



BOARD MEETING AGENDA

Tuesday, January 10, 2012
OAKLAWN ACTIVITY CENTER
7:00pm

- A. Consent Agenda *(Action Required)*
1. Regular Meeting Minutes December 2011
 2. Checks & Vouchers December 2011
 3. Idle Funds
 4. ½ Year Financials
 5. Personnel

B. Superintendent Report *(Receive & File)*

C. Staff Highlights *(Receive & File)*

PUBLIC FORUM

PROGRAM HIGHLIGHT

- D. 2011 Christmas Classic Art Fair *(Receive & File)*
Kathleen Avitt, Director of Programs

OLD BUSINESS

- E. Audit Response *(Receive & File)*
Derek Smith, Director of Administration

NEW BUSINESS

- F. Personnel Committee Recommendations *(Action Required) (Receive & File)*
Derek Smith, Director of Administration

- G. Derby Health Collaborative Year Update *(Receive & File)*
Kathleen Avitt, Director of Programs

- H. Volunteer Report *(Receive & File)*
Kathleen Avitt, Director of Programs



- I. 2011-2012 Audit Engagement *(Action Required)*
Derek Smith, Director of Administration

ADD ONS

Kansas Recreation & Park Association Conference
Capitol Plaza Hotel, Topeka, Kansas
January 25-27, 2012

Intergovernmental Meeting
Hosted by USD 260
Monday, April 16



BOARD MEETING MINUTES

December 13, 2011

A regular meeting of the Derby Recreation Commission was held at the Derby Recreation Center, 801 E. Market, Derby, Tuesday, December 13, 2011.

Chairman Robert Flaharty called the meeting to order. Present were Board members Rick Ruff, Ken Greteman, Ken Mulanax, and Chris Sexton. Also present were Frank Seitz, Superintendent of Recreation, Trina Bauer, Director of Facilities, Derek Smith, Director of Administration, Lisa Nelson, Director of Marketing, Chris Drum, Assistant Director of Facilities, Kathleen Avitt, Director of Programs, Rob McDonald, Director of IT, Jennifer Nixon, Program Coordinator, Tonya Sullivan, Aquatic Program Coordinator, and Caryn Greenstreet, Administrative Assistant.

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

The Superintendents Report was reviewed.

The Staff Highlights were reviewed.

Jennifer Nixon highlighted the 2011 Halloween Hullabaloo with the board.

The board recognized employees Jay Hall, Shelbi Carpenter, and Mandy Baker, (absent) for quarterly DRC employee recognition awards.

Rick Ruff moved to approve the Verus Partnership Agreement as presented, Ken Greteman seconded, motion carried 5-0.

Ken Greteman moved to approve the Derby Junior Football partnership agreement, Ken Mulanax seconded, motion carried 4-0-1, Chris Sexton abstained.

Frank Seitz reviewed the employee service awards for 2011.

Robert Flaharty moved to approve the purchase of a Wibit Aquatrack at the purchase price of \$9,994, Rick Ruff seconded, motion carried 5-0.

The board directed staff to approach the city since the Wibit Aquatrack will also be used at Rock River Rapids and inquire if they partner in this purchase.

Robert Flaharty invited the board to attend the KRPA Conference in Topeka from January 24-27, 2012.

Chairman Robert Flaharty inquired as to if the board would like to entertain changing the meeting date of the February meeting. No action was taken.

Superintendent Frank Seitz reviewed and explained the DRC listing on recent property tax statements.

Chris Sexton moved to adjourn, Rick Ruff seconded, motion carried 5-0.



MEMORANDUM

TO: DRC BOARD MEMBERS
FROM: Frank Seitz, Superintendent of Recreation
DATE: January 4, 2012
RE: SUPERINTENDENT REPORT

- Worked with Director of Administration Derek Smith and accounting staff on completion of audit item recommendations.
- Worked with Director of Administration Derek Smith on the Personnel Committee proposals for DRC personnel consideration.
- Attended the DRC annual EAC Yankee Swap.
- Met with City Manager Kathy Sexton and Director of Facilities Trina Bauer concerning the DRC remodel and Market Place remodel.
- Attended the Derby Health Collaborative December meeting.
- Reviewed financials with Director of Programs Kathleen Avitt for the Derby Health Collaborative.
- Attended the Athletic Business Conference in Orlando, Florida.
- Took four hours of vacation.
- Attended the DRC Staff Appreciation Banquet.
- Met with Assistant Director of Facilities Chris Drum about signage on new bus.
- Attended the Spencer Wernli Financial Holiday Open House.
- Attended the Derby Advisory Board December social.
- Met with new Southwest Paper representative Rob Regier.
- Requested information for Personnel Committee from Blue Valley Recreation Commission.

- Met with Personnel Committee concerning policy recommendations.
- Met with architects regarding the DRC remodel and Market Place project.
- Consulted with Leon Younger concerning our Community Wellness Proposal.
- Attended Hardman & Associates presentation on our employee wellness and FSA plans.
- Wrote article published in local newspaper as well as winter program guide.



MEMORANDUM

801 EAST MARKET

P.O. BOX 324

DERBY, KS 67037

TEL 316-788-3781

FAX 316-788-6549

TO: DRC BOARD MEMBERS
FROM: Derek Smith, Director of Administration
DATE: DECEMBER 5, 2011
RE: DECEMBER ADMINISTRATION HIGHLIGHTS

Accounting/Risk Management

- Working on audit response documents. Met with Auditor on issues in management report.
- Worked with Book keeping and Directors on new comp time policy.
- Performing support staff payroll audit.

Contracts

- Met with Jean Epperson on potential financing plan for construction project.

Personnel

- Met with Personnel Committee on recommended policy revisions. Performing some follow up research requested.
- Completed 2012 master training schedule, reserved rooms etc.
- Completed wellness calendar for 2012.
- Initiated website support for wellness program.
- Scheduled and conducted Interviews for maintenance tech candidates. Conducting reference checks etc.
- Advertised Community Wellness Coordinator position.
- Beginning process of closing out 2011 FSA.
- Conducted employee orientation for FSA program and new FSA vendor orientation.

Other:

- Working on City/School CIP recommendations.

Technology

- Worked on internal signage for both the DRC and OAC.
- Met with Ted Austin from the City to discuss options with wireless camera system at Rock River Rapids.
- Worked with Jeff from Streamline Connections on some issues with our surveillance system.
- Worked with Class on a few issues in regard to software fixes and updates for Biometrics.
- Updated both servers with Microsoft updates and did some general server maintenance.

- Met with a media supplier in Wichita for some of our wide format printer needs.
- Worked with some new computer setups.
- Worked with some large signage/artwork for both the DRC and OAC. We continue to build on our BE signage and message.
- Worked with Marketing on several ads and billboards.
- Worked with updates on the DRC and Rock River Rapids web-sites.

Marketing:

Community Involvement

- Attended Community Marketing Steering Committee meeting
- Attended the Chamber Breakfast

Rock River Rapids

- Posted Holiday Season Pass special reminder on RRR and DRC FB pages
- Met with Brian from Wichita Wingnuts regarding 2012 partnership opportunities

Program Support

- Posted the following on DRC Facebook page: Get Fit Check It Out classes, member stories, lifeguard training sessions, and personal training special
- Finished member stories, assisted with banner creation, web pages and promotion
- Provided article information to USD 260 regarding Gym and Swim and Unsinkables
- Helped create Wichita Eagle Notes ad that was attached to Wichita Eagle promoting Center Membership

Health Collaborative

- Attended DHC end of year meeting
- Attended UMHMF end of grant meeting in Hutchinson with Kathleen
- Created Preschool Game Day, Stoller Fit and Derby Walks electronic billboards (now running on K15 and Rock Road)
- Created Preschool Game Day, Stoller Fit and Derby Walks ads to run at Derby Plaza Theater

Miscellaneous

- Advertised DRC Wellness Coordinator position on FB page



MEMORANDUM

TO: DRC BOARD MEMBERS
FROM: Trina Bauer, Director of Facilities
DATE: January 3, 2012
RE: DECEMBER FACILITY BOARD HIGHLIGHTS

Derby Recreation Center

- The basketball courts were closed Friday, Dec 2 and Saturday, Dec 3 due to the Art fair. Facility Services staff put gym floor cover out and marked all booth spaces on Thursday night after closing..
- The Center closed at 12 pm on December 24th and was closed Christmas day. We closed at 5 pm on December 31st and were closed January 1st. Textcaster messages were sent out to remind patrons of the holiday hours.
- Prepared staff for RRR online sales, for season passes and gift certificates.
- Met with Lisa and Derek on membership marketing ideas and plan.
- Participated in the Christmas lunch and yankee swap.
- Tracked RRR promotional sales throughout the month. We sold 409 passes, compared to 329 in 2010.
- Dealt with our fire alarm system throughout the month. We have a device in the pool area that is malfunctioning. Simplex has replaced it, but it went into alarm again. They will install a new device the first week of January.
- Interviewed and hired for a part time support staff position.
- Streamline Connection completed preventative maintenance on our surveillance and keyless entry systems.
- Johnson Controls completed preventative maintenance on our HVAC controls.
- Met with staff on remodel project planning.
- Attended meeting with Kathy Sexton and Frank on remodel and Madison Place update.
- Memberships for December were 4012, auto pay members 1738.

Fitness Center

- Complete weekly schedules for all Fitness Specialists.
- Attended the Athletic Business Conference and Expo Nov. 29-Dec. 3
- Fitness Christmas Party was held on December 4.

- Attended Remodel Project meeting with Trina, Chris, Frank and Susie to discuss the plans for the remodel and what are needs are.
- Started getting some pads in the fitness center recovered as needed.
- Signage for fitness center was revamped and is being put up as finished which we feel is going to make a positive impact on the look in the fitness center.
- Mid-States came out to service on of our AMT's.
- Fitness staff goal for 2012 is to Be Approachable. We are here for the customers and hope we can serve them in a positive and effective ways in 2012.

Indoor Pool

- Complete weekly schedules for all Lifeguards and Head Guards.
- Completed Staff Evaluations
- Indoor Aquatics staff meeting/Christmas Party held on Dec.17.
- Continued research on swimming pool lifts and what we need to be in compliance by March for 2012.
- Set up Colorado Timing System with the High School coaches to test everything before first swim meet.
- Continue researching Swimming Pool Lifts. We will need to purchase on in the next month or so to be compliant with ADA.
- Worked on completing the Wellness Calendar for 2012. We have worked on creating fun challenges for employees and hope that everyone will participate.

Oaklawn Activity Center

- Attendance for the month of December was 1,341.
- Began the OAC Get Fit Check it Out session on December 27th.
- Met with Kruse Corporation representatives to inspect the four newly installed furnaces. All furnaces are operating great.
- Attended the staff appreciation banquet on Dec. 10th.
- Met with Superintendent of Recreation on bus sponsorship details.
- Acquired bids for the painting and staining of new interior doors and frames in the activity studios.
- Met with our new Southwest Paper representative to familiarize with DRC operations.
- Acquired the new white bus tag and county inspection.
- Attended an update meeting on employee wellness and flex spending account.
- Attended the DRC employee yankee swap.
- Interviewed candidates for one support staff position and hired Travis Blackburn for that position.
- Met with Simplex and set up man lift for the replacement of the smoke detector in the indoor pool.
- Attended a DRC remodel workshop meeting.

- Met with our new representative with Total Filtration on location of all HVAC filter locations.
- Hung and mounted two sets of “Be” banners.
- Prepared all weekly facility staff work schedules.
- Met with Joy Pulver for White Bus sponsorship logo placement.
- Attended the DRC Art Fair wrap up meeting.
- Facilitated the following events in December at the OAC:
 - -Daily Boys and Girls Club gym activities.
 - -Free Spirits Sports Banquet.
 - -Radio Control Club Christmas Party

Fitness Center

- Decorated for the Holiday Season.
- Fitness Specialists did weigh-ins for Delite in the Season.

Rock River Rapids

- Kicked off our first staff re-cert training on Dec. 28 with 52 staff. Great turnout!
- Ordered replacement tubes for the river and slides
- Started working on the new budget
- Looking at ways to make 2012 our most successful summer yet with new training for staff and new programs and offerings for our customers!

Outdoor Maintenance and Fleet

- Assisted in decorating DRC for holidays.
- Ordered new nets and bases for upcoming season.
- Assisted with the Art Fair.
- Researched options for heating the maintenance shop.
- The snow plow required repair work. It is now in working condition.
- New white bus received new sponsorship logos.



MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Kathleen Avitt, Director of Programs

DATE: December 30, 2011

RE: DECEMBER PROGRAMMING BOARD HIGHLIGHTS

Program Area Highlights

- Volunteered for the Christmas Art Fair.
- Attended Grant meeting in Hutchinson.
- Attended Yankee Swap EAC function.
- Reviewed Monthly Memoirs from Caryn for checks.
- Attended the Xmas Art Fair wrap up meeting.
- Completed Fall Comparison Report numbers.
- Working on completion of volunteer report.
- Working on completion of grant budget items.
- Memo for Spring Program Guide timeline.
- DHC website updates with members and program information.
- Internship interviews.
- DHC celebrated one year anniversary and at December meeting we had a small party to celebrate accomplishments and discuss 2012.
- Working on evaluations for post surveys for DHC grant.
- Working on Annual report information for Frank.
- Working on Shirts Plus list for 2012.
- Working on January and February school newsletters
- Reviewed Month end reports.
- Completed school newsletter content and PowerPoint for channel 7.
- Held bi-weekly staff meetings.
- Updating 2011 Fall Comparison Report numbers and 2011 Volunteer Report.

Aquatics

- Swimming with Santa was held on December 17, it continues to have good participants each year. This year we had a total of 50 swimmers.
- Purchased the Aqua Track Wibit. It was delivered on January 3 and we have a meeting set up to have some lifeguards come and play on it to determine rules and regulations.
- Held a WSI Instructor meeting on December 10.
- The Unsinkables program for all 2nd grade classes in USD 260 continued. Derby Hills Elementary began December 5 – December 15.
- Working on gathering volunteers and gearing up for the DRC Indoor Triathlon.
- Putting together and planning for my maternity leave.

Art

- Interviewed and hired Youth art instructor.
- Coordinated and held DRC Christmas Art Fair.
- Secured the signage for art fair in community spots and in DRC parking lot.
- Assisted with holiday decorating for centers.
- Assisted with Breakfast with Santa.
- Attended Derby Arts Council meeting.
- Completed Fall comparison participation numbers.
- Working on instructors for basic art programming.
- Working on Derby Walks wooden carving for schools. Carve n Chat has agreed to carve the mascots into the piece.

Fitness

- Fitness classes started the mini session with 157 drop in.
- On December 7, the aquatics instructors learned several new instructional moves to use in their classes. The in house workshop included information on new ways to use the equipment and touched on Water Yoga.
- We continued to circulate the tri-folds in Wichita to promote the Indoor Triathlon on January 22. Confirmed sponsors for the event and meant with Volunteer and Co- Director to fine tune details. Scheduled Shirts Plus for the print time on shirts for this event. Ordered medal and started researching the overall prizes.
- Personal Training special started on December 15; there are cards on the machines in the fitness center to promote the special.
- Met with Yoga instructors to practice the Hot Yoga being offered in the mini session. Practiced poses in the room to get a feeling for the heat that is needed to teach this class. We added small lighting to create the atmosphere needed for Yoga.
- Promoted Teen Yoga with after school activity, middle school students really enjoyed being introduced to yoga
- Started virtual bike rides in the mini session for all the spin classes. The bike ride in December is the back roads through Southern California.

- In house workshop with spin instructors to introduce the virtual bike ride that is being shown in the spin classes. Learning technique on the bike, workouts, and cues that are short but informative.
- Get Fit Check it out started on December 27 with patrons enjoying classes at 9:30am and 6:00pm.

Special Events, Special Programs and Oaklawn

- Chaperoned and organized the 7th and 8th grade dance on December 16.
- Dee Anna and I coordinated and implemented Preschool Games at the Derby Recreation Center.
- Oversaw volunteers, entertainment and drove the Shuttle bus (7:30-12:00) on the Saturday of the Art Fair.
- Made reminder calls, shopped for supplies and attended the Senior Christmas Dinner and Light Tour.
- Coordinated and ran BINGO at the Oaklawn Activity Center.
- Organized volunteers, communicated with the Kiwanis (who cooked pancakes and sausage) and decorated for Breakfast with Santa.
- Delivered a craft for the participants at the OID Breakfast with Santa.
- Attended board meeting to present the Halloween Hullabaloo Power Point. Attended the DHC monthly meeting.
- Coordinated and prepared for and Primetime Christmas Parties at the OAC on December 19. The kids had cookies and mild, received a tattoo, participated in crafts/letters to Santa and had a chance to visit with Good Saint Nick.
- Set up Recreation Station on Wednesday Dec .21 for Dee Anna.
- Held a Free Spirits Sports Banquet. Athletes who competed in bocce, bowling and volleyball were honored.
- The Off Season Training program for the Free Spirits continued to meet.
- The Free Spirits attended a Thunder Hockey game.
- Began preparing for the annual Free Spirits Soup Supper.
- Continued organizing the Cooper and Oaklawn Gym & Swim program.
- Continued organizing the DRC After School Program.
- Recreation Station was held 5 times over the winter break.
- Held a Christmas Party at the OAC for the Cooper PrimeTime students. Activities included a visit from Santa, cookies and milk, an art project, and a letter to Santa.
- Continued meeting with and providing supplies for the recreation portion of Wee Panther Pals.
- The Connect program is in its second session at six of the elementary schools.
- Helped at Kids in the Kitchen with Kristie. 20 parent/child groups attended.
- Helped decorate the center for the holiday events.

Sports

- Supervised youth and adult sports on nights and weekends.
- DRC adult basketball season began this month thirty two teams participating.
- Scheduled officials and scorekeepers for adult winter leagues.
- DRC youth basketball teams began practice this month.
- Assisted in the interview process for winter, spring and summer interns.
- Scheduled practice facilities for youth basketball through USD 260.
- Volunteered as an event wrangler for the DRC Art Fair.



801 EAST MARKET
P.O. BOX 324
DERBY, KS 67037
TEL 316-788-3781
FAX 316-788-6549

MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Kathleen Avitt, Director of Programs

DATE: December 30, 2011

RE: 2011 CHRISTMAS CLASSIC ART FAIR

At the meeting, we will give you a program highlight on the Christmas Art Fair held at the DRC. We will present a PowerPoint presentation and share photos from this year's event.





2011 DRC Xmas Art Fair



- 7 Hours
- 56 Volunteers
- 137 Booths
- 1978 Attended

2011 DRC Xmas Art Fair



Event Activities

- Booths in both the Gym and Community Rooms
- Wonderland Café in the Big Kitchen
- Art Spot Make-It Take-It in the Meeting Rooms
- Photos with Santa in the Nursery
- Live music on the south end of Gym

Revenue / Expenses

• Total Revenue:		\$12,213.00
– Vendor Fees:	\$8,024.00	
– Admissions:	\$1,653.00	
– Wonderland Café:	\$1,966.00	
– Photos with Santa:	\$ 257.00	
– Donations:	\$ 313.00	
• Total Expenses:		\$ 1,795.00
– Advertising:	\$ 714.00	
– Wonderland Café:	\$ 857.00	
– Other:	\$ 224.00	
• Net Revenue:		\$ 10,418.00

Attendance

- **1653 paying adults attended the Xmas Art Fair**
- **324 kids under 12 attended for free**



Volunteers

97 members of the community generously donated their time and talents to admissions, Art Spot Make & Take, Wonderland Café, Photos with Santa, Live Music, and vendor loading/unloading.

• Derby High School Organizations	10
• Girl Scout Troop 354 (Make-It Take-It)	10
• DRC Staff	19
• DRC Board Members	1
• Other Community	4
• Great Plains Dulcimer Alliance	12

Promotions



Christmas Art Fair combines tried, true with cutting



- Program Guide
- Government Channel 7
- Derby water bill insert
- School Newsletter
- Outdoor Signage
 - Yard signs
 - Building banners
 - The Outdoor Sign
- Newspapers
 - Informer
 - Wichita Eagle
 - Rural Messenger
 - Mulvane News
- Wichita Art Email listing
 - Over 400 people
 - Free

Photos with Santa



Volunteers with Santa



Photos with Santa in the Nursery

Business Support

- Promotional indoor/outdoor banners were installed at the following businesses:
 - Wal-Mart
 - Verus Bank
 - The Derby Informer
 - Dillions (both Derby locations)
 - Outdoor banners on light poles throughout Derby
- Yard Signs were located at the following businesses:
 - Verus Banks
 - Wal-Mart
 - Dillions
 - Commerce Bank
 - Car Star
 - Derby Middle School
 - Sixth Grade Center

Vendor Packets



Vendor Evaluations

On a scale of 1 (poor) to 6 (excellent)

	2011	2010	2009
Vendor Packets	6	6	6
Advertising	6	6	5
DRC Staff	6	6	5
Wonderland Café	6	5	5
Show Hours	6	6	5
Overall Rating:	5	5	5

On a scale of 1 (poor) to 5 (excellent)

**MEMORANDUM**

TO: DRC BOARD MEMBERS

FROM: Derek Smith, Director of Administration

DATE: JANUARY 5, 2011

RE: AUDIT RESPONSE

Background: The DRC's auditor made five recommendations to management as a result of the audit of the 2010-2011 budget year. The Conditions and recommendations below are taken directly from the report to management document. The Action summarizes actions the DRC took.

1. Condition: We noted that the accrued payroll at June 30, 2010 related to the Rock River Rapids operations was not correctly reversed against the related salary accounts for the Commission's fiscal year ended June 30, 2011. The impact of this transaction was to overstate payroll expense in the general ledger accounts affected by a total of approximately \$18,724.

Recommendation: We recommend that the staff review the reversing entries for payroll accruals at year end to insure that all reversals have been properly posted.

Action: This problem occurred in June of 2010 at the end of fiscal year 2009-2010. Staff made the recommended corrections and subsequently made the reversing entries successfully in June 2011 the following year. Superintendent and DOA review end of year reversing entries individually with book keeping.

2. Condition: The Commission maintains a Flexible Spending Account (FSA) Plan to provide employees tax free benefits for health and dependent care expenses incurred by employees, their spouses and dependents. Since this plan is considered a Cafeteria Benefit Plan under the Internal Revenue Code Section 125, the salary amount directed to the employees' FSA is considered tax exempt for federal income taxes, state income taxes, social security taxes and Medicare taxes. These salary redirections are currently being treated as taxable wages.

Recommendation: We recommend that the salary redirections be treated as tax exempt for income and payroll tax reporting.

Action: We requested an evaluation from our auditor on the net financial affect it had on employees and the Superintendent directed book keeping to issue a check to affected staff. In general these affects were small but they increased as the amount of the employee's FSA contribution increased. The total amount of checks issued to employees was \$845.97. The correction will also result in the DRC lowering its employee FICA tax contribution by \$1,145.43. The net result was positive \$299.46 for the DRC.

3. Condition: Effective January 1, 2011, the Commission began allowing an employee's spouse to be covered through the Commission health plan even though the spouse could be covered through the spouse's employer. Further, the Commission charges \$100 per month towards this additional premium that it is incurring, due to this election afforded to employees. Currently, the premium contribution by employees is considered a part of taxable wages. Since the Commission's Section 125 Plan does not currently allow for such premiums to be pre tax, the current treatment of those amounts is correct.

Recommendation: We recommend that the Commission consult with its Plan Administrator and consider amending its section 125 Plan to allow for health insurance premium payments to be pre tax for its employees.

Action: The DRC is switching plan administrators from Admin Pro to Hardeman Benefits effective January 1, 2012. DRC has made Hardeman benefits aware of the \$100 premium and Hardeman will include that item in the 2012 cafeteria plan. The \$100 premium will be pre tax effective January 1, 2012.

The auditor indicated no reimbursement is required here as the DRC was following existing policy.

4. Condition: Effective January 1, 2011, the Commission began contributing to participant FSA accounts to assist in funding unreimbursed medical expenses of employees. Currently, the amounts charged to an individual's FSA account is being reduced from the liability account established for each participant. However, the portion of any medical reimbursements funded with Commission contributions is also being charged to this liability account.

Recommendation: We recommend that amounts paid for medical reimbursements that are derived from Commission contributions be charged to an expenditure account when incurred. It should be noted that an audit adjustment was made to correct this situation for the year ended June 30, 2011.

Action: This change has been made and medical reimbursements are charged to an expense account rather than a liability account.

5. Condition: The Commission's current policy is to not pay any overtime hours and approved overtime incurred is added to a compensatory time off bank for all such employees. Further, the hours added to the compensatory bank are computed at one hour of time off for each hour of overtime incurred. If employees are not exempt employees under classifications provided by the Fair Labor and Standards Act (FLSA), any compensatory time bank hours should be credited at one and one half hours for each hour of overtime incurred.

Recommendation: We recommend that the Commission consult with legal counsel to determine if the current policy regarding overtime is allowable under FLSA regulations. Further, we recommend that a formal written policy be established regarding the use of the compensatory time bank hours.

Action: The DRC employee manual reads as such on overtime pay. **It is the current policy of the DRC not to grant pay for hours worked over the normally scheduled hours. However, compensatory time off may be provided at the discretion of the immediate supervisor, and approved by the Superintendent. Whenever applicable, federal and state statutes governing overtime pay will prevail.**

Staff prefers to retain the policy of granting comp time in lieu of paying overtime. Staff acknowledges that if compensatory time is granted for applicable non exempt employees under FLSA, it should be granted at one and one half hours for each hour of overtime incurred. Since we are correcting to follow applicable federal guidelines we do not feel a correction on the employee manual is necessary. Superintendent will draft communication to book keeping and supervisors indicating this change in policy has taken affect.

**MEMORANDUM**

TO: DRC BOARD MEMBERS

FROM: Derek Smith

DATE: January 5, 2012

RE: PERSONNEL COMMITTEE RECOMENDATIONS

Staff developed a list of 4 policy recommendations for the Policy Committee to review. Three of the items are outlined in the attached document and are recommended for approval by the Policy Committee. The fourth item was recommended adjustments to the employee pay scale. The Policy Committee requested additional information on pay scales for local jurisdictions and another Recreation Commission. Staff is still compiling that information and intends to reconvene the Policy Committee when it is complete.

DRC Policy Committee Recommendations

2012

Staff is submitting 3 specific policy recommendations for 2012. The format introduces the article and section to be adjusted. Each recommendation is accompanied with a summary of the suggested change. Any existing policy wording to be struck had a black line through it. Any new verbiage is printed in red.

ITEM 1

ADJUST SUPERINTENDNET'S EXPENDITURE AUTHORITY

*Requires Board Action

1. Raise Superintendent's expenditure authority from \$2,500 to \$10,000.

Background: Prompted by discussions with the Board, staff is requesting an increase in the Superintendents purchasing authority from \$2,500 to \$10,000. Inflation over time has resulted in staff running up against purchasing authority at times. The once a month nature of Commission meetings makes it difficult to plan for purchases, especially for events of an unexpected nature. Staff anticipates making significant renovations on two facilities in the near future and believes the \$2,500 will be prohibitive in making decisions on various purchases for those facilities. The USD 260 Superintendent has \$5,000, up to \$10,000 with price quotes and anything over \$10,000 requires formal bids. Derby City Manager has \$10,000 purchasing authority.

Purchasing authority is part of the DRC by-laws. Adjustment of by-laws requires previous notice on the agenda at least one meeting in advance of the vote. Amendments to the by-laws require majority vote of the entire Commission. (three votes)

BY LAW SECTION TO BE ADJUSTED:

SECTION 4 - PURCHASES

Purchases of single items costing at least five hundred dollars (\$500.00) but less than two thousand five hundred dollars (~~\$2,500.00~~) (\$10,000) shall be authorized by the Superintendent after receiving informal bids. Purchases less than (\$500.00) shall be approved by the Superintendent.

Purchases of items that shall be considered day-to-day operational or replacement items that are needed to maintain the normal operation of the Derby Recreation Commission shall be exempt from this policy.

ITEM 2

ADOPT NEW JOB DESCRIPTIONS

*Informational Materials

2. Adopt two new job descriptions

Background: In October 2010 the Board elected to approve changes in the organizational structure that allowed us to leave two positions unfilled. These were Fitness Director and Facility Services Coordinator. We consequently dropped the Assistant from the existing Assistant Facility Services Coordinator so we still have that job title but with very different job responsibilities. The DRC has used 26 FTE's in 2011 rather than the 28 approved FTE's.

Staff is filling these two positions with a Maintenance Tech and Community Wellness Coordinator. The Maintenance Tech would convert the unfilled indoor facility position into a position with responsibilities for both indoor and outdoor maintenance. DRC has growing need in facilities maintenance both indoor and outdoor and anticipates that will increase considerably as the DRC begins renovations of the DRC and Madison Place facilities.

The Community Wellness Coordinator position would fill the Fitness Director position and is aimed at staffing the DRC internal wellness program, providing support for the Derby Health Collaborative, and performing more outreach work to promote health and wellness at a corporate level and Community wide.

ATTACHMENT: MAINTENANCE TECH JOB DESCRIPTION

COMMUNITY WELLNESS COORDINATOR JOB DESCRIPTION

**DERBY RECREATION COMMISSION
JOB DESCRIPTION**

DRAFT

Position Title:	Maintenance Technician	Department:	Facilities
Reports To:	Facility Services Coordinator	Salary Range:	\$10.91-\$17.52 (\$22,693-\$36,441)
Last Updated:	August 2011		

Position Summary:

Will alternate between indoor and outdoor duties in the facility department as the season and situation dictate. May include field prep and maintenance of outdoor facilities as well as housekeeping, maintenance and repair of all indoor facilities. Will provide leadership to indoor/outdoor staff and report progress of those staff to supervisors. Will assist in the development of maintenance schedules and special projects. Will ensure that those maintenance schedules and special projects are completed. Ideal candidate must possess strong organizational, communications and motivational skills. This job will require flexibility as it may require weekend and evening work and could potentially work any shift at times.

Qualifications:

Mature individual with strong supervisory and facility maintenance skills. Looking for wide ranging skills such as mechanical, electrical, plumbing, custodial and outdoor maintenance experience. Must be 18 and have a valid drivers license. Should maintain CPR/AED certification. Must be able to pass a criminal background check. Policy available under employment at www.derbyrec.com.

Essential Job Functions:

- 1) 60% Outdoor Maintenance
 - Maintenance of Derby Recreation Center and Oaklawn Activity Center grounds.
 - Preparation and maintenance of outdoor athletic fields.
 - Leads outdoor maintenance crews as appropriate.
 - Notifies supervisor in advance when tools or supplies are needed.
 - Makes necessary purchases for the department as directed by supervisor.
 - Keeps an accurate account of clock in/out times on time clock or a time sheet when necessary. Monitor times of crews.
 - Train staff in proper preparation and care of equipment and facilities. Ensure all personal safety equipment is available and in use as appropriate.
 - Works closely with city and school staffs to assure quality outdoor facilities.
 - Communicates with Supervisors routinely.
 - Attends necessary meetings.
 - All other outdoor duties as assigned.

- 2) 35% Indoor Maintenance
 - Maintenance and cleaning of the Recreation Centers.
 - Perform facility/equipment repairs and maintenance.
 - Leads custodial crews as appropriate.
 - Assists with building rentals and room set-ups.
 - Continually reviews custodial task lists and develops items for the list.
 - Inventories supplies and notifies supervisor when supplies or equipment are needed.
 - Maintain and improve custodial room and all facility storage rooms.
 - Communicates with Lead Maintenance Technician and Directors routinely.
 - Attends necessary meetings.
 - All other indoor duties as assigned.

- 3) 5% Special Events
 - Provides maintenance and necessary set-up/tear down for DRC programming and events.
 - Preparation/maintenance/clean-up of parks and ball fields during DRC or rental ball tournaments.

Additional Functions:

1. Perform any other duties assigned by supervisor.

Essential Job Requirements:

EDUCATION: High School diploma and certifications in electrical, mechanical, plumbing and/or HVAC systems are preferred.

EXPERIENCE: 2-5 years previous experience in supervision. Need wide range of knowledge in indoor and outdoor maintenance including electrical, mechanical, HVAC, irrigation, field preparation, landscaping and plumbing systems. As wide range of knowledge as possible is preferred but a deficiency in any one area is not a disqualifier.

PHYSICAL REQUIREMENTS:

Functions may be performed in an environment that may cause exposure to sun and heat. Should be able to see and hear, sit, stand, stoop, bend and walk about and repetitively lift weights up to 50 lbs.

Exempt/Non Exempt Full-Time/Part-Time Permanent/Temporary/Seasonal

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related

instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

DERBY RECREATION COMMISSION JOB DESCRIPTION

Position Title: Community Wellness Coordinator **Department:** Programs
Reports To: Director of Programs **Salary Range:** \$37,252-54,149
Last Updated: July 2011

Position Summary:

Responsible for coordinating efforts to improve health and wellness in the Community of Derby/USD 260. Staff and provide leadership to the Derby Health Collaborative, a community based collaborative dedicated to improving community wellness through education, providing healthy opportunities and motivation, and reinforcing healthy choices and activities. Will work with local government entities, nonprofits and private business to coordinate community health and wellness efforts and develop a cohesive health strategy for the entire community. Will be responsible for internal DRC Wellness program.

Qualifications:

Bachelors degree in health education, exercise physiology, or related wellness field or equivalent experience. Must be a well organized self starter with excellent computer and customer service skills. Must have excellent communication, presentation, and interpersonal skills. Experience managing projects, including developing timelines and facilitating meetings. Experience in strategic planning, including defining goals and related objectives. Should be computer literate with knowledge in basic Microsoft products. Ability to do design work (ie Corel, photoshop etc) a plus. Will at times require work on evenings and weekends. Must be able to pass a criminal background check.

Essential Job Functions (listing most important first):

1. Perform staffing duties for the Derby Health Collaborative. Communication, meeting dates and spaces, minutes, planning documents, website maintenance etc.
2. Will organize a working group of local government wellness staff to share resources and cooperative wellness efforts.
3. Identify, design and implement wellness and disease management initiatives to contain health care costs and optimize community health and wellness.
4. Develop measures by which to judge effectiveness and present those periodically for review by DRC and Derby Health Collaborative. Report on the short term and long term effectiveness of the collaborative.
5. Gather and interpret health related data for the community.

6. Develop and present material to local business and organizations, based on national best practices, on developing internal wellness programs. Provide ongoing support and consultation as organizations progress with their programs.
7. Work with health care providers and other vendors to identify efficiencies and opportunities for improvement of service.
8. Staff and Chair DRC Employee Wellness Committee. Will be primary staff in charge of developing DRC internal wellness program. Will lead in setting measurable goals for the employee wellness program. Will track and coordinate program incentives.
9. Keep current with industry regulations and legal issues; and communicate any impact on existing and future policy options.

Additional Functions:

1. Carry out all other duties assigned by the Director of Programs.

Essential Job Requirements:

EDUCATION: Bachelors preferred.

EXPERIENCE: Minimum of 2 years experience coordinating health and wellness programs.

PHYSICAL REQUIREMENTS: Functions may be performed in an environment that may cause exposure to sun. Need to have the ability to see and hear, sit, stoop, bend and move about. Must possess an audible voice for communication and ability to lift light equipment.

Exempt/Non Exempt Full-Time/Part-Time Permanent/Temporary/Seasonal

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

ITEM 3

ADJUST COMPENSATORY TIME POLICY

*Requires Board Action

3. Adjust compensatory time policy.

Background: The DRC has granted compensatory leave in lieu of overtime to non FLSA exempt employees. The DRC has granted leave at a one to one ratio. Our Auditor indicated we should review this policy. Based on that review we believe that we need to grant one and a half hours of comp time to one hour of overtime worked in order to be in compliance with FLSA.

All Directors understand that overtime is to be avoided if at all possible. Bookkeeping has been instructed to notify superintendent if any employee accumulates significant amounts of overtime.

FLSA Non-Exempt Employees – All full time employees who are not exempt will be paid on an hourly basis. In the event that non exempt full-time personnel are required to work more than 40 hours in a work week, compensatory time off may be provided to the employee at the discretion and convenience of the employee' immediate supervisor, and with the approval of the Superintendent. **One and a half hours of comp time will be credited for each hour of overtime worked.**



MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Kathleen Avitt, Director of Programs

DATE: December 30, 2011

RE: DERBY HEALTH COLLABORATIVE YEAR UPDATE

At the meeting, we will give an update on the year progress of the Derby Health Collaborative grant project. We will present a PowerPoint presentation and share photos from this year's event and discuss future direction.





Derby Health Collaborative

www.BeHealthyDerby.com

PO Box 324, Derby, KS 67037

(316) 788-3781

1. Approximately 195 young children were directly served by the DHC project so far (this includes unduplicated pregnant women) with programs continuing through December. In 2011, 10,685 participants attended events and programs - we still have additional programs in progress for December which are not included in these totals.
2. Community **resources** added through the project;
 - Added a fitness component to Wee Panther Pals preschool education program
 - Created the Derby Walks initiative (provided incentive items to increase participation) to stimulate community wide fitness and family activity. Targeted elementary age students.
 - Developed a strengthened Health Collaborative that includes emerging community health and wellness leaders who are taking the charge and keeping health and wellness activities at the forefront of conversations
 - Created a community wide preschool game day (monthly). Game day allows caregivers and day-care providers an opportunity to expand preschooler active play in a group setting.
 - Offered fitness programs for pregnant/new mothers (Strong Moms, Stroller Fitness) and family fitness class (ZumbAtomic)
 - Created preschool/caregiver nutrition (healthy snack making) classes (consistently had a waiting list because classes filled every time)
 - Created Rock River Rapids Tot Time to allow preschoolers dedicated time to play in the shallow area of the water park without the competition of older kids.
 - Developed and offered special events geared toward physical activity and healthy living awareness including: Go Fly a Kite (partnered with Optimist Club), a preschool health fair, and a preschool carnival.
 - Purchased incentive items that are used to encourage attendance at preschool or family events or programs. Incentive items are shared with any collaborative member who is offering a preschool or family health event.
 - Created www.BeHealthyDerby.com website and a BeHealthyDerby facebook page for the Derby Health Collaborative to communicate with the public.
3. **Practices** that have been changed or implemented through the efforts of the project;
 - The Derby Community Marketing Committee (composed of representatives from the City, USD 260, Chamber of Commerce, and Library) now has a permanent monthly agenda item to address the promotion of Health and Wellness activities within the community
 - Library now seeks ways to partner with DHC including wellness reading lists, book links on DHC website, active preschool activities incorporated with reading time
 - Churches and other community organizations are seeking ways to incorporate wellness and health activities into the lives of those they serve. The DHC serves as a support resource to those organizations.
 - The Derby Chamber of Commerce promotes health and wellness programs and activities to encourage healthy workplaces, which in return creates healthier families.
4. **Policies** in the community that have been added or changed as a result of the project.
 - The Derby Recreation Center now allows non-members to use the indoor walking track on days of inclement weather for any participant in the Derby Walks program
 - City parks are now open extended hours to allow more families to walk early in the morning.
 - The DHC is working with the Chamber of Commerce (a 2012 project) to create healthy dining options for all residents, children and adult.

 The Place to Be Healthy Started Dec 14


The Derby Health Collaborative

**Presented by Kathleen Avitt
Derby Recreation Commission**

 The Place to Be Healthy

The Derby Health Collaborative Partners

<ul style="list-style-type: none"> Derby Recreation Commission City of Derby USD 260 USD 260 Parents As Teachers Derby Chamber of Commerce Creation Station Derby Public Library Sedgwick County Health Department Mulvane Family Medical Spencer, Werrin Financial Consultants, Inc. 	<ul style="list-style-type: none"> Dillons Communities In Schools Branstetter and Sparks Optometrists Brackeen Chiropractic Derby Community Coalition Promoting Healthy Choices TOP Early Learning and Day Care Center Derby Chiropractic Wichita State University South Campus Woodlawn United Methodist Church Jack and Jill Preschool
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 The Place to Be Healthy

The Derby Health Collaborative Focus

- Increase physical fitness
- Improve general health
- Improve nutrition
- Support activities that relate to overall wellness.


 The Place to Be Healthy

The Derby Health Collaborative Goals


- Provide education
- Create opportunities
- Provide motivation
- Reinforce healthy choices and activities

 The Place to Be Healthy November 2011

DRC Winter Program Guide





 The Place to Be Healthy

Billboard

FREE Derby Walks

Register today

Your pace
Your time
Track online

 The Place to Be Healthy

 www.BeHealthyDerby.com

DERBY The Place to Be Healthy Kicked-Off: March 23

www.BeHealthyDerby.com

The screenshot shows the website header with the Derby logo and the text 'The Place to Be Healthy'. Below the header, there's a navigation bar with 'Be Healthy Derby' and the Derby logo. The main content area includes a paragraph about the Derby Health Collaborative (DHC) and a 'Be Healthy Derby Calendar' for the month of March.

DERBY The Place to Be Healthy

Kids in the Kitchen with Kristie

A collage of four photographs showing a woman, Kristie, interacting with children in a kitchen. The photos depict them eating together, Kristie smiling, and children participating in a cooking activity.

DERBY The Place to Be Healthy Aug-Dec

Preschool Game Days

A collage of five photographs showing children engaged in various physical activities. One photo shows a child kicking a ball, another shows a child with a ball, and others show children playing on a playground and in a gymnasium.

DERBY The Place to Be Healthy September

Baby Olympics

A collage of four photographs showing children participating in activities. One photo shows children at a table, another shows a child playing a game, and others show children in a gymnasium setting.

DERBY The Place to Be Healthy Kicked-Off May 14

**Derby Walks:
Community Marketing Initiative**

Create a culture of health and wellness that reaches the entire community.

DERBY The Place to Be Healthy Sept-Dec

Derby Walks

The screenshot shows the Derby Walks website. It features the Derby logo, the text 'The Place to Be Healthy', and a 'start!' button. Below the button, there's a paragraph about the Derby Walks initiative, which is an on-going program developed by Derby Health Collaborative partners. The text encourages residents to commit to daily fitness walking and mentions that 'Walking is easy and it works!'. It also provides instructions on how to join the initiative by printing out login instructions and signing a fitness pledge form.

Benefits of Walking

DERBY The Place to Be Healthy Sept-Dec

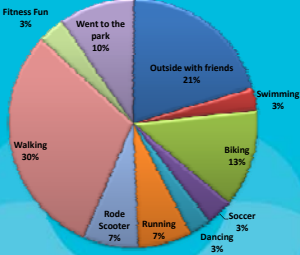
Derby Walks



The flyer for Derby Walks includes the following text: "FREE Derby Walks. Your pace. Your time. Track online. Earn prizes! Be rewarded for walking. It's that simple. Walk 30 minutes every day. Whenever you want, whenever you can. Record your minutes online. Earn prizes for minutes walked. Kids, adults, grandparents, everyone. www.BeHealthyDerby.com. Get walking, get healthy! 1,000 minutes - Be Healthy Water Bottle. 3,000 minutes - Car Ride for your MP3 player or a Be Healthy Backpack. 6,000 minutes - Electronic Jump rope. Top 3 walkers as of May 31, 2012 receive additional prizes and recognition." It also features a Facebook logo and the text "Be Healthy Derby" and "Top 3 walkers as of May 31, 2012 receive additional prizes and recognition."

DERBY The Place to Be Healthy Sept-Dec

Wee Panther Pals Daily Fitness Activities



Activity	Percentage
Walking	30%
Outside with friends	21%
Went to the park	10%
Biking	13%
Rode Scooter	7%
Running	7%
Fitness Fun	3%
Swimming	3%
Soccer	3%
Dancing	3%

DERBY The Place to Be Healthy

Bragging Rights

Wee Panther Pals fitness partnership between the Derby Recreation Commission and Parents As Teachers

1/1/11

DRC -
 My daughter and I are really enjoying our time together in Wee Panther Pals! The addition of the fitness and games portion of class has been a lot of fun (and the source of many laughs). She says the parachute games and the Hokey Pokey have been her favorites. But I've especially enjoyed today's autumn variation of "Duck, Duck, Goose" ("Leaf, Leaf, Down") and yoga. We've even looked into some children's yoga programs thanks to the exposure she's had here at WPP.
 Thank you for funding this wonderful program. It is great quality one-on-one time with Anna — and we are taking home what we learn to involve my other children, too.
 Michelle

DERBY The Place to Be Healthy

Bragging Rights

Wee Panther Pals fitness partnership between the Derby Recreation Commission and Parents As Teachers

Dear DRC -
 Thank you very much for helping fund Wee Panther Pals. It is an amazing opportunity for parents and children to learn together. Your commitment to our community is very much appreciated.
 Wyatt (8)
 & Family

DERBY The Place to Be Healthy

Bragging Rights

Wee Panther Pals fitness partnership between the Derby Recreation Commission and Parents As Teachers

To whom it may concern,
 I would like to thank you for the funding allowing WPP to remain in our community. My daughter and I enjoy the one on one time together and all the fun learning activities you are doing to build social skills too. She has already made friends and can't wait to do her homework and take it back to school.
 Thank you so much,
 Jill

DERBY The Place to Be Healthy

Lesson Learned

Investing time in relationship and trust building between organizations, specifically the people who directly serve preschoolers, reaped the greatest benefits for services to children.



The Place to
Be Healthy

Future Plans 2012

- Hire Community Wellness Coordinator
- Continue Derby Walks
- Continue Wee Panther Pals Wee Fitness
- Continue to strengthen Collaborative efforts
- Build fitness programs for moms, i.e. Strong Moms, Stroller Fit
- Continue strong marketing efforts and education
- Sustainable funding.

**MEMORANDUM**

TO: DRC BOARD MEMBERS

FROM: Kathleen Avitt, Director of Programs

DATE: December 30, 2011

RE: ANNUAL VOLUNTEER REPORT

Attached is a copy of the 2011 Volunteer Report for your review. I will do a short presentation and answer any questions you may have at the January board meeting.



2011 Volunteer Report

Value to the DRC: \$141,768.10

Program Areas

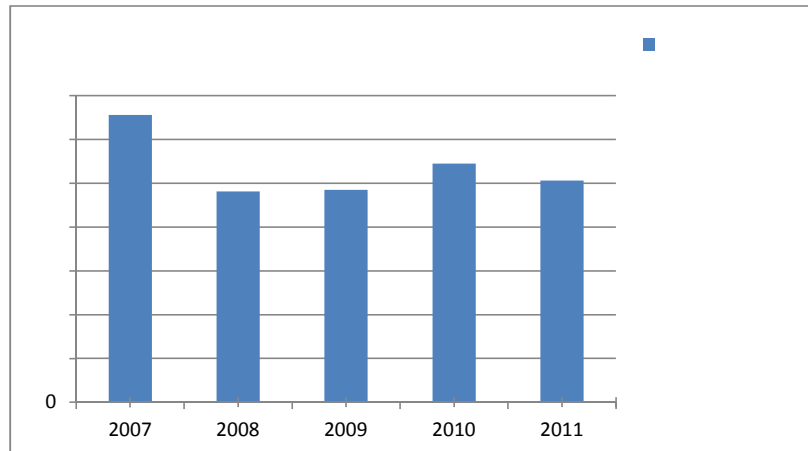
Number of Volunteer Hours

Art	120
Aquatics	230
Fitness	584
Special Events (teens, youth rec, oaklawn)	1282.5
Special Populations	759
Sports	4320
Miscellaneous (board, community service)	669
Total Hours	7964.5

Program Areas

Number of Volunteers

Art	34
Aquatics	17
Fitness	91
Special Events (teens, youth rec, oaklawn)	185
Special Populations	31
Sports	123
Miscellaneous (board,community service)	25
Total Volunteers	506



Current Dollar Value of a Volunteer Hour by State of KS: \$17.80

(Average wage of non-management, non-agricultural workers, not earning power of specialized skilled workers.)

**MEMORANDUM**

TO: DRC BOARD MEMBERS

FROM: Derek Smith, Director of Administration

DATE: January 5, 2011

RE: 2011-2012 AUDIT ENGAGEMENT

Fees for last year's audit were \$4,600; the proposed fee for this year would not exceed \$4,750 plus expenses (travel, copies, postage). The DRC has been pleased with the audit reports from George, Bowerman, and Noel, P.A. These are the same auditors who perform the school district's audit and that maintains some type of a comfort level with the school district and credibility in terms of our audit report.

We recommend the approval of the audit for the year 2011-2012 with George, Bowerman, and Noel, P.A.

Attached
Transmittal Letter
DRC 2011 Engagement Letter



George, Bowerman & Noel, P.A.

*Certified Public Accountants
Management Consultants
Tax Advisors*

Paul R. Bowerman
Gary L. George

Epic Center 301 N. Main, Suite 1350 Wichita, Kansas 67202 Telephone (316) 262-6277 Fax (316) 265-6150

January 5, 2012

Mr. Derek Smith, Director of Administration
Derby Recreation Commission
801 E. Market
P.O. Box 324
Derby, Kansas 67037

Dear Derek:

Enclosed are two copies of our engagement letter related to the audit of the financial statements of the Derby Recreation Commission for the year ended June 30, 2012. Please note that the fee has been increased by approximately 3.3%, which is the Consumer Price Index (CPI) increase for the Mid West Urban Area for the twelve months ended November 30, 2011. Although the federal government insists that there was little inflation, during this past year, I can attest that our operating expenses have seen significant increases this past year. For an entity of your size and complexity, we believe our fee is still extremely competitive.

Please have the appropriate official sign and date one copy and return it to me for our files. The other copy is for your files.

If you have any questions, please do not hesitate to contact me.

Sincerely,



Gary L. George

Enclosures

George, Bowerman & Noel, P.A.

*Certified Public Accountants
Management Consultants
Tax Advisors*

Paul R. Bowerman
Gary L. George

Epic Center 301 N. Main, Suite 1350 Wichita, Kansas 67202 Telephone (316) 262-6277 Fax (316) 265-6150

January 5, 2012

Derby Recreation Commission
801 E. Market
P.O. Box 324
Derby, Kansas 67037

Board of Directors:

We are pleased to confirm our understanding of the services we are to provide the Derby Recreation Commission, Derby, Kansas, for the year ended June 30, 2012. We will audit the financial statements of the governmental activities and each major fund, which collectively comprise the basic financial statements of the Derby Recreation Commission, as of and for the year ended June 30, 2012. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Derby Recreation Commission's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Derby Recreation Commission's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist principally of inquires of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis.

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the basic financial statements taken as a whole. Our audit will be conducted in accordance with generally accepted auditing standards generally accepted in the United States of America and the *Kansas Municipal Audit Guide* and

will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You are also responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, or experience to oversee our assistance with the preparation of your financial statements and related notes and any other nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them. It is our understanding that this individual will be the Superintendent of Recreation unless we are notified otherwise.

Management is responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities and each major fund, of the Derby Recreation Commission and the respective changes in financial position, in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud or illegal acts affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of

transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable assurance rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or government regulations that are attributable to the entity or acts by management or employees acting on behalf of the entity.

Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or government regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors that come to our attention, and we will inform you of any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence and direct confirmation of assets and liabilities by correspondence with selected individuals, funding sources, creditors and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures – Compliance

As a part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Derby Recreation Commission's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Audit Administration, Fees and Other

We expect to begin our audit fieldwork during late September or early October 2012 and issue our reports no later than November 30, 2012. This timetable is totally dependent on the ability of the Commission's staff to complete the year-end closeout and provide the detail information necessary to complete the audit in a timely manner.

Our fees are based upon rates applied to time expended in performing services and out-of-pocket expenses. Our fee for the examination of the Commission's 2012 financial statements will not exceed \$4,750. You will also be billed for our out-of-pocket costs such as travel, postage, copies, telephone, etc. Billings, based on our estimate of current percentage of completion up to 75% of the total contract, will be made on a periodic basis as work progresses and are due when rendered.

Our estimated fee is based on the premise that Commission personnel will be instructed to provide us with assistance in the preparation of various schedules and locating invoices, statements and other supporting documents that we will require from time to time. This will enable us to spend a minimum amount of time performing clerical tasks and thus concentrate strictly on audit functions.

If at any time during the engagement any extraordinary matters come to our attention and an extension of our services appears to be required, we reserve the right to increase our fee, but only after consultation with you.

We will be available for technical assistance throughout the year at no additional cost to the Commission provided that additional time for research or out-of-pocket expenses are not incurred.

Please note that it is our policy to require that master or printers' proofs be submitted to us for review if reproduction or publication of the financial statements, or any portion of them is intended. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

We appreciate the opportunity to be of service to the Derby Recreation Commission, Derby, Kansas, and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

George Bowerman & Noel, P.A.

RESPONSE:

This letter correctly sets forth the understanding of the Derby Recreation Commission.

By _____

Title _____

Date _____



Derby Panther Baseball

920 North Rock Road • Derby, KS 67037-3552 • (316) 788-8500

J.B. Nicholson
Head Coach

Todd Olmstead
Assistant Coach

Kevin Davis
Assistant Coach

Sept. 24, 2011

Frank Seitz
DRC
801 E. Market
Derby, KS 67037

Frank,

I would like to thank you for participating as prize contributor to the 2011 Derby Baseball Golf Fundraiser at Hidden Lakes Golf Course.

Your support will greatly contribute to the improved success of the Panther baseball program and the growth and development of our players.

It was a great day to golf, and to kick off an event that we plan to host annually.

Almost 70 golfers, along with several hole sponsors and prize donors, raised more than \$6,500 to go toward field improvements, and for use by the Panther Baseball program.

Thank you for sharing in the vision for Derby High School Panther Baseball, and I hope to see you out at a game this Spring.

Sincerely,

J.B. Nicholson
Head Coach
Derby Panther Baseball



Rose Hill Schools

Superintendent Randal Chickadonz

Unified School District 394
104 North Rose Hill Road
Rose Hill, Kansas 67133-9785

December 2, 2011

Derby Recreation Commission
801 E Market
Derby, KS 67037

Dear Frank;

WOW!! Our teachers and staff members were amazed at the outpour of gifts they recently received as door prizes at their "American Education Appreciation Breakfast". I wanted to personally thank you for your generosity.

Thanks again for your support.

Randal Chickadonz
Superintendent

