



**City of Clayton
Parks & Recreation Commission Meeting
Monday, December 5, 2011
7:00 PM – The Center of Clayton
Meeting Room C**

----- Agenda Topics -----		
Topic		Notes
1. Approval of Minutes	Mimi Deem	
2. Addresses from the Audience	Mimi Deem	
3. Dog Park Survey Results	Patty DeForrest	
4. FY 2011 Financial Report	Eric Gruenfelder & Patty DeForrest	
5. Director's Report	Patty DeForrest	
6. Old Business/New Business	Mimi Deem	

Attachments:

Minutes November 7, 2011
Dog Park Survey Results
FY 2011 Financial Report

Notes:

Next Meeting: Monday, January 9, 2012

CLAYTON PARKS AND RECREATION COMISSION MEETING

Monday, November 10, 2011

The Center of Clayton – Multipurpose Room C

The following members were present:

Mimi Deem	Michelle Harris
Marguerite Garrick	Andrea Maddox-Dallas
Rosemary Hardy	Eric Schneider
Laurel Harrington	Melanie Tamsky

Excused/Absent:

Ira Berkowitz
Brad Bernstein
Omri Praiss

Also Present:

Chris Cholley	Tim Hohenstein
Patty DeForrest	Patrick Magee
Eric Gruenenfelder	Jason Quinton
Liz Hickox	

Welcome & Introduction of New Members: Ms. Deem welcomed the new Commission members: Ms. Laurel Harrington and Ms. Melanie Tamsky. Ms. Harrington has lived in Clayton for four years and is a Design Architect at Christner. Ms. Tamsky has been a Clayton resident for 16 years and is an attorney at Armstrong Teasdale.

Approval of Minutes: Minutes from the October meeting were approved as written.

Addresses from the Audience: Ms. DeForrest welcomed the guests to the meeting. Mr. Zachary Praiss and Ms. Allison O'Neil, both Clayton High School seniors who serve on the Mayor's Advisory Board, were in attendance.

Ms. DeForrest stated that the City has received over 550 responses from the Dog Park survey. The results should be available this week; therefore Dog Park survey information will be a topic of discussion on December's meeting agenda.

End of Year Reports: Shaw Park Tennis Center: (See attached PowerPoint presentation for additional details) Ms. Hickox and Mr. Hohenstein, the Parks and Recreation Department's Athletic and Facility Supervisors, presented the Tennis Center end of season report. The report included a 2011 fiscal year summary. Ms. Hickox reported that June, July, and August recorded as the seventh warmest three month span since 1869, July was the sixth hottest month since 1869 and July was also the hottest July recorded in 70 years. Weather Facts in 2011 were noted because they had an impact on tennis center usage. Revenue from season pass sales increased from FY10 to FY11. Daily admissions, program and rental revenue decreased for various reasons. Maintenance costs were down from FY10 because in FY11 large repairs were not completed at the Tennis Center. The majority of expenses are personnel costs.

Shaw Park Tennis Center was awarded the St. Louis District Tennis Association Grant. Staff used the funds to improve the Quick Start Tennis program, which is for children ages 5-13. Future plans at the Tennis Center include tennis court renovation, re-development of the program curriculum, youth tennis leagues, wheelchair tennis programming and USTA Sanctioned Tournaments. Staff also plans to market to groups who utilized the City's tennis courts in the past, and to hire new tennis professionals.

Shaw Park Aquatic Center Report (See attached PowerPoint presentation for additional details). Mr. Quinton, Mr. Cholley and Mr. Magee, the Parks and Recreation Department's Aquatic

Supervisors, presented the Aquatic Center end of season report. The report included a 2011 fiscal summary. Mr. Quinton stated that the 2010 season was excellent and even though revenues only increased slightly in 2011, it was another great season. The majority of revenue is generated from season pass sales. Expenditures were down this year because during low attendance times, the number of staff was decreased, without affecting safety, and Aquatic Supervisors worked pool manager shifts. Resident scans increased by 3% percent from FY10, and corporate scans were about the same.

Program highlights included increased participation in the Clayton Recreational Swim Team, decreased instructor cost by 36%, and a successful Junior Lifeguard Camp. Mr. Cholley stated that in 2012 he plans to add Scuba Camp and incorporate safety month activities in to the programming schedule.

Season highlights included Olympic Day combined with the CSP meet, Olympic Diver Lou Vitucci, and the international effort to promote fitness and well-being. The City participated in the world record breaking swim lesson event, added early morning lap swimming time and partnered with Ameren UE to promote "Green Power" at the first Green Power Plunge event. The Clayton EMS and Lifeguard staff worked together to conduct a Mock Rescue Demonstration.

Shaw Park Concessions, also known as The Dock, reduced personnel costs by 12%, and continued to focus on cleaning procedures. The Shaw Park Aquatic Center Membership Survey results showed that 84% of members are satisfied with customer service of the concessions staff. Ninety-six percent of members are satisfied with the overall quality of the pool experience. Furthermore, the Aquatic Department received 48 responses to the lap swimming preference survey. The results showed that swimmers are very satisfied with the variety of lap swim times offered at the aquatic center. The Department intends to continue to offer one lane for lap swimming in the early morning hours next summer.

Director's Report: The Hanley Park Pavilion project was approved by the BOA. A pre-construction meeting has been scheduled and construction will begin this winter. The Tennis Center contract is on tomorrow's BOA agenda. Staff applied for the Municipal Park Grant in an effort to receive additional funds to help with the cost of the Tennis Center renovation; the project will go out to bid by mid-December. The Shaw Park Recreational Trail design is being finalized, and meetings will be held soon to discuss the native garden design.

Shaw Park Ice Rink is celebrating its 50 Year Anniversary. Staff has planned some fun activities which will take place throughout the season.

The Art Selection meeting will be held on Monday, December 12 at Centene from 5:00 pm-7:30 pm. Ms. DeForrest told the Commission that anyone who would like to attend needs to let her know.

New Business/Old Business: There is no new or old business to report.

Respectfully Submitted By:
Denise Ucinski

FY 11 FINANCIAL REPORT - THE CITY OF CLAYTON
 October 1, 2010 - September 30, 2011

	Sep-10	FY 10 Actual	Sep-11	FY 11 Actual	FY11 Amended Budget	% Achieved of Amended Budget	FY11 Estimated Budget	% Achieved of Estimated Budget	
Revenue	\$43,284.60	\$885,849.84	\$75,077.84	\$917,720.72	\$915,421.00	100.25%	\$887,300.00	103.43%	Overall department was slightly under on expenses and over on revenue; always our target!
Expense	\$211,218.24	\$2,020,138.77	\$253,526.08	\$2,357,058.58	\$2,390,487.00	98.60%	\$2,358,037.00	99.96%	
Net	-\$167,933.64	-\$1,134,288.93	-\$178,448.24	-\$1,439,337.86	-\$1,475,066.00		-\$1,470,737.00		

1601 - ADMINISTRATION:

	Sep-10	FY 10 Actual	Sep-11	Year To Date	FY11 Amended Budget	% Achieved of Amended Budget	FY11 Estimated Budget	% Achieved of Estimated Budget	Notes
Revenue	\$11,326.90	\$49,969.89	\$29,748.45	\$75,989.80	\$93,575.00	81.21%	\$76,491.00	99.34%	
Expense	\$51,715.85	\$558,671.20	\$61,572.34	\$743,008.48	\$743,943.00	99.87%	\$743,854.00	99.89%	
Net	-\$40,388.95	-\$508,701.31	-\$31,823.89	-\$667,018.68	-\$650,368.00		-\$667,363.00		
Revenue:									
Vending Machine	\$105.22	\$1,490.15	\$82.47	\$1,541.51	\$3,250.00	47.43%	\$3,250.00	47.43%	Under budget due to low vending sales
Shelter/Rentals	\$2,165.00	\$11,370.00	\$2,565.00	\$15,405.00	\$25,525.00	60.35%	\$17,125.00	89.96%	Under budget due to lower than anticipated shelter rentals
ID Card Processing Fee	\$0.00	\$115.00	\$5.00	\$70.00	\$100.00	70.00%	\$100.00	70.00%	Under budget
Memorial Donations	\$0.00	\$0.00	\$22,019.09	\$25,185.09	\$18,000.00	0.00%	\$19,146.00	131.54%	Over budget; beginning to realize lease payments from Oak Knoll tenants
Corporate Picnics	\$5,956.68	\$14,826.68	\$4,476.89	\$16,354.80	\$19,000.00	86.08%	\$19,000.00	86.08%	Under budget due to lower than anticipated corporate pavilion rentals; over FY10
General Instruction Prog.	\$1,600.00	\$0.00	\$0.00	\$0.00	\$5,700.00	0.00%	\$0.00	0.00%	No programs held this year; revenue realized in Center budget
Special Events	\$1,500.00	\$22,168.06	\$600.00	\$17,433.40	\$22,000.00	79.24%	\$17,870.00	97.56%	Met budget; several events were not held this year, which was reflected in estimated budget
Expenditures:									
Personnel Services	\$36,048.94	\$439,169.85	\$35,395.18	\$464,807.68	\$462,896.00	100.41%	\$464,279.00	100.11%	Met budget; increase over FY10 primarily the result of merit and benefit increases
Contractual Services	\$8,507.63	\$86,446.23	\$22,167.54	\$245,959.33	\$247,404.00	99.42%	\$249,659.00	98.52%	Met budget
Commodities	\$7,159.28	\$33,055.12	\$4,009.62	\$32,241.47	\$33,643.00	95.83%	\$29,916.00	107.77%	Over budget due primarily to expenses related to special events

1603 - Shaw Park Aquatic Center:

	Sep-10	FY 10 Actual	Sep-11	Year To Date	FY11 Amended Budget	% Achieved of Amended Budget	FY11 Estimated Budget	% Achieved of Estimated Budget	Notes
Revenue	\$2,556.06	\$339,803.43	\$5,315.39	\$345,258.13	\$305,022.00	113.19%	\$307,586.00	112.25%	
Expense	\$33,282.56	\$257,981.11	\$38,173.30	\$241,270.04	\$239,264.00	100.84%	\$236,326.00	102.09%	
Net	-\$30,726.50	\$81,822.32	-\$32,857.91	\$103,988.09	\$65,758.00		\$71,260.00		
Revenue:									
Season Pass Sales	\$1,127.40	\$211,345.86	\$1,805.31	\$221,034.86	\$190,104.00	116.27%	\$191,843.00	115.22%	Over budget due to strong season pass sales
Daily Admission	\$1,425.50	\$63,010.55	\$3,012.50	\$62,122.34	\$50,825.00	122.23%	\$52,000.00	119.47%	Over budget due to strong daily admission sales
Rentals	-\$203.28	\$37,112.88	\$99.90	\$35,310.74	\$36,920.00	95.64%	\$36,920.00	95.64%	Slightly under budget due to loss of revenue for lap lane in early morning hours
Program	\$36.19	\$27,856.89	\$19.43	\$25,935.69	\$26,073.00	99.47%	\$26,073.00	99.47%	Met budget
Miscellaneous	\$170.25	\$477.25	\$378.25	\$854.50	\$1,100.00	77.68%	\$750.00	113.93%	Met budget
Expenditures:									
Personnel Services	\$19,140.58	\$153,809.48	\$25,551.71	\$149,343.41	\$158,596.00	94.17%	\$152,107.00	98.18%	Under budget due to pool manager staff shortages at the beginning and end of season.
Contractual	\$11,998.72	\$63,975.90	\$10,463.90	\$52,927.24	\$42,563.00	124.35%	\$47,039.00	112.52%	Over budget due to additional contractual costs associated with the pool painting and air conditioning compressor repairs
Commodities	\$2,143.26	\$40,195.73	\$2,157.69	\$38,999.39	\$38,105.00	102.35%	\$37,180.00	104.89%	Slightly over budget due to need for additional chemicals

1604 - Shaw Park Ice Rink:

	Sep-10	FY 10 Actual	Sep-11	Year To Date	FY11 Amended Budget	% Achieved of Amended Budget	FY11 Estimated Budget	% Achieved of Estimated Budget	Notes
Revenue	\$15.96	\$76,349.78	\$225.71	\$77,809.32	\$80,629.00	96.50%	\$76,741.00	101.39%	
Expense	\$4,630.40	\$91,117.42	\$12,976.31	\$96,021.27	\$117,797.00	81.51%	\$101,609.00	94.50%	
Net	-\$4,614.44	-\$14,767.64	-\$12,750.60	-\$18,211.95	-\$37,168.00		-\$24,868.00		
Revenue:									
Season Passes	\$140.96	\$6,441.18	\$225.71	\$7,756.24	\$6,395.00	121.29%	\$6,583.00	117.82%	Over budget due to strong platinum pass sales
Daily Admission	\$0.00	\$20,557.60	\$0.00	\$21,982.00	\$21,275.00	103.32%	\$21,982.00	100.00%	Met budget
Rink Rentals	-\$125.00	\$35,604.50	\$0.00	\$34,103.75	\$38,199.00	89.28%	\$34,216.00	99.67%	Met budget
Skate Rentals	\$0.00	\$6,562.00	\$0.00	\$6,862.00	\$6,800.00	100.91%	\$6,862.00	100.00%	Met budget
Programs	\$0.00	\$7,091.83	\$0.00	\$6,968.87	\$7,860.00	88.66%	\$6,962.00	100.10%	Met budget
Miscellaneous	\$0.00	\$92.67	\$0.00	\$136.46	\$100.00	136.46%	\$136.00	100.34%	Met budget
Expenditures:									
Personnel Services	\$0.00	\$32,073.18	\$0.00	\$26,838.00	\$33,005.00	81.31%	\$26,839.00	100.00%	Met budget
Contractual	\$4,630.40	\$47,997.18	\$11,875.69	\$62,132.67	\$73,807.00	84.18%	\$68,215.00	91.08%	Slightly under budget due to savings in utilities and good season of repair costs
Commodities	\$0.00	\$11,047.06	\$1,100.62	\$7,050.60	\$10,985.00	64.18%	\$6,555.00	107.56%	Over budget due to cost associated with the removal of the brick wall

1606 - HANLEY HOUSE:

	Sep-10	FY 10 Actual	Sep-11	Year To Date	FY11 Amended Budget	% Achieved of Amended Budget	FY11 Estimated Budget	% Achieved of Estimated Budget	Notes
Revenue	\$170.00	\$3,971.11	\$122.00	\$4,775.46	\$10,450.00	45.70%	\$10,720.00	44.55%	
Expense	\$2,601.85	\$8,930.16	\$1,744.55	\$19,552.22	\$23,488.00	83.24%	\$24,722.00	79.09%	
Net	-\$2,431.85	-\$4,959.05	-\$1,622.55	-\$14,776.76	-\$13,038.00		-\$14,002.00		
Revenue:									
Admissions	\$170.00	\$3,971.11	\$122.00	\$4,775.46	\$10,450.00	45.70%	\$10,720.00	44.55%	Under budget due to the placement of funds for the day book grant into grant revenue account line; had expected it would be realized in this account
Expenditures:									
Personnel Services	\$189.74	\$686.29	\$694.34	\$1,808.53	\$689.00	262.49%	\$2,842.00	63.64%	Under budget due to personnel savings; limited use of intern
Contractual	\$1,365.79	\$6,028.42	\$1,050.21	\$11,939.47	\$16,099.00	74.16%	\$15,136.00	78.88%	Under budget due to savings in utilities
Commodities	\$1,046.32	\$2,215.45	\$0.00	\$5,804.22	\$6,700.00	86.63%	\$6,744.00	86.06%	Under budget to off set revenue shortages

1607 - Shaw Park Tennis Center:

	Sep-10	FY 10 Actual	Sep-11	Year To Date	FY11 Amended Budget	% Achieved of Amended Budget	FY11 Estimated Budget	% Achieved of Estimated Budget	Notes
Revenue	\$4,567.89	\$52,394.10	\$4,687.87	\$43,802.38	\$60,439.00	72.47%	\$57,351.00	76.38%	
Expense	\$3,652.69	\$50,037.78	\$3,392.95	\$33,479.46	\$49,962.00	67.01%	\$45,423.00	73.71%	
Net	\$915.20	\$2,356.32	\$1,294.92	\$10,322.92	\$10,477.00		\$11,928.00		
Revenue:									
Season Passes	\$140.89	\$6,467.33	\$225.62	\$7,227.61	\$8,649.00	83.57%	\$7,271.00	99.40%	Met budget
Daily Admission	\$560.00	\$4,223.75	\$372.25	\$2,718.25	-\$7,950.00	-34.19%	\$4,400.00	61.78%	Under budget due to low daily admission sales
Court Rentals	\$1,365.00	\$2,892.50	\$300.00	\$1,757.50	\$3,215.00	54.67%	\$2,180.00	80.62%	Under budget due to scheuled USTA tournament not being held causing loss of rental revenue
Programs	\$2,502.00	\$39,010.52	\$3,790.00	\$32,099.02	\$56,525.00	56.79%	\$43,500.00	73.79%	Under budget due to lower than anticipated participation in programs
Expenditures:									
Personnel Services	\$3,652.69	\$31,039.31	\$3,157.96	\$24,401.96	\$31,647.00	77.11%	\$29,878.00	81.67%	Under budget to offset revenue shortage
Contractual	\$0.00	\$16,935.29	\$0.00	\$4,872.84	\$11,615.00	41.95%	\$10,245.00	47.56%	Under budget due to lower than anticipated participation in scheduled contractual camps
Commodities	\$0.00	\$2,063.18	\$234.99	\$4,204.66	\$6,700.00	62.76%	\$5,300.00	79.33%	Under budget to offset revenue shortage

1608 - SPORTS:

	Sep-10	FY 10 Actual	Sep-11	Year To Date	FY11 Amended Budget	% Achieved of Amended Budget	FY11 Estimated Budget	% Achieved of Estimated Budget	Notes
Revenue	\$13,668.19	\$217,391.00	\$22,955.67	\$231,322.85	\$221,146.00	104.60%	\$217,076.00	106.56%	
Expense	\$20,223.10	\$121,058.83	\$7,785.03	\$117,216.48	\$128,829.00	90.99%	\$125,839.00	93.15%	
Net	-\$6,554.91	\$96,332.17	\$15,170.64	\$114,106.37	\$92,317.00		\$91,237.00		
Revenue:									
Youth Leagues	\$6,701.49	\$124,615.88	\$13,060.00	\$134,914.68	\$124,300.00	108.54%	\$124,375.00	108.47%	Over budget due to strong participation in youth sports leagues
Adult Leagues	\$5,435.00	\$53,016.42	\$9,257.67	\$56,717.67	\$54,440.00	104.18%	\$50,855.00	111.53%	Over budget due to strong participation in adult sports leagues
Sports Camps	\$84.70	\$30,966.70	\$0.00	\$26,198.00	\$35,200.00	74.43%	\$33,840.00	77.42%	Under budget due to lower than anticipated participation in camps
Rentals	\$1,447.00	\$8,792.00	\$638.00	\$13,492.50	\$7,206.00	187.24%	\$8,006.00	168.53%	Over budget due to strong field rentals
Expenditures:									
Personnel Services	\$2,058.07	\$58,313.28	\$1,382.67	\$62,048.96	\$60,380.00	102.76%	\$58,890.00	105.36%	Over budget due to need of additional officials for youth and adult sports leagues
Contractual	\$2,371.75	\$28,715.40	\$1,902.00	\$19,539.80	\$28,130.00	69.46%	\$28,130.00	69.46%	Under budget due to lower than anticipated participation in scheduled contractual camps
Program Accounts	\$15,793.28	\$34,030.15	\$4,500.36	\$35,627.72	\$40,319.00	0.00%	\$38,819.00	91.78%	Under budget due to savings in commodities

1608 - FITNESS:

	Sep-10	FY 10 Actual	Sep-11	Year To Date	FY11 Amended Budget	% Achieved of Amended Budget	FY11 Estimated Budget	% Achieved of Estimated Budget	Notes
Revenue	\$9,203.89	\$76,973.89	\$10,660.00	\$72,129.00	\$70,000.00	103.04%	\$67,175.00	107.37%	
Expense	\$14,240.25	\$49,482.00	\$16,236.80	\$58,236.06	\$53,740.00	108.37%	\$54,862.00	106.15%	
Net	-\$5,036.36	\$27,491.89	-\$5,576.80	\$13,892.94	\$16,260.00		\$12,313.00		
Revenue:									
Program	\$9,203.89	\$76,973.89	\$10,660.00	\$72,129.00	\$70,000.00	103.04%	\$67,175.00	107.37%	Slightly lower than FY10; although better participation than estimated.
Expenditures:									
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%	
Contractual	\$14,240.25	\$49,482.00	\$16,236.80	\$57,114.45	\$53,740.00	106.28%	\$53,740.00	106.28%	Increased expenses due to increased revenue in Boot Camp; new contract calls for a high division of proceeds.
Program Accounts	\$0.00	\$0.00	\$0.00	\$1,121.61	\$0.00	0.00%	\$1,122.00	0.00%	Costs associated with construction of railing for Boot Camp Program.

1610 - PARKS MAINTENANCE:

	Sep-10	FY 10 Actual	Sep-11	Year To Date	FY11 Amended Budget	% Achieved of Amended Budget	FY11 Estimated Budget	% Achieved of Estimated Budget	Notes
Expense	\$75,479.31	\$818,235.04	\$107,702.49	\$985,323.31	\$966,779.00	101.92%	\$960,577.00	102.58%	
Expenditures:									
Personnel Services	\$49,759.20	\$594,070.66	\$54,566.59	\$646,300.50	\$615,259.00	105.05%	\$615,913.00	104.93%	Over budget due to increased use of seasonal employees and higher than estimated costs for health insurance costs.
Contractual	\$19,384.44	\$97,531.88	\$49,656.09	\$192,975.02	\$205,446.00	93.93%	\$198,255.00	97.34%	Slightly under budget due to savings in electrical
Commodities	\$3,304.92	\$90,263.50	\$460.31	\$109,813.79	\$109,840.00	99.98%	\$110,175.00	99.67%	Met budget
Transfers	\$3,030.75	\$36,369.00	\$3,019.50	\$36,234.00	\$36,234.00	100.00%	\$36,234.00	100.00%	Met budget

1613 - CONCESSIONS:

	Sep-10	FY 10 Actual	Sep-11	Year To Date	FY11 Amended Budget	% Achieved of Amended Budget	FY11 Estimated Budget	% Achieved of Estimated Budget	Notes
Revenue	\$1,775.71	\$68,996.64	\$1,362.75	\$66,633.78	\$74,160.00	89.85%	\$74,160.00	89.85%	
Expense	\$5,392.23	\$64,625.23	\$3,942.31	\$62,951.26	\$66,685.00	94.40%	\$64,825.00	97.11%	
Net	-\$3,616.52	\$4,371.41	-\$2,579.56	\$3,682.52	\$7,475.00		\$9,335.00		
Revenue:									
Concessions	\$1,775.71	\$68,996.64	\$1,362.75	\$66,633.78	\$74,160.00	89.85%	\$74,160.00	89.85%	Under budget due to low sales at the end of the season
Expenditures:									
Personnel Services	\$4,229.70	\$31,351.94	\$3,045.66	\$27,676.19	\$31,808.00	87.01%	\$29,948.00	92.41%	Under budget to offset revenue shortages
Contractual	\$380.00	\$765.00	\$0.00	\$1,125.07	\$1,200.00	93.76%	\$1,200.00	93.76%	Under budget to offset revenue shortages
Commodities	\$782.53	\$32,508.29	\$896.65	\$34,150.00	\$33,677.00	101.40%	\$33,677.00	101.40%	Over budget due to increased food costs