8:00 – Call to Order

8:02 – Approval of Agenda

8:03 – Approval of Minutes and Board Actions
- Approval of November 3, 2014 Board Minutes – both meetings
  (As Reviewed and Approved by the Board Secretary)
- Approval of November 3, 2014 Board Actions – both meetings
  (As Reviewed and Approved by the Board Secretary)

8:05 – Chair’s Remarks

8:08 – Introduction of Visitors

8:10 – Citizen Input

8:15 – Committee Reports
- November 17 Finance Committee Report
  Gerald Zavala, Treasurer
- December 1 Long Range Planning Report
  Bill Bouie, Chair

8:30 – Approval of Committee Reports

8:32 – Board Member Input on Activities Attended

8:40 – Executive Director’s Report
  Leila Gordon, Executive Director

8:45 – Old Business

8:50 – New Business

9:00 – Adjournment

Reminders:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Board Meeting (tentative)</td>
<td>January 5</td>
<td>8:00 p.m.</td>
</tr>
<tr>
<td>Board Retreat</td>
<td>January 9 &amp; 10</td>
<td>TBD</td>
</tr>
</tbody>
</table>
SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
2013-2014 BOARD OF GOVERNORS MEETING
November 3, 2014

Present:
- Beverly Cosham, Chair
- Bill Bouie
- Lisa Sechrest-Ehrhardt
- John Mendonça
- Michelle Moyer
- Bill Penniman
- Cathy Vivona
- Vicky Wingert

Absent and Excused:
- Gerald Zavala

Attending from the RCC Staff:
- Leila Gordon, Executive Director
- Barbara Wilmer, Executive Assistant

The Chair called the meeting to order at 8:10 p.m.

MOTION #1:
Approval of the Agenda
Bill B. moved that the Agenda be approved as written. Bill P. seconded the motion. The motion passed unanimously.

MOTION #2:
Approval of the October 6, 2014 Board Minutes
Bill B. moved that the Board approve the October 6, 2014 Board Minutes. Vicky seconded the motion. The motion passed unanimously with one abstention (Bill P.).

John noted there was conversation with him and other Board members in Linda Singer’s remarks for citizen input. Leila explained that the minutes are a summary document and don’t always include every interchange.

MOTION #3:
Approval of the October 6, 2014 Board Actions
Cathy moved that the Board approve the October 6, 2014 Board Actions. Vicky seconded the motion. The motion passed unanimously with one abstention (Bill P.).

Discussion included clarification regarding the location and content of the Board Actions page of the Summary.

Chair’s Remarks
Bev encouraged all present and viewers of the broadcast to vote tomorrow.

Introduction of Visitors
Kerrie Wilson of Cornerstones was present.

Citizen Input
Ms. Wilson’s remarks were held until later in the agenda.

Committee Reports
October 6, 2014 Finance Committee Report
Cathy as Chair of the Finance Committee noted that during the October 6 Board meeting she had delivered an oral report of the Finance Committee meeting that occurred immediately preceding the Board meeting. The supplemental report included in the current Board package provides written details regarding the meeting discussions and actions taken.

2014 Preference Poll Committee Report
Lisa, as Chair of the Preference Poll Committee, read highlights of the written report. She remarked that the Forum gave the candidates’ opportunities to address the community and there were opinions worth noting made by members of the public attending. Having debate about community issues is good, providing Lisa with optimism for more community involvement. Leila explained that percentages detailed in the report do not add up to 100 because residents vote for more than one candidate. Ms. Singer’s suggestions for the Preference Poll procedures will be implemented for the 2015 Poll, including clarifications of the timeline, more detailed campaign guidelines, and further marketing of the Candidates Forum. Lisa also announced the site for viewing the Forum: http://rctv28.com.

Voting participation in this year was lower than in 2013 which was likely because of the highly contested nature of the 2013 poll, but the participation for this year was higher than 2012. Participation has increased significantly since online voting was implemented; it’s an expensive feature, but provides more opportunity for community involvement.

This year was the first time that there were a few blank ballots submitted; some residents lack confidence in the confidentiality of their votes and that was the reason a patron offered for mailing in their blank ballot and encouraging others to do the same.

John questioned the validity of the report as coming from the committee since it does not represent a committee meeting. The conclusion of the ensuing discussion was to change the name of the report to signify that it comes from the committee chair.

MOTION #4:
Approval of the October 6, 2014 Finance Committee Report and the 2014 Preference Poll Committee Chair’s Report
Bill P. moved that the Board approve the Finance and Preference Poll reports. Michelle seconded the motion. The motion passed unanimously.

Board Member Input on Activities Attended
Michelle helped serve a meal at Fellowship House in costume, and attended the Board Orientation where Supervisor Hudgins participated. The experience was well spent time, giving her a picture of the community as a whole and RCC’s role in it.

Cathy played bridge and is looking forward to three CenterStage performances in the next month.

Bill B. said the Board Orientation was a highlight for his month; he attended another Park Authority meeting regarding the dog park; and went to other meetings including one focused on the Destination Reston marketing initiative.

Bill P. attended a Phase 2 Master Plan public meeting; the Orientation; a Planning and Zoning Committee meeting; and spent a day in the RCC wood shop.

Vicky worked with the Reston Historic Trust and attended an RA meeting about plans for the Pony Barn. She also enjoyed the Orientation.

Lisa is using the Silver Line to get to work and remarked on being able to get a seat right away and how efficient the experience is. She also attended the 3rd annual Arts Awards luncheon, which was a great experience and she hopes it draws more and more attendees. She remarked that the RCC memorial service for Ralph Cosham was very well done: a true celebration of a life.

John also attended the Fairfax Arts Council awards event, and has two more weeks of soccer coaching ahead. Injuries marred last weekend’s games.
November 3, 2014 Board of Governors Meeting Minutes

Bev agreed with other attendees that the Board Orientation was a fantastic experience. She also attended the Arts Award luncheon. The Mark Fenton lecture at RA on how to build a healthy community was also very good. Bev thanked everyone involved for her husband’s memorial service at RCC.

**Old Business**
The new Board Orientation meeting took place this past Saturday. Bill B. offered a report for the record, as he is the chair of the Long Range Planning Committee. Supervisor Hudgins discussed the County’s strategies for supporting minority youth, whose outcomes are disproportionately negative. She discussed how Human Services, FCPS, and RCC could aid in the success of these strategies. She also voiced concern regarding the preservation and expansion of affordable housing in Reston; she will continue to lead this effort at the Board of Supervisors. Regarding questions about the future of an indoor recreation facility, she said it is possible a Reston Town Center North RFP will be available in January and address constituents’ needs for development of that parcel. During the meeting Leila also noted the robust nature of tax revenue projections for Reston.

**MOTION #5:**
Approval of the Long Range Planning Committee New Board Orientation Report
Bill P. made a motion for the Board to accept the report. Vicky seconded the motion. The motion passed unanimously with three abstentions (John, Lisa and Cathy).

**Executive Director’s Report**
Leila said the new RCC website launched within the past month. RCC is currently revising the program guide structure; input will include comments from a focus group of community members in January. Our Halloween Family Fun Day had record-breaking attendance and staff thinks the earlier date worked in our favor and plans to do the same next fall. Film screenings included the Nepalese submission for an Academy Award in Foreign Films, *Jhola*. The writer was available afterward for discussion. Joe Leary went to a conference and has ideas for pool enhancements, including a climbing wall instead of a slide. Leila also went to a number of meetings in October in addition to taking a brief vacation in Guatemala.

**Recognition of Cathy Vivona’s Service**
Recognition of Cathy Vivona’s 13 years of service on the RCC Board of Governors included presentation of a desk plaque/clock and a color design draft of the soon-to-come RCC Policy and User Manual (proving that persistence does pay off). Leila explained the tradition for donating funds in the departing Board member’s name and announced that $1,000 has been contributed in Cathy’s name to Cornerstones. Kerri Wilson, CEO, gave remarks about Cathy’s dedication and loyalty to the mission and activities of Cornerstones. She voiced gratitude for the collaboration of RCC and its leadership, particularly noting that RCC is a major contributor to efforts like the Hunters Woods Neighborhood Coalition. Bev commented that Cathy was the reason Bev came to the RCC Board and fully expects her to return.

**MOTION #6:**
To Adjourn the Meeting
Bill B. moved that the Board adjourn the meeting. Vicky seconded the motion. The motion passed unanimously.

The chair adjourned the meeting at 8:58 p.m.

William Penniman, Board Secretary

11/20/14
Date
BOARD ACTIONS TAKEN AT 2013-2014 BOARD OF GOVERNORS MEETING
ON NOVEMBER 3, 2014

14-1103-1a Bd That the Board approve the Agenda

14-1103-2a Bd That the Board approve the October 6, 2014 Board Minutes

14-1103-3a Bd That the Board approve the October 6, 2014 Board Actions

14-1103-4a Bd That the Board approve the Finance Committee and 2014 Preference Poll reports

14-1103-5a Bd That the Board accept the Long Range Planning Committee New Board Orientation Report

14-1103-6a Bd That the meeting be adjourned.

________________________
William Penniman,
Board Secretary

_11/20/14_
Date
Present:
- Beverly Cosham, Acting Chair
- Bill Bouie
- Lisa Sechrest-Ehrhardt
- Bill Keefe
- John Mendonça
- Michelle Moyer
- Bill Penniman
- Vicky Wingert

Absent and Excused:
- Gerald Zavala

Attending from the RCC Staff:
- Leila Gordon, Executive Director
- Barbara Wilmer, Executive Assistant

The Acting Chair called the meeting to order at 8:59 p.m.

On behalf of the Nominating Committee, Vicky announced the proposed officer slate for the 2014-2015 RCC Board of Governors:

For Chair, Bev Cosham; for Vice Chair, Bill Bouie; for Secretary, Bill Penniman; for Treasurer, Gerald Zavala.

Beverly then asked for discussion regarding the proposed slate under consideration. There was no discussion.

MOTION #1:
Vicky moved to accept the Proposed Officer Slate. Michelle seconded the motion.

Bev called for any nominations from the floor. None were given.

Bev called for discussion. There was no discussion.

Vicky called for the vote for officers; the proposed officers’ slate was passed unanimously.

New Board Officers were seated at 9:09 p.m.

New Chair’s Remarks
Bev reiterated that she joined the Board as the result of Cathy going off the Board, and it was with Cathy’s support that she was able to be on the Board. Then a few years later, Cathy came back. Bev stated that the Board is letting her go now, and that the Board expects her to return. Bev then invited Cathy to visit, come back and sit with the Board, from time to time because, “We don't want to miss you.”

Cathy responded that during her various tenures there have been ups and downs, and many major decisions made. She has learned a lot and RCC kept her aware of the state of the community and made her a better citizen as a result. And now the TV audience will increase by one.

New Business
November 3, 2014 Board of Governors Meeting Minutes

Leila reminded Board members to file their disclosure forms during the month of December for 2015; Bill K., who filed earlier for 2014, will have to file again for 2015.

Any Board member who has committee or organization liaison preferences should contact Bev.

Bill P. will be out of town, overseas, and so will not be able to attend the Board Retreat. The Retreat’s content will be the subject of a Long Range Planning Committee meeting prior to the December 1 meeting.

John will not be able to attend the December 1 BOG meeting.

**MOTION #2:**
To Adjourn the Meeting
Bill B. moved that the Board adjourn the meeting. Bill P. seconded the motion. The motion passed unanimously.

The meeting was adjourned at 9:19 p.m.

 William Penniman,  
Board Secretary

11/20/14
Date
BOARD ACTIONS TAKEN AT 2014-2015 BOARD OF GOVERNORS MEETING
ON NOVEMBER 3, 2014

14-1103-1b  Bd  That the Board accept the proposed officer slate as presented by the Nominating Committee.

14-1103-2b  Bd  That the meeting be adjourned.

___________________
William Penniman,
Board Secretary

11/20/14
Date
SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS FINANCE COMMITTEE MEETING
November 17, 2014

The Finance Committee met on November 17, 2014.

Present were:
 Beverly Cosham, Chair
 Gerald Zavala, Committee Chair
 Michelle Moyer, Committee Vice Chair
 Bill Bouie
 Bill Keefe

Absent and Excused:
 John Mendonça

Attending from the RCC Staff:
 Leila Gordon, Executive Director
 Barbara Wilmer, Executive Assistant

Gerald called the meeting to order at 6:02 p.m.

Leila said she hoped committee members had had a chance to look over the materials which were distributed before the meeting. In the financial Excel sheets, all entries in the FY15 Budget Changes column are adjustments resulting from differences between our requested budget allocations and figures the County entered; the net effect is zero, however the cost center allocations were incorrectly assigned.

Revenue
Revenue is tracking much as expected. Staff is looking into the projection methodology for interest revenue, for which estimates provided by DMB have been significantly different from actuals.

Performing Arts is way up in income but that is because the PTA Series events were frontloaded heavily and in the season calendar with the Reduced Shakespeare Company festival. Advertising on NPR also helped (as evidenced by bumps in ticket sales right afterward), but it is expensive. Media will carefully analyze how to get the most value from this outlet.

Theatre rental used to be collected event by event or for Founding Partner organizations at the end of their season. In the future (as much as is feasible), we will be billing quarterly – this is a big change for the Community Players. We are starting to align billing procedures across the agency.

Programming revenue is lean in Adult programs, but programmers are still figuring out the normative baseline in this area since the reconfiguration of departments in Leisure and Learning.

We expect to hit our overall targets for earned and tax revenue.

Personnel
We have some savings from unfilled positions. The fitness director will not actually be a position until FY16 – and we might not need to fill it then. Regarding the open position in Finance/HR, we are waiting until some of the features of the new hiring procedures on the County level are updated to allow for more agency review of applicants. Agency hiring managers are concerned about the level of automation currently in place, which seems somewhat arbitrary. The finance position at RCC functions in many
November 17, 2014 Finance Committee Meeting Report

different ways from other organizations. Other entries in the Personnel sheet are normal for this time of year; as with other expenditures, programming timing influences the fluctuations here.

**Operational**
Notes for where tax receipts come in and the LA lease expense have been added to the line item/cost center nomenclature.

On this sheet, many line items appear to be fully expended; this is a factor of beginning year encumbrances for items such as fuel delivery, security, and so on. As invoices are received and paid these encumbrances decrease.

There will likely be Third Quarter changes in the IT line: this expense may wind up higher than we anticipated, but it will normalize over the next couple of fiscal years. DIT has made changes to billing formulas for the computer replacement program.

**Capital Projects**
These expenses occur primarily when our facilities are closed; the figures here will likely be carried over into FY16.

The T-Mobile income is increasing. When we do our roof replacement, we might want to consider installing more cell towers.

Projects include funds for pressing projects that we continue to pursue, in particular a replacement scheme for our Community Room chandeliers, and our loading dock replacement.

A short discussion followed regarding why the chandelier replacement is such a sticking point (centering on the tubes/wiring replacement redesign for LED spotlights), as well as an acceptable LED replacement for the glitter bars.

**Public Comment (must state name and address):**
None present.

Gerald adjourned the meeting at 6:24 p.m.
## Revenue

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Adopted Budget FY15</th>
<th>FY14 Carryforward</th>
<th>FY15 Budget Changes</th>
<th>Revised Budget FY15</th>
<th>Sept</th>
<th>Oct</th>
<th>YTD</th>
<th>REMAINING BALANCE</th>
<th>YTD % actual</th>
<th>YTD Fee Waiver as part of YTD column</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration (incl. taxes)</td>
<td>6,734,189</td>
<td>0</td>
<td>26,065</td>
<td>29,613</td>
<td>3,523,039</td>
<td>3,211,150</td>
<td>52.32%</td>
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<tr>
<td>Performing Arts-Theatre Admiss.</td>
<td>48,720</td>
<td>0</td>
<td>23,925</td>
<td>3,285</td>
<td>55,540</td>
<td>(6,820)</td>
<td>114.00%</td>
<td>130</td>
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<tr>
<td>PA Theatre Rental</td>
<td>31,640</td>
<td>0</td>
<td>390</td>
<td>515</td>
<td>31,125</td>
<td>1.63%</td>
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<tr>
<td>PA Cultural Activities/ Arts Org</td>
<td>0</td>
<td>0</td>
<td>(5,056)</td>
<td>8,740</td>
<td>11,219</td>
<td>(11,219)</td>
<td>0.00%</td>
<td></td>
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<tr>
<td>Aquatics Classes/drop-in</td>
<td>343,406</td>
<td>343,406</td>
<td>13,844</td>
<td>16,649</td>
<td>103,980</td>
<td>239,426</td>
<td>30.28%</td>
<td>8,599</td>
<td></td>
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<tr>
<td>Aquatics Rental</td>
<td>16,000</td>
<td>16,000</td>
<td>7,543</td>
<td>6,460</td>
<td>14,044</td>
<td>1,956</td>
<td>87.78%</td>
<td></td>
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<tr>
<td>L&amp;L Fitness</td>
<td>116,098</td>
<td>116,098</td>
<td>7,908</td>
<td>5,326</td>
<td>52,623</td>
<td>63,475</td>
<td>45.33%</td>
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<tr>
<td>L&amp;L Teens/Family</td>
<td>74,000</td>
<td>56,685</td>
<td>130,685</td>
<td>1,178</td>
<td>1,061</td>
<td>41,100</td>
<td>55.54%</td>
<td>4,034</td>
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<tr>
<td>L&amp;L Senior</td>
<td>62,000</td>
<td>62,000</td>
<td>2,594</td>
<td>1,040</td>
<td>42,790</td>
<td>19,210</td>
<td>69.02%</td>
<td>7,542</td>
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<tr>
<td>L&amp;L Youth</td>
<td>125,000</td>
<td>125,000</td>
<td>9</td>
<td>182</td>
<td>99,686</td>
<td>25,314</td>
<td>79.75%</td>
<td>6,374</td>
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<tr>
<td>L&amp;L Adult</td>
<td>125,486</td>
<td>(68,785)</td>
<td>56,701</td>
<td>2,982</td>
<td>1,419</td>
<td>20,357</td>
<td>36.34%</td>
<td>16.22%</td>
<td>6,967</td>
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<tr>
<td>Community Events</td>
<td>3,956</td>
<td>3,956</td>
<td>1,500</td>
<td>2,735</td>
<td>1,221</td>
<td>69.14%</td>
<td>0</td>
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<tr>
<td>Arts Education</td>
<td>139,215</td>
<td>12,100</td>
<td>151,315</td>
<td>3,247</td>
<td>556</td>
<td>55,208</td>
<td>69.03%</td>
<td>134</td>
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<tr>
<td><strong>Total RCC Revenue</strong></td>
<td><strong>7,819,710</strong></td>
<td><strong>0</strong></td>
<td><strong>7,819,710</strong></td>
<td><strong>86,135</strong></td>
<td><strong>74,331</strong></td>
<td>0</td>
<td><strong>4,063,735</strong></td>
<td><strong>3,758,375</strong></td>
<td><strong>51.97%</strong></td>
<td><strong>35,865</strong></td>
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</tbody>
</table>

L&L = Leisure & Learning
### Personnel Expenses

<table>
<thead>
<tr>
<th>Personnel Expenses</th>
<th>Adopted Budget FY15</th>
<th>FY14 Changes</th>
<th>FY15 Budget Changes</th>
<th>Revised Budget FY15</th>
<th>Sept</th>
<th>Oct</th>
<th>ENCUMBR.</th>
<th>YTD</th>
<th>REMAINING BALANCE</th>
<th>% Budget Used Ytd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>536,276</td>
<td>78,397</td>
<td>614,673</td>
<td>31,546</td>
<td>47,025</td>
<td>124,029</td>
<td>490,644</td>
<td>23.13%</td>
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<tr>
<td>Booking</td>
<td>232,084</td>
<td>(38,022)</td>
<td>194,062</td>
<td>10,648</td>
<td>21,825</td>
<td>50,513</td>
<td>143,549</td>
<td>21.76%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comptroller</td>
<td>364,787</td>
<td>21,802</td>
<td>346,787</td>
<td>32,703</td>
<td>86,481</td>
<td>278,306</td>
<td>23.71%</td>
<td></td>
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</tr>
<tr>
<td>Customer Service</td>
<td>537,313</td>
<td>(5,901)</td>
<td>531,412</td>
<td>37,208</td>
<td>51,592</td>
<td>143,737</td>
<td>387,675</td>
<td>26.75%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facility Engineer</td>
<td>106,668</td>
<td>7,909</td>
<td>106,668</td>
<td>11,809</td>
<td>31,363</td>
<td>75,305</td>
<td>29.40%</td>
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<tr>
<td>Maintenance</td>
<td>436,832</td>
<td>(2,541)</td>
<td>434,291</td>
<td>28,747</td>
<td>45,340</td>
<td>116,121</td>
<td>318,170</td>
<td>26.58%</td>
<td></td>
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<tr>
<td>IT</td>
<td>125,618</td>
<td>10,119</td>
<td>125,618</td>
<td>15,176</td>
<td>39,892</td>
<td>85,726</td>
<td>31.76%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media</td>
<td>402,966</td>
<td>(18,642)</td>
<td>384,324</td>
<td>27,110</td>
<td>41,705</td>
<td>107,851</td>
<td>276,473</td>
<td>26.76%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Partnerships</td>
<td>-</td>
<td>-</td>
<td>352</td>
<td>1,739</td>
<td>1,739</td>
<td>(1.739)</td>
<td>0.00%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performing Arts</td>
<td>485,415</td>
<td>32,827</td>
<td>485,415</td>
<td>57,368</td>
<td>133,829</td>
<td>351,586</td>
<td>27.57%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aquatics</td>
<td>683,402</td>
<td>39,175</td>
<td>683,402</td>
<td>73,330</td>
<td>182,683</td>
<td>500,719</td>
<td>26.73%</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Leisure &amp; Learning (L&amp;L) Admin</td>
<td>216,801</td>
<td>16,820</td>
<td>216,801</td>
<td>25,230</td>
<td>66,465</td>
<td>150,336</td>
<td>30.66%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L&amp;L Fitness</td>
<td>195,088</td>
<td>4,078</td>
<td>199,166</td>
<td>14,136</td>
<td>27,771</td>
<td>167,317</td>
<td>14.24%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L&amp;L Teens/Family</td>
<td>128,871</td>
<td>15,097</td>
<td>143,968</td>
<td>16,302</td>
<td>61,778</td>
<td>82,190</td>
<td>47.94%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L&amp;L Senior</td>
<td>115,163</td>
<td>6,378</td>
<td>111,163</td>
<td>14,291</td>
<td>30,926</td>
<td>84,237</td>
<td>26.85%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L&amp;L Youth</td>
<td>193,180</td>
<td>25,458</td>
<td>117,722</td>
<td>13,277</td>
<td>117,042</td>
<td>76,138</td>
<td>60.59%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L&amp;L Adult</td>
<td>157,024</td>
<td>(39,074)</td>
<td>117,950</td>
<td>15,505</td>
<td>40,258</td>
<td>77,692</td>
<td>25.64%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Events</td>
<td>131,109</td>
<td>8,682</td>
<td>131,109</td>
<td>16,857</td>
<td>37,630</td>
<td>93,479</td>
<td>28.70%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arts Education</td>
<td>310,497</td>
<td>10,686</td>
<td>321,183</td>
<td>15,440</td>
<td>144,788</td>
<td>176,395</td>
<td>46.63%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Personnel Expenses</strong></td>
<td><strong>5,359,094</strong></td>
<td></td>
<td><strong>5,359,094</strong></td>
<td><strong>346,460</strong></td>
<td><strong>539,598</strong></td>
<td><strong>1,544,896</strong></td>
<td><strong>3,814,198</strong></td>
<td><strong>28.83%</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Reston Community Center  
Budget vs Actuals Worksheet  
31-Oct-14

100%/12*4mo=33%  
Revised Beginning Fund Balance  $ 5,387,178  
Y-End Estimated Fund Balance  $ 4,243,330

<table>
<thead>
<tr>
<th>Operational Expenses</th>
<th>Adopted Budget FY15</th>
<th>FY14 Carryforward</th>
<th>FY15 Budget Changes</th>
<th>Revised Budget FY15</th>
<th>Sept</th>
<th>Oct</th>
<th>ENCUMBR.</th>
<th>YTD</th>
<th>REMAINING BALANCE</th>
<th>% Budget Used Ytd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>119,823</td>
<td>57,211</td>
<td>78,047</td>
<td>255,081</td>
<td>1,240</td>
<td>8,554</td>
<td>45,613</td>
<td>63,023</td>
<td>192,058</td>
<td>52.60%</td>
</tr>
<tr>
<td>Board</td>
<td>109,000</td>
<td>210</td>
<td>2,265</td>
<td>383</td>
<td>26,029</td>
<td>82,971</td>
<td>73.88%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Booking</td>
<td>114,769</td>
<td>646</td>
<td>8,098</td>
<td>51,739</td>
<td>79,802</td>
<td>35,613</td>
<td>69.53%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comptroller/CSR/LA Lease/Admin</td>
<td>383,644</td>
<td>22,846</td>
<td>12,038</td>
<td>5,307</td>
<td>90</td>
<td>269,729</td>
<td>113,915</td>
<td>70.31%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facility Engineer</td>
<td>193,894</td>
<td>27,409</td>
<td>14,763</td>
<td>31,759</td>
<td>78,963</td>
<td>137,777</td>
<td>40.72%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance</td>
<td>466,405</td>
<td>30,633</td>
<td>36,743</td>
<td>285,035</td>
<td>395,119</td>
<td>74,192</td>
<td>84.72%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT</td>
<td>90,802</td>
<td>1,903</td>
<td>39,556</td>
<td>5,775</td>
<td>64,264</td>
<td>27,038</td>
<td>70.77%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media</td>
<td>378,443</td>
<td>74,071</td>
<td>42,500</td>
<td>108,071</td>
<td>16,929</td>
<td>61.75%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Partnerships</td>
<td>175,000</td>
<td>125,000</td>
<td>15,000</td>
<td>8,006</td>
<td>63,976</td>
<td>61.75%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performing Arts</td>
<td>313,655</td>
<td>365,921</td>
<td>14,819</td>
<td>57,756</td>
<td>108,165</td>
<td>81.75%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aquatics</td>
<td>84,015</td>
<td>84,015</td>
<td>4,076</td>
<td>15,216</td>
<td>36,518</td>
<td>47.47%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L&amp;L Adult</td>
<td>12,955</td>
<td>2,189</td>
<td>6,466</td>
<td>11,108</td>
<td>4,960</td>
<td>69.13%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L&amp;L Teens/Family</td>
<td>133,780</td>
<td>135,875</td>
<td>16,033</td>
<td>120,908</td>
<td>14,967</td>
<td>90.38%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L&amp;L Senior</td>
<td>88,390</td>
<td>88,390</td>
<td>8,466</td>
<td>37,098</td>
<td>49,292</td>
<td>42.94%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L&amp;L Youth</td>
<td>136,012</td>
<td>136,012</td>
<td>5,974</td>
<td>27,247</td>
<td>108,933</td>
<td>80.13%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Operational Expenses</td>
<td>$ 3,144,851</td>
<td>83,475</td>
<td>0</td>
<td>$ 3,228,326</td>
<td>244,469</td>
<td>662,496</td>
<td>1,997,914</td>
<td>1,230,412</td>
<td>63.53%</td>
<td></td>
</tr>
</tbody>
</table>
Reston Community Center
Budget vs Actuals Worksheet
31-Oct-14

<table>
<thead>
<tr>
<th>Capital Proj. Desc. &amp; Number/Cap Equip.</th>
<th>Adopted Budget FY15</th>
<th>FY14 Carryforward</th>
<th>FY15 Budget Changes</th>
<th>Revised Budget FY15</th>
<th>Sept</th>
<th>Oct</th>
<th>ENCUMBR</th>
<th>YTD</th>
<th>REMAINING BALANCE</th>
<th>% Budget Used Ytd</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCC Improvements C-000001</td>
<td>174,353</td>
<td>0</td>
<td>174,353</td>
<td>3,337</td>
<td>4,991</td>
<td>169,362</td>
<td>0.00%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. R. HW Enhcmtns. C-000003</td>
<td>130,795</td>
<td>130,795</td>
<td>0</td>
<td>130,795</td>
<td>0</td>
<td>130,795</td>
<td>0.00%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theatre Enhancements C-000008</td>
<td>130,000</td>
<td>68,000</td>
<td>198,000</td>
<td>0</td>
<td>198,000</td>
<td>0</td>
<td>0.00%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Server/Capital Equipment</td>
<td>13,587</td>
<td>13,587</td>
<td>13,587</td>
<td>13,587</td>
<td>0</td>
<td>13,587</td>
<td>0.00%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Capital Expenses</strong></td>
<td>130,000</td>
<td>386,735</td>
<td>516,735</td>
<td>0</td>
<td>13,587</td>
<td>3,337</td>
<td>18,578</td>
<td>498,157</td>
<td>14.29%</td>
<td></td>
</tr>
</tbody>
</table>

| Total RCC Expenditures                 | 8,633,945           | 470,210          | 0                   | 9,104,155          | 668,696 | 797,654 | 665,833 | 3,561,388 | 5,542,767 | 41.25% |

100%/12*4mo=33%

Revised Beginning Fund Balance $ 5,387,178
Y-End Estimated Fund Balance $ 4,243,330
Reston Community Center  
Budget vs Actuals Worksheet  
31-Oct-14

100%/12*4mo=33%

| Revised Beginning Fund Balance | $ 5,387,178 |
| Y-End Estimated Fund Balance   | $ 4,243,330 |

<table>
<thead>
<tr>
<th>Adopted Budget FY15</th>
<th>FY14 Carryforward</th>
<th>FY15 Budget Changes</th>
<th>Revised Budget FY15</th>
<th>Sept</th>
<th>Encumbr.</th>
<th>YTD</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>7,819,710</td>
<td>0</td>
<td>0</td>
<td>7,819,710</td>
<td>86,135</td>
<td>74,331</td>
<td>0</td>
</tr>
<tr>
<td>Personnel</td>
<td>5,359,094</td>
<td>0</td>
<td>0</td>
<td>5,359,094</td>
<td>346,460</td>
<td>539,598</td>
<td>0</td>
</tr>
<tr>
<td>Operating</td>
<td>3,144,851</td>
<td>83,475</td>
<td>0</td>
<td>3,228,326</td>
<td>322,236</td>
<td>244,469</td>
<td>662,496</td>
</tr>
<tr>
<td>Capital Projects</td>
<td>130,000</td>
<td>386,735</td>
<td>0</td>
<td>516,735</td>
<td>0</td>
<td>13,587</td>
<td>3,337</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>8,633,945</td>
<td>470,210</td>
<td>0</td>
<td>9,104,155</td>
<td>668,696</td>
<td>797,654</td>
<td>665,833</td>
</tr>
<tr>
<td>Revenue less Total Expenses</td>
<td>-814,235</td>
<td>-470,210</td>
<td>0</td>
<td>-1,284,445</td>
<td>-582,561</td>
<td>-723,323</td>
<td>-665,833</td>
</tr>
</tbody>
</table>
General Note: Fall 2014 activity registration started August 1. Summer 2014 (after July 1, 2014) related revenue was reversed for FY14 year-end-close and recorded as FY15 revenue.

1. **Administration**: The Administration revenue budget shows combined tax, interest and facility rental revenues. Facility rental revenue is combined T-Mobile antenna and room rental revenue. We have collected 53% of tax revenue, 47% of estimated Facility Rental revenue (which also includes T-Mobile antenna revenue) and 7% of the projected interest revenue. Interest revenue projections are provided by DMB; staff is researching that methodology to determine if closer estimates can be provided.

2. **Performing Arts**: Revenue collection for the current season is very robust; the target has already been met and exceeded for FY15.

3. **Performing Arts Theatre Rental**: Theatre rental payments are billed quarterly for year-round users such as RCP, or by event for others.

4. **Performing Arts Cultural Activities/Arts Organizations**: The community arts box office receipts and payments clearing line.

5. **Aquatics Classes/drop-in**: Year-to-date revenue presents daily gate fees, summer and fall program registration revenue.

6. **Aquatics Rental**: Year-to-date revenue represents natatorium rental payments.

7. **Fitness**: Year-to-date amount includes summer and fall program registration revenue.

8. **Teen/Family**: Year-to-date amount includes summer and fall program registration revenue. Most of this cost center’s revenue is realized during the summer.

9. **55+**: Year-to-date amount includes summer and fall program registration revenue. This program is outpacing the revenue projections for FY15.

10. **Youth**: Year-to-date amount includes summer and fall program registration revenue. Most of this cost center’s revenue is realized during the summer.

11. **Adult**: Year-to-date amount includes summer and fall program registration revenue. Leisure and Learning cost centers continue to be reorganized to establish better workload distribution and more focus to offerings and related revenue; revenue in Adult offerings continues as an area of concern.

12. **Community Events**: Year-to-date amount includes Multicultural Festival vendors’ booth payments.

13. **Arts Education**: Year-to-date amount includes summer and fall program registration revenue. Summer revenues from LARK and YAT contribute significantly to this cost center’s revenue.
Personnel Expenses:  

**General Note:** Labor costs for Teen, Arts Education and Youth are higher due to summer camps’ labor costs occurring in July and August. Budget reallocation due to DMB’s loading of incorrect budget values was completed in October (FY15 Budget Changes column).

1. **Administration:** Administration’s allocated budget is typically under-spent; funding provides for OPEB (“other post-employment benefits”) costs.  
2. **Booking:** Personnel costs are at the expected level.  
3. **Comptroller:** Personnel costs are at the expected level.  
4. **Customer Service:** Personnel costs are at the expected level.  
5. **Facility Engineer:** Personnel costs are at the expected level.  
6. **Maintenance:** Personnel costs are at the expected level.  
7. **Information Technology:** Personnel costs are at the expected level.  
8. **Media:** Personnel costs are at the expected level; there should be savings overall in this cost center due to reorganization of its positions.  
9. **Community Partnerships:** Expense reflects one-time support costs to Anniversary Celebration activities; no further expenditures anticipated.  
10. **Performing Arts:** Personnel costs are at the expected level.  
11. **Aquatics:** Personnel costs are at the expected level.  
12. **Leisure and Learning Administration:** Personnel costs are at the expected level.  
13. **Fitness:** Personnel costs are at the expected level; continuing to adjust Fitness/Adult program cost assignments.  
14. **Teen/Family:** Personnel costs include summer camps’ labor costs which occurred in July and August.  
15. **55+:** Personnel costs are at the expected levels.  
16. **Youth:** Personnel costs include summer camps’ labor costs which occurred in July and August.  
17. **Adult:** Personnel expenditures are being examined to determine appropriate allocations to Fitness/Adult categories.  
18. **Community Events:** Personnel expenditures are at the expected levels.  
19. **Arts Education:** Personnel expenditures include LARK/YAT summer labor costs which occurred in July and August.
Operating Expenses: Reservations for multiple months’ expenses are made at the beginning of the year; funds are spent down from them. Budget reallocations due to DMB’s loading of incorrect budget values were completed in October (FY15 Budget Changes column).

1. **Administration:** Current month expenses include membership, training, design consulting services, and supplies. Reservations are for design consulting services.
2. **Board:** Current month expenses are for hospitality, preference poll, and contribution to Cornerstones. Reservation is for preference poll postage.
3. **Booking:** Current month expenses are for storage facility rental, security, and supplies. Reservations are for security monitoring, piano tuning, and storage facility rental.
4. **Comptroller:** Current month expenses include bank fees, postage, and supply costs. Reservation is for supplies.
5. **Facility Engineering:** Current month expenses include repair and maintenance costs. Reservations are for repair and maintenance.
6. **Maintenance:** Current month expenses include utility costs, maintenance, and supplies. Reservations are for repair and maintenance costs and utilities.
7. **IT:** Current month expenses include IT supplies, DIT billing, and communication costs. Reservations are for communication and software costs. DIT changes to billing formulas for computer replacement program will affect IT budget and may require reallocation.
8. **Media:** Current month expenses include sponsorships, printing, advertisement, and supply costs. Reservations are for sponsorships and advertisement costs.
9. **Community Partnerships:** Current month expense is for hospitality and membership costs. Reservations are for RHT and IPAR. October adjustment reflects reallocation to Arts and Events to fund RSC costs (presented as part of community anniversary calendar.)
10. **Performing Arts:** Current month expenses include theatre operating costs and performer contract advance payments. Reservations are for contractor advance payments.
11. **Aquatics:** Current month expenses are for conference, pool maintenance supplies. Reservations are for pool maintenance supplies.
12. **Leisure and Learning Admin:** Current month expense is for conference costs. There are no open reservations.
13. **Fitness:** Current month expenses include supplies. Reservations are for program delivery contract costs.
14. **Teen/Family:** Current month expenses are for program delivery costs, transportation, recreational activities, program supplies, and costs reallocated from Adult cost center for programs transferred to Teen/Family. Reservations are for transportation and program delivery costs. A large part of the operating budget is expended to support summer program activities.
15. **55+:** Current month expenditures include transportation, recreational activities, program supplies, and conference costs. Reservation is for transportation.
16. **Youth:** Current month expenditures are for recreational equipment rental, program delivery contract costs, Bridge to Learning FCPS sponsorship, and program supplies. Reservations are for program delivery contract costs and transportation. A large part of the operating budget is expended to support summer program activities.
17. **Adult:** Current month expenditures negative amount is due to costs reallocation for programs transferred to Teen/Family. Reservation is for program delivery contract costs.
18. **Community Events:** Current month expenditures are for program supply costs, recreational equipment rental, and program delivery contract costs. Reservations are for program delivery contract costs, facility rental, and recreation equipment rental.
19. **Arts Ed:** Current month expenditures are for program supply costs, conference costs, and contract delivery costs. Reservations are for program delivery contract costs. Costs related to summer programs are higher than for other seasons.
General Note: Reservations for multiple months’ expenses are made at the beginning of the year; funds are spent down from them.

1. RCC Improvements /C-000001: Includes motor control panel replacement, and HW Loading Dock projects.
2. Community Room Hunters Woods Enhancements /C-000003: Community room lighting and sound upgrades (chandelier fixtures design and replacement pending.)
3. RCC Center Stage Enhancements /C-000008: Allocated in previous years funding for Center Stage floor budget of 40K transferred from RCC Improvements project (#1) for ease of costs tracking. New cabling, sound and lighting upgrades will now be done at the same time and so that project budget allocation increased by $100,000 for FY15.