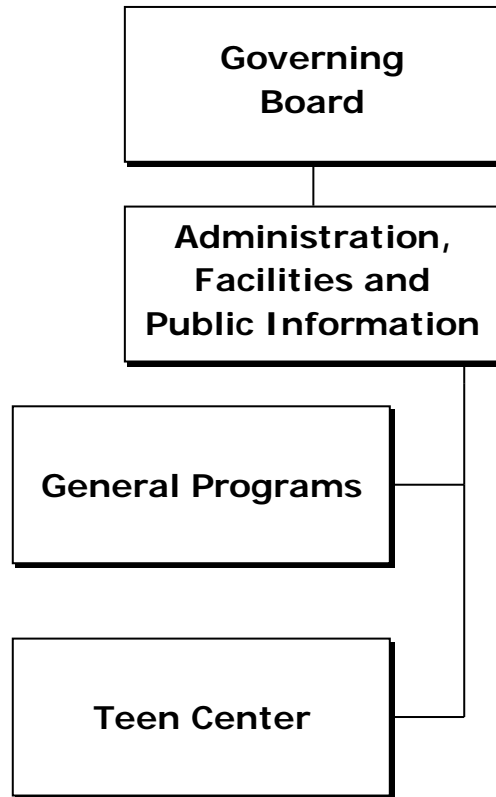


Fund 40060 McLean Community Center



Mission

The mission of the McLean Community Center (MCC or the Center) 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 1A, Dranesville.

Focus

Fund 40060, McLean Community Center, 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 such as aerobics, music, art, dance and tours, for all ages at nominal fees. Special events and seasonal activities such as McLean Day, Fourth of July, Summer Camp, and outdoor concerts are held at MCC, local schools and parks. The Alden Theatre presents professional shows, films, entertainment for children, educational speaker sessions, community arts theatre and symphony productions. The Old Firehouse is a popular social and recreation center for teens in downtown McLean, operated by the Center. Teens can enjoy their time at the Teen Center after school, during school breaks and at Friday Night Activities and events.



Fund 40060 McLean Community Center

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 1A, Dranesville. The Small District 1A real estate tax rate for FY 2019 will remain at \$0.023 per \$100 of assessed real property value. Other revenue sources include program fees, rental income and interest on investments. Financial and operational oversight of the Center is provided by the MCC Governing Board. The Governing Board is elected annually. 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 an annual plan which directs the expansion of the agency's functions for FY 2019. MCC will 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 the community involvement of all age groups. 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.

**The McLean Community Center supports
the following County Vision Elements:**



Maintaining Safe and Caring Communities



Building Livable Spaces



Creating a Culture of Engagement



Exercising Corporate Stewardship

At its meeting on February 27, 2013, the Governing Board of the McLean Community Center approved a motion to pursue the renovation and expansion of the MCC's nearly 40-year-old facility. The Capital Facilities Committee of the Governing Board engaged in a feasibility study to evaluate the renovation and expansion options and the Governing Board subsequently voted to utilize approximately \$8 million from MCC's Capital Project Reserve for the project. Additionally, the Governing Board voted to refine and develop the parameters and scope of the project; to engage a project management team/company to advise and guide the Governing Board from the schematic design phase through the final construction, including the public hearing process and compliance with MCC's MOU (Memorandum of Understanding); and to design, permit, and finally build the project. The renovation of the facility is underway with an anticipated completion date of January 2019.

Fund 40060

McLean Community Center

Budget and Staff Resources

Category	FY 2017 Actual	FY 2018 Adopted	FY 2018 Revised	FY 2019 Advertised
FUNDING				
Expenditures:				
Personnel Services	\$3,096,843	\$3,256,251	\$3,256,251	\$3,405,598
Operating Expenses	2,037,831	2,095,628	2,103,799	2,208,481
Capital Projects	1,052,124	0	6,728,646	0
Total Expenditures	\$6,186,798	\$5,351,879	\$12,088,696	\$5,614,079
AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)				
Regular	31 / 28.38	31 / 28.38	31 / 28.38	31 / 28.38

FY 2019 Funding Adjustments

The following funding adjustments from the FY 2018 Adopted Budget Plan are necessary to support the FY 2019 program.

- ◆ **Employee Compensation** **\$110,421**
 An increase of \$110,421 in Personnel Services includes \$67,359 for a 2.25 percent market rate adjustment (MRA) for all employees and \$43,062 for performance-based and longevity increases for non-uniformed merit employees, both effective July 2018.
- ◆ **Programmatic Adjustments** **\$112,853**
 An increase of \$112,853 in Operating Expenses is primarily comprised of contract rate increases for special events, enhanced arts programming and equipment rentals from being outside of the facility during the renovation and increased maintenance costs to accommodate the increase in square footage following the renovation of the facility for a partial year.
- ◆ **Fringe Benefit Support** **\$25,000**
 An increase of \$25,000 in Personnel Services is required to support increased fringe benefit costs in FY 2019 on projected health insurance premiums and employer contributions to the retirement system.
- ◆ **Other Post-Employment Benefits** **\$13,926**
 An increase of \$13,926 in Personnel Services reflects required adjustments associated with providing Other Post-Employment Benefits (OPEBs) to retirees, including the Retiree Health Benefits Subsidy. For more information on Other Post-Employment Benefits, please refer to Fund 73030, OPEB Trust, in Volume 2 of the FY 2019 Advertised Budget Plan.

Fund 40060 McLean Community Center

Changes to FY 2018 Adopted Budget Plan

The following funding adjustments reflect all approved changes in the FY 2018 Revised Budget Plan since passage of the FY 2018 Adopted Budget Plan. Included are all adjustments made as part of the FY 2017 Carryover Review, and all other approved changes through December 31, 2017.

- ◆ **Carryover Adjustments** **\$7,092,537**
 As part of the FY 2017 Carryover Review, the Board of Supervisors approved an increase of \$7,092,537 due to encumbered carryover of \$8,170 in Operating Expenses for program operations and the carryover of unexpended project balances of \$7,084,367 primarily associated with the renovation of the facility.

Cost Centers

The cost centers in Fund 40060, McLean Community Center, are: Administration, Facilities and Public Information; General Activities comprising of instruction classes, special events, performing arts, visual arts and youth activities; and Teen Center. These distinct program areas work to fulfill the mission and carry out the key initiatives of the McLean Community Center.

Administration, Facilities and Public Information

Administration, Facilities and Public Information administers the facilities and programs of the McLean Community Center, assists residents and local groups' planning activities and provides information to residents in order to facilitate their integration into the life of the community.

Category	FY 2017 Actual	FY 2018 Adopted	FY 2018 Revised	FY 2019 Advertised																		
EXPENDITURES																						
Total Expenditures	\$3,045,502	\$2,295,835	\$9,028,530	\$2,292,712																		
AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)																						
Regular	16 / 13.88	16 / 13.88	16 / 13.88	16 / 13.88																		
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><u>Administration</u></td> <td style="width: 33%;"><u>Facilities</u></td> <td style="width: 33%;"><u>Public Information</u></td> </tr> <tr> <td>1 Executive Director</td> <td>1 Chief Building Maintenance Section</td> <td>1 Communications Specialist II</td> </tr> <tr> <td>1 Accountant II</td> <td>1 Facility Attendant II</td> <td>1 Communications Specialist I</td> </tr> <tr> <td>2 Administrative Assistants V</td> <td>5 Facility Attendants I, 5 PT</td> <td></td> </tr> <tr> <td>2 Administrative Assistants IV</td> <td></td> <td></td> </tr> <tr> <td>1 Administrative Assistant II</td> <td></td> <td></td> </tr> </table>					<u>Administration</u>	<u>Facilities</u>	<u>Public Information</u>	1 Executive Director	1 Chief Building Maintenance Section	1 Communications Specialist II	1 Accountant II	1 Facility Attendant II	1 Communications Specialist I	2 Administrative Assistants V	5 Facility Attendants I, 5 PT		2 Administrative Assistants IV			1 Administrative Assistant II		
<u>Administration</u>	<u>Facilities</u>	<u>Public Information</u>																				
1 Executive Director	1 Chief Building Maintenance Section	1 Communications Specialist II																				
1 Accountant II	1 Facility Attendant II	1 Communications Specialist I																				
2 Administrative Assistants V	5 Facility Attendants I, 5 PT																					
2 Administrative Assistants IV																						
1 Administrative Assistant II																						
TOTAL POSITIONS																						
16 Positions / 13.88 FTE			PT Denotes Part-Time Positions																			

Fund 40060 McLean Community Center

General Programs

General Programs provides programs and classes to McLean Community Center district residents of all ages in order to promote personal growth and sense of community involvement.

Category	FY 2017 Actual	FY 2018 Adopted	FY 2018 Revised	FY 2019 Advertised	
EXPENDITURES					
Total Expenditures	\$2,581,079	\$2,492,980	\$2,495,068	\$2,764,322	
AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)					
Regular	13 / 12.5	13 / 12.5	13 / 12.5	13 / 12.5	
<u>Instruction & Senior Adult Activities</u>		<u>Performing Arts</u>		<u>Youth Activities</u>	
1	Park/Recreation Specialist III	1	Theatrical Arts Director	1	Park/Recreation Specialist I
1	Park/Recreation Specialist I	1	Theatre Technical Director		
1	Administrative Assistant II	1	Asst. Theatre Technical Director		
		1	Park/Recreation Specialist I		
		1	Administrative Assistant IV		
<u>Special Events</u>		1	Facility Attendant II		
1	Park/Recreation Specialist II	1	Facility Attendant I, PT		
1	Park/Recreation Specialist I				
TOTAL POSITIONS					
13 Positions / 12.5 FTE			PT Denotes Part-Time Positions		

Teen Center

The Teen Center provides a safe recreational and productive environment for local youth in grades 7 through 12 to promote personal growth.

Category	FY 2017 Actual	FY 2018 Adopted	FY 2018 Revised	FY 2019 Advertised
EXPENDITURES				
Total Expenditures	\$560,217	\$563,064	\$565,098	\$557,045
AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)				
Regular	2 / 2	2 / 2	2 / 2	2 / 2
1	Park/Recreation Specialist II	1	Park/Recreation Specialist I	
TOTAL POSITIONS				
2 Positions / 2.0 FTE				

Fund 40060 McLean Community Center

Key Performance Measures

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate/Actual	FY 2018	FY 2019
Administration, Facilities and Public Information					
Percent change in patrons using the Center	(4.6%)	(17.8%)	11.3%/(7.3%)	(40.6%)	26.3%
General Programs					
Percent change in participation in classes and Senior Adult activities	(5.8%)	0.3%	(7.0%)/(21.6%)	(7.7%)	9.1%
Percent change in participation at Special Events	6.8%	(39.6%)	32.8%/18.0%	9.5%	16.6%
Percent change in participation at Performing Arts activities	(0.8%)	(9.3%)	6.6%/(18.3%)	(42.3%)	14.9%
Percent change in participation at Youth Activities	(10.3%)	(11.1%)	10.8%/10.8%	(43.9%)	0.0%
Teen Center					
Percent change in weekend patrons	(26.9%)	33.6%	(7.9%)/15.1%	0.0%	(0.5%)
Percent change in weekday patrons	(22.2%)	(32.6%)	12.3%/15.1%	0.0%	(0.5%)

A complete list of performance measures can be viewed at
<https://www.fairfaxcounty.gov/budget/fy-2019-advertised-performance-measures-pm>

Performance Measurement Results

Renovation of MCC began in April 2017 and has an anticipated completion date of January 2019. During this period, the offices and programs have been relocated to rental space within the McLean tax district. The total number of patrons attending events at MCC declined 7.3 percent in FY 2017 relative to FY 2016, mainly due to the renovation of the facility as all programs were relocated to the temporary rental space. FY 2017 Instructional and Senior Class Programs showed a decrease of 21.6 percent from FY 2016 due to the renovation, however, participation in special events was up 18.0 percent primarily due to an increase of nearly 3,000 attendees to McLean Day. Performing Arts experienced an 18.3 percent decrease due to the closure of the Alden Theatre as a result of the renovation, and Youth Activities experienced a 10.8 percent increase in attendance.

In FY 2017, both the Teen Center weekend and weekday participants increased by 15.1 percent over FY 2016. This was mainly due to the increase in after school programs.

Fund 40060 McLean Community Center

FUND STATEMENT

Fund 40060, McLean Community Center

	FY 2017 Actual	FY 2018 Adopted Budget Plan	FY 2018 Revised Budget Plan	FY 2019 Advertised Budget Plan
Beginning Balance	\$10,611,033	\$2,534,390	\$10,192,822	\$3,456,005
Revenue:				
Taxes	\$4,491,257	\$4,393,481	\$4,393,481	\$4,587,221
Interest	70,195	25,000	25,000	35,000
Rental Income	55,792	18,000	18,000	53,000
Instructional Fees	420,049	380,093	380,093	400,000
Performing Arts	134,220	37,750	37,750	132,805
Vending	562	0	0	0
Special Events	88,131	79,125	79,125	82,825
Gift Donations	50,000	0	0	0
Youth Programs ¹	113,818	128,430	128,430	121,525
Miscellaneous Income	22,336	0	0	9,425
Teen Center Income	179,591	198,000	198,000	190,000
Visual Arts	142,636	92,000	92,000	100,000
Total Revenue	\$5,768,587	\$5,351,879	\$5,351,879	\$5,711,801
Total Available	\$16,379,620	\$7,886,269	\$15,544,701	\$9,167,806
Expenditures:				
Personnel Services	\$3,096,843	\$3,256,251	\$3,256,251	\$3,405,598
Operating Expenses	2,037,831	2,095,628	2,103,799	2,208,481
Capital Projects ²	1,052,124	0	6,728,646	0
Total Expenditures	\$6,186,798	\$5,351,879	\$12,088,696	\$5,614,079
Total Disbursements	\$6,186,798	\$5,351,879	\$12,088,696	\$5,614,079
Ending Balance³	\$10,192,822	\$2,534,390	\$3,456,005	\$3,553,727
Equipment Replacement Reserve ⁴	\$37,767	\$107,038	\$107,038	\$114,236
Capital Project Reserve ⁵	9,630,055	1,902,352	2,823,967	2,914,491
Operating Contingency Reserve ⁶	525,000	525,000	525,000	525,000
Unreserved Balance	\$0	\$0	\$0	\$0
Tax Rate per \$100 of Assessed Value	\$0.023	\$0.023	\$0.023	\$0.023

¹ In order to properly categorize FY 2017 revenues, a reclassification has been made reflecting an increase of \$113,818 in Youth Programs and a decrease of \$113,818 in Theater Rentals, resulting in no net change to FY 2017 total revenue.

² In order to account for revenues and expenditures in the proper fiscal year, audit adjustments have been reflected as an increase of \$355,720.85 in FY 2017 expenditures to accurately record an expenditure accrual. This impacts the amount carried forward and results in a decrease of \$355,720.85 to the *FY 2018 Revised Budget Plan*. This audit adjustment was included in the FY 2017 Comprehensive Annual Financial Report (CAFR). Details of the audit adjustments will be included in the FY 2018 Third Quarter Package.

³ The Ending Balance fluctuates due to adjustments in revenues and expenditures, as well as carryover of balances each fiscal year.

⁴ The Equipment Replacement Reserve has been established by the McLean Community Center Governing Board to set aside funding for future equipment purchases at 2 percent of total revenue.

⁵ The Capital Project Reserve is primarily for the Renovation of the McLean Community Center (MCC). The MCC Board has authorized utilizing an amount of \$8.0 million over a multi-year period for the renovation. The Capital Project Reserve also funds other capital projects for MCC and the Old Fire House Teen Center.

⁶ The Operating Contingency Reserve has been established by the MCC Governing Board to set aside cash reserves for operations as a contingency for unanticipated expenses and fluctuations in the center's revenue stream. The amount was increased to \$525,000 as part of the *FY 2016 Carryover Review*.

Fund 40060 McLean Community Center

FY 2019 Summary of Capital Projects

Fund 40060, McLean Community Center

Project	Total Project Estimate	FY 2017 Actual Expenditures	FY 2018 Revised Budget	FY 2019 Advertised Budget Plan
McLean Community Center Improvements (CC-000006)	\$4,713,525	\$287,673.51	\$77,214.00	\$0
McLean Community Center Renovation (CC-000015)	8,041,652	764,450.96	6,651,431.85	0
Total	\$12,755,177	\$1,052,124.47	\$6,728,645.85	\$0