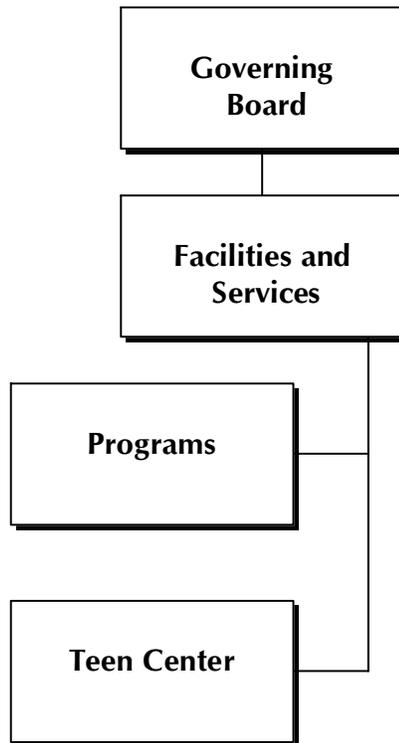


Fund 113 McLean Community Center



Mission

The mission of the McLean Community Center (MCC) is to provide a sense of community by undertaking programs; assisting community organizations; and furnishing facilities for civic, cultural, educational, recreational, and social activities apportioned fairly to all residents of Small District 1, Dranesville.

Focus

McLean Community Center (MCC) fulfills its mission by offering a wide variety of civic, social and cultural activities to its residents including families, local civic organizations, and businesses.

MCC offers classes and activities for all ages at nominal fees such as aerobics, computers, acting, and tours. Special events and seasonal activities such as McLean Day, Taste of the Town, Fourth of July, Summer Camp, Halloween, and a Craft Show are held at MCC, schools and parks. The Alden Theater presents professional shows, travel films, and entertainment for children. The Old Firehouse is a popular teenage social and recreation center in downtown McLean, operated by the Center. Drop-in activities sponsored by MCC are available such as open bridge games and children's cooperative play.

THINKING STRATEGICALLY

Strategic issues to be addressed by the Department include:

- Creating a strong central hub for McLean;
- Increasing community involvement of families and seniors;
- Creating greater awareness of community activities; and
- Maintaining fiscal integrity and increasing community partnerships.

Facilities and operations of the MCC are supported primarily by revenues from a special property tax collected from all residential and commercial properties within Small District 1, Dranesville. The Small District 1 real estate tax rate for FY 2005 is \$0.028 per \$100 of assessed property value, the same rate as in FY 2004. Other revenue sources include program fees and interest on investments. In FY 2004, total property assessments in District 1 rose 14.8 percent, reflecting an assessment base that is 94.9 percent residential and

Fund 113

McLean Community Center

5.1 percent nonresidential. The estimate for revenue from taxes in FY 2004 was revised as part of the *FY 2004 Third Quarter Review* to incorporate this rate of increase on the value of property rather than the 3.8 percent increase included in the *FY 2004 Revised Budget Plan*. After the FY 2004 revision, revenue from taxes in FY 2005 reflects an increase of 6.3 percent over FY 2004.

Financial and operational oversight of the Center is provided by the MCC Governing Board, elected annually at the McLean Day festivities in Lewinsville Park, which is hosted and underwritten by the Center. MCC receives its expenditure authority from the Fairfax County Board of Supervisors each fiscal year.

The MCC Governing Board and staff have developed and refined a strategic business plan which directs the expansion of the agency's functions for the next three years. MCC will redesign the Center's lobby and lighting to provide an attractive gathering place for residents and train staff to provide information to enhance the Center's capability as a "one-stop shop" for printed and online information on community activities. MCC also seeks to develop programs that increase community involvement of families and seniors. Residents and businesses will be included in identifying McLean's community needs and MCC staff will analyze those needs to determine potential areas of expanded programming facilities.

Creating greater awareness of and participation in community activities is also a part of MCC's strategic business plan. MCC will obtain contractual support for outreach and marketing to upgrade the Center's website and to provide online registration, as well as expand targeted marketing of programs and community activities.

MCC will maintain fiscal integrity and expand partnerships in support of the strategic plan by obtaining contractual professional support for fundraising and increasing business partnerships and sponsors of MCC activities.

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

 Maintaining Safe and Caring Communities	Recent Success	FY 2005 Initiative	Cost Center
Expand after school program for middle school students from 2 to 5 days a week and from 10 to 30 youth. Additional specialized classes and activities will be offered and additional students will be included in the summer day camp trips program.	☑	☑	Teen Center
Host events sponsored by the Safe Community Coalition, a nonprofit community organization, including a youth summit, parent workshops, and lectures.	☑	☑	Agencywide
 Building Livable Spaces	Recent Success	FY 2005 Initiative	Cost Center
Plan and implement redesign of lobby and hallway lighting and replace theater lighting as part of the continuing improvement of McLean Community Center.	☑	☑	Agencywide

Fund 113 McLean Community Center

 Connecting People and Places	Recent Success	FY 2005 Initiative	Cost Center
Purchase one passenger van in FY 2004 and FY 2005 to be used for the Teen Center summer camp trips and to transport students from schools to the Teen Center after-school program.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Teen Center
Provide an online calendar of community events on McLean Community Center website.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Agencywide
 Creating a Culture of Engagement	Recent Success	FY 2005 Initiative	Cost Center
Develop capacity to provide extensive information about activities of community groups and organizations. The Center will research and compile a database to enable citizens to obtain information at a central location.		<input checked="" type="checkbox"/>	Agencywide
 Corporate Stewardship	Recent Success	FY 2005 Initiative	Cost Center
Expand community business sponsorship of activities. Local businesses partially sponsor a few events such as summer concerts and an 8K run. The Center will offer businesses the opportunity to sponsor other activities for children and youth.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Programs

Budget and Staff Resources

Agency Summary					
Category	FY 2003 Actual	FY 2004 Adopted Budget Plan	FY 2004 Revised Budget Plan	FY 2005 Advertised Budget Plan	FY 2005 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	30/ 25.25	30/ 25.45	30/ 25.45	30/ 25.45	30/ 25.45
Expenditures:					
Personnel Services	\$1,618,061	\$1,711,429	\$1,711,429	\$1,781,735	\$1,781,735
Operating Expenses	974,779	1,126,225	1,236,740	1,255,443	1,255,443
Capital Equipment	44,899	110,994	139,253	27,000	27,000
Subtotal	\$2,637,739	\$2,948,648	\$3,087,422	\$3,064,178	\$3,064,178
Capital Projects	\$194,495	\$245,000	\$347,566	\$376,000	\$376,000
Total Expenditures	\$2,832,234	\$3,193,648	\$3,434,988	\$3,440,178	\$3,440,178

FY 2005 Funding Adjustments

The following funding adjustments from the FY 2004 Revised Budget Plan are necessary to support the FY 2005 program:

- ◆ **Employee Compensation** **\$70,306**
An increase of \$45,191 in Personnel Services is associated with salary adjustments necessary to support the County's compensation program and \$25,115 is the result of staff support required for additional class offerings for a variety of programs.

Fund 113

McLean Community Center

- ◆ **Programs** **\$48,270**
An increase of \$48,270 in Operating Expenses is due primarily to expanded marketing of the Center's programs and new online registration software.

- ◆ **Teen Center** **\$27,000**
Capital Equipment funding of \$27,000 is included and is primarily associated with the purchase of a van which will be used to transport students from schools to the Teen Center and for summer camp trips.

- ◆ **Capital Projects** **\$376,000**
Total Capital Projects funding of \$376,000 is included and is associated with \$30,000 for the replacement of the existing sound system, \$61,000 for additional lighting in the lobby and hallway, \$185,000 for the replacement of theater lighting, \$75,000 for a feasibility study for expansion of the Center, and \$25,000 for wiring relocation and installation.

Board of Supervisors' Adjustments

The following funding adjustments reflect all changes to the FY 2005 Advertised Budget Plan, as approved by the Board of Supervisors on April 26, 2004:

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

Changes to FY 2004 Adopted Budget Plan

The following funding adjustments reflect all approved changes in the FY 2004 Revised Budget Plan since passage of the FY 2004 Adopted Budget Plan. Included are all adjustments made as part of the FY 2003 Carryover Review and all other approved changes through December 31, 2003:

- ◆ **Carryover Adjustments** **\$211,846**
As part of the FY 2003 Carryover Review, the Board of Supervisors approved encumbered funding of \$211,846 including \$81,021 in Operating Expenses, \$28,259 in Capital Equipment, and \$102,566 in Capital Project balances.

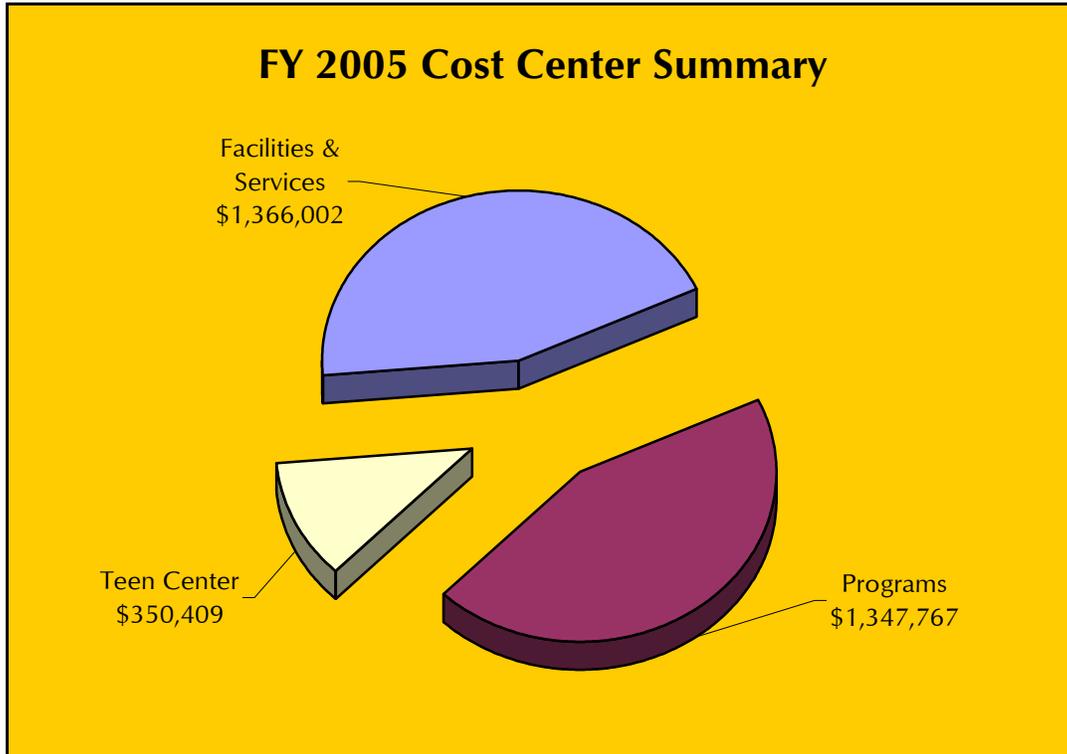
The following funding adjustments reflect all approved changes to the FY 2004 Revised Budget Plan from January 1, 2004 through April 19, 2004. Included are all adjustments made as part of the FY 2004 Third Quarter Review:

- ◆ **Third Quarter Adjustments** **\$29,567**
An increase of \$21,538 in Operating Expenses is associated with the purchase and implementation of Online Registration software that will allow customers to register online for all of the Center's classes and activities. An increase of \$8,029 in Operating Expenses is associated with the replacement of the Center's HVAC unit which serves the main lobby area.

Fund 113 McLean Community Center

Cost Centers

The three cost centers in Fund 113, McLean Community Center are Facilities and Services, Programs, and Teen Center. These distinct program areas work to fulfill the mission and carry out the key initiatives of the McLean Community Center.



Facilities and Services

Funding Summary					
Category	FY 2003 Actual	FY 2004 Adopted Budget Plan	FY 2004 Revised Budget Plan	FY 2005 Advertised Budget Plan	FY 2005 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	17/ 13.45	17/ 13.45	17/ 13.45	17/ 13.45	17/ 13.45
Total Expenditures	\$1,275,430	\$1,407,696	\$1,523,450	\$1,366,002	\$1,366,002

Position Summary					
1 Executive Director	1 Administrative Assistant V	1 Administrative Assistant IV			
1 Deputy Community Center Director	1 Information Officer II	2 Administrative Assistants III			
1 Chief, Administrative Services	6 Facility Attendants I, PT	3 Administrative Assistants II			
TOTAL POSITIONS		PT Denotes Part-Time Positions			
17 Positions / 13.45 Staff Years					

Fund 113 McLean Community Center

Key Performance Measures

Goal

To administer the facilities and programs of the McLean Community Center, to assist local public groups' planning activities, and to provide information to citizens in order to facilitate their integration in the life of the community.

Objectives

- ◆ To increase the number of patron hours served by 1.2 percent from 408,200 to 413,100 while maintaining or improving service quality.

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2001 Actual	FY 2002 Actual	FY 2003 Estimate/Actual	FY 2004	FY 2005
Output:					
Patrons served	367,445	386,317	395,323 / 401,879	408,200	413,100
Efficiency:					
Cost per patron	\$3.13	\$3.07	\$3.27 / \$3.17	\$3.59	\$3.04
Service Quality:					
Service complaints (based on Taxpayer and Participant Satisfaction Survey)	3	4	4 / 4	4	4
Outcome:					
Percent change in patron hours served	5.0%	5.1%	2.3% / 4.0%	1.6%	1.2%

Performance Measurement Results

Since FY 1999, the Center has succeeded in steadily increasing the number of patron hours, calculated as the number of persons participating multiplied by the average time spent in a class or other activity in the facility. The Center's objective is to continue to increase patron hours and improve the quality of service while maintaining costs at the current level.

Programs 

Funding Summary					
Category	FY 2003 Actual	FY 2004 Adopted Budget Plan	FY 2004 Revised Budget Plan	FY 2005 Advertised Budget Plan	FY 2005 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	10/ 8.8	10/ 9	10/ 9	10/ 9	10/ 9
Total Expenditures	\$1,127,657	\$1,218,821	\$1,234,591	\$1,347,767	\$1,347,767

Fund 113 McLean Community Center

Position Summary		
<u>Instruction & Senior Adult Activities</u> 1 Recreation Specialist II <u>Special Events</u> 1 Park Specialist II	<u>Performing Arts</u> 1 Performing Arts Director 1 Theater Technical Director 1 Asst. Theater Technical Director PT 1 Recreation Specialist I 1 Administrative Assistant III 1 Cashier PT 1 Facility Attendant II, PT	<u>Youth Activities</u> 1 Recreation Specialist II
TOTAL POSITIONS 10 Positions / 9.0 Staff Years		PT Denotes Part-Time Position

Key Performance Measures

Goal

To provide programs and classes to McLean Community Center district residents of all ages in order to promote personal growth and a sense of community involvement.

Objectives

- ◆ To increase the number of patron hours in classes and in Senior Adult Activities by 2.0 percent, from 51,000 to 52,020.
- ◆ To increase the number of patrons attending major community Special Events, such as July 4th fireworks, by 4.0 percent, from 25,000 to 26,000.
- ◆ To increase the number of patron hours served by Performing Arts activities by 0.6 percent, from 86,500 to 87,000.
- ◆ To increase the number of patron hours in Youth Activities by 3.0 percent, from 38,200 to 39,350.

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2001 Actual	FY 2002 Actual	FY 2003 Estimate/Actual	FY 2004	FY 2005
Output:					
Patron hours in classes and Senior Adult Activities	55,800	51,132	54,814 / 48,575	51,000	52,020
Patrons attending Special Events	17,500	22,000	23,100 / 24,000	25,000	26,000
Patron hours at Performing Arts Activities	84,505	85,347	86,000 / 85,550	86,500	87,000
Patron hours at Youth Activities	32,581	35,790	36,148 / 37,775	38,200	39,350
Efficiency:					
Cost per patron hour in classes and Senior Adult Activities	\$2.00	\$2.09	\$2.48 / \$2.69	\$2.79	\$2.80
Cost per patron at Special Events	\$8.13	\$7.13	\$7.63 / \$7.63	\$7.80	\$7.82
Cost per patron at Performing Arts Activities	\$5.77	\$5.91	\$6.89 / \$6.71	\$7.45	\$7.68
Cost per patron at Youth Activities	\$5.21	\$5.59	\$6.22 / \$6.34	\$6.22	\$6.60

Fund 113 McLean Community Center

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2001 Actual	FY 2002 Actual	FY 2003 Estimate/Actual	FY 2004	FY 2005
Service Quality:					
Percent satisfied with classes and Senior Adult Activities	95%	95%	95% / 95%	95%	95%
Percent satisfied with Special Events	100%	98%	100% / 99%	99%	99%
Percent satisfied with Performing Arts Activities	100%	99%	100% / 99%	99%	99%
Percent satisfied with Youth Activities	95%	95%	95% / 93%	95%	93%
Outcome:					
Percent change in participation in classes and Senior Adult Activities	3.7%	(8.4%)	7.2% / (5.0%)	5.0%	2.0%
Percent change in participation at Special Events	4.2%	25.7%	5.0% / 9.1%	4.2%	4.0%
Percent change in participation at Performing Arts Activities	23.1%	1.0%	0.8% / 0.2%	1.1%	0.6%
Percent change in participation at Youth Activities	12.4%	9.9%	1.0% / 5.6%	1.1%	3.0%

Performance Measurement Results

Patron hours have increased in almost every activity offered by MCC. It is anticipated that special events attendance will increase because of the new events that are being planned. Classes and other activities for adults and children are projected to increase also.

Higher cost per patron in FY 2003 was due to the offering of higher skilled instruction and increased advertising to attract participation in the Center's programs.

Service quality is measured by customer satisfaction surveys. These are conducted at the conclusion of classes and other activities, and on-site at special events that attract large crowds. Additionally, a return postage-paid survey has been included in the Center's magazine, which is mailed to all residents of the tax district. A very high level of approval has been noted in every aspect of operation, which is corroborated by the minimal number of complaints received. The objective is to maintain the Center's excellent reputation for customer satisfaction.

Teen Center 

Funding Summary					
Category	FY 2003 Actual	FY 2004 Adopted Budget Plan	FY 2004 Revised Budget Plan	FY 2005 Advertised Budget Plan	FY 2005 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	3/3	3/3	3/3	3/3	3/3
Total Expenditures	\$234,652	\$322,131	\$329,381	\$350,409	\$350,409

Fund 113 McLean Community Center

Position Summary		
1 Recreation Specialist I	1 Recreation Assistant	1 Facility Attendant I
TOTAL POSITIONS		
3 Positions / 3.0 Staff Years		

Key Performance Measures

Goal

To provide a facility for local youth in grades 7 through 12 in order to promote personal growth and provide a safe recreational and productive environment.

Objectives

- ◆ To increase the number of weekend participant hours by 0.6 percent, from 31,500 to 31,700 toward a target of 41,356, which is the maximum capacity of the facility.
- ◆ To increase the number of weekday participant hours by 4.4 percent, from 6,800 to 7,100.

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2001 Actual	FY 2002 Actual	FY 2003 Estimate/Actual	FY 2004	FY 2005
Output:					
Weekend participant hours provided	25,286	29,150	30,025 / 31,050	31,500	31,700
Weekday participant hours provided	5,400	5,940	6,237 / 6,700	6,800	7,100
Efficiency:					
Cost per participant hour (both weekend and weekday)	\$7.51	\$7.25	\$8.92 / \$6.22	\$8.59	\$8.94
Service Quality:					
Percent of satisfied weekend participants	95%	95%	95% / 92%	92%	92%
Percent of satisfied weekday participants	95%	95%	95% / 92%	92%	92%
Outcome:					
Percent change in weekend participants	9.6%	15.3%	3.0% / 6.5%	1.5%	0.6%
Percent change in weekday participants hours	6.0%	10.0%	5.0% / 12.8%	1.5%	4.4%

Performance Measurement Results

In FY 2003, weekday patron participation at the Teen Center increased 12.8 percent primarily as a result of the expansion of the after school program for middle school students from 2 to 5 days a week and from 10 to 30 youth. In addition, the total cost per participant dropped from \$7.25 in FY 2002 to \$6.22 in FY 2003, due in part to higher participation.

Fund 113

McLean Community Center

FUND STATEMENT

Fund G10, Special Revenue Funds

Fund 113, McLean Community Center

	FY 2003 Actual	FY 2004 Adopted Budget Plan	FY 2004 Revised Budget Plan	FY 2005 Advertised Budget Plan	FY 2005 Adopted Budget Plan
Beginning Balance	\$2,310,719	\$2,270,109	\$2,621,421	\$2,563,024	\$2,812,775
Revenue:					
Taxes	\$2,537,982	\$2,634,285	\$2,913,603	\$3,095,880	\$3,095,880
Interest	35,558	77,634	77,634	52,879	52,879
Rental Income	46,067	36,500	36,500	45,000	45,000
Instructional Fees	148,566	160,195	160,195	158,150	158,150
Performing Arts	106,204	122,510	122,510	150,770	150,770
Vending	2,252	2,605	2,605	2,605	2,605
Senior Adult Programs	12,565	15,000	15,000	10,000	10,000
Special Events	68,427	94,420	94,420	87,620	87,620
Theater Rentals	38,373	27,000	27,000	27,000	27,000
Youth Programs	148,724	162,621	162,621	185,995	185,995
Miscellaneous Income	46,583	49,175	49,175	52,235	52,235
Teen Center Income	42,072	46,340	46,340	55,410	55,410
Visual Arts	20,703	24,000	24,000	15,000	15,000
Total Revenue	\$3,254,076	\$3,452,285	\$3,731,603	\$3,938,544	\$3,938,544
Total Available	\$5,564,795	\$5,722,394	\$6,353,024	\$6,501,568	\$6,751,319
Expenditures:					
Personnel Services	\$1,618,061	\$1,711,429	\$1,711,429	\$1,781,735	\$1,781,735
Operating Expenses	974,779	1,126,225	1,236,740	1,255,443	1,255,443
Capital Equipment	44,899	110,994	139,253	27,000	27,000
Capital Projects	195,085	245,000	347,639	376,000	376,000
Total Expenditures	\$2,832,824	\$3,193,648	\$3,435,061	\$3,440,178	\$3,440,178
Transfer Out:					
County Debt Service (200)	\$110,550	\$105,188	\$105,188	\$99,769	\$99,769
Total Transfer Out	\$110,550	\$105,188	\$105,188	\$99,769	\$99,769
Total Disbursements	\$2,943,374	\$3,298,836	\$3,540,249	\$3,539,947	\$3,539,947
Ending Balance¹	\$2,621,421	\$2,423,558	\$2,812,775	\$2,961,621	\$3,211,372
Equipment Replacement Reserve ²	\$1,120,185	\$1,268,568	\$1,268,568	\$861,621	\$861,621
Capital Project Reserve ³	0	700,000	700,000	900,000	900,000
Technology Improvement Fund	0	100,000	100,000	200,000	200,000
Unreserved Balance	\$1,501,236	\$354,990	\$744,207	\$1,000,000	\$1,249,751
Tax Rate per \$100 of Assessed Value	\$0.028	\$0.028	\$0.028	\$0.028	\$0.028

¹The source of the variability in FY 2005 over FY 2004 is primarily due to growth in real estate tax revenues reflecting increased property tax assessments in Small District 1.

²Funds reserved for equipment replacement are not encumbered based on normal accounting practices; however, they are allocated for future equipment replacement purchases.

³Funds reserved for capital projects are not encumbered based on normal accounting practices; however, they are allocated for future capital projects.

Fund 113 McLean Community Center

FY 2005 Summary of Capital Projects

Fund: 113 McLean Community Center

Project #	Description	Total Project Estimate	FY 2003 Actual Expenditures	FY 2004 Revised Budget	FY 2005 Advertised Budget Plan	FY 2005 Adopted Budget Plan
003601	McLean Community Center Improvements	\$1,417,041	\$195,084.89	\$347,639.35	\$376,000	\$376,000
Total		\$1,417,041	\$195,084.89	\$347,639.35	\$376,000	\$376,000

Fund 113 McLean Community Center

003601	McLean Community Center Improvements	
1234 Ingleside Avenue 1440 Old Chain Bridge Road		Dranesville
<p>Description and Justification: Project 003601: Center improvements funded through this project in prior years included parking lot expansion, carpet purchase and installation, landscaping, and HVAC modifications. FY 2005 funding provides for the replacement and upgrade of existing lighting system wiring and control, sound system, and a feasibility study to expand facility.</p>		

	Total Project Estimate	Prior Expenditures	FY 2003 Expenditures	FY 2004 Revised Budget Plan	FY 2005 Advertised Budget Plan	FY 2005 Adopted Budget Plan	Future Years
Land Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design and Engineering	111,421	63,003	0	48,418	0	0	0
Construction	1,277,926	408,283	194,495	299,147	376,000	376,000	0
Other	27,694	27,030	590	74	0	0	0
Total	\$1,417,041	\$498,317	\$195,085	\$347,639	\$376,000	\$376,000	\$0

Source of Funding				
General Fund	General Obligation Bonds	Transfers from Other Funds	Other	Total Funding
\$0	\$0	\$0	\$376,000	\$376,000