



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS' MEETING  
JUNE 2, 2008**

**Present:**

- Bill Bouie, Chair
- Karen Cleveland, Vice Chair
- Colin Mills, Secretary
- Bill Penniman, Treasurer
- Carol Ann Bradley
- Beverly Cosham
- Cathy Vivona

**Absent:**

- Bill Keefe
- Claudine Varesi

**Staff:**

- Leila Gordon, Executive Director

**Visitors:**

None.

The Chair called the meeting to order at 8:00 p.m., welcoming the viewing audience.

**Approval of the Revised Agenda:**

Bill Bouie, Chair

Cathy requested that the agenda be revised to list June 23<sup>rd</sup> as the date of the RCC Citizen Survey focus group sessions.

**MOTION #1:**

Cathy Vivona moved that the Board approve the revised Agenda. Colin Mills seconded the motion. The motion was unanimous.

**Approval of the May 5, 2008 Board Minutes:**

Bill Bouie, Chair

**MOTION #2:**

Colin Mills moved that the Board approve the May 5, 2008 Board Minutes. Karen Cleveland seconded the motion. The motion passed unanimously, with Bill Penniman and Cathy Vivona abstaining since they were absent from that meeting.

**Approval of the May 5, 2008 Board Actions:**

Bill Bouie, Chair

**MOTION #3:**

Colin Mills moved that the Board approve the May 5, 2008 Board Actions. Beverly Cosham seconded the motion. The motion was unanimous, with Bill Penniman and Cathy Vivona abstaining since they were absent from that meeting.

## **June 2, 2008 BOG Meeting cont'd**

### **Chair's Remarks:**

Bill Bouie, Chair

The Chair said May had been a very busy month, especially for those connected with various arts and theatre organizations in Reston. The Initiative for Public Art-Reston (IPAR) successfully kicked off a community forum on public art entitled *Imagine Art Here!* held on Thursday, May 29<sup>th</sup> from 7 to 10 p.m. at CenterStage. Approximately 150 people attended the forum. RCC and IPAR also hosted a charrette on Saturday, May 31<sup>st</sup>, which was attended by well over 100 people. The draft of the public art master plan for Reston is expected sometime late summer. IPAR has funding of \$35,000 toward its first project.

The Chair commended RCC staff members for their tremendous work on preparing to move into their office space at the Regus-HQ building where they will be located until October. Staff had originally considered leased space at the Hunters Woods Village Center, but RCC and Fairfax County representatives could not agree to the unfavorable lease terms. The Chair said he is looking forward to RCC's "On the Road" promotion, which will be in full effect by the June 16<sup>th</sup> public hearing at RCC Lake Anne for the FY2010 Budget.

The Chair noted the frequency of conversations about recreation opportunities in Reston. The Chair said he is also a member of the Reston Association's Parks & Planning Advisory Committee, and he reported that the committee has purchased a chess table that will be mounted outside in the Hunters Woods plaza to help draw people into the center.

The Chair stated that at the IPAR charrette, he had facilitated a sub-group representing the Hunters Woods/Dogwood area and he was very enthused by the abundant input he had received. The group had taken a walking tour of the Hunters Woods plaza and developed several different ideas. Subsequently, the Chair had received two e-mails requesting to reconstitute this group and give the participants a tour of the entire Hunters Woods/Dogwood area to identify opportunities for public art.

### **Introduction of Visitors:**

Bill Bouie, Chair. The Chair noted the absence of visitors.

### **Citizen Input:**

Bill Bouie, Chair. None.

### **Board Member Input on Activities Attended:**

Bill Bouie, Chair

Cathy regularly plays bridge at the Center. Bill P., Colin, and Carol attended the IPAR forum and charrette. Bill P. recognized the RCC executive director for her work on organizing the IPAR events. He said he will provide ideas for the first public art project and propose that it be located at RCC Hunters Woods. Bill P. finished his sculpture class. Karen enjoyed being involved with the Greater Reston Arts Center and RCC at the Northern Virginia Fine Arts Festival. Karen and Carol participated in the Reston story collecting project at the festival. The executive director explained that this project began at the festival and will continue at every festival throughout the coming year's cycle of festivals. Modeled loosely on the NPR StoryCorps project, participants are videotaped sharing their experiences in Reston and their thoughts about what brought them to Reston and what got them involved with that particular event. Karen mentioned that the first time people's stories were collected for the planned community archives was at the 30<sup>th</sup> Birthday Reston Festival at Brown's Chapel. Colin attended the Northern Virginia Fine Arts Festival and saw the Reston Community Players' production of *Bus Stop* at CenterStage. Beverly rehearses with the Reston Chorale every Tuesday night at the Center and on May 17<sup>th</sup> the group held two concerts in the Community Room. She also attended *The Audubon Quartet* performance at CenterStage. Beverly and Carol saw Reston Community Orchestra's last performance of

## **June 2, 2008 BOG Meeting cont'd**

the season. Carol commented on the fun she had participating in the charrette and how well organized it was. The executive director recognized Kohann Whitney, Secretary of the IPAR Board of Directors, for leading the organization and structuring the sub-group tables at the charrette. Carol participated in the *American Senior Idol* Older Americans Month Celebration and finished her acrylic paint class.

### **Committee Reports**

Bill Bouie, Chair

#### **Joint Finance/Building Committee (May 19, 2008)**

Bill Penniman, Chair of the Finance Committee. The report was summarized and submitted for the record. Please see attached report. Discussion of the report included the information from the Long Range Planning Committee meeting held at 7:30 June 2, in which changes requested by the Board to the presentation slides were reviewed and accepted by the Board.

### **Approval of Committee Reports:**

Bill Bouie, Chair

#### **MOTION #4:**

Cathy Vivona moved that the Board approve the Committee Reports. Colin Mills seconded the motion. The motion passed unanimously.

### **Executive Director's Report:**

Leila Gordon, Executive Director. The report was summarized and submitted for the record. Please see attached report.

Bill P. inquired about the impact of the closure of RCC Hunters Woods on the registrations for the summer programs. The executive director said staff had anticipated that the Aquatics classes would be difficult to fill because they would be held in an outdoor pool. In General Programs, the registration has been on par with past summers. The Young Actors Theatre program is fully subscribed and has its typically strong waiting lists. The art programs, trips and tours, and the Road Rulz teen summer camp offerings are fully subscribed. RCC is in very good shape for enrollment. RCC will be offering a tremendous number of free programs in the summer and fall at different locations, so staff expects to see very solid attendance and an enthusiastic response from the community.

In response to a question from Cathy, the executive director said she was pleased with the tenor and manner in which this morning's mass preconstruction meeting was conducted. SWSG, P. C. has been providing construction administration services for the summer projects for two-and-a-half months now. The minutes that are presented at every project meeting, which have happened every other week and will happen every week once construction begins, are very thorough and detailed and routinely checked off items that are accomplished. The executive director said she is confident about how the workflow is proceeding. She believes the Natatorium project contractor, Asil Services, Inc., is very impressive and she is very certain about the degree to which the firm takes safety seriously, has dedicated senior management to the project, is very respectful, and will collaborate with others to deliver the projects on time.

### **Old Business:**

Bill Bouie, Chair. None.

### **New Business:**

Bill Bouie, Chair.

**June 2, 2008 BOG Meeting cont'd**

The Chair informed members of the community to look for information in their local papers and the RCC Program Guide about the "On the Road" campaign happening over the next few months while RCC Hunters Woods is closed for renovations.

The Chair invited everyone to attend on June 16<sup>th</sup> at 6 p.m. at the Jo Ann Rose Gallery in RCC Lake Anne a public hearing to receive an update on the current and future plans for the Center over the next year from both a budget and planning standpoint.

The Chair wished everyone well and said he hoped to see them soon.

**MOTION #5:**

Colin Mills moved that the meeting be adjourned. Beverly Cosham seconded the motion. The motion was unanimous.

The meeting adjourned at 8:42 p.m.

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Colin Mills, Board Secretary

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Date

**RESTON COMMUNITY CENTER  
BOARD ACTIONS  
TAKEN AT BOARD OF GOVERNORS' MEETING ON JUNE 2, 2008**

- |                   |           |  |
|-------------------|-----------|--|
| <b>08-06-02-1</b> | <b>Bd</b> | <b>That the Board approve the Revised Agenda.</b>            |
| <b>08-06-02-2</b> | <b>Bd</b> | <b>That the Board approve the May 5, 2008 Board Minutes.</b> |
| <b>08-06-02-3</b> | <b>Bd</b> | <b>That the Board approve the May 5, 2008 Board Actions.</b> |
| <b>08-06-02-4</b> | <b>Bd</b> | <b>That the Board approve the Committee Reports.</b>         |
| <b>08-06-02-5</b> | <b>Bd</b> | <b>That the meeting be adjourned.</b>                        |

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Colin Mills, Board Secretary

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Date



## MEMORANDUM

**DATE:** May 22, 2008

**TO:** RCC Board of Governors

**FROM:** Bill Penniman, Chair  
Finance Committee

Beverly Cosham, Chair  
Building Committee

**SUBJECT:** May 19, 2008 Joint Finance/Building Committee Report

The Joint Finance/Building Committee met on Monday, May 19, 2008. Present were:

- Bill Penniman, Finance Committee Chair
- Bill Bouie
- Colin Mills
- Beverly Cosham, Building Committee Chair
- Carol Ann Bradley
- Cathy Vivona
- Karen Cleveland

Attending from the RCC staff were:

- Leila Gordon, Executive Director
- Thomas Ward, Deputy Director
- Renata Wojcicki, Director of Finance

Roger Lowen, nonvoting citizen member, was also present. Bill Keefe was absent and excused. The Finance Committee Chair officially called the meeting to order at 6:05 p.m.

**Staff Review of Current Finances:** The director of finance briefed the Joint Committee on RCC's year-to-date financial status for March/April. Two months remain until the end of FY08. Total RCC revenue exceeded the budget year-to-date by \$587,900 due to taxes and certain program areas. The revenue collected for summer program registrations for Arts Education, Camp Goodtimes, Youth, and Teens will be reversed at the end of June and will not be reflected until year-end at the end of July with County adjustments and carryover. These adjustments will be included in the FY09 September budget year-to-date summary.

In response to a question from the Finance Committee Chair, the director of finance said the revenue received for Aquatics Classes/drop-in will remain low, but she will verify what classes have been booked so far in May that begin before July. Overall, some Aquatics classes have been canceled due to a shortage of lifeguards and instructors. The executive director added that Aquatics revenue is likely to end the fiscal year behind projected revenue.

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Responding to another question from the Finance Committee Chair, the executive director said she hopes RCC's partnerships with the Reston YMCA and Reston Association (RA) will improve the awareness of the Center's employment opportunities and adjustment of the programming in FY09 and FY10, particularly the drowning education and prevention program, will also enhance RCC's attractiveness as an employer of aquatics' professionals. The executive director also anticipates that the Center reimbursing or offsetting the cost of the certification process for instructors will improve staffing in the Aquatics department. Over the summer, RCC will implement internal personnel team-building capacities to improve retention and strategies to help create a more attractive and better-aligned pay structure in an effort to achieve a reputation for remuneration for the front-end of the industry.

The director of finance noted that total personnel expenses are below the year-to-date target of 83.33 percent due to class cancellations. RCC is also one payroll period behind every month until the accrual is prepared in July to compute for total year of expenditures. Personnel expenditures for Camp Goodtimes are high at 92.08 percent of the budget used due to last summer's expenditures. An insignificant amount of the Camp Goodtimes budget will be used in May when the director starts and expenditures will begin to increase at the end of June for the training of staff. An additional two weeks of pay will be booked to FY08 and the remaining payroll expenses will apply to FY09.

The executive director explained that in this year, the Center encountered longer than normal merit position vacancies due to the restructuring of the Community Events and Performing Arts departments and subsequent personnel retirements. Therefore, the overall personnel expenditures will be less than normal. The director of finance noted that the vacant positions' responsibilities are fulfilled by merit employees who have to work additional hours or by exempt limited-term staff which offsets a portion of the vacancies' funding.

Regarding operational expenditures, the director of finance indicated that the Youth department exceeded its budget and the Performing Arts, Senior, and Adult departments have used nearly 100 percent of their budget. The director of general programs has worked with her staff to close documents to release some funds back to the budget, which were held in reservations but will not materialize by the end of June. These adjustments will be reflected in the May budget year-to-date summary.

RCC has processed purchase orders for various capital projects, including project administration, the fire alarm system replacement, and the Natatorium renovation. Expenditures and reservations will be adjusted in May. The remaining balance of \$1.4 million will be used for capital expenses.

**Current Building Projects Update:** The deputy director said all the summer construction projects are on track. The HVAC contractor, Harvey W. Hottel, Inc., has been ordering its long lead time items and many of those have been delivered. The deputy director will receive an update from Hottel on May 20<sup>th</sup> at their bi-monthly projects meeting as to which items have been delivered. SWSG and Hottel are confident that all the air handlers and other necessary materials will be on-site by June 16<sup>th</sup> to begin this project.

Asil Services, Inc. was the only bidder for the Natatorium renovation project. Michael Emery, RCC Building Engineer; the RCC deputy director; and Charles Gornowich, Senior Construction Manager with SWSG, met with Asil staff and are pleased with what they learned and felt comfortable with the bid. The bid is roughly \$1,030,000, which is significantly below the total \$1.8 million that was budgeted in FY08 and FY09 for this project. RCC, SWSG, and Asil are confident that the job will be completed within the specified timeframe. The Natatorium is scheduled to reopen around October 1<sup>st</sup>, which is one month before the rest of the building and earlier than originally projected.

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In response to questions from the Finance Committee Chair, the deputy director indicated that Asil has performed numerous Federal and County government contracts. The two important elements of the

Natatorium project are the tiling and the piers to support the deck. There will be no work done to the pool proper or the plumbing.

Cathy expressed concern that RCC had received only one bid for the Natatorium project. The deputy director explained that he, the building engineer, and Charles were initially concerned as well, which is why they met with Asil staff members to discuss their capabilities and learn about their past work. The deputy director said he believed RCC received only one bid because of the complexity of the job and the pier work is a fairly specialized undertaking that will be subcontracted out and not many contractors in the area were proficient in that kind of work.

The executive director said she thought a contributing factor to the number of bids RCC received was the short timeframe between the RCC Board's decision to move ahead with this project and the development of the Initiation For Bid (IFB), which was released to the public for only a month. There may have been a lack of awareness given the short timeframe of the bidding process. The existence of simultaneous projects may have also been a factor. The deputy director reported that a contractor that was a sub to the HVAC project had withdrawn its bid because it was awarded a larger, unrelated contract.

The Finance Committee Chair said since RCC staff and SWSG are satisfied that Asil is competent and will perform a good job and Asil provided a fair bid that is below the projection, he did not see any reason for concern.

In response to a question from the Finance Committee Chair, the deputy director noted that Asil has vetted a sub-contractor to perform the helix pier work.

The deputy director reported that RCC has submitted a purchase requisition of approximately \$180,000 for the fire alarm system replacement project. The contractor, M. C. Dean, Inc., has assured RCC staff and SWSG that the work will be finished in the specified timeframe. M. C. Dean will execute that contract simultaneously with the HVAC renovation. All of the contractors will attend the bi-monthly project meeting on May 20<sup>th</sup> and a formal pre-construction meeting on June 2.

Responding to a question from Cathy, the deputy director indicated that \$10,000 was allocated in FY08 for design work for the fire alarm project. The fire alarm replacement was originally budgeted within the HVAC budget, but these funds will be moved.

In response to questions from the Finance Committee Chair, the deputy director said M. C. Dean is a standard County contractor. The deputy director explained that he is very satisfied with the current status and outlook of the summer construction projects, the contractors' ability to begin the work on June 16<sup>th</sup> and complete it within the specified timeframe, and the hard work of RCC staff to develop a plan to vacate the facility and relocate programs.

The executive director noted that the lease negotiation with Regus-HQ to rent fully furnished office space on a temporary basis is moving along. On Wednesday, May 21<sup>st</sup>, the executive director, the County Attorney, and Regus' attorney will hold a teleconference to resolve issues regarding Regus' boilerplate contract and the County's legal requirements that apply to liability and indemnification.

The deputy director reported that he had met with Fairfax County Department of Information Technology and Regus staff this afternoon to discuss lingering issues regarding IT systems and security. The deputy director described the telecommunications plan with Verizon Select Services, Inc.

Responding to a question from Cathy, the executive director said the main phone tree will provide information about the period that RCC Hunters Woods is closed. The deputy director noted that RCC staff members will be able to call a main number at Regus to direct them to the appropriate extension. The executive director said she was developing a communications card to inform RCC Board and staff members on how to contact each other. Verizon will charge a nominal fee every time a person calls a Direct Inward Dialing (DID) number, so staff will be encouraged to use their Regus phone numbers to communicate.

In response to a question from the Finance Committee Chair, the executive director indicated that the address of the Regus-HQ space is 12020 Sunrise Valley Drive, Suite 100, Reston, Virginia 20191. The building is located near Edmund Halley Drive and has a sign that is visible from the street. RCC staff has been working hard on packing, moving items to storage, and developing internal and external communications plans in preparation for the building closure period.

Responding to a question from Roger, the deputy director said the piers will take care of the subsidence of the pool deck. The piers will go down to terra firma, a cement cap will be placed on them under the deck to prevent it from sinking any further, and the deck will be leveled with various materials.

The executive director pointed out that the cost proposal for the Regus space is under the projected expenditures for that cost. The Center should be in very good fiscal health at the end of this project period and able to apply more flexibility to the next phases of the Capital Improvement Plan (CIP).

**Review of the Draft Presentation for the June 16, 2008 Public Hearing:** The executive director delivered the draft PowerPoint presentation entitled "Reston Community Center Public Hearing for Program and Budget, June 16, 2008, FY2010 Budget." Please see attached presentation. Script notes that give more detail will be prepared for the RCC Board Chair who will lead the presentation, the Program Policy Committee Chair who will discuss the program initiatives, and the Finance Committee Chair who will address the financials. The executive director requested that the Joint Committee members review each slide and provide suggestions for edits and changes to the content and layout.

Cathy said that on the second slide, under the "Community Survey" heading, the governance area of the survey should be addressed since it was a goal of the survey.

The Finance Committee Chair said he believed the survey had a general response on how satisfied people were overall with the Center that was in the 90-95 percent range. This statistic should be the first and most important point on the second slide. The executive director said she will add the overall satisfaction statistic as the first bullet and rearrange the subsequent bullets in the following order: 2) "Community Awareness," 3) "Participation in all lines of business," 4) "Customer Service," and 5) "Governance," and/or the most appropriate bullet highlights from the overall survey results.

Cathy suggested indicating that the survey is held biannually or every two to three years. The executive director said this information will be included in the script text and she will indicate on the slide that the survey was conducted in late November/December 2007.

Cathy noted that the "Governance" bullet will include the electronic voting issue. The executive director indicated that Karen will explain in her notes that the survey response prompted the RCC Board to direct staff to review the Memorandum of Understanding (MOU) and suggest changes to the MOU that will permit the use of electronic balloting for the 2009 Preference Poll.

The Finance Committee Chair recommended collapsing the "Customer Service" bullet and revising the text below to state "95% or more agreed staff" and list the points.

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On the next slide, the Finance Committee Chair suggested adding an introduction for the “Programming” heading that explains the points listed. People reading the slides posted on the RCC Web site should be able to comprehend what was discussed at the public hearing. The executive director pointed out that a transcript of the public hearing will also be posted. “Programming” could be changed to “Programming Initiatives.” The Finance Committee Chair agreed with this suggestion.

The executive director pointed out that the next two slides listed the areas where significantly greater collaboration occurred in FY08 than in past years and the script notes will explain these partnerships and collaborations in greater detail. The Finance Committee Chair said the lead bullet should be enhanced. Colin proposed “Strengthening Partnerships and Collaborations.” The executive director agreed with this proposal.

Responding to a question from Cathy, the executive director stated that the direction of the communications strategies is to engage in the two critical areas listed on the previous slide under the “Establishment of communications planning to address Strategic Plan Goals” bullet. For all the General Programs, Community Events, and Performing Arts programming, communications strategies are going to be directed to strengthen the relationship to the Small District 5 (SD5) employee and business communities to improve the base of knowledge and participation in those areas where there is capacity. RCC staff will continue to work on communications processes for the recruitment and retention of Aquatics professionals to support the program plans in the existing facility. RCC staff will both execute and plan communications strategies by identifying the targets and measuring against those targets to determine the level of success and adjust accordingly.

The executive director explained that the communications strategies are addressing the underperforming areas that are consistently not meeting their targets in the current five-year Strategic Plan. For example, the Professional Touring Artists Series still did not meet its target 60 percent capacity on an overall basis. If the Center fails to address the recruitment and retention problem in the Aquatics department, the target participation levels cannot be sustained.

The Finance Committee Chair suggested adding “initiated in FY08, continuing in FY09” to the “FY08 Highlights” slide that lists the RCC Hunters Woods facility projects. The executive director said she will use “underway” or “in progress.”

The executive director noted that the script for the “FY10 New Program Initiatives” slide will have more detail about the program initiatives and will also note that a pilot version of each program will be attempted in the spring of 2009 as part of the FY09 Budget.

The Finance Committee Chair recommended that the executive director verify with the County Attorney that the appropriate waivers are signed by participants in the Drowning Education and Prevention Program.

Roger pointed out that “United Universalist Church” listed on the “FY08 highlights Partnerships and Collaborations (cont.)” slide should be spelled “Unitarian Universalist Church.”

There was a brief discussion on how to indicate on the FY08 slides the work and initiatives for FY09.

The executive director stated that the agenda of the June public hearing is to highlight the accomplishments of the RCC Board and staff in FY08. The script language for the RCC Board Chair reviews the highlights of the fiscal year just completed and explains that they represent initiatives and strengthening of community relationships that the Center will continue to build on in the coming fiscal year. The script next describes new programming initiatives and updates to the CIP that will have an

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impact on the FY10 Budget. The hearing is held specifically to provide the public with an opportunity to receive or give input on the FY10 Budget program and proposed capital expenditures.

The executive director said that the RCC Board members may decide to schedule a Long Range Planning Committee meeting for a half-hour before the RCC Board meeting on June 2 to review the script and presentation. The executive director said she will develop language on the slides and scripts to create a transition between FY08 and FY09 in the presentation.

The Joint Committee next reviewed the "FY10 Budget Outline" slide.

In response to a question from Karen, the director of finance explained the decrease in FY10 operating expenditures from FY09 included the approximately \$100,000 budgeted for leasing space at the Hunters Woods Village Center that will no longer be needed in FY10. There were also some reallocations of operating expenditures to personnel expenditures due to changes in IRS regulations for independent contractors and other changes regarding new initiatives. Approximately \$12,000 to \$13,000 for additional Performing Arts equipment will be allocated within the Character 30 budget in FY10 because the expenses do not meet the definition of capital equipment.

Responding to a question from the Finance Committee Chair, the executive director said RCC staff will not pursue the leased space at the Hunters Woods Village Center any further. The RCC Board will face the challenge of addressing the factors and stressors that the waitlists create on the facility use and the way that the Center allocates facility space to programs currently. The loss of the Hunters Woods lease option eliminates the Center's potential ability to relieve some of that stress on those waitlists and capabilities. The executive director anticipates that RCC staff can discuss with the vendor that performs the study of the Community Room ways to address waitlists and capabilities.

The Finance Committee Chair commented that the experience RCC will have this summer collaborating with other community groups may suggest ideas for outsourcing RCC programs to community spaces. The executive director said she did not want to create false expectations of those alternative spaces. One of the programs that have acute waitlists are in the Aquatics department and RCC's relationship with the RA to use its pools is only possible in the summer. The Center's relationship with the Reston YMCA depends on its willingness on a short-term basis to accommodate the Center. There is a severe lack of indoor recreational inventory of public space for this community. The leased space at Hunters Woods would have offered fitness programs, Youth theatre and dance classes, and some programs that needed a specialized type of room or facility feature. RCC will derive benefits from the On the Road relationships and will have the opportunity to see how well those facilities work to house other programs. However, the need for additional facilities to accommodate the programs that are always fully subscribed with waitlists will not be addressed right away and will require opportunities for community discussion about "next steps."

The executive director noted that the final two slides cover the sequence of steps from the public hearing to the adoption of the FY10 Budget. People in the audience will then be given an opportunity to address the RCC Board.

The executive director said she will work on the script and presentation, make the suggested edits and changes, and circulate the revised documents to the RCC Board members for their possible review before the June 2 Board meeting for final approval.

**Review of the Draft Fund Statement for FY10 Budget Development Outline:** The executive director said the Fund Statement is a draft and not the final document as it may appear in the FY10 Budget submission. Please see attached document.

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In response to a question from Colin, the director of finance indicated that the FY10 figure for personnel expenditures is subject to change based on the final allocation in mid-August.

Responding to a question from the Finance Committee Chair, the director of finance referred to a document listing the FY07 and FY08 real estate tax assessments. Please see attached document. The FY08 assessment helps RCC staff in building the FY10 Budget; however, those numbers may change as the economic environment changes. The total FY08 taxes are \$7,197,296.62. The FY08 assessment includes a breakdown of the real estate taxes collected from non-residential and residential properties and their percentages depend on the number of units of each type and the value. The residential values are decreasing but commercial will have a modest increase of 7 percent. RCC will receive FY10 assessment data at the end of January/February from the Fairfax County Department of Tax Administration (DTA).

Cathy pointed out that the FY10 estimate for tax revenue on the Fund Statement is the same as the FY09 figure. The director of finance acknowledged this error and said that it should be \$7,197,296.62.

The Finance Committee Chair said the ending balance for FY10 is projected to be approximately \$5.4 million, which may attract questions as to why RCC needs such a large ending balance. The executive director said this was a conservative budget to address the potential of economic and environmental changes and retain some flexibility to adjust if circumstances change. The Finance Committee Chair agreed that the current economic situation provides an argument for why RCC needs a large ending balance, but he expressed concern that RCC will not have a good answer to provide the public because the balance will presumably build up next year too.

The executive director described the volatile and pivotal environmental factors currently being discussed in the community regarding infrastructure issues, County properties and building initiatives, and local community organization projects and initiatives. Due to the uncertain economic outlook, the Center should be prudent and maintain the ability to participate in a meaningful way in opportunities to partner or collaborate to offer alternatives and additional infrastructure for community use. The Center should have the short-term means to help support community needs and be in a position to work with other community entities to provide for some type of enhancement or future involvement in better and more facilities for the public.

Karen commented that the RCC Board and staff should be proactive in explaining how the Center is working together with its partners to determine how to address Reston needs.

The Finance Committee Chair said the RCC Board needed to provide justification as to why the unreserved balance is projected to exceed the balances of the three major reserves. The executive director said once the volatility settles down, the funds will most likely be spent to address pressing community needs that are aligned with the RCC mission and defined by the RCC Community Survey or the RA study. There is a 60-plus percent desire expressed in the survey for a particular type of space for example and other recreation needs identified in the RA PROS study results.

The executive director explained that a majority of RCC's communications, outreach, and planning efforts have been directed at the commercial property tax base because it is gaining a significant percentage of SD5.

The director of finance asked whether the Finance Committee Chair was still interested in considering the possible restructuring of the major reserve levels. The Finance Committee Chair said he was still interested in pursuing this topic, but it was premature to include it in the FY10 public hearing presentation. The Finance Committee Chair had worked on devising a reserve that was specifically relevant to the risk of a downturn. He said he believed that the current set reserves are not as high as

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they should be in aggregate. The variables should be defined and the reserves should be built around them.

Bill B. expressed the need for an enhanced or longer examination of concrete long-term CIP projects.

The Finance Committee Chair suggested adding a slide that summarizes the three-year CIP and highlights the longer term projects. Bill B. agreed, but said the CIP needed to also extend beyond that timeframe.

The executive director said she will add information on the CIP after the "FY10 Budget Outline" slide.

There being no further business, the meeting adjourned at 7:20 p.m.



Personnel Expenses	Budget FY08	Mar	Apr	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
Administration	376,118	\$ 18,659	\$ 16,845		286,387	89,731	76.14%
Board OG	5,213	\$ 675	\$ 325		3,349	1,864	64.25%
Booking	105,955	\$ 8,570	\$ 8,546		76,747	29,208	72.43%
Comptroller	291,618	\$ 20,920	\$ 21,088		176,376	115,242	60.48%
Customer Service	347,863	\$ 18,628	\$ 19,077		193,050	154,813	55.50%
Engineering	87,415	\$ 6,144	\$ 6,387		57,859	29,556	66.19%
Maintenance	260,488	\$ 22,545	\$ 23,232		220,212	40,276	84.54%
IT	98,807	\$ 6,700	\$ 6,700		61,048	37,759	61.78%
Media	154,744	\$ 8,288	\$ 10,455		106,804	47,940	69.02%
Performing Arts	411,046	29,893	29,345		317,266	93,780	77.18%
Aquatics	623,051	38,742	38,531		396,585	226,466	63.65%
General Programs Admin	91,145	(2,189)	6,133		56,761	34,384	62.28%
Teens	120,309	11,136	7,443		100,628	19,681	83.64%
Senior	134,689	4,353	3,855		79,372	55,317	58.93%
Youth	155,737	15,876	8,947		75,562	80,175	48.52%
Adult	147,353	13,385	12,243		115,534	31,819	78.41%
Community Events	151,469	8,423	9,684		84,959	66,510	56.09%
Camp Goodtimes	79,988	100	377		73,649	6,339	92.08%
Arts Education	241,525	14,490	16,755		195,357	46,168	80.88%
<b>Total Personnel Expenses</b>	<b>\$3,884,533</b>	<b>\$245,338</b>	<b>\$ 245,966</b>	<b>\$ -</b>	<b>\$2,677,504</b>	<b>\$ 1,207,029</b>	<b>68.93%</b>

Operational Expenses	Budget FY08	Mar	Apr	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
Administration	195,231	10,761	(4,672)	33,530	92,980	102,251	47.63%
Board	38,150		731	0	25,146	13,004	65.91%
Booking	45,657	3,546	241	6,900	40,201	5,456	88.05%
Comptroller	450,707	19,918	50,642	41,918	415,724	34,983	92.24%
Customer Service	4,685			0	160	4,525	3.42%
Facility Engineer	96,614	23,024	7,093	35,608	70,790	25,824	73.27%
Maintenance	288,155	31,089	10,753	4,025	172,281	115,874	59.79%
IT	147,049	356	3,022	715	87,626	59,423	59.59%
Media	294,833	13,883	10,206	11,444	181,190	113,643	61.46%
Performing Arts	346,210	58,015	10,304	15,858	338,544	7,666	97.79%
Aquatics	95,150	1,188	14,148	14,699	71,774	23,376	75.43%
General Programs Admin	5,100	388	99	0	3,734	1,366	73.21%
Teens	129,383	4,789	4,019	16,831	117,545	11,838	90.85%
Senior	100,103	6,512	10,026	21,655	96,983	3,120	96.88%
Youth	31,065	5,370	3,206	5,349	33,477	(2,412)	107.76%
Adult	143,950	5,848	5,967	49,494	139,895	4,055	97.18%
Community Events	81,850	1,670	10,024	2,411	73,115	8,735	89.33%
Camp Goodtimes	31,960		894	350	23,155	8,805	72.45%
Arts Education	92,903	13,634	13,438	4,338	57,728	35,175	62.14%
<b>Total Operational Expenses</b>	<b>\$ 2,618,755</b>	<b>\$ 199,991</b>	<b>\$ 150,144</b>	<b>\$ 265,124</b>	<b>\$ 2,042,050</b>	<b>\$ 576,705</b>	<b>77.98%</b>

Capital Expenses	Budget FY08	Mar	Apr	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
HVAC Upgrade 003717.1	\$ 2,317,132		\$ 8,466	\$ 1,335,645	\$ 1,847,279	\$ 469,853	79.72%
Natatorium 003717.2	\$ 1,065,441		\$ 14,563	\$ 25,227	\$ 104,689	\$ 960,752	9.83%
Theatre Rigging 003717.3	\$ 171,559	\$ 708	\$ 75	\$ 164,574	\$ 171,486	\$ 72	99.96%
Fire Alarm Repl. 003717.8	\$ -		\$ 10,660	\$ -	\$ 10,660	\$ (10,660)	0.00%
					\$ -	\$ -	0.00%
Performing Arts	0				0	0	0.00%
Aquatics							
General Programs							
Arts Education							
<b>Total Capital Expenses</b>	<b>\$ 3,554,132</b>	<b>\$ 708</b>	<b>\$ 33,763</b>	<b>\$ 1,525,445</b>	<b>\$ 2,134,114</b>	<b>\$ 1,420,018</b>	<b>60.05%</b>
<b>Total RCC Expenditures</b>	<b>\$ 10,057,420</b>	<b>\$ 446,036</b>	<b>\$ 429,873</b>	<b>\$ 1,790,569</b>	<b>\$ 6,853,668</b>	<b>\$ 3,203,752</b>	<b>68.15%</b>



## Executive Director Report for May 2008

### Programs

**Aquatics:** Processing is underway of the new RCC “On the Road” RA swim passes; about 20 have been sold to largely employee-eligible patrons. The Vantage Hill Pool complex opened on schedule with light attendance (due to colder than normal temperatures on Memorial Day weekend.) Summer class enrollment is at approximately 60% of capacity. More outreach to area schools will be done to boost awareness of the summer class offerings at Vantage Hill. An agreement has been executed with the YMCA, completing the partnership agreements needed to support Aquatics programming during our projects.

**Arts and Community Events:** May highlights include the conclusion of the community arts season at RCC with performances by Reston Community Players, Reston Chorale, Reston Institute for the Arts, Reston Conservatory Ballet, Ravel Dance Studio, and Reston Community Orchestra. The Professional Touring Artist Series concluded with a performance by the Audubon Quartet. Last Thursday in the CenterStage, RCC and IPAR (Initiative for Public Art – Reston) presented *Imagine Art Here!* RCC/IPAR presented a charrette on Saturday attended by many Reston community leaders. May is also the month we annually present the Very Special Arts Festival; this year over 400 students, teachers, and chaperones attended the two-day event. Planning is underway for Reston Festival and the Reston Multicultural Festival.

**General Programs:** Youth, Teen, Adult and Senior program director positions are now filled. Summer hires have been completed; camps are enrolled and planning for them is underway. This year, for the first time since the new scholarship program parameters were put in place, we exhausted the funds available through the current Board policy to underwrite camp slots for eligible families. If the current economic trends make this likelier over time, we will work on presenting appropriate data and recommendations to the Board regarding what adjustments to funding of our scholarships might be needed. Our newest GP staff member, Eamonn Garvey, came on board in time to lead a very successful *American Senior Idols* Older Americans Month Celebration.

### Operations

**Media:** Everyone has been seeing, reading, or hearing something about RCC “On the Road.” The campaign is rolling out with flyers, posters, registration notices, media releases, videos—whatever media exposure outlet exists, BeBe has gotten. Media and program staff members also participated in the Northern Virginia Fine Arts Festival May 17, 18 and provided information about the “On the Road” campaign to people attending.

**Facility Rentals:** In addition to hosting the busy community room schedule of shows, recitals, social events, and RCC programs, the Facility Rentals and maintenance teams have been the planning spine of the physical aspects of our relocation efforts. They “test-drove” the move from RCC to Regus for the Media office last week to determine if their planning for labor and time was sufficient. The trial run revealed some information technology issues, but with regard to the ongoing process of furniture/file/staff removal, we are on target.

**Operations – Building and Projects:** As Board members know, we moved to negotiations with Regus HQ for temporary office space for 22 RCC employees over the period we are closed. The ED and program, media and support staff teams will be there. Those moves will occur during the first two weeks of June in staged groups. All four projects are underway to one degree or another and are on schedule. The mass preconstruction meeting was held earlier today. Submittals for the HVAC project have been approved by SWSG except for the curbs to support the roof-top air handler units. The submittals for the pool renovation project are underway as well. MC Dean got the fire alarm replacement contract in late May. They are in process with Simplex-Grinell to complete drawings, construction documents, and obtain necessary building permits. The rigging project is scheduled for August and will be dovetailed into the schedule through the construction administration processes.

### Executive Director Outreach:

**Meetings:** IPAR Board and Executive Committee meetings with Bill Bouie, Founders Day Planning (Ellen Graves, Lynn Lillienthal, Vicky Wingert), leadership luncheon with Bill Bouie to discuss Reston capital needs, discussion and tour for Beth Bickford from The Cultural Arts Center in Glenn Allen, Virginia, Arts Council of Fairfax County Grants Subcommittee of the Board.

**Events:** Audubon Quartet concert, Myers PR reception, Northern Virginia Fine Arts Festival, IPAR events.