Administration revenue budget shows combined tax, interest and facility rental revenues. Facility rental revenue is combined T-Mobile antenna and room rental revenue. We have collected 52% of tax revenue, 32% of estimated Facility Rental revenue (which also includes T-Mobile antenna revenue) and 2% of the projected interest revenue.
2. **Performing Arts:** Revenue collection is very uneven depending on scheduled shows and their related box office revenue.
3. **Performing Arts Theatre Rental:** Theatre rental payments are billed quarterly for year-round users such as RCP, or by event for others.
4. **Performing Arts Cultural Activities/Arts Organizations:** The community arts box office receipts and payments clearing line.
5. **Aquatics Classes/drop-in:** Year-to-date revenue represents daily gate fees, summer and initial fall program registration revenue.
6. **Aquatics Rental:** Year-to-date revenue represents a natatorium rental payment.
7. **Fitness:** Year-to-date amount includes summer and initial fall program registration revenue.
8. **Teens:** Year-to-date amount includes summer and initial fall program registration revenue. Most of this cost center's revenue is realized during the summer.
9. **55+:** Year-to-date amount includes summer and initial fall program registration revenue.
10. **Youth:** Year-to-date amount includes summer and initial fall program registration revenue. Most of this cost center's revenue is realized during the summer.
11. **Adult:** Year-to-date amount includes summer and initial fall program registration revenue.
12. **Community Events:** Year-to-date amount includes Multicultural Festival vendors' rental payments.
13. **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 Note: Labor costs for Teen, Arts Education and Youth are higher due to summer camps labor costs occurring in July and August.

1. **Administration:** Administration's allocated budget is typically under-spent; funding provides for OPEB costs.
3. **Booking:** Personnel costs are at the expected level.
4. **Comptroller:** Personnel costs are at the expected level.
5. **Customer Service:** Personnel costs are at the expected level.
6. **Facility Engineer:** Personnel costs are at the expected level. Fringe Benefits costs caused budget overrun.
7. **Maintenance:** Personnel costs are at the expected level.
8. **Information Technology:** Personnel costs are at the expected level.
9. **Media:** Personnel costs are at the expected level.
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. **Teens:** 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.

1. **Administration:** Current month expenses include design services and training. Reservations are for design consulting services.
2. **Board:** Current month expenses are for hospitality and preference poll postage. Reservation is for preference poll.
3. **Booking:** Current month expenses are for storage facility rental, security, and supplies. Reservations are for security monitoring, piano tuning, and storage facility rental.
4. **Comptroller:** Current month expenses include LA facility lease payment, bank fees, and supply costs. There are no reservations.
5. **Facility Engineering:** Current month expenses include repair and maintenance costs. Reservations are for repair and maintenance.
6. **Maintenance:** Current month expenses include utility costs and supplies. Reservations are for repair and maintenance costs and utilities.
7. **IT:** Current month expenses include IT supplies and communication costs. Reservations are for communication and software costs.
8. **Media:** Current month expenses include sponsorships, printing, and supply costs. Reservations are for sponsorships.
10. **Community Partnerships:** Current month expenses are for meeting hospitality. Reservations are for RHT and IPAR.
11. **Performing Arts:** Current month expenses include theatre operating costs and performer contract advance payments. Reservations are for contractor advance payments.
11. **Aquatics:** Current month expenses are for pool maintenance. Reservations are for pool maintenance and supplies.
12. **Leisure and Learning Admin:** There are no current month expenses recorded. No open reservations.
13. **Fitness:** Current month expenses include supplies and program delivery contract costs. Reservations are for program delivery contract costs.
14. **Teens:** Current month expenses are for recreational activities, program supplies, and transportation. Reservations are for transportation and program delivery costs.
15. **55+:** Current month expenditures include program supplies, transportation, and recreational activities costs. Reservation is for transportation.
16. **Youth:** Current month expenditures are for recreational activities, transportation, and program supplies. Reservations are for program delivery contract costs and transportation.
17. **Adult:** Current month expenditures include program supplies and recreational activities costs. Reservation is for program delivery contract costs.
18. **Community Events:** Current month expenditures are for program supply costs and program delivery contract costs. Reservations are for program delivery contract costs.
19. **Arts Ed:** Current month expenditures are for program supply costs. Reservations are for program delivery contract costs.

Capital Project Expense

General Note: Reservations for multiple months' expenses are made at the beginning of the year; funds are spent down from them.

1. **RCC Improvements /C-000001:** Includes motor control panel replacement, and HW Loading Dock projects.
2. **Facility Enhancement Lake Anne /C-000002:** Project completed. DMB to remove remaining funding.
3. **Community Room Hunters Woods Enhancements /C-000003:** Community room lighting and sound upgrades (chandelier fixtures design and replacement pending.)
4. **Oil Tank Removal/C-000007:** Project completed. DMB to remove funding.
5. **RCC Center Stage Enhancements /C-000008:** Allocated in previous years funding for Center Stage floor budget of 40K transferred from RCC Improvements project (#1) for ease of costs tracking. New cabling, sound and lighting upgrades will now be done at the same time and so that project budget allocation increased by \$100,000 for FY15.
6. **Aquatics Mechanical Sys. Upgrade/ C-000009:** Project Completed. DMB to remove remaining funding.

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

100%/12*2mo=16.66%	
Revised Beginning Fund Balance	\$ 5,387,178
Y-End Estimated Fund Balance	\$ 4,243,330

	Adopted Budget FY15	FY14 Carryforward	Revised Budget FY15	July	Aug		YTD	REMAINING BALANCE	YTD % actual	YTD_Fee Waiver as part of YTD column
1 Administration	6,734,189		6,734,189	3,345,661	121,700		3,467,361	3,266,828	51.49%	
2 Performing Arts-Theatre Admiss.	48,720		48,720		28,330		28,330	20,390	58.15%	
3 PA Theatre Rental	31,640		31,640		125		125	31,515	0.40%	
4 PA Cultural Activities/ Arts Org	0		0		7,535		7,535	(7,535)	0.00%	
5 Aquatics Classes/drop-in	343,406		343,406	18,090	55,397		73,487	269,919	21.40%	1,900
6 Aquatics Rental	16,000		16,000		35		35	15,965	0.22%	
7 L&L Fitness	116,098		116,098	9,548	29,841		39,389	76,709	33.93%	576
8 L&L Teens	74,000		74,000	33,750	5,111		38,861	35,139	52.51%	2,655
9 L&L Senior	62,000		62,000	15,059	24,097		39,156	22,844	63.15%	3,329
10 L&L Youth	125,000		125,000	89,841	9,654		99,495	25,505	79.60%	3,095
11 L&L Adult	125,486		125,486	3,321	12,635		15,956	109,530	12.72%	2,095
12 Community Events	3,956		3,956	900	335		1,235	2,721	31.22%	
13 Arts Education	139,215		139,215	63,035	29,269		92,304	46,911	66.30%	
Total RCC Revenue	7,819,710		7,819,710	3,579,205	324,064	0	3,903,269	3,916,441	49.92%	13,650

L&L - Leisure & Learning

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

100%/12*2mo=16.66%	
Revised Beginning Fund Balance	\$ 5,387,178
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	Adopted Budget FY15	FY14 Carryforward	Revised Budget FY15	July	Aug	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
1 Administration	536,276		536,276	13,913	31,545		45,458	490,818	8.48%
3 Booking	232,084		232,084	7,330	10,710		18,040	214,044	7.77%
4 Comptroller	364,787		364,787	10,174	21,802		31,976	332,811	8.77%
5 Customer Service	537,313		537,313	16,454	38,483		54,937	482,376	10.22%
6 Facility Engineer	106,668		106,668	3,772	7,873		11,645	95,023	10.92%
7 Maintenance	436,832		436,832	13,226	28,808		42,034	394,798	9.62%
8 IT	125,618		125,618	4,476	10,119		14,595	111,023	11.62%
9 Media	402,966		402,966	11,179	27,857		39,036	363,930	9.69%
10 Community Partnerships				947	440		1,387	(1,387)	0.00%
11 Performing Arts	485,415		485,415	10,079	33,555		43,634	441,781	8.99%
12 Aquatics	683,402		683,402	19,936	50,242		70,178	613,224	10.27%
13 Leisure & Learning (L&L) Programs Ad	216,801		216,801	7,595	16,820		24,415	192,386	11.26%
14 L&L Fitness	195,088		195,088	2,573	6,984		9,557	185,531	4.90%
15 L&L Teens	128,871		128,871	7,342	26,090		33,432	95,439	25.94%
16 L&L Senior	115,163		115,163	2,902	7,355		10,257	104,906	8.91%
17 L&L Youth	193,180		193,180	25,895	52,412		78,307	114,873	40.54%
18 L&L Adult	157,024		157,024	4,713	9,923		14,636	142,388	9.32%
19 Community Events	131,109		131,109	3,194	8,897		12,091	119,018	9.22%
20 Arts Education	310,497		310,497	26,709	76,514		103,223	207,274	33.24%
Total Personnel Expenses	5,359,094		5,359,094	192,409	466,429	0	658,838	4,700,256	12.29%

Reston Community Center
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 30-Aug-14

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Y-End Estimated Fund Balance	\$ 4,243,330

	Adopted Budget FY15	FY14 Carryforward	Revised Budget FY15	July	Aug	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
1 Administration	119,823	57,211	177,034	6,162	1,454	51,292	58,908	118,126	49.16%
2 Board	109,000		109,000	9,555	13,616	500	23,671	85,329	21.72%
3 Booking	114,769	646	115,415	5,490	5,608	62,867	73,965	41,450	64.45%
4 Comptroller/Customer Service	383,644		383,644	5,134	247,160		252,294	131,350	65.76%
5 Facility Engineer	193,894	22,846	216,740	2,622	2,410	50,878	55,910	160,830	28.84%
6 Maintenance	466,405	6	466,411	17,734	24,974	337,216	379,924	86,487	81.46%
7 IT	90,802	500	91,302	16,221	809	5,188	22,218	69,084	24.47%
8 Media	378,443		378,443	800	63,293	49,061	113,154	265,289	29.90%
9 Community Partnerships	175,000		175,000	46,500	217	42,500	89,217	85,783	50.98%
10 Performing Arts	313,655	2,266	315,921	23,629	123,591	71,077	218,297	97,624	69.60%
11 Aquatics	84,015		84,015	6,546	4,662	13,303	24,511	59,504	29.17%
12 Leisure & Learning (L&L) Programs Ad	6,800		6,800	291			291	6,509	4.28%
13 L&L Fitness	16,068		16,068		525	8,800	9,325	6,743	58.03%
14 L&L Teens	133,780		133,780	34,523	17,372	11,737	63,632	70,148	47.56%
15 L&L Senior	86,390		86,390	10,024	8,832	10,830	29,686	56,704	34.36%
16 L&L Youth	136,012		136,012	21,961	11,763	51,255	84,979	51,033	62.48%
17 L&L Adult	98,097		98,097	3,505	2,853	4,291	10,649	87,448	10.86%
18 Community Events	145,757		145,757	2,232	22,526	15,744	40,502	105,255	27.79%
19 Arts Education	92,497		92,497	901	3,218	4,600	8,719	83,778	9.43%
Total Operational Expenses	3,144,851	83,475	3,228,326	213,830	554,883	791,139	1,559,852	1,668,474	49.60%

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

100%/12*2mo=16.66%	
Revised Beginning Fund Balance	\$ 5,387,178
Y-End Estimated Fund Balance	\$ 4,243,330

	Capital Proj. Desc. & Number/Cap Equip.	Adopted Budget FY15	FY14 Carryforward	Revised Budget FY15	July	Aug	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
1	RCC Improvements C-000001		174,353	174,353	1,654		3,337	4,991	169,362	0.00%
2	Fac. Enhcment. LA C-000002		90	90				0	90	0.00%
3	C. R. HW Enhcmnts. C-000003		130,795	130,795				0	130,795	0.00%
4	Oil Tank Removal C-000007		1,169	1,169					1,169	
5	Theatre Enhancements C-000008	130,000	68,000	198,000				0	198,000	0.00%
6	Aquat. Mech. Sys. Upgrade C-000009		89,758	89,758				0	89,758	0.00%
	Total Capital Expenses	130,000	464,165	594,165	1,654	0	3,337	4,991	589,174	3.84%
Total RCC Expenditures		8,633,945	547,640	9,181,585	407,893	1,021,312	794,476	2,223,681	6,957,904	25.76%

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

100%/12*2mo=16.66%	
Revised Beginning Fund Balance	\$ 5,387,178
Y-End Estimated Fund Balance	\$ 4,243,330

	Adopted Budget FY15	FY14 Carryforward	Revised Budget FY15	July	August	Encumbr.	YTD	Remaining Balance
Revenue	7,819,710	0	7,819,710	3,579,205	324,064	0	3,903,269	3,916,441
Personnel	5,359,094	0	5,359,094	192,409	466,429	0	658,838	4,700,256
Operating	3,144,851	83,475	3,228,326	213,830	554,883	791,139	1,559,852	1,668,474
Capital Projects	130,000	464,165	594,165	1,654	0	3,337	4,991	589,174
Total Expenses	8,633,945	547,640	9,181,585	407,893	1,021,312	794,476	2,223,681	6,957,904
Revenue less Total Expenses	-814,235	-547,640	-1,361,875	3,171,312	-697,248	-794,476	1,679,588	-3,041,463

FUND STATEMENT

Fund 40050, Reston Community Center

	FY 2014 Actual	FY 2015 Adopted Budget Plan	FY 2015 Revised Budget Plan	FY 2016 Advertised Budget Plan
Beginning Balance	\$5,742,205	\$4,081,443	\$5,387,178	\$4,243,675
Revenue:				
Taxes	\$6,283,904	\$6,518,071	\$6,778,759	\$7,016,016
Interest	5,727	41,710	8,357	8,441
Vending	2,119	1,500	1,500	1,616
Aquatics	295,691	359,406	323,600	334,074
Leisure and Learning	444,313	502,584	487,179	506,008
Rental	144,353	172,908	137,725	149,921
Arts and Events	246,115	223,531	223,531	261,351
Total Revenue	\$7,422,222	\$7,819,710	\$7,960,651	\$8,277,427
Total Available	\$13,164,427	\$11,901,153	\$13,347,829	\$12,521,102
Expenditures:				
Personnel Services	\$4,912,558	\$5,359,094	\$5,359,094	\$5,367,499
Operating Expenses	2,657,370	3,144,851	3,228,325	2,909,396
Capital Equipment	8,742	0	13,587	0
Capital Projects	198,579	130,000	503,148	647,000
Total Expenditures	\$7,777,249	\$8,633,945	\$9,104,154	\$8,923,895
Total Disbursements	\$7,777,249	\$8,633,945	\$9,104,154	\$8,923,895
Ending Balance¹	\$5,387,178	\$3,267,208	\$4,243,675	\$3,597,207
Capital Project Reserve ²	3,000,000	2,247,880	3,000,000	\$2,309,184
Maintenance Reserve	\$890,667	\$862,934	\$955,278	\$993,291
Feasibility Study Reserve	148,444	156,394	159,213	\$165,549
Economic and Program Reserve	1,348,067	0	129,184	129,184
Unreserved Balance	\$0	\$0	\$0	\$0
Tax Rate per \$100 of Assessed Value	\$0.047	\$0.047	\$0.047	\$0.047

DTA Feb 2014 Tax revenue estimate

DMB allocated additional 75K in funding for Pay for Performance in effect for FY15. RCC request was \$5,283,663

FY14 Carryover of \$83,474

Cap Equip. PO8500139845/Dell not delivered yet.

Added to 130K FY14 Carryover of \$464,166 + Cap. Equip \$13,587 carryover

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

FUND STATEMENT

Funds 40050, Reston Community Center

	FY 2014 Revised Budget	FY 2014 Actual	Increase (Decrease) (Col. 2-1)	FY 2015 Adopted Budget Plan	FY 2015 Revised Budget Plan	Increase (Decrease) (Col. 5-4)
Beginning Balance	\$5,742,205	\$5,742,205	\$0	\$4,081,443	\$5,387,178	\$1,305,735
Revenue:						
Taxes	\$6,359,093	\$6,283,904	(\$75,189)	\$6,518,071	\$6,778,759	\$260,688
Interest	47,077	5,727	(41,350)	41,710	8,357	(33,353)
Aquatics	313,160	295,691	(17,469)	359,406	323,600	(35,806)
Leisure and Learning	464,541	444,313	(20,228)	502,584	487,179	(15,405)
Rental	150,500	146,472	(4,028)	174,408	139,225	(35,183)
Arts and Events	210,632	246,115	35,483	223,531	223,531	0
Total Revenue	\$7,545,003	\$7,422,222	(\$122,781)	\$7,819,710	\$7,960,651	\$140,941
Total Available	\$13,287,208	\$13,164,427	(\$122,781)	\$11,901,153	\$13,347,829	\$1,446,676
Expenditures:						
Personnel Services	\$5,205,285	\$4,912,558	(\$292,727)	\$5,359,094	\$5,359,094	\$0
Operating Expenses	3,337,735	2,657,370	(680,365)	3,144,851	3,228,669	83,818
Capital Equipment	28,000	8,742	(19,258)	0	13,587	13,587
Capital Projects	634,745	198,579	(436,166)	130,000	503,149	373,149
Total Expenditures	\$9,205,765	\$7,777,249	(\$1,428,516)	\$8,633,945	\$9,104,499	\$470,554
Total Disbursements	\$9,205,765	\$7,777,249	(\$1,428,516)	\$8,633,945	\$9,104,499	\$470,554
Ending Balance¹	\$4,081,443	\$5,387,178	\$1,305,735	\$3,267,208	\$4,243,330	\$976,122
Maintenance Reserve	\$905,400	\$890,667	(\$14,733)	\$862,934	\$955,278	\$92,344
Feasibility Study Reserve	150,900	148,444	(2,456)	156,394	159,213	2,819
Capital Project Reserve ²	3,000,000	3,000,000	0	2,247,880	3,000,000	752,120
Economic and Program Reserve	25,143	1,348,067	1,322,924	0	128,838	128,838
Unreserved Balance	\$0	\$0	(\$0)	\$0	\$0	\$0
Tax Rate per \$100 of Assessed	\$0.047	\$0.047	\$0.000	\$0.047	\$0.047	\$0.000

DTA Feb 2014 Tax revenue estimate

DMB allocated additional 75K in funding for Pay for Performance in effect for FY15. RCC request was \$5,283,663

FY14 Carryover of \$83,474+350.00- pre encumbered minus \$5.53 discount still showing as encumbrance added to FY15 request

Cap Equip. PO8500139845/Dell not delivered yet.

Carryover excludes remaining balance for proj #2 \$90, #7 \$1,169, #9 \$89,758 which are completed and balances should not be carried forward. Total encumbered carryover \$4,992 and unencumbered Cap Proj carryover \$368,157

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



County of Fairfax, Virginia

MEMORANDUM

DATE: October 8, 2014

TO: Susan Datta, Director
Department of Management and Budget

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

Leila Gordon, Executive Director
Reston Community Center

SUBJECT: FY 2016 Budget Submission

The FY16 Budget request for Reston Community Center (RCC) is \$8,923,895. Reston Community Center's FY16 Budget includes the following:

- \$5,367,499 for personnel, which is our calculation for merit and seasonal employees based on FOCUS HCM data and program requirements.
- \$2,909,396 for operating expenses.
- \$647,000 for capital maintenance projects: replacement of the backstage rooftop HVAC Unit \$387,000; replacement of lights with energy-efficient fixtures \$20,000; and replacement of the roof sections above the CenterStage theatre and front building area of RCC Hunters Woods \$240,000.

The estimated revenue for FY 2016 is \$8,277,427.

RCC is requesting re-establishment of a Park/Rec Specialist II (class 20000489, Grade S-21) position. The Park Rec Specialist II Position became vacant in the spring of 2014 and was reclassified to a Graphic Artist III new Media position that was requested and discussed during the agency Workforce Planning effort in the fall of 2013 in order to achieve significant savings in the Media department personnel budget. The establishment of that position was inadvertently omitted from activity to establish the FY15 budget. Justification for the Graphic Artist III position was provided to DMB and DHR and accepted as a sound approach to the Media department planning for personnel deployment. That communication is available in department files. It is critical for RCC program operations to re-establish the Park/Rec Specialist II position that was used to meet the pressing need for the Graphic Artist III position; the duties and responsibilities associated with this position have been temporarily assumed by an exempt employee and two other merit positions in the Leisure and Learning department.

Funding for the FY16 Budget request is available in Sub-fund 40050, including the Managed Reserve accounts established in FY89 and modified in FY09 for the long term preservation and maintenance of RCC operations, facilities and programs.

This budget was presented to Reston residents and approved at a Public Hearing on June 16, 2014 and it was subsequently affirmed by the RCC Board of Governors at our regular monthly meeting on October 6, 2014.

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

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