

7. Purchased new glass backboards for the two main hoops at the Eddy School to replace the old wooden backboards.
8. Continued to create community partnerships in able to facilitate new programs, specifically for our teenage demographic.
9. Increased our social media presents by doing programs on Facebook live and creating an Instagram account.

Recreation Department FY 2022 Goals & Initiatives

1. Work with Drummer Boy Park Committee to evaluate potential upgrades to the park according to the new Master Plan.
2. Complete and submit the updated Open Space and Recreation Plan.
3. Create a community center planning committee with other departments in order to gather input regarding interests/needs as well as feasibility and possible locations.
4. Bring back our summer playground program and many of our annual events, bigger and better post Covid-19.
5. Continue working with other Town Departments to ensure the quality of our programs, as well as build on the relationships that we have with each other.
6. Start the ADA upgrade of the Freemans Fields, through both state funding as well as our CPC funds.

Recreation Department FY 2022 Revolving Budget Summary

The Brewster Recreation Revolving Account allows us to raise revenue through fees and charges for a specific purpose and to use the revenue without the necessity of a town meeting appropriation to support the services necessary to run the department. Contracted instructors, seasonal staff wages, program coordinator wages and private facility usage fees are funded through this account, which are all crucial to the success of the Recreation Department. Without these items the department would not be able to provide such diverse programs to the community. That being said, we took quite a hit this year due to the pandemic and the lack of fees coming in.

We are lucky enough to be able to price our Summer Playground Program at a very affordable cost. Whatever profit we do make we use to upgrade the department's equipment, expand summer programs and field trips, and replace old or broken equipment.

The local business network the department has established provides an economic impact within the community amounting to thousands of dollars in consumer spending. Finally, the Department is able to employ 30 young adults during the summer programs, providing jobs to the local community. These positions provide stable work environments and financial support to families with costs of supporting children.

The department is moving in the following directions to increase revenue in order to continue and expand our recreation opportunities:

- Create a summer pickleball program, similar to our senior tennis program
- Increase participants in select after school programs
- Increase *new* programs, specifically for teens and adults
- Continue our Bayside Bright Lights Celebration and use it as a Dept. fundraiser
- Look at potential partnerships/modifications for our sailing program to ensure it is a quality program, and that we are not losing money
- Steve's healthcare costs will be illuminated, as he will not be taking the Town's option

Brewster Recreation Programs and Events January 2020 – December 2020

Below, please find a description of our events and programs this year, including the number of participants. Basketball, Soccer and Baseball/Softball are funded by both the Operating Budget line items and the Recreation Department's Revolving Fund. All other programs are supported by the Revolving Fund.

**Please note that programs in red were programs we needed to cancel due to the pandemic. Others were restricted to smaller groups. This had a very adverse impact on our revolving account.*

Alt. summer programs: 30	Pickleball Clinics: 100
After school play time: 9	Pickleball: 0
Archery, spring: 0	Running Club: 10
Archery, summer: 38	SBES Sports Month: 0
Basketball, ages 3-4: 0	Senior Striders: 0
Basketball, ages 5-6: 20	Senior Tennis: 50
Basketball, ages 7-8: 20	Skippers: 0
Basketball, grades 3-6: 40	Soccer, ages 3-8: 30
Bloom Run: 0	Soccer, grades 3-6: 32
Breakfast with Santa: 0	Softball, grades 3-6: 0
Bayside Bright Lights: 400	Spring soccer: 0
Cape Codder Trip: 0	Stand Up Paddleboard: 0
Dodgeball: 20	Summer Rec: 0
Fall Archery: 20	Summer Skippers: 10
Family Fishing Clinic: 0	Swimming Lessons: 0
Farm league baseball: 0	T-Ball: 0
Film Class: 10	Tennis, adult: 0
Fitness class: 6	Tennis, fall adult: 0
Field Hockey: 0	Tennis, fall youth: 10
Flag Football: 0	Tennis, spring: 0
Floor Hockey: 18	Tennis, summer adult: 0
Golf, fall: 10	Tennis, youth summer: 140
Challenger soccer clinics: 0	Track week: 10
Kayak Rentals: 0	Ultimate Frisbee: 0
Mad Science: 10	Whitecaps baseball: 0
Mens Basketball: 0	Youth Leader: 0
Movie Night: 0	Youth Yoga: 0
MS futsal: 0	Adult Yoga: 50
Outdoor club: 10	

FY22 BUDGET INCREASE RATIONALE FORM

Department: **Recreation**

Requested Increase Amount: \$3,649 to seasonal salaries, \$1000 to seasonal certification

Rationale: The Recreation Department is asking for a minimal increase to seasonal salary line item in our budget for FY22. This increase includes a raise to the minimum wage as well as a standard \$1 raise for seasonal staff members. By doing so it allows us to stay competitive with other, similar, jobs. We are very lucky to have such an amazing summer staff, and we want to retain as many of them as we can so our programs continue to excel. Not to mention, we didn't have a playground program last year due to Covid-19, and we want to make sure we can attract some of our staff from previous years and compensate them accordingly. We are also requesting an additional \$1000 in our operating budget in the seasonal certifications line item. We are going to have some turn over with our life guards and swim instructors, and we will need to hire two to three new guards/instructors. To get life guard or WSI certified it costs between \$400-\$500, and we would like to contribute to those costs for these staff members.

Impact on Services: The Brewster Rec summer program will continue to be one of the best on the Lower Cape if we are able to retain our staff. This 5.1% is a minimal increase will go a long way. It is a competitive market for seasonal staff on the Cape in the summer, and we are sure that this small increase would ensure we retain most of our staff and encourage new qualified applicants to apply. As far as the \$1000 increase to the seasonal certifications, it will allow us to target people who want to get certified and/or re-certified, but may not have the means to pay for it. It is a very competitive market for life guards and swim instructors, and we want to make sure we have quality staff in these very important positions, where safety is of the utmost importance.

[Summary](#)

EXPEND FY18 EXPEND FY19 APPROP FY20 EXPEND FY20 APPROP FY21 REQUEST FY22 CHANGE

PERSONNEL SUBTOTAL
(Form 2)

123,845	177,119	189,489	179,616	192,432	195,321	1.50%

OPERATING SUBTOTAL
(Form 3)

13,404	12,954	8,995	4,632	8,995	9,995	11.12%

TOTAL DEPARTMENT BUDGET
(Form 2 + Form 3)

137,249	190,073	198,484	184,248	201,427	205,316	1.93%
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DEPARTMENT: 630 - Recreation Department FY22 Personnel Budget

Total Full Time Salaries/Wages	120,206
Total Seasonal Salary	75,115
Total Longevity	-
Total Education	-
Total Certification Pay	-
Total Holiday Pay	-
Total Other Pay	-
Shift Differential	-
Overtime	-
Salary Subtotal	195,321

ACCT #	ACCOUNT NAME	EXPEND FY18	EXPEND FY19	APPROP FY20	EXPEND FY20	APPROP FY21	REQUEST FY22
5241	Facility Maintenance	2,972	1,579	1,000	1,381	1,000	1,000
5244	R & M Boat	1,200	187	300	0	1,000	1,000
5380	Seasonal Certifications	0	392	500	239	500	1,500
5596	Youth Sports	5,564	8,215	5,750	2,353	5,050	5,050
5776	Advertising/ Promotions	666	806	295	64	500	500
5707	Meetings	820	825	250	370	250	250
5710	Mileage	189	0	0	0	0	0
5721	Public Rec-Summer Rec	1,224	532	0	0	0	0
5722	Public Rec- Office	163	417	300	121	300	300
5728	Public Rec - Swim	607	0	600	104	395	395
OPERATING SUBTOTAL		13,404	12,954	8,995	4,632	8,995	9,995

	FY20 Revenues	FY20 Expenses	profit
youth b-ball	\$ 4,318.00	\$ 2,554.00	\$ 1,764.00
swim	\$ 2,038.00	\$ -	\$ 2,038.00
summer Rec	\$ 55,000.00	\$ 17,263.00	\$37,737.00
tennis	\$ 7,625.00	\$ 5,000.00	\$ 2,625.00
rental	\$ 2,425.00	\$ -	\$ 2,425.00
softball	\$ -	\$ -	\$ -
yoga	\$ 735.00	\$ 615.00	\$ 120.00
events	\$ 918.00	\$ 1,987.00	\$ (1,069.00)
youth soccer	\$ 6,789.00	\$ 1,979.00	\$ 4,810.00
mens b-ball	\$ 1,957.00	\$ -	\$ 1,957.00
seasonal programs	\$ 18,177.00	\$ 10,115.00	\$ 8,062.00
pickleball	\$ 2,000.00	\$ -	\$ 2,000.00
			\$62,469.00
FORECAST	FY21 Revenues	FY21 Expenses	profit
youth b-ball	\$ 2,276.00	\$ 454.00	\$ 1,822.00
swim	\$ 2,000.00	\$ -	\$ 2,000.00
summer Rec	\$ 30,000.00	\$ 10,000.00	\$20,000.00
tennis	\$ 7,000.00	\$ 5,000.00	\$ 2,000.00
rental	\$ 2,000.00	\$ -	\$ 2,000.00
softball	\$ 500.00	\$ 300.00	\$ 200.00
yoga	\$ -	\$ -	\$ -
events	\$ -	\$ -	\$ -
youth soccer	\$ 3,092.00	\$ -	\$ 3,092.00
mens b-ball	\$ -	\$ -	\$ -
seasonal programs	\$ 5,000.00	\$ 4,000.00	\$ 1,000.00
pickleball	\$ -	\$ -	\$ -
			\$32,114.00

Because we were not able to offer all our normal programs in FY21, our revolving account took quite a hit. Based on a forecast for FY21 we will be down roughly \$30K compared to FY20, mostly because we didn't offer a Summer Playground Program and various other seasonal and youth sports programs. We hope to make up a good portion of that in FY22 if Covid-19 restrictions ease.

Recreation Department – Fiscal Year 2022

Recreation Department Operating Budget

Full Time Wages

This Line item includes wages for the two full time department employees, Director and Assistant Director.

Temp/Seasonal/Lifeguard

This line item will supplement our temporary/seasonal employees. The Recreation Department has historically given raises to our staff each year. Not to mention, minimum wage has gone up to \$13.25hr. Changes are highlighted in red.

**Because we didn't have a normal summer program last summer, we will be able to give back the majority of this line item. Roughly \$55K.*

Temporary/Seasonal/Lifeguard Wages - FY 22						
1. Summer Rec Program						
<u>Positions</u>	<u>No. of Positions</u>	<u>No. of Weeks</u>	<u>Wages/ Hour</u>	<u>Hours/ Week</u>	<u>Individual Weekly Wages</u>	<u>Total Wages</u>
Director	1	7	\$23.00	22	\$506	\$3,542
Asst. Director	1	7	\$19.00	22	\$418	\$2,926
Head Counselors	7	7	\$18.00	147	\$2,646	\$18,522
Jr Counselors	5	7	\$14.25	105	\$1,496	\$10,474
Counselors	8	7	\$16.00	168	\$2,688	\$18,816
Playground Program Total:						\$54,280
2. Lifeguard Program						
<u>Positions</u>	<u>No. of Positions</u>	<u>No. of Weeks</u>	<u>Wages/ Hour</u>	<u>Hours/ Week</u>	<u>Individual Weekly Wages</u>	<u>Total Wages</u>
Head Lifeguard	1	9	\$18.50	40	\$740	\$6,660
Lifeguard	3	9	\$17.50	60	\$1,050	\$9,450
Lifeguard Total:						\$16,110
3. Swimming Program						
<u>Positions</u>	<u>No. of Positions</u>	<u>No. of Weeks</u>	<u>Wages/ Hour</u>	<u>Hours/ Week</u>	<u>Individual Weekly Wages</u>	<u>Total Wages</u>
Instructors	3	6	\$17.50	45	\$788	\$4,725
Swimming Program Total:						\$4,725
					Overall Totals	\$75,115
						5.1% change

Facility Maintenance

This line item helps to support basic maintenance on the office, fields, buildings (sheds/garages), and recreational facilities around the town. Locations include the Rec Dept Office at the Eddy Elementary School, Freemans Way Recreational Fields, Town Hall Fields, Gage's Field, Jean Finch Skate Park, Brewster Tennis Courts, Long Pond Beach, and Upper Mill Pond.

Meetings/Conference

With this line item, our department pays for membership dues and conference fees for professional associations, such as Mass Parks and Recreation Assoc. & NRPA.

Office Supplies

This budget covers office supplies needed for the daily operations of the Recreation Office.

Boat Maintenance

This line item supports the costs of maintaining our fleet of sail boats and motor boat (utilized by our summer sailing program). We cover the cost of parts and scheduled repairs.

Seasonal Certifications

This line item covers the costs of making sure our staff is current on certifications such as first aid and CPR, lifeguard certifications, Water Safety Instructor certifications, Archery cert., etc.

Swim

This allocation supports purchasing supplies for our swim lessons and lifeguard safety equipment.

Advertising

This line item supplements our cost to run advertisements, etc.

Youth Sports

This line item supplements costs of the department's soccer, basketball and softball/baseball programs (ages 3 – 12). We have costs of field maintenance (paint, goals, etc), uniforms, soccer balls, basketballs, baseballs, referees, gym supervision, etc.

Recreation Department Employees

Director – 1	Playground Director – 1
Assistant Direction – 1	Asst Playground Director – 1
Referees/Umpires – 3	Head Counselor – 8
Sailing Director – 1	Counselor – 7
Asst Sailing Director – 1	Jr Counselor – 4
Sailing Instructors – 4	Tennis Director – 1
Head Lifeguard – 1	Tennis Instructor – 1
Lifeguard – 3	Program Coordinators – 3
Swim Instructor – 1	Seasonal volunteer coaches – 25
WSI – 3	Youth Leader Volunteers – 30

Recreation Department Functions

- Cover Office Hours, M-F, 8:30am – 4:00pm
- General customer service: answering phone calls, returning emails, forwarding questions to appropriate departments.
- Process Program registrations, on-going throughout the year.
- Daily revenue reconciliation
- Prepare and submit cash/check deposits to the Treasurer's Office
- Prepare monthly credit card deposits to the Treasurer's Office
- Research and Develop seasonal programming: Winter, Spring, Summer, Fall
- Facilitate programs on a year round basis
- Manage volunteer coaches for sports programs. Approximately 20-25 per season.
- Manage a youth leader volunteer program in the summer with approximately 40 8th/9th grade students.
- Advertise, interview, hire approximately 35 summer seasonal staff.
- Organize and facilitate employee training for seasonal staff.
- Maintain an Archery Instructor Certification
- Maintain CPR/First Aid/AED certification
- Submit Bi-weekly payroll
- Research grant opportunities for facility improvements and equipment purchases.
- Set up management software/website for each program on a seasonal basis
- Manage program equipment inventory.
- Pay the Department's bills on time, generally a weekly submittal.
- Attend quarterly Mass Park and Rec Regional Meetings.
- Attend Annual State Conference for Mass Park and Rec Assoc.
- Prepare yearly Budget
- Prepare yearly Capital Plan
- Prepare yearly Annual Report
- Organize and post agendas monthly Recreation Commission Meetings. Prepare all meeting document packets.
- Submit minutes from the Recreation Commission meetings.
- Regular cleanings of our office, storage areas, including floors and restrooms.
- Apply for all necessary food permits, when applicable.
- Paint athletic field lines for soccer, baseball, softball, lacrosse and flag football fields.
- Regular posting of Tennis Court reservations.
- Attend meetings with Lower Cape Rec Departments to organize sports leagues and regional programs.
- Facilitate our summer Beach Ambassadors program
- Manage all social media platforms

This reflects the Recreation Revolving account as of January 25th, 2021:

RE: monthly info. - Message (HTML)

FILE MESSAGE

Ignore Delete Reply Reply All Forward More Meeting equipment orders To Manager Done Team Email Reply & Delete Create New Move Actions Mark Unread Categorize Follow Up Translate Find Related Select Zoom

Mon 1/25/2021 12:37 PM
Mimi Bernardo
RE: monthly info.

To: Michael Gradone
You replied to this message on 1/25/2021 1:23 PM.

Message RecRevolvingRev1.25.21.pdf (248 KB) RecRevolvingExp1.25.21.pdf (252 KB)

Current revenue and expense reports are attached for your revolving accounts.

Your rollover balance from FY20 into FY21 was	\$101,899.35
Expenses to date	-34,478.26
Revenue to date	+18,576
Current Balance	\$86,097.09

From: Michael Gradone
Sent: Monday, January 25, 2021 10:11 AM
To: Mimi Bernardo <mbernardo@brewster-ma.gov>
Subject: monthly info.

Good morning Mimi,

Can you please send me my monthly financials with the following:

- FY 2021 rollover
- Current revenues
- Current expenses
- Current revolving account balance

10:21 AM 1/28/2021