



**Reston Community Center
Board of Governors Monthly Meeting
September 14, 2015
8:00 p.m.
Meeting Agenda**

8:00 – Call to Order	Beverly Cosham, Chair
8:02 – Approval of Agenda	Beverly Cosham, Chair
8:03 – Approval of Minutes and Board Actions <ul style="list-style-type: none"> • Approval of June 1, 2015 Board Minutes (As Reviewed and Approved by the Board Treasurer) • Approval of June 1, 2015 Board Actions (As Reviewed and Approved by the Board Treasurer) 	Beverly Cosham, Chair
8:05 – Chair’s Remarks	Beverly Cosham, Chair
8:08 – Introduction of Visitors	
8:10 – Citizen Input	
8:12 – Committee Reports <ul style="list-style-type: none"> • June 15 Annual Public Hearing Report • July 20 Finance Committee Report • July 20 Preference Poll Committee Report • September 14 Finance Committee Report 	Bill Penniman, Board Secretary Gerald Zavala, Committee Chair Vicky Wingert, Committee Chair Gerald Zavala, Committee Chair
8:25 – Approval of Committee Reports	Beverly Cosham, Chair
8:30 – Approval of FY 2017 Budget Transmittal Memorandum	Gerald Zavala, Treasurer
8:35 – Board Member Input on Activities Attended	
8:45 – Executive Director’s Report	Leila Gordon, Executive Director
8:50 – Old Business	Beverly Cosham, Chair
8:55 – New Business	Beverly Cosham, Chair
9:00 – Adjournment	

Reminders:

Event	Date	Time
<i>Professional Touring Artist Series and other fall programs – reminder to release tickets if not using.</i>		
Preference Poll Candidate Forum	September 17	6:30 p.m.
Reston Multicultural Festival	September 26	11:00 a.m. – 6:00 p.m.
Preference Poll Voting Ends (Walk-in and Online)	October 2	5:00 p.m.
Monthly Board Meeting	October 5	8:00 p.m.



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
JUNE 1, 2015**

Present were:

- Bev Cosham, Chair
- Bill Bouie
- Bill Keefe
- John Mendonça
- Michelle Moyer
- Lisa Sechrest-Ehrhardt
- Gerald Zavala

Absent and Excused:

- Bill Penniman
- Vicky Wingert

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Cristin Bratt, Public Information Officer

The Chair called the meeting to order at 8:01 p.m.

MOTION #1:

Approval of the Agenda

Gerald moved that the Agenda be approved following removal of the July Monthly Meeting that the Board agreed to cancel. Michelle seconded the motion. The motion passed unanimously.

MOTION #2:

Approval of the May 4, 2015 Board Minutes

Bill K. moved that the Board approve the May 4, 2015 Board Minutes. Gerald seconded the motion. The motion passed unanimously.

MOTION #3:

Approval of the May 4, 2015 Board Actions

Gerald moved that the Board approve the May 4, 2015 Board Actions. Bill K. seconded the motion. The motion passed unanimously.

Chair's Remarks

Bev congratulated all of the graduates and their parents, including our Board member Lisa who graduated two children from college in the past month. Bev also congratulated the spring brides and noted the passing of two friends who had ties to Reston or the Northern Virginia arts community: John Alciati and PJ Paparelli. She reminded everyone to tell the people in your life that they matter and to always live for today.

Introduction of Visitors

None.

Citizen Input

None.

Committee Reports

May 18 Finance Committee Meeting – Michelle reviewed the attached report and said the Finance Committee reviewed monthly financials and the FY16/17 budget outline, which was also just presented as

June 1, 2015 Board of Governors Monthly Meeting Minutes

part of the Annual Public Hearing slides during the Long Range Planning Committee meeting that preceded this monthly meeting. Michelle noted that staff is working to address previously identified concerns with some Leisure and Learning teen and adult programs. She also indicated that for FY16/17, there is a change from previous years in how we show revenue less expenses for recurring costs. More information regarding our monthly report format and readability is detailed in the attached document. She said there is some concern regarding the fact that in its current format, the report on our budget execution is partially based on accrual and partially based on cash reporting elements. The Finance Committee plans to meet in July to review the report format while considering accuracy, ease of preparation for RCC staff, and noting that the reports would be different from past years' reports and being clear regarding that when we begin posting the new format documents.

June 1 Long Range Planning Committee Meeting Report – Bill B. said the Long Range Planning Committee met prior to this meeting to review the format and content for the June 15 Annual Public Hearing for Programs and Budget. The hearing and presentation will highlight 2014 successes found in the Annual Report and will also review the FY16/17 budgets. A written report for the meeting will supplement his verbal report and will be included in the June 2015 Approved Board Materials.

MOTION #4:

Approval of the Committee Reports

Bill K. moved that the Board approve all committee reports. Lisa seconded the motion. The motion passed unanimously.

Board Member Input on Activities Attended

Bill Keefe was happy that Jimi Hendrix music was performed during the Turtle Island Quartet (TIQ) performance; it gives him hope for more rock performances at the CenterStage. He also attended the installation of the state historical marker at Lake Anne commemorating the "new town of Reston". The signage is located between the Lake Anne parking lot and RCC Lake Anne.

John attended opening night for Northern Virginia Fine Arts Festival (NVFAF), the TIQ performance, and many soccer games.

Lisa's twin children graduated from college. She had her Leadership Fairfax Institute (LFI) program day on May 14. She attended the unveiling of the historical marker at RCC Lake Anne and also worked with Southgate Community Center on its upcoming community garage sale.

Bill B. attended the NVFAF kickoff event, IPAR meetings, Park Authority ribbon cuttings and meetings, and the LFI Program Day organized by Lisa's team. He had an opportunity to be on a panel with Jim Cleveland, Fran Steinbauer and Suzi Jones to discuss Reston in the '80s and '90s; the panel discussion was held at RCC Lake Anne as part of the Reston Historic Trust program series.

Gerald was in Texas for most of May, but did attend the unveiling of the Lake Anne state historical marker.

Michelle attended NVFAF and the opening reception. She went to a meeting of the Hunters Woods Neighborhood Coalition, which was attended by Supervisor Cathy Hudgins and about 40 people who were updated on crime and safety in the area by the Fairfax County Police Department (FCPD). She was also very involved in the Lake Swim at Lake Audubon and will also be very involved in the World Police and Fire Games swim at Lake Audubon. Leila noted that during the neighborhood coalition meeting, the FCPD announced an arrest which was followed by a significant drop-off in car break-ins in this area.

Bev said she was the keynote speaker of Fairfax County's 55+ Creative Aging Festival Kickoff. She was also asked to appear as a keynote speaker about aging for people with disabilities. She attended the NVFAF reception, *Persistent Voices*, the unveiling of the Lake Anne marker, TIQ, and the last concert of the season for the Reston Community Orchestra (RCO), *Hansel & Gretel*. She was reelected to the RCO Board as President.

Executive Director's Report

Leila reviewed the attached Executive Directors report and said that RCC commissioned original dances at each of the two public art projects at Reston Town Center during the NVFAF. Two Reston-based

June 1, 2015 Board of Governors Monthly Meeting Minutes

dance companies responded to the Patrick Dougherty sculpture and two responded to Mary Ann Mears' sculpture. The dances were so well-received that RCC is going to commission the same four companies next year, but will switch the art pieces to which they respond. She's also happy to announce that we approved and printed the RCC Policy and User Manual, which will be distributed at the Annual Public Hearing for Programs and Budget. She was busy in May and is participating in several County work groups. The Human Services Leadership Team is focusing on various of their issues in work groups; her group is considering economic self-sufficiency. As a result of discoveries in that work, RCC is planning to host a teen and adult job fair. Leila is excited to partner with Cornerstones, local high schools and our teen and family departments to bring this idea to life. She noted that May/June is a busy time for a number of reasons, including completion of all evaluations for County staff.

Leila asked the group to complete her own performance evaluation feedback and send to Bev.

Old Business

None.

New Business

None.

MOTION #5:

To Adjourn the Meeting

John moved to adjourn the meeting at 8:34 p.m. Lisa seconded the motion. The motion passed unanimously.



Gerald Zavala,
Board Treasurer
for Bill Penniman, Board Secretary

____ June 26, 2015 _____
Date

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON JUNE 1, 2015

- 15-0601-1 Bd That the Board approve the Agenda**
- 15-0601-2 Bd That the Board approve the May 4, 2015 Board Minutes**
- 15-0601-3 Bd That the Board approve the May 4, 2015 Actions**
- 15-0601-4 Bd That the Board approve the committee reports**
- 15-0601-5 Bd That the meeting be adjourned.**



Gerald Zavala,
Board Treasurer
for Bill Penniman, Board Secretary

__June 26, 2015_____
Date



**SUMMARY OF MINUTES
BOARD OF GOVERNORS
ANNUAL HEARING FOR PROGRAMS AND BUDGET
JUNE 15, 2015**

Present:

- Beverly Cosham, Chair
- Bill Penniman
- Lisa Sechrest-Ehrhardt
- Michelle Moyer
- John Mendonça
- Vicky Wingert
- Gerald Zavala

Absent and Excused:

- Bill Keefe
- Bill Bouie

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Cristin Bratt, Public Information Officer
- Tom Ward, Deputy Director
- PD Michnewicz, Director of Arts & Events
- Eileen Boone, Leisure & Learning Director
- BeBe Nguyen, Media Director
- Pam Leary, Customer Service Manager
- Joe Leary, Aquatics Director
- Cheri Danaher, Arts Education Director
- Kevin Danaher, Community Events Director
- Brian Gannon, Facilities Manager
- Renata Wojcicki, Finance Director
- Barbara Wilmer, Executive Assistant

Leila welcomed everyone at 6:31 p.m. and asked members of the public to sign in and indicate if they wish to speak. She also pointed out that there were two publications available at the sign-in table: The new RCC Policy and User Manual and the Annual Report for Calendar Year 2014 (June 2015). Both are available online at restoncommunitycenter.com. She introduced Bev Cosham, chair of the Board of Governors.

Bev welcomed everyone and explained that as part of our formal relationship with Fairfax County Government, we hold a public hearing every June to present our programmatic direction and budget outline for the coming fiscal year and the new budget outline for the next fiscal year. The public is invited to attend, to comment on RCC programs, activities and services, and to weigh in on how those are reflected in our budgets. She said the Board also held joint Community Relations and Program/Policy committee meetings in February and March, which helped RCC staff formulate the budget outline presented tonight. She introduced Program/Policy Committee Chair Vicky Wingert to discuss the Board's priorities.

Vicky explained that the Board's priorities are to provide high-quality programming for the Reston community. She pointed out that this is accomplished by partnerships with 35 Reston or Fairfax County organizations as well as Reston schools. She noted that the Board has been discussing the possibility of building an indoor recreation center for several years and that as a result of those efforts, we learned in February that the Fairfax County Park Authority will pursue that amenity as a function of its operations rather than having the RCC tax district underwrite and operate it. She thanked Bill Bouie for his tireless work in achieving this ideal outcome for the Reston community. Vicky also noted that 2014 also marked the 100th birthday of Reston founder Robert E. Simon and the 50th anniversary of Reston. RCC was a key partner in the creation of the documentary film *Another Way of Living: The Story of Reston, VA*.

In addition to these highlights, Vicky noted that the Board continues its in-depth review of cost recovery performance. Staff and Board members are listening to feedback from patrons and constituents as part of a phased approach to increasing fees in order to bring our revenues into alignment with our expenditures.

June 15, 2015 Annual Hearing for Programs and Budget Report

She said RCC continues to subsidize offerings – approximately 85 percent of the RCC budget is offset by tax revenue with the remainder coming from fees paid by patrons. Vicky said the Board has also started focusing on the other major capital facility priority – a performing arts venue. She expects the Board to be engaged with that effort for the coming years. She welcomed Executive Director Leila Gordon who went over the administrative and program highlights of the past year.

Leila reviewed administrative and program highlights (slides 5-11 of the attached presentation). She said that our new website has been enthusiastically received by the public, patrons and partners for its ease of use and aesthetically pleasing visuals. She noted that, on average, 50 percent of our transactions now occur on the web, allowing Customer Service staff more time to respond to customers.

Several staff members have received awards in recognition of outstanding work. She added that the Hunters Woods Neighborhood Coalition was recognized by the County for outstanding teamwork between RCC and several other organizations (including Fairfax County Police Department) for working to effectively reduce criminal activity in the neighborhood by 63% from summer 2013 to summer 2014 and to ensure Hunters Woods is a safe and welcoming place.

Leila noted that Youth and 55+ offerings continue to grow in participation and the Summer Camp Expo has become an annual tradition. Our signature programs not only attract patrons, but they attract really great partners from the community.

The Professional Touring Artist Series Season broke revenue records and included the ambitious undertaking of the 10-day Reduced Shakespeare Company Extravaganza in September. She noted that the Arts and Events staff continues to add value to their offerings through partnered programming and improved patron access to our artists and performances. Leila announced that Anna Deavere Smith's visit was so well received in 2015 that she will be returning to RCC as the keynote speaker for the 2016 Reston Dr. Martin Luther King, Jr. Birthday celebration. She credited strong partnerships with organizations such as GRACE, IPAR, Reston Association and Southgate Community Center with the success of many of RCC's outdoor community events.

Leila said that Aquatics programming continues to be challenged by the limitations of our facility. To assure it serves our Reston patrons, we have begun a several-years long process of fee restructuring to keep the Reston subsidy in place but to also put our pricing on more sound footing in relationship to the pricing of our County counterpart, the Park Authority.

Leila noted that the Board and staff will continue engaging the community regarding a performing arts venue. Additionally, the staff will survey patrons to obtain input regarding programming options. Staff and Board will continue to review fees on an annual basis. She also noted a few exciting new programs including NV Rides Reston and the Back 2 School Bash. In the fall, RCC will join several partners in launching a community-wide exploration of the issues of diversity, disproportionality, and equity. More information will be available in future program guides.

Leila introduced Board Treasurer Gerald Zavala. Gerald reviewed a three-year budget history on slide 12 and noted the Personnel cost impact of the conversion of part-time status positions to benefit earning positions between FY12 and FY13 which was mandated by the Affordable Care Act. We also experienced several one-time expenditures in FY13 such as the turf field project at South Lakes High School and the website redesign. Those were both non-recurring costs. Leila noted that we expect the downward trend of the difference between expenditures and revenues to continue when we review FY15 actuals at the July 20 Finance Committee Meeting.

In reviewing Personnel costs, Gerald commented that the cost of benefits cannot be controlled, but that we are keeping several open positions vacant to keep costs in personnel as low as possible. Reston's tax base will also provide new revenues to help achieve a balanced budget in FY16, which will allow the Board to continue progress toward its goal of returning revenue to the reserves. He explained that several Capital Maintenance Projects from previous years were carried over to the FY16 budget because they could not be completed in the year they were originally scheduled. In FY16, we anticipate replacement of the rooftop unit (RTU) air conditioner that serves the CenterStage complex and the replacement of lighting fixtures with energy-efficient fixtures. In FY17, we will replace the roof sections themselves surrounding the new equipment from the FY16 projects. Looking out to the FY18 cycle of planning, he

June 15, 2015 Annual Hearing for Programs and Budget Report

described that we will potentially need to replace the Hunters Woods hot water tank and to look at the kiln exhaust systems at Lake Anne.

Gerald went on to state that Board and staff hope that by FY17 we will have a better idea of how the Terry L. Smith Aquatics Center will serve the community alongside a new indoor recreation center in Reston. We will conduct a feasibility study for the equipment systems we might consider related to our pool and their associated costs to know better how they should be functioning and when the right opportunity for replacement would be. The FY18 budget includes rough order of magnitude estimates for those system replacement costs.

On slide 17, Gerald reviewed upcoming improvements to the CenterStage, including improved makeup stations in the dressing room and replacement of the theatrical lighting with LED lamps. This will in turn require replacement of the dimmers to control the lights. He added that the theatre seats and carpet may need to be replaced in FY18. We will also replace the genie lift in FY17.

Gerald explained that the Board hopes to hear comments from the public tonight and that the Finance Committee will review FY15 actuals with staff at the Finance Committee Meeting on July 20. Those actuals may or may not change FY16 and FY17 projections. The Finance Committee will give final guidance to staff to determine the FY16/FY17 budget submission package that will come before the full Board for approval at the September Board meeting.

Public Comment

Leila said that individuals have three minutes to present public comment and organization representatives have five minutes. She urged all speakers to submit their statements to Public Information Officer Cristin Bratt so that they may be included in their entirety in the official report for the meeting.

Eileen MacKrell, Reston Resident, asked for clarification of the Personnel cost increases and whether or not this was a one-time expense. Leila and Gerald explained that the only one-time costs mentioned were Operational in nature; Personnel costs are ongoing and cannot be controlled: As those costs escalate, so does the associated budget.

Ruth Overton, Reston Chorale, noted that the RCC staff is absolutely wonderful and said the Chorale is appreciative of the hard work they put in to every program and event. She said everything is always ready upon her group's arrival for facility rentals. She also noted that she thinks Personnel expenditures are the best thing to spend money on because the staff is top notch. Leila agreed that RCC staff is superb but noted that we do watch our bottom line in this area and are keeping some vacant positions open in order to achieve a balanced budget as quickly as possible. Ruth said Reston Chorale would be happy to help with any efforts to build a new performing arts facility, including contributing to discussions or providing data on similar rental venues. John Mendonça asked what other rental facilities they use. Ruth said they have used Schlessinger Auditorium in Alexandria which is wonderful except the location is not close to Reston. They also use South Lakes High School, but that presents scheduling problems since student use has priority. She said they have performed at a few local churches that can accommodate 80-100 singers and 25 orchestra members and also at George Mason University's Center for the Arts, which is too large a venue for the Chorale (approximately 2,000 seats).

Leila acknowledged the staff members present and thanked them for their continued commitment to the community. She reminded everyone that if someone has feedback on the budget but was not available this evening, input may be sent to RCCContact@fairfaxcounty.gov.

Motion #1: To proceed with adjustments to the FY16 budget and preparations for the FY17 budget.

Gerald moved that the Board advise staff to move forward with budget preparation in order to present the FY17 budget to the County for approval in September. Michelle seconded the motion. The motion passed unanimously.

The meeting adjourned at 6:59 p.m.

Additional Public Comment Provided Before/After the Meeting:

June 15, 2015 Annual Hearing for Programs and Budget Report

Larry Butler, of Reston Association, provided the following comments. The text in red is Leila Gordon's response to Larry's e-mail:

Greetings. As I cannot make the hearing tonight due to a prior commitment, I wanted to share a few comments on behalf of the parks and recreation department at Reston Association.

Over the past several years the RA staff has worked very closely with RCC and its Board and staff on a number of programs and events to benefit the Reston community. Both organizations participate fully in bringing public art to Reston through their work with the Initiative for Public Art Reston (IPAR.) A number of installations, both permanent and temporary have benefitted from the work of the two organizations.

Numerous events, whether at RA pools, the Walker Nature Center, Lake Anne Plaza or other locations have been produced, co-produced, supported and made better by the collaboration of the individual staff members at RA and RCC. The Reston Kids Triathlon, for which RCC is the Premier Community Partner, provides opportunities for kids to participate in an event that might otherwise never cross their minds as many of them do not have bicycles to ride – something RCC's partnership helps cure. Recently a group of RA and RCC staff met for the better part of a day to coordinate efforts, brain-storm opportunities and programs and to check in with one another to avoid duplicating efforts – all with the common focus of making Reston a more vibrant and fun place to live, work, play and get involved.

I encourage the RCC Board to not only maintain, but enhance, RCC's collaborative efforts with its many community partners as Reston begins its newest round of development and redevelopment – an important time to keep Reston's many offerings fresh and interesting.

Thank you very much for your comments. They will be included in the record of our 2015 Annual Public Hearing for Programs and Budget. We value and look forward to sustaining and growing our collaborative efforts with RA and our colleagues there through the years to come.



RESTON COMMUNITY CENTER



**Board of Governors
Annual Public Hearing for Programs and Budget
June 1, 2015
6:30 p.m.**

AGENDA

- 1. Welcome** – Beverly Cosham, Chair, Board of Governors
- 2. Board Highlights** – Vicky Wingert, Chair, Program/Policy Committee
- 3. Administrative and Program Highlights** – Leila Gordon, Executive Director
- 4. Budget Review** – Gerald Zavala, Treasurer, Board of Governors
- 5. Public Comment**
Individuals wishing to provide statements for the record may do so; comments can be provided orally (please sign in if you wish to provide a statement) and are limited to three minutes maximum; those speaking on behalf of an organization may speak for five minutes maximum.

Speakers should sign in prior to the “Public Comment” period and please provide an address. If speakers wish to be included in RCC email updates regarding our Strategic Planning, they should provide an email address as well. PLEASE PRINT AS LEGIBLY AS POSSIBLE to avoid any error on our part in using your contact information.
- 6. Board Motion on Budget Guidance**



Enriching Lives. Building Community.®



Reston Community Center

**Annual Public Hearing for
Programs and Budget**

June 15, 2015

FY2016/FY2017 Budgets

Past Year Highlights

RCC's Community Partnerships continue to provide robust benefits to Reston; partners now number 35 Reston organizations or County agencies and all Reston schools.

Highlights (cont'd.)

- Worked with Fairfax County Park Authority to identify Reston Town Center North option for indoor recreation facility
- Reston Anniversary and Robert E. Simon Birthday Celebrations in 2014
- Fees: Annual review process leads to better revenue performance

Highlights (cont'd.)

Capital Facility Planning

- Resolution of indoor rec facility location
- Focus turns to issues associated with achievement of a new performing arts venue

Highlights (cont'd.)

Administration Efforts

- New cash handling and receipts tracking implemented
- Further implementation of Fairfax County legacy business systems replacement
- New RCC website launched
- Online registration/ticketing continues to grow in popularity
- Facility Rentals serves nearly 72,000 people with 6,766 hours of building use

Highlights (cont'd.)

Awards and Accolades

- Outstanding Performance Awards to Kevin Danaher, Kenny Burrowes, and Samantha Korkowski
- RCC Customer Service, Maintenance, Aquatics and Administrative professionals among the 53 people recognized with a Fairfax County Team Excellence Award for the work done by the Hunters Woods Neighborhood Coalition

Highlights (cont'd.)

Programs – Leisure & Learning

- Increased enrollment in Youth and 55+ programs
- Serving Reston Youth – Reston Summer Camp Expo: building on success; becomes an annual event
- RCC Summer Camp enrollment increases
- Diva Central expands to Reston Town Center partner Boston Properties; serves 200+ teens
- Partnered programming continues success; key element of Reston’s “Best Intergenerational Community” MetLife Award

Highlights (cont'd.)

Programs – Arts & Events

- *Another Way of Living: The Story of Reston, VA* – 50th Anniversary Celebration – more than 450 attending
- Artists visiting the CenterStage: Sweet Honey in the Rock, Lúnasa, Richard Blanco, Rennie Harris' RHAW, DakhaBrakha
- Reduced Shakespeare Company Extravaganza!
- Parents Time Out – opportunities for “date night”
- Artist “extras” for the community
- Continued partnered and cooperative programming with OLLI, local arts organizations, and schools

Highlights (cont'd.)

Programs – Arts & Events continued

- Reston Multicultural Festival with National Heritage Fellows and US Naturalization Ceremony
- Anna Deavere Smith residency for Reston Dr. Martin Luther King, Jr. Celebration
- Coordinated programming with Southgate Community Center
- Arts Education and Engagement programs with IPAR and GRACE
- Collaboration with Reston Association on summer outdoor programs

Highlights (cont'd.)

Programs – Aquatics

- 3,329 enrolled patrons in Aquatics programs with 1,282 on wait lists
- More than 5,000 Water Aerobics drop-in participations
- Reviewed gate/pass and rental pricing; new fee schedules effective annually September 1
- 87 people certified in Water Safety Instructor, Lifeguard, Pool Operator and/or CPR

Looking Ahead

- RCC Board of Governors will continue to explore capacity issues and new performing arts venue
- Surveying patrons for preferences in programming
- Continued efforts toward cost recovery to achieve appropriate levels
- NV Rides transportation program to serve older patrons
- Serving Reston Youth collaboration expanding to Back2School Bash in August 2015
- Public art project and IPAR/GRACE partnership: Patrick Dougherty project *A Bird in the Hand*
- Community engagement on diversity, disproportionality, equity, and sustaining Reston values

RCC Budget History

	<u>FY2012</u>	<u>FY2013</u>	<u>FY2014</u>
<u>Opening Fund Balance</u>	\$ 7,467,169	\$ 6,208,582	\$ 5,742,205
<u>Revenue</u>			
Revenue	\$ 6,951,256	\$ 7,213,370	\$ 7,423,020
<u>Expenditures</u>			
Personnel	\$ 4,413,189	\$ 4,832,183	\$ 4,912,558
Operating	\$ 2,699,018	\$ 2,809,138	\$ 2,657,368
Sub-Total Expenditures	\$ 7,112,207	\$ 7,641,321	\$ 7,569,926
Sub-Total Rev. less Non-Cap Exp.	\$ (160,951)	\$ (427,951)	\$ (146,906)
Capital Projects	\$ 1,097,636	\$ 38,426	\$ 207,321
<u>Total Expenditures</u>	\$ 8,209,843	\$ 7,679,747	\$ 7,777,247
Revenue less Expenditures	\$ (1,258,587)	\$ (466,377)	\$ (354,227)
<u>Ending Fund Balance</u>	\$ 6,208,582	\$ 5,742,205	\$ 5,387,978
<u>Reserves</u>			
Capital Project Reserve	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000
Maintenance Reserve (12% of # Est. Revenue)	\$ 834,151	\$ 865,604	\$ 890,762
Feasibility Study (2% of # Est. Revenue)	\$ 139,025	\$ 144,267	\$ 148,460
Economic and Program Contingency	\$ 2,235,406	\$ 1,732,333	\$ 1,348,755

FY2016/FY2017

Estimated FY16/FY17 Budgets

	<u>FY2016</u>	<u>FY2017</u>
<u>Opening Fund Balance</u>	\$ 4,103,534	\$ 3,457,066
<u>Revenue</u>		
Revenue	\$ 8,277,427	\$ 8,389,438
<u>Expenditures</u>		
Personnel	\$ 5,367,499	\$ 5,393,830
Operating	\$ 2,909,396	\$ 2,841,498
Sub-Total Non-Capital Expenditures	<u>\$ 8,276,895</u>	<u>\$ 8,235,328</u>
Sub-Total Rev. less Non-Cap Exp.	<u>\$ 532</u>	<u>\$ 154,110</u>
Capital Projects	\$ 647,000	\$ 471,300
<u>Total Expenditures</u>	<u>\$ 8,923,895</u>	<u>\$ 8,706,628</u>
Revenue less Expenditures	\$ (646,468)	\$ (317,190)
<u>Ending Fund Balance</u>	<u>\$ 3,457,066</u>	<u>\$ 3,139,876</u>
<u>Reserves</u>		
Capital Project Reserve	\$ 2,298,226	\$ 1,965,355
Maintenance Reserve (12% of # Est. Revenue)	\$ 993,291	\$ 1,006,733
Feasibility Study (2% of # Est. Revenue)	\$ 165,549	\$ 167,789
Economic and Program Contingency	\$ -	\$ -

Capital Projects

Scheduled in summer 2015 and carried over from prior year allocations:

Motor Control Panel Replacement - \$109,446

- Actual cost expected to be lower than anticipated

Loading Dock Replacement - \$64,907

CR Chandeliers refurbishment - \$130,795

- Removal of “glitter” light tubes, replacement of old lighting “lamps”

Replace Stage Floor - \$168,000

Lake Anne Service Counter Redesign - \$30,000

Capital Maintenance Plan

Capital Maintenance Projects

Projects – General Facility	FY16	FY17	FY18
• Replace Backstage RTU	387,000		
• Replace Roof Mechanical & Cable Tray Sections	240,000		
• Replace Lights with Energy Efficient Fixtures	20,000		
• Replace Roof Section – Theatre & Front Sections		240,800	
• Replace Hot Water Tank			50,000
• Replace Exhaust System for kilns			TBD

Capital Maintenance Plan

Capital Maintenance Projects (cont.)

Projects – Aquatics	FY16	FY17	FY18
• Aquatics A/E related to Dectron replacement, filter replacement, etc.		50,000	
• Replace UV Control Systems,			100,000
• Filtration Systems (Pool & Spa)			230,000
• Refurbish Surge Tank			25,000

Capital Maintenance Plan

Capital Maintenance Projects (cont.)

Projects – Theatre	FY16	FY17	FY18
• Redesign Make-up Station Area		22,000	
• LED Light Installation		125,000	
• Dimmer System Upgrade		25,000	
• Replace Theatre Seats			92,600
• Replace Theatre Carpeting			15,000

Capital Equipment Plan

Capital Equipment Replacement

Projects – Theatre

- Genie Hydraulic Lift

FY16

FY17

FY18

8,500

FY16/17 Budget Calendar

- Public input – June 15, 2015
- Board guidance on FY17 Budget; approval of outline – June 15, 2015
- Finance Committee Year-End Review of FY15 Results; final outline of FY16/FY17 Budget – July 20, 2015
- Full Board Approval of FY17 Submission – September 14, 2015

Public Comment

- Individuals may speak for 3 minutes.
- Those speaking on behalf of an organization may speak for 5 minutes.
- Please provide written statements for our official records if you have one.



**RESTON COMMUNITY CENTER
BOARD OF GOVERNORS FINANCE COMMITTEE REPORT
JULY 20, 2015**

Present were:

- Gerald Zavala, Chair
- Michelle Moyer
- John Mendonça
- Bill Bouie
- Bev Cosham

Absent and Excused:

- Bill Keefe

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Renata Wojcicki
- Cristin Bratt, Public Information Officer

Gerald welcomed everyone at 6:03 p.m.

Leila reviewed the FY15 actuals. As she reviewed the information, she asked everyone to consider the document's usability carefully since we would later be discussing this report format.

Regarding our financials, and looking at the Revenue category, Leila indicated that we have done very well overall. Teen and Family and the Adult/Fitness departments' numbers are not where we wanted them to be. As a result, these cost centers will experience significant adjustments to projected revenue figures and related costs in the final FY17 budget presentation. She would like to reduce FY16-17 Leisure and Learning expenditures by \$40-\$50K to account for the lower revenue we are achieving in Teen and Family and Adult/Fitness cost centers. The Aquatics revenue numbers are not as concerning because it is where our fee waiver program was used the most; that had a direct impact on unrealized revenue in the Aquatics department. Gerald asked the reason for that and Leila noted several. One is that access to the pool is at the top of the priority list for many residents of the Hunters Wood Fellowship House, all of whom qualify for the fee waiver program.

She also noted that last year, we shifted our policy and stopped allowing scholarships to be shared across members of a household. In the past people were using our previous system by aggregating the per person allocation and using it for only one person in the household; this led to greater potential for unanticipated outcomes and possible incentive to add to households. Now that those participants have fewer dollars to spend per person, they are making different choices in terms of where they spend their \$150 allocation. We may also be seeing the effect of an improving economy. She said we will continue to have unlimited utilization options in summer programs. She noted that we usually see the highest amount of fee waiver use in the summer, but that so far, we're experiencing a fairly substantial reduction in the amount of fee waiver allocations by patron demand; it is now a little more than half of what it was last year. She noted that the registration process might be impacting fee waiver participation slightly because fee waiver participants are not able to register online. There was additional discussion and explanation of the fee waiver program. Leila explained that if your family qualifies (based on income level), every household member gets \$150 to use towards RCC programming.

Leila said staff will be conducting a community survey during the last two weeks in October to better learn how Reston residents spend their free time or want to spend their free time. It will be conducted on an

July 20, 2015 Finance Committee Meeting Report

internet platform so that we might reach residents that are not RCC patrons. She also noted that our Winter/Spring programming cycle will feature more programs with shorter duration and drop-in formats to try to attract adults with lifestyles that do not accommodate longer commitments. In Teen and Family programs, we'll be exploring programs with shorter durations and also increasing our community service offerings. We continue to move more programs into the middle schools so that transportation is not needed between school and activities.

Leila noted that the FY15 actuals represent good news overall because we are in the black. Money came back to the fund balance for the first time since 2009. We are structurally balanced now, but we are not presenting or establishing allocations that reflect structural balance. The right strategy now is to reduce revenue expectation where applicable in the challenging age cohorts while also redesigning programs to increase participation levels.

There was further discussion regarding FY15 actuals. Michelle asked if the cost to participants of some programs were reduced in order to fit within fee waiver allotments. Leila said that the cost of programs like the SAT prep course were adjusted for this reason, but noted that the change does not affect revenue targets; it affects unrealized revenue when the fee waiver program is involved.

John asked if facility rentals were included in the Community Events line. Leila clarified that room rental is included in Administration; Community Events are RCC-programmed events, such as the Multicultural Festival or the Reston Dr. Martin Luther King, Jr. Birthday Celebration.

Leila also noted that the interest target for FY16 is significantly reduced.

Leila reviewed Personnel actuals from FY15 and noted that the black numbers represent savings. In the Admin cost center, that amount reflects an unfilled, full-time merit position that we do need to fill. We're hoping to fill it with an eye to saving money in FY16 and achieving a long-term solution to the turnover issues that affect the position. We might look to fill the position with an exempt hire. She said that the last time we advertised the position, it was a promotional opportunity and the qualifications of the applicant pool were not as strong as we wanted. We're hoping the applicant pool will be improved in the exempt environment. John asked the position's responsibilities. Leila said it is an accounting position that would backstop Renata and handle accounts payable, as well as budget monitoring and execution. Leila doesn't anticipate real cost center savings in that area in the long run.

In addition to the Comptroller line, Leila reviewed all other Personnel areas. In Booking, the possibility of Personnel savings continues because we've filled the vacant position and it will cost us less than what was anticipated. We also have an unfilled Maintenance position that will be frozen. In Leisure and Learning, Leila noted that there were a number of controls instituted in Summer Camps and in Teen and Family programming so she doesn't anticipate the cost overruns to be replicated this year. In Community Events and Arts Education, Leila noted that there collectively may be \$10-15K in overall savings in those combined budgets.

Leila reviewed Operational costs and said we removed \$50K for a ballot initiative in preparing the FY16 budget since this is no longer needed. She explained that reservations for multiple months' expenses are made at the beginning of the year (as encumbrances) and then funds are spent down. She expects that \$4K of these encumbrances will be invoiced and the rest will carry over to next year but get released; ultimately that will nearly zero out the impact of the carry over amount.

In Capital Expenses, encumbrances in the amount of \$176,912 for services not delivered in FY15 will carry forward into FY16 fiscal year. Remaining fund allocation balances in the amount of \$319,680 will also carry forward into the FY16 fiscal year. There will be some savings in capital projects this upcoming year but they are unlikely to be dramatic.

Leila reviewed the last page and noted that the amount returned to the Fund Balance was substantial this year. With the exception of the two program areas discussed, she is very pleased with our FY15 numbers.

Leila reminded the Committee that they had previously requested a change to the report format, beginning in the new fiscal year. She indicated that she and Renata propose creating a separate report

July 20, 2015 Finance Committee Meeting Report

with the numbers that used to appear in the upper left hand corner of the monthly financials. That will present the fund balance picture on its own page. She asked the committee if that change resolved their concerns with the previous report format.

Michelle asked if that change addresses the confusion created by the fact that money coming in one fiscal year is applied to the next fiscal year, depending on when the program takes place. Leila said that we will still note that. There was discussion as to whether or not this change addressed the concerns raised in May. John said his issue with the report was that some categories were cash and some were accrual. John thinks that we will still have the same problem as we had before in terms of cash and accrual being presented in the same report. Renata said we will not really have that problem until February when camp registration opens, and then we'll see it from the end of January to end of June. Overall, John thinks this new format is good and said it is difficult to address the cash/accrual differences on a monthly basis. John suggested that if we subtotal in monthly reports to show what the taxes are, we could then differentiate between tax and other revenue categories. Leila stated that the differentiated amounts are in the notes that accompany the statements, but that we could explore adding the line separately to the spreadsheet. John also noted that it would be preferable to show a subtotal net with revenue, personnel and operating and then capital projects, and then bottom line on the summary spreadsheet page which Renata agreed could be easily done.

Leila stated that our goal for presenting a revised budget outline (compared to the Public Hearing slide) will be to demonstrate that we will achieve balance in both FY16 and FY17. She and staff will spend the next few weeks determining where we can take significant reductions. The committee decided to schedule a Finance Committee meeting on September 14 at 7:00 p.m. to review the staff's recommended FY16 and FY17 budget changes. These will be changes to the figures shown on the slide presented to the public in June.

Gerald asked what the Committee needed to do to facilitate this change. Leila said our legal obligation is to have a public meeting, which we had on June 15. There is not a legal obligation to go back and announce changes to the budget presented at that meeting, as long as the changes are done in a public environment. Tonight's meeting and the September 14 meeting meet all the requirements for managing the budget presentation in a public environment. She added that we only submit the budget in September; it is not adopted until April 2016. Leila agreed to circulate the revised FY16/FY17 budget outline to the entire Board prior to the September 14 Finance Committee meeting.

The meeting ended at 7:13 p.m.

Reston Community Center
 Revised Budget vs Actuals Worksheet
 30-Jun-15

100%/12*12mo=100%								
Revenue	Revised Budget FY15	May	June		YTD (does not incl. Fee Waiver amounts)	REMAINING BALANCE	YTD % actual	YTD Fee Waiver (unrealized revenue)
1 Administration	6,734,189	18,212	-26,482		6,946,010	(211,821)	103.15%	
2 Performing Arts-Theatre Admiss	48,720	1,565			72,557	(23,837)	148.93%	205
3 PA Theatre Rental	31,640	510	17,031		34,833	(3,193)	110.09%	
4 PA Cultural Activities/ Arts Org	0	1,399			-327	327	0.00%	
5 Aquatics Classes/drop-in	343,406	35,123	6,573		314,238	29,168	91.51%	29,121
6 Aquatics Rental	16,000	1,300			27,110	(11,110)	169.44%	
7 L&L Fitness	116,098	14,859	-1,911		121,137	(5,039)	104.34%	4,524
8 L&L Teens/Family	130,685	930	-3,617		73,029	57,657	55.88%	917
9 L&L 55+	62,000	14,763	-6,299		76,011	(14,011)	122.60%	10,223
10 L&L Youth	125,000	4,576	-67,326		162,836	(37,836)	130.27%	7,114
11 L&L Adult	56,701	3,485	-852		37,025	19,676	65.30%	6,159
12 Community Events	3,956				3,435	521	86.83%	
13 Arts Education	151,315	12,590	-66,364		185,716	(34,401)	122.73%	-555
Total RCC Revenue	7,819,710	109,312	-149,246	0	8,053,608	-233,898	102.99%	57,708

L&L - Leisure & Learning

Reston Community Center
 Revised Budget vs Actuals Worksheet
 30-Jun-15

100%/12*12mo=100%

	Revised Budget FY15	May	June	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
1 Administration	614,673	47,044	50,171		528,708	85,965	86.01%
3 Booking	194,062	19,219	19,185		164,145	29,917	84.58%
4 Comptroller	364,787	34,178	35,634		290,108	74,679	79.53%
5 Customer Service	531,412	50,774	55,799		469,060	62,352	88.27%
6 Facility Engineer	106,668	11,883	13,636		104,734	1,934	98.19%
7 Maintenance	434,291	48,106	50,863		405,873	28,418	93.46%
8 IT	125,618	15,343	16,350		132,684	(7,066)	105.62%
9 Media	384,324	43,488	46,240		373,761	10,563	97.25%
10 Community Partnerships	0				1,739	(1,739)	0.00%
11 Performing Arts	485,415	46,584	55,275		427,624	57,791	88.09%
12 Aquatics	683,402	83,354	88,486		664,376	19,026	97.22%
13 Leisure & Learning (L&L) Admin	216,801	25,427	27,095		220,366	(3,565)	101.64%
14 L&L Fitness	195,088	12,722	6,366		86,348	108,740	44.26%
15 L&L Teens/Family	143,968	13,659	13,564		142,640	1,328	99.08%
16 L&L 55+	115,163	13,796	11,902		106,730	8,433	92.68%
17 L&L Youth	193,180	14,465	12,346		196,129	(2,949)	101.53%
18 L&L Adult	117,950	11,635	10,522		115,392	2,558	97.83%
19 Community Events	131,109	13,181	14,091		117,319	13,790	89.48%
20 Arts Education	321,183	28,970	28,303		301,575	19,608	93.90%
Total Personnel Expenses	5,359,094	533,828	555,828	0	4,849,311	509,783	90.49%

Reston Community Center
 Revised Budget vs Actuals Worksheet
 30-Jun-15

100%/12*12mo=100%

	Revised Budget FY15	May	June	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
1 Administration	255,080	1,233	4,266	28,342	70,273	184,807	27.55%
2 Board	109,000	185	1,145		44,305	64,695	40.65%
3 Booking	115,415	7,025	8,812	2,348	93,508	21,907	81.02%
4 Comptroller/CSR/LA Lease/Adm	383,644	3,820	8,857		329,241	54,403	85.82%
5 Facility Engineer	216,740	13,154	48,844	2	179,806	36,934	82.96%
6 Maintenance	466,411	18,224	60,533	2,849	377,384	89,027	80.91%
7 IT	91,302	8,850	12,493	5,186	97,816	(6,514)	107.13%
8 Media	378,443	8,945	52,286		395,706	(17,263)	104.56%
9 Community Partnerships	125,000	56	622		117,309	7,691	93.85%
10 Performing Arts	365,921	9,390	30,726		341,962	23,959	93.45%
11 Aquatics	84,015	6,070	1,791		64,902	19,113	77.25%
12 Leisure & Learning (L&L) Admin	6,800	462	708		5,122	1,678	75.32%
13 L&L Fitness	16,068	214	2,003	19	11,505	4,563	71.60%
14 L&L Teens/Family	135,875	3,462	6,905		126,244	9,631	92.91%
15 L&L 55+	86,390	4,457	7,758		70,555	15,835	81.67%
16 L&L Youth	136,012	10,642	10,325	3,000	122,494	13,518	90.06%
17 L&L Adult	12,955	307	904		11,755	1,200	90.74%
18 Community Events	145,757	24,481	11,880		140,974	4,783	96.72%
19 Arts Education	97,497	11,014	11,744		64,344	33,153	66.00%
Total Operational Expenses	3,228,325	131,991	282,602	41,746	2,665,205	563,120	82.56%

Reston Community Center
 Revised Budget vs Actuals Worksheet
 30-Jun-15

100%/12*12mo=100%

Capital Proj. Desc. & Number/Cap Equip.	Revised Budget FY15	May	June	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
1 RCC Improvements C-000001	174,353	670	420	124,503	131,059	43,294	75.17%
2 C. R. HW Enhcmnts. C-000003	130,795				0	130,795	0.00%
3 Theatre Enhancements C-000008	198,000			52,409	52,409	145,591	26.47%
Server/Capital Equipment	13,587				13,587	0	100.00%
Total Capital Expenses	516,735	670	420	176,912	197,055	319,680	38.13%
Total RCC Expenditures	9,104,154	666,489	838,850	218,658	7,711,571	1,392,584	84.70%

Reston Community Center
 Revised Budget vs Actuals Worksheet
 30-Jun-15

100%/12*12mo=100%

Type	Revised Budget FY15	FY15 YTD	Remaining Balance	% Budget Target
Beginning Fund Balance	5,387,978	5,387,978	0	100.00%
Revenue:				
Taxes	6,518,071	6,770,434	252,363	103.87%
Interest	41,710	7,293	-34,417	17.49%
Vending	1,500	2,189	689	145.93%
Aquatics	359,406	341,348	-18,058	94.98%
Leisure and Learning	490,484	470,035	-20,449	95.83%
Rental	172,908	166,095	-6,813	96.06%
Arts and Events	235,631	296,214	60,583	125.71%
Total Revenue	7,819,710	8,053,608	233,898	102.99%
Total Available	13,207,688	13,441,586	233,898	101.77%
Expenditures:				
Personnel	5,359,094	4,849,311	-509,783	90.49%
Operating	3,228,325	2,665,205	-563,120	82.56%
Capital Projects	516,735	197,055	-319,680	38.13%
Total Expenses	9,104,154	7,711,571	-1,392,584	84.70%
Revenue less Total Expenses	-1,284,444	342,038	1,626,482	-26.63%
Ending Fund Balance	4,103,534	5,730,016	1,626,482	139.64%

FY15 Revised Budget includes:

FY15 pay for performance \$47,240 effective July 2014 (added to the advertised amount)
 FY14 Encumbered Carryover of \$97,405 for services delivered after 06/30/14 (added to the advertised amount)
 FY14 Unencumbered Carryover of \$368,157 for Capital Projects funding (added to the advertised amount)
 Added expenses to the Advertised Budget total: \$512,812. Of that, only the new personnel costs for pay for performance represent "new" expenses outside allocated expenses from FY14.

FY15 YTD includes:

FY15 Encumbered Carryover of \$218,658 into FY16 for services to be delivered after 07/01/15
 FY15 Unencumbered Carryover of \$319,680 into FY16 for remaining FY15 Capital Projects

Revenue

General Note: Summer 2015 (FY16) related revenue collected between February 1st and the end of June was reversed for FY15 year-end-close and recorded as FY16 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 104% of tax revenue, 96% of estimated Facility Rental revenue (which also includes T-Mobile antenna revenue) and 17% of the projected interest revenue.
2. **Performing Arts:** Revenue collection for the current season is very robust; the target has already been met and exceeded for FY15.
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, fall, and 2015 winter/spring program registration revenue. Our overall revenue target reflects more ambitious expectations for private lesson revenue than are likely to materialize.
6. **Aquatics Rental:** Revenue performance is ahead of expectations.
7. **Fitness:** Year-to-date amount includes FY15 program revenue. Revenue performance is ahead of expectations.
8. **Teen/Family:** Year-to-date amount includes FY15 program registration revenue. Most of this cost center's revenue is realized during the summer. This is a newly organized category and remains in uncertain status with respect to being able to accurately predict the revenue.
9. **55+:** Year-to-date amount includes FY15 program registration revenue. Revenue performance is ahead of expectations.
10. **Youth:** Year-to-date amount includes FY15 program registration revenue. Most of this cost center's revenue is realized during the summer. Revenue performance is ahead of expectations.
11. **Adult:** Year-to-date amount includes FY15 program registration revenue. Leisure and Learning cost centers continue to be reorganized to establish better workload distribution and more focus to offerings and related revenue. This cost center continues to under-perform in revenue realization.
12. **Community Events:** Year-to-date amount includes Multicultural Festival vendors' booth payments and MLK keynote address ticket sales.
13. **Arts Education:** Year-to-date amount includes FY15 program registration revenue. Revenue performance is ahead of expectations.

Personnel Expenses:

General Note: Remaining vacant positions that will be filled include the Financial Assistant and Technical Theatre Assistant. Month of May includes three payrolls' labor costs as opposed to a typical two payrolls per month. Month of June includes an accrual of the last of June's payroll.

1. **Administration:** Administration's allocated budget is typically under-spent; funding provides for OPEB ("other post-employment benefits") 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.
7. **Facility Engineer:** Personnel costs are at the expected level.
8. **Maintenance:** Personnel costs are at the expected level.
9. **Information Technology:** Personnel costs are at the expected level.
9. **Media:** Personnel costs are at the expected level; savings due to reorganization are partially offset by added costs related to an FMLA absence.
10. **Community Partnerships:** Expense reflects one-time support costs to Anniversary Celebration activities; no further expenditures anticipated.
11. **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; continuing to adjust Fitness/Adult program cost assignments.
14. **Teen/Family:** Personnel costs are at the expected levels.
15. **55+:** Personnel costs are at the expected levels.
16. **Youth:** Personnel costs are at the expected levels.
17. **Adult:** Personnel expenditures are at the expected levels.
18. **Community Events:** Personnel expenditures are at the expected levels.
19. **Arts Education:** Personnel expenditures are at the expected levels.

Operating Expenses:

General Note: Reservations for multiple months' expenses are made at the beginning of the year; funds are spent down from them. Budget reallocations were completed in October (FY15 Budget Changes column). Open Encumbrances in the amount of \$41,746 for services not delivered in FY15 will be carried forward into FY16.

1. **Administration:** Current month expense is for staff training and office furniture. Reservations are for A/E (design) consulting services.
2. **Board:** Current month expense is for hospitality and support for Fairfax County's Administrative Resource Team conference.
3. **Booking:** Current month expenses are for security, equipment, and supplies. Reservation is for furniture.
4. **Comptroller:** Current month expenses include bank fees, postage, liability insurance, copying county billing, and office supplies costs.
5. **Facility Engineering:** Current month expenses include repair and maintenance costs. Reservation is for repair and maintenance.
6. **Maintenance:** Current month expenses include utility costs and repair and maintenance. Reservation is for repair and maintenance and utilities costs.
7. **IT:** Current month expenses include communication costs and supplies costs. Reservations are for phone system replacement costs.
8. **Media:** Current month expenses include advertising and printing costs.
10. **Community Partnerships:** Current month expense is for hospitality costs and GRCC ACE Awards.
11. **Performing Arts:** Current month expenses include software license costs, supplies, and theatre operating costs.
12. **Aquatics:** Current month expenses are for pool maintenance and training supplies.
13. **Leisure and Learning Admin:** Current month expense is for training and professional subscriptions.
14. **Fitness:** Current month expenditure is for program delivery contract costs and equipment. Reservation is for program delivery.
15. **Teen/Family:** Current month expenses are for recreational activities, program transport, and program supplies.
16. **55+:** Current month expenditures include transportation, recreational activities, and program supplies costs.
17. **Youth:** Current month expenditures are for program delivery contract costs, recreational activities, and program supply costs. Reservation is for program delivery contracts' costs.
18. **Adult:** Current month expenditures are for program delivery contracts' costs and program supplies.
19. **Community Events:** Current month expenditures are for program delivery contract costs and program supplies.
20. **Arts Ed:** Current month expenditures are for program delivery contracts' costs, program supplies, and equipment repair 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. Open Encumbrances in the amount of \$176,912 for services not delivered in FY15 will carry forward into FY16 fiscal year. Remaining funding allocation balances in the amount of \$319,680 will also carry forward into FY16 fiscal year.

1. **RCC Improvements /C-000001:** Includes motor control panel replacement, and HW Loading Dock projects.
2. **Community Room Hunters Woods Enhancements /C-000003:** Community room lighting and sound upgrades (chandelier fixtures design and replacement pending.)
3. **RCC CenterStage Enhancements /C-000008:** Previous years' funding (\$40K) for replacement of the CenterStage floor has been transferred from RCC Improvements project (#1) for ease of 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. Present scheduling suggests that the sound and lighting upgrades will occur in summer of 2015; the floor replacement will wait until either winter of 2015 or summer of 2016.

**Reston Community Center
Budget Funding Review**

	FY16 Budget June 2015 Public Hearing	FY16 Budget including FY15 Carryover and Pay Increases	FY15 Actual	FY17 Budget June Public Hearing	FY15 Actual less FY17 Budget
Revenue					
1 Administration	7,175,994	7,175,994	6,946,010	7,238,084	-292,074
2 Performing Arts-Theatre Admiss	53,326	53,326	72,557	55,854	16,703
3 PA Theatre Rental	33,290	33,290	34,833	33,124	1,709
4 PA Cultural Activities/ Arts Org			-327		-327
5 Aquatics Classes/drop-in	314,874	314,874	314,238	314,992	-754
6 Aquatics Rental	19,200	19,200	27,110	21,000	6,110
7 L&L Fitness	116,834	116,834	121,137	120,636	501
8 L&L Teens/Family	131,880	131,880	73,029	127,533	-54,504
9 L&L 55+	81,361	81,361	76,011	81,553	-5,542
10 L&L Youth	127,149	127,149	162,836	132,984	29,852
11 L&L Adult	48,784	48,784	37,025	40,254	-3,229
12 Community Events	3,475	3,475	3,435	3,525	-90
13 Arts Education	171,260	171,260	185,716	219,899	-34,183
Total RCC Revenue	8,277,427	8,277,427	8,053,610	8,389,438	-335,828

L&L - Leisure & Learning

**Reston Community Center
Budget Funding Review**

	FY16 Budget June 2015 Public Hearing	FY16 Budget including FY15 Carryover and Pay Increases	FY15 Actual	FY17 Budget June Public Hearing	FY15 Actual less FY17 Budget
Personnel Expenses					
1 Administration	602,366	609,196	528,708	603,895	-75,187
3 Booking	193,278	196,149	164,145	195,569	-31,424
4 Comptroller	374,150	378,887	290,108	392,859	-102,751
5 Customer Service	544,380	551,220	469,060	547,086	-78,026
6 Facility Engineer	125,876	127,235	104,734	125,779	-21,045
7 Maintenance	439,667	445,119	405,873	443,417	-37,544
8 IT	133,140	134,767	132,684	133,591	-907
9 Media	388,992	394,434	373,761	394,684	-20,923
10 Community Partnerships			1,739		1,739
11 Performing Arts	493,271	499,481	427,624	507,008	-79,384
12 Aquatics	650,041	658,539	664,376	665,776	-1,400
13 Leisure & Learning (L&L) Admin	222,738	225,541	220,366	223,663	-3,297
14 L&L Fitness	157,336	159,479	86,348	116,731	-30,383
15 L&L Teens/Family	138,451	140,054	142,640	122,820	19,820
16 L&L 55+	119,655	121,112	106,730	140,031	-33,301
17 L&L Youth	192,884	195,299	196,129	188,531	7,598
18 L&L Adult	140,218	142,188	115,392	127,101	-11,709
19 Community Events	133,108	134,633	117,319	133,746	-16,427
20 Arts Education	317,948	321,816	301,575	331,543	-29,968
Total Personnel Expenses	5,367,499	5,435,149	4,849,311	5,393,830	-544,519

**Reston Community Center
Budget Funding Review**

	FY16 Budget June 2015 Public Hearing	FY16 Budget including FY15 Carryover and Pay Increases	FY15 Actual	FY17 Budget June Public Hearing	FY15 Actual less FY17 Budget
Operational Expenses					
1 Administration	68,543	96,885	70,273	63,543	6,730
2 Board	57,820	57,820	44,305	57,820	-13,515
3 Booking	100,852	103,200	93,508	96,502	-2,994
4 Comptroller/LA Lease/Admin	377,762	377,762	329,241	371,487	-42,246
5 Customer Service	1,500	1,500	0	1,000	-1,000
5 Facility Engineer	178,665	178,667	179,806	174,665	5,141
6 Maintenance	472,209	475,058	377,384	471,710	-94,326
7 IT	84,882	90,068	97,816	96,127	1,689
8 Media	399,897	399,897	395,706	389,853	5,853
9 Community Partnerships	147,000	147,000	117,309	137,000	-19,691
10 Performing Arts	307,855	307,855	341,962	305,855	36,107
11 Aquatics	77,800	77,800	64,902	69,800	-4,898
12 Leisure & Learning (L&L) Admin	6,664	6,664	5,122	6,100	-978
13 L&L Fitness	20,218	20,237	13,214	19,880	-6,666
14 L&L Teens/Family	142,605	142,605	126,244	137,635	-11,391
15 L&L 55+	84,510	84,510	70,555	84,280	-13,725
16 L&L Youth	134,615	137,615	120,784	120,538	246
17 L&L Adult	17,140	17,140	11,755	12,074	-319
18 Community Events	142,842	142,842	140,974	142,842	-1,868
19 Arts Education	86,017	86,017	64,344	82,787	-18,443
Total Operational Expenses	2,909,396	2,951,142	2,665,204	2,841,498	-176,294

**Reston Community Center
Budget Funding Review**

	FY16 Budget June 2015 Public Hearing	FY16 Budget including FY15 Carryover and Pay Increases	FY15 Actual	FY17 Budget June Public Hearing	FY15 Actual less FY17 Budget
1 RCC Improvements C-000001		167,797	131,059	249,300	-118,241
2 C. R. HW Enhcmnts. C- 000003		130,795			0
3 Theatre Enhancements C- 000008	647,000	845,000	52,409	222,000	-169,591
Server/Capital Equipment			13,587		13,587
Total Capital Expenses	647,000	1,143,592	197,055	471,300	-274,245
Total RCC Expenditures	8,923,895	9,529,883	7,711,570	8,706,628	-995,058
Net/ Revenue less Expenses Excluding Capital Projects	532	(108,864)	539,095	154,110	384,985



**RESTON COMMUNITY CENTER
BOARD OF GOVERNORS PREFERENCE POLL COMMITTEE MEETING
JULY 20, 2015**

Present:

- Vicky Wingert, Chair
- Michelle Moyer
- John Mendonça
- Bev Cosham

Absent and Excused:

- Bill Keefe
- Bill Penniman

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Cristin Bratt, Public Information Officer

Vicky welcomed everyone at 7:33 p.m.

Leila distributed the timeline for this year's Preference Poll (see attached) and reminded everyone that there were some concerns raised following the 2014 Preference Poll. One item was that at least one current member of the Board of Governors should attend the Candidate Orientation. Vicky agreed to be there. She also noted that we agreed to increase our promotional efforts for the Candidate Forum, which we will do. Another issue that arose was that ballots arrived before voting opened last year so people came to RCC facilities with ballots and we were unable to accept them, or had to disqualify them for being left in the lobby (and not in a ballot box). The Committee therefore agreed to open voting as soon as ballots arrived to Reston mailboxes – even if it is prior to the published voting start date.

Leila proposed that staff place the ballot boxes out when we know the ballots have arrived at households. The company that administers the online and mailed voting (Votenet) has agreed to turn on polling as soon as we notify them should we desire. The "Vote Now" button (linking to the voting page) will also be added to the website at that point. Our planning is based on the priority that ballots should never arrive *after* voting has actually opened. Leila noted that we have also updated the design of the mailed ballot to call attention to the fact that ballots may not be simply dropped off at an RCC Customer Service window; they must be placed in a ballot box. Signage will state this as well. Leila noted that ballot boxes are available during RCC's operating hours.

The group discussed the language for the sign to be placed at RCC Customer Service windows. The committee decided on: "Preference Poll ballots must be deposited into the locked ballot box; ballots left in lobbies or on countertops will not be counted." They also decided that the following text should be included in a special callout box on the ballot: "Vote online, by mail or drop in ballot boxes in RCC lobbies."

Leila noted that we will edit the attached Candidate Handbook to reflect the language above. She reviewed the rest of the Candidate Handbook and noted that pages 2-3 include new information on candidate campaigning. John asked for clarification on campaigning and there was discussion among the committee members. The group consensus was that campaigning rules should be enforced in the context of the civil and congenial manner of the Preference Poll and its history.

July 20, 2015 Preference Poll Committee Meeting Report

Vicky asked the location of the Candidate Forum and Leila indicated that it would be in the CenterStage. Vicky noted that she liked having it in Rooms 1-4 last year because it felt more intimate. Leila said it was only moved last year because of a conflict with the Reduced Shakespeare Company Extravaganza! She explained that CenterStage provides a much better environment for recording the forum (for the Comcast broadcast) and that it brings more formality to the event, even though attendance is often low. Vicky asked what additional promotion will be done for the Candidate Forum this year, and Leila said we will add more e-mail reminders to our distribution lists and media alerts.

There was discussion about obtaining a new moderator for the Candidate Forum as our previous moderator is not available this year. Leila will pursue an alternative on behalf of the committee.

The meeting ended at 8:06 p.m.



2015 Preference Poll Timeline

The 2015 Preference Poll will fill three seats currently occupied by Bill Bouie, Lisa Sechrest-Ehrhardt, and Gerald Zavala

August 2015

- 1 Candidacy registration begins
- 15 Candidacy registration closes at 5:00 p.m.
- 17 Candidate Orientation at 6:00 p.m. (photos prior to Orientation)

September 2015

- 8 Ballots mailed
- 11 Online/Mail-in balloting begins
- 17 Candidate Forum at 6:30 p.m.

October 2015

- 1 Mail-in Ballots must be received by 5:00 p.m.
- 2 Walk-in and Online Balloting closes at 5:00 p.m.

Appointment to the Board is made at the Board of Supervisors meeting that follows the closing of the Preference Poll.

New Board Orientation – Conducted with Supervisor Hudgins; TBD.



RESTON COMMUNITY CENTER



Board of Governors Candidate Handbook

2015

Table of Contents

CANDIDATE GENERAL INFORMATION.....	1
WHY BECOME A CANDIDATE?.....	1
HOW DO I BECOME A CANDIDATE?	1
WHEN WILL THE PREFERENCE POLL BE CONDUCTED?.....	1-2
WHAT ARE THE NEXT STEPS?.....	2
CANDIDATE CAMPAIGN RESTRICTIONS/BALLOT INFORMATION	2-3
STATEMENT OF CANDIDACY GENERAL INFORMATION.....	4
CANDIDACY FILING:.....	4
RESIDENCY/AGE REQUIREMENTS:	4
PHOTOS	4
CANDIDATE FORUM:.....	4
FURTHER INFORMATION:	4
STATEMENT OF CANDIDACY FORM	5
PART 1-PERSONAL INFORMATION	5
PART 2-STATEMENT OF CANDIDACY.....	5-6
FREQUENTLY ASKED QUESTIONS ABOUT THE RCC	7
1. WHEN DID THE RCC OPEN ITS DOORS?.....	7
2. WHAT MECHANISM CREATED THE RCC?	7
3. AREN'T RESTON AND THE SMALL DISTRICT 5 SYNONYMOUS?	7
4. WHO RUNS THE RCC?	7
5. ISN'T RCC JUST AN INDOOR POOL AND THEATRE?.....	7
6. WHO PAYS FOR ALL THIS?	8
7. WHAT IS THE ANNUAL BUDGET OF RCC?.....	8
8. WHERE IS THE MONEY?	8
9. WHO MONITORS ACTUAL FINANCIAL PERFORMANCE?	8
10. DOES THE BOARD HAVE LEGAL AUTHORITY TO DO THIS?	8
11. WHO HAS THE FINAL SAY ON THE BUDGET?.....	9
12. ONCE THE BUDGET IS APPROVED, IS IT "FIXED IN STONE?"	9
13. WHAT IS THE RELATIONSHIP BETWEEN THE BOARD OF GOVERNORS AND THE BOARD OF SUPERVISORS?	9
14. BESIDES FISCAL OVERSIGHT, WHAT OTHER RESPONSIBILITIES FALL UNDER THE PURVIEW OF THE BOARD OF GOVERNORS HAVE?.....	9
15. HOW DOES THE BOARD FULFILL THESE RESPONSIBILITIES?	9
16. WHAT IS THE BEST WAY FOR SOMEONE TO STAY INFORMED ABOUT RCC ACTIVITIES?.....	9

Candidate General Information

The Reston Community Center (RCC) Preference Poll is an annual community event to select three members to serve on the Reston Community Center Board of Governors. Online and mail-in balloting options are available again this year. Walk-in voting will be conducted at RCC Hunters Woods and RCC Lake Anne. To increase participation in the Preference Poll and to assure the integrity of online and mailed balloting, the RCC Memorandum of Understanding (MOU) was changed with approval by the Fairfax County Board of Supervisors in June 2009 to allow for one vote per residential and commercial property. Those participating in the Preference Poll will receive a voter login and pin from an independent agency to vote online, and/or to be verified by that agency functioning as the RCC Counting Agent if the ballot is mailed to it. Ballots dropped in the ballot boxes at the two RCC locations will be entered into the independent online system by representatives of the League of Women Voters.

Why Become a Candidate?

In 1975, Reston residents voted in a general referendum to establish a small tax district to fund the building and operation of the Reston Community Center. Bonds, in the amount of \$2.6 million, were sold to finance the construction of the Center. Today, a special tax equal to \$0.047 per \$100 of property value is assessed on all residential and commercial property within the district. For example, the owner of a property worth \$100,000 pays \$47 annually to fund the programs, services and facilities of RCC. This tax assessment enables RCC to continue to address the community's recreational, leisure-time, and cultural needs and aspirations.

The Fairfax County Board of Supervisors established the RCC Board of Governors to represent the interests of Small District 5 in the operation of the Community Center. Board members serve as community volunteers. Board appointments are actually made by the Fairfax County Board of Supervisors after residents of Small District 5 have made their preferences known in the annual poll. Board members work together to establish the overall policy for the Center and oversee its programs and fiscal operations. Board members also represent the Community Center at social, recreational, cultural, and educational activities throughout the small tax district.

How do I become a Candidate?

If you are interested in becoming a candidate for one of the vacancies on the Board and are a resident of Small District 5, please complete a Statement of Candidacy and return it to RCC Hunters Woods **by August 15, 2015 no later than 5:00 p.m.** to:

Preference Poll Committee Chair
Reston Community Center
2310 Colts Neck Rd.
Reston, VA 20191
ATTN: Cristin Bratt

The Statement of Candidacy forms are on pages 4 and 5 of this Candidate Handbook.

When will the Preference Poll be conducted?

This year, the Preference Poll voting will be available online and via mail. People may also drop off ballots at either RCC facility in secured ballot boxes. Only one vote per address is counted, and the first vote received is the vote counted. The voting period will be September 11 - October 2. Mailed-in ballots must be received no later than 5:00 p.m. on October 1; walk-in and online

ballots must be received no later than 5:00 p.m. on October 2. The 2015 Preference Poll schedule is as follows:

August 2015

- 1 Candidacy registration begins
- 15 Candidacy registration closes at 5:00 p.m.
- 17 Candidate Orientation at 6:00 p.m. (photos taken prior to Orientation)

September 2015

- 11 Online/Mail-in balloting begins
- 17 Candidate Forum at 6:30 p.m.

October 2015

- 1 Mail-in Ballots must be received by 5:00 p.m.
- 2 Walk-in and Online Balloting closes at 5:00 p.m.

Appointment to the Board is made at the Board of Supervisors meeting that follows the closing of the Preference Poll.

New Board Orientation – Conducted with Supervisor Hudgins; TBD.

What are the Next Steps?

All interested residents of Small District 5 are encouraged to:

- Complete and return the Statement of Candidacy Form to the address noted on the previous page.
- Review “Frequently Asked Questions.”
- Review the RCC Preference Poll Policies as described in this Candidate Handbook.
- Visit the Reston Community Center facilities at Hunters Woods and Lake Anne.
- Attend the Candidate Orientation on August 17 at 6:00 p.m. and have your picture taken.
- Participate in the Candidate Forum on September 17 at 6:30 p.m. (open to the public and taped for later broadcasts on Comcast Channel 28.)
- Cast your vote in the Preference Poll.

Candidate Campaigning Restrictions and Information about Ballots

The RCC Preference Poll is conducted in a manner that is consistent with Virginia Election Law. Accordingly, no campaigning, electioneering, or display of campaign material may occur within 40 feet of either RCC facility. Candidates and their supporters must observe this distance restriction in their campaign activities. Activities that fall under this prohibition include urging people to vote for the candidate, or asking people if they have voted yet. Candidates are respectfully requested to defer responses to questions from patrons to a place outside the RCC and/or its programs for more discussion. Candidates may cite the Preference Poll Candidate Campaigning Procedures to explain their constraints.

Campaigning Procedures

1. Candidates may not campaign during RCC programs, on RCC premises, or at RCC sponsored or co-sponsored events.
2. Candidate literature may not be distributed at RCC locations or activities.
3. Candidates will remain at a distance of 40 feet if they conduct campaign activities within sight of RCC facilities or RCC program or activity sites.
4. Candidates may prepare campaign literature but may not use RCC resources to do so.
5. Candidates should conduct themselves at all times mindful that the Preference Poll is a means to obtain the views of the community and is not an election per se.

Voting Procedures

Ballots and instructions for online, mail, or walk-in voting will be mailed to all Small District 5 residential and commercial addresses. For people who do not receive a ballot, and whose address is qualified to participate, RCC Hunters Woods Customer Service Desk will be able to verify the eligible address and issue a ballot upon presentation of photo identification with the address on it. People who receive their ballot prior to the beginning of official voting may use one of these methods to participate:

- **VOTE ONLINE:** Visit the RCC website, www.restoncommunitycenter.com, and locate the Preference Poll voting icon to proceed to the login screen for this Poll. There you will need to enter your USERID and PIN (in the box at the top right of this page) to be able to proceed to the information about the candidates and to vote. Online voting ends at 5:00 p.m. on Friday, October 2, 2015. If you need assistance, please call RCC's Central Information Desk at 703-476-4500, Monday through Friday, between the hours of 10:00 a.m. and 4:00 p.m.
- **VOTE BY MAIL:** Voters fill out the ballot and mail it using the enclosed pre-addressed envelope. **Be sure to add postage to your envelope prior to mailing.** Mailed ballots must be received by 5:00 p.m. on Thursday, October 1, 2015.
- **VOTE IN PERSON:** Voters bring a ballot to RCC Hunters Woods or RCC Lake Anne and deposit it in a ballot box; ballots left in lobbies or on countertops will not be counted. Ballots will be accepted until 5:00 p.m. on Friday, October 2, 2015.

It is important to remember that ballots **must be placed in the ballot boxes by the voter**; ballots that are left on the counter at either RCC location will be destroyed. RCC employees may NOT take ballots from patrons; patrons must place the ballots in the ballot boxes themselves. Ballot boxes will be placed in the lobbies of our facilities from 9:00 a.m. each day to closing during the Preference Poll cycle of voting.

Statement of Candidacy General Information

Candidacy Filing:

- All candidates must complete a Statement of Candidacy Form and return it by August 15, no later than 5:00 p.m. to:

Preference Poll Chair
Reston Community Center
2310 Colts Neck Rd.
Reston, Virginia 20191
Attn: Cristin Bratt; Cristin.Bratt@fairfaxcounty.gov

Filed Statements may be sent by mail, email, or hand-delivered.

Residency/Age Requirements:

- Candidates must be residents of Small District 5 and at least 18 years of age. Residency will be verified through Small District 5 property tax records.

Photos:

- RCC requests candidate photos for publicity. Candidates may submit their own photo or be photographed at the Candidate Orientation at RCC Hunters Woods on August 17. A candidate filing statement without a photo of the candidate made or provided by the close of the Candidate Orientation session will be publicized without a photo. Printing schedules require that all materials for the printed ballot must be complete by the end of the Candidate Orientation.

Candidate Forum:

- A Candidate Forum will be held on September 17 at 6:30 p.m. It will be held at the CenterStage at RCC Hunters Woods. It will be open to the public and also taped for later broadcasts on Comcast Channel 28. The forum will provide candidates with an opportunity to state their interests, answer questions, and increase voter awareness about their candidacy. Candidates are permitted to bring written notes for their presentations at the Candidate Forum; no other materials will be permitted. The press is invited to attend.

Further Information:

- Cristin Bratt, Public Information Officer, Reston Community Center: 703-390-6147.

**Statement of Candidacy Form
RCC Board of Governors
Preference Poll 2015**

All candidates must complete both Part 1 and Part 2 of the Preference Poll Candidacy Form. Please sign and return your completed form by August 15, 2015, no later than 5:00 p.m. to:

Preference Poll Chair
Reston Community Center
2310 Colts Neck Rd.
Reston, VA 20191
Attn: Cristin Bratt

Part 1: Personal Information

Name: _____

Home Address: _____

City/State/Zip: _____

Primary Phone: _____

Part 2: Statement of Candidacy

Please respond to Questions A and B on the following page. The questions and your responses will be used exactly as written to publicize your candidacy for the Board of Governors. You may respond by attaching a signed hard copy document, or by emailing a **signed** PDF of your statement, to Cristin Bratt, Public Information Officer, Reston Community Center.

Email: Cristin.Bratt@fairfaxcounty.gov

Regardless of which way you submit your Candidacy Statement, please provide your responses in a typed format:

- Double-check your grammar and spelling. Reston Community Center will not make any changes to your submission.
- Do not exceed the word count limits. Statements exceeding the word count limit will be ended at the point in the statement where it reaches the limit.
- Be sure to sign the bottom of the form.

STATEMENT OF CANDIDACY:

Question A: What previous experience or participation in civic activities would you bring to the RCC Board? [Do not exceed 100 words.]

Question B: How would your leadership enhance RCC's efforts to bring the community together by providing opportunities for enriching leisure experiences and connections that reach out to all and foster inclusiveness and a sense of belonging? [Do not exceed 150 words.]

Candidate Signature: _____

Frequently Asked Questions about RCC

1. *When did RCC open its doors?*

Reston Community Center officially opened its doors in May 1979. However, it also proudly counts in its history the "sweat years" – the six years prior to the opening during which a small group of Restonians, led by Jim Allred, rallied support for the idea and made this dream a reality.

2. *What mechanism created RCC?*

Restonians petitioned the Fairfax County Board of Supervisors for a referendum on bond sales to finance the Community Center, using a small single purpose tax district as the means. The referendum passed by more than a 2 to 1 majority, creating Small District 5. Bonds were sold to finance the \$2.6 million construction of the Center and the tax rate was established to pay off the bonds and continue RCC programs, operations, and services for the community.

3. *Aren't Reston and Small District 5 synonymous?*

Not quite. RCC serves the entire tax district which is largely congruent with Master Plan Reston. With the exception of 332 residential property addresses, Small District 5 encompasses residential and commercial property addresses in the 20190, 20191 and 20194 zip codes.

4. *Who runs RCC?*

The day-to-day operations of are managed by the Executive Director who supervises the RCC staff of (up to) 51 Fairfax County merit employees and more than 200 seasonal employees.

The Board of Governors hires the Executive Director. The Board provides fiscal oversight and strategic planning. It does not become involved in daily operations or routine matters, but rather concentrates on broader policy and fiscal issues.

5. *Isn't RCC just an indoor pool and theatre?*

RCC was founded on the principle of inclusiveness – the desire to make every resident feel welcome and a part of Reston and its community "center." Reston Community Center is not just comprised of facilities (at Hunters Woods and Lake Anne locations). It is about bringing people together from all over the community in a variety of programs, activities, events, and venues. This year alone, RCC will schedule more than 2,000 programs, classes, trips and workshops, present a 20-event professional touring artist season in RCC's CenterStage, host the performances by Reston's community arts organizations, and provide rental space for private events that will draw tens of thousands of patrons to the Center facilities at Hunters Woods and Lake Anne Village Centers. Additionally, RCC will continue to sponsor such popular community events as our award-winning Reston Multicultural Festival, the Reston Dr. Martin Luther King, Jr. Day Celebration, the Thanksgiving Food Drive, and the Northern Virginia Fine Arts Festival. RCC is "enriching lives and building community."

6. Who pays for all this?

All property owners – residential and commercial – within Small District 5 fund the Community Center and its operations through the Small District 5 property tax. The current tax rate is \$0.047 per one hundred dollars of assessed value of property.

While most of the Center's income comes from property taxes, the Center also earns interest on its funds and receives some income from admission charges, room rental fees, and program fees. Contributions are also made to the Friends of the Reston Community Center, an independent, non-profit tax-exempt organization, which uses the contributions to support RCC programs.

7. What is the annual budget of RCC?

The operating budget is created based on annual estimates for revenue and expenditures. There are three types of revenue. They are taxes, interest, and operating revenue from RCC's various services and programs. The Board of Governors' Annual Public Hearing for Programs and Budget (held on June 15, 2015) showed estimated Fiscal Year 2016 (FY16) RCC budget revenue (from all sources) to be \$8,277,427 and total expenditures, including those for Capital Improvement Projects, to be \$8,923,895. RCC also has established reserve funds to support capital projects, emergency maintenance expenditures, feasibility studies, and program/economic contingencies. The total of estimated FY16 reserve funds is \$3,457,066. The total estimated expenditures for FY16 include personnel expenses of \$5,367,499, operating expenses of \$2,909,396, and capital equipment/projects of \$647,000.

8. Where is the money?

Except for a petty cash fund maintained by the Center, Fairfax County keeps RCC funds in accounts in various financial institutions, where the money is commingled with other County funds. Nevertheless, the Center's portion of those funds can be readily identified and the interest earned is credited to RCC.

9. Who monitors actual financial performance?

Many people exercise financial monitoring. In general, the Executive Director is responsible for monitoring spending and the Board's Finance Committee is responsible for oversight. Information on financial performance originates with the Fairfax County budget and finance staff that provides data to RCC staff. The RCC staff also generates separately detailed financial reports for tracking expenses. These reports are reviewed by the Board's Finance Committee throughout the year. In turn, the Finance Committee reports financial activity to the full Governing Board.

10. Does the Board have legal authority to do this?

There is a hierarchy of documents including Virginia state law, the Memorandum of Understanding (MOU) between the Fairfax County Board of Supervisors and the RCC Board, as well as the RCC Board By-laws. These documents authorize spending, create controls, and establish legal accountability.

11. Who has the final say on the budget?

The budget process begins with RCC staff and Board Committees' input; public input at the Committee meetings is sought and invited. The Finance Committee and staff review all input and submit a budget to the RCC Board of Governors. After entertaining public comment through an Annual Public Hearing for Programs and Budget, the Board of Governors approves the RCC budget proposal and submits it through Fairfax County staff to the Board of Supervisors. The Board of Supervisors is the final approval authority for the RCC budget.

12. Once the budget is approved, is it "fixed in stone?"

No, the budget can be adjusted to a modest degree throughout the year, based upon actual RCC operations' requirements. In particular, the Executive Director has authority to reallocate budget amounts within major categories. However, in other circumstances, changes may need to be approved by the Board and/or County budget staff. Any changes that would exceed the current fiscal year total appropriation **must** be approved by the RCC Board of Governors and be submitted to the Fairfax County Board of Supervisors for final approval.

13. What is the relationship between the Reston Community Center Board of Governors and the Fairfax County Board of Supervisors?

The Board of Supervisors appoints all RCC Board members. The RCC Board of Governors operates under authorities that are delegated to it by the Board of Supervisors in the Memorandum of Understanding (MOU).

14. Besides fiscal oversight, what other responsibilities does the Board of Governors have?

The roles and responsibilities for the Board are detailed in the Memorandum of Understanding (MOU), which is the statutory authority for the Governing Board.

Aside from fiscal oversight, the MOU charges the Board of Governors with responsibility for certain organizational/personnel issues, program planning, community relations, and the conduct of the annual Preference Poll.

15. How does the Board fulfill these responsibilities?

Each of the Board's committees is chaired by a Board member and includes at least two other Board members. Each committee meets and reports back to the entire Board on their deliberations. The Board votes on all actions brought forward from the committees at their regular monthly meeting on the first Monday of each month. The current standing committees of the Board are Community Relations, Long Range Planning, Program and Policy, Finance, Building, Personnel, and Preference Poll.

Additionally the Board may create ad hoc committees to address specific issues.

16. What is the best way for someone to stay informed about RCC activities?

Patrons are advised to keep up with RCC by visiting the RCC website, reviewing the seasonal RCC Program Guides (Winter/Spring, Summer, and Fall editions) and participating in the wide range of programs and events offered by Reston Community Center.



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

September 2015

**VOTE ONLINE, BY MAIL, OR DROP IN
BALLOT BOXES IN RCC LOBBIES.**

USERID:

PIN:

Dear RCC Patron,

Enclosed is your household's or business' ballot for the 2015 Reston Community Center (RCC) Preference Poll. Each household or business may vote once for the candidates for three seats on the RCC Board of Governors.

The RCC Preference Poll is held annually as part of the process by which Reston residents are selected to serve on the RCC Board of Governors. The Board of Governors is a nine-member body responsible for overseeing the operation of RCC. Each year, typically, candidates for three seats on the Board are subject to a community preference poll with voting by residents and businesses. This year's Preference Poll will fill three positions for three-year terms on the RCC Board of Governors. In order to facilitate voting, online and mail-in balloting are available, and walk-in voting will be conducted at RCC Hunters Woods and RCC Lake Anne. Please note that the statements on the ballot have been provided by the candidates and reprinted verbatim without changes unless the statement exceeded the allotted word limit. Statements over the word limit were printed verbatim up to the word limit. **You may vote for up to three candidates on the ballot.**

- **TO VOTE ONLINE:** Visit the RCC website, www.restoncommunitycenter.com, and locate the Preference Poll voting icon to proceed to the login screen for this Poll. There you will need to enter your USERID and PIN (in the box at the top right of this page) to be able to proceed to the information about the candidates and to vote. Online voting ends at 5:00 p.m. on Friday, October 2, 2015. If you need assistance, please call RCC's Central Information Desk at 703-476-4500, Monday through Friday, between the hours of 10:00 a.m. and 4:00 p.m.
- **TO VOTE BY MAIL:** Fill out the enclosed ballot and mail it using the enclosed pre-addressed envelope. **Be sure to add postage to your envelope prior to mailing.** Mailed ballots must be received by 5:00 p.m. on Thursday, October 1, 2015.
- **TO VOTE IN PERSON:** Bring your ballot to RCC Hunters Woods or RCC Lake Anne and deposit it in a ballot box; do not leave in lobbies or on countertops. Ballots will be accepted until 5:00 p.m. on Friday, October 2, 2015.

IF YOU LOSE YOUR BALLOT: You may obtain a replacement ballot at either RCC location during normal business hours (9:00 a.m. to 9:00 p.m. M-Sa; 8:00 p.m. Su). To obtain a replacement ballot, you will need to have photo identification that shows you live or represent a business (accompanied by a business card) in Small District 5. If two ballots are received from the same address, the first to be counted will be the only one deemed valid.

Counting will be conducted by Votenet Solutions, an independent contractor which is providing the electronic and mail-in ballot processing, and the League of Women Voters of Fairfax, which will enter ballots dropped in the boxes into the electronic voting website as well as verified ballots cast by those who required a replacement ballot.

Results will be sent to the Fairfax County Board of Supervisors through the Hunter Mill District Supervisor, Catherine M. Hudgins. The Board of Supervisors is expected to make its appointments to the RCC Governing Board at its meeting on Tuesday, October 6. Once the appointments have been made, the results will be released to the media. If you have any questions about this year's Preference Poll, please call RCC Deputy Director Thomas L. Ward at 703-390-6148.

Thank you very much for your participation,

Victoria L. Wingert
Chair, Reston Community Center Board of Governors Preference Poll Committee 2015



**RESTON COMMUNITY CENTER
BOARD OF GOVERNORS FINANCE COMMITTEE REPORT
SEPTEMBER 14, 2015**

Present were:

- Gerald Zavala, Chair
- Michelle Moyer
- Bill Bouie
- Bev Cosham

Absent and Excused:

- Bill Keefe
- John Mendonça

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Renata Wojcicki
- Cristin Bratt, Public Information Officer

Gerald called the meeting to order at 7:04 p.m. and welcomed Leila. Leila said the committee's first order of business was to review the FY17 budget outline. Leila reviewed the Budget Submission Memo, the Capital Project Memo and the FY17 Fund Statement. She said it's important to note that in the first column of the Fund Statement (FY15 actual figures), the ending balance (\$5,939,135) does not match the beginning balance at the top of next column. Leila explained that when we submitted the data to the County for approval, we didn't know what the actuals would be. So, that beginning balance number is from the budget that the Fairfax County Board of Supervisors approved in April before the end of FY15. The actual beginning balance for FY16 is \$4,103,534. She noted that there is a change to the expense total for the FY16 budget that occurred as a function of carryover. There will also be a change in terms of the total for capital projects since most of the funding for FY5 shifted to FY16 because the projects did not complete until after the close of FY15. The ending balance of the FY16 revised budget reflects the FY15 adjusted actuals and the expenses that carried over to FY16. The numbers in the far right column will change over the course of the fiscal year. The allocations for FY17 for what we're proposing are outlined in the final column of the Fund Statement.

Leila explained that the FY17 Public Hearing Fund Balance Slide with Adjustments attachment was included for reference and comparative purposes. The pay-for-performance amount has been loaded in; the funding formulas for pay-for-performance were not available when the slide was presented in June, thus personnel costs were estimates. DMB formulas/funding came in higher than expected. Since June, staff has made significant cuts in personnel and operating categories that aligned with FY15 spending patterns. We took a look at revenue performance and expectations have been decreased for our Adult/Fitness and Teen/Family categories. The FY16 net amounts with changes incorporated represent the true staff budget plan for FY16. Those numbers dictate spending throughout the fiscal year. Leila noted that it will be confusing month-to-month because we are not able to make the changes in the County's system until October. Even then, changes will be to individual cost centers, not to the expenses and revenue bottom lines because those have already been approved by the Board of Supervisors. We will be providing footnotes to clarify the seeming anomalies, which will allow the Board, staff and the public to track progress against our revised budget, not the budget approved by the Board of Supervisors.

Leila explained that the FY17 budget was changed based on FY15 actuals and the FY16 shifts in terms of pay-for-performance. With the cuts in personnel and operating expenses, the new plan should leave us with a net positive approaching \$200,000 (before capital expenses). She hopes we'll be able to closely manage the budget and remain conscious of our expenses vs. revenue so we achieve a balanced budget in FY16 and FY17 with some potential returns to the Fund Balance.

September 14, 2015 Finance Committee Meeting Report

Leila noted that because of the way the budgets need to be presented here, the ending balance from one fiscal year does not match the beginning balance for the next year. She encouraged Board members to focus on the actual numbers projected for revenue, personnel, operating and capital projects. She noted that the numbers listed in the Budget Memorandum match the numbers in the last column of the FY17 Fund Statement, titled "FY2017 Advertised Budget Plan."

She stated that she's proud of staff for making some difficult but rational budget cuts and that we'll continue to monitor progress and – barring any unforeseen circumstances – we'll be in good shape. At the end of FY15, if you take away the several hundred thousand in carryover items, we still returned about half a million dollars to the fund balance. This is the first time since 2009 that we've put money back into the reserves.

Gerald asked if the tax revenue estimate is conservative. Leila said it is, but not as much as it has been in the past. There was general discussion of tax revenue.

Michelle asked if any main programming areas were trimmed or was it across the board. Leila said we froze hiring and will manage staffing more closely to FY15 actuals; no programs were cut. Staff simply held the line on where spending has been as opposed to providing optimistic projections – it's a more realistic approach. One big area of savings is a new maintenance contract that resulted in about \$30,000 in savings. Utility expenditures were also decreased based on trend lines.

Leila explained that if the Finance Committee approves these changes, Gerald will move to approve the FY17 Budget Submission Memo and Capital Project Memo when the full Board is convened at the monthly meeting later this evening.

Bill B. moved that the committee approve the FY17 Budget Submission Memo and Capital Project Memo and forward it to the Board for full approval, Michelle seconded. Approval was unanimous. Leila noted that she did speak with John on the phone prior to tonight's meeting regarding any possible concerns. He would like it noted in the report that the numbers at budget's end do not match the numbers at the beginning of another because one set was approved by the County Board of Supervisors and the other set reflects actuals. He likes the new report formats.

Leila then reviewed the attached monthly budget reports and comments year-to-date for the month ending August 31, 2015. This report format reflects changes agreed upon in the July Finance Committee meeting, which include the addition of a summary page. She said the FY16 budget is in good shape thus far and doesn't reflect any surprises. She noted that the theatre rental payments are irregular depending on when performances occur. She also noted that most of the revenue for Teens/Family and Youth cost centers is realized during the summer months.

Teens and Family had \$20,482 in unrealized revenue (fee waiver participants), while Youth had \$24,364. Combined, these two departments had many more fee waivers than last summer. She believes this is because families have moved beyond the learning curve with both the new fee waiver guidelines (money cannot be shared among members of a household) and that they must register by dropping their form off in person. Michelle asked if we close the fee waiver program for the summer camps once a certain number has been reached. According to our records, Leila reported that there has never been a "ceiling" on the fee waivers for summer camps. Leila said it's not likely that we'll ever need a maximum because of how registration is set up: paid participants can register online at 9:00 a.m. but fee waiver participants are registered one at a time by staff members, beginning at 9:00 a.m. Leila thinks this helps ensure we have a good mix of both paid and fee waiver students, a balanced support of both populations. While this does impact our bottom line, it represents a really good opportunity for youth and teens to do something positive and productive in the summer.

Regarding Personnel, we're where we should be this time of year. She noted that Teens/Family and Youth spend a higher percentage of money in the summer months due to camps. Staff monitored expenditures very closely and did not exceed anticipated spending as had happened last year.

September 14, 2015 Finance Committee Meeting Report

In Operating, Leila explained encumbrances (also detailed on the attached comments), saying that we reserve large amounts in the beginning of the year and then pay down throughout the year for items like storage rental, utilities and maintenance contracts. The PTAS artist fees provide a similar case.

In Capital Projects, there are a few significant projects going on right now. We replaced the motor control panel and a new loading dock is being constructed outside; the team working on that project is currently re-engineering drawings in order to complete the ramp. She said that theatre enhancements will continue carrying over because we can only do one or two projects each summer. The sound booth has been refurbished and a smaller but mightier system has been installed – one with more robust connections on the front and back ends. Gerald asked if end users will notice a difference. Leila said that the technical team will notice the difference but audience members likely will not.

The committee agreed that they preferred the new report format and Renata told them it does not take extra time on her part. Gerald asked if the highlighted line of this summary page is what we'd like to achieve to be "in balance." Leila said no; we are trying to manage to a budget that brings us a positive number in the bright yellow line. She explained that the -\$108,864 number (the Subtotal Revenue less Non-Capital Expenses) is not our staff plan bottom line; it is the bottom line that the County has published. Our bottom line for FY16 is the Subtotal Revenue less Non-Capital Expenses line in the FY16 Net with Changes column of the Estimated FY16/FY17 Budgets page (the number is \$159,348).

Gerald adjourned the meeting at 7:44 p.m.



County of Fairfax, Virginia

MEMORANDUM

DATE: September 15, 2015

TO: Joseph M. Mondoro, Acting 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: FY17 Budget Submission

The FY17 Budget request for Reston Community Center (RCC) is \$8,597,831. Reston Community Center's FY17 Budget includes the following:

- \$5,368,495 for personnel, which is our calculation for merit and seasonal employees based on FOCUS HCM data and program requirements.
- \$2,758,036 for operating expenses.
- \$471,300 for capital projects and equipment: Theatre Dressing Room Redesign Make-up Station Area \$22,000; Theatre Install LED Light Fixtures \$125,000; Theatre Upgrade Dimmer System \$25,000; Natatorium A/E for Dectron Replacement \$50,000; HW Roof-Theatre & Front Sections \$240,000; and equipment: HW Replacement of the Genie Hydraulic Lift \$8,500.
- The estimated revenue for FY17 is \$8,330,240.

Funding for the FY17 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.

RCC's budget and strategic planning for FY17 was presented to Reston residents at a Public Hearing on June 15, 2015 and the FY17 budget was subsequently approved by the RCC Board of Governors at our regular monthly meeting on September 14, 2015.

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

Reston Community Center
2310 Colts Neck Road
Reston, Virginia 20191

703-476-4500 phone • 800-828-1120 TTY • 703-476-8617 fax
www.restoncommunitycenter.gov





County of Fairfax, Virginia

MEMORANDUM

DATE: September 15, 2015

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

FROM: Beverly A. Cosham, Chair
RCC Board of Governors

Leila Gordon
Executive Director, Reston Community Center

SUBJECT: FY17 Capital Budget Submissions

Reston Community Center's Board of Governors approved its Capital Improvement Plan (CIP) on June 15, 2015. The following projects are part of RCC's CIP and funding is requested for:

CC0008-004, Theatre Dressing Room Redesign Make-up Station Area: \$22,000

The purpose behind the Dressing Room Make-up Station Redesign is to install a sink with hot and cold running water in both the men's and women's dressing room. At the current time there is no sink in the dressing area that the performers can use in the application and removal of their makeup. The upgrade to the dressing rooms will enable RCC to continue to attract professional performers of the highest quality to the venue.

CC0008-005, Theatre Install LED Light Fixtures: \$125,000

The purpose of this project is to replace the high-intensity incandescent work lights and house lights located in the CenterStage Theatre with energy-efficient LED fixtures and lights. The installation of LED lighting fixtures will reduce the theater's annual operating costs by reducing the amount of energy consumed by the lights and the amount of energy required to cool the theater when the work lights and house lights are illuminated.

CC0008-006, Theatre Upgrade Dimmer System: \$25,000

The CenterStage Theatre dimmer system was originally installed in 2003. The proposed upgrade is intended to replace the system's control processors and modules with current technology. This upgrade will provide the lighting technicians with improved control over the stage lighting while extending the life of the system.



CC00009-003, Natatorium A/E for Dectron Replacement: \$50,000

The Natatorium Dectron Replacement Architectural/Engineering services project represents the first phase of a multi-year project intended to align RCC's natatorium with both current and future community interest in indoor swimming venues with a special focus on therapeutic recreation. The first step in this process is to replace the Natatorium's dehumidification (Dectron) system. The Dectron unit has reached the end of its useful life. It will need to be replaced within the next 24 months in order to ensure a comfortable environment for RCC's swimmers and to avoid incurring expenses associated with emergency repairs.

The purpose of this project is to engage an A/E firm to prepare the design specification and engineering drawings for a mechanical system that meets the air/water quality standards for the Natatorium, as outlined by the RCC Board of Governors and staff.

CC00001-003, HW Replace Genie Hydraulic Lift: \$8,500

The Genie Hydraulic Lift located at RCC Hunters Woods has reached the end of its useful life. The purpose of this capital expenditure is to replace the lift with more current technology and ensure the continuation of a safe working environment for RCC's maintenance staff.

CC00001-004, HW Roof-Theatre & Front Sections: \$240,800

The roof on the RCC Hunters Woods facility is over 25 years old and has reached the end of its useful life. The purpose of this project is to avoid the equipment damage, disruption to Theatre operations and costly emergency repairs that roof leaks cause.

Total FY17 Budget Requirements \$471,300

The FY17 capital projects listed above are supported by allocations in Sub-Fund 40050.

Reston Community Center

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Reston, Virginia 20191

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FUND STATEMENT

Fund 40050, Reston Community Center

	FY 2015 Actual	FY 2016 ³ Adopted Budget Plan	FY 2016 ⁴ Revised Budget Plan	FY 2017 ⁵ Advertised Budget Plan
Beginning Balance	\$5,387,978	\$4,103,534	\$5,938,135	\$4,685,679
Revenue:				
Taxes	\$6,770,434	\$7,016,016	\$7,016,016	\$7,075,090
Interest	7,293	8,441	8,441	8,993
Vending	2,189	1,616	1,616	1,616
Aquatics	341,348	334,074	334,074	335,992
Leisure and Learning	470,035	506,008	506,008	443,762
Rental	166,095	149,921	149,921	152,385
Arts and Events	296,214	261,351	261,351	312,402
Total Revenue	\$8,053,608	\$8,277,427	\$8,277,427	\$8,330,240
Total Available	\$13,441,586	\$12,380,961	\$14,215,562	\$13,015,919
Expenditures:				
Personnel Services	\$4,859,850	\$5,435,149	\$5,435,149	\$5,368,495
Operating Expenses	2,623,458	2,909,396	2,951,142	2,758,036
Capital Equipment	13,587	0	0	
Capital Projects	6,556	647,000	1,143,592	471,300
Total Expenditures	\$7,503,451	\$8,991,545	\$9,529,883	\$8,597,831
Total Disbursements	\$7,503,451	\$8,991,545	\$9,529,883	\$8,597,831
Ending Balance¹	\$5,938,135	\$3,389,416	\$4,685,679	\$4,418,088
Maintenance Reserve	\$966,433	\$853,149	\$993,291	\$999,629
Feasibility Study Reserve	161,072	165,549	165,549	166,605
Capital Project Reserve ²	3,000,000	2,309,184	3,000,000	3,000,000
Economic and Program Reserve	1,810,630	61,534	526,839	251,855
Unreserved Balance	\$0	\$0	\$0	\$0
Tax Rate per \$100 of Assessed Value	\$0.047	\$0.047	\$0.047	\$0.047

¹The 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.

²Funds reserved for capital projects are not encumbered based on normal accounting practices; however, they are allocated for future capital projects.

³FY2016 Adopted Budget doesn't reflect changes that occurred with the close out of FY15, added personnel costs, or carryover expense amounts.

⁴FY2016 Revised Budget reflects FY2015 Actual Ending Balance (\$5,938,135), Carryover encumbrances, and unencumbered Capital Project balances.

⁵FY2017 Advertised Budget reflects the impact of the FY15 Actual Ending Balance carried through the FY16 Revised Budget.

Estimated FY16/FY17 Budgets

	FY2016 PH	FY2016 Adopted	FY16 Net w Changes	FY2017 PH	FY2017 Proposed
Opening Fund Balance	\$ 4,103,534	\$ 4,103,534	\$ 4,103,534	\$ 3,457,066	\$ 3,389,415
Revenue					
Revenue	\$ 8,277,427	\$ 8,277,427	\$ 8,138,134	\$ 8,389,438	\$ 8,330,240
Expenditures					
Personnel	\$ 5,367,499	\$ 5,435,150	\$ 5,230,712	\$ 5,393,830	\$ 5,368,495
Operating	\$ 2,909,396	\$ 2,909,396	\$ 2,748,074	\$ 2,841,498	\$ 2,758,036
Sub-Total Non-Capital Expenditures	\$ 8,276,895	\$ 8,344,546	\$ 7,978,786	\$ 8,235,328	\$ 8,126,531
Sub-Total Rev. less Non-Cap Exp.	\$ 532	\$ (67,119)	\$ 159,348	\$ 154,110	\$ 203,709
Capital Projects	\$ 647,000	\$ 647,000	\$ 647,000	\$ 471,300	\$ 471,300
Total Expenditures	\$ 8,923,895	\$ 8,991,546	\$ 8,625,786	\$ 8,706,628	\$ 8,597,831
Revenue less Expenditures	\$ (646,468)	\$ (714,119)	\$ (487,652)	\$ (317,190)	\$ (267,591)
Ending Fund Balance	\$ 3,457,066	\$ 3,389,415	\$ 3,615,882	\$ 3,139,876	\$ 3,121,824
Reserves					
Capital Project Reserve	\$ 2,298,226	\$ 2,230,575	\$ 2,230,575	\$ 1,965,355	\$ 1,955,592
Maintenance Reserve (12% of # Est. Revenue)	\$ 993,291	\$ 993,291	\$ 976,576	\$ 1,006,733	\$ 999,629
Feasibility Study (2% of # Est. Revenue)	\$ 165,549	\$ 165,549	\$ 162,763	\$ 167,789	\$ 166,605
Economic and Program Contingency	\$ -	\$ -	\$ -	\$ -	\$ -

FY2017 Beginning Revised Fund Balance will be higher by the revised FY16 estimated surplus

Gordon, Leila:
Money is moved around, not actually decreased or increased

Gordon, Leila:
At that time, funding formulas for P4P were not available; personnel costs were estimates. DMB formulas/funding came in higher than anticipated.

FY16 Pay for Performance loaded by DMB

Please NOTE: Numbers in the Opening and Ending Fund Balance lines do not tie out to individual column figures.

Budget columns are provided in order to compare Revenue, Personnel, and Operating allocations in each budget draft. FY2016PH is the budget outline provided in the June 2014 Public Hearing. FY2016 Adopted is the budget outline available in County DMB documentation. FY16 Net w Changes is the RCC Staff Budget Plan - revised to reflect spending reductions made to keep the budget in a balanced profile (excluding capital project expenses). FY2017 PH is the budget outline presented at the RCC Public Hearing in June 2015. FY2017 Proposed is the budget plan for FY 2017 recommended by staff considering the changes from the FY2015 closeout, added costs due to pay for performance in FY2016, and the impact of Carryover from FY2015. These allocations are recommended to maintain a balanced budget profile for FY2017 (excluding capital project expenses) per Board adopted guidance.

Reston Community Center
 Revised Budget vs Actuals Worksheet
 31-Aug-15

100%/12*2mo=16.66%

				YTD (does not incl. Fee Waiver amounts)	REMAINING BALANCE	YTD % actual	YTD Fee Waiver (unrealized revenue)
Revenue	Revised FY16 Budget	July	Aug				
1 Administration:				0	0	0.00%	
Taxes	7,016,016	3,406,795	74,983	3,481,778	3,534,238	49.63%	
Interest	8,441	2,633	1,457	4,090	4,351	48.45%	
Vending	1,616			0	1,616	0.00%	
Facility Rental	149,921	50,303	14,740	65,043	84,878	43.38%	
2 Performing Arts-Theatre Admiss	53,326		11,378	11,378	41,948	21.34%	
3 PA Theatre Rental	33,290	250	100	350	32,940	1.05%	
4 PA Cultural Activities/ Arts Org			27,116	27,116	(27,116)	0.00%	
5 Aquatics Classes/drop-in	314,874	20,039	60,475	80,514	234,360	25.57%	6,140
6 Aquatics Rental	19,200	23		23	19,178	0.12%	
7 L&L Fitness	116,834	9,510	28,233	37,743	79,091	32.30%	461
8 L&L Teens/Family	131,880	10,130	2,368	12,498	119,382	9.48%	20,482
9 L&L 55+	81,361	5,644	17,014	22,658	58,703	27.85%	6,429
10 L&L Youth	127,149	69,848	6,480	76,328	50,821	60.03%	24,364
11 L&L Adult	48,784	3,309	7,557	10,866	37,918	22.27%	196
12 Community Events	3,475		0	0	3,475	0.00%	
13 Arts Education	171,260	71,425	38,170	109,595	61,665	63.99%	4,590
Total RCC Revenue	8,277,427	3,649,909	290,069	3,939,978	4,337,449	47.60%	62,662

L&L - Leisure & Learning

Reston Community Center
 Revised Budget vs Actuals Worksheet
 31-Aug-15

100%/12*2mo=16.66%

	Personnel Expenses	Revised FY16 Budget	July	Aug	YTD	REMAINING BALANCE	% Budget Used Ytd
1	Administration	609,196	12,764	32,765	45,529	563,667	7.47%
3	Booking	196,149	6,367	15,111	21,478	174,671	10.95%
4	Comptroller	378,887	9,171	23,475	32,647	346,240	8.62%
5	Customer Service	551,220	13,619	37,332	50,951	500,269	9.24%
6	Facility Engineer	127,235	3,134	8,223	11,358	115,877	8.93%
7	Maintenance	445,119	12,742	33,443	46,186	398,933	10.38%
8	IT	134,767	4,170	10,449	14,619	120,148	10.85%
9	Media	394,434	11,500	30,428	41,928	352,506	10.63%
10	Community Partnerships	0			0	0	0.00%
11	Performing Arts	499,481	10,937	30,691	41,628	457,853	8.33%
12	Aquatics	658,539	21,912	58,379	80,291	578,248	12.19%
13	Leisure & Learning (L&L) Admin	225,541	6,914	17,702	24,615	200,926	10.91%
14	L&L Fitness	159,479	2,690	6,967	9,657	149,822	6.06%
15	L&L Teens/Family	140,054	6,305	20,078	26,384	113,670	18.84%
16	L&L 55+	121,112	2,523	6,770	9,294	111,818	7.67%
17	L&L Youth	195,299	15,153	42,794	57,947	137,352	29.67%
18	L&L Adult	142,188	3,057	7,944	11,001	131,187	7.74%
19	Community Events	134,633	3,583	9,419	13,002	121,631	9.66%
20	Arts Education	321,816	22,043	78,120	100,163	221,654	31.12%
	Total Personnel Expenses	5,435,149	168,585	470,093	638,678	4,796,471	11.75%

Reston Community Center
 Revised Budget vs Actuals Worksheet
 31-Aug-15

100%/12*2mo=16.66%

	Operational Expenses	Revised FY16 Budget	July	Aug	YTD	REMAINING BALANCE	% Budget Used Ytd
1	Administration	96,885	3,500	5,473	8,974	87,911	9.26%
2	Board	57,820	9,087	13,832	22,919	34,901	39.64%
3	Booking	103,200	71,640	(418)	71,222	31,978	69.01%
4	Comptroller//LA Lease/Admin	377,762	7,658	3,056	10,715	367,047	2.84%
6	Customer Service	1,500			-	1,500	0.00%
7	Facility Engineer	178,667	26,148	17,543	43,691	134,976	24.45%
8	Maintenance	475,058	413,541	2,430	415,971	59,087	87.56%
9	IT	90,068	5,900	4,094	9,995	80,073	11.10%
10	Media	399,897	21,734	162,376	184,110	215,787	46.04%
11	Community Partnerships	147,000	88,000	0	88,000	59,000	59.86%
12	Performing Arts	307,855	84,096	44,262	128,358	179,497	41.69%
13	Aquatics	77,800	23,889	4,886	28,774	49,026	36.98%
14	Leisure & Learning (L&L) Admin	6,664	117	555	672	5,992	10.09%
15	L&L Fitness	20,237	19	398	417	19,820	2.06%
16	L&L Teens/Family	142,605	24,731	8,007	32,739	109,866	22.96%
17	L&L 55+	84,510	10,316	2,113	12,428	72,082	14.71%
18	L&L Youth	137,615	56,444	5,343	61,788	75,827	44.90%
19	L&L Adult	17,140	3,555	266	3,821	13,319	22.29%
20	Community Events	142,842	32,529	2,576	35,105	107,737	24.58%
21	Arts Education	86,017	4,851	3,133	7,984	78,033	9.28%
	Total Operational Expenses	2,951,142	887,756	279,926	1,167,682	1,783,460	39.57%

Reston Community Center
 Revised Budget vs Actuals Worksheet
 31-Aug-15

100%/12*2mo=16.66%

	Capital Proj. Desc. & Number/Cap Equip.	Revised FY16 Budget	July	Aug	YTD	REMAINING BALANCE	% Budget Used Ytd
1	RCC Improvements C-000001	167,797	124,503		124,503	43,294	74.20%
2	C. R. HW Enhcmnts. C-000003	130,795			0	130,795	0.00%
3	Theatre Enhancements C-000008	845,000	52,409	14,224	66,633	778,367	7.89%
	Total Capital Expenses	1,143,592	176,912	14,224	191,136	952,456	16.71%
	Total RCC Expenditures	9,529,883	1,233,253	764,243	1,997,496	7,532,387	20.96%

Type	Revised FY16 Budget	FY16 YTD	Remaining Balance	% Budget Target
Beginning Fund Balance	5,948,674	5,948,674		100.00%
Revenue:				
Taxes	7,016,016	3,481,778	3,534,238	49.63%
Interest	8,441	4,090	4,351	48.45%
Vending	1,616	0	1,616	0.00%
Aquatics	334,074	80,536	253,538	24.11%
Leisure and Learning	506,008	160,093	345,915	31.64%
Rental	149,921	65,043	84,878	43.38%
Arts and Events	261,351	148,439	112,912	56.80%
Total Revenue	8,277,427	3,939,978	4,337,449	47.60%
Total Available	14,226,101	9,888,652	4,337,449	69.51%
Expenditures:			0	0.00%
Personnel	5,435,149	638,678	4,796,471	11.75%
Operating	2,951,142	1,167,682	1,783,460	39.57%
Sub-Total Non-Capital Expenditures	8,386,291	1,806,360	6,579,931	21.54%
Sub-Total Rev. less Non-Cap Exp.	-108,864	2,133,618	-2,242,482	-1959.89%
Capital Projects	1,143,592	191,136	952,456	16.71%
Total Expenses	9,529,883	1,997,496	7,532,387	20.96%
Revenue less Total Expenses	-1,252,456	1,942,482	-3,194,938	-155.09%
Ending Fund Balance	4,696,218	7,891,156	-3,194,938	168.03%

FY16 Revised Budget includes:

FY16 pay for performance \$67,650 effective July 2015 (added to the advertised amount)

FY15 Encumbered Carryover of \$41,746 for services delivered after 06/30/15 (added to the advertised amount)

FY15 Carryover for Encumbered \$176,912 and Unencumbered \$319,680 for Capital Projects funding (added to the advertised amount)

Added expenses to the Advertised Budget total: \$538,338. Of that, only the new personnel costs for pay for performance represent "new" expenses outside allocated expenses from FY15.

Revenue

General Note: Summer 2015 related revenue was reversed for FY15 year-end-close and recorded as FY16 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 49.63% of tax revenue, 43.38% of estimated Facility Rental revenue (which also includes T-Mobile antenna revenue) and 48.45% 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 made on an irregular schedule depending on when performances occur.
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 small 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 recorded to-date.
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. The July column expenses are lower than August because of reversal of costs in the first July pay period that belong in the prior fiscal year (June 16-30).

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.
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.
15. **55+:** Personnel costs are at the expected levels.
16. **Youth:** Personnel costs include summer camps' labor costs which occurred in July.
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.

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 and reservations include office furniture and training costs.
2. **Board:** Current month expenses and reservations are for preference poll and hospitality.
3. **Booking:** Current month expenses and reservations are for storage facility rental, furniture, supplies, security monitoring, and piano tuning. August amount represents refunds.
4. **Comptroller:** Current month expenses include bank fees, postage and office supplies.
5. **Facility Engineering:** Current month expenses and reservations include repair and maintenance.
6. **Maintenance:** Current month expenses and reservations include utility costs, facility maintenance, and supplies.
7. **IT:** Current month expenses and reservations include phone system replacement and cellular phone costs.
8. **Media:** Current month expenses and reservations include printing, advertising and sponsorship costs.
10. **Community Partnerships:** Current month expenses and reservations are for partner-delivered programs and activities.
11. **Performing Arts:** Current month expenses and reservations include performer contract advance payments, theatre operating costs and supplies.
12. **Aquatics:** Current month expenses and reservations are for pool maintenance and supplies.
13. **Leisure and Learning Admin:** Current month expenses and reservations are for membership and supplies.
14. **Fitness:** Current month expenses and reservations are for program delivery contract costs and supplies.
15. **Teens/Family:** Current month expenses and reservations are for recreational activities, program delivery contract costs, and supplies.
16. **55+:** Current month expenditures and reservations are for recreational activities and program supplies.
17. **Youth:** Current month expenditures and reservations are for recreational activities, transportation, and program supplies.
18. **Adult:** Current month expenditures and reservations are for program delivery and supplies.
19. **Community Events:** Current month expenditures and reservations are for program delivery and supplies.
20. **Arts Ed:** Current month expenditures and reservations are for program delivery and supplies.

Capital Project Expense

General Note: Because of scheduling, RCC Capital Improvement Projects frequently carry over from one fiscal year to the next. In FY16, the Motor Control Panel, CenterStage sound system upgrade, and HW Loading Dock projects will conclude.

1. **RCC Improvements /C-000001:** Includes motor control panel replacement, HW Loading Dock project and Service Counter Redesign for LA.
2. **Community Room Hunters Woods Enhancements /C-000003:** Community room lighting and sound upgrades (chandelier fixtures design and replacement pending.)
3. **RCC CenterStage Enhancements /C-000008:** This project includes funding for the CenterStage floor replacement that was transferred here from RCC Improvements project (#1) for ease of tracking. New cabling, sound and lighting upgrades required completion prior to the floor replacement; to accomplish those projects this budget allocation increased in FY15. Budget entries will need to further adjust the funding assigned to this project as allocations were incorrectly assigned in FY15 that will require correction. The incorrect allocations have carried forward; adjustments via budget entries will be made in September and will be evident in October reports.



Executive Director Report June through August 2015

Administration

Summer months are all about administrative support to hundreds of active children. Whether in the maintenance, purchasing, personnel or facility planning areas, the work revolves around making sure that all goes as smoothly as possible for the campers who occupy our two facilities from the end of June through mid-August.

Following the departure of the children, administrative teams launch into a full schedule of facility maintenance, repair and capital projects. This past summer our Motor Control Panel in the Hunters Woods facility was replaced. The sound system in the CenterStage was replaced. Our loading dock at the rear of the building has been torn down and is being rebuilt. The annual maintenance programs of cleanup and restoration for the aquatics, theatre and other areas of the building were undertaken and completed. The first week of September sees a similarly robust maintenance and touchup period of work at RCC Lake Anne.

We currently are waiting for some architectural and engineering adjustments to the plans for the loading dock to account for anomalies in the paving on the parking lot and the finished end of the new ramp system there. This will be accomplished as quickly as possible.

Programs

Ah summer. Outside, we experienced more unsettled weather than usual. We were rained out of two cookouts; one cookout was rescheduled twice. One of our cookouts was scheduled at a pool that wasn't open due to vandalism; so the cookout totals for summer 2015 were about 400 participants fewer than would have otherwise been the case. The concerts at Lake Anne were also impacted by bad weather—three of those were either rained out or the weather was terrible. The Reston Town Center Family Fun Entertainment Series had two rainouts and one event was impacted by bad weather. Overall, our participation numbers were off by roughly 1,500 due to weather issues. This was one of our toughest summers ever on the weather front.

On the brighter side, enrollment in registered camp programs was again higher – 1,418 seats filled versus 1,322 in 2014. We offered twelve additional camps in 2015 and improved enrollment from 87% to 90% of maximum capacity. Popular camps were filled with waitlists and we canceled the same number of camps this year as last year (11) due to low enrollment or extenuating circumstances (school year shift last year, instructor resignation, etc.). Significantly, we were able to reduce the number of campers on waitlists from 454 to 277.

NV Rides Reston soft-launched in summer 2015. The demand side of this program surged with lagging participation on the volunteer driver side of the equation. Currently, our program has fulfilled 25 rides and not fulfilled 19 rides (13 of which were to destinations outside of Reston). We have 18 drivers registered in the program but only 8 have accepted ride requests. Registered riders number 59 to date – so the need is obvious.

Executive Director

Meetings/activities: Hunters Woods Neighborhood Coalition; Master Arts Plan Task Force; Arts Council of Fairfax County Board meetings; Human Services System Leadership meetings; Reston Marketing Initiative Vendor Selection meetings; Conversation with Supervisor Hudgins regarding planning for community engagement around disproportionality dialogs; National Night Out planning; RCC Preference Poll preparations; telephone system replacement preparations.