



**Reston Community Center
Board of Governors Monthly Meeting
October 7, 2013
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 |
| <ul style="list-style-type: none"> • Approval of September 9, 2013 Board Minutes
(As Reviewed and Approved by the Board Treasurer on behalf of the Secretary) • Approval of September 9, 2013 Board Actions
(As Reviewed and Approved by the Board Treasurer on behalf of the Secretary) | |
| 8:05 – Chair’s Remarks | Beverly Cosham, Chair |
| 8:08 – Introduction of Visitors | |
| 8:10 – Citizen Input | |
| 8:25 – Committee Reports | |
| <ul style="list-style-type: none"> • September 23 Building Committee Report | Cathy Vivona, Committee Chair |
| 8:30 – Approval of Committee Reports | Beverly Cosham, Chair |
| 8:35 – Board Member Input on Activities Attended | |
| 8:45 – Executive Director’s Report | Leila Gordon, Executive Director |
| 8:50 – Old Business | Beverly Cosham, Chair |
| 8:55 – New Business | Beverly Cosham, Chair |
| 9:00 – Adjournment | |

Reminders:

Event	Date	Time
Finance Committee Meeting	October 21	6:00 p.m.
Arts Council of Fairfax County Arts Awards Luncheon	October 25	11:00 a.m.
Long Range Planning Committee Meeting	October 28	6:00 p.m.
Building Committee Meeting	October 28	7:30 p.m.
November Monthly Meeting	November 4	8:00 p.m.



**RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MONTHLY MEETING MINUTES
SEPTEMBER 9, 2013**

Present were:

- Beverly Cosham, Chair
- Bill Penniman
- Vicky Wingert
- Bill Bouie
- Bill Keefe
- Cathy Vivona

Absent and Excused:

- Gerald Zavala
- Lisa Ehrhardt
- Roger Lowen

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Cristin Bratt, Public Information Officer

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. Bill K. seconded the motion. The motion passed unanimously.

MOTION #2:

Approval of the July 1, 2013 Board Minutes:

Cathy moved that the Board approve the July 8, 2013 Board Minutes. Bill B. seconded the motion. The motion passed unanimously.

MOTION #3:

Approval of the July 1, 2013 Board Actions:

Bill B. moved that the Board approve the July 8, 2013 Board Actions. Cathy seconded the motion. The motion passed unanimously.

Chair's Remarks:

Bev hoped everyone had a wonderful summer and said the Board is ready to hit the ground running for fall.

Introduction of Visitors:

None

Citizen Input:

Lonnie Harrison, Reston resident, said he's a Reston resident and president of a board association that represents residents right next door to RCC Hunters Woods. He complained that the Hunters Woods plaza landscaping is not being taken care of and is quite overgrown. He sent a complaint to the Reston Association, who in turn sent a warning to Reston Community Center, who then said it was not their property. He had a survey done and he knows where his property ends, but nobody seems to know who is responsible for the overgrown foliage in question. He thought there was a gentleman's agreement with the management company on who took care of property. When management changed hands, the

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maintenance ended. Homeowners are upset and he wants to know what needs to happen to get this resolved.

Leila said there is a group that has been meeting about the Hunters Woods Plaza and its issues, in order to improve the public image of the plaza. Leila would like the cluster to be involved and will follow-up directly with Lonnie. She also said that the plaza property owner (Edens) hopes to complete the redesign of the plaza landscape by the end of October. Leila said she will write to the management company again. Leila also announced that Reston Association is discussing adding lighting to the new pathway system behind RCC.

Lonnie asked about property boundaries. Leila said RCC property and the church's property end at their front doors. She also knows that the management company footprint includes Safeway parking lots, the plaza area, and the plaza area up to the circle drive. The Fellowship House owns that circle space and then it becomes a polyglot of ownership. She said Edens does not own the land for Burger King, the bank or the gas station. Lonnie said his cluster boundary line extends from the door of the church to the iron gates by the Safeway. The Indian restaurant is technically on their property line but the trees in question are not.

Annamarie Swope, Reston resident, said she has a few questions for the Board. She asked if the September 18 Candidate Forum is a forum for the candidates to speak, or can the community ask questions. Leila said that all candidates must answer three questions from the moderator, after which point audience members may ask questions. All candidates will have one minute to answer audience questions. Annmarie asked for clarification on the mail-in ballot deadline. Leila said that mailed ballots have to be received by the counting agent by no later than 5:00 p.m. on October 3, though people can still vote electronically and in-person until October 4 at 5:00 p.m. Annmarie asked if there was a finding of the Board's recommendations following the Building Committee's site visits. Leila said the Building Committee is targeting October to present an initial report to the full Board. Annmarie said it would be great to see a recreation center at Reston Town Center North. She also asked if the Brailsford & Dunlavey report's costs include LEED certification. Leila said B&D is working to provide updates and clarifications on their report and expects that will be available in November. Annmarie asked if someone was leading the charge on alternate funding options, and requested that the public be given monthly updates. Leila said the Board is first pursuing the issue of the best site. Once that is completely investigated and site acquisition costs determined, the Board will explore the best program and facility options. When all that is considered together, the Board will have a better idea of costs involved and will be better able to explore proffer opportunities. Annmarie pointed out that that timeline to consider that information could overlap with the decision of the Board to go to referendum. Leila said that there is no definite timeline for a referendum and that it would only happen after the Board has had ample time to research and consider all questions regarding a potential recreation center. Annmarie asked if the Board has developed a business decision-making criteria model that details the criteria of how we'll move forward. Leila said the Board developed that list a year ago and that meeting those criteria remains the benchmark for how the Board proceeds. The list includes listening to the community and exploring funding options.

Maggie Mishin, Reston resident, said she just moved to Reston from Atlanta, where she was involved in her neighborhood association. She's interested in getting involved in similar efforts here. The Board welcomed her.

Committee Reports:

July 8 Building Committee Report

Vicky said the committee members met and reviewed input from the community regarding alternative recreation center sites. They came up with a list of 11 sites that will be explored further. They also discussed and prioritized criteria to consider in evaluation of the sites. They also agreed to plan a tour of sites on July 22. The list of sites and criteria are available in the July 8 Building Committee Report.

July 22 Building Committee Report

Vicky said that the Building Committee invited the entire Board on the site visit tour, which was also publicized and open to the public, though noone attended. Those Board members present visited the sites and looked at them in terms of the criteria priorities outlined by the Building Committee. Following the tour, the Building Committee – along with all other participating Board members – convened at RCC

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Hunters Woods and came up with a list of other issues that needed to be explored and staff assistance that is needed. Staff is currently working on the report.

MOTION #4:

Approval of the Committee Reports

Bill K. moved that the Board approve all committee reports. Bill B. seconded the motion. The motion passed unanimously.

Board Member Input on Activities Attended:

Vicky said she's been all over Reston at the Lake Anne Jazz Festival, the Reston Youth Triathlon, the Reston Triathlon and various summer camps. It has been wonderful to see the variety and volume of activities available. She enjoyed seeing the young triathlon participants that were supported by RCC's sponsorship. She said that RCC helped support about 60 scholarships and that the bike shop and the community provided and fixed bikes for those participants.

Bill K. said he and Bill B. attended the recent mid-field presentation for the synthetic turf fields project at South Lakes High School. He said it was nice to see a cooperative effort from the community to get the fields built on time and on budget. He also said the Jazz & Blues Festival at Lake Anne was a big success, as was the Reston Triathlon. He and Bill P. continued to represent RCC on the Reston Master Plan Task Force Committee. They have a public hearing in front of the Planning Commission coming up and a Board of Supervisors' review date targeted in early December.

Bill P. said he's been out of town a bit but attended the same task force meetings, as well as the farmer's market.

Bill B. attended IPAR meetings and has spent considerable time reviewing resumés for the new Fairfax County Park Authority director. He attended the turf fields' dedication at both South Lakes and the Oakton dedication, and noted that we are now up to 67 synthetic turf fields in the county.

Bill K. asked when the new Reston Town Center sculptural piece will be unveiled. Leila and Bill B. indicated it should be ready in November.

Cathy attended the Reston Interfaith volunteer luncheon where they announced their new name as Cornerstones. She thought it was a nice presentation about how the scope of their organization has changed so much that they thought that should be reflected in their name and their mission. She attended a GRACE exhibit, played cards and attended the Professional Touring Artist Series season opener, Tig Notaro. She thought it was wonderful and she hopes the theatre can be as full and excited for every PTAS performance. She also attended a concert at Lake Anne and was caught crossing the street during the triathlon, so she thinks that counts as participating.

Bev said she and many on the Board also participated in the Building Committee tour. She said she is also running for the RCC Board again. She enjoyed participating in the Reston Youth Triathlon and the Jazz & Blues Festival.

Executive Director's Report:

Leila said RCC closed for maintenance and that the pool is still closed while the new ventilation system is installed. She explained that the Paddock evacuator system is being installed at the deck level and will alleviate air quality issues in the pool. The family ADA restroom is nearing completion in the back of the building. The fuel oil tank was removed. Staff emptied storage units and released two units. Leila said that Preference Poll ballots were mailed and that she was alerted to a household receiving a duplicate ballot. She explained that we are therefore putting out an e-mail/press release tomorrow explaining the process and the fact that only the first vote per household will be tabulated. Voting opens Friday, September 13 and ends October 3 (for mail voting) or October 4 (in-person and online voting).

Leila elaborated on the community initiative to improve image and experience at Hunters Woods Plaza. The initiative is in response to concerns over public intoxication on the plaza and in the RCC lobby. She noted that RCC has a policy of making locker rooms available for those who need shower facilities. She said she hopes this coalition will help address the public intoxication issues, as well as the plaza maintenance issues.

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Leila said many programmers are currently at the Virginia Recreation and Parks Society annual conference, where RCC's 2012 annual report was recognized with an award.

Old Business:

North Town Center Redevelopment – Leila told the Board that their binders include a copy of the letter that Rob Stalzar sent us confirming receipt of Bev's letter requesting the county development group consider a recreation center at that site. She indicated that she understands there to be quite a few public agencies with facilities' options that want to be included in that area, including a fire station, elementary school, open space/green area. The development group's timeline suggests that they will be looking at requests over the next few months. There will not be resolution until late 2013 or early 2014.

Leila said she received a letter from Colin Mills, president of Reston Citizens Association, asking the Board to respond formally to RCA's suggestion of a six-member community panel to review and determine the right course of action with respect to the proposed indoor recreation center. This was part of an analytic paper that RCA board member Terry Maynard wrote. Leila said that Colin is seeking an official response from the RCC Board on the request that a community panel be comprised of two members each from RA, RCA and RCC. Leila said that she does not believe that RCC's Memorandum of Understanding allows us to delegate decision-making authority to other parties. Bill P. said if there is a financial liability involved, a decision needs to be made by the RCC Board members, whom the community has chosen to make decisions on its behalf. However, all Board members agreed to continue to listen to and work with the community and community organizations as they continue this process. Leila said we had lots of meetings and will have many more and added that the financing decision involving borrowing money is made by the community and that the Board of Supervisors will weigh in before it ever gets put on a ballot.

The Board determined that - after confirming the guidelines presented in the MOU - Leila would draft a letter in response to Colin Mills' request and send it to Bev for review and signature.

New Business:

Leila recommended that the Board send a letter to Reston Association voicing RCC's support of this initiative. There were no objections from the Board.

Bill P. said he received a request from a community member that RCC Board members have some sort of RCC e-mail address so that people could communicate with them directly. It seems to him to be a reasonable request. There was general discussion about the legal responsibilities of providing e-mail addresses, especially in regards to the Virginia Freedom of Information Act (VAFOIA). Bill B. clarified that all County Boards have a clearinghouse mailbox, with the exception of the School Board, which is elected. Leila confirmed that said she checked with the county and policy is that elected officials received e-mail addresses, but single points of contact are maintained for appointed officials. The RCC Board members are not elected, but rather appointed as a result of community preference. Leila said that RCC manages comments and suggestions through RCCcontact@fairfaxcounty.gov and through suggestion/comment boxes available at both RCC facilities.

Following the evacuator installation in the pool, Bill K. asked if we could look at what would be required to obtain Silver LEED status. Leila said she will look into it, but that meeting LEED standards is difficult and expensive. The evaluation process alone is expensive. The status, however, will clearly be considered if a new rec center is built. Retro-fitting current facilities might be onerous in terms of LEED but that we continue to pursue all environmentally sensitive improvements in our facilities that we can.

Cathy asked if pool renovations could be scheduled around the kids' school schedule. Leila clarified that we did schedule around the summer camps and back-to-school schedule and that renovations are ongoing. Leila added that several therapeutic patrons asked if there could be a cooperative partnership with the YMCA Reston during the closure. The YMCA was very accommodating and provided drop-in rates with no membership requirement. She appreciates this sort of partnership.

Bill P. asked when the Board retreat would be held. Leila said it is always held the first weekend in January after the New Year.

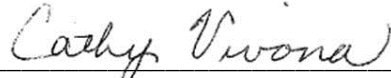
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Leila requested calendar schedules in order to schedule meetings for the Finance Committee and Building Committee.

MOTION #5:

To Adjourn the Meeting

Bill B. moved to adjourn the meeting at 9:06 p.m. Cathy V. seconded the motion. The motion passed unanimously.



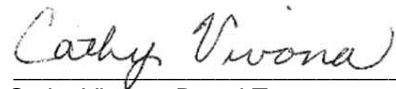
Cathy Vivona, Board Treasurer,
On behalf of the Board Secretary

10-2-2013
Date

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BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON SEPTEMBER 9, 2013

- 13-0909-1 Bd That the Board approve the Agenda**
- 13-0909-2 Bd That the Board approve the July 1, 2013 Board Minutes**
- 13-0909-3 Bd That the Board approve the July 1, 2013 Board Actions**
- 13-0909-4 Bd That the Board approve the Committee Reports**
- 13-0909-5 Bd That the meeting be adjourned.**



Cathy Vivona, Board Treasurer,
On behalf of the Board Secretary

____10-2-2013_____
Date



**RESTON COMMUNITY CENTER
BOARD OF GOVERNORS FINANCE COMMITTEE REPORT
SEPTEMBER 23, 2013**

The Finance Committee met on September 23, 2013.

Present were:

- Cathy Vivona, Committee Chair
- Beverly Cosham, Chair
- Bill Bouie
- Bill Penniman
- Roger Lowen

Absent and Excused:

- Gerald Zavala

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Renata Wojcicki, Finance Director
- Cristin Bratt, Public Information Officer

Cathy called the meeting to order at 6:27 p.m. and asked Leila to review the budget.

Leila said this is the Finance Committee's first FY14 budget report (see attached for budget and accompanying comments). She reviewed the FY14 budget changes and the revised FY14 budget. She explained that the published FY14 budget would differ from the FY14 budget presented here due to those changes. The spreadsheet outlines the changes.

Leila said that the 2014 camp revenue was moved into the FY14 budget since the camps took place in 2014. She also said that the County's published figures and Department of Tax Administration figures are out of sync because of their own release schedules, which are not in sync.

Cathy asked for a review of the budget process. Leila said that in September, we submit the next fiscal year budget request. We then have two opportunities to make changes: at carryover (made in June, submitted in September) and at 3rd Quarter Review (made in January, submitted in March). Leila said that we collect half of the tax revenue in July and the remaining in December.

Leila noted that there is a new column in the budget: Unrealized Revenue. This is fee waiver registration and participation amounts. The Actual Revenue column represents the actual cash/credit/funds received from patrons. If you wanted a true picture of registration, you would combine YTD Actual Revenue and Unrealized Revenue. Leila said that we've consistently provided in excess of \$100,000 in fee waivers for the last few years. The most accumulation in this cycle is due to summer camps. Leila also explained that the August revenue represents fall registration and Professional Touring Artist Series ticket sales. She noted that our revenue is doing fantastic and that the box office has already at 50 percent of its goals for the year, and we're only one month into the season.

Bill P. asked if the unrealized revenue was a budgeted number or actual. Leila and Renata Wojcicki (Finance Director) explained it was an actual number... we're just breaking it out now to show money paid vs. subsidized money.

In Aquatics, Leila said that the private swim lesson program has been hugely successful; it has already achieved the same amount of revenue in that program as it made during all of FY13. She said that's better than 100 percent cost recovery on those program options.

September 23, 2013 Finance Committee Meeting Report

Leila said that we are on target in Personnel and that there are spikes due to summer camp offerings that required seasonal staff (mostly teen, youth and arts education). Some benefit expenditures are coming in a bit higher than hoped because an administrative position is being filled and the County has approved a one-time bonus for all County employees. Cathy asked if we lost a staff member for the position that is being filled? Leila said no; the position had been vacant and now needs to be filled.

In Operating, Leila explained that we encumber funds with contracts and then spend down on the purchase orders as the year progresses. For maintenance costs, the number reflects all utility and maintenance costs for the year, so that number won't change much; we will just pay down off of that contract.

On Capital Projects, Leila shared that the new ADA restroom is almost finished. The motor control panel replacement and loading dock repairs have not taken place yet, but those costs are loaded into RCC Improvements. The remaining balance for the Community Room enhancements reflects refurbishment of the chandeliers, which has not taken place yet. It will probably be carried over to FY15 because it will require a significant period of time when the Community Room is inaccessible to users. The fuel oil tank removal has been completed and Deputy Director Thomas Ward anticipates significant savings as a result of that conversion project. Leila said that the same company that monitored the oil spill also took care of our tank removal. They are convinced that RCC is not and never was the source of that contamination. Leila also explained that theatre enhancements will be deferred to FY15 in order to avoid disrupting the theatre schedule. This includes installation of a new sound board (Capital Equipment). Renata explained that the peach lines under the Capital Projects section of the budget are capital equipment, not capital projects. She has already requested that the Department of Management and Budget remove the Lake Anne Facility Enhancements and the Woodshop Equipment line items. It just hasn't happened yet. For the Aquatics mechanical system, Leila said the the Paddock Evacuator installation is done and she expects the final bills will come in under budget.

Cathy asked where unanticipated revenue goes. Leila said that it goes into the RCC fund balance; whatever we don't spend and whatever extra revenue we have is returned to the fund balance and carried into the beginning year balance of the subsequent year. Cathy asked when the reserve funds replenish. Leila explained that we don't replenish the fund balance as we go along; we wait until the end of the fiscal year. She said we've adopted a budget that expends more money than projected in terms of revenue. We're on a two-year trajectory target to achieve a balanced budget.

Bill P. pointed out the \$1.6 million and \$3.6 million listed in the revised FY14 budget and the Remaining Balance (respectively). He asked what that does for us regarding our reserves. Leila said that \$3.6M is our projected beginning year balance for FY14. Renata added that the revenue reflects more than half of what we will receive. She creates it for herself so she can balance all of the reports. Renata said the picture will change each month; the gap will be closing. Presuming we finish the year as planned, that will decrease our fund balance. Leila said that this year, we were at about \$750K expenditures over revenue. We tried to get to zero but there was no way to responsibly project that. We therefore went from a \$1.1M difference between revenue and expenditures to a \$750/\$800K difference. Renata pointed out that on the main page, you can see the revised beginning fund balance and the year end estimated fund balance (\$5.7M vs. \$4.1M). Leila said she expects our gap to be closer to \$750K/\$800k. She said we have typically underspent in expenses and overachieved in revenue; even the revised budget is still a conservative budget.

Leila added that two new projects (Parc Reston and the Avant) will deliver additional, unanticipated tax revenue because they are not included in these assessments.

Bill said he thought we were achieving greater balance. Leila said we're moving in the right direction and offered to get the numbers to show him to show him that these numbers match what the Board requested in June. Bill P. said we can just review next month.

Leila said that she believes we will see significant changes for the better in the area in the next year. The County's commercial vacancy rate county-wide is 17 percent. Reston Town Center's vacancy is zero, though the rest of the corridor is consistent with the County. There is cautious optimism and the residential market is accelerating faster than anyone anticipated. Leila feels very comfortable that the

September 23, 2013 Finance Committee Meeting Report

FY15 performance will be back in balance by the end of that fiscal year. We should be looking at funds in excess of expenditures by the time we reach FY16. If that trajectory holds and we end up in that sort of path, we will go into FY16 with a healthy amount in reserves for the agency as a whole.

Leila said that the Board made sound decisions during the recession (such as the Lake Anne improvements) and our participation numbers reflect that. Cathy asked if there is an area that does not deliver as effectively for RCC. Leila said that arts and culture is the most highly subsidized cost center in the agency. That includes community events, free concerts, cookouts, festivals and theater performances). She added that the biggest expenditure is personnel, specifically benefits – an area over which RCC has no control.

Public Comment

There were no visitors.

The meeting concluded at 7:01 p.m.

Reston Community Center
 Budget vs Actuals Worksheet
 31-Aug-13

100%/12*2mo=16.66%

Revised Beginning Fund Balance \$ 5,742,205

Y-End Estimated Fund Balance \$ 4,127,194

	Adopted Budget FY14	FY13 Carryforward	FY14 Budget Changes	Revised Budget FY14	July	Aug		YTD Actual Revenue	REMAINING BALANCE	YTD % actual	Unrealized Revenue
1 Administration	6,330,924		225,746	6,556,670	3,069,006	143,515		3,212,521	3,344,149	50.74%	
2 Performing Arts-Theatre Admiss.	48,720			48,720		21,370		21,370	27,350	43.86%	
3 PA Theatre Rental	28,314			28,314				0	28,314	0.00%	
4 PA Cultural Activities/ Arts Org	0			0		22,061		22,061	(22,061)	0.00%	
5 Aquatics Classes/drop-in	297,160			297,160	22,363	46,499		68,862	228,298	23.17%	14,035
6 Aquatics Rental	16,000			16,000		5,670		5,670	10,330	35.44%	
7 L&L Fitness	119,423			119,423	10,888	25,498		36,386	83,037	30.47%	4,873
8 L&L Teens	87,630		(20,000)	67,630	45,656	4,170		49,826	17,804	56.86%	21,821
9 L&L Senior	57,709			57,709	10,239	18,061		28,300	29,409	49.04%	7,861
10 L&L Youth	114,293		(20,000)	94,293	94,094	12,491		106,585	(12,292)	93.26%	27,339
11 L&L Adult	125,486			125,486	8,165	18,473		26,638	98,848	21.23%	9,814
12 Community Events				0				0	0	0.00%	
13 Arts Education	133,598			133,598	49,657	24,327		73,984	59,614	55.38%	2,455
Total RCC Revenue	7,359,257		185,746	7,545,003	3,310,068	342,135	0	3,652,203	3,707,054	49.63%	88,198

L&L - Leisure & Learning

Reston Community Center
 Budget vs Actuals Worksheet
 31-Aug-13

100%/12*2mo=16.66%	
Revised Beginning Fund Balance	\$ 5,742,205
Y-End Estimated Fund Balance	\$ 4,127,194

	Personnel Expenses	Adopted Budget FY14	FY13 Carryforward	FY14 Budget Changes	Revised Budget FY14	July	Aug	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
1	Administration	556,550		(83,212)	473,338	12,399	27,512		39,911	433,427	7.17%
2	Board OG	3,999			3,999		-		0	3,999	0.00%
3	Booking	182,325			182,325	6,726	13,541		20,267	162,058	11.12%
4	Comptroller	356,264			356,264	13,226	26,457		39,683	316,581	11.14%
5	Customer Service	528,530		(10,000)	518,530	18,934	37,182		56,116	462,414	10.62%
6	Facility Engineer	98,142			98,142	4,186	7,847		12,033	86,109	12.26%
7	Maintenance	425,585			425,585	15,804	30,939		46,743	378,842	10.98%
8	IT	122,662			122,662	4,236	8,471		12,707	109,955	10.36%
9	Media	405,329		(10,000)	395,329	12,800	25,612		38,412	356,917	9.48%
10	Performing Arts	471,314			471,314	15,448	37,809		53,257	418,057	11.30%
11	Aquatics	671,099			671,099	25,608	53,882		79,490	591,609	11.84%
12	Leisure & Learning (L&L) Programs Ad	211,828			211,828	8,071	16,159		24,230	187,598	11.44%
13	L&L Fitness	181,474			181,474	5,557	10,939		16,496	164,978	9.09%
14	L&L Teens	132,500		(2,000)	130,500	8,713	20,946		29,659	100,841	22.38%
15	L&L Senior	119,614		(2,000)	117,614	2,889	7,092		9,981	107,633	8.34%
16	L&L Youth	192,110		10,000	202,110	19,420	48,609		68,029	134,081	35.41%
17	L&L Adult	179,221		(7,500)	171,721	5,131	9,667		14,798	156,923	8.26%
18	Community Events	128,029			128,029	4,186	8,921		13,107	114,922	10.24%
19	Arts Education	297,671			297,671	22,572	76,227		98,799	198,872	33.19%
	Total Personnel Expenses	5,264,246		(104,712)	5,159,534	205,906	467,812	0	673,718	4,590,528	12.80%

Reston Community Center
 Budget vs Actuals Worksheet
 31-Aug-13

100%/12*2mo=16.66%	
Revised Beginning Fund Balance	\$ 5,742,205
Y-End Estimated Fund Balance	\$ 4,127,194

	Operational Expenses	Adopted Budget FY14	FY13 Carryforward	FY14 Budget Changes	Revised Budget FY14	July	Aug	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
1	Administration	271,421	19,715	(81,000)	210,136	15,403		17,274	32,677	177,459	12.04%
2	Board	59,000			59,000	766	20,947	0	21,713	37,287	36.80%
3	Booking	122,414			122,414	8,714	5,798	41,252	55,764	66,650	45.55%
4	Comptroller/Customer Service	375,599			375,599	2,309	3,800	295	6,404	369,195	1.71%
5	Facility Engineer	184,356	7,895		192,251	6,013	3,320	40,775	50,108	142,143	27.18%
6	Maintenance	439,720			439,720	17,874	27,542	339,365	384,781	54,939	87.51%
7	IT	127,544	3,819	(20,000)	111,363	2,930	18,493	4,514	25,937	85,426	20.34%
8	Media	420,233	15,167		435,400	7,605	85,003	15,726	108,334	327,066	25.78%
9	Community Partnerships	300,000		(50,000)	250,000	50,000	25,114	70,000	145,114	104,886	48.37%
10	Performing Arts	322,654		(9,000)	313,654	62,690	18,997	18,643	100,330	213,324	31.10%
11	Aquatics	94,015			94,015	8,121	3,784	13,824	25,729	68,286	27.37%
12	Leisure & Learning (L&L) Programs Ad	6,850			6,850		248		248	6,602	3.62%
13	L&L Fitness	16,238			16,238	114	300	11,225	11,639	4,599	71.68%
14	L&L Teens	132,235			132,235	9,642	30,708	15,795	56,145	76,090	42.46%
15	L&L Senior	86,321			86,321	1,554	8,647	1,890	12,091	74,230	14.01%
16	L&L Youth	136,030		(10,000)	126,030	17,512	17,108	29,079	63,699	62,331	46.83%
17	L&L Adult	108,010			108,010	5,227	5,243	4,248	14,718	93,292	13.63%
18	Community Events	170,760		(15,000)	155,760	19,634	1,374	4,710	25,718	130,042	15.06%
19	Arts Education	112,014	725	(10,000)	102,739	3,572	5,106	20,200	28,878	73,861	25.78%
	Total Operational Expenses	3,485,414	47,321	(195,000)	3,337,735	239,680	281,532	648,815	1,170,027	2,315,387	33.57%

Reston Community Center
 Budget vs Actuals Worksheet
 31-Aug-13

100%/12*2mo=16.66%	
Revised Beginning Fund Balance	\$ 5,742,205
Y-End Estimated Fund Balance	\$ 4,127,194

Capital Proj. Desc. & Number/Cap Equip.	Adopted Budget FY14	FY13 Carryforward	FY14 Budget Changes	Revised Budget FY14	July	Aug	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
1 RCC Improvements C-000001		231,776	0	231,776		333	82,265	96,118	135,658	0.00%
2 Fac. Enhcment. LA C-000002		90	-90	0				0	0	0.00%
3 C. R. HW Enhcmnts. C-000003		130,795		130,795			768	7,478	123,317	0.00%
4 Oil Tank Removal C-000007	50,000			50,000			20,066		50,000	
5 Theatre Enhancements C-000008		40,000		40,000				0	40,000	0.00%
6 Aquat. Mech. Sys. Upgrade C-000009		7,085	175,000	182,085	8,246	12,685	99,188	120,119	61,966	0.00%
PA Theatre Front of House(FOH) Mixing Console & D-Racks /sound system	28,000			28,000				0	28,000	0.00%
Woodshop Equip FY13 remainiang balance		500	-500	0					0	0.00%
Total Capital Expenses	78,000	410,246	174,410	662,656	8,246	13,018	202,287	223,715	438,941	286.81%
Total RCC Expenditures	8,827,660	457,567	-125,302	9,159,925	453,832	762,362	851,102	2,067,460	7,344,856	23.42%

Reston Community Center
 Budget vs Actuals Worksheet
 31-Aug-13

100%/12*2mo=16.66%	
Revised Beginning Fund Balance	\$ 5,742,205
Y-End Estimated Fund Balance	\$ 4,127,194

	Adopted Budget FY14	FY13 Carryforward	FY14 Budget Changes	Revised Budget FY14	July	August	Encumbr.	YTD	Remaining Balance
Revenue	7,359,257	0	185,746	7,545,003	3,310,068	342,135	0	3,652,203	3,707,054
Personnel	5,264,246	0	-104,712	5,159,534	205,906	467,812	0	673,718	4,590,528
Operating	3,485,414	47,321	-195,000	3,337,735	239,680	281,532	648,815	1,170,027	2,315,387
Capital Projects	78,000	410,246	174,410	662,656	8,246	13,018	202,287	223,715	438,941
Total Expenses	8,827,660	457,567	-125,302	9,159,925	453,832	762,362	851,102	2,067,460	7,344,856
Revenue less Total Expenses	-1,468,403	-457,567	311,048	-1,614,922	2,856,236	-420,227	-851,102	1,584,743	-3,637,802

Revenue	FY13 Scholarship 06/03/13
Administration	-5,960.20
Performing Arts-Theatre Admiss.	370.00
PA Theatre Rental	
PA Cultural Activities/ Arts Org	
Aquatics Classes/drop-in	21,392.60
Aquatics Rental	
L&L Fitness	6,018.90
L&L Teens	31,080.00
L&L 55+	11,765.50
L&L Youth	28,200.00
L&L Adult	17,398.00
Community Events	
Arts Education	4,282.00
Total RCC Scholarship	114,546.80
	5960.2

Revenue

General Note: Summer Camp registration started February 1st. Revenue for camps held in the summer of 2013 that was collected before the end of the fiscal year (FY13) was reversed and recorded as FY14 revenue in July. An additional column is inserted for our FY14 Budget adjustments which were approved by the BOS in September. The last column inserted is for FY14 YTD-Fee Waiver tracking. Fee Waiver amounts are unrealized revenue. Fall program registration started August 1st.

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 51% of tax revenue, 44% of estimated Facility Rental revenue (which also includes T-Mobile antenna revenue) and 5% of the projected interest revenue.
2. **Performing Arts:** Revenue collection is very uneven depending on scheduled shows and their related box office revenue. The 2013-2014 Professional Touring Artist Series season is off to a strong sales start.
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, summer class and activity revenue and initial fall program registration revenue.
6. **Aquatics Rental:** Year-to-date revenue represents a natatorium rental payment.
7. **Fitness:** Year-to-date amount includes summer and initial fall program registration revenue.
8. **Teens:** Year-to-date amount includes summer and initial 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 initial fall program registration revenue.
10. **Youth:** Year-to-date amount includes summer and initial fall program registration revenue. Most of this cost center's revenue is realized during the summer.
11. **Adult:** Year-to-date amount includes summer and initial fall program registration revenue.
12. **Community Events:** No revenue budgeted.
13. **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.

Personnel Expenses:

General Note: An additional column is inserted for FY14 Budget adjustments approved by the BOS in September.

1. **Administration:** Administration's allocated budget provides for OPEB 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. Fringe Benefits costs were higher than budgeted.
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 include summer camps' labor costs which occurred in July and August.
15. **55+:** Personnel costs are at the expected levels.
16. **Youth:** Personnel costs include summer camps' labor costs which occurred in July and August.
17. **Adult:** Personnel expenditures are at the expected levels.
18. **Community Events:** Personnel expenditures are at the expected levels.
19. **Arts Education:** Personnel expenditures include LARK/YAT summer labor costs which occurred in July and August.

Operating Expenses:

General Note: Reservations for multiple months' expenses are made at the beginning of the year; funds are spent down from them. An additional column is inserted for FY14 Budget adjustments approved by the BOS in September.

1. **Administration:** No current month expenses recorded in August. Reservations are for contract expenses such as SWSG consulting services, Wetland Studies RCC HW site survey, and building signage.
2. **Board:** Current month expenses are for hospitality and Preference Poll-related costs (postage, address list, and ballot tracking). There are no open procurement/reservations balances for August.
3. **Booking:** Current month expenses are for storage facility rental and security monitoring. Reservations are for expenses such as security monitoring, piano tuning, and storage facility rental.
4. **Comptroller:** Current month expenses include bank fees, postage and supply costs. Reservation is for office supplies.
5. **Facility Engineering:** Current month expenses include repair and maintenance costs. Reservations are for repair and maintenance.
6. **Maintenance:** Current month expenses include utility costs, and repair and maintenance costs. Reservations are for repair and maintenance costs and utilities.
7. **IT:** Current month expenses include DIT communication support billing and supplies costs. Reservations are for communication costs.
8. **Media:** Current month expenses include printing, sponsorships and membership costs. Reservation is for web design cost.
10. **Community Partnerships:** Current month expense is for filming for The Reston Story – Video Chapters. Reservations are for RHT and the documentary film project (Storycatcher).
11. **Performing Arts:** Current month expenses include performer contract advance payments, program, and travel costs. Reservations are for contractor advance payments and performer related expenses.
11. **Aquatics:** Current month expenses are for uniforms and pool operating supplies. Reservations are for pool operating supplies and pool drain repair.
12. **Leisure and Learning Admin:** Current month expense is for team building activity costs. No open reservations.
13. **Fitness:** Current month expense is for program delivery contract costs. Reservations are for program delivery contract costs.
14. **Teens:** Current month expenses are for recreational activities, program supplies, and program delivery contract costs. Reservations are for program delivery costs and program transportation.
15. **55+:** Current month expenditures include program supplies, program transportation, and recreational activities costs. Reservation is for program transportation.
16. **Youth:** Current month expenditures are for recreational activities, program delivery contract costs, transportation, and supplies. Reservations are for program delivery contract costs and transportation.
17. **Adult:** Current month expenditures include program supplies, transportation, and recreational activities costs. Reservation is for transportation and program delivery contract costs.
18. **Community Events:** Current month expenditures are for program supply costs. Reservations are for program supply costs and program delivery contract costs.
19. **Arts Ed:** Current month expenditures are for program supply and program delivery contract costs. Reservations are for program delivery contract costs.

Capital Project Expense

General Note: Reservations for multiple months' expenses are made at the beginning of the year; funds are spent down from them. Additional column inserted for FY14 Budget adjustments to be approved by the BOS in September

1. **RCC Improvements /C-000001:** Includes ADA doors and restroom, motor control panel replacement, and HW Loading Dock projects.
2. **Facility Enhancement Lake Anne /C-000002:** Includes LA Expansion, LA Hallway Acoustics projects. Completed. Closed in FY13.
3. **Community Room Hunters Woods Enhancements /C-000003:** Community room lighting and sound upgrades (chandelier fixtures design and replacement pending.) Reservation is for SWSG electrical design services.
4. **Oil Tank Removal/000007:** Project in progress.
5. **RCC Center Stage Enhancements /C-000008:** Allocated in previous years funding for Center Stage floor budget of 40K transferred from RCC Improvements project (#1) for ease of costs tracking. New cabling, sound and lighting upgrades will now be done at the same time and so that project budget allocation increased by \$100,000 for FY15.
6. **Aquatics Mechanical Sys. Upgrade/ C-000009:** 175K funding request added to FY13 Carryover. 12.9K design service funding for FY13 transferred from RCC Improvements project (#1).