



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS' MEETING
MARCH 2, 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
- Denise Snyder, Executive Assistant

Visitors: None

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

Approval of the Agenda:

Carol Ann Bradley, Chair

MOTION #1:

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

Approval of the February 2, 2009 Board Minutes:

Carol Ann Bradley, Chair

MOTION #2:

Beverly Cosham moved that the Board approve the February 2, 2009 Board Minutes. Bill Bouie seconded the motion. The motion passed unanimously.

Approval of the February 2, 2009 Board Actions:

Carol Ann Bradley, Chair

MOTION #3:

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

Chair's Remarks:

Carol Ann Bradley, Chair

March 2, 2009 BOG Meeting cont'd

Carol Ann stated that the Board is in the process of reviewing Fairfax County's proposed budget to see how it impacts the RCC. Two "All Staff" meetings have been scheduled this month by the RCC Executive Director to discuss the possible impacts to the RCC. Carol Ann stated that RCC and Reston Association (RA) will meet on Thursday to discuss the new facility.

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. regularly attends classes and also attended one of the performances held at the CenterStage, Andrea Marcovicci. Cathy played bridge and attended the performance of Imago. Bill B. attended IPAR and RA meetings. Colin stated that in his capacity as liaison to the Reston Citizens Association, he had nothing new to report at this time. Beverly attends Chorale practice every Tuesday evening; she performed with the Chorale in concerts on February 21st; and she attended the performances of Leon Bates and the Primrose Competition for Viola. Beverly sharpens her Wii skills every Friday at the Hunters Woods facility. There will be a joint Chorale/Reston Community Orchestra concert on March 15th in honor of Robert Simon and on March 28th at 3:00 p.m., Beverly will perform at the CenterStage.

John attended the performances of the Reduced Shakespeare Company and the Primrose Competition for Viola. He also attended the February RA Board meeting, a Friends' of Reston Board meeting and an RCC Finance Committee meeting. John invited everyone to participate in the upcoming Friends of Reston Sixth Annual 5K Fun Run on April 18th. Monies raised from the run will go towards the LEED Gold certification for the Nature House. Building on the site should start in the April/May timeframe. Finally, John reported that stream restoration is a "go."

Carol Ann attended the performances of Leon Bates and the Reduced Shakespeare Company. She attended the opening of the Jane Ross/Karen Dannenberger artwork display as well as the GRACE students' artwork displays. Carol Ann also attended several committee meetings, the Best of Reston reception, and a Chorale concert. Carol Ann represented the Board at the performance by the Capitol Steps, which is an annual fund-raiser for Reston Interfaith.

Committee Reports

Carol Ann Bradley, Chair

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

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

Finance Committee – February 23, 2009

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

Long Range Planning Committee – March 2, 2009

Bill Bouie, Chair. Bill reported that the Long Range Planning Committee met prior to the Board meeting. The purpose of the meeting was to discuss both the refinement of RCC reserves and the process for making changes to the RCC Memorandum of Understanding (MOU.) In reference to the reserves, a new category was created in light of the economic crisis. In order to maintain fiscal soundness during this time, the Board will increase the capital projects reserve and create an economic and program contingency reserve fund to carry the RCC over the next few years and longer, if possible.

March 2, 2009 BOG Meeting cont'd

The following motion came out of that meeting:

MOTION #4:

Cathy Vivona moved that the Board increase the capacity of the capital reserve to \$3 million and that the Board establish an economic and program contingency reserve of up to \$3.5 million. Furthermore, move that the Board allocate \$2 million from the unreserved balances to the capital reserve to fully fund it, and that the remainder of the unreserved balances be transferred to the economic and program contingency reserve to fully fund it. Bill Penniman seconded the motion.

Bill P. explained that the two reserve adjustments were discussed in the Long Range Planning Committee meeting. The specific concept that they had in mind is that the RCC is developing and will propose to the public a new indoor recreation center to be built in collaboration with Reston Association. The capital reserve expansion will help support that and other capital projects that may develop in the future. He said that the economic and program contingency reserve was designed based on past experience during economic downturns -- for example, from back in the 1990s. Bill P. stated that when residential and commercial real estate prices fell, revenues fell also and the RCC ended up drawing down and needing additional funds to keep programming operating. He said that given the state of the economy, the economic and program contingency reserve is fully justified by the calculation and thought that the Board put into it.

The motion passed unanimously.

Bill B. stated that after a thorough review last fall and plenty of discussion during the RCC Board retreat this year, and after speaking with the County attorney, the Board realized that there were several things that needed to be revised in the Memorandum of Understanding between the Board of Supervisors and the Board of Governors. A committee was appointed by the Chair consisting of Carol Ann, Bill Penniman and Bill Bouie, to work through those changes and to meet with the County Attorney. Once that process is completed, the revisions will be presented to the full Board for approval. Once the Board approves the revisions, the revised MOU will be placed on the calendar for approval by the Board of Supervisors in the June/July timeframe. Bill stated that the biggest impact will be on how the preference poll is conducted.

Approval of Committee Reports:

Carol Ann Bradley, Chair

MOTION #5:

Bill Bouie moved that the Board approve the Committee Reports. Beverly Cosham 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 along with attachments.

Old Business:

Carol Ann Bradley, Chair.

None.

New Business:

Carol Ann Bradley, Chair.

In an effort to familiarize RCC staff with the other members of the Board, Carol Ann suggested that each Board member take a turn at submitting their thoughts in the Board section of the RCC staff newsletter

March 2, 2009 BOG Meeting cont'd

that is distributed to staff every other Friday. The following Board members volunteered to write for the staff newsletter on the following dates:

- Carol Ann – March 6
- John – March 20
- Beverly – April 3
- Colin – April 10

Bill P. proposed a Preference Poll Committee meeting on March 23rd at 7:15 p.m. to ensure that the mechanics are in place to change the method of conducting the preference poll. This is all contingent on BOS approval.

MOTION #5:

Colin Mills moved that the meeting be adjourned. Bill Bouie seconded the motion. The motion was unanimous.

The meeting adjourned at 8:52 p.m.

Colin Mills, Board Secretary

Date

**RESTON COMMUNITY CENTER
BOARD ACTIONS
TAKEN AT BOARD OF GOVERNORS' MEETING ON MARCH 2, 2009**

- | | | |
|------------------|-----------|--|
| 09-2-02-1 | Bd | That the Board approve the Agenda. |
| 09-2-02-2 | Bd | That the Board approve the February 2, 2009 Board Minutes. |
| 09-2-02-3 | Bd | That the Board approve the February 2, 2009 Board Actions. |
| 09-2-02-4 | LR | That the Board increase the capacity of the capital reserve to \$3 million and that the Board establish an economic and program contingency reserve of up to \$3.5 million. Furthermore, move that the Board allocate \$2 million from the unreserved balances to the capital reserve to fully fund it and that the remainder of the unreserved balances be transferred to fully fund the economic and program contingency reserve. |
| 09-2-02-5 | Bd | That the Board approve the Committee Reports. |
| 09-2-02-6 | Bd | That the meeting be adjourned. |

Colin Mills, Board Secretary

Date



MEMORANDUM

DATE: February 9, 2009
TO: RCC Board of Governors
FROM: Colin Mills
Chair, Community Relations Committee

Bill Keefe
Chair, Program Policy Committee

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

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

- Colin Mills, Community Relations Chair
- Carol Ann Bradley, Board Chair
- Bill Bouie
- Cathy Vivona
- Bill Keefe, Program Policy Chair
- Beverly Cosham
- Bill Penniman

John Gasson and Claudine Varesi 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

The meeting was called to order at 6:12 p.m.

Review of the performance indicators information provided in the January Executive Director report by cost center: Leila stated that the Center is pretty much on track and performed better than expected during the building closure.

Review and updates to the current pilot programs and new programs proposed for FY09/FY10: RCC staff members reviewed/updated the committee members with respect to the pilot programs that have been instituted in FY09. The reviews were as follows:

- The Latchkey Youth Initiative: Eileen stated Phase I of this three phase initiative has been completed. A website developer has been hired to create a website that will list all of the afterschool activities/functions that are available for middle/high school kids. Once completed, the site will be a “one stop shop” where people can go to the website to get all of the information needed from all the various community organizations, to include applications, scholarships, etc. Eileen stated that there are still some hurdles that need to be tackled; these will come into play

during Phase III of the initiative. There will be a web launch at the RCC in the computer lab on Tuesday, February 24th from 7:00-8:30 p.m. The developers will show what the site will look like and the various tools available on the site. Fairfax Partnership for Youth is the organization spearheading the initiative's administration.

Leila gave a brief overview of how the initiative got started. She said that Bob Simon pulled together the RCC, Reston Association (RA), YMCA, Community Recreation Services Teen Center representatives, the police, and North County Human Services representatives. Bob's ultimate goal was to develop programs that would offer year-round programs and activities after school and during summer months in Reston. Bob wants the kids in that age cohort to have something to do that will promote in them a healthy outlook, which in turn will cause them to become productive and then engaged/involved in the community.

Leila further stated that once all of the organizations got together, their first step was to develop an inventory of what programs/activities are already available. During the course of those early meetings, it was discovered that establishing a single location for parents/children/providers to access all the information was a very critical first step. RCC took responsibility for underwriting the cost of the website development. The RCC team (Eileen Boone, GP Director, Pam Elcesser, Customer Service Manager, and Kish Jordan, Teen Director) are the ones involved in the various subcommittees. Leila hopes that by this summer, parents/kids/providers will have a chance to actually use the website for summer programs and other programs as they are developed. Leila foresees that in the future, they can then tackle issues such as: duplication/overlap; redesigning programs to fit better together so that there is more seamless progressing between the agencies; a universal application form; a universal depository for all of the records that are generated; and enhanced transportation. Eileen added that five new locations for bus stops have been identified.

- **Heritage Language Literacy Club:** Eileen explained that this initiative is an after-school program that meets once per week for native Spanish speaking students in first and second grade. The program helps to develop/enhance the student's grammar and writing skills in Spanish so that they have a foundation in their own native language, in hopes that it will then translate into greater prowess in learning their English skills. In their own native language (Spanish), the students will learn grammar/vocabulary and how to develop sentence structure. The goal is that this will then translate into them learning their new language (English) and it will also help them to remain bilingual. A 12-week program will be established at Lake Anne Elementary School. Two Fairfax County employees - teachers from Lake Anne Elementary School - have already been hired. The program coordinator is actually one of the teachers who initially started out at the Bailey's Crossroads pilot program. The goal is to recruit 20 first and second graders and 10 fifth and sixth graders for the program. The fifth and sixth graders will be the tutors.

In answer to a question from Cathy, Leila stated that the point of the program is twofold: to maintain the dual lingual capacity and capability of the students in the program and to enhance leadership/teaching skills. Leila stated that the program offers a combination of social and language skills. Leila further stated that English language skills are not a part of the program and that it is an after-school program that is not curriculum-based, but rather is a social and language club. Its goal is to enhance the student's literacy in their native language (Spanish) and the goal for the tutor is to enhance leadership and teaching skills and to create a structure for them to attend/report/teach to a set of expectations. Once those expectations are met and they are positively evaluated, they earn a savings bond at the end of a full year of tutoring and mentoring. Eileen added that the program is designed to keep the process moving so that the students stay interested in school and develop friendships with other students that speak their native language and who can understand what they may be experiencing.

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In response to another question from Cathy, Colin stated that ultimately the hope is that they are learning English in their regular classes. Leila added that it is an after school program/social club and not meant to be a curriculum-based program with a learning objective. Leila further stated that it is also a program that has been successful at keeping younger kids engaged with older kids who are viewed as positive role models. Eileen added that the program is a 12-week pilot program that will start in March and that it has very strict evaluation criteria that will be handled by Prospera. Leila also added that the program fosters family cohesion because family members become involved and it reinforces family connections with the school and breaks down barriers for families that feel intimidated by the school environment.

In response to a question from Carol Ann, Eileen stated that not all of the Hispanic children at Lake Anne are enrolled in the Spanish immersion program. Eileen said that teachers will be asked to make recommendations on which students should be in the program, with a caveat that the students must be native Spanish speakers. Both of the teachers that have been hired for the program are Spanish immersion teachers.

In response to a question from Bill P., Leila stated that RCC will not pay for the savings bonds; the Friends of the RCC will be solicited for the bonds.

- The Aquatics Instructors Certification Subsidy Initiative: Joe reported that there are two types of instructors in the Aquatics department, water aerobics instructors and water safety instructors. He explained that both instructors go through a certification process; however, the renewal process for a water safety instructor certificate is accomplished by teaching and submitting a course record sheet, which is done once every two years. The water aerobics instructors have continuing education criteria as part of their renewal. They must attend seminars, lectures, workshops, etc., and they are charged for each. Joe stated that he was able to develop a formula that would enable his department to cover the cost of their certifications, keep his instructors current in their fields, and alleviate the financial burden of out-of-pocket costs to the instructors.

Joe presented his formula in the form of several spreadsheets to committee members and briefly explained each. See attached.

In response to questions from Cathy and Bill P., Joe stated that all of the instructors are employees and are paid wages starting at \$18.50 an hour. Joe further stated that the fewer hours worked, the longer an employee has to work (years of service) before there is an increase in benefit. Joe said that most water aerobics instructors are within the \$25-\$30 per hour range in pay. Leila added that it should not be viewed in terms of the hourly outcome because during the course of the year, the instructors' schedules are not fixed. She said that it is much more important as a recruitment and retention tool; there have been periods where the hours of operation and the number of courses offered for the pool have been changed/adjusted because there was not a sufficient number of people either in the guard or instructional staff pool to fully staff all of the programming that could be offered. Leila further stated that Joe is presenting a benefit that would attract people to work and then stay in the department. Joe added that the new water aerobic instructors are not fully aware of the financial impact of maintaining certification; however, veteran instructors know the financial impact and are looking for assistance because of the expense. Colin added that it helps the Center to become more competitive in the market for instructors relative to the private sector.

In answer to a question from Cathy, Joe said that it is all cycled for the next budget year. Leila added that it is allocated for FY10. She said that not everyone will take advantage of what is offered.

In answer to a question from Bill P., Leila stated that the County does not calculate training costs as part of hourly income. She said that would be contained in character 30, not in character 20.

In response to a question from Carol Ann and Cathy, Joe stated that there are nine current water aerobics instructors, six of which are on active duty and three on reserve. Joe stated that the three reserve instructors do not have a class, but substitute when the other instructors go on vacation or cannot teach because of illness. These substitutes still need to be certified.

In response to a question from Bill P., Joe stated that water aerobics instructors tend to work at other sites outside of RCC more so than other instructors, but not frequently. Joe stated that out of his six primary instructors, only one picks up outside water aerobics and that it is very sporadic. He said that out of the other three, one of them works at RA over the summer because she is not activated as often. He said the other two pretty much stay with RCC programs. Carol Ann stated that she felt that staff development is for the good of the agency and that both the agency and the instructors will benefit. Pam added that when you tally out-of-pocket expenses for certifications/CEUs over a year's time, the money spent does not add up to what is made during the one or two hours worked at the RCC. Leila added that as the Center heads towards an expanded facility footprint in Aquatics, the goal will be to have a high reputation, good morale, and good retention/recruitment practices. She said that adjustments can always be made to the formulas and applications.

- **Drowning Education And Prevention Program (DEAP):** Joe stated that the program was developed when he was tasked with evaluating the infant swim resource program for integration with the RCC aquatics facility. The program has three components: increased educational emphasis on an awareness of water safety practices; affordable basic skill level swimming lessons; and elimination of financial barriers for aquatics entry level employment certifications. In reference to water safety programming, Joe said that water safety awareness education is targeted to the participant in the class. He said that fees for basic level swimming classes are calculated on minimum enrollment for instructor cost recovery. He said that the American Red Cross (ARC) water instructor class is \$220 per participant which comes out of the student's pocket.

Joe briefly summarized what was distributed to committee members (see attached.)

In answer to a question from Cathy, Joe stated that there will be an increase in cost of \$8,500 and a decrease in revenue of approximately \$32,800.

In closing, Joe expressed his concern regarding the state of the economy and stated that he felt that because of financial woes, people are going to find themselves having to choose between recreational activities for their children or essentials. He said that initiating a five-year, one month pilot introductory learn to swim program will give parents the peace of mind that they are providing a life skill for their children and for themselves at a nominal fee with quality instruction while keeping up their water safety awareness. Joe said that this program will help to give the parents ownership of their children's safety as opposed to handing over their children's safety to the lifeguards, who are really there to respond to emergency situations.

In response to questions from Cathy, Joe stated that the program will give patrons a very rudimentary ability to swim a very short distance. Leila stated that the original idea was not to charge anything for the program; however, the plan to attach a fee improves the chance that patrons who sign up for the class will attend the class and the fee covers the cost of materials. Leila further stated that she did not see the class as being directed to adult beginners but more focused on the children. She said that there may be a need to adjust the cost of the class from \$5 upward to improve student retention and to make the class more meaningful. Joe said that he plans to reevaluate what is working and not working towards the end of December.

- Arts & Events Pilot Program 1 – GRACE Partnership: Damian, stated that the GRACE partnership is divided into four parts: Monday Super Studios, Teen Night: Closing Party for Emerging Artists; Pre-College Portfolio Development and Critique Session; and Appetite for Art. Damian gave a brief summary of what he presented to the committee in his handout. See attached.

In response to a question from Cathy, Leila explained that RCC pays GRACE to host and to teach the program. RCC registers and receives registration fees for both students and participants of the program (if there are any.) The program is subsidized.

- Arts & Events Pilot Program 2 – IPAR: Leila summarized what was presented in Damian's memorandum. See attached. Leila stated that there will be an IPAR board retreat scheduled for February 21st at RCC Lake Anne. During the retreat, the IPAR Board will examine the potential for upcoming projects in the next year in Reston. Leila said that right now they are considering a community-wide project where they will take one tunnel or underpass at a time and create a visual art project in collaboration with a school that surrounds the tunnel. They also plan to have a temporary public art exhibit that will be housed at Town Center that will coincide with the Fine Arts Festival timeframe in FY10. Depending on the outcome of the retreat, the RCC IPAR project money will be directed at either both or one of the projects – whichever is more appropriate for the RCC to engage. Leila further stated that out of the retreat, IPAR may develop a sense of what it thinks its constituent organizations that belong to IPAR should or could contribute to IPAR's ongoing relationship to the community, i.e., work plans, grant making capacity, etc. She said that there may be a request from IPAR as a consequence of that.

In response to a question from Carol Ann, Leila stated that the art work will be three dimensional, borrowed pieces for the temporary exhibit. The art work will not be permanent sculptural installations, but a variety of pieces that will be temporarily situated at Town Center for a period of time. Leila said that between this month and next month's meeting, there will be a clearer picture of what the next year will look like for IPAR.

In response to a statement from Bill P, Leila agreed that the Program/Policy committee should meet to compile a list of things that need to be edited in the MOU. She said that she presented questions to County Attorney Mike Long, and that his response was that once the MOU is revised, it should clarify the things that need to be clarified. Bill stated that in his review of the MOU, he found several things that needed to be "cleaned up." Leila will forward these to Mike Long for his review.

- Policy Overview/Recommendation – CenterStage Space Usage: Damian gave a brief summary of what was presented in his memorandum. See attached. Damian is interested in how to best utilize CenterStage space, its rental, application, how the calendar is laid out, how new groups can be integrated into the calendar, and how to formulate a rational subsidy. Damian explained that traditionally, historical users have first priority and then other arts affiliates are added. He said the second step is then to add the professional touring artist series and other RCC programs. The third priority is then to add community and business events. After that, new usage by historical users and additional arts affiliates are added. Damian briefly reviewed his spreadsheet comparison of RCC rental rates with other organizations of comparable size and function in the area. Damian said that he intends to continue with current priorities for space usage with a real emphasis on working to get newer artist groups into the footprint of the space without taking away from historical users. A community meeting will take place in the June timeframe with some historical users and potential new users to hash out the footprint for what will be the 2010-2011 season and to try to either re-shift things to get new groups in or to rotate groups. The purpose is to ensure that the RCC is continuing to allow new Reston community use of space.

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Damian briefly touched on his intent to propose new rental rates during the joint meeting in March and finally, he briefed the committee on the status of the installation of new box office software.

In response to a question from Bill P., Leila stated that the software will not be usable for classes but that the Center will move to online registration in the future. She said that online registration will involve policy consideration as well.

In response to a question from Cathy, Leila stated that a registration lottery is used whereby each registration form submitted from the time the program guide goes out until the day that registration begins is assigned a number; the registration lottery randomizes those numbers and then each form submitted is registered. Leila said that the system is strongly disliked by patrons; however, it is the most equitable at this point. She said that online registration would bring registration back to first come, first served, but that some allowance would need to be made to be sure registration is accessible to those without computers or internet access.

In response to a question from Bill P., Leila said that Pam Elcesser, RCC Customer Service Manager, Tom Ward, RCC Deputy Director, and Harun Rashid, Network Administrator, have already visited or will be visiting other counties that use online registration to get feedback. Once that process is over, the team will then come up with a plan to recommend to the Board that will cause the least amount of distress to the patrons and staff.

Staff recommendations for program offerings and schedules for proposed RA/RCC facility, brainstorming on core programs and new programs to be offered: Leila briefly reviewed the handout from Brailsford & Dunlavey. The firm was asked to insert two additional tennis courts and the childcare square footage. They are still doing research on the child care proposal.

Leila asked committee members to give input on programming ideas that may have to be included in the compliment of facility space that the Center will manage. The results are as follows:

- Bill Keefe stated that he thought that it was agreed that there would be six courts; however, Leila stated that RA requested eight. She said that what is taking place is a determination to see whether or not the site could support eight courts. If it does, then the financial support for that and how to move forward on cost recovery for heating, ventilating, and air-conditioning eight courts will need to be worked out.

There was a brief discussion regarding the revised cost estimates in the handout. Leila stated that she would consult Brailsford & Dunlavey about the figure. She asked that the committee focus on the programming aspect and not the figures for purposes of the meeting. Colin asked that Leila also inquire why spectator seating was not assigned a cost. Bill B. stated that the reason is that the seating is bleachers that can be retracted and are part of the shell.

In response to a question from Eileen, Bill P. responded that some patrons find it more convenient to have some classes at the Hunters Woods location. Leila stated that the idea would be to move programs to the facility that could support the particular program.

In response to a question from Beverly, Leila stated that an assessment of the community room to be more performance-friendly will still take place.

With no further business, the meeting adjourned at 7:49 p.m.



County of Fairfax, Virginia

MEMORANDUM

DATE: February 6th, 2009

TO: Leila Gordon
Executive Director, Reston Community Center

FROM: Joe Leary
Aquatics Director, Reston Community Center

SUBJECT: Aquatics Instructor Certification Subsidy Initiative

Current status

The department employs two types of Instructors; Water Safety Instructors (WSI) for the swim lesson programs and Water Aerobics Instructors (WAI) for all water based aerobics classes and programs. The RCC only hires a WSI certified by the American Red Cross (ARC). The RCC hires a WAI certified by one of the following organizations; Aquatic Exercise Association (AEA), Aquatic Alliance International (AAI), United States Water Fitness (USWF), Arthritis Foundation (AF), Aquatic Fitness Professional (AFP). To become certified in either discipline, the individual must undergo a combination of class work and water skills demonstration as well as successfully pass a written test.

The specifics of each are:

- WSI-
 - Each student must successfully demonstrate a minimum of the ARC level 4 proficiency in the four basic swimming stroke techniques
 - Attend and pass the ARC Fundamentals of Instructor Training (FIT)
 - Attend and pass the ARC Water Safety Instructor course
 - The RCC strongly encourages each WSI obtain and maintain CPR certification
- WAI-
 - Each student must attend and pass the Water Aerobics Instructor course
 - Become certified in CPR (and First Aid for some sponsoring organizations)

The Instructors renew their certifications as determined by their sponsoring organization.

- WSI-
 - Are required to teach at least one ARC level swimming class and submit a course record sheet to the ARC Chapter they are authorized to teach in (RCC Instructors are registered/authorized by the National Capital Chapter) during their authorization period
- WAI-
 - Depending on the certifying organization, certificate renewal requirements vary between only paying a membership (either yearly or at the end of the authorization period) to a membership fee and obtaining a pre-set number of Continuing Education Credits (CEC). The CEC's are offered by the various organizations at different

locations around northern Virginia, D.C. and Baltimore. CEC's are usually universally accepted by all of the certifying organizations.

(Specific renewal requirements are listed in Appendix A. Related costs are outlined in Appendix B)

The RCC has no formal policy regarding subsidies for either certification renewal requirements (excluding paid CPR and First Aid certification taught by the RCC Aquatics department).

Recommendation

As a part of the department's operational programming, our water fitness classes are very popular with the constituents of Small District 5. The cost associated with renewing a water aerobics instructor certificate is a significant financial burden on our employees and a deterrent to recruiting and retaining qualified staff. By implementing a subsidy to offset this burden, we can demonstrate our commitment to the staff as well as demonstrate our commitment to the public that our instructors are highly qualified and certified as meeting the most current industry standards.

I am proposing the Instructors receive a subsidy for the certifications as outlined in Appendix C.

APPENDIX A

Certification Costs, Authorization period, renewal requirements and related costs

Certification	Author. Period	Cost*	Renewal Requirement** Submit 1 course record per Auth period	Renewal Costs***
WSI-via ARC	2 years	260.00		N/A
AEA	2 years	245.00	15 CECs	\$50 membership + CECs
AAI	2 years	180.00	12 CECs	\$60 membership+ CECs
USWF	3 years	247.00	N/A	\$237
AF	2 years	145.00	N/A	\$75
AFP	2 years	175.00	15 CECs	\$35 membership + CECs

*Cost is average market fee

**CECs average \$20 each

***See related costs-Appendix B





County of Fairfax, Virginia

MEMORANDUM

DATE: February 2009

TO: Leila Gordon
Executive Director, Reston Community Center

FROM: Joe Leary
Aquatics Director, Reston Community Center

SUBJECT: D.E.A.P Initiative

Background

In 2008 the Reston Community Center (RCC) Board of Governors (BOG) adopted the Drowning Education And Prevention (D.E.A.P.) initiative.

D.E.A.P. has three primary components:

- Increased educational emphasis on and awareness of water safety programming in land-based environments and take-home materials
- Affordable basic skill level swimming lessons for all ages
- Elimination of financial barriers for Aquatics entry level employment certifications for lifeguarding and instruction certifications

Current Status

- Educational and awareness programming is primarily focused only on the actual class participants
- Current fees for basic level swimming classes are calculated on a “minimum enrollment revenue = instructional expense” recovery formula
- RCC - American Red Cross (ARC) Water Safety Instructor (WSI) certification class fees are \$220 per participant
 - RCC - ARC Lifeguard (LG) training certification class fees were eliminated by BOG action in 2003

Potential Audience Affected by the D.E.A.P. initiative

- RCC swimming class participants (approx.) 800
- Outreach participants (approx.) 406
 - Whales Tales program
 - School based-3rd grade-all 9 Reston Elementary Schools
 - Camp Good Times
 - Kids Night Out
- WSI students (approx.) 30
- Total= (approx) 1236

Reston Community Center
2310 Colts Neck Road
Reston, Virginia 20191
703-476-4500 phone • 800-828-1120 TTY • 703-476-8617 fax
www.restoncommunitycenter.gov



Projected Financial Aspect

- Increasing educational and awareness water safety programming will result in an approximate \$8,500 budget increase
 - (See Appendix A-attached)
- Decreasing the enrollment fee (from current pricing formula) for basic level classes will reduce revenue by approximately \$25,000
 - (See Appendix B-attached)
- Eliminating financial barriers for training and certification of a WSI employment requirement will reduce revenue by an additional (approx.) \$7,800
 - (See Appendix C-attached)
- Current Instructional expenses associated with the targeted classes will not increase (Water Intro/Aqua Tots/Skipper I/Rookie I/ Beginner I/ Adult Beginner “Aqua Chicken”)

Proposed Implementation Time Line

- February, 2009
 - Purchase materials (handouts) as proposed in Appendix A
 - Design the scheduling matrix for outreach programming that begins in the fall 2009
- March, 2009
 - Departmental review of new ARC course content
 - Develop integration strategy for class curriculum beginning with summer 2009 (pilot)
 - Revise course descriptions for fall program guide
- April, 2009
 - Develop patron enrollment/registration confirmation letter to reflect changes to ARC Learn To Swim level course content and changes to current criteria for enrollment
- May, 2009
 - Summer registration begins May 1st
 - Graduation certificates updated to ARC WSI-r. 09 curriculum
 - Current Instructional staff updated via In-Service training
- June, 2009
 - Summer classes begin
 - Camp Goodtimes outreach program
 - First deployment of Water Safety Handbook to swim lesson participants
- July, 2009
 - Adjust curriculums for DEAP program based on pilot results
- August, 2009
 - Fall registration begins August 1st
 - Contact Elementary schools for Outreach programming/potential delivery schedules
- September to December, 2009
 - Begin school-based outreach program
 - Begin “Kids Night Out” outreach program
 - Review supplemental ARC (and similar organizations) material for inclusion in enhancing DEAP.



**D.E.A.P Initiative
Education/Swimming Classes Component
Related Expenses**

Materials (Hand outs)	Quantity	Cost per Unit	Total Cost
Parents/Adults-ARC Water Safety Handbook	800	4.99	3992
Pre-School Students-ARC-Raffy Learns to Swim	600	1.99	1194
School Students-ARC-Waddles in the Deep	200	1.99	398
Out reach program participant stickers (5/sheet)	100	9.95	<u>995</u>
Total Materials Expense			6579
Outreach Instructional Costs (Whales Tales)	# of Presentations	Cost per Presentation	Total cost
Elementary School Presentations (2 hrs ea)*	9	84	756
Camp Good Times Presentation (2 hours)**	1	84	84
Kids Night Out Presentation (1 -1 1/2 hour each)***	12	84	<u>1008</u>
			1848
Total Additional Expenditures			<u>8427</u>

*=3rd grade classes-approx 70 per school=210

**=approx 100 campers

***=8 participants per presentation x 12 presentation=96



County of Fairfax, Virginia

MEMORANDUM

DATE: February 9, 2009
TO: Leila Gordon, RCC Executive Director
FROM: Damian Sinclair, Arts and Events Director
SUBJECT: Arts and Events Pilot Programs and Space Usage Policy

This memo addresses the status of two pilot programs in the Arts and Events Department as well as a recommendation/timeline for policy and pricing changes as related to community usage of the CenterStage theatre. It also provides new information about the status of online ticketing for CenterStage Box Office services.

Pilot Program 1 – GRACE Partnership

The FY09/10 Pilot Program with GRACE (Greater Reston Arts Center) is designed to create a positive leisure experience for all age cohorts by promoting understanding of, involvement in and exposure to contemporary visual arts. There are four main parts of the GRACE pilot program:

Monday Super Studios:

This is a program for 8 – 12 year olds that takes place on the dates below at the GRACE facility. The participants work with Marco Rando and work on 3 dimensional/sculptural pieces and learn about using found materials to create work and learn the basics of movement, balance, color and design in sculptural creation.

Currently the program consists of the following dates:

1/26/09 8 participants/max 15
2/09/09 8 participants/max 15
3/16/09 8 participants/max 15
4/27/09 8 participants/max 15
Revenue to date: \$520.00
GRACE contract / \$300 each date/\$1200

Teen Night: Closing Party for Emerging Artists:

GRACE and the Reston Community Center will host a party for students ages 12 – 18 years. The party will surround an exhibition of Elementary and High School students work.

The party is set for 3/19/09 and currently has 3 pre-registered participants
Revenue to date: free event; registration required
GRACE contract: \$500

Pre-College Portfolio Development and Critique Session:

GRACE and the Reston Community Center will partner on a class teaching students ages 14 – 18 years “best practices” in crafting an artistic portfolio.

The class will take place on 2/09/09 and currently we have 3 pre-registered participants. Information about the event has been distributed to Herndon High School and South Lakes High School and went out in the SLHS parent letter. We have received numerous calls about the event and expect it to be well attended/registered.

Revenue to date: free event; registration required
GRACE contract: \$500

Reston Community Center
2310 Colts Neck Road
Reston, Virginia 20191
703-476-4500 phone • 800-828-1120 TTY • 703-476-8617 fax
www.restoncommunitycenter.gov



Appetite for Art:

A program for people 55 and older, Appetite for Art is a co sponsored class that will provide participants with a guide to viewing contemporary works of art and knowing what to look for when trying to appreciate the work.

The program takes place through 4 sessions between 3/30/09-4/27/09

Currently we have 9 participants (program maximum is 15)

Revenue to date: \$270.00

GRACE contract / \$800

Pilot Program 2 – IPAR

The RCC sponsored the Reston day of the Americans for the Arts Knowledge Exchange event in December of 2008. This event was held to provide public art planning discussion and expertise from the two presenting communities, Reston on December 5, and Arlington on December 6, with background on the processes and community engagement needed to create a public art master plan (Reston) as an unincorporated community, and on the second day, to examine the history of implementation of a long-standing public art master plan (Arlington.) RCC hosted the morning session looking at Lake Anne Village Center's inventory of public art, discussion involving the founder of Reston, Robert E. Simon, and IPAR President, Joseph Ritchey. That was followed by a bus tour of Reston Town Center, and an afternoon Washington Post moderated discussion panel with RCC Executive Director, IPAR President and the IPAR urban planning/public art consultants. Public art planning and executive staff team members attended from over 30 different states.

In FY10, the IPAR program dollars (\$20,000 allocated) will be directed to a Reston public art project, or projects, that are executed after IPAR review. Current ideas are focused on three possibilities—a community-wide engagement of the schools with visual artists to create public artworks surrounding the underpasses in Reston, a temporary art exhibit to coincide with the Northern Virginia Fine Arts Festival in May of 2010, and a project in conjunction with infrastructure improvements at the Dogwood Pool by Reston Association. Additionally, IPAR may approach RCC with a proposal after its February Board retreat for an increased amount of funding to support the community engagement processes of all three projects and/or to be more financially engaged with IPAR on an ongoing basis. This will require further staff research on compatibility with the RCC MOU and on the financial feasibility in the context of other RCC budget efforts.

Policy Overview/Recommendation – CenterStage Space Usage

Current Policy Principles

Currently the CenterStage Theater at the Reston Community Center is booked with the following priorities:

Priority One: RCC Historical Users (Founding Partners) and Arts Affiliates

Priority Two: The CenterStage Professional Touring Artist Program and other RCC Programs

Priority Three: Community/Business Events

Priority Four: New Usage by Historical Users and Additional Arts Affiliates

Our current rental rates break down as follows:

We charge \$65/hour for every hour of performance in the space and \$25 for every hour of rehearsal time needed.

Tax exempt (501c3) users then receive a discount of 50% on their rental fee. (Our lowest rate available.)

Recommendations

RCC should continue with the current priorities for space usage, but open the dialogue back up to the local arts community about the historical footprint of space usage and invite new organizations to the discussion.

This represents a more concerted effort to bring more recently created arts organizations to the table. We propose that this meeting occur in June with an expectation that calendar changes take place in the September 2010 to August 2011 facility booking cycle.

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On the issue of rental rates, you can see in the attached spreadsheet that our rates are significantly lower than comparable spaces, including the McLean Community Center (the organization that is closest in structure to ours).

We will propose new rates in March that are better aligned with the current market, but still offer our subsidy of rental rates, and take steps to continue to bring current users along gradually until the new rate levels are reached.

New Box Office Software

We are currently in the process of switching over to new ticketing software. This new software will allow the Reston Community Center to do more with its ticket sales than it has had the ability to do in the past. We will be able to offer ticket sales online and provide our patrons with a new and convenient way of purchasing as well as reaching a broader spectrum of theatre-goers.

We will make recommendations in March for convenience fees that can be passed along to rental clients or the patron to provide us with additional income at RCC to offset the added costs of the online ticketing option.

	Reston Community Center	McLean Community Center	Ernst Center	Atlas Performing Arts Center	Rockville Civic Center
City	Reston	McLean	Annandale	Washington	Rockville
County	Fairfax	Fairfax	Fairfax	NE	Montgomery
State	VA	VA	VA	DC	MD
Type	County-Run Facility	County-Run Facility	University Run	Private Performing Arts Center	County-Run Facility
Theater Name	CenterStage	Alden Theatre	Ernst Community Theater	Lang Theater	F. Scott Fitzgerald Theatre
House Capacity	290	386	525	278	446
Rental Rates	Highest Hourly Rate	Highest Hourly Rate	Highest Hourly Rate	Highest Hourly Rate	Highest Hourly Rate
	\$65/hour	\$250/hour	\$180/hour	\$660/hour	\$350/hour
	Lowest Hourly Rate	Lowest Hourly Rate	Lowest Hourly Rate	Lowest Hourly Rate	Lowest Hourly Rate
	\$32/hour	\$30/hour for local non-profit	\$105/hour for non-profit	\$440/hour for non-profit	\$140/hour

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MEMORANDUM

DATE: February 24, 2009
TO: RCC Board of Governors
FROM: Cathy Vivona, Chair
Finance Committee
SUBJECT: February 23, 2009 Finance Committee Report

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

- Cathy Vivona, Chair
- Carol Ann Bradley, Board Chair
- Bill Penniman, Vice Chair
- John Gasson

Bill Bouie was absent and excused.

Attending from the RCC staff was:

- Leila Gordon, Executive Director
- Renata Wojcicki, Finance Director

The Finance Committee Chair officially called the meeting to order at 6:07 p.m.

Monthly Financials Report: Renata reported that the Center is seven months into the fiscal year. It is now the second month of continued winter/spring registration. She said that February's report will contain registration for camps; therefore, there will be substantial increases that will relate to camps in the Teen, Youth, and Arts Education departments. Renata stated that there is nothing else major developing in terms of revenue and that the Center is ahead in tax revenue collection. Payments were made to art organizations, including a large one associated with ticket sales for the Nutcracker in the amount of (\$32,774.) The money that came in was posted in December for that set of performances.

In answer to a question from Carol Ann, Renata stated that tickets for arts organizations are sold and the money is then given to the organizations.

In answer to a question from Bill P., Renata stated that the (\$27,000) under administration are monies that were collected over the budget allocation amount.

In answer to a question from Cathy, Renata affirmed that the lower revenue number in aquatics reflects the period of time when aquatics closed down and that those figures will not change.

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Renata stated that in reference to personnel expenses, overall in all departments, the Center appears under budget due mainly to a missing payroll. She said that some requests for reallocation of the budget was done in February for personnel and operational expenditures. Renata's hope is that the Department of Management and Budget (DMB) will review the transaction and approve it before February closing. She said that December discussions with staff provided the information for budget reallocations based on what was actually done and what is still planned between December and the end of June.

In response to a question from John, Renata explained that when she prepares a transfer voucher to reallocate an expense or revenue posting in-house, it is from one day to the next; however, when she requests reallocations of budget amounts for various programs or expenses, it has to go through DMB for approval which may take longer. Adjustments do not always show on a monthly basis because different programs take place from one month to the next and reservations may have already been made and be shown in the encumbrance column for more than that or the next month's activities. Leila added that what will be known is what the trends are from year to year, e.g., when looking at revenue, a large influx of revenue will be seen in February because of camp registrations for summer in January and February. She described spikes and drops in certain categories at the same time through the year for example every time there is a registration period which falls in August, December, and January. Between January and the end of June, there will be smaller revenues in terms of programs that are registered because spring registration starts in December and goes all the way through until March.

In response to another question from John, Leila stated that on the expense side, some expenses will be seen in the beginning of the year in the encumbrance column. And in response to a question that John asked last month about the adult program, Leila stated that after checking she found that the reason it looked 90 percent expended was because that program director had already encumbered the money for contracts that then had to be converted to positions as employees. Those figures represented all of the January through June contracting anticipated for the classes during that period of time. She further explained that the first step in that process was to acquire the positions, then fulfill the positions (which could take up to 2-4 weeks because of the documentation) and then the last step is to go back and authorize the Small Purchase Order to be closed and released which had not been done yet. Leila further explained that because of the internal budget control system in place, a staff member cannot overspend their budget because their budgets are checked when expenditure documentation is submitted for approval.

In response to another question from John, Leila stated that in the admin bucket, a large chunk of funds will be reserved at the front end of the year so that the money can be parceled out as it is needed for different areas of administrative costs.

In response to a question from Bill P., Renata stated that cash basis accounting for financial statements have been eliminated and that they are presented on an accrual basis.

There was a discussion on how the budget cycle works and on how to arrive at an understanding of how funds are spent on seasonal as well as monthly bases.

Renata stated that budget entries have been processed to reallocate funds according to activities that actually took place due to the move and new commitments. Many of these should be in place by next month's reporting period and statement. She said that the total number in the agency's operational budget in the 2009 column will not change but what will change are the allocations under various departments. The percentages of expenditures relative to departments will be more realistic by the next meeting.

In response to a question from Carol Ann, Leila responded that the revenue for Camp GoodTimes will be reallocated into the fiscal year in which the camp actually occurs. Leila explained that the budget that

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was being reviewed shows revenue totals from last summer's camp programs. She said that there is some expenditure of operational and personnel money for camps coming in May because most of the staff members are trained during that month and there will be some expenditures in June because Camp GoodTimes and LARK programs start before the end of the fiscal year.

Renata went on to report that most of the HVAC final payments will be made in February. Leila added that half of the amount that was being held was paid (approximately \$124,000) and the final payment will not be made until the final calibration by Computrols and the delivery of training to staff and one other milestone are accomplished.

In response to questions from John, Leila stated that the last payment will be approximately \$90,000 and once that payment is made, everything will close out. The dressing room renovation, the moving lights and Hunters Woods and Lake Anne Priority 1 projects may carry over so that they can be done during the August period for maintenance. Leila said that there is a pretty hefty amount of funds still to be disbursed to finish out the natatorium project. Excluding those things, there may be a savings in capital of \$300,000 - \$400,000 and that savings will go back into the fund balance.

In response to a question from Cathy, Leila stated that from FY2009-FY2010, she foresees a substantial return to RCC's unreserved balance because of the capital project savings but that it will be a one time occurrence. It will be double the annual average in savings from just operational and personnel categories. There will be additional savings of \$250,000 – 300,000 in overall personnel and operating costs under current spending plans.

Leila expressed that the fact that capital projects came under budget testifies to Building Engineer, Mike Emery's oversight expertise every day; RCC Deputy Director Tom Ward's shepherding of these projects and to having the SWSG construction manager oversight which made it impossible for the contractors to drift off course. Bill P. added that the Center got a good bid for the project which was below what was anticipated. John added good pricing, great oversight, and having the right kind of oversight combined were the contributing factors to their success. He also stated that those things are important especially as the Center moves forward with building the budget and establishing estimates for future initiatives. He said based on the economy, it will be good to take advantage of competitive pricing in the current economy. Leila stated that the planning timeline for the new facility is ideal because it will take a few years to begin spending real money, but by the time it is done; construction costs that are being bid in a period of intense competition would have already been locked in at advantageous pricing.

Fairfax County Proposed FY 2010 Budget: Leila distributed selected printed pages from the County Executive's proposed FY2010 budget that was presented earlier in the day to the Board of Supervisors (BOS.) See www.fairfaxcounty.gov for detail. These pages show Hunter Mill District's relative health compared to other magisterial districts. Small District 5 resides within the Hunter Mill District. Foreclosures seem to be diminishing but according to the County Executive's report, they have not been able to determine what the "the bottom" of the economic situation will be. Leila reported that the County Executive stated that the loss of real estate tax receipts and revenue from other sources will continue at least through the middle of 2010 – the end of the FY20010 budget cycle.

Leila then briefly talked about the handout which documented non-residential property information and a less destabilized economic environment than the residential environment which is also decreasing.

In response to John's concern, Leila stated that even though there are reasons to be concerned about the economic outlook in Small District 5, there is an asset that other parts of the County do not have which is metro and metro is a funded line item in the federal stimulus bill. She went on to say that the budget that the County Executive presented did not include any federal stimulus money. His budget

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presentation presumes that the standard revenue sources that the County has always worked with are being used. Leila said that the hope is that if there are substantial federal stimulus dollars coming to the County, those revenues will offset some of the cuts that have been made. Every single general fund is being impacted by the budget process, including police and fire and there will be approximately 530 positions eliminated. Out of the 530, only about 120 are currently vacant and are expected to be eliminated. There will be approximately 400 jobs affected by a Reduction in Force (RIF) across general fund agencies. Out of the 400 affected positions, the County foresees that it can place 100 or so of those employees in current vacancies that have not been filled or cut or can be placed in positions that are currently occupied by probationary status employees (less than one year's service.) Likely 250-300 jobs will be eliminated with nowhere in the County to place those employees.

In response to a question from Cathy, Leila stated that there are about 12,000 County employees. Leila shared that the County experienced a fiscal crisis in 1991, 1992 and 1993 and a period in 1997 where there was a significant dip in parts of the County that caused a contraction in the number of positions added to the County workforce. In 1997, the County froze general fund agencies at the position level they had and eliminated as many vacant positions as they could. Employees were reallocated to other agencies decreasing the overall number of positions. In the 1992-93 recessionary period, the County was able to place 600-700 employees affected by that RIF in positions within the County; however, some employees were demoted to a lower grade within their class series. Leila stated that this time, people will lose their jobs.

In addition to RIF, the County has declared a freeze on all pay increases in FY2010 effective July 1. Leila said that she foresees no pay increases at all for merit and exempt employees in FY2010 and maybe into FY2011.

In response to a question from Cathy, Leila stated that RCC will not require a RIF. She said that when the RIF occurs it will impact the General Fund agencies. First positions in each agency will be identified for elimination. Those employees will be placed into vacant positions within the agency. If they cannot place them within their own agencies, they will look for a similar position in another general fund agency. Only if that cannot be accommodated, is it possible that RCC employees will be affected by the "bumping" process and then only those who are in "probationary status."

In answer to a question from John, Leila stated that the seniority of every affected employee will be evaluated. The most senior employees are the safest and have the first opportunity to fill another position if their position is eliminated. There are only two RCC employees that are in classifications that will be impacted by the County-wide RIF as probationary employees; however, Leila stated that it is highly unlikely that they will be impacted. Leila further stated that if the RIF did reach this agency, her position would be that general fund revenue does not fund the RCC positions and as long as it is Tax District 5 revenue funding the positions, Tax District 5 could make the decision that the RIF would not be accommodated.

In response to a question from Cathy, Leila stated that she did not feel that morale is an issue at the RCC because she has kept staff informed about what is taking place and has assured staff that the RIF should not impact RCC staff. She further stated that after reviewing the assessment forecast for Tax District 5, she feels that the RCC has plenty of money to ride out this season. The County Executive's presentation delivered an 8% overall reduction in the assessment estimate for next year. Bill P. pointed out that this is the very reason why the RCC has reserves. Leila said that while the picture for the County may look bleak, it certainly does not look that way for RCC/Reston given our fund balance. She stated that RCC can proceed with programs as planned. The RCC programming and services will not need to be modified except for a few exceptions.

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Leila plans to recommend that the combined Community Relations/Program Policy committees consider a review of the Drowning Education and Prevention (DEAP) program and delivering the land-based aspect of it without the reduction of the Learn-to-Swim class fee from \$44 to \$5 – a \$32,000 drop in revenue. Keeping in mind that in FY2009-2011, the pool located at the Hunters Woods facility will be the only pool in terms of demand, and she feels that given the likely increase in demand, it is not the ideal time to put that amount of distress on RCC's registration capacity.

In answer to questions from several committee members, Leila said that this is the only concern she has in regard to the FY2010 budget. Cathy agreed that changing pricing from \$44 to \$5 would increase registration for a program for which there is only one pool and it would be the wrong time to reduce the registration cost. Leila added that it makes perfect sense to review cost reduction once the second aquatic facility opens as likely to be a much better time to launch a very significantly reduced fee structure.

In response to a question from Bill P., Leila stated that the DEAP program and the change from \$44 to \$5 fee has not become public knowledge. She also stated that given what is being experienced economically, she would prefer to look for savings in places where the public would not perceive our actions as a "take away" or an increase in rates or fees.

In response to a question from John, Leila stated that in March, she will make available to the joint committees rental policy and fee structure changes that will bring the rental fees in line with subsidy rates that are more appropriate. At the present time, rates are far below market which creates an impossible level of demand for the use of the theatre and other rental space. Leila said that rates as they are now also reduce the ability to fee waive where appropriate. Rental payments for non-profit arts users in the facility are irrationally low compared to other area rental expenses for similar arts groups. The low rates actually could work against arts users when they are pursuing grants because the low RCC rates trigger a sense that our groups may not need the money as much as others might.

In response to a question from Carol Ann, Leila stated that there are ample funds to continue to provide scholarships to those that may need them. Leila said that she will provide figures for year-to-date scholarship use at the meeting in March to determine whether or not there is a need to increase the allocation. She said that in response to the budget situation, CRS and the Park Authority are not publicizing fee-waivers or scholarships at all. During the County Executive's presentation on the budget, he spoke about more than doubling the "Kiddie Tax" which is the per youth athletic fee from \$5 to \$13 for use of fields and County recreational space.

In response to a question from Bill P., Leila said that staff will propose to introduce fees that are not only aligned with in-district and out of district status but also to support other uses and will prioritize them in terms of a fee schedule so that the lowest fees are paid by Small District 5 base 501(c)3 organizations, schools, and County agencies for example. She said there could be another in-district fee for non-501(c)3 or profit entities. The plan would be to have a significantly higher fee for outer-district users.

In response to a question from Carol Ann, Leila stated that both of the facilities mentioned that will be closed are nowhere near RCC's magisterial district. One of the facilities was part of the South County Human Services building project. When it was originally discussed by the County, the purpose was that it would be used for everyone and not exclusively for clients of the Human Services Agencies.

Leila reported that from what she gathered from the County Executive's presentation, there is a strong possibility that some things will be put back into the budget. There were suggestions from several supervisors that a menu of options with respect to personnel, i.e., a reduced work week or one unpaid holiday, be considered. There will be more clarification once the BOS reviews and marks up the budget.

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In response to questions from John, Leila stated that RCC would not be able to create a merit position without BOS approval. John stated that not only does the RCC provide programs and services but also tries to create jobs for the community. Leila stated that will be one of the layers of the process used as they move forward with the new facility. Leila stated that the practical reality of converting part-time employees or contractors to full-time employees will not happen because the BOS will not approve new merit positions when they are cutting 500 positions out of the general fund budget. It is not an RCC decision. Bill P. commented that the best thing to do would be to persuade residents to support the referendum to build the new facility. Leila stated that a full examination of staffing would then take place across the board for Lake Anne, Hunters Woods and the new facility.

On a good note, Leila stated that the predictions for the Washington metropolitan region as a whole are much better than for the rest of the country. In response to a question from Bill P., Leila stated that there were no slides in reference to unemployment in the County Executive's presentation; however, that information may be contained in the full budget package. The committee members can review the budget on line by pulling up the County's home page at www.fairfaxcounty.gov .

In response to a question from John, Renata stated that the homeowners' reduced assessments have already been mailed.

There was a brief discussion regarding homeowners' assessments and foreclosures.

In response to questions from Cathy, Leila stated that she and Renata will discuss the budget with the DMB. Leila said that her position will be that they should not change the RCC proposed budget priorities or proposed programs and services. Renata added that another review of the proposed budget will take place before it is submitted to DMB. Leila stated that once DMB reviews the final RCC proposed budget both she and Renata will review DMB's counter-proposal and then the Board may be called on to make a formal request to restore funding to particular aspects of the budget if that is needed. In response to a question from Bill P., Leila stated that the committee could make a motion to recommend a name change for the RCC reserves to allocate some portion of the fund balance to an emergency contingency reserve or could reallocate more money to existing reserves such as the capital reserve. She said that the County has received the RCC proposal but they will not approve the FY2010 budget until the end of April so there would be time to make such a change.

There was a lengthy discussion regarding the unreserved balance and also on why the reserve funds were named "unreserved balance." Leila said that she will do some research with Renata to find out what would be involved with the current proposal to reallocate or to change and seek some advice regarding what the best approach would be to preserve flexibility. The motion discussed could be made at the Long Range Planning Committee meeting scheduled before the regular Board meeting on March 2nd if so desired.

There being no further questions, the meeting adjourned at 7:07 p.m.

Personnel Expenses	Budget FY09	Dec	Jan	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
Administration	486,635	40,007	23,007		177,207	309,428	36.41%
Board OG	5,764				135	5,629	2.34%
Booking	109,897	14,559	7,898		62,389	47,508	56.77%
Comptroller	302,284	29,630	18,153		140,747	161,537	46.56%
Customer Service	359,374	50,523	20,852		135,824	223,550	37.79%
Engineering	91,103	10,876	6,141		47,965	43,138	52.65%
Maintenance	269,473	20,993	23,946		161,120	108,353	59.79%
IT	102,483	13,731	6,954		54,011	48,472	52.70%
Media	160,971	18,795	12,372		95,057	65,914	59.05%
Performing Arts	418,860	44,846	29,097		165,679	253,181	39.55%
Aquatics	638,023	69,006	43,229		271,371	366,652	42.53%
General Programs Admin	96,027	9,204	5,640		43,600	52,427	45.40%
Teens	124,365	9,061	5,270		59,240	65,125	47.63%
Senior	138,576	10,252	3,631		50,412	88,164	36.38%
Youth	160,724	13,061	10,686		69,531	91,193	43.26%
Adult	152,053	18,560	13,008		77,738	74,315	51.13%
Community Events	157,564	15,401	6,339		71,868	85,696	45.61%
Camp Goodtimes	82,041		(0)		65,414	16,627	79.73%
Arts Education	247,729	15,749	11,816		141,949	105,780	57.30%
Total Personnel Expenses	\$ 4,103,946	\$ 404,255	\$ 248,039	\$ -	\$ 1,891,258	\$ 2,212,688	46.08%

Operational Expenses	Budget FY09	Dec	Jan	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
Administration	389,844	(19,166)	(14,042)	367,508	394,596	(4,753)	101.22%
Board	38,150	1,058	2,357	0	12,952	25,198	33.95%
Booking	70,347	268	6,899	8,669	24,859	45,489	35.34%
Comptroller	456,501	20,219	180,228	111,952	398,611	57,890	87.32%
Customer Service	4,825				-	4,825	0.00%
Facility Engineer	86,539	38,172		14,395	58,456	28,084	67.55%
Maintenance	342,966	27,775	35,034	140,584	267,380	75,585	77.96%
IT	176,413	3,935	20,276	14,132	47,719	128,694	27.05%
Media	293,947	51,655	8,621	28,967	167,373	126,574	56.94%
Performing Arts	351,410	31,672	33,715	56,628	208,366	143,044	59.29%
Aquatics	95,150	10,822	17,041	13,201	58,900	36,250	61.90%
General Programs Admin	5,100	612			837	4,263	16.40%
Teens	128,983	6,730	6,791	29,521	115,797	13,186	89.78%
Senior	99,002	10,475	2,937	16,231	60,307	38,695	60.91%
Youth	42,814	1,987	2,804	12,563	31,100	11,714	72.64%
Adult	134,084	12,185	21,269	61,946	132,646	1,439	98.93%
Community Events	81,818	382	27,820	920	88,913	(7,095)	108.67%
Camp Goodtimes	31,960			0	26,058	5,902	81.53%
Arts Education	100,703	3,848	683	13,148	52,336	48,367	51.97%
Total Operational Expenses	\$ 2,930,555	\$ 202,628	\$ 352,432	\$ 890,364	\$ 2,147,204	\$ 783,350	73.27%

Capital Proj. Expenses	Budget FY09	Dec	Jan	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
HVAC Upgrade 003717.1	\$ 2,593,822	\$ (275,615)	\$ 4,254	\$ 217,065	1,463,841	\$ 1,129,981	56.44%
Natatorium 003717.2	\$ 1,278,055	\$ 9,630	\$ 1,835	\$ 135,531	976,484	\$ 301,571	76.40%
Theatre Rigging 003717.3	\$ 181,090	\$ 2,144		\$ 457	164,574	\$ 16,516	90.88%
Fire Alarm Repl. 003717.8	\$ 203,990	\$ 24,848	\$ 11,415	\$ 71,796	186,436	\$ 17,554	91.39%
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	\$ (238,994)	\$ 17,504	\$ 424,848	\$ 2,791,335	\$ 1,847,162	60.18%

Total RCC Expenditures	\$ 11,672,998	\$ 367,888	\$ 617,975	\$ 1,315,213	\$ 6,829,797	\$ 4,843,201	58.51%
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Executive Director Report for February 2009

Programs

Registration for our winter cycle of classes/workshops/trips follows normal patterns (winter registration levels are typically the lowest of the year due to people’s reaction to weather uncertainties) and registration for summer camp programs has been ongoing since January.

Arts and Events

Currently, of the 43 classes offered, 3 were canceled; enrollment is at 78% of capacity, (381), and 75 people were waitlisted. Summer camp registration for LARK/YAT is at 95% of capacity to date (although several LARK sessions and two YAT sections are filled with wait lists.)

The Professional Touring Artist Reunion Series has 14 events (50% of the season) remaining and the current total attendance for all events is at 41% of capacity, with revenue at \$ 49,690 (which is now above the revenue target for the year.)

In Community Events, following the very successful conclusion of the 2009 MLK Day festivities, plans are well underway for the upcoming Founders Day event April 18th, and the Reston Multicultural Festival planning will get underway this month. Keep in mind we have changed the date for that event this year to September 26th in order to avoid collision with the height of hurricane season.

General Programs

The General Programs unit is finally fully staffed; our newest employee, Zuri Conroy, will begin tomorrow. She comes to us from one of the Community and Recreation Services senior centers proposed to close due to FY10 budget cuts, so this is a win-win for a County employee who might have been impacted by the RIF and for us.

In winter registration and camp registration:

Winter 2009 Class Offerings (January/February)

General Programs

	Adult	Teen	Senior	Youth	Camps
Classes Offered	67	11	32	30	55
# Class Cancellations	7	1	4	2	
Total Participants	809	122	308	361	718
Total Participants Wait Listed	47	35	52	49	117
Max. Enrollment	1154	267	455	620	833
% Enrollment	70%	46%	68%	58%	86% (to date)

Additionally, the February launch of the Latchkey Youth Initiative is going well. The endeavor was featured in a Connection news article. The Heritage Literacy Language Club program pilot has 9 tutors and 18 readers participating which is a wonderful start. In a recent article on Fairfax and Montgomery Counties nation-leading performance by non-English-speaking students as measured on tests, one of the key reasons for success identified was the likelier and higher levels of literacy in the first language of these students.

Aquatics

Winter registration is strong, with 80% of capacity (856) enrolled in 198 classes. Of note as well is an 11.2% increase in the drop-in totals for aerobics, daily and pass usage (3460 in 2008 to 3848 for Jan/Feb in 2009.) We are currently in the process of aligning the life guard pay rates with those of similar positions in our agency (with high public safety job components) which will assist us in recruitment and retention.

Operations

In the area of Facility Rentals, the September 2009 through August 2010 cycle begins for small district 5 eligibility on March 1; for everyone else included on March 15.

Customer Service is well underway with the Balanced Scorecard project to align all three of our information desks' operations. Cross-training is being implemented for all new hires and current employees. This will maximize our ability to give comprehensive information to all patrons (regardless of where they ask a question) and better utilize our pool of customer service representatives for agency-wide coverage.

Capital Projects are slowly but surely proceeding to their complete close-outs. We are looking at securing time toward the end of March to do the systems furniture and final punch-list items related to the Program Office and the Aquatics Office areas.

Executive Director Outreach

Meetings/Events: Reston Town Center Association (discussion of summer programming in the Town Center Park), GRACE (Northern Virginia Fine Arts Festival entertainment programming), meetings to support the Latchkey Youth Initiative and the FYI web site launch, attended Best of Reston Awardees Reception (RCC is again a sponsor of the event), and the IPAR Board retreat, hosted by RCC at our Lake Anne facility.