



**COMMUNITY CENTER ADVISORY COMMITTEE
MEETING
MONDAY, NOVEMBER 9, 2009 @ 6:30 PM**

AGENDA PACKET ATTACHED



Lillian Cardenas
Executive Assistant/Board Committees
Office: (512) 255-7871 x 210
Fax: (512) 255-0332
[*l.cardenas@bcmud.org*](mailto:l.cardenas@bcmud.org)

**REVISED
MEETING OF THE
COMMUNITY CENTER ADVISORY COMMITTEE
AND THE BOARD OF DIRECTORS OF
BRUSHY CREEK MUNICIPAL UTILITY DISTRICT
November 9, 2009**

A special meeting of the Board of Directors of Brushy Creek Municipal Utility District and a Committee meeting of the Community Center Advisory Committee of Brushy Creek Municipal Utility District will be held on November 9, 2009 at 6:30PM, at the Brushy Creek Municipal Utility District Community Center, 16318 Great Oaks Dr., Round Rock, Texas to consider and act on the following matters listed below. Please note that the Board of Directors meeting will not be held if a quorum of the Board is not in attendance, but the Community Center Advisory Committee will meet nonetheless.

1. Call to Order, Pledge of Allegiance, Roll Call, and Establish quorum.
 - a. Approval of the minutes from the September 14, 2009 CCAC meeting.
2. Citizens Communications (limited to 3 minutes)
3. Staff & Committee Report
 - a. 80/20 Contractor Insurance
 - b. Halloween Programs
 - i. Spookyfest
 - ii. Monster mash
 - iii. Freaky Friday
 - c. Project Concept Worksheet: 5th Grade Promotion Lock-in
 - d. Activenet Update
 - e. 2010 Committee Overview
4. Discussion and possible action regarding:
 - a. Reinstalling of Community Center PA System
 - b. Parks & Recreation Advisory Committee representative report
5. Board of Directors' Meeting: *The Community Center Advisory Committee Chair Report will be placed on the December 10, 2009 Board of Directors' Meeting Agenda.*
6. Establish Agenda for next Meeting
 - Community Center Beautification Project
 - New Program Worksheet: Flag Football
 - Fit 4 Life
 - Short Term Membership Concept
 - Membership Handbook Revisions
7. Adjournment.

FILED FOR RECORD

2:59 PM
NOV 06 2009

Nancy E. Ruter
County Clerk, Williamson Co. TX

Dated this November 6, 2009.
Brushy Creek Municipal Utility District



Tim Ishman, Parks and Recreation Department Manager

The Board of Directors may go into Executive Session if necessary, pursuant to the applicable section of Subchapter D, Chapter 551, Texas Government code, of the Texas Open Meetings Act, on any of the above matters. No final action, decision or vote will be taken on any subject or matter in Executive Session. Please note that this notice supplants the District's previous policy of specifically identifying those agenda items that would be discussed in Executive Session.

The District is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call 512-255-7871 for further information.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Board of Directors of Brushy Creek Municipal Utility District, is a true and correct copy of said Notice: that a true and correct copy of said notice was posted at a place convenient and readily accessible to the general public at all times, in its administrative office at 16318 Great Oaks Drive, Round Rock, Texas; that said Notice was posted on November 6, 2009 at ~~12:00PM~~ and that a true and correct copy of said Notice was furnished to the County Clerk of Williamson County, the only county in which Brushy Creek Municipal Utility District is located.

Brushy Creek Municipal Utility District



Lillian Cardenas, Executive Assistant

**Community Center Advisory Committee
Packet
November 9, 2009**

AGENDA ITEM 1

**Call to order, Roll Call, Establish quorum, and
Pledge of Allegiance**

**Community Center Advisory Committee
Packet
November 9, 2009**

AGENDA ITEM 1a

Approve September 14, 2009 MINUTES

**MEETING MINUTES OF THE
COMMUNITY CENTER ADVISORY COMMITTEE
AND THE BOARD OF DIRECTORS OF
BRUSHY CREEK MUNICIPAL UTILITY DISTRICT
September 14, 2009**

A Committee meeting of the Community Center Advisory Committee and the Board of Directors of Brushy Creek Municipal Utility District was held on **September 14, 2009 at 6:30PM**, at the Brushy Creek Municipal Utility District Community Center, 16318 Great Oaks Dr., Round Rock, Texas to consider and act on the following matters listed below. The following items were discussed:

Attendees:

Committee Members: Fred Lord, Veronica Myers, JR Richardson

Board Members: Rebecca Tullos

Staff: Rachel Hagan, Tim Ishman, Ashley Wood

Citizens: NA

1. Call to Order, Pledge of Allegiance, Roll Call, and Establish quorum.
 - a. Approval of the minutes from the June 8, 2009 CCAC meeting.

The Committee discussed minor changes under items 3a regarding grammar and wording, 3c regarding clarification of fee structure \$5/act and under 4d on grammar. Motion by J.R. Richardson to approve the minutes as amended. Veronica Myers seconded.
 - b. Approval of the minutes from the August 10, 2009 CCAC meeting.

The Committee discussed to have grammar changes under items 1a, 3a and 4a to be specified by staff. Item 3c needs to reflect that staff and Committee discussed that the need is very small in scope and suggested we continue our current practices. 3c-The staff and Committee discussed that the need is very small in scope and suggested we continue our current practices. Motion by Fred Lord to approve the minutes as amended. J.R. Richardson seconded.
2. Citizens Communications (limited to 3 minutes) - None
3. Discussion and possible action regarding:
 - a. Facility Age Usage Guidelines;

Staff discussed that the current guidelines leave out children ages 6 thru 9 years old out of either the game room or child care. Discussions occurred on raising the limit in the child care room to 7 year and the game room to 8-9 years if the parents are in the building. The Community Center may need to invest in additional game/toy for older 6-7 year olds if Staff determines a need for the purchase. Motion by J.R Richardson to agree to the changes as recommended by Staff. Seconded by Fred Lord.
 - b. Child Play Hours of Operation; and
Committee agreed with the report as presented. J.R. Richardson motioned to accept Staff recommendation. Seconded by Fred Lord.
 - c. Appoint a Parks & Recreation Advisory Committee representative.
Discussion that J.R. Richardson should be it. Motion by Fred Lord. Seconded by Veronica Myers.
4. Staff & Committee Report
 - a. Scout Project: E-Waste Recycling Day;
Staff informed the Committee that this is to be placed on the November 9, 2009 Parks committee agenda. Shannon Holt, the scout, will present this item. This Program is scheduled to take place on Saturday, November 14, 2009.
 - b. Texas Recycles Day: Friday, November 13, 2009;
The Committee discussed to possibly notify the Elementary and Middel schools. Staff informed the committee that last year, the Elementary school rejected the notification 3 times.
 - c. Creek Clean Up: Saturday, November 7, 2009;
Staff informed the Committee about the event and the Committee requested that Staff also share this information with the Parks Committee.
 - d. RRISD Inter-local for 2009-2010;

Director Tullos discussed how Brushy Creek should have equal opportunity to the use of the gym and that the agreement should be built around the relationship and a type of "gentlemen' agreement" where the District and RRISD would exchange usage of facilities on us versus dollar value. RRISD is viewing this agreement as a "dollar to dollar" business transaction. Director Tullos will talk with Tom Clark and Tim Ishman regarding the pursuit of this agreement. Motion by Fred Lord to follow Staff's recommendations. Seconded by J.R. Richardson.

- e. District Sign Project; and
Staff provided Committee with an update to inform them that they met with PBS&J on Friday. A clean version of the bid document will be going to board on October 22, 2009, with a target date for completion by April 2, 2010.
- f. Summer Program Evaluation Summary.
Tim requested that Staff prepare quarterly evaluations of programming with the intent is to show the Committee how Staff evaluates the programs.

Camp foxtail was very successful. Next year the program will increase staffing to allow more children during the few weeks. Ashley used survey monkey to perform the survey. Next year the plan is to stay in the Community Center and to increase overall enrollment numbers with a similar program. Counselors were generally very happy and had much better understanding of roles and responsibilities. Other staff within the facility was very happy with camp.

Splash camp had lower than expected enrollment this year. This could have been due to the economy with working mothers and the heat may have had some contributing factors. The plan for next year is to reduce the number of weeks this program will be offered.

Cooking and Baking camp filled each time it was offered. Consideration is being given to adding another session next year. 80/20 programming such as game design, web design will definitely be offered again.

Sports and Fitness – All camps were received well. 60% rated camps as excellent. Outdoor camps suffered lower enrollment due to heat. The goal for Staff is to maintain quality above all programs.

- 5. Board of Directors' Meeting: *The Community Center Advisory Committee Chair Report will be placed on the September 24, 2009 Board of Directors' Meeting Agenda.* - Noted
- 6. Establish Agenda for next Meeting
 - a. October 22, 2009 Annual Joint Board/Committee Meeting
 - b. November 9, 2009 next CCAC meeting
 - i. Membership Handbook
 - ii. Activenet Update
 - iii. Short Term Membership
 - iv. Landscape Plan Update (informational)
- 7. Adjournment. Motion by J.R. Richardson to adjourn at 7:55 p.m. Seconded by Veronica Myers.

Respectfully Submitted by,
Veronica Myers

**Community Center Advisory Committee
Packet
November 9, 2009**

**Item 2
Citizens Communications**

No Attachments

**Community Center Advisory Committee Packet
November 9, 2009**

**Executive Summary
Agenda Item 3a
80/20 Instructor Insurance**

BACKGROUND:

Currently for 80/20 Contracted Instructors, the contract states "that they shall be insured under its Commercial General Liability policy in an amount acceptable to the District but not less than one million combined single limit per occurrence and three million annual aggregate, which must be endorsed to include Contractual Liability".

All current 80/20 instructors were asked to provide the staff with a quote showing they attempted to pursue such insurance. The cost of this insurance ranges from \$350 to \$600 a year to maintain. This is not a problem for groups who bring their franchise to our center (i.e. Kinderdance, Music Together, Anmol Technologies, Blazing Saddles Defensive Driving) and hold monthly classes that bring them over \$1,000 per year.

However, to continue offering a wide range of programming and allowing new ideas to come in and be tested, this is a major issue for some instructors whom have never held a class at Brushy Creek and don't know how many people will enroll in their class. For example, a resident named Michael Carrasco is currently teaching guitar lessons. Between the two classes he offers he will take home \$235 for this session and only offers the class 2-3 times a year. In order to have insurance he would have to teach 1.5 sessions just to pay for the cost of the insurance. Another example is a resident and a local HOA Board President Deb Robison who offered a photography class earlier last month. Sadly no one registered for this class. This means she would have had to pay a minimum of \$350 to not have a class.

Due to this issue we are at risk of losing a lot of instructors and greatly reducing the amount of new classes we can offer since only well established franchises will be able to afford to teach at our center, which greatly limits residents or other local talents from being displayed.

FINANCIAL: N/A

RESOURCE: Ashley Wood

LEGAL: Not consulted

STAFF RECOMMENDATION: Since the 80/20 Instructor Contract already has a Release of Liability and Indemnification Clause

- *(Contractor shall properly safeguard against any and all damage, loss or injury, to persons or property that may arise, or be incurred in connection with the Class without regard to whether or not Contractor, its agents or employees has been negligent. Contractor shall assume all responsibility for risks or casualties of every description, for any and all damage, loss or injury, to persons or property arising out of the presentation of the Class; negligence or failure of its employees to comply with this agreement; arising from action of the elements or from any unforeseen or unusual difficulty. Contractor agrees to be solely responsible for, and further agrees to release, hold harmless, and indemnify the District, its officers, employees, and agents from and against any liability, costs, causes of action, or damages, including reasonable attorney fees, arising out of or related to the acts or omissions of Contractor, including by way of example and not in limitation, any injury to third persons, property damage, or theft)*

Staff recommends that instead of the previous stated Insurance Requirement, the contract state that instructors must provide proof of liability insurance (i.e a copy of their homeowner's policy – which is the same requirement for rentals that are serving alcohol) and sign the Release of Liability or a separate insurance policy.

COMMITTEE PARTICIPATION:

ATTACHMENT: None

RECOMMENDED MOTION:

Motion for Staff to consult legal on revising the 80/20 contract to provide options pertaining to proof of liability insurance in preparation for Board approval.

**Community Center Advisory Committee Packet
November 9, 2009**

**Executive Summary
Agenda Item 3bi-iii
Staff & Committee Reports: Halloween Event Reports:
Spookyfest, Monster Mash, Freaky Friday**

BACKGROUND:

During the last weekend of October, the Programs Department put on three Halloween Events for the District. All three of these events were huge successes and had a great increase in attendance (Freaky Friday maxed out attendance at 150, Monster Mash doubled its attendance and Spookyfest tripled its attendance from 2008).

FINANCIAL: See specific Event Memo

RESOURCE: Ashley Wood, Recreation Programs Coordinator

LEGAL: Not consulted

STAFF RECOMMENDATION:

Informational purposes only

COMMITTEE PARTICIPATION:

ATTACHMENT:

- Memo for Freaky Friday & Monster Mash 2009
- Memo for Spookyfest 2009

RECOMMENDED MOTION:

None. Informational purposes only



MEMORANDUM

TO: Tom Clark, Tim Ishman

FROM: Ashley Wood

SUBJECT: 2009 Spookyfest

DATE: October 31, 2009 from Noon to 2 pm

On October 31, 2009 the Programs Department held its Annual Spookyfest Family Halloween Festival. This event took place at the Community Center in the Elm & Oak Rooms, the Garden and the Pavilion. Attendance for this event was tripled from last year. 57 families attended the 2009 event making an estimated 200 people in attendance (the 2008 event only had 13 families with an estimated 30 people in attendance). The breakdown for attendees was 12 member families, 43 resident families and 2 non-resident families.

This event had many different activities. When attendees arrived they went through our inflatable cemetery scene into the garden where they visited the sign in table to pay/check-in, sign up for the costume contest and received their Scavenger Hunt. The point of the Scavenger Hunt was to visit every destination, get a sticker from that destination and bring your completed card back to the sign-in table for a prize. The second station was a "color your own trick or treat bag" station. After coloring their own bag they moved to the coffin dig where kids rummaged through balls to find prizes. Next to this was our snack station that had Capri Suns, pretzels, chex mix, fruit snacks and cookies for the children. In the Elm Room we had a cake walk and in the Oak Room were a story teller who also did balloon animals and 3 games (karaoke, Halloween Bingo and a bean bag toss). The final activity on the patio was a button reflector craft. After completing these activities attendees continued to the pavilion for pumpkin painting, face painting, the bounce castle, the bounce slide and a toddler bouncy maze. The biggest attraction was the trackless train that ran from the pavilion to the Farmer's Market, where the vendors were also offering Halloween games.

This event also had a costume contest. The winners received a ribbon and a bag with a Halloween plush, a juice box, stickers, and candy. The winners for were: Cutest = Ella Giard as a "Minnie Mouse", Funniest = Abby Crutchfield as a "Luigi", Scariest = Brandon Davenport as a "Grim Reaper", and Judge's Favorite = Ava Grace Baker as a "Kitten".

Advertising was as follows: A large banner hung in front of the Community Center, an email blast

went out to all committees, the board, the BCWA, HOA's, and all emails on file with Active Net. Flyers were posted at all 10 park kiosks and in the Community Center. Information was posted on all of the district Marquees, on the Community Center Lobby TV, in the October 2009 to March 2010 Catalogue, the District newsletters and on the BCMUD website. The event was written about twice in the Round Rock Leader and listed in the Community Impact Event Calendar both online and in their monthly publication.

Successful Areas to Sustain:

1. The price was a really great deal and a lot of people attended
2. The set-up and take down went very smooth
3. The scavenger hunt was a fun idea
4. The trackless train was a huge hit as was the toddler bouncy. Definitely need to bring those back next year.
5. Having the event on Halloween Day made it more popular.
6. Lots of people were very complimentary and said they can't wait to come back next year.

Areas Needing Improvements:

1. We need to have a better pay system that doesn't overload the sign in table or the customer service office due to the large amount of people who paid at the door.
2. Using stamps would have been better for the scavenger hunt than stickers
3. Next year we need to be prepared for more people than we were this year
4. Having one staff person on three games was too much.
5. Very few people visited the Farmer's Market even though the train took them there.

Budget Information

****Amount Budgeted***

\$500 in expenses, \$200 in income

****Amount Incoming= \$544***

(\$344 more than budgeted)

<i>Amount</i>	<i>Vendor</i>	<i>Items Purchased</i>
\$ 50.00	Paul Tallent	Story Teller & Balloon Animals
\$250.00	Kiddie Express Train	Trackless Train for 2 hours
\$125.00	Dick Morras Signs	Advertising Sign for Comm. Center*
\$ 2.10	RRISD Media Services	Laminating
\$ 21.82	Sam's Club	Fruit Snacks & Capri Suns
\$ 60.90	HEB	Mini Pumpkins for Painting
\$ 73.01	Wal-Mart	Cake Walk Supplies, Candy, Etc
\$ 6.99	Party City	Halloween Bingo Game*
\$ 34.93	HEB	More Mini Pumpkins

\$678.07 Cost of Event Supplies

**indicates reusable for next year*

\$ 350.00 Cost of Staffing (7 counselors for a total of 35 hours)



MEMORANDUM

TO: Tom Clark, Tim Ishman

FROM: Ashley Wood

SUBJECT: 2009 Freaky Friday & Monster Mash

DATE: October 30, 2009

On October 30, 2009 the Programs Department attempted a new idea of holding a 4th & 5th Grade party on the same evening of a Teen party. This concept was successfully completed and both events had great attendance. The events were the 4th & 5th Grade Freaky Friday (FF) which occurred from 5 to 7 pm and the 6th-12th Grade Monster Mash (MM) which occurred from 8 to 10 pm.

Attendance for both of these events was excellent. 152 4th & 5th Graders attended FF with a breakdown of 54 members, 78 residents and 20 non-residents. 59 6th-12th Graders attended MM with a breakdown of 39 members, 16 residents and 4 non-residents.

Both events ran the same with a haunted hallway, pumpkin painting, a movie being shown ("Coraline" for FF and "Twilight" for MM), dancing, karaoke, a costume contest and tons of food including mini bean and cheese tacos, pizza rolls, pigs in a blanket, "dirt cups" (chocolate pudding, smashed Oreos and gummy worms), chips, sodas and grape punch from the punch fountain.

The costume contest was held at the midway point of each event. The winners received a ribbon and a Halloween plush. The winners for FF were: Cutest = Sariah Grashel as a "Ninja", Funniest = Collin Cooper as a "Freaky Banana", Scariest = Phillippe Dalton as a "Skeleton Pirate", and Judge's Favorite = Emma Mokhtar as "Ms. Pacman". The winners for MM were: Cutest = Kiera Granado as "Girly Sponge Bob", Funniest = Mikayla Christian as "Nacho Libre", Scariest = Kolin Pettigrew as "Dead Hunter" and Judge's Favorite = Mia Woodall as an "Ewok".

Advertising was as follows: An email blast went out to all committees, the board, the BCWA, HOA's, and all emails on file with Active Net. Flyers were posted at all 10 park kiosks and in the Community Center. Information was posted on all of the district Marquees, on the Community Center Lobby TV, in the October 2009 to March 2010 Catalogue, the District newsletters and on the BCMUD website. Both events were written about twice in the Round Rock Leader.

Successful Areas to Sustain:

1. Using the scene setter and lighted pumpkins made for great atmosphere
2. The haunted hallway was a big hit with the kids.
3. The amount of staffing for the set up and the event was great. (2 hours for the rooms and patio, 2 hours for the haunted hallway, 1 hour for prepping food and last minute details).
4. The amount of food purchased worked perfect for FF (though more had to be bought for MM between the two events).
5. Clean up went very quickly and everything was well taken care of.
6. Having the food on the patio instead of in a room kept the rooms cleaner, and gave more space for the kids to run around in. Though the kids did feel they could throw more on the ground.

Areas Needing Improvements:

1. We need to make sure the people working afterschool are not also working the event since it created a lack of staffing for the afterschool program.
2. Listing MM as a 6th-12th grade event kept some parents from letting their 6th graders come. Teen events need to be changed into being “middle school events”.
3. The karaoke machine was barely used due to the noise in the room. Maybe moving it to the craft room would be a better choice.
4. We need a better way to let people in. The line was very long and it took too much time.

Budget Information

Amount Budgeted

Monster Mash: \$500 in expenses, \$150 in income

Freaky Friday: \$250 in expenses, \$400 in income

Amount Incoming

Monster Mash = \$347

Freaky Friday = \$1,016

(\$713 more than budgeted)

<i>Amount</i>	<i>Vendor</i>	<i>Items Purchased</i>
\$ 41.96	Oriental Trading	Prizes and Decorations
\$ 18.98	Target	Glow Bracelets for Entrance
\$ 39.42	HEB	Mini Pumpkins for Painting
\$ 11.81	Home Depot	Spot Lights for Haunted Hallway
\$ 2.96	HEB	Ice
\$ 48.51	HEB	Food (Mini Tacos)
\$ 10.78	HEB	Food (More Mini Tacos)
\$162.69	Wal-Mart	Food, Decorations, Candy
\$152.04	Sam’s	Food, Soda, Chips
\$ 94.65	Party City	Decorations, Lights, Award Ribbons
\$ 6.00	Blockbuster	Movies

\$ 83.96	Spirit Halloween	Decorations for Haunted Hallway
\$ 27.99	HEB	Punch & Cups

\$701.75 *Cost of Event Supplies*
(\$48.25 less than budgeted)

\$650.00 *Cost of Staffing (9 counselors for a total of 65 hours)*

\$1,363.00 *Total Incoming for Event Participation*

\$1,351.75 *Total Outgoing Cost of Events*

\$ 11.25 *Surplus for District*

**Community Center Advisory Committee Packet
November 9, 2009**

**Executive Summary
Agenda Item 3c
Project concept Worksheet – 5th Grade Promotion Lock-In**

BACKGROUND:

There are several new events that the Programs Department would like to offer for the April to September 2010 Program Catalogue. These ideas have been thought out, planned and have dates set to them. They are also events that have never been done at Brushy Creek.

FINANCIAL: See project worksheet

RESOURCE: Ashley Wood

LEGAL: Not consulted

STAFF RECOMMENDATION: Staff recommends that the Committee discusses the proposed events and approves or gives suggestions regarding the event:

- 1) 5th Grade Promotion Lock In

COMMITTEE PARTICIPATION:

ATTACHMENT: Project Worksheet for 5th Grade Promotion Lock In

RECOMMENDED MOTION:

Motion to recommend to the Board that Staff proceed with the 5th Grade Promotion Lock In as an Event.

BRUSHY CREEK MUNICIPAL UTILITY DISTRICT PROJECT CONCEPT WORKSHEET

ALL proposed projects/concepts must be pre-approved by the Board prior to committing any District resources (District resources defined as financial, legal or time of staff and/or committee members). After Board approval the project will be assigned to staff and/or committee for implementation. (Use additional sheet of paper if necessary)

Proposed Project Information

Project Title: 5th Grade Promotion Lock-In

Project Requestor: Ashley Wood

Project Summary:

Catalogue Description: Say goodbye to 5th grade and hello to middle school with Brushy Creek's first 5th Grade Promotion Lock-In! Graduating 5th graders will have a great night filled with food, fun, friends, movies, games, a hypnotist and lots of other surprises throughout the night! Make sure you send your 5th grader with a sleeping bag and pillow.

Summary: This event will occur at the Community Center June 4th starting at 9 pm (with pick up at 7 am). We will have movies/food/games in the Meeting Rooms, sports games (basketball tourney, dodge ball tourney, etc) and bouncies in the gym, and we will bring in several "highlights" like a hypnotist, the Texas Stars Ice Girls, food and more throughout the evening. The kids will settle down for the night around 2 am with movies paying and the girls in one room and boys in another.

Project Timeline (Start & End Date)

Start: November 2009

End: June 2010

Budget: Already planned for in the FY2010 budget. The event will be opened up to 150 kids. We will charge \$12/Member, \$15/Resident and \$17/Non-resident. We will have 10 staff people there for 10 hours = \$1,000, and will have \$800 for other things like bouncies, food and surprises)

Staff Time: 10 staff members for 10 hours (already requested in FY 2010 Budget)

Financial: \$12/Member, \$15/Resident and \$17/Non-resident

District Resources

Staff:

Ashley Wood
Programs Support Staff

Legal: N/A

Committee: Community Center Advisory Committee

Other:

Proposed Project Approval

Date Submitted To Board:

Date Approved By Board:

Assigned District Resources (Staff):

Assigned District Resources (Committees):

Proposed Date To Return To Board For Final Approval:

**Community Center Advisory Committee Packet
November 9, 2009**

**Executive Summary
Agenda Item 3d
ActiveNet Update**

BACKGROUND:

On March 1, 2009 the District went live with the ActiveNet Recreation Management software. Since then staff has increased their knowledge and use of this software. This report is to provide an update as to what areas are currently being used and to define the areas of the software in which further utilization needs to occur. The nine modules in the ActiveNet software include: Registrations, Facility Bookings, League Scheduling, Membership Management, Reports, Point of Sale, Refunds, Camps, and Gift Certificates.

Registration – For the consumer this is the area in which registration occurs and is the area that we have developed & learned the most about since going live. With the introduction of the second catalog, staff has become more efficient and has corrected earlier issues in setting up course offerings in the system software. The remainder of this section is more for internal use by staff and focuses on Activity & Customer Relationship Management and Reporting.

We are using about 80% of this area.

Some of the items staff is not currently using include: the payroll component for 80/20 contract instructors; personal trainers payroll and scheduling; and graduating customers to higher skill levels (i.e. dance, fencing, etc...).

Facility Booking – (Facility Management, Search & Calendar Tools and Ability to Integrate)

Facility Reservations was our most challenging module to build. Some of the positives aspects of this section include the ability for staff to check room availability and quickly reserve the needed areas. The reservations can be set for up to 2 yrs out. Double booking a reservation no longer exist and options for alternatives are easily seen.

Some of the challenges for facility reservations are getting the fees to match the rentals and add-on fees associated with. It is extremely difficult to make changes to a reservation once a payment plan is in place. Our fee structure is complex and it would be beneficial for it to be reviewed and changed. Keeping track of due dates and the amounts needed to be paid on payment plans are nearly impossible with our current structure. A proposal to change our payments plans and fee structure should be presented to CCAC and the Board.

We are using about 75% of this area.

Items not currently being used out of the section include on line booking, set-up and take down time blocks, floor set design and report interpretation. If we could simplify our payment structure and payment plan we would be able to set up our on line options

to ensure they would be correct. The current system has too many variables and staff has to manually add/take away and adjust charges.

League Scheduling – (League Management, Game Management, Officials Management)

Currently the league scheduling module is not being used. In an attempt to build a league out of the system staff has found it to be a work intensive process coupled with a lack of knowledge of how to do so. Areas that make this challenging are the fee structure, once the customer is registered, breaking everyone onto a team, and then placing them under a coach. Additionally, granting coaches rights in the system to track scores, attendance and communicating rights to the team are all factors that need to be reviewed and understood before this module can be activated. This is an area that staff would benefit having an ActiveNet representative provide in-depth training in this specific area.

We are using about 0% of this area.

Note: Staff is currently using Quickscores a web site that you can build and manage leagues since January 2008. This site has had over 30 thousand visitors for our organization. The cost for this service is about \$1,000/year.

Membership Management – (Package Management, Membership & Passes and Reporting)

We are using about 70% of this area.

The membership module in Activenet has simplified staff's ability to track and modify customer memberships. The reporting feature is much better than what was available through the previous system. Some challenges we face with this module, and that are currently being reviewed, are the different outcomes that result when a payments method fails. For example, the system takes a different path when a check fails authorization verses a declined credit card or debit card. Memberships that fail the payment processing, require staff to place the remaining months balance left in the year contract onto the customers account. This is a limitation because the design of the package was made to renew monthly, and by the quarter. Staff has an open ticket with Activenet's Support Services and Programming Team for this to be corrected by placing the remaining balance on the individual account.

Point of Sales (POS) – (selling items that customers' information is not required)

We are using about 1% of this area.

Currently funds collected at all pools is brought to the community center and entered into ActiveNet as a POS. Day passes and child play payments are also entered as POS. The sale of replacement ID cards are sold through here.

POS can be used more efficiently by directly entering pool day passes at the pool and events where multiple people are coming in at one time. For example at our end of the

summer pool party, winter & spring - child parent/dances are all events that POS could be used for. Because of our organization's limitations to sell items this area is not one that will ever be fully utilized.

Camp Module- (registering a program that is multiple weeks)

We are using about 0% of this area.

The fees structure to set up a payment plan was too complex for this particular module. Summer camps were built as regular courses and those that qualified for a payment plan are managed manually by the coordinator for this activity.

Training on how to utilize and implement this module would need to occur for staff to be able to use this.

Reporting - The reporting module of ActiveNet is very extensive and is superior to the previous software, with reports for just about every aspect of operations being available. Staff is still learning what is available and how to query information into reports specifically for what is needed. Another feature of this module is its ability to create a catalog. Staff has not utilized this aspect and needs training from ActiveNet to see how this portion could be beneficial to our organization. Finally, communication with our customer data base is another part of this module. Staff is increasing its use of this portion in notifying customer of changes, membership information and upcoming events along with identifying and reminding target groups during program enrollment periods.

Challenges - The following is a list of current open tickets with the software development team at Activenet that have been submitted for review to more specifically meet our business needs.

On line accounts- when a customer receives approval for an on line account they have to log back in and add family members. The system does not place the other added family members with the same settings as resident vs. non resident. It labels them all non residents.

Adjusting balances on accounts- when a balance is added to an account a payment is requested immediately. A payment plan has to be created for the balance.

Pro rating function for activities is set to divide out the numbers of days from the start of a course to the last date of the course. Staff has requested for prorates to calculate based off the number of courses held in an activity.

Debit cards are often declined due to the processing of debit cards submits 0's for zip codes when requested. If the individual bank requires the customers actual zip code to match the billing zip code a decline will be given.

Staff has requested for a report that shows the number of on line accounts created with the number of transactions.

One refund can be processed per receipt. Staff has requested an enhancement that will allow multiple refunds to be processed off of one receipt on different dates.

Summary –

ActiveNet has simplified many of the processes that staff previously had to maneuver through with the previous software. There are several reporting options for registrations and all aspects of the system that have proven to be beneficial. We are continually learning what ActiveNet does and how it can best fit our organization. There are update releases at minimum every three months. Most of these releases provide us with requested modifications staff has requested along with other enhancements. There have been some enhancements that have disrupted the set up of our system, however ActiveNet developers responded to our issue promptly with resolutions. Technical support employees for ActiveNet are very friendly, professional, and provide staff with responses in a timely manor.

FINANCIAL: N/A

RESOURCE: Tim Ishman, Gavino Abrigo, Sue Retter, Ashley Wood, Betsy Schultz, Simon Molyneux, Dona Holloway

LEGAL: N/A

STAFF RECOMMENDATION: It would be of great value to have an ActiveNet trainer come back now that we have used their product and provide a list of items we could use more training on. Areas that could use more training on would include designing a catalog, league building, camp module, and making adjustments to our membership packages. A huge advantage would be to have them train us on the multitude of reports that the system generates and how they can be used to our advantage.

COMMITTEE PARTICIPATION:

ATTACHMENT: Usage Chart

RECOMMENDED MOTION:

None. For Informational purposes only.

Parks and Recreation Department Metrics -

Internet/On-line Activity

Active Net	Mar	Apr	May	Jun	Jul	Aug	Sept
New - On-line Accounts	81	89	143	71	97	88	45
Cumm. Total On-line Accounts	81	170	313	384	481	569	614
Number of Monthly Transactions	216	133	284	118	141	109	135

**Community Center Advisory Committee Packet
November 9, 2009**

**Executive Summary
Agenda Item 3e
Staff Report – Planning & Project Overview**

BACKGROUND: In July 2009, the Board established Goals for the District and asked staff to tie in planning and projects that would support achieving those initiatives. Going forward Committees and Staff will need to be sure that proposals and energies align themselves with these goals in order to enhance and strengthen the District.

FINANCIAL: See Attachments for details

RESOURCE: Tim Ishman, Mike Wheeler, Rachel Hagan, Simon Molyneux, Steven Noeth

LEGAL: Not consulted

RECOMMENDATION: None, informational only

ATTACHMENT: Brushy Creek 2010 Fiscal Year Goals
2010 Fiscal Year Community Center Priority List
"Draft" Five Year Financial Plan Model

Fiscal Year 2010 Community Center Projects									
	<u>TASK</u>	<u>Quarter</u>	<u>COSTS</u>	<u>STAFF</u>	<u>Other Key Staff Involvement</u>	<u>GOAL #</u>	<u>COST CENTER</u>		
3	Lobby Kiosk	1	\$ 1,500	Tim Ishman	Mark	2	Community Center		
6	Complete Recreation operations audit	1	\$ 25,000	Tim Ishman	Tom	2,4,5	Executive (Contingency)		
7	Replace fitness equipment	1	\$ 14,580	Tim Ishman		2	Community Center		
8	Paint the community center	1	\$ 12,000	Tim Ishman		2	Facility Maintenance		
20	Emergency Shelter / Community Center	1	\$ -	Tim Ishman	Tom, Legal	3	Community Center		
27	Five Year Financial Plan	2	\$ -	Mike Petter	Tom, Tim, Mike w, Mark, Margie	5	Administration		
34	Emergency Action Plan	2	\$ -	Tim Ishman		3	Community Center		
35	Reconnect PA system	2	\$ 2,970	Tim Ishman		3	Community Center		
	Total		\$ 56,050.00						

Draft Community Center Projects and Purchases - 5 Year Model

Project	Cost Center	Expense	New	Replace/Repair	Cost	FY
Remodel Game Room	Comm Ctr	Contractual		X	\$5,000	2011
Fitness Equip Lease	Comm Ctr	Equip Lease		X	\$14,580	2011
Vacuum	Fac Maint	Equipment		X	\$400	2011
Fitness Equip Lease	Comm Ctr	Equip Lease		x	\$14,580	2012
Vacuum	Fac Maint	Equipment		x	\$250	2012
Fitness Equip Lease	Comm Ctr	Equip Lease		x	\$15,000	2013
Paint Exterior	Fac Maint	Building Maint		x	\$30,000	2013
Vacuum	Fac Maint	Equipment		x	\$500	2013
Fitness Equip Lease	Comm Ctr	Equip Lease		x	\$15,000	2014
Paint Interior	Fac Maint	Building Maint		x	\$10,000	2014
Vacuum	Fac Maint	Equipment		x	\$250	2014
Fitness Equip Lease	Comm Ctr	Equip Lease		x	\$15,000	2015
Vacuum	Fac Maint	Equipment		x	\$500	2015

**Community Center Advisory Committee Packet
November 9, 2009**

**Executive Summary
Agenda Item 4a
Discussion and possible action regarding reinstalling of Community
Center PA System**

BACKGROUND: Originally, the Community Center had a functional PA system. During the recent lobby and office renovations, this system was disconnected. As an integral part of the Emergency Plan, staff contacted the company that installed that system when the building was constructed to secure an estimate for what it would cost to reconnect.

FINANCIAL: \$2,970.00, funding can be pulled from the Facility Maintenance Cost Center from the savings resulting in a lower than planned painting cost for interior painting.

RESOURCE: Tim Ishman

LEGAL: Not consulted

STAFF RECOMMENDATION: Staff recommends re-establishing the PA system.

COMMITTEE PARTICIPATION:

ATTACHMENT: Cost estimate from Ace Audio

RECOMMENDED MOTION:
Motion to recommend to the Board to re-establish the PA system.



512-218-4043 Corporate Office
210-945-8108 San Antonio Office
512-535-4673 Central Fax

"YOUR SOUND CONNECTION"

www.aceaudiocom.com

*Sound Reinforcement ~ Video ~ Intercom ~ Phone/Data ~ TV ~ Fiber Optics ~ Systems & Cabling
Design ~ Engineering ~ Sales ~ Integration ~ Service and Support*

Job Proposal

***Ace Audio Communications is a Historically Underutilized Business (HUB),
Texas Certification #17429685443***

October 21, 2009

**To: Brushy Creek MUD
Attn: Tim Ishman
Re: Paging System Installation
E-mail: Tim Ishman [T.Ishman@bcmud.org]**

Ace Audio Communications, Inc. appreciates the opportunity to submit this proposal for the above referenced project:

The quote includes, but not limited to, all labor and material as detailed on the attached itemized material breakdown to complete the paging system and integrate with the current telephone system on site.

Total \$2,970.00

Exclusions: conduit, standard boxes, power, trenching, core-drilling, painting, sleeves, wood-working, cable tray, demolition, required bonds, waiver of subrogation, additional insured charges, blocking, and tax

Valid for 30 Days

Paul Switzer
Ace Audio Communications, Inc.

**Community Center Advisory Committee Packet
November 9, 2009**

**Executive Summary
Agenda Item 4b
Parks & Recreation Advisory Committee representative report**

BACKGROUND:

The Parks & Recreation Advisory Committee met on September 2, 2009. J.R. Richardson, the CCAC representative on that Committee will provide an update to the items that were discussed at the meeting.

The Parks & Recreation Advisory Committee discussed the following items:

1. Presentation – E-Waste Project (Shannon Holt)

2. Staff & Committee Reports:
 - a. Program & Event Report
 - i. 4th of July Festival and Parade
 - ii. Movies in the park
 - iii. Hairy Man Festival
 - iv. End of the Year Pool Party
 - b. Cook off Sub Committee

Aquatics

- c. Year-round Update
- d. Thermal Blanket Replacement
- e. Roof Replacement over Sendero Pool Pump and Control Area

Grounds

- f. Texas Recycle Days
- g. Creek Clean up

- h. Duck Pond Aerator

- i. District Signage Project – Phase II LED Signs

- j. 2010 Committee Overview

- k. Community Center Advisory Committee Representative

3. Discussion and Possible action regarding:
 - a. Service Project Guidelines

FINANCIAL: None

RESOURCE:
Fred Lord

LEGAL:
Not consulted

STAFF RECOMMENDATION:
Discussion only.

COMMITTEE PARTICIPATION: N/A

ATTACHMENT: N/A

RECOMMENDED MOTION:
For discussion purposes only. No motion required.

**Community Center Advisory Committee
Packet
November 9, 2009**

**Item 5
Board of Directors' Meeting**

December 10, 2009

No Attachments

**Community Center Advisory Committee Packet
November 9, 2009**

**Item 6
Establish Agenda for Next Meeting**