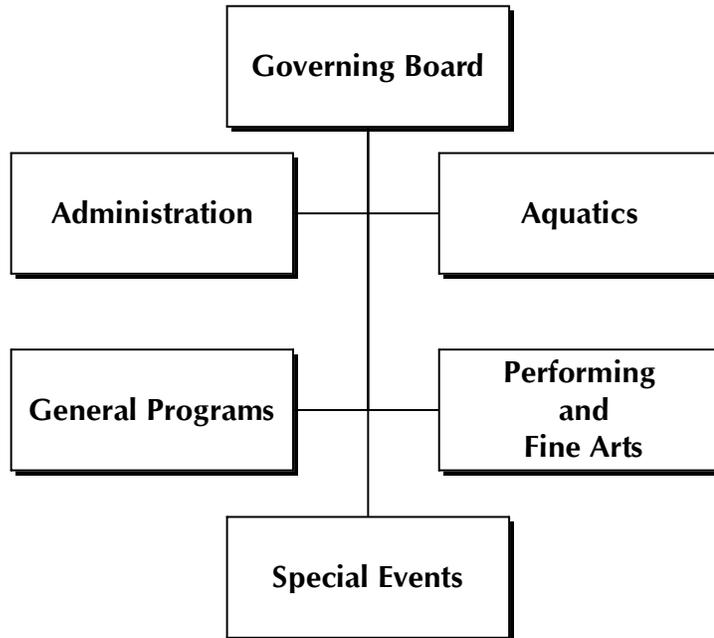


Fund 111 Reston Community Center



Mission

To create positive leisure experiences which enhance the quality of life for all people living and working in Greater Reston by providing a broad range of programs in arts, aquatics, enrichment and life-long learning, and creating and sustaining community traditions through special events, outreach activities, and facility rentals.

Focus

Reston Community Center (RCC) is a community leader, bringing the community together through enriching leisure time experiences that reach out to all and contribute to Reston's *sense of place*.

RCC provides five 'lines of programming' to the Reston community: Performing and Fine Arts, Aquatics, General Programs (i.e., programming designed by age cohort), Special Events and Facility Rentals. The vast majority of programs and events are presented in RCC's two facilities, RCC Hunters Woods and RCC Lake Anne. Average program participation rates for both programming and rentals are well over 80 percent and facility utilization is near capacity.

RCC has continued to improve the processes that deliver programs and services to the community; in particular, program registration, booking of facility rentals and program planning. The result has been more informed and timely handling of patron queries, improved accuracy in program registration and significant improvements in the facility rental process. For example, Facility Rentals generated 9.3 percent more revenue in FY 2005 than in FY 2004 as a direct result of improved facility booking processes.

THINKING STRATEGICALLY

Strategic issues for the Department include:

- o Continuing a broad range of programs in arts, aquatics, enrichment and life-long learning;
- o Increasing participation in offered programs and activities;
- o Creating and sustaining community traditions through special events, outreach activities and facility rentals;
- o Enhancing programming efforts by forming partnerships with non-profit organizations and businesses; and
- o Increasing awareness of offered programs through community outreach.

RCC operations are supported by revenues from a special property tax collected on all residential and commercial properties within Small District 5. The Small District 5 tax rate for FY 2007 will be \$0.052 per

Fund 111

Reston Community Center

\$100 of assessed property value, the same rate as in FY 2006. In FY 2006, total property assessments in Small District 5 rose 22 percent over FY 2005 reflecting an assessment base that is 65 percent residential and 35 percent non-residential.

RCC also collects internal revenues generated by program registration fees, theater box office receipts, gate admissions and facility rental fees. These activity fees are set at a level substantially below the actual cost of programming since Small District 5 property owners have already contributed tax revenues to fund RCC operations. Consequently, Small District 5 residents and employees enjoy RCC programs at a subsidized rate. RCC patrons residing outside Small District 5 pay a higher, non-resident activity fee. In 1986, the RCC Board of Governors adopted a policy that internally generated revenues will not recover more than 25 percent of RCC operating costs. In FY 2005, internally generated revenues recovered 14 percent of operating costs – well below the Governing Board’s established limit.

Beginning in 2002, the RCC Board of Governors adopted a managed reserve structure to provide long-term fiscal security and stability for the fund. Available fund balance is divided into three reserve accounts designated to provide funds for unforeseen catastrophic facility repairs, feasibility studies for future programming and future capital projects.

New Initiatives and Recent Accomplishments in Support of the Fairfax County Vision

 Connecting People and Places	Recent Success	FY 2007 Initiative
Continue to distribute the seasonal Program Guide four times a year to all residents within Small District 5. This publication won a <i>2004 Award of Excellence</i> from the National Association of County Information Officers and a <i>2004 Kudos Award</i> from the National Park and Recreation Association.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Continue to improve the RCC Web site for ease of access and breadth of information. A comprehensive RCC course catalogue and 5-minute video presentation on RCC programs was added in 2004 and the online customer service operations including room reservation inquiry debuted in FY 2005.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Creating a Culture of Engagement	Recent Success	FY 2007 Initiative
Continue the annual RCC Thanksgiving Food Drive which collects over 20,000 pounds of food stuffs for a local food pantry. This community event won a <i>2004 Acts of Caring Award</i> from the National Association of Counties.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Continue to conduct a Citizen Survey of Reston residents through the University of Virginia Center for Survey Research to determine patron satisfaction with RCC facilities, RCC programs and the value-for-tax-dollar provided by RCC.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Exercising Corporate Stewardship	Recent Success	FY 2007 Initiative
Continue to utilize programmatic budgeting agency wide to accurately identify and track the actual cost of programs and services. Improved cost controls in FY 2005 resulted in over \$520,000 in cost avoidance and deferrals.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Fund 111

Reston Community Center

Budget and Staff Resources

Agency Summary				
Category	FY 2005 Actual	FY 2006 Adopted Budget Plan	FY 2006 Revised Budget Plan	FY 2007 Advertised Budget Plan
Authorized Positions/Staff Years				
Regular	37/ 37	37/ 37	37/ 37	37/ 37
Exempt	1/ 1	1/ 1	1/ 1	1/ 1

Expenditures:				
Personnel Services	\$3,121,323	\$3,581,367	\$3,581,367	\$3,759,439
Operating Expenses	2,010,767	2,582,835	2,920,956	2,619,932
Capital Equipment	0	46,720	46,720	130,255
Subtotal	\$5,132,090	\$6,210,922	\$6,549,043	\$6,509,626
Capital Projects	\$270,776	\$0	\$626,368	\$0
Total Expenditures	\$5,402,866	\$6,210,922	\$7,175,411	\$6,509,626

FY 2007 Funding Adjustments

The following funding adjustments from the FY 2006 Revised Budget Plan are necessary to support the FY 2007 program:

- Employee Compensation** **\$178,072**
 An increase of \$178,072 in Personnel Services including \$176,428 associated with salary adjustments necessary to support the County's compensation program and \$1,644 for evening, midnight, and holiday shift differential increases.
- Intergovernmental Charges** **\$37,097**
 An increase of \$37,097 is due to intergovernmental charges. Of this total, an increase of \$37,361 is for Information Technology charges based on the agency's historic usage and the new software assurance program, partially offset by a net decrease of \$264 in Department of Vehicle Services charges based on anticipated charges for fuel, vehicle replacement, and maintenance costs.
- Carryover Adjustments** **(\$338,121)**
 A decrease of \$338,121 in Operating Expenses is due to the carryover of one-time expenses included in the FY 2005 Carryover Review.
- Capital Equipment** **\$130,255**
 Funding of \$130,255 has been included for Capital Equipment items. Of this total, \$109,755 is for rigging upgrades/additions making the workplace significantly safer for personnel working with the lighting systems and equipment, \$8,500 is for the replacement of four wireless headsets used by theatre technicians, and \$12,000 is for a new digital sound recorder package to integrate with the new theatre sound board installed in FY 2006.
- Capital Projects** **(\$626,368)**
 A decrease of \$626,368 in Capital Projects is due to the anticipated completion of the initial phase of RCC improvements including the replacement of aquatics deck tile and the replacement of the Heating Ventilation and Air Conditioning (HVAC) system. It should be noted that additional funding is necessary to complete the Natatorium and HVAC projects. Funding of approximately \$1.2 million from available balance will be requested as part of the FY 2006 Third Quarter Review for these projects.

Fund 111

Reston Community Center

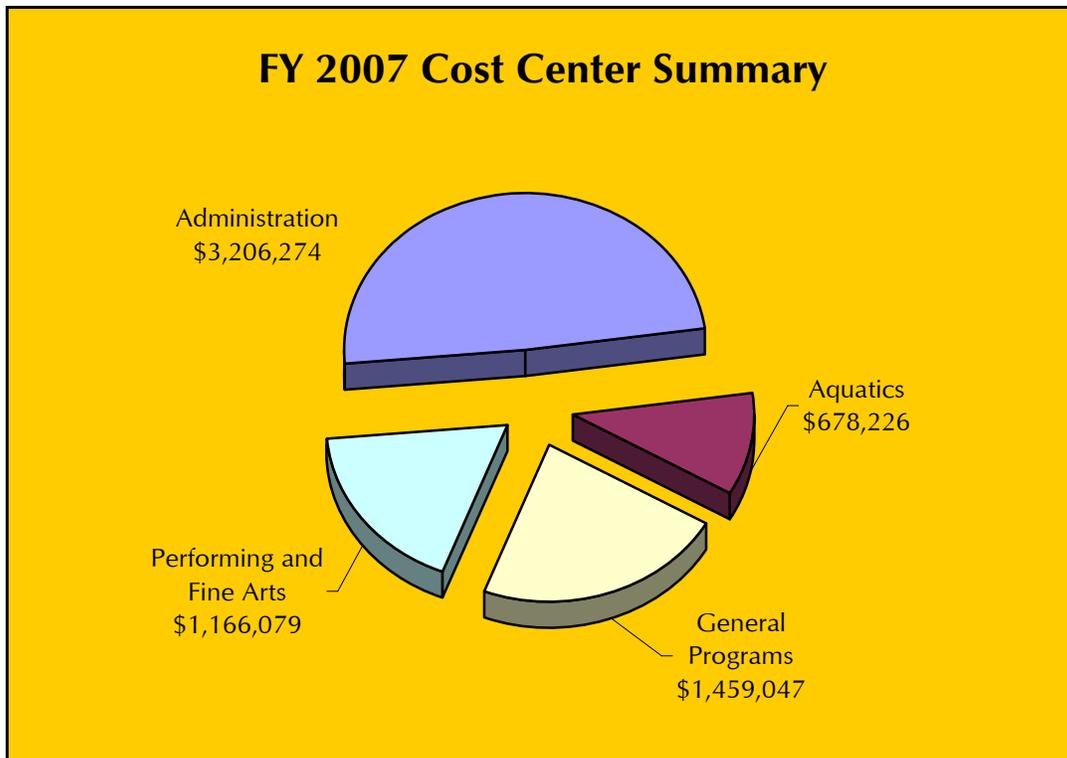
Changes to FY 2006 Adopted Budget Plan

The following funding adjustments reflect all approved changes in the FY 2006 Revised Budget Plan since passage of the FY 2006 Adopted Budget Plan. Included are all adjustments made as part of the FY 2005 Carryover Review and all other approved changes through December 31, 2005:

- ◆ **Carryover Adjustments** **\$964,489**
 As part of the FY 2005 Carryover Review, the Board of Supervisors approved encumbered funding of \$338,121 in Operating Expenses, and \$626,368 in unexpended Capital Projects balances.

Cost Centers

The four cost centers in Fund 111, Reston Community Center are Administration, Performing and Fine Arts, Aquatics, and General Programs. These distinct program areas work to fulfill the mission and carry out the key initiatives of the Reston Community Center.



Administration   

Funding Summary				
Category	FY 2005 Actual	FY 2006 Adopted Budget Plan	FY 2006 Revised Budget Plan	FY 2007 Advertised Budget Plan
Authorized Positions/Staff Years				
Regular	20/ 20	20/ 20	20/ 20	20/ 20
Exempt	1/ 1	1/ 1	1/ 1	1/ 1
Total Expenditures	\$2,472,143	\$3,220,215	\$3,543,039	\$3,206,274

Fund 111

Reston Community Center

Position Summary					
1	Executive Director, E	1	Chief, Bldg. Maintenance Section	2	Administrative Assistants V
1	Deputy Community Center Director	2	Senior Bldg. Maintenance Workers	1	Administrative Assistant IV
1	Accountant II	3	Maintenance Workers	3	Administrative Assistants III
1	Network Telecom Analyst I	1	Facility Attendant II	2	Administrative Assistants II
1	Information Officer I				
1	Graphic Artist III				
TOTAL POSITIONS					
21 Positions / 21.0 Staff Years				E Denotes Exempt Position	

Key Performance Measures

Goal

To provide effective leadership, supervision and administrative support for Center programs in order to maintain and prepare the facilities of the Reston Community Center for residents of Small Tax District 5.

Objectives

- ◆ To maintain the number of patrons attending private, non-RCC sponsored events at the level of 81,348.

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2003 Actual	FY 2004 Actual	FY 2005 Estimate/Actual	FY 2006	FY 2007
Output:					
Patrons served by rentals	79,746	76,465	81,348 / 62,883	81,348	81,348
Hours facility rented	6,267	7,011	6,393 / 7,805	6,393	6,393
Rental revenue earned	\$76,145	\$94,457	\$76,962 / \$103,252	\$65,000	\$75,000
Efficiency:					
Cost per patron	\$1.77	\$2.36	\$2.48 / \$2.87	\$2.67	\$2.82
Cost per rental hour	\$22.56	\$25.69	\$31.61 / \$25.71	\$34.01	\$35.84
Service Quality:					
Percent of satisfied patrons	NA	NA	90% / 90%	90%	90%
Outcome:					
Percent change in patrons	1.7%	(4.1%)	6.4% / (17.8%)	29.4%	0.0%
Percent change in rental revenue	121.9%	24.1%	(18.5%) / 9.3%	(37.0%)	15.4%

Performance Measurement Results

The increase in hours the facility was rented in prior years resulted from an improvement in the process of tracking and scheduling classes and workshops including class cancellations. Despite a 17.8 percent decline in the number of RCC patrons in FY 2005, a 9.3 percent increase in rental revenue and 11.3 percent increase in rental hours was achieved.

RCC has contracted with the UVA Center for Survey Research to develop and implement a customer satisfaction feedback instrument during FY 2005 and every other year after FY 2005 to better determine patron satisfaction with their facility rental experience and overall RCC customer service. The survey results determined that Small District 5 patrons recognize RCC name but do not always know the wide range of class and room rental offerings. RCC is undertaking a brand name development marketing effort to assure that community is better informed about RCC offerings.

Fund 111 Reston Community Center

Performing and Fine Arts

Funding Summary				
Category	FY 2005 Actual	FY 2006 Adopted Budget Plan	FY 2006 Revised Budget Plan	FY 2007 Advertised Budget Plan
Authorized Positions/Staff Years				
Regular	5/ 5	5/ 5	5/ 5	5/ 5
Total Expenditures	\$904,222	\$1,011,615	\$1,011,677	\$1,166,079

Position Summary					
1	Theatrical Arts Director	1	Asst. Theater Technical Director	1	Administrative Assistant IV
1	Park/Recreation Specialist II	1	Theater Technical Director		
TOTAL POSITIONS					
5 Positions / 5.0 Staff Years					

Key Performance Measures

Goal

To provide Performing Arts presentations to the residents of Small Tax District 5 in order to increase the cultural awareness of the community in disciplines of dance, theater, music and related arts.

Objectives

- ◆ To increase attendance for RCC Professional Touring Artist Season events by an additional 50 attendees, or 0.2 percent over the FY 2006 current estimate across the 25-event session.
- ◆ To achieve theater rental satisfaction of 96 percent, toward a target of 97 percent.

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2003 Actual	FY 2004 Actual	FY 2005 Estimate/Actual	FY 2006	FY 2007
Output:					
Patrons served	23,252	25,723	23,752 / 23,782	23,832	23,882
Rentals provided	67	63	67 / 74	72	72
Efficiency:					
Cost per attendee/participant	\$22.35	\$23.06	\$22.97 / \$23.57	\$23.66	\$25.22
Service Quality:					
Percent of renters satisfied	NA	95%	95% / 96%	96%	96%
Outcome:					
Percent change in patrons served	(21.1%)	10.6%	(7.7%) / (7.5%)	0.2%	0.2%
Percent change in theater rental satisfaction	NA	NA	0.0% / 1.0%	0.0%	0.0%

Performance Measurement Results

The decrease of 7.5 percent in the number of patrons served in FY 2005 reflects a reduction in attendance and participation in performing and visual arts programs. Participation in the Arts Education offerings decreased in FY 2005 due to consolidation of youth Arts Education offerings with General Programs' Youth offerings. Participant numbers do not include those served by RCC Arts Education-funded artist residencies in local schools.

Fund 111

Reston Community Center

Per the RCC strategic plan, the CenterStage Theater rental policy and fee structure underwent review during FY 2005 to examine the best way to revise rental fees and policies to better reflect the current fiscal climate of fee structures in similar facilities and to preserve the policy intentions of the RCC operations. Since theatre rental rates have not been adjusted since 1987, they are far below current rates charged in similar facilities and will be increased. In order to allow for a graduated implementation of new rates that would not adversely impact current organizations' fiscal planning, a proposal to increase theatre rental revenue by 10 percent per year until it reaches an appropriate rental rate schedule was discussed with affected arts organizations. The proposal is pending review by RCC Board of Governors Program/Policy Committee and full RCC Board approval.

RCC has contracted with the UVA Center for Survey Research to develop and implement a citizen opinion feedback instrument during FY 2005 and every other year after FY 2005 to better determine patron awareness of, participation in and satisfaction with RCC programs and facilities. The survey results determined that Small District 5 patrons recognize the RCC name and have a high patron awareness of the CenterStage. Other survey elements however revealed a lack of awareness by patrons of *specific* RCC performing and fine arts programming. RCC is undertaking a brand name development marketing effort to assure that the community is better informed about these and other RCC offerings.

Aquatics

Funding Summary				
Category	FY 2005 Actual	FY 2006 Adopted Budget Plan	FY 2006 Revised Budget Plan	FY 2007 Advertised Budget Plan
Authorized Positions/Staff Years				
Regular	5/ 5	5/ 5	5/ 5	5/ 5
Total Expenditures	\$550,982	\$605,496	\$605,976	\$678,226

Position Summary	
1 Park/Recreation Specialist II	1 Park/Recreation Assistant
1 Park/Recreation Specialist I	2 Administrative Assistants II
TOTAL POSITIONS	
5 Positions / 5.0 Staff Years	

Key Performance Measures

Goal

To provide a safe and healthy professional pool environment and balanced Aquatic program year round for all age groups in Small Tax District 5.

Objectives

- ◆ To maintain the number of participants served at the FY 2006 level of 78,214.

Fund 111

Reston Community Center

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2003 Actual	FY 2004 Actual	FY 2005 Estimate/Actual	FY 2006	FY 2007
Output:					
Participants served	77,440	77,414	78,214 / 74,840	78,214	78,214
Efficiency:					
Cost per participant	\$3.68	\$3.68	\$3.65 / \$3.70	\$4.31	\$4.35
Service Quality:					
Percent of satisfied participants	NA	NA	93% / 93%	93%	93%
Outcome:					
Percent change in participants served	(1.4%)	0.0%	1.0% / (3.8%)	4.5%	0.0%

Performance Measurement Results

The 3.8 percent decrease in the number of participants served in FY 2005 was caused by natatorium improvement projects. The construction projects such as lighting replacement, pool shell replacement, and natatorium painting, required extended pool closures. The Aquatics Department also experienced difficulty filling lifeguard positions. Construction projects and staff shortage resulted in pool closings which in turn affected participation.

RCC has contracted with the UVA Center for Survey Research to develop and implement a citizen opinion feedback instrument during FY 2005 and every other year after FY 2005 to better determine patron awareness of, participation in and satisfaction with RCC programs and facilities. The survey results determined that Small District 5 patrons recognize the RCC name and have a high patron awareness of the RCC aquatics facilities in the community. Other survey elements however revealed a lack of awareness by patrons of *specific* RCC aquatics programs. RCC is undertaking a brand name development marketing effort to assure that the community is better informed about these and other RCC offerings.

General Programs

Funding Summary				
Category	FY 2005 Actual	FY 2006 Adopted Budget Plan	FY 2006 Revised Budget Plan	FY 2007 Advertised Budget Plan
Authorized Positions/Staff Years				
Regular	7/7	7/7	7/7	7/7
Total Expenditures	\$1,204,743	\$1,373,596	\$1,388,351	\$1,459,047

Position Summary			
1	Park/Recreation Specialist III	5	Park/Recreation Specialists II
1	Park/Recreation Assistant		
TOTAL POSITIONS			
7 Positions / 7.0 Staff Years			

Key Performance Measures

Goal

To provide recreational, educational, and social activities to all age groups in order to provide a community-wide, positive, and meaningful experience in Small Tax District 5.

Fund 111

Reston Community Center

Objectives

- ◆ To maintain participation in classes, workshops, and camps at the FY 2006 level of 8,046.
- ◆ To maintain attendance in special events at the FY 2006 level of 28,052.

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2003 Actual	FY 2004 Actual	FY 2005 Estimate/Actual	FY 2006	FY 2007
Output:					
Students/campers	7,888	7,449	8,046 / 7,324	8,046	8,046
Attendees at activities (1)	27,500	10,967	28,052 / 9,217	28,052	28,052
Efficiency:					
Cost per participant	\$127.88	\$92.08	\$111.94 / \$83.39	\$102.42	\$110.14
Service Quality:					
Percent of satisfied participants	NA	NA	90.0% / 90.0%	90.0%	90.0%
Outcome:					
Percent change in class/camp participation	0.4%	(5.6%)	8.0% / (1.7%)	9.9%	0.0%
Percent change in attendees	(59.8%)	(60.1%)	155.8% / (16.0%)	204.4%	0.0%

(1) Special events attendance during FY 2004 was lower than anticipated due to the cancellation of a major event, the Multicultural Festival, in September 2004 due to hurricane Isabel and transfer of an Outdoor Series Program to the Adult Program. A horseback riding class was eliminated from the Outdoor Series Program decreasing participation in the Adult Program in FY 2005. Another factor affecting lower than expected participation in General Programs classes, workshops, and camps is class cancellations due to low enrollment.

Performance Measurement Results

The actual cost per participant of \$83.39 was significantly lower than the estimate of \$111.94 in FY 2005 due to several reasons including long term position vacancies, consolidation of programming, and implementation of agency budget controls at the level of staff execution and budget expenditures.

Per the RCC Strategic Plan, emphasis will be on continuing to consolidate offerings in order to enhance and improve participant opportunities to maximize enrollment in classes, workshops, trips, tours and camp offerings. Efforts will be directed at marketing programs, improving instructor quality to enhance the content and attractiveness of classes and workshops, and implementing revised evaluation instruments to derive more accurate information and satisfaction indicators from patrons. In contrast to FY 2004 and FY 2005 data, current camp programs are showing a reversal of downward participant numbers. Efforts will be directed to continue to improve participation in camp as well as all other General Programs offerings.

RCC has contracted with the UVA Center for Survey Research to develop and implement a citizen opinion feedback instrument during FY 2005 and every other year after FY 2005 to better determine patron awareness of, participation in and satisfaction with RCC programs and facilities. The survey results determined that Small District 5 patrons recognize the RCC name and have a high patron awareness of the RCC presence in the community. Other survey elements however revealed a lack of awareness by patrons of *specific* RCC performing programs. RCC is undertaking a brand name development marketing effort to assure that the community is better informed about these and other RCC offerings.

Fund 111 Reston Community Center

FUND STATEMENT

Fund Type G10, Special Revenue Funds

Fund 111, Reston Community Center

	FY 2005 Actual	FY 2006 Adopted Budget Plan	FY 2006 Revised Budget Plan	FY 2007 Advertised Budget Plan
Beginning Balance	\$3,090,392	\$1,600,470	\$3,750,542	\$2,755,397
Revenue:				
Taxes	\$5,149,434	\$5,388,126	\$5,388,126	\$6,279,942
Interest	64,515	15,528	15,528	54,291
Aquatics	265,131	255,000	255,000	275,000
General Programs	329,412	288,959	288,959	307,668
Rental	103,252	65,000	65,000	75,000
Vending	1,297	800	800	0
Theatre Box Office	41,262	68,150	68,150	70,400
Lake Anne	108,713	98,703	98,703	100,903
Total Revenue	\$6,063,016	\$6,180,266	\$6,180,266	\$7,163,204
Total Available	\$9,153,408	\$7,780,736	\$9,930,808	\$9,918,601
Expenditures:				
Personnel Services	\$3,121,323	\$3,581,367	\$3,581,367	\$3,759,439
Operating Expenses	2,010,767	2,582,835	2,920,956	2,619,932
Capital Equipment	0	46,720	46,720	130,255
Subtotal	\$5,132,090	\$6,210,922	\$6,549,043	\$6,509,626
Capital Projects	\$270,776	\$0	\$626,368	\$0
Total Expenditures	\$5,402,866	\$6,210,922	\$7,175,411	\$6,509,626
Total Disbursements	\$5,402,866	\$6,210,922	\$7,175,411	\$6,509,626
Ending Balance¹	\$3,750,542	\$1,569,814	\$2,755,397	\$3,408,975
Maintenance Reserve	\$727,562	\$618,027	\$741,632	\$859,584
Feasibility Study Reserve	121,260	155,615	123,605	143,264
Capital Project Reserve ²	1,000,000	796,172	1,000,000	1,000,000
Unreserved Balance	\$1,901,720	\$0	\$890,160	\$1,406,127
Tax Rate per \$100 of Assessed Value	\$0.052	\$0.052	\$0.052	\$0.052

¹ The fund balance in Fund 111, Reston Community Center, is maintained at adequate levels relative to projected personnel and operating requirements. Available fund balance is divided into three reserve accounts designated to provide funds for unforeseen catastrophic facility repairs, feasibility studies for future programming and funds for future capital projects. It should be noted that additional funding is necessary to complete the Natatorium and Heating Ventilation and Air Conditioning projects. Funding of approximately \$1.2 million from available balance will be requested as part of the *FY 2006 Third Quarter Review* for these requirements.

² Funds reserved for capital projects are not encumbered based on normal accounting practices; however, they are allocated for future capital projects.

Fund 111

Reston Community Center

FY 2007 Summary of Capital Projects

Fund: 111 Reston Community Center

Project #	Description	Total Project Estimate	FY 2005 Actual Expenditures	FY 2006 Revised Budget	FY 2007 Advertised Budget Plan
003710	Reston Community Center Alterations	\$351,083	\$0.00	\$0	\$0
003716	Reston Community Center Improvements	897,144	270,776.04	626,368	0
Total		\$1,248,227	\$270,776.04	\$626,368	\$0