



**RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MONTHLY MEETING MINUTES
SEPTEMBER 9, 2013**

Present were:

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Absent and Excused:

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Attending from the RCC Staff:

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MOTION #1:

Approval of the Agenda:

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MOTION #2:

Approval of the July 1, 2013 Board Minutes:

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MOTION #3:

Approval of the July 1, 2013 Board Actions:

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Chair's Remarks:

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Introduction of Visitors:

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Citizen Input:

Lonnie Harrison, Reston resident, • æç| @ ç æÚ^• ç | | ^• ç^ } ç ç á | | ^• ç^ } ç [~æà [çá æ • [&æç| } @æ | ^ | ^• ^ } ç | ^• ç^ } ç | ç @ } ^ ç ç [| | ç ÜÓÓ P ~ } ç^ • Y [[á • ÈP^ &ç| {] | æç^ á @æ@ P ~ } ç^ • Y [[á •] | æ ç ç á • &ç| ç * ç } [ç^ á ç * ç^ } &æ^ [~ç á ç ~ ç^ [ç^ * | [,] ÈP^ • ^ } çæç| {] | æ ç ç @ Ú^• ç } Ç • [&æç| } È, @ ç ç | } • ^ } çæ, ç } ç * ç Ú^• ç } Ó [{ { ~ } ç Ó^ } ç È, @ @ } • æç| ç, æ } [ç@á] | | ^ ç ÈP^ @æ æ ~ | ç^ á [] ^ ç á @ \ [, , @ | ^ @] | | ^ ç ^ } á • Èà^ ç } [à [á • ^ { • ç | \ [, , @ ç | ^] } • ç^ | ç | @ [ç^ * | [,] } | çæ^ ç ~ ^ • ç^ } ÈP^ @ç * @ @ | ^ , æ æ^ } ç { ç ç ç | ^ { ^ } ç, æ @ @ { ç ç ^ { ^ } ç &ç| { } ç ^ [] , @ ç [\ &æ^ [~] | | ^ ç ÈY @ } { ç ç ^ { ^ } ç &ç| ^ á @ ç á • Èç@

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**MOTION #5:
To Adjourn the Meeting**

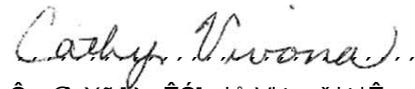
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**BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON SEPTEMBER 9, 2013**

- 13-0909-1 Bd That the Board approve the Agenda**
- 13-0909-2 Bd That the Board approve the July 1, 2013 Board Minutes**
- 13-0909-3 Bd That the Board approve the July 1, 2013 Board Actions**
- 13-0909-4 Bd That the Board approve the Committee Reports**
- 13-0909-5 Bd That the meeting be adjourned.**



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**Public Comment**

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Reston Community Center  
 Budget vs Actuals Worksheet  
 31-Aug-13

100%/12\*2mo=16.66%

Revised Beginning Fund Balance \$ 5,742,205

Y-End Estimated Fund Balance \$ 4,127,194

|                                    | Adopted<br>Budget FY14 | FY13<br>Carryforward | FY14<br>Budget<br>Changes | Revised<br>Budget<br>FY14 | July             | Aug            |          | YTD<br>Actual<br>Revenue | REMAINING<br>BALANCE | YTD %<br>actual | Unrealized<br>Revenue |
|------------------------------------|------------------------|----------------------|---------------------------|---------------------------|------------------|----------------|----------|--------------------------|----------------------|-----------------|-----------------------|
| 1 Administration                   | 6,330,924              |                      | 225,746                   | 6,556,670                 | 3,069,006        | 143,515        |          | 3,212,521                | 3,344,149            | 50.74%          |                       |
| 2 Performing Arts-Theatre Admiss.  | 48,720                 |                      |                           | 48,720                    |                  | 21,370         |          | 21,370                   | 27,350               | 43.86%          |                       |
| 3 PA Theatre Rental                | 28,314                 |                      |                           | 28,314                    |                  |                |          | 0                        | 28,314               | 0.00%           |                       |
| 4 PA Cultural Activities/ Arts Org | 0                      |                      |                           | 0                         |                  | 22,061         |          | 22,061                   | (22,061)             | 0.00%           |                       |
| 5 Aquatics Classes/drop-in         | 297,160                |                      |                           | 297,160                   | 22,363           | 46,499         |          | 68,862                   | 228,298              | 23.17%          | 14,035                |
| 6 Aquatics Rental                  | 16,000                 |                      |                           | 16,000                    |                  | 5,670          |          | 5,670                    | 10,330               | 35.44%          |                       |
| 7 L&L Fitness                      | 119,423                |                      |                           | 119,423                   | 10,888           | 25,498         |          | 36,386                   | 83,037               | 30.47%          | 4,873                 |
| 8 L&L Teens                        | 87,630                 |                      | (20,000)                  | 67,630                    | 45,656           | 4,170          |          | 49,826                   | 17,804               | 56.86%          | 21,821                |
| 9 L&L Senior                       | 57,709                 |                      |                           | 57,709                    | 10,239           | 18,061         |          | 28,300                   | 29,409               | 49.04%          | 7,861                 |
| 10 L&L Youth                       | 114,293                |                      | (20,000)                  | 94,293                    | 94,094           | 12,491         |          | 106,585                  | (12,292)             | 93.26%          | 27,339                |
| 11 L&L Adult                       | 125,486                |                      |                           | 125,486                   | 8,165            | 18,473         |          | 26,638                   | 98,848               | 21.23%          | 9,814                 |
| 12 Community Events                |                        |                      |                           | 0                         |                  |                |          | 0                        | 0                    | 0.00%           |                       |
| 13 Arts Education                  | 133,598                |                      |                           | 133,598                   | 49,657           | 24,327         |          | 73,984                   | 59,614               | 55.38%          | 2,455                 |
| <b>Total RCC Revenue</b>           | <b>7,359,257</b>       |                      | <b>185,746</b>            | <b>7,545,003</b>          | <b>3,310,068</b> | <b>342,135</b> | <b>0</b> | <b>3,652,203</b>         | <b>3,707,054</b>     | <b>49.63%</b>   | <b>88,198</b>         |

L&L - Leisure & Learning

Reston Community Center  
 Budget vs Actuals Worksheet  
 31-Aug-13

|                                       |              |
|---------------------------------------|--------------|
| <b>100%/12*2mo=16.66%</b>             |              |
| <b>Revised Beginning Fund Balance</b> | \$ 5,742,205 |
| <b>Y-End Estimated Fund Balance</b>   | \$ 4,127,194 |

|    | <b>Personnel Expenses</b>            | <b>Adopted Budget FY14</b> | <b>FY13 Carryforward</b> | <b>FY14 Budget Changes</b> | <b>Revised Budget FY14</b> | <b>July</b>    | <b>Aug</b>     | <b>ENCUMBR.</b> | <b>YTD</b>     | <b>REMAINING BALANCE</b> | <b>% Budget Used Ytd</b> |
|----|--------------------------------------|----------------------------|--------------------------|----------------------------|----------------------------|----------------|----------------|-----------------|----------------|--------------------------|--------------------------|
| 1  | Administration                       | 556,550                    |                          | (83,212)                   | 473,338                    | 12,399         | 27,512         |                 | 39,911         | 433,427                  | 7.17%                    |
| 2  | Board OG                             | 3,999                      |                          |                            | 3,999                      |                | -              |                 | 0              | 3,999                    | 0.00%                    |
| 3  | Booking                              | 182,325                    |                          |                            | 182,325                    | 6,726          | 13,541         |                 | 20,267         | 162,058                  | 11.12%                   |
| 4  | Comptroller                          | 356,264                    |                          |                            | 356,264                    | 13,226         | 26,457         |                 | 39,683         | 316,581                  | 11.14%                   |
| 5  | Customer Service                     | 528,530                    |                          | (10,000)                   | 518,530                    | 18,934         | 37,182         |                 | 56,116         | 462,414                  | 10.62%                   |
| 6  | Facility Engineer                    | 98,142                     |                          |                            | 98,142                     | 4,186          | 7,847          |                 | 12,033         | 86,109                   | 12.26%                   |
| 7  | Maintenance                          | 425,585                    |                          |                            | 425,585                    | 15,804         | 30,939         |                 | 46,743         | 378,842                  | 10.98%                   |
| 8  | IT                                   | 122,662                    |                          |                            | 122,662                    | 4,236          | 8,471          |                 | 12,707         | 109,955                  | 10.36%                   |
| 9  | Media                                | 405,329                    |                          | (10,000)                   | 395,329                    | 12,800         | 25,612         |                 | 38,412         | 356,917                  | 9.48%                    |
| 10 | Performing Arts                      | 471,314                    |                          |                            | 471,314                    | 15,448         | 37,809         |                 | 53,257         | 418,057                  | 11.30%                   |
| 11 | Aquatics                             | 671,099                    |                          |                            | 671,099                    | 25,608         | 53,882         |                 | 79,490         | 591,609                  | 11.84%                   |
| 12 | Leisure & Learning (L&L) Programs Ad | 211,828                    |                          |                            | 211,828                    | 8,071          | 16,159         |                 | 24,230         | 187,598                  | 11.44%                   |
| 13 | L&L Fitness                          | 181,474                    |                          |                            | 181,474                    | 5,557          | 10,939         |                 | 16,496         | 164,978                  | 9.09%                    |
| 14 | L&L Teens                            | 132,500                    |                          | (2,000)                    | 130,500                    | 8,713          | 20,946         |                 | 29,659         | 100,841                  | 22.38%                   |
| 15 | L&L Senior                           | 119,614                    |                          | (2,000)                    | 117,614                    | 2,889          | 7,092          |                 | 9,981          | 107,633                  | 8.34%                    |
| 16 | L&L Youth                            | 192,110                    |                          | 10,000                     | 202,110                    | 19,420         | 48,609         |                 | 68,029         | 134,081                  | 35.41%                   |
| 17 | L&L Adult                            | 179,221                    |                          | (7,500)                    | 171,721                    | 5,131          | 9,667          |                 | 14,798         | 156,923                  | 8.26%                    |
| 18 | Community Events                     | 128,029                    |                          |                            | 128,029                    | 4,186          | 8,921          |                 | 13,107         | 114,922                  | 10.24%                   |
| 19 | Arts Education                       | 297,671                    |                          |                            | 297,671                    | 22,572         | 76,227         |                 | 98,799         | 198,872                  | 33.19%                   |
|    | <b>Total Personnel Expenses</b>      | <b>5,264,246</b>           |                          | <b>(104,712)</b>           | <b>5,159,534</b>           | <b>205,906</b> | <b>467,812</b> | <b>0</b>        | <b>673,718</b> | <b>4,590,528</b>         | <b>12.80%</b>            |

Reston Community Center  
 Budget vs Actuals Worksheet  
 31-Aug-13

|                                       |              |
|---------------------------------------|--------------|
| <b>100%/12*2mo=16.66%</b>             |              |
| <b>Revised Beginning Fund Balance</b> | \$ 5,742,205 |
| <b>Y-End Estimated Fund Balance</b>   | \$ 4,127,194 |

|    | Operational Expenses                 | Adopted Budget FY14 | FY13 Carryforward | FY14 Budget Changes | Revised Budget FY14 | July           | Aug            | ENCUMBR.       | YTD              | REMAINING BALANCE | % Budget Used Ytd |
|----|--------------------------------------|---------------------|-------------------|---------------------|---------------------|----------------|----------------|----------------|------------------|-------------------|-------------------|
| 1  | Administration                       | 271,421             | 19,715            | (81,000)            | 210,136             | 15,403         |                | 17,274         | 32,677           | 177,459           | 12.04%            |
| 2  | Board                                | 59,000              |                   |                     | 59,000              | 766            | 20,947         | 0              | 21,713           | 37,287            | 36.80%            |
| 3  | Booking                              | 122,414             |                   |                     | 122,414             | 8,714          | 5,798          | 41,252         | 55,764           | 66,650            | 45.55%            |
| 4  | Comptroller/Customer Service         | 375,599             |                   |                     | 375,599             | 2,309          | 3,800          | 295            | 6,404            | 369,195           | 1.71%             |
| 5  | Facility Engineer                    | 184,356             | 7,895             |                     | 192,251             | 6,013          | 3,320          | 40,775         | 50,108           | 142,143           | 27.18%            |
| 6  | Maintenance                          | 439,720             |                   |                     | 439,720             | 17,874         | 27,542         | 339,365        | 384,781          | 54,939            | 87.51%            |
| 7  | IT                                   | 127,544             | 3,819             | (20,000)            | 111,363             | 2,930          | 18,493         | 4,514          | 25,937           | 85,426            | 20.34%            |
| 8  | Media                                | 420,233             | 15,167            |                     | 435,400             | 7,605          | 85,003         | 15,726         | 108,334          | 327,066           | 25.78%            |
| 9  | Community Partnerships               | 300,000             |                   | (50,000)            | 250,000             | 50,000         | 25,114         | 70,000         | 145,114          | 104,886           | 48.37%            |
| 10 | Performing Arts                      | 322,654             |                   | (9,000)             | 313,654             | 62,690         | 18,997         | 18,643         | 100,330          | 213,324           | 31.10%            |
| 11 | Aquatics                             | 94,015              |                   |                     | 94,015              | 8,121          | 3,784          | 13,824         | 25,729           | 68,286            | 27.37%            |
| 12 | Leisure & Learning (L&L) Programs Ad | 6,850               |                   |                     | 6,850               |                | 248            |                | 248              | 6,602             | 3.62%             |
| 13 | L&L Fitness                          | 16,238              |                   |                     | 16,238              | 114            | 300            | 11,225         | 11,639           | 4,599             | 71.68%            |
| 14 | L&L Teens                            | 132,235             |                   |                     | 132,235             | 9,642          | 30,708         | 15,795         | 56,145           | 76,090            | 42.46%            |
| 15 | L&L Senior                           | 86,321              |                   |                     | 86,321              | 1,554          | 8,647          | 1,890          | 12,091           | 74,230            | 14.01%            |
| 16 | L&L Youth                            | 136,030             |                   | (10,000)            | 126,030             | 17,512         | 17,108         | 29,079         | 63,699           | 62,331            | 46.83%            |
| 17 | L&L Adult                            | 108,010             |                   |                     | 108,010             | 5,227          | 5,243          | 4,248          | 14,718           | 93,292            | 13.63%            |
| 18 | Community Events                     | 170,760             |                   | (15,000)            | 155,760             | 19,634         | 1,374          | 4,710          | 25,718           | 130,042           | 15.06%            |
| 19 | Arts Education                       | 112,014             | 725               | (10,000)            | 102,739             | 3,572          | 5,106          | 20,200         | 28,878           | 73,861            | 25.78%            |
|    | <b>Total Operational Expenses</b>    | <b>3,485,414</b>    | <b>47,321</b>     | <b>(195,000)</b>    | <b>3,337,735</b>    | <b>239,680</b> | <b>281,532</b> | <b>648,815</b> | <b>1,170,027</b> | <b>2,315,387</b>  | <b>33.57%</b>     |

Reston Community Center  
 Budget vs Actuals Worksheet  
 31-Aug-13

|                                       |              |
|---------------------------------------|--------------|
| <b>100%/12*2mo=16.66%</b>             |              |
| <b>Revised Beginning Fund Balance</b> | \$ 5,742,205 |
| <b>Y-End Estimated Fund Balance</b>   | \$ 4,127,194 |

| Capital Proj. Desc. & Number/Cap Equip.                               | Adopted Budget FY14 | FY13 Carryforward | FY14 Budget Changes | Revised Budget FY14 | July           | Aug            | ENCUMBR.       | YTD              | REMAINING BALANCE | % Budget Used Ytd |       |
|-----------------------------------------------------------------------|---------------------|-------------------|---------------------|---------------------|----------------|----------------|----------------|------------------|-------------------|-------------------|-------|
| 1 RCC Improvements C-000001                                           |                     | 231,776           | 0                   | 231,776             |                |                | 333            | 82,265           | 96,118            | 135,658           | 0.00% |
| 2 Fac. Enhcment. LA C-000002                                          |                     | 90                | -90                 | 0                   |                |                |                |                  | 0                 | 0                 | 0.00% |
| 3 C. R. HW Enhcmnts. C-000003                                         |                     | 130,795           |                     | 130,795             |                |                |                | 768              | 7,478             | 123,317           | 0.00% |
| 4 Oil Tank Removal C-000007                                           | 50,000              |                   |                     | 50,000              |                |                |                | 20,066           |                   | 50,000            |       |
| 5 Theatre Enhancements C-000008                                       |                     | 40,000            |                     | 40,000              |                |                |                |                  | 0                 | 40,000            | 0.00% |
| 6 Aquat. Mech. Sys. Upgrade C-000009                                  |                     | 7,085             | 175,000             | 182,085             | 8,246          | 12,685         | 99,188         | 120,119          | 61,966            | 0.00%             |       |
| PA Theatre Front of House(FOH) Mixing Console & D-Racks /sound system | 28,000              |                   |                     | 28,000              |                |                |                |                  | 0                 | 28,000            | 0.00% |
| Woodshop Equip FY13 remainiang balance                                |                     | 500               | -500                | 0                   |                |                |                |                  |                   | 0                 | 0.00% |
| <b>Total Capital Expenses</b>                                         | <b>78,000</b>       | <b>410,246</b>    | <b>174,410</b>      | <b>662,656</b>      | <b>8,246</b>   | <b>13,018</b>  | <b>202,287</b> | <b>223,715</b>   | <b>438,941</b>    | <b>286.81%</b>    |       |
| <b>Total RCC Expenditures</b>                                         | <b>8,827,660</b>    | <b>457,567</b>    | <b>-125,302</b>     | <b>9,159,925</b>    | <b>453,832</b> | <b>762,362</b> | <b>851,102</b> | <b>2,067,460</b> | <b>7,344,856</b>  | <b>23.42%</b>     |       |

Reston Community Center  
 Budget vs Actuals Worksheet  
 31-Aug-13

|                                       |              |
|---------------------------------------|--------------|
| <b>100%/12*2mo=16.66%</b>             |              |
| <b>Revised Beginning Fund Balance</b> | \$ 5,742,205 |
| <b>Y-End Estimated Fund Balance</b>   | \$ 4,127,194 |

|                             | <b>Adopted<br/>Budget FY14</b> | <b>FY13<br/>Carryforward</b> | <b>FY14 Budget<br/>Changes</b> | <b>Revised<br/>Budget<br/>FY14</b> | <b>July</b> | <b>August</b> | <b>Encumbr.</b> | <b>YTD</b> | <b>Remaining<br/>Balance</b> |
|-----------------------------|--------------------------------|------------------------------|--------------------------------|------------------------------------|-------------|---------------|-----------------|------------|------------------------------|
| Revenue                     | 7,359,257                      | 0                            | 185,746                        | 7,545,003                          | 3,310,068   | 342,135       | 0               | 3,652,203  | 3,707,054                    |
| Personnel                   | 5,264,246                      | 0                            | -104,712                       | 5,159,534                          | 205,906     | 467,812       | 0               | 673,718    | 4,590,528                    |
| Operating                   | 3,485,414                      | 47,321                       | -195,000                       | 3,337,735                          | 239,680     | 281,532       | 648,815         | 1,170,027  | 2,315,387                    |
| Capital Projects            | 78,000                         | 410,246                      | 174,410                        | 662,656                            | 8,246       | 13,018        | 202,287         | 223,715    | 438,941                      |
| Total Expenses              | 8,827,660                      | 457,567                      | -125,302                       | 9,159,925                          | 453,832     | 762,362       | 851,102         | 2,067,460  | 7,344,856                    |
| Revenue less Total Expenses | -1,468,403                     | -457,567                     | 311,048                        | -1,614,922                         | 2,856,236   | -420,227      | -851,102        | 1,584,743  | -3,637,802                   |

| <b>Revenue</b>                   | <b>FY13 Scholarship 06/03/13</b> |
|----------------------------------|----------------------------------|
| Administration                   | -5,960.20                        |
| Performing Arts-Theatre Admiss.  | 370.00                           |
| PA Theatre Rental                |                                  |
| PA Cultural Activities/ Arts Org |                                  |
| Aquatics Classes/drop-in         | 21,392.60                        |
| Aquatics Rental                  |                                  |
| L&L Fitness                      | 6,018.90                         |
| L&L Teens                        | 31,080.00                        |
| L&L 55+                          | 11,765.50                        |
| L&L Youth                        | 28,200.00                        |
| L&L Adult                        | 17,398.00                        |
| Community Events                 |                                  |
| Arts Education                   | 4,282.00                         |
| <b>Total RCC Scholarship</b>     | <b>114,546.80</b>                |
|                                  | 5960.2                           |

## Revenue

**General Note:** Summer Camp registration started February 1<sup>st</sup>. Revenue for camps held in the summer of 2013 that was collected before the end of the fiscal year (FY13) was reversed and recorded as FY14 revenue in July. An additional column is inserted for our FY14 Budget adjustments which were approved by the BOS in September. The last column inserted is for FY14 YTD-Fee Waiver tracking. Fee Waiver amounts are unrealized revenue. Fall program registration started August 1<sup>st</sup>.

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 51% of tax revenue, 44% of estimated Facility Rental revenue (which also includes T-Mobile antenna revenue) and 5% of the projected interest revenue.
2. **Performing Arts:** Revenue collection is very uneven depending on scheduled shows and their related box office revenue. The 2013-2014 Professional Touring Artist Series season is off to a strong sales start.
3. **Performing Arts Theatre Rental:** Theatre rental payments are typically made at the end of the fiscal year.
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 class and activity revenue 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:** No revenue budgeted.
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:** An additional column is inserted for FY14 Budget adjustments approved by the BOS in September.

1. **Administration:** Administration's allocated budget 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 were higher than budgeted.
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. An additional column is inserted for FY14 Budget adjustments approved by the BOS in September.

1. **Administration:** No current month expenses recorded in August. Reservations are for contract expenses such as SWSG consulting services, Wetland Studies RCC HW site survey, and building signage.
2. **Board:** Current month expenses are for hospitality and Preference Poll-related costs (postage, address list, and ballot tracking). There are no open procurement/reservations balances for August.
3. **Booking:** Current month expenses are for storage facility rental and security monitoring. Reservations are for expenses such as security monitoring, piano tuning, and storage facility rental.
4. **Comptroller:** Current month expenses include bank fees, postage and supply costs. Reservation is for office supplies.
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 repair and maintenance costs. Reservations are for repair and maintenance costs and utilities.
7. **IT:** Current month expenses include DIT communication support billing and supplies costs. Reservations are for communication costs.
8. **Media:** Current month expenses include printing, sponsorships and membership costs. Reservation is for web design cost.
10. **Community Partnerships:** Current month expense is for filming for The Reston Story – Video Chapters. Reservations are for RHT and the documentary film project (Storycatcher).
11. **Performing Arts:** Current month expenses include performer contract advance payments, program, and travel costs. Reservations are for contractor advance payments and performer related expenses.
11. **Aquatics:** Current month expenses are for uniforms and pool operating supplies. Reservations are for pool operating supplies and pool drain repair.
12. **Leisure and Learning Admin:** Current month expense is for team building activity costs. No open reservations.
13. **Fitness:** Current month expense is for program delivery contract costs. Reservations are for program delivery contract costs.
14. **Teens:** Current month expenses are for recreational activities, program supplies, and program delivery contract costs. Reservations are for program delivery costs and program transportation.
15. **55+:** Current month expenditures include program supplies, program transportation, and recreational activities costs. Reservation is for program transportation.
16. **Youth:** Current month expenditures are for recreational activities, program delivery contract costs, transportation, and supplies. Reservations are for program delivery contract costs and transportation.
17. **Adult:** Current month expenditures include program supplies, transportation, and recreational activities costs. Reservation is for transportation and program delivery contract costs.
18. **Community Events:** Current month expenditures are for program supply costs. Reservations are for program supply costs and program delivery contract costs.
19. **Arts Ed:** Current month expenditures are for program supply and program delivery contract 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. Additional column inserted for FY14 Budget adjustments to be approved by the BOS in September

1. **RCC Improvements /C-000001:** Includes ADA doors and restroom, motor control panel replacement, and HW Loading Dock projects.
2. **Facility Enhancement Lake Anne /C-000002:** Includes LA Expansion, LA Hallway Acoustics projects. Completed. Closed in FY13.
3. **Community Room Hunters Woods Enhancements /C-000003:** Community room lighting and sound upgrades (chandelier fixtures design and replacement pending.) Reservation is for SWSG electrical design services.
4. **Oil Tank Removal/000007:** Project in progress.
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:** 175K funding request added to FY13 Carryover. 12.9K design service funding for FY13 transferred from RCC Improvements project (#1).



## Executive Director Report September, 2013

### Administration

We conducted the Preference Poll Candidates Forum during September and it proved to be successful with five of our six candidates participating. Sridhar Ganesan was able to send a statement for the event from his overseas travel location and it was read into the record.

We have discovered a significant hairline fracture in the main pool gutter system of approximately 50 feet in length. Although our recent shutdown involved significant work in the natatorium, nothing that was done should have contributed to this occurrence and our pool maintenance technicians don't know how this type of crack would occur; it's very rare. The chemistry in the pool remains within code requirements; however, the strategies to achieve that can't be sustained over time. The repair required is a welding repair and thus will necessitate the draining of the pool. We have scheduled the work for the earliest possible timeframe that also allows us to minimize the impact to our lessons schedule. The next 8-week session will be modified to a 6-week curriculum for all classes. Our part-time employees will suffer the loss in hours and our swim team rentals will be affected. The projected revenue impact is loss of \$1,833 for swim class refunds; \$300 in rental income; and an estimated \$500 in loss of gate fees. This totals a revenue impact of approximately \$2,633. We estimate that personnel cost savings will total \$3,193. The cost of the repair is estimated at approximately \$3,000.

We have procured a load-testing vendor and are proceeding with the preparations for load-tests to our current registration software. Research in the field has indicated that the current provider is being used for most of our local jurisdictions' programs and has a strong track record. They are also providing load-testing support to us gratis in recognition of the long-term relationship we have with them. Prior to re-launching the online registration option on December 1 of this year, we will have had several load-tests accomplished by both our software provider and our outside vendor. This will assure we have had the system tested to the capacity levels our demand requires and that it will provide the level of service we desire for our patrons.

### Programs

The program highlight of September is typically our Reston Multicultural Festival event. This year's Festival was tremendously successful with thousands of attendees enjoying the full day of entertainment, activities, arts & crafts, and international food. The post-event discussion of the event is coming in October but there was excellent press coverage and response from media outlets immediately following it. Executing the event requires every single RCC department's support and the involvement of many of our community partners. It was a terrific Festival experience this year.

### Executive Director

Meetings/activities: Planning and filming for *The Reston Story*, the documentary film project; Initiative for Public Art – Reston; Fairfax County Master Arts Plan Task Force; Arts Council of Fairfax County; dedication of the Dana Sheurer mural at the Midtown North Condominiums; Fairfax County Arts Committee; Northern Virginia Parks and Recreation directors quarterly meeting; public art meeting at the office of Mason District Supervisor Penny Gross.