



# RESTON COMMUNITY CENTER

Reston Community Center  
 Board of Governors  
 January 7, 2013  
 8:00 p.m.  
 Meeting Agenda

- |  |                                  |
|--|----------------------------------|
| 8:00 – Call to Order   | Beverly Cosham, Chair            |
| 8:03 – Approval of Agenda  | Beverly Cosham, Chair            |
| <ul style="list-style-type: none"> <li>• Approval of December 3, 2012 Board Minutes<br/>(As Reviewed and Approved by the Board Secretary)</li> <li>• Approval of December 3, 2012 Board Actions<br/>(As Reviewed and Approved by the Board Secretary)</li> <li>• Approval of December 3, 2012 Long Range Planning Committee Report<br/>(As Reviewed and Approved by the Board Vice-Chair)</li> <li>• Approval of December 17, 2012 Finance Committee Report<br/>(As Reviewed and Approved by the Board Treasurer)</li> </ul> |                                  |
| 8:10 – Approval of Committee Reports   | Beverly Cosham, Chair            |
| 8:15 – Chair’s Remarks   | Beverly Cosham, Chair            |
| 8:17 – Introduction of Visitors  |                                  |
| 8:20 – Citizen(s) Input  |                                  |
| 8:25 – Board Member Input on Activities Attended   |                                  |
| 8:30 – Executive Director’s Report   | Leila Gordon, Executive Director |
| 8:35 – Old Business  | Beverly Cosham, Chair            |
| 8:40 – New Business  | Beverly Cosham, Chair            |
| 8:45 – Adjournment   |                                  |

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**Reminders:**

<b>Event</b>	<b>Date</b>	<b>Time</b>
Reston Dr. Martin Luther King, Jr. Celebration	January 19-20	Various times
February Board of Governors Meeting	February 4	8:00 p.m.
Community Relations and Program/Policy Joint Committee	February 11	TBD



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS MEETING  
December 3, 2012**

**Present:**

- |                         |                 |
|-------------------------|-----------------|
| ▪ Beverly Cosham, Chair | ▪ Lisa Ehrhardt |
| ▪ Bill Bouie            | ▪ Bill Keefe    |
| ▪ Bill Penniman         | ▪ Roger Lowen   |
| ▪ Gerald Zavala         | ▪ Cathy Vivona  |
| ▪ Vicky Wingert         |                 |

**Staff:**

- Tom Ward, Deputy Director
- BeBe Nguyen, Communications Director

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

**MOTION #1:**

**Approval of the Agenda:**

Bill B. moved that the Agenda be approved as written. Roger seconded the motion. The motion passed unanimously.

**MOTION #2:**

**Approval of the November 5, 2012 Board Minutes:**

Bill B. moved that the Board approve the November 5, 2012 Board Minutes. Vicky seconded the motion. The motion passed unanimously.

**MOTION #3:**

**Approval of the November 5, 2012 Board Actions:**

Bill B. moved that the Board approve the November 5, 2012 Board actions. Bill K. seconded the motion. The motion passed unanimously.

**Chair's Remarks:**

Bev thanked all who came out on Thanksgiving Day to sort and load food donations for delivery to Reston Interfaith. She noted that the process was very efficient and acknowledged that there was less food collected because of Hurricane Sandy. She further added that RCC Community Events Director, Kevin Danaher, has got the logistics of this event "down to a science". Her granddaughters, who think they own the event, have sent in their suggestions for improvements to Kevin. Lots of great photos were captured by RCC Staff Photographer, Linda Rutledge.

**Introduction of Visitors**

There were no visitors.

**December 3, 2012 Long Range Planning Committee Report:**

Bill B summarized the Dec. 3<sup>rd</sup> Long range Planning Committee Meeting, which is more fully described in the attached report.

**MOTION #4:**

Bill K. moved that the Board approve the December 3, 2012 Long Range Planning Committee motion which states: the Board will send a letter as finalized by the Board of Governors to Hunter Mill District Supervisor Catherine M. Hudgins that formally objects to the proposal from the Department of Management and Budget to apply a cost allocation assessment to RCC's personnel budget. RCC objects

## December 3, 2012 Board of Governors Meeting Minutes

to the imposition of any overhead fee being assessed on any aspect of RCC's budget for any amount. Vicky seconded the motion. The motion passed unanimously.

### **Board Member Input on Activities Attended:**

Lisa attended The Reduced Shakespeare Company's *Ultimate Christmas Show*. She noted that it was her first time attending their show because they were always sold out and she was never able to get tickets until now. The show was very well attended by families and she highly recommends it to the community. She also attended the concert by Biting Fish Brass Band. She feels that the Community Center offers such great shows and encouraged the community to read up on what CenterStage offers and come to the shows. She often sees familiar faces at these performances but would like to spread the word to her friends to come to CenterStage more often. She thinks it is truly a community treasure.

Gerald Zavala echoed Lisa's sentiment about CenterStage as he also attended the RSC performance on November 15. He also attended the Northern Virginia Leadership Awards sponsored by Leadership Fairfax, the Park Authority's Elly Doyle Service Awards, and the Greater Reston Chamber of Commerce 30<sup>th</sup> Anniversary Gala on Saturday, December 1, as RCC was the main sponsor of that event. He noted that the GRCC event was very well done and very well attended. Beverly added that the luge was "cool" and Bill P. wanted to see pictures.

Vicky attended the Reston Historic Trust program featuring original Reston marketers talking about the community's early days. She noted that the program was well attended. She also visited the skate park a couple of times, once on a Saturday and once on a weeknight. She noted that it was packed both times despite the cold weather. She noted that the skate park was a worthwhile addition to the Lake Fairfax Park amenities. Bill B said that there will be lighting installed in February and more landscaping in the near future.

Bill P. attended Task Force activities and RCC classes. He regretted not attending some of the events described due to being out of town.

Bill B. attended the RSC performance and enjoyed seeing them as they have become personal friends over the years. He attended the IPAR Annual Fundraiser Gala which netted the goal of \$15,000 for IPAR and then some. Bill also attended the YMCA gala where he was given the Joe Ritchey Citizenship Award. He thanked the YMCA and credited this Board for the award because of its dedication to collaborating with our community partners such as the Y. He also attended other community planning meetings.

Cathy played Bridge at the Center but noted that she did not have any good games this past month.

Roger L. and his wife, Anita, attended the Thanksgiving Food Drive Volunteer event. He was impressed at the number of kids participating in the event. He noted that this event is just as significant and impactful for kids as the food donations itself. He was happy to see the whole community represented and enthusiastic. He received an unsolicited comment from a friend about how wonderful the Chorale performance was. He also noted that he helped coordinate some discussion about the air quality at the Terry L. Smith Aquatics Center which is being actively reviewed and managed by the staff.

Bill K. attended the Steep Canyon Rangers performance with Beverly and Task Force activities with Bill P.

Beverly attended Steep Canyon Rangers and noted that it was an amazing performance where she gave them a standing ovation. She added that she has been a reviewer for many years and rarely gives a standing ovation. Bev also attended the YMCA Gala where she danced the "Lindy" with Mr. Simon and again danced with him at the GRCC 30<sup>th</sup> Anniversary Gala. She was also at the Thanksgiving Food Drive and one day later with the Chorale at the Reston Town Center tree lighting where Santa showed up on time but had to wish three times before the lights would come on. She participated in the Reston Historic Trust filming for the 50<sup>th</sup> anniversary documentary remembering what she did in 1966. She recalled attending the first Chorale Concert and the first concert for the Community Orchestra.

### **Executive Director's Report:**

See attached report.

## December 3, 2012 Board of Governors Meeting Minutes

Tom summarized the ED's report. He started with positives regarding our Get Clickin' campaign which successfully drove a lot of people to the web and that the crash pulled together teams across the Agency. Tom summarized the key two software failures responsible for the crash: 1) record management component of software and 2) the line of communications between WebTrac and RecTrac. He updated that Customer Service has been able to be caught up on paper registrations by Monday morning and shared waitlist numbers.

Bill K. asked Tom if WebTrac is back up. Tom said no and explained that it is currently down by choice. Tom explained that the synchronization between our software and credit card process needs to be reconciled before the system is turned back on. He reassured the Board that the vendor has made necessary fixes to the program modules. They're confident that programming will work as designed going forward. Cathy asked what testing process took place prior to the launch. Tom said the system has been in place and has worked for the past five years with no problems. He also said that he worked with the software vendors prior to the launch and was reassured that there would not be any problems with our launch. No load test was done. Roger asked what penalties the vendor might face as a result of this failure. Tom said none, he added that the vendor's response was immediate (within 15 minutes of the crash) and multiple technicians were made available to fix the problem. Roger asked the level of patrons' frustration. Tom said that patrons are frustrated expectedly but Aquatics patrons' level of frustration will be exacerbated because of the limited number of classes and facilities constraints. Cathy said her neighbor mentioned to her that she saw the apology message from Leila on Patch and even though she wasn't affected, she appreciated the communication. Tom said that in the absence of having volume tested, we couldn't have foreseen the problem. Tom said in hindsight, perhaps we shouldn't have chosen the heaviest registration cycle that occurs on a Saturday, and chosen a less popular time than 9 a.m. to stagger users' entry time to the WebTrac system. He added that our main challenge is to gain confidence for the next time. Bill P. said he looked forward to a report after we get feedback. Bill P. added that seniors were afraid that their lack of technological savvy would hurt their enrollment chances, but Tom advised that of the 54 waitlist enrollments, 25 were for a Youth program (Bugs, Butterflies & Birds). Lisa said getting 1,000 registered in Aquatics and only approximately 300 Aquatics patrons waitlisted, is an improvement from her past experiences teaching in the pool. Cathy asked if the Leisure and Learning waitlist can be remediated with added sessions. Tom replied yes. Tom assured the Board that even though Leila has been on travel, she has been on top of this on an hour-by-hour basis. Vicky heard of our registrations problems but complimented staff in how they handled the issues. The popularity of the programs and the staff handling of the problems with the launch were positives to the situation.

### **MOTION #5:**

Bill B. moved that the Board approve the December 3, 2012 Long Range Planning Committee report. Bill P. seconded the motion. The motion passed unanimously.

### **Old Business:**

There was no old business.

### **New Business:**

There was no new business.

### **MOTION #6:**

Bill B. moved to adjourn the meeting at 8:41 p.m. Bill P. seconded the motion. The motion passed unanimously.

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William Penniman,  
Board Secretary

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Date

**BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON NOVEMBER 7 2011**

- 12-1203-1 Bd That the Board approve the agenda.**
- 12-1203-2 Bd That the Board approve the November 5, 2012 Board minutes.**
- 12-1203-3 Bd That the Board approve the November 5, 2012 Board actions.**
- 12-1203-4 Bd That the Board approve the December 4, 2012 Board letter to Supervisor Catherine M. Hudgins objecting to DMB overhead charges being assessed on RCC.**
- 12-1203-5 Bd That the Board approve the the December 3, 2012 Long Range Planning Committee report.**
- 12-1203-6 Bd That the meeting be adjourned.**

\_\_\_\_\_  
William Penniman,  
Board Secretary

\_\_\_\_\_  
Date



# RESTON COMMUNITY CENTER



## MEETING SUMMARY LONG RANGE PLANNING COMMITTEE December 3, 2012

### Present:

- Bill Bouie, Committee Chair
- Cathy Vivona
- Roger Lowen
- Bill Penniman
- Vicky Wingert
- Gerald Zavala
- Beverly Cosham
- Lisa Ehrhardt

### Absent and Excused:

- Bill Keefe

### Staff:

- Tom Ward, Deputy Director
- BeBe Nguyen, Communications Director

The meeting was called to order at 7:07 p.m.

Bill B. began the meeting stating that there are three agenda items to be discussed starting with the draft letter in response to the Department of Management and Budget (DMB) memo. Lisa asked for added explanation about what could transpire if the County pursues this course. Bill B. explained that the County is proposing to institute an administrative overhead charge of 11% of personnel charges for RCC. RCC is one of eleven agencies, with separate funding mechanisms, that could be impacted. This is one strategy that has been proposed by DMB and the Auditing Department to try to reduce/eliminate the general fund shortfalls in FY14 and FY15.

There was discussion of the Board's draft response letter to Supervisor Hudgins. The letter essentially expresses disagreement with the proposal. Roger believes this is an affront to the Memorandum of Understanding (MOU.) Bill B. said this is the first of two letters responding to the proposal. A memorandum from Leila to DMB will detail the issues from our perspective. Cathy said if we are stating in the letter that we're going to cut services to offset the surcharge, how will we seek support from the County for contracting debt service as large as 40 or 50 million dollars for our upcoming capital projects? Bill B. and Beverly reaffirmed that they're completely separate issues. Bill P. emphasized that RCC is providing services to the community that the County should be, doing so not only for Reston, but potentially offering programs and services available to all residents of Fairfax County when space permits. He stated that this surcharge is double taxation.

Martin Taylor arrived at 7:20 p.m. Bill B. introduced Martin, Supervisor Hudgins' legislative aid. Martin shared the Supervisor's agreement with the Board's concerns and believes that RCC is already providing services beyond its Reston constituents and doesn't believe that RCC should shoulder the burden of added costs. Supervisor Hudgins plans to provide a historical reference using her experiences working with RCC over the years and what RCC has done when she meets with DMB and the County Executive. Martin conveyed to the Board that such a meeting will be part of the upcoming budget processes. Martin asked if we talked to McLean Community Center

(MCC) and Bill B. and Beverly confirmed that we have not beyond Leila's reply to the original email which was distributed to the entire list of affected agencies. Bill P. inquired about the other groups and Bill B. cited the list of agencies (separate fund agencies) impacted by this possible overhead charge. Gerald said our supporting document makes a strong case regarding the services that RCC is shouldering on its own. Vicky added that our operations have been working well under the terms of our MOU since 1975 and for this new element to be introduced by one party is a surprise. Bill B. asked Martin if this was vetted by the BOS. Martin confirmed that the audit report did mention these revenue sources but that the DMB memo was not vetted by the BOS. Bill P. reiterated the relief of the County's burden to provide recreational services by RCC's tax district and that it seems like the County is therefore double taxing Reston. Martin conveyed that he had talked to the Deputy Director of DMB and said this approach is not set in stone. Cathy asked what other tax districts were impacted. Bill B. said Hunter Mill, Dranesville, Annandale (Burgundy Village Community Center); the rest are Taxing Authorities. Bill B. proposed that the Board add a comment regarding our 1975 MOU be added to the response letter.

**Motion:**

Bill B. moved that the Board approve a December 3, 2012 Motion stating: the Board will send a letter as finalized by the Board of Governors and staff to Hunter Mill Supervisor Catherine M. Hudgins that formally objects to the proposal from the Department of Management and Budget to apply a cost allocation assessment to RCC's personnel budget. RCC objects to the imposition of any overhead fee being assessed on any aspect of RCC's budget for any amount. Bill P. seconded the motion. The motion passed unanimously.

Bill B. summarized that the upcoming Strategic Planning Session will be on Friday-Saturday, January 4-5, 2013. Bill B. took the headcount. Bill P. responded that he will be en route to Ecuador and will not be at there but everyone else answered affirmatively.

Bill B. summarized the proposed retreat agenda. Friday night's agenda will be a review of the RCC financial outlook and implementation of possible capital building project bond funding. Saturday's session will be facilitated by Karen Cleveland and include the review of the B&D Study and the Park Authority planning-to-date summary, next steps and overview of the Park Authority master plan process of the Baron Cameron site. A discussion about program priorities and features will follow. The meeting will conclude between 3 p.m. - 4 p.m. on Saturday. Bill B. emphasized that the work from the Saturday session will help the Park Authority staff when they begin to put the pieces together. They will want to have a good idea of what RCC is seeking for an indoor facility. It is imperative that we flesh these ideas out to bring to the Park Authority planning process. Bill informed the Board that Leila will be meeting with Park Authority staff later this month to begin the discussions. Roger asked if we can engage with different groups to get their ideas before the session, Bill B. said that the initial conversation is a general overview and there will not be an opportunity for public engagement prior to that; RCC will work with the Park Authority on the engagement processes. Bill B. emphasized the need for court space but believes RCC should be sensitive to types of fitness space we might offer to avoid competition with privately owned fitness centers. Board members discussed the need for fitness space and data about Reston usage of other Rec Centers (Oak Marr and Spring Hill.) The number is minimal. Cathy suggested that we might have to consider cutting back fitness altogether; there was general agreement that it's expensive to run and maintain a fitness center. Bill P. expressed that he's not overly concerned about competing if there is a community demand for fitness facilities.

There was no new business.

Bill B. adjourned the meeting at 7:53 p.m.



# RESTON COMMUNITY CENTER



## MEETING SUMMARY FINANCE COMMITTEE December 17, 2012

**DATE:** December 17, 2012  
**TO:** RCC Board of Governors  
**FROM:** Cathy Vivona  
Chair, Finance Committee  
**SUBJECT:** December 17, 2012 Finance Committee Meeting

The Finance Committee met on Monday, December 17, 2012. Present were:

- Cathy Vivona, Committee Chair
- Beverly Cosham, Board Chair
- Bill Bouie
- Roger Lowen
- Bill Penniman (Board member, not Finance Committee member)

Absent and Excused:

- Gerald Zavala

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- BeBe Nguyen, Communications/Media Director

The meeting was called to order at 6:07 pm.

### Monthly Financials

The group reviewed the monthly financial reports. Leila said that revenue figures in the negative represent refunds for various fitness, teens and 55+ cancelled programs. In the Community Event column, the fluctuation number represents revenue realized from the first Multicultural Festival book fair that was not projected as budgeted revenue. Under October's column for Arts Education, the fluctuation is not due to low enrollment cancellations but rather because we could not find a dance teacher and had to refund the collected fees to patrons.

Bill Penniman asked about Aquatics drop-in revenues being in the 30 percentile and not higher. Leila answered that the reason is likely timing and she will look at last year's data but Renata doesn't have any concerns. Further, the budgeted revenue reflects the dollars associated with the new programming of "Private Lessons" which has not really taken off in terms of patron enrollment. In terms of additional tax revenue, Cathy asked about additional funds and the schedule of when they arrive. Leila said that the spreadsheets only include numbers up to the end of November and does not include December numbers. She said that there will be higher amounts reflected in



January with respect to tax revenues, and that most collection will wrap up in December. Leila also said that our tax revenues number is looking strong but commented that interest income is terrible.

### **Personnel**

As indicated in the notes provided, Leila said everything is on track. She noted that while the revenues projected for Aquatics private lessons have not been realized, personnel expenditures may require re-evaluation. At this point in time, Aquatics personnel cost is on the high side in comparison to unrealized revenues for the private lessons program. Bill P. asked if the program just needs some time to take lift off and Leila said possibly. She believes the new format may also represent a psychological barrier to registering and paying a \$50/hour registration fee. It's not a subsidized fee.

### **Operational**

Leila noted that we're in great shape overall and there are no concerns in any areas. She reminded the committee that funds are "reserved" for operating expenses at the beginning of the year and spent down as the year progresses.

### **Capital Projects**

Leila noted that the most noteworthy issue under RCC improvements is that the ADA restroom project budget will be carried over into FY14 in order to schedule the work after the summer camps are concluded. Both Leila and Beverly cheered that we are essentially done with the Community Room enhancements. The chandelier replacement layer of the project will need to be reviewed and scheduled. Leila noted that she has received thank-you emails for the enhancements. Bill B. added that at the Park Authority's holiday party, Ruth and Gene Overton, (Gene serves on Park Authority Foundation Board,) expressed great satisfaction with the enhancements. Cathy asked about the remaining balance amount being high if the Community Room project is essentially done; Leila noted that it is a consequence of savings and may also be needed for the chandeliers. With regards to the roof, Leila reminded the committee that the strategy will be to consider a green roof solution when the time comes for the roof replacement. In response to a question from Cathy, Leila pointed out that our reserves and fund balances are aligned with projections and the reserve funding formulas. Everyone was reminded about the Strategic Planning agenda with regard to Friday night's session being devoted to discussion of RCC financial issues and that will facilitate the programmatic discussion on Saturday.

The meeting was adjourned at 6:38 p.m.

Reston Community Center  
 Budget vs Actuals Worksheet  
 30-Nov-12

<b>100%/12*5mo=41.65%</b>	
<b>Revised Beginning Fund Balance</b>	\$ 6,212,558
<b>Y-End Fund Balance</b>	\$ 4,198,085

	Budget FY13	Oct	Nov	ENCUMBR.	YTD	REMAINING BALANCE	YTD % actual
1 Administration	6,105,763	17,667	1,790,965		5,009,365	1,096,398	82.04%
2 Performing Arts-Theatre Admiss.	48,720	5,816	6,765		33,889	14,831	69.56%
3 PA Theatre Rental	24,527	730			730	23,797	2.98%
4 PA Cultural Activities/ Arts Org	0	10,061	20,314		36,410	(36,410)	0.00%
5 Aquatics Classes/drop-in	306,342	11,549	8,010		93,917	212,425	30.66%
6 Aquatics Rental	18,000	4,500	6		8,516	9,484	47.31%
7 L&L Fitness	109,355	975	1,136		46,889	62,466	42.88%
8 L&L Teens	81,324	1,030	(110)		47,417	33,907	58.31%
9 L&L Senior	57,608	943	(220)		23,064	34,544	40.04%
10 L&L Youth	111,094	427	(101)		92,612	18,482	83.36%
11 L&L Adult	90,972	2,043	(977)		25,090	65,882	27.58%
12 Community Events	0	960			960	(960)	0.00%
13 Arts Education	120,537	(1,310)	820		72,540	47,997	60.18%
<b>Total RCC Revenue</b>	<b>\$ 7,074,242</b>	<b>\$ 55,391</b>	<b>\$ 1,826,608</b>	<b>\$ -</b>	<b>\$ 5,491,399</b>	<b>\$ 1,582,843</b>	<b>77.63%</b>

L&L - Leisure & Learning

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	<b>Personnel Expenses</b>	<b>Budget FY13</b>	<b>Oct</b>	<b>Nov</b>	<b>ENCUMBR.</b>	<b>YTD</b>	<b>REMAINING BALANCE</b>	<b>% Budget Used Ytd</b>
1	Administration	641,750	22,663	33,994		113,083	528,667	17.62%
2	Board OG	-				-	-	0.00%
3	Booking	175,283	13,360	19,691		66,087	109,196	37.70%
4	Comptroller	354,989	25,421	38,328		128,791	226,198	36.28%
5	Customer Service	453,322	32,465	47,964		162,482	290,840	35.84%
6	Facility Engineer	98,298	7,530	11,869		40,024	58,274	40.72%
7	Maintenance	400,391	30,365	45,184		151,819	248,572	37.92%
8	IT	119,353	8,251	12,377		41,168	78,185	34.49%
9	Media	316,007	27,790	39,279		128,274	187,733	40.59%
10	Performing Arts	508,171	35,752	57,811		173,854	334,317	34.21%
11	Aquatics	691,016	47,429	85,830		258,178	432,838	37.36%
12	Leisure & Learning (L&L) Programs	207,243	15,694	23,505		77,505	129,738	37.40%
13	L&L Fitness	157,822	16,302	21,281		65,775	92,047	41.68%
14	L&L Teens	125,714	6,615	10,591		53,264	72,450	42.37%
15	L&L Senior	114,927	9,343	13,159		40,623	74,304	35.35%
16	L&L Youth	189,213	12,892	17,371		132,351	56,862	69.95%
17	L&L Adult	166,634	11,230	18,129		51,881	114,753	31.13%
18	Community Events	118,815	9,890	12,530		43,792	75,023	36.86%
19	Arts Education	278,858	20,434	24,265		167,706	111,152	60.14%
	<b>Total Personnel Expenses</b>	<b>\$ 5,117,806</b>	<b>\$ 353,426</b>	<b>\$ 533,158</b>	<b>\$ -</b>	<b>\$ 1,896,657</b>	<b>\$ 3,221,149</b>	<b>37.06%</b>

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	<b>Operational Expenses</b>	<b>Budget FY13</b>	<b>Oct</b>	<b>Nov</b>	<b>ENCUMBR.</b>	<b>YTD</b>	<b>REMAINING BALANCE</b>	<b>% Budget Used Ytd</b>
1	Administration	222,100	5,729	2,233	25,684	49,528	172,572	22.30%
2	Board	59,300	14,293	796	6,499	32,765	26,535	55.25%
3	Booking	155,202	41,297	4,763	34,647	100,365	54,837	64.67%
4	Comptroller/Customer Service	550,125	26,321	17,445	109,657	463,043	87,082	84.17%
5	Facility Engineer	224,960	16,275	9,994	15,057	107,255	117,705	47.68%
6	Maintenance	351,029	8,233	10,066	154,598	226,727	124,302	64.59%
7	IT	115,724	19,852	5,076	7,547	34,452	81,272	29.77%
8	Media	478,840	50,064	42,178	69,750	308,257	170,583	64.38%
9	Community Partnerships	155,000	233	259	60,000	145,770	9,230	94.05%
10	Performing Arts	322,654	9,730	30,873	2,010	182,648	140,006	56.61%
11	Aquatics	95,509	3,779	3,739	4,912	34,684	60,825	36.31%
12	Leisure & Learning (L&L) Programs	6,850	1,171			3,742	3,108	54.63%
13	L&L Fitness	13,673	1,389	953	5,712	8,054	5,619	58.90%
14	L&L Teens	124,110	5,783	23,593	7,535	83,027	41,083	66.90%
15	L&L Senior	86,325	4,344	3,480	4,280	28,452	57,873	32.96%
16	L&L Youth	119,190	11,530	4,482	20,302	86,890	32,300	72.90%
17	L&L Adult	101,696	5,503	3,994	3,190	17,102	84,594	16.82%
18	Community Events	165,300	22,325	4,555	14,402	79,600	85,700	48.15%
19	Arts Education	89,341	2,567	2,790	17,200	33,523	55,818	37.52%
	<b>Total Operational Expenses</b>	<b>\$ 3,436,928</b>	<b>\$ 250,418</b>	<b>\$ 171,269</b>	<b>\$ 562,982</b>	<b>\$ 2,025,884</b>	<b>\$ 1,411,044</b>	<b>58.94%</b>

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	<b>Capital Proj. Expenses/ Capital Equipment</b>	<b>Budget FY13</b>	<b>Oct</b>	<b>Nov</b>	<b>ENCUMBR.</b>	<b>YTD</b>	<b>REMAINING BALANCE</b>	<b>% Budget Used Ytd</b>
1	RCC Improvements 003716 Facility Enhancement LA	298,387	3,150		880	8,343	290,044	2.80%
2	003717.11 Comm. Room HW Enhcmnts.	90				0	90	0.00%
3	003717.12/3718.12	137,505			4,850	4,850	132,655	3.53%
4	HW White Roof 003717.13/3719	98,000				0	98,000	0.00%
						0	0	0.00%
						0	0	0.00%
						0	0	0.00%
	<b>Total Capital Expenses</b>	<b>\$ 533,982</b>	<b>\$ 3,150</b>	<b>\$ -</b>	<b>\$ 5,730</b>	<b>\$ 13,193</b>	<b>\$ 520,789</b>	<b>2.47%</b>
	<b>Total RCC Expenditures</b>	<b>\$ 9,088,716</b>	<b>\$ 606,994</b>	<b>\$ 704,427</b>	<b>\$ 568,712</b>	<b>\$ 3,935,734</b>	<b>\$ 5,152,982</b>	<b>43.30%</b>

003716 includes:  
 ADA Enhancements  
 CenterStage Floor  
 HW Loading Dock

Reston Community Center  
 Budget vs Actuals Worksheet  
 30-Nov-12

<b>100%/12*5mo=41.65%</b>	
<b>Revised Beginning Fund Balance</b>	\$ 6,212,558
<b>Y-End Fund Balance</b>	\$ 4,198,085

	<b>Budget</b>			<b>Encumbr.</b>	<b>YTD</b>	<b>Remaining Balance</b>
Revenue	7,074,242	55,391	1,826,608	0	5,491,399	1,582,843
Personnel	5,117,806	353,426	533,158	0	1,896,657	3,221,149
Operating	3,436,928	250,418	171,269	562,982	2,025,884	1,411,044
Capital Projects	533,982	3,150	0	5,730	13,193	520,789
Total Expenses	9,088,716	606,994	704,427	568,712	3,935,734	5,152,982
Revenue less Total Expenses	-2,014,474	-551,603	1,122,181	-568,712	1,555,665	-3,570,139

## Revenue

**General Note:** Registration revenue for the Summer 2012 activities was deferred to FY13 during the FY12 closing process and reversals were posted for the month of July generating significant revenue for the first month of the fiscal year. Fall program registration started August 1<sup>st</sup>. New programs revenue approved by RCC's BOG is included in FY13 Budget column.

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 82% of tax revenue, 102% of estimated Facility Rental revenue (which also includes T-Mobile antenna revenue) and 27% of the projected interest revenue.
2. **Performing Arts:** Revenue collection is very uneven depending on scheduled shows and their related box office revenue.
3. **Performing Arts Theatre Rental:** Theatre rental payments are typically made at the end of the fiscal year.
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 represents daily gate fees and registration for summer and fall programs.
6. **Aquatics Rental:** Year-to-date revenue represents a natatorium rental payment.
7. **Fitness:** Year-to-date amount includes summer and fall program registration revenue.
8. **Teens:** 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.
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 program and fall program registration revenue.
12. **Community Events:** No revenue budgeted. Year-to-date revenue is for Multicultural Festival book sale.
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:** Personnel costs for the new programs identified and approved by RCC's BOG were loaded in September and are included in the FY13 Budget column.

1. **Administration:** Administration's allocated budget is typically under-spent; funding provides for OPEB costs and contingencies such as increases in fringe benefit costs.
3. **Booking:** Personnel costs are at the expected level.
4. **Comptroller:** Personnel costs are at the expected level.
5. **Customer Service:** Personnel costs are at the expected level.
6. **Facility Engineer:** Personnel costs are at the expected level.
7. **Maintenance:** Personnel costs are at the expected level.
8. **Information Technology:** Personnel costs are at the expected level.
9. **Media:** Personnel costs are at the expected level.
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.
14. **Teens:** Personnel costs are higher than the benchmark and include summer camps' labor costs which occurred in July/August 2012.
15. **55+:** Personnel costs are at the expected levels.
16. **Youth:** Personnel costs are higher than the benchmark and include summer camps' labor costs which occurred in July/August 2012.
17. **Adult:** Personnel expenditures are at the expected levels.
18. **Community Events:** Personnel expenditures are at the expected levels.
19. **Arts Education:** Personnel expenditures are higher than the benchmark and include LARK/YAT summer labor costs which occurred in July/August 2012.



## Operating Expenses:

**General Note:** Reservations for multiple months' expenses are made at the beginning of the year; funds are spent down from them. Operating costs for the new programs approved by RCC's BOG are included in the FY13 Budget column.

1. **Administration:** Current month expenses include training and facility furniture costs. Reservations are for SWSG consulting services and office furniture repair/replacement.
2. **Board:** Current month expenses are for Preference Poll postage, hospitality and departing Board members' contribution to charitable organizations. Reservation is for the League of Women Voters Preference Poll service.
3. **Booking:** Current month expenses are for security, supply costs and storage facility rental. Reservations include piano tuning, facility furniture, storage facility rental, and security.
4. **Comptroller:** Current month expenses include bank fees, office supplies, postage costs and utilities costs. Reservations are for utility costs.
5. **Facility Engineering:** Current month expenses include supply, repair and maintenance costs. Reservations are for repair and maintenance.
6. **Maintenance:** Current month expenses include custodial services, refuse disposal and supplies. Reservations are for custodial services, and fuel/gas.
7. **IT:** Current month expenses are for supplies and communication charges. Reservations are for cellular phones and computer equipment.
8. **Media:** Current month expenses include supplies, training, printing, and sponsorship costs. Reservations are for sponsorships and web design.
10. **Community Partnerships:** Current month expense is hospitality cost. Reservations are for RHT, Storycatcher Productions, IPAR.
11. **Performing Arts:** Current month expenses include contractor advance payments, local travel, and programs operating costs. Reservations are for contractor advance payments, and performer related expenses.
11. **Aquatics:** Current month expenses are for pool maintenance and supplies, training aids, and equipment. Reservations are for pool supplies.
12. **Leisure and Learning Admin:** No current month expenses.
13. **Fitness:** Current month expenses are for program supplies. Reservations are for program instruction costs.
14. **Teens:** Current month expenses include transportation and recreational activities costs. Reservations are for program instruction costs.
15. **55+:** Current month expenditures include program supplies, transportation, and recreational activity costs. Reservation is for program transportation.
16. **Youth:** Current month expenditures are for program instruction and program supplies. Reservations are for program instruction and program operating costs.
17. **Adult:** Current month expenditures include transportation, program instruction, and program supply costs. Reservation is for program instruction.
18. **Community Events:** Current month expenditures are for program supply costs and program contract services. Reservations are for contractor services.
19. **Arts Ed:** Current month expenditures are for program related supply costs. Reservations are for contract services and training.

## Capital Project Expense

1. **RCC Improvements / 003716:** Includes ADA doors and restroom, motor control panel replacement, CenterStage Floor, and HW Loading Dock projects.
2. **Facility Enhancement Lake Anne / 003717.11:** Completed. Includes LA Expansion, LA Hallway Acoustics projects.
3. **Community Room Hunters Woods Enhancements / 003717.12:** Community room lighting and sound upgrades (chandelier fixtures design and replacement pending.)
4. **White Roof:** 003717/13 Project postponed.