



801 EAST MARKET  
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## BOARD MEETING MINUTES

September 8, 2009

A regular meeting of the Derby Recreation Commission was held at the Derby Recreation Center, 801 E. Market, Derby, Tuesday, September 8, 2009.

Chairman Robert Flaharty called the meeting to order. Present were Board members Ken Greteman, Elizabeth Kinch, Rick Ruff and Chris Sexton. Also present were Frank Seitz, Superintendent of Recreation, Trina Bauer, Director of Facilities, Derek Smith, Director of Administration, Kathleen Avitt, Director of Programs, Lisa Spillman, Director of Marketing, Rob McDonald, Director of IT, Emily McVay, Fitness Director, Darcie Parkhurst, Aquatic Director, and Caryn Greenstreet, Administrative Assistant.

Ken Greteman moved to approve the Consent Agenda, Elizabeth Kinch seconded, motion carried 5-0.

Robert Flaharty moved to nominate Chris Sexton as Chairman of the DRC board, Rick Ruff as Vice Chairman and Elizabeth Kinch as Secretary for 2009-2010, Ken Greteman seconded, motion carried 5-0.

The board recognized Chris Brown for DRC recognition award.

The Superintendents Report was reviewed.

The Staff Highlights were reviewed.

Kathleen Avitt highlighted the Summer Theater performance of High School Musical Jr.

Darcie Parkhurst highlighted the Pooch Pool Party at Rock River Rapids.

Emily McVay highlighted the Rock N Route Triathlon.

Trina Bauer reviewed the OAC project update with the board.

Trina Bauer discussed the 2008 annual building maintenance with the board.

Chris Drum presented the 2009 fleet report to the board.

Derek Smith presented information on the defeasance of outstanding recreation center bonds and finance committee findings. Elizabeth Kinch move to approve the recommendation of the Finance Committee for the defeasance of recreation center bond #2004D as presented, Rick Ruff seconded, motion carried 5-0.

Robert Flaharty moved to approve the appointment of Mr. William Kehr as the attorney for the DRC, Ken Greteman seconded, motion carried 5-0.

Chris Sexton moved to approve the painting of the OAC gymnasium with the low bid from Jack Tracy Painting as presented, Ken Greteman seconded, motion carried 5-0.

Rick Ruff moved to approve the purchase of four lifeguard stands for the recreation center pool from The Lifeguard Store, Elizabeth Kinch seconded, motion carried 5-0.

Frank Seitz reminded the board that he, Kathleen Avitt, and Chris Sexton will be absent from the October board meeting as they will be attending the National Recreation and Park Association conference.

Ken Greteman moved to adjourn, Chris Sexton seconded, motion carried 5-0.



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## MEMORANDUM

TO: DRC BOARD MEMBERS  
FROM: Frank Seitz, Superintendent of Recreation  
DATE: October 7, 2009  
RE: SUPERINTENDENT REPORT

- Attended weekly OAC construction meetings.
- Met with Director of Facilities, Trina Bauer, Fire Marshal Tim Millsbaugh, Fire Chief Brazzle, Sheriff Robert Hinshaw and Sheriff Deputy Travis Clinesmith concerning the possibility of the fire department utilizing the OAC facility.
- Met with Director of Programs Kathleen Avitt and Doug Chambers from the Derby Police Department concerning the new sound ordinance.
- Attended a committee meeting for the CJ Memorial Golf Tournament.
- Attended the Hampton Inn open house.
- Took two days of vacation.
- Attended the Oaklawn Activity Center ribbon cutting, Oaklawn parade and OAC open house.
- Met with staff committee concerning the OAC open house plans.
- Met with Superintendent of Schools and City Manager for our monthly meeting.
- Attended the Community Foundation Annual Round Up.
- Participated in and assisted with the CJ Memorial Golf Tournament.
- Attended a wrap up meeting with staff concerning Rock River Rapids to prepare for the meeting with the city of Derby.

- Had lunch and toured the OAC facilities with City Manager Bill Buchanan and Assistant County Manager Ron Holt.
- Prepared for and attended the Intergovernmental Meeting.

**MEMORANDUM**

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**TO:** DRC BOARD MEMBERS  
**FROM:** Kathleen Avitt, Director of Programs  
**DATE:** October 8, 2009  
**RE:** SEPTEMBER PROGRAMMING BOARD HIGHLIGHTS

**Program Area Highlights**

- Assisted with the first day we held Unsinkables.
- Met with Buffalo Wild Wings and Lisa on sponsorship details for Concert.
- Assisted with Cooper Breakfast on September 11.
- Attended Fitness Mania and Fishing Derby. Both events were coordinated and run well.
- Reviewed Winter/Fall Mini Session Idea Lists.
- Attended OAC Grand Opening Meeting on Sept. 16.
- Created OAC Fitness Class Flyer for new mini session classes.
- Attended OAC dedication Ceremony.
- Attended and assisted with Grand Opening at OAC and coordinated the parade.
- Attended Kansas Health and Fitness Grant Conference on September 21-22. This was in partnership with USD 260 and the Unsinkables program.
- Attended the Sept 22 City Council Meeting to announce the FOGHAT concert.
- Prepared and coordinated (with Jennifer Nixon) the FOGHAT concert.
- Attended the Tri-governmental Meeting on Sept 29.
- Delivered all signs to Cox and Freddy's for backstage pass drawing.
- Reviewing Master Lists for Winter Session in CLASS and preparing content for Lisa.
- Completed program staff evaluations.
- Prepared content for Good Times and Wee Fun Newsletters.
- Held Programmers Meeting on September 28.
- Met with Halloween Committee to discuss details for Halloween Hullabaloo.
- Met with Doug Chambers to test sound db at Football game and then tested at concert. We ran 65/70 at the park entrances which is reasonable for a concert.
- Follow-up meeting with facilities, sports and Frank on Fastpitch Softball Tournament.

- Drove participants to Maize for Horseback Riding lessons.
- Continued preparing for Halloween Hullabaloo. Sent out donation letters, emails for volunteers, reserved obstacle course, and made plans for Haunted Hallway.
- Helped Dee Anna out with Gym N Swim driving when she was unable to do it.
- Ran Fall Festival Candy Hunt at Idlewild Park.
- Attended Oaklawn Activity Center's open house and walked in the parade.
- Finalized instructors and dates for winter program guide.
- Entered all classes and events in class.
- Ran Wednesday after school events held at the center.
- Held Kids Fishing Derby that was canceled this summer. We had over 150 in attendance. That was double the attendance of last year.
- Organized materials and supplies needed for R.A.D Self Defense class.
- Free Spirits Bocce continued practice and participated in the Special Olympics state tournament in Olathe.
- Free Spirits volleyball and bowling teams began practice.
- Held Afternoon Adventures for USD 260 special education classes. The adventure was swimming for the early childhood, elementary, and high school classes.
- Helped with the CJ Memorial golf tournament.
- Organized, with the Programmers, the DRC After School program.
- The Communities In Schools Gym & Swim program with the Cooper and Oaklawn schools began this month.
- Ran the 5<sup>th</sup>/6<sup>th</sup> grade party for Jennifer so that she could work on the concert.
- Helped with the concert set up and take down.
- Began working on the winter programs.

## **Sports**

- Supervised youth and adult sports on nights and weekends.
- DRC held youth and adult golf lessons this month at Hidden Lakes.
- DRC held Get Your Swing On girls fast pitch softball tournament this month.
- Youth fall soccer season began in September.
- Adult sports leagues including volleyball, baseball, men's softball, and coed softball began this month.
- Met with Derby Parks Director weekly.
- Scheduled sports officials for all youth and adult sports leagues.
- Met with Marketing Director to discuss sponsorship ideas for 2010 fast pitch tournaments.

- Attended Chili Cookoff Meeting to discuss details and theme.
- Attended Chamber Breakfast at the OAC.
- Prepared Powerpoint for Channel 7.
- Set-up meeting with USD 260 to discuss Special Populations programs in October.

### **Aquatics**

- Fall Session for water aerobics and swim lessons began Sept. 14<sup>th</sup>
- Kicked off The Unsinkables program with Oaklawn Second Grade Sept. 14-24. Wineteer began on Sept. 28.
- Hosted the SouthCentral Kansas Aquatics Council (SKAC) meeting on Sept. 24
- Hosted Afternoon Adventures in the pool the 9<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup> & 25<sup>th</sup>
- Held an aquatics staff meeting on Sept. 13
- Presented Pooch Pool Party at board meeting on September 8.
- Completed Winter Class list and loaded all classes into CLASS.
- Attended Oaklawn Grand Opening

### **Art**

### **Fitness**

- Taught D.H.S. Cross Country in the spin room on September 15 from 3:30-4:30.
- Presented Rock N' Route Triathlon at board meeting on September 8.
- Completed Winter Class list and loaded all classes into CLASS.
- Final preparations for Fitness Mania event, which was held on September 12 from 8-noon.
- Hosted Community blood drive at DRC from 9-2 on September 19<sup>th</sup>.
- Created programs for OAC fitness center to begin in October, all classes meet one day a week and are \$7 for 4 weeks.
- Attended the Oaklawn Fall Festival Parade and handed out OAC fliers to residents on September 19<sup>th</sup>.

### **Special Events, Special Programs and Oaklawn**

- Attended monthly programmers meeting.
- Finalized volunteers, hotels, supplies, facility reservations, materials, bands needs, signage, food, and got small flyers out to organizations to pass out for this year's concert.
- Prepared for and delivered first Curiosity Corner for the fall.
- Ordered pop, shopped for concession items, organized volunteers, and delivered posters for the first 5<sup>th</sup> and 6<sup>th</sup> grade dance. We had over 400 in attendance.
- Prepped for Halloween facility decorating. Made ooze, bats, rats, and cats.



## MEMORANDUM

TO: DRC BOARD MEMBERS  
FROM: Derek Smith, Director of Administration  
DATE: September 4, 2009  
RE: AUGUST ADMINISTRATION HIGHLIGHTS

### Accounting/Risk Management

- Preparing defeasement of bonds item for DRC board and working with City on process. Will attend Oct 13<sup>th</sup> City Council meeting on the item.
- Participated in RRR contract and operations review with City.
- Preparing for annual audit.
- Working one liability claim. Young man fell and broke arm in gym. Unlikely to be our liability.

### Personnel

- Recruiting custodians and various other positions.
- Preparing for Health insurance renewal and FSA renewal.
- Preparing annual employee evaluations.

### Other:

- Analyzed last 5 years of scholarship program.
- Significant time spent on Foghat concert.
- Attended Chamber breakfast.
- Supported various aspects of Grand opening.
- Supported various aspects of CJ tournament.
- Attended intergovernmental meeting.
- Met with Police Chief on new ordinance regarding utility vehicles in public streets.

### Technology

- Finished setting up computer lab at the OAC.
- Worked with BCS (heating cooling company) on getting remote access to system.
- Worked on our IT inventory list to update from last year.
- Helped with the CJ Memorial Golf Tournament. Will look forward to it again next year.
- Worked with the OAC sound company to set system on our network.
- Installed the remaining media centers in both the tech room as well as the multipurpose room at the OAC.
- Updated all OAC pc's to latest versions of Microsoft and antivirus installs.

- Worked on some web-site modification.
- Worked with Kathleen and staff in regard to the Foghat concert.
- Replaced projector in spin room.
- Reformatted one of our PC's that was having problems.
- Worked with some printer issues at the OAC as well as the DRC.

## **Marketing**

### **Chamber/Community Marketing**

- Attended 2 Derby Chamber breakfasts
- Hosted October chamber breakfast at OAC
- Attended Derby Chamber "Social Media Marketing" seminar at WSU

### **Sponsorships/Partnerships**

- Responded to Bank of the West additional information request (grant received preliminary approval for \$2,500)
- Completed the Wal Mart Foundation grant application (approved, received \$1,000)
- Printed Derby Community Foundation banners for Wanted event
- Attended Hampton Inn open house
- Met with Sports Dept regarding Tournament Sponsors for 2010

### **Concert**

- Coordinated concert sponsor information and marketing materials
- Contacted local radio stations to secure on-air interviews with Foghat
- Set up and attended 107.3 radio remote at Freddy's
- Sent emails to local media, posted notices on Facebook, and assisted with signage for concert promotion
- Attended and worked at Foghat concert. Worked with sponsors, coordinated VIP passes and hosted opening band for after concert party at BWW.
- Compiled post-concert comments from attendees

### **OAC**

- Participated in OAC Grand Opening planning meetings
- Created and sent OAC Grand Opening invitations
- Created OAC Grand Opening flyers, had them translated into Spanish and distributed them to Oaklawn and Cooper Elementary
- Hosted OAC Ribbon Cutting and worked with representatives from dignitaries offices
- Worked day of OAC Grand Opening – participated in Oaklawn parade and spent the morning at OAC meeting and greeting
- Met with Joe Rodriguez from the Wichita Eagle at the OAC to provide information for the article

### **Misc.**

- Created October School Newsletters
- Volunteered at Fitness Mania – took photos and posted to Facebook page
- Participated in NFL Grassroots Grant conference call
- Completed RRR end of season marketing report
- Attended RRR post-season wrap up meeting with City of Derby
- Registered RRR for KidFest booth (Nov 7<sup>th</sup> event)

**Press Releases**

- OAC Grand Opening pre and post event press releases
- CJ Memorial Tournament pre and post event press releases
- DRC Board Election press release
- Quarterly Employee Awards press release
- Foghat Concert pre-event press release
- Unsinkables Program press release



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## MEMORANDUM

TO: DRC BOARD MEMBERS  
FROM: Trina Bauer, Director of Facilities  
DATE: October 7, 2009  
RE: SEPTEMBER FACILITY BOARD HIGHLIGHTS

### **Derby Recreation Center**

- The Center was closed on Sunday, September 6<sup>th</sup> and Monday, September 7<sup>th</sup>.
- Interviewed and hired Len McCoy for Support staff position
- Our Fall session began on Monday, September 14<sup>th</sup>. The center is always a busy place when classes begin
- The spin room has a new look! Ceiling fans were installed, an instructor stage was constructed and five new spin bikes were added.
- Attended intergovernmental meeting
- Conducted interviews for custodial positions
- Total members for September was 3484, auto pay members 1008.

### *Fitness Center*

- Painted spin room stage and completed the new improved spin room with ceiling fans, 5 additional bikes, and an instructor platform.
- Attended Quarterly staff meeting on September 13, 5pm
- Held Fitness Center Staff meeting on September 13, 4pm at OAC to train staff for operations at new facility.
- Attended Marathon meeting on September 22 at 6pm. DRC will host Marathon start in October.
- Taught CPR on September 16 from 9a-1p.
- Attended OAC dedication ceremonies and grand opening on September 18 & 19.
- Interviewed and hired new Fitness Specialist, Leonard McCoy
- Finalized all equipment layouts at OAC fitness center. Fitness Center opened for patrons on September 11<sup>th</sup>...gave many tours and joined some new members!

### *Indoor Pool*

- 8 party pacs
- 3 after hour pool rental
- CO2 tank was repaired after a leak on the outside tank was detected
- Hosted the SouthCentral Kansas Aquatics Council (SKAC) meeting on Sept. 24
- Hosted Afternoon Adventures in the pool the 9<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup> & 25<sup>th</sup>
- Hosted Derby Cross Country Team in the pool for some water workouts.
- Held an aquatics staff meeting on Sept. 13
- Purchased, received and assembled 4 new lifeguard stands for the pool.

### **Oaklawn Activity Center**

- Attended weekly construction meetings
- Organized a meeting with Sedgwick County Fire Department staff concerning facility usage. I have been working with Fire Marshal Tim Millsbaugh. They are interested in having two firemen from the Rock Rd and 63<sup>rd</sup> station at the OAC from 8 to 8. This is in the very preliminary planning stages.
- Completed all punch list for the OAC, excluding the far south end
- The Center opened on Monday, September 8<sup>th</sup>.
- Worked with Caro and subcontractors on mechanical and equipment training
- Met with two companies concerning the courtyard area. It is slow going right now, but we want to make sure we are doing things the right way. There are concerns about drainage.
- Attended all Grand Opening committee meetings
- Met with Frank and County Manger and Asst County manger. We toured the OAC and shared our concerns on future flooding issues.
- We have given many tours of the new facility throughout the month.
- Our Grand Opening was held on September 18<sup>th</sup> and 19<sup>th</sup>.
- Grand Opening ceremonies were a success! Staff gave several tours throughout the weekend and provided facility information to all patrons.
- We continue to see an increase in memberships/attendance. 540 members have utilized the gym, fitness center and computer lab during the month. Other facility usage included programs and meetings for a total of 475 in attendance.
- Coordinating painting of the gym with Jack Tracy Painting. Painting will begin on Friday Oct. 9<sup>th</sup>. Painters will paint half of the gym while leaving the other half open for open gym and then alternate sides.
- Working on facility cleaning form/checklist for custodial staff.
- Developing database in Alarm Lock software for all keyless entry devices. This will allow us to program locks and assign entry codes to staff and rentals.
- Continue to work with Tender Care on outdoor landscape plan.

- Gym floor is complete and looks excellent.
- Seeking bids for lighting improvement in the existing parking lot of campus.
- Seeking bids for lockers in locker rooms at OAC.
- Developing procedures for safe room during severe weather.
- Working with Building Control Services to receiving training on building controls for HVAC systems.
- Continue to work with vendors for ordering and upkeep of supplies.

### **Rock River Rapids**

- Working on Annual Pool Report for the City
- Met with DRC staff to go over idea list and other information for out meeting with the City staff.

### **Outdoor Maintenance & Fleet**

- DRC fall baseball and softball league started for 2009.
- Continue to drag and maintain ball fields to keep fields level and in good playing condition.
- Provided grounds keeping for fall softball tournament at High Park.
- Mowing and edging DRC grounds, Idlewild field and St. Mary's field.
- Continue to keep DRC maintenance shop clean and organized.
- Laid out and painted five soccer fields for DRC fall soccer league.
- Cleaned up the grounds around OAC prior to Grand Opening.
- Working on an outdoor maintenance project list for maintenance of DRC grounds.
- The 2005 Ford Van and 2008 Ford Super Duty truck were just serviced. The 2003 Dodge Hemi is scheduled to be serviced next.
- All other fleet is up to date on service.



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**MEMORANDUM**

TO: DRC BOARD MEMBERS  
 FROM: Trina Bauer, Director of Facilities  
 DATE: October 6, 2009  
 RE: OAKLAWN ACTIVITY CENTER PROJECT UPDATE

**Construction:**

- We are now meeting with the architect and contractor on a weekly basis. Tuesdays at 2:00 pm.
- The punch lists for locker rooms and exterior have been completed.
- The majority of the new addition punch list has been completed, with just a few items remaining.
- Continue to work with subcontractors on mechanical and equipment training.
- The landscaping is moving slowing. Waiting on recommendations for drainage in the courtyard area.
- Tendercare has been working on the irrigation system. They ran in to a couple of problems. We coordinated with Tom Snodgrass and were able to continue with the project.

**Change Orders:**

- New items on construction modification log:
  - None at this time.

**Financial:**

- We have forwarded application #11 on to USD 260 in the amount of \$112,586.80.

Initial Bid	\$2,476,800.00
Change Orders to date	\$65,856.82
<b>Total</b>	<b>\$2,542,656.82</b>
Project funds available	\$2,568,508.27

**Planning:**

- Waiting to hear from Sedgwick Co. Sheriffs representatives concerning their lease agreement.
- Met with County staff concerning flooding issues.
- Continue to work with programming staff on facility usage and south end remodel timeline.
- The USD 260 transportation department has an option for students in the Oaklawn area to be picked up before school or dropped off after school at the OAC. Staff is working on letting parents and students know about this service.
- All media center equipment is installed and functioning.



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**MEMORANDUM**

**TO:** DRC BOARD MEMBERS  
**FROM:** Kathleen Avitt, Director of Programs  
**DATE:** October 8, 2009  
**RE:** PROGRAM HIGHLIGHT- FITNESS MANIA

At the meeting, Assistant Fitness Director, Susie Wilkes will give you a program highlight on Fitness Mania 2009. We will present you with PowerPoint presentations and share photos. Attached are the PowerPoint presentations to be presented.



## Fitness Mania September 12, 2009



## Overview

- Fitness Classes from Derby rec
- Hospitality with plenty of food and drinks
- Free t-shirts
- up to \$20
- Participants also receive an event t-shirt and a chance for door prizes



## Sponsors

- Buffalo Wild Wings
- Common's Deli
- Sonic
- Green Acres Market
- Carol M. Yedra DDS
- Storm of Wichita
- Simplest Bride
- Freddy's Frozen Custard
- Little Buster's
- Legacy Gourmet Corned Corn
- LANC
- Bradlees Chiropractic
- Smith Chiropractic
- KU School Medicine
- Walgreens
- DB Construction
- Applebee's
- Eric Fisher Salon
- Dede Chiropractic Center
- Wheatland Wellness
- Heritage College
- Dillon's



## REVENUE / EXPENSES

### Total Revenue:

■ Registration Fees	\$	1,085.00
■ Dillon's Gift Card	\$	75.00
■ TOTAL	\$	1,160.00

### Total Expenses:

■ Volunteer T-shirts	\$	(495.00)
■ Participants T-shirts	\$	(422.00)
■ Food	\$	(49.50)
■ Decorations	\$	(13.75)
■ TOTAL	\$	(982.33)

**Net Revenue: \$ 477.67**



## Promotion



- In-House (Flyers, Program guide)
- Derby Rec On-line
- Registration forms distributed
- Mailing to last year's participants



## Lot's of fun for ALL!



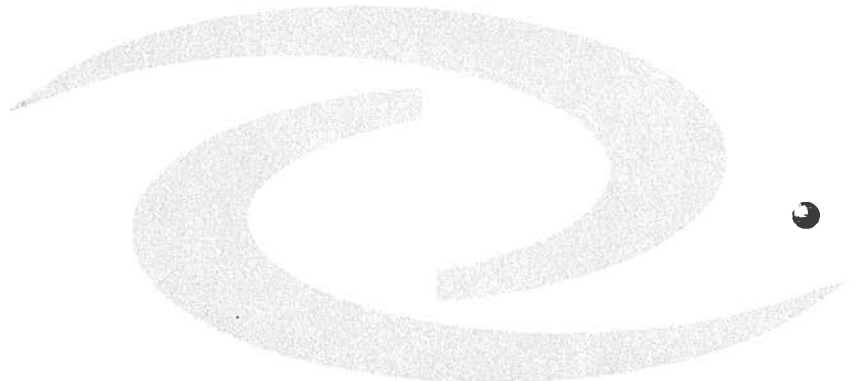


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**MEMORANDUM**

**TO:** DRC BOARD MEMBERS  
**FROM:** Frank Seitz, Superintendent of Recreation  
**DATE:** October 7, 2009  
**RE:** COMMITTEE ASSIGNMENTS

Per Chairman Sexton's election as Chairman at the last board meeting, enclosed are the committee appointments for the Derby Recreation Commission for the 2009-2010 year. These are standing committees that meet periodically based on need or suggestion by a board member.



## COMMITTEES

### 1. Purpose

The purpose of Standing Committees shall be to advise the Commission and to carryout delegated responsibilities. Such Standing Committees should prepare recommendations and reports for the Commission based upon thorough review of relevant matters. The following Standing Committees are hereby designated and created:

#### Committee Appointments for 2009-2010

- |                                       |                                    |
|---------------------------------------|------------------------------------|
| a. Finance Committee                  | <b>Greteman(Chairman)/Flaharty</b> |
| b. Programming & Facilities Committee | <b>Sexton(Chairman)/Ruff</b>       |
| c. Personnel Committee                | <b>Kinch(Chairman)/Ruff</b>        |
| d. By-Laws & Policy Committee         | <b>Flaharty(Chairman)/Kinch</b>    |

### 2. Committee Composition

Each Standing Committee shall consist of at least two Commissioners. The Chairperson of the Commission shall appoint two commissioners, the Superintendent or his designate, and one additional staff member. Committee shall be appointed annually at the first meeting of each fiscal year at which a quorum is present. One *or more* additional members may be appointed either from the Commission, staff or from the public.

### 3. Appointment of Committee Chairperson

The Chairperson of the Commission shall appoint a Commissioner to serve as chairperson of each committee not later than the October meeting of each year, or upon the creation of a new committee.

### 4. Committee Authority; Limitation

Each standing Committee may exercise such power of the Commission as is lawfully delegated by a committee. The development of subcommittees shall be subject to approval of the Commission.

### 5. Establish Administrative Procedures

Each Standing Committee shall have the authority to establish administrative procedures, in coordination with the Superintendent for conducting its meetings and performing its duties. Such authority shall include:

- a. Compiling the meeting agenda
- b. Establishing procedures for coordinating information
- c. Preparation of reports to the Commission
- d. Detailed review of committee responsibilities
- e. Recommendations regarding continuation, modification, or termination of the Committee
- f. Preparing and presenting action items for discussion at the regular meeting

**6. Committee Meetings**

Regular Meetings of the Standing Committees may be held at such time and at such place as shall from time to time be determined by the Chairperson of such Committee.

**7. Report to the Commission**

Each Standing Committee shall report to the Commission on any meetings held.

**8. Filing of Vacancies**

If a vacancy occurs on a Standing Committee, by resignation or removal, the Chairperson of the Commission shall appoint a successor.



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**MEMORANDUM**

TO: DRC BOARD MEMBERS  
FROM: Derek Smith, Director of Administration  
DATE: October 7, 2009  
RE: SCHOLARSHIP REPORT

After noting substantial increases in the amount of scholarships being granted, the Superintendent directed staff to examine the scholarship program over the last five years. Please find the analysis attached.



## **DRC Scholarship Analysis**

**9/29/09**

Background: The DRC has experienced tremendous growth in its scholarship program in the last five years. The Superintendent has requested a review of the last five years to identify trends and give the DRC Board adequate information to determine future policy.

The scholarship policy mirrors the school district free and reduced lunch guidelines. If the family qualifies for 50% reduced lunch, they receive 50% scholarship rates. If they qualify for 100% free and reduced lunch, they receive 100% scholarships. Families without children in school may submit tax returns and are scholarshiped at the same financial levels as the lunch program.

The DRC has operated under the philosophy that, by receiving public funds, we assume a responsibility to serve all members of the USD 260 community. The scholarship policy is designed to make public recreation accessible to those who ordinarily could not afford these services. Staff believes nobody in the district is prevented from participating due to lack of funds.

The DRC needs to support its programs through user fees however. The DRC scholarship program is liberal in the industry based on input from Pro's incorporated. Total scholarships have tripled in three years. It seems appropriate to review the program and determine if it is working and sustainable.

Staff determined scholarships are given in three primary areas:

**Adult Programs**

**Youth Programs**

**Memberships**

The data contained in the report is based on the July 1 to June 30<sup>th</sup> fiscal year. Any information referring to 2009 for instance will refer to the 2008-2009 fiscal year.

### **Total Scholarship Summary**

	<b>2009</b>	<b>2008</b>	<b>2007</b>	<b>2006</b>	<b>2005</b>
Adult Programs Scholarships	\$1,832.75	\$1,836.30	\$1,291.00	\$2,167.50	\$2,021.00
Youth Programs Scholarships	\$49,019.66	\$24,753.38	\$25,570.60	\$20,394.58	\$16,543.74
Membership Scholarships	\$60,362.20	\$51,089.35	\$33,939.00	\$18,105.20	\$21,485.40
<b>Total Scholarships</b>	<b>\$111,214.61</b>	<b>\$77,679.03</b>	<b>\$60,800.60</b>	<b>\$40,667.28</b>	<b>\$40,050.14</b>

## Scholarships as a Percentage of Program and Membership Revenue

Total Scholarships	<b>2009</b>	<b>2008</b>	<b>2007</b>	<b>2006</b>	<b>2005</b>
	\$111,214.61	\$77,679.03	\$60,800.60	\$40,667.28	\$40,050.14
Total Program and Membership Revenue					
	\$1,818,742.29	\$1,802,527.00	\$1,668,645.00	\$1,642,082.00	\$1,425,060.00
<b>Scholarships as a percentage of revenue</b>	<b>6.11%</b>	<b>4.31%</b>	<b>3.64%</b>	<b>2.47%</b>	<b>2.81%</b>

## Adult Programs Scholarship Summary

	<b>2009</b>	<b>2008</b>	<b>2007</b>	<b>2006</b>	<b>2005</b>
Adult Programs Scholarships	\$1,832.75	\$1,836.30	\$1,291.00	\$2,167.50	\$2,021.00
Adult Program Revenue	\$253,074.90	\$237,823.00	\$224,257.00	\$203,260.00	\$200,215.00
<b>Scholarships as Percentage of Revenue</b>	<b>0.72%</b>	<b>0.77%</b>	<b>0.58%</b>	<b>1.07%</b>	<b>1.01%</b>

- Adult Scholarships have historically been a small proportion of total revenue.
- In spite of recent economic issues there was very little change in this pattern.

## Youth Programs Scholarship Summary

	<b>2009</b>	<b>2008</b>	<b>2007</b>	<b>2006</b>	<b>2005</b>
Youth Programs Scholarships	\$49,019.66	\$24,753.38	\$25,570.60	\$20,394.58	\$16,543.74
Youth Program Revenue*	\$206,465.90	\$217,992.00	\$197,655.00	\$178,550.00	\$159,127.00
Oaklawn Program Revenue	\$438.34	\$39,268.00	\$85,642.00	\$98,136.00	\$107,100.00
Scholarships as percentage of revenue	23.69%	9.62%	9.03%	7.37%	6.21%

\*Includes Oaklawn Program Revenue

- The proportion has risen significantly in part due to increased amount of scholarships granted and in part due to decreasing revenues in Oaklawn due to the 21<sup>st</sup> Century grant expiring.
- Staff discovered an error in our recording process for scholarships in 2007 and 2008 that resulted in Oaklawn Scholarships being underreported. 2009 numbers for both Oaklawn programs and Youth programs are accurate. This resulted in

artificially low youth program scholarship numbers for 2007 and 2008. The numbers indicate a dramatic increase but the increase was actually more gradual.

- Scholarships in this area are likely to increase due to the expansion of the OAC facility.
- Recreation Station and Camp DRC in particular are particularly challenged because they are dealing with sharp increases in scholarships and declines in attendance overall. Both seem to be driven by economic conditions.

### **Membership Programs Scholarship Summary**

	<b>2009</b>	<b>2008</b>	<b>2007</b>	<b>2006</b>	<b>2005</b>
Membership Scholarships	\$60,362.20	\$51,089.35	\$33,939.00	\$18,105.20	\$21,485.40
Membership Revenue	\$685,500.87	\$651,612.00	\$604,038.00	\$511,230.00	\$484,564.00
Scholarships as percentage of revenue	8.81%	7.84%	5.62%	3.54%	4.43%

- Memberships are the largest area of scholarships granted.
- Membership scholarships have nearly doubled in two years.
- 93% of these are family memberships.
- This number is a likely candidate to increase with the expansion of the OAC facility.

## Summary

### Pro's

- If judged by usage, the scholarship program is a success and it's doing what it's supposed to be doing.
- In many cases our costs for providing these services are fixed. Such as the gymnasium, fitness center, an instructor for an aerobics class etc. One more person in a class does not necessarily raise costs. \$120,000 in scholarships does not result in a corresponding amount of expense.
- Revenues are continuing to rise so the DRC is not being overly affected financially.

### Con's

- Because the policy allows more people to access services, classes are more full, the fitness center is busier, instructors have less time to devote to other students. There is a cost in service levels with more people.
- There are costs associated with providing some services. It takes more lifeguards for swim lessons, more officials for games, more cleaning, more wear and tear etc.
- Some of those receiving scholarships would purchase our services anyway as they are an economical form of entertainment.

The steady growth in the scholarships is something to monitor but staff does not consider it to be overly detrimental to our financial position. In part, especially the last year, these numbers are being driven by the economy. The DRC has most likely served as a valuable resource for many families facing layoffs in the last year.

Staff recommends continuing the current scholarship program. We believe the program is sustainable but the steady growth of youth scholarships merits monitoring. Staff reviews the scholarship report on a monthly basis. We would like to make the scholarship report an item to appear annually on the October agenda. If growth in scholarships begins to drive fees or costs significantly, a range of alternatives can be put on place to steer the program to more sustainable levels.

## Adult Programs Detail Report

	<b>2009</b>	<b>2008</b>	<b>2007</b>	<b>2006</b>	<b>2005</b>
Adult Fitness	\$1,042.70	\$931.30	\$631.50	\$970.00	\$835.00
Aqua Fitness	\$610.05	\$641.45	\$446.50	\$1,108.50	\$1,037.00
Special Pops	\$0.00	\$53.00	\$75.00	\$15.00	\$24.00
Adult Arts and Crafts	\$60.00	\$109.75	\$42.00	\$42.00	\$30.00
Adult Dance	\$120.00	\$100.80	\$96.00	\$32.00	\$95.00
<b>Total</b>	<b>\$1,832.75</b>	<b>\$1,836.30</b>	<b>\$1,291.00</b>	<b>\$2,167.50</b>	<b>\$2,021.00</b>

## Youth Programs Detail Report

	<b>2009</b>	<b>2008</b>	<b>2007</b>	<b>2006</b>	<b>2005</b>
Youth Fitness	\$574.00	\$170.00	\$335.00	\$342.00	\$406.00
Aqua Lessons	\$1,042.00	\$648.00	\$780.50	\$384.75	\$177.00
Youth Arts and Crafts	\$1,424.50	\$832.00	\$934.00	\$346.50	\$230.00
Recreation Station	\$18,426.20	\$13,601.68	\$13,235.00	\$4,295.50	\$5,936.75
Youth Theater	\$398.16	\$60.00	\$64.00	\$20.00	\$64.00
Youth Dance	\$713.00	\$517.00	\$136.00	\$163.50	\$136.00
Cheerleading	\$887.50	\$231.00	\$1,018.00	\$119.50	\$83.00
Gymnastics	\$547.50	\$637.50	\$1,321.25	\$779.25	\$243.00
Camp DRC	\$1,458.80	\$745.00	\$606.50	\$591.50	\$267.00
Tae Kwon Do	\$832.50	\$658.00	\$600.00	\$927.00	\$656.00
Archery	\$100.00	\$112.50	\$50.00	\$12.50	\$0.00
Youth Tennis	\$470.00	\$350.00	\$170.00	\$122.50	\$297.50
Youth Soccer	\$792.25	\$998.25	\$1,368.73	\$755.24	\$554.87
Youth Volleyball	\$110.00	\$43.50	\$7.25	\$14.75	\$58.87
Youth Basketball	\$458.00	\$233.00	\$147.00	\$184.37	\$263.50
Youth Racquetball	\$0.00	\$100.00	\$25.00	\$0.00	\$112.50
Youth BB/SB	\$829.25	\$899.45	\$963.87	\$660.22	\$318.75
Flag Football	\$161.50	\$475.50	\$145.50	\$148.50	\$86.00
Oaklawn Scholarships	\$19,794.50	\$3,441.00	\$3,663.00	\$10,527.00	\$6,653.00
<b>Totals</b>	<b>\$49,019.66</b>	<b>\$24,753.38</b>	<b>\$25,570.60</b>	<b>\$20,394.58</b>	<b>\$16,543.74</b>

## Membership detail report

	<b>2009</b>	<b>2008</b>	<b>2007</b>	<b>2006</b>	<b>2005</b>
Platinum - Family	\$56,217.65	\$45,207.68	\$30,266.00	\$16,894.20	\$20,530.80
Platinum - Single	\$3,739.87	\$5,310.42	\$2,693.00	\$820.00	\$885.60
Gold Dry - Family		\$21.50	\$151.00		
Gold Dry - Single		\$7.75	\$207.00	\$138.00	
Silver - Single		\$125.00	\$93.00		
Bronze	\$404.68	\$417.00	\$529.00	\$253.00	\$69.00
	\$60,362.20	\$51,089.35	\$33,939.00	\$18,105.20	\$21,485.40



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## MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Chris Drum, Assistant Director of Facilities

DATE: October 8, 2009

RE: PURCHASE REQUEST – DRC Carpet

We would like to propose the purchase of new carpet for the Derby Recreation Center. All currently carpeted areas will receive new carpet as part of this project. The approximate square footage of carpeted area is 11,000 sq ft.

The proposed carpet brand is Oxford III. This is a 28 oz. commercial carpet with a 10-year warranty. This project also includes installation of new vinyl cove base and moving of all furniture.

Staff received 3 bids for this project:

Carpet One	\$26,250.00
Carpet Value	\$27,351.20
Star Floor and Decorating	\$32,658.75

Staff recommends the purchase from Carpet One in the amount of \$26,250.00.

LINE ITEM	BUDGETED	EXP TO DATE	BALANCE
DRC Capital Improvements	\$143,800	\$1,484.37	\$142,315.63