



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
SEPTEMBER 12, 2011**

Present:

- Beverly Cosham, Chair
- Colin Mills
- Bill Bouie
- Cathy Vivona
- John Gasson
- Roger Lowen
- Bill Keefe
- Bill Penniman

Absent and Excused:

- Carol Ann Bradley

Staff:

- Leila Gordon, Executive Director
- Kristin Terrill, Public Information Officer

The Chair called the meeting to order at 8:03 p.m.

Approval of the Agenda:

Beverly Cosham, Chair

MOTION #1:

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

Approval of the July 19, 2011 Board Minutes:

Beverly Cosham, Chair

MOTION #2:

Bill B. moved that the Board approve the July 19, 2011 Board Minutes. Colin seconded the motion. The motion passed unanimously.

Approval of the July 19, 2011 Board Actions:

Beverly Cosham, Chair

MOTION #3:

Bill B. moved that the Board approve the July 19, 2011 Board Actions. Colin seconded the motion. The motion passed unanimously.

Chair's Remarks:

Beverly is glad summer is over and noted the extraordinary weather we have had recently.

Colin Mills is leaving the RCC Board of Governors and the Board took a moment to recognize his departure. Leila presented several gifts to Colin including an engraved plaque, serving platter and mugs. Colin thanked everyone for five wonderful years working together and assured one and all he would continue to work cooperatively with RCC in his new role as President of Reston Citizens Association (RCA).

Beverly introduced Kristin Terrill, RCC's new Public Information Officer.

There were no visitors.

September 12, 2011 Board of Governors Meeting Minutes

Board Member Input on Activities Attended:

Bill K. toured the Lake Anne facility and saw the water damage and fans. He attended the biathlon yesterday but did not run.

Roger remarked on the interesting Building Committee session with the new owners of Hunters Woods Village Center, Edens and Avant. Roger went to Lake Anne today and it looks like the cleanup has gone well but we don't yet know how much real water damage there is. Roger met with Joe Leary and representatives from the masters swimming team, who wanted to discuss issues related to water purification and starting blocks. It was a productive meeting. Roger also attended the triathlon and is considering participating next year.

Cathy participated in Bridge and also celebrated her mother's 100th birthday at Lake Anne. She thanked the staff for making her feel special and being very helpful and accommodating, which she knows is typical but still was very appreciated.

Bill P. attended several Task Force meetings including a recent Steering Committee meeting. He finished a woodworking class at RCC Hunters Woods.

Colin has been spending a lot of time getting started with RCA in his new role.

Bill B. had a fun summer. He spent a lot of time working with the Park Authority and IPAR. A lot of parks are underwater from recent floods which they are coping with. The Park Authority is putting together a new sustainable financial model.

John has been busy with IPAR, attending their retreat in July and working with the Fundraising Committee for the annual reception in November to raise funds for IPAR; he noted they are underway with the second public art project in Reston which will be in Reston Town Center.

Building Committee Report

See attached report.

Finance Committee Report

Bill B. gave an overview of the Finance Committee meeting, which was held just before this meeting. All members of the committee were present except for Carol Ann Bradley. The committee reviewed the financial report for July/August (attached) and Bill B. stated that the FY13 budget submission must be approved by the board as written to be submitted by Leila and Beverly to the County. Cathy moved that the Board approve the FY 2013 budget submission as presented by the staff at the Finance Committee meeting of September 12, 2013. Bill K. seconded the motion. The motion passed unanimously.

Approval of the FY13 Budget Submission

Beverly Cosham, Chair

MOTION #4:

Cathy moved that the Board approve the FY 2013 budget submission as presented by the staff at the Finance Committee meeting of September 12, 2013. Bill K. seconded the motion. The motion passed unanimously.

Approval of the Committee Reports

Beverly Cosham, Chair

MOTION #5

Bill B. moved that the Board approve the August 31, 2011 Building Committee Report and the September 12, 2011 Finance Committee Report. Colin seconded the motion. The motion passed unanimously.

Executive Director's Report:

See attached report.

Bill P. asked if RCC Lake Anne sustained a lot of serious damage or just things like removing and replacing baseboards. Leila said there are a couple of places where water leaked into duct work but it did not look too significant. She noted that RCC Lake Anne has had water and flooding in there in the past and it does dry out over time. Proactive and quick measures were taken by LARCA to mitigate the flooding damage to structural elements and RCC staff did

September 12, 2011 Board of Governors Meeting Minutes

major clean-up and mopping efforts throughout and after the storm. How or whether further efforts proceed to safeguard Lake Anne from flooding will remain to be seen. Leila will send an update after she talks to LARCA.

Old Business

There was no old business.

New Business

Beverly noted the Board of Governors Preference Poll Candidate Orientation at 7:30, September 13, at RCC Hunters Woods. The Candidates Forum will be held on September 21 at the CenterStage and will be moderated by Ellen Graves.

MOTION #6:

Colin moved that the meeting be adjourned. Bill Bouie seconded the motion. The motion passed unanimously.

The Chair adjourned the meeting at 8:49 p.m.



William Penniman,
Board Secretary

September 20, 2011

Date

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON September 12, 2011

- 11-0912-1 Bd That the Board approve the agenda.**
- 11-0912-2 Bd That the Board approve the July 19, 2011 Board minutes.**
- 11-0912-3 Bd That the Board approve the July 19, 2011 Board actions.**
- 11-0912-4 Bd That the Board approve the FY13 budget submission.**
- 11-0912-5 Bd That the Board approve the August 31, 2011 Building Committee Report and the September 12, 2011 Finance Committee Report.**
- 11-0912-6 Bd That the meeting be adjourned.**



William Penniman,
Board Secretary

September 20, 2011
Date



Executive Director's Report July-August, 2011

Administration

The efforts to celebrate the RCC Lake Anne expansion have certainly met their share of challenges. The latest delay occurred due to heavy rainfall which precipitated flooding in several ceiling and floor areas. We are in discussion with the County Attorney, Facilities Management Division, and of course, LARCA and our contractors, to try to pin down the appropriate approach to restoring our facility.

At RCC Hunters Woods, the rearrangement of the ADA doors has neared completion. The rear ADA ramp is also closing in on the finish line. The Community Room project has begun; demolition of the ceiling has taken place and staging of the many pieces of equipment that will be installed is occurring. Other major projects related to ADA issues await final determinations on the scope of our requirements and projections of costs.

We received a letter congratulating Brian Gannon and RCC on completion of our annual inventory of accountable property review with another 100% result for accuracy and accounting. RCC has achieved the enviable status of "self-audited reporting" due to our superb compliance through the years with County requirements. Accountable property is any asset valued at more than \$5000. The inventory is all barcoded and located and monitoring that spreadsheet and matching it to the reality of our equipment locations is an important part of maintaining our facility services and continuing the public trust placed in us. Brian receives great help from his colleagues, like Linda Ifert, RCC's Technical Director, in making sure that new property we acquire, with a useful life of a year or more and a value higher than \$5000, is added to our inventory so it matches the County records when we undertake the self-audit. Congratulations to our great team on achieving this perfect outcome once again.

Programs

Registration is underway for fall programs and is robust; ticket sales for the 2011-2012 CenterStage season of Professional Touring Artists are also going well. The most popular shows, such as Reduced Shakespeare Company, Lunasa, and others appear to be selling briskly and will likely sell out soon. A very popular new offering for this upcoming season is *Kinsey Sicks*. Overall sales have already achieved 20% of capacity for the season.

Leisure and Learning's fitness and wellness programs are underway in the new studios at Lake Anne. Patrons who were taking class there last Saturday morning were thrilled with the expansion and the beautiful classrooms that it brings. Even with the noise from the fans and the debris from the water repairs, there was a lot of happiness circulating that wasn't exclusively due to exercise-produced endorphins releases.

The Terry L. Smith Aquatics Center opened on time last Saturday as well to the great happiness of our many swimmers.

Executive Director

July and August activities included meeting with Mark Ingrao of the Greater Reston Chamber of Commerce, meeting with Comstock to discuss the Wiehle Avenue/Reston Station project, and participating in the Initiative for Public Art – Reston Town Center project artist selection process.



MEMORANDUM

DATE: September 1, 2011
TO: RCC Board of Governors
FROM: Bill Keefe
Chair, Building Committee
SUBJECT: August 31, 2011 Building Committee Meeting

The Building Committee met on Wednesday, August 31, 2011. Present were:

- Beverly Cosham, RCC Board Chair
- Bill Keefe
- Roger Lowen
- Carol Ann Bradley

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Kristin Terrill, Public Information Officer
- Brian Gannon, Facilities Booking Manager

The Chair called the meeting to order at 5:39 p.m. Leila introduced Reynolds Allen from Edens and Avant. Mr. Allen passed out copies of a presentation on Edens and Avant’s redevelopment plans for Hunters Woods Village Center.

Bill explained that RCC would like to work closely with Edens and Avant as they plan the redevelopment and Mr. Allen expressed that Edens and Avant is committed to working with all of the neighbors, including RCC.

Bill stated that we would like to ensure that RCC is more a part of the entire village center and less of an “afterthought” in the back. Roger explained Bob Simon’s vision of Village Centers where people could walk around and interact, but noted that Hunters Woods was redesigned about 10 years ago to be more functional for drivers. Leila explained that the village center was redesigned in 1996-1997, and demolished and rebuilt in 1998 and 1999. RCC was closely involved with the grand opening because it coincided with RCC’s 20th anniversary.

Reynolds Allen from Edens and Avant described the company’s history and his role. Edens and Avant purchased Hunters Woods in August 2010. They thought it was a good opportunity to help the property better live up to its full potential in a nice community. It will be a “third-place.” He explained that a person’s first-place is their home, second-place is their work location, and the third-place would be the other place people go when they are not at home or work, but that they consider being “theirs.” The concept of a village center and gathering place is exactly what Edens and Avant wants to do with Hunters Woods, recognizing that the reality is still that people want spaces that are functional for drivers with cars.

There are three components of Edens and Avant's approach to third-place redevelopment: analyzing how the property fits into the community and compares with competitors; refreshing the property and giving people a new perception of it through architectural design; and creating inviting outdoor spaces to make people feel welcome and give them a sense of loyalty to the property. The goal is for people to come to stores that they might refer to as "my" grocery store or coffee shop or other enterprise.

Mr. Allen presented slides on Edens and Avant's plans (attached). They would like to create better parking opportunities and the current plans will create about 10 more spaces near the block where Ledo Pizza is located. They are looking for a local restaurant and possibly a local retailer to move into the old Hollywood Video space, and a Dunkin Donuts also plans to move in there. They would like to create inviting outdoor space where people can sit outside near Dunkin Donuts. In the corner near the church and community center, they would like to add grass, trees and planters to soften the space and make it more inviting. In their discussions with the church, the importance of easy access for seniors in the community came up, and they plan to keep 15- to 18-foot-wide concrete walkways, but with more inviting landscaping. Edens and Avant would also like to improve the signs for the Village Center and add a new sign on the Exxon property if Exxon agrees. They would like to update the signs to make them more visible. They also plan to update the merchants' facades throughout the Village Center to give a cleaner, more current appearance and highlight corner businesses. Mr. Allen showed one recent example of a similar redevelopment at the Shops at West Falls Church, which has been very successful.

Roger expressed that he had heard that something more substantial might happen, including high-rise residences. Mr. Allen responded that nothing like that is planned at this point.

Bill asked about the timeline and architect. Mr. Allen stated that Edens and Avant is working with Dyal & Partners in Austin, TX (elevations and signage), Mahan Rykiel in Baltimore (hardscape and landscape), JCA Architects in Reston (architectural construction drawings), and Urban Engineering in Chantilly, VA (civil plans). Mr. Allen stated that Edens and Avant works closely with the architects and landscape designers and that the entire team spends time on location planning the best improvements for the property.

Leila mentioned that the Initiative for Public Art – Reston (IPAR) is interested in this project and encouraged Mr. Allen to include IPAR in any discussions and consider collaboration between their architects and an artist or artists. Mr. Allen expressed that they are open to working with IPAR and are working to schedule a meeting now.

Roger expressed hope that the redesign of the big concrete area near the church and Community Center would draw people in rather than obscure the area. Mr. Allen asked how that space is used now. Leila explained that RCC used to program activities in that space, but stopped due to weather issues, sensitivity of neighbors to noise, lack of seating areas, and the lack of a sense of plaza or picnic space, but we are open to considering outdoor programming if the space could be more welcoming and more well-lit. Patrons sometimes express it is too dark coming from the parking lot to RCC. More creative lighting and welcoming design would help. Specialized lighting — not huge spotlights, but rather something inviting and attractive — could make people feel better about the walk from their car.

Leila also stated that we have a large population of seniors who attend programs and they are very sensitive to having ADA-accessible parking spaces near the community center. Two spaces near the Buffalo Wing Factory and Ledo Pizza were just recently added and were not required but were added as a result of good will of the property owner. Leila asked if the new front parking spaces would be timed and Mr. Allen said yes. Leila asked for two untimed ADA spaces to remain. Mr. Allen made a note of this and said that they will look at ADA spaces near

both walkway access points to the community center. Leila noted that we have gone to great lengths to be accommodating in the front and back of the Community Center where people are used to coming in and that it would be very difficult to take away spaces.

Leila mentioned the future and possibilities for further development and change. RCC cannot change the footprint of this building at all currently due to the parking requirements that have been arranged and grandfathered. Mr. Allen expressed commitment to open communication over time and openness to outdoor activities and events that could utilize the space and draw people in. Roger said he liked the idea of adding restaurants because they bring in more people for all of the merchants. Roger mentioned the success of Ariake. Mr. Allen expressed that restaurants can be a parking issue, but they do draw in people and generate interest.

Bill stated that he is happy that Edens and Avant is planning both aesthetic and functional improvements. He stated that the idea of pedestrian connections and making the plazas in front of RCC more welcoming is important. Bill was hoping we could have some sort of drop-off provision in the parking area in front of the Community Center, but it sounds like affected merchants may not agree. He noted that we have a lot of seniors and programs for which people get dropped off and asked if there could be an area for that even with the new parking design. Mr. Allen stated that he likes the idea of a drop-off area and that perhaps the chains and bollards could be removed occasionally for special events so people could drive through the concrete area up to the Community Center.

Bill said the idea of outdoor seating is great and that we would like to work together on the space plan. He stated that directional signage would be good to get people from Glade and Colts Neck all the way into RCC if possible. Bill liked the indirect backlit/lighted sign example from the Shops at West Falls Church. Mr. Allen said they prefer halo or backlit illumination and will work with the merchants at the Village Center. In response to questions from Bill about their submittals and timeline, Mr. Allen indicated that they intend to make the first submittal to the Reston Association Design Review Board at their September 20 meeting. They will then address the comments from that meeting and come back if necessary for approval in October, and then start going through the county processes. Dunkin Donuts wants to move in as soon as possible. Edens and Avant is working with their contractor to figure out the best timing for the changes. The overall Village Center façade replacements are likely to start in mid-February and the site work in mid-March, but everything might be held back until mid-March.

Bill said we are happy Edens and Avant plans to upgrade the Village Center and will work with us. He stated that RCC would like to see more as the process moves along. Beverly asked if the current drawings were done before they knew RCC existed and Mr. Allen said no, that the initial drawings were just their concept ideas before getting input from any of the affected neighbors. He noted it was an oversight that RCC was not included in their early meeting schedule. Bill asked if Edens and Avant owns all the parcels in the Village Center and Mr. Allen responded that the only one they do not own is the Burger King parcel. Bill asked when we might be able to meet again or touch base about the plans and the group decided that Mr. Allen will copy the Board on the documents that Edens and Avant will submit to the Reston Association Design Review Board for their September 20 meeting.

The Chair adjourned the meeting at 6:44 pm.

hunters woods village center

an edens & avant redevelopment

august 2011



hunters woods proposed improvements

Hunters Woods Village Center

2304 Hunters Woods Plaza, Reston, VA
Washington, DC MSA

EXISTING CONDITIONS



Hunters Woods Village Center

2304 Hunters Woods Plaza, Reston, VA
Washington, DC MSA

PROPOSED IMPROVEMENTS

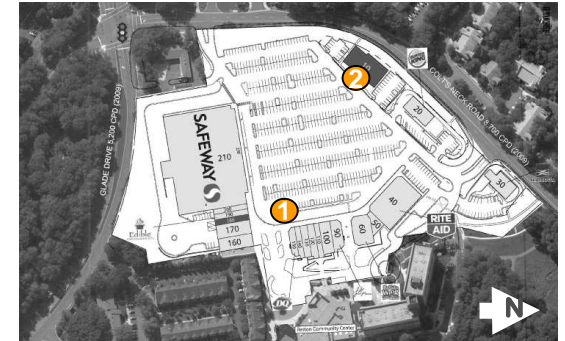


Hunters Woods Village Center

2304 Hunters Woods Plaza, Reston, VA
Washington, DC MSA

PROPOSED IMPROVEMENTS

1 EXISTING



1 DRAFT CONCEPT ELEVATION

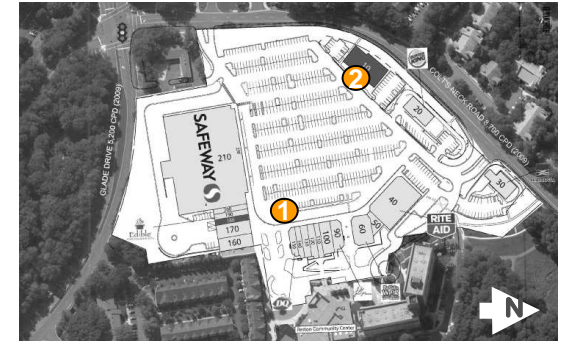


Hunters Woods Village Center

2304 Hunters Woods Plaza, Reston, VA
Washington, DC MSA

PROPOSED IMPROVEMENTS

2 EXISTING



2 DRAFT CONCEPT ELEVATION



signage

Hunters Woods Village Center

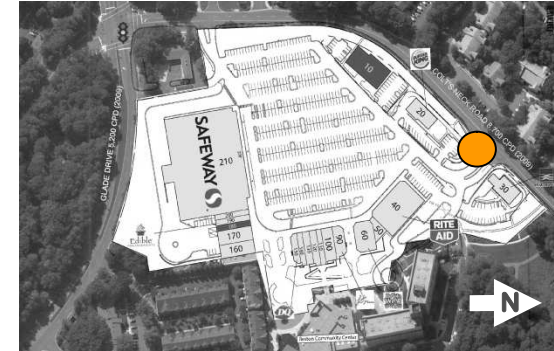
2304 Hunters Woods Plaza, Reston, VA
Washington, DC MSA

COLTS NECK ROAD
RITE AID ENTRY

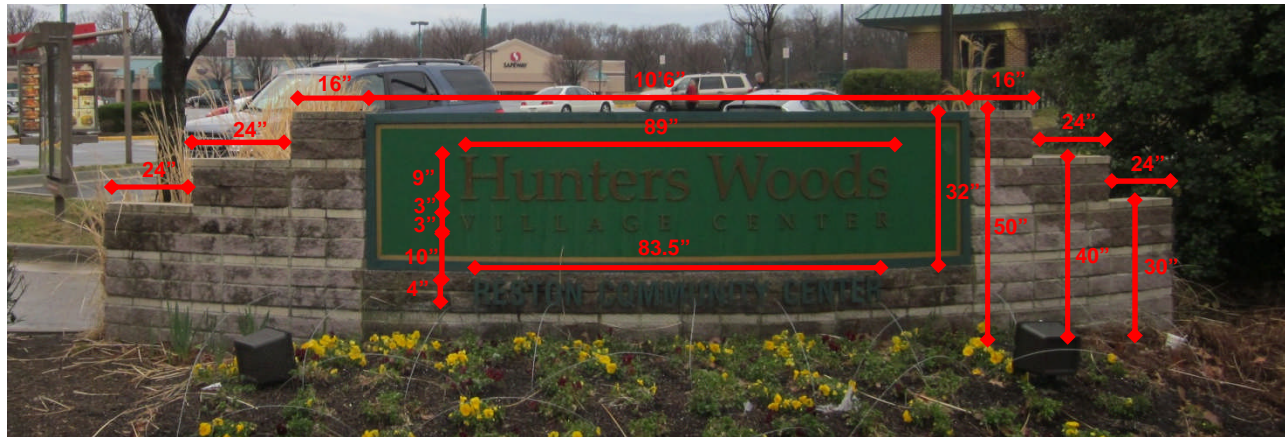
EXISTING SIGN #1



EXISTING SIGN #1 LOCATION



EXISTING SIGN #1



Hunters Woods Village Center

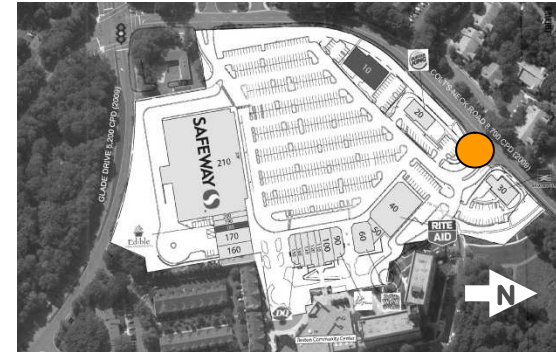
2304 Hunters Woods Plaza, Reston, VA
Washington, DC MSA

COLTS NECK ROAD
SAFEWAY ENTRY

EXISTING SIGN #2



EXISTING SIGN #2 LOCATION



EXISTING SIGN #2



Hunters Woods Village Center

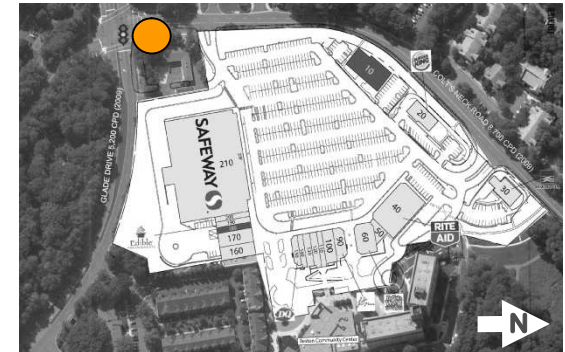
2304 Hunters Woods Plaza, Reston, VA
Washington, DC MSA

INTERSECTION OF COLTS NECK
ROAD AND GLADE DRIVE

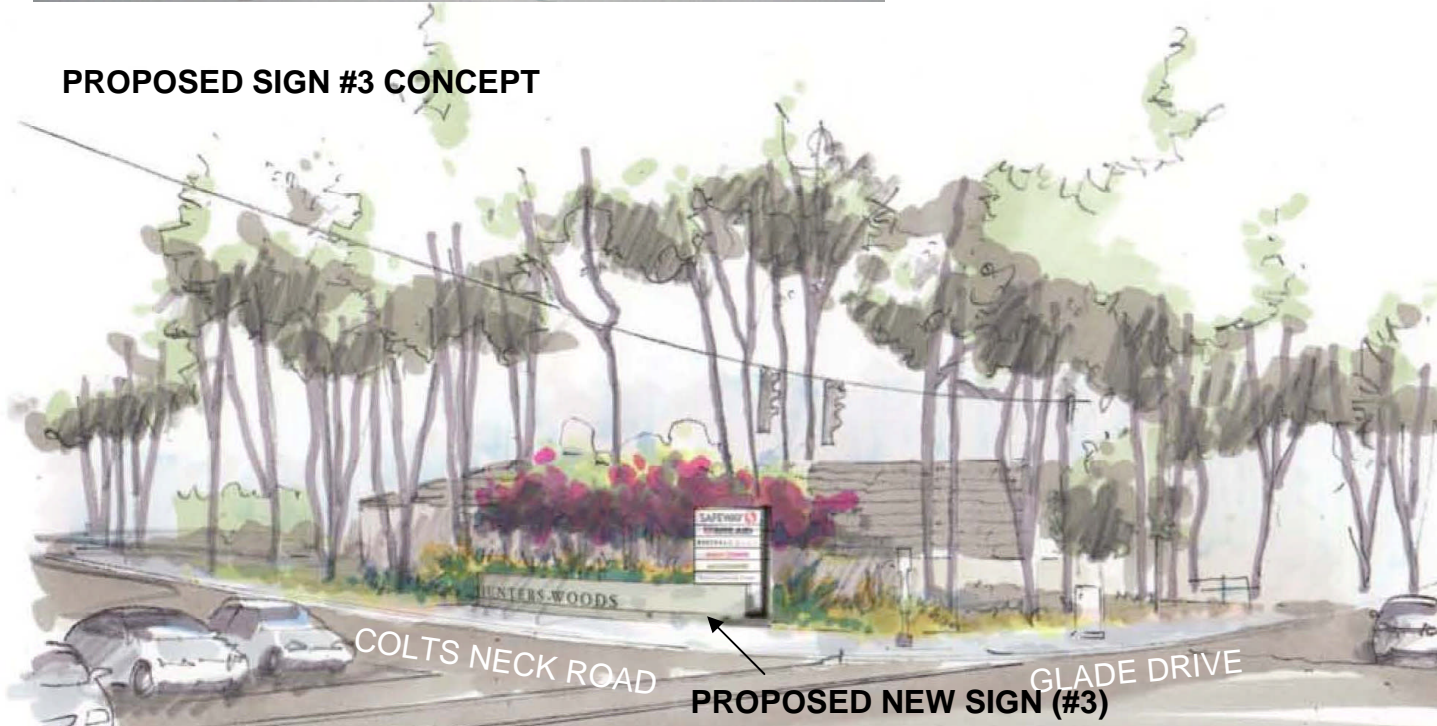
SIGN #3 – NO EXISTING SIGNAGE



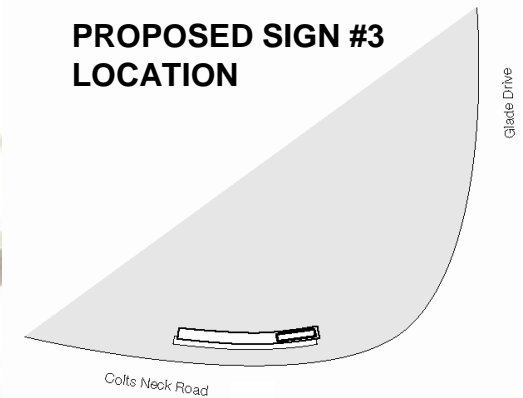
PROPOSED SIGN #3 LOCATION



PROPOSED SIGN #3 CONCEPT



PROPOSED SIGN #3 LOCATION



Proposed new signage is not located on Edens & Avant property. Signage proposed pending property owner approval. Tenants shown on panels are strictly for illustrative purposes.

Hunters Woods Village Center

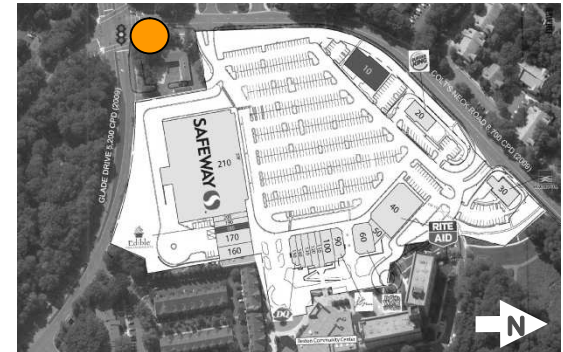
2304 Hunters Woods Plaza, Reston, VA
Washington, DC MSA

INTERSECTION OF COLTS NECK
ROAD AND GLADE DRIVE

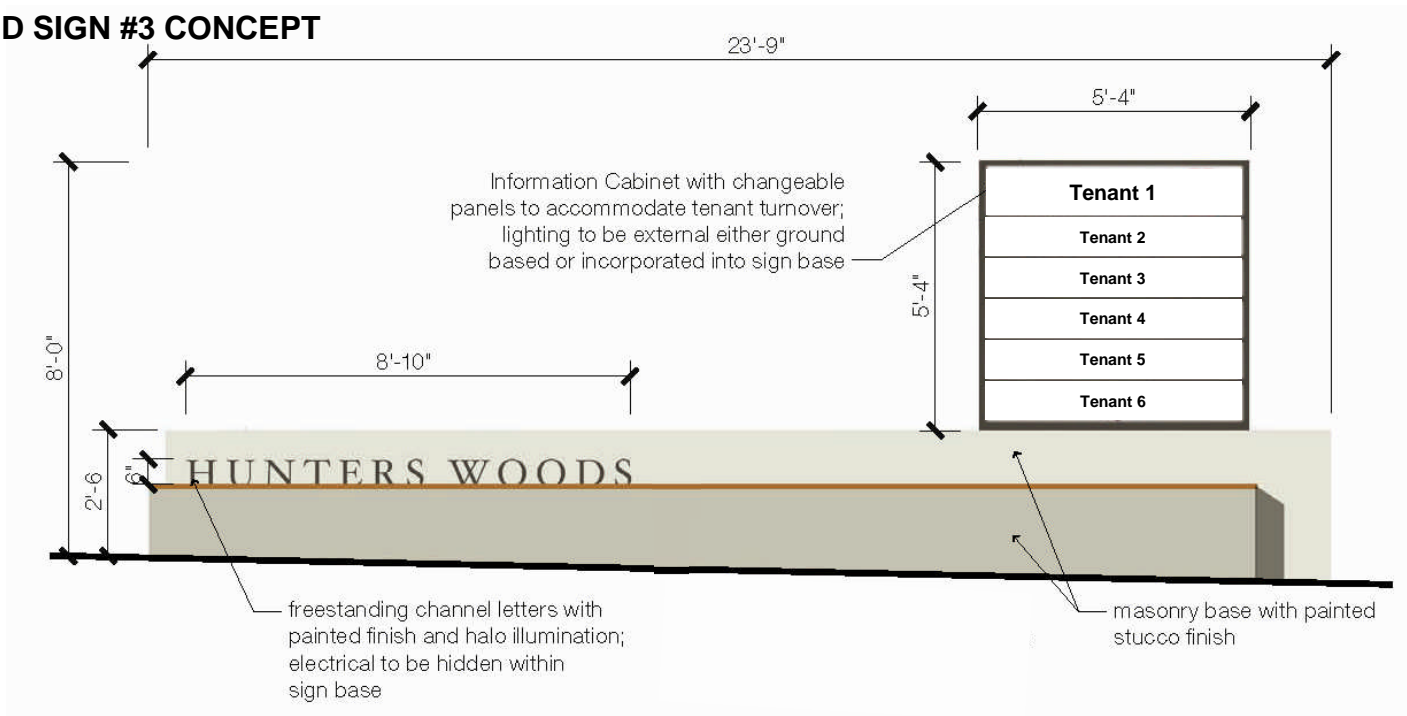
SIGN #3 – NO EXISTING SIGNAGE



PROPOSED SIGN #3 LOCATION



PROPOSED SIGN #3 CONCEPT



visual appendix
recent local redevelopment by e&a

The Shops at West Falls Church

Lee Highway, Falls Church, VA
Washington, DC MSA



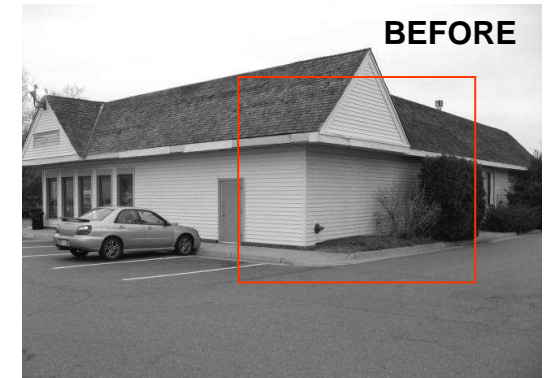
A Third Place Redevelopment by Edens & Avant:

- Improved Hardscape & Landscape to create better outdoor spaces with patios for outdoor dining and community gatherings
- Realigned parking and pedestrian spaces to improve traffic flow
- Architectural enhancements to upgrade the center in order to attract new customers and Third Place retailers
- New signage to enhance center visibility and draw new shoppers
- Redefine merchandise offerings with a mix of local businesses and national retailers with reputations for strong community involvement



The Shops at West Falls Church

Lee Highway, Falls Church, VA
Washington, DC MSA





Reston Community Center
 Budget vs Actuals Worksheet
 31-Aug-11

100%/12*2mos=16.66%	
Beginning Fund Balance	\$ 7,835,841
Est. Y-End Fund Balance	\$ 4,485,520

	Budget FY12	July	Aug	ENCUMBR.	YTD	REMAINING BALANCE	YTD % actual
1 Administration	\$ 6,809,763	2,815,425	232,824		\$ 3,048,248	3,761,515	44.76%
2 Performing Arts-Theatre Admiss.	49,500	3,810	4,890		8,700	40,800	17.58%
3 PA Theatre Rental	22,990				0	22,990	0.00%
4 PA Cultural Activities/ Arts Org	0		11,863		11,863	(11,863)	0.00%
5 Aquatics Classes/drop-in	265,127	10,512	50,364		60,876	204,252	22.96%
6 Aquatic Rental	19,000	1,950			1,950	17,050	10.26%
7 General Programs Admin	0				0	0	0.00%
8 Teens	91,186	(871)	44,054		43,183	48,003	47.36%
9 Senior	67,047	508	25,914		26,421	40,626	39.41%
10 Youth	99,018	2,103	81,138		83,240	15,778	84.07%
11 Adult	164,008	1,105	43,298		44,403	119,605	27.07%
12 Community Events	2,500				0	2,500	0.00%
13 Arts Education	110,216	975	68,755		69,730	40,486	63.27%
Total RCC Revenue	\$ 7,700,355	\$ 2,835,515	\$ 563,099	\$ -	\$ 3,398,614	\$ 4,301,741	44.14%

Reston Community Center
 Budget vs Actuals Worksheet
 31-Aug-11

100%/12*2mos=16.66%	
Beginning Fund Balance	\$ 7,835,841
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	Budget FY12	July	Aug	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
Personnel Expenses							
1 Administration	591,079	8,477	21,621		30,098	560,981	5.09%
2 Board OG	-				-	-	0.00%
3 Booking	155,553	6,030	12,474		18,504	137,049	11.90%
4 Comptroller	325,148	12,330	24,308		36,638	288,510	11.27%
5 Customer Service	402,325	14,648	28,790		43,439	358,886	10.80%
6 Facility Engineer	104,519	3,427	7,281		10,708	93,811	10.25%
7 Maintenance	387,299	12,993	26,710		39,703	347,596	10.25%
8 IT	111,590	4,236	7,803		12,039	99,551	10.79%
9 Media	218,681	6,612	15,844		22,456	196,225	10.27%
10 Performing Arts	445,267	14,115	36,387		50,502	394,765	11.34%
11 Aquatics	626,774	23,993	51,175		75,168	551,606	11.99%
12 General Programs Admin	90,824	7,893	20,211		28,104	62,721	30.94%
13 Teens	126,765	12,531	14,238		26,769	99,996	21.12%
14 Senior	135,841	1,918	4,299		6,217	129,624	4.58%
15 Youth	187,932	24,651	32,716		57,367	130,565	30.53%
16 Adult	269,613	10,568	18,064		28,631	240,982	10.62%
17 Community Events	113,670	5,371	7,660		13,030	100,640	11.46%
18 Arts Education	290,566	24,658	75,155		99,813	190,753	34.35%
Total Personnel Expenses	\$ 4,583,446	\$ 194,451	\$ 404,734	\$ -	\$ 599,185	\$ 3,984,261	13.07%

Fitness Director costs included in Adult CC

Reston Community Center
 Budget vs Actuals Worksheet
 31-Aug-11

100%/12*2mos=16.66%	
Beginning Fund Balance	\$ 7,835,841
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	Budget FY12	July	Aug	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
Operational Expenses							
1 Administration	256,304	(1,605)	21,405	45,684	65,484	190,820	25.55%
2 Board	59,000	86	1,030	9,161	10,276	48,724	17.42%
3 Booking	118,794	(6,379)	10,265	73,016	76,902	41,892	64.74%
4 Comptroller/Customer Service	538,926	25,848	243,286	152,106	421,239	117,687	78.16%
5 Facility Engineer	191,945	3,122	2,187	41,366	46,674	145,271	24.32%
6 Maintenance	301,274	488	33,524	204,675	238,687	62,587	79.23%
7 IT	144,303	2,739	359	8,319	11,416	132,887	7.91%
8 Media	310,532	10,256	58,359	10,540	79,155	231,377	25.49%
9 Community Partnerships	135,000	15,393	25,000	40,000	80,393	54,607	59.55%
10 Performing Arts	301,109	23,557	14,540	51,755	89,852	211,257	29.84%
11 Aquatics	94,015	2,300	8,541	17,732	28,573	65,442	30.39%
12 General Programs Admin	6,850		850	371	1,221	5,629	17.83%
13 Teens	133,250	18,123	17,633	23,253	59,008	74,242	44.28%
14 Senior	89,688	1,964	6,860	8,492	17,316	72,372	19.31%
15 Youth	112,330	8,412	21,115	10,867	40,394	71,936	35.96%
16 Adult	105,724	6,022	2,879	4,648	13,549	92,175	12.82%
17 Community Events	167,690	29,264	9,456	15,276	53,996	113,694	32.20%
18 Arts Education	75,794	3,126	4,624	4,816	12,565	63,229	16.58%
Total Operational Expenses	\$ 3,142,528	\$ 142,713	\$ 481,912	\$ 722,075	\$ 1,346,700	\$ 1,795,828	42.85%

Reston Community Center
 Budget vs Actuals Worksheet
 31-Aug-11

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Est. Y-End Fund Balance	\$ 4,485,520

	Budget FY12	July	Aug	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
Capital Proj. Expenses/ Capital Equipment							
1 RCC Improvements 003716	\$ 194,064		31,219	\$ 161,809	193,028	1,036	
2 HW LA Priority 1 003717.5	666				0	666	0.00%
3 Nat. Spa Roof 003717.10	1,842				0	1,842	0.00%
4 Facility Enhancement LA 003717.11	762,578	25,769	75,839	295,279	396,887	365,691	52.05%
5 Comm. Room HW Enhancements 003717.12	732,810		1,778	505,479	507,257	225,552	69.22%
6 HW White Roof 003717.13					0	0	0.00%
					0	0	0.00%
					0	0	0.00%
					0	0	0.00%
					0	0	0.00%
					0	0	0.00%
Total Capital Expenses	\$ 1,691,960	\$ 25,769	\$ 108,835	\$ 962,567	\$ 1,097,172	\$ 594,788	64.85%
Total RCC Expenditures	\$ 9,417,934	\$ 362,933	\$ 995,481	\$ 1,684,643	\$ 3,043,057	\$ 6,374,877	32.31%

003716 includes cost estimates for:
 ADA Door Enhancements
 Chiller
 Center Stage Floor
 HW Loading Dock



Revenue

General Note: Registration for Summer 2011 Youth and Teen revenue was deferred to FY12 during the FY11 closing process and transaction reversals were posted for August.

1. **Administration:** The Administration revenue budget shows combined tax, interest and facility rental revenues. The estimated revenue from taxes will be revised downward for FY12 to \$5.9M with the BOS FY11 Carryover approval in September; revenue is tracking to the lowered estimate. Facility rental revenue is combined T-Mobile antenna and room rental revenue. We have collected 58.6% of estimated Facility Rental revenue (which also includes \$4K July/August T-Mobile antenna revenue) and 11.8% of the projected interest revenue. The interest revenue projection will be revised down to \$48K with BOS FY11 Carryover approval in September.
2. **Performing Arts:** Revenue collection is very uneven depending on scheduled shows and their related box office revenue.
3. **Performing Arts Theatre Rental:** No revenue recorded to date. Theatre rental payments are typically made at the end of the fiscal year; revenue targets in future years will be adjusted for new rates, policies, and activity levels.
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 registration for summer and initial fall program registration.
6. **Aquatics Rental:** Year-to-date revenue represents a natatorium rental fee.
7. **General Programs Administration:** This is not a revenue earning category.
8. **Teens:** Year-to-date amount includes summer program revenue and initial fall program registration revenue.
9. **Seniors:** Year-to-date amount includes summer program revenue and initial fall program registration revenue.
10. **Youth:** Year-to-date amount includes summer program revenue and initial fall program registration revenue.
11. **Adults:** Year-to-date amount includes summer program revenue and initial fall program registration revenue.
12. **Community Events:** No revenue collection to date.
13. **Arts Education:** Year-to-date amount includes summer program revenue and initial fall program registration revenue.

Personnel Expenses:

General Note: Personnel costs for the month of July are reduced by the cost of the last FY11 payroll with the pay date of 07/01/11. Personnel and Operating budgets and related reallocations will be processed in September 2011 after BOS approval of FY11 Carryover which provides additional funding for the 9 new merit positions, new programs, and capital projects (Community Room and ADA DOJ Settlement) requested for FY12.

1. **Administration:** Administration's allocated budget is typically under-spent; funding provides for OPEB costs and contingencies such as increases in fringe benefit costs.
3. **Booking:** Personnel costs are at the expected level and include costs of 1 additional merit position from the conversions.
4. **Comptroller:** Personnel costs are at the expected level.
5. **Customer Service:** Personnel costs are at the expected level and include costs of 3 additional merit positions from the conversions.
6. **Facility Engineer:** Personnel costs are at expected level.
7. **Maintenance:** Personnel costs are at expected level and include costs of additional 1 additional merit position from the conversions.
8. **Information Technology:** Personnel costs are at expected levels.
9. **Media:** Personnel costs are at expected levels and include costs of 1 additional merit position from the conversions.
10. **Performing Arts:** Personnel costs are at expected levels and include costs of 1 additional merit position that is shared with Aquatics (conversion related.)
11. **Aquatics:** Personnel costs are at expected levels.
12. **General Programs Administration:** Personnel costs are at expected levels and include costs of 2 additional 2 merit positions, one of which is shared with the Arts Education Dept. (conversion related.)
13. **Teens:** Personnel costs are at expected levels and include summer camp labor costs which occurred in July/August 2011.
14. **Senior:** Personnel costs are at expected levels.
15. **Youth:** Personnel costs are higher than the benchmark and include Camp Goodtimes labor costs which occurred in July/August 2011.
16. **Adult/Fitness:** Personnel expenditures are at expected levels.
17. **Community Events:** Personnel expenditures are at expected levels.
18. **Arts Education:** Personnel expenditures are higher than the benchmark and include LARK/YAT summer labor costs which occurred in July/August 2011.

Operating Expenses:**General Note: Reservations at the beginning of the year are higher; funds are spent down from them.**

1. **Administration:** Current month expenses include professional service payments, supplies, and furniture and fixture costs. Reservations are for SWSG consulting services.
2. **Board:** Current month expense is for Virginia Newsletters subscription. Reservation is for Preference Poll Votenet Solutions license.
3. **Booking:** Current month expenses are for security, supplies costs and storage facility rent for July and August. Reservations are for piano tuning, storage facility rent, and security.
4. **Comptroller:** Current month expenditures include bank fees, office supplies, LA lease payment for the entirety of FY12 and utilities costs. Reservations are for utility costs.
5. **Facility Engineering:** Current month expenses include repair and maintenance costs. Reservation is for repair and maintenance.
6. **Maintenance:** Current month expenditures include custodial services, supplies, fuel oil and repair and maintenance costs. Reservations are for custodial services, fuel costs, and repair and maintenance.
7. **IT:** Current month expense is for our cellular phone bill. Reservations are for cellular phone costs and computer purchase.
8. **Media:** Current month expenses include supplies, advertising and printing costs. Reservation is for advertising and printing.
9. **Community Partnerships:** Current month expense is for IPAR payment. Reservations are for IPAR (public art projects) and RHT (community history celebrations/exhibit events, speaker series, founders day 2012, artist showcases.)
10. **Performing Arts:** Current month expenses include contractor advance payments and miscellaneous operating costs. Reservations are for contractor advance payments, performer transportation buyout, and repair and maintenance.
11. **Aquatics:** Current month expenditures are for pool supplies and training aids. Reservations are for pool supplies and repair and maintenance.
12. **General Programs Admin:** Current month expense is for professional membership.
13. **Teens:** Current month expenditures include program instruction, transportation, supply, and recreational activities' costs. Reservations are for program instruction, transport, recreational activities costs, and conference costs.
14. **Senior:** Current month expenditures include transportation, supply, and recreational activity costs. Reservations are for program instruction, transportation, and facility rental costs (relocated LA programs; total rental costs were \$648.00).
15. **Youth:** Current month expenditures are for program instruction, transportation, program supplies and recreational activities. Reservations are for program instruction and conference costs.
16. **Adult/Fitness:** Current month expenditures include program instruction, transportation, and program supply costs. Reservations are for program instruction and conference costs.
17. **Community Events:** Current month expenditures are for contractor payments, recreation equipment rental, and program supply costs. Reservations are for contractor services and equipment rental for MCF.
18. **Arts Ed:** Current month expenditures are for program related supply costs and operational travel costs/conference. Reservation is for program instruction and conference/travel costs.

Capital Project Expense

1. **RCC Improvements / 003716:** Includes ADA Doors, Chiller, CenterStage Floor, and HW Loading Dock projects.
2. **Hunters Woods and Lake Anne Priority 1 / 003717.5:** Originally Included theatre rigging that was separated into its own project. Other projects included were enclosing asbestos in our floors in HW, which we cancelled; replacement of the Theatre Lobby ceiling which we completed; Drywall in the kitchen which was completed; LA ADA doors, LA Front Desk redesign which were folded into the LA expansion activity; and Aquatics Lockers' replacement, which was cancelled by the Board, and that amount (\$220K) was transferred to the Facility Enhancement LA project 003717.11. The remaining budgeted amount will be transferred to another active project with FOCUS implementation.
3. **Natatorium Spa Roof / 003717.10:** Remaining budgeted amount will be transferred to another active project with FOCUS implementation.
4. **Facility Enhancement Lake Anne / 003717.11:** Includes Art Studio, LA Expansion, LA Hallway Acoustics projects. Reservation is for LA expansion design service. Current month expenditures are for SWSG service and SG Construction Inc. (DDC Building Automation). Reservations are for SWSG service and SG Construction Inc. and will carry forward into FY12.
5. **Community Room Hunters Woods Enhancements / 003717.12:** Project is in progress.