SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
May 2, 2011

Present:
▪ Beverly Cosham, Chair
▪ Bill Bouie
▪ Roger Lowen
▪ Carol Ann Bradley
▪ Colin Mills
▪ Bill Penniman
▪ Cathy Vivona
▪ Bill Keefe

Absent and Excused:
▪ John Gasson

Staff:
▪ Leila Gordon, Executive Director
▪ Janet Dopsovic, Executive Assistant

The Chair called the meeting to order at 8:00 p.m.

Approval of the Agenda:
Beverly Cosham, Chair

MOTION #1:
Colin moved that the agenda be approved. Bill B. seconded the motion. The motion passed unanimously.

Approval of the April 4, 2011 Board Minutes:
Beverly Cosham, Chair

MOTION #2:
Colin moved that the Board approve the April 4, 2011 Board Minutes. Carol seconded the motion. The motion passed unanimously.

Approval of the April 4, 2011 Board Actions:
Beverly Cosham, Chair

MOTION #3:
Colin moved that the Board approve the April 4, 2011 Board Actions. Carol seconded the motion. The motion passed unanimously.
Chair’s Remarks:
The Chair thanked Reston Interfaith and the Greater Reston Chamber of Commerce for the wonderful honor accorded her at the 2011 Best of Reston Awards. She commended the great work done by her fellow honorees, and especially, the recognition of Jim and Karen Cleveland. Bev pointed out that the spirit in the room was warm and giving and that the exceptional service of so many volunteers is what makes Reston so special. She was glad the event was so successful at raising a lot of money which will go toward doing many good things for the community.

Board Member Input on Activities Attended:
Bill K. reported that he thoroughly enjoyed the Best of Reston event also, and again congratulated Beverly on being honored. He continues with his efforts on the Master Plan Task Force, attending meetings and having some conversations with Bill P. about prospects for the next phase of the Task Force efforts. He saw Sarah Jarosz and thought she was spectacular. Bill took an unannounced tour of the RCC Lake Anne construction areas and was pleased to see so much progress has been made.

Roger too was honored to be present at the Best of Reston Awards and congratulated Bev on her well-deserved recognition. He too toured RCC Lake Anne to see the construction and was glad to see that classes are still being held there even while the renovations are underway and congratulated the staff on the continuity planning they did that has apparently worked to keep as much happening in the facility as possible. Roger attended a couple of events where people provided him with unsolicited compliments about the RCC Aquatics facility and camp programs and how much they appreciated them.

Cathy attended Best of Reston and also thought it was a lovely event. She enjoyed Sarah Jarosz, and has been playing bridge. She attended the Reston Players’ production of Moonlight and Magnolias and thought it was absolutely wonderful and very funny. She plans to take a tour of the RCC Lake Anne renovations soon.

Colin commented on the wonderful dinner at the Best of Reston and that he was glad to see RCC’s presence at the event. He has also been participating in Task Force meetings. Colin went to the Founders Day event, which he enjoyed. He also anticipates attending Moonlight and Magnolias in the coming weekend. Colin’s daughter, Leslie, participated in the Dogwood Elementary School Science Fair and is very pleased with her resulting medal for her project.

Bill P. appreciated Bev’s honor at the Best of Reston and commended Leila for her presence in the videos and onstage. He has been very involved in the Task Force; and has continued his RCC Woodworking activities and participation in the Sculpture class.

Carol enjoyed the Best of Reston event; congratulations again go to Bev. She has been participating in Yoga. Carol attended report meetings of the Aging in Reston group and heard about next steps in their plans. They plan a large session with all the volunteers to be sure that people who have contributed to date help decide what the next steps should be; that will be on Wednesday, May 4th at RCC. She attended The Whiz, and the other dance event, more. She also went to Founders Day. Carol attended the Giving Circle of Hope’s “Empty Bowls” event the day after the Best of Reston and it was also gratifying and a wonderful community evening. She participated in Global Camps
Africa’s cultivation breakfast to introduce GCA to new people; that event was held at RCC Hunters Woods.

Bill B. thoroughly enjoyed the Best of Reston event and the much deserved award for Beverly. He has been attending IPAR meetings, and Park Authority meetings, among others. He enjoyed The Whiz, and thought it was refreshingly different.

Beverly listed her non-stop month of activity; she went to the Wiehle Station groundbreaking; Lorton Arts Foundation meetings; Reston Community Orchestra meetings and fundraiser event; sang at Founders Day; read at the IPAR Barnes and Noble fundraising event; attended the Reston Association Annual Meeting with Colin; attended the Fairfax Spotlight on the Arts “Mayor’s Ball”; the Strathmore Music Hall gala, which featured Johnny Mathis; saw Nancy Wilson; went to The Real Inspector Hound which features her husband, Ralph; attended the Helen Hayes Awards; Ruined at Arena Stage; Best of Reston Awards; sang at The Arts Club of Washington; went to the Global Camps Breakfast; enjoyed her grandson’s sporting events; and heard a magnificent young trumpet player in Alexandria. It was a very busy month.

Committee Reports:
Beverly Cosham, Chair

Finance Committee
Bill Bouie, Chair, Finance Committee. See attached report.

Bill reported that the Committee reviewed the monthly financials and accompanying notes. The staff discussed five year projection scenarios with the Committee. They projected the ongoing impacts of the newly established positions and programs the Board reviewed in the last months’ meetings. Projections account for a one-time cost for the development of a new RCC web site of $50,000 and allocations to reserve funds. The staff projection scenario for revenue growth of the tax base is to go from the anticipated 1% increase in FY13 to a cumulative total of 8% growth by FY16. Current capital projects are included. Personnel projections were adjusted to reflect the anticipated delay in the full completion of RCC Lake Anne renovations and so the associated positions won’t be filled until September of 2011 in all likelihood.

After discussion, the Committee moved to forward a motion to the full Board to direct the staff to incorporate the new programs discussed in March in the Carryover and FY13 budgets.

MOTION #4
Bill Bouie moved that the Board approve adoption in the FY12 and FY13 budgets of the pilot programs discussed at the March Community Relations and Program/Policy Joint Committees’ Meeting. Colin seconded the motion. The motion carried unanimously.

Long Range Planning Committee – May 2, 2011
Colin Mills, Chair. Colin reported that the Long Range Planning Committee met prior to the full Board meeting this evening. The discussion was of the first draft of the Strategic Plan Goal and related Objectives for Internal Capacity. The Board consensus was to direct the staff to further refine the format and content of the document to separate the Staff approaches to achieving objectives and measuring their efforts from the Goals and
Objectives themselves. The Board also asked to have the objectives reflect the ways that our patrons will be seeing progress in the goal areas that affect them.

The Long Range Planning Committee will meet again on May 16th at 6:00 p.m. to review the next draft and provide final input.

**MOTION #5:**
Bill B. made a motion to approve the committee reports. Roger seconded the motion. The motion passed unanimously.

**Executive Director’s Report:**
Leila Gordon, Executive Director. See attached report. Leila described the progress with the column-related issues at RCC Lake Anne and the ongoing schedule adjustments resulting from related aspects of the work. RCC Hunters Woods Community Room improvements remain on schedule to be completed during the early fall of 2011. She commended the staff and Renata Wojcicki in particular for completing the tremendous amount of work required of the exempt employee conversion project. Events that she noted were also attended by Board and staff members included the talk by Danielle Allen and the performance related to it from Josh Kornbluth. She complimented the Youth Program Director, Debbie Heron, and our Communications Director, BeBe Nguyen, for the great public relations coverage that the Eggnormous Egghunt received. Leila noted that she was also very proud of the Best of Reston award to Bev and the great presence at the event of the Board and staff members.

**New Business**
Cathy reminded everyone present and at home that the Greater Reston Arts Center Northern Virginia Fine Arts Festival would be on May 21, 22 and that it is a great event and wonderful opportunity to come to Reston Town Center and enjoy great art and performances, and to support GRACE.

**MOTION #6:**
Colin moved that the meeting be adjourned. Carol seconded the motion. The motion passed unanimously.

The Chair adjourned the meeting at 8:35 p.m.

_________________________
William Penniman, Board Secretary

Date

May 16, 2011
BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON April 4, 2011

11-0502-1   Bd   That the Board approve the agenda.
11-0502-2   Bd   That the Board approve the April 4, 2011 Board minutes.
11-0502-3   Bd   That the Board approve the March 7, 2011 Board actions.
11-0502-4   Bd   That the Board approve adoption in the FY12 and FY13 budgets of the pilot programs discussed at the March Community Relations and Program/Policy Joint Committees’ Meeting.
11-0502-5   Bd   That the Board approve the Committee reports.
11-0502-6   Bd   That the meeting be adjourned.

_________________________
William Penniman, Board Secretary

_________
Date

April 15, 2011
Administrative

Lake Anne Expansion
Our construction remains on target. The column work has encountered some delays; we are assured by LARCA that they will meet their target completion timeframe of early July. The sycamore tree near the HVAC enclosure will need to be removed; it is coming down per LARCA’s request on June 7. We will work on the appropriate replacement/landscaping plan with LARCA and RA. Mitigation of floor issues is going to be required; pricing is pending. We are nearing resolution on the fire alarm panel issue with LARCA.

Community Room
We are working on finalizing drawings and specifications to be able to continue with this project as scheduled in the late summer/early fall.

Personnel
Hiring has been completed for all Customer Service Positions, Program Assistants, and Maintenance Positions; and we are nearing the offer stage for the Box Office/Aquatics Job Share position. Advertising for the Public Information Officer I and Graphic Artist III positions has been completed. These will be filled as quickly as possible.

Programs
May saw the spectacular Northern Virginia Fine Arts Festival weekend, the celebration of Older Americans Month, completion of recruitment and hiring for summer camps, and robust registration for summer programs. RCC hosted a gathering of Engineering, Public Planning, Parks and Recreation, and Tourism professionals from the Middle East on May 20th that we coordinated with Institute for International Education (IIE), and that included our partners, Reston Association, Hunter Mill District Supervisor Cathy Hudgins, Fairfax County Park Authority, and Fairfax County Department of Planning and Zoning in a luncheon discussion of how Reston was planned and is planning for the future.

Executive Director Outreach
May: Lake Anne Revitalization committee meetings (four committees); Aging in Reston meetings, Looking Back, Moving Forward to a Sustainable Reston meetings; Reston 50/25 Committee Kick-off meeting; meetings with County Department of Management and Budget and Human Resources to finalize staffing and exempt employee conversion efforts; Initiative for Public Art and Reston Historic Trust meetings; Interviewing Essentials (new County training); Arts Council of Fairfax County meetings; the IIE gathering; and a discussion meeting with LARCA Board President, Rick Thompson, and our Landlord for resolution of construction issues related to RCC Lake Anne expansion.
DATE: April 15, 2011

TO: RCC Board of Governors

FROM: Bill Bouie
Chair, Finance Committee

SUBJECT: April 11, 2011 Finance Committee Meeting

The Finance Committee met on Monday, April 11, 2011. Present were:

- Bill Bouie, Chair
- Carol Ann Bradley
- Leila Gordon, Executive Director
- Renata Wojcicki, Finance Director
- Cathy Vivona
- Janet Dopsovic, Executive Assistant

Attending from the RCC staff:

The Chair called the meeting to order at 6:10 p.m.

Leila asked the committee to review the monthly financials and accompanying notes and address questions to Renata. See attached report. Leila also discussed a five-year projection that incorporates the new program efforts that were discussed during the March 14, 2011 Joint Meeting of the Community Relations and Program Policy Committees.

Revenue
Bill asked whether we will reach the revenue projection. Renata responded that we will end up at a lower projection that is closer to the revised estimate of $5.9 million. She noted that revenue is trickling in slowly each month, and she is hoping that we will meet the new projection. She explained that revenue under Administration reflects the taxes, interest and fees for facility rentals.

Cathy asked for clarification about the lower tax estimates, and Leila explained that the FY11 Budget contained the higher projection of $6.8 million, which was reduced by DMB after the Budget was published because their early estimate was too high. They suggested that we should expect around $5.9 million. We adopted that figure, which is the figure we continue to use in our internal financial models. DMB then advised us that the estimate for next year was going to be about ten percent higher, but they subsequently reduced that to a one percent increase from FY11 to FY12 because the
commercial base was not performing as robustly as originally predicted. In our documentation for our Public Hearing and moving forward, the Budget amount for FY12 will be $5.9 million and the published figure will be footnoted with an explanation.

Bill noted that we have collected over $6 million, and Renata clarified that that figure includes significant rental revenue. She noted that part of the facility rental revenue relates to FY12 and will be reversed for FY11 and booked for FY12. Renata explained that because patrons reserve and pay for rentals in one fiscal year for use during the next fiscal year, we accept the funds, record them, and then move the funds to the year in which the usage takes place. Bill asked whether these funds are encumbered for the following year, and Renata said that they are.

Leila noted that we are very close to $5.9 million in revenue from assessments and indicated that we are confident we will meet revenue projections for this year and the revenue from the tax base assumptions for next year.

**Personnel**

Leila said that interviews for merit conversion positions have begun, and we anticipate that hiring will begin in May. Bill asked whether the new merit positions were included in the third quarter adjustments. Leila said that we made adjustments, but DMB has not changed the figures for FY11 as yet. Leila expressed her concerns to DMB that we want to present the correct figures at our public hearing in June. They agreed that we can publish revised estimates for the public hearing and make an explanatory statement that the revised estimates will not appear in the County’s documents until September of FY12. Renata stated that she has confirmed that she can process the changes needed as a function of the carryover process. Therefore there will be a gap between when the Board presents the FY12 Budget in the Public Hearing and when we see the changes to the FY11 and FY12 Fund Statement in the County published documents. Leila said that we will discuss the revised estimates at the public hearing in the presentation.

Cathy asked whether the interviews that are taking place are within RCC, and Leila said that they are promotional hires. Cathy asked whether the changes appear in the Administrative category. Leila explained that there is money in the Administrative category to cover unanticipated costs and that the expenses for each employee are incorporated in the department where the employee works.

**Operating**

In response to a comment passed along by Cathy Vivona regarding the Community Room temperatures during her last Bridge experience, Leila reported that there may have been some temperature fluctuations when the computer programming for the new Chiller was being done.

**Capital Projects**

Leila reported that further testing of the structural columns at Lake Anne in our expansion fitness rooms revealed that the second column requires more extensive repair. She said that we will adjust our programming scheduling to accommodate classes in other rooms during the prolonged repair work. For this reason, we will hold our Grand Re-Opening in September.

Leila also reported that the Department of Justice/Fairfax County ADA Settlement requires us to make changes in our facilities that comply with the terms of that
Settlement. One unanticipated expense is that the fire alarm system at Lake Anne will need to be updated at a significant cost. As a result of these issues, the contingency budget may be spent.

**Five-Year Projections**
Leila noted that because we will use Pilot Programs with no or little cost to assess the parameters of the transportation challenges for RCC patrons, the Activity Bus costs are not incorporated in our current projections. She advised that, for example, we will be teaming up with Aging in Reston to run a pilot carpooling program for seniors to use for selected programs. The pilot program will be launched in September. We are also working on collaboration with the Reston Youth Network to use the activity buses at the Teen Center and Southgate Community Center to develop shared routes for after school activities.

Leila explained that the Five-Year Projection worksheet the staff is using encompasses new programs and services. She noted that the projections include the highest cost estimates. In response to a question from Cathy, she noted that staff is including all the program concepts discussed in their March report to the Community Relations and Program/Policy Committees, such as the Summer Enrichment and Literacy Learning Program, Tuesday Evening Film Series, Sustainability workshops and classes, Public Artist Residency work, etc.

Leila also explained that the working staff projections include increased costs associated with the new positions related to Health Care Reform. These projections are lower than originally anticipated due to (1) the decrease from our anticipated 13 new positions to only 9 new positions, and (2) a reevaluation of pay scales related to current employee pay rates. Leila noted that staff projections reflect 100% participation by employees in the County's health care benefit program, which may not be the case. Leila also noted that the positions related to the Lake Anne Expansion are included in FY12, but we may defer hiring to allow us more time to adjust to the construction schedule impacts and assess programming participation.

Leila noted that the staff approach is conservative and includes maximum levels of required funding.

Regarding revenue, the analysis by staff incorporated (1) review and comparison of past history during the economic downturn of the nineties, resulting in a period where revenue decreased and then eventually increased; and (2) anticipated redevelopment of the Reston Center for Industry and Government (RCIG) areas, which will result in roughly the same magnitude of significant growth over six years as when the Town Center was developed.

With respect to property taxes, Leila noted that current development proposals scheduled to go before the Planning Commission this summer include retail and office space as well as 359 residential units (Block 16 in the Town Center); retail and office space, a hotel and an additional 880 residential units (The Spectrum Center); and two 360-unit buildings to replace the 82 currently in existence (Parc Reston Condominiums). In addition, the approved Comstock proposal also incorporates retail, office and residential development. The Block 16 and Comstock projects are projected to open in 2013. Leila noted that the County is projecting that significant revenue recovery for the entire County will take place during 2014.
Leila said that we will continue to fund our reserves but at the same time we will be spending down our ending balance. We will be cautious in planning programming and operating so that we will be able to work through the period of time it typically takes to return to revenue levels we experienced before the recession.

Cathy asked for explanation of the projected decrease in revenue projection for the beginning of FY13. Leila explained that it is due primarily to the new merit positions and the fact that we are gradually spending down the ending balance.

Leila noted that the projected revenue growth for FY13 to FY16 from property taxes is projected to increase from 1 percent to 8 percent. She also noted that we do not anticipate increasing fees for the projections' period, and therefore we kept revenue collected from services and programs at a growth level of just 2 percent.

Bill asked for clarification on a $50,000 difference between FY12 and FY13 for new programs and services, and Leila explained that the website redesign is a one-time expense.

Leila said that RCC's planning for the next five years will take us to a point before another growth spurt occurs and that our planned expenditures will take us through the entirety of what we currently project as the downturn period. If at some point in the future, the community seeks a new facility built by RCC, we would be well-positioned for that process and a requisite bond referendum.

Cathy asked whether the County publishes projections for more than a two-year period, and Leila said that there is no published document. Renata noted that projections are constantly changing and pointed out the differences in revenue projections from the County in the past few months. Leila noted that we ask the County for justification each time the figures change. The working staff calculations for the five years ahead are estimated based on history and understanding of the core budget and new programs and are not included in our published Budget Hearing documents either, which include the past fiscal year, current year, adopted budget and projected budget.

Leila said that much of the discrepancies in figures estimated earlier for FY12 revenue stem from commercial realities associated with some of the struggling village centers. She reported that during the next year, the Reston Master Plan Task Force will focus on the village centers, which may create an opportunity for the community to suggest a different type of public use. The Task Force will discuss amenities, facilities and assets for the community, which could involve RCC.

Motion: Cathy moved that adoption of the new programs as described at the March 14 Joint Community Relations and Program Policy Committees' Meeting be moved forward to the Board. Carol seconded the motion. The motion passed unanimously.

The chair adjourned the meeting at 6:53 p.m.
### Reston Community Center
#### Budget vs Actuals Worksheet
31-Mar-11

<table>
<thead>
<tr>
<th></th>
<th>100%</th>
<th>12%</th>
<th>9mos=74.97%</th>
<th>Budget</th>
<th>FY11</th>
<th>Feb</th>
<th>Mar</th>
<th>ENCUMBR</th>
<th>YTD</th>
<th>REMAINING</th>
<th>YTD %</th>
<th>actual</th>
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<td><strong>Beginning Fund Balance</strong></td>
<td>$ 8,746,168</td>
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<td><strong>Est. Y-End Fund Balance</strong></td>
<td>$ 6,551,648</td>
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<tr>
<td><strong>Revenue</strong></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>1. Administration</td>
<td></td>
<td></td>
<td></td>
<td>$ 6,860,559</td>
<td>$ 36,670</td>
<td>$ 26,179</td>
<td>$ 6,018,722</td>
<td>$ 841,847</td>
<td>87.7%</td>
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<td>2. Performing Arts-Theatre Admis.</td>
<td></td>
<td></td>
<td></td>
<td>48,500</td>
<td>4,505</td>
<td>4,530</td>
<td>42,275</td>
<td>7,225</td>
<td>85.46%</td>
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<td>3. PA Theatre Rental</td>
<td></td>
<td></td>
<td></td>
<td>22,590</td>
<td>0</td>
<td>0</td>
<td>7,452</td>
<td>15,538</td>
<td>32.41%</td>
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<td>4. PA Cultural Activities/ Arts Org</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>6,622</td>
<td>(2,050)</td>
<td>7,014</td>
<td>(7,014)</td>
<td>0.00%</td>
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<tr>
<td>5. Aquatics Classes/drop-in</td>
<td></td>
<td></td>
<td></td>
<td>270,030</td>
<td>12,203</td>
<td>14,712</td>
<td>196,842</td>
<td>70,188</td>
<td>74.02%</td>
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<td>6. Aquatic Rental</td>
<td></td>
<td></td>
<td></td>
<td>18,030</td>
<td>0</td>
<td>0</td>
<td>11,725</td>
<td>8,275</td>
<td>65.14%</td>
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<td>7. General Programs Admin</td>
<td></td>
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<td>0</td>
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<td>0</td>
<td>0</td>
<td>0.00%</td>
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<tr>
<td>8. Teens</td>
<td></td>
<td></td>
<td></td>
<td>65,288</td>
<td>32,700</td>
<td>3,548</td>
<td>83,234</td>
<td>(17,946)</td>
<td>127.49%</td>
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<tr>
<td>9. Senior</td>
<td></td>
<td></td>
<td></td>
<td>54,230</td>
<td>1,597</td>
<td>2,169</td>
<td>52,891</td>
<td>(5,991)</td>
<td>116.03%</td>
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<tr>
<td>10. Youth</td>
<td></td>
<td></td>
<td></td>
<td>86,464</td>
<td>55,577</td>
<td>6,343</td>
<td>135,822</td>
<td>(53,155)</td>
<td>161.48%</td>
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<tr>
<td>11. Adult</td>
<td></td>
<td></td>
<td></td>
<td>122,568</td>
<td>4,752</td>
<td>7,039</td>
<td>194,538</td>
<td>18,430</td>
<td>85.01%</td>
<td></td>
<td></td>
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<td>12. Community Events</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1,300</td>
<td>(1,300)</td>
<td>0.00%</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>13. Arts Education</td>
<td></td>
<td></td>
<td></td>
<td>106,608</td>
<td>46,650</td>
<td>(214)</td>
<td>154,626</td>
<td>(99,018)</td>
<td>165.88%</td>
<td></td>
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<tr>
<td><strong>Total RCC Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td>$ 7,635,587</td>
<td>$ 204,813</td>
<td>$ 62,255</td>
<td>$ 6,643,440</td>
<td>$ 812,147</td>
<td>89.35%</td>
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</table>

*Note: Revenue collection is very strong in the first months of the fiscal year, half usually is collected in July and another later in the fiscal year.*

- **Low Rule summer camp revenue**
- **Summer camp revenue**
- **YAT summer revenue**
<table>
<thead>
<tr>
<th>Personnel Expenses</th>
<th>Budget FY11</th>
<th>Feb</th>
<th>Mar</th>
<th>ENCUMLBR</th>
<th>YTD</th>
<th>REMAINING BALANCE</th>
<th>% Budget Used Ytd</th>
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<tr>
<td>Administration</td>
<td>526,408</td>
<td>26,800</td>
<td>26,800</td>
<td>232,585</td>
<td>293,809</td>
<td>44,19%</td>
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<tr>
<td>Board O&amp;G</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
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<tr>
<td>Rocking</td>
<td>144,583</td>
<td>10,006</td>
<td>10,766</td>
<td>101,940</td>
<td>42,543</td>
<td>70.51%</td>
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<tr>
<td>Controller</td>
<td>333,518</td>
<td>22,537</td>
<td>23,099</td>
<td>202,112</td>
<td>131,406</td>
<td>63.80%</td>
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<tr>
<td>Customer Service</td>
<td>330,732</td>
<td>30,290</td>
<td>21,891</td>
<td>222,166</td>
<td>106,564</td>
<td>67.17%</td>
<td></td>
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<tr>
<td>Facility Engineer</td>
<td>181,204</td>
<td>7,198</td>
<td>7,223</td>
<td>97,212</td>
<td>63,992</td>
<td>63.30%</td>
<td></td>
</tr>
<tr>
<td>Maintenance</td>
<td>315,739</td>
<td>26,677</td>
<td>26,311</td>
<td>236,762</td>
<td>78,977</td>
<td>74.99%</td>
<td></td>
</tr>
<tr>
<td>IT</td>
<td>111,459</td>
<td>7,647</td>
<td>7,847</td>
<td>95,637</td>
<td>41,822</td>
<td>62.48%</td>
<td></td>
</tr>
<tr>
<td>Media</td>
<td>254,493</td>
<td>15,028</td>
<td>16,631</td>
<td>145,012</td>
<td>109,481</td>
<td>56.98%</td>
<td></td>
</tr>
<tr>
<td>Performing Arts</td>
<td>446,529</td>
<td>33,646</td>
<td>33,961</td>
<td>303,049</td>
<td>143,880</td>
<td>67.81%</td>
<td></td>
</tr>
<tr>
<td>Aquatics</td>
<td>638,423</td>
<td>47,286</td>
<td>50,700</td>
<td>440,183</td>
<td>196,240</td>
<td>68.95%</td>
<td></td>
</tr>
<tr>
<td>General Programs Admin</td>
<td>90,180</td>
<td>7,446</td>
<td>7,446</td>
<td>66,201</td>
<td>23,979</td>
<td>73.41%</td>
<td></td>
</tr>
<tr>
<td>Teens</td>
<td>129,716</td>
<td>7,100</td>
<td>6,198</td>
<td>81,427</td>
<td>48,288</td>
<td>62.77%</td>
<td></td>
</tr>
<tr>
<td>Senior</td>
<td>136,287</td>
<td>10,839</td>
<td>11,499</td>
<td>93,147</td>
<td>43,140</td>
<td>68.35%</td>
<td></td>
</tr>
<tr>
<td>Youth</td>
<td>187,874</td>
<td>12,872</td>
<td>11,287</td>
<td>151,476</td>
<td>36,396</td>
<td>85.83%</td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>181,097</td>
<td>14,296</td>
<td>16,256</td>
<td>124,823</td>
<td>56,274</td>
<td>68.93%</td>
<td></td>
</tr>
<tr>
<td>Community Events</td>
<td>108,649</td>
<td>8,065</td>
<td>7,192</td>
<td>73,285</td>
<td>35,364</td>
<td>67.45%</td>
<td></td>
</tr>
<tr>
<td>Arts Education</td>
<td>282,606</td>
<td>16,526</td>
<td>16,685</td>
<td>208,583</td>
<td>74,023</td>
<td>73.81%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Personnel Expenses</strong></td>
<td>$ 4,378,896</td>
<td>$ 394,250</td>
<td>$ 301,603</td>
<td>-</td>
<td>$ 2,844,616</td>
<td>$ 1,530,277</td>
<td>65.06%</td>
</tr>
</tbody>
</table>
## Reston Community Center
### Budget vs Actuals Worksheet
#### 31-Mar-11

<table>
<thead>
<tr>
<th>Operational Expenses</th>
<th>Budget FY11</th>
<th>Feb</th>
<th>Mar</th>
<th>ENCUMBR</th>
<th>YTD</th>
<th>REMAINING BALANCE</th>
<th>% Budget Used Ytd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>158,521</td>
<td>141</td>
<td>(12,097)</td>
<td>14,156</td>
<td>42,691</td>
<td>116,230</td>
<td>26,86%</td>
</tr>
<tr>
<td>Board</td>
<td>58,000</td>
<td>5,466</td>
<td>6,220</td>
<td>3,000</td>
<td>50,716</td>
<td>8,284</td>
<td>85,96%</td>
</tr>
<tr>
<td>Farming</td>
<td>103,794</td>
<td>29,486</td>
<td>10,849</td>
<td>25,883</td>
<td>100,177</td>
<td>3,117</td>
<td>56,96%</td>
</tr>
<tr>
<td>Controller/Customer Service</td>
<td>421,616</td>
<td>21,677</td>
<td>38,715</td>
<td>62,183</td>
<td>395,537</td>
<td>26,079</td>
<td>93,91%</td>
</tr>
<tr>
<td>Facility Engineer</td>
<td>169,729</td>
<td>6,024</td>
<td>9,044</td>
<td>15,611</td>
<td>76,586</td>
<td>93,143</td>
<td>45,12%</td>
</tr>
<tr>
<td>Maintenance</td>
<td>314,475</td>
<td>28,181</td>
<td>30,676</td>
<td>41,083</td>
<td>283,784</td>
<td>50,711</td>
<td>83,87%</td>
</tr>
<tr>
<td>IT</td>
<td>163,095</td>
<td>1,273</td>
<td>14,248</td>
<td>6,074</td>
<td>70,816</td>
<td>93,089</td>
<td>43,21%</td>
</tr>
<tr>
<td>Media</td>
<td>294,833</td>
<td>69,587</td>
<td>4,984</td>
<td>7,191</td>
<td>293,448</td>
<td>1,385</td>
<td>99,53%</td>
</tr>
<tr>
<td>Community Partnerships</td>
<td>136,030</td>
<td>2,956</td>
<td>90</td>
<td>22,000</td>
<td>108,142</td>
<td>26,858</td>
<td>80,10%</td>
</tr>
<tr>
<td>Performing Arts</td>
<td>285,876</td>
<td>40,545</td>
<td>51,610</td>
<td>7,748</td>
<td>251,239</td>
<td>34,637</td>
<td>86,29%</td>
</tr>
<tr>
<td>Aquatics</td>
<td>81,245</td>
<td>5,122</td>
<td>2,756</td>
<td>13,569</td>
<td>55,595</td>
<td>21,586</td>
<td>73,31%</td>
</tr>
<tr>
<td>General Programs Admin</td>
<td>8,850</td>
<td>110</td>
<td>189</td>
<td>0</td>
<td>3,648</td>
<td>3,202</td>
<td>53,26%</td>
</tr>
<tr>
<td>Teens</td>
<td>123,660</td>
<td>12,613</td>
<td>6,967</td>
<td>25,628</td>
<td>102,884</td>
<td>20,776</td>
<td>83,20%</td>
</tr>
<tr>
<td>Senior</td>
<td>86,900</td>
<td>6,461</td>
<td>2,632</td>
<td>13,173</td>
<td>51,517</td>
<td>24,333</td>
<td>71,16%</td>
</tr>
<tr>
<td>Youth</td>
<td>116,130</td>
<td>2,568</td>
<td>2,469</td>
<td>6,980</td>
<td>85,006</td>
<td>45,124</td>
<td>59,03%</td>
</tr>
<tr>
<td>Adult</td>
<td>107,663</td>
<td>3,342</td>
<td>2,855</td>
<td>31,513</td>
<td>84,665</td>
<td>23,058</td>
<td>75,58%</td>
</tr>
<tr>
<td>Community Events</td>
<td>163,200</td>
<td>7,292</td>
<td>1,101</td>
<td>18,560</td>
<td>131,985</td>
<td>31,215</td>
<td>80,87%</td>
</tr>
<tr>
<td>Arts Education</td>
<td>86,919</td>
<td>624</td>
<td>3,541</td>
<td>9,430</td>
<td>41,750</td>
<td>45,159</td>
<td>45,04%</td>
</tr>
</tbody>
</table>

**Total Operational Expenses**: $2,882,766 $236,461 $176,850 $320,719 $2,214,081 $668,886 $76,80%
## Capital Proj. Expenses/ Capital Equipment

<table>
<thead>
<tr>
<th>Capital Proj.</th>
<th>Budget FY11</th>
<th>Feb</th>
<th>Mar</th>
<th>ENCUMBR</th>
<th>YTD</th>
<th>REMAINING BALANCE</th>
<th>% Budget Used Ytd</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCC Improvements 003716</td>
<td>$475,034</td>
<td>$ -</td>
<td>$ -</td>
<td>$312,180</td>
<td>$312,180</td>
<td>$162,844</td>
<td>99.98%</td>
</tr>
<tr>
<td>HW LA Priority 1 003717.5</td>
<td>$666</td>
<td>$ -</td>
<td>$ -</td>
<td>$666</td>
<td>$666</td>
<td>0</td>
<td>99.98%</td>
</tr>
<tr>
<td>Nat. Spa Roof 003717:10</td>
<td>$42,000</td>
<td>$ -</td>
<td>$ -</td>
<td>$40,158</td>
<td>$40,158</td>
<td>$1,842</td>
<td>95.51%</td>
</tr>
<tr>
<td>Facility Enhancement LA 003717.11</td>
<td>$1,560,744</td>
<td>$17,812</td>
<td>$205,169</td>
<td>$1,157,479</td>
<td>$1,430,518</td>
<td>$130,226</td>
<td>91.66%</td>
</tr>
<tr>
<td>Comm. Room HW Enhancements 003717:12</td>
<td>$500,000</td>
<td>$391</td>
<td>-</td>
<td>$33,694</td>
<td>$34,288</td>
<td>$466,702</td>
<td>6.66%</td>
</tr>
<tr>
<td>Aquatics-Slide</td>
<td>$9,000</td>
<td>$ -</td>
<td>$ -</td>
<td>$9,000</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

### Total Capital Expenses
- Total: $2,587,444
- Feb: $18,232
- Mar: $205,169
- YTD: $1,544,187
- REMAINING BALANCE: $1,817,830
- % Budget Used Ytd: 79.26%

### Total RCC Expenditures
- Total: $9,850,107
- Feb: $568,614
- Mar: $683,613
- YTD: $1,684,906
- REMAINING BALANCE: $6,881,530
- % Budget Used Ytd: 69.86%

- 70KHW ADA 3car Enhancement, 532.4K
- Chiller, 40K Center Stage Floor, 50K HW Loading Dock

- 29K LA expansion, 30K Art Studio, 15.7K Gallery
- Acoustics, 39K LA ADA plus transfer from 3717.5 234K
Reston Community Center  
HW and LA capital projects priority 1 and 2 only

<table>
<thead>
<tr>
<th>Priority #</th>
<th>Public Hearing $</th>
<th>FY2009 Revised $</th>
<th>FY2010</th>
<th>FY2011</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace Asbestos Floors</td>
<td>30,000</td>
<td></td>
<td></td>
<td></td>
<td>Cancelled</td>
</tr>
<tr>
<td>Replace Popcorn Ceiling</td>
<td>10,000 10,000</td>
<td></td>
<td></td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>Replace Drywall Kitchen Area</td>
<td>2,000 2,000</td>
<td></td>
<td></td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>Enhance CR Acoustics</td>
<td>42,000 60,000</td>
<td></td>
<td></td>
<td></td>
<td>Approved BCG</td>
</tr>
<tr>
<td>Upgrade CR Sound System</td>
<td>68,000</td>
<td></td>
<td></td>
<td></td>
<td>Defer</td>
</tr>
<tr>
<td>Staging/Seating Equipment</td>
<td>24,000</td>
<td></td>
<td></td>
<td></td>
<td>Defer</td>
</tr>
<tr>
<td>Performance Lighting</td>
<td>45,000</td>
<td></td>
<td></td>
<td></td>
<td>Defer</td>
</tr>
<tr>
<td>Blackout Curtains</td>
<td>10,000</td>
<td></td>
<td></td>
<td></td>
<td>Defer</td>
</tr>
<tr>
<td>Replace Exterior Skylights</td>
<td>15,000</td>
<td></td>
<td></td>
<td></td>
<td>Defer</td>
</tr>
<tr>
<td>Replace Back Deck</td>
<td>15,000 15,000</td>
<td></td>
<td></td>
<td></td>
<td>Awaiting BOG</td>
</tr>
<tr>
<td>LA Wood Storefront replacement</td>
<td>6,000 6,000</td>
<td></td>
<td></td>
<td></td>
<td>Awaiting BOG</td>
</tr>
<tr>
<td>LA ADA compliant doors</td>
<td>5,000 5,000</td>
<td></td>
<td></td>
<td></td>
<td>Awaiting BOG</td>
</tr>
<tr>
<td>LA Front Desk Re-Design</td>
<td>10,000</td>
<td></td>
<td></td>
<td></td>
<td>Defer</td>
</tr>
<tr>
<td><strong>Total HW and LA Priority 1 and 2</strong></td>
<td><strong>282,000</strong></td>
<td><strong>98,000</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. **Administration:** The Administration revenue budget shows combined tax, interest and facility rental revenues. The estimated revenue from taxes was revised downward for FY11 to $5.9M; revenue is tracking to the lowered estimate. We have collected about 162% of estimated Facility Rental revenue (a portion of the facility rental revenue is for FY12 and will be reversed in June 2011 and recorded for FY12) and 25% of the projected interest revenue. Interest revenue is significantly lower than collections for this same period in the previous fiscal year due to less robust investment performance typical of the past year and a smaller fund balance on which to collect it.

2. **Performing Arts:** Revenue collection is very uneven depending on scheduled shows and their related box office revenue. The beginning of the year revenue results from ticket sales for the season as a whole. Given the lowering of Professional Touring Artist Series ticket prices for SD 5, it is likely that revenue will underperform as it relates to the budget projection for the year as a whole. Revenue targets have been adjusted for the FY12 budget accordingly.

3. **Performing Arts Theatre Rental:** Revenue recorded to date includes current year rental payments as well as rent due from a significant Historical User for the previous fiscal year which they were unable to pay on time. Theatre rental payments are typically made at the end of the fiscal year; revenue targets in future years will be adjusted for new rates, policies, and activity levels.

4. **Performing Arts Cultural Activities/Arts Organizations:** The community arts box office receipts and payments clearing line. Payments were made in March for the recent Community Arts Organizations' ticket sales.

5. **Aquatics Classes/drop-in:** Year-to-date revenue represents registration for fall and winter/spring programming.

6. **Aquatics Rental:** Year-to-date revenue represents a natatorium rental fee for the fall (Masters).

7. **General Programs Administration:** This is not a revenue earning category.

8. **Teens:** Year-to-date amount includes summer (post July 1), fall, and winter/spring program revenue; summer 2011 revenue will be reversed at the FY11 year-end-close and recorded as FY12 revenue.

9. **Seniors:** Year-to-date amount includes summer (post July 1), fall, and winter/spring program revenue.

10. **Youth:** Year-to-date amount includes summer (post July 1), fall, and winter/spring program revenue; summer 2011 revenue will be reversed at the FY11 year-end-close and recorded as FY12 revenue.

11. **Adults:** Year-to-date amount includes summer (post July 1), fall, and winter/spring program revenue.

12. **Community Events:** Collected revenue represents vendor fees for the Reston Multicultural Festival in the month of September.

13. **Arts Education:** Year-to-date amount includes summer (post July 1) fall, and winter/spring program revenue; summer 2011 revenue will be reversed at the FY11 year-end-close and recorded as FY12 revenue. We have also processed refunds for class activity we cancelled to accommodate the Lake Anne construction process.
Personnel Expenses:

**General Note:** The actual fringe benefits factor for FY11 is 6.34% higher than the planning factor used by DMB for the FY11 Budget, therefore personnel costs are slightly higher than projected. A budget transfer was completed in February from the Administration cost center’s contingency account to cover the additional expense.

1. **Administration:** Administration’s allocated budget is typically under-spent; funding provides for OPEB costs and contingencies such as the increase in fringe benefits costs.
2. **Booking:** Personnel costs are in an appropriate range for the period of the year.
3. **Comptroller:** Personnel costs are lower than the benchmark due to a merit position vacancy and partial offset by exempt employee labor costs. The hiring process for the position vacancy was completed at the end of March.
4. **Customer Service:** Personnel costs are at expected levels.
5. **Facility Engineer:** Personnel costs reflect additional costs for an exempt position and timeframe overlap in one merit position (end of October 2010 through mid-November) utilized to prepare for our Building Engineer’s retirement; it is offset by savings related to the new position salary level.
6. **Maintenance:** Personnel costs are higher than the benchmark due to higher than anticipated staffing levels.
7. **Information Technology:** Personnel costs are at expected levels.
8. **Media:** Personnel costs are somewhat lower than the benchmark; expenditures will fluctuate based on workflow. The Graphic Artist position vacancy related savings are somewhat offset by part time employee labor costs.
9. **Performing Arts:** Personnel costs are at expected levels.
10. **Aquatics:** Personnel costs are at expected levels. Aquatics exempt staff hourly rates were evaluated and increased in FY10 to match industry standards.
11. **General Programs Administration:** Personnel costs are at expected levels.
12. **Teens:** Personnel costs are at expected levels and reflect the Teen Director position vacancy related savings and a partial offset of them by increased part time employee labor costs.
13. **Senior:** Personnel costs are at expected levels.
14. **Youth:** Personnel costs appear higher than the benchmark because they include Camp Goodtimes labor costs which occurred in July/August 2010.
15. **Adult:** Personnel expenditures are at expected levels.
16. **Community Events:** Personnel expenditures are at expected levels.
17. **Arts Education:** Personnel expenditures appear higher than the benchmark because they include LARK/YAT summer labor costs which occurred in July/August 2010.
Operating Expenses:

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

1. **Administration**: Current month credit reflects costs transfer for banking service charges to Comptroller. Reservation is for SWSG consulting services and conference/training attendance costs.
2. **Board**: Current month expenses include hospitality costs and final preference poll costs.
3. **Booking**: Current month expenditures are for security monitoring, supplies, and storage facility rental. Reservations are for security monitoring and storage facility rental.
4. **Comptroller**: Current month expenditures include bank fees, office supplies, copying and utilities costs. Reservations are for utilities.
5. **Facility Engineering**: Current month expenditures are for repair and ground maintenance. Reservations are for repair and maintenance and for grounds maintenance.
6. **Maintenance**: Current month expenditures include custodial services payment, fuel costs, supplies, and repair and maintenance. Reservations are for custodial service, fuel, and repair and maintenance.
7. **IT**: Current month expenditures are for DIT communication charges and supplies. Reservations are for supplies and cellular phones’ billing.
8. **Media**: Current month expenditures are for supplies and advertising.
9. **Community Partnerships**: Current month expenditure is for hospitality costs.
10. **Performing Arts**: Current month expenditures include contractor fees, miscellaneous operating costs, hospitality costs, and conference travel costs. Reservations are for advance contractor fees and repair and maintenance.
11. **Aquatics**: Current month expenditures are for various pool supply and National Aquatic conference costs. Reservations are for supplies uniforms, and repair and maintenance.
12. **General Programs Admin**: Current month expenditures include supplies and professional subscription costs.
13. **Teens**: Current month expenditures include program instruction, supply, and recreational activity costs. Reservations are for program instruction and program transportation.
14. **Senior**: Current month expenditures include transportation, supply, and recreational activity costs. Reservations are for program instruction and transportation costs.
15. **Youth**: Current month expenditures are for program instruction and supplies. Reservations are for program instruction.
16. **Adult**: Current month expenditures are for transportation, program supply, and recreational activity costs. Reservations are for program instruction and program transportation.
17. **Community Events**: Current month expenditures are for program supply costs. Reservations are for contractor fees.
18. **Arts Ed**: Current month expenditures are for program related supply costs and contractor payment. Reservations are for program contractor payments.
1. **RCC Improvements / 003716**: Includes ADA Doors, Chiller, CenterStage Floor, and HW Loading Dock projects. Reservation is for Baistar Inc. (Chiller).
2. **Hunters Woods and Lake Anne Priority 1 / 003717.5**: Originally included theatre rigging that was separated into its own project. Other projects included were enclosing asbestos in our floors in HW, which we cancelled; replacement of the Theatre Lobby ceiling which we completed; Drywall in the kitchen which was completed; LA ADA doors, LA Front Desk redesign which were folded into the LA expansion activity; and Aquatics Lockers’ replacement, which was cancelled by the Board, and that amount ($220K) was transferred to the Facility Enhancement LA project 003717.11. The remaining amount will be liquidated once the purchase order is closed.
3. **Natatorium Spa Roof / 003717.10**: Reservation is for Weatherproofing Technology Inc.
4. **Facility Enhancement Lake Anne / 003717.11**: Includes Art Studio, LA Expansion, LA Hallway Acoustics projects. Reservation is for LA expansion. Current month expenditures are for SWSG services and SG Construction Inc. Reservations are for SWSG services and SG Construction Inc.
5. **Community Room Hunters Woods Enhancements / 003717.12**: Reservations is for SWSG services. Project deferred to summer 2011; will be carried over.
6. **Aquatics Slide**: No activity.