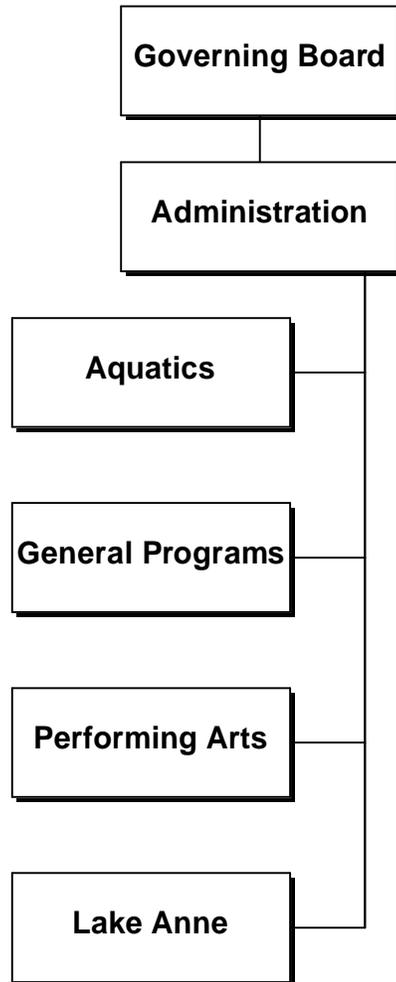


RESTON COMMUNITY CENTER



FUND 111 RESTON COMMUNITY CENTER

Agency Position Summary

37	Regular Positions	/	36.11	Regular Staff Years
<u>1</u>	Contract Position	/	<u>1.0</u>	Contract Staff Year
38	Total Positions	/	37.11	Total Staff Years

Position Detail Information

GOVERNING BOARD

ADMINISTRATION

1	Executive Director C
1	Deputy Community Center Director
1	Network Telecom. Analyst I
1	Chief, Administrative Services
1	Information Officer I
1	Graphic Artist III
1	Chief, Building Maintenance Section
1	General Building Maintenance Worker I
3	Maintenance Workers
1	Administrative Assistant V
1	Administrative Assistant IV
3	Administrative Assistants III, 1 PT
5	Administrative Assistants II
<u>1</u>	Recreation Specialist III
21	Positions
20.11	Staff Years

AQUATICS

1	Recreation Specialist II
1	Recreation Specialist I
1	Recreation Assistant
<u>1</u>	Administrative Assistant II
4	Positions
4.0	Staff Years

LAKE ANNE

1	Administrative Assistant II
<u>1</u>	Maintenance Worker
2	Positions
2.0	Staff Years

GENERAL PROGRAMS

5	Recreation Specialists II
<u>1</u>	Facility Attendant II
6	Positions
6.0	Staff Years

PERFORMING ARTS

1	Theatrical Arts Director
1	Theater Technical Director
1	Asst. Theater Technical Director
1	Recreation Specialist II
<u>1</u>	Administrative Assistant IV
5	Positions
5.0	Staff Years

PT Denotes Part -Time Positions
C Denotes Contract Position

FUND 111 RESTON COMMUNITY CENTER

Agency Mission

To provide a full range of quality programs and services for the Greater Reston residential and business communities including the arts, aquatics, workshops, education, and training. To sustain and create community traditions through special events and outreach activities. To serve as an information resource for the community, and to provide facility rentals and related support for groups and individuals. To work cooperatively with other organizations, to enhance the quality of life for all people living and working in the Greater Reston area.

Agency Summary					
Category	FY 2002	FY 2003	FY 2003	FY 2004	FY 2004
	Actual	Adopted Budget Plan	Revised Budget Plan	Advertised Budget Plan	Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	37/ 36.11	37/ 36.11	37/ 36.11	37/ 36.11	37/ 36.11
Exempt	1/ 1	1/ 1	1/ 1	1/ 1	1/ 1

Expenditures:					
Personnel Services	\$2,843,259	\$3,155,344	\$3,155,344	\$3,313,676	\$3,300,382
Operating Expenses	2,118,520	2,495,008	2,595,013	2,658,836	2,658,836
Capital Equipment	55,772	141,555	160,191	285,000	285,000
Total Expenditures	\$5,017,551	\$5,791,907	\$5,910,548	\$6,257,512	\$6,244,218

Summary by Cost Center					
Category ¹	FY 2002	FY 2003	FY 2003	FY 2004	FY 2004
	Actual	Adopted Budget Plan	Revised Budget Plan	Advertised Budget Plan	Adopted Budget Plan
Administration	\$1,960,331	\$2,402,747	\$2,662,332	\$2,473,359	\$3,031,913
Performing Arts	794,003	978,427	912,961	1,165,311	996,450
Aquatics	511,320	532,145	572,909	572,101	561,707
General Programs	1,338,709	1,341,302	1,374,731	1,449,206	1,346,436
Lake Anne	413,188	537,286	387,615	597,535	307,712
Total Expenditures	\$5,017,551	\$5,791,907	\$5,910,548	\$6,257,512	\$6,244,218

¹ Expenditures for Capital Projects are shown under the Administration Cost Center.

Board of Supervisors' Adjustments

The following funding adjustments reflect all changes to the FY 2004 Advertised Budget Plan, as approved by the Board of Supervisors on April 28, 2003:

- ◆ A decrease of \$13,294 reflects reduced funding for the Pay for Performance program. Based on the approved 25 percent reduction, the FY 2004 program will result in reductions in the increases employees will receive based on their performance rating, capping employees to a maximum of 5.25 percent. This adjustment leaves in place the Pay for Performance program in preparation for system redesign for FY 2005.

The following funding adjustments reflect all approved changes to the FY 2003 Revised Budget Plan from January 1, 2003 through April 21, 2003. Included are all adjustments made as part of the FY 2003 Third Quarter Review:

- ◆ The Board of Supervisors made no adjustments to this fund.

FUND 111

RESTON COMMUNITY CENTER

County Executive Proposed FY 2004 Advertised Budget Plan

Purpose

Fund 111, Reston Community Center, provides for the operation of the Reston Community Center (RCC) which serves the residents of Small District #5 Hunter Mill/Dranesville. RCC operations are supported by the payment of a special property assessment tax on residents and businesses within the district. The FY 2004 tax rate will be \$0.052 per \$100 of assessed value, the same as for FY 2003.

The RCC is open to the public 364 days per year and includes a fully equipped 290-seat theatre. It is also equipped with a 25-meter indoor swimming pool and diving well, whirlpool spa, large central community hall with adjacent catering kitchen, dance studio, seven meeting/class rooms, fireplace lounge, snack bar, photography darkroom, woodworking shop, and art room.

In addition, the Lake Anne facility includes a professional art gallery, pottery studio with two kilns, computer lab, seminar room, and music and art rooms. In addition to these two facilities, RCC offers programming at off-site locations such as schools, parks, churches, outdoor swimming pools, and business locations.

The Reston Community Center Board of Governors adopted a revised revenue policy during FY 1986 which stated that revenues raised by the Center's activities will not exceed 25 percent of operating costs. Because residents and business property owners (and their employees) within Small District #5 pay the tax that provides for the operation and maintenance of the Center, they receive priority in Center services and programs, while non-residents are accommodated when possible at increased fees over residents' costs. A fee waiver policy provides clients in need the opportunity to enroll in Center-sponsored activities at no cost. These policies remain in effect for FY 2004. Fee-related revenue will constitute an estimated \$820,875 or 13.1 percent of the Center's projected operating costs of \$6,244,218 in FY 2004.

It is the goal of the Center to provide for the continuing of programs and participation at an even rate in times of both financial growth and contraction. Staff and the Board of Governors are evaluating reserve requirements of the fund for the replacement of infrastructure and equipment in order to protect the community's investment while providing for other contingencies including a catastrophic event reserve. In addition, the Center attempts to stay in touch with the wishes of its patrons. A recently completed survey indicated that a vast majority of residents are satisfied with the level of services provided by the Center. The Center is currently examining alternatives for gaining meaningful input from area businesses as well.

Key Accomplishments

- ◆ The RCC Board of Governors undertook an in-depth financial analysis of the Center's operating and maintenance costs as well as a five-year revenue projection. The result of this fiscal analysis was their recommendation to the Fairfax County Board of Supervisors for a 13.3 percent reduction in the Small District 5 tax rate (from \$0.06 to \$0.052 per \$100 of assessed property value) and corresponding reduction in tax revenue. The Board of Supervisors enacted this tax rate reduction during their deliberations on the FY 2003 Advertised Budget Plan.
- ◆ As part of the above-described in-depth fiscal analysis, the RCC Board of Governors adopted a Managed Reserve financial structure that will provide strategic management of current and projected revenues and proportionally tie the RCC Managed Reserve balance to the RCC Annual Budget. In executing this Managed Reserve structure and absorbing the 13.3 percent reduction in tax revenue, RCC will eliminate in FY 2004 the large undesignated reserve balance that has been carried forward annually in recent years through the establishment of reserves for capital projects, feasibility studies, and a maintenance contingency.

FUND 111

RESTON COMMUNITY CENTER

- ◆ Patronage has continued to climb. Last year over 283,000 patrons participated in RCC programming and events. Current year statistics indicate even greater patron response – mid-year program subscription rate for all cost centers (classes, workshops, trips, camps) is at 81 percent. This is a 25 percent increase in program patronage as compared to the same point last year. Since this patron growth outstrips the growth rate of the Reston population, we attribute it to a rise in demand for RCC programming by the existing Reston community.

FY 2004 Initiatives

In FY 2004, there are three major program initiatives:

- ◆ *Expansion of RCC Teen Future Series.* The Center will expand the current program (designed to prepare teens for post-high school life) to include four overnight college tours, additional financial aid / scholarship workshops, an additional SAT preparation course, and trips to Career Fairs and College Fairs.
- ◆ *Expansion of After-school Clubhouse.* In FY 2003, the Center will introduce an after-school “Clubhouse” at Terraset Elementary School for students in Grades 3 – 6. This three-day per week program will have an academic focus designed to provide a fun, supportive environment in which students can work on out-of-classroom assignments / projects and also participate in recreation activities that will re-enforce academic skills being taught in the classroom. In FY 2004, RCC plans to establish a second Clubhouse at another Reston elementary school.
- ◆ *Completion of the RCC Computer Lab Curricula.* The Computer Lab is currently under redesign as the Center shifts its program focus to better capture the current IT market needs. In FY 2003, the Center will determine the scope of that shift (at present, it is planned to center on a graphic arts / web design concept) and in FY 2004 the Center will complete its hardware / software installation to best support newly developed curricula.

Performance Measurement Results

Ninety percent of RCC patrons surveyed indicated they were satisfied with the Center’s programming. Participation in RCC programs grew by nearly 13 percent during FY 2002. Area residents enrolled in Center sponsored classes or workshops, took advantage of the aquatics center, attended a performance in the CenterStage, participated in a community-wide event, and/or attended a privately sponsored event at the Community Center over 283,000 times. Relative to previous years, the rate of growth in program participation slowed in FY 2002. Given the high subscription rate for Center sponsored programs, the slower growth rate suggests that the Community Center may be reaching the physical limit in its ability to expand programming.

Funding Adjustments

The following funding adjustments from the FY 2003 Revised Budget Plan are necessary to support the FY 2004 program:

- ◆ An increase of \$158,332 in Personnel Services associated with salary adjustments necessary to support the County’s compensation program.
- ◆ A net increase of \$92,828 in Operating Expenses primarily for increased expenses and supplies associated with increased program activity in the Teen and Clubhouse Programs as well as the completion of the computer lab at the Lake Anne Center.
- ◆ Funding of \$285,000 for Capital Equipment for the replacement lighting and dimmer system in the theater.

FUND 111 RESTON COMMUNITY CENTER

The following funding adjustments reflect all approved changes in the FY 2003 Revised Budget Plan since passage of the FY 2003 Adopted Budget Plan. Included are all adjustments made as part of the FY 2002 Carryover Review and all other approved changes through December 31, 2002:

- ◆ Encumbered carryover of \$118,640 including \$71,000 in Operating Expenses and \$47,640 in Capital Equipment.



Administration

Cost Center Summary					
Category	FY 2002 Actual	FY 2003 Adopted Budget Plan	FY 2003 Revised Budget Plan	FY 2004 Advertised Budget Plan	FY 2004 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	20/ 19.11	20/ 19.11	20/ 19.11	20/ 19.11	20/ 19.11
Exempt	1/ 1	1/ 1	1/ 1	1/ 1	1/ 1
Total Expenditures	\$1,960,331	\$2,402,747	\$2,662,332	\$2,473,359	\$3,031,913

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.

Performance Measures

Objectives

- ◆ To increase the number of patrons attending private, non-RCC sponsored events, by 4.2 percent, from 86,223 to 89,829, in FY 2004.

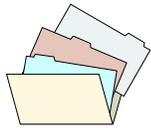
Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2000 Actual	FY 2001 Actual	FY 2002 Estimate/Actual	FY 2003	FY 2004
Output:					
Patrons served by rentals	27,673	31,299	29,500 / 78,385	86,223	89,829
Hours facility rented (1)	14,500	15,500	15,500 / 9,849	9,849	10,833
Rental revenue earned	\$45,952	\$44,395	\$48,000 / \$34,315	\$59,049	\$64,998
Efficiency:					
Cost per patron	\$4.54	\$4.12	\$5.00 / \$2.36	\$1.97	\$2.50
Cost per rental hour	\$8.67	\$8.32	\$9.52 / \$18.78	\$17.27	\$20.70
Service Quality:					
Percent of satisfied patrons	90%	90%	90% / 90%	90%	90%
Outcome:					
Percent change in patrons (2)	9.0%	13.1%	(5.7%) / 150.4%	10.0%	4.2%
Percent change in rental revenue	39.2%	3.3%	8.1% / (22.7%)	72.0%	10.0%

FUND 111

RESTON COMMUNITY CENTER

(1) The decline in rental hours reported for FY 2002 resulted from a change in data collection methodology. In FY 2002, RCC completed its conversion from a manual booking system to an automated system. The result has been more accurate data collection.

(2) The 150 percent change in the number of patrons served in FY 2002 resulted from a change in the data collection method. In prior years, rental patrons were counted once, no matter how many different dates they booked. Beginning in FY 2002, rental patrons were counted each time they attended a private event at the Community Center.



Performing Arts

Cost Center Summary					
Category	FY 2002 Actual	FY 2003 Adopted Budget Plan	FY 2003 Revised Budget Plan	FY 2004 Advertised Budget Plan	FY 2004 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	5/ 5	5/ 5	5/ 5	5/ 5	5/ 5
Total Expenditures	\$794,003	\$978,427	\$912,961	\$1,165,311	\$996,450

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.

Performance Measures

Objectives

- ◆ To increase attendance at RCC sponsored and co-sponsored performances, community theater events, and outdoor concerts by 1 percent, from 29,770 to 30,068, in FY 2004.
- ◆ To increase the theater rental satisfaction from 94 to 95 percent, toward a target of 97 percent.
- ◆ To increase the number of class participants by 4 percent, from 1,216 to 1,265, in FY 2004.

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2000 Actual	FY 2001 Actual	FY 2002 Estimate/Actual	FY 2003	FY 2004
Output:					
Patrons served	18,552	30,657	22,785 / 29,476	29,770	30,068
Rentals provided	64	65	66 / 67	67	67
Participants served in classes	890	910	915 / 1,193	1,216	1,265
Efficiency:					
Cost per attendee/participant	\$22.63	\$15.98	\$22.97 / \$19.43	\$17.30	\$17.34
Service Quality:					
Percent of patrons satisfied	92%	93%	95% / 93%	93%	93%
Percent of renters satisfied	89%	93%	93% / 93%	94%	95%
Percent of participants satisfied	88%	91%	92% / 92%	94%	95%

FUND 111 RESTON COMMUNITY CENTER

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2000 Actual	FY 2001 Actual	FY 2002 Estimate/Actual	FY 2003	FY 2004
Outcome:					
Percent change in patrons served	(14.1%)	65.0%	(25.7%) / (3.9%)	1.0%	1.0%
Percentage point change in theatre rental satisfaction	3.0	4.0	0.0 / 0.0	1.0	1.0
Percent change in class participants served	(16.7%)	2.3%	0.6% / 31.1%	2.0%	4.0%



Aquatics

Cost Center Summary					
Category	FY 2002 Actual	FY 2003 Adopted Budget Plan	FY 2003 Revised Budget Plan	FY 2004 Advertised Budget Plan	FY 2004 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	4/ 4	4/ 4	4/ 4	4/ 4	4/ 4
Total Expenditures	\$511,320	\$532,145	\$572,909	\$572,101	\$561,707

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.

Performance Measures

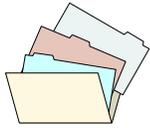
Objectives

- ◆ To increase the percentage of satisfied participants by 1 percentage point, from 92 percent to 93 percent.

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2000 Actual	FY 2001 Actual	FY 2002 Estimate/Actual	FY 2003	FY 2004
Output:					
Participants served (1)	63,255	67,909	70,000 / 78,547	79,332	80,126
Efficiency:					
Cost per participant	\$3.78	\$3.30	\$3.36 / \$3.58	\$3.64	\$3.24
Service Quality:					
Percent of satisfied participants	87%	88%	88% / 90%	92%	93%
Outcome:					
Percentage point change in participants' satisfaction	1.0	1.0	0.0 / 2.0	2.0	1.0

(1) In FY 2002, 49,561 patrons took advantage of open swim and lap swim hours, 7,926 patrons participated in drop-in aquatics programs, 3,960 enrolled in swimming classes, and 17,100 patrons utilized the aquatics center as part of a private rental.

FUND 111 RESTON COMMUNITY CENTER



General Programs

Cost Center Summary					
Category	FY 2002	FY 2003	FY 2003	FY 2004	FY 2004
	Actual	Adopted Budget Plan	Revised Budget Plan	Advertised Budget Plan	Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	6/6	6/6	6/6	6/6	6/6
Total Expenditures	\$1,338,709	\$1,341,302	\$1,374,731	\$1,449,206	\$1,346,436

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.

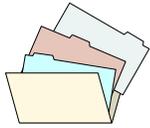
Performance Measures

Objectives

- ◆ To increase participation in classes, workshops, and camps by 1 percent, from 7,935 to 8,015, in FY 2004.
- ◆ To increase attendance at classes, workshops, camps, and special events by 1 percent, from 69,059 to 69,750, in FY 2004.

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2000 Actual	FY 2001 Actual	FY 2002 Estimate/Actual	FY 2003	FY 2004
Output:					
Students/campers	4,362	7,053	7,500 / 7,857	7,935	8,015
Attendees at activities	57,910	64,518	72,913 / 68,376	69,059	69,750
Efficiency:					
Cost per participant	\$7.17	\$9.58	\$10.70 / \$14.91	\$14.77	\$16.52
Service Quality:					
Percent of satisfied participants	90.0%	90.0%	91.0% / 89.0%	90.0%	90.0%
Outcome:					
Percent change in class/camp participation	26.2%	61.7%	6.5% / 11.4%	1.0%	1.0%
Percent change in attendees	1.2%	11.4%	13.0% / 6.0%	1.0%	1.0%

FUND 111 RESTON COMMUNITY CENTER



Lake Anne

Cost Center Summary					
Category	FY 2002 Actual	FY 2003 Adopted Budget Plan	FY 2003 Revised Budget Plan	FY 2004 Advertised Budget Plan	FY 2004 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	2/2	2/2	2/2	2/2	2/2
Total Expenditures	\$413,188	\$537,286	\$387,615	\$597,535	\$307,712

Goal

To expand programs and facilities outside the main Reston Community Center, with an emphasis on Visual Arts activities and computer classes for all age groups in Small Tax District #5.

Performance Measures

Objectives

- ◆ To increase facility utilization by the public by 3 percent, from 25,038 to 25,789, in FY 2004.

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2000 Actual	FY 2001 Actual	FY 2002 Estimate/Actual	FY 2003	FY 2004
Output:					
Patrons	17,893	23,692	25,000 / 24,309	25,038	25,789
Efficiency:					
Cost per participant	\$5.55	\$9.08	\$11.85 / \$11.73	\$11.66	\$10.39
Service Quality:					
Percent of satisfied patrons	86%	89%	88% / 90%	90%	90%
Outcome:					
Percent change in participation	NA	32.0%	5.5% / 2.6%	3.0%	3.0%

FUND 111 RESTON COMMUNITY CENTER

FUND STATEMENT

Fund Type G10, Special Revenue Funds

Fund 111, Reston Community Center

	FY 2002 Actual	FY 2003 Adopted Budget Plan	FY 2003 Revised Budget Plan	FY 2004 Advertised Budget Plan	FY 2004 Adopted Budget Plan
Beginning Balance¹	\$2,478,532	\$2,319,172	\$2,792,080	\$2,162,489	\$2,162,489
Revenue:					
Taxes	\$4,501,204	\$4,367,787	\$4,367,787	\$4,804,566	\$4,804,566
Interest	81,008	163,169	163,169	85,000	85,000
Aquatics	229,985	225,000	225,000	236,250	265,605
Fitness	260,503	231,000	231,000	280,625	323,789
Performing Arts	63,788	73,000	73,000	73,000	1,681
Rental	34,315	48,000	48,000	48,000	48,000
Snack Bar	12,648	12,000	12,000	12,000	12,000
Vending	961	1,000	1,000	1,000	800
Theatre Box Office	47,731	60,000	60,000	65,000	64,000
Lake Anne	98,956	100,000	100,000	105,000	105,000
Total Revenue	\$5,331,099	\$5,280,956	\$5,280,956	\$5,710,441	\$5,710,441
Total Available	\$7,809,631	\$7,600,128	\$8,073,036	\$7,872,930	\$7,872,930
Expenditures:					
Personnel Services	\$2,843,259	\$3,155,344	\$3,155,344	\$3,313,676	\$3,300,382
Operating Expenses	2,118,520	2,495,008	2,595,013	2,658,836	2,658,836
Capital Equipment	55,772	141,555	160,191	285,000	285,000
Total Expenditures	\$5,017,551	\$5,791,907	\$5,910,548	\$6,257,512	\$6,244,218
Total Disbursements	\$5,017,551	\$5,791,907	\$5,910,548	\$6,257,512	\$6,244,218
Ending Balance	\$2,792,080	\$1,808,221	\$2,162,488	\$1,615,418	\$1,628,712
Maintenance Reserve	\$200,000	\$200,000	\$200,000	\$571,044	\$571,004
Feasibility Study Reserve	0	0	0	114,209	114,209
Capital Project Reserve	0	0	0	930,165	943,499
Unreserved Balance	\$2,592,080	\$1,608,221	\$1,962,488	\$0	\$0
Tax Rate per \$100 of Assessed Value²	\$0.06	\$0.052	\$0.052	\$0.052	\$0.052

¹ In order to account for Governmental Accounting Standards Board changes in the treatment of the year-end accrual of compensated absences, a restatement of the FY 2002 beginning balance for Fund 111, Reston Community Center is reflected. This adjustment results in an increase in the FY 2002 beginning balance in the amount of \$19,021 and a one-time savings for the fund. The beginning balance audit adjustment has been included in the FY 2002 Comprehensive Annual Financial Report (CAFR).

² During their deliberations on the FY 2003 Advertised Budget Plan, the Board of Supervisors reduced the tax rate from \$0.06 per \$100 of assessed value to \$0.052 per \$100 of assessed value.