



BOARD MEETING AGENDA

Tuesday, October 10, 2017

Derby Recreation Center

6:00pm

- A. Consent Agenda *(action required)*
1. *Regular Meeting Minutes September 2017*
 2. *Checks and Vouchers September 2017*
 3. *Resignation*
 4. *Practicum Student*

B. Superintendent Report *(receive & file)*

C. Staff Highlights *(receive & file)*

PUBLIC FORUM

OLD BUSINESS

PROGRAM HIGHLIGHT

NEW BUSINESS

D. Committee Assignments *(action required)*
Chairman

E. Scholarship Report *(receive & file)*
Derek Smith, Director of Administration

F. Executive Session
Personnel & Legal

ADD ONS

Kansas Recreation & Park Association Conference
January 29-31, 2018
Wichita Hyatt





BOARD MEETING MINUTES

September 12, 2017

A regular meeting of the Derby Recreation Commission was held at the Derby Recreation Center, 801 E. Market, Derby, Tuesday, September 12, 2017.

Chairman Rick Ruff called the meeting to order. Present were Board members Eric Tauer, Laura Branstetter and Kerry Dexter. Also present were Trina Bauer, Assistant Superintendent, Rob McDonald, Director of IT, Kathleen Avitt, Director of Programs, Jen Tribue, Director of Marketing, Chris Drum, Director of Facilities, Kim Donaldson, Facility Assistant, and Caryn Greenstreet, Administrative Assistant. Guests included Pat & Susan Swaney from the Derby Historical Society, and Jeff Cott, Derby Informer.

Kerry Dexter moved to approve the Consent Agenda, Laura Branstetter seconded, motion carried 4-0.

Rick Ruff moved to appoint Eric Tauer as DRC Board Chairman, Kerry Dexter as DRC Vice Board Chairman, and Brian Johnson as DRC Board Secretary, Laura Branstetter seconded, motion carried 4-0.

The Superintendents Report was reviewed.

The Staff Highlights were reviewed.

The board recognized Kim Donaldson for the Summer Internal Recognition Program.

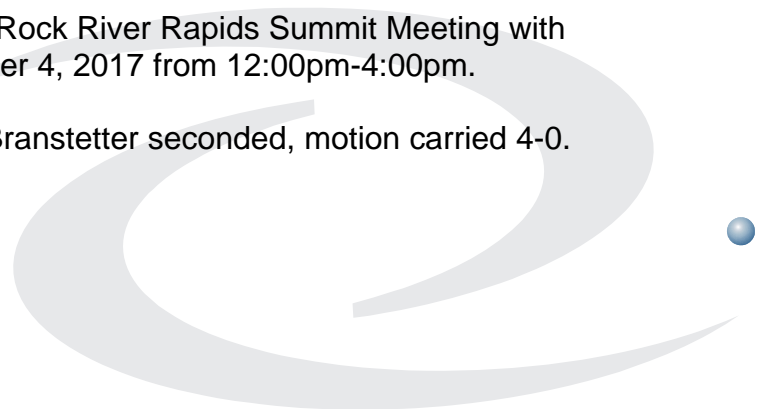
Rick Ruff moved to approve the Hubbard Center Lease as presented with the revised language, Kerry Dexter seconded, motion carried 4-0.

Chris Drum reviewed the 2017 Annual Facility Maintenance with the board.

Chris Drum presented the 2017 fleet report to the board.

Trina Bauer announced the date of the Rock River Rapids Summit Meeting with the City of Derby as Wednesday, October 4, 2017 from 12:00pm-4:00pm.

Kerry Dexter moved to adjourn, Laura Branstetter seconded, motion carried 4-0.





RESIGNATION

TO THE SUPERINTENDENT AND BOARD OF DIRECTORS:

I, Kathleen Avitt, wish to terminate my employment with the Derby Recreation Commission effective on September 20, 2017. I wish my last day of employment to be effective Thursday, October 12, 2017.

Reason for leaving: Relocating to North Carolina.

9/27/17
Date

Kathleen Avitt
Employee Signature

10/2/17
Date

[Signature]
Supervisor's Signature

The above request for termination was approved at the regular scheduled meeting of the Derby Recreation Commission Board of Directors.

Date Approved

Board President

Special instructions regarding the above request:

Please return this form to the bookkeeper to file in employee file.



801 EAST MARKET
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MEMORANDUM

TO: DRC Board of Directors
FROM: Kathleen Avitt, Director of Programs
DATE: October 3, 2017
RE: PRACTICUM STUDENT

We would like to hire Tara Sharon, Wichita State University, Health Science, Health Services Management, and Community Development major for her role as a practicum student for the winter session. Tara is interested in the DRC's Health and Wellness initiatives and programs. The Wichita State University requirement for practicum hours is 160. Tara will start January 4, 2018. Her internship will end by May 4, 2018. Practicums are not paid positions. She will be supervised by Debbie Williams, Community Wellness Director.



**MEMORANDUM**

TO: DRC BOARD MEMBERS

FROM: Frank Seitz, Superintendent of Recreation

DATE: October 3, 2017

RE: SUPERINTENDENT REPORT

- Finalized details for the CJ Memorial Golf Tournament and hosted the tournament on September 18, 2017.
- Met with Marty Rothwell, retired ARC Program Director, to finalize CJ Memorial activities.
- Hosted and attended the South Central Kansas Director's Meeting.
- Met with attorney, Lee Kinch, and DRC staff concerning legal issues.
- Met with Rick Brown, Schaefer, Johnson, Cox & Frey, & DRC staff to create a timeline for the Hubbard Center project.
- Met with City Manager and Superintendent of Schools as well as Chris Drum for our bi-monthly meeting.
- Met with Kevin Chase and members of the Derby Historical Society & DRC staff to visit about the Hubbard Center project.
- Met with representative from KPERS to finalize the KPERS audit. Everything was accepted and no further information was requested. The audit is now complete and KPERS is satisfied with the processes that the DRC is using.
- Attended the National Recreation and Park Association conference.
- Took two days of vacation.
- Continued to work with PROS Inc on timeline for finalization for master plan.
- Began working on employee evaluations for 2017.
- Worked with administrative staff on personnel matters concerning DRC staffing.
- Reviewed materials for the Rock River Rapids summit meeting.



MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Trina Bauer, Assistant Superintendent

DATE: October 4, 2017

RE: FACILITY BOARD HIGHLIGHTS SEPTEMBER 2017

Derby Recreation Center

- The Center was closed on Sunday, September 3rd and Monday, September 4th for Labor Day Weekend.
- Winter hours began on September 9th. The Center is now open 8 am to 5 pm on Saturdays.
- Our fall session began on Monday, September 11th. The center is always a busy place when classes begin.
- Total members for September 6345.
- Kids Club membership 290, attendance 1001.
- DNMS bus membership 25, usage 463.
- Helped coordinate for the RRR summit meeting with the DRC and City of Derby staff. The meeting helps us, follow up on the 2017 season and prepare for the 2018 season. The meeting will be held on October 4th.
- Completed auto pay process.
- Completed corporate invoicing for monthly memberships.
- Continue to evaluate and plan for our future software needs.
- Attended off site meetings in the Kansas City area on September 20th & 21st. Our meetings included visiting centers and acquiring information on pool dehumidification systems, software programs and facility operations.
- Volunteered at the CJ Memorial Golf Tournament.
- Coordinated the renewal of Derby Schools corporate membership.

Fitness Center

- Completed weekly schedules for all Fitness Specialists.
- Hired and training 2 new fitness specialists.
- MidStates delivered the new cardio equipment to the DRC on Sept. 8
- Assisted Susie with reviewing all winter fitness classes in the computer.
- Technogym delivered and installed two new SkillMills on Sept. 29.

Indoor Pool

- Completed weekly schedules for all aquatic staff.
- Attended weekly aquatic management meeting.
- Lifeguard In-service training was held on September 17.
- Went to KC for site visits to look at Seresco pool dehumidification units on September 20.
- Joe attended a Lifeguard Instructor Trainer Academy the week of Sept. 25-29 and is now a certified American Red Cross LGI-T.

Staff Emergency Action Preparedness (EAP)

- Fall training dates and times for staff certification training have been publicized to staff. These dates give multiple training opportunities for staff to get their certificates renewed in CPR, Emergency Oxygen and First Aid.

Oaklawn Activity Center

- Attendance for the month of September was 1,505.
- Developed weekly work schedules for DRC and OAC facility staff.
- Held weekly meetings with Facilities staff.
- Attended the South Central Director's Meeting at Madison Avenue Central Park.
- The drainage project between the OAC and the Carlton building is in progress. This project will improve the drainage on the south side of the OAC. The School District has contracted this work and is scheduled to be complete by end of September.
- Attended a meeting with Lee Kinch and several DRC staff regarding Perfect Mind software.
- Attended the DRC website redesign review meeting. Our new website is scheduled to launch on October 19th.
- As Superintendent Elect, gave a presentation at the September 15th Rotary Meeting regarding updates on the DRC Master Plan, Hubbard Center, and Decarsky Park.
- Met with Rick Brown, SJCF and Frank Seitz, Superintendent regarding a potential timeline for the Hubbard Center project and to discuss options for the contractor selection.
- As Superintendent Elect, attended the bi-monthly meeting with the City Manager, Superintendent of Schools and DRC Superintendent.
- Toured facilities in the Kansas City area to evaluate Sereco Pool Dehumidification units. DRC staff is considering Seresco as an option for our pool dehumidification unit replacement. We also toured facilities to inquire about registration software that various agencies are using.

- Attended the second Decarsky Park design taskforce meeting. The contracted engineers presented on 3 different design options. The committee provided feedback to work towards a final design concept.
- Attended the NRPA Annual Conference on September 25-29 in New Orleans.
- As Superintendent Elect, began scheduling individual meetings with DRC full-time staff to discuss future goals and vision for the organization.
- The following events were facilitated at the OAC in September:
 - Derby Barn Dance Club
 - Derby China Painters
 - Village Steppers Events
 - Radio Control Club Events

Fitness Center

- Operation of the fitness center continues to run smoothly.
- MidStates delivered new cardio equipment on Oct. 2. We are still waiting for one upright bike to arrive.

Rock River Rapids

- Received quotes for floatables and Colorado timing system equipment. We will look at purchasing some equipment this fall from the 2017 RRR budget.
- Reports and figures were put together and preparation for the Summit with the City
- The RRR annual Summit with the City was held on Oct. 4.
- Thoughts and plans for Summer 2019 have begun!

Outdoor Maintenance & Fleet

- Began fall landscape work at DRC and OAC.
- Continued site maintenance at DRC facilities.
- High Park fields three and four were leveled and prepped for adding shale.
- Joint City/DRC sod project complete on High Park fields three and four.
- Assisted with maintenance at the CJ Memorial Tournament.
- Continued field maintenance on all ball fields.
- The 2017 Ford Explorer received regular scheduled maintenance.

Membership Comparison Report

	2012	2013	2014	2015	2016	2017
Jan	4460	3961	5008	7089	7104	7629
Feb	4400	3863	5126	7025	7182	7655
Mar	4367	4113	5174	7259	7259	7946
April	4225	3854	4944	7005	7052	7854
May	4106	3742	4990	6786	7125	7547
June	4006	3709	4920	6708	7033	7309
July	3750	3502	4881	6330	6653	6990
Aug	3268	2940	4129	6512	6572	6087
Sept	3568	3153	4508	6019	6244	6345
Oct	3515	3571	4668	6156	6442	
Nov	3501	3963	4766	6397	6640	
Dec	3622	4354	4849	6486	6882	
	46788	44725	57963	79772	82188	65362

construction

membership

promotion



MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Kathleen Avitt, Director of Programs

DATE: October 6, 2017

RE: SEPTEMBER PROGRAMS BOARD HIGHLIGHTS

Program Area Highlights

- Took one week of vacation.
- Held Programmers Meeting for Fall Kick-off.
- Coordinated and attended the South Central Directors Meeting.
- Reviewed all information for the summer comparison report.
- Attended the 150th Derby Anniversary Events Committee meeting on September 11.
- Interview with Practicum Student.
- Attended the Movie In the Park on September 16.
- Held the Derby Walk on September 16.
- Reviewed October School Newsletters.
- Reviewed Health Coach Information for ad.
- Attended School Board Meeting with Jennifer Nixon to receive award from Oaklawn Elementary School for our OAC Afterschool Program.
- Reviewed Fall Minimums.
- Reviewed all Fall Notify Me information.
- Met with Intern Curtis on Goals.
- Reviewed Programmer information on Fall Mini and Winter Session information.
- Created program guide content format, charts and descriptions for Marketing.
- Created mock up for Winter Support Staff ppt and Board ppt.
- Proofed DHC and DRC email newsletters.
- Meet with all Programmers bi-weekly to discuss programs.
- Conducted Facebook Live for Movie in the Park.

Aquatics

- Assigned private swim lessons to WSI's, who taught a total of 31.
- Attended the programmer's meeting September 5.
- Participated in a phone interview on September 5 with a representative from the Association of Aquatic Professionals regarding Pooch Pool Party.
- Attended weekly aquatic management meetings.

- Entered the winter courses in CLASS and reviewed the winter program guide.
- Attended an Aquatic Exercise Association Workshop on September 9 - 11 to get CEU's to keep my certification valid.
- Swaney Elementary School Unsinkables program began on September 11 with 60 2nd grade children participating.
- Assisted with supervision of lifeguard in-service training session on September 17.
- Created daily pool meeting topics for RRR manager staff to be implemented 2018 season.
- El Paso Elementary School Unsinkables began on September 25 with 46 2nd grade children participating.
- Fall session swimming lessons began on September 12 with 28 children enrolled.
- Taught an Administering Emergency Oxygen review course for 2 fitness center specialist staff on September 22.
- Updated staff certification expiration dates in CLASS.
- Scheduled review Basic Life Support, Administering Emergency Oxygen and First Aid review skill dates for staff.
- Registered for the Association of Aquatic Professionals conference in February 2018.
- Used vacation hours September 28 – 29.

Art

- Attended bi-weekly meeting with Director of Programs.
- Attended weekly all staff meetings.
- Completed classroom set up at DHS for start of fall session including inventory, purchase of supplies, and maintenance of kiln shelves.
- Interviewed and hired youth art and theater instructors for Fall Session.
- Assisted with start of all fall classes at onsite and offsite locations.
- Assisted with CJ Memorial Golf Tournament.
- Attended Derby Arts Council Meeting.
- Attended artist reception at Derby Public Library.
- Assisted with Shakespeare in the Park at High Park with 168 in attendance.
- Began work on winter 2018 program guide.

Fitness

- Hired a new spin instructor for the mini session.
- Orientation for new instructors.
- Mini session group fitness classes are in full swing in all facilities
- Marketing of all specialty classes. We took flyers to all the Day Cares in Derby to promote the Kiddos and Me class.
- Marketed the NETA workshop by taking the information to the surrounding Recreation Commissions.
- Hosted the Paddle Board Yoga class at the waterpark.

- Prepared for the upcoming fall fitness meeting.
- Purchased new music for the aquatics classes
- Downloaded all the music and synced all the iPad so they are ready for the next session.
- Met with MRC on some future projects with the POUND fitness
- Went to the National Fitness Convention in Dallas, TX. The Sara City Dallas Mania was a well-rounded educational workshop for all fitness leaders.
- Created the lunches for the Lunch and Learn for the employees.

Health and Wellness

Derby Recreation Commission

- Interviewed potential practicum student
- Attended intern farewell luncheon.
- Helped set up CJ golf tournament.
- Played in CJ golf tournament.

Derby Health Collaborative

- Updated Facebook and Wellness pages.
- Updated website.
- Developed and sent HealthLink Newsletter.
- Worked in the OAC garden weed-eating.
- Held Derby Walks Jamboree.
- Attended Tobacco Free Wichita Leadership meeting.
- Attended webinar on Kansas Infant Mortality.
- Attended Health and Wellness Coalition Meeting.
- Organized and attended Saturday community walks for Let's Move Derby Community.
- Attended webinar on Chronic Disease Association of Kansas (CDAK).
- Began teaching Diabetes Self-Management classes (6 weeks).
- Developed program information for winter 2018 session.
- Hosted "That Sugar Film" at the Library
- Attended Work Well Kansas webinar.
- Met with Sara Sawyer at K-State Research and Extension to discuss bringing programs to Derby.
- Attended Wichita's Open Streets
- Attended webinar for Kansas Self-Management.
- Held DHC meeting and presented information on accomplishments.
- Attended the Safe Sleep annual training.

Employee Wellness

- Developed and sent newsletter.
- Cancelled employee wellness committee meeting.
- Worked with Wellsteps.
- Purchased fruit and veggies for the month.
- Revised employee wellness survey.

Corporate Wellness

- Began to revise corporate membership literature.
- Attended USD 260 Wellness Meeting.
- Attended follow up meeting of the Working Well Conference.
- Volunteered for Food Bank through corporate wellness contacts.

Special Events, Special Programs and Oaklawn

- Coordinated, set up and ran the first Outdoor Movie. Julie Olmsted with Farmers Insurance was the sole sponsor of this program. We had 200-250 people attend this free event.
- Reviewed the marketing outline for the Halloween Hullabaloo to make sure we are staying on our timeline.
- Prepared business/organization list and mailed Halloween Hullabaloo booth letters.
- Continued to communicate with city on Hullabaloo set up times, dates and partnership needs.
- Coordinated materials, volunteers and prizes for the Kids Fishing Derby at Warren's Farm. This event is a partnership with the Derby Optimist Club. We had over 50 kids come out and every kid that participated caught a fish. This program was held the morning of September 30.
- Organized waivers and prepared information for Horseback Riding on October 7.
- Researched new recipes for Kids in the Kitchen.
- Programmed and held Preschool Games at the DRC. We had 11 kiddos attend.
- Continued coordinating and supervising staff and children with the OAC Afterschool Program. This program is now serving up to 170 Oaklawn and Cooper Elementary children daily.
- First session of Connect started in the Derby elementary schools. This session we are offering swimming and bowling. This program runs from 3:30-4:30, one day a week for 5 weeks.
- The Free Spirits bocce team continued weekly practices and competed in the state tournament in Olathe.
- The Free Spirits bowling and volleyball teams began their seasons this month.
- The Free Spirits enjoyed a field trip to Tanganyika Wildlife Park.

- Volunteered at the CJ Memorial Golf Tournament. This year's tournament was a great success.
- Met with Jen Tribue, Marketing Director, to discuss the development of a Free Spirits newsletter to be distributed to school students.
- Met with Chris Showalter with DNMS about using our Zorb Balls for their school pep assembly.
- Made contact with DNMS Junior National Honor Society about their organization volunteering for community events and OAC Afterschool mentoring.
- Made, reviewed, corrected and entered winter master list into class.
- Attended a programmers meeting.

Sports

- Supervised youth and adult sports on nights and weekends.
- Held open court Pickle ball on Wednesday's at DRC and Friday's at OAC.
- Scheduled sports officials for youth and adult fall sports leagues.
- Met with Derby Parks Director weekly.
- Youth soccer and Youth flag football leagues began this month.
- Adult men's and coed fall softball began this month.

**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: September 6, 2017
RE: SEPTEMBER ADMINISTRATIVE HIGHLIGHTS

Accounting/Risk Management

- Met with DHS on Hubbard Center project.
- Reviewing quarterly financials and responding to Supt questions.

Contracts

- Trained with Civic plus on new website. Preparing new site for go live.
- Crafted response to Perfect mind response on our grievances.
- Completed zip code survey analysis of RRR.
- Beginning process for health and dental insurance renewal.

Personnel

- Recruiting on DOP and ADOF open positions.
- Transitioning supervise interns for outgoing DOP.
- Numerous hires.
- Working with Superintendents on transition.
- Working on annual staff evaluations.
-

Other

- Working with intern on employee handbook.
- Working on Conceal Carry agenda item for November Board Meeting.
- Staffed CJ tournament.
- Attended Derby Education Foundation Meeting



Technology

- Met with DRC Staff and PerfectMind Administrators on future of our software.
- Started work on the Winter Program Guide.
- Designed new posters for the Fall Season.
- Installed new graphics on one of the DRC Vans.
- Worked on some sound issues in the Aquatics area.
- Worked with our new Media TV's and the setup of new slides.
- Attended the Rock River Rapids summit.
- Worked on signage for the CJ Memorial Golf Tournament.
- Worked on a few of the computers in the OAC lab.
- Worked on the Cardio Theater sound system in the Fitness Center.
- Made a trip to KC to see Lenexa and Olathe recreation center software.
- Worked with marketing on the new Winter Marketing Campaign.

Marketing

Community Involvement

- Attended Derby Chamber Luncheon
- Attended KRPA Marketing committee meeting in Topeka

Program Support

- Wrote social media messaging for the month
- Created ads for Channel 7, tv displays
- Wrote Derby Informer Halloween Hullabaloo column
- Created Halloween Hullabaloo sponsor packet
- Sent photos to City to post to portal website for Kids Fishing Derby, Spooky Swim and Halloween Hullabaloo
- Proofed employee and DHC newsletter
- Began Winter program guide
- Created/Designed special populations newsletter
- Created/Designed Sports sponsorship packets
- Designed school newsletters
- Promoted Kids Fishing Derby
- Created Actor's Haunted Studio Flyer
- Created Halloween Hullabaloo Flyer
- Created Movie in the Courtyard sponsorship packet
- Created Movie in the Park flyer
- Promoted Movie in the Park on social media
- Coordinated event photography for September
- Created Aquatics training course promotional flyer
- Promoted Shakespeare in the Park
- Created Extreme Fitness, Bootcamp, Powerlunch and 5-8th Grade Yoga flyers

Rock River Rapids

- Created RRR Summit report
- Met with Cox representatives to determine 2018 media buy
- Began 2018 market planning

Miscellaneous

- Contacted Program Guide advertisers to review digital guide, ad needs for Winter
- Created Rec Leader employment flyer

Social Media

DRC Facebook 'likes' – 3,485 (increase 5 since August)

RRR Facebook 'likes' – 6,506 (decrease 5 since August)



MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Frank Seitz, Superintendent of Recreation

DATE: October 5, 2017

RE: COMMITTEE ASSIGNMENTS

Per Chairman Tauer's election as Chairman at the last board meeting, enclosed are the committee appointments for the Derby Recreation Commission for the 2017-2018 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 2017-2018

- | | |
|---------------------------------------|--------------------------------------|
| a. Finance Committee | Tauer (Chairman)/Johnson |
| b. Programming & Facilities Committee | Ruff(Chairman)/Dexter |
| c. Personnel Committee | Ruff(Chairman)/Tauer |
| d. By-Laws & Policy Committee | Johnson(Chairman)/Branstetter |
| e. Community Marketing | Branstetter |
| f. Derby Health Collaborative | Dexter |

2. Committee Composition

Each Standing Committee shall consist of at least one or two Commissioners, as deemed appropriate by the Board Chairperson. The Chairperson of the Commission shall appoint the Committee Member(s), the Superintendent or his designee, and additional staff members as deemed by the Superintendent. Committees shall be appointed annually after the election of Board Officers at the first meeting at which a quorum is present.

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. In the case only one Commissioner is appointed, that Commissioner shall be the Chairperson of the Committee.

4. Committee Authority; Limitation

Committee's appointed by the Commission Chairperson are advisory in nature. Their role is to obtain and review information with staff that may be too detailed in nature or otherwise practical to consider in the course of a standard Commission Meeting. They should then make recommendations to the Commission in the course of a normal Commission meeting process. They do not have the authority to take action normally derived from a majority vote of the standing Recreation Commission. The Superintendent however, as a member of that Committee, may choose to take any actions that are delegated to him by the Derby Recreation Commission By-Laws.

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. 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 1, 2017
RE: SCHOLARSHIP REPORT

Please find attached the 2016-17 scholarship report. The Commission requested this report be presented annually. The report is attached with information up to date through July 1, 2017.



DRC Scholarship Analysis

10/2/17

Background

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 threshold for scholarships mirrors the free and reduced lunch financial requirements. Those individuals and families that qualify for 50% reduced lunches receive 50% scholarships from the DRC. Those with 100% reduced lunches receive 100% scholarships at the DRC. Those not in the lunch program submit tax returns and scholarships are granted at the same financial levels. There are some limiting factors.

- Program scholarships must pay any hard costs associated with those programs such as ball caps or art supplies.
- Family memberships pay \$10 per month and single memberships pay \$5 a month minimum fees.

There primary driver of both scholarships and revenue over the past couple of years has been the remodel of the new facility. This resulted in some dips during construction and a bounce post construction. Membership revenue appears to be stabilize at the new higher levels.

The Board has not elected to make any change in scholarship policy over the last several years so any fluctuations in scholarships will be related to other factors besides baseline policy.

The DRC grants scholarships in three primary areas:

Adult Programs

Youth Programs

Memberships

The data contained in the report is based on the July 1 to June 30th fiscal year. Any information referring to 2017 for instance will refer to the 2016-2017 fiscal year.

Total Scholarship Summary

	2017	2016	2015	2014
Adult Programs	6,256.00	4,973.10	5,452.04	6,550.50
Youth Programs	46,053.48	44,875.54	40,082.36	55,928.43
Membership	69,963.57	72,370.22	74,893.80	69,124.92
Total Scholarships	122,273.05	122,218.86	120,428.20	131,603.85

	2017	2016	2015	2014
Total Scholarships	122,218.86	122,218.86	120,428.20	131,603.85
Total Revenue for three scholarship areas	1,582,473.00	1,583,129.00	1,497,860.19	1,333,303.83
Scholarships as a percentage of revenue	7.72%	7.72%	8.04%	9.87%

Adult Programs Scholarship Summary

	2017	2016	2015	2014
Adult Programs Scholarships	6,256.00	4,973.10	5,452.04	6,550.50
Adult Program Revenue	293,475.00	289,396.00	256,715.00	243,525.30
Scholarships as percentage of revenue	2.13%	1.72%	2.12%	2.69%

- Adult Scholarships have historically been a small proportion of total revenue.
- Adult scholarships increased slightly this year but are in line with historic norms for the program.

Youth Programs Scholarship Summary

	2017	2016	2015	2014
Youth Programs Scholarships	46,053.48	44,875.54	40,082.36	55,928.43
Youth Program Revenue	251,288.00	256,329.00	257,436.00	298,798.41
Scholarships as percentage of revenue	18.32%	17.51%	15.57%	18.72%

- Youth program scholarships increased slightly over the last year with the single largest decrease being about \$3,000 in Rec Station up to \$33,276. Rec Station revenues were strong this year increasing nearly \$8,000 to \$75,522. The relative high ratio of scholarships to revenue has been a concern for the Rec Station Program in the past but the Commission has elected to maintain policy.
- There is some year to year fluctuation in other categories but staff does see significant have any issues with those areas.

Membership Programs Scholarship Summary

	2017	2016	2015	2014
Membership Scholarships	69,963.57	72,370.22	74,893.80	69,124.92
Membership Revenue	1,037,710.00	1,037,404.00	983,708.69	790,980.12
Scholarships as percentage of revenue	6.74%	6.98%	7.61%	8.74%

- Scholarship levels have stabilized after the policy shift of charging small monthly fees for membership scholarships.
- The ratio of scholarships to revenue has dropped slightly in the last year due to slightly lower scholarship levels.

Summary

Scholarships were fairly stable this year with the possible exception of the continued growth in Recreation Station scholarships. Despite the increasing scholarships, that program continues to draw revenue equivalent to expenditures.

Staff has no recommendations in regards to program scholarship policy at this time.

Adult Programs Detail Report

	2017	2016	2015	2014
Adult Fitness	4629.7	3545.5	3,779.90	5,021.50
Aqua Fitness	818.8	723.6	1,035.64	908.50
Adult Arts and Crafts	7.5	108	86.50	52.50
Adult Dance	800	596	550.00	568.00
Total	6,256.00	4,973.10	5,452.04	6,550.50

Youth Programs Detail Report

	2017	2016	2015	2014
Youth Fitness	282.00	213.00	333.50	828.50
Aqua Lessons	692.00	853.00	1,456.50	1,877.00
Youth Arts and Crafts	598.50	1,003.00	1,115.00	1,162.00
Recreation Station	33,276.48	30,757.04	25,561.11	36,608.43
Youth Theater	384.50	320.00	407.50	70.00
Youth Dance	434.50	1,236.00	1,527.25	1,149.75
Cheerleading	122.00	77.00	12.00	20.50
Gymnastics	240.00	375.00	375.00	520.00
Camp DRC	3,773.00	2,769.50	1,495.50	3,414.00
Tae Kwon Do	1,340.00	1,550.00	980.00	1,815.00
Archery	210.00	15.00	105.00	390.00
Youth Tennis	200.00	180.00	160.00	260.00
Youth Soccer	2,426.50	2,661.00	3,201.50	3,811.00
Youth Volleyball	26.50	176.50	101.50	125.00
Youth Basketball	653.25	841.50	1,035.50	1,370.00
Youth BB/SB	1,219.25	1,643.00	2,015.50	2,222.75
Flag Football	175.00	205.00	200.00	284.50
Totals	46,053.48	44,875.54	40,082.36	55,928.43

Membership Detail Report

	2017	2016	2015	2014
Family	49,080.17	50,359.66	53,674.59	50,438.48
Single	11,107.26	12,398.85	10,440.20	7,993.67
Youth	9,776.14	9,611.71	10,779.01	10,692.77
	69,963.57	72,370.22	74,893.80	69,124.92

RRR Detail Report

	2017	2016	2015	2014
Aqua Park Lessons	2,156.00	1,310.00	1,583.75	1,641.50
Aqua Park Fitness	580.80	156.00	392.00	630.00
Season Passes - RRR	3,535.00	3,465.00	5,162.50	4,602.50
	6,271.80	4,931.00	7,138.25	6,874.00



MEMORANDUM

TO: DRC BOARD MEMBERS
FROM: Frank Seitz, Superintendent of Recreation
DATE: October 5, 2017
RE: EXECUTIVE SESSION

Executive session for personnel and legal purposes.

