Reston Community Center
Board of Governors Monthly Meeting
November 6, 2017
8:00 p.m.
Meeting Agenda

8:00 – Call to Order
Beverly Cosham, Chair

8:02 – Approval of Agenda
Beverly Cosham, Chair

8:03 – Approval of Minutes and Board Actions
Beverly Cosham, Chair
- Approval of October 2, 2017 Board Minutes
  (as reviewed and approved by the Board Secretary)
- Approval of October 2, 2017 Board Actions
  (as reviewed and approved by the Board Secretary)

8:05 – Chair’s Remarks
Beverly Cosham, Chair

8:08 – Introduction of Visitors

8:10 – Citizen Input

8:12 – Committee Report
Gerald Zavala, Committee Chair
- October 2 Finance Committee Meeting
- Long Range Planning Committee Meeting
Michelle Moyer, Committee Chair

8:22 – Approval of Committee Reports
Beverly Cosham, Chair

8:25 – Board Member Input on Activities Attended

Gerald Zavala, Committee Chair

Adjournment of 2016-2017 Board
Beverly Cosham, Chair

8:45 – Convening of new Board members
Beverly Cosham, Acting Chair

8:46 – Nominating Committee: Proposed Officer Slate
Bill Bouie, Vicky Wingert
Nominating Committee

8:49 – Election and Seating of Board Chair
Board

8:51 – Seating of New Board Officers
Board Chair

8:53 – New Chair’s Remarks
Board Chair

8:56 – Executive Director’s Report
Leila Gordon, Executive Director

8:58 – New Business
Board Chair

9:00 – Adjournment

Reminders:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>December Monthly Meeting</td>
<td>December 4</td>
<td>8:00 p.m.</td>
</tr>
<tr>
<td>Annual Strategic Planning Session</td>
<td>January 5, 6</td>
<td>TBD</td>
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</table>
SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
OCTOBER 2, 2017

Present:

- Beverly Cosham, Chair
- Bill Bouie
- Lisa Sechrest-Ehrhardt
- Michelle Moyer
- Bill Keefe
- Bill Penniman
- Paul D. Thomas
- Gerald Zavala

Absent and Excused:

- Vicky Wingert

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Barbara Wilmer, Executive Assistant

The Chair called the meeting to order at 8:09 p.m.

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

MOTION #2:
Approval of the September 11, 2017 Board Minutes
Bill B. moved that the Board approve the September 11, 2017 Board Minutes. Bill K. seconded the motion. The motion passed unanimously.

MOTION #3:
Approval of the September 11, 2017 Board Actions
Bill B. moved that the Board approve the September 11, 2017 Board Actions. Bill K. seconded the motion. The motion passed unanimously.

Chair’s Remarks
Bev said that in light of last night’s events in Las Vegas, and also for the people in Puerto Rico and other disaster victims, we will take a moment of silence. Her words for tonight:

Self-absorption in all its forms kills empathy, let alone compassion. When we focus on ourselves, our world contracts as our problems and preoccupations loom large. But when we focus on others, our world expands. Our own problems drift to the periphery of the mind and so seem smaller, and we increase our capacity for connection – or compassionate action. (Daniel Goleman, Social Intelligence: The New Science of Human Relationships)

Resolve to be tender with the young, compassionate with the aged, sympathetic with the striving, and tolerant of the weak and the wrong. Sometime in life you will have been all of these. (Lloyd Shearer, Walter Scott’s Personality Parade)

Introduction of Visitors
There were none.

Citizen Input
None.
Committee Reports
October 2, 2017 Finance Committee Report
Gerald gave a summary of the Report, including that it reflects the early part of the fiscal year. About half of the annual tax revenue has come in; the other half will come in December and January. The totals show the revenue from before July reversed and recorded as FY18 program revenue (primarily camp registrations). There was discussion of the fee waiver usage spike for all-day travel camps, indicating the need for full-day programs. There was discussion of how best to leverage that information. RCC is on target for fall registration fees. There are some savings in Personnel from vacancies, but those are being filled rapidly, so those will be relatively small savings over the year. Operating expense numbers are the result of multiple months’ encumbrances and funds are spent down from those. Funds have been carried over for Capital Projects, such as the stage floor replacement; funds for the Aquatics Renovation Project are fully accounted for in the FY18 Capital Projects line items.

There have been some adjustments made to the previously approved FY19 budget; Gerald asked that the Board approve the adjusted Fund Statement presented in the finance materials in order that RCC can submit the FY19 Budget to the Department of Management and Budget (DMB) tomorrow. The adjustments reflect DMB refinement of the personnel costs for benefits and pay increases. They will not change RCC’s mandated reserves structure.

MOTION #4:
Approval of the FY19 budget adjustment and final budget submission to the County Department of Management and Budget on October 3.
Gerald moved that the Board approve the budget as adjusted. Bill B. seconded the motion. The motion passed unanimously.

MOTION #5:
Approval of the October 2, 2017 Finance Committee Report
Bill B. moved that the Board approve the Finance Committee report. Bill K. seconded the motion. The motion passed unanimously.

Board Member Input on Activities Attended
Paul thought the Reston Multicultural Festival was great, despite being a little late to the Naturalization Ceremony, which is one of his favorite aspects of the program. He was happy to see the SLHS Back 2 School Bash included so much in support of different needs for families. The Cardboard Regatta was very successful. He is the safety and security chair for the All-Night Grad Party and requested some help from RCC on how to get more kids to take scholarships to the party. Leila responded that the Opportunity Neighborhood network would be a good resource and that she would pass the information to those folks.

Bill P. attended the Candidates Forum and participated in the Preference Poll.

Lisa went to the Forum also. She found the Multicultural Festival wonderful; she was the emcee for the second year in a row and struggles to stay dry-eyed when Beverly sings. She mentioned also that it was great to shake the hands of the new citizens. She heard that Community Day at Southgate this past Saturday was fantastic and very well attended.

Michelle remarked that this is a very busy time of year for her at work. She found the Candidates Forum spellbinding, and enjoyed the celebration for Joe and Santos. She was glad to see some historical folks came back to applaud them. The Multicultural Festival was great and said the composition of the members of the Color Guard and SLHS singers speaks volumes about the diversity of Reston’s population. Their introductions provided the beauty of names from many different ethnicities.

Gerald loves fall. Young Actors Theatre and soccer have started for his kids. He made it to the Candidates Forum and was proud of the candidates. He thought the Public Art Reston ChalkFest was wonderful and saw that RCC’s art work promoted the Multicultural Festival. He said everyone should check out the new public art work, Convergence, that Public Art Reston unveiled at the Aperture.

Bill B. attended ChalkFest with his family. The event is the brainchild of his daughter Kerri who brought it back to Reston from her experience in Savannah at the Savannah College of Art and Design. He attended the Candidates Forum and congratulated the candidates. He made the opening remarks for the new Fairfax Leadership class of 2018. Development is happening rapidly in Reston and the Park
October 2, 2017 Board of Governors Meeting Minutes

Authority is trying to plan for all of it. They need a bigger venue for their previously planned November 1 meeting about the Lake Fairfax Master Plan. The official ceremony for the new stream valley within Lake Fairfax is this coming Friday at 10:00 a.m.

Bill K. enjoyed the Candidates Forum and hearing his colleagues discussing issues. He enjoyed campaigning through the last month.

Bev did everything others mentioned. She also started her OLLI class, entitled Words, Words, Words; she is finding the stories about the lyrics fascinating. The first class was all about the events in Texas, Florida, Puerto Rico and Las Vegas. She encouraged everyone to find Jeanne Robertson’s “Never send your husband to the grocery store” anecdote on YouTube.

Executive Director’s Report
Leila said staff will be receiving the first draft report on Wednesday from the RRMM/Lukmire team covering their existing conditions findings. Depending on the contents, she will schedule a meeting with either the Long Range Planning Committee or the Building Committee on October 16 at 6:30 p.m. to hear the final draft report. Public area carpets will be replaced over the coming holiday weekend. The solar panels project is advancing with potential contractor Secure Futures. The next steps include the County Attorney Office and procurement department.

RCC has hired Karen Goff as our PIO – she has a strong career in journalism and is looking forward to her new role and working closer to home. She will start October 23. Michelle will be on the interview panel for the Aquatics director. Interviews will begin at the end of this week.

The Preference Poll this year has been successful with no mystery regarding the outcome. The voting turnout was similar to last year. The Board’s meeting with Supervisor Hudgins will be scheduled in late October or November. The pool opened September 16 and the hope is that it will remain so through December of 2018.

The Multicultural Festival was a tremendously successful event with support throughout the agency and with RA staff, who coordinate logistics and volunteers with Kevin. National Heritage Award-winning performer Sidiki Conde and his group, Tokounou, performed on a Friday school out day here for about 150 kids. With 93 percent of RCC’s slots filled for summer camps and yet wait lists still occurring for full-day experiences, Leisure and Learning will plan to reconfigure programming for more all-day options in specialty camps. Leila mentioned that the Sue Wrbican exhibit at the GRACE Gallery is gorgeous. And this Saturday the decommissioning ceremony for Patrick Dougherty’s sculpture A Bird in the Hand will take place. That installation has provided climbing entertainment for Reston kids for a year longer than expected. She asked Board members to go over the list she provided and RSVP as soon as possible for ticketed events they plan to attend.

Old Business
The lighting between Ledo’s and Buffalo Wing Factory needs to be much brighter. Leila will contact the property owner, Edens, and at least alert them to the complaints we receive in this regard.

New Business
Bev volunteered Vicky for the Nominating Committee; Bill Bouie will be the other member.

MOTION #6:
To Adjourn the Meeting

Bill B. moved to adjourn the meeting at 8:43 p.m. Paul seconded the motion. The motion passed unanimously.

________________________
Lisa Sechrest-Ehrhardt,
Board Secretary

________________________
October 4, 2017
Date
BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON OCTOBER 2, 2017

17-1002-1  Bd  That the Board approve the Agenda
17-1002-2  Bd  That the Board approve the October 2, 2017 Board Minutes
17-1002-3  Bd  That the Board approve the October 2, 2017 Board Actions
17-1002-4  Bd  That the Board accept the recent adjustments to the RCC budget
17-1002-5  Bd  That the Board approve the October 2, 2017 committee reports
17-1002-6  Bd  That the meeting be adjourned.

Lisa Sechrest-Ehrhardt,
Board Secretary

October 4, 2017
Date
Present were:
- Gerald Zavala, Committee Chair
- Bill Bouie, Committee Vice Chair
- Michelle Moyer
- Bev Cosham
- Bill Keefe
- Paul Thomas

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

The chair called the meeting to order at 7:32 p.m.

Revenue
Leila informed the committee that roughly half of tax revenue is deposited early in July and August; the next tranche will come in January, which Renata confirmed. The current revenue totals reflect how early in the fiscal year it is. Most summer camp Fee Waivers were distributed in the Youth and Teens cost center and most of those were derived from our travel camps, Road Rulz and Camp Goodtimes, which are full-day camps. Programmers are looking at our specialty camps for opportunities for more full-day experiences to help address the continuing wait lists for that kind of scheduled experience. RCC would like to get more children off those wait lists, but we do not want to shorten the one to two-week camps because they address different types of patrons and generate significant revenue. We are about halfway through our fall registration period. The Arts Education cost center also achieves significant summer revenue and the fee waiver amount in that cost center represents enrollment in Young Actors Theatre and Lake Anne Art Rave for Kids (YAT and LARK).

Personnel
Payroll lags by two weeks; at this point in the fiscal year, we are on target. There won’t be significant savings in personnel costs related to the Media vacancy and Aquatics vacancy as we are filling those positions fairly expeditiously. RCC has hired Karen Goff to fill the Public Information Officer position; she will start on October 23. There was a good candidate pool; her writing was exemplary. Aquatics candidates will be interviewing late this week and next week. The high personnel costs in the Leisure and Learning and Arts Education cost centers were due to summer camp staffing. There is nothing unusual for this time of year.

Operating Expenses
Variations from the expected percentage of the budget used to date are a function of our Purchase Orders being encumbered for the entire programming cycle or the year; operating expenses will be paid out throughout the year. The Maintenance August number reflects closed POs and payments. Almost all of these cost center’s operating funds are for contracts for utility costs, custodial services and the like.

Capital Projects
Line 4 includes the entirety of the Aquatics Renovation Project budget less the cost of soil study. The other categories reflect carryover allocations or future improvements, including $50,000 for the RCC Hunters Woods public area carpet replacement. That project should occur over the holiday weekend coming up; it will take about three days.
October 2, 2017 Finance Committee Meeting Minutes

Other business
RCC’s first draft report from the Architecture and Engineering firm will be delivered and provide the existing conditions assessment to date. There is no surprise that there is perched water present; the soil is wet, and the likelihood of that was obvious from the observed tilt in the pool shell. The firm representatives want to discuss concept alternatives. Leila will reserve judgment until she sees their proposals. They have spoken about a change from a 10 foot depth to eight, which is all that is required for teaching lifeguarding, scuba diving, installation of a climbing wall, etc. Michelle added that the competitive swimmers know that deeper water means less turbulence and quicker time, but that the preference doesn’t offset the magnitude of the potential cost savings (both for construction and maintenance) that is being suggested by the aquatics specialist advising the architect’s team. Leila said if the firm’s alternative concepts are substantively different to a significant degree from our original concept plan, there should be a larger Board member presence at a meeting scheduled for 6:30 p.m. on October 16 for the firm’s next presentation.

The staff needs a recommendation by motion to the full Board to accept small budget adjustments made to the agency’s FY19 budget submission, due to the County tomorrow. She noted the changes reflect guidance we received after the Public Hearing as to the costs for personnel pay increases and benefits cost formulas. They do not alter our reserves capability or the overall budget parameters significantly.

MOTION:
That the Board accept the outlined FY19 budget and authorize the staff to make the budget submission as reflected in the revised Fund Balance to the Department of Management and Budget on October 3, 2017.

Paul moved and Bill K. seconded. The vote was unanimous in favor of the motion.

The meeting was adjourned at 7:55 p.m.
<table>
<thead>
<tr>
<th>Revenue</th>
<th>FY18 Funding Changes</th>
<th>Revised FY18 Budget</th>
<th>July</th>
<th>Aug</th>
<th>YTD (does not incl. Fee Waiver amounts)</th>
<th>REMAINING BALANCE</th>
<th>YTD % actual</th>
<th>YTD Fee Waiver (unrealized revenue)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Administration:</td>
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<td>Taxes</td>
<td>353,601</td>
<td>7,551,975</td>
<td>3,659,395</td>
<td>92,295</td>
<td>3,751,690</td>
<td>3,800,285</td>
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<td>Interest</td>
<td>10,914</td>
<td>6,704</td>
<td>5,442</td>
<td>12,146</td>
<td>(1,232)</td>
<td>111.29%</td>
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<td>Vending</td>
<td>1,616</td>
<td>0</td>
<td>1,616</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>0.00%</td>
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<tr>
<td>Facility Rental</td>
<td>19,019</td>
<td>181,951</td>
<td>63,593</td>
<td>17,358</td>
<td>80,951</td>
<td>101,000</td>
<td>44.49%</td>
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<td>2 Performing Arts-Theatre Admiss.</td>
<td>55,854</td>
<td>12,215</td>
<td>12,215</td>
<td>43,639</td>
<td>21.87%</td>
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<td>3 PA Theatre Rental</td>
<td>44,213</td>
<td>3,894</td>
<td>0</td>
<td>3,894</td>
<td>40,319</td>
<td></td>
<td></td>
<td>8.81%</td>
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<tr>
<td>4 PA Misc Revenue</td>
<td></td>
<td>43</td>
<td>43</td>
<td>(43)</td>
<td>0.00%</td>
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<td></td>
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<tr>
<td>5 PA Equip. Sale Revenue</td>
<td></td>
<td>-169</td>
<td>169</td>
<td>0</td>
<td>(0)</td>
<td></td>
<td></td>
<td>0.00%</td>
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<tr>
<td>6 PA Cultural Activities/ Arts Org</td>
<td></td>
<td>8,106</td>
<td>8,106</td>
<td>8,106</td>
<td>(8,106)</td>
<td></td>
<td></td>
<td>0.00%</td>
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<td>7 Aquatics Classes/drop-in</td>
<td>-58,388</td>
<td>258,370</td>
<td>25,508</td>
<td>34,404</td>
<td>59,912</td>
<td>198,458</td>
<td>23.19%</td>
<td>11,873</td>
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<td>8 Aquatics Rental</td>
<td>19,630</td>
<td>1,680</td>
<td>14,676</td>
<td>16,356</td>
<td>3,274</td>
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<td></td>
<td>83.32%</td>
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<td>9 L&amp;L Fitness</td>
<td>120,000</td>
<td>7,776</td>
<td>34,271</td>
<td>42,047</td>
<td>77,953</td>
<td>35.04%</td>
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<td>1,372</td>
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<td>10 L&amp;L Youth/Teen</td>
<td>-52,388</td>
<td>178,859</td>
<td>121,815</td>
<td>4,259</td>
<td>126,074</td>
<td>52,785</td>
<td>70.49%</td>
<td>51,701</td>
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<td>11 L&amp;L Lifelong Learning</td>
<td>85,000</td>
<td>12,111</td>
<td>18,160</td>
<td>30,271</td>
<td>54,729</td>
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<td>11,273</td>
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<td>12 L&amp;L Collab &amp; Outreach</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
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<tr>
<td>13 Community Events</td>
<td>3,150</td>
<td>105</td>
<td>105</td>
<td>3,045</td>
<td>3.33%</td>
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<tr>
<td>14 Arts Education</td>
<td>226,631</td>
<td>81,508</td>
<td>34,528</td>
<td>116,036</td>
<td>110,595</td>
<td>51.20%</td>
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<td>4,898</td>
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<tr>
<td><strong>Total RCC Revenue</strong></td>
<td><strong>261,844</strong></td>
<td><strong>8,738,163</strong></td>
<td><strong>3,983,814</strong></td>
<td><strong>276,032</strong></td>
<td><strong>4,259,847</strong></td>
<td><strong>4,478,316</strong></td>
<td><strong>48.75%</strong></td>
<td><strong>81,117</strong></td>
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<td>Personnel Expenses</td>
<td>Revised FY18 Budget</td>
<td>July</td>
<td>Aug</td>
<td>YTD</td>
<td>REMAINING BALANCE</td>
<td>% Budget Used Ytd</td>
<td></td>
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<tr>
<td>1 Administration</td>
<td>567,969</td>
<td>8,769</td>
<td>34,757</td>
<td>43,527</td>
<td>524,442</td>
<td>7.66%</td>
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<td>2 Booking</td>
<td>209,381</td>
<td>3,254</td>
<td>13,126</td>
<td>16,380</td>
<td>193,001</td>
<td>7.82%</td>
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<td>3 Comptroller</td>
<td>417,127</td>
<td>7,917</td>
<td>31,488</td>
<td>39,405</td>
<td>377,722</td>
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<td>35,768</td>
<td>45,444</td>
<td>480,703</td>
<td>8.64%</td>
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<td>5 Facility Engineer</td>
<td>183,376</td>
<td>3,522</td>
<td>14,429</td>
<td>17,950</td>
<td>165,426</td>
<td>9.79%</td>
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<td>6 Maintenance</td>
<td>418,638</td>
<td>7,764</td>
<td>29,657</td>
<td>37,421</td>
<td>381,217</td>
<td>8.94%</td>
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<tr>
<td>7 IT</td>
<td>142,142</td>
<td>2,564</td>
<td>10,090</td>
<td>12,654</td>
<td>129,488</td>
<td>8.90%</td>
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<td>8 Media/Sponsorships</td>
<td>419,093</td>
<td>3,248</td>
<td>21,038</td>
<td>24,286</td>
<td>394,807</td>
<td>5.79%</td>
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<td>9 Community Partnerships</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Performing Arts</td>
<td>539,980</td>
<td>9,395</td>
<td>37,485</td>
<td>46,880</td>
<td>493,100</td>
<td>8.68%</td>
<td></td>
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<td>11 Aquatics</td>
<td>693,993</td>
<td>12,525</td>
<td>51,720</td>
<td>64,245</td>
<td>629,748</td>
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<td>12 L&amp;L Fitness</td>
<td>183,952</td>
<td>2,182</td>
<td>13,697</td>
<td>15,879</td>
<td>168,073</td>
<td>8.63%</td>
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<tr>
<td>13 L&amp;L Admin</td>
<td>256,082</td>
<td>5,014</td>
<td>19,724</td>
<td>24,737</td>
<td>231,345</td>
<td>9.66%</td>
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<tr>
<td>14 L&amp;L Youth/Teen</td>
<td>233,416</td>
<td>10,034</td>
<td>54,616</td>
<td>64,650</td>
<td>168,766</td>
<td>27.70%</td>
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<td>15 L&amp;L Lifelong Learning</td>
<td>170,487</td>
<td>1,817</td>
<td>14,431</td>
<td>16,248</td>
<td>154,239</td>
<td>9.53%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16 L&amp;L Collab &amp; Outreach</td>
<td>99,301</td>
<td>1,581</td>
<td>6,464</td>
<td>8,045</td>
<td>91,256</td>
<td>8.10%</td>
<td></td>
<td></td>
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<tr>
<td>17 Community Events</td>
<td>142,111</td>
<td>6,521</td>
<td>9,427</td>
<td>15,948</td>
<td>126,163</td>
<td>11.22%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 Arts Education</td>
<td>333,593</td>
<td>10,148</td>
<td>77,314</td>
<td>87,462</td>
<td>246,131</td>
<td>26.22%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Personnel Expenses</strong></td>
<td><strong>0</strong></td>
<td><strong>5,536,788</strong></td>
<td><strong>105,931</strong></td>
<td><strong>475,230</strong></td>
<td><strong>581,161</strong></td>
<td><strong>4,955,627</strong></td>
<td><strong>10.50%</strong></td>
<td></td>
</tr>
</tbody>
</table>
## Reston Community Center
### Revised Budget vs Actuals Worksheet
#### 31-Aug-17

100%/12*2mos=16.66%

<table>
<thead>
<tr>
<th>Operational Expenses</th>
<th>Revised FY18 Budget</th>
<th>July</th>
<th>Aug</th>
<th>YTD</th>
<th>REMAINING BALANCE</th>
<th>% Budget Used Ytd</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Administration</td>
<td>63,543</td>
<td>6,214</td>
<td>1,451</td>
<td>7,664</td>
<td>55,879</td>
<td>12.06%</td>
</tr>
<tr>
<td>2 Board</td>
<td>57,820</td>
<td>9,791</td>
<td>11,566</td>
<td>21,357</td>
<td>36,463</td>
<td>36.94%</td>
</tr>
<tr>
<td>3 Booking</td>
<td>91,720</td>
<td>43,892</td>
<td>375</td>
<td>44,268</td>
<td>47,452</td>
<td>48.26%</td>
</tr>
<tr>
<td>4 Comptroller/LA Lease/Admin</td>
<td>361,312</td>
<td>1,312</td>
<td>2,360</td>
<td>3,672</td>
<td>357,640</td>
<td>1.02%</td>
</tr>
<tr>
<td>5 Customer Service</td>
<td>1,000</td>
<td>146</td>
<td>146</td>
<td>854</td>
<td></td>
<td>14.60%</td>
</tr>
<tr>
<td>6 Facility Engineer</td>
<td>172,665</td>
<td>17,505</td>
<td>25,575</td>
<td>43,080</td>
<td>129,585</td>
<td>24.95%</td>
</tr>
<tr>
<td>7 Maintenance</td>
<td>418,394</td>
<td>(17,214)</td>
<td>383,180</td>
<td>366,545</td>
<td>51,649</td>
<td>87.61%</td>
</tr>
<tr>
<td>8 IT</td>
<td>102,715</td>
<td>9,037</td>
<td>1,750</td>
<td>10,787</td>
<td>91,928</td>
<td>10.50%</td>
</tr>
<tr>
<td>9 Media/Sponsorships</td>
<td>394,853</td>
<td>27,231</td>
<td>83,748</td>
<td>110,979</td>
<td>283,874</td>
<td>28.11%</td>
</tr>
<tr>
<td>10 Community Partnerships</td>
<td>135,000</td>
<td>100,101</td>
<td>100,101</td>
<td>34,899</td>
<td>74.15%</td>
<td></td>
</tr>
<tr>
<td>11 Performing Arts</td>
<td>303,855</td>
<td>71,004</td>
<td>98,953</td>
<td>169,956</td>
<td>133,899</td>
<td>55.93%</td>
</tr>
<tr>
<td>12 Aquatics</td>
<td>69,804</td>
<td>8,703</td>
<td>8,381</td>
<td>17,084</td>
<td>52,720</td>
<td>24.47%</td>
</tr>
<tr>
<td>13 L&amp;L Fitness</td>
<td>19,886</td>
<td>1,085</td>
<td>666</td>
<td>1,751</td>
<td>18,135</td>
<td>8.80%</td>
</tr>
<tr>
<td>14 L&amp;L Admin</td>
<td>6,100</td>
<td>450</td>
<td>1,610</td>
<td>2,060</td>
<td>4,040</td>
<td>33.77%</td>
</tr>
<tr>
<td>15 L&amp;L Youth/Teen</td>
<td>206,012</td>
<td>79,568</td>
<td>21,302</td>
<td>100,870</td>
<td>105,142</td>
<td>48.96%</td>
</tr>
<tr>
<td>16 L&amp;L Lifelong Learning</td>
<td>119,098</td>
<td>19,173</td>
<td>12,029</td>
<td>31,202</td>
<td>87,896</td>
<td>26.20%</td>
</tr>
<tr>
<td>17 L&amp;L Collab &amp; Outreach</td>
<td>17,865</td>
<td>24</td>
<td>6,589</td>
<td>6,613</td>
<td>11,252</td>
<td>37.01%</td>
</tr>
<tr>
<td>18 Community Events</td>
<td>174,337</td>
<td>47,443</td>
<td>28,311</td>
<td>75,754</td>
<td>98,583</td>
<td>43.45%</td>
</tr>
<tr>
<td>19 Arts Education</td>
<td>83,353</td>
<td>15,232</td>
<td>18,985</td>
<td>34,217</td>
<td>49,136</td>
<td>41.05%</td>
</tr>
</tbody>
</table>

**Total Operational Expenses**
0 2,799,332 741,568 406,538 1,148,105 1,651,227 41.01%
Reston Community Center
Revised Budget vs Actuals Worksheet
31-Aug-17

100%/12*2mos=16.66%

<table>
<thead>
<tr>
<th>Capital Proj. Desc. &amp; Number/Cap Equip.</th>
<th>Revised FY18 Budget</th>
<th>July</th>
<th>Aug</th>
<th>YTD</th>
<th>REMAINING BALANCE</th>
<th>% Budget Used Ytd</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCC Improvements CC-000001</td>
<td>405,899</td>
<td>31,836</td>
<td>30,085</td>
<td>61,921</td>
<td>343,978</td>
<td>15.26%</td>
</tr>
<tr>
<td>RCC Facility Enhancements CC-000002</td>
<td>30,000</td>
<td>0</td>
<td>30,000</td>
<td>0</td>
<td>30,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>Theatre Enhancements CC-000008</td>
<td>321,198</td>
<td>158,519</td>
<td>158,519</td>
<td>162,679</td>
<td>321,198</td>
<td>49.35%</td>
</tr>
<tr>
<td>RCC Natatorium Renovation CC-000009</td>
<td>3,353,326</td>
<td>12,405</td>
<td>12,405</td>
<td>5,484,939</td>
<td>3,353,326</td>
<td>0.23%</td>
</tr>
<tr>
<td><strong>Total Capital Expenses</strong></td>
<td><strong>3,353,326</strong></td>
<td><strong>6,254,441</strong></td>
<td><strong>202,760</strong></td>
<td><strong>30,085</strong></td>
<td><strong>232,845</strong></td>
<td><strong>6,021,596</strong></td>
</tr>
<tr>
<td><strong>Total RCC Expenditures</strong></td>
<td><strong>3,353,326</strong></td>
<td><strong>14,590,561</strong></td>
<td><strong>1,050,259</strong></td>
<td><strong>911,852</strong></td>
<td><strong>1,962,111</strong></td>
<td><strong>12,628,450</strong></td>
</tr>
</tbody>
</table>
General Notes: Revenues totaling $264,132 collected prior to July 1 in 2017 were reversed and recorded as FY18 program revenue as those activities occur after July 1, 2017 (the beginning of FY18.) The following changes to FY18 revenue estimates took place: $353,601 increase in tax revenue, $19,019 increase in facility rental revenue, $58,388 Aquatics and $52,388 L&L revenue decreases to reflect anticipated lower enrollments occurring in the past two fiscal years. L&L team re-organization is in effect for FY18. Youth and Teen cost centers merged and formed the Youth/Teen cost center. Adult and 55+ merged and formed the Lifelong Learning Cost Center. L&L Collaboration and Outreach cost center is new for FY18.

1. Administration: The Administration revenue includes tax, interest and facility rental revenues. Facility rental revenue is combined T-Mobile antenna and room rental revenue. We have collected 49.68% of tax revenue, 44.49% of estimated Facility Rental revenue (which also includes T-Mobile antenna revenue) and 111.29% of estimated interest revenue.
2. Performing Arts Theatre Admission: Theatre admission ticket sales from Professional Touring Artist Series shows went on sale August 1st.
3. Performing Arts Theatre Rental: Theatre rental payments are made either prior to the event or quarterly (RCP).
4. Performing Arts Misc. Revenue: Revenue from processing fees for online ticketing; new terms negotiated with Tickets.com returns a small amount to RCC. Revenue from this stream was not projected for FY18 as there was little predictive data upon which to base the estimate.
5. Performing Arts Equipment Sale: Auctioned equipment sale proceeds; no revenue is predicted for this category as we can’t be sure that surplus equipment will sell.
6. Performing Arts Cultural Activities/Arts Organizations: The community arts box office receipts and payments clearing line.
7. Aquatics Classes/drop-in: Year-to-date revenue represents daily gate fees, summer and initial fall program registration revenue.
8. Aquatics Rental: Year-to-date revenue represents natatorium rental payments.
9. Fitness: Year-to-date amount includes summer and initial fall program registration revenue.
10. Youth/Teen: Year-to-date amount includes summer and initial fall program registration revenue. Most of this cost center’s revenue is realized during the summer. Fee waiver program participation in this cost center is significant.
11. Lifelong Learning: Year-to-date amount includes summer and initial fall program registration revenue.
12. Collaboration & Outreach: Director Position was filled at the end of FY17 and employee is in the process of establishing FY18 programming. No revenue is projected until we see how the community responds to the offerings.
13. Community Events: Revenue is collected from booth fees associated with the Reston Multicultural Festival and MLK luncheon ticket sales.
14. Arts Education: Year-to-date amount includes summer and initial fall program registration revenue. Summer revenues from LARK and YAT contribute significantly to this cost center’s revenue.
General Notes: Payroll posting lags two weeks behind the calendar; therefore the percent of the year elapsed and the percent of the budget expended will not align. Summer personnel costs also reflect the fact that there is a split typically for pay period 14 that requires accounting for the amount of personnel costs that belong in the prior fiscal year and those that belong in the current fiscal year. Typically – because of our programming calendar – we get a fairly true picture of the personnel costs related to summer and fall programming cycles by the end of December. Staff monitor summer camp personnel expenditures against projected expenditures on a pay period by pay period basis for Youth/Teen and Arts Education cost centers because of the larger percentage of personnel funds that will be spent in the summer for those cost centers. Some savings are anticipated as a consequence of position vacancy (Director) in the Aquatics cost center.

1. Administration: Administration’s allocated budget is typically under-spent; funding provides for OPEB costs to be recorded sometime in March/April 2018.
2. Booking: Personnel costs are at the expected level; a merit vacancy is being filled by part-time staffing.
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. One full time position’s budget allocation was transferred from Maintenance to Engineering effective in this fiscal year for the entirety of the fiscal year.
6. Maintenance: Personnel costs are at the expected level. One full time position’s budget allocation was transferred to Engineering.
7. Information Technology: Personnel costs are at the expected level.
8. Media/Sponsorships: Personnel costs are at the expected level. Some savings may occur as a result of the PIO I position vacancy. The position will likely be filled as of mid-October.
9. Community Partnerships: No personnel costs are anticipated in FY18.
10. Performing Arts: Personnel costs are at the expected level.
11. Aquatics: Personnel costs are at the expected level. One full time position is remaining vacant and on loan to DPWES to provide for the Aquatics renovation project management position.
12. Fitness: Personnel costs are at the expected level.
13. Leisure and Learning Admin: Personnel costs are at the expected level.
14. Youth/Teen: Posted personnel costs are below the expected level due to cost center data entry error; the totals will be corrected and show up in the September report. Personnel costs typically include summer camps’ labor costs which occurred in July and August.
15. Lifelong Learning: Personnel costs are at the expected level.
16. Collaboration & Outreach: Personnel expenditures are at the expected levels.
17. Community Events: Personnel expenditures are overstated due to cost center data entry error; corrected totals will appear in the September report.
18. Arts Education: Personnel costs are at the expected level. Personnel costs include summer camps’ labor costs which occurred in July and August.
**Operating Expenses:**

**General Notes:** Reservations for multiple months’ expenses are made at the beginning of the year; funds are spent down from them. The net effect of either stand-alone expenses or spending down reserved amounts is shown in the column marked “YTD.” As we get closer to the end of the year, unspent balances of program contracts will be restored to the cost center balances.

1. **Administration:** Current month expenses are for training.
2. **Board:** Current month expenses are for preference poll and hospitality costs.
3. **Booking:** Current month expenses and reservations/payments are for security and supply costs.
4. **Comptroller/LA Lease/Admin:** Current month expenses include bank fees and office supplies costs.
5. **Customer Service:** No current month expenses recorded.
6. **Facility Engineering:** Current month expenses and reservations/payments include facilities repair and maintenance costs.
7. **Maintenance:** Current month expenses and reservations/payments include utility costs, facilities maintenance, and custodial services and supplies costs.
8. **IT:** Current month expenses and reservations/payments are for cellular phone service and equipment.
9. **Media:** Current month expenses and reservations/payments include sponsorships, advertising and printing costs.
10. **Community Partnerships:** Current month expenses and reservations/payments include partnerships agreements.
11. **Performing Arts:** Current month expenses include program operating costs and operational travel costs.
12. **Aquatics:** Current month expenses and reservations/payments are for repair/maintenance pool and supplies.
13. **Fitness:** Current month expenses include reservations/payments for program contract delivery costs.
14. **Leisure and Learning Admin:** Current month expenses include professional membership expenses.
15. **Youth/Teen:** Current month expenses are for recreational activities, transportation and program delivery costs.
16. **Lifelong Learning:** Current month expenses are for recreational activities, transportation and program supplies.
17. **Collaboration & Outreach:** Current month expenses are for local travel and program contract delivery costs.
18. **Community Events:** Current month expenses and reservations/payments are for program contract delivery costs.
19. **Arts Ed:** Current month expenses and reservations/payments are for program contract delivery and operating costs.
General Notes: Because of scheduling, RCC Capital Improvement Projects frequently carry over from one fiscal year to the next. Hidden columns each month include activity (plus or minus) that has already occurred; the net in the remaining balance column includes prior months’ transactions.

1. RCC Improvements/CC-000001: Backstage RTU (Roof Top air-conditioning Unit) replacement, Hot Water Tank, Roof Solar Panels, HW Carpet Replacement Phase I, HW A/V Upgrade.
2. RCC Facility Enhancements/CC-000002: LA customer service counter redesign.
3. RCC CenterStage Enhancements/CC-000008: This project includes funding for the CenterStage floor replacement; related funding will be carried forward, Audio Visual Controls and LED Lights (phased replacement of incandescent lighting instrument lamps).
4. RCC Aquatics Renovation/CC-000009: Soils analysis cost is reflected in July; costs will begin occurring related to architecture and engineering activities in the coming months.
DATE: October 3, 2017

TO: Joseph M. Mondoro, Chief Financial Officer
Department of Management and Budget

FROM: Beverly A. Cosham, Chair
Reston Community Center Board of Governors

Leila Gordon, Executive Director
Reston Community Center

SUBJECT: FY2019 Budget Submission

The FY19 Budget request for Reston Community Center (RCC) is $8,132,294. Reston Community Center’s FY19 Budget includes the following:

- $5,355,817 for personnel, which is our calculation for merit and seasonal employees based on FOCUS HCM data and program requirements.
- $2,776,477 for operating expenses.
- No funding is requested for capital projects or equipment.
- The estimated revenue for FY 2019 is $8,619,072.

Funding for the FY 2019 Budget request is available in Sub-fund 40050, including the Managed Reserve accounts established in FY1989 and modified in FY2009 for the long term preservation and maintenance of RCC operations, facilities and programs.

This budget was presented to Reston constituents at a Public Hearing on June 19, 2017 with only slight modifications made to include more refined estimates for costs of employee benefits recommended by the Department of Management and Budget. It was subsequently approved by the RCC Board of Governors at their regular monthly meeting on Monday, October 2, 2017.

Cc: Catherine M. Hudgins, Hunter Mill Supervisor
Patricia D. Harrison, Deputy County Executive for Human Services
Brian Kincaid, Department of Management and Budget
## Fund Statement

**Fund 40050, Reston Community Center**

<table>
<thead>
<tr>
<th></th>
<th>FY 2017 Actual</th>
<th>FY 2018 Adopted Budget Plan</th>
<th>FY 2018 Revised Budget Plan</th>
<th>FY 2019 Advertised Budget Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Balance</strong></td>
<td>$6,403,709</td>
<td>$5,117,147</td>
<td>$6,910,714</td>
<td>$1,058,296</td>
</tr>
<tr>
<td><strong>Revenue:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxes</td>
<td>$7,157,732</td>
<td>$7,198,374</td>
<td>$7,551,975</td>
<td>$7,551,975</td>
</tr>
<tr>
<td>Interest</td>
<td>51,155</td>
<td>10,914</td>
<td>10,914</td>
<td>3,000</td>
</tr>
<tr>
<td>Vending</td>
<td>1,908</td>
<td>1,616</td>
<td>1,616</td>
<td>1,600</td>
</tr>
<tr>
<td>Aquatics</td>
<td>278,508</td>
<td>336,388</td>
<td>278,000</td>
<td>149,000</td>
</tr>
<tr>
<td>Leisure and Learning</td>
<td>390,014</td>
<td>439,397</td>
<td>387,009</td>
<td>419,716</td>
</tr>
<tr>
<td>Rental</td>
<td>207,540</td>
<td>162,932</td>
<td>181,951</td>
<td>171,875</td>
</tr>
<tr>
<td>Arts and Events</td>
<td>352,384</td>
<td>326,698</td>
<td>326,698</td>
<td>321,906</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$8,439,241</td>
<td>$8,476,319</td>
<td>$8,738,163</td>
<td>$8,619,072</td>
</tr>
<tr>
<td><strong>Total Available</strong></td>
<td>$14,842,950</td>
<td>$13,593,466</td>
<td>$15,648,877</td>
<td>$9,677,368</td>
</tr>
<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Services</td>
<td>$5,032,823</td>
<td>$5,536,788</td>
<td>$5,536,788</td>
<td>$5,355,817</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>2,479,261</td>
<td>2,797,570</td>
<td>2,799,332</td>
<td>2,776,477</td>
</tr>
<tr>
<td>Capital Projects</td>
<td>420,152</td>
<td>1,904,000</td>
<td>6,254,461</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$7,932,236</td>
<td>$10,238,358</td>
<td>$14,590,581</td>
<td>$8,132,294</td>
</tr>
<tr>
<td><strong>Total Disbursements</strong></td>
<td>$7,932,236</td>
<td>$10,238,358</td>
<td>$14,590,581</td>
<td>$8,132,294</td>
</tr>
<tr>
<td><strong>Ending Balance</strong></td>
<td>$6,910,714</td>
<td>$3,355,108</td>
<td>$1,058,296</td>
<td>$1,545,074</td>
</tr>
<tr>
<td>Maintenance Reserve</td>
<td>$1,012,709</td>
<td>$1,017,158</td>
<td>$1,048,580</td>
<td>$1,034,289</td>
</tr>
<tr>
<td>Feasibility Study Reserve</td>
<td>168,785</td>
<td>169,526</td>
<td>0</td>
<td>172,381</td>
</tr>
<tr>
<td>Capital Project Reserve</td>
<td>3,000,000</td>
<td>2,168,424</td>
<td>9,716</td>
<td>338,404</td>
</tr>
<tr>
<td>Economic and Program Reserve</td>
<td>2,729,220</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Unreserved Balance</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Tax Rate per $100 of Assessed Value</strong></td>
<td>$0.047</td>
<td>$0.047</td>
<td>$0</td>
<td>$0.047</td>
</tr>
</tbody>
</table>

1. The fund balance in Fund 40050, Reston Community Center, is maintained at adequate levels relative to projected personnel and operating requirements. Available fund balance is divided into four reserve accounts designated to provide funds for unforeseen catastrophic facility repairs, feasibility studies for future programming, funds for future capital projects, and funds for economic and program contingencies.

2. The Feasibility Study Reserve is equal to 2 percent of total revenue, the Maintenance Reserve is equal to 12 percent of total revenue and the Capital Project Reserve has a limit of $3,000,000.

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