



**Reston Community Center
Board of Governors Monthly Meeting
October 2, 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 | Beverly Cosham, Chair |
| <ul style="list-style-type: none"> • Approval of September 11, 2017 Board Minutes (As Reviewed and Approved by the Board Secretary) • Approval of September 11, 2017 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 | |
| 8:12 – Committee Report | |
| <ul style="list-style-type: none"> • October 2, 2017 Finance Committee Meeting | Gerald Zavala, Committee Chair |
| 8:22 – Approval of Committee Reports | Beverly Cosham, Chair |
| 8:25 – Board Member Input on Activities Attended | |
| 8:35 – Executive Director’s Report | Leila Gordon, Executive Director |
| 8:45 – Old Business | Beverly Cosham, Chair |
| 8:50 – New Business | Beverly Cosham, Chair |
| 8:55 – Adjournment | |

Reminders:

| Event | Date | Time |
|--|-----------------|-------------|
| November Monthly meeting | November 6..... | 8:00 p.m. |
| Annual Orientation Meeting with Supervisor Hudgins | Date TBD | 9:00 a.m. |
| December Monthly Meeting | December 4..... | 8:00 p.m. |



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
SEPTEMBER 11, 2017**

Present:

- Beverly Cosham, Chair
- Bill Bouie
- Lisa Sechrest-Ehrhardt
- Michelle Moyer
- Bill Keefe
- Vicky Wingert
- Gerald Zavala

Absent and Excused:

- Paul Thomas
- Bill Penniman

Attending from the RCC Staff:

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

The Chair called the meeting to order at 8:02 p.m.

MOTION #1:

Approval of the Agenda

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

MOTION #2:

Approval of the June 5, 2017 Board Minutes

Bill B. moved that the Board approve the June 5, 2017 Board Minutes. Bill K. seconded the motion. The motion passed unanimously.

MOTION #3:

Approval of the June 5, 2017 Board Actions

Bill B. moved that the Board approve the June 5, 2017 Board Actions. Bill K. seconded the motion. The motion passed unanimously.

Chair's Remarks

Bev related that although autumn comes toward the end of the year and brings the harvest of seeds planted earlier in the year, it is also a time to restart what was put on hold over the summer. School begins and, now that we are once again truly paying attention, most organizations start their seasons or share their calendar of events. She read these quotes:

"Autumn... the year's last, loveliest smile." – William Cullen Bryant

She went on to read the short (18 words) poem by Stanley Horowitz, "Winter is an Etching," which reads: *Winter is an etching, spring a watercolor, summer an oil painting and autumn a mosaic of them all.* She discovered that the poem had been first published in the November 1983 *Reader's Digest* and has become increasingly popular as it is searched online. Bev described that her many discoveries in life occur at the prompt of her signature phrase "and I digress."

Introduction of Visitors

None present.

Citizen Input

None.

Committee Reports

June 12 Long Range Planning Committee Meeting Report

Michelle (committee chair) said the meeting primarily covered the process necessary for the renovation of the Terry L. Smith Aquatics Center. Leila summarized her conversations with members of Fairfax County's Department of Public Works and Environmental Services (DPWES) and the Department of Management and Budget (DMB). DPWES suggested planning for mid-July interviews with the three architect firms with County contracts. She also covered the DMB's advice to load the money into RCC's FY18 profile. Details are provided in the report included in tonight's Board package.

June 19 Annual Public Hearing Report

Michelle (LRP committee chair) said the presentation began with information regarding RCC's past year of successes and challenges (the *Annual Report* was provided). Leila summarized RCC's work over the past year with partners, administrative highlights and awards, program and service expansions as well as the challenges of aging facilities and enrollment dips due to our patrons' lifestyle changes and other issues. Future goals were discussed as they related to RCC's 2016-2021 Strategic Plan. The discussion then outlined the Capital Improvement and Maintenance plan for FY17-FY19, including details of a three-year timeline for the renovation of the Terry L. Smith Aquatics Center. Gerald spoke at length about the Board's plans to maintain a structurally balanced budget, the revenue and expense history from FY14-FY16, RCC's approach to the FY18-FY19 budget cycle and our reserves. Public comments are included in the Public Hearing Report provided in tonight's Board package.

July 17 Personnel Committee Meeting Report

Bill B. (committee chair) said the committee met in a closed session for discussion of personnel issues; no decision was made and the meeting was conducted in compliance with requirements of the Virginia Freedom of Information Act.

July 24 Special Board Meeting Report

Michelle (Board of Governors vice chair) said the meeting provided the opportunity for Board members to review information presented by the firms bidding on the pool renovation project during presentations made on July 17. Participating Board members had scored the presented proposals and DPWES tabulated the results. The Board approved the resulting choice of RRMM/Lukmire, although the consensus was that any of the three firms were capable of handling the project.

July 24 Finance Committee Meeting Report

Bill B. (committee vice chair) said the finance report covers details regarding increased revenue in taxes, interest, facility rentals and vending categories. Some Leisure and Learning and Aquatics revenue performance declined, but other programs tracked closely or exceeded FY17 projections. End of year results showed savings in personnel due to vacancies and operations returning substantial funds to the agency bottom line. The committee was satisfied with the year-end results and noted that the savings will bolster the agency's capacity to manage the cost of the Aquatics renovation project.

MOTION #4:

Approval of the Committee Reports

Bill B. moved that the Board approve committee reports. Vicky seconded the motion. The motion passed unanimously.

Board Member Input on Activities Attended

Gerald was involved with Public Art Reston as well as the SLHS STEAM team's celebration marking the installation of "Althea" at Lake Thoreau. It was exciting to watch the enthusiasm of the students. He also attended a GRACE reception, and his kids were in RCC's Young Actors Theatre program this summer.

Bill Keefe has been campaigning. Over the summer, he went to the farmers market, swam in the RCC pool and recovered from his back surgery.

Bill B. attended lots of meetings, including Park Authority meetings, openings, ribbon ceremonies and Public Art Reston events.

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Vicky enjoyed the Lake Anne concerts, which she can hear from her deck. *Another Way of Living: The Story of Reston, VA* received two standing ovations at the July screening for the Virginia Chapter of the American Planning Association. One Virginia Tech professor is using it for their planning students. APA is looking at presenting it at its annual meeting. Vicky wants to assure everyone that the film continues to have impact in a variety of ways.

Lisa was in three races, one at a Rhode Island lake, the second out in mountainous Luray, and the last recently in Reston. They are all fun and she loves the cheering crowds for her at the Reston community event. The first annual Lake Anne Cardboard Boat Regatta was great. She felt like Bob must have been watching this example of what Reston is about – so many different kinds of people were involved and attending. The most entertaining award was the “Titanic” for quickest and best sink. She is sure many people signed up for Reston Historic Trust memberships. Lisa is trying to get out to places she didn’t know about or had never been in Reston. There’s great art in the underpasses, nice gardens and little libraries all over.

Michelle thought it was great to see all that is going on. She’s been going to the farmers market; her husband spent the summer recovering from knee surgery. She attended the celebration for Joe and Santos and saw Rita Smith there. She volunteered for the Reston Kids Triathlon and also for the Reston Tri. Michelle presented Lisa with a plaque for her participation: white just like the official one – with the enhancement of M&Ms.

Bev did not go to the Regatta because of the threatening rain. She attended the Reston Kids Tri, and the RCC event for Joe and Santos. She is looking forward to the Trust program featuring Chuck Veatch and Walter Alcorn that will describe how Reston almost “never was.”

Santos Campos came in to receive thanks from the Board for his support of their meetings, and he thanked the Board for a great place to work for 14 years, telling all to keep the Center just like this and in good shape. He will be going to El Salvador for at least a couple of years.

Executive Director’s Report

Leila’s report summarizes the summer’s work regarding the pool renovation, adding that there were members of the A&E team at RCC HW today. We have not yet received the team’s full evaluation of the soil conditions because the contract was not official until the end of August. The project manager is proving to be very diligent and on top of this process the whole way. Leila stated that RRMM/Lukmire will be able to come to a Board meeting with a presentation in October or November. Some possibilities she has noted include providing a depth of eight feet rather than 10 and to perhaps lay stone below dirt for the foundation. She has reiterated two items consistently in meetings with the architect and DPWES: \$5.5M is the absolute cap for cost and nine months is the committed time limit for the project completion.

Other items she mentioned included the deferment of the stage floor replacement due to the special manufacturing required for the orchestra traps, which also may allow some savings if RCC can bid out the construction part of the project. The solar panels project is at last proceeding. RCC will keep repairing roof leaks over the pool in anticipation of the problems being fixed entirely with the roof replacement following the renovation. The Community Room has new technology enhancements with the installation of a new projector and screen.

RCC once again reinforced the seals in the pool joints; the hope is that they hold for 18 months. Everyone involved has been alerted that we will not close the pool again until January of 2019.

Personnel changes include the departures of Joe Leary and Santos Campos. Interviews for the PIO replacement may take place at the end of this week and next week, perhaps with a staff member in place by mid-October at the latest. Leila received the applicant list last Friday for the aquatics director opening; there are a number of applicants from the Park Authority and also a number from out of state.

The Preference Poll voting opened and the Candidates Forum will be September 18 in the CenterStage.

RCC had a great summer. We’re grateful to RA and YMCA for substitute pool use for our patrons. There were some weather challenges for camps, and there are no final numbers yet but indications are that participation was up again. There were numerous concerts in various community venues. And Leila now

September 11, 2017 Board of Governors Meeting Minutes

sits on the Greater Reston Chamber of Commerce board. They may hold their new member event at RCC in November.

Old Business

There was discussion regarding the scheduling of a finance committee meeting. Consensus was to call it for 7:00 p.m. before the Board meeting on October 2.

New Business

No new business.

MOTION #5:

Bill B. moved that the meeting be adjourned. Lisa seconded the motion. Bev adjourned the meeting at 8:42 p.m.



Lisa Sechrest-Ehrhardt,
Board Secretary

____ September 15, 2017 _____

Date

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON DATE

- 17-0911-1 Bd That the Board approve the Agenda**
- 17-0911-2 Bd That the Board approve the June 5, 2017 Board Minutes**
- 17-0911-3 Bd That the Board approve the June 5, 2017 Board Actions**
- 17-0911-4 Bd That the Board approve the committee reports**
- 17-0911-5 Bd That the meeting be adjourned.**



Lisa Sechrest-Ehrhardt,
Board Secretary

September 15, 2017

Date

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 | 12,405 | | 12,405 | 5,484,939 | 0.23% |
| | Total Capital Expenses | 6,254,441 | 202,760 | 30,085 | 232,845 | 6,021,596 | 3.72% |
| | Total RCC Expenditures | 14,590,561 | 1,050,259 | 911,852 | 1,962,111 | 12,628,450 | 13.45% |

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

100%/12*2mos=16.66%

| | |
|--|----------------|
| CC-000001-002 Backstage RTU | 85,000 |
| CC-000001-008 Repl Hot Water Tank | 45,000 |
| CC-000001-009 Solar | 200,000 |
| CC-000001-013 HW Carpet Repl. Phase I | 50,000 |
| CC-000001-014 HW A/V Upgrade | 25,899 |
| Total | 405,899 |
| | |
| CC-000002-001 LA CRS Front Desk Redesign | 30,000 |
| | |
| CC-000008-001 Stage Floor | 171,589 |
| CC-000008-002 Audio Visual Controls | 24,609 |
| CC-000008-005 LED Lights | 125,000 |
| Total | 321,198 |

**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

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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.



Executive Director Report September 2017

Administration

Capital Project Planning – Highlights

During September, RMM/Lukmire took advantage of our being closed for the maintenance period for the Terry L. Smith Aquatics Center and visited to ascertain the existing conditions of our various facility features and equipment systems. Their draft report is to be presented to staff and the DPWES team at a progress meeting on Wednesday, October 4. Once that meeting takes place and issues are addressed, a final existing conditions report will be made.

The carpet replacement schedule for RCC Hunters Woods carpet (public areas) is still pending. We are exploring a possible installation during the October 9 holiday timeframe.

We are in progress on pursuit of installation of solar panels on the RCC Hunters Woods roof. We have achieved terms of agreement that are acceptable on our end and that should enable us to use the existing Albemarle County agreement to achieve. The process is currently in the Department of Procurement and Materials Management inbox and will also require review by the Office of the County Attorney.

Personnel

The interview and hiring process for the Public Information Officer I position has concluded successfully. We are very pleased to report that Restonian Karen Goff has been hired in the position and she will begin her work with us on Monday, October 23. She will be joining us at the November 6 Board meeting.

The panel for the Aquatics Director interviews has been established and we will be involved in those interviews from October 6 through October 13.

Preference Poll

Congratulations to our candidates, Bill Keefe, Bill Penniman and Vicky Wingert. We will draft a Preference Poll Committee report for the November meeting. In addition, we are trying to schedule the annual meeting with Supervisor Hudgins for the last half of October or sometime in the first half of November.

Programs

Aquatics

Our pool complex successfully re-opened on September 16. Operations are going smoothly and participation continues to reflect trends we've been observing. In general, people were extremely happy to return to their aquatics fitness venue.

Arts and Events

The Reston Multicultural Festival was an outstanding success. There were many crowd-pleasers and we look forward to the debriefing to find out more about the evaluation results. Of note this year, National Heritage Fellow Sidiki Conde performed for school children on the Friday before the Festival. He is a very gifted artist who turned his banishment resulting from his disability (polio) into a journey to learning how to perform the traditional "coming of age" dance of his Guinean tribe without the use of his legs. He migrated to America where he formed the group Tokounou. His performance was also a highlight of the Multicultural Festival.

Leisure and Learning

Analysis of our summer camp participation has been completed. We achieved a 93 percent fill rate overall. In addition to this excellent level of participation, we accommodated \$52,380.75 of Fee Waiver participation. This represents 20 percent of the potential revenue from registration we could have achieved if those slots had been filled by full fee paying participants. Among our observations from the analysis, we still see waitlists in the travel camp offerings. We believe that this is due to the all-day nature of those offerings. For the coming summer, we will put together more full-day camp programs so that child care concerns are more explicitly addressed by the makeup of the programs.

Executive Director

September: Leary/Campos celebration; GRACE Wrbican Exhibit Opening; Arts Council Board and Master Arts Plan Task Force meetings; Northern Virginia Park/Rec Directors kick-off to VRPS 2019 Conference planning; Reston Opportunity Neighborhood Governing Body meeting; Ed Long's Retirement; PIO I interviews; Solar Panels/Secure Futures meeting; unveiling of the public art project "Convergence" at Aperture.