



# Clayton Recreation, Sports and Wellness Commission

## AGENDA

Friday, January 27, 2012  
The Center of Clayton  
Multipurpose Room A  
8:00 – 9:00 a.m.

- 1) Call to Order
- 2) Addresses from the Audience
- 3) Reports
  - FY12 1<sup>st</sup> Quarter Financial Report
  - December 2011 Membership Report
- 4) Discussion Items
  - Goal Setting Workshop Summary
- 5) Action Items
  - Motion – To approve the FY12 Fitness Equipment Loan Agreement
  - Motion – To approve October 28, 2011 minutes
- 6) Adjourn Public Meeting

### Upcoming Meetings

#### **CRSWC ANNUAL MEETING**

**Date:** April 27, 2012

**Time:** 8:00 – 9:00 am

**Location:** Center Of Clayton

**Multipurpose Room C**

#### Attachments:

1. FY12 1<sup>st</sup> Quarter Financial Report - Executive Summary
2. FY12 1<sup>st</sup> Quarter Financial Report - All Funds
3. Membership Report – December 2011
4. Goal Setting Workshop Summary
5. RFCA – Approval of FY12 Fitness Equipment Loan Agreement
6. Minutes for Meeting – October 28, 2011

The Clayton Recreation Sports and Wellness Commission may also hold a closed meeting, with a closed vote and record, as authorized by Section 610.021(1),(2) and (3) Revised Statutes of Missouri, relating to legal issues, real estate and/or personnel, negotiation of a contract pursuant to Section 610.021(12) RSMO., and/or proprietary information pursuant to Section 610.021(15).

Agenda topics may be added or deleted at any time prior to the Clayton Recreation, Sports and Wellness Commission meeting without further notice. To inquire about the status of agenda topics, call 314.290.8506. Individuals who require an accommodation (i.e., sign language, interpreter, listening devices, etc.) to participate in the meeting should contact the Superintendent of Parks & Recreation Operations at 314.290.8506 at least two working days prior to the meeting.



# Clayton Recreation, Sports and Wellness Commission

**To:** CRSWC

**From:** Toni Siering, Superintendent of Parks & Recreation Operations  
Patty DeForrest, Director of Parks & Recreation

**Date:** January 27, 2012

**RE:** Executive Summary – FY 12 1<sup>st</sup> Quarter Financial Report

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Attached is the FY12 1<sup>st</sup> Quarter Financial Report for the CRSWC. The charts below summarize the activity within each of the three CRSWC Funds with accompanying notes to identify highlights.

At the conclusion of December, there is currently a fund balance that is 4.52% (\$103,030/\$2,280,051) of remaining planned expenditures for FY12.

<b>Fund 25: Operating Fund</b>			
	Year To Date	FY12 Budget	%age Achieved
Beginning Balance	\$0.00	\$0.00	
FY12 Revenue	\$744,583.28	\$2,996,541.00	24.85%
FY12 Expenditures	\$697,870.64	\$3,089,614.00	22.59%
FY12 Net	\$46,712.64	(\$93,073.00)	
Ending Balance	\$46,712.64	(\$93,073.00)	-50.19%

**Notes:**

- Daily fees are comparable to December 2010 and should be on track to meet budget at year end.
- Membership revenue is behind compared to the first quarter of FY11. The busiest months are expected in the next several months and membership recruitment and retention will remain a focus throughout the remainder of the year.
- Most programming and rentals are ahead as compared to the same month last year.
  - The Fitness Department is ahead compared to the first quarter of FY11 and on track to meet FY12 budgeted revenue. Personal training revenue is ahead of last year at this time by \$16,531.
  - The Sports Department has seen increased revenue compared to FY11 largely due to an increase in youth sports basketball teams. Climbing Wall revenue continues to struggle, but staff continues to develop new programming and will monitor expenses accordingly.
  - The Aquatics Department is behind in in-house program revenue compared to the first quarter of FY11 by \$7,506, but has seen an increase in contractual revenue by \$2,059. Staff will continue to focus on revenue generation and monitor expenses accordingly.
  - The Community Recreation and Concessions Departments are on track to meet FY12 net budget.
  - Building Operations expenses are under compared to FY11; however, we are projecting to meet budget.

<b>Fund 26: Equipment Replacement Fund</b>			
	Year To Date	FY12 Budget	%age Achieved
Beginning Balance	\$6,368.19	\$0.00	
FY12 Revenue	\$26,629.62	\$53,650.00	49.64%
FY12 Expenditures	\$7,370.00	\$51,470.00	14.32%
FY12 Net	\$19,259.62	\$2,180.00	
Ending Balance	\$25,627.81	\$2,180.00	1175.59%

**Notes:**

- Income this month was limited to the City's contribution of \$26,625.
- Expenses in December include:
  - \$2,539 = FitWall equipment purchase
  - \$1,040 = Stretching mat for fitness center
  - \$6,100 = On-going fitness equipment leases
  - \$9,062 = New fitness equipment (one elliptical and two Helix Trainers) which will be paid back when promissory note is issued

<b>Fund 28: Capital Fund</b>			
	Year To Date	FY12 Budget	%age Achieved
Beginning Balance	\$9,321.77	\$0.00	
FY12 Revenue	\$96,875.00	\$194,150.00	49.90%
FY12 Expenditures	\$75,507.20	\$102,461.00	73.69%
FY12 Net	\$21,367.80	\$91,689.00	
Ending Balance	\$30,689.57	\$91,689.00	33.47%

**Notes:**

- Income this month was limited to the City's contribution of \$96,875.
- Expenses in December include:
  - \$2,378 = Skylight replacement (bid specifications)
  - \$21,826 = Parking lot repairs
  - \$23,699 = Masonry work on Court #3
  - \$6,490 = Repairs to basketball goals

**FY12 FINANCIAL REPORT - THE CENTER OF CLAYTON**

*Fund 25: Operating Fund*

*December 1, 2011 - December 31, 2011*

	Dec-10	Year To Date	% Achieved Year to Date	FY11 Actual	Dec-11	Year To Date	% Achieved Year to Date	FY12 Budget	Remarks
Fund 25 Starting Balance	\$110,413.38	\$16,480.60		\$16,480.60	\$105,901.91	\$0.00		\$0.00	
Revenue	\$221,124.31	\$726,450.20	24.93%	\$2,914,136.04	\$293,395.22	\$744,583.28	24.85%	\$2,996,541.00	
Expense	\$280,411.07	\$691,804.18	23.06%	\$2,999,980.53	\$352,584.49	\$697,870.64	22.59%	\$3,089,614.00	
Net	-\$59,286.76	\$34,646.02		-\$85,844.49	-\$59,189.27	\$46,712.64		-\$93,073.00	
Fund 25 Adjusted Balance	\$51,126.62	\$51,126.62		\$0.00	\$46,712.64	\$46,712.64	-50.19%	-\$93,073.00	

**ADMINISTRATION: Revenues include Daily Pass, Annual Pass, Rentals, Food Service, Child Care, Miscellaneous, & Reimbursements**

	Dec-10	Previous YTD	% Achieved Previous YTD	FY11 Actual	Dec-11	Year To Date	% Achieved Year to Date	FY12 Budget	Remarks
Revenue	\$183,604.72	\$543,243.54	25.30%	\$2,146,854.36	\$242,434.90	\$540,579.95	24.70%	\$2,188,845.00	
Expense	\$130,136.44	\$264,212.94	25.58%	\$1,032,744.45	\$143,431.10	\$283,988.23	25.82%	\$1,099,801.00	
Net	\$53,468.28	\$279,030.60		\$1,114,109.91	\$99,003.80	\$256,591.72		\$1,089,044.00	
<b>Revenue:</b>									
Daily Fees	\$14,616.00	\$27,914.00	26.12%	\$106,851.00	\$14,339.00	\$28,908.00	26.27%	\$110,032.00	On track to meet budget.
Annual Passes	\$137,832.14	\$403,709.27	23.68%	\$1,704,669.19	\$140,778.40	\$398,325.73	23.01%	\$1,731,058.00	Membership revenue is under budget to date, but on track with FY11; the busiest months are expected in the next several months, membership needs to remain a strong focus for the remainder of the year.
Rentals	\$12,023.90	\$34,805.20	25.14%	\$138,430.42	\$12,280.06	\$34,156.96	22.85%	\$149,465.00	On track to make budget in most categories; birthday parties continue to struggle and renewed efforts (including potential new partners) will be placed on these events.
Food Service	\$795.77	\$2,435.68	20.36%	\$11,964.29	\$964.49	\$2,091.83	18.35%	\$11,400.00	On track to meet budget.
Child Care	\$1,023.00	\$3,628.00	27.68%	\$13,107.07	\$918.00	\$3,458.00	23.48%	\$14,730.00	On track to meet budget.
Misc.	\$373.91	\$811.39	5.05%	\$16,072.38	\$29,714.95	\$30,199.43	209.72%	\$14,400.00	Credit from AmerenUE for previous billing error.
Reimbursements	\$16,940.00	\$16,940.00	16.49%	\$102,760.01	\$16,940.00	\$16,940.00	16.17%	\$104,760.00	On track to meet budget.
Contributions	\$0.00	\$53,000.00	100.00%	\$53,000.00	\$26,500.00	\$26,500.00	50.00%	\$53,000.00	Contributions from City and School District for maintenance position. City payment received in December; School District payment received in January.
<b>Expenditures:</b>									
Personnel Services	\$74,571.04	\$171,241.05	27.01%	\$633,956.20	\$72,678.81	\$170,095.18	26.48%	\$642,300.00	On track to meet budget.
Benefits	\$12,693.23	\$35,275.28	26.13%	\$134,975.33	\$10,745.82	\$33,667.83	21.29%	\$158,159.00	On track to meet budget.
Contractual	\$34,611.57	\$45,911.07	20.90%	\$219,684.46	\$50,182.02	\$68,613.82	28.33%	\$242,196.00	On track to meet budget.
Commodities	\$7,532.90	\$10,957.86	30.59%	\$35,825.24	\$5,824.45	\$7,611.40	21.41%	\$35,546.00	On track to meet budget.
Capital Items	\$727.70	\$827.68	9.97%	\$8,303.22	\$4,000.00	\$4,000.00	18.52%	\$21,600.00	On track to meet budget; expenditures in this area are mainly for replacement computers and hardware.

**FITNESS**

	Dec-10	Previous YTD	% Achieved Previous YTD	FY11 Actual	Dec-11	Year To Date	% Achieved Year to Date	FY12 Budget	Remarks
Revenue	\$19,181.52	\$73,222.33	20.97%	\$349,214.99	\$26,146.26	\$86,930.43	23.74%	\$366,100.00	
Expense	\$46,173.51	\$95,511.90	24.89%	\$383,677.43	\$45,172.43	\$96,254.23	24.05%	\$400,192.00	
Net	-\$26,991.99	-\$22,289.57		-\$34,462.44	-\$19,026.17	-\$9,323.80		-\$34,092.00	
<b>Revenue:</b>									
Fitness - In-house	\$6,764.68	\$24,465.31	20.87%	\$117,254.71	\$5,925.35	\$23,293.21	21.27%	\$109,515.00	On track to meet budget. Busiest sessions in 2nd Quarter.
Fitness - Contract	\$1,047.00	\$5,681.49	13.14%	\$43,252.53	\$861.00	\$4,030.00	7.81%	\$51,585.00	On track to meet budget. Boot Camp revenue realized in 2nd Quarter.
Personal Training	\$11,369.84	\$43,075.53	22.83%	\$188,707.75	\$19,359.91	\$59,607.22	29.08%	\$205,000.00	On track to meet budget.
<b>Expenditures:</b>									
Personnel Services	\$34,299.58	\$78,072.45	26.98%	\$289,383.67	\$34,272.84	\$79,497.71	26.71%	\$297,619.00	On track to meet budget with monitoring throughout the year.
Benefits	\$2,624.05	\$5,972.64	26.98%	\$22,137.85	\$2,621.89	\$6,081.62	26.71%	\$22,767.00	On track to meet budget.
Contractual	\$7,710.97	\$8,943.85	14.23%	\$62,856.24	\$6,845.03	\$8,414.20	11.93%	\$70,506.00	On track to meet budget.
Commodities	\$1,538.91	\$2,522.96	27.13%	\$9,299.67	\$1,432.67	\$2,260.70	24.31%	\$9,300.00	On track to meet budget.

**SPORTS**

	Dec-10	Previous YTD	% Achieved Previous YTD	FY11 Actual	Dec-11	Year To Date	% Achieved Year to Date	FY12 Budget	Remarks
Revenue	\$6,705.00	\$60,590.83	42.98%	\$140,972.73	\$13,741.00	\$71,714.09	50.79%	\$141,185.00	
Expense	\$2,258.63	\$14,173.25	15.85%	\$89,393.84	\$5,984.33	\$18,521.60	21.20%	\$87,363.00	
Net	\$4,446.37	\$46,417.58		\$51,578.89	\$7,756.67	\$53,192.49		\$53,822.00	
<b>Revenue:</b>									
Adult Leagues	\$0.00	\$0.00	0.00%	\$1,700.00	\$0.00	\$0.00	0.00%	\$1,700.00	On track to meet budget.
Youth Leagues	\$6,250.00	\$57,636.25	66.28%	\$86,962.75	\$12,120.00	\$69,583.09	81.47%	\$85,405.00	On track to be over budget based on 1st Quarter revenue.
Instruct. Camps	\$0.00	\$210.00	0.50%	\$41,762.10	\$1,049.00	\$1,049.00	2.37%	\$44,300.00	On track to meet budget. Camps occur in 3rd Quarter and should see an increase with SummerQuest return.
Climbing Wall	\$455.00	\$2,744.58	26.02%	\$10,547.88	\$572.00	\$1,082.00	11.06%	\$9,780.00	1st Quarter revenue trends would indicate that revenue projections will not be met. Staff is working on new programs to increase revenue.
<b>Expenditures:</b>									
Personnel Services	\$1,925.42	\$5,269.32	11.93%	\$44,165.19	\$3,633.37	\$7,373.34	19.17%	\$38,461.00	On track to meet budget.
Benefits	\$147.32	\$403.21	11.93%	\$3,379.14	\$277.97	\$564.06	19.17%	\$2,942.00	On track to meet budget.
Contractual	\$0.00	\$197.00	0.74%	\$26,516.53	\$0.00	\$0.00	0.00%	\$32,490.00	On track to meet budget.
Commodities	\$185.89	\$8,303.72	54.16%	\$15,332.98	\$2,072.99	\$10,584.20	78.58%	\$13,470.00	On track to meet budget.

**AQUATICS**

	Dec-10	Previous YTD	% Achieved Previous YTD	FY11 Actual	Dec-11	Year To Date	% Achieved Year to Date	FY12 Budget	Remarks
Revenue	\$7,923.79	\$33,861.95	18.21%	\$185,927.86	\$6,271.75	\$28,414.68	14.11%	\$201,446.00	
Expense	\$40,097.23	\$92,398.31	27.20%	\$339,745.04	\$36,454.54	\$84,115.84	25.50%	\$329,905.00	
Net	-\$32,173.44	-\$58,536.36		-\$153,817.18	-\$30,182.79	-\$55,701.16		-\$128,459.00	
<b>Revenue:</b>									
Programs	\$7,723.79	\$33,661.95	18.31%	\$183,800.86	\$5,622.75	\$26,155.68	13.12%	\$199,416.00	Below revenue expectations. Staff is working to ensure revenue projections will be met.
Certifications	\$200.00	\$200.00	9.40%	\$2,127.00	\$649.00	\$2,259.00	111.28%	\$2,030.00	Have already exceeded revenue projections due to strong attendance in contractual programs.
<b>Expenditures:</b>									
Personnel Services	\$35,856.49	\$82,744.87	27.43%	\$301,643.54	\$31,249.88	\$74,603.48	25.57%	\$291,748.00	On track to meet budget with monitoring throughout the year.
Benefits	\$2,743.10	\$6,360.35	27.66%	\$22,996.80	\$2,390.73	\$5,707.29	25.57%	\$22,318.00	On track to meet budget.
Contractual	\$122.50	\$427.88	15.47%	\$2,766.63	\$740.00	\$740.00	20.02%	\$3,697.00	On track to meet budget.
Commodities	\$1,375.14	\$2,865.21	23.22%	\$12,338.07	\$2,073.93	\$3,065.07	25.24%	\$12,142.00	On track to meet budget.

**COMMUNITY RECREATION**

	Dec-10	Previous YTD	% Achieved Previous YTD	FY11 Actual	Dec-11	Year To Date	% Achieved Year to Date	FY12 Budget	Remarks
Revenue	\$0.00	\$3,524.00	11.77%	\$29,947.75	\$1,105.00	\$5,528.00	22.84%	\$24,200.00	
Expense	\$155.24	\$2,321.16	10.95%	\$21,193.15	\$1,106.06	\$1,720.89	10.59%	\$16,250.00	
Net	-\$155.24	\$1,202.84		\$8,754.60	-\$1.06	\$3,807.11		\$7,950.00	
<b>Revenue</b>									
General Rec.	\$0.00	\$3,524.00	11.77%	\$29,947.75	\$1,105.00	\$5,528.00	22.84%	\$24,200.00	Ahead of FY11; should meet or exceed end of year budget projections.
Special Events	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	No Special Events planned for this year.
<b>Expenditures</b>									
Personnel Services	\$144.20	\$284.20	16.73%	\$1,699.20	\$252.35	\$360.50	50.63%	\$712.00	On track to meet budget.
Benefits	\$11.04	\$21.76	16.74%	\$130.02	\$19.31	\$27.59	51.09%	\$54.00	On track to meet budget.
Contractual	\$0.00	\$2,015.20	10.41%	\$19,357.94	\$834.40	\$1,332.80	8.66%	\$15,384.00	On track to meet budget.
Commodities	\$0.00	\$0.00	0.00%	\$5.99	\$0.00	\$0.00	0.00%	\$100.00	On track to meet budget.

**BUILDING OPERATIONS: Includes maintenance personnel costs, contractual services, utilities, building supplies**

	Dec-10	Previous YTD	% Achieved Previous YTD	FY11 Actual	Dec-11	Year To Date	% Achieved Year to Date	FY12 Budget	Remarks
Expense	\$54,626.81	\$208,997.67	19.35%	\$1,080,325.14	\$114,604.33	\$200,668.83	18.32%	\$1,095,475.00	
<b>Expenditures</b>									
Personnel Services	\$24,222.41	\$75,192.15	24.79%	\$303,348.71	\$49,509.15	\$74,731.43	24.36%	\$306,750.00	On track to meet budget; variations are the result of timing of reimbursement to school district.
Benefits	\$7,592.88	\$23,580.02	26.58%	\$88,698.69	\$14,200.75	\$21,347.14	23.73%	\$89,945.00	
Contractual	\$3,319.20	\$4,039.45	33.43%	\$12,082.23	\$1,525.36	\$5,647.36	35.30%	\$16,000.00	
Utilities	\$8,503.90	\$72,603.01	13.67%	\$531,261.02	\$31,870.65	\$72,075.99	12.82%	\$562,180.00	
Commodities	\$10,988.42	\$33,583.04	23.17%	\$144,934.49	\$17,498.42	\$26,866.91	22.28%	\$120,600.00	

**CONCESSIONS**

	<b>Dec-10</b>	<b>Previous YTD</b>	<b>% Achieved Previous YTD</b>	<b>FY11 Actual</b>	<b>Dec-11</b>	<b>Year To Date</b>	<b>% Achieved Year to Date</b>	<b>FY12 Budget</b>	<b>Remarks</b>
Revenue	\$3,709.28	\$12,007.55	25.11%	\$47,814.31	\$3,696.31	\$11,416.13	20.03%	\$57,000.00	
Expense	\$6,963.21	\$14,188.95	30.66%	\$46,277.44	\$5,831.70	\$12,601.02	25.27%	\$49,863.00	
Net	-\$3,253.93	-\$2,181.40		\$1,536.87	-\$2,135.39	-\$1,184.89		\$7,137.00	
<b>Revenue</b>									
Coffee Kiosk Concessions	\$3,709.28	\$12,007.55	25.11%	\$47,814.31	\$3,696.31	\$11,416.13	20.03%	\$57,000.00	Revenue is not where it needs to be; may need to evaluate on-going operations.
<b>Expenditures</b>									
Personnel Services	\$2,978.15	\$7,093.40	30.52%	\$23,238.31	\$3,156.29	\$7,167.04	31.16%	\$23,003.00	On track to meet budget.
FICA	\$227.85	\$542.66	30.52%	\$1,777.77	\$241.48	\$548.30	31.15%	\$1,760.00	On track to meet budget.
Operating Supplies	\$3,757.21	\$6,552.89	30.82%	\$21,261.36	\$2,433.93	\$4,885.68	19.46%	\$25,100.00	On track to meet budget.

**SUMMER QUEST**

	<b>Dec-10</b>	<b>Previous YTD</b>	<b>% Achieved Previous YTD</b>	<b>FY11 Actual</b>	<b>Dec-11</b>	<b>Year To Date</b>	<b>% Achieved Year to Date</b>	<b>FY12 Budget</b>	<b>Remarks</b>
Revenue	\$0.00	\$0.00	0.00%	\$13,404.04	\$0.00	\$0.00	0.00%	\$17,765.00	
Expense	\$0.00	\$0.00	0.00%	\$6,624.04	\$0.00	\$0.00	0.00%	\$10,765.00	Program takes place during summer.
Net	\$0.00	\$0.00		\$6,780.00	\$0.00	\$0.00		\$7,000.00	

**FY12 FINANCIAL REPORT - THE CENTER OF CLAYTON**

*Fund 26: Equipment Replacement Fund*

*December 1, 2011 - December 31, 2011*

	Dec-10	Year To Date	% Achieved Year to Date	FY11 Actual	Dec-11	Year To Date	% Achieved Year to Date	FY12 Budget	Remarks
Fund 26 Starting Balance	\$108,703.90	\$57,186.48		\$35,870.55	\$6,372.81	\$6,368.19		\$0.00	
Revenue	\$10.86	\$53,286.96	99.47%	\$53,571.60	\$26,625.00	\$26,629.62	49.64%	\$53,650.00	
Expense	\$16,034.14	\$17,792.82	55.16%	\$32,255.67	\$7,370.00	\$7,370.00	14.32%	\$51,470.00	
Net	-\$16,023.28	\$35,494.14		\$21,315.93	\$19,255.00	\$19,259.62		\$2,180.00	
Fund 26 Adjusted Balance	\$92,680.62	\$92,680.62	1455.37%	\$6,368.19	\$25,627.81	\$25,627.81	1175.59%	\$2,180.00	

<b>Revenue:</b>									Remarks
Contribution - City	\$0.00	\$26,625.00	100.00%	\$26,625.00	\$26,625.00	\$26,625.00	100.00%	\$26,625.00	Contribution from City realized in December.
Contribution - CSD	\$0.00	\$26,625.00	100.00%	\$26,625.00	\$0.00	\$0.00	0.00%	\$26,625.00	Contribution from School District received in January.
Interest Income	\$10.86	\$36.96	11.49%	\$321.60	\$0.00	\$4.62	1.16%	\$400.00	Fund balance low.
Transfer from Fund 28	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
<b>Expenditures:</b>									
Other Equipment	\$6,078.80	\$6,078.80	0.00%	\$10,659.86	\$1,270.00	\$1,270.00	9.03%	\$14,070.00	50% deposit for FitWall in Fitness Center.
Fitness Equipment	\$9,955.34	\$11,714.02	54.24%	\$21,595.81	\$6,100.00	\$6,100.00	16.31%	\$37,400.00	On-going fitness equipment leases.

## FY12 FINANCIAL REPORT - THE CENTER OF CLAYTON

### Fund 28: Capital Fund

December 1, 2011 - December 31, 2011

	Dec-10	Year To Date	% Achieved Year to Date	FY11 Actual	Dec-11	Year To Date	% Achieved Year to Date	FY12 Budget	Remarks
Fund 28: Starting Balance	\$251,390.54	\$87,122.49		\$74,691.04	-\$11,793.43	\$9,321.77		\$0.00	
Revenue	\$0.00	\$201,149.25	103.58%	\$194,197.81	\$96,875.00	\$96,875.00	49.90%	\$194,150.00	
Expense	\$468.50	\$37,349.70	20.55%	\$181,766.36	\$54,392.00	\$75,507.20	73.69%	\$102,461.00	
Net	-\$468.50	\$163,799.55		\$12,431.45	\$42,483.00	\$21,367.80		\$91,689.00	
Fund 28 Adjusted Balance	\$250,922.04	\$250,922.04	2691.79%	\$9,321.77	\$30,689.57	\$30,689.57	33.47%	\$91,689.00	

<b>Revenue:</b>									Remarks
Contribution - City	\$0.00	\$96,875.00	100.00%	\$96,875.00	\$96,875.00	\$96,875.00	100.00%	\$96,875.00	Contribution from City realized in December.
Contribution - CSD	\$0.00	\$96,875.00	100.00%	\$96,875.00	\$0.00	\$0.00	0.00%	\$96,875.00	Contribution from School District received in January.
Interest Income	\$0.00	\$7.25	1.62%	\$447.81	\$0.00	\$0.00	0.00%	\$400.00	Fund balance low.
Miscellaneous Income	\$0.00	\$7,392.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
<b>Expenditures:</b>									
Emergency Repairs	\$0.00	\$5,000.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Debt Service	\$0.00	\$21,115.20	25.00%	\$84,460.80	\$0.00	\$21,115.20	25.00%	\$84,461.00	Debt service for FY07 capital project.
Equipment	-\$3,392.00	\$0.00	0.00%	\$12,641.59	\$0.00	\$0.00	0.00%	\$4,000.00	
Facility Exterior	\$0.00	\$4,374.00	9.23%	\$47,365.20	\$47,902.00	\$47,902.00	958.04%	\$5,000.00	Masonry work and parking lot repairs.
Facility Interior	\$0.00	\$3,000.00	26.38%	\$11,372.00	\$6,490.00	\$6,490.00	324.50%	\$2,000.00	Repairs to basketball goals.
Pool Area	\$0.00	\$0.00	0.00%	\$25,926.77	\$0.00	\$0.00	0.00%	\$7,000.00	
Stuber Gym	\$3,860.50	\$3,860.50	0.00%	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Insurance Costs UMB Loan	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Transfer to Fund 25	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Transfer to Fund 26	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	

# The Center of Clayton Membership Report As of December 31, 2011

<u>Membership Type</u>	Platinum	Monthly	Annual	Total	Comparison	Net	Comparison	Net
	Member Units	Member Units	Member Units	Member Units	to last month	Difference	to last year 12 months prior	Difference
Resident Youth	2	13	6	21	25	-4	28	-7
Corporate Youth	0	1	0	1	2	-1	1	0
Non-Resident Youth	0	12	4	16	15	1	17	-1
Resident Adult	16	301	108	425	428	-3	468	-43
Corporate Adult	3	308	71	382	387	-5	469	-87
Non-Resident Adult	6	170	39	215	224	-9	221	-6
Resident Family	89	380	163	632	617	15	603	29
Corporate Family	78	298	99	475	485	-10	492	-17
Non-Resident Family	30	154	37	221	219	2	213	8
Resident Senior	12	125	189	326	330	-4	325	1
OASIS Senior	1	153	139	293	300	-7	293	0
Corporate Senior	3	56	42	101	106	-5	114	-13
Non-Resident Senior	2	55	10	67	66	1	66	1
<b>Memberships</b>	<b>242</b>	<b>2026</b>	<b>907</b>	<b>3175</b>	<b>3204</b>	<b>-29</b>	<b>3310</b>	<b>-135</b>
Center Employee	0	0	224	224	224	0	213	11
City Employee	167	0	0	167	166	1	172	-5
CSD Employee	0	0	325	325	324	1	316	9
<b>Employee Memberships</b>	<b>167</b>	<b>0</b>	<b>549</b>	<b>716</b>	<b>714</b>	<b>2</b>	<b>701</b>	<b>15</b>
<b>Total Memberships</b>	<b>409</b>	<b>2026</b>	<b>1456</b>	<b>3891</b>	<b>3918</b>	<b>-27</b>	<b>4011</b>	<b>-120</b>

**NOTES:**

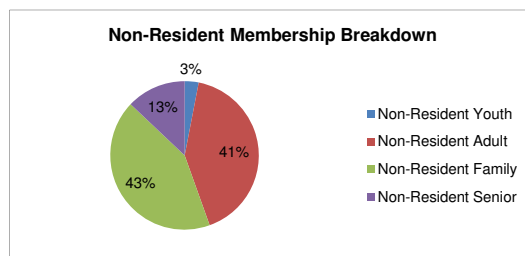
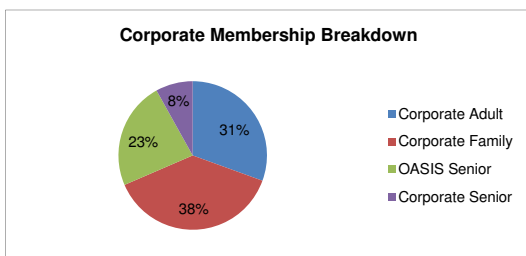
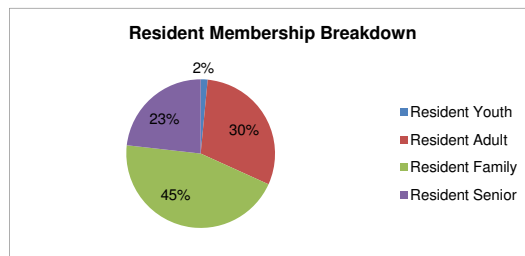
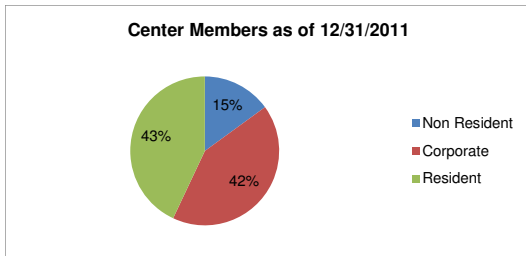
► Totals listed above are for active membership units (ie: adult, family, senior, etc.). Comparison data is positive increase, unless otherwise noted.

► There were a total of 95 monthly membership terminations at the end of December 2011 (compared to 100 in December 2010).

Reasons for terminations this month were (in order):

Returned Monthly Draft	25	Other	7
Lack of Use	15	Illness / injury	3
Moving	15	No Longer Employed in Clayton	3
Travel	13	Chose Competitor	1
Reason Not Given	12	Dissatisfaction	1

► 37 memberships were either upgraded or downgraded this month.



Priority	Action Item	Brainstorming Notes	Target	Steps Involved	Progress Notes	Staff	\$ Cost	External Resources
<b>Revenue Generation</b>								
1	Promote new rental opportunities	Contractual service providers (Massage/Dietitian), Club-based groups (Weight Watchers location, Running/Swimming), Cultural Programs (Diverse programs, lectures, rentals)	General	<ul style="list-style-type: none"> <li>Identify services members want</li> <li>Identify space for service</li> <li>Create payment/administration strategy</li> <li>Find contractors for the services</li> <li>Make list of potential club ideas</li> <li>Survey members to determine interests</li> <li>Contact existing clubs</li> <li>Find leaders for potential new clubs</li> <li>Set up focus group of specific cultures</li> <li>Create list of possible programs</li> <li>Find instructor for programs</li> </ul>		Committee of multiple departments	Low, may generate revenue	Contractors, Club organizations, additional instructors
3	Dedicated Tax	Property tax dedicated to The Center	Residents	<ul style="list-style-type: none"> <li>Outline Program</li> <li>Consult elected officials</li> <li>Garner citizen approval</li> </ul>		Administration	Variable	None
1	Raise User Fees		General	<ul style="list-style-type: none"> <li>Review current fee structure</li> <li>Propose new fees</li> <li>Obtain CRSWC approval</li> <li>Implement new fees</li> </ul>		All programming staff Membership	Low, would generate revenue	None
2	Offer Physical Therapy program		Rehab Patients	<ul style="list-style-type: none"> <li>Identify services to offer</li> <li>Identify space for service</li> <li>Create payment/administration strategy</li> <li>Find contractors for the services</li> </ul>		Administration	Moderate, may generate revenue	Clayton School District
1	Health Insurance Subsidies		General	<ul style="list-style-type: none"> <li>Set partnership goals</li> <li>Find partners that fit goals</li> <li>Work together for marketing/implementation</li> </ul>		Marketing Membership	Low to Moderate	Health Insurance Companies
<b>Center Operations</b>								
1	Improve housekeeping and maintenance	Perception that facility is not always clean and repairs take too long	General			Maintenance Administration	Variable	None
3	Install computer bank for patron use	<ul style="list-style-type: none"> <li>Improve process to resolve complaints, problems or maintenance issues.</li> <li>Programming information, education</li> <li>Web access</li> <li>Equipment requests, when availability is good</li> </ul>	General	<ul style="list-style-type: none"> <li>Identify location</li> <li>Work with City and CSD for funding</li> <li>Work with MIS for installation and set up</li> <li>Go Live</li> </ul>		Marketing Administration	High upfront; moderate continuing	MIS, Clayton School District, vendors
2	Evaluate feasibility of facility enhancements	<ul style="list-style-type: none"> <li>Survey members to find possible interests</li> <li>Identify areas for enhancement</li> </ul>	General			Committee of multiple departments	Low, may generate revenue	
1	Additional Membership Options	<ul style="list-style-type: none"> <li>Upgraded packages to include Kid Center, better towels, etc.</li> <li>Options for group memberships</li> <li>Off peak memberships</li> </ul>	General			Committee of multiple departments	Low, will generate revenue	
1	Evaluate Efficiencies of Operations		General	<ul style="list-style-type: none"> <li>Identify areas to streamline operations</li> </ul>		Committee of multiple departments	Low	
2	School Districts	<ul style="list-style-type: none"> <li>Clayton, Ladue + private schools</li> <li>Booths at open houses</li> <li>Monthly newsletters &amp; info to families</li> <li>Fitness staff into school</li> <li>Cooperative on fitness initiative</li> <li>Sport training with teams (trainers)</li> <li>More use by off site schools (provide detailed information to schools)</li> </ul>	Families	<ul style="list-style-type: none"> <li>Set up meetings with school districts about opportunities</li> <li>Create advertisements</li> <li>Others as needed</li> </ul>		Marketing Membership others as needed	low to moderate	CSD, other schools

Priority	Action Item	Brainstorming Notes	Target	Steps Involved	Progress Notes	Staff	\$ Cost	External Resources
<b>Capital</b>								
3	Golf simulator	CCF Involvement	Golfers	<ul style="list-style-type: none"> <li>Consult engineer for feasibility and space implications</li> <li>Create bid specs</li> <li>Collect bids</li> <li>Select contractors</li> <li>Build structure</li> </ul>		Sports Administration	Moderate to High	Golf simulator vendor and builder
3	50 meter pool	Get CCF funding	Swimmers	<ul style="list-style-type: none"> <li>Consult engineer for feasibility and space implications</li> <li>Create bid specs</li> <li>Collect bids</li> <li>Select contractors</li> <li>Build structure</li> </ul>		Aquatics Administration	High, would be expected to generate revenue through membership sales	Construction contractors
2	Expanded Facility (fitness center, locker rooms)	Possible bond Issue or CCF involvement	General	<ul style="list-style-type: none"> <li>Consult engineer for feasibility and space implications</li> <li>Create bid specs</li> <li>Collect bids</li> <li>Select contractors</li> <li>Build structure</li> </ul>		Fitness Administration	High, would be expected to generate revenue through membership sales	Construction contractors
3	St. Louis County Library on site	In conjunction with Clayton School District	General			Administration	Cost to CRSWC?	Clayton School District, St. Louis County Library
1	Sauna/Steam Room	Include with expanded facilities	General	<ul style="list-style-type: none"> <li>Consult engineer for feasibility and space implications</li> <li>Create design/bid specs</li> <li>Collect bids</li> <li>Select contractors</li> <li>Build structure</li> </ul>		Aquatics Administration	Moderate, may generate revenue	Construction contractors
3	Teen Center	Include with expanded facilities	Teens	<ul style="list-style-type: none"> <li>Set up focus group</li> <li>Create list of possible programs</li> <li>Identify space for programs</li> </ul>		Community Rec Administration	Low, may generate revenue	Clayton School District

1=begin immediately  
2=plan when time/resources are available  
3=more research required and/or extensive financial investment

Included on Center Marketing Plan

Moved to Center Marketing Plan



# Clayton Recreation, Sports and Wellness Commission

## Request for Commission Action

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**To:** Clayton Recreation, Sports, and Wellness Commission

**From:** Patty DeForrest, Director of Parks & Recreation

**Date:** January 27, 2012

**RE:** Resolution – Authorizing Execution of a Loan Agreement between the City of Clayton and Clayton Recreation, Sports and Wellness Commission (CRSWC)

---

The Board of Aldermen previously approved a loan agreement on December 10, 2010 with the Clayton Recreation, Sports and Wellness Commission (CRSWC) to allow the purchase of \$37,277 (net of trade-in) of fitness equipment for The Center of Clayton. At that time the terms were three years and the City charged 1% on the loan.

The CRSWC requested, and City staff recommended, that a similar loan be approved for the purchase of fitness equipment totaling \$32,264 (net of trade-in) with the same three year repayment term and an interest rate of 1%. The interest rate is lower than a conventional lease that the CRSWC could secure. The CRSWC budgeted for this and will repay the lease on a quarterly basis.

The basis of the rate is the daily Municipal Market Data report received through Piper Jaffray, Clayton's financial advisor. This type of loan would equate to a AA rated City borrowing.

**Recommended Action:** To approve the resolution authorizing the loan.

**RESOLUTION NO. 2012 – 01**

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**A RESOLUTION AUTHORIZING A LOAN BETWEEN THE CITY OF CLAYTON  
AND THE CLAYTON RECREATION SPORTS AND WELLNESS COMMISSION.**

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WHEREAS, the Clayton Recreation, Sports and Wellness Commission (CRSWC) is in need of certain fitness equipment to maintain its services to Clayton residents and other members at The Center of Clayton; and

WHEREAS, the City of Clayton believes it is in the best interest of the City and the CRSWC for the City to directly provide financing to enable the CRSWC to acquire the needed fitness equipment; and

WHEREAS, the CRSWC has budgeted to repay such financing over a proposed thirty-six month term;

NOW, THEREFORE, BE IT RESOLVED BY THE CLAYTON RECREATION, SPORTS AND WELLNESS COMMISSION OF CLAYTON, MISSOURI, AS FOLLOWS:

Section 1. The Clayton Recreation, Sports and Wellness Commission agrees to borrow the sum \$32,264.00 from the City of Clayton under terms substantially in accord with those in Exhibit A attached hereto and incorporated herein by reference, for the sole purpose of financing the acquisition of certain fitness equipment by the CRSWC for use at The Center of Clayton.

Section 2. The CRSWC President is hereby authorized to execute any related paperwork on behalf of the CRSWC in order to effectuate the loan.

Passed this 27<sup>th</sup> day of January, 2012.

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President, CRSWC

ATTEST:

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Secretary, CRSWC

## **PROMISSORY NOTE**

\$32,264.00

Date: February 1, 2012

FOR VALUE RECEIVED, the undersigned Maker promises to pay to the order of THE CITY OF CLAYTON, MISSOURI, (the "Holder") the sum of Thirty-two Thousand Two Hundred and Sixty-four Dollars and no cents (\$32,264.00), together with interest thereon at the rate of One Percent per annum, to be paid in twelve (12) quarterly installments in the amounts specified on Exhibit A, attached hereto and incorporated herein by reference, beginning February 1, 2012, with the first payment due April 30, 2012 and continuing quarterly thereafter until fully paid.

In the event of default in any of the terms, covenants, or conditions of this Promissory Note, the Holder hereof may, at the option of the Holder, accelerate the maturity date of this Note and demand immediate payment of the entire principal balance thereof plus all interest then due, all of which the Maker agrees to then pay.

The Maker hereof shall have the right to prepay the principal of the Note in whole or in part, plus all interest then due, at any time prior to demand, and without penalty.

In the event of a default, the Maker hereof shall pay all costs and expenses, including reasonable attorneys' fees, incurred in the collection or enforcement of this Note.

Receipt is acknowledged by the Maker of valuable consideration for the making of this Note and a copy of this Note.

This Note is hereby deemed made and delivered in the State of Missouri. It shall be governed by and in accordance with the laws of the State of Missouri.

This Note is payable at and the address for notice to the Holder is: City of Clayton, Missouri, c/o Clayton City Hall, 10 North Bemiston, Clayton, Missouri 63105, Attn: Finance Director.

The address for notice to the Makers shall be: 50 Gay Avenue, Clayton, Missouri 63105, or such other place as the Maker may from time to time designate in writing.

The following notice is given pursuant to Section 432.045 of the Revised Statutes of Missouri:

ORAL AGREEMENTS OR COMMITMENTS TO LOAN MONEY, EXTEND CREDIT OR TO FORBEAR FROM ENFORCING REPAYMENT OF A DEBT INCLUDING PROMISES TO EXTEND OR RENEW SUCH DEBT ARE NOT ENFORCEABLE. TO PROTECT YOU (MAKER) AND US (HOLDER) FROM MISUNDERSTANDING OR DISAPPOINTMENT, ANY AGREEMENTS WE REACH COVERING SUCH MATTERS ARE CONTAINED IN THIS WRITING (AND THE WRITINGS REFERENCED HEREIN), WHICH IS THE COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN US, EXCEPT AS WE MAY LATER AGREE IN WRITING TO MODIFY IT.

**Maker:**

\_\_\_\_\_  
Clayton Recreation, Sports and Wellness Commission  
Judy Goodman, President

Attest:

\_\_\_\_\_

Secretary

**Holder:**

\_\_\_\_\_  
City of Clayton  
Craig S. Owens, City Manager

Attest:

\_\_\_\_\_

City Clerk

**City of Clayton**

**Fitness Equipment Lease Payment Schedule**

Date: February 1, 2012  
 Scheduled payoff date: January 30, 2014  
 Interest Rate: 1.00%  
 Loan Amount: \$32,264

	<u>Payment</u>	<u>Principal</u>	<u>Interest</u>	<u>Payment Total</u>	<u>Balance</u>
	<u>#</u>				
April 30, 2012	1	2,654.34	80.66	2,735.00	29,609.66
July 30, 2012	2	2,660.98	74.02	2,735.00	26,948.68
October 30, 2012	3	2,667.63	67.37	2,735.00	24,281.06
January 30, 2013	4	2,674.30	60.70	2,735.00	21,606.76
April 30, 2013	5	2,680.98	54.02	2,735.00	18,925.78
July 30, 2013	6	2,687.69	47.31	2,735.00	16,238.09
October 30, 2013	7	2,694.40	40.60	2,735.00	13,543.69
January 30, 2014	8	2,701.14	33.86	2,735.00	10,842.54
April 30, 2014	9	2,707.89	27.11	2,735.00	8,134.65
July 30, 2014	10	2,714.66	20.34	2,735.00	5,419.99
October 30, 2014	11	2,721.45	13.55	2,735.00	2,698.54
January 30, 2014	12	2,698.54	6.75	2,705.28	0.00



# Clayton Recreation, Sports and Wellness Commission

## Minutes

October 28, 2011  
The Center of Clayton  
Meeting Room C  
8:00 a.m.

The meeting was called to order at 8:09 a.m. by Judy Goodman.

Those in attendance: Judy Goodman  
Michelle Harris  
Robert Kerr  
Omri Praiss  
Todd Thomason  
Craig Owens – Ex-Officio

Those absent: Jane Klamer  
Sharmon Wilkinson – Ex-Officio

### 1. Addresses from the Audience

There were no addresses from the audience.

### 2. Reports

#### FY11 Year-End Financial Report

Toni Siering, Superintendent of Parks and Recreation Operations, presented the FY11 Year-end Financial Report to the Commission.

#### Membership Report

Toni Siering provided a summary of membership activity for September 2011.

### 3. Discussion Items

#### Center Marketing Plan

Dan Krewson, Assistant Marketing Supervisor, reviewed the updated Marketing Plan for The Center of Clayton.

## **CRSWC Goal Setting Workshop**

Patty DeForrest discussed preparations and scheduling for the CRSWC Goal Setting Workshop.

### 4. **Action Items**

#### **Approval of August 17, 2011 Minutes**

A motion was made by Robert Kerr to approve the August 17, 2011 minutes as submitted. Motion was seconded by Michelle Harris. Motion passed unanimously.

#### **Approval of September 21, 2011 Minutes**

A motion was made by Robert Kerr to approve the September 21, 2011 minutes as submitted. Motion was seconded by Michelle Harris. Motion passed unanimously.

#### **Approval of September 21, 2011 Joint Meeting Minutes**

A motion was made by Robert Kerr to approve the September 21, 2011 joint meeting minutes as submitted. Motion was seconded by Michelle Harris. Motion passed unanimously.

Meeting adjourned at 8:45 am.

Minutes recorded by Toni Siering.