



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS' MEETING
APRIL 6, 2009**

Present:

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

Absent and Excused:

- Claudine Varesi
- Bill Keefe

Staff:

- Leila Gordon, Executive Director

Visitors: None

The Chair called the meeting to order at 7:00 p.m., welcoming the viewing audience.

Approval of the Revised Agenda:

Carol Ann Bradley, Chair

Beverly noted that the meeting was moved to an earlier time.

MOTION #1:

Colin Mills moved that the Board approve the Revised Agenda. Bill Bouie seconded the motion. The motion was unanimous.

Approval of the March 2, 2009 Board Minutes:

Carol Ann Bradley, Chair

MOTION #2:

Bill Bouie moved that the Board approve the March 2, 2009 Board Minutes. Colin Mills seconded the motion. The motion passed unanimously.

Approval of the March 2, 2009 Board Actions:

Carol Ann Bradley, Chair

MOTION #3:

Colin Mills moved that the Board approve the March 2, 2009 Board Actions. Bill Bouie seconded the motion. The motion was unanimous.

April 6, 2009 BOG Meeting cont'd

Chair's Remarks:

Carol Ann Bradley, Chair

The Chair stated that congratulations were in order for Bill Bouie, who was selected by the Washington Business Journal to receive a Minority Business Leader Award this week. The Chair commented that Bill's life is a reflection of his positive perspective on everything.

The Chair also mentioned that two RCC staff members, Harun Rashid and Grazyna Siebor, were both honored at the County level by receiving Outstanding Performance Awards.

The Chair said that both Beverly and John were able to share their thoughts with RCC staff in the weekly staff newsletter. Colin will share his thoughts in the upcoming newsletter.

Introduction of Visitors:

Carol Ann Bradley, Chair.

The Chair noted the absence of visitors.

Board Member Input on Activities Attended:

Carol Ann Bradley, Chair

Bill P. participated in several classes and also attended the performances of the Ahn Trio, the Marcus Roberts Trio and Beverly Cosham. Cathy also attended the performances of the Ahn Trio and Beverly Cosham in concert. She visited GRACE during one of their meetings for the Arts Festival and she was able to make contact with Kerrie Wilson at Reston Interfaith.

Bill B. attended several meetings and attended the performance of Beverly Cosham in Concert. Bill mentioned that he is very much looking forward to the upcoming Wii challenge. Colin attended the Marcus Roberts Trio performance but was unable to attend the performance of Beverly Cosham in concert due to a prior commitment. Colin also attended his regular meetings with Reston Citizens Association.

Beverly attended her Tuesday rehearsals with the Chorale and also participated as a soloist in concert with the Chorale and Reston Community Orchestra as a tribute to Robert Simon. She attended the performances of Lunasa, the Ahn Trio, Marcus Roberts, and Opus 3. Beverly also wrote for the RCC staff newsletter and continues to take every opportunity she can on Fridays to prepare for the upcoming Wii tournament.

John's main focus of attention last month was the Friends of Reston. The Friends are in the process of evaluating general contractors that will be selected to build the Nature House. The Nature House is targeted to be up and running by the end of this year. He reminded everyone that April 18th is Founder's Day and a perfect way to start that day would be to participate in the 5K run which is their annual "Fund Run/Walk". Registration forms will be provided to anyone that would like to participate or interested parties can register on-line at www.active.com. All funding received will be used to support the Nature House. Finally, John said that he wrote an article for the RCC staff newsletter.

The Chair added that Beverly sang a song in honor of Robert Simon during the Chorale/Community Orchestra concert. She also mentioned John O'Neal's Color Line Project that was presented at the CenterStage. The Color Line Project involved both adults and children who told stories related to the Civil Rights Movement.

Committee Reports

Carol Ann Bradley, Chair

April 6, 2009 BOG Meeting cont'd

Community Relations/Program Policy Joint Committee Meeting – March 9, 2009

Colin Mills, Community Relations Committee Chair/Program Policy, Vice Chair. The report was summarized and submitted for the record. Please see attached report.

MOTION #4:

Colin Mills moved that Board support naming the proposed facility the Robert E. Simon Community Center. Bill P. seconded the motion.

Cathy stated that she had no issue with the naming of the facility except that the total community would need to approve the bond referendum for the facility.

Beverly pointed out that the word “at” on page 5; paragraph 7 should be stricken from the report.

MOTION #5:

Colin Mills moved approval of the Community Relations Committee report with the amendment to strike the word “at” on page 5, paragraph 7. Beverly Cosham seconded the motion. The motion passed. Cathy Vivona, Bill Penniman, and John Gasson abstained.

Finance Committee – March 23, 2009

Cathy Vivona, Chair. The report was summarized and submitted for the record. Please see attached report.

MOTION #6:

Beverly Cosham moved the approval of the Finance Committee report. Bill Penniman seconded the motion. Bill Bouie abstained. The motion passed.

Preference Poll Committee – March 23, 2009

Bill Penniman, Chair. The report was summarized and submitted for the record. Please see attached report.

The following changes were made to the minutes: Colin did not attend the meeting. Leila Gordon’s title should read: Executive Director.

MOTION #7:

Bill Penniman moved approval of the Preference Poll Committee report with the amendments to strike Colin Mills as having attended the meeting and the correction to Leila Gordon’s title to read “Executive Director.” Beverly seconded the motion. The motion was unanimous.

Long Range Planning Committee – April 6, 2009

Bill Bouie, Chair. The Long Range Planning Committee met prior to the Board meeting. There were two items on the agenda. The first item was the report on the RA/RCC planning for the joint Task Force efforts. Bill reported that the Board Chair gave a report on what has taken place thus far. The Task Force has agreed on a preferred footprint previously shown to the Board members of each organization. The footprint will be a part of the meeting minutes as well as a proposed calendar of events to occur between now and August to outline a community engagement process. At May’s Community Relations committee meeting, the Task Force will meet with neighboring property owners that surround Brown’s Chapel to introduce them to the concept and to obtain their input.

Bill B. reported that the second part of the meeting dealt with the status of rewriting of the RCC MOU. Bill B. along with Bill P., the Board Chair and the RCC executive director spent an extensive amount of time reviewing the changes with the County Attorney. There will be another Long Range Planning Committee meeting scheduled this month for the full Board to review those changes again and once that

April 6, 2009 BOG Meeting cont'd

is accomplished, it will be presented to the full board for a motion of endorsement of the changes and then to the County Executive's office, and a hoped for decision on changes by the Board of Supervisors in late May or early June.

Approval of Committee Reports:

Carol Ann Bradley, Chair

All committee reports were moved, seconded and approved by the Board.

Executive Director's Report:

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

Leila mentioned that it was the anniversary of her appointment to the position of RCC Executive Director. She thanked the Board for making the decision to hire her and said that it had been a great year. She expressed her excitement about future events and how wonderful it has been to work with the members of the Board. She said that she is looking forward to the next year. It was the consensus of the Board that the right decision was made to hire her. The Chair stated that it was hard to believe that a year had already passed and she expressed the Board's appreciation for all of Leila's hard work.

In response to a question from Carol Ann, Leila stated that the 52% capacity attendance for CenterStage performances by Professional Touring Artists outlined in the executive director's report is ahead of what was reported last year and that the theatre is doing well. She also said that there are still several events that will take place and that she is hopeful that the strategic plan target of 60% will be met.

Old Business:

Carol Ann Bradley, Chair.

The April 13th meetings for the Community Relations and Program Policy Committees were canceled. A Long Range Planning Committee meeting was scheduled for April 20th at 7:30 p.m. following the Finance Committee meeting that evening at 6:00 p.m.

New Business:

Carol Ann Bradley, Chair.

The following Board members volunteered to write an article for the RCC Staff Newsletter on the following dates: May 1: Carol Ann; May 15: Carol Ann; and May 29: Beverly. Carol Ann stated that she would contact Bill Keefe and Claudine to take the May 1 and May 15 dates.

Beverly once again reminded everyone to attend the Founder's Day event on April 18th.

MOTION #8:

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

The meeting adjourned at 7:45 p.m.

Colin Mills, Board Secretary

Date

**RESTON COMMUNITY CENTER
BOARD ACTIONS
TAKEN AT BOARD OF GOVERNORS' MEETING ON April 6, 2009**

- | | | |
|------------------|-----------|---|
| 09-4-06-1 | Bd | That the Board approve the Revised Agenda. |
| 09-4-06-2 | Bd | That the Board approve the March 2, 2009 Board Minutes. |
| 09-4-06-3 | Bd | That the Board approve the March 2, 2009 Board Actions. |
| 09-4-06-4 | Bd | That the Board support naming the proposed facility the Robert E. Simon Community Center. |
| 09-4-06-5 | Bd | That the Board approve the Community Relations Committee report as amended to strike the word "at" on page 5, paragraph 7 |
| 09-4-06-6 | Bd | That the Board approve the Finance Committee report |
| 09-4-06-7 | Bd | That the Board approve the Preference Poll Committee report with the amendments to strike Colin Mills as having attended the meeting and the correction to Leila Gordon's title to read "Executive Director" |
| 09-4-06-8 | Bd | That the Board approve the Committee Reports. |
| 09-4-06-9 | Bd | That the meeting be adjourned. |

Colin Mills, Board Secretary

Date



MEMORANDUM

DATE: March 10, 2009

TO: RCC Board of Governors

FROM: Colin Mills
Chair, Community Relations Committee
Vice Chair, Program Policy Committee

SUBJECT: March 9, 2009 Community Relations/Program Policy Joint Committee Meeting

The Community Relations/Program Policy Committees met in joint session on Monday, March 9, 2009. Present were:

- Colin Mills, Chair, Community Relations Committee/Vice Chair, Program Policy Committee
- Carol Ann Bradley, Board Chair
- Beverly Cosham
- Claudine Varesi

Bill Keefe, Program Policy Chair; John Gasson, Bill Bouie, Bill Penniman, and Cathy Vivona were absent and excused.

Attending from the RCC staff were:

- Leila Gordon, RCC Executive Director
- Pam Elcesser, Customer Service Manager
- Joe Leary, Aquatics Director
- Damian Sinclair, Arts & Events Director
- Eileen Boone, GP Director
- Brian Gannon, Booking Manager
- BeBe Nguyen, Media Director
- Tom Ward, RCC Deputy Director

The meeting was called to order at 6:00 p.m.

Board Recommendation on Name of Prospective Facility Project: Leila reported that the Reston Association (RA) Board raised the idea of naming the new recreation facility, as well as the tennis facility, after Bob Simon at a recent meeting. RA requested that the RCC have a similar discussion regarding the matter so that both organizations can come to a consensus regarding what the facility should be named.

The following motion was brought before the committee:

MOTION: Carol Ann Bradley moved that the Board support naming the entire facility The Robert E. Simon Community Center. The motion passed unanimously.

Description of Aquatics Programming in all three RCC Aquatics Venues; Details on the Rec Center: RCC staff briefed the joint committee on how they view the programming paradigm for the new

March 9, 2009 Community Relations/Program Policy Joint Committee Meeting
Page 2

facility in light of the entire menu of facilities that the RCC would operate. Eileen proposed that all of the general programs fitness classes be moved and consolidated to the Simon Center. There would be no fitness classes at Hunters Woods or Lake Anne. Joe proposed that the Terry L. Smith Aquatics Center continue the full spectrum of all programming with modifications to emphasize and increase some types of programs. Eileen stated that because of the vast scope of programming that can occur in the Center, RCC internal programming would always receive first priority over all facility booking in planning and scheduling use.

Joe proposed a structure for gate fees based on what the aquatics department already has in place – a resident/employee rate, a Fairfax County non-Small District 5 (SD5) rate, and a non-Fairfax County rate. Eileen stated that the general program fitness classes would still all require pre-registration. There is a drop-in program with the seniors separate from the registered classes that they would like to keep, and there may be other new drop-in programs as well. Joe stated that the Aquatics registered class fees will be the same regardless of location to prevent price variation between the Hunters Woods Center and the new facility.

Joe briefly walked the committee through the proposed gate entry fees as outlined in his presentation. They will be as follows: SD5 - Adults \$7, Seniors/Youth \$5; Fairfax County residents - Adults \$10, Seniors/Youth \$7; and non-Fairfax County residents - Adults \$12, Seniors/Youth \$10. Leila further explained that SD5 pricing is higher than the current SD5 gate fee for drop-in use at the Terry L. Smith Center, which reflects both inflation factors and the expanded options for patrons at the new facility.

Joe proposed the following programming for the new facility: lap swim, level swim, levels to learn, water aerobics, water aerobics workshops, dive lessons, dive teams, academy classes, lifeguards/swim instructors/pool operators, etc. Synchronized swimming and water polo will also be included. Dive teams, swim teams, scuba, kayaking, and corporate team building are possible rentals. The new facility would also have an open swim, levels 1-3, birthday parties, camps/group use, and family night out.

Description of Fitness programming in all three RCC venues; details on the RES Center: Joe proposed the following for the Terry L. Smith Aquatics Center: therapy-based classes as a rental, water aerobics, water dancing, adapted aquatics, lap swim, open swim and swim lessons. He projected \$260,000 in class revenue for the Simon Center (with an 80% enrollment rate) and \$205,000 for the Terry L. Smith Aquatics Center. He also projected \$225,000 in rentals for the new facility and \$75,000 for the Terry L. Smith Aquatics Center. The total projected revenue for the Simon Center is estimated at approximately \$766,000. Leila added that the figure roughly dovetails with an additional facility with two additional pools, thus producing an estimate that is approximately triple RCC's current annual Aquatics revenue.

In response to a question from Carol Ann, Joe stated that the high school swim team currently has a low rental rate. The greater revenue from rentals comes from US Swim and big national organizations swimming at premium rental rates. Joe stated that he has had conversations with the rental coordinator for Park Authority/Aquatics, who is very excited about the concept of a new pool in Reston. The coordinator told him that it would be easy to top \$250,000 in revenue if the pool built is 50 meters. Leila stated she heard similar comments when she attended focus group meetings with the swimming communities. There are sufficient clubs/groups that are not related specifically to the high school swim programs to create a high level of demand.

In the general programs fitness offerings, Eileen proposed the following fitness classes for the new facility: karate/martial arts, badminton, ping pong, strength and conditioning camps/workshops for teens/tweens, sports camps/clinics, tumbling programs, and league play, just to name a few.

March 9, 2009 Community Relations/Program Policy Joint Committee Meeting
Page 3

Eileen briefly touched on projected revenue for the new facility. She stated that the projection rates presented in her matrix are based on the current fee structure with a 10% inflation rate. For brand new classes never offered, she based the total enrollment on 80% of the maximum enrollment. She predicts revenue to be approximately \$119,000.

Eileen asked the Board to consider the following in reference to accessing the facility:

- How they want to handle access to the facility
- Whether there will be a one-time entry fee with access to the entire building
- Whether there will be different fees and gates for different parts of the building (e.g., the pool, weight room, gym etc.)

Eileen stated that her presentation was based on a one-time, all access entry of \$5 for seniors/youth and \$7 for adults. She said that another way to price classes would be to recoup the entry fee for each visit to the facility. If pricing is handled that way, she projects that revenue would jump to \$155,000-\$156,000. Leila added that the impact to senior and youth offerings needs to be considered. The distinction is in the degree of subsidy being offered because there is close to 85%-90% subsidy levels to senior program offerings, including those that are paid for. The same holds true for certain teen and youth program offerings. Leila further stated that it is within those population cohorts that the biggest gap exists between current pricing and current subsidy assumptions and a subsidy based on the recovery of entry/gate fees each time a patron comes into the facility. Leila went on to say that as the design process gets underway, the building design will depend upon how access is controlled in various parts of the facility, making this a critical advance planning issue to resolve.

Beverly commented that the Board will have to decide what the rules will be before the facility is built. Eileen stated that she was not in favor of a monthly fee and that the new facility should be designed similar to Fairfax County recreation centers. She did, however, agree that passes should be issued, because residents will already be paying a portion of their property taxes towards the facility. Leila added that the Board should take into consideration that the current paradigm for cost recovery allows priorities of need/service to be established. The RCC has highly subsidized programs for populations that the Center wants to attract, so that their needs can be addressed without cost barriers. She further stated that since there is a 30-plus year history based on that premise of operation, it would not be wise to move too far afield from what is already in place.

Leila suggested that more desirable spaces within the building are where controlled access can be established. The rest of the building could then be operated as the Hunters Woods (HW) and Lake Anne (LA) facilities are: as teaching facilities. A special fee could be attached to entry into the fitness room, pool, or tennis courts, if the patron is already registered in a class. Leila warned that having all classes across all age cohorts in the HW facility based on recovery of the gate fee will present some compare and contrast issues in terms of the community's reaction. Leila recommended that the Board give some guidance regarding the pricing philosophy that will be pursued before the final report is received from the consultants.

There was further discussion regarding program rates/gate fees.

In response to a question from Beverly, Leila responded that classes are registered classes with a limit on the number of patrons that can participate. Day passes that would be provided would actually be "visit passes" that would allow patrons to use the facility on a daily basis. The fee would be paid at the point of entry for full facility access allowing a patron to use the fitness facility before or after a swim, for example. This will be the difference between the new facility and the Hunters Woods facility. When patrons visit the Hunters Woods facility, they will be able to swim, shower, change, and then see a performance at the CenterStage. Patrons would pay at the pool to use the pool and then pay at the box

March 9, 2009 Community Relations/Program Policy Joint Committee Meeting
Page 4

office to see a performance. This alternative would be a pass or payment structure that allows for the use of the pool and the fitness facility as a function of a pass.

There was a brief discussion about what controls would be in place in order to prevent patrons who pay for a pass from having access to areas of the facility that the pass does not cover.

Leila suggested that the Board consider the following:

- What they want to achieve
- What populations they are trying to serve
- What needs are unmet and how to prioritize meeting those needs

She said that pricing and access control should be driven by those factors.

In response to a question from Beverly, Leila stated the facility will be on three separate pads, aquatics, the gym and tennis courts. There will be fitness rooms around the perimeter of the gym, which will make it possible to have controlled access at key points. She said that the architectural team will need to be directed to that end.

In response to another question from Beverly, Joe stated that both fitness and aquatics would share the same locker room unless it is designed differently. Leila stated that tennis will be a self-contained facility.

Eileen stated that since all of the classes will be moved to the Simon Center, it would be a great opportunity to increase the capacity and offerings at the Hunters Woods and Lake Anne facilities. More drop-in Tot Time programs, senior/adult enrichment courses, and youth/teen/senior art education classes could be added. Lake Anne would be primarily a visual arts center. The ceramics and art studios could be expanded which would allow for an increase in class capacity. Eileen also mentioned that it would give an opportunity for ESL and citizenship classes to be brought back on site to Hunters Woods.

Leila noted that at 6:50 p.m., Claudine Varesi departed to attend her ESL class. The meeting was no longer a joint committee meeting, but functioned as the Community Relations Committee only.

Eileen stated that the consultants, Brailsford & Dunlavey, estimated the annual facility gate revenue to be between \$700-\$800,000. Leila stated that the guidance that would be offered to Brailsford & Dunlavey would be to recognize that the majority of what is done will continue to be registered programming.

Finally, Eileen asked committee members to consider the following:

- Types of programming that would be offered
- Are the right programs being offered to the right demographics?
- How much space will be dedicated to rentals
- How to handle the community use aspect

Leila stated that a summary of guidelines will need to be created for the consultants before they issue their final report.

Leila suggested a fee paradigm for drop-in use that balances the ability for anybody to be able to afford a drop-in use approach to use of the facility against the optimum amount of revenue desired. She further stated that the other financial issue to bring to the consultants' attention in terms of their existing paradigm is staffing costs. She feels that they are a little low, in that they are basing the staffing expectations on a traditional Rec Center or traditional Park Authority facilities, which have very minimal staffing and very little directed registered instruction-driven programming. The consultants need to know that programming is more directed and more back-end intensive in terms of staff support.

March 9, 2009 Community Relations/Program Policy Joint Committee Meeting
Page 5

Leila stated that the committee would see from the handouts that the projected difference between direct revenue (cost recovery) and the level and degree of subsidy that is being predicted (approximately \$1 million per year of subsidy.) She suggested that the figure is more in the range of \$200-300,000 higher than projected. As the time draws closer for the facility to come on-line, a scrub of all three facilities and how they are staffed and how they are programmed and what all of them collectively require will take place. Having a new facility gives the perfect opportunity to adjust to achieve appropriate staffing for all three facilities.

Update on Task Force activities and timeline issues: Carol Ann reported that the RCC/RA Task Force received information from Urban Planning. She stated that there are several permits that need to be obtained. She described the conversation with RA Board Chair, Milton Matthews and Larry Butler, as being productive and involving a variety of options RCC representatives, herself, Bill Bouie and Leila Gordon, would like the site engineer to pursue to revise the way the building and parking are located on the Brown's Chapel RA property. The suggestions were made to eliminate all of the current Brown's Chapel property elements (ball fields, picnic pavilion, and outdoor basketball and volleyball courts) to accommodate the size building desired on that property without going onto the adjacent property. The site engineer was also asked to put half of the planned parking underground, as this was estimated in the current draft of the B/D study. The expectation is that the firm will prepare a revised assessment by late March for the group to review and bring back to the respective Boards.

In response to a question from Beverly, Leila responded that Bill B. spoke to RA about the loss of all three ball fields being offset by improvements to other ball fields in the SD5 footprint. She said that a suggestion was thrown out that it might be a function of the RCC/RA partnership to look at taking one of the fields and converting it to synthetic turf so that it is usable more of the time.

Pending Policy issues for the Board in coming months/Updates on facility/CenterStage rentals; on-line registration; on-line ticketing: Leila stated that the policy and rental rate establishment work continues with respect to merging facility rentals and CenterStage rentals.

Tom reported that the final version of the on-line time software should be available this month. He described the site visits undertaken by the online registration team and benefitting from lessons learned in other operations using the same software. Next steps will involve staff review of the options and a phased rollout of online registration to begin for selected programs in the summer.

Leila stated that the following topics will be discussed at a senior staff meeting on Wednesday:

- Policies and infrastructure supporting online registration from a patron perspective
- On-line registration issues from a staff perspective
- Changes to RCC's operational infrastructure that could result in a combination of on-line access and walk-up access
- When should on-line registration go live

All staff recommendations will be brought forward to the Program Policy Committee for review if they represent changes to current policies.

Leila had a discussion about on-line ticketing at a meeting with the Department of Information Technology (DIT) and the RCC IT Administrator. The discussion revolved around offering long distance on-line training as opposed to having trainers brought to the RCC. The RCC IT administrator is still working out the details. It is anticipated that on-line ticketing training will take place in early to mid-June. Ticketing for the coming season will incorporate an on-line ticketing option.

RCC Scholarship: Leila stated that according to a report generated by the RCC Deputy Director and Customer Service Manager, \$53,795 represents the maximum commitment of scholarship underwriting

March 9, 2009 Community Relations/Program Policy Joint Committee Meeting
Page 6

to everyone who has successfully filed a scholarship application. She said the expectation is that the RCC will either meet or possibly exceed the year-to-date scholarship funds used in FY08 of \$28,632 but not likely to the full extent of the amount obligated above. The camp figure of \$16,295 may increase as long as camp registration remains open. A formal recommendation will be made in terms of support for the scholarship program. Leila said that the program is well used.

With no further business, the meeting adjourned at 7:12 p.m.



Robert E. Simon Center Programming Concept

Presented by ~
 Joe Leary, Director of Aquatics
 Eileen Boone, Director of General Programs
 Reston Community Center

Assumptions

- All General Program Department fitness classes will be facilitated at the Simon Center.
- The Terry L. Smith Aquatics Center (RCC HW) will continue to offer a full spectrum of program offerings.
- RCC programming will receive priority consideration for facility booking.

Assumptions

- Facility Entry fee structure will be priced for total facility access to accommodate SD5, County and Non-County status.*
- General Program Fitness Classes will continue to require pre-registration and a class fee.
- Aquatics registered class fees will be the same regardless of class location.

*Requires Board Consideration

Simon Center Gate Entry Fees

| Daily Use | SD5 | Fairfax Co. | Non-Fairfax |
|-------------|--------|-------------|-------------|
| Adult (18+) | \$7.00 | \$10.00 | \$12.00 |
| Sr/Youth | \$5.00 | \$7.00 | \$10.00 |

Programs *At-A-Glance*

COMPETITIVE POOL

- Lap Swim
- Level 3-6 Lessons
- Water Aerobics
- Water Aerobics Workshops
- Dive Lessons
- Academy Classes – Lifeguard Training/Swim Instructors/Pool Operators

LEISURE POOL

- Open Swim
- Level 1-3 Lessons
- Birthday Parties
- Camp/Group Use
- Family Night Out

Rentals:

- Dive Team, Swim Team, Scuba, Kayak, Synchronized Swimming, Water Polo, Corporate Team Building

What would you like to see?

Programs *At-A-Glance*

COMPETITIVE POOL

- Lap Swim
- Level 3-6 Lessons
- Water Aerobics
- Water Aerobics Workshops
- Dive Lessons
- Academy Classes – Lifeguard Training/Swim Instructors/Pool Operators

LEISURE POOL

- Open Swim
- Level 1-3 Lessons
- Birthday Parties
- Camp/Group Use
- Family Night Out

Rentals:

- Dive Team, Swim Team, Scuba, Kayak, Synchronized Swimming, Water Polo, Corporate Team Building

What would you like to see?

Programs *At-A-Glance*

Terry L. Smith Aquatics Center

- Therapy-based Classes (Rental)
 - Water Aerobics
 - Water Dancing – Arthritis Foundation Program
 - Adapted Aquatics
 - Lap Swim
 - Open Swim
 - Swim Lessons
- What would you like to see?

Aquatics Revenue Projections

Aquatics Class Revenue in FY07:

- \$164,340.00

Aquatics Rental Revenue in FY07:

- \$17,000.00

Simon Center

Class Revenue = \$260,592
Rentals = \$225,000

Terry L. Smith Aquatics Center

Class Revenue = \$205,425
Rentals = \$75,000

Total Projected Revenue = \$766,017

Programs *At-A-Glance*

- Aerobics
 - Belly Dancing
 - Pilates
 - Tai Chi
 - Yoga
 - Zumba
 - Karate/Martial Arts
 - Kickboxing
 - Badminton
 - Fencing
 - Swordsmanship
 - Volleyball
 - Strength & Conditioning Camps
 - Sports Camps/Clinics
 - Meditation
 - Tumbling
 - League Play
- What would you like to see?

Fitness Class Revenue Projections

GP Fitness Revenue in FY08:

- \$87,762.00

Proposed Revenue based on current pricing structure:

- \$119,245.00

OR

Based on \$5/\$7 per session fee:

- \$155,567.00

Programs *At-A-Glance* RCC HW & LA

- Increased Capacity & Offerings
 - Tot Time
 - Senior Adult Enrichment Courses
 - Youth, Teen & Senior Art Education Classes
 - Adult ESL classes will return to RCC
 - Citizenship class will return to RCC
 - Additional daytime, evening and weekend cooking courses
 - Summer Specialty Camps

Facility Gate Revenue Projections*

Based on B&D Financial Model, we agree that the annual revenue for daily admission and membership passes will be between \$700-\$800,000. We do not have history in this line of business, so please defer to B & D.

*Includes drop-in classes that are instructor-led (e.g. senior water and land aerobics, open gym use, etc).

Board Considerations

1. Programming Emphasis
 - Age cohorts consistent with demographics
 - Active versus passive participation
 - Balance of types of programs
 - Registered, rental, drop-in programs
2. Type of Community Use
 - General Purpose (i.e. Gate Fee) for Total Facility Access
 - Specialized Users (i.e. Controlled fees and entry for Aquatics and Weight Room)

Conclusion

- Discussion & Q/A

Thank You!





MEMORANDUM

DATE: March 24, 2009

TO: RCC Board of Governors

FROM: Cathy Vivona, Chair
Finance Committee

SUBJECT: March 23, 2009 Finance Committee Report

The Finance Committee met on Monday, March 23, 2009. Present were:

- Cathy Vivona, Chair
- Carol Ann Bradley, Board Chair
- Beverly Cosham (attending, not a committee member)
- Bill Penniman, Vice Chair
- John Gasson

Bill Bouie was absent and excused.

Attending from the RCC staff was:

- Leila Gordon, RCC Executive Director
- Renata Wojcicki, Finance Director
- Tom Ward, RCC Deputy Director

The Finance Committee Chair officially called the meeting to order at 6:00 p.m.

Monthly Financials/Fund Statement Report: Renata briefly reviewed RCC financial activities that took place through the end of February. In terms of tax revenue, the RCC is ahead of the budgeted amount. She does not anticipate that the budgeted \$240,000 in interest revenue will be collected. Aquatics is below the anticipated budgeted amount due to the closure of the Hunters Woods facility. Facility rentals is close to its \$75,000 budgeted amount; however, it is below last year's budgeted amount. Renata said that she expects that the \$75,000 budget expectation will be met by the end of the year. Arts & Community Events have exceeded their allocation. She reminded committee members that General Programs includes teen and youth camps. Arts & Community Events also includes YAT and LARK camps. The revenue shown reflects the summer of 2010 registration revenue that will be reversed at the end of the fiscal year so it can be credited to the appropriate fiscal year that activities associated with it occur.

In response to a question from John, Leila stated that there is a lot of revenue that will be coming in General Programs and Arts & Events from summer camps that are going to occur in 2010.

In response to a question from Bill P., Leila stated that interest will be lower than expected due to the economy. It will not look like a normal year for Aquatics, GP and for Facility Rentals. The bulk of Arts &

March 23, 2009 Finance Committee Report
Page 2

Events activities were not impacted by the building being closed due to their activities and events being taken elsewhere or occurring as usual at RCC Lake Anne. Overall, she said what will be seen is the “hit” from the closed period and from the economic downturn affecting interest revenue.

In response to a question from Carol Ann, Leila responded that in June all of the revenue that came in for programs occurring after July 1 is deferred until Fiscal Year 2010. It should “wash out” to some extent in coming years more than the present year because the same thing is done each year. Last year was started with a deferral of money that was collected during the same time last year for summer of 2008. Most years it balances out but it will not this year because of the closed building period and because of the lack of all of the usual summer activities that would have been held in Hunters Woods. The impact will be seen in this year’s revenue after the deferral for FY10 revenue takes place. Going forward, things will begin to equalize.

In response to a question from John about the changes to the reserve funds voted on by the Board, Renata stated that all changes will be made once the 2010 budget is approved because the budget documents will change then on-line as well. Leila stated that it will not be posted on the County website but will show up internally. Renata stated that she prefers to use what the Board of Supervisors approves for posting and distribution with minutes and official Board documents. Changes will be made to FY10 personnel expenditures then as well. There will also be changes for 2009 that will not be seen until May because they will not be approved until the end of April.

In response to a question from Bill, Leila stated that the documents that have been presented to committee members will become a part of the minutes and will become public record. Renata stated that she would prefer that the public see the fund balance statement as it stands for reserves as compared to what is available on-line on the County’s website so that both the existing FY2009 and proposed FY2010 budget line up and match. Leila said that an adjusted fund balance statement will be distributed at the May Finance Committee meeting.

In response to another question from John, Leila stated that there is a record of the commitment of funds for the new reserves’ amounts and that the fund balance published on the County website will reflect that by May. The minutes of the last Finance meeting containing the motion should be approved at the April 6th meeting; that record and a memo will be sent to the RCC’s budget analyst on April 7th. Between April 7 – 27th, it will be the Department of Management and Budget’s responsibility to make adjustments in the advertised fund statement. Leila said that the Fund Statement can reflect a footnote indicating that the reserve amounts changed as of an approved Board motion on April 6, and the amounts can be indicated. Once the BOS adopts the FY10 budget, the revisions will be seen directly in the posted budget.

Renata continued review of the fund balance with personnel services and operating services. She said that there was nothing extraordinary to report. Further detail will be presented in the monthly review.

In response to a question from Bill P., Renata stated that there will be insignificant adjustments that relate to 2009 totals in revenue. Leila stated that there are no unanticipated expenditures.

February Month-to-Date 2009 Revenue Review: Renata stated that camp registrations have already started; therefore, revenue has picked up for the Teen department, Camp Goodtimes, specialty camps and Arts Education camps. She said that the RCC is collecting more than had been budgeted in terms of tax revenue. Under administration, the total represents total administrative revenue, without the taxes, interest and facility rental breakdown.

Renata reported that Performing Arts theatre admissions are on target. They have a few more performances between now and year end. Theatre rental revenue will not be reported until the end of the year when all agreement requirements have been met. Performing Arts cultural activities and theatre

March 23, 2009 Finance Committee Report
Page 3

sales for arts organizations will show plus/minus amounts as time moves forward depending on when revenue is realized within that particular index code and when reimbursements are paid to the arts organizations for their sales. Renata said that the Arts & Community Events director and the finance staff is working together to identify any differences. She said that there was one late payment made last year; that payment was made in July and is reflected in the report which means this line will show a negative balance at the end of the year.

The Aquatics department revenue is lower due to the closing of the facility. Aquatics Rental revenue will be lower as well; however, Renata reported that funds have been collected since the building reopened. In the Teen department, there has been a significant amount of revenue collected during the present month due to the start of registration for the Road Rulz summer camp. Registration is moving pretty strongly. She stated that there is no significant revenue activity in other departments that do not have camp activities because registration for the summer will not take place until May 1st.

In response to a question from Cathy and Bill P., Renata stated that there are hidden columns, July through January.

In response to a question from John, Renata replied that there is one adjustment that was processed in July which was a reversal of deferral. Leila stated that staff tracks revenue to make sure that the revenue anticipated is coming in and to see if there are gaps. She said that there are times when revenue is assigned to the wrong index code and it is corrected the next month. Leila said that some of the revenue categories in Aquatics and GP will drop, and there is the previously described drop in interest revenue, but the differences will be recovered in taxes and better than anticipated revenue performance in other areas.

In response to a question from Carol Ann, Leila stated that this year the tax revenue has already come in above what was anticipated for 2009 but she does not feel that will be the case to anywhere near the same extent for FY2010. It has been determined that the RCC should anticipate an 8% drop in assessed value for property in SD5. There will be an adjustment to the FY2010 advertised budget whereby anticipated revenue from taxes will be adjusted. Leila said that it is rare that the RCC does not receive more revenue than is projected in terms of the budget. She said that it is safe to say that there will be a reduction but how much it turns out to be, remains to be seen. She hopes to know before the end of the first quarter whether the RCC tax revenue collection is matching up to the County's forecast.

Renata continued her report with personnel expenses which she says stays pretty much within range for all departments with the exception of the summer months when camps are in session. She anticipates some savings in personnel expenses at the end of 2009. Leila added that the committee should keep in mind that FY2009 was a very unusual year in terms the significant number of vacancies in merit service through the course of the fiscal year. She said that it will not be the case in 2010 where actual expenditure figures will be much higher and closer to the budgeted allocations.

In response to a question from John, Leila stated that the FY2010 personnel budget will be reduced because of the County's decision to forego any increases in pay. FY2010 published numbers will contract appreciably due to this fact.

There was a brief discussion on how personnel numbers are developed.

In response to a question from John, Renata stated that when the budget is crafted from one year to another, it is assumed that all offerings will take place and will require certain personnel dollar values to be attached to those. In the current fiscal year, the RCC experienced significant long-term vacancies in merit positions. Work loads are managed by hiring exempt staff to fill in the voids created by vacancies. Leila added that in terms of FY 2010 allocations, DMB will reduce Character 20 expenditures because

March 23, 2009 Finance Committee Report
Page 4

they are doing it across the board for all County agencies. Personnel is more of a general formula application regardless of agency status. Leila expects the RCC published figure to be substantially lower than what was anticipated or allocated in the original FY2010 budget. She said that if the numbers seem to be too low, given what the programming commitments are and what is known regarding programming and facility services demands to be addressed in FY2010, another meeting with the RCC Budget Analyst will be scheduled and adjustments will be made to how funds are allocated for exempt service personnel costs.

In response to a question from John, Leila stated that general fund agencies were required to reduce their FY10 budgets by 15%. Most of the impact of the county's efforts to manage the FY2010 budget has been in personnel; therefore, personnel allocations for FY2010 will show the most radical scope of changes. She also stated that those changes may impact the RCC because County-wide tools are being used to address funding allocation formulas. Leila said that the only changes that the RCC will accept are the changes related to foregoing merit increases.

Renata moved on to operational expenditures. She said that the staff has been encouraged to use other procurement methods such as purchase orders for large purchases such as oil, custodial services and several other large ticket items. As the year moves forward, Renata said she will make an assessment of what will be needed in the administrative master blanket and how much funding should remain in reserve to cover requirements through the end of the year. She stated that she anticipates a big drop in encumbrances in March closings. She said that in terms of all other encumbrances, there will be some changes.

In reference to capital projects, Renata stated that several invoices have been paid for the HVAC upgrade, the natatorium, and for the fire alarm replacement. There are still some that are outstanding that should be coming in shortly. There are still yet some projects that have not begun such as the theatre dressing room renovation, etc. Those projects will move forward with purchasing processes, but may be carried over for completion. Leila stated that the reason those projects have been delayed is due to the schedule of activities that prevents them from occurring while there is activity in the building areas affected. The preliminary work to get bids and to get the paperwork completed will be accomplished before the end of the fiscal year but the projects will be carried over to the next fiscal year so that they can be completed while the theatre is closed.

In response to a question from John, Leila stated that those dollars will move into FY2010.

Tom reported that there are a number of change orders that will be coming through for the HVAC project, none of which are very large, in the amount of \$40,000. He stated that he also anticipates a number of credits back from the contractor. In reference to the HVAC project, he said that as of the last invoice, RCC owes approximately \$35,000. Renata reminded the committee that those project budgets were loaded last year before the bids came in; therefore, the budget allocations are larger than the purchase order amounts.

Leila said that savings on Tom's spreadsheet are the difference between the purchase order amounts and total actual expenditures anticipated to the end of the project.

In response to a question from Bill P., Tom stated that a day-long training session was scheduled with the contractors who installed the new control systems and HVAC systems for the maintenance, aquatics, and theatre personnel most likely to be in need of operational access to those systems during evening and weekend hours. Leila stated that Tom and the maintenance and facility group are looking at a significant overhaul of the way that building mechanical systems are managed on a day to day basis as opposed to a capital basis.

March 23, 2009 Finance Committee Report
Page 5

Tom briefly described some of the features of the new HVAC system. Given the new systems features, it should largely regulate and monitor itself. Tom said that he and the Building Engineer will be working with the Facility Rentals and Maintenance teams to develop a systematic approach to managing the daily requirements of the new systems and building requirements, as well as the ongoing preventive maintenance and contractual maintenance issues that they require.

In response to a comment from Bill P., Leila stated that in May, both she and Tom will review and then outline and flesh out an RCC annual report for the Board to present at its annual public hearing for programs and budget which will be held on June 15th in the community room at 7:00 p.m. She said that the RCC has had an exceptional year in terms of projects completed, innovations, new programs, and Board initiatives, and that success should be celebrated. Cathy noted and other members agreed that they would like to have the public hearing materials for their presentations well in advance of the event so they will be very familiar with it. Leila agreed that they would be provided.

There being no further questions, the meeting adjourned at 7:10 p.m.

Reston Community Center
 Budget vs Actuals Worksheet
 Feb-09

| | |
|--------------------------------|--------------|
| 100%/12*8mos=67% | |
| Beginning Fund Balance | \$ 9,266,814 |
| Est. Y-End Fund Balance | \$ 5,739,197 |

| Revenue | Budget FY09 | Jan | Feb | ENCUMBR | YTD | REMAINING BALANCE | YTD % actual |
|----------------------------------|---------------------|------------------|-------------------|----------------|---------------------|--------------------------|---------------------|
| Administration | \$ 7,350,203 | \$ 38,421 | \$ 34,615 | | \$ 7,412,556 | (62,353) | 100.85% |
| Performing Arts-Theatre Admiss. | 49,500 | 5,598 | 4,122 | | 49,925 | (425) | 100.86% |
| PA Theatre Rental | 20,900 | | | | 314 | 20,587 | 1.50% |
| PA Cultural Activities/ Arts Org | 0 | (32,774) | (2,424) | | (1,893) | 1,893 | 0.00% |
| Aquatics Classes/drop-in | 270,000 | 16,448 | 15,273 | | 113,685 | 156,315 | 42.11% |
| Aquatic Rental | 18,000 | 980 | 4,400 | | 5,512 | 12,488 | 30.62% |
| General Programs Admin | | | | | 0 | 0 | 0.00% |
| Teens | 65,288 | 949 | 28,915 | | 70,811 | (5,523) | 108.46% |
| Senior | 49,298 | 1,459 | 1,270 | | 34,377 | 14,921 | 69.73% |
| Youth | 34,264 | 1,256 | 8,671 | | 28,794 | 5,470 | 84.03% |
| Adult | 128,838 | 10,052 | 3,641 | | 101,813 | 27,025 | 79.02% |
| Community Events | 5,000 | 569 | 459 | | 2,289 | 2,711 | 45.78% |
| Camp Goodtimes | 52,200 | | 25,150 | | 76,429 | (24,229) | 146.42% |
| Arts Education | 101,890 | 4,457 | 29,857 | | 139,354 | (37,464) | 136.77% |
| Total RCC Revenue | \$ 8,145,381 | \$ 47,415 | \$ 153,950 | | \$ 8,033,965 | \$ 111,416 | 98.63% |

| Personnel Expenses | Budget FY09 | Jan | Feb | ENCUMBR. | YTD | REMAINING BALANCE | % Budget Used Ytd |
|---------------------------------|---------------------|-------------------|-------------------|-------------|--------------------|---------------------|-------------------|
| Administration | 400,851 | 23,007 | 24,769 | | 201,976 | 198,875 | 50.39% |
| Board OG | 5,764 | | | | 135 | 5,629 | 2.34% |
| Booking | 122,003 | 7,898 | 8,810 | | 71,199 | 50,804 | 58.36% |
| Comptroller | 302,284 | 18,153 | 19,376 | | 160,124 | 142,160 | 52.97% |
| Customer Service | 359,374 | 20,852 | 22,941 | | 158,766 | 200,608 | 44.18% |
| Engineering | 91,103 | 6,141 | 6,792 | | 54,756 | 36,347 | 60.10% |
| Maintenance | 299,473 | 23,946 | 26,069 | | 187,190 | 112,283 | 62.51% |
| IT | 107,983 | 6,954 | 7,331 | | 61,341 | 46,642 | 56.81% |
| Media | 179,523 | 12,372 | 13,503 | | 108,561 | 70,962 | 60.47% |
| Performing Arts | 418,860 | 29,097 | 36,779 | | 202,459 | 216,401 | 48.34% |
| Aquatics | 638,023 | 43,229 | 47,565 | | 318,937 | 319,086 | 49.99% |
| General Programs Admin | 84,027 | 5,640 | 6,137 | | 49,737 | 34,290 | 59.19% |
| Teens | 130,365 | 5,270 | 6,827 | | 66,068 | 64,297 | 50.68% |
| Senior | 130,576 | 3,631 | 7,406 | | 57,817 | 72,759 | 44.28% |
| Youth | 145,724 | 10,686 | 8,464 | | 77,996 | 67,728 | 53.52% |
| Adult | 187,378 | 13,008 | 16,444 | | 94,181 | 93,197 | 50.26% |
| Community Events | 157,564 | 6,339 | 7,428 | | 79,296 | 78,268 | 50.33% |
| Camp Goodtimes | 82,041 | (0) | 161 | | 65,576 | 16,465 | 79.93% |
| Arts Education | 261,030 | 11,816 | 16,353 | | 158,302 | 102,728 | 60.65% |
| Total Personnel Expenses | \$ 4,103,946 | \$ 248,039 | \$ 283,157 | \$ - | \$2,174,414 | \$ 1,929,532 | 52.98% |

| Operational Expenses | Budget FY09 | Jan | Feb | ENCUMBR. | YTD | REMAINING BALANCE | % Budget Used Ytd |
|-----------------------------------|---------------------|-------------------|-------------------|-------------------|---------------------|-------------------|-------------------|
| Administration | 389,844 | (14,042) | 77,876 | 337,376 | 442,340 | (52,497) | 113.47% |
| Board | 38,150 | 2,357 | 378 | 0 | 13,330 | 24,820 | 34.94% |
| Booking | 50,347 | 6,899 | 210 | 8,748 | 25,148 | 25,200 | 49.95% |
| Comptroller | 456,501 | 180,228 | 19,037 | 110,570 | 416,265 | 40,236 | 91.19% |
| Customer Service | 825 | | | | - | 825 | 0.00% |
| Facility Engineer | 167,203 | | 3,525 | 36,953 | 84,538 | 82,665 | 50.56% |
| Maintenance | 302,966 | 35,034 | 21,433 | 120,765 | 268,994 | 33,971 | 88.79% |
| IT | 165,413 | 20,276 | 20,476 | 5,214 | 59,277 | 106,136 | 35.84% |
| Media | 276,683 | 8,621 | 13,675 | 27,088 | 179,168 | 97,514 | 64.76% |
| Performing Arts | 351,410 | 33,715 | 58,891 | 29,268 | 239,898 | 111,512 | 68.27% |
| Aquatics | 73,150 | 17,041 | 7,757 | 12,028 | 65,484 | 7,666 | 89.52% |
| General Programs Admin | 5,100 | | | | 837 | 4,263 | 16.40% |
| Teens | 150,237 | 6,791 | 20,165 | 13,869 | 120,310 | 29,927 | 80.08% |
| Senior | 99,002 | 2,937 | 3,783 | 11,182 | 59,041 | 39,961 | 59.64% |
| Youth | 42,814 | 2,804 | 5,974 | 11,103 | 35,613 | 7,201 | 83.18% |
| Adult | 108,576 | 21,269 | 3,607 | 31,322 | 105,629 | 2,947 | 97.29% |
| Community Events | 119,704 | 27,820 | 2,150 | 647 | 90,789 | 28,915 | 75.84% |
| Camp Goodtimes | 31,960 | | | 0 | 26,058 | 5,902 | 81.53% |
| Arts Education | 100,703 | 683 | 2,614 | 12,048 | 53,850 | 46,853 | 53.47% |
| Total Operational Expenses | \$ 2,930,587 | \$ 352,432 | \$ 261,550 | \$ 768,178 | \$ 2,286,568 | \$ 644,019 | 78.02% |

| Capital Proj. Expenses | Budget FY09 | Jan | Feb | ENCUMBR. | YTD | REMAINING BALANCE | % Budget Used Ytd |
|---------------------------------|---------------------|------------------|-------------------|-------------------|---------------------|----------------------|----------------------|
| HVAC Upgrade 003717.1 | \$ 2,593,822 | \$ 4,254 | \$ 130,403 | \$ 158,631 | 1,535,811 | \$ 1,058,012 | 59.21% |
| Natatorium 003717.2 | \$ 1,278,055 | \$ 1,835 | \$ 38,147 | \$ 155,691 | 1,034,791 | \$ 243,264 | 80.97% |
| Theatre Rigging 003717.3 | \$ 181,090 | | | \$ 457 | 164,574 | \$ 16,516 | 90.88% |
| Fire Alarm Repl. 003717.8 | \$ 203,990 | \$ 11,415 | \$ 18,157 | \$ 54,196 | 186,993 | \$ 16,997 | 91.67% |
| Lockers Repl. 003717.4 | \$ - | | | | 0 | \$ - | 0.00% |
| HW LA Priority 1 003717.5 | 282,000 | | | | 0 | 282,000 | 0.00% |
| Moving Lights 003717.6 | 39,540 | | | | 0 | 39,540 | |
| Theatre Dressing Room Renov. | 60,000 | | | | 0 | 60,000 | |
| | | | | | | | |
| Total Capital Expenses | \$ 4,638,497 | \$ 17,504 | \$ 186,706 | \$ 368,976 | \$ 2,922,168 | \$ 1,716,329 | 63.00% |

| | | | | | | | |
|-----------------------------------|----------------------|-------------------|-------------------|---------------------|---------------------|---------------------|---------------|
| Total RCC Expenditures | \$ 11,673,031 | \$ 617,975 | \$ 731,412 | \$ 1,137,154 | \$ 7,383,151 | \$ 4,289,880 | 63.25% |
|-----------------------------------|----------------------|-------------------|-------------------|---------------------|---------------------|---------------------|---------------|

FUND STATEMENT

Fund 111, Reston Community Center

Fund Type G10, Special Revenue Funds

| | FY 2008 Actual | FY 2008 w/audit entry | FY 2009 Adopted Budget Plan | FY 2009 Revised Budget Plan | FY 2009 Actual YTD | FY 2010 Advertised Budget Plan |
|---|---------------------|-----------------------------|--------------------------------------|--------------------------------------|--------------------------|--------------------------------------|
| Beginning Balance | \$7,244,262 | \$7,244,262 | \$4,940,060 | \$8,709,814 | \$5,182,197 | \$5,182,197 |
| Revenue: | | | | | | |
| Taxes | \$7,057,365 | \$7,057,365 | \$7,035,203 | \$7,035,203 | \$7,180,681 | \$7,197,297 |
| Interest | 457,402 | 457,402 | 240,000 | 240,000 | 165,495 | 197,602 |
| Aquatics | 228,935 | 228,935 | 288,000 | 288,000 | 119,197 | 296,125 |
| General Programs | 339,776 | 339,776 | 329,888 | 334,888 | 312,224 | 329,888 |
| Rental | 105,136 | 105,136 | 75,000 | 75,000 | 66,380 | 75,000 |
| Arts and Events | 212,805 | 212,805 | 177,290 | 172,290 | 189,989 | 183,690 |
| Theatre Box Office | 0 | 0 | 0 | 0 | 0 | 0 |
| Lake Anne | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Revenue | \$8,401,419 | \$8,401,419 | \$8,145,381 | \$8,145,381 | \$8,033,966 | \$8,279,602 |
| Total Available | \$15,645,681 | \$15,645,681 | \$13,085,441 | \$16,855,195 | \$13,216,163 | \$13,461,799 |
| Expenditures: | | | | | | |
| Personnel Services | \$3,388,317 | \$3,388,317 | \$4,103,946 | \$4,103,946 | \$2,174,414 | \$4,277,415 |
| Operating Expenses | 2,179,424 | 2,179,424 | 2,902,157 | 2,930,555 | 2,286,568 | 2,897,699 |
| Capital Equipment | 0 | 0 | 0 | 0 | 0 | 0 |
| Subtotal | \$5,567,741 | \$5,567,741 | \$7,006,103 | \$7,034,501 | \$4,460,982 | \$7,175,114 |
| Capital Projects | 811,126 | 1,368,126 | 1,895,490 | 4,638,497 | 2,922,168 | \$85,000 |
| Total Expenditures | \$6,378,867 | \$6,935,867 | \$8,901,593 | \$11,672,998 | \$7,383,150 | \$7,260,114 |
| Total Disbursements | \$6,378,867 | \$6,935,867 | \$8,901,593 | \$11,672,998 | \$7,383,150 | \$7,260,114 |
| Ending Balance¹ | \$9,266,814 | \$8,709,814 | \$4,183,848 | \$5,182,197 | \$5,833,013 | \$6,201,685 |
| Maintenance Reserve | \$930,386 | \$930,386 | \$977,446 | \$977,446 | \$977,446 | \$993,552 |
| Feasibility Study Reserve | 155,064 | 155,064 | 162,908 | 162,908 | 162,908 | \$165,592 |
| Capital Project Reserve ² | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 |
| Unreserved Balance | \$7,181,364 | \$6,624,364 | \$2,043,494 | \$3,041,844 | \$3,692,660 | \$4,042,541 |
| Tax Rate per \$100 of Assessed Value | \$0.047 | \$0.047 | \$0.047 | \$0.047 | \$0.047 | \$0.047 |

The fund balance in Fund 111, Reston Community Center, is maintained at adequate levels relative to projected personnel and operating requirements. Available fund balance is divided into three reserve accounts designated to provide funds for unforeseen catastrophic facility repairs, feasibility studies for future programming and funds for future capital projects.

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



MEMORANDUM

DATE: March 23, 2009
TO: RCC Board of Governors
FROM: Bill Penniman
Chair, Preference Poll Committee
SUBJECT: March 23, 2009 Preference Poll Committee Meeting

The Preference Poll Committee met on Monday, March 23, 2009. Present were:

- Bill Penniman, Chair
- Carol Ann Bradley, Board Chair
- Bill Keefe
- John Gasson
- Beverly Cosham
- Cathy Vivona

Claudine Varesi was absent and excused.

Attending from the RCC staff were:

- Leila Gordon, Executive Director
- Thomas L. Ward, Deputy Director

The Chair called the meeting to order at 7:20 p.m.

2009 Preference Poll Timeline: Bill P. stated that the plan of the Board is to change the method by which members of the Board are selected. He passed around a draft timeline of the milestones needing accomplishment up to the dates encompassing the Preference Poll for 2009.

Leila referenced the materials distributed to committee members letting them know that both she and Tom worked on the timeline together. Leila stated that they looked at past years' preference polls and then communicated with the vendor that administers Reston Association's balloting. The vendor suggested that they take a mailing list that is delivered to them, upload that database, and then conduct an electronic balloting process where they merge the mailed results and the electronic on-line voting results. Walk-in results could be managed with a computer terminal that the patron can use at RCC buildings. The cost for the balloting and reporting alone will be approximately \$9-10,000. If the vendor is tasked with developing the mailing list in addition to conducting the on-line voting and mail balloting, adding walk-in balloting, cross-referencing and verification process could well push the costs higher. There will be a secondary cost for developing the mailing list if having that done by the electronic voting vendor is pursued.

In response to a question from Bill P. and John, Tom stated that the address list is a single use, saturation mailing list purchased through a mail house. The RCC would provide them with zip codes and they would then go to the post office and obtain the addresses. Tom reported that over the 10 years that

March 23, 2009 Preference Poll Committee Meeting
Page 2

the RCC has been following the old process, there has been a certain percentage error rate in the mailing list in that some percentage of property addresses within SD5 is not captured on the mailing list even though the list is provided by the post office.

Tom suggested that the public would need to be made aware of the parameters given to the vendor so that the vendor would be held responsible for the address list and any improvements that need to take place.

In response to a question from John, Tom stated that there are differences between zip codes that are found within the boundaries of the Reston Association and the overlap or cross-boundary comparison with the Small District 5 map. While it might be possible to delineate where those would be distinguishable (Town Center in Small District 5 and not in RA for example) the difficulty in the street by street comparison in a zip code like that of 20194 would make use of the RA list as much of a hindrance as a convenience. It was determined that obtaining the member address list from RA would not be of such use to recommend it.

Leila stated that to protect the Board and staff, it might be advisable that every aspect of the preference poll that would be subject to a challenge is outsourced. The greatest difficulty, she said, is attaining the entirety of eligible addresses; however, having a vendor take care of the list would protect the Center/staff/Board from accusations or potential claims that staff manipulated the list. Corrections may still have to be made, but it will eliminate the potential for a conflict of interest.

There was a discussion on past issues regarding the address list and also on the pros and cons regarding who should obtain the address list, whether it is the vendor or the RCC, and agreement that the RCC should at least determine the costs and remedies for missing addresses before making decisions about the best approach.

Leila stated that the vendor could be asked whether or not there will be a specific number of pin numbers or ballots that can be sequestered for non-mail recipients or commercial property holders. Publicity could contain verbiage that states commercial property holders may obtain a ballot from the Center. Leila mentioned that thousands of dollars have been spent pursuing commercial voters and the results have been unsuccessful in the past. Alternatively, commercial property addresses we currently have or can obtain at no cost could be given to the vendor and we would live with the degree of outreach represented by those addresses. The committee members agreed that the executive director should send a letter as a courtesy to the Greater Reston Chamber of Commerce that outlines the approach we are taking and solicit their feedback.

There was a brief discussion on ways to increase voting by SD5 commercial property holders. In response to a question from John, Leila stated that specifications will be given to firms which will include the core requirements for them to delineate costs, and then sections with preferred requirements, that would include an option to mail to commercial property addresses within SD5. Selection of the vendor would then be based on the costs of meeting the core requirements and the lowest combined costs of the core requirements and the preferred options most desired by the Board.

There was a brief discussion regarding how much should be spent on the preference poll. In response to a statement from Bill P., Leila stated that the cost of the preference poll will be substantially reduced if there is a way to sequester a number of pins that can be used to support households that do not receive their postcard so that they are able to obtain a substitute. A best faith effort will be made to alert the community to the polling process and to provide the tools for anyone with the desire to avail themselves of the option to vote electronically, mail-in or walk-in, while maintaining an arm's length from the polling between the Board, the staff and the voters.

**March 23, 2009 Preference Poll Committee Meeting
Page 3**

In response to a question from John, Leila stated that the assumption that has not been tested by providing electronic and mail balloting, is the ease with which patrons can vote, which is the driver behind the assumption that this approach should increase the number of voters.

In response to a question from Cathy, Leila stated that the data that was given by RA five years ago was that when they moved into a combination of electronic and mail balloting, their participation increased and their feedback from members was that it was an improvement. She mentioned that proposed changes to the MOU makes it such that a specific process is not locked in. It will merely state that a shift is being made from an eligible voter being anyone in the district over 18 to an eligible voter status being dependent on having a residential property address. The vote will be one vote per property in SD5 as opposed to one per voter over 18. If there is no significant increase in voter participation once the shift takes place, then doing something that is less expensive could be considered.

In response to a statement from John, Leila stated that the MOU has always required that some form of community input regarding who should serve on the Board be obtained.

In response to a question from Bill K., Tom stated that in past preference polls, a vote was never made available to property owners of an apartment building. Leila stated that during discussions at the annual BOG retreat, the Board decided that the process was not an election, but a preference poll; therefore, the intent is to get the sentiment of the person occupying the residence and not the property owner. BOG members also at that time affirmed that while imperfect, the Board can make the attempt in good faith and deal with complaints in a systematic way without necessarily impugning the validity of the polling process.

There was a brief discussion on how to obtain the names of commercial property owners and also discussion on how to validate the voting process.

Leila was tasked with inquiring about how RA handles excess votes.

In response to a question from Bill P., Leila stated that marketing would be launched at the same time as the public hearing. The fall program guide is due to be distributed in July and will have language in it that describes the preference poll and will also include the September/October dates. The amount of detail that will be included about the process will depend on how soon feedback from the County Attorney is received and how quickly the BOS process moves forward. Leila stated that the most complicated solicitation will take approximately two-two and a half months to move from the award to the vendor and then to the actual execution of the balloting.

In response to a question from Beverly, Leila stated that the County purchasing requirements state that any expenditure above \$5,000 must go through the bidding process. The lowest bidder would be awarded the project absent disqualifying elements of their proposal.

In response to a question from Bill P., Leila stated that it will take a couple of weeks to develop the specifications. Writing the specifications, which will be the hardest part of the process to finalize, should go to the committee for review in April. A full board assessment of the revisions to the MOU needs to be made and those changes approved for forwarding to the BOS, and then a second preference poll committee meeting should take place to review vendor quotes.

In response to questions from Bill P., Leila stated that RA gives the voters one month to cast their votes. She suggested that the committee revisit the issue of the length of the voting period once vendor information is provided. The vendor will do the counting. The walk-in process, except for provisional voting, would involve having a computer terminal at both facilities for the period of walk-in.

March 23, 2009 Preference Poll Committee Meeting
Page 4

There was a brief discussion on what would take place if there is an uncontested race. Leila stated that there have been many uncontested preference polls where voting still took place. During one year in particular the RCC had to inquire of the County Attorney's office because the poll was uncontested. The executive director at that time wanted to cancel the preference poll because there were only three candidates for the three open seats. The executive director was told by the County Attorney that the preference poll had to take place per the MOU.

Bill P. stated that the next preference poll meeting should be scheduled some time in April or May.

With no further business, the meeting adjourned at 8:00 p.m.



DRAFT
Preference Poll Timeline – 2009

April, 2009

MOU revisions approved by BOG and forwarded to County Executive (Board and Staff work; County Attorney Mike Long) – Deadline: April 20 internally; April 24 County Executive's office.

Draft of specifications for informal invitation for bid/quotes for electronic and/or mail-in balloting (Staff)

May, 2009

Board of Supervisors adopts MOU revisions – May 18 meeting (BOS)

Selection of electronic voting vendor (Staff)

Development of mailing list used to verify voter eligibility (Vendor/Staff)

Preference Poll copy created for Fall Program Guide (Staff)

June, 2009

Preference Poll marketing campaign designed; includes Candidate materials, announcement of format change to voting, guidelines for RCC staff and vendor (Board and Staff)

July, 2009

Print materials for candidate filing, etc. (Staff)

August, 2009

Press releases regarding candidate filing, etc. (Staff)

September/October, 2009

September 1 through 18 – Candidates Filing; Closes 8 p.m. 9/18

September 19 – Candidates Orientation/Photos

September 24 – Candidates Forum

September 26 through October 16 (4 weeks) Electronic/Mail Ballots

Walk-in process: Computer terminals in both RCC buildings; ends 10/16

October 17 – Report results to Board of Supervisors (Hunter Mill District)

October 19 – Board of Supervisors appointment

October 24 – New Board Orientation with Supervisor Hudgins

November 2 – New Board seated; Officers/Committees



**Long Range Planning Committee Meeting
April 6, 2009**

1. Report on RA/RCC planning for Joint Task Force - Carol Ann Bradley

Update to engineering site report:

Urban Design provided site analysis suggesting two approaches to placement of the facility units on the Browns Chapel location with an access road easement needed from the Fairfax County Board of Supervisors (through a corner of the Baron Cameron Park parcel.) The consensus of the small working group was that the orientation and components identified with plan footprint "E" were preferred. A tentative schedule for reconvening both Boards to receive Task Force and the consultant reports, community engagement and processes required to proceed were discussed.

Proposed Calendar

- | | |
|-------------|---|
| April | Final input to Brailsford and Dunlavey; report review (Both Boards/staff) RCC Board committee meetings RA new Board seated April 15; RA Board planning sessions: April 22 and 29 |
| May 18 | RA/RCC Task Force: invite neighbors from property adjacent to Browns Chapel to discuss planning and input processes for the facility |
| May 28 | RA Full Board meeting |
| June 1 | Prior to regular RCC BOG meeting at 8:00 p.m.: Both RA and RCC Boards convene in full at RCC at 6:30 p.m. <ul style="list-style-type: none"> • Brailsford and Dunlavey reports received and copies available to public • Announcement of community engagement plan to receive input from RA membership and small district 5 constituents (June and July) <ul style="list-style-type: none"> -include aquatics, tennis, sports league constituents -meet with RCA, ARCH, WATCH, IPAR, GRCC, RTCA -schedule sessions for citizen input |
| June 15 | RCC Annual Public Hearing for Program/Budget |
| July (late) | Schedule reconvening of two boards/Task Force to establish criteria for budget process based on community input from above |
| August | Develop scope of funding needed for Bond question; related budget data development |

2. Update on revisions to MOU - Long Range Planning Meeting: April 20 or 27



Executive Director Report for March 2009

Programs

Arts and Events

Professional Touring Artist Series: 52% of capacity attendance to date; \$57,044 in revenue.
Arts Education: Winter: 78% of capacity enrollment; Spring: 85% of capacity enrollment.
Total classes offered: 93; Cancelled: 4; Participants: 834; Waitlisted: 131.
Community Events: Ongoing planning for Founders Day is underway. Start-up of planning and artist selection processes for Reston Multicultural Festival has begun. Planning among program areas for Volunteer Recognition event is underway.

General Programs

Camp Goodtimes: 91% registered; only 21 spaces remain (primarily for 11 year olds.)
Heritage Language Literacy Club: 22 registered readers, 10 tutors.
Road Rulz: 100% registered. Diva Central Prom Dress collection drive most successful ever.
Adult classes to date for Spring: 75% registered.
Senior Program: New Director, Zuri Conroy on board! She is busy planning the fall season.
Overall, in March, General Programs offered 76 programs with enrollment of 776 patrons.

Aquatics

Spring registration to date: 87% enrollment; 177 classes.
Patron participation rates continue to return to traditional levels.

Operations

Facility/Maintenance: Rental requests for 09/10 pouring in; we are processing all as quickly as possible. Of note, we had to cancel an event on April 3 that we discovered to be a commercial undertaking. Proactive efforts coordinated between Facility Rentals and Customer Service provided for no complaints from people redirected to the new event location.

Customer Service/IT: Progress continues on upgrades to Rec Trac needed prior to instituting online registration. Online registration will be offered after the Reston registration period to provide for equitable and randomized registration of small district 5 residents/employees. First online registration target: Summer 2009 for Aquatics classes.

Capital projects are continuing successful punch-list execution and close-out processes. The anticipated timeframe for the installation of the systems furniture in the Program Office is the first week in May.

Executive Director Outreach

Meetings/Events: Held two all staff meetings to brief on budget; attended meetings in Government Center with HR (contracting), DIT (online ticketing), DOF (EAPS Training) and SMT (County Executive briefing on the budget); Youth in Art Month reception; Arts Council of Fairfax County Grants Committee work; GRCC First Responders Committee; Outstanding Performance Award Ceremony at Government Center (2 RCC awardees); IPAR March Board meeting.