



RESTON COMMUNITY CENTER



Reston Community Center
Board of Governors
May 2, 2011
8:00 p.m.
Meeting Agenda

8:00 – Call to Order	Beverly Cosham, Chair
8:03 – Approval of Agenda	Beverly Cosham, Chair
• Approval of April 4, 2011 Board Minutes (As reviewed and approved by the Board Secretary)	
• Approval of April 4, 2011 Board Actions (As reviewed and approved by the Board Secretary)	
8:05 – Chair’s Remarks	Beverly Cosham, Chair
8:10 – Introduction of Visitors	
8:15 – Citizen(s) Input	
8:20 – Board Member Input on Activities Attended	
8:25 – Committee Reports	
April 11, 2011 Report	
• Finance Committee	Bill Bouie, Chair
May 2, 2011 Report	
• Long Range Planning Committee	Colin Mills, Chair
8:30 – Approval of Committee Reports	Beverly Cosham, Chair
8:35 – Executive Director’s Report	Leila Gordon, Executive Director
8:40 – Old Business	Beverly Cosham, Chair
8:45 – New Business	Beverly Cosham, Chair
9:00 – Adjournment	

Reminders:

Community Calendar

May 21-22 – Northern Virginia Fine Arts Festival

Sat/Sun

10:00 a.m.



RESTON COMMUNITY CENTER



SUMMARY OF MINUTES RESTON COMMUNITY CENTER BOARD OF GOVERNORS MEETING April 4, 2011

Present:

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

Absent and Excused:

- Carol Ann Bradley
- John Gasson
- Bill Keefe

Staff:

- Leila Gordon, Executive Director
- Janet Dopsovic, Executive Assistant

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

Approval of the Agenda:

Beverly Cosham, Chair

MOTION #1:

Colin moved that the Agenda be amended to include the April 3, 2011 Long Range Planning Committee Meeting Report. Bill B. seconded the motion. The motion passed unanimously.

MOTION #2:

Cathy moved that the Board approve the agenda as amended. Bill B. seconded the motion. The motion passed unanimously.

Approval of the March 7, 2011 Board Minutes:

Beverly Cosham, Chair

MOTION #3:

Colin moved that the Board approve the March 7, 2011 Board Minutes. Bill B. seconded the motion. The motion passed unanimously.

Approval of the March 7, 2011 Board Actions:

Beverly Cosham, Chair

MOTION #4:

Colin moved that the Board approve the March 7, 2011 Board Actions. Bill B. seconded the motion. The motion passed unanimously.

Chair's Remarks:

The Chair noted that she will be attending the Groundbreaking Ceremony for the Wiehle Avenue Silver Line Station with Leila on April 5, 2011. She hopes that the weather will cooperate.

Board Member Input on Activities Attended:

Bill B. reported that he has been attending several meetings, and that IPAR is gearing back up again. He also attended *The Whiz* last week and found it to be different, entertaining and thoroughly enjoyable.

Bill P. has been attending Reston Master Plan Task Force Meetings. He also attended the Sarah Jarosz performance on Saturday, which was fantastic. Bill was able to see part of *The Whiz* as well. Bill is continuing to work in the woodshop.

Colin has attended many meetings over the past month.

Cathy attended the Sarah Jarosz performance and was pleased to see that the house was full. She has also been playing bridge.

Roger has been using the pool. He attended *The Putnam County Spelling Bee* performance, which was a tremendously well-received show and a top-notch presentation.

Beverly attended the Arts Council of Fairfax County Council meeting at the Arts Space Herndon, and reported that the Arts Council was changing its structure to eliminate a membership requirement which was voted on and approved at that Annual Meeting. She also attended a Reston Community Orchestra board meeting. Because the January performance of *Happenings at the Harman* was cancelled due to inclement weather, Beverly and her friend recreated the event in the Community Room on March 25. Beverly also attended Supervisor Hudgins' community budget meeting at RCC Hunters Woods. The Reston Community Orchestra also held its third concert of the season on March 27. Beverly attended the Board of Supervisors Budget Hearing with Bill P., Bill B. and Leila. Beverly also indicated that she had attended the April 3, 2011 Strategic Planning Session with the Board and staff.

Committee Reports:

Beverly Cosham, Chair

Joint Meeting Community Relations and Program/Policy Committees – March 14, 2011

Cathy Vivona, Chair, Community Relations Committee. See attached report. Cathy reported that the second of the annual Joint Committees' Meetings was held on March 14, 2011 to determine what our programming efforts could add in the next year. Staff prepared responses to the input received during the February Joint Committees' Meeting. Staff's research included costs for prospective programming, including the possibility of providing transportation for patrons of RCC programs. Cathy noted her

surprise at the layers of decision-making that such transportation services will require, but looks forward to seeing it tackled on pilot levels before we can determine how to proceed with an expansive service. Staff is now awaiting the results of the Board's Strategic Planning Session and Finance Committee review of the fiscal impacts of new programs, services, and personnel changes. After that Committee's review, there will be final approval on adopted new programs and services from the full Board in the context of the Five Year Strategic Plan in May.

Finance Committee – March 28, 2011

Bill Bouie, Chair. See attached report. Bill reported that the Finance Committee reviewed the monthly financials. Revenue seems to be in line with expectations. Cathy had a question about when we will start to see the effect of the County-implemented changes in Personnel, and Leila indicated that the exempt employee conversion process will begin in late April or May. The Committee discussed our Sponsorship Programs and the process for selecting events or various community groups to sponsor, and Leila explained the criteria we follow for making these decisions. Roger asked how the figures for Sponsorships compared to previous years, and Leila explained that Community Partnerships as a budget line has only existed for two years, and this year is the first that Sponsorships' expenses at the current level were recorded in the Media department. Leila updated the Committee on the Community Room Enhancements and the Lake Anne Expansion. She reported that the Jo Ann Rose Gallery is now open for business and that the RCC Lake Anne HVAC system conversion is on track.

Bill noted that the Board held its Strategic Plan Work Session yesterday, and the Finance Committee will talk about the outcomes from that session during the next Finance Committee meeting on April 11, 2011.

Long Range Planning Committee – April 3, 2011

Colin Mills, Chair. See attached report. Colin reported that the Board and staff met on April 3, 2011 to determine goals to pursue for our new Five Year Strategic Plan.

MOTION #5:

Colin moved that the RCC staff proceed to establish a pilot summer 2011 enrichment and literacy learning program in collaboration with Dogwood Elementary School and South Lakes High School to provide selected students with support during the summer months to sustain and improve their academic achievement. The pilot program will operate with allocated funding of not more than \$15,000.00 total in personnel and operating funds. Bill P. seconded the motion. The motion passed unanimously.

MOTION #6:

Colin moved that the Board of Governors adopt the following goals as their 2011-16 Five Year Strategic Plan Framework:

Facilities – RCC facilities address our mission, expand our capacities, respond to community needs and are aligned with community opportunities and resources.

Collaboration and Outreach – RCC collaborates to improve our and other Reston organizations' effectiveness, to build community, and to strengthen our identity. RCC outreach and collaboration support our mission, serve Reston, and enhance our value to the community.

Communication – RCC is not just known, it is understood to be a key component of Reston’s wellbeing. RCC reaches and engages a broad cross-section of the residential and business communities in Reston by using effective tools and best practices.

Programs -- RCC programs evolve and adapt to a changing community to reach more people living and working in Reston. RCC programs serve diverse interests and are high quality, well attended and affordable.

Internal Capacity – RCC employees are highly skilled, creative, responsive, motivated, collaborative and celebrated. RCC systems are effective, efficient, continuously improving, user-friendly, sustainable, and embrace state of the art technology.

Colin noted that these goals are the “end-states” which the Board hopes will be the case at RCC within five years.

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

MOTION #7:

Colin made a motion to approve the committee reports. Bill B. seconded the motion. The motion passed unanimously.

Executive Director’s Report:

Leila Gordon, Executive Director. See attached report. Leila noted that many of the Board members attended *The Complete World of Sports (abridged)* presented by the Reduced Shakespeare Company in March. Leila reported that so far this season, the CenterStage has had three completely sold-out performances and several performances were within the 90 to 100 percent capacity. The season is on track for the best attendance we have had in years. At this point attendance is tracking at 8 percent ahead of last year. Cathy asked which performances were sold out, and Leila said the 100 percent sold-out performances were *Reston: The Opera*, the Sarah Jarosz performance and the Kathryn Stockett book talk. The 90 to 100 percent performances include *The Complete World of Sports (abridged)*, SingStrong Encore and Lunasa. Leila also noted that *Trout Fishing in America*, the last performance of the season, is nearing capacity at this time. She urged people to order tickets as soon as possible. Leila commended the Arts and Events and Media teams for their achievement on increasing attendance.

Leila reported that attendance is up in most program areas, and she believes this is because people are looking for value and high-quality experiences and program offerings at the most affordable pricing, and they are finding all of these at RCC.

Bill P. reported that Carol, Leila, Eileen, Damian and he met with Dogwood Elementary School principal Robyn Cochran and South Lakes High School principal Bruce Butler. Bill complimented the staff on their approach to the steps needed to begin the summer enrichment and literacy learning program. He was pleased with how well the meeting progressed.

Roger added that he has had several opportunities over the last few weeks to speak with professionals and business people and discovered that most of them are not aware that their employees are able to use RCC facilities and enroll in our programs at residential rates. Roger suggested that we may need to advertise this fact more. Bill P. noted that

turnover in Reston businesses from year to year plays a factor. Bill B. said that this is something we should to continue to make known to and through the Greater Reston Chamber of Commerce (GRCC). Leila said that the branding communication tool we plan to create will help ensure that newcomers and new businesses learn about RCC and other Reston organizations. Bill P. suggested that we might start contributing to the GRCC newsletter. Leila agreed that we can look into doing this to spotlight our programs and services. Leila indicated that is part of the Communications goal for the Five Year Strategic Plan and our objectives will reflect it.

Beverly reminded the Board that the Finance Committee will meet on April 11, the Founders Day Celebration is Saturday, April 9 from noon to 3:00 p.m. at Lake Anne, and the Best of Reston event is Thursday, April 28 at the Reston Hyatt. Leila added that Beverly will be reading as part of the Barnes and Noble Book Fair to support IPAR on April 9th in the afternoon, as will Wolf Trap CEO and Reston resident, Terre Jones.

Beverly will also be attending the Reston Community Orchestra Fundraiser on Saturday evening. Leila also mentioned that the *Citizen Josh* performance is Saturday evening.

MOTION #8:

Colin moved that the meeting be adjourned. Bill B. seconded the motion. The motion passed unanimously.

The Chair adjourned the meeting at 8:20 p.m.



William Penniman, Board Secretary

April 15, 2011

Date

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

- 11-0404-1 **Bd** That the Board amend the agenda to include the April 3, 2011 Long Range Planning Committee Meeting Report.
- 11-0404-2 **Bd** That the Board approve the agenda as amended.
- 11-0404-3 **Bd** That the Board approve the March 7, 2011 Board minutes.
- 11-0404-4 **Bd** That the Board approve the March 7, 2011 Board actions.
- 11-0404-5 **Bd** That RCC staff proceed to establish a pilot summer 2011 enrichment and literacy learning program in collaboration with Dogwood Elementary School and South Lakes High School to provide selected students with support during the summer months to sustain and improve their academic achievement. The pilot program will operate with allocated funding of not more than \$15,000.00 total in personnel and operating funds.
- 11-0404-6 **Bd** That the Board approve the following goals as their 2011-16 Five Year Strategic Plan Framework:
Facilities – RCC facilities address our mission, expand our capacities, respond to community needs and are aligned with community opportunities and resources.
Collaboration and Outreach – RCC collaborates to improve our and other Reston organizations’ effectiveness, to build community, and to strengthen our identity. RCC outreach and collaboration support our mission, serve Reston, and enhance our value to the community.
Communication – RCC is not just known, it is understood to be a key component of Reston’s wellbeing. RCC reaches and engages a broad cross-section of the residential and business communities in Reston by using effective tools and best practices.
Programs – RCC programs evolve and adapt to a changing community to reach more people living and working in Reston. RCC programs serve diverse interests and are high quality, well attended and affordable.
Internal Capacity – RCC employees are highly skilled, creative, responsive, motivated, collaborative and celebrated. RCC systems are effective, efficient, continuously improving, user-friendly, sustainable, and embrace state of the art technology.

11-0404-7 Bd That the Board approve the Committee reports.

11-0404-8 Bd That the meeting be adjourned.



William Penniman, Board Secretary

April 15, 2011

Date



RESTON COMMUNITY CENTER



MEMORANDUM

DATE: April 15, 2011

TO: RCC Board of Governors

FROM: Bill Bouie
Chair, Finance Committee

SUBJECT: April 11, 2011 Finance Committee Meeting

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

- Bill Bouie, Chair
- Cathy Vivona
- Carol Ann Bradley

Attending from the RCC staff:

- Leila Gordon, Executive Director
- Janet Dopsovic, Executive Assistant
- Renata Wojcicki, Finance Director

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

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

Revenue

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

Cathy asked for clarification about the lower tax estimates, and Leila explained that the FY11 Budget contained the higher projection of \$6.8 million, which was reduced by DMB after the Budget was published because their early estimate was too high. They suggested that we should expect around \$5.9 million. We adopted that figure, which is the figure we continue to use in our internal financial models. DMB then advised us that the estimate for next year was going to be about ten percent higher, but they subsequently reduced that to a one percent increase from FY11 to FY12 because the

commercial base was not performing as robustly as originally predicted. In our documentation for our Public Hearing and moving forward, the Budget amount for FY12 will be \$5.9 million and the published figure will be footnoted with an explanation.

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

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

Personnel

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

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

Operating

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

Capital Projects

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

Leila also reported that the Department of Justice/Fairfax County ADA Settlement requires us to make changes in our facilities that comply with the terms of that

Settlement. One unanticipated expense is that the fire alarm system at Lake Anne will need to be updated at a significant cost. As a result of these issues, the contingency budget may be spent.

Five-Year Projections

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

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

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

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

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

With respect to property taxes, Leila noted that current development proposals scheduled to go before the Planning Commission this summer include retail and office space as well as 359 residential units (Block 16 in the Town Center); retail and office space, a hotel and an additional 880 residential units (The Spectrum Center); and two 360-unit buildings to replace the 82 currently in existence (Parc Reston Condominiums). In addition, the approved Comstock proposal also incorporates retail, office and residential development. The Block 16 and Comstock projects are projected to open in 2013. Leila noted that the County is projecting that significant revenue recovery for the entire County will take place during 2014.

Leila said that we will continue to fund our reserves but at the same time we will be spending down our ending balance. We will be cautious in planning programming and operating so that we will be able to work through the period of time it typically takes to return to revenue levels we experienced before the recession.

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

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

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

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

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

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

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

The chair adjourned the meeting at 6:53 p.m.

Reston Community Center
 Budget vs Actuals Worksheet
 31-Mar-11

100%/12*9mos=74.97%	
Beginning Fund Balance	\$ 8,746,168
Est. Y-End Fund Balance	\$ 6,551,648

	Budget FY11	Feb	Mar	ENCUMBR.	YTD	REMAINING BALANCE	YTD % actual
1 Administration	\$ 6,860,569	\$ 36,670	\$ 26,179		\$ 6,018,722	841,847	87.73%
2 Performing Arts-Theatre Admiss.	49,500	4,905	4,530		42,275	7,225	85.40%
3 PA Theatre Rental	22,990	0	0		7,452	15,538	32.41%
4 PA Cultural Activities/ Arts Org	0	6,022	(2,050)		7,014	(7,014)	0.00%
5 Aquatics Classes/drop-in	270,000	12,203	14,712		199,842	70,158	74.02%
6 Aquatic Rental	18,000	0	0		11,725	6,275	65.14%
7 General Programs Admin	0				0	0	0.00%
8 Teens	65,288	32,700	3,548		83,234	(17,946)	127.49%
9 Senior	54,200	1,997	2,169		62,891	(8,691)	116.03%
10 Youth	86,464	55,977	6,343		139,622	(53,158)	161.48%
11 Adult	122,968	4,752	7,039		104,538	18,430	85.01%
12 Community Events	0				1,500	(1,500)	0.00%
13 Arts Education	105,608	49,650	(214)		164,626	(59,018)	155.88%
Total RCC Revenue	\$ 7,655,587	\$ 204,875	\$ 62,255	\$	\$ 6,843,440	\$ 812,147	89.39%

Tax revenue collection is very strong in the first months of the fiscal year; half usually is collected in July and another later in the fiscal year.

Road Ruiz summer camp revenue

Summer camp revenue

YAT summer revenue

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Beginning Fund Balance	\$ 8,746,168
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	Budget FY11	Feb	Mar	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
Personnel Expenses							
1 Administration	526,408	26,800	26,800		232,599	293,809	44.19%
2 Board OG	-				-	-	0.00%
3 Booking	144,583	10,006	10,766		101,940	42,643	70.51%
4 Comptroller	333,518	22,537	23,099		202,112	131,406	60.60%
5 Customer Service	330,732	30,290	21,891		222,168	108,564	67.17%
6 Facility Engineer	161,204	7,198	7,223		97,212	63,992	60.30%
7 Maintenance	315,739	26,677	26,311		236,762	78,977	74.99%
8 IT	111,459	7,647	7,647		69,637	41,822	62.48%
9 Media	254,493	15,028	16,631		145,012	109,481	56.98%
10 Performing Arts	446,929	33,646	33,961		303,049	143,880	67.81%
11 Aquatics	638,423	47,288	50,708		440,183	198,240	68.95%
12 General Programs Admin	90,180	7,446	7,446		66,201	23,979	73.41%
13 Teens	129,715	7,100	6,198		81,427	48,288	62.77%
14 Senior	136,287	10,839	11,499		93,147	43,140	68.35%
15 Youth	187,874	12,872	11,287		151,478	36,396	80.63%
16 Adult	181,097	14,286	16,256		124,823	56,274	68.93%
17 Community Events	108,649	8,065	7,192		73,285	35,364	67.45%
18 Arts Education	282,606	16,526	16,685		208,583	74,023	73.81%
Total Personnel Expenses	\$ 4,379,896	\$ 304,250	\$ 301,603	\$ -	\$ 2,849,619	\$ 1,530,277	65.06%

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 Budget vs Actuals Worksheet
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100%/12*9mos=74.97%	
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	Budget FY11	Feb	Mar	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
Operational Expenses							
1 Administration	158,921	141	(12,097)	14,156	42,691	116,230	26.86%
2 Board	59,000	5,466	6,220	3,000	50,716	8,284	85.96%
3 Booking	103,294	22,496	10,849	25,883	100,177	3,117	96.98%
4 Comptroller/Customer Service	421,616	21,677	38,715	62,183	395,537	26,079	93.81%
5 Facility Engineer	169,729	6,024	9,044	15,611	76,586	93,143	45.12%
6 Maintenance	314,475	28,181	30,676	41,083	263,764	50,711	83.87%
7 IT	163,905	1,273	14,248	6,074	70,816	93,089	43.21%
8 Media	294,833	69,567	4,984	7,191	293,448	1,385	99.53%
9 Community Partnerships	135,000	2,959	90	22,000	108,142	26,858	80.10%
10 Performing Arts	295,876	40,545	51,610	7,748	261,239	34,637	88.29%
11 Aquatics	81,245	5,122	2,758	13,568	59,559	21,686	73.31%
12 General Programs Admin	6,850	110	189	0	3,648	3,202	53.26%
13 Teens	123,660	12,613	6,967	25,628	102,884	20,776	83.20%
14 Senior	86,450	6,461	2,632	10,173	61,517	24,933	71.16%
15 Youth	110,130	2,568	2,469	6,980	65,006	45,124	59.03%
16 Adult	107,663	3,342	2,855	31,513	84,605	23,058	78.58%
17 Community Events	163,200	7,292	1,101	18,500	131,985	31,215	80.87%
18 Arts Education	86,919	624	3,541	9,430	41,760	45,159	48.04%
Total Operational Expenses	\$ 2,882,766	\$ 236,461	\$ 176,850	\$ 320,719	\$ 2,214,081	\$ 668,686	76.80%

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Capital Proj. Expenses/ Capital Equipment	Budget FY11	Feb	Mar	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
1 RCC Improvements 003716	\$ 475,034	\$ -	\$ -	\$ 312,190	312,190	162,844	
2 HW LA Priority 1 003717.5	666	\$ -	\$ -	666	666	0	99.99%
3 Nat. Spa Roof 003717.10	42,000	\$ -	\$ -	40,158	40,158	1,842	95.61%
4 Facility Enhancement LA 003717.11	1,560,744	\$ 17,812	\$ 205,159	1,157,479	1,430,518	130,226	91.66%
5 Comm. Room HW Enhancements 003717.12	500,000	\$ 391	\$ -	33,694	34,298	465,702	6.86%
6 Aquatics-Slide	9,000	\$ -	\$ -		0	9,000	0.00%
					0	0	0.00%
					0	0	0.00%
					0	0	0.00%
Total Capital Expenses	\$ 2,587,444	\$ 18,202	\$ 205,159	\$ 1,544,187	\$ 1,817,830	\$ 769,615	70.26%
Total RCC Expenditures	\$ 9,850,107	\$ 558,914	\$ 683,613	\$ 1,864,906	\$ 6,881,530	\$ 2,968,577	69.86%

70KHW ADA Door Enhancement, 322.4K Chiller, 40K Center Stage Floor, 50K HW Loading Dock

939K LA expansion, 305K Art Studio, 15.7K Gallery Acoustics, 39K LA ADA plus transfer from 3717.5 234K

**Reston Community Center
HW and LA capital projects priority 1 and 2 only**

Priority #		Public Hearing \$\$	FY2009 Revised \$\$	FY2010	FY2011	Status
	Replace Asbestos Floors	30,000				Cancelled
	Replace Popcorn Ceiling	10,000	10,000			Completed
	Replace Drywall Kitchen Area	2,000	2,000			Completed
	Enhance CR Acoustics	42,000	60,000			Approved BOG
	Upgrade CR Sound System	68,000				Defer
	Staging/Seating Equipment	24,000				Defer
	Performance Lighting	45,000				Defer
	Blackout Curtains	10,000				Defer
	Replace Exterior Skylights	15,000				Defer
	Replace Back Dock	15,000	15,000			Awaiting BOG
	LA Wood Storefront replacement	6,000	6,000			Awaiting BOG
	LA ADA compliant doors	5,000	5,000			Awaiting BOG
	LA Front Desk Re-Design	10,000				Defer
	Total HW and LA Priority 1 and 2	282,000	98,000			

Revenue

General Note: Winter/Spring program registration started on 12/01/10; Registration for Summer 2011 Youth and Teen programs began on February 1 and this revenue will be deferred to FY12 during FY11 closing process. July through January columns are not shown; totals are cumulative.

1. **Administration:** The Administration revenue budget shows combined tax, interest and facility rental revenues. The estimated revenue from taxes was revised downward for FY11 to \$5.9M; revenue is tracking to the lowered estimate. We have collected about 162% of estimated Facility Rental revenue (a portion of the facility rental revenue is for FY12 and will be reversed in June 2011 and recorded for FY12) and 25% of the projected interest revenue. Interest revenue is significantly lower than collections for this same period in the previous fiscal year due to less robust investment performance typical of the past year and a smaller fund balance on which to collect it.
2. **Performing Arts:** Revenue collection is very uneven depending on scheduled shows and their related box office revenue. The beginning of the year revenue results from ticket sales for the season as a whole. Given the lowering of Professional Touring Artist Series ticket prices for SD 5, it is likely that revenue will underperform as it relates to the budget projection for the year as a whole. Revenue targets have been adjusted for the FY12 budget accordingly.
3. **Performing Arts Theatre Rental:** Revenue recorded to date includes current year rental payments as well as rent due from a significant Historical User for the previous fiscal year which they were unable to pay on time. Theatre rental payments are typically made at the end of the fiscal year; revenue targets in future years will be adjusted for new rates, policies, and activity levels.
4. **Performing Arts Cultural Activities/Arts Organizations:** The community arts box office receipts and payments clearing line. Payments were made in March for the recent Community Arts Organizations' ticket sales.
5. **Aquatics Classes/drop-in:** Year-to-date revenue represents registration for fall and winter/spring programming.
6. **Aquatics Rental:** Year-to-date revenue represents a natatorium rental fee for the fall (Masters).
7. **General Programs Administration:** This is not a revenue earning category.
8. **Teens:** Year-to-date amount includes summer (post July 1), fall, and winter/spring program revenue; summer 2011 revenue will be reversed at the FY11 year-end-close and recorded as FY12 revenue.
9. **Seniors:** Year-to-date amount includes summer (post July 1), fall, and winter/spring program revenue.
10. **Youth:** Year-to-date amount includes summer (post July 1), fall, and winter/spring program revenue; summer 2011 revenue will be reversed at the FY11 year-end-close and recorded as FY12 revenue.
11. **Adults:** Year-to-date amount includes summer (post July 1), fall, and winter/spring program revenue.
12. **Community Events:** Collected revenue represents vendor fees for the Reston Multicultural Festival in the month of September.
13. **Arts Education:** Year-to-date amount includes summer (post July 1) fall, and winter/spring program revenue; summer 2011 revenue will be reversed at the FY11 year-end-close and recorded as FY12 revenue. We have also processed refunds for class activity we cancelled to accommodate the Lake Anne construction process.

Personnel Expenses:

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

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

Operating Expenses:

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

1. **Administration:** Current month credit reflects costs transfer for banking service charges to Comptroller. Reservation is for SWSG consulting services and conference/training attendance costs.
2. **Board:** Current month expenses include hospitality costs and final preference poll costs.
3. **Booking:** Current month expenditures are for security monitoring, supplies, and storage facility rental. Reservations are for security monitoring and storage facility rental.
4. **Comptroller:** Current month expenditures include bank fees, office supplies, copying and utilities costs. Reservations are for utilities.
5. **Facility Engineering:** Current month expenditures are for repair and ground maintenance. Reservations are for repair and maintenance and for grounds maintenance.
6. **Maintenance:** Current month expenditures include custodial services payment, fuel costs, supplies, and repair and maintenance. Reservations are for custodial service, fuel, and repair and maintenance.
7. **IT:** Current month expenditures are for DIT communication charges and supplies. Reservations are for supplies and cellular phones' billing.
8. **Media:** Current month expenditures are for supplies and advertising.
9. **Community Partnerships:** Current month expenditure is for hospitality costs.
10. **Performing Arts:** Current month expenditures include contractor fees, miscellaneous operating costs, hospitality costs, and conference travel costs. Reservations are for advance contractor fees and repair and maintenance.
11. **Aquatics:** Current month expenditures are for various pool supply and National Aquatic conference costs. Reservations are for supplies uniforms, and repair and maintenance.
12. **General Programs Admin:** Current month expenditures include supplies and professional subscription costs.
13. **Teens:** Current month expenditures include program instruction, supply, and recreational activity costs. Reservations are for program instruction and program transportation.
14. **Senior:** Current month expenditures include transportation, supply, and recreational activity costs. Reservations are for program instruction and transportation costs.
15. **Youth:** Current month expenditures are for program instruction and supplies. Reservations are for program instruction.
16. **Adult:** Current month expenditures are for transportation, program supply, and recreational activity costs. Reservations are for program instruction and program transportation.
17. **Community Events:** Current month expenditures are for program supply costs. Reservations are for contractor fees.
18. **Arts Ed:** Current month expenditures are for program related supply costs and contractor payment. Reservations are for program contractor payments.

Capital Project Expense

1. **RCC Improvements / 003716:** Includes ADA Doors, Chiller, CenterStage Floor, and HW Loading Dock projects. Reservation is for Baistar Inc. (Chiller).
2. **Hunters Woods and Lake Anne Priority 1 / 003717.5:** Originally Included theatre rigging that was separated into its own project. Other projects included were enclosing asbestos in our floors in HW, which we cancelled; replacement of the Theatre Lobby ceiling which we completed; Drywall in the kitchen which was completed; LA ADA doors, LA Front Desk redesign which were folded into the LA expansion activity; and Aquatics Lockers' replacement, which was cancelled by the Board, and that amount (\$220K) was transferred to the Facility Enhancement LA project 003717.11. The remaining amount will be liquidated once the purchase order is closed.
3. **Natatorium Spa Roof / 003717.10:** Reservation is for Weatherproofing Technology Inc.
4. **Facility Enhancement Lake Anne / 003717.11:** Includes Art Studio, LA Expansion, LA Hallway Acoustics projects. Reservation is for LA expansion. Current month expenditures are for SWSG services and SG Construction Inc. Reservations are for SWSG services and SG Construction Inc.
5. **Community Room Hunters Woods Enhancements / 003717.12:** Reservations is for SWSG services. Project deferred to summer 2011; will be carried over.
6. **Aquatics Slide:** No activity.